



**Federal Law Enforcement Training Accreditation Board
Board Meeting
April 22, 2010
Annapolis, Maryland**

115-501 (CFO/OAC)

I. Call to Order

Chairperson Donald Webb called the Board meeting to order at 8:58 a.m.

II. In attendance

Voting Members: 16 present – 11 needed for a quorum (attendance sheet attached).

III. Welcoming Remarks and General Comments

Mr. Webb thanked everyone for coming to Annapolis and said the Board has accomplished a lot this week. He then led the Board members and audience in the Pledge of Allegiance. Mr. Webb introduced five new Board members: Vernon Johnson, USMS; Ronald Ward, U.S. Courts; Donald Zimmerman, TSA/FAMS; David Schnorbus, DOS-Bureau of Diplomatic Security; and Paul Baker, USCG.

Mr. Webb asked the Board to introduce themselves and then announced that he had been elected to be the FLETA Board Chairperson for the next two years.

Gary Mitchell, FLETA Board Executive Director, introduced the two newest FLETA Office of Accreditation (OA) staff members, Billy McLeod and C.J. Ross, both Program Managers in the OA. Mr. Mitchell also thanked the OA staff for their hard work in helping to put on the Board meeting.

IV. Accreditation Awards

Chairperson Don Webb announced that two Board Review Committees met on Wednesday, April 21, 2010, and conducted reviews of the following agencies:

Initial Accreditations:

Federal Air Marshal Service Instructor Development Course
CBP Basic Entry Specialist Training Program
U.S. Army Military Police School (Academy)
U.S. Army Civilian Police Academy (Program)

Reaccreditations:

U.S. Secret Service – Essentials of Instruction
U.S. Secret Service – James J. Rowley Training Center (Academy)
Internal Revenue Service – Basic Instructor/Facilitator Training
FLETC – Inland Boat Operators Training Program
FLETC – Law Enforcement Instructor In-Service Training Program

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.

Federal Air Marshal Service Instructor Development Course (IDC) – Don Webb called upon Board Member Tim Danahey to report the results of the IDC review. Mr. Danahey announced the Board unanimously approved the FAMS IDC for its initial accreditation. Mr. Danahey called Joseph J. D’Angelillio to come forward and receive the certificate awarding accreditation. Mr. D’Angelillio thanked everyone who helped with the accreditation process and mentioned how accreditation helped nail down a legally defensible curriculum.

CBP Basic Entry Specialist Training Program (BEST) – Don Webb called upon Board Member Mark Logan to report the results of the BEST review. Mr. Logan announced the Board unanimously approved the BEST for accreditation and called Darren McQuade to come forward and receive the certificate awarding accreditation. Mr. McQuade thanked the Board and said this accreditation process has made the CBP a better organization. He said CBP is proud of every certificate they have received here and look forward to getting more of their programs accredited.

U.S. Army Military Police School (USAMPS) – Don Webb called upon Board Member Charlie DeVita to report the results of the USAMPS review. Mr. DeVita announced the Board unanimously approved the USAMPS for accreditation and called Col. Gretchen Cadwallader to come forward to receive the certificate awarding accreditation. Col. Cadwallader thanked the Board on behalf of Brigadier General David Phillips, Commanding General of the Maneuver Support Center of Excellence and Fort Leonard Wood, and Brigadier General Colleen L. McGuire, the Provost Marshal General of the Army and the Commanding General of the U.S. Army Criminal Investigation Command. She also thanked the Army staff for their hard work. They look forward to a continued relationship with FLETA.

U.S. Army Civilian Police Academy (USACPA) – Don Webb called upon Board Member A.T. Smith to report the results of the USACPA review. Mr. Smith announced the Board unanimously approved the USACPA for accreditation and called Col. Gretchen Cadwallader to come forward to receive the certificate awarding accreditation. Col. Cadwallader thanked the Board. She said the Civilian Police Academy has been a dream in the making and they hope to become the Department of Defense’s center of excellence for law enforcement. She said it is very rewarding to have their vision of soldiers and civilians training together come to fruition.

