

# **Exercise Coordination Unit Recruitment**



**Position:** Exercise Coordination Unit Member

## **Background**

FEMA US&R established an exercise design system called "OREEP" (Operational Readiness Exercise and Evaluation Program) utilizing HSEEP principles, with the objective of validating operational readiness, and identifying areas of improvement. The intent is to have all 28 task force teams complete a Type I full scale exercise incorporating all 19 functional positions and complete Phase III of task force evaluation. As with the ARE process, the US&R system intends to incorporate peers from the 3 different divisions to assist task force's with overall exercise design, delivery and evaluation. Under the direction of the Training Sub Group Leader within the Planning Functional Group in the new Advisory Organization, a system wide recruitment for Exercise Coordination Unit members with the knowledge, skills and abilities to assist both the US&R Branch and US&R teams in the completion of Phase III using the OREEP system.

## **Knowledge**

- HSEEP Principles inclusive of Exercise Program Management, Exercise Conduct, Exercise Design and Development, Exercise Evaluation Guidelines, Exercise Evaluation and Improvement Planning.
- Completion of MEP Program, and/or the following on-line HSEEP courses (IS 0100, 120, 130, 200, 230, 235, 700, 775, 800)
- General knowledge of exercise types and delivery methods.
- General understanding of all 19 positions and function for Type I US&R Team.
- General understanding of a US&R Incident Support Team (IST)
- General Understanding of an Incident Management Team (IMT)
- Familiarity with the Training Program and Administration Manual (TPAM)

## **Skills**

- Understanding of basic computer programs such as: Word, PowerPoint, Excel, Visio, and Adobe products
- Good interpersonal communication skills.
- Effective teaching skills.

## **Abilities**

- Ability to communicate effectively with US&R members to provide guidance on the HSEEP/OREEP system and aid in exercise design, development, and the necessary deliverables associated with an HSEEP compliant exercise.
- Ability to speak and lead large groups through complex exercise deliverables.
- Member must have support from his/her sponsoring agency to fulfill role which may involve travel.