



**Federal Law Enforcement Training Accreditation Board
Board Meeting Report
April 25-27, 2017
Naval Station Mayport, Jacksonville, FL**

115-501 (CFO/OAC)

I. Welcoming Remarks and General Announcements

FLETA Board Chair Domenic McClinton called the meeting to order at 8:30 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 Pledge of Allegiance led by FLETA Board Member Captain Timothy Haws, followed by the National Anthem, performed by the US Navy Band Southeast. Mr. McClinton thanked the members of the US Navy Band Southeast for performing the National Anthem.

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. Mr. McClinton also thanked SAC Michael Wiest and Board Member Matthew Butler for the hospitality in hosting the meeting at the Naval Station Mayport.

Mr. McClinton then introduced Captain David Yoder, Commanding Officer, Naval Station Mayport, FL and thanked him for taken time from his busy schedule to join the meeting and give his remarks.

Captain Yoder welcomed everyone to Mayport and thanked everyone for their service in law enforcement. He stated "It's important to gather and make sure we are on the same page as law enforcement organizations, particularly during the nature and threat we face these days." He ended by wishing everyone a good week and hoping to see us back soon.

Roll was taken by the Executive Director Mr. Joseph Collins. Mr. Collins reported a quorum was present (attendance sheet attached).

Mr. McClinton recognized the following new Board members:

James Jackson Assistant Inspector General for Investigations
 TIGTA Headquarters Operations

Dr. Michael Smith Professor of Criminal Justice and Director
 The University of Texas at El Paso

Cynthia Wofford Assistant Director
U.S. Secret Service

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

Michael Delgado TIGTA
Edward Lowery USSS

In addition, this will be the final Board meeting for the following Board members:

Nichole Cooper, USPIS and Second Vice-Chair
Colonel Garry Little, AFOSI
Brian Peters, DOI
Dr. Michael Hillyard, Public Member

II. Approval of Minutes from Previous Board Meeting

Mr. McClinton asked for a motion to approve the report from the November 1-3, 2016, FLETA Board meeting at the FLETC Glynco, GA. Dr. James Ward made the motion and Ms. Nichole Cooper 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.

Bylaws Committee

Mr. McClinton called on Captain Timothy Haws for the Bylaws Committee report. Captain Haws reported the committee agreed with changing the second sentence in paragraph two of Article IV to read, *“This review shall be conducted every five years or as designated by the Board Chair.”* The Board will vote on this change at the next Board meeting in November.

Mr. McClinton asked for a motion to accept the Bylaws Committee report. Mr. Brian Peters made the motion and Mr. Gregory Cherundolo seconded the motion. The motion carried unanimously.

Awareness & Recognition Committee

Mr. McClinton called on Mr. Manfred Harpole for the Awareness & Recognition Committee report. Mr. Harpole reported the committee reviewed the team leader and agency leadership recognition nominations. The committee also reviewed the status of the new FLETA informational magazine and noted all articles are done and the magazine

is in the design process. The magazine will be ready for distribution in the late summer/fall.

Mr. McClinton asked for a motion to accept the Awareness & Recognition Committee report. Mr. David Anderson made the motion and Mr. Marino Vidoli 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 this meeting the new Second Vice-Chair of the Board will be Mr. David Anderson. His term of office will be until September 30, 2019. Mr. McClinton administered the Oath of Office to Mr. Anderson.

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:

- 17 - Accredited Academies, and
- 92 - Accredited Programs

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 November 2017, beginning Tuesday, November 14 and concluding on Thursday, November 16, 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, April 26, 2017. FLEAC Chair Michael Bierce chaired the meeting.

Mr. Bierce reported the following FLEAC executive Board changes:

- OA Executive Director Mr. Collins and Board Chair Mr. McClinton addressed the FLEAC in a Q&A session. Two topics that was brought up was the OA providing continuous training and Board members FLETA assessment self-education.
 1. The OA was lauded for providing continued training (including on-line) for all involved in the FLETA assessment process.
 2. The Board was recognized for their commitment to the FLETA assessment self-education. Their desire to learn and understand the assessment process for the assessors and team leaders' perspective was truly appreciated by the members of the FLEAC.