U.S. Secret Service Essentials of Instruction – Don Webb called upon Board Member Patrick Corcoran to report the results of the Essentials of Instruction review. Mr. Corcoran announced the Board unanimously approved the Essentials of Instruction Training Program for reaccreditation and called Mr. Tony Ball to come forward to receive the certificate awarding reaccreditation. Mr. Ball thanked the Board. He said the

USSS works hard at the academy to have the best trained officers. He thanked Ms. Kim Canitz for her determination to keep accreditation moving forward, working as basically a one-person section for years.

U.S. Secret Service – James J. Rowley Training Center – Don Webb called upon Board Member Buck Tanis to report the results of the James J. Rowley Training Center (JJRTC) review. Mr. Tanis announced the Board unanimously approved the Training Center for reaccreditation and called A.T. Smith to come forward to receive the certificate awarding reaccreditation. Mr. Smith thanked the Board on behalf of the JJRTC and thanked Mr. Tanis personally for all he accomplished in his years as the head of the JJRTC.

IRS Basic Instructor/Facilitator Training Program (BIFT) – Don Webb called upon Board Member Mike Hanneld to report the results of the BIFT review. Mr. Hanneld announced the Board unanimously approved the BIFT for reaccreditation and called Mr. Dominic McClinton to come forward to receive the certificate awarding reaccreditation. Mr. McClinton thanked the Board and the assessment team on behalf of Terry Stuart and the other IRS staff. He also thanked Sally Livingston and Gene Castleberry for their hard work on all the IRS accreditations and reaccreditations.

FLETC Inland Boat Operators Training Program (IBOT) – Don Webb called upon Board Member Paul Baker to report the results of the IBOT review. Commander Baker announced the Board unanimously approved the IBOT Program for reaccreditation and called Mike Hanneld to come forward to receive the certificate awarding reaccreditation. Mr. Hanneld said Assistant Director Dominick Braccio and DMD Division Chief John Besselman asked him to extend their gratitude to the Board and the assessors. He said that even though FLETC does these reaccreditations almost routinely, every one represents a lot of effort.

FLETC Law Enforcement Instructor In-Service Training Program (LEIISTP) – Don Webb called upon Board Member Ronald Ward to report the results of the LEIISTP review. Mr. Ward announced the Board unanimously approved the LEIISTP for reaccreditation and called Mike Hanneld to come forward to receive the certificate awarding reaccreditation. Mr. Hanneld recognized Ron Dionne as the Branch Chief of the Training Management Division's Training Methodologies Branch and commented on how nothing is more important at FLETC than training the instructors – that is the future of law enforcement. Mr. Hanneld expressed his gratitude to Mr. Dionne, his staff, and the Partner Organizations who participate in the LEIISTP.

V. Assessor Certificates

Chairperson Don Webb and Gary Mitchell presented certificates to the Team Leaders and Assessors who participated in the above nine assessments and thanked them for their hard work and help in the accreditation process.

VI. Approval of Minutes

Chairperson Don Webb called for approval of the minutes of the FLETA meeting held November 5, 2009. The motion was made by Mike Hanneld, seconded by Mark Logan, and carried unanimously.

VII. Reports of Standing Committees

- A. Standards Review Initiative** – Gary Mitchell reported that the Quantico Working Group met in January after reviewing the work from previous working groups. The resulting recommendations will be posted to the FLETA website about May 1st, giving the Board and Accreditation Community 30 days to comment on the draft revisions to the standards. The Board will then review all comments at the July Board Meeting.
- B. Bylaws Committee** – Don Webb reported a Bylaws Committee has been appointed with Lane Timm as the Chair, along with Mike Hanneld, Ron Ward, and Patrick Corcoran.
- C. Washington Move Committee** – Charlie DeVita reported that the Board voted unanimously to move forward on plans to relocate the FLETA Office of Accreditation to Washington, D.C. Also to seek-out a parent agency to take responsibility for the OA support functions so FLETA may retain its independence.

