



Federal Law Enforcement Training Accreditation Board
Board Meeting Report
November 20, 2014
Glynco, GA

115-501 (CFO/OAC)

I. Welcoming Remarks and General Announcements

FLETA Board Chair Brian Peters called the meeting to order at 8:00 a.m. He welcomed all attendees and appreciated the assistance of all the Board members. He then asked the audience to stand for the presentation of the colors by the CBP Honor Guard.

FLETA Board Member Colonel Kristine Blackwell, USAF, led the meeting attendees in reciting the Pledge of Allegiance.

Mr. Peters thanked the CBP Honor Guard and then asked each Board member to introduce themselves (Attendance sheet attached).

Dr. Mitchell reported a quorum was present.

Mr. Peters recognized the following new Board members:

Ricardo Colón – Chief, Security and Law Enforcement Training Division Diplomatic Security Service

Donato Coyer – Acting Director, Office of Training & Development, U.S. Immigration and Customs Enforcement

Victor Erevia – Assistant Director, Office of Human Resources & Training, U.S. Secret Service

Zachary Lowe, Jr. – Section Chief, FBI Academy Training Division, Federal Bureau of Investigation

Domenic McClinton – Director, National Criminal Investigation Training Academy, Internal Revenue Service

Bradley W. Smith – Assistant Director, Federal Law Enforcement Training Centers

Mr. Peters also recognized James Gregorius – Special Agent In-charge, Drug Enforcement Administration Training Academy for returning to the Board after a one year rotation.

Mr. Peters 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 Barton – DoS

Mr. Michael Delgado – TIGTA
Mr. Clifford Holly – FBI
Mr. Michael Novak – TSA
Mr. Dale Pupillo – USSS

Also rotating off the Board for one year, Commander Thomas Walsh.

Because of Clifford Holly's re-assignment, the Board had to hold an election for its vacant 2nd Vice-chair position. William Fallon was elected and will fill that position until September 30, 2016.

II. Approval of Report from Previous Board Meeting

Mr. Peters asked for a motion to approve the report from the May 6-8, 2014, FLETA Board meeting in Glynco, Georgia.

Ms. Angela Hrdlicka made the motion and Mr. Ron Ward seconded the motion, and the motion carried unanimously.

III. Committee Reports

Mr. Peters noted the Executive Committee met at Glynco, GA, on September 10, 2014, in the FLETA offices – Glynco, GA to make final preparations for this meeting. A copy of that report is in the Board members' materials.

Six of the Board's committees met on Tuesday, November 18, 2014, to conduct business. Mr. Peters recognized the work of the Program Managers on the different committees. Mr. Peters called upon the committee Chairs to report on the committees' activities.

A. Bylaws Committee – Dr. James Ward reported that the Committee found in the procedures manual that the accreditation period should change from three years to five years.

The committee also decided to change the language for the definition of accreditation to make it more definitive to read. The suggested language is as follows:

After completion and acceptance of a FLETA assessment report, an applicant must be present and available for the Board Review Committee and the full Board for a determination of accreditation as scheduled.

Mr. Peters asked for a motion to accept the report of the Bylaws Committee. Mr. Bradley Smith made the motion and Col Blackwell seconded the motion, which carried unanimously.

B. Membership Sub-committee – Dr. James Ward reported in the absence of Dr. Sheldon Greenberg that the Committee proposed that for FY 2016 each agency should have no more than three seats. The term will remain the same.

Dr. Greenberg made a motion to change the Board composition of the Bylaws to three seats for the Department of Homeland Security and four seats for other agencies. Mr. Nicholas Trotta seconded the motion, which carried unanimously.

Technical Note: This motion may not be completed until the next Board meeting as required by the Bylaws for bylaw changes.

- C. Standards Steering Committee** – Mr. Brian Peters reported in the absence of Mr. William Fallon that the academies and business learning section surveys results had been completed successfully. The next step is to pull all the members together to make a formal recommendation to the Board at the next Board meeting.

Dr. Greenberg made a motion to accept the Standard Steering Committee report. Ms. Nichole Cooper seconded the motion, which carried unanimously.