Mr. Bierce also reported the following committee reports:

- Membership committee: Ms. Kay Arthur reported that as of the day of the meeting, there were 81 FLEAC members.
- Standards committee: Mr. Tom Flanagan reported to the FLEAC there may be two possible revisions for Section Two which will be addressed during the Fall Board meeting.

Mr. Bierce ended by saying the training went very well and received positive reviews. However, two suggestions were given for training during the upcoming Fall Board meeting:

1. It was suggested that due to new membership and standard changes, the OA could provide a “walk-thru” of the FLETA standards as they have in the past.
2. Carolyn Courtney offered to provide “Generations Training.” This type of training attempts to bridge the communication gap that may occur between baby boomers, millennial’s or Generation X team members and AMs during the accreditation process.

Ms. Altman suggested the Level 1 surveys should be distributed for all of those who attended the FLEAC training held during this session, and be distributed for all upcoming FLEAC training during future Board meetings.

Lastly, 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. McClinton reported the following business:

1. FLETA Budget 2017
 - a. 2016 was the last year for XSE funds (funds will carry over until expended)
 - b. 2017 Budget – All of FLETA in FLETC LE PPA

2. Board Meetings
 - a. Board reviewed projected meeting dates for next several years
 - b. In addition to Glynco, the OA is still scouting other locations for FLETA Board Meetings

VI. New Business

Mr. McClinton reported the following new business:

1. The Board voted and approved the FLETA Strategic Plan (2018-2022)
2. Cynthia Kirby was selected as the new Public Board Member (Vice Hillyard)
3. Board members' term expirations:
 - a. Jose Jeronimo
 - b. Jeffrey Fuller
 - c. Domenic McClinton
 - d. Ronald Ward
 - e. Dr. Michael Hillyard

VII. FLETA Team Leader and Assessor Recognition

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

- | | |
|------------------|-------|
| • Cherri Allen | VA |
| • Julie Altman | FLETC |
| • Tyson Andersen | AFOSI |
| • Kay Arthur | TIGTA |
| • Lisa Bak | FBI |
| • Michael Bierce | NBIB |
| • Darrin Brown | TSA |
| • Kim Canitz | USSS |
| • Joan Chatmon | USPIS |
| • Lisa Crowder | FBI |
| • Esequiel Felix | ICE |
| • Lisa Ference | FBI |
| • Tom Flanagan | FLETC |
| • Todd Frantz | FMCSA |
| • Laleatha Goode | FBI |
| • Crystal Harmon | FBI |
| • Natasha Harris | DEA |
| • Trina Harrison | USPIS |

- Mark Haucke DoS
- Benjamin Hemler FDA
- James Hensley NBIB
- Scott Hickson NCIS
- Mary Latham FLETC
- Tonya Lopez FLETC
- James Mackey FBI
- Tanya McCauley USDA
- Rhonda Meehan NBIB
- Kevin Miller ICE
- Sean Murray USCG
- David Ott NBIB
- Cynthia Pixley FBI
- Luis Ruck USCG
- Wilfredo Taboas USDA
- Joseph Thomas FLETC

VIII. Awarding of Accreditation

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: Captain Timothy Haws, Valerie Atkins, Reginald Cole, David Corwin, Manfred Harpole, James Jackson, Brian Kelly, Dr. Michael Smith, Marino Vidoli, and Robert Weitzel. This committee reviewed two programs and one academy for initial accreditation and two programs and two academies for reaccreditation. The committee was assisted by FLETA OA Program Manager CJ Ross.

ICE Enforcement and Removal Operations Basic Immigration Enforcement Training Program

Dr. Ward called upon Captain Haws to recognize the ICE Enforcement and Removal Operations (ERO) Basic Immigration Enforcement Training Program (BIETP) for initial accreditation. The dates of assessment were December 6-8, 2016 in Glynco, GA and the Team Leader was Michael Bierce, NBIB. The accreditation manager is Dr. Molly Wankel.

