

Federal Law Enforcement Training Accreditation Board Board Meeting July 12, 2012 Glynco, Georgia

115-501 (CFO/OAC)

I. Welcoming Remarks and General Announcements

Chairperson Donald Webb called the meeting to order at 9:00 a.m. He welcomed all attendees and asked everyone to stand for the presentation of the colors by the CBP Field Operations Academy Honor Guard. FLETA Board Member Commander Paul Baker, USCG, led the meeting attendees in reciting the Pledge of Allegiance.

Executive Secretary, Gary Mitchell, called the roll and reported 15 members were present, which constituted a quorum (attendance sheet attached).

Mr. Webb recognized the new FLETA Board officers who will hold terms for the next two years. He will continue as the Board Chairperson, 1st Vice Chairperson will be Ron Ward, 2nd Vice Chairperson will be Angela Hrdlicka, and Parliamentarian will be Brian Peters.

Mr. Mitchell then administered the Oath of Office to the new officers.

Mr. Webb recognized one new Board member, Michael Hillyard, an independent consultant filling the Accrediting Body seat.

Mr. Webb also recognized Board members Paul Baker and Tim Danahey who will be leaving the Board, presenting them with Certificates of Appreciation.

II. Board Review Committee Reports and Accreditation Awards

The Board met on Wednesday, July 11th, and conducted reviews of the following agencies:

Initial Accreditation CBP/BP Physical Instructor Training Program
Initial Accreditation TIGTA Special Agent Advanced Training Program

Initial Accreditation Initial Accreditation

Initial Accreditation USMS Detention Enforcement Officer/Aviation Enforcement

Officer Program

Reaccreditation FAMS Federal Air Marshal Training Program I

Reaccreditation FLETC Law Enforcement Instructor Training Program
Reaccreditation FLETC Law Enforcement Driver Instructor Training Program
FLETC Marine Law Enforcement Training Program

Following the Board Review Committees, the FLETA Board met in Executive Session Wednesday afternoon and reviewed each application for accreditation or reaccreditation. The Board approved each application for accreditation/reaccreditation.

<u>Reaccreditation – USSS – Uniformed Division Training Course</u> – Board Member Brian Peters reported the results of the U.S. Secret Service Uniformed Division Training Course (UDTC) review. Mr. Peters gave a brief overview of the course and announced the Board approved the UDTC for reaccreditation.

Mr. Keith Hill, Assistant Director, Human Resources and Training, accepted the certificate on behalf of USSS Director Mark Sullivan, thanking Accreditation Manager Kim Canitz and Special Agent in Charge Percy Howard, noting the reaccreditation award validates their hard work.

<u>Initial Accreditation – CBP/BP – Physical Instructor Training Program</u> – Board Member Patrick Corcoran reported the results of the Border Patrol Academy Physical Instructor Training Program (PITP) review. Mr. Corcoran gave a brief overview of the course and announced the Board approved the PITP for its initial accreditation.

On behalf of Chief Correa and the Border Patrol Academy, Martin Cosio, Training Operations Supervisor for the Basic Physical Techniques Department, CBP Border Patrol Academy, accepted the accreditation certificate. He thanked the accreditation team "for all the work to get us to this point".

<u>Initial Accreditation – TIGTA – Special Agent Advanced Training Program</u> – Board Member Theresa Stoop reported the results of the TIGTA Special Agent Advanced Training Program (SAATP) review. Ms. Stoop recognized the assessment team for the quality of the assessment report. She then reviewed the program, noting the passion and knowledge of the TIGTA team, and announced the Board approved the SAATP for its initial accreditation.

Assistant Inspector General for Investigations Michael Delgado accepted the certificate of accreditation, thanking the TIGTA team and noting accreditation gives the training ultimate credibility. "It makes sure our training remains relevant in the future", he commented.

<u>Initial Accreditation – FBI – Instructor Development Course</u> – Board Member Michael Novak reported the results of the FBI Instructor Development Course (IDC) review. He recognized the assessment team, noting the assessment was very comprehensive, and announced the Board approved the IDC for its initial accreditation.

