HSEEP Toolkit System: User Guide

Master Scenario Events List (MSEL) Builder

MSEL Builder User Guide

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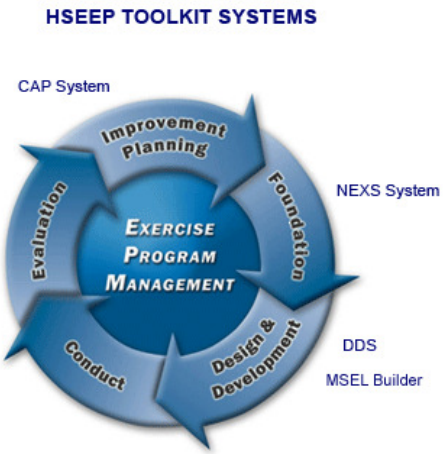
Summary

The purpose of the Homeland Security Exercise and Evaluation Program (HSEEP) is to provide common exercise policy and program guidance that constitutes a national standard for homeland security exercises. As part of HSEEP, the Master Scenario Events List (MSEL) Builder has been developed as a tool to assist with the construction, creation, and drafting of a MSEL. The MSEL is the foundation of exercise execution and play for operations-based exercises, as it contains all of the exercise injects that will drive exercise play. The MSEL Builder is designed to assist exercise planners in constructing a MSEL, as well as providing a forum for planning team members to draft individual injects for an exercise.



The MSEL Builder will allow exercise Lead Planners to create customized MSEL formats by selecting from a list of data fields. Once a Lead Planner has created the MSEL, the Lead Planner then populates the data fields with exercise specific information. Data field population allows users to select from predefined exercise information to create individual injects for a MSEL. After Planning Team Members have created injects, the Lead Planner will have the authority to approve an inject from submission into the MSEL Output Reports.

Purpose

The MSEL Builder user guide is designed to help get you started using the MSEL Builder. This guide covers the basics of logging into the MSEL Builder, as well as creating, modifying, and completing data entry of an MSEL. This document covers the steps needed to interact with the system, but does not include guidance about HSEEP policy, definitions, or a suggested methodology for describing exercise data.

