



**Federal Law Enforcement Training Accreditation Board
Board Meeting
November 20, 2008
Shepherdstown, West Virginia**

I. Call to Order

Chairperson Commander Mark Wilbert, USCG, called the Board Meeting to order.

II. In attendance: Attendance sheet attached.

Voting Members: 18 (12 needed for a quorum.)

Non-voting Members: 0

Others Present: OA Staff - Gary Mitchell, Don Smith, Steve Argiriou, Dana O'Quinn, Patricia Golden, Robert Bruton, and Joseph Augeri

III. Welcoming Remarks and General Comments.

CDR Mark Wilbert led the Pledge of Allegiance.

CDR Wilbert thanked the Department of Interior for their hospitality and the wonderful accommodations at the National Conservation Training Center.

CDR Wilbert also acknowledged that today was a significant milestone for the FLETA Board, in that the Board will be presenting the first reaccreditations.

IV. Accreditation Awards

CDR Wilbert announced that the Board Review Committee (BRC) met on Wednesday, November 19, 2008, and conducted a review of the following:

Initial Accreditation:

- Treasury Inspector General for Tax Administration Training Academy (TIGTA Academy)
- Customs and Border Protection Integrated Training Program (CBPI)

Reaccreditation:

- Department of Energy, National Training Center Basic Security Police Officer Training Program – Albuquerque (BSPOT)
- Department of State, Diplomatic Security Service
 - Academy - Office of Training and Performance Support (TPS)
 - Basic Special Agent Course (BSAC)
 - Instructor Development Course (IDC)

Following the Board Review Committee meeting, the Board went into Executive Session, and considered each academy/program applying for accreditation.

TIGTA Training Academy – CDR Wilbert called upon Board Member, Lane Timm, to report the results of the TIGTA Review. Ms. Timm announced the Board had unanimously approved TIGTA for accreditation. Ms. Timm called Mike Radetic, ASCA Training, and Michael Delgado, Assistant Inspector General for Investigations, Headquarters Operations to come forward and receive their certificate awarding Accreditation.

Customs and Border Protection Integrated Training Program (CBPI) – CDR Wilbert called upon Board Member, Sharon Henegan, to report the results of the CBPI Review. Mrs. Henegan announced the Board had unanimously approved CBPI for accreditation. Mrs. Henegan called Director Art Morgan to come forward and receive their certificate awarding Accreditation.

Reaccreditation

CDR Wilbert announced the Board has reached a milestone with its first reaccreditations. Reaccreditation occurs three years after an academy/program receives accreditation. The agency is required to submit Annual Reports each year following accreditation reporting on how they are meeting standards to the Office of Accreditation. At the three-year mark, the academy/program is subjected to an entirely new assessment. This is a significant milestone for the FLETA Board and these agencies.

Department of State, Diplomatic Security Service, Academy – Office of Training Performance Support (TPS) – CDR Wilbert, reported the results of the DOS TPS Review. He announced the Board had unanimously approved DOS for reaccreditation. CDR Wilbert called Mark Hunter, Assistant Director of Training and Nancy Stout, Deputy Director – Office of Training Performance Support to come forward and receive their certificate awarding Accreditation.

Basic Special Agent Course (BSAC) and Instructor Development Course (IDC) - Both programs for the Department of State were also reviewed and recommended for reaccreditation. Board member Ed Winslow, reported the results of the DOS Basic Special Agent Course (BSAC), and Board member Mr. Brian Lamkin, reported the results of the DOS Instructor Development Course (IDC). CDR Wilbert called Mark Hunter, Assistant Director of Training and Nancy Stout, Deputy Director Office of Training Performance Support to come forward and receive their certificates awarding Accreditation.

CDR Wilbert announced that the Department of Energy, National Training Center Basic Security Police Officer Training Program - Albuquerque (BSPOT) has received provisional reaccreditation and looks forward to awarding reaccreditation to them at the next Board meeting.

CDR Wilbert expressed his thanks and gratitude to the Assessors, Team Leaders, Accreditation Managers, and the Office of Accreditation staff for their hard work in making the process work. It is an efficient and effective way to make our government work.

V. Approval of Minutes

CDR Wilbert called for the Board to approve the minutes of the last meeting held July 17, 2008, as they stand. The Board approved the minutes.

