



**Federal Law Enforcement Training Accreditation Board
Board Meeting Report
November 3-5, 2015
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 during the meeting. He then asked the audience to stand for the presentation of the colors by the CBP Field Operations Academy.

FLETA Board Member Colonel Shan Nuckols led the meeting attendees in reciting the Pledge of Allegiance.

Mr. Peters thanked the CBP Field Operations Academy for posting the colors and Colonel Nuckols for preceding the Pledge.

Mr. Peters noted it is always nice to be able to bring a group of diverse people together to recognize the hard work that the agencies put in to get to this point. He commended the Accreditation Managers and assessors that look at and put together the accreditation packages presented to the Board.

Roll was taken as the Board members introduced themselves; Dr. Gary Mitchell reported a quorum was present.

Mr. Peters recognized the following new Board members:

Robert Ray – Director of the Inspector General Criminal Investigator Academy

David L. McCain – Assistant Director of the Bureau of Alcohol, Tobacco, Firearms and Explosives – full seat beginning of FY 2017

Captain Timothy L. Haws – Commanding Officer of the Coast Guard’s Maritime Law Enforcement Academy – full seat beginning of FY 2017

Mr. Peters also recognized special guest Mr. Greg Evans of the Federal Reserve Board.

Mr. Peters announced that since the last meeting Mrs. Angela Hrdlicka left the Board due to retirement. He also announced Board member Mr. Bradley Smith will retire January 2, 2016.

II. Approval of Minutes from Previous Board Meeting

Mr. Peters asked for a motion to approve the report from the April 16, 2015, FLETA Board meeting at the FBI Training Center in Quantico, VA. Dr. James Ward made the motion and Mr. Ronald Ward seconded the motion. The motion carried unanimously.

III. Committee Reports

Executive Committee

Mr. Peters noted the Executive Committee met on September 15, 2015, in the FLETA offices in Glynco, GA, to make final preparations for this meeting. A copy of that report is in the Board materials.

Bylaws and Procedures Committee

Mr. Peters called on Dr. James Ward for the Bylaws and Procedures Committee report. Dr. Ward reported the committee discussed Board membership and Board meetings. He noted a review of Board membership took place 4 years ago. Board membership is dynamic and should be reviewed routinely.

The committee recommended the following:

1. Review all aspects of Board membership as part of the upcoming FLETA strategic planning process.
2. Review the processes involved in agencies applying for membership on the Board as part of the next Board meeting (January).
3. At the next Board meeting, formulate questions to be answered in the upcoming strategic planning process relevant to Board membership.
4. Consider involving internal and external stakeholders, subject matter authorities and FLETA Board alumni in the upcoming review.

Mr. Peters asked for a motion to accept the Bylaws and Procedures Committee report. Mr. Donato Coyer made the motion and Ms. Nichole Cooper seconded the motion. The motion carried unanimously.

Awareness & Recognition Committee

Mr. Peters called on Mr. Nicholas Trotta for the Awareness & Recognition Committee report. Mr. Trotta reported the committee will look at ways to reward other than the Team Leader of the Year award. The committee is looking at the possibility of an Accreditation Manager and a Hall of Fame award for those that are no longer on the Board. The Hall of Fame award would go back to 2003.

Mr. Peters asked for a motion to accept the Awareness & Recognition Committee report. Mr. William Fallon made the motion and Mr. Ronald Ward seconded the motion. The motion carried unanimously.

Standard Steering Committee

Mr. Peters called upon Mr. Domenic McClinton for the Standard Steering Committee report. Mr. McClinton reported the committee recommended to change the language in question #4 on the application to read as follow:

“Does another organization provide resources for this program? If yes, name the organization.” A copy of the application will be forwarded to the Authorizing Official of the organization named.

Mr. McClinton also reported the committee recommended to remove the following language from the FLETA Procedures and Standards manual:

“If a significant portion of the program/academy is provided by another agency, then the application must be signed by authorizing officials of both agencies.”

