



**Federal Law Enforcement Training Accreditation Board
Board Meeting
July 15, 2010
Clearwater, Florida**

115-501 (CFO/OAC)

I. Call to Order

Chairperson Donald Webb called the Board meeting to order at 9:00 a.m. He asked FLETA Board Member Commander Paul Baker, USCG, to introduce the color guard who presented the colors. Everyone stood and said the Pledge of Allegiance.

II. In attendance

Voting Members: 15 present – 11 needed for a quorum (attendance sheet attached).

III. Welcoming Remarks and General Comments

Chair Don Webb welcomed everyone and asked the Board to introduce themselves. He said it had been a very active and busy two days this week for the Board, including the review of seven programs: four accreditations and three reaccreditations. The Board also reviewed and approved the revised FLETA Standards and elected two vice-chairs – the new First Vice-Chair is Mr. Michael Hanneld, FLETC. The new Second Vice-Chair is Mr. Ronald Ward, U.S. Courts. Mr. Webb thanked the Federal Law Enforcement Accreditation Coalition (FLEAC) for their support and input to the accreditation process.

Mr. Webb recognized several Board members whose terms are up or who are leaving their current positions and will no longer serve on the FLETA Board. Ms. Lane Timm, IRS, served on the Board since March 2006 – Mr. Webb said she is a person who is a voice on the Board and provided counsel to him and he will miss her. He then presented a Certificate of Appreciation to her. Mr. Jim Dozier, Ph.D., has served on the Board since July 2002. Mr. Webb mentioned how Mr. Dozier was almost a charter member before there was a Board as such. He recognized Mr. Dozier for his support and assistance over a significant period of time and presented him with a Certificate of Appreciation. Mr. Webb also mentioned Russell Showers and Kevin Marshall whose terms are expiring.

IV. Accreditation Awards

Chairperson Don Webb announced that two Board Review Committees met on Wednesday, July 14, 2010, and conducted reviews of the following agencies:

Initial Accreditations:

FBI – New Agents Training Program (NATP)

FBI – FBI Academy

CBP – Regulatory Audit Basic Auditor Part A (RABAA)

CBP – Basic Import Specialist Training (BIST)

Reaccreditations:

FLETC – Law Enforcement Fitness Coordinator Training Program (LEFCTP)

FLETC – Criminal Investigator Training Program (CITP)

NCIS – NCIS Training Academy

Following the reviews, the FLETA Board went into Executive Session, reviewed each application for accreditation or reaccreditation, and considered the Board Review Committee recommendations. The Board approved each application for accreditation/reaccreditation.

FBI, New Agents Training Program (NATP) – Don Webb called upon Board Member Tim Carruth to report the results of the NATP review. Mr. Carruth noted the NATP is the first FBI program to come before the FLETA Board. He highlighted the robust student throughput with 900+ students/year going through the NATP. Mr. Carruth spoke about how students in the NATP are measured not only in classroom academics, but also six suitability dimensions that help determine if a student can cut it as an agent. Two Best Practices noted in the NATP Assessment were the student handbook which is essentially a contract with the FBI, and the Accreditation Guide which ensures all unit chiefs know the standards and what is expected in terms of accreditation. Mr. Carruth announced the Board unanimously approved the NATP for its initial accreditation and called Mr. Thomas Browne, Deputy Assistant Director Training Division, to come forward and receive the certificate awarding accreditation. Mr. Browne thanked the Board, saying “It helps to have FLETA come in and affirm that we still have a good program”. He said accreditation only makes them better and a stronger academy, and he thanked the Board and the accreditation team.

Federal Bureau of Investigation – FBI Academy – Don Webb called upon Board Member Pat Corcoran to report the results of the FBI Academy review. Mr. Corcoran noted the FBI Academy delivers five core programs and he highlighted two Best Practices that were identified in the assessment: Fast Track firearms remedial training and their library that is available 24/7. Mr. Corcoran announced the Board unanimously approved the FBI Academy for accreditation and called Mr. Thomas Browne, Deputy Assistant Director Training Division, to come forward and receive the certificate awarding accreditation. Mr. Browne discussed how the FBI Academy has started to invest in infrastructure with dozens of ongoing projects to bring buildings up to the standard of the training they deliver. He thanked the Board for recognizing the Academy and accrediting it.

