

ATTACHMENT H – HOMELAND SECURITY EXERCISE AND EVALUATION PROGRAM

Arizona Department of Emergency and Military Affairs
Adjunct Instructor Application

Applicant First Name:	Applicant Last Name:	Phone number:
-----------------------	----------------------	---------------

This attachment is to be completed for those interested in teaching, and have experience in activities outlined in the Homeland Security Exercise and Evaluation Program (HSEEP) guidance. Successful applicants will be able to instruct the following FEMA courses.

- L-146 – Homeland Security Exercise and Evaluation Program (16-hour)
- Opportunities to serve as Controllers and Evaluators for DEMA sponsored exercises

In addition to the requirements found on Page 1 of the *Adjunct Instructor General Application*, in order to be considered to instruct courses in this track, applicants must provide:

Required Documents (submit in the following order).

This Cover Sheet – *Attachment H: Homeland Security Exercise and Evaluation Program*

Biography describing your **background and experience in HSEEP activities**. Bio should include:

- Exercise experience spanning the past 3-5 years for lead instructors
- Exercise experience spanning the past 1-3 years for unit/support instructors
- Experience in planning, designing, developing, conducting, and evaluating HSEEP exercises.
 - Listing various exercise types is preferred (FSE, TTX, Drill, etc.)
 - *Include an Ex-Plan or Situation Manual authored by you (if available)*
 - List experience as controller, evaluator, facilitator, etc.
- Experience writing After Action Reports/Improvement Plans (AAR/IP).
 - *Include an AAR authored by you (if available)*
- Experience conducting Multi-year Training and Exercise Plan (MYTEP) workshops and plan development.
 - *Include a MYTEP authored by you (if available)*

Note: Only those currently serving in emergency response/emergency services disciplines will be considered for adjunct instructor positions. All others may be used as secondary or unit instructors at DEMA's discretion. Biography should include a "Statement of Currency" detailing how your responsibilities provide you with the opportunity to remain current in exercise activities.

Recommendation from your employer, vouching for your overall experience and role in planning and conducting exercises as it relates to disasters and other emergency incidents.

Certificates of Completion for the following:

- IS-120 (current version) – Introduction to Exercises
- IS-130A (current version) – How to be an Exercise Evaluator Improvement Planning G/L/K-146 –
- Homeland Security Exercise and Evaluation Program

Recommended Additional Documents or Coursework.

Completion Certificates for:

- FEMA Master Exercise Practitioner (MEP) certification

DEMA may provide train-the-trainer opportunities if applicant is otherwise qualified and eligible for this track.

Note: DEMA Training Branch Manager and DEMA Exercise Branch Manager shall reserve the right to be the final authority of any individual's qualification or abilities, and may waive experience and qualifications as warranted.

Certificates must be issued by the Federal Emergency Management Agency/Emergency Management Institute, Center for Domestic Preparedness, Texas Engineer Extension Service, National Wildfire Coordinating Group, or the Arizona Department of Emergency and Military Affairs.