



Homeland
Security

February 15, 2005

Dear Colleague:

As we continue the Capabilities-Based Planning (CBP) process being implemented under Homeland Security Presidential Directive 8: *National Preparedness* (HSPD-8), the Office of State and Local Government Coordination and Preparedness (SLGCP) is pleased to release the Target Capabilities List: Version 1 (TCL). The TCL is being released at the same time as the draft National Preparedness Goal because of the relationship between the two documents. We are asking that you focus your attention first on reviewing and providing input on the draft goal with comments due by February 28, 2005. The target capabilities were sent out for review in December and most of the comments have been incorporated into the TCL. Additional comments on the TCL received by March 15, 2005, will be considered in the development of the National Preparedness Guidance due by the end of March.

The TCL was developed with input from stakeholders at all levels of government and across all disciplines. It is an initial step in defining the capabilities needed to perform critical tasks required to prevent, protect, respond to, and recover from all hazard incidents of national significance. The TCL is the third in a series of capabilities-based planning tools designed to enhance national preparedness. A brief summary of the tools are provided below.

National Planning Scenarios. Developed under the leadership of the Homeland Security Council, the 15 National Planning Scenarios provide parameters regarding the nature, scale, and complexity of incidents of national significance which include both terrorism and natural disasters. They represent a range of potential incidents, rather than every possible threat or hazard. The scenarios provide the basis to define prevention, protection, response and recovery tasks that need to be performed, as well as the capabilities required to perform them. Developing the national capacity to prevent, protect against, respond to, or recover from these challenges will create the agility and flexibility required to meet a wide range of threats and hazards.

Universal Task List. The UTL identifies the tasks that need to be performed by all levels of government and a variety of disciplines to prevent, protect against, respond to, and recover from terrorist attacks, natural disaster, and other emergencies. Version two of the UTL, released December 17, 2004, contains a comprehensive library of tasks for all levels of government from the national strategic to the incident level.

Target Capabilities List. Version one of the Target Capabilities List (TCL) describes 36 capabilities required to perform almost 200 critical tasks. Critical tasks are defined as those tasks that must be performed during a major event to prevent occurrence, reduce loss of life or serious injuries, mitigate significant property damage, are essential to the success of a homeland security mission, and require coordination among a combination of Federal, State, local and tribal entities. The target capabilities are combinations of resources that provide the means to achieve a measurable outcome resulting from performance of one or more critical tasks, under specified conditions and performance standards. A capability may be delivered with any combination of properly planned, organized, equipped, trained, and exercised personnel that achieve the expected outcome.

Additional guidance on how jurisdictions and agencies should utilize the UTL and TCL will be provided in the National Preparedness Goal and National Preparedness Guidance, due March 31, 2005. The Goal and Guidance will establish national priorities, describe Capabilities-Based Planning in greater detail, and give jurisdictions and agencies guidance on how the National Planning Scenarios, UTL, and TCL should be used in the development of preparedness strategies, assessment of capabilities, prioritization of needs, and allocation of resources.

The current versions of TCL and the UTL are posted on both the *Lessons Learned and Information Sharing* site (<https://www.llis.gov>) and the Office for Domestic Preparedness (ODP) Secure Portal (<https://odp.esportals.com>). Both the UTL and TCL are “living” documents that will continue to be refined and edited. All comments received on these documents will be reviewed and incorporated into future versions.

DHS/SLGCP appreciates your continued participation in creating and contributing to a truly national preparedness system. The TCL is one of many HSPD-8 initiatives that will strengthen the Nation’s ability to prevent, protect against, respond to, and recover from incidents of national significance.

If you have questions or require an emailed copy of the documents, please contact Pat Malak at 202-786-9480 or by email at Patricia.Malak@dhs.gov.

Sincerely,

Corey Gruber
Director
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