

Welcome to the Affirming Official (AO) for CMMC Level 1 Self-Assessment Tutorial.

If you have received a courtesy email or an informal notification to affirm a CMMC Level 1 Self-Assessment and need assistance, this tutorial will take you step by step in completing the action.

An AO is defined as “...the senior level representative from within each Organization Seeking Assessment (OSA) who is responsible for ensuring the OSA's compliance with the CMMC Program requirements and has the authority to affirm the OSA's continuing compliance with the security requirements for their respective organizations.” In accordance with Federal Regulations, section 170.

If you are not the AO for the entered CAGE please refer back to the individual who has notified you of this action.

As an Affirming Official, you will need a Procurement Integrated Enterprise Environment (PIEE) account with the SPRS Cyber Vendor User role to complete the affirmation process. If you are able to login, select Cyber Reports (CMMC & NIST). An asterisk next to your CAGE and Hierarchy on the drop-down menu confirms you have the Cyber Vendor access.

If you need to obtain a PIEE account or need to add SPRS Cyber Vendor Access, see the SPRS Vendor Cyber Reports Access document, listed here:

https://www.sprs.csd.disa.mil/pdf/SPRS_Access_CyberReports.pdf

To access and affirm the CMMC Level 1 Self-Assessment, start by logging into PIEE and selecting the SPRS Tile.

Click Cyber Reports (CMMC & NIST) option from the left-hand menu. Use the drop-down menu to select the CAGE hierarchy combination and select Run Cyber Reports.

Find the CMMC Level 1 Self-Assessment waiting for approval with the CMMC Status Type of Pending Affirmation. Select the pencil icon in the Edit column. If there is no pencil icon next to the Pending Affirmation record, you do not have Cyber Vendor User role access.

You have entered the Assessment, review and update data as needed, and select Continue to Affirmation. You will receive a pop-up, select Continue to Affirmation.

Your information is pulled from the PIEE profile and cannot be updated on this screen, this information can only be updated within PIEE. There is an option to enter any Additional Email Address(s) associated with this assessment, this will not prompt an email to be sent to the user.

Select Continue to Affirmation. A pop-up will appear, review the information. If inaccurate, select Cancel to return to the prior screen to make updates. If correct, Certify the above statement by selecting the check box and click Affirm.

The record will now reflect Final Level 1 Self-Assessment or No CMMC Status in the CMMC Status Type column and a CMMC Unique Identifier (UID) will be assigned. The most recently updated assessment will load at the top of the grid.

For additional details on entering a CMMC Level 1 Self-Assessment, the CMMC Quick Entry Guide and CMMC Entry Tutorial are on the website listed here: <https://www.sprs.csd.disa.mil/nistsp.htm>

This concludes the Affirming Official (AO) for CMMC Level 1 Self-Assessment Tutorial.