The ERO BIETP provides entry level training that is delivered at the ICE Academy in Glynco, GA. Successful completion of this training is mandatory for all ERO Officers. Any student who fails to meet academic, practical exercises, physical abilities assessment or conduct standards of BIETP is ineligible for employment as an ERO Officer. The program consists of briefings, lessons, labs, practical exercises, and written exams.

ICE Homeland Security Investigations Special Agent Training

Dr. Ward called upon Ms. Valerie Atkins to recognize the ICE Homeland Security Investigations (HSI) Special Agent Training (SAT) for initial accreditation. The dates of assessment were February 6-8, 2017 in Glynco, GA and the Team Leader was Dr. Crystal Harmon, FBI. The accreditation manager is Dr. Molly Wankel.

The HSI SATP provides entry level training that is delivered at the ICE Academy in Glynco, GA. Successful completion of this training is mandatory for all newly-hired Special Agents. The HSI SATP curriculum is designed to build on the basic training concepts provided in the Federal Law Enforcement Training Centers Criminal Investigator Training Program, and instills the processes and requirements specific to HSI investigative responsibilities, priorities, and authority.

USPIS Career Development Unit

Dr. Ward called upon Mr. Reginald Cole to recognize the United States Postal Inspection Service Career Development Unit (CDU) for initial accreditation. The dates of assessment were December 13-15, 2016 in Potomac, MD and the Team Leader was Natasha Harris, DEA. The accreditation manager is Wai Man Leung.

The USPIS CDU has oversight for 6 non-basic and 3 basic training programs. The CDU is located in Potomac, MD and is responsible for the operation of the national training academy. The CDU mission is to provide superior training to all Inspection Service employees and be recognized as premier law enforcement training academy.

AFOSI Basic Special Investigators Course

Dr. Ward called upon Mr. David Corwin to recognize the AFOSI Basic Special Investigators Course (BSIC) for its second reaccreditation. The dates of assessment were December 20-22, 2016 in Glynco, GA and the Team Leader was Tonya Lopez, FLETC. The accreditation manager is David Bynum.

The AFOSI BSIC is an entry level course designed to provide training in basic investigative skills and techniques. Students receive classroom instructions in such topics as the AFOSI mission, jurisdiction, policy, civil and military law, theory, and application of investigative techniques, report writing, interview techniques, evidence collection and preservation, technical equipment and scientific aids used in investigations, counterintelligence, and use of firearms. This program consists of 39 training days, and is delivered using classroom, firearms, lab, raid houses, interview suites, and driving range. Students are evaluated through practical exercises and written examination.

U.S. Air Force Special Investigations Academy

Dr. Ward called upon Mr. Fred Harpole to recognize the U.S. Air Force Special Investigations Academy (USAFSIA) for its third reaccreditation. The dates of assessment were December 13-15, 2016 in Glynco, GA and the Team Leader was Dr. Mark Haucke, DOS. The accreditation manager is David Bynum.

The USAFSIA provides in-residence and mobile training, blended and distance learning capabilities, and professional development to produce and enhance specialized investigative and counter-threat capabilities for the United States Air Force. The USAFSIA provides basic and advanced instructions in criminal and fraud investigations, counterintelligence, protective services, polygraph, technical investigative services, operations development, and counter-threat operations in support of the AFOSI in-garrison and war fighting mission.

USSS Essentials of Instruction

Dr. Ward called upon Mr. Brian Kelly to recognize the USSS Essentials of Instruction (EOI) for its third reaccreditation. The dates of assessment were October 25-27, 2016 in Beltsville, MD and the Team Leader was Mary Latham, FLETC. The accreditation manager is Kimberly Canitz.

The EOI is a six day course that introduces participants, who will be instructing training for the USSS, to the principles of adult learning theory, motivation, instructional systems design, ethics and professionalism, assessing learning progress, classroom management, active learning strategies, and instructional delivery skills. EOI introduces a method for structuring and delivering active, participant-based training lessons and a lesson plan template. The development and delivery of sample lessons are demonstrated throughout the course. Instructional Systems Specialists and Training Development Specialists individually rehearse and coach each participant in preparing two lessons which will be delivered during the course. There are typically eight students per iteration. The teaching environment is classroom and the students are evaluated during a practical exam.