CBP, Regulatory Audit Basic Auditor Part A (RABAA) – Don Webb called upon Board Member Tim Danahey to report the results of the RABAA review. Mr. Danahey gave a brief review of the RABAA program and what CBP auditors do. He noted two Best Practices identified in the assessment: the use of SharePoint for team building, and the Academy Class Management System, web-based tool that automates all class management activities. Mr. Danahey announced the Board unanimously approved the RABAA for accreditation and called Darren McQuade, Assistant Director CBP Field Operations Academy in Charleston, to come forward to receive the certificate awarding

accreditation. Mr. McQuade thanked the Board and said “FLETA has done tremendous good for us”. He said it makes them look at themselves and he appreciates what FLETA has done to make them a better academy.

CBP, Basic Import Specialist Training (BIST) – Don Webb called upon Board Member Paul Baker to report the results of the BIST review. Commander Baker talked about what Import Specialists do and noted that 985 Import Specialists process about \$3.2 trillion worth of international merchandise annually. He thanked the assessment team and noted two Best Practices they identified in the assessment: Risk Analysis and the Training Record System. Commander Baker announced the Board unanimously approved the BIST for accreditation and called Darren McQuade, Assistant Director CBP Field Operations Academy in Charleston, to come forward to receive the certificate awarding accreditation. Mr. McQuade thanked the Board and recognized the CBP accreditation team of Christiana Halsey, Michael McDade, and Julie Altman. He said the CBP will continue to be a pillar of FLETA.

FLETC Law Enforcement Fitness Coordinator Training Program (LEFCTP) – Don Webb called upon Board Member Jeffrey Fuller to report the results of the LEFCTP review. Mr. Fuller spoke a little bit about the LEFCTP and its purpose. He complimented FLETC on the current research and development being looked into, and noted three Best Practices that were identified in the assessment: 1) the FLETC Glynco Facility Student Handbook, 2) the process for certifying new instructors, and 3) the development and maintenance of lesson plans due to the thorough review and approval process. Mr. Fuller announced the Board unanimously approved the LEFCTP for reaccreditation and called Mr. Dominick Braccio, Assistant Director for the Glynco Training Directorate, to come forward to receive the certificate awarding reaccreditation. Mr. Braccio thanked the FLETA Board for their support. Accreditation is a rigorous process and FLETC is grateful for the opportunity to go through it.

FLETC Criminal Investigator Training Program (CITP) – Don Webb called upon Board Member David Schnorbus to report the results of the CITP review. Mr. Schnorbus noted the FLETC CITP has been the flagship basic criminal investigator training since about 1970 and said he was a graduate himself. Mr. Schnorbus announced the Board unanimously approved the CITP for reaccreditation and called Mr. Dominick Braccio, Assistant Director for the Glynco Training Directorate, to come forward to receive the certificate awarding reaccreditation. Mr. Braccio thanked the assessment team for their hard work and said the accreditation process has been embraced by the entire FLETC family and organization.

Naval Criminal Investigative Service, NCIS Academy – Don Webb called upon Board Member Ronald Ward to report the results of the NCIS Academy review. Mr. Ward said it was a great honor to look behind the veil of one of the premier law enforcement trainings in the country and he complimented Mr. Eric Barrus, NCIS Training Academy Accreditation Manager, for a great presentation. Mr. Ward announced the Board unanimously approved the NCIS Academy for reaccreditation and called Tim Carruth, Director of the NCIS Training Academy, to come forward to receive the certificate awarding reaccreditation. Mr. Carruth talked about how reaccreditation was his first task

when he became the Director of the Academy. His job was made easier by having a good staff and team, Joe Sieber, Eric Barrus, and Scott Hickson. He said they did a good job with a lot of heavy lifting.

