



Federal Law Enforcement Training Accreditation Board
Board Meeting Report
May 8, 2014
Quantico, Virginia

115-501 (CFO/OAC)

I. Welcoming Remarks and General Announcements

FLETA Board Chair Ron Ward called the meeting to order at 8:02 a.m. He welcomed all attendees and thanked Mr. Owen Harris, FBI Assistant Director, and Mr. Clifford Holly, FBI Deputy Assistant Director, for hosting the Board meeting at the FBI Academy. He then asked the audience to stand for the presentation of the colors by the FBI Honor Guard.

FLETA Board Member CMDR Thomas Walsh, USCG, led the meeting attendees in reciting the Pledge of Allegiance.

Mr. Ward thanked the FBI Academy Honor Guard and then asked each Board member to introduce themselves (Board attendance sheet attached).

Mr. Ward recognized the following new Board members:

Ms. Nichole Cooper, Postal Inspector in Charge, U.S. Postal Inspection Service,
Career Development Unit

James L. Ward, Esq., Academic Programs Division Chief, U.S. Department of
Veterans Affairs Law Enforcement Training Center

Mr. Ward then recognized the following Board members and staff who were attending their last Board meeting due to rotating off the Board or retiring from federal service:

Mr. Robert Darrell Cagle – retired from the VA in April

Ms. Cynthia Atwood – will retire May 31, 2014. Ms. Atwood thanked the Board Chair and said serving on the FLETA Board was one of the crowning opportunities in her 30-year career. She noted it had been an honor and privilege to serve on the Board, and said the dedication and experience and energy level helps the agencies continue to achieve higher standards of quality. Mr. Ward thanked Ms. Atwood and presented her with a Certificate of Appreciation.

Ms. Theresa Stoop – will retire May 31, 2014. Ms. Stoop said it was an honor to be a member of the Board and noted how she got to watch the growth of the FLETA organization. She has seen nothing but a demonstration of federal government coming together to improve training, and she said she will miss working with all the Board members. Mr. Ward thanked her for her service and presented her with a Certificate of Appreciation.

Mr. Michael Delgado will cycle off the Board for three years based on an internal Dept. of Treasury agreement.

CMDR Thomas Walsh will cycle off the Board for one year based on an internal DHS agreement.

The ATF Board member will rotate off the Board for one year based on a Dept. of Justice agreement.

Ms. Pat Perry, FLETA Office of Accreditation, will retire June 27, 2014. Mr. Ward recognized her for her time at the OA and thanked her for her dedication and service to FLETA.

II. Approval of Report from Previous Board Meeting

Mr. Ward asked for a motion to approve the report from the October 29-31, 2013, FLETA Board meeting in Glynco, Georgia.

Dr. Sheldon Greenberg made the motion, Ms. Angela Hrdlicka seconded the motion, and the motion carried unanimously.

III. Committee Reports

Mr. Ward noted the Executive Committee met at Glynco, GA, on March 28, 2014, to make final preparations for this meeting. A copy of the report from that meeting is in the Board members' materials.

Five of the Board's committees met on Tuesday, May 6, 2014, to conduct business. Mr. Ward called upon the committee Chairs to report on the committees' activities.

A. Bylaws Committee – Ms. Theresa Stoop reported that the Board Executive Committee had asked the Bylaws Committee to look at changing the bylaws so the terms of Board officers would coincide with the fiscal year, and look at having the term of the Parliamentarian be on the same cycle as the other Board officers. The new language is recommended as follows:

Article V, Section 4. Terms of Office

Elected officers shall serve two-year terms. The term of office shall commence on October 1 and expire on September 30 in the second year. The Chair and Vice-Chair positions have term limitations of two consecutive terms per position, thereby precluding any one individual from serving more than four consecutive years in a single position. These term limitations do not prevent members who have served in one office for four years from being eligible to serve in another office.

The Parliamentarian position has no term limit. The term of office shall coincide with other elected officers and commence on October 1 and expire on September 30 in the second year.

Ms. Stoop reported the Board Chair also had asked the Bylaws Committee to look at the application for Board membership process, and the composition of the Board. The Board Chair is appointing a special committee to look into both those items.