Mr. Peters asked for a motion to accept the Standard Steering Committee report. Colonel Shan Nuckols made the motion and Mr. Ricardo Colon seconded the motion. The motion carried unanimously.

IV. General Reports

Mr. Peters stated that on Tuesday the full Board met in Executive Session to discuss the FLETA budget, to review operational requirements, and to discuss future business.

Also during that time members the Office of Accreditation Staff and Mark A. Anderson, the Director of Training and Development of Anderson Investigative Associate provided training to the FLETA community.

Office of Accreditation Update

Mr. Peters called on Dr. Gary Mitchell to provide the Office of Accreditation updates. Dr. Mitchell noted that after this meeting we will have:

Accredited Academies - 18
Accredited Programs – 100

Dr. Mitchell noted a summary of annual reports received was included in the Board materials and complete copy of each report was available for review in the electronic Board materials.

Dr. Mitchell also noted that we expect our next meeting will be in April 2016, beginning Tuesday, April 12th and concluding on Thursday, April 14th, 2016. The location is still to be determined.

FLEAC Update

Mr. Peters called on Ms. Jennifer Kasper for the FLEAC update. FLEAC Chairman Jennifer Kasper gave the following report: The FLEAC conducted its regularly scheduled business meeting on Wednesday, November 4, 2015. FLEAC Chair Jennifer R. Kasper chaired the meeting.

The Coalition approved Minutes of the April 2015 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.

Ms. Julie Altman of CBP was selected to a two year term as Secretary. She replaces Ms. Kay Arthur who completed her third term as Secretary. Dr. Haucke reviewed the bylaws, noting that due to a single nomination for Secretary, an election was not required.

Training Committee Chair, Kim Canitz, asked participants to submit recommendations for the Spring Board meeting.

Christiana Halsey briefed the FLEAC regarding the creation of an Online Assessor Refresher Training Program which should be piloted in the near future. All assessors and team leaders will be required to take the program every two years. Joe Augeri, Deputy Division Chief of the FLETC Instructor and Online Training Division (IOTD), discussed opportunities for FLETC services in creating online course as well as the use of blackboard and HSIN.

Ms. Kay Arthur, TIGTA, and Mr. Tom Flanagan, FLETC, provided demonstrations of their agency's electronic accreditation file system. The presentation was well received. One participant asked about 508 compliance and electronic accreditation files. Chair Kasper reported that she will reach out to the OA for clarification and guidance.

There was a recommendation by an Accreditation Manager (AM) to begin having a separate meeting for AMs following the FLEAC meeting. The idea is to network with other AMs, share best practices, provide solutions to issues regarding accreditation folders, evidence, assessments, and brainstorming for better ways forward. Chari Kasper will reach out to all AMs to determine if they would prefer to meet bi-annually after the BRC, through Webinar, or both.

V. Regular Business

2015 Budget Update

1. Dr. Mitchell went over the FLETA Budget accounts noting the impact of the government travel expenditure cap.
2. He noted the balance in the ACC account was due to the two positions that were vacant for a few months. These positions have been recently filled. A balance in this account is not the norm.
3. Members of the Executive Committee were concerned about the surplus in the XSE account of more than \$530K; with the travel expenditure cap and the freeze on the training travel funds, the OA has been unable to spend the funds in this account.

2016 Budget

FY 2016 is the last year for XSE funds.

2017 Budget

1. Dr. Mitchell announced there will be a single account for budget in FY17.
2. The XSE fund will be eliminated and we will only have an operations account.

VI. New Business

Government Performance and Results Act (GPRA)

The Executive Committee met with CFO Donald Lewis on October 29, 2015 to discuss FLETC/FLETAs GPRA goals. The CFO will propose to the DHS to re-write the goals based on actual/current accreditations.

Update: The CFO already had contact with DHS in reference to this matter.

