

## **CROSS-BORDER EXERCISE PROGRAM**

The United States Department of Homeland Security, Office for Domestic Preparedness (USDHS/ODP), recognizes the unique needs and issues of states and territories with international borders or international open-water borders. Daily border crossings or open-water entry by large numbers of the international community make select states and territories especially vulnerable to international terrorist cells attempting entry, or worse, terrorist attacks. Recent events, such as the massive influx of boat refugees from Haiti arriving in Florida or American Samoa's interception of a individual attempting to enter the territory with multiple false identifications illustrates the additional risk imposed upon local and state/territorial governments in screening and identifying potential adversaries that may be seek entry into the United States.

ODP will provide state and territorial jurisdictions the opportunity to receive direct exercise support to conduct cross-border exercises that will focus on prevention and preparedness activities that support the national strategy and/or federally approved state strategic plan goals and objectives. Direct exercise support will be provided by the existing contractor support assigned to the three exercise regions.

### **PURPOSE**

The purpose of this program is to strengthen a state's capability to execute its sovereign responsibilities and to encourage follow-up joint cross-border prevention and response activities in new or existing training, mutual supporting plan development, and exercises activities. States are encouraged to coordinate with the Indian tribal nations in which the pre-dominance of the tribal nation resides.

Cross-border exercise activities executed under this program might include:

- Intelligence processing and sharing
- Customs operations
- Mutual aid agreements
- Immigration operations
- Border crossing operations
- Commodities flow and verification
- Language or cultural 'barrier' issues
- National and international laws and procedures
- Victim care and transport between international facilities
- Emergency responder certification and protocols
- Pre-pandemic / epidemic health protocols

The hosting jurisdiction may want to consider conducting the exercise in the foreign country in order to facilitate foreign participation. States and territories must receive prior approval from their assigned Preparedness Officer prior to use of Homeland Security Grant Program (HSGP) grants for international travel and authorized expenses.

States and territories are encouraged to extend invitations to federal agencies such as: Federal Bureau of Investigations (FBI), Bureau of Alcohol, Tobacco and Firearms (BATF), State Department, Health and Human Services (HHS), Department of Interior (DOI), Department of Energy (DOE), Environmental Protection Agency (EPA), and organizations of the United States Department of Homeland Security (USDHS), such as Border, Transportation Security (BTS), Federal Emergency Management Agency (FEMA), Immigration, Customs Enforcement (ICE), Transportation Security Agency (TSA), Secret Service and United States Coast Guard (USCG).

## ELIGIBLE JURISDICTIONS

Eligible jurisdictions are based on geographical considerations targeting those states and tribal nations that have a contiguous border with Canada or Mexico, and states and territories having international open-water boundaries with foreign countries, sovereign island nations or strategically isolated in international bodies of water from continental mutual aid support. States and territories eligible for cross-border direct exercise support include:

| Western (11)                      | Central (5)                | Eastern (8)            |
|-----------------------------------|----------------------------|------------------------|
| <b>*Alaska – TTX</b>              | <b>*Ohio – TTX</b>         | <b>*Florida - TTX</b>  |
| <b>*American Samoa – SEM</b>      | Michigan                   | Maine                  |
| Arizona                           | <b>*Minnesota – TTX</b>    | New Hampshire          |
| <b>*California – TTX</b>          | <b>*North Dakota – TTX</b> | <b>*New York – TTX</b> |
| <b>*Guam – WKS</b>                | Texas                      | Pennsylvania           |
| Hawaii                            |                            | Puerto Rico            |
| Idaho                             |                            | <b>*Vermont – TTX</b>  |
| Montana                           |                            | Virgin Islands         |
| <b>*New Mexico – TTX</b>          |                            |                        |
| <b>*No. Mariana Islands - WKS</b> |                            |                        |
| Washington                        |                            |                        |

*(All eligible jurisdictions were previously canvassed. Highlighted jurisdictions with an asterisk indicate for cross border exercise support. TTX = tabletop exercise, WKS = Workshop, and SEM = Seminar).*

## DIRECT SUPPORT and LOCAL EXERCISE RESPONSIBILITIES

Direct support activities by the ODP exercise support team include the design/development, conduct and evaluation methodology of a cross-border exercise. Specific tasks include:

- conducting no more than three planning conferences with the local design team;
- assisting in the development of exercise goals and objectives;
- developing scenarios or background materials;
- developing exercise materials (agendas, participant handbooks, worksheets, situation manuals, and evaluation forms, as required);
- developing presentation or briefing materials;
- providing facilitators;
- coordinating the review of all draft exercise materials with the ODP Exercise Managers;
- conducting the post-exercise hotwash and compilation of evaluation materials; and

- producing the exercise After-Action Report /Improvement Plan (AAR/IP) or exercise Summary Report.

State and territories are responsible for the activities and costs associated with:

- providing a local exercise design team of appropriate subject matter experts;
- inviting and registering participants;
- securing a facility to conduct the exercise;
- coordinating the audio-visual needs to the exercise;
- providing appropriate plans, policies, and procedures to the ODP direct support contractor; and
- providing local evaluators during the exercise, as required.

## **EXERCISE ACTIVITY**

Cross-border exercise activities will consist of the design/development, conduct, and evaluation of discussion-based exercises: *seminar, workshop or tabletop exercise*. Exercise activity will be limited to one per state or territory. Additional cross border type exercises may be conducted with existing SHSGP and HSGP funds. These exercises, as with any ODP-funded exercise, should be linked to the goals and objectives of the state or territorial strategy plan.