VIII. General Reports

A. FLETA Office of Accreditation – Gary Mitchell

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

Mr. Mitchell reported 12 training academies are accredited, six (6) of which have received reaccreditation. Thirty-six (36) law enforcement training programs are accredited, 15 of which have received reaccreditation. Currently, 144 applications are on file, 85 of which are in-progress. Of those 85, 18 are for reaccreditation, 15 are for academy accreditation, and 52 are for program accreditation.

Annual reports were received from:

- CBP Customs and Border Protection Integrated Training Program (CBPI)
- Dept. of State's Office of Training and Performance Support (Academy)
- Dept. of State – Basic Special Agent Course (BSAC)
- Dept. of State – Instructor Development Course (IDC)
- Federal Air Marshal Service Training Center (FAMSTC)
- Federal Air Marshal Training Program II (FAMTP II)
- Federal Reserve Basic Law Enforcement Course (FRBLEC)
- U.S. Postal Inspection Service Facilitator Training Program (PISFTP)

B. Accreditation Coalition – Sally Livingston

Sally Livingston reported that the FLEAC currently has 58 members, 43 of whom were in attendance this week in Annapolis. They met yesterday and approved some bylaw amendments and elected Bill Williams as the new Vice Chair. The position of Chair will rotate after the July Board Meeting, so voting for that position will be done at the July meeting. Tuesday of this week the FLEAC received an update from Office of Accreditation staff on training. On Wednesday, after the FLEAC business meeting, the group broke into three roundtable groups as follows: 1) Reaccreditation tips, 2) Team Leader and Assessor tips, and 3) Instructional Systems Design.

IX. Old Business

Board Membership: At the November board meeting, the Board asked the FLETA Office of Accreditation to prepare a Transition Plan to reduce the Board membership to 21 members.

(1) Letters will be sent to two Board members to determine if they intend to remain as current Board members.

(2) The Board approved motions to extend the Department of State and the community of Inspector General by one year to align term expirations.

(3) The Board voted unanimously that if a Board member misses two Board Meetings/year, the Board will evaluate the reasons for that member having missed the two meetings, and will decide if the member should remain on the Board.

By November 2012 the Board should be at its desired level of 21 members.

X. New Business

A. FLETA Officer Elections: The Nomination Committee will solicit nominees for the 1st Vice Chair and 2nd Vice Chair to be elected at the July Board meeting.

B. Ukraine Application: The Board voted to decline applications for accreditation of programs from foreign law enforcement agencies or organizations.

C. Future Meetings:

July 13-15, 2010, in Clearwater, Florida. Information will be posted to the FLETA website in the next couple of weeks.

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 10:22 a.m.



**Federal Law Enforcement Training Accreditation Board
Attendance Roster – April 20 – 22, 2010
Annapolis, Maryland**

Agency Name	Full Name	Board Role	Voting	4/20	4/21	4/22
Bureau of Alcohol, Tobacco, Firearms and Explosives	Mark Logan	Board Member	YES	X	X	X
Bureau of Diplomatic Security	David Schnorbus	Board Member	YES	X	X	X
Customs and Border Protection	Jeffrey Fuller	Board Member	YES	X	X	X
Department of Energy	Russell Showers	Board Member	YES			
Department of Interior	John Kmetz	Board Member	YES			
Drug Enforcement Administration	Don Webb	Board Member	YES	X	X	X
Federal Bureau of Investigation	Brian D. Lamkin	Board Member	YES	X	X	
Federal Law Enforcement Training Center	Mike Hanneld	Board Member	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
Internal Revenue Service	Lane Timm	Board Member	YES	X	X	X
National Oceanic and Atmospheric Administration	Mark Spurrier	Board Member	YES			
Naval Criminal Investigative Service	Tim Carruth	Board Member	YES		X	X
Office of Personnel Management	Kevin Marshall	Board Member	YES			
President's Council on Integrity & Efficiency and the Executive Council on Integrity and Efficiency	Richard Moore	Board Member	YES	X	X	X
Transportation Security Administration-FAMS	Donald Zimmerman	Board Member	YES	X	X	X
U.S. Coast Guard	Paul Baker	Board Member	YES	X	X	X

