Date: February 17, 2012
Bulletin: 12-G001
To: All IDHS Program Managers
All IDHS Division Directors
All District Administrative Coordinators
All District Coordinators
All Emergency Management Directors
From: Jason D. Hutchens
Planning Division Director
Indiana Department of Homeland Security
Subject: National Exercise Schedule System Reporting

Purpose
The purpose of this Information Bulletin is to provide guidance to Indiana Grants Management System users regarding National Training/Exercise Schedule System (NEXS) reporting requirements.

General
With a variety of state and federal funding, the Indiana Department of Homeland Security provides essential exercise and training opportunities for first responders throughout the state. In an effort to ensure those exercise and training events are being conducted in accordance with state and federal guidelines, all training and exercise events must be entered into the National Exercise Scheduling System (NEXS). Once entered and approved, each event will receive an identification number which will be required when creating an RFE in the iGMS.

As is currently the practice, all training, exercise or other events entered into the NEXS will continue to be reviewed by IDHS. Those events will remain in a draft or submitted status (not approved) until IDHS is satisfied that the event has met all state and federal requirements. If the event is compliant with all state and federal guidelines, IDHS will approve (Publish) the event. At this point, NEXS will assign a unique ID number to the published event.

<table>
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<tr>
<th>Type</th>
<th>UniqueID</th>
<th>Event Name</th>
<th>Date</th>
<th>City</th>
<th>State</th>
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<td>Shaking Bedrock</td>
<td>5/19/2011</td>
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<td>214-103-10-202</td>
<td>HSEEP Class, Delaware County</td>
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<td>214-201-10-206</td>
<td>INLEI Training &amp; Exercise Planning Workshop</td>
<td>10/20/2010</td>
<td>Hobart</td>
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(NEXS Screenshot)

Entering A NEXS Identification Number
All RFEs identified as containing an exercise and/or training component will require a NEXS identification number. Users will enter the NEXS number during the auditing stage of RFE completion as shown below.
Exceptions
The only exception would be programs that currently do not follow Homeland Security Exercise and Evaluation Program (HSEEP) requirements. In which case, users may enter N/A in the space provided. However, if it is later determined that a NEXS number should have been entered, it may result in the training being declared a disallowed cost and require re-payment to the State.

Questions
Any questions pertaining to the NEXS reporting requirement may be submitted to:

Training: Amy Lindsey 317-234-2539 Alindsey@dhs.in.gov
Exercise: Tony Pagano 317-234-4788 tpagano@dhs.in.gov
iGMS: Niki Theeuwes 317-234-2981 grants@dhs.in.gov