VI. Reports of Standing Committees

A. Bylaws Committee – Mark Spurrier

Mark Spurrier reported the Bylaws have been posted on the FLETA website www.fleta.gov. Mr. Spurrier noted the Bylaws are a living document and will continue to evolve as the Board develops.

B. Standards Steering Committee (SSC) – Don Webb

Don Webb stated that the SSC held a teleconference meeting to discuss the tasking Congress requested of the Board. A new Standard (1.08.04) and compliance indicator were drafted by the SSC. A response to the Congress has also been prepared and approved by the Board and will be sent out after the FLETA Board meeting.

Mr. Webb provided the language for the new standard from the SSC:

STANDARD: 1.08.04 – All basic or entry-level law enforcement training programs must include ethics training.

Compliance Indicator: Evidence must exist that ethics training is being provided for all basic or entry-level law enforcement training programs.

Mr. Webb made a recommendation to the FLETA Board to accept the standard and draft letter.

A motion was made during the Executive Session by Angela Hrdlicka to adopt the new Standard and compliance indicators as written; seconded by Lane Timm. The motion was passed unanimously. Changes were agreed upon for the response to Congress and the response was prepared for delivery.

CDR Wilbert thanked Don Webb and the members of the SSC for their work and commitment to the accreditation process.

C. Membership Committee

CDR Wilbert reported the Chairperson received one new letter requesting FLETA Board membership since the last meeting. A letter was received from the Air Force Office of Special Investigations. The Board currently has 22 positions filled and one vacant seat. Requests for a board seat have been received by AFOSI, Pentagon Force Protection Police, and National Park Service. The information was referred to the Executive Committee for review prior to the next FLETA Board Meeting.

VII. General Reports

A. FLETA Office of Accreditation – Mr. Gary Mitchell

Mr. Gary Mitchell reported on the FLETA Office of Accreditation accomplishments since the last Board Meeting, stating there are now 88 applications (25 Academies, 63 Programs, and 3 Reaccreditations). See Executive Director's Report - attached.

The FLETA Board, through the OA provided two training programs. A pilot class for Assessor training was held in Charleston, SC, in September. Accreditation Manager/ Assessor Training program was hosted by the Department of Defense Great Lakes Police Department – Gurnee, IL, in September. Thirty (30) people attended the trainings.

The next AM/ATP class is tentatively scheduled for February 3-4, 2009, in Glynco, Georgia.

Mr. Mitchell noted the accreditation incentive funds have been used to produce the FLETA video, “*FLETA: A Passion for Excellence*” which debuted at the reception on Wednesday evening. The video will be made available for agency use and on the FLETA website.

B. FLEAC Coalition – Mr. Al Wheaton

Mr. Al Wheaton reported on the Coalition’s progress and announced their new board officers.

C. Annual Reports were received from:

FLETC Criminal Investigator Training Program (CITP) – Accreditation date:
07/19/07

FLETC Inland Boat Operator Training Program (IBOTP) – Accreditation date:
07/19/07

FLETC Law Enforcement Instructor In-Service Training Program (LEIISTP) –
Accreditation date: 07/19/07

FLETC Law Enforcement Fitness Coordinator Training Program (LEFCTP) –
Accreditation date: 07/19/07

FLETC Law Enforcement Instructor Training Program (LEITP) – Accreditation date:
07/20/06

VIII. Old Business

Meeting Locations: The Board approved the following locations at the July 2008 FLETA Board Meeting.

March 31-April 2, 2009	Hilton Head, SC
July 14-16, 2009	Clearwater, FL
November 3-5, 2009	San Francisco, CA

IX. New Business

FLETC Wavier Request: Withdrawn during the Executive Session on Wednesday, November 19, 2008.

Reaccreditation: Motion to grant extensions – Extensions may be considered for temporary unforeseen circumstances requiring an agency to request additional time for accreditation efforts. Extension requests must be submitted in writing to the FLETA Office of Accreditation Executive Director identifying the reason(s) for the request prior

to a FLETA assessment. An extension may be granted for one FLETA Board meeting cycle upon the approval of the Executive Director and the FLETA Board Chairperson.

A motion was made during the Executive Session by Mark Logan to grant an extension; seconded by John Moran. The motion was passed by a majority.

