



**Federal Law Enforcement Training Accreditation Board
Board Meeting Report
November 1-3, 2016
Glynco, GA**

115-501 (CFO/OAC)

I. Welcoming Remarks and General Announcements

FLETA Board Chair Domenic McClinton called the meeting to order at 8:00 a.m. He welcomed all attendees and expressed his appreciation for 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 Garry Little led the meeting attendees in reciting the Pledge of Allegiance.

Mr. McClinton thanked the CBP Field Operations Academy for posting the colors and Colonel Little for leading the Pledge of Allegiance.

Mr. McClinton 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, team leaders, and assessors that look at and put together the accreditation packages presented to the Board.

Roll was taken by the Executive Director Mr. Joseph Collins. Mr. Collins reported Board members Michael Delgado and Dr. Michael Hillyard were excused and reported a quorum was present (attendance sheet attached).

Mr. McClinton recognized the following new Board members:

David Anderson	Acting Assistant Director for Training United States Marshal Service
Valerie J. Atkins	Assistant Director Federal Law Enforcement Training Centers
Gregory Cherundolo	Special Agent in Charge Drug Enforcement Administration Training Academy
Reginald Cole	Deputy Director, Training and Education United States Army Military Police School
David A. Corwin	Training Director National Training Center, National Background Investigations Bureau

Michael Delgado	Assistant Inspector General for Investigations TIGTA Headquarters Operations
Brian Kelly	Chief, Intelligence Training Branch DHS Intelligence Training Academy
Col. Garry Little	Commander USAF Office of Special Investigations Academy
Maurice (Mo) Myers	Section Chief FBI Training Academy
Marino Vidoli	Assistant Director Bureau of Alcohol, Tobacco, Firearms, and Explosives
Robert Weitzel	Director, Office of Training and Performance Standards U. S. Department of State Diplomatic Security Training Center

Mr. McClinton announced that since the last meeting the following Board members have departed:

Ricardo Colon	DoS
William Fallon	USMS
Dr. Sheldon Greenberg	Johns Hopkins University
Zachary Lowe	FBI
David McCain	ATF
Ed McGuire	FLETC
Colonel Shan Nuckols	AFOSI

Mr. McClinton also recognized Brian Peters as past Board Chairman and presented him with a certificate of appreciation.

II. Approval of Minutes from Previous Board Meeting

Mr. McClinton asked for a motion to approve the report from the April 12-14, 2016, FLETA Board meeting at the FLETC Glynco, GA. Dr. James Ward made the motion and Mr. Brian Peters seconded the motion. The motion carried unanimously.

III. Committee Reports

Mr. McClinton announced that on Tuesday the full Board met in Executive Session to conduct business. The reports from those committees were made by their chairpersons.

Standard Steering Committee

Mr. McClinton called upon Ms. Nichole Cooper for the Standard Steering Committee report. Ms. Cooper reported the committee received and approved a recommendation from USDA to modify the language for standard 2.07 from:

“The applicant ensures training quality is maintained when using guest presenters.”

to

“When using guest presenters, the applicant ensures training quality is maintained.”

Mr. McClinton asked for a motion to accept the Standard Steering Committee report. Ms. Cooper made the motion and Mr. Maurice Myers seconded the motion. The motion carried unanimously.

Awareness & Recognition Committee

Mr. McClinton called on Mr. Nicholas Trotta for the Awareness & Recognition Committee report. Mr. Trotta reported the committee met, discussed, and approved the proposed Assessor and Team Leader Commitment certificates developed by Program Manager CJ Ross.

The committee also reviewed an informational document that agencies can use to brief various audiences on the benefits of FLETA. The OA will make minor revisions to the document and the Board will review it at the January working meeting.

Lastly, the committee discussed the solicitation for the Team Leader and Agency Recognition awards for next year. The full Board will review and vote on nominations at the April 2017 meeting.