Finally the Bylaws Committee suggested clarification of the wording in the first paragraph of Article III, Section 4, Terms of Appointment, to distinguish between an agency representative on the Board and an individual appointed by an agency. The suggested language is as follows:

Federal and non-federal appointees shall serve for a three-year term. Non-federal appointees shall be limited to one term unless membership extension is approved by the Board. Terms shall be staggered to provide for the expiration of approximately one-third of the Board's membership each year. The Board is authorized to take such action as necessary to amend current term appointments to meet the intent of this section.

Appointments shall commence on October 1 and expire on September 30 in the third year. No term limitations exist for federal appointees.

Mr. Ward asked for a motion to accept the report of the Bylaws Committee. Mr. Michael Novak made the motion and Dr. James Ward seconded the motion, which carried unanimously.

- B. Standards Steering Committee** – Mr. Brian Peters reported that the Standards Steering Committee is working on the five-year revision of the FLETA standards. They have surveyed the FLETA community and have shared those results with the six working groups. They are making good progress and each working group will have a solid draft by the October 2014 Board meeting, ready for a final vote at the Spring 2015 Board meeting.

Mr. Ward called for a motion to accept the Standards Steering Committee report. Ms. Angela Hrdlicka made the motion, Mr. William Fallon seconded the motion, and the motion carried unanimously.

- C. Awareness and Recognition Committee** – Ms. Cynthia Atwood reported that the Committee received four nominations for the 2014 Team Leader Recognition Award. The Committee selected the recipient who will be awarded at the October 2014 Board meeting. Ms. Atwood then referred the Board members to Tab 5 in their Board materials and reminded them of the past discussion on creating a long-term achievement award. The committee decided that it is currently impractical to create two separate awards for annual and long-term achievement by team leaders. The Team Leader Recognition Award will continue to include consideration of long-term contributions by nominees.

Mr. Ward called for a motion to accept the Awareness and Recognition Committee report. Ms. Nichole Cooper made the motion, Mr. Michael Delgado seconded the motion, and the motion carried unanimously.

- D. Distance Education Standards Committee** – CMDR Tom Walsh reported that the Committee drafted four new distance education standards in sections 1-4, in addition to making some minor tweaks to existing standards in sections 1-4. The committee also proposed a new section 5 that will contain nine new distance education standards. The committee reviewed and finalized sections 1-3, and still has to review and finalize sections 4 and 5.

Mr. Ward asked for a motion to accept the report of the Distance Education Standards Committee. Mr. Michael Novak made the motion, Mr. Michael Delgado seconded it, and the motion carried unanimously.

- E. Return on Expectations Committee** – Dr. Gary Mitchell gave the report for Mr. James Gregorius. He reported the committee is drafting a survey that would ultimately be distributed both internal and external to the FLETA community. Industrial psychologists from agencies within the FLETA community will be consulted to help draft meaningful questions. The survey is expected to be completed in the next 6-9 months, ready to be presented to the Board for final approval. The committee also discussed creating a written product that could be given to agency heads that explains what accreditation does for them.

Mr. Ward asked for a motion to accept the report of the Return on Expectations Committee. Mr. Brian Peters made the motion, Dr. Sheldon Greenberg seconded the motion, and it carried unanimously.

IV. General Reports

Mr. Ron Ward reported the Board met in Executive Session on Tuesday, May 6th, to discuss the FLETA budget, review operational requirements, discuss future business, and elect new officers. The new Chair is Mr. Brian Peters, Ms. Angela Hrdlicka will continue as First Vice-chair, and the new Second Vice-chair is Mr. Clifford Holly. Their terms of office will be from October 1, 2014 through September 30, 2016. Mr. Ward administered the Oath of Office to the three officers and thanked them for their willingness to serve on the Executive Committee.

Dr. Mitchell reported that the new FLETA.gov website is in development and expected to be fully operational in June 2014. He also noted the FLETA Community of Interest (COI) is fully operational on the HSIN (Homeland Security Information Network).

Mr. Ward thanked the agency dignitaries who attended today's meeting and thanked them for letting their staff participate in the FLETA process. He then thanked Dr. Mitchell and the FLETA OA staff for their hard work in making the Board meeting a success.