USSS James J. Rowley Training Center

Dr. Ward called upon Mr. Robert Weitzel to recognize the USSS James J. Rowley Training Center (RTC) for its third reaccreditation. The dates of assessment were February 13-17, 2017 in Beltsville, MD and the Team Leader was Tom Flanagan, FLETC. The accreditation manager is Kimberly Canitz.

The RTC provides basic and advanced training for the men and women of the USSS in support of their unique law enforcement responsibilities (the dual mission of investigations and protection). Hundreds of training recruits undergo extensive training in firearms marksmanship, use of force, emergency medical techniques, financial crimes, physical/site/event protection and other specialized training. Additionally, senior Secret Service law enforcement, executive/managerial, administrative and technical personnel participate in an extensive curricula with specialized and technology-based training course in both, soft and hard skills.

Dr. Ward recognized the Board Review Committee B led by Ms. Nichole Cooper. Board members included: David Anderson, Matthew Butler, Greg Cherundolo, Jeffrey Fuller, Dr. Michael Hillyard, Joe Jeronimo, Colonel Garry Little, Brian Peters, Nick Trotta, Ron

Ward, and Cynthia Wofford. This committee reviewed one program for initial accreditation and four programs and one academy for reaccreditation. They were assisted by FLETA OA Program Manager Christiana Halsey.

FLETC Commercial Vessel Boarding Training Program

Dr. Ward called upon Ms. Nichole Cooper to recognize the FLETC Commercial Vessel Boarding Training Program (CVBTP) for initial accreditation. The dates of assessment were January 10-12, 2017 in Charleston, SC and the Team Leader was Kevin Miller, ICE. The accreditation manager is Malcolm Adams.

The CVBTP consists of five training days, consisting of 35 training hours. The primary purpose of the CVBTP is to provide on an interagency basis, a program of instruction that fulfills all the basic Boarding Team Member training requirements necessary for responsible and competent job performance. Rather than being agency specific, the program addresses common knowledge, skills and abilities that are expected of all boarding team members. The CVBTP is designed to meet the training needs through systematic program monitoring in the form of validation studies and continuous research, which includes feedback from partner organizations. Within these guidelines, each organization applies its own standard in hiring and selecting officers to attend the CVBTP.

FLETC Law Enforcement Control Tactics Instructor Training Program

Dr. Ward called upon Mr. Brian Peters to recognize the FLETC Law Enforcement Control Tactics Instructor Training Program (LECTITP) for its third reaccreditation. The dates of assessment were February 6-10, 2017 in Glynco, GA and the Team Leader was Darrin Brown, TSA-FAMS. The accreditation manager is Malcolm Adams.

The LECTITP is 10 instructional days in length and consists of 80 hours. For acceptance into the program, students should be assigned as, or designated to become, a Control Tactics Instructor. Students must successfully complete each graded segment of the program. This includes a written multiple choice examination where students must achieve a minimum score of 70%. The LECTITP instructor staff consists of instructors who have undergone the required Physical Technique Division (PTD) Instructor Training Program (ITP) and are selected based on their experience and background. Initial certification to teach in the program is accomplished via a mentoring, co-teach, tech model. This ensures each instructor is comfortable and competent in all blocks of instruction. Continuing education for instructor development is accomplished by in-service training and attendance to various law enforcement training providers.

FAMS Instructor Development Course

Dr. Ward called upon Mr. Brian Peters to recognize the Federal Air Marshal Service Instructor Development Course (IDC) for its second reaccreditation. The dates of

assessment were January 24-26, 2017 in Atlantic City, NJ and the Team Leader was Kimberly Canitz, USSS. The accreditation manager is Darrin Brown.

The IDC objective is for students to work with IDC faculty to design and develop a 30-minute lesson which the students deliver on the final day of the course. During the five day program, students learn principle, methods, and techniques that are important to their success as instructors. The first two days of instruction introduces the student to the principles of adult learning and motivation. The program examines different methodologies for applying those principles in a lesson and stresses the importance of maximum student participation and “learning by doing.” Student preparation and rehearsal sessions leading up to the course objective are integrated into the course on days three and five, as well as, lessons on instructor ethics and managing student behavior.