Exercise support for cross-border exercises will adhere to the principles and formats identified in Homeland Security Exercise and Evaluation Program (HSEEP), Volumes I through IV. HSEEP is available to registered users of the ODP Secure Portal at (<https://odp.esportals.com>).

Since the cross-border exercise may not be an identified exercise activity of the current exercise work plan, states and territories should consult with their ODP preparedness officer and/or exercise manager. New exercise activities requiring use of the state/territorial grant or an existing activity that results in a reallocation or modification of funds should be reported to the assigned Preparedness Officer as a modified budget worksheet.

## **ACTIVITY PERIOD**

Cross-border direct support exercise activities must be conducted by March 31, 2005, and reported by May 31, 2005.

## **ALLOWABLE EXPENSES**

Costs associated with the hosting of an exercise (facility rental, audio-visual support, etc), travel, per diem, and overtime, are examples of allowable expenses. Where not specifically stated, allowable costs remain the same as described in FY2004 HSGP Program Guidelines and Application Kit.

## NON-ALLOWABLE EXPENSES

Any cost pertaining to the participation of foreign participants, i.e., travel, per diem, or overtime (these costs must be borne by their respective government agencies). Where not specifically stated, non-allowable costs remain the same as described in FY2004 SHSGP Program Guidelines and Application Kit.

## STATE DEPARTMENT ASSISTANCE

The State Department is offering its assistance in facilitating participation of foreign participants in the cross-border exercises. Specifically, the State Department can aid in identifying and inviting the appropriate level of foreign invitees; assist in identifying potential financial support for foreign participant travel costs; or participate in the exercises as a federal agency. Contact information for the various State Department area coordinators is provided in the contact section of this guide.

## REPORTING PROCEDURES

Grant reporting requirements can be found in SHSGP and HSGP Program Guidelines and Application Kit. Exercise reporting requirements will utilize the AAR/IP format and timeline found in HSEEP Volume II. AAR/IPs and Summary Reports are due to ODP 60 days following the cross-border exercise.

## POINTS OF CONTACT

Primary exercise points of contact for this program and other exercise questions are provided:

| <b><i>AK, ND, WA</i></b>   | <b><i>AS, CA, CNMI, GU, NM,</i></b>                                    | <b><i>OH, MN</i></b>   |
|--|--|--|
| Jennifer L. Roberson   | Herbert "Bud" Marshall   | Kevin Fannin   |
| Exercise Manager   | Exercise Manager   | Exercise Manager   |
| 810 7 <sup>th</sup> St., NW  | 810 7 <sup>th</sup> St., NW  | 810 7 <sup>th</sup> St., NW                                    |
| Washington, DC 20531   | Washington, DC 20531   | Washington, DC 20531   |
| (202) 353-7556   | (202) 514-7337   | (202) 514-7972   |
| <a href="mailto:jennifer.roberson@dhs.gov">jennifer.roberson@dhs.gov</a> | <a href="mailto:herbert.marshall@dhs.gov">herbert.marshall@dhs.gov</a> | <a href="mailto:kevin.fannin@dhs.gov">kevin.fannin@dhs.gov</a> |

| <b><i>VT</i></b>   | <b><i>NY</i></b>   | <b><i>FL</i></b>   |
|--|--|--|
| Sandra Santa   | Konstanty Kaminski   | Rob Schweitzer   |
| Exercise Manager   | Exercise Manager   | Exercise Manager   |
| 810 7 <sup>th</sup> St., NW                                    | 810 7 <sup>th</sup> St., NW  | 810 7 <sup>th</sup> St., NW  |
| Washington, DC 20531   | Washington, DC 20531   | Washington, DC 20531   |
| (202) 514-7894   | (202) 514-8008   | (202) 353-1566   |
| <a href="mailto:sandra.santa@dhs.gov">sandra.santa@dhs.gov</a> | <a href="mailto:konstanty.kaminski@dhs.gov">konstanty.kaminski@dhs.gov</a> | <a href="mailto:robert.schweitzer@dhs.gov">robert.schweitzer@dhs.gov</a> |

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| 810 7 <sup>th</sup> St., NW                                      |
| Washington, DC 20531   |
| (202) 514-7881   |
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Questions regarding grants and other program areas should be referred to the Preparedness Office at the Centralized Scheduling Information Desk (CSID) Help Line (1-800-368-6498) or [askcsd@ojp.usdoj.gov](mailto:askcsd@ojp.usdoj.gov).

Contact information for the regional areas of the State Department are:

| <i>Canada</i>  | <i>Mexico</i>  | <i>Caribbean</i>   |
|--|--|--|
| Bill McCulla   | Dennis M. Linskey  | Brian Bachman  |
| Coordinator  | Coordinator  | Desk Officer   |
| Bureau of Western Affairs                                      | U.S.-Mexico Border Affairs                                   | Eastern Caribbean Region                                     |
| U.S. Department of State                                       | U.S. Department of State                                     | U.S. Department of State                                     |
| Washington, D.C. 20520   | Washington, D.C. 20520                                       | Washington, D.C. 20520                                       |
| (202) 647-2244   | (202) 647-8529   | (202) 647-4384   |
| <a href="mailto:MccullaWL2@state.gov">MccullaWL2@state.gov</a> | <a href="mailto:linskeydm@state.gov">linskeydm@state.gov</a> | <a href="mailto:bachmanbd@state.gov">bachmanbd@state.gov</a> |

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| <b><i>Eastern Asia / Pacific Ocean</i></b>                     |
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