Agency Name	Full Name	Board Role	Voting	4/20	4/21	4/22
U.S. Courts	Ronald Ward	Board Member	YES	X	X	X
U.S. Marshal Service	Vernon C. Johnson	Board Member	YES	X	X	X
U.S. Postal Inspection Service	Patrick Corcoran	Board Member	YES	X	X	X
U.S. Secret Service	A.T. Smith	Board Member	YES	X	X	X
American Society of Crime Laboratory Directors/Laboratory Accreditation Board	Ralph Keaton	Consultant	NO			
Federal Law Enforcement Officers Association	Tim Danahey	Consultant	NO	X	X	X
FLETA Office of Accreditation	Gary Mitchell	Consultant	NO	X	X	X
Intl. Assoc. of Directors of Law Enforcement Standards and Training	Jim Dozier, PhD.	Consultant	NO			

	April 20	April 21	April 22
Voting Members	16	17	16



Federal Law Enforcement Training Accreditation Board Executive Director's Report April 22, 2010

FLETA Applications (Tab 6) data for this report is through March 31, 2010

144 total applications on file
59 have received accreditation

85 are in-progress

15 for Academy accreditation
52 for Program accreditation
18 for Reaccreditation

Applications received from/for:

Date	#	Agency	Academy/Program
11/23/2009	109	USCG	Maritime Enforcement Specialist "A" School
1/11/2010	112	CBP	Air and Marine Basic (AMB)
2/16/2010	113	CBP	Supervisory Leadership Training Program (SLT)
2/16/2010	114	USCG	Indoctrination Training Program (ITP)
2/22/2010	115	CBP	Enforcement Officer Training Program
3/2/2010	116	OPM	OPM Background Investigations Course
3/2/2010	117	OPM	Fundamentals of Suitability Review and Adjudication
3/2/2010	57.1	USPIS	Postal Inspection Service Facilitator Training Program
3/9/2010	56.1	FLETC	Criminal Investigator Training Program (CITP)
3/24/2010	30.1	FLETC	Firearms Instructor Training Program (FITP)
3/24/2010	69.1	FLETC	Uniformed Police Training Program (UPTP)

FLETA Training

Date	Number trained	Event
11/3/2009	39	SharePoint training for accreditation community at the Nov. 2009 Board Meeting in San Francisco
12/8/2009	13	Assessor Training (ATP 10-01) in Glynco, GA
12/22/2009	28	FLETA Orientation for the USCG MLEA in Charleston, SC
1/29/2010	9	Training 2010 Conference & Expo in San Diego, CA
3/16/2010	19	Assessor Training (ATP 10-02) in Glynco, GA

FLETA Assessments (Tab 2)

Initial FLETA Assessment

FAMS Instructor Development Course October 6-8, 2009
Team Leader Armando Silva, Assessors Christiana Halsey and Morris Berkowitz
Shadow Assessor Eric Orr

CBP – Basic Entry Specialist Training (BEST) December 1-3, 2009
Team Leader Bill Williams, Assessors Samantha Seaman and Christopher Holley
Shadow Assessors John Waters, Robert Isaman, and Clifford Maxfield

U.S. Army Military Police Training Academy January 26-28, 2010
Team Leader Cole Maxwell, Assessors Lenora Kay Arthur and Morris Berkowitz
Shadow Assessors Raul Rodriguez and Tom Flanagan