Mr. McClinton asked for a motion to accept the Awareness & Recognition Committee report. Dr. Curtis Smith made the motion and Mr. Marino Vidoli seconded the motion. The motion carried unanimously.

Law Enforcement Skills Committee

Mr. McClinton called on Mr. Maurice Myers for the Law Enforcement Skills Committee report. Mr. Myers reported the committee discussed law enforcement future activities such as: defensive tactics, driving, firearms, less lethal, and use of force. The committee also discussed on looking at how many agencies this would affect.

Mr. McClinton asked for a motion to accept the Law Enforcement Skills Committee report and for the committee to continue studying the topic. Mr. Reginald Cole made the motion and Mr. Edward Lowery seconded the motion. The motion carried unanimously.

IV. General Reports

Mr. McClinton stated that during the Executive Session on Tuesday the Board discussed the FLETA budget, reviewed operational requirements, discussed future business, and selected new officers for the Board. Also during that time, the FLEAC, in conjunction with the Office of Accreditation Staff, provided training to the FLETA community. Lastly, the accreditation community met with the entire FLETA Board in a Q&A session.

Mr. McClinton announced that beginning immediately after his meeting the new Second Vice-Chair of the Board will be Ms. Nichole Cooper, USPIS and the new appointed Parliamentarian will be CAPT Timothy Haws, USCG. Their term of their office will be from November 1, 2016 until September 30, 2018.

Mr. McClinton administered the Oath of Office to these members.

Office of Accreditation Update

Mr. McClinton called on Mr. Collins to provide the Office of Accreditation updates. Mr. Collins noted that after this meeting we will have:

Accredited Academies - 17
Accredited Programs – 91

Mr. Collins 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.

Mr. Collins also noted that we expect our next meeting will be in April 2017, beginning Tuesday, April 25 and concluding on Thursday, April 27, 2017. The location is still to be determined.

FLEAC Update

Mr. McClinton called on Mr. Michael Bierce for the FLEAC update. FLEAC Chairman Michael Bierce gave the following report: The FLEAC conducted its regularly scheduled business meeting on Wednesday, November 2, 2016. FLEAC Chair Michael Bierce and outgoing Chair Jennifer Kasper chaired the meeting.

Mr. Bierce reported the following FLEAC executive Board changes:

- Jennifer Kasper stepped down as Chair upon taking a new position with FLETA

- Sally Livingston stepped down as the FLEAC Standards Subcommittee Chair due to her upcoming retirement
- Tom Flanagan and Kay Arthur are the two new Standards volunteers
- Molly Wankel is the new communication representative
- Jason Daniel is the new elected Vice-chair

Mr. Bierce also reported the following committee reports:

- By-law change via vote: All elections will now take place during the Fall Board Committee Meeting. The Secretary position will be on the “off year” (elections are every two years)
- Currently, there are 79 FLEAC members
- Revised: Standard 2.07 changed in order for agency’s to submit for NA.

Mr. Bierce ended by saying the training went very well and received positive reviews. He recognized Tom Flanagan for his reaccreditation presentation. The community will most likely pursue a similar type of training for the Spring meeting.

FLETA Board Chairman Mr. Domenic McClinton, along with the Executive Director Mr. Joseph Collins provided an update from the Board and answered questions from the FLEAC members in attendance.

V. Regular Business

Mr. Collins reported all of the FLETA funds will be in FLETC Law Enforcement PPA, including the XSE funds, until the XSE funds are expended.

VI. New Business

No new business was presented.

VII. FLETA Awards

Mr. McClinton stated 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.

Mr. McClinton presented the Team Leader Recognition Award for 2016 to Ms. Julie Custer Altman for her professionalism, dedication, and service to the FLETA Process.

