



**ODP Information Bulletin  
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TO: All State Administrative Agency Heads  
All State Administrative Agency Exercise Managers  
All State Administrative Agency Points of Contact  
All State Homeland Security Directors

FROM: C. Suzanne Mencer  
Director

SUBJECT: Regional Training on Homeland Security Exercise and Evaluation Program -  
Volume II: Exercise Evaluation.

At the meeting with State Exercise and Training Managers on January 15-16, 2004, ODP provided an overview of the Homeland Security Exercise and Evaluation Program (HSEEP) and a schedule for regional training sessions to provide more in depth training on the HSEEP Exercise Evaluation and Improvement approach. The training is 2 1/2 days and is designed to provide the participants with an understanding of how to design and implement evaluations of threat- and performance-based exercises as described in HSEEP Volume II: Exercise Evaluation and Improvement

The HSEEP approach includes:

- A focus on performance of critical tasks
- The use of uniform evaluation tools (Exercise Evaluation Guides included in HSEEP)
- Enhanced data analysis
- An exercise debriefing for key officials
- Development of a written Improvement Plan
- Tracking of implementation of the Improvement Plan

We invite you put together a team of up to 10 people who will attend the training together. In putting together a team who will take the lead in implementation of the HSEEP exercise evaluation approach, you may want to consider including the following:

- State Administrative Agency (SAA) Exercise Manager
- SAA Grant Manager
- Other SAA representatives
- Representatives from other state agencies that administer funds for and/or are major players in coordinated state exercises, such as Public Health, National Guard, State Police.

- Exercise managers from selected local jurisdictions such as an Urban Area Security Initiative site or other large jurisdiction.

Attached is the list of sessions and the states that have been assigned to each. The training will start at 8:00 on the first day listed and will end by noon on the third day. A copy of the agenda is attached. Also attached is a registration form that should be used to provide information on the individual team members. Exercise or training funds from the ODP grants may be used to pay for the travel costs associated with attendance at these regional trainings.

Please submit your registration form via email to [Michael.Bonenfant@dhs.gov](mailto:Michael.Bonenfant@dhs.gov). at least 2 weeks prior to the start of the training (1 week for Miami and New Orleans sessions) or fax it to 202-353-3369. Also please make your hotel reservations directly with the hotel as soon as possible. Ask for conference rate for "Homeland Security Evaluation Training". Questions regarding this training may be addressed to your ODP exercise manager or contact Pat Malak, Division Director for Policy and Evaluation at 202-616-3461.