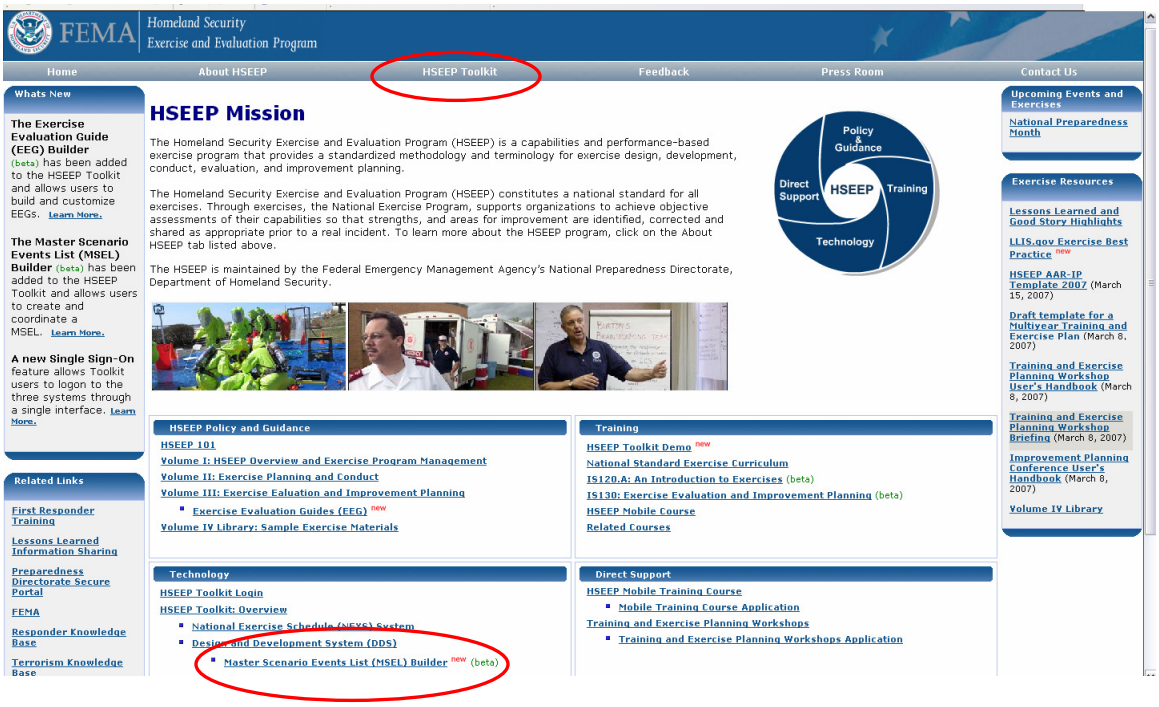
Other Resources

HSEEP Volume IV
HSEEP Website: About HSEEP section
HSEEP Toolkit Help file

1) Log In to the HSEEP Toolkit

The MSEL Builder has two different access points. The first access point is through the HSEEP website, https://hseep.dhs.gov, where users can access the standalone version of the tool. Users will be able to log in into the standalone MSEL Builder by using their single sign-on username and password. The standalone version will allow all users to create a MSEL without having to go through the Design and Development System (DDS).

The second access point is through the DDS itself. The DDS integrated version of the MSEL Builder will allow users to reuse data entered in previous modules of the DDS. From the HSEEP website, click on the HSEEP Toolkit or MSEL Builder link.

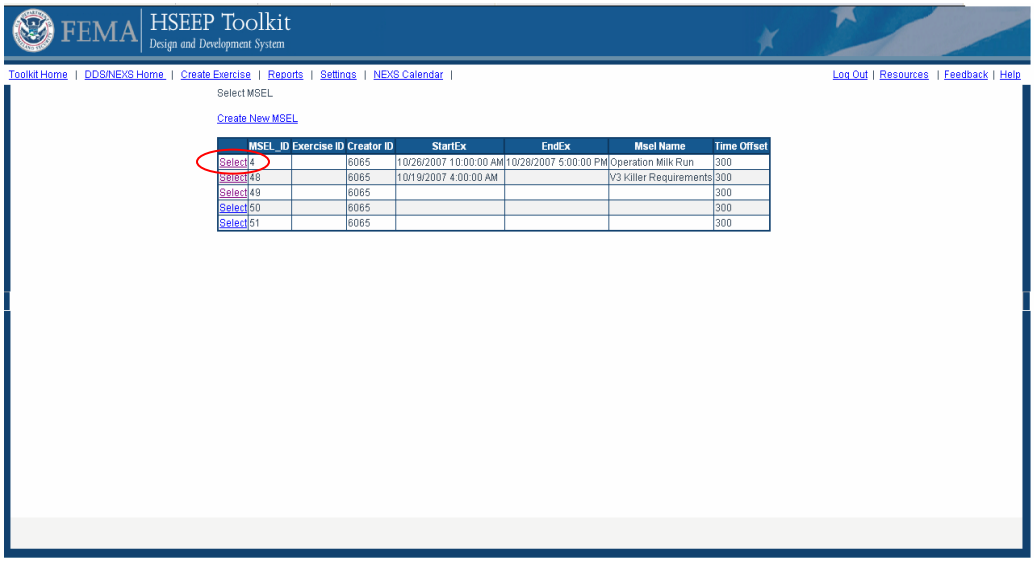


On the HSEEP login page, enter your user name and password and click the Login button.

If you have any difficulty logging in, please contact the HSEEP Toolkit Helpdesk at: (877) 612-HELP (4357) or by email at support@hseep.net.

2) Accessing a MSEL

After logging into the standalone version of the MSEL Builder Users will have the option to create a MSEL or select an existing MSEL that the users has been assigned to a user role.



