

Welcome to the Affirming Official (AO) for CMMC Tutorial.

If you have received a courtesy email or an informal notification to affirm a CMMC Assessment and need assistance, this tutorial will take you step by step in completing the action. We will cover affirming CMMC Level 1 and Level 2 Self-Assessments, CMMC Level 2 (C3PAO), and CMMC Level 3 (DIBCAC) Assessments.

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 32 Code of 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 AO, you will need a Procurement Integrated Enterprise Environment (PIEE) account with the SPRS Cyber Vendor User role to complete the affirmation process.

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

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

To access the CMMC assessments, select Cyber Reports (CMMC & NIST) from the SPRS menu. Use the drop-down list to select the CAGE and Hierarchy combination and click the Run Cyber Reports button. An asterisk next to your CAGE on the drop-down list confirms you have the Cyber Vendor User access.

Select the CMMC Assessments tab and Acknowledge the pop-up.

Starting with CMMC Level 1 (Self), find the 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 privilege, or the assessment is not available for Affirmation.

In this example, the assessment has been entered and ready for your review. Update data as needed and select Continue to Affirmation. You will receive a pop-up, select Continue to Affirmation.

Your information is pulled from your PIEE registration 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; these email addresses will not receive emails or notifications.

Select Continue to Affirmation. A pop-up will appear. 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.

Moving on to Affirming CMMC Level 2 (Self) Assessments. Select the CMMC Level 2 (Self) Tab, if an assessment is pending affirmation, or ready for its initial affirmation, then the AO can affirm via the Edit button or via the "Affirm" button in the CMMC Status Type column. If the Assessment is available for an annual affirmation, then the "Affirm" Button will be located in the Affirmation Expiration Date column.

The Review stepper is the same as CMMC Level 1, where the AO information is pulled from PIEE. Select Continue to Affirmation. A pop-up will appear, review the information. There are also view/expand options at the bottom to see additional assessment information associated with the UID. 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 CMMC L2 Final Self-Assessment or CMMC L2 Conditional Final Self-Assessment 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.

Next up is CMMC Level 2 (C3PAO) and CMMC Level 3 (DIBCAC), select either tab. Once SPRS receives the assessment, the assessment will need to be Affirmed. If the assessment is pending affirmation, or ready for its initial affirmation, then the AO can affirm via the "Affirm" button in the CMMC Status Type column. If the Assessment is available for the Annual Affirmation, then the "Affirm" Button will be located in the Affirmation Expiration Date column.

An Assessment and Affirmation pop up will appear and will contain the Assessment Details and the View/Expand options at the bottom to see additional assessment information associated to the UID. If correct, Certify the above statement by selecting the check box and click Affirm. Select Cancel to exit without affirming.

The record will now reflect Conditional Level 2 (C3PAO) or Final Level 2 (C3PAO) or Conditional Level 3 (DIBCAC) or Final Level 3 (DIBCAC) in the CMMC Status Type column. The most recently updated assessment will load at the top of the grid. The record will require annual affirmations for three years. The Affirm button will become available within the Affirmation Expiration Date column 60-days prior to each annual affirmation expiration date and after three years the assessment will become No CMMC Status (Expired).

For additional details on entering CMMC Assessments, the CMMC Level 1 and Level 2 Quick Entry Guides and CMMC Level 1 and Level 2 Entry Tutorials are on the website listed here:

<https://www.sprs.csd.disa.mil/nistsp.htm>

This concludes the Affirming Official (AO) for CMMC Tutorial.