Owen Harris, Assistant Director, Training Division, accepted the accreditation certificate on behalf of Director Mueller and the Training Division. Mr. Harris thanked the FLETA

Board and the FBI staff for their hard work, "The FLETA Standards serve as the foundation for our work at the Academy as we continue to improve, plan, and move towards the future".

<u>Initial Accreditation – USCG – Boarding Team Member Course</u> – Board Member Nicholas Trotta reported the results of the U.S. Coast Guard Boarding Team Member Course (BTMC) review. He gave a brief overview of the course and announced the Board approved the IDC for its initial accreditation.

Commander Paul Baker accepted the program certificate on behalf of Rear Admiral Mehling, thanking the Board and the staff at the Maritime Law Enforcement Academy for their hard work.

<u>Reaccreditation – USCG – Basic Boarding Officer Course</u> – Board Member Timothy Danahey reported the results of the U.S. Coast Guard Basic Boarding Officer Course (BBOC) review. Mr. Danahey gave a brief overview of the course and announced the Board approved the BBOC for reaccreditation.

Commander Paul Baker accepted the program certificate and thanked the assessment team. He noted this course is one of the Coast Guard's kingpin courses and said he appreciated the work of everyone involved, recognizing the hard work required to maintain accreditation.

<u>Initial Accreditation – NCIS – Basic Physical Security Training Program</u> – Board Member Paul Baker reported the results of the Naval Criminal Investigative Service Basic Physical Security Training Program (BPSTP) review. He reviewed the training program and announced the Board approved the BPSTP for its initial accreditation.

Assistant Director Andy Hogan, NCISHQ Human Resources, accepted the accreditation certificate on behalf of Director Mark Clookie, thanking the Board. He also thanked staff members Scott Hickson and Paul Kasper for their hard work, "This program is the cornerstone for team members as they work to protect assets worldwide. Our accreditation is critical to supporting our training efforts as we support the needs of the field".

<u>Initial Accreditation – USMS – Detention Enforcement Officer/Aviation</u>
<u>Enforcement Officer Program</u> – Board Member Owen Harris reported the results of the U.S. Marshals Service Detention Enforcement Officer/Aviation Enforcement Officer Program (DEO/AEO) review. He recognized the U.S. Marshals Service as the oldest federal law enforcement agency. He praised the presentation in the Board Review Committee yesterday and commended USMS Accreditation Manager Don Hines for the presentation. Mr. Harris then announced the Board approved the DEO/AEO Program for its initial accreditation.

On behalf of Director Hylton, Mr. William T. Fallon, Assistant Director for Training, thanked the Board and the assessment team. Mr. Fallon reported that the Director announced the USMS 2011 Distinguished Service Awards, one of which went to Don

Hines, Cynthia Wild, and Darrell D. Williams of the USMS Training Division in Glynco, Georgia, for the accreditation of the Basic Deputy U.S. Marshal program.

Mr. Fallon also noted that some of the questions brought up in the Board Review Committee yesterday stirred some thoughts for their advanced programs they hope to have accredited in the future.

<u>Reaccreditation – FAMS – FAMTP-I</u> – Board Member Kristine Blackwell reported the results of the Federal Air Marshal Service Federal Air Marshal Training Program I (FAMTP-I) review. Col. Blackwell gave a brief overview of the program and announced the Board approved the FAMTP-I for reaccreditation.

Michael Novak, TSA Assistant Administrator, Training and Workforce Engagement, thanked the Board and thanked the Federal Law Enforcement Training Center, noting they are a great partner with TSA on this program. Mr. Novak also thanked Jason Worchel, Branch Manager, Training Development and Support Branch, and Joseph D'Angelillio, Deputy Division Director, Law Enforcement and Industry Training Division, for their hard work; and Tom Kost, Division Director, Law Enforcement and Industry Training Division, recognizing his commitment to the process with the other programs he will put forward in the future.

<u>Reaccreditation – FLETC - LEITP</u>— Board Member Terry Stuart reported the results of the Federal Law Enforcement Training Center's (FLETC) Law Enforcement Instructor Training Program (LEITP) review. Mr. Stuart reviewed the program, noting most of the Partner Organizations at the FLETC rely on this program for their instructor needs. He then announced the Board approved the LEITP for reaccreditation.

