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 ;
* The years covered under the Training and Exercise Plan;
* Which organization(s) administer the Training and Exercise Plan; and
* Who is required to abide by the Training and Exercise Plan]

# Points of Contact (POCs)

[POC:]

[Name]

[Title]

[Agency]

[Street Address]

[City, State ZIP]

[xxx-xxx-xxxx (office)]

[xxx-xxx-xxxx (cell)]

[e-mail]

[POC:]

[Name]

[Title]

[Agency]

[Street Address]

[City, State ZIP]

[xxx-xxx-xxxx (office)]

[xxx-xxx-xxxx (cell)]

[e-mail]

# Purpose

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

The purpose of the Multi-year Training and Exercise Plan 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](https://www.fema.gov/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 Training and Exercise Plan 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 Training and Exercise Plan 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 . 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 Training and Exercise Plan can provide a roadmap for [Sponsor Organization] to follow in accomplishing the priorities described therein.

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

# Program Priorities

## [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.]

## [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.]

### 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 three years.]

### 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

[On the Multi-year Training and Exercise Schedule:

* If an exact date is not yet determined, enter the estimated month or quarter.Remember to consider the cycle, mix, and range of training and exercises]

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

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| **Training Calendar** | | | | | | | |
| Date | Course | Location | Host | Core Capability/Priority | Funding | Participating Organizations | Notes |
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|  | Exercise Calendar | | | | | | |
| Date | Type | Location | Host | Core Capability/Priority | Funding | Participating Organizations | Notes |
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