FLETA Board Meeting (non-award meeting)

Mr. Coyer suggested holding the next FLETA Board non-award meeting at the ICE Training Center in Dallas, TX, January 19-21, 2016. Alternate locations will be the FRB in Atlanta, GA and the VA in Little Rock, AR. Colonel Nuckols made a motion to hold the meeting in January in Dallas, TX, and the motion was seconded by Dr. Ward. The motion carried unanimously.

Future Board Meetings

Dr. Mitchell announced the future Board meeting dates. The dates were picked taking in consideration holidays such as Easter, Veterans Day, Thanksgiving and IACP dates. The dates are:

April 25-27, 2017
November 14-16, 2017
April 17-19, 2018
December 4-6, 2018

Mr. McClinton made a motion to accept future meeting dates, and the motion was seconded by Mr. Fallon. The motion carried unanimously.

Spring Meeting April 12-14, 2016

Dr. Mitchell announced the date for the next spring meeting is April 12-14, 2016, the location is still to be determined. Mr. Trotta offered the FRB in Atlanta, GA for the meeting. The Board considered Johns Hopkins University in Baltimore, MD. All Board members in favor of holding the spring meeting at the Johns Hopkins University. Alternate location will be the FRB in Atlanta, GA.

Update: Space at Johns Hopkins University is not available during the proposed meeting dates; therefore, the Office of Accreditation will work with the FLETC CFO to see if the alternate location will be acceptable to DHS.

E-Learning Briefing

Program Manager Christiana Halsey, assisted by FLETC E-Learning Division representatives: Mike Reese, Joe Augeri, Bob McGettrick, and Brett Helm presented a briefing on the development of online training for the FLETA community. The first program completed is a web-based, self-paced program on Gap Analysis. The Gap Analysis WBT is a Modality 1 program which is asynchronous without support of an instructor.

The briefing included an overview of the FLETA Assessor Refresher Online Training Program. This program is the first Modality 2 program, instructor-led and delivered on the new FLETC Blackboard. The AROTP will be piloted in the early year by the FLETA OA and FLETC ELB. The briefing concluded with an overview of the future plans by the OA to develop additional Modality 1 and 2 programs that will be made available to all via the FLETC Online Campus or just to FLETA community via the FLETA University housed on the FLETC Blackboard.

VII. FLETA Awards

Team Leader Recognition Award

Brian Peters – 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. 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.

On behalf of the FLETA Board, Mr. Peters recognized Mr. Ivan Biss to accept the award.

Assessment Team Members

Mr. Peters called upon Mr. McClinton to recognize each assessment team member. Mr. McClinton introduced each member and called them up for a photograph with Mr. Peters and Dr. Mitchell.

Kay Arthur from TIGTA has completed nine FLETA assessments and was the Team Leader for the reaccreditation assessment of the FLETC Law Enforcement Instructor Training Program.

LaTonya Moss from DCIS has completed three FLETA assessments and was an assessor for the reaccreditation assessment of the FLETC Law Enforcement Instructor Training Program.

J. J. Hensley from OPM has completed three FLETA assessments and was an assessor for the reaccreditation assessment of the FLETC Law Enforcement Instructor Training Program.

Mark Haucke from the Department of State has completed six FLETA assessments and was the Team Leader for the initial assessment of the OPM Investigations Case Analyst Program.

Mary Lathem from FLETC has completed 10 FLETA assessments and was an assessor for the initial assessment of the OPM Investigations Case Analyst Program.

Tonya Lopez from FLETC has completed eight FLETA assessments and was an assessor for the initial assessment of the OPM Investigations Case Analyst Program.

Grace Endres from the USPIS has completed four FLETA assessments and was the Team Leader for the initial assessment of the USCG MEA -"A" School.

Julie Altman from CBP has completed seven FLETA assessments and was an assessor for the initial assessment of the USCG MEA -"A" School.

Jaxon Sheriff-Parker from ICE has completed two FLETA assessments and was an assessor for the initial assessment of the USCG MEA -"A" School.