Mr. McClinton also recognized each Assessment team member individually for their work. He called upon Ms. Nichole Cooper to introduce each team member:

- | | |
|-----------------------|-------|
| • Julie Custer Altman | CBP |
| • Kay Arthur | TIGTA |
| • Lisa Bak | FBI |

- Michael Bierce OPM
- Ivan Biss FRB
- Darrin Brown TSA
- David Bynum AFOSI
- Tracey Chase FBI
- Joan Chatmon USPIS
- Carolyn Courtney TSA
- Jason Daniel BEP
- Mark Dodd NASA
- Elizabeth Dodson NPS
- Joe Duran NCIS
- Lisa Ference FBI
- Tameelah Garrett BEP
- Amber George FBI
- Tanya Gregory TSA
- Crystal Harmon FBI
- Trina Harrison USPIS
- Nancy Huggins FLETC
- Jennifer Kasper FLETC
- Mary Latham FLETC
- Tonya Lopez FLETC
- Rhonda Meehan OPM
- Elizabeth O'Brien ATF
- Jaxon Sheriff-Parker ICE
- Cynthia Pixley FBI
- Sylvia Rose FLETC
- Judy Smith CBP
- Teresa Taylor DHS
- Robert Turner USPP
- Terry Walsh USCG
- Lakeesha Matthews-Williams NASA
- Tabetha Wilsher FBI

Academy/Program Accreditation Awards

Mr. McClinton called upon First Vice-chair Dr. James Ward to introduce the presenters and agencies receiving accreditation.

Dr. Ward stated he led the Board Review Committee A. Board Members included: Manfred Harpole, Captain Timothy Haws, Edward Lowery, Nicholas Trotta, Robert Weitzel, Matthew Butler, Mo Myers, and David Corwin. This committee reviewed two programs for initial accreditation and one academy and three programs for reaccreditation. The committee was assisted by Program Manager Jennifer Kasper.

FLETC Rural Police Officer Training Program

Dr. Ward called upon Mr. Trotta to recognize the FLETC Rural Police Officer Training Program (RPOTP) for initial accreditation. The dates of assessment were July 12-14, 2016 in Artesia, NM and the Team Leader was Carolyn Courtney, TSA. The accreditation manager is Malcolm Adams. The RPOTP is a basic training program for officers primarily charged with enforcing laws, regulations, and violations on Indian and Tribal Lands, and police officers working in rural America. The RPOTP is 15 weeks in length and contains 631 hours of instruction and 28 hours of administrative time, for a program total of 659 hours.

FLETC Law Enforcement Instructional Skills Training Program

Dr. Ward recognized the FLETC Law Enforcement Instructional Skills Training Program (LEISTP) for initial accreditation. The dates of assessment were August 17-19, 2016 in Glynco, GA and the Team Leader was Ivan Biss, FRB. The accreditation manager is Malcolm Adams. The LEISTP is designed to enhance the teaching effectiveness of law enforcement personnel who instruct on an occasional basis. The program is designed to provide training for law enforcement personnel who require knowledge of the principles and techniques of instruction. The focus of the program is on presentation skills.

FLETC Law Enforcement Driving Instructor Training Program

Dr. Ward called upon Mr. Edward Lowery to recognize the FLETC Law Enforcement Driving Instructor Training Program (LEDITP) for its third reaccreditation. The dates of assessment were March 22-24, 2016 in Glynco, GA and the Team Leader was Kay Arthur, TIGTA. The accreditation manager is Malcolm Adams. The LEDITP was developed in order to train instructors employed with Federal, state, and local law enforcement agencies in driver training subject matter. The program is ten instructional days in length and consist of seventy-nine (79) course hours.

FLETC Boat Operators Anti-Terrorism Training Program

Dr. Ward called upon Captain Timothy Haws to recognize the FLETC Boat Operators Anti-Terrorism Training Program (BOAT) for its third reaccreditation. The dates of assessment were June 7-9, 2016 in Glynco, GA and the Team Leader was Jason Daniel, BEP. The accreditation manager is Malcolm Adams. The BOAT program is designed to instruct the experienced marine law enforcement officer in advanced skills required to operate vessels in anti-terrorism and port security operations. This program provides students the skills to recognize potential terrorism targets, possible delivery methods, and appropriate actions to counter terrorist or criminal activity. The program is five instructional days in length and consists of forty (40) course hours with an average number of 12 students attending.