Office of Accreditation Update – Dr. Gary Mitchell reported that at the end of today’s meeting there will be 16 accredited academies and 91 accredited programs. Since the last Board meeting, five new applications have been received for initial accreditations. Dr. Mitchell noted an Assessor Training Program is being presented by the OA Program Managers this week in conjunction with the Board meeting, and another session will be presented at Glynco, GA in the fall. The full report of the FLETA Office of Accreditation activities is attached.

Future Meetings – Dr. Mitchell reported that the next FLETA Board meeting will be in the fall at Glynco, GA; the dates will be announced shortly.

Annual Reports Received – Dr. Mitchell referred the Board members to Tab 4 in their Board books for the list of annual reports received since the last Board meeting.

Year 1 Reports

AFSF	Security Forces Apprentice Course
AFSF	Security Forces Basic Officer Course
DoS	Basic Special Agent Course
DoS	Office of Training and Performance Standards
DoS	Instructor Development Course
FLETC	Academy
NASA	Federal Arrest Authority Basic Program
USPIS	Basic Inspector Training Program
USPIS	Postal Police Officer Basic Training Program
USSS	Special Agent Training Course

All agencies reported no issues and all standards in compliance.

Dr. Mitchell asked the Board members to review the draft revised annual report in Tab 8 of their Board books.

Mr. Ron Ward reported that he, Ms. Angela Hrdlicka, and Mr. William Fallon met with the DHS HQ staff that reviews the Board meeting approval request packages. His understanding is a tentative agreement has been made to allow the FLETC Chief Financial Officer to approve Board meeting requests whose total cost is less than \$100,000.00. The Board plans to hold one meeting a year at the FLETC in Glynco, GA, and the second Board meeting each year at the FBI Academy in Quantico, VA.

FLEAC Report – FLEAC Chairman Jason Worchel gave the following report:

The FLEAC conducted its regularly scheduled business meeting at 1300 hours on Wednesday, May 7, 2014.

The Coalition approved minutes of the October 30, 2013 meeting held at FLETC, Glynco, and heard reports of the Coalition sub-committees – Membership (80 members); Standards (Sally Livingston); By-Laws (Dr. Mark Haucke); Training (Kim Canitz); Reaccreditation (Natasha Fulmore); and Communications (Vacant).

As per the FLEAC By-Laws, this meeting was designated for election of a FLEAC member to serve as the Vice-Chairperson for the next 2 years. Dr. Michael McDade, the FLEAC Vice-Chairperson, passed away on April 15th and the FLEAC felt it was disrespectful to elect a new Vice-Chairperson at this time. Therefore, Mr. Terry Walsh, USCG, will serve as the interim Vice-Chairperson of the FLEAC until elections can be held in November 2014.

Executive Director of the FLETA OA Dr. Gary Mitchell and FLETA Board Chair Ron Ward spoke with the FLEAC and answered questions. Mr. Bob Bruton of the FLETA OA provided a refresher for FLETA Assessors and the FLEAC voted on changes to the FLEAC By-Laws so the election schedule coincides with the new bi-annual FLETA Board schedule.

The May 7, 2014 meeting was duly adjourned to reconvene at the fall meeting location of the FLETA Board.

V. Old Business

Mr. Ward reported that all old business was completed through the Board Committees' work.

VI. New Business

Mr. Ward commented the FLETA process would not work without the teams that volunteer their time to go out on behalf of the Board and assess the programs and academies for compliance with the FLETA Standards, saying the Board is very grateful for their service.

Mr. Ward then mentioned the passing of Dr. Michael McDade of CBP, who died on April 15. Mr. Ward commented that Dr. McDade had been involved with FLETA since its inception and stated this was a great loss to CBP, Dr. McDade's family and friends, and the FLETA community. Mr. Ward then asked for a moment of silence to remember Dr. McDade.