V. Assessor Certificates

Chairperson Don Webb and Gary Mitchell presented certificates to the Team Leaders and Assessors who participated in the seven assessments listed above and thanked them for their hard work and help in the accreditation process. Mr. Webb noted they asked the hard questions of the organizations during the assessments to make sure the Board had good information to make their decisions. "Without these people, there would be no reason to meet. They do all the hard work." Certificates of Appreciation were presented to Dr. Michael McDade, Stephen Reese, Jason Worchel, Wesley Windle, Liz Dodson, Samantha Seaman, Jeffrey Thompson, Kevin Miller, Robert Isaman, Tony Howell, Phyllis Wade, Debra Lucky, Tom Flanagan, Sally Livingston, Eric Orr, James Ferry, Gene Castleberry, and Danielle Mozzetta.

VI. Approval of Minutes

Chairperson Don Webb called for approval of the minutes of the FLETA meeting held April 22, 2010. A motion to approve the minutes was made by Charlie DeVita, seconded by Mike Hanneld, and carried unanimously.

VII. Reports of Standing Committees

A. Standards Review Initiative – Gary Mitchell, Office of Accreditation Executive Director, reported on the work done by the accreditation community and the Board over the past year, starting with a survey and including the establishment of a working group who presented proposed revisions. Field comments were collected and a final set of proposed revisions were presented to the Board for review. The Board has approved 52 program standards and 20 additional academy standards. The Board will take a final look at the document and we hope to publish the combined guide and standards in September or October. There will also be a transition plan for agencies who already have applications in, and the FLETA process forms will be revised and streamlined.

Mr. Webb thanked the FLEAC, the Quantico Working Group, and the Office of Accreditation for their support and assistance in this process.

B. Bylaws Committee – Lane Timm reported that the Bylaws Committee met and made some proposed revisions to the FLETA Bylaws. The Board approved the revisions which will be published on the FLETA website, www.fleta.gov.

VIII. General Reports

A. FLETA Office of Accreditation – Gary Mitchell reported on the FLETA Office of Accreditation activities (full report attached).

Mr. Mitchell reported 13 training academies are accredited, six (6) of which have received reaccreditation. Thirty-nine (39) law enforcement training programs are accredited, 17 of which have received reaccreditation. Currently, 149 applications are on file, 76 of which are in-progress. Of those 76, three (3) are for academy reaccreditation, 10 are for program reaccreditation, 13 are for academy accreditation, and 50 are for program accreditation.

Annual reports were received from:

Year 1

- FLETC - Federal Law Enforcement Training Center
- USPIS - Basic Inspector Training (BIT)
- USPIS - Postal Police Officer Basic Training Program (PPOBT)
- USPIS - Career Development Unit (Academy)
- USSS - Special Agent Training Course
- USSS - Uniformed Division Training Course

Year 2

- FLETC - Firearms Instructor Training Program (FITP)
- FLETC - Uniformed Police Training Program (UPTP)
- NCIS - Protective Service Operations
- NCIS - Special Agent Basic Training Program
- USCG - Radiation Detection Level II Operator Course

Mr. Mitchell thanked the OA staff for their work.

B. Accreditation Coalition – Al Wheaton reported that the FLEAC attended training on Tuesday with Thiagi that “brought us to our feet, turned us around, opened our eyes, and touched our hearts”. During the training some ideas for the Office of Accreditation (OA) were generated. At the Wednesday business meeting they heard updates from Don Webb, FLETA Board Chair, and Gary Mitchell, OA Executive Director. OA Program Manager Bob Bruton will no longer be the OA liaison with the FLEAC – it will now be OA Program Manager C.J. Ross. Mr. Wheaton said they heard reports from five subcommittees and developed a list of items to work on, including the proposed use of FLETA assessors for self-assessments as well as FLETA assessments. Mr. Wheaton reported that Dani Mozzetta was elected the new FLEAC Chair – she will serve a two-year term. As he steps down, Mr. Wheaton thanked the Board, the OA, and the accreditation community. Don Webb, FLETA Board Chair, thanked Al for his hard work and leadership of the FLEAC.