- D. Awareness and Recognition Committee** – Mr. Brian Peters reported in the absence of Dr. Sheldon Greenberg that the Committee discussed a great deal on how to better market the FLETA process. The Committee recommended Kimberly Canitz for the FLETA Team Leader award and they recommended the USCG MLEA be awarded the agency award.

Mr. Peters asked for a motion to accept the report of the Awareness and Recognition Committee. Mr. Ronald Ward made the motion and Ms. Angela Hrdlicka seconded the motion, which carried unanimously.

- E. Distance Education Standards Committee** – CMDR Thomas Walsh reported that the Committee added seven new standards in section 5 and proposed to add modifications to existing standards. A draft standard was provided to the FLEAC and Board members on the committee.

Dr. James Ward made a motion to accept the report of the Distance Education Standards Committee. Mr. Domenic McClinton seconded the motion, which carried unanimously.

- E. Return on Investment Committee** – Mr. James Gregorius reported that a survey developed by Program Manager Robert Bruton received a lot of comments and recommendations. The survey will be sent back out to the Authorizing Officials (AO) by the FLETA Chair, Mr. Brian Peters. After receiving feedback from the AOs, Mr. Peters and Mr. Bruton will review and decide if any action is necessary.

Mr. Peters asked for a motion to accept the report of the Return on Investment Committee. Mr. James Gregorius made the motion and Mr. Bradley W. Smith seconded the motion, which carried unanimously.

IV. General Reports

Mr. Brian Peters reported the Board met in Executive Session on Tuesday, November 18th, to discuss the FLETA budget, review operational requirements, and discuss future business. Also, during that time Ms. Nadine Martin of the Association for Talent Development (ATD), formerly ASTD, provided training on Essentials of Agile Design to 50 accreditation community members.

Mr. Peters called on Dr. Gary Mitchell for other items of interest.

Dr. Mitchell reported the following:

- The FLETA.gov new website is fully operational with 60 to 80 hits/day, 500 hits/week.
- First Webinar was October 31st with an attendance of 27 participants. Next Webinar will be November 25th; the topic will be Annual Reports. Webinars are scheduled the last Thursday of each month. The Webinars are recorded and archive for future use.
- Ms. Stephanie Archbold returned to FLETA as the Program Analyst replacing Pat Perry who retired this past summer.

Mr. Peters announced that recently, DHS Secretary Jeh Johnson and Deputy Secretary Alejandro Mayorkas awarded the DHS Secretary's Award for Excellence to the FLETA Office of Accreditation (OA).

Mr. Peters called on Mr. Bradley W. Smith to help him recognize the OA and present them with their tokens, as some of them were unable to attend the official ceremony in Washington, DC. The awardees were:

Mr. Jimmy Hill
Mr. Robert Bruton
Mr. C.J. Ross
Mrs. Christiana Halsey
Dr. Gary Mitchell

Mr. Peters also noted that Ms. Pat Perry who retired this summer was included in the recognition. He added that although Ms. Stephanie Archbold and Liz Dodson were not members of the office during the nomination for the Secretary's Award, he would be remiss if he did not recognize and thank them for their support.

Mr. Peters called on Dr. Mitchell to provide the Office of Accreditation updates.

Office of Accreditation Update – Dr. Mitchell reported that there were 16 accredited academies and 91 accredited programs. He noted we should see an increase after this Board meeting. There are 162 applications being processed. 38 agencies are involved in FLETA Accreditation. 20 academies and 142 programs are seeking accreditation. The full report of the FLETA Office of Accreditation activities is attached.

Future Meetings – Dr. Mitchell reported the next FLETA Board meeting will be in April beginning Tuesday, April 14 and concluding on Thursday, April 16, 2015 at the FBI Academy in Quantico, VA.

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.

Mr. Peters called on Mr. Jason Worchel for the FLEAC update.

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

The FLEAC conducted its regularly scheduled business meeting at 1:00 p.m. on Wednesday, November 19, 2014. FLEAC Chair Jason M. Worchel chaired the meeting.

The Coalition approved Minutes of the May 8, 2014 FLEAC meeting held at the FBI Academy in Quantico, VA, and heard reports from the Coalition sub-committees – Membership (Kay Arthur); Standards (Sally Livingston); By-Laws (Dr. Mark Haucke); Training (Kim Canitz); Reaccreditation (Natasha Fulmore); and Communications (Heather Lawson).

