

(Music)

Welcome to SPRS Cybersecurity Maturity Model Certification (CMMC) Level 2 Self-Assessment Entry Tutorial.

The purpose of this tutorial is to assist users in completing the CMMC Level 2 Self-Assessment in SPRS. This includes requirement entry, score and CMMC status calculation, and assessment affirmation.

SPRS uses the Procurement Integrated Enterprise Environment (PIEE) for authentication and access.

The SPRS Cyber Vendor User is a privileged role that is required to view, enter, and affirm all cyber reports including CMMC Level 2. The responsibilities include: ensuring the CAGE Hierarchy is accurate and managing Cyber Reports.

The SPRS Contractor Vendor user role restricts users to view-only Cyber Report results at their company's hierarchy level and of their subsidiaries. In addition, the SPRS Contractor/Vendor Support role allows users access to SPRS performance reports as discussed in detail in the SPRS Access training.

Please note that the screenshots shown throughout this presentation have been modified for size and content.

To access CMMC Level 2 Self-Assessment, select the Cyber Reports (CMMC & NIST) link from the menu.

Use the drop-down list to identify the Company hierarchy. The CAGEs on the list will be paired. The first CAGE is the CAGE that is associated with the user's PIEE profile. The CAGE in parenthesis is the hierarchy; the Highest Level Owner (HLO) reported to SPRS.

An asterisk indicates the user has the SPRS Cyber Vendor User role for this CAGE and Hierarchy. Select the CAGE and Hierarchy combination, and click the Run Cyber Reports button.

Select CMMC Level 2 (Self) within the CMMC Assessments tab.

The CMMC Level 2 (Self) tab displays logged assessment summary results. If the user has a SPRS Cyber Vendor User role, they will have visibility of an Add New CMMC Level 2 Self-Assessment button as well as Edit and Cancel/Delete columns. Users with only Contractor/Vendor Support access will not see those items.

To Add a CMMC Level 2 Self-Assessment, select the Add New CMMC Level 2 Self-Assessment button.

Review the statement and click Acknowledge.

The CMMC Level 2 Self-Assessment Requirement Family groups are listed in a stepper at the top of the page with the requirements and objectives for the selected family beneath.

Complete the Compliance Status for each Requirement Number, choosing Met, Not Met, or N/A for each question. For requirements IA.L2-3.533 and SC.L2-3.13.11, use the Open Objectives button to complete, the answer may result in partial credit for these requirements. Other unique requirements include CA.L2-3.13.4, a user must answer Met or Not Met; N/A is not an option.

The Save button allows a user to save an incomplete assessment. Save and Continue will allow a user to proceed to the next Requirement Family. A users can click a Requirement family in the stepper to open but this will not save the previously completed requirement.

The Review stepper allows users to review for completion of the checklist. If any answers are missing, a red message, "All Requirements must be answered before continuing to Affirmation", will display at the top. The missed Requirement Number will also be highlighted in red.

The Export feature will not be available in the toolbar for this report. However, click on the Export button on the Review stepper to send the report to the Download module. The user will receive a pop-up, select "Ok". The system will send an email when the Export is available. Select the Download option from the left-hand menu and select Download when ready. More information on the Download module is available in the SPRS Software User's Guide for Awardes/Contractors, [https://www.sprs.csd.disa.mil/pdf/SPRS\\_Awardee.pdf](https://www.sprs.csd.disa.mil/pdf/SPRS_Awardee.pdf).

Once completed, click the Continue button.

Fill out the required information in the CAGEs step. This includes, Assessment scope, Enclave or Enterprise, Employee Count, and Included CAGE(s). Click the Open CAGE Hierarchy button to see the list of CAGEs in the Hierarchy. Select the CAGEs included in the assessment. Users can also copy and paste a comma-delimited list of CAGEs into the provided text box. SPRS receives CAGE Hierarchy information from the System for Award Management (SAM).

Select the blue Information button for quick access to definitions.

Questions related to technical interpretations may be directed to the email listed here [osd.pentagon.dod-cio.mbx.cmmc-inquiries@mail.mil](mailto:osd.pentagon.dod-cio.mbx.cmmc-inquiries@mail.mil).

Select Save and Continue.

SPRS will calculate the score and status. The Score will be listed in bold at the top.

