



**Federal Law Enforcement Training Accreditation Board  
Board Meeting  
March 13, 2008  
Charleston, South Carolina**

**I. Call to Order**

Mrs. Sharon Henegan, Chairperson, called the board meeting to order to at 9:35 a.m.

**II. In attendance:** Attendance sheet attached.

Voting Members: 20 – 12 needed for a quorum

Non-voting Members: 3

**Others Present:** OA Staff-Gary Mitchell, Dana O’Quinn, Joe Collins, Don Smith, Patricia Golden

**III. Welcoming Remarks and General Comments.**

Mrs. Henegan introduced CDR Mark Wilbert for the Presentation of Colors and recitation of the Pledge of Allegiance. Mrs. Henegan thanked the agencies involved in their achievement of accreditation, for their leadership, hard work, and provenance in accomplishing this goal. Mrs. Henegan noted the Board’s goal is to improve the Law Enforcement community with each accreditation and applauded the agencies for achieving this goal.

**IV. Accreditation Awards**

Mrs. Henegan announced that the Board Review Committee (BRC) met on Wednesday, March 12, 2008, and conducted a review of the;

- FLETC – Firearms Instructor Training Program (FITP),
- FLETC – Uniformed Police Training Program (UPTP),
- NCIS – Protective Service Operations Training Program (PSOTP),
- NCIS – Special Agent Basic Training Program (SABTP),
- USCG – Radiation Detection Level II Operator’s Course (RADHAZ)

Following the Board Review Committee reviews the Board went into Executive Session and voted upon each program applying for accreditation.

**FLETC – Firearms Instructor Training Program (FITP) -** Mrs. Henegan called upon Board Member, Mr. Mark Logan, ATF, to report the results of the FITP review. Mr. Logan announced FITP had been unanimously approved for accreditation. Mr. Logan called Director Connie Patrick to come forward and receive their certificate awarding Accreditation.

**FLETC – Uniformed Police Training Program (UPTP) -** Mrs. Henegan called upon Board Member, Mr. John Moran, TSA, to report the results of the UPTP review. Mr. Moran announced UPTP had been unanimously approved for accreditation.

Mr. Moran remarked, “FLETC is inspiring in their commitment to the accreditation process and the law enforcement community. On ten other occasions FLETC has shown their

dedication to the nation and accreditation process. Thank you all on behalf of FLETA and for letting others enjoy the fruits of your labor. Together we make law enforcement better as we continue down this road.” Mr. Moran then called Director Connie Patrick to come forward and receive their certificate awarding Accreditation.

**NCIS – Protective Service Operations Training Program (PSOTP)** - Mrs. Henegan called upon Board Member, CDR Mark Wilbert, USCG, to report the results of the PSOTP review. CDR Wilbert announced PSOTP had been unanimously approved for accreditation.

CDR Wilbert stated this is an advanced agent program and its importance since 9/11 has increased greatly. Currently 85 to 90 percent of these agents are overseas, rotating in and out of Iraq. CDR Wilbert noted, recently the Under Secretary of the Navy was in West Africa, when a group of protestors took to the streets. The Under Secretary had to be removed from the embassy by the NCIS agents and it is this type of task these agents are taught to conduct during the PSOTP. Agents serving around the globe are more capable due to the efforts of this program. CDR Wilbert called Deputy Director Ralph Blincoe to come forward and receive their certificate awarding Accreditation.

**NCIS – Special Agent Basic Training Program (SABTP)** - Mrs. Henegan called upon Board Member, Ms. Lane Timm, IRS, to report the results of the SABTP review. Ms. Timm announced SABTP had been unanimously approved for accreditation and the NCIS agreed to conduct a review of a communication activity in light of recent intelligence guidance.

Ms. Timm noted the difficulties agency face when conducting basic programs; stating it is easier said than done. NCIS has also been very busy with its SABTP since sixty percent of the NCIS agents have less than five years in the field, and many of those agents are now serving in Iraq. Ms. Timm called Deputy Director Ralph Blincoe to come forward and receive their certificate awarding Accreditation.

**USCG – Maritime Law Enforcement Academy - Radiation Detection Level II Operator’s Course (RADHAZ)** - Mrs. Henegan called upon Board Member, Mr. Tim Danahey, FLEOA, to report the results of the RADHAZ review. Mr. Danahey announced RADHAZ had been unanimously approved for accreditation.