Ms. Angela Hrdlicka recognized the following Team Leaders and Assessors who participated in the 12 assessments that were reviewed at this Board meeting, and Mr. Ward and Dr. Mitchell presented certificates to those in attendance at the Board meeting:

Team Leaders

	<u>Agency</u>	<u>Completed assessments</u>
Michael Bierce	OPM	4
Ivan Biss	FRB	12
Carolyn Courtney	TSA	4
Jason Daniel	BEP	4
Tanya Gregory	TSA	6
Karen Jones	PFFA	1
Kevin Miller	ICE	5

Don Smith	FLETC	5
Terry Walsh	USCG	4
Bill Williams	FLETC	11

Assessors

Darrin Brown	TSA	1
Julie Comeau	TSA	1
Lisa Crowder	FBI	1
Scott Dahl	FLETC	4
James Fountain	FBI	2
Trina Harrison	USPIS	3
David Hartsfield	FRB	2
Doris Hasler	ATF	2
Dr. Mark Haucke	DOS	4
Scott Hickson	NCIS	3
Aisha Johnson	FBI	5
Margaret Maestas	DCIS	4
Lori Morell	ATF	1
Kitty O'Brien	ATF	2
David Ott	OPM	1
Cynthia Parker	ICE	2
Jeff Roberts	USCG	2
Erick Rosario	FLETC	5
Jason Worchel	TSA	6

Mr. Ward then announced that the Board Review Committee (BRC) reports would be given and the accreditation and reaccreditation certificates awarded.

The Board met in BRCs on Wednesday, May 7th, and conducted reviews of the following:

Initial Accreditation

OPM	Federal Investigative Services – National Training Center
DHS	Basic Intelligence and Threat Analysis Course
DHS	Mid-Level Intelligence and Threat Analysis Course
BEP	Police Basic Training Program
ICE	Supervisory Leadership Training Program

Reaccreditation

USCG	Maritime Law Enforcement Academy
USCG	Radiation Detection Level II Operators Course
NCIS	Special Agent Basic Training Program
NCIS	Protective Service Operations Training Program
ICE	Instructor Development Course
FLETC	Firearms Instructor Training Program
USPIS	Postal Inspection Service Facilitator Training Program

Following the BRCs, the FLETA Board met in Executive Session Wednesday afternoon and reviewed each application for accreditation or reaccreditation.

Ms. Angela Hrdlicka began by noting the full Board reviewed one academy and four programs for initial accreditation. The BRC was assisted by OA Program Managers Christiana Halsey and CJ Ross.

Ms. Hrdlicka called on Dr. Sheldon Greenberg to recognize the *Office of Personnel Management Federal Investigative Services National Training Center* for initial accreditation. Dr. Greenberg gave a brief summary of the OPM Academy and noted they were compliant with all applicable standards. He then announced that the Board had agreed to award initial accreditation to the OPM FIS – National Training Center.

Ms. Hrdlicka asked Mr. Michael Delgado to recognize the *Department of Homeland Security Basic Intelligence and Threat Analysis Course (BITAC)* for initial accreditation. Mr. Delgado reviewed the course and announced the Board had agreed to award initial accreditation to the DHS BITAC.

Ms. Hrdlicka asked Mr. William Fallon to recognize the *Department of Homeland Security Mid-level Intelligence and Threat Analysis Course (MITAC)* for initial accreditation. Mr. Fallon reviewed the course, noting the Board was impressed with the presentation. He also thanked the assessment team for the thorough review and report, and announced the Board had agreed to award initial accreditation to the DHS MITAC.

Ms. Hrdlicka called on CMDR Thomas Walsh to recognize the *Bureau of Engraving and Printing Police Basic Training Program* for initial accreditation. CMDR Walsh gave an overview of the course and announced the Board had agreed to award initial accreditation to the BEP Police Basic Training Program.

Ms. Hrdlicka next recognized the members of BRC A, which reviewed one academy and three programs for reaccreditation. The Board members were assisted by OA Program Manager Bob Bruton.

Ms. Hrdlicka called on Mr. Michael Novak to recognize the *U.S. Coast Guard Maritime Law Enforcement Academy (MLEA)* for reaccreditation. Mr. Novak gave a brief overview of the MLEA. He noted that the assessment team identified the model practice related to ensuring a safe training environment. He then announced the Board had agreed to award reaccreditation to the USCG MLEA.