IRS Basic Instructor Facilitator Training Program

Dr. Ward called upon Colonel Garry Little to recognize the IRS Basic Instructor Facilitator Training Program (BIFTP) for its third reaccreditation. The dates of assessment were January 30-February 3, 2017 in Glynco, GA and the Team Leader was Dr. Cynthia Pixley, FBI. The accreditation manager is Debra Edwards.

The BIFTP is 8.5 days in length and consists of approximately 68 hours of classroom instruction, lesson preparation, and lesson presentation. There are 24 student per iteration. Students who complete the program with “Meets” on all elements are considered “certified” instructors. Certified Field Instructors must be rated once every 5 years and achieve “Meets” on all elements in order to retain their certified status. The goal of the instructor team is to engage the student in a variety of activities, exercises, conversations, and discussions that challenge the traditional way of seeing problems and applying solutions. Numerous courses in education and training principles are presented to prepare instructors to conduct quality training.

USAMPS United States Army Civilian Police Academy

Dr. Ward called upon Joe Jeronimo to recognize the USAMPS United States Army Civilian Police Academy (USACPA) for its second reaccreditation. The dates of assessment were January 24-26, 2017 in Ft. Leonard Wood, MO and the Team Leader was Julie Altman, FLETC. The accreditation manager is Ron Mullihan.

The USACPA is a 9 weeks in length program that conducts dynamic, state of the art law enforcement and security skills training to enable Department of the Army/Department of Defense law enforcement agencies to better perform their law enforcement, antiterrorism, physical security, and force protection missions. The target audience of this program is newly-hired civilian police officers assigned to positions at various locations throughout the U.S. Army and joint bases with other military components. It has expanded to include those duty stations required by the Defense Logistics Agency and the U.S. Coast Guard. The course is designed to teach Basic Law Enforcement skills.

United States Army Military Police School

Dr. Ward called upon Greg Cherundolo to recognize the United States Army Military Police School (USAMPS) for its second reaccreditation. The dates of assessment were January 31-February 2, 2017 in Ft. Leonard Wood, MO, and the Team Leader was Esequiel Felix, ICE. The accreditation manager is Ron Mullihan.

The USAMPS is located in Fort Leonard Wood, Missouri and trains over 20,000 students annually in both basic and advanced law enforcement practices and processes. The USAMPS is committed to ensuring military police leaders, soldiers, and Department of the Army civilians receive top-quality, realistic training in an environment that fosters learning. The USAMPS training programs prepare these soldiers, civilians, and leaders to effectively perform law enforcement and criminal investigations throughout the Department of Defense, within the United States and overseas.

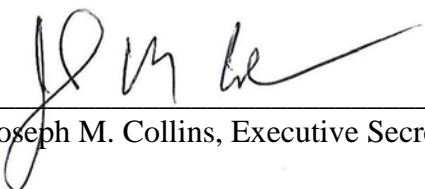
IX. Closing Remarks and Adjournment of the Open Session

Mr. McClinton recognized Mr. Brian Peters for his retirement and wished him the best of luck. In addition, Ms. Nichole Cooper addressed the community to thank them for their commitment to the FLETA process.

Mr. McClinton thanked the NCIS and Mayport for their support. He also thanked the Office of Accreditation staff for their hard work and dedication.

Mr. McClinton asked for a motion to adjourn the meeting. Ms. Cooper made the motion, and Mr. Peters seconded the motion. The motion carried unanimously, and the meeting adjourned at 9:37 a.m.

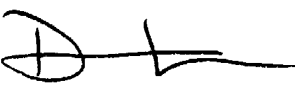
Report prepared by:



Joseph M. Collins, Executive Secretary

May 31, 2017
Date

Interim Approval:



Domenic McClinton, FLETA Chairperson

May 31, 2017
Date

Full Board Approval: **April 19, 2018**