FLETA Board Chairman Mr. Brian Peters and FLETA Executive Director Dr. Gary Mitchell provided an update from the Board and answered questions from the FLEAC members in attendance.

The FLEAC also held elections for the positions of Chair and Vice Chair. Both positions are to be occupied for two years. Mr. Worchel announced that Jennifer R. Kasper from FLETC was elected Chair of the FLEAC and Michael M. Bierce from OPM was elected Vice Chair.

The November 19, 2014 meeting was duly adjourned to reconvene at the fall meeting location of the FLETA Board.

V. Old Business

Mr. Peters reported that the proposal for the Annual Report requirements was sent out. Comments were submitted by the accreditation community; however, some Board members were concerned with not having the resources to comply with the new proposal. Questions on whether or not the new proposal was a burden or a tool were raised.

Mr. James Gregorius made a motion to utilize the proposed new Annual Report with the addition to delineate each standard, not just the number, but the verbiage. Motion was seconded by Dr. James Ward. All members were in favor of the Annual Report to be in effect as this Board meeting is complete.

Mr. Peters noted that a Webinar will be in place and a formal letter will be sent to the Authorizing Officials.

VI. New Business

Mr. Peters announced recommendations and findings related to the U.S. Air Force Security Force Academy's request for exception to the FLETA procedures which requires a training academy's instructor development training program to be FLETA accredited. At this time the Board will continue to follow the procedures which are in place. The Board did not approve the U.S. Air Force Security Force Academy's request for an exception.

VII. FLETA Awards

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

Mr. Peters mentioned that a critical link between the FLETA Board and the assessment teams are those individuals who volunteer to serve as Team Leaders. The Team Leader is the single person who manages the assessors and OJT assessors throughout the process, from the moment the Office of Accreditation sends out the notice to the time they present their findings to the Board during the Board Review Committee.

The team leader not only manages and oversees the process; team leaders serve as mentors, coordinate and negotiate with the agency, and represent the professionalism and excellence of the FLETA process in everything that they do.

The team leader is the unsung hero in the FLETA Process and that is why the FLETA Board created the Team Leader Recognition Award to recognize the professionalism, dedication and service of our Team Leaders.

Mr. Peters, on behalf of the FLETA Board, recognized Ms. Kimberly Canitz as the Team Leader of the Year, FY2014.

Ms. Angela Hrdlicka recognized the following Team Leaders and Assessors who participated in the 14 assessments that were reviewed at this Board meeting, and Mr. Peters and Dr. Mitchell presented certificates to those in attendance at the Board meeting:

<u>Team Leaders</u>	<u>Agency</u>	<u>Completed assessments</u>
Michael Bierce	OPM	1
Kimberly Canitz	USSS	2
Jason Daniel	BEP	2
Tom Flanagan	FLETC	1
Tanya Gregory	TSA	1
Dr. Mark Haucke	DoS	1
Don Hines	USMS	1
Jennifer Kasper	FLETC	2
Mike LaRosa	FLETC	2

Pat Ruettiger	VA	1
<i>Assessors</i>		
Kay Arthur	TIGTA	1
Andy Bettencourt	USSS	1
Dana Breen	TSA	1
Darrin Brown	TSA	1
Tracey Chase	FBI	1
Harry Colangelo	TSA	1
Joe Collins	FLETC	2
Jeff Cooper	FBI	1
William Copeland	BEP	1
Mark Dodd	NASA	1
Dr. Grace Endres	USPIS	1
Felix Esequiel	ICE	1
Nancy Huggins	FLETC	1
Gus Jakowitsch	ATF	3
Shenell Jennings	USDA	1
Karen Jones	PFFA	1
Kathy Korte	FWS	1
Sally Livingston	IRS	1
Armena McNair	USCG	1
Ken Meyer	NPS	1
Elizabeth O'Brien	ATF	1
Cynthia Pixley	FBI	1
Silvia Rose	FLETC	1
Irina Terehoff	TSA	1

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

The Board met in Board Review Committees (BRCs) on Wednesday, November 19th, and conducted reviews of the following:

