**ADD A PPP, SCRM or OTHER SURVEY**

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| **Program Protection Planning (PPP)**  *In addition to SCG requirements, there are other regulatory requirements for Program Protection Plan (PPP) sufficiency. ASM has automated this process by enabling the user to create and update the PPP as part of the assessment process. Program Protection is reported in the ASM Executive Summary Report and in the ASM Dashboard report.* | **Supply Chain Risk Management**  *The SCRM Survey is an automated process enabling users to get a first look at how well programs are identifying, addressing, and mitigating threats and vulnerabilities within their supply chain.  The SCRM Survey's output includes an ASM SCRM report tracking program SCRM status and identifying gaps or areas for improvement.* |

**STEP BY STEP INSTRUCTIONS FOR ADDING SURVEYS DIRECTLY ON SIPR**

*Whether you are adding a PPP, SCRM or other survey, the process is the same. Follow the steps below.*

**OPEN THE PROGRAM IN THE WORKBENCH**

1. **Login** into **ASM Workbench**

NOTE: If you do not see your program, add it by following the steps.

* 1. A list of programs shows in the jqGrid.
     1. If your program is listed, proceed to Step 2.
     2. If your program **is not** listed, **add it**.
        1. Click on **Create.**
        2. **Answer** the questions.
        3. Click **Save**.
        4. Your program now shows in the jqGrid.

1. **Double click on the row** to open the program and proceed to the next step.

**CREATE AND ASSOCIATE A NEW SURVEY**

1. **Login to ASM Workbench.**

**NOTE: If you have an existing PPP or SCRM, go to the next section**.

1. **Double click** on the program to open.
2. Click onthe **Survey tab.**
3. Click on the **Create and Associate button** relative to the survey being added**.**
4. **Select “Create and Associate a new [Program Protection or SCRM] ”**
5. Notice the survey name, node and objective are already populated.
6. Click on **Continue**.
7. Note some of the questions are already answered from the workbench.
8. **Complete all required questions on all pages.**
9. All questions with a red asterisk are required.

NOTE: All required questions must be answered to Finish and Lock. If the Finish and Lock button is grayed out, it indicates some questions have not been answered.

1. **Add remarks** as appropriate (not required).
2. Upload files as applicable.
   * 1. Click on **Upload** button next to the question.
     2. Click on the **Browse** button to locate file.
     3. **Double click** on the located file to upload.
     4. Click on **Upload**.
        1. Note: File will show in lower part of screen when uploaded.
     5. Click **Close** to return to the survey.
3. Click on **Continue**.
4. Click on **Finish and Lock**.
5. Click on **Return to Program**.
6. Note there is now a blue hyperlink next to the survey label.

NOTE: ONLY RELEASED SURVEYS ARE SEEN BY OTHERS AND AVAILABLE FOR REPORTS AND ANALYSIS.

1. If your survey is ready for review by others, click on **Release for Viewing**. If not, leave as is.
2. Your survey is now complete and associated with this program.

If you have any trouble, please contact the EPRM Help desk at [eprmhelp@alionscience.com](mailto:eprmhelp@alionscience.com)

Additional Training Resources can be found at

<http://eprmhelp.countermeasures.com/asm-training-resources.html>