Jason Daniel from BEP has completed seven FLETA assessments and was the Team Leader for the initial assessment of the TSA Mission Training Instructor Training Program.

James Mackey from the FBI has completed three FLETA assessments and was an assessor for the initial assessment of the TSA Mission Training Instructor Training Program.

Peter McGuckin from OPM has completed one FLETA assessment and was an assessor for the initial assessment of the TSA Mission Training Instructor Training Program.

Carol Courtney from TSA has completed nine FLETA assessments and was the Team Leader for the reaccreditation assessment of the VA Dept. of the Air Force Basic Police Officer Course.

Lisa Bak from the FBI has completed one FLETA assessment and was an assessor for the reaccreditation assessment of the VA Dept. of the Air Force Basic Police Officer Course.

Jennifer Kasper from FLETC has completed eight FLETA assessments and was the Team Leader for the reaccreditation assessment of the USSS Special Agent Training Course.

Jon Ferguson from DHS-Intelligence has completed one FLETA assessment and was an assessor for the reaccreditation assessment of the USSS Special Agent Training Course.

Al Wheaton from the USCG has completed 12 FLETA assessments and was an assessor for the reaccreditation assessment of the USSS Special Agent Training Course.

Joe Collins from FLETC has completed four FLETA assessments and was the Team Leader for the reaccreditation assessment of the USSS Firearms Instructor Training Course.

Wendy McKean from ICE has completed two FLETA assessments and was an assessor for the reaccreditation assessment of the USSS Firearms Instructor Training Course.

Ray Philyaw from FLETC has completed three FLETA assessments and was an assessor for the reaccreditation assessment of the USSS Firearms Instructor Training Course.

Matt Coyle from TSA has completed four FLETA assessments and was the Team Leader for the initial assessment of the USPIS Instructor Development Program.

Anthony Towns from Air Force Security Training has completed one FLETA assessment and was an assessor for the initial assessment of the USPIS Instructor Development Program.

Trent Pettis from the Veterans Administration has completed two FLETA assessments and was an assessor for the initial assessment of the USPIS Instructor Development Program.

Steven Golden from the US Army Military Police School has completed four FLETA assessments and was the Team Leader for the reaccreditation assessment of the Federal Law Enforcement Training Centers Academy.

Liz Dodson from the National Park Service has completed 13 FLETA assessments and was an assessor for the reaccreditation assessment of the Federal Law Enforcement Training Centers Academy.

Joe Duran from NCIS has completed two FLETA assessments and was an assessor for the reaccreditation assessment of the Federal Law Enforcement Training Centers Academy.

Academy/Program Accreditation Awards

Mr. Peters called upon Mr. William Fallon to introduce the presenters and agencies receiving accreditation.

Mr. Fallon noted he led the Board Review Committee with all present Board members to review four programs for initial accreditation. The committee was supported by Program Managers Bob Bruton, Christiana Halsey, and C. J. Ross.

OPM Investigations Case Analyst Program

Mr. Fallon called upon Mr. Bradley Smith to recognize the OPM Investigations Case Analyst Program (ICAP) the dates of assessment were May 12-14, 2015, in Slippery Rock, PA and the Team Leader was Dr. Mark Haucke, of the State Department. The accreditation manager is James J. Hensley. The OPM ICAP is seven days long and is comprised of 11 modules. Subsequent to the ICAP the Investigations Case Analyst must complete one of two Case Analyst Training (CAT) sessions. CAT A is 12 days in length and CAT B is only nine days in length. Both CAT sessions consist of eight modules and focus on case coverage requirements and application of those requirements to practical case samples.

USCG Maritime Enforcement “A” School

Mr. Fallon called upon Colonel Shan Nuckols to recognize the USCG Maritime Enforcement “A” School the dates of assessment were June 8-12, 2015, in Charleston, SC and the Team Leader was Dr. Grace Endres, US Postal Inspection Service. The accreditation manager is Rick Giovengo. The MLEA is a 9.3 week long training program. The course is designed for 24 students. The scope of the MLEA is to train students to provide security and law enforcement support for USCG missions.