IX. Old Business

FLETA Board Meeting Locations: Don Webb reported the process is ongoing and the Board is continuing to gather information to be able to make decisions on future board meeting locations.

X. New Business

Next Meeting:

November 16-18, 2010, in Quantico, Virginia, hosted by the FBI Academy.

XI. Adjournment of the Open Session

Chairperson Donald Webb adjourned the meeting at 10:15 a.m.



**Federal Law Enforcement Training Accreditation Board
Attendance Roster – July 13 – 15, 2010
Clearwater, Florida**

Last Name	First Name	Agency	Tue 7/13	Wed 7/14	Thu 7/15
Baker	Paul	U.S. Coast Guard	X	X	X
Carruth	Timothy	Naval Criminal Investigative Service	X	X	X
Corcoran	Patrick	U.S. Postal Inspection Service	X	X	X
DeVita	Charles N.	Immigration and Customs Enforcement	X	X	X
Fuller	Jeffrey	Customs and Border Protection	X	X	X
Hanneld	Michael	Federal Law Enforcement Training Center	X	X	X
Johnson	Vernon C.	U.S. Marshals Service	X	X	X
Kmetz	John	Department of Interior	Excused Absence		
Lamkin	Brian D.	Federal Bureau of Investigation	X	X	
Logan	Mark	Bureau of Alcohol, Tobacco, Firearms and Explosives	Excused Absence		
Moore	Richard	President's Council on Integrity & Efficiency and the Executive Council on Integrity and Efficiency	Excused Absence		
Schnorbus	David	Dept. of State, Bureau of Diplomatic Security	X	X	X
Smith	A. T.	U.S. Secret Service	Unexcused Absence		
Spurrier	Mark	National Oceanic and Atmospheric Administration	Unexcused Absence		
Tanis	Leonard "Buck" J.	Federal Reserve Board	X	X	X
Timm	Lane	Internal Revenue Service	X	X	X
Ward	Ronald	U.S. Courts	X	X	X
Webb	Don	Drug Enforcement Administration	X	X	X
Zimmerman	Donald	Transportation Security Administration/Federal Air Marshal Service	Unexcused Absence		
Danahey	Timothy	Federal Law Enforcement Officers Association	X	X	X
Dozier, PhD.	Jim	Intl. Assoc. of Directors of Law Enforcement Standards and Training	X	X	X
Keaton	Ralph	American Society of Crime Laboratory Directors/Laboratory Accreditation Board	X	X	X
Mitchell	Gary	FLETA Office of Accreditation	X	X	X



**Federal Law Enforcement Training Accreditation Board
Executive Director's Report
July 15, 2010**

FLETA Applications (Tab 6) data for this report is through July 5, 2010

149 total applications on file
68 have received accreditation

76 are in-progress

13 for Academy accreditation
50 for Program accreditation
3 for Academy reaccreditation
10 for Program reaccreditation

Applications received from/for:

Date	#	Agency	Academy/Program
4/12/2010	61.1	NCIS	Protective Service Operations Training
4/12/2010	72.1	NCIS	Special Agent Basic Training Program
4/12/2010	19.1	NCIS	NCIS Training Academy
5/10/2010	27.1	FRB	Basic Law Enforcement Course
7/5/2010	40.1	TIGTA	TIGTA Training Academy
7/5/2010	47.1	USCG	Maritime Law Enforcement Academy

FLETA Sponsored Training

Date	Number trained	Event
5/16/2010	9	ASTD International Conference & Exposition
5/19/2010	14	Assessor Training Program (ATP) 10-03

FLETA Assessments (Tab 2)

Initial FLETA Assessments

FBI – New Agent Training Program March 9-11, 2010
Team Leader Danielle Mozetta, Assessors Gene Castleberry and Liz Dodson
Shadow Assessor Ray Philyaw