FLETC Director Connie Patrick accepted the certificate of reaccreditation, thanking the FLETA Board and Don Smith, FLETC Accreditation Manager. She noted "Nothing is of more importance than core law enforcement instructor training – it is the foundation of our future." She congratulated the Board for ten years of "hard work", saying "nothing has done more to professionalize law enforcement training". Director Patrick also said she was happy to hear the Board will be working on establishing standards for Elearning.

<u>Reaccreditation – FLETC - LEDITP</u> – Board Member Charlie DeVita reported the results of the Federal Law Enforcement Training Center's (FLETC) Law Enforcement Driver Instructor Training Program (LEDITP) review. Mr. DeVita reviewed the program and thanked the assessment team. He also congratulated Bruce P. Brown and his team for their fine work. He then announced the Board approved the LEITP for reaccreditation.

Dominick Braccio, FLETC Assistant Director for Training, accepted the certificate for reaccreditation, thanking the Board. Mr. Braccio noted that in 13 of the last 14 years, vehicle accidents were the leading cause of law enforcement deaths nationally. He said "we are working to help our brother and sisters in state and local to reduce that."

Reaccreditation – FLETC - MLETP – Board Member Sheldon Greenberg reported the results of the Federal Law Enforcement Training Center's (FLETC) Marine Law Enforcement Training Program (MLETP) review. Dr. Greenberg reviewed the program and announced the Board approved the MLETP for reaccreditation.

Assistant Director Dominick Braccio accepted the certificate for reaccreditation, thanking the assessment team. Mr. Braccio mentioned the research conducted by FLETA Office of Accreditation Program Manager Billy McLeod where he analyzed several years of evaluations to identify return on expectations. Mr. Braccio explained that identifying return on expectations is critical for both the FLETC and the partner organizations they support.

III. Congratulatory Letters

FLETA Board Chairperson Don Webb read a letter from President Barack Obama to the Board meeting attendees, recognizing the 10th anniversary. He also read a document that was read into the Congressional Record from the Hon. Jack Kingston of Georgia, congratulating FLETA on their 10th anniversary.

IV. Approval of Minutes from Previous Board Meeting

FLETA Board Chairperson Don Webb called for approval of the minutes of the FLETA meeting held March 22, 2012, in Hilton Head, South Carolina. A motion to approve the minutes was made by Angela Hrdlicka, seconded by Nick Trotta, and carried unanimously.

V. Committee Reports

A. Strategic Planning Committee – Board Chairperson Don Webb reported on the Strategic Planning Committee's activities. The committee met yesterday and finalized the new Strategic Plan for 2012-2016. It includes four strategic goals: FLETA Quality, Clearinghouse, FLETA Recognition (Outreach), and FLETA in the Electronic Environment. The revised Strategic Plan was approved by the Board in Executive Session.

Paul Baker moved to accept the Strategic Planning Committee report. Sheldon Greenberg seconded the motion. The motion was carried unanimously.

B. Recruitment Committee – Angela Hrdlicka reported that the committee met yesterday and made several recommendations to the Board on filling three vacant seats. The Office of Accreditation will invite two agencies and one individual to sit on the Board.

Sheldon Greenberg moved to accept the report of the Recruitment Committee. Pat Corcoran seconded the motion, which was carried unanimously.

C. Recognition & Anniversary Committee – Don Webb reported that the committee met yesterday and voted to announce the FLETA Agency award and FLETA Team

Leader award at the November Board meeting in Baltimore. The FLETA 10th anniversary will be formally celebrated at the November Board meeting. A request has been submitted for the USMC Band and Honor Guard, and the anniversary video will be shown.

Tim Danahey moved to accept the report of the Recognition and Anniversary Committee. Mike Novak seconded the motion, which was carried unanimously.

VI. General Reports

A. Office of Accreditation Updates – Gary Mitchell reviewed the current number of accredited academies and programs, and the number of applications in progress. He then mentioned the next Board meeting will be in Baltimore, Maryland, October 30 – November 1, 2012. More information will be published on the website as the Board meeting dates approach. The full report of the FLETA Office of Accreditation activities is attached.