IRS NCITA Special Agent Basic Training

Dr. Ward called upon Manfred Harpole to recognize the IRS NCITA Special Agent Basic Training (SABT) for its third reaccreditation. The dates of assessment were August 16-18, 2016 in Glynco, GA and the Team Leader was Carolyn Courtney, TSA. The accreditation manager is Sally Livingston. The IRS NCITA SABT is a comprehensive formal classroom and practical exercise training designed to equip new agents with problem-solving skills that they will use and expand upon throughout their careers. The program consists of three phases. The first phase is the pre-basic phase, the second is the Criminal Investigator Training Program (CITP) phase, and lastly, the Special Agent Investigative Techniques (SAIT) phase.

IRS National Criminal Investigation Training Academy

Dr. Ward called upon Mr. Maurice Myers to recognize the IRS National Criminal Investigation Training Academy (NCITA) for its third reaccreditation. The dates of assessment were August 23-25, 2016 in Glynco, GA and the Team Leader was Jennifer Kasper, FLETC. The accreditation manager is Sally Livingston. The IRS NCITA trains new special agents in the fundamentals of financial investigations, including elements of tax offenses, methods of proof unique to Federal tax investigations, and all of the requisite knowledge, skills, and abilities to be Federal law enforcement's finest financial investigations. The development of an automated system to track accreditation documents was noted by the Board.

Dr. Ward recognized the Board Review Committee B led by Mr. Jeffrey Fuller. Board members included: Dr. Michael Hillyard, Robert Ray, Ronald Ward, Valerie Atkins, Colonel Garry Little, Reginald Cole, and Michael Delgado. This committee reviewed three programs for initial accreditation and three programs for reaccreditation. They were assisted by Program Manager CJ Ross.

FEMA Field Force Operations Training Program

Dr. Ward called upon Mr. Jeffrey Fuller to recognize the FEMA Field Force Operations Training Program (FFOTP) for initial accreditation. The dates of assessment were March 8-10, 2016 in Anniston, AL and the Team Leader was Kay Arthur, TIGTA. The accreditation manager is Bernice Zaidel. The purpose of the FFO is to prepare responders in protest types and actions, legal considerations, responsibilities of mobile field force teams, and crowd control methods. The course culminates in a series of hands-on activities that allow responders to practice all of the learned skills in a realistic context. Federal, state, local, and other law enforcement/security personnel that may be faced with mass arrest procedures may take the program.

USCG SMTC Basic Tactical Operations Course

Dr. Ward called upon Mr. Robert Ray to recognize the USCG SMTC Basic Tactical Operations Course (BTOC) for initial accreditation. The dates of assessment were July

19-21, 2016 in Camp Lejeune, NC and the Team Leader was Jason Daniel, BEP. The accreditation manager is Michael Freeman. The USCG SMTC BTOC consists of classroom instruction, small arms range training, and shoot house evolutions composed of advanced practical exercises (drills) at the small group level (six and four man group) provided in an intensive eight week resident course. Students must obtain a GO of the GO/NO-GO grading criteria on each of the 23 performance evaluations and two written tests to successfully complete the course. The maximum capacity per course is 32 students and Special Missions Training Center convenes up to four courses a year. The use of iPads in their programs was identified as a Best Practice.

USCG MLEA Basic Boarding Officer Course

Dr. Ward called upon Mr. Ronald Ward to recognize the USCG MLEA Basic Boarding Officer Course (BBOC) for its second reaccreditation. The dates of assessment were June 21-23, 2016 in Charleston, SC and the Team Leader was Tanya Gregory, TSA. The accreditation manager is Jeff Roberts. The USCG MLEA BBOC is a highly based performance program. The BBOC is a 24-day program that trains 24 students per iteration. The target student population is Enlisted and Officers/Warrant Officers serving at units that have a law enforcement mission. The course is delivered using participative discussions, labs, and realistic performance based exercises. Students are evaluated using three written evaluations and ten practical evaluations.