Ms. Hrdlicka again called on Mr. Michael Novak to recognize the *U.S. Coast Guard Radiation Detection Level II Operators Course (RADDET)* for reaccreditation. Mr. Novak reviewed the course and thanked the assessment team for their thorough report. He noted that the Board was impressed with the incorporation of real life elements to make the training more credible. He then announced the Board had agreed to award reaccreditation to the USCG RADDET.

Ms. Hrdlicka next called on Dr. Curtis Smith to recognize the *Naval Criminal Investigative Service Special Agent Basic Training Program (SABTP)* for reaccreditation. Dr. Smith reviewed the program noting the Board was pleased to learn how the NCIS had made use of the Level 3 data. He thanked the assessment team and announced the Board had agreed to award reaccreditation to the NCIS SABTP.

Ms. Hrdlicka called on Mr. Dale Pupillo to recognize the *Naval Criminal Investigative Service Protective Service Operations Training Program (PSOTP)* for reaccreditation. Mr. Pupillo reviewed the program and noted the Board was happy to hear how the instructors provide continuity in the training program, and that the instructors go on protective service details themselves to remain current. He then announced the Board had agreed to award reaccreditation to the NCIS PSOTP.

Ms. Hrdlicka next recognized BRC B, which reviewed three programs for reaccreditation and was assisted by OA Program Managers C.J. Ross and Christiana Halsey.

Ms. Hrdlicka called on Ms. Theresa Stoop to recognize the *Federal Law Enforcement Training Centers Firearms Instructor Training Program (FITP)*. Ms. Stoop reviewed the program, noting she cannot imagine a program that reaches more instructors, and said the Board was impressed with the safety and security related to the students using their own weapons. She thanked the assessment team, commenting on the outstanding practice of the paperless assessment system, and then announced the Board had agreed to grant reaccreditation to the FLETC FITP.

Ms. Hrdlicka called on Ms. Cynthia Atwood to recognize the *Immigration and Customs Enforcement Supervisory Leadership Training Program (SLTP)* for initial accreditation. Ms. Atwood reviewed the program and commented Mr. Joe Augeri did a fabulous job of leading the presentation. She also noted the assessment team identified the model practice of the Supervisory Desk Reference Tool, a SharePoint blog that allows students/graduates to ask real-time questions pre- and post-training – basically an “ask an expert” feature. Ms. Atwood then announced the Board had agreed to award reaccreditation to the ICE SLTP.

Ms. Hrdlicka next called on Mr. Cliff Holly to recognize the *Immigration and Customs Enforcement Instructor Development Course (IDC)* for reaccreditation. Mr. Holly recognized the assessment team and reviewed the course, noting a model practice that was developed by Mr. Rick Bussell, the job task to objective matrix. Mr. Holly then announced the Board had agreed to award reaccreditation to the ICE IDC.

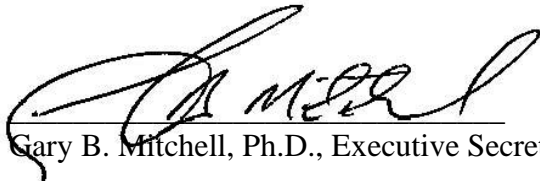
Ms. Hrdlicka congratulated the recipients of today’s accreditation and reaccreditation awards. She then announced that the Board had elected not to reaccredit the U.S. Postal Inspection Service’s Facilitator Training Program at this time.

VII. Closing Remarks and Adjournment of the Open Session

Mr. Ward noted that this is his last Board meeting as Chair, and that it has been an honor to serve. He thanked the Board officers and Dr. Mitchell and the OA staff for their

service. He also thanked the Chief of U.S. Courts, Matt Rowland, and his own supervisor, Deputy Nancy Beatty Gregoire, both of whom were present, for their support. He thanked the FBI and the FLETC for hosting the Board meetings, and thanked everyone in the accreditation community and the FLEAC. Mr. Ward quoted Helen Keller, saying “Alone we can do so little, together we can do so much”, and said to “Keep doing what you’re doing.”

Mr. Ward asked for a motion to adjourn the meeting. Ms. Theresa Stoop made the motion, Ms. Cynthia Atwood seconded the motion, the motion carried unanimously, and the meeting was adjourned at 9:11 a.m.