Annual Reports Received:

Agency	Academy/Program Year 1 Reports	
ATF	Explosives Detection Canine Handler Course	All in compliance
CBP	Agriculture Specialist Program	All in compliance
CBP	Enforcement Officer Training Program	All in compliance
	ASC -	New Labor Contract
CBP/BP	Spanish Instructor Training Program	All in compliance
FAMS	Federal Air Marshal Service Training Center	All in compliance
FAMS	Federal Air Marshal Service Training Program II	All in compliance
FLETC	Firearms Instructor Training Program	All in compliance
FLETC	Uniformed Police Training Program	All in compliance
FRS	Basic Law Enforcement Course	All in compliance
ICE	Instructor Development Course	All in compliance
NCIS	Protective Service Operations Training Program	All in compliance
NCIS	Special Agent Basic Training Program	All in compliance
TIGTA	Special Agent Basic Training Program	All in compliance
US Army	CID Special Agent Course	All in compliance
US Army	One Station Unit Training	All in compliance
USCG	Maritime Law Enforcement Academy	All in compliance
USCG	Maritime Law Enforcement Facilitator Course	All in compliance
USCG	Radiation Detection Level II Operator Course	All in compliance
USPIS	Postal Inspection Service Facilitator Training	All in compliance
Agency	Academy/Program Year 2 Reports	
CBP	Basic Entry Specialist Training Program	All in compliance
FAMS	Instructor Development Course	All in compliance
FLETC	Inland Boat Operators Training Program	All in compliance
FLETC	Law Enforcement Instructor In-Service Training	All in compliance
IRS	Basic Instructor/Facilitator Training	All in compliance

US Army	Civilian Police Academy (Program)	All in compliance
US Army	Military Police School (Academy)	All in compliance
USSS	Essentials of Instruction	All in compliance
USSS	James J. Rowley Training Center (Academy)	All in compliance

B. FLEAC Report – Jason Worchel gave the following report:

The FLEAC conducted its regularly scheduled business meeting at 1330 hours on Wednesday, July 11, 2012. FLEAC Vice Chairperson Dr. Michael McDade chaired the meeting due to the absence of Chairperson Dani Mozzetta.

The Coalition approved the minutes of the March 21, 2012, meeting held at Hilton Head, SC, and heard reports of the Coalition sub-committees – Membership (89 members); Standards (Sally Livingston); By-Laws (Dr. Mark Haucke); Training (Kim Canitz); Reaccreditation (Natasha Fulmore); and Communications (Donna Folmar).

As per the FLEAC By-Laws, this meeting was designated for election of a FLEAC member to serve as the Chairperson for the next two years. Jason M. Worchel of the Transportation Security Administration (TSA) will serve as the Chairman of the FLEAC until July 2014.

A training session with Mr. Al Wheaton (U.S. Coast Guard) presented that agency's use of the Angoff method for determining a cut score related to Standard 3.51. Mr. Cole Maxwell (FLETC) shared that agency's use of an automated management system for tracking student records.

The July 11, 2012 meeting was duly adjourned to reconvene at the Fall meeting location of the FLETA Board.

VI. Old Business

All old business has been handled through the Board's Committees' work.

VII. New Business

Chairperson Don Webb reminded everyone of the November Board meeting.

VIII. Closing Remarks and Adjournment of the Open Session

Tim Danahey moved to adjourn and Sheldon Greenberg seconded the motion. The motion carried unanimously and Board Chairperson Don Webb adjourned the meeting at 10:30 a.m.