Department of the Army Civilian Police Academy January 26-28, 2010
Team Leader Don Hines, Assessors Clifford Maxwell and Christopher Holley
Shadow Assessors Eric Nelson and Riley Hanback

Reaccreditation Assessment

USSS James J. Rowley Training Center September 22-24, 2009
Team Leader Margaret Maestas, Assessors Tamara Arter and James Ferry
Shadow Assessor Debra Lucky

USSS Essentials of Instruction Training Program September 22-24, 2009
Team Leader Douglas Rodney, Assessors Tonya Brooks and Jay Olson
Shadow Assessor Gene Castleberry

FLETC's Inland Boat Operators Training Program January 5-7, 2010
Team Leader Sally Livingston, Assessors Jason M. Worchel and Tony Howell
Shadow Assessors Stephen Reese, Kevin Miller, and Jeff Thompson

IRS-CI Basic Instructor Facilitator Program January 12-14, 2010
Team Leader Samantha Seaman, Assessors Armando Silva and Janella Johnson
Shadow Assessors John Durboraw and Gary Taylor

FLETC's LE Instructor In-Service Training Program January 19-21, 2010
Team Leader Alan H. Wheaton, Assessors Dr. Molly Wankel and Phyllis Wade
Shadow Assessors Wesley Windle, Tom Harman, and Eric Barrus

Assessors (Tab 6)

Twenty-seven (the same as the previous cycle) assessors and fifteen (-3) shadow assessors were used for a cost of \$40,951.65 (\$2,389.02 over the last cycle). Assessors were from sixteen (-2) different agencies and averaged 3.3 (+.6) assessment assignments.

Accreditation Incentive Fund (Tab 6)

Funds were expended during the First quarter of FY 2010 for the following activities:

1. Accreditation Awards (Certificates)	\$813.71
2. Training Expo Conference, San Diego	\$7,617.90
- Nine (9) people from accredited agencies attended receiving training on various facets of the training process.	
3. Assessment Shadow assignments	
- FLETA Assessment CBP BEST (2 shadows)	\$2,507.47
- FLETA Assessment FAMS	\$4,734.45
4. FLETA Assessor Training	\$16,165.85
- Thirteen (13) people received training in two different sessions.	
5. FLETA Board Meeting, San Francisco	\$51,474.26
- Thirty-two (32) people from the accreditation community were funded to attend the FLETA Board meeting.	
6. MS SharePoint Training (Board Meeting Nov 09)	\$10,920.00
- Thirty-nine (39) people from the accreditation community received training.	
7. FLETA Outreach	
- IACP Denver	\$8,147.85
- Four (4) people from FLETA and the accreditation community represented FLETA process at the IACP expo.	
- IACP (2010)	<u>\$1,990.00</u>
Grand Total for the First Quarter	\$104,371.52

Additional Activities by Month

December 2009

Traveled to the Ukraine to meet with Mr. Frank Klonoski, the U.S. Embassy staff, and the Ukraine Border Guard's accreditation team.

Conducted interviews for vacant program manager position with Board Members Mr. Timothy Carruth and Mr. Michael Hanneld.

Presented an eight-hour FLETA orientation to the USCG MLEA in Charleston, SC.

January 2010

Met with new Board Member Vernon Johnson, USMS Academy, at the FLETA OA.

Standards Review Initiative-The Quantico Working Group met during the week of January 26th to consolidate the work of the earlier working groups.

February 2010

Mr. Billy McLeod joined the FLETA Office of Accreditation as a Program Manager.

FLETA Executive Committee met in Washington, DC

Met with new Board Member David Schnorbus, DOS-DSS, at the FLETA OA.

March 2010

Took part in the Paid Assessor Committee (Ralph Keaton, chair) telephone conference.

Mr. C. J. Ross joined the FLETA Office of Accreditation as a Program Manager.

Met with Mr. Webb and the FBI Assessment team in Quantico, VA.

Attended Federal Advisory Committee Act (FACA) Management Training with Ms. Pat Perry.