

Instructions

The **National Exercise Program** (NEP) provides opportunities for state, local, tribal, territorial, federal, and other whole community partners to contribute to the **National Preparedness Goal** of building a secure and resilient nation. Findings from whole community exercises are used to directly inform national preparedness efforts to include in the National Preparedness Report.

The purpose of this form is to request support from the National Exercise Division for your exercise. If you have questions related to this form, contact the National Exercise Division at NEP@fema.dhs.gov.

1. Sponsor Information

Exercise Sponsor Organization <i>Spell out the full name of the exercise sponsor organization(s).</i>		Sponsor Type	
Lead Sponsor Information		Secondary Sponsor Information	
POC Full Name		POC Full Name	
POC Phone Number		POC Phone Number	
POC Email Address		POC Email Address	

2. Scope

Exercise Name			
Exercise Type		Exercise Level	
		Classification	
This exercise is: <i>(Please check all that apply.)</i>			
Required by senior official directive, law, or an executive order Examining completed plans Validating draft plans Examining corrective actions from past real-world events or exercises	Supporting your THIRA/SPR or Organizational Risk Assessment Part of an exercise series <i>Enter full exercise series name.</i>	Is this exercise included in your Integrated Preparedness Plan (IPP)? Yes No Federally funded <i>List any federal grants or federal funding sources to be used for this exercise.</i>	
Synopsis - <i>Provide a brief, high-level description of the exercise, including any initial objectives that you want to address in the exercise.</i>	Purpose - <i>Explain the plans and/or corrective actions from past exercises or real-world events to be examined by this exercise conduct. Please submit supporting documentation (e.g., draft or completed plans, AAR, improvement plan) with your nomination.</i>		
Threat/Hazard			

3. Supported Principals' Strategic Priorities

Please indicate the Principals' Strategic Priorities (PSPs) supported by this exercise. All NEP exercises **must support at least one** PSP. A description of the PSPs can be found on [here](#).

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4. Core Capabilities

Select all of the core capabilities examined by this exercise. Keep in mind that it is hard to examine a high number of capabilities well within one exercise. More information on core capabilities can be found [here](#).

Prevention	Planning Public Information and Warning Operational Coordination Forensics and Attribution	Intelligence and Information Sharing Interdiction and Disruption Screening, Search and Detection
Protection	Planning Public Information and Warning Operational Coordination Access Control and Identity Verification Cybersecurity Intelligence and Information Sharing	Interdiction and Disruption Physical Protective Measures Risk Management for Protection Programs and Activities Screening, Search, and Detection Supply Chain Integrity and Security
Mitigation	Planning Public Information and Warning Operational Coordination Community Resilience	Long-Term Vulnerability Reduction Risk and Disaster Resilience Assessment Threat and Hazard Identification
Response	Planning Public Information and Warning Operational Coordination Critical Transportation Environmental Response/Health and Safety Fatality Management Services Fire Management and Suppression Logistics and Supply Chain Management	Infrastructure Systems Mass Care Services Mass Search and Rescue Operations On-Scene Security, Protection and Law Enforcement Operational Communications Public Health, Healthcare, and Emergency Medical Services Situational Assessment
Recovery	Planning Public Information and Warning Operational Coordination Economic Recovery	Health and Social Services Housing Infrastructure Systems Natural and Cultural Resources

5. Participation

Expected Participants <i>Please check all that apply.</i>	Federal State Local Tribal	Territorial Private Sector Non-Profit International	<i>Please include participating organizations here.</i>
Will Senior Elected or Appointed Officials participate in your exercise? <i>If yes, please list any known participants.</i>			

6. Exercise Planning Timeline

Milestone (Major planning, conduct, and after action activities)		Location (Indicate City, State/Territory. For virtual activities, indicate Virtual)	Date (mm/dd/yy)	Estimated
Conduct			STARTEX	
			ENDEX	
Concept & Objectives Meeting				
Other Key Milestones				

7. Primary Support Requested

Please indicate your **top five (5)** resources or other types of assistance you need from the National Exercise Division by checking the boxes below. Acceptance into the NEP does not guarantee that your full level of requested support will be provided.

Design & Development

Planning meeting logistics and facilitation
 MSEL support
 Scope/objectives development
 Scenario development
 Exercise documentation

Conduct

Exercise control
 Venue setup and logistics support
 Facilitators/presenters

Evaluation

Exercise hot wash(es)
 Exercise evaluation
 After-Action Report (AAR) development
 After-Action Meeting (AAM) planning and support

Describe your support request and explain the gaps that support from the National Exercise Division will fill to help your exercise be successful.

8. Evaluation Agreement

This evaluation agreement is a requirement of the exercise nomination process. Evaluation data is used in exercise summary reports to identify trends in national preparedness. All evaluation data is treated with appropriate security and confidentiality to ensure specific participant performance is not attributed to any trends identified. It ensures that the Exercise Sponsor understands and agrees to share evaluation data resulting from their exercise.

The Exercise Sponsor agrees to follow and/or apply all relevant Homeland Security Exercise and Evaluation Program (HSEEP) guidance regarding the development and reporting of evaluation information, including the After-Action Report/Improvement Plan (AAR/IP) [format](#). The Exercise Sponsor also agrees that the AAR/IP will include information regarding the validation of core capabilities that support the Principals' Strategic Priorities. The Exercise Sponsor agrees to submit the AAR/IP to NEP@fema.dhs.gov within 90 days of the conduct of the exercise.

9. PrepToolkit Agreement

The Exercise Sponsor agrees to utilize applicable PrepToolkit functions and have the exercise published as part of the National Exercise Calendar.

Submit