NCIS Basic Physical Security Training Program

Dr. Ward called upon Mr. Ronald Ward to recognize the NCIS Basic Physical Security Training Program (BPSTP) for its second reaccreditation. The dates of assessment were July 26-28, 2016 in Glynco, GA and the Team Leader was Carolyn Courtney, TSA. The accreditation manager is Scott Hickson. The NCIS BPSTP provides comprehensive training on topics such as risk management, security design and engineering, physical security inspections and surveys, port assessments, seaport operations, and bomb threat and terrorist response measures. The training program is 20 training days totaling 149.5 training hours that consist of 79 lecture hours, 45.5 laboratory hours, and 25 hours of Graded Practical Exercises. BPSTP is delivered annually to 24 students per iteration via classroom lecture and laboratory blocks on instruction. This program was noted for their great recordkeeping.

NASA Federal Arrest Authority Basic Training Program

Dr. Ward called upon Mr. Colonel Garry Little to recognize the NASA Federal Arrest Authority Basic Training Program (FAABTP) for its first reaccreditation. The dates of assessment were August 23-25, 2016 in Kennedy Space Center, FL and the Team Leader was Jason Daniel, BEP. The accreditation manager is Lakeesha Matthews-Williams. The Space Act of 1958 authorized select NASA government personnel and contractors to carry firearms. In November 1988, the Space Act granted statutory federal arrest authority to select NASA employees and contractors. Training is conducted onsite at the NPSTA facility located at Kennedy Space Center (KSC), Florida and other select NASA

Centers. The Federal Arrest Authority Basic Program is 152 training hours and prepares NASA employees and contract personnel with basic entry -level training required for federal arrest authority. The use of VTC for training was identified as a Best Practice.

Dr. Ward recognized the Board Review Committee C led by Ms. Nichole Cooper. Board members included: Brian Peters, Joe Jeronimo, Dr. Curtis Smith, David Anderson, Marino Vidoli, Gregory Cherundolo, and Brian Kelly. This committee reviewed two programs for initial accreditation and four programs for reaccreditation. They were assisted by Program Manager Christiana Halsey.

AFSIA Basic Extension Program

Dr. Ward called upon Dr. Curtis Smith to recognize the AFSIA Basic Extension Program (BEP) for its initial accreditation. The dates of assessment were May 3-5, 2016 in Glynco, GA and the Team Leader was Michael Bierce, OPM. The accreditation manager is David Bynum. The AFSIA BEP is approximately 12 months long out of a 15-month probationary training cycle, and is facilitated via distance-learning (Best Practice) by OSI. The BEP trains new OSI agents in advanced tradecraft and information handling, interviewing and interrogation techniques, and criminal investigation skills.

FBI Instructor Development Program

Dr. Ward called upon Mr. Brian Peters to recognize the FBI Instructor Development Program (IDP) for its first reaccreditation. The dates of assessment were August 2-4, 2016 in Quantico, VA and the Team Leader was Mary Latham, FLETC. The accreditation manager is Kathleen Mills. The FBI IDP comprises two required courses and three optional courses. The two required courses are the Presentation Skills Course (PSC) and the Instructional Strategies Course (ISC). The PSC is a three-day, basic presentation skills, course available to all employees and required of instructors. The ISC is a five-day instructor skills course available only to instructors.

