



**Federal Law Enforcement Training Accreditation Board  
Board Meeting  
April 2, 2009  
Hilton Head Island, South Carolina**

**I. Call to Order**

CDR Mark Wilbert Chairperson called the board meeting to order.

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

Voting Members: 18 – 12 needed for a quorum

Non-voting Members: 2

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

CDR Wilbert led the audience in the Pledge of Allegiance.

CDR Wilbert thanked the agencies involved for their leadership, hard work, and provenance in accomplishing accreditation. CDR Wilbert thanked the assessors for their work, and noted they are the keystone to the accreditation process.

**IV. Accreditation Awards**

CDR Wilbert announced the Board Review Committee (BRC) met on Wednesday, April 1, 2009, and conducted a review of the following agencies:

**Initial Accreditations:**

USSS Uniformed Division Training Course

USSS Special Agent Training Course

**Reaccreditations:**

FLETC Academy

USPIS Academy

USPIS Basic Inspector Training

USPIS Postal Police Officer Basic Training

DOE Basic Security Police Officer Training

Following the reviews, the Board went into Executive Session and reviewed each application for accreditation.

**USSS Uniformed Division Training Course (UDTC)** - CDR Wilbert called upon Board Member, Charlie DeVita, ICE, to report the results of the FITP review. Mr. DeVita announced the Board unanimously approved for UDTC for accreditation. Mr. DeVita commented the USSS is to be commended on their efforts in reaching accreditation, especially during an election year, with all the demands placed on the agency. Mr. DeVita called Assistant Director A.T. Smith to come forward and receive their certificate awarding Accreditation.

**USSS Special Agent Training Course (SATC)** - CDR Wilbert called upon Board Member, Angela Hrdlicka, to report the results of the SATC review. Ms. Hrdlicka

commented SATC has a long and proud history. She was once a student and instructor for this program. The program has increased in an excellent manner, both in duration and intensity. The Board saw value in the six-day simulation, which provides the students an opportunity to practice the comprehensive skills they learn during the course. This is a benefit to our nation and its security. Ms. Hrdlicka announced the Board unanimously approved SATC for accreditation. Ms. Hrdlicka called Director A.T. Smith to come forward and receive their certificate awarding Accreditation. Director Smith thanked the Board and gave special thanks to Kim Canitz, Andy Bettencourt, and Sue Heltibridle for their work and commitment. The Secret Service prides itself on taking its training all the way to the edge and leaning over a bit to be as realistic as possible.

**FLETC Academy** - CDR Wilbert called upon Board Member, Sharon Henegan, to report the results of the FLETC Academy review. Ms. Henegan commented that FLETC trains 86 Partner Organizations, in 300 training hours, for a total of 45,000 + students annually, occurring at four different facilities; this is an enormous undertaking. FLETA has already awarded accreditation to FLETC for their Academy, nine Advance courses, and three Basic training courses. We need to take a moment to reflect on these numbers. Thank you FLETC for your partnership and commitment to FLETA. Ms. Henegan announced the Board unanimously approved FLETC Academy for reaccreditation. Ms. Henegan called Director Connie Patrick to come forward and receive their certificate awarding Reaccreditation. Director Patrick thanked the Board for striving to continue excellence in training.

**USPIS Academy** - CDR Wilbert called upon Board Member, John Dooher, to report the results of the USPIS Academy review. Mr. Dooher commented the Postal Academy is facing, “the best of times; the worst of times” during its worst budgetary crisis in years. However, there is a core of employees in the Postal Service who continue to embrace accreditation and are just as committed to accreditation process as they were three years ago. The assessment team identified three best practices for this Academy. Even though they have a much smaller, but dedicated staff, the USPIS is a leader in tough times and continue to set an example to all of us to stay the course. Mr. Dooher announced the Board unanimously approved the USPIS Academy for reaccreditation. Mr. Dooher called Acting Director Diane Schwarz to come forward and receive their certificate awarding Reaccreditation.

**USPIS Basic Inspector Training (BIT)** - CDR Wilbert called upon Board Member, Sue Leeds, to report the results of the BIT review. Ms. Leeds commented that the USPIS is a good agency. Ms. Leeds commented that the financial difficulties of the Postal Service should be placed in context: last year, the USPS moved 50 billion pieces of mail, and the USPIS remained responsible for investigating instances where that mail was used to transport explosive devices, counterfeit drugs, controlled substances, threats, anthrax, and all types of fraud schemes. In addition, the USPIS investigated cases in which postal employees were assaulted or killed. Ms. Leeds said she fully believes they will always be a need for Postal Inspectors, and they will continue to flourish. Ms. Leeds announced the Board unanimously approved BIT for reaccreditation and said she was proud to congratulate them on their reaccreditation. Ms. Leeds called Acting Director Diane Schwarz to come forward and receive their certificate awarding Reaccreditation.