Second Vice Chair: With the resignation of Ms. Julia Pierson, a vacancy was created for the Second Vice Chair position. The FLETA Board held an election in the Executive Session and Ms. Lane Timm was elected as Second Vice Chair.

Other Items: CDR Wilbert welcomed back Steve Argiriou from Iraq. CDR Wilbert also welcomed Robert Bruton formerly of the Federal Reserve Board and Joseph Augeri formerly of the U.S. Coast Guard to the FLETA Office of Accreditation as Program Managers.

CDR Wilbert and the Board said good-bye Mr. John Moran, TSA, wishing him fair winds and following seas.

CDR Wilbert thanked the Department of Interior – Mr. John Kmetz, Ms. Kim Thorsen, Ms. Sue Leeds, and Mr. Jay Slack.

X. Adjournment of Open Session

CDR Wilbert thanked all those present. Meeting adjourned.

Attachments:

- Attendance Report
- Executive Director's Report
- Committee Sign-Up

**FLETA Board Attendance
November 18-20, 2008
Shepherdstown, West Virginia**

Agency Name	Full Name	Board Role	11/18/08	11/19/08	11/20/08	Acting Representative
Bureau of Alcohol, Tobacco, Firearms and Explosives	Mark Logan	Board Member	X	X	X	
Bureau of Alcohol, Tobacco, Firearms and Explosives	Paul Leathem	Alternate				
Bureau of Diplomatic Security	Doug Allison	Board Member				
Bureau of Diplomatic Security	Nancy Stout	Alternate	X	X	X	
Customs and Border Protection	Art Morgan	Board Member	X	X	X	
Department of Energy	Russell Showers	Board Member	X	X	X	
Department of Interior	John Kmetz	Board Member	X	X		
Department of Interior	Sue Leeds	Alternate	X	X	X	
Drug Enforcement Administration	Don Webb	Board Member	X	X	X	
Federal Bureau of Investigation	Brian D. Lamkin	Board Member	X	X	X	
Federal Law Enforcement Training Center	John Doohar	Board Member	X	X	X	
Federal Reserve Board	Leonard "Buck" J. Tanis	Board Member	X	X	X	
Immigration and Customs Enforcement	Charles N. DeVita	Board Member	X	X	X	

**FLETA Board Attendance
November 18-20, 2008
Shepherdstown, West Virginia**

Agency Name	Full Name	Board Role	11/18/08	11/19/08	11/20/08	Acting Representative
Immigration and Customs Enforcement	Donato Coyer	Alternate				
Internal Revenue Service	Lane Timm	Board Member	X	X	X	
Internal Revenue Service	Terry Stuart	Alternate	X	X	X	
National Oceanic and Atmospheric Administration	Mark Spurrier	Board Member	X	X	X	
National Oceanic and Atmospheric Administration	Everett Baxter	Alternate				
Naval Criminal Investigative Service	Edmund T. Winslow	Board Member	X	X	X	
Office of Personnel Management	Kevin Marshall	Board Member	X	X	X	
Office of Personnel Management	Joseph B. Enders	Alternate				
President's Council on Integrity & Efficiency and the Executive Council on Integrity and Efficiency	Patrick O'Carroll	Board Member				
President's Council on Integrity & Efficiency and the Executive Council on Integrity and Efficiency	Angela Hrdlicka	Alternate	X	X	X	
Secret Service	Alvin Smith	Board Member				
Secret Service	Keith Hill	Alternate	X	X	X	

**FLETA Board Attendance
November 18-20, 2008
Shepherdstown, West Virginia**

Agency Name	Full Name	Board Role	11/18/08	11/19/08	11/20/08	Acting Representative
U.S. Coast Guard	Mark Wilbert	Board Member	X	X	X	
U.S. Coast Guard	David Walts	Alternate				
U.S. Courts	Sharon O. Henegan	Board Member	X	X	X	
U.S. Courts	Jeannine Gabriel	Alternate	X	X	X	
U.S. Department of Agriculture	Terrell L. Vermillion	Board Member				
U.S. Marshal Service	Marc Farmer	Board Member				
U.S. Postal Inspection Service	Nicole A. Johnson	Board Member	X	X	X	Diane Schwartz
American Society of Crime Lab Directors/Laboratories	Ralph Keaton	Consultant				
Federal Law Enforcement Officers Association	Tim Danahey	Consultant	X	X		
Intl. Assoc. of Directors of LE Standards and Training	Jim Dozier, PhD.	Consultant				
FLETA Office of Accreditation	Gary Mitchell	Consultant	X	X	X	



