U. S. Department of Homeland Security

Office for Domestic Preparedness

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TO: All State Administrative Agency Heads
                   All State Administrative Agency Points of Contact

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SUBJECT: ODP Secure Portal

The Office for Domestic Preparedness (ODP) has developed an on-line system to manage information, scheduling, and evaluation data for ODP-sponsored training and exercise events in real time. This system is referred to as the ODP Secure Portal and is the first step ODP is taking to integrate training and exercise data. This tool will streamline requests made by your state and make it easier to track ODP information.

Teleconference training to familiarize users on the benefits and functionalities of this system will be held beginning March 16, 2004. Prior to training, participants must register on the ODP Secure Portal no later than March 12, 2004.[1] Any questions and/or concerns during this registration process may be directed to the ODP Secure Portal helpdesk at (804) 744-8800. Please note that this training will consist of a real-time tutorial of the ODP Secure Portal. Therefore, it will be necessary for participants to be logged onto internet accessible computers throughout the duration of their session.

Shortly before your scheduled training session, please call (202) 353-0878 and follow the prompts to enter your scheduled teleconference. Once you are connected, you will be asked to enter a four digit code. The code for your session will be 3127. Please refer to the attached documentation for your scheduled training times.

It is the intent of ODP to create a comprehensive data management tool integrating information into one centralized location. Feedback regarding the functionality of the portal is encouraged and may be directed to askcsd@ojp.usdoj.gov.

ODP thanks you for your participation and looks forward to work with you to enhance state and local preparedness.

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[1] *Please see attached documentation for registration instructions.*