**USPIS Postal Police Officer Basic Training (PPOBT)** - CDR Wilbert called upon Board Member, Lane Timm, to report the results of the PPOBT review. The USPIS

PPOBT was found to non-compliant in one standard and discussed the issue at length. However, the Board was extremely impressed on how the USPIS handled the situation. Once the USPIS recognized the problem meeting the standard they created a corrective action plan to address the standard. Based on this information, the Board grants USPIS PPOBT with a Provisional Accreditation, and looks forward to seeing the results of their corrective action plan. Ms. Timm called Acting Director Diane Schwarz to come forward and share her thoughts. Ms. Schwarz thanked the Board for the work and looks forward to coming before the board again for full-accreditation. All of the credit goes to those who lead the charge: Teresa Zaremba, Leo Resop, Mark Haucke, and Jennifer McDaniel; not only for the work they did in the USPIS achieving accreditations, but in their day in and day out activities.

**DOE Basic Security Police Officer Training (BSPOT)** - CDR Wilbert called upon Board Member, Buck Tanis, to report the results of the DOE review. Mr. Tanis commented that at the last Board meeting, the Assessment team found DOE to be non-compliant in one standard. They took it extremely seriously and submitted evidence to the Office of Accreditation to support that they are now in full compliance with all FLETA Standards. The Board unanimously removed the provisional status and awards DOE full reaccreditation. Mr. Tanis called Ms. AdaMarie Bell to come forward and receive their certificate awarding Reaccreditation on behalf of the Department of Energy. Ms. AdaMarie Bell thanked everyone for this award and noted Mr. Russ Showers, NTC Manager, is an advocate of Accreditation, and sends his regrets in not being able to accept this award in person. In addition, Ms. Bell noted the DOE has learned a lot about needing to “get it right” the first time; we have many lessons learned and we are willing to help any agency who needs our help.

## **V. Approval of Minutes**

CDR Wilbert called for the Board to approve the minutes of the last meeting held November 20, 2008. The motion was made by Sharon Henegan to approve minutes as they read, and was seconded by Buck Tanis. Motion was carried.

## **VI. Reports of Standing Committees**

### **A. Bylaws Committee - Mark Spurrier**

None

### **B. Standards Steering Committee (SSC) – Don Web**

Don Webb stated that the SSC is working on a review process for the Standards. Four working groups, one for each chapter, are being established. The FLETA Standards Revision Initiative Survey has been completed and data has been analyzed. The work groups will be made-up of Board members, Office of Accreditation staff, and Federal Law Enforcement Accreditation Coalition (FLEAC) personnel. It is expected a final report will be completed by end of year, and new version of the Standards Manual for April 2010.

### **C. Membership Committee – CDR Wilbert**

CDR Wilbert reported the Board has received three requests for Board membership and the Department of Health and Human Services relinquished their seat on the Board. The Board will be taking a strategic view on membership and seeking outside consultation before making any adjustments (adding/removing positions) to the Board. The Board wants to put FLETA in a position to withstand scrutiny from every area and needs to look at how we can grow/shrink based on what will be best for the Board in the future and not just the present.

## **VII. General Reports**

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

Gary Mitchell gave a report on the FLETA Office of Accreditation accomplishments; a full report of updates is attached.

Annual reports were accepted from:

- FAMS Academy
- FAMS Federal Air Marshall Training Program II
- FLETC Boat Operators Anti-Terrorism Training Program
- FLETC Law Enforcement Control Tactics Instructor Training Program
- FLETC Law Enforcement Driver Instructor Training Program
- FLETC Maine Law Enforcement Training Program
- FRB Basic Law Enforcement Course
- IRS NCITA Academy
- IRS Special Agent Basic Training
- USCG Academy
- USPIS Postal Inspection Service Facilitator
- USSS Academy
- USSS Essentials of Instruction

Mr. Mitchell thanked the OA staff for all the hard work they have completed to put this meeting together and with the work they completed daily.

