Department of Homeland Security
Federal Emergency Management Agency

Multi-year Training & Exercise Plan

[Sponsor Organization]

Multi-year Training and Exercise Plan

[Date]

PREFACE

[Provide introductory language as necessary. Consider specifying or describing:

- The role of the Multi-year Training and Exercise Plan (TEP);
- The years covered under the TEP;
- Which department(s) administer the TEP; and
- Who is required to abide by the TEP.]

POINTS OF CONTACT (POCS)

[State Administrative Agent:]

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PURPOSE

[Modify and augment language in this section as appropriate.]

The purpose of the Multi-year Training and Exercise Plan (TEP) is to document an organization's overall training and exercise program priorities for a specific multi-year time period. It is considered to be a living document that can be updated and refined annually. These priorities are linked to corresponding core capabilities, and, if applicable, a rationale based on existing strategic guidance, threat assessments, corrective actions from previous exercises, or other factors. This Multi-year TEP identifies the training and exercises that will help the organization build and sustain the core capabilities needed to address its training and exercise program priorities.

The Multi-year TEP should lay out a combination of progressively building exercises – along with the associated training requirements – which address the priorities identified in the Training and Exercise Planning Workshop (TEPW). A progressive, multi-year exercise program enables organizations to participate in a series of increasingly complex exercises, with each successive exercise building upon the previous one until mastery is achieved. Further, by including training requirements in the planning process, organizations can address known shortfalls prior to exercising capabilities.

A Multi-year TEP may also serve as a follow-on companion document to the [Sponsor Organization] Homeland Security Strategy, and can provide a roadmap for [Sponsor Organization] to follow in accomplishing the priorities described therein.

Included in this Multi-year TEP is a training and exercise schedule, which provides a graphic illustration of the proposed activities scheduled for the years [YYYY through YYYY].

PROGRAM PRIORITIES

[In this area briefly describe how the organization decided upon its priorities. As appropriate, discuss how existing strategy documents (e.g., State/Urban Area Homeland Security Strategy), threat and hazard identification and risk assessments, capabilities assessments, and past After-Action Reports (AARs) and Improvement Plans (IPs) informed the development of the priorities. Then, identify the specific priorities for the time period addressed in the Multi-year TEP and briefly describe each priority. Include as many priorities as appropriate.]

1. [PRIORITY]: In this area, briefly describe the priority.

2. [PRIORITY]: In this area, briefly describe the priority.

[For each priority, list the corresponding core capabilities from the National Preparedness Goal (Goal), reference(s) to Improvement Planning (IP) items or guidance documents (if applicable), and the training and exercises that will support the priority and associated core capabilities.]

[Priority]

[Briefly describe the priority.]

Corresponding Core Capabilities:

- [From the Goal, identify the core capabilities associated with addressing the specified priority.]

Rationale:

- [As applicable, reference any items from past After-Action Reports (AAR)/IPs, threat/hazard identifications, national strategies/guidance, etc. that relate to the specified priority.]

Supporting Training Courses and Exercises:

- [Identify training courses—including course numbers and names—that support the specified priority and associated core capabilities. Also list any exercises that will support the specified priority and associated core capabilities. List only those training courses and exercises that the organization will choose to conduct over the following 3 years.]

[Insert Priority]

[Briefly describe the Priority.]

Corresponding Core Capabilities:

- [From the Goal, identify the core capabilities associated with addressing the specified priority.]

Rationale:

- [As applicable, reference any items from past AAR/IPs, threat/hazard identifications, national strategies/guidance, etc. that relate to the specified priority.]

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METHODOLOGY AND TRACKING

[In this section, describe how the training courses and exercises were chosen and how they will be tracked with respect to progression and improvement. The tracking approach should:

- Challenge participants with increasingly advanced coursework and scenarios;

- Incorporate, reinforce, and verify lessons learned;

- Identify demonstrated capabilities and areas in need of improvement;

- Provide a means of evaluation and corrective action for exercises; and

- Ensure a method to share lessons learned and best practices from training courses and exercises.]

MULTI-YEAR TRAINING AND EXERCISE SCHEDULE

[The following instructions are provided to guide you in filling in the schedule template. The template can be modified to meet the requirements of the organization. The guidelines in this section will assist you in entering the appropriate information into the template.

- Enter the appropriate year in which the training course and/or exercise will be conducted followed by a designation, in parentheses, of which year it is in the Multi-year TEP on the schedule cycle at the top of the page. For example, if your organization is constructing the schedule from 2013 through 2015 and you are working on 2013, write "2013 (Year One)".

- Enter all the participating whole community stakeholders on the left side of the schedule.

- The schedule is broken into quarters and months. For each organization, enter the appropriate quarter and month of the training course and/or exercise conduct. If an exact date is not yet determined, enter the information into the appropriate year or quarter.

- Write and color-code cells based on the program priority of each training course and exercise so that users can easily understand what training course or exercise is being conducted to address what priority.

- Remember to consider the cycle, mix, and range of training and exercises.

[Organization] Multi-year Training and Exercise Schedule [Year]

Organization	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Organization 1												
Organization 2												
Organization 3												
Organization 4												
Organization 5												

Program Priorities Addressed: [Insert priority titles in boxes below. In the schedule, color-code events and note in parentheses which priority or priorities are addressed by each training or exercise event.]

Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Priority 6
[Insert Priority Title]	[Insert Priority Title]	[Insert Priority Title]	[Insert Priority Title]	[Insert Priority Title]	[Insert Priority