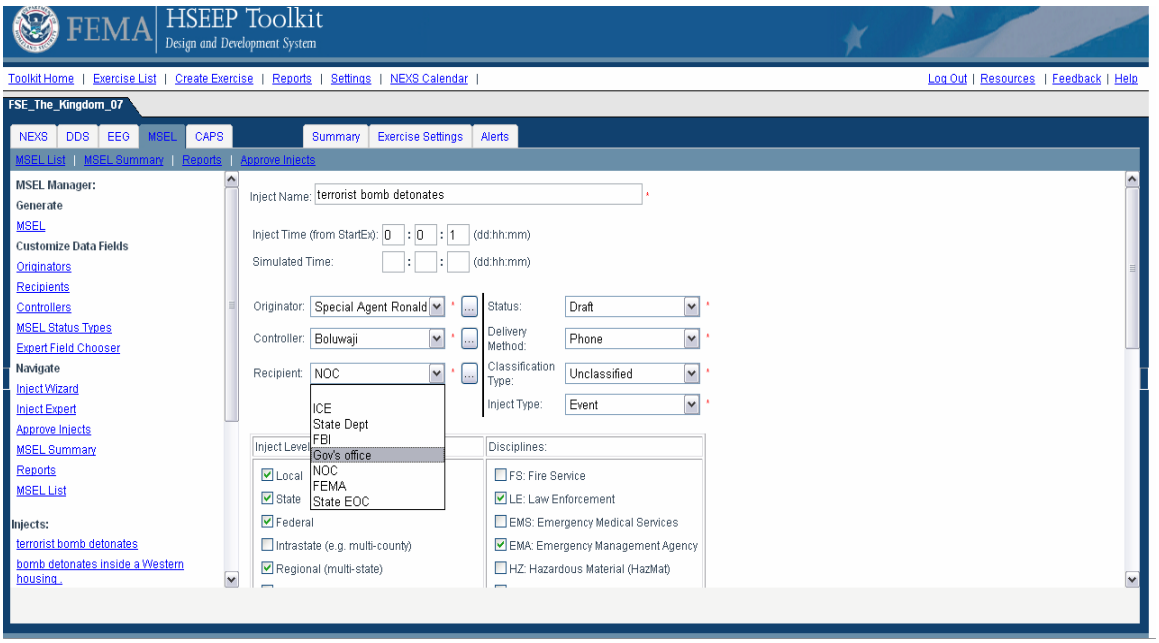
	MSEL_ID	Exercise ID	Creator ID	StartEx	EndEx	Msel Name	Time Offset
Select	4		6065	10/26/2007 10:00:00 AM	10/28/2007 5:00:00 PM	Operation Milk Run	300
Select	48		6065	10/19/2007 4:00:00 AM		V3 Killer Requirements	300
Select	49		6065				300
Select	50		6065				300
Select	51		6065				300

Select MSEL that you desire to access. You will only be able to access a MSEL that you have been assigned MSEL User access to by a MSEL Manager.