Mr. Danahey stated the goal of the Maritime Radiation Detection Course is to utilize Coast Guard’s boarding to inspect vessels to detect and intercept illicit radioactive materials entering the United States. During the review of the course accreditation files the assessors found all standards were in compliance, and were pleased to note the RADHAZ program had five best-practices. Mr. Danahey called CDR Mark Wilbert to come forward and receive their certificate awarding Accreditation.

**Assessors** – Mrs. Henegan expressed her thanks and gratitude to the team leaders and assessors who conducted the assessments for these agencies.

**Joe Collins** – Mrs. Henegan recognized Joseph Collins noting this is his last meeting as a staff member of the Office of Accreditation. Mr. Collins has accepted a position with the Pentagon Force Protection Agency. Mrs. Henegan stated in her remarks, “We are sad to see you go. You have contributed much over the last two years with the forward progress

of the Office of Accreditation and the FLETA Board.” Mrs. Henegan presented a certificate to Mr. Collins.

**V. Approval of Minutes**

Mrs. Henegan called for the Board to approve the minutes of the last meeting held November 15, 2007. The motion was made by Joseph Enders to approve minutes as they read and was seconded by John Moran. There was no discussion by the Board. The minutes were approved.

**VI. Reports of Standing Committees**

**A. Bylaws Committee - Mark Spurrier**

Mr. Mark Spurrier reported there were more changes to the original draft of the bylaws and that another draft would be available in 30 days. Once the draft was available, the Board would conduct a special meeting to discuss the changes. After approval, the new bylaws would be in effect for the next regularly scheduled Board meeting. Once approved the new bylaws would be published on the FLETA website.

**B. Standards Steering Committee (SSC) – John Moran**

Mr. John Moran stated that the SSC met the previous day and discussed Standard 4.06.06

Mr. Moran noted that Mr. Larry Nelson, FBI, presented the consolidated recommendations from the Accreditation Coalition. The Office of Accreditation reviewed and made their recommendations. The process brought about good fruit, and the SSC was able find common ground to revamp the standard as follows:

Standard 4.06.06 - When different versions of assessment or evaluation instruments are used, such as written or practical examinations, the evaluated objectives must remain the same.

Compliance Indicator: Documentation indicating that all versions of the written examination or practical exercise reference the same objectives. An objective-to-test item matrix is one way of showing this. The same grading rubric is used when more than one practical examination is used.

The Standard Steering Committee recommended the FLETA Board adopt the new language as a *clarifying* change.

A motion was made by John Moran to adopt the new wording of Standard 4.06.06 to read as stated above, seconded by Lane Timm. There was no further discussion by the Board. The motion was passed unanimously. Changes will be emailed to all Accreditation Managers.

Mr. Moran went over the process for requesting changes in the FLETA standards, which is:

- Changes can be requested by anyone involved in the accreditation process.
- Requested change is submitted to the FLETA Office of Accreditation.
- The request is sent to all SSC members and to the Accreditation Coalition through Larry Nelson for their input. Input will be returned to Larry Nelson for consolidation and redistributed by the Office of Accreditation to the SSC for further discussion at the SSC meeting.

Mrs. Henegan thanked John Moran and all those on the SSC for their work and commitment to the process of accreditation.

### **C. Membership Committee – Sharon Henegan**

Mrs. Henegan reported that there were no new applications for membership since the last meeting. There are currently 22 positions filled and 1 vacant.

## **VII. General Reports**

### **A. FLETA Office of Accreditation – Gary Mitchell**

Gary Mitchell gave a report on the FLETA Office of Accreditation accomplishments, stating there are now a total of 80 applications (22 Academies and 58 Programs). Seven (7) applications have been received since the last board meeting. A full report of updates is attached.

The FLETA Office of Accreditation will be using some of the Accreditation Incentive Funds to allow members of the accreditation community to attend The Learning and Performance Strategies Conference in June in Monterey, California. Attendees will have an opportunity to get new ideas about the ISD and training process. The OA will fund the travel/training. Interested persons are to submit their name and documentation to the Executive Director, in writing within the next three weeks.

### **B. Accreditation Coalition – Al Wheaton**

Mr. Al Wheaton thanked the Board, the OA, and the USCG for allowing the Accreditation Coalition to take part in the FLETA meetings this week.

Mr. Wheaton stated the Accreditation Coalition currently has 40 members. Mr. Wheaton also thanked Su Daly for her efforts in establishing the coalition sub-committees. He also thanked the USCG for the training/review of risk assessment; at this meeting the Accreditation Coalition spent 6-8 hours training, and will be expanding training to 12-20 hours for the next board meeting. The Accreditation Coalition would like to invite the Office of Accreditation to participate in biweekly phone conferences with the Accreditation Coalition. Mr. Don Smith will be the Office of Accreditation Liaison with the Accreditation Coalition to enhance communications.