AFSF Security Forces Officer Course

Dr. Ward called upon Mr. Joe Jeronimo to recognize the AFSF Security Forces Officer Course (SFOC) for its first reaccreditation. The dates of assessment were June 14-16, 2016 in Lackland Air Force Base, TX and the Team Leader was Terry Walsh, USCG. The accreditation manager is Anthony Towns. The AFSF SFOC conducts 89 days of training at Joint Base Lackland, Training Annex, and Camp Bullis. The purpose of the program is to provide training to prepare Security Forces (SF) Officers for duties in: Leadership, the Career Field, Organization, Legal aspects of the Profession, Operations, Duties and Responsibility, Application of Force, Law Enforcement, Security, Weapons, Anti-terrorism, Air Base Defense, Integrated Base Defense, Military Operations other than war, Land Navigation, Indirect Fire, Tactical Skills, and Command, Control, and Communications.

AFSF Security Forces Apprentice Course

Dr. Ward called upon Mr. David Anderson to recognize the AFSF Security Forces Apprentice Course (SFAC) for its first reaccreditation. The dates of assessment were June 28-30, 2016 in Lackland Air Force Base, TX and the Team Leader was Jennifer Kasper, FLETC. The accreditation manager is Anthony Towns. The AFSF SFAC is designed to train non-prior service and prior service students to perform law enforcement and other duties as Security Forces enlisted members. The Apprentice Course conducts 65 days of training at Joint Base San Antonio-Lackland, the Lackland Training Annex, and Camp Bullis. The course graduates approximately 4,000 to 5,000 students per year.

TIGTA Special Agent Advanced Training Program

Dr. Ward called upon Mr. Brian Kelly to recognize the TIGTA Special Agent Advanced Training Program (SAATP) for its first reaccreditation. The dates of assessment were July 12-13, 2016 in Glynco, GA and the Team Leader was Liz Dodson, FWS. The accreditation manager is Kay Arthur. The TIGTA SAATP goal is to provide ongoing training to TIGTA special agents throughout their careers in investigative areas unique to TIGTA as well as the latest training in various law enforcement areas. The program is eight training days in length. The program is designed for 24 students per iteration. Typically two iterations of SAATP are run each fiscal year. A modified Angoff method of weighing test items determines the cut score on the exam (Best Practice).

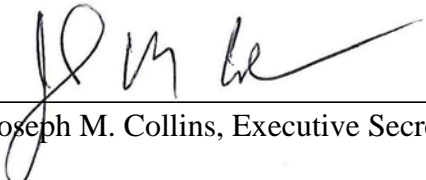
DOI Investigator Training Program

Dr. Ward called upon Ms. Nichole Cooper to recognize the DOI Investigator Training Program (ITP) for its initial accreditation. The dates of assessment were August 9-11, 2016 in Glynco, GA and the Team Leader was Julie Custer Altman, CBP. The accreditation manager is Angela Hrdlicka. The DOI ITP is six weeks long. During the first 4 weeks, most of the instruction is delivered by FLETC, and DOI personnel facilitate the program during the last 2 weeks. Training includes classroom lecture and laboratory exercises with role players and investigative equipment. The DOI ITP culminates in a capstone exercise, a mock case investigated in teams of 8 students. Students are evaluated via 3 written, multiple-choice exams and 5 practical exercises, including the capstone exercise. The target class size is 24 students. Best Practice identified was a research gap in training that reduced the course to 6 weeks by 4.5 weeks, which resulted in \$1.25 million cost saving.

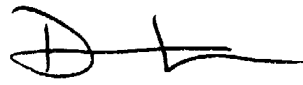
The Board did not grant accreditation to the U.S. Mint Police Field Training Program.

VIII. Closing Remarks and Adjournment of the Open Session

Mr. McClinton asked for a motion to adjourn the meeting. Mr. Peters made the motion, and Dr. Ward seconded the motion. The motion carried unanimously, and the meeting adjourned at 9:13 a.m.

Report prepared by: 
Joseph M. Collins, Executive Secretary

November 17, 2016
Date

Interim Approval: 
Domenic McClinton, FLETA Chairperson

November 17, 2016
Date

Full Board Approval: **April 27, 2017**