



E/K0139: Exercise Design and Development

Fiscal Year 2024

E0139: Exercise Design and Development In-person Option Course Dates:

Course Date	Location	Course Time	Travel Dates
December 4–5, 2023	NETC	8 a.m.–4 p.m. (ET)	December 3 & 8, 2023
February 5–6, 2024	NETC	8 a.m.–4 p.m. (ET)	February 4 & 9, 2024
April 22–23, 2024	NETC	8 a.m.–4 p.m. (ET)	April 21 & 26, 2024
July 8–9, 2024	NETC	8 a.m.–4 p.m. (ET)	July 7 & 12, 2024

K0139: Exercise Design and Development Virtual, Instructor-led Option Course Dates:

Course Date	Location	Course Time
January 8–11, 2024	Virtual, Instructor-led	11 a.m.–3 p.m. (ET)
September 9–12, 2024	Virtual, Instructor-led	9 a.m.–1 p.m. (ET)

Course Description:

Participants will build upon their base knowledge of the Master Scenario Events List (MSEL) and spend time discussing and practicing the application of delivery, analysis of participant action, and improved methods for development, design, and implementation. This course is designed to discuss more advanced concepts and to help expand your knowledge of Exercise Design and Development consistent with the Homeland Security Exercise and Evaluation Program (HSEEP) doctrine.

Course Goal:

This course is designed to introduce you to apply the fundamentals of exercise design and to prepare you to design and conduct exercises consistent with the Homeland Security Exercise and Evaluation Program (HSEEP) doctrine.

The use of HSEEP, in line with the National Preparedness Goal and the National Preparedness System, supports efforts across the whole community that improve our national capacity to build, sustain, and deliver core capabilities.

Course Objectives:

- Assess and demonstrate the application of a comprehensive exercise program, building upon the foundation of the HSEEP, within the current course unit.
- Explore and assemble an Exercise Planning Team (EPT) as a foundational component of the HSEEP design process, within the current course unit.
- Compare and compose SMART exercise objectives to align with core capabilities, building upon organizational priorities, within the current course unit.
- Demonstrate an understanding of how exercise types and mechanisms work together to meet exercise objectives, within the current course unit.

TRAINING OPPORTUNITY

- Following HSEEP doctrine, review and complete exercise design and development documents based on the target audience and purpose of the documentation by the completion of the current course unit.
- Following HSEEP doctrine, integrate exercise enhancements based on discussion- or operational-based exercises by the completion of the current course unit.
- Demonstrate the knowledge of the information covered in the course by active participation in each of the Unit Activities and the Culminating Activity.

Location:

- The **E0139** is an in person, instructor-led course held at the Emergency Management Institute (EMI), National Emergency Training Center (NETC), in Emmitsburg, Maryland.
- The **K0139** is conducted virtually and is instructor-led. You will be provided the log-in information by the Course Manager approximately 1–2 weeks prior to the class start date.

Course Length:

The **E0139** is offered as a (2) day class. ***If you apply for the in-person E0139 class, please also apply for E0050 Exercise Control and Simulation at the same time. These courses are being held as a series. If you only wish to attend ONE of these courses (E0139 or E0050) at a time, you will be responsible for your own transportation to and from NETC. There is no virtual offering of E/L0050 Exercise Control and Simulation Course due to the final activity that requires in-person participation.

- The **K0139** is offered as a 4-day class that is 4 hours each day.

Target Audience:

Ideal candidates will already possess 1–3 years of experience in designing and conducting emergency management exercises consistent with the HSEEP doctrine.

Prerequisites:

- [E/L/K0146: Homeland Security Exercise and Evaluation Program \(HSEEP\)](https://training.fema.gov/programs/nsec/hseep) (https://training.fema.gov/programs/nsec/hseep)
- [IS-120.C: An Introduction to Exercises](https://training.fema.gov/programs/nsec/basic) (https://training.fema.gov/programs/nsec/basic)
- [IS-130.A: How to be an Exercise Evaluator](https://training.fema.gov/programs/nsec/basic) (https://training.fema.gov/programs/nsec/basic)

How to Apply:

Applications must be submitted through the [NETC Online Admissions Application](https://training.fema.gov/netc_online_admissions) (https://training.fema.gov/netc_online_admissions).

Applications must include completion certificates of the three prerequisite courses as attachments. Applications should be routed to your State Training Officer (STO) for approval. Incomplete application packages will not be considered. Upon acceptance into the course, the NETC Admissions Office will e-mail an official notice to the student.

Travel and Housing Information for the E0139:

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter and Welcome Package outlining travel information, NETC shuttle services, lodging, and other logistics. Scan the QR Code below or click the link for a [PDF copy of the NETC Welcome Package](http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf) online.



(http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf)

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Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course start date to reserve a shuttle seat.

Details for the above are in the Welcome Package.

Notice to Applicants for EMI Courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number.

How do I obtain my FEMA SID number?

1. To register, go to [Student Identification System](https://cdp.dhs.gov/femasid) (<https://cdp.dhs.gov/femasid>).
2. Click on the “Register for a FEMA SID” button on screen.
3. Follow the instructions and provide the necessary information to create your account.
4. You will receive an email with your SID number. You should save this number in a secure location.

Request for Accommodation:

If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make the request NLT 15 days prior to the class start date. When making any requests, please provide details on the accommodation; however, DO NOT include medical or other personal information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act (45 CFR Part 160 Subparts A and E of Part 164). Last-minute requests will be accepted; however, they may not be possible to fulfill.

Please indicate any requests as part of your admissions application. Any additional questions should be directed to NETC Admissions by email at netcadmissions@fema.dhs.gov.

EMI Training Point of Contact:

This course is a part of the Integrated Emergency Management Branch (IEMB) catalog of courses at EMI. If you have questions, please contact: FEMA-EMI-IEMB@fema.dhs.gov, or the Training Specialist responsible for this course: Mark Mouré, mark.moure@fema.dhs.gov.

TRAINING OPPORTUNITY