



Indiana Department of Homeland Security

Information Bulletin

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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

Type	UniqueID	Event Name	Date▲	City	State	Domain	Status
E	214-102-11-270	Narrowbanding Evaluation Workshop	12/6/2011	Edinburgh	IN	Indiana	Published
E	214-107-09-003	Shaking Bedrock	5/16/2011	Indianapolis	IN	Indiana	Published
T		HSEEP Class, Delaware County	2/8/2011	Muncie	IN	None	Draft
E	214-103-10-202	Shaking Bedrock TTX	11/17/2010	Indianapolis	IN	Indiana	Published
T	214-201-10-206	IN D1 Training & Exercise Planning Workshop	10/22/2010	Hobart	IN	Indiana	Published

(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.

items

tracking #	vendor	description	amount	document type:	
59926		Test for Training specify NEXS number <input type="text"/> cancel nexus #: <input type="text"/> save	\$500.00 1 (qty) x 500.0 (Each)	document id: document date:	edit delete audit complete
TOTAL:			\$500.00		

(iGMS Screenshot)

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