



**Homeland
Security**

**Preparedness Directorate Information Bulletin
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TO: All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All State Homeland Security Directors
All Urban Area Core City/Core County Points of Contact

FROM: Corey Gruber
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SUBJECT: Homeland Security Exercise and Evaluation Program Policy and Guidance
Volumes

The Department of Homeland Security (DHS) is pleased to announce that the 2007 editions of the Homeland Security Exercise and Evaluation Program (HSEEP) Policy and Guidance Volumes I-IV have been finalized and published. HSEEP is a capabilities and performance-based exercise program that provides a standardized policy, methodology, and terminology for the design, development, conduct, and evaluation of all exercises. The HSEEP volumes were initially developed in 2002; however, to increase the applicability and utilization of HSEEP among diverse entities, several revisions were made to the volumes over the past two years. Revisions include:

- Incorporation of recent policies (e.g., National Incident Management System [NIMS], National Response Plan [NRP], National Preparedness Goal, Universal Task List [UTL], Target Capabilities List [TCL]);
- Elimination of references to DHS-specific doctrinal or grant-related requirements, such as the need for terrorism-related scenarios; and
- The order of Volumes II and III has been reversed to follow the natural progression of exercise design, development, conduct, evaluation, and improvement planning.

As modifications were made to the volumes, the drafts were posted on the HSEEP public website for review and comment. The draft volumes were also circulated throughout the Federal Government. Feedback was received from our partners at all levels of government. The comments were reconciled and incorporated in order for the volumes to be more applicable to all exercises, regardless of scope, scale, scenario or sponsoring agency.

Additionally, the Deputy Secretaries across the Federal Government were briefed on the HSEEP volumes on January 26, 2007, and they approved and endorsed the HSEEP methodology. All exercises across the Federal Government (except for those wholly internal to the organizations conducting them) will be required to adhere to the NIMS-compliant methodologies, terminology, and standards articulated in the HSEEP volumes. Exercises

conducted within DHS are required to be HSEEP-compliant as well as all state and local exercises utilizing Homeland Security Grant Program (HSGP) funds.

The revised volumes articulate the HSEEP methodology in the following manner:

- *HSEEP Volume I: HSEEP Overview and Exercise Program Management* provides guidance for building and maintaining an effective exercise program and summarizes the planning and evaluation process described in further detail in Volumes II through IV.
- *HSEEP Volume II: Exercise Planning and Conduct* helps planners outline a standardized foundation, design, development, and conduct process adaptable to any type of exercise.
- *HSEEP Volume III: Exercise Evaluation and Improvement Planning* offers proven methodology, to include Exercise Evaluation Guides (EEGs), for evaluating and documenting exercises and implementing an improvement plan through a corrective action program.
- *HSEEP Volume IV: Sample Exercise Documents and Formats* provides sample and template exercise materials referenced in HSEEP Volumes I-III.

The volumes can be found on the HSEEP website at <http://hseep.dhs.gov>. Volumes I-III are publicly accessible; however, some of the sensitive materials within Volume IV require a username and password. For access to Volume IV, please send an email to support@hseep.net.

An HSEEP 101 document has also been posted to the website which summarizes the volumes and outlines the core requirements of HSEEP.

Resources to Implement HSEEP

The HSEEP website, <http://hseep.dhs.gov>, provides additional HSEEP related resources. The HSEEP Toolkit, which includes the National Exercise Schedule (NEXS) System, Design and Development System (DDS), and Corrective Action Program (CAP) System, allows users to schedule, plan, evaluate and track corrective actions from exercises. In addition, there are several exercise training courses available, including independent study, mobile (HSEEP Mobile Training Course), and a resident course (Master Exercise Practitioner Program) that teach students the principles of exercise planning, conduct, evaluation, and improvement planning.

Please send any comments or questions regarding the HSEEP volumes or resources to hseep@dhs.gov.