If the Assessment qualifies for a CMMC Conditional or Final Level 2 Self-Assessment Status, the Continue to Affirmation button will be available. Click Continue to Affirmation. If the assessment does not qualify for a CMMC Conditional or Final Level 2 Self-Assessment Status, the assessment can be saved and returned to at a later date.

If the user who entered the Assessment is not the AO, the assessment can be transferred to the AO by entering their email address and selecting "Transfer to AO."

If the user is the AO, select Continue to Affirmation.

The information for the Affirming Official is transferred from the user's PIEE profile. Any changes must be made in PIEE and cannot be changed on this screen. Enter any additional emails to include with the record and click Continue to Affirmation.

An Assessment and Affirmation pop-up will appear. Basic details are visible at the top with more detailed information available in the View/Expand sections below. Click the check box to certify, and select the Affirm button. Or select Cancel to return to the assessment for any updates or changes.

The most recent assessment will appear at the top of the report. A "CMMC L2 Conditional Self-Assessment" is valid for 180 days. A "CMMC L2 Final Self-Assessment", with annual affirmations, is valid for 3 years.

Assessments that expire will automatically become "No CMMC Status (Expired)", turn red, and no longer be visible to Government personnel.

Government personnel will only see affirmed Conditional and Final status types. They will not see status types: "Incomplete", "Pending Affirmation", and "No CMMC Status".

If an assessment has edit capability, there will be a pencil icon in the Edit column at the far left of the record. Clicking the pencil icon will allow a user to make updates to the assessment.

If an assessment has delete capability, there will be a trashcan icon in the Cancel/Delete column located on the far right. To delete an Assessment, select the Trash Can button. This will open a pop-up of the assessment details with a warning to confirm deletion. Deleting the assessment will delete it for all Included CAGEs. Select Confirm Delete to delete.

If an assessment can be canceled, there will be an "X" in the Cancel/Delete column. When a record is canceled, it will turn red, and reflect "Retracted by Vendor".

Selecting the Detail button in the CMMC Unique Identifier (UID) column, opens a pop-up similar to the Assessment and Affirmation pop-up but with an additional expandable section for Affirmation Contact(s) and History. Click the Save As PDF button to print.

Viewing the Assessment table information, hover over the column title to see definitions of each of the column headers.

Columns can be sorted and filtered by clicking the three dots at the top of each column.

For additional information on entering a CMMC Level 2 Self-Assessment in SPRS, review the CMMC Level 2 Quick Entry Guide and website information:

Reviewing the additional tabs, the Company Hierarchy tab displays the company's complete hierarchy. SPRS receives this data from SAM.

If the Corporate CAGE Hierarchy is not accurate, contact the Electronic Business Point of Contact (EBPOC) listed in the SAM registration for the CAGE at the website listed here: <https://sam.gov/content/home>. CAGE Hierarchy updates typically flows from SAM to SPRS within 48 hours.

The Overview tab provides a list of the CAGEs in the Company hierarchy with at least one NIST SP 800-171 Assessment record current or expired.

The NIST SP 800-171 Assessments tab displays logged assessment summary results on separate tabs. If the user has a SPRS Cyber Vendor User role, they will have visibility of an Add New NIST Assessment button as well as an Edit/Delete column with pencil icons. Users with Contractor/Vendor Support access will not see those items.

The Criteria Search tab allows the user to enter various data fields and search all assessments associated with a company based on the entered criteria. Enter desired search criteria and select the Search button. Applicable information will load in respective tabs below.

The Show/Hide Search Fields button will expand or collapse the criteria search fields for space saving considerations.

The Guidance tab provides General Guidance as well as CMMC-specific Information and contains links to the FAR clause 52.204-21, supplemental guidance, and an email address for additional questions.

To print the browser screen currently available, use the print option in the Toolbar. This will allow the current report to be printed or saved as a PDF.

The informational question mark option on the Toolbar will open an additional tab with the SPRS home page displayed.

SPRS can be contacted by going to our website which is located at the URL listed here: <https://www.sprs.csd.disa.mil>

Our Help Desk is available Monday through Friday 6:30am to 6:00pm Eastern Time.

Help Desk Email are listed here: [sprs-helpdesk@us.navy.mil](mailto:sprs-helpdesk@us.navy.mil)

Within the application questions may be submitted via the Feedback/Customer Support link in the menu or via the Toolbar.

This concludes the quick CMMC Level 2 Self-Assessment Entry Tutorial.