

## IDRMP EPRM Training Job Aid

### A Step-by-step Guide

#### Conducting an IDRMP Assessment

##### Create an Assessment from a Template:

1. **Login** to EPRM
2. Click **Manage Assessments**
3. Click **Start a new assessment**
4. Enter the **name** of the assessment using standard naming convention\*
5. Select the unit (**Node**)
6. Select **Antiterrorism Force Protection or IDRMP** as the Objective
7. Select **Inherit from Template**
8. Select the **Pre-Scored Asset Template** and the base **AHTA**
9. Answer **Profile** questions, click **Next Section/Tab**
10. Answer **Scope Assessment** questions, click **Next Section/Tab**
11. Review the list of Critical Assets and align the choices to be in line with your current asset list.  
*Do not include any assets that include additional security checks (those located in Restricted or Controlled Areas), these will be addressed later.*
12. Select **"Yes"** for all applicable assets, review the pre-scored answers and change them as necessary, then click **Submit**
  - a. Answer the last question **"Yes"** if you made changes, **"No"** if you did not make a change, and **"N/A"** if there were no pre-scored answers (e.g., for space assets)
  - b. Add a comment explaining any changes made to the pre-scored answers
  - c. Select **"No"** for any asset not applicable for the assessment
13. Once you have answered all of the assets, click **Next Section/Tab**
14. Review answers on the threats page and make any changes that would be applicable to your specific location, click **Next Section/Tab**
15. **Answer** the assessment questions directly in EPRM (or see alternative process using Excel), click **Next Section/Tab**
16. Click **Save and Lock** icon

##### EPRM Alternative process using Excel:

(must complete steps 1-14 (left) prior to starting this process)

1. On the **Countermeasures** page click **Export to Excel** to export assessment questions
2. **Save** the file
  - a. Open the file on the computer
  - b. Enable editing
  - c. Make changes in Excel (transcribing from hard copy)
  - d. Save the updated file to the computer
3. Return to the assessment and navigate to the EPRM **Countermeasures** page
4. Click **Upload Responses** to load the populated Excel sheet into EPRM
5. Click **Browse** to locate the file
6. Click **Upload**
7. Click **Back**
8. Verify all countermeasures have been answered as expected, click **Next/Section Tab**
9. Click **Save and Lock** icon

\*Naming convention for assessments (where each item is separated by a hyphen):

**Completion date of the assessment** (YYYYMMDD) (required) - **The assessed command entity** (required) - **Assessment location** (required) - **Assessment sub-location/Project Name** (required) - **Service-identified label** (required)

**Example Assessment Name:** 20180604-88th Air Base Wing-Wright Patterson AFB-Area B-HHQ Assessment

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<p><b>Create an Asset or Location Specific Assessment with Additional Security (Assets in Restricted and Controlled Areas):</b></p> <ol style="list-style-type: none"> <li>1. Click <b>Start a new assessment</b></li> <li>2. Enter the <b>name</b> of the assessment using standard naming convention.*</li> <li>3. Select the unit (<b>Node</b>)</li> <li>4. Select <b>Antiterrorism Force Protection or IDRMP</b> as the Objective</li> <li>5. Select <b>Copy from an existing assessment</b>, select the assessment to copy from (e.g. most recent installation assessment)</li> <li>6. <b>Continue</b> through the profile and scope pages, update responses as necessary</li> <li>7. Update the critical assets to align with the specific assets or secure location that you are assessing</li> <li>8. Select <b>“Yes”</b> for all applicable assets, review the pre-scored answers and change them as necessary, then click <b>Submit</b> <ol style="list-style-type: none"> <li>a. Answer the last question <b>“Yes”</b> if you made changes, <b>“No”</b> if you did not make a change, and <b>“N/A”</b> if there were no pre-scored answers (e.g., for space assets)</li> <li>b. Add a comment explaining any changes made to the pre-scored answers</li> <li>c. Select <b>“No”</b> for any asset not applicable for the assessment</li> </ol> </li> <li>9. Once you have answered all of the assets, click <b>Next Section/Tab</b></li> <li>10. <b>Review</b> the answers on the threats page and make any changes that would be applicable to your specific location, click <b>Next Section/Tab</b></li> <li>11. <b>Update</b> the assessment questions for this specific asset or location, click <b>Next Section/Tab</b></li> <li>12. Click <b>Save and Lock</b> icon</li> </ol>	<p align="center"><b>Need Help?</b></p> <p><b>Requesting Access</b> - Email the following information to (NIPRNET) <a href="mailto:raleigh.a.onks.ctr@mail.mil">raleigh.a.onks.ctr@mail.mil</a> <u>and</u> <a href="mailto:caleb.l.jones.ctr@mail.mil">caleb.l.jones.ctr@mail.mil</a> <u>or</u> (SIPRNET) <a href="mailto:raleigh.a.onks.ctr@mail.smil.mil">raleigh.a.onks.ctr@mail.smil.mil</a></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Title/Rank</li> <li>• Phone Number (NOT DSN)</li> <li>• Service or Component</li> <li>• Installation (i.e. base, post)</li> <li>• Unit</li> <li>• NIPR E-Mail</li> <li>• SIPR E-Mail</li> <li>• Type of account required (MARMS, OPSEC, IP, DoDInt):</li> </ul>
	<p><b>Accessing system (SIPRNET):</b> <a href="https://eprm.csd.disa.smil.mil">https://eprm.csd.disa.smil.mil</a></p> <p><b>Resources:</b> User guides, videos &amp; other materials are available on the EPRM Help page (NIPRNET): <a href="http://eprmhlp.countermeasures.com/af-atidrmp.html">http://eprmhlp.countermeasures.com/af-atidrmp.html</a></p> <p align="center">Or</p> <p>On EPRM in the “View References and Materials” section (SIPRNET)</p> <p align="center">*****</p> <p align="center">For assistance and for any questions, please email <a href="mailto:EPRMhelp@alionscience.com">EPRMhelp@alionscience.com</a> or Call 1-800-754-4204. 0700-1700 Eastern time</p>