Federal Law Enforcement Training Accreditation Board Executive Director's Report November 20, 2008

FLETA Applications (Tab 7)

88 applications on file
25 for Academy accreditation
63 for Program accreditation

3 for Reaccreditation

Applications received for:

CBP – Basic Spanish Training Program (BSTP)
EPA – Criminal Investigation Division Academy
EPA – CID Environmental Investigations Basic Training Program

FLETA Assessments (Tab 3)

July 21-25, 2008 – CBP – CBP Integrated Training Program in Glynco, GA
August 4-8, 2008 – TIGTA – TIGTA Training Academy in Glynco, GA
August 18-22, 2008 – DOE – Reaccreditation - Basis Security Police Officer Training Program in Albuquerque, NM
August 25-29, 2008 – DOS DSS – Reaccreditation - Office of Training and Performance Support in Dunn Loring, VA
August 25-29, 2008 – DOS DSS – Reaccreditation – Basic Special Agent Course in Dunn Loring, VA
August 25-29, 2008 – DOS DSS – Reaccreditation – Instructor Development Course in Dunn Loring, VA

Assessors (Tab 7)

Eighteen (+13 over previous cycle) assessors and nine (+6) shadow assessors were used for a cost of \$27, 028.78 (+22,089.24). Assessors were from thirteen (+8) different agencies and averaged 2.8 previous assessment assignments.

FLETA Training

September 16-17, 2008 – Assessor Pilot Training Program – 13 attendees – in Charleston, SC
September 23-25, 2008 - Accreditation Manager Training Program and Assessor Training Program – 18 attendees in Gurnee, IL hosted by the Great Lakes (DoD) Police Department.

Accreditation Incentive Fund (Tab 7)

Funds were expended during the 3rd & 4th Quarter of FY 2008 for four activities; expenses related to the: FLETA Video, Learning and Performance Strategies Conference in Monterey, CA (June), FLETA Board meeting attendance for Accreditation Managers (July), and FLETA public awareness.

Month by Month Activities

August 2008

Interviews were conducted for two Program Manager positions – CMDR Mark Wilbert, Mrs. Sharon Henegan and Gary Mitchell.

The FLETA program was presented at the International Police and Fire Olympics.

Mr. Steve Argiriou returned to the FLETA Office of Accreditation from his deployment in Iraq.

The FLETA Office of Accreditation received the “Above and Beyond” Award by the Department of Defense Employee Support of the Guard and Reserve (ESGR).

The first FLETA reaccreditation assessments were conducted at the Department of Energy and the Department of State’s Diplomatic Security Service.

September 2008

The FLETA video “The Passion for Excellence” was completed and will be used for FLETA orientation and web based access.

Conducted the Assessor Training pilot in Charleston, SC. with 13 participants.

The FLETA Executive Committee met in Charleston, SC.

Conducted Accreditation Manager Training and Assessor Training in Gurnee, IL hosted by the Great Lakes (DoD) Police Department with 18 participants.

October 2008

Completed a site-visit to the U.S. Secret Service James J. Rowley Training Center.

Mr. Joe Augeri and Mr. Bob Bruton accepted Program Manager Positions in the FLETA Office of Accreditation.

FLETA Committee List

as of 11/20/08

Bylaws Committee

Lane Timm - Chair

Mark Spurrier	NOAA
Buck Tanis	FRB
Charles DeVita	ICE
Sue Leeds	DOI
John Dooher	FLETC
Steve Argiriou	OA

Strategic Planning Committee

Executive Committee - Chair

Tim Danahey	FLEOA
Mark Spurrier	NOAA
Nicole A. Johnson	USPIS
Kevin L. Marshall	OPM

Standard Steering Committee

Don Webb - Chair

Mark Logan	ATF
Nicole A. Johnson	USPIS
E. T, Winslow	NCIS
Angela Hrdlicka	IG
Mike Novak	FAMS
Sally Livingston	IRS
(1) Coalition Member	
Joe Augeri	OA