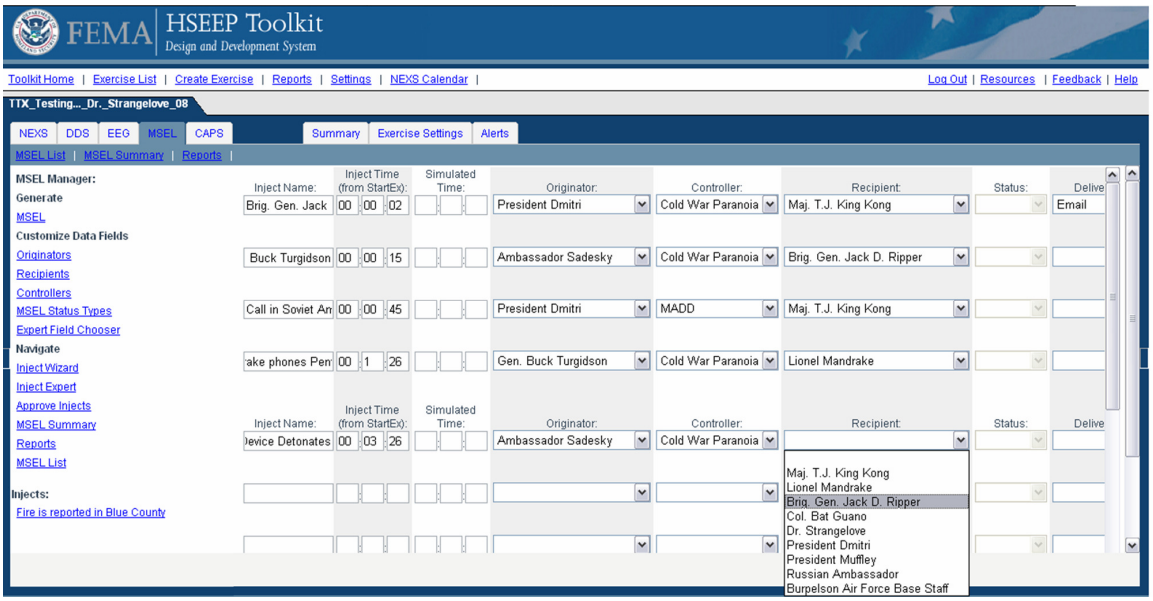
3) Adding Injects

MSEL users have the ability to add injects, but they cannot edit the MSEL data fields (drop-down menus) or change injects drafted by other users. MSEL users will use the Inject Wizard or Inject Expert to create injects. The Inject Wizard interface allows the user to create injects by filling out data fields in a step by step format. The Inject Expert format is similar to the Microsoft Excel interface, which allows the user to create multiple injects at once.

Inject Wizard



Inject Expert



Adding an Inject

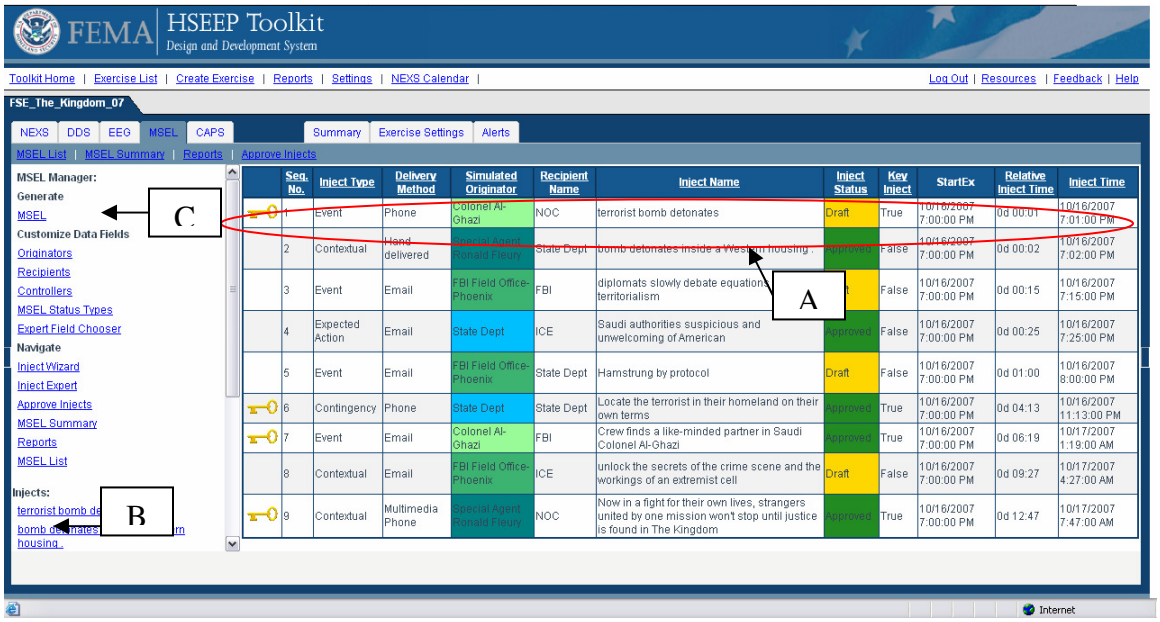
1. Inject Name (Required Field): A Brief description of the inject. The inject will be displayed in the MSEL Summary and will be used for reference.
2. Inject Time: Time that has elapsed since STARTEX (Intelligence Injects delivered prior to STARTEX can be added by using a negative sign prior to the time) represented in Day (DD), Hour (HH), Minute (MM) format. The inject will be assigned an order in the MSEL based on assigned time.
3. Simulated Time: Simulated time allows for jumps through out the exercise.
4. Originator (Required Field): Select from a list of Simulated Originators to designate who the inject is being sent from. If the desired Simulated Originators are not available, select the "..." button* to add an Originator. The MSEL Manager will have final authority over inclusion of the added Originator.
5. Recipient (Required Field): Select from a list of Recipients to designate who the purposed inject is being sent to. If the desired Recipient is not available select the "..." button* to add a Recipient. The MSEL Manager will have final authority over inclusion of the added Recipient.
6. Controller (Required Field): Select from a list of Controllers to designate a Controller responsible for delivery of the purposed inject. If the desired Controller is not available select the "..." button* to add a Controller. The MSEL Manager will have final authority over inclusion of the added Controller.
7. Delivery Method (Required Field): Select the desired method of Delivery for the Inject. This will notify the Controller on the appropriate action from injection into the exercise.
8. Inject Type (Required Field): Select from inject types to identify the Inject as an event, contextual, or contingency.