Mr. Mitchell noted this was Ms. Golden's last meeting with Office of Accreditation; she has accepted a position with the FLETC Rural Policing Institute.

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

Al Wheaton presented the FLEAC reports to the Board.

## **VIII. Old Business**

None

## **IX. New Business**

None

The next Board Meeting will be in Clearwater, Florida, July 14-16, 2009.

**X. Adjournment of the Open Session**

CDR Wilbert thanked all those present, especially the FLETA Office of Accreditation staff, for making the Board Meeting as effective and efficient as possible. Meeting was adjourned.



**Federal Law Enforcement Training Accreditation Board  
Attendance Roster – March 31-April 2, 2009  
Hilton Head Island, South Carolina**

Agency Name	Full Name	Board Role	Voting	03/31	04/01	04/02
Bureau of Alcohol, Tobacco, Firearms and Explosives	Mark Logan	Board Member	YES			
Bureau of Alcohol, Tobacco, Firearms and Explosives	Paul Leathem	Alternate	YES	X	X	X
Bureau of Diplomatic Security	Doug Allison	Board Member	YES			
Bureau of Diplomatic Security	Nancy Stout	Alternate	YES			
Customs and Border Protection	Art Morgan	Board Member	YES			
Customs and Border Protection	Jeff Fuller	Alternate	YES		X	X
Department of Energy	Russell Showers	Board Member	YES			
Department of Interior	John Kmetz	Board Member	YES			
Department of Interior	Sue Leeds	Alternate	YES	X	X	X
Drug Enforcement Administration	Don Webb	Board Member	YES	X	X	X
Federal Bureau of Investigation	Brian D. Lamkin	Board Member	YES			
Federal Bureau of Investigation	Mike Folmar	Alternate	YES	X	X	X
Federal Law Enforcement Training Center	John Doohar	Board Member	YES	X	X	X
Federal Law Enforcement Training Center	Mike Hanneld	Alternate	YES	X	X	X
Federal Reserve Board	Leonard "Buck" J. Tanis	Board Member	YES	X	X	X
Immigration and Customs Enforcement	Charles N. DeVita	Board Member	YES	X	X	X
Immigration and Customs Enforcement	Donato Coyer	Alternate	YES	X	X	X
Internal Revenue Service	Lane Timm	Board Member	YES	X	X	X
Internal Revenue Service	Terry Stuart	Alternate	YES	X	X	X

Agency Name	Full Name	Board Role	Voting	03/31	04/01	04/02
National Oceanic and Atmospheric Administration	Mark Spurrier	Board Member	YES	X	X	X
National Oceanic and Atmospheric Administration	Everett Baxter	Alternate	YES			
Naval Criminal Investigative Service	Edmund T. Winslow	Board Member	YES	X	X	X
Office of Personnel Management	Kevin Marshall	Board Member	YES			
Office of Personnel Management	Joseph B. Enders	Alternate	YES		X	X
President's Council on Integrity & Efficiency and the Executive Council on Integrity and Efficiency	Patrick O'Carroll	Board Member	YES			
President's Council on Integrity & Efficiency and the Executive Council on Integrity and Efficiency	Angela Hrdlicka	Alternate	YES	X	X	X
Secret Service	A.T. Smith	Board Member	YES	X	X	X
Secret Service	Keith Hill	Alternate	YES			
Transportation Security Administration-FAMS	Michael Novak	Board Member	YES	X	X	X
U.S. Coast Guard	Mark Wilbert	Board Member	YES	X	X	X
U.S. Coast Guard	David Walts	Alternate	YES		X	X
U.S. Courts	Sharon O. Henegan	Board Member	YES	X	X	X
U.S. Courts	Jeannine Gabriel	Alternate	YES			
U.S. Marshal Service	Marc Farmer	Board Member	YES	X	X	X
U.S. Postal Inspection Service	Nicole A. Johnson	Board Member	YES			
U.S. Postal Inspection Service	Diane Schwarz	Alternate	YES	X	X	X
American Society of Crime Lab Directors/Laboratories	Ralph Keaton	Consultant	NO	X	X	X
Federal Law Enforcement Officers Association	Tim Danahey	Consultant	NO			
FLETA Office of Accreditation	Gary Mitchell	Consultant	NO		X	X
Intl. Assoc. of Directors of LE Standards and Training	Jim Dozier, PhD.	Consultant	NO	X	X	X
FLETA Office of Accreditation	Robert (Bob) Bruton	Staff	NO	X	X	X