FBI Academy March 15-19, 2010
Team Leader James Ferry, Assessors Tony Howell and Eric Orr
Shadow Assessors Thomas Cherwinski and Rodger Agonoy

CBP – Regulatory Audit Basic Auditor Part A Mar. 30–Apr. 1, 2010
 Team Leader Sally Livingston, Assessors Tom Flanagan and Debra Lucky
 Shadow Assessors Jennifer Kasper and LaTonya Moss

CBP – Basic Import Specialist Training April 6-8, 2010
 Team Leader Phyllis U. Wade, Assessors Tony Howell and Robert Isaman
 Shadow Assessors Stephen Reese, Mark Boswell, and Russell Curry

Reaccreditation Assessments

FLETC – Law Enforcement Fitness Coordinator Training Program March 23-25, 2010
 Team Leader Dr. Michael B. McDade, Assessors Kevin L. Miller and Jeffrey K. Thompson
 Shadow Assessor Anthony L. Grassi

FLETC – Criminal Investigator Training Program April 12-14, 2010
 Team Leader Samantha Seaman, Assessors Liz Dodson and Wes Windle
 Shadow Assessors Julie Altman, Nancy Barwick, and James Hensley

NCIS Training Academy April 27-29, 2010
 Team Leader Jason M. Worchel, Assessors Stephen K. Reese and Dr. Michael B. McDade
 Shadow Assessors June Devisfruto, John Rhame, and Matt Basenback

Assessors (Tab 6)

Twenty-one assessors (six fewer than last cycle) and fifteen (same as last cycle) shadow assessors were used for a cost of \$24,206.22 (\$16,745.43 less than last cycle). Assessors were from fourteen (-2) different agencies and averaged 2.39 (-.92) assessment assignments.

Accreditation Incentive Fund (Tab 6)

Funds expended during the second quarter of FY 2010 included the following activities:

- 1. Accreditation Awards (Certificates) \$771.35
- 2. ASTD Training Conference & Expo, Chicago, IL \$39,196.79
 - Nine (9) people from accredited agencies attended receiving training on various facets of the training process.
- 3. Assessment Shadow assignments
 - FLETA Assessment FBI New Agent Training Program (1 shadow) \$1,613.15
 - FLETA Assessment FBI Academy (2 shadows) \$2,236.57
 - FLETA Assessment CBP – Basic Import Specialist Training (3 shadows) \$1,712.21
 - FLETA Assessment FLETC – Criminal Investigator Training Program (3 shadows) \$1,351.93
 - FLETA Assessment NCIS Training Academy (3 shadows) \$3,064.62

4. FLETA Assessor Training - Fourteen (14) people received training in ATP 10-03	\$8,374.11
5. FLETA Board Meeting, Annapolis, MD - Twenty-six (26) people from the accreditation community were funded to attend the FLETA Board meeting.	\$25,561.71
6. FLETA Assessments - Funded 8 people for 3 assessments	\$12,394.34
7. Self-Assessments - Funded one person	\$1,917.08
Total for Listed Expenses	\$98,193.86

Additional Activities by Month

April 2010

Mr. Bob Bruton and Mr. C.J. Ross made a site visit to agencies located in Washington, DC, area.

Mr. Gary Mitchell attended the regional IADLEST meeting in Columbia, SC, at the SC Criminal Justice Training Academy.

FLETA Board meeting in Annapolis, MD.

May 2010

Mr. Gary Mitchell and Mr. Joe Augeri made a site visit to agencies located in Charleston, SC.

Mr. Don Webb, Mr. Charles DeVita, and Mr. Gary Mitchell met with OMB representative to discuss a potential Washington move for FLETA.

June 2010

Mr. Gary Mitchell and Mrs. Pat Perry worked with the Bylaws Committee in Washington, DC.

Mr. Billy McLeod made a site visit to Veterans Administration in Little Rock, AK.

Mr. Gary Mitchell attended the national IADLEST meeting in Corpus Christie, TX,

Mr. Joe Augeri made a site visit to agencies located in Artesia, NM.