Mr. Larry Nelson thanked John Moran for being engaged with the Accreditation Coalition, they have identified a process in which changes can be presented to the Board.

Mr. Joe Augeri stated a sub-committee has been formed to address Accreditation Managers concerns with the reaccreditation process as it develops. Mrs. Henegan noted that Mr. John Moran, the SSC chairperson, will be the point of contact for the Board.

Mr. Jeff Sieber, NCIS, stated the Accreditation Coalition has drafted a set of bylaws and anticipate having their bylaws in place by the July 2008 meeting.

Mrs. Henegan stated, the FLETA seal has the words: Professionalism, Excellence, and Competence; the Accreditation Coalition has demonstrated these words; and should be commended for the work they have done.

## **VIII. Old Business**

**Reaccreditation:** Mr. Mitchell reported on the reaccreditation that was discussed at the November 2007 FLETA Board meeting. As discussed, agencies will need a file for each standard with appropriate documented administrative controls (DACs) and supporting documentation for each of the previous three years. If a program was not offered, then an explanation why the documentation is not present in the file will need to be presented.

A motion was made by Mr. Mark Logan to adopt language to clarify the process, "Documentation for each incident of reaccreditation stands on its own. Files addressing each standard must contain current documented administrative controls (DACs) and at least one supporting document from each year under review. If a program was not offered during one or more of the years, an explanation of this fact shall be placed in the standard file."

After discussion by the Board, the motion was passed.

## **IX. New Business**

### **A. Corrective Actions**

Mr. Mitchell reported on the process for Corrective Action Plans. The process requires a formal corrective action plan if an agency is found non-compliant with a FLETA standard at the completion of a FLETA Assessment. After completion of the corrective action plan the agency will have a follow-up review to insure compliance with the FLETA standards. If an agency is unable to complete the review within 180 days from the FLETA Assessment date then the agency would be required to re-submit an application for accreditation. The process is outlined in FLETA Board Policy 3-3.

A motion was made by Mrs. Henegan to accept the process as stated above. There was no further discussion by the Board. The motion was passed unanimously.

### **B. Nominating Committee**

Ms. Lane Timm was appointed to lead the Nomination Committee; other members include Mr. Joseph Enders and Mrs. Angela Hrdlicka. There are three positions to be

filled; Chairperson, First Vice-Chair and Second Vice-Chair. Nominations and voting for the new officers will take place via email before the next meeting.

### **C. Future Meetings**

The Board asked the Office of Accreditation to develop a three-year schedule for future FLETA meetings, with proposed dates and locations, to be presented at the next board meeting.

Next meeting – The July FLETA Board Meeting will be held in Clearwater, Florida, beginning the morning of Tuesday, July 15, 2008. Committee meetings will be held the afternoon of Monday, July 14, 2008.

### **X. Adjournment of Open Session**

Mrs. Henegan thanked all those present, especially CDR Wilbert and the United States Coast Guard, Maritime Law Enforcement Training Academy for their hospitality. Meeting was adjourned at 12 noon.

### March 2008 Board Meeting – Charleston, South Carolina

Name	Agency	March 11	March 12	March 13
Keaton, Ralph	ASCLD/LAB	X	X	X
Leathem, Paul *	ATF			
Logan, Mark	ATF	X	X	X
Morgan, Art *	CBP	X	X	X
Walters, Tom	CBP			
Webb, Don	DEA	X	X	X
Baxter, Everett*	DOC			
Spurrier, Mark	DOC	X	X	X
Showers, Russell	DOE			
Kmetz, John	DOI			
Leeds, Sue *	DOI	X	X	X
Allison, Doug *	DOS			
Hunter, Mark	DOS	X	X	X
Novak, Michael*	FAMS	X	X	X
Moran, John	FAMS (TSA)	X	X	X
Lambkin, Brian	FBI	X	X	X
Danahey, Tim	FLEOA	X	X	X
Dooher, John	FLETC	X	X	X
Bruton, Bob*	FRB	X	X	X
Tanis, Buck	FRB			
Vermillion, Terry	HHS			
Dozier, Jim	IADLEST	X	X	X
DeVita, Charles	ICE	X	X	X
Kuiken, Charles*	ICE			
Hrdlicka, Angela*	IG	X	X	X
O'Carroll, Patrick	IG/SSA	X	X	X
Timm, Lane	IRS	X	X	X
Converse, Charles	NCIS	X	X	X
Enders, Joe	OPM	X	X	X
Gabriel, Jeannine *	US Courts	X	X	X
Henegan, Sharon	US Courts	X	X	X
Folsom, Alfred	USCG			
Wilbert, Mark *	USCG	X	X	X
Cherne, Mike	USMS	X	X	X
Johnson, Nicole	USPIS	X	X	X
Schwarz, Diane*	USPIS			
Pierson, Julia	USSS	X	X	X