Minutes prepared by:  _____
Gary B. Mitchell, Ph.D., Executive Secretary May 19, 2014
Date

Interim Approval:  _____
Ronald L. Ward, FLETA Chairperson May 21, 2014
Date

Full Board Approval: _____



(CFO/OAC)

**Federal Law Enforcement Training Accreditation Board
Attendance Roster – May 6-8, 2014
FBI Academy, Quantico, VA**

Name	Title	Agency	5/6	5/7	5/8
Atwood, Cynthia J.	Assistant Director	FLETC	✓ ✓	✓ ✓	✓
Barton, Robert D.	Director	DoS/DSS	✓ ✓	✓ ✓	✓
Blackwell, Kristine E.	Colonel	AFOSI	Absent		
Browning, Michael R.	Director	NCIS	✓ ✓	✓ ✓	✓
Cooper, Nichole	Inspector in Charge	USPIS	✓ ✓	✓ ✓	✓
Delgado, Michael	Assistant Inspector	TIGTA	✓ ✓	✓ ✓	✓
Fallon, William T.	Assistant Director	USMS	✓ ✓	✓ ✓	✓
Fuller, Jeffrey M.	Executive Director	CBP	✓ ✓	✓ ✓	Absent
Greenberg, Ph.D., Sheldon F.	Associate Dean	N/A	✓ ✓	✓ ✓	✓
Hillyard, DBA., Michael	Independent Consultant	N/A	✓ ✓	✓ ✓	Absent
Holly, Clifford C.	Deputy Assistant Director	FBI	✓ ✓	✓ ✓	✓
Hrdlicka, Angela	Executive Director	IG	✓ ✓	✓ ✓	✓
Novak, Michael R.	Assistant Administrator	TSA	✓ ✓	✓ ✓	✓
Peters, Brian S.	Chief	DOI	✓ ✓	✓ ✓	✓
Pupillo, Dale	Assistant Director	USSS	✓ ✓	✓ ✓	✓
Smith, Ph.D., Curtis J.	Director (Retired)	N/A	✓ ✓	✓ ✓	✓
Stoop, Theresa R.	Assistant Director	ATF	✓ ✓	✓ ✓	✓
Trotta, Nicholas	Manager	FRB	Absent		
Walsh, Thomas	Commander	USCG	✓ ✓	✓ ✓	✓
Ward, James L.	Division Chief	VA	✓ ✓	✓ ✓	✓
Ward, Ronald L.	Director	USC	✓ ✓	✓ ✓	✓
Mitchell, Ph.D., Gary B.	Executive Director	FLETA	✓ ✓	✓ ✓	✓
Currently rotated off Board					
Gregorius, James R.	Special Agent in Charge	DEA			



**Federal Law Enforcement Training Accreditation Board
Executive Director's Report
May 8, 2014**

Data for this report is through March 31, 2014.

FLETA Applications (Tab 6)

Applications received from/for:

Date	#	Agency	Academy/Program
10/17/2013	75.2	TSA	Instructor Development Course
10/22/2013	99.1	FBI	Instructor Development Program
11/8/2013	176	BEP	Police In-Service Training Course
11/8/2013	177	BEP	Field Training Officer -FTO
12/3/2013	178	AFOSI	Sex Crimes Investigations Training Program
12/3/2013	179	AFOSI	Basic Extension Program
12/10/2013	47.2	USCG	U.S. Coast Guard Maritime Law Enforcement Academy
12/10/2013	64.2	USCG	Radiation Detection Level II Operator's Course
12/17/2013	180	AFSF	Basic Instructor Training Program
2/27/2014	7.3	USPIS	Career Development Unit (Academy)
3/4/2014	54.2	FBI	FBI Academy
3/4/2014	98.2	FBI	New Agents Training Program
3/13/2014	181	TIGTA	On-the-Job Instructor Training Program
3/27/2014	17.3	USPIS	Basic Inspector Training
3/27/2014	18.3	USPIS	Postal Police Officer Basic Training

Applications In-Progress (99)

- 12 for Academy accreditation
- 40 for Program accreditation
- 7 for Academy reaccreditation
- 40 for Program reaccreditation

FLETA-Sponsored Training

Date	Trained	Event
11/6/2013	6	FLETA Fundamentals teleconference – FBI Lab/Evidence Response Unit (Halsey)
11/14/2013	3	FLETA Fundamentals teleconference – FBI Lab/Evidence Response Unit (Halsey)
11/19 – 11/21/2013	20	Assessor Training Program (ATP), Glynco, GA.

