Office of the Secretary
Office of State and Local Government Coordination & Preparedness
Washington, DC 2053

Homeland Security

ODP Information Bulletin
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TO: All State Administrative Agency Heads
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 Federal Emergency Management Agency Regional Directors

FROM: Matt Mayer
Acting Executive Director, Office of State and Local Government Coordination and Preparedness

SUBJECT: National Exercise Schedule (NEXS)

The U.S. Department of Homeland Security recognizes that unifying exercise collection under one system reduces the reporting responsibilities of Federal, State and local governments. In June of 2004, the Office for Domestic Preparedness (ODP) and the Federal Emergency Management Agency (FEMA) began collaborating on the implementation of a single exercise scheduling and reporting system (June 2004 memo is attached). To date, FEMA, along with several additional government agencies, has adopted the ODP Secure Portal Exercise Scheduler as the single location for gathering and managing unclassified Federal, State, and local exercise schedule information.

The Fiscal Year 2005 Homeland Security Grant Program (i.e., State Homeland Security Program and Urban Area Security Initiative) and Homeland Security Exercise and Evaluation Program (HSEEP) 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 Exercise Scheduler (https://odp.esportals.com). It is imperative that States reflect **all** exercises (technological, terrorism, and natural disasters) planned in their respective jurisdictions (e.g., ODP, REP, CSEPP, CDC, HRSA, TSA, etc.).

All exercise activities entered in the portal are incorporated into the National Exercise Schedule (NEXS). It is a compilation of all national-level, Federal, State, and local exercises. NEXS includes details such as exercise name, location, date, scenario, and focus. It is published monthly and provided in three formats which can currently be found on the ODP Secure Portal. To view these schedules, click on the "NEXS" link in the library. Attached is the latest version of NEXS, which illustrates exercises scheduled for the next year.

If all jurisdictions are utilizing the ODP Secure Portal Exercise Scheduler, NEXS will provide an accurate assessment of all exercise activities planned in the next year and will assist in synchronizing

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exercise activities across the country. It allows Federal, State, and local representatives to view all exercises that are planned in the 56 States and territories. An accurate NEXS provides jurisdictions with the opportunity to coordinate with one another in planning exercises. It also allows Federal partners the opportunity to adjust their schedules in order to participate in exercises at the State and local level. Assistance from all jurisdictions is essential in order for NEXS to be a correct and reliable.

Each State **must** designate a portal administrator who is responsible for entering scheduling data through the respective State's portal organization. **If a State does not have a portal administrator, the State Administrative Agency (SAA) must designate a Point of Contact by July 1, 2005.** Please send an email to askcsid@dhs.gov if you have not designated an administrator to schedule exercises.

For questions about this process, please send an email to hseep@dhs.gov.

Attachments: Initial NEXS Bulletin-June 2004
Comprehensive One-Year Exercise Schedule