Agency Name	Full Name	Board Role	Voting	03/31	04/01	04/02
FLETA Office of Accreditation	Patricia Golden	Staff	NO	X	X	X
FLETA Office of Accreditation	Don Smith	Staff	NO	X	X	X
FLETA Office of Accreditation	Steve Argiriou	Staff	NO		X	X
FLETA Office of Accreditation	Dana O'Quinn	Staff	NO	X	X	X
FLETA Office of Accreditation	Joseph S. Augeri	Staff	NO	X	X	X

	March 31	April 1	April 2
<b>Voting Members</b>	17	19	19





## **Federal Law Enforcement Training Accreditation Board**

### **Executive Director's Report**

**April 2, 2009**

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

96 applications on file  
27 for Academy accreditation  
69 for Program accreditation

19 for Reaccreditation

#### Applications received for:

CBP - Basic Entry Specialist Training Program (BEST)  
CBP - Customs and Border Protection Agriculture Specialist Training Program (CBPAS)  
CBP/BP - Task Based Language Teaching  
ICE - Fugitive Operations Training Program (FOTP)  
ICE - Supervisory Leadership Training  
ICE - Immigration Authority Delegation Program (IADP)  
USAMPS - U.S. Army Military Police School (USAMPS)  
USAMPS - Department of the Army Civilian Police Academy

#### **FLETA Training**

1. Accreditation Manager Training (AMTP 901) – February 3-4, 2009, Glynco, GA - 24 students
2. Accreditation Manager Training for CBP (AMTP 903) – February 10-11, 2009, Glynco, GA - 27 students
3. Accreditation Manager Training (AMTP 902) – February 24-25, 2009, Artesia, NM - 24 students
4. Assessor Training (ATP 901) – March 10-11, 2009, Glynco, GA - 11 students

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

##### Initial Assessment

USSS Uniformed Division Training Course – January 26-30, 2009  
USSS Special Agent Training Course – January 26-30, 2009

##### Reaccreditation Assessment

USPIS Academy – November 3-7, 2008  
USPIS Basic Inspector Training – December 8-12, 2008  
USPIS Postal Police Officer Basic Training – December 8-12, 2008  
FLETC Academy – January 20-22, 2009

##### Provisional Follow-up

DOE Basic Security Police Officer Training – Report received March 24, 2009

### **Assessors (Tab 7)**

Twenty-one (+3 over previous cycle) assessors and thirteen (+4) shadow assessors were used for a cost of \$42,269.69 (+15,240.91). Assessors were from thirteen (+8) different agencies and averaged 2.8 previous assessment assignments.

### **Accreditation Incentive Fund (Tab 8)**

Funds were expended during the first and second quarter of FY 2009 for the following activities:

1. FLETA Board Meeting, November 2008 – 11 Accreditation Managers – approx. \$5,200
2. FLETA Assessments November 2008-January 2009 - 12 Shadow Assessors – approx. \$22,000
3. ISD Training – February 6-10, 2009, Atlanta, GA – 9 students – approx. \$28,900
4. Assessor Training (ATP 901) – March 10-11, 2009, Glynco, GA – 3 students - approx. \$3,700
5. FLETA Board Meeting, March/April 2009 – 42 people from the accreditation community – approx. \$43,000
6. Excel Training, March 31, 2009 – 40 students - \$4,350

### **Additional Activities by Month**

#### **December 2008**

Met with Ukrainian Police delegation to explain the FLETA process. State Department representative stated funding is available to assist foreign governments with training accreditation.

#### **January 2009**

Attended the International Association of Directors of Law Enforcement Standards and Training (IADLEST) regional meeting at the North Carolina Justice Academy (Funded by a NHTSA Grant, no cost to FLETA).

Met with Board Member Don Webb on January 27, 2009, to discuss standards review process.

Met with new Board Member A. T. Smith (USSS) on January 28, 2009.

#### **February 2009**

The FLETA Executive Committee met in Glynco, GA on February 5, 2009.

Spoke at LEITP graduation February 13, 2009 – Bob Bruton attended the course.

Met with Department of Energy and Board Member Russell Showers on February 23, 2009.

#### **March 2009**

Attended the Treasury Executive Institute Epic Change Program with FLETA Program Managers on March 17, 2009.

Attended CALEA meeting with Board Chairperson Mark Wilbert on March 20-21, 2009.

Met with new Board Member Mike Hanneld (FLETC) on March 24, 2009.