\* = Designated Alternate

	March 11	March 12	March 13
<b>Voting Members</b>	20	20	20



## **Federal Law Enforcement Training Accreditation Board Executive Director's Report March 13, 2008**

### **FLETA Applications (Tab 7)**

80 applications are on file  
21 for Academy accreditation  
59 for Program accreditation

We received applications from:

U.S. Probation and Pretrial Services Academy  
DoD Great Lakes Police Department Academy  
CBP Instruction Presentation Skills Program  
CBP Integrated Training Program  
FMCSA Drug Interdiction Assistance Program  
FAMS Instructor Development Program

We are also aware of several agencies that are planning on submitting applications within the next few months.

### **FLETA Assessments (Tab 3)**

November 27-29, 2007, CBP - Field Operations Academy in Glynco, GA  
December 3-7, 2007, FLETC - Firearms Instructor Training Program in Glynco, GA  
December 3-7, 2007, FLETC - Uniformed Police Training Program in Glynco, GA  
December 10-14, 2007, USCG - Radiological Detection Level II Operator's Course in Charleston, SC  
December 17-21, 2007, NCIS - Protective Service Operations Training Program in Glynco, GA  
December 17-21, 2007, NCIS - Special Agent Basic Training Program in Glynco, GA

Eighteen (18) assessors (and seven shadow assessors) were used for a cost of \$12, 613. Assessors were from fourteen (14) different agencies and averaged two previous assessment assignments. (Tab 7)

### **FLETA Training**

February 5-7, 2008 – 27 attendees – FLETA Accreditation Manager (AMTP 801) and Assessor Training (ATP 801), in Glynco, GA

### **Accreditation Incentive Fund (Tab 7) (formerly 300K Activity)**

Funds were expended during the 1<sup>st</sup> Quarter of FY 2008 for three activities; expenses related to the: Assessor Training Curriculum Review Conference (CRC); Accreditation Coalition travel to the Florida Law Enforcement Accreditation Commission and Florida Police Accreditation Coalition (FLA-PAC) meeting; and attendance for Accreditation Managers from accredited agencies at the November 2007 meeting.



## **Month by Month Activities**

### **December 2007**

The FLETA OA staff met off-site to prepare work plans for the first part of 2008.

The FLETA staff guided six FLETA Assessments from the week after Thanksgiving to the week before the Christmas holiday.

### **January 2008**

Mrs. Patricia Golden filled the vacant Training Technician's position in the FLETA OA.

Mr. Don Smith met with Mr. Al Wheaton and Mr. Joe Augeri in Charleston, SC; completing the design phase of the Assessor Training Program. The development phase is underway and a pilot is anticipated in June.

A letter went to the agencies involved in the FLETA process and Board members addressing the assessor process and the number of suggested assessors.

Mrs. Dana O'Quinn met with the NHTSA's Federal Motor Carriers Safety Administration (FMCSA) in Washington, DC, as they prepared an application for their Drug Interdiction Assistance Program. They also offered space for training, which will be used in April 2008.

Mr. Don Smith met with the Department of Energy in Albuquerque, NM, as they prepare for their reaccreditation assessment this summer. He also visited applicant agencies in Artesia, including the Border Patrol, BIA, FLETC and FAMS.

### **February 2008**

Twenty-seven (27) students attended the Accreditation Manager and Assessor Training programs in Glynco, GA during the week of February 5<sup>th</sup>, 2008.

Mr. Gary Mitchell completed an ISD Certification Program at the Training 2008 Conference in Atlanta, GA

Mrs. Dana O'Quinn visited the DoD's Great Lakes Naval Law Enforcement Training Academy as they prepared an application for academy accreditation.

Mr. Doug Allison, DOS Diplomatic Security met with the FLETA OA to discussed the DOS DSS reaccreditation assessments in August 2008.

Work began on a video to tell the FLETA story, the video producer and writer began developing a story line and a plan to complete the video this spring.

Mr. Joe Collins accepted a position with the Pentagon Force Protection Agency and completed his last day with FLETA at the end of February. A request to begin the recruiting process to fill the vacant Program Manager's positions (1701 Series) was made to FLETC.