Initial Accreditation

AFOSI	Sex Crimes Investigator Training Program
AFOSI	Basic Extension Program
DEA	Basic Agent Training Program
DEA	Instructor Development Course (IDC)
DHS	Intelligence Training Academy (ITA)

Reaccreditation

FLETC	Land Management Police Training (LMPT)
FMCSA	Drug Interdiction Assistance Program (DIAP)
USAMPS	Military Police One Station Unit Training (OSUT)
USAMPS	CID Special Agent Course (CIDSAC)
TIGTA	Special Agent Basic Training Program

ATF	Explosives Detection Canine Handler Course (EDCHC)
CBP	Agriculture Specialist Training (CBPAS)
CBP	Field Operations Academy (FOA)
DEA	DEA Academy

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 Robert Bruton and CJ Ross.

Ms. Hrdlicka called on Mr. Brian Peters to recognize the *Air Force Office of Special Investigations Sex Crimes Investigator Training Program* for initial accreditation. Mr. Peters gave a brief summary of the program and noted that this program is a combination of agents and attorneys. He also noted that this program increased case openings to 55% and decreased cases from 11% to 0%. He then announced that the Board had agreed to award initial accreditation to the AFOSI Sex Crimes Investigator Training Program.

Ms. Hrdlicka called on Nicholas Trotta to recognize the *Drug Enforcement Administration's Basic Special Agent Training Program* for initial accreditation. Mr. Trotta gave a brief summary and noted that this program added 11 hours of field training and announced the Board had agreed to award initial accreditation to the DEA Basic Special Agent Training Program.

Ms. Hrdlicka called on Dr. James Ward to recognize the *Drug Enforcement Administration's Instructor Development Course (IDC)* for initial accreditation. Dr. Ward gave a brief summary of the course and noted they were two model practices identified in this course. Dr. Ward announced the Board had agreed to award initial accreditation to the DEA IDC.

Ms. Hrdlicka called on Col Kristine Blackwell to recognize the *Department of Homeland Security's Intelligence Training Academy (ITA)* for initial accreditation. Col Blackwell gave a brief summary and announced the Board had agreed to award initial accreditation to the DHS ITA.

Ms. Hrdlicka next recognized the members of BRC A, which reviewed four programs for reaccreditation. The Board members were assisted by OA Program Manager Robert Bruton.

Ms. Hrdlicka called on Ms. Nichole Cooper to recognize the *Federal Law Enforcement Training Centers' Land Management Police Training (LMPT)* for reaccreditation. Ms. Cooper gave a brief summary of the program. She noted that this is a 16 week program with 661.3 training hours and a 99.6% passing score. She also noted a model practice involving workshops done prior to the Curriculum Review Committees. She then announced the Board had agreed to award reaccreditation to the FLETC LMPT.

Ms. Hrdlicka again called on Ms. Nichole Cooper to recognize the *Federal Motor Carrier Safety Administration's Drug Interdiction Assistance Program (DIAP)* for reaccreditation. Ms. Cooper gave a brief summary of the program and announced the Board had agreed to award reaccreditation to the FMCSA DIAP.

Ms. Hrdlicka called on Mr. Domenic McClinton to recognize the *U.S. Army Military School's Military Police One Station Unit Training Program (OSUT)* for reaccreditation. Mr. McClinton gave a brief summary and announced the Board had agreed to award reaccreditation to the USAMPS OSUT.

Ms. Hrdlicka called on Dr. Michael Hillyard to recognize the *U.S. Army Military Police School's Criminal Investigation Division Special Agent Course (CIDSAC)* for reaccreditation. Dr. Hillyard gave a brief summary and noted that this course is a 567 hour course deliver to federal and military law enforcement. He also noted that this is a four week course of interview and interrogation techniques. He then announced the Board had agreed to award reaccreditation to the USAMPS CIDSAC.

Ms. Hrdlicka next recognized BRC B, which reviewed two academies and three programs for reaccreditation and was assisted by OA Program Manager C.J. Ross.

Ms. Hrdlicka called on Mr. Nicholas Trotta to recognize the *Treasury Inspector General for Tax Administration's Special Agent Basic Training Program (SABTP)* for reaccreditation. Mr. Trotta gave a brief summary of the program and noted that this program is unique and special. He also noted the assessment team recognized their model practice electronic system. He then announced the Board had agreed to grant reaccreditation to the TIGTA SABTP.

