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Welcome to the Supplier Performance Risk System – SPRS Entering Vendor Threat Mitigation (VTM) Records. This tutorial will describe Entering Vendor Threat Mitigation (VTM) Records in detail.

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This presentation covers Entering VTM Records only. For instruction on use of VTM Reports Search Functions view Vendor Threat Mitigation (VTM) for VTMACQ tutorial.

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Please note that the screenshots shown throughout this video have been edited for content and to reduce size.

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The VTM module consists of two parts within the SPRS Application: VTM Reports & Section 841 List.

VTM Reports provide SPRS users with a tool to search for vendors and determine if they have been assigned threat ratings and/ or assessments through a Combatant Command (CCMD) VTM Program. The Section 841 List: up-to-date listing of vendors with active identifications under FY15 NDAA Sec 841, “Never Contract with the Enemy”. Both VTM Reports & Section 841 List have menu items in the SPRS

Navigation Menu.

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VTM Program Officers Add/Edit/Delete Threat Rating Records within the SPRS Vendor Threat Mitigation (VTM) Module.

VTM IC Analysts Add/Edit/Delete Threat Assessment Records within the SPRS Vendor Threat Mitigation (VTM) Module.

Both of these roles include Section 841 List access.

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SPRS VTM Program Officers or VTM IC Analysts logging in for the first time are prompted to complete their VTM User Profile. You must complete your profile in order to enter VTM Threat Ratings/Assessments. Once completed, a link to the User Profile is displayed in the SPRS Navigation Menu. Please keep your information current, as it is used when other SPRS users need additional information on VTM Threat Rating/Assessment records.

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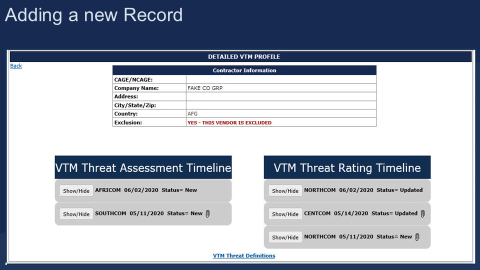
Select your Combatant Command (CCMD) from the dropdown.

Enter your Organization, Name, a Phone number a SPRS user can call with questions on a Threat Rating/Assessment, Email address a user can use to contact you if additional information on a Vendor Threat Rating/Assessment is needed, and the Organization VTM Mailbox Address, the mailbox a user can use to contact your organization about Threat Rating/Assessment if no POC information is available. Both CCMD and an email address (Org Mailbox or individual Email) are required fields.

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To locate a vendor for whom you wish to add a new Threat Rating, go directly to VTM Detailed Profile if vendor is on the Section 841 List, or use any of the four search methods from the VTM Reports landing page.

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*Before animation*

As a VTM IC User you have the ability to add/edit/delete Threat Assessments. To add a new Threat Assessment click the “Add Threat Assessment” button.

As a VTM Program Officer you have the ability to add/edit/delete Threat Ratings. To add a new Threat Rating click the “Add Threat Rating” button.

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A Pop-up will display. The majority of the fields are pre-populated from the user’s VTM User Profile.

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Click Threat Assessment or Rating link for a quick pop-up of the Threat Definitions

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Threat Definitions display at the bottom of the pop-up window.

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Depending on your Role choose either a Threat Assessment or a Threat Rating level from the appropriate dropdown list.

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Add any additional comments relevant to the Threat Assessment/Rating. SPRS is for UNCLASSIFIED information only, please do not include any details that may be of a higher classification level.

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When you finish inputting the Threat information, click “Save Profile”.

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If you wish, you may include an attachment to your Rating, Click “Select Files” button to choose a .doc, .docx or .pdf file to add. Uploaded attachments can be used to support a vendors threat rating/assessment status OR exclusion status.

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You are prompted to select the file for upload.

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Ensure that you are not uploading classified info.

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Once the attachment name turns green, it has been successfully uploaded. If attachment name turns red, the file is in an unsupported format.

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Click “Close and Refresh List” button to complete adding the Threat Assessment/Rating.

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Once the Threat Record has been successfully added, it will appear at the top of the Threat Rating Timeline. Once a Threat Record has been created, you have 48 hours from last time record was updated to edit or delete the VTM record. After that time period, the VTM record is locked.

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Click the click Show/Hide button to display detailed information.

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This shows the entire page.

If you are within the 48-hour time period from the last time the record was updated, you may edit or delete the VTM record. Click the Edit or Delete button. We will see and edit first.

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You can change the Assessment/Rating, remove/replace or add attachments.

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Click Save Profile & Upload Files to record your edits, or Close without Saving to discard edits.

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If you choose to delete a record click the Confirm Deletion button to confirm or Cancel to keep the record.

Now let’s focus more closely on each timeline.

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The Vendor Threat Assessments timeline displays a summary of information provided by the intelligence community. Threat Assessments are Unclassified assessments summarizing the threat posed by a vendor. Determined by organizations within the Intelligence Community (IC) supporting the DOD / Enterprise or Combatant Command / Service organization. This provides the level of the Threat Assessment, contact information for the person who created the Threat Assessment, the organization mailbox for the user to find out any additional information on that particular threat record and finally any attachments to support the vendors Threat Assessment or exclusion status.

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The Vendor Threat Ratings timeline displays a summary of the vendor’s threat rating information provided by the CCMD VTM organization. Threat Rating Characteristics are the same as those discussed on the previous slide for Threat Assessments.

Status = New: First time a CCMD/organization posts a

Threat Rating/Assessment

Status = Updated: All subsequent postings of a

vendor’s Threat Rating/Assessment within the same

CCMD/organization.

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This is our SPRS Contact Information:

Our website 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

The phone numbers and Help Desk Email are listed here( [webptsmh@navy.mil](mailto:webptsmh@navy.mil))

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You have completed SPRS Entering Vendor Threat Mitigation (VTM) Records. We hope you have enjoyed this Tutorial.

Congratulations on completing the tutorial and thank you for participation!