TSA/FAMS Mission Instructor Training Program

Mr. Fallon called upon Mr. Domenic McClinton to recognize the TSA/FAMS Mission Instructor Training Program (MITP), the dates of assessment were June 16-18, 2015, in Atlantic City, NJ, and the Team Leader was Jason Daniel, Bureau of Engraving and Printing. The accreditation manager is Matthew Coyle. The FAMS MITP was first developed in 2005. Since that time there have been approximately 20 iterations of the program. The purpose of the program is to train mission-ready Federal Air Marshals to instruct field office FAMS in the four critical FAMS operational areas of Ground-based, Pre-flight, In-flight, and Post-flight responses. Upon completion participants are certified to run a reality based training environment that includes the use of non-lethal training ammunition.

USPIS Instructor Development Program

Mr. Fallon called upon Mr. Ronald Ward to recognize the USPIS Instructor Development Program (IDP), the dates of assessment were August 11-13, 2015, in Potomac, MD, and the Team Leader was Matthew Coyle, of the TSA FAMS. The accreditation manager is Wai Man Leung. The purpose of the IDP is to ensure the development of newly appointed full time staff instructors at the US Postal Inspection Service Career Development Unit (CDU) who are responsible for the basic Postal Inspector and Postal Police Officer training program. The course is delivered in a blended learning format to include teaching competencies and technical aspects of course development.

Mr. Fallon – recognized the Board Review Committee - A led by Mr. James Gregorius, and included: Dr. Michael Hillyard, Zachary Lowe, Edward Lowery, Domenic McClinton, and Ronald Ward. This committee reviewed two programs and one academy for reaccreditation and was assisted by Program Managers Bob Bruton and C. J. Ross.

FLETC Law Enforcement Instructor Training Program

Mr. Fallon called upon Mr. Zachary Lowe to recognize the FLETC Law Enforcement Instructor Training Program (LEITP) for its third reaccreditation. The dates of assessment were March 23-27, 2015, in Glynco, GA, and the Team Leader was Kay Arthur, of TIGTA. The accreditation manager is Malcolm Adams. The FLETC LEITP is ten days in length and consists of 75.5 course hours. Students are required to attend all classes and

pass all written examinations and all practical exercises in order to receive a training certificate.

Federal Law Enforcement Training Centers Academy

Mr. Fallon called upon Mr. James Gregorius to recognize the Federal Law Enforcement Training Center Academy for its third reaccreditation. The dates of assessment were August 24-28, 2015, in Glynco, GA, and the Team Leader was Steve Golden, of the US Army Military Police School. The accreditation manager is Malcolm Adams. The FLETC provides basic and advanced law enforcement training to 95 Federal Partner Organizations (POs), as well as to state, local, tribal, and international law enforcement agencies. Annually, the FLETC provides more than 300 different training programs at the four different training facilities in the United States (Glynco, Charleston, Cheltenham, and Artesia).

VA Air Force Basic Police Officer Course

Mr. Fallon called upon Mr. James Gregorius to recognize the VA Air Force Basic Police Officer Course (BPOC) for its first reaccreditation. The dates of assessment were July 14-16, 2015, in North Little Rock, AR, and the Team Leader was Carol Courtney, of the TSA. The accreditation manager is Cherri Allen. The purpose of the VA BPOC is to provide high quality law enforcement training to those men and women who protect the service members, staff, visitors and infrastructure on Air Force military installations.

Mr. Fallon recognized the Board Review Committee - B led by Mr. Ricardo Colon, and included: Nicole Cooper, Donald Coyer, Dr. Sheldon Greenberg, Colonel Shan Nuckols, Robert Ray, Bradley Smith, Nicholas Trotta, and Dr. James Ward. This committee reviewed two programs for reaccreditation and was assisted by Program Manager Christiana Halsey.

