



**Homeland
Security**

**ODP Information Bulletin
No. 150 February 17, 2005**

TO: All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All State Administrative Agency Exercise Points of Contact
All Urban Area Security Initiative Points of Contact
All State Homeland Security Directors
All State Emergency Management Directors
All Homeland Security Exercise and Evaluation Program Newsletter Recipients

FROM: Matt Mayer
Acting Executive Director

SUBJECT: Homeland Security Exercise and Evaluation Program Update

The U.S. Department of Homeland Security, Office for Domestic Preparedness (DHS/ODP), is pleased to announce the following updates and enhancements to the Homeland Security Exercise and Evaluation Program (HSEEP). This information is supplemental to the HSEEP Newsletter.

Direct Support Exercise Application and User Handbook

- DHS/ODP has implemented a new application process for requesting assistance with exercise design, development, conduct and evaluation. Requests for direct exercise support must go through the State Administrative Agency (SAA) or a designated SAA Exercise Point of Contact (POC). Each application will be reviewed by a committee that will approve or disapprove the request based on established criteria. The Direct Support Exercise Application and User Handbook can be found on the ODP Secure Portal in the *HSEEP Volumes* folder.

HSEEP Newsletter

- The DHS/ODP Exercise Division has created a quarterly newsletter to communicate new HSEEP initiatives, volume updates, and upcoming activities. This quarter's HSEEP Newsletter was disseminated to registered members of the ODP Secure Portal and is located in the portal's public library in the *HSEEP Newsletter* folder.
- **Exercise Plan Workshop Packet**
DHS/ODP is currently developing an Exercise Plan Workshop (EPW) packet that will provide the necessary information and documentation to assist states or urban areas in conducting annual EPWs, as required in the FY '05 grant guidance. The EPW packet will be finalized and available in March.

- **Beta-Tests**

Please submit all requests to participate in the IS-120 or HSEEP Toolkit beta-test by February 28, 2005. Additional details about both beta-tests will be disseminated in the coming months.

- **Universal Task List**

The Universal Task List (UTL) is now available to all members of the ODP Secure Portal. The UTL is stored in the public library of the portal in the *Universal Task List* folder.

National Exercise Schedule

- The FY '05 Homeland Security Grant Program (i.e., State Homeland Security Program and Urban Area Security Initiative) and HSEEP Doctrine require that states and urban areas produce, and update annually, a Multi-year Exercise Plan and schedule. These schedules must be entered and updated in the ODP Secure Portal. Each state must designate a portal administrator that is responsible for entering scheduling data through the respective state's portal organization. If a state does not have a portal administrator, the SAA should designate a POC responsible for entering the state's multi-year exercise schedule. Urban areas should submit their respective exercise schedules through the SAA for review and approval. These schedules should be incorporated into the State's multi-year exercise plan before being submitted through the ODP portal. To schedule exercises through the portal, individuals must be invited by the designated portal administrator to the state's respective portal organization.

All exercises that are scheduled through the portal are incorporated into the National Exercise Schedule (NEXS). NEXS reflects all national-level, federal, state and local exercises. It is important that states reflect both non ODP and ODP-sponsored exercises planned in their respective jurisdictions (i.e., REP, CSEPP, CDC, MMRS, etc.).

If an individual needs access to the portal for HSEEP materials, NEXS, or other related documents, or would like to receive the quarterly newsletter, please send the request to hseep@dhs.gov or askcsid@dhs.gov and include the individual's name and email address. An invitation will be sent via email from the ODP Secure Portal.

These enhancements to HSEEP are an effort within DHS/ODP to implement a comprehensive exercise and evaluation program that standardizes exercise methodology and builds self-sustaining programs. DHS/ODP encourages feedback on HSEEP and its associated programs and initiatives. Please email hseep@dhs.gov with any comments or suggestions.

Attachments: Direct Support Exercise Application and User Handbook
HSEEP Newsletter