Ms. Hrdlicka called on Mr. Nicholas Trotta to recognize the *Bureau of Alcohol, Tobacco, Firearms and Explosives' Explosives Detection Canine Handler Course (EDCHC)* for reaccreditation. Mr. Trotta gave a brief summary of the course and noted that the highlight of the presentation was Carlie, the canine. He then announced the Board had agreed to award reaccreditation to the ATF EDCHC.

Ms. Hrdlicka called on Mr. James Gregorius to recognize the *U.S. Customs and Border Protection's and U.S. Department of Agriculture's Agriculture Specialist Training Program (ASTP)* for reaccreditation. Mr. Gregorius gave a brief summary of the program and announced the Board had agreed to award reaccreditation to the CBP ASTP.

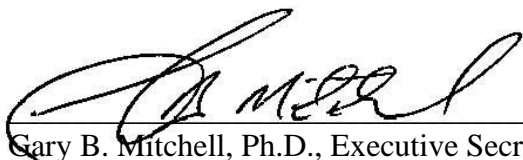
Ms. Hrdlicka called again on Mr. James Gregorius to recognize the *U.S. Customs and Border Protection's Field Operations Academy (FOA)* for reaccreditation. Mr. Gregorius gave a brief summary and announced the Board had agreed to award reaccreditation to the CBP FOA.

Ms. Hrdlicka called on Dr. James Ward to recognize the *Drug Enforcement Administration's Academy (DEA)* for reaccreditation. Dr. Ward gave a brief summary and noted that the academy is 435 thousand square foot state of the art facility. He then announced the Board had agreed to award reaccreditation to the DEA academy.

Ms. Hrdlicka congratulated the recipients of this Board meeting's accreditation and reaccreditation awards. She then announced that the Board had elected not to accredit the Air Force Office of Special Investigations' Basic Extension Program at this time.

VII. Closing Remarks and Adjournment of the Open Session

Mr. Peters asked for a motion to adjourn the meeting. Ms. Angela Hrdlicka made the motion, Dr. James Ward seconded the motion, the motion carried unanimously, and the meeting was adjourned at 9:05 a.m.

Report prepared by:  _____ December 4, 2014
Gary B. Mitchell, Ph.D., Executive Secretary Date

Interim Approval:  _____ February 5, 2015
Brian Peters, FLETA Chairperson Date

Full Board Approval: _____ February 5, 2015

FLETA Meeting Attendance

	Name	Title	Agency	18- Nov	19- Nov	20- Nov
1	Blackwell, Kristine E.	Colonel	AFOSI	✓	✓	✓
2	Browning, Michael R.	Deputy Assistant Director	NCIS	In Italy - Agency Business		
3	Colon, Ricardo	Director	DoS/DSS	Family Illness		
4	Cooper, Nichole	Deputy Chief Inspector	USPIS	✓	✓	✓
5	Coyer, Donato W.	Acting Assistant Director	ICE	✓	✓	✓
6	Erevia, Victor	Assistant Director	USSS	Preparing for "hearing"		
7	Fallon, William T.	Assistant Director	USMS	Out	✓	Out
8	Fuller, Jeffrey M.	Executive Director	CBP	CBP Chain of Command Artesia		
9	Greenberg, Ph.D., Sheldon	Associate Dean	N/A	✓	✓	✓
10	Gregorius, James R.	Special Agent in Charge	DEA	✓	✓	✓
11	Hillyard, DPA., Michael	Independent Consultant	N/A	✓	✓	✓
12	Hrdlicka, Angela	Executive Director	IG	✓	✓	✓
13	Lowe, Zachary T.	Section Chief	FBI	✓	✓	✓
14	McClinton, Domenic	Director	IRS	✓	✓	✓
15	Peters, Brian S.	Chief	DOI	✓	✓	✓
16	Smith, Bradley W.	Assistant Director	FLETC	✓	✓	✓
17	Smith Ph.D., Curtis	Public Member		United Nations Commission		
18	Trotta, Nicholas	Manager	FRB	✓	✓	✓
19	Ward, James L.	Director	VA	✓	✓	✓
20	Ward, Ronald L.	Director	USC	✓	✓	Out