9. Inject Level: Select all Levels that apply to the Inject (Federal, State, and/or local).
10. Discipline: Select all FEMA Disciplines that apply to the inject.
11. Inject Text (Required Field): Provide text describing the inject. The text can be written in as a script or as a detailed description.
12. Key Inject: Flag the inject as a key event for exercise players.
13. Expected Action: Identify the expected actions that are to be completed as a result of this inject.
14. Location: Identify a location for the inject to be delivered.

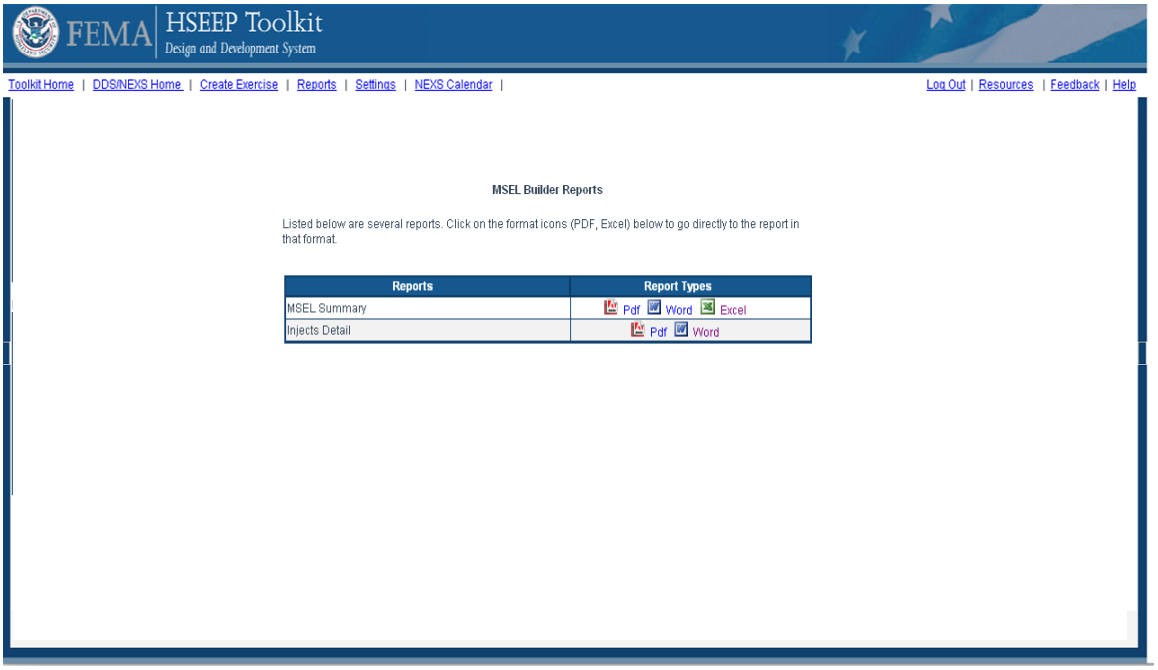
**Not available in Inject Expert*

4) MSEL Summary Section

The MSEL Summary section allows the user to view all Injects in the MSEL not just the ones that they have drafted. This is a snapshot of the entire MSEL. MSEL users can ONLY edit the injects that they have drafted.



A. MSEL Summary Headers: The headers on the data fields of the MSEL Summary section are storable. To sort order of data click the field header and the data will be sorted alphabetically.
B. Inject Access: To modify any injects in the MSEL Summary section, simply click on the inject under the inject section. This will redirect you the inject and will allow you to update the selected inject. MSEL users will only be able to access the injects that drafted.
C. MSEL Manager Section: Allows you access to the drop down menus to further populate/customize the MSEL.

5) Reports

The MSEL Builder has five different reporting options. You can choose from the MSEL Summary in PDF, Excel, or Word formats. You can also print out your injects individually through Word or PDF.