USSS Special Agent Training Course

Mr. Fallon called upon Ms. Nichole Cooper to recognize the USSS Special Agent Training Course (SATC) for its second reaccreditation. The dates of assessment were July 21-23, 2015, in Beltsville, MD, and the Team Leader was Jennifer Kasper of FLETC. The accreditation manager is Kim Canitz. The USSS SATC focuses on specific Secret Service policies and procedures associated with the dual responsibilities of protection and investigations. The course provides basic knowledge-based and advanced application-based training in counterfeit, fraud, and protective intelligence investigations as well as training in physical protection and protective advances.

USSS Firearms Instructor Training Course

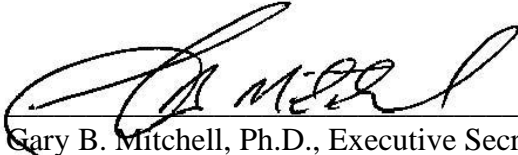
Mr. Fallon called upon Mr. Donato Coyer to recognize the USSS Firearms Instructor Training Course (FITC) for its first reaccreditation. The dates of assessment were August 4-6, 2015, in Beltsville, MD, and the Team Leader was Joe Collins, of FLETC. The


accreditation manager is Kim Canitz. The USSS FITC is a ten day course comprised of 12 students. This course develops the skills and abilities necessary to become a firearms instructor. The curriculum includes topic areas such as range safety, range management, marksmanship, ballistics, and instructional skills.

Mr. Fallon congratulated the recipients of this Board meeting's accreditation and reaccreditation awards.

VII. Closing Remarks and Adjournment of the Open Session

Mr. Peters asked for a motion to adjourn the meeting. Mr. Domenic McClinton made the motion, and Dr. James Ward seconded the motion. The motion carried unanimously, and the meeting adjourned at 8:50 a.m.

Report prepared by: 
Gary B. Mitchell, Ph.D., Executive Secretary November 20, 2015
Date

Interim Approval: 
Brian Peters, FLETA Chairperson December 1, 2015
Date

Full Board Approval: January 20, 2016

Attendance Report

Name	Title	Agency	3-Nov	4-Nov	5-Nov
Browning, Michael R.	Deputy Assistant Director	NCIS	In Italy- Agency Business		
Colon, Ricardo	Director	DoS/DSS	P	P	P
Cooper, Nichole	Inspector In Charge	USPIS	P	P	P
Coyer, Donato W.	Acting Assistant Director	ICE	P	P	P
Fallon, William T.	Assistant Director	USMS	P	P	P
Fuller, Jeffrey M.	Executive Director	CBP	Medical Leave		
Greenberg, Ph.D., Sheldon F.	Associate Dean	N/A	P	P	P
Gregorius, James R.	Special Agent in Charge	DEA	P	P	P
Hillyard, DPA., Michael	Independent Consultant	N/A	P	P	A
Lowe, Zachary T.	Section Chief	FBI	P	P	P
Lowery, Edward W.	Assistant Director	USSS	P	P	P
McClinton, Domenic	Director	IRS	P	P	P
Colonel Nuckols, Shan B.	Commanding Officer	AFOSI	P	P	P
Peters, Brian S.	Chief	DOI	P	P	P
Ray, Robert	Director	CIGIE	P	P	P
Smith, Bradley W.	Assistant Director	FLETC	P	P	P
Smith Ph.D., Curtis	Public Member	N/A	College Required Duties		
Trotta, Nicholas	Manager	FRB	P	P	P
Ward, James L.	Director	VA	P	P	P
Ward, Ronald L.	Director	USC	P	P	P

Gunter, Brett	Assistant Administrator	TSA	Out of the country. Government Business		
Captain Hawes, Timothy L.	Commanding Officer	USCG	P	P	P
McCain, David	Assistant Director	ATF	P	P	P
Mitchell Ph.D., Gary	Executive Director	FLETA	P	P	P

