

## TEST, TRAINING, EXERCISE, AND EVALUATION PROGRAM

### 1. REASON FOR ISSUE:

a. This Directive establishes Department-wide policy and responsibilities for the Department of Veterans Affairs (VA) Test, Training, Exercise, and Evaluation Program, in accordance with National Security Presidential Directive (NSPD) 51/Homeland Security Presidential Directive 20 (HSPD-20), Presidential Policy Directive 8 (PPD-8) and the National Preparedness Goal's established interagency exercise and evaluation guidance under the National Exercise Program (NEP).

b. In accordance with Executive Order 13434 ("National Security Professional Development") the VA Test, Training, Exercise, and Evaluation (TTE&E) Program sets forth requirements and a framework that will enhance the Department's Emergency Management and Continuity abilities to assist in safeguarding our Nation.

**2. SUMMARY OF CONTENTS/MAJOR CHANGES:** VA Directive 0324 addresses VA's TTE&E Program and incorporates policy for compliance with standards and regulations set forth by the White House, Department of Homeland Security and VA for implementation by VA Administrations, Staff Offices and Organizations.

**3. RESPONSIBLE OFFICE:** The Office of Operations, Security, and Preparedness (OSP) (007), Office of Emergency Management (OEM) (07A), Office of Planning (07A1) is responsible for the contents of this Directive.

**4. RELATED HANDBOOK:** VA Handbook 0324 Test, Training, Exercise, and Evaluation Program.

**5. RESCISSION:** None.

CERTIFIED BY:

**BY DIRECTION OF THE  
SECRETARY OF  
VETERANS AFFAIRS:**

/s/  
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Assistant Secretary  
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## TEST, TRAINING, EXERCISE, AND EVALUATION PROGRAM

### 1. PURPOSE:

a. Department of Veterans Affairs (VA) Directive 0324 Test, Training, Exercise, and Evaluation (TTE&E) Program is a component of the VA Comprehensive Emergency Management Program. This Directive establishes a sustainable, robust, and integrated TTE&E program utilizing an all-hazards emergency management approach.

b. The intent of the TTE&E Program is to enhance VA emergency management programs. This program will identify gaps and risks, develop training capabilities, and improve organizational coordination and communications. The program will also initiate discussions relative to VA policy, plans, and procedures that will improve preparedness and response efforts for all-hazard threats.

### 2. POLICY. VA will:

a. Plan, program, and budget to conduct and support annual TTE&E Program events.

b. Develop and maintain a continuity and emergency management training program.

c. Conduct tests and exercises to assess, validate, or identify for subsequent correction, all components of continuity and emergency management plans, policies, procedures, systems, used in response to a significant or large scale continuity events.

d. Comply with Department of Homeland Security National Exercise program efforts, as appropriate.

### 3. ROLES AND RESPONSIBILITIES.

#### a. Secretary of Veterans Affairs

(1) Ensures VA involvement in national level exercises and required continuity exercises.

(2) Ensures VA's Emergency Relocation Group, Reconstitution Emergency Relocation Group, and Devolution Emergency Response Group are provided familiarization training of the Department's Primary Mission Essential Function and Mission Essential Functions.

(3) Tasks the Assistant Secretary for OSP to participate in Senior Official Exercises conducted by the White House, as appropriate.

(4) Ensures the VA IOC is integrated into the Department's TTE&E program, as appropriate.

**b. Assistant Secretary for Operations, Security, and Preparedness**

(1) Administers the VA TT&E Program

(2) Represents the Department at Senior Official Exercises conducted by the White House.

(3) Ensures the development, dissemination and implementation of the VA TTE&E Program, in accordance with the White House and DHS's requirements.

(4) Ensures adequate TTE&E resource allocation, in coordination with Administrations, Staff Offices and Organizations.

(5) Ensures the Department develops and executes a comprehensive Corrective Action Program that will identify performance improvement for the TTE&E Program.

(6) Ensures continuity and emergency management personnel are provided the opportunity to be educated, trained, and provided professional opportunities that enhance mission-related knowledge, skills, abilities, and experience.

**c. Under Secretaries, Assistant Secretaries, and Other Key Officials**

(1) Ensures the designation of a primary (e.g., an Education/Exercise Point of Contact) and an alternate representative, who can effectively represent their respective organization, for exercise planning and development.

(2) Ensures appropriate organizational participation in all Department level exercises.

(3) Ensures compliance with VA emergency management training requirements for employees with continuity, emergency management, or VA Integrated Operations Center responsibilities.

(4) Ensures the submission of all major Administration or Staff Office level exercises into VA's Exercise Calendar, as appropriate.

(5) Ensures active participation in the design, development, implementation, and evaluation of the exercise activity for their organization.

(6) Ensures the development of areas of improvement is identified in the corrective actions process, as appropriate.

(7) Ensures that significant or large scale events or exercise Administration Corrective Action's identify performance improvement measures. Plan, program and budget to conduct and support annual TTE&E program events.

#### 4. REFERENCES.

- a. Executive Order 12656 Assignment of Emergency Preparedness Responsibilities, dated November 18, 1988, as amended.
- b. Federal Continuity Directive 1 (FCD 1), Federal Executive Branch National Continuity Program and Requirements, February 2008.
- c. Homeland Security Act of 2002, PL 107-296, 6 U.S.C.101-557, November 25, 2002.
- d. Homeland Security Exercise and Evaluation Program (HSEEP), February 2007.
- e. National Communications System Directive 3-10, Minimum Requirements for Continuity Communications Capabilities, July 25, 2007. (Classified Document)
- f. National Exercise Program (NEP), March 18, 2011.
- g. National Incident Management System (NIMS), December 2008.
- h. National Preparedness Guidelines, September 2007.
- i. National Response Framework, January 2008.
- j. National Security Presidential Directive-51/Homeland Security Presidential Directive-20, National Continuity Policy, May 9, 2007.
- k. Presidential Policy Directive 8 (PPD-8), March 30, 2011.