



MARMS Quick Reference Guide: Conducting an Antiterrorism Force Protection (AT/FP) Assessment

Create an AT/FP Assessment:

1. Login into EPRM.
2. Click on green **“Start” button (Create a New Assessment)**.
3. New Assessment page:
 - a. Enter the **Assessment Name**.
 - i. Use naming convention as follows:
 1. YYYYMMDD – Unit – Location – Sub-location (optional) – Service-identified label (optional) e.g.: 20190604-88th ABW-WPAFB-Area B-HHQ Assessment.
 - b. Select the **unit** from the hierarchy (Node).
 - c. Select **Antiterrorism Force Protection** as the objective. Click **Continue**.
4. Copy/Inherit Options page:
 - a. Select one of three options:
 - i. **Start** an assessment from scratch. Click **Continue**; user will be brought directly to step 5.
 - ii. **Copy** from an existing assessment. (This option is only visible if there are assessments available to copy from.) **Select** the assessment to copy from the list that populates. Click **Continue**.
 - iii. **Inherit** from one or more previously created templates. (This option is only visible if there are templates to inherit.) **Select** the template(s) to inherit. Click **Continue**.
5. Profile Organization page:
 - a. Answer or verify copied/inherited answers to the profile questions. Click **Continue**.
6. Scope Assessment page:
 - a. Answer or verify copied/inherited answers to the scope questions. Click **Continue**.
7. All Assets page:
 - a. Answer or verify copied/inherited answers to asset questions. For assets answered “yes” the user must answer a series of questions to assign that asset’s criticality. For Task Critical Assets (TCA), predetermined values exist as Tier 1 or Tier 2 TCAs. Click **Continue**.
8. All Threats page:
 - a. Answer or verify copied/inherited answers to threat questions. For questions the user has answered “yes” the user must directly assign a severity rating from a drop-down menu. Click **Continue**.
9. All Benchmarks page:
 - a. Answer or verify copied/inherited answers to benchmark questions. For benchmarks answered “N/A” a comment/explanation is required. Click **Continue**.
10. Data Collection page (display of icons showing the previous sections have been completed):
 - a. Click the **Finish & Lock** icon.

Your assessment is now complete.

Assessment Administration functions:

1. **Open for Editing:** Unlock the current assessment for editing. Caution should be used in editing so that accurate assessment data is not lost in the editing process.
2. **Rename:** Change/update the name of the current assessment.
3. **Share this Assessment:** Give other MARMS users access to the current assessment. Assign users Read/Write or Read Only privileges as warranted.
4. **Change Owner:** Transfer ownership of the current assessment to another MARMS user. Once changed, the original owner no longer has access to the assessment.
5. **Delete:** Permanently delete the current assessment. Once deleted the assessment will not be recoverable.
6. **File/Image Upload:** Attach supporting documents or pictures to the current assessment. Max. file size: 10MB.
7. **Reports:** Generate reports of the current assessment in Excel, Word, or PowerPoint.
8. **View/Manage POCs:** View the points of contact for the current assessment. Users may only add/delete points of contact if the assessment is opened for editing.

Need assistance or want to provide feedback?

Contact EPRM User Support at:

EPRMhelp@alionscience.com

or

800.754.4204

(0700-1700 EST, M-F)

Additional Resources:

User guides, videos, and FAQ visit (NIPR):

<http://eprmhhelp.countermeasures.com/>