

organizations must be included in the initial planning stages of the exercise. Their participation may range from the limited staffing of a control cell for the purpose of receiving notifications to the complete staffing and activation of all applicable response facilities and assets. In planning the exercise, adequate time should be allowed for effective preparation and review of the exercise plan.

Table 3-1 contains a sample schedule applicable to a DOE/NNSA complex site-level exercise; planning times should be adjusted down for smaller scale exercises.

Table 3-1. Sample Planning Schedule for a Site-level Annual Exercise

<i>Calendar Days Prior To the Exercise</i>	<i>Planning Activity</i>
365	Establish or confirm exercise date. Establish exercise scope.
270	Establish planning organization. Confirm scope and level of participation by all organizations. Develop initial exercise objectives.
180	Verify plans and procedures to be used. Begin scenario development.
150	Finalize exercise objectives.
90	Submit scenario narrative, scope, MSEL (draft), objectives and participant list to Cognizant Field Element, Program Secretarial Office and Associate Administrator, Office of Emergency Operations (NA-40).
60	Complete planning group review/revision of draft Exercise Plan (EXPLAN). Submit EXPLAN to DOE/NNSA Cognizant Field Element for approval. Plan must be approved at least 30 days prior to exercise.
30	Submit approved EXPLAN to Program Secretarial Office and Associate Administrator, Office of Emergency Operations (NA-40).
15	Complete generic controller/evaluator training.
1-5	Conduct exercise-specific controller/evaluator training. Conduct responder and observer briefings.
1-2	Finalize exercise preparations.
Post Exercise	Conduct critiques.
Post Exercise 15	Complete draft AAR.
Post Exercise 45 [~30 working days]	Finalize AAR and submit a copy to Cognizant Field Element, Program Secretarial Office and Associate Administrator, Office of Emergency Operations (NA-40).
Post Exercise 85 [~60 working days]	Develop/prepare corrective and improvement actions and submit a copy to Cognizant Field Element, Program Secretarial Office and Associate Administrator, Office of Emergency Operations (NA-40).

3.7 Exercise Documentation

Typical exercise documents resulting from the efforts of the Exercise Planning Team are addressed in the following sections. They provide essential components for preparing, conducting, and evaluating exercises.