HSIN/FLETA Portal demonstrations presented by Christiana Halsey and Liz Dodson. Members of the FLETA community took part in the DHS Connect demonstrations by signing in to one of 10 sessions.

Accreditation Incentive Fund

Please see handout for an accounting of incentive fund expenditures for FY2014.

FLETA Assessments (Tab 3)

Initial Accreditation Assessments

DHS Intel Basic Intelligence and Threat Analysis Course Nov. 19-21, 2013
Team Leader Don L. Smith, Assessors Cynthia R. Parker and Mark Haucke, Ph.D.
OJT Shadow Meredith K. Davis

DHS Intel Mid-Level Intelligence and Threat Analysis Course Nov. 19-21, 2013
Team Leader Don L. Smith, Assessors Cynthia R. Parker and Mark Haucke, Ph.D.
OJT Shadow Meredith K. Davis

ICE Supervisory Leadership Training Program December 3-5, 2013
Team Leader Tanya Gregory, Assessors David Hartsfield and Doris Hasler
OJT Assessor Todd Johnson

OPM Federal Investigative Services – National Training Center December 3-5, 2013
Team Leader Terry D. Walsh, Assessors Julie L. Comeau and Erick K. Rosario
OJT Assessor Richard T. Judy

Bureau of Engraving and Printing Police Basic Training Program Dec. 17-19, 2013
Team Leader Michael Bierce, Assessors David Ott and Jason Worchel

Reaccreditation Assessments

U.S. Coast Guard Maritime Law Enforcement Academy October 22-24, 2013
Team Leader Karen Jones, TL Mentor Scott Dahl, Assessor Lisa Crowder
OJT Assessor Joe Collins

ICE Instructor Development Course November 5-6, 2013
Team Leader Dr. Michael B. McDade, Assessors Lori Morell and Scott Hickson
OJT Assessor Deborah Bessette

FLETC Firearms Instructor Training Program Dec. 10-12, 2013
Team Leader Carolyn Courtney, Assessors Aisha Johnson and Jeff Roberts
OJT Assessors Joe Stolinski and LaWanna Robinson

NCIS Special Agent Basic Training Program January 6-10, 2014
Team Leader Bill Williams, Assessors Margaret Maestas and Trina Harrison
OJT Assessors Angela Caldwell and Jan Purvis

NCIS Protective Service Operations Training Program January 7-9, 2014
Team Leader Kevin Miller, Assessors Doris Hasler and Erick Rosario
OJT Assessors Maya Thomas and Corliss Jackson

U.S. Coast Guard Radiation Detection Operators Course II January 14-16, 2014
Team Leader Ivan T. Biss, Assessors Darrin W. Brown and James R. Fountain
OJT Assessors Carlos Vales and John Bostain

U.S. Postal Inspection Service Facilitator Training Program February 4-6, 2014
Team Leader Jason N. Daniel, TL Mentor Carolyn Courtney, Assessor Elizabeth O'Brien
OJT Assessors Ye'Wande' Seymour and Deborah Sutton

Assessors

Thirty-six assessors (4 more than last cycle), 16 OJT/shadow assessors (6 more than last cycle), and 35 self-assessors (16 less than last cycle) were used, for a total cost of \$ 38,770.64 (\$4,598.49 less than last cycle). Assessors were from 20 (-1) different agencies. The average cost/assessment was \$3,320.89, as compared to \$3,942.65 from the previous period.

Additional Activities by Month

October 2013

The FLETA Office of Accreditation was closed from October 1-16 due to the government shutdown and the OA staff being furloughed.

Dr. Gary Mitchell staffed the FLETA booth at the IACP conference in Philadelphia, October 18-23. He made several contacts which could lead to new applications from the FDA and ICE's counterfeit and fraud group.

November 2013

Program Manager Christiana Halsey conducted several teleconferences with the FBI Lab/Evidence Response Unit presenting FLETA Fundamentals to the three divisions from the FBI Laboratory group. She also conducted a standards analysis teleconference with the FBI Laboratory Hazardous Evidence Response Team.

FLETA OA announced the detail opportunity for a Program Analyst at the OA.

The FLETA OA Program Managers presented the Assessor Training Program (ATP), 11/19 – 11/21, for 20 students. Evaluation comments indicated the class went very well.

December 2013

OA Staff met with the designer of the new www.FLETA.gov website and selected the basic format for web pages.

The Board meeting request package for the May 6-8 Board meeting was submitted to DHS HQ for review.

The OA sent a survey to the Board members and accreditation community soliciting input for the annual and five-year accreditation standards review regarding any potential recommendations for revisions, additions, and deletions to the standards.

Ms. Pat Perry submitted her retirement papers for June 2014.

January 2014

FLETA.gov web update – Dr. Mitchell and Mr. Brian Peters signed off on the work plan. It is still expected to be completed before April 2014.

Program Manager Halsey conducted standards analysis via teleconference with staff from the FBI Hazardous Material Crime Scene group.

The meeting request package for the May 6-8 Board meeting was returned by DHS to be submitted through FLETC. FLETC requested additional information on the number of DC-area attendees who would not be able to attend the Board meeting if it was held in Glynco. Identifying those attendees reduced the overall per person cost for a Quantico meeting.

Board member Darrell Cagle, VA, will be retiring from government service in April 2014. Mr. James L. Ward, Esq., Division Chief, Academics Division, Department of Veterans Affairs Law Enforcement Training Center, will be taking his seat.

A selection was made for the detailed Program Analyst position. Ms. Liz Dodson will begin her detail on January 27th. The MOA was reviewed and signed off by Mr. Don Lewis, FLETC CFO, and NPS Training Academy Superintendent Jill Hawk.

HSIN update – users have been validated into the FLETA Community of Interest (COI) and testers are in the process of checking out the functionality of the site. DHS is still on target for completion of the FLETA COI in late February 2014.

The results of the Standards survey were sent to Mr. Brian Peters for use by the Standards Steering Committee.

February 2014

The HSIN FLETA COI went live on Feb. 1st. Press releases were distributed to the FLETA community. Demonstrations of the FLETA Portal via DHS Connect are scheduled for users. The OA will demonstrate how to navigate the Portal, access information and resources, and show how agencies can upload accreditation files to their secure agency sites. The OA would like to do the same for Board members around the end of March.

Due to some security issues with the Drupal development environment, the final go-live date for the public FLETA.gov website has moved from 4/21/2014 to 5/12/2014. This will not affect the designer's ability to do the demo for the FLETA Board on 5/6/2014.

Ms. Erica Queen (FLETC contractor) provided an update to the OA on the development status of the new FLETA.gov website and showed several page mock-ups. The project is still on target for the end of April with a busy couple of weeks coming up. Mr. Peters was present for the update.

FLETA was highlighted on pages 1 and 4 of *The HSIN Advocate* newsletter, February edition. The articles documented the Feb. 1st stand-up of the new FLETA Community of Interest on the HSIN.

March 2014

Several FLETA staff members toured the CBP Savannah Customs Laboratory.

The FLETA OA completed the last FLETA Portal demonstration on Thursday, March 13th. Seventy-nine members of the FLETA community took part by signing in to one of ten different DHS Connect sessions offered since Feb. 11th.

DHS approved the request to hold the May Board meeting at the FBI Academy in Quantico. Notices were sent to the FLETA community.

The OA received the FY2014 budget appropriation numbers from FLETC. The ACC Fund is \$1 million even and the XSE Fund is \$417,000 with the FY2013 rollover. Travel must be kept in line with FY2013 expenditures.

The nomination forms and supplemental documents for the annual Team Leader Recognition Award were sent to Ms. Cynthia Atwood for review by the Awareness and Recognition Committee.

Ms. Theresa Stoop, Nominating Committee Chair, sent a reminder to the Board, asking for nominations for Board officers. The first round of nominations will close on Friday April 18th.