Minutes prepared by:

Gary B. Mitchell, Executive Secretary

Interim Approval:

Donald R. Webb, FLETA Chairperson

Full Board Approval:

April 25, 2013

Date



Federal Law Enforcement Training Accreditation Board Attendance Roster – July 12, 2012 Glynco, GA

Last Name	First Name	Agency	7/10	7/11	7/12
Baker	Paul	U.S. Coast Guard	✓	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	✓
Bauer	Kevin	Department of State	Excused	Excused	Excused
Blackwell	Kristine	U.S. Air Force	✓	1	✓
Corcoran	Patrick	U.S. Postal Inspection Service	Excused	1	✓
Danahey	Timothy	Federal Law Enforcement Officers Association	√	1/1	√
DeVita	Charles N.	Immigration and Customs Enforcement	Excused	1	✓
Fuller	Jeffrey	Customs and Border Protection	Excused	Excused	Excused
Greenberg PhD	Sheldon	Academia, Johns Hopkins University	✓	1	✓
Hanneld	Michael	Federal Law Enforcement Training Center	✓	1/1	Excused
Harris	Owen	Federal Bureau of Investigation	✓	1	✓
Hillyard	Michael	Accrediting Consultant	✓	1	✓
Hrdlicka	Angela	Council of Inspectors General on Integrity and Efficiency	✓	1/1	✓
Novak	Michael	TSA-Federal Air Marshals Service	✓	1	✓
Peters	Brian	Department of the Interior	✓	1/1	✓
Stoop	Theresa	Bureau of ATF	✓	1/1	✓
Stuart	Terry	Internal Revenue Service	✓	1	✓
Trotta	Nicholas	Federal Reserve Board	✓	V	✓
Ward	Ronald	U.S. Courts	Excused	Excused	Excused
Webb	Don	Drug Enforcement Administration	✓	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	✓



Federal Law Enforcement Training Accreditation Board Executive Director's Report July 12, 2012

Data for this report is through May 31, 2012.

FLETA Applications (Tab 6)

Applications received from/for:

Date	#	Agency	Academy/Program
3/16/2012	46.1	USCG	Basic Boarding Officer Course
3/19/2012	29.2	FLETC	Law Enforcement Driver Instructor Training Program
3/19/2012	32.2	FLETC	Marine Law Enforcement Training Program
4/6/2012	150	FAMS	Defensive Measures Instructor Training Program
5/7/2012	28.2	FLETC	Boat Anti-Terrorism Operators Training Program
5/22/2012	11.1	AFOSI	Basic Special Investigators Course
5/22/2012	10.2	AFOSI	U.S.A.F. Special Investigations Academy
5/30/2012	151	USSS	Tactical Canine Course
5/30/2012	152	USSS	Canine Explosive Detection Course

Applications In-Progress

8 for Academy accreditation

49 for Program accreditation

3 for Academy reaccreditation

17 for Program reaccreditation

FLETA-Sponsored Training

Date	Trained	Event
3/6-3/8/2012	11	Team Leader Training Program Pilot
3/20/2012	45	Accreditation Refresher @ March Board meeting
4/10/2012	31	FLETA Fundamentals – ICE Training Managers
4/25/2012	8	FLETA Fundamentals – ICE Academy Instructors
5/15-5/16/2012	29	Assessor Training Program
5/24/2012	15	FLETA Fundamentals – USDA NDDTC
5/30/2012	29	FLETA Fundamentals – ICE

Accreditation Incentive Fund (Tab 6)

Please see Tab 6 in the July Board meeting book for an accounting of incentive fund expenditures for FY2012.

FLETA Assessments (Tab 3)

Initial Accreditation Assessments

CBP/BP Physical Instructor Training Course

May 1-3, 2012

Team Leader Robert Turner, Assessors Natasha Fulmore and James Fountain Shadow Assessor Lathela Goode

TIGTA Special Agent Advanced Training Program

Jan. 30-Feb. 2, 2012

Team Leader Dr. Michael McDade, Assessors Kevin Miller and Edward Shipley Shadow Assessors Diane Hughes, Kenneth Meyer, and Reginald Brooks

FBI Instructor Development Course

April 17-19, 2012

Team Leader Kim Canitz, Assessors Harry Colangelo and Margie Viggiano Shadow Assessors Joseph Chopko and Cynthia Mann

USCG Boarding Team Member Course

April 3-5, 2012

Team Leader Cole Maxwell, Assessors Michael Boone and Grace Endres Shadow Assessors Ernesto Martinez, Jr., and Thomas Madrid

NCIS Basic Physical Security Training Program

February 14-16, 2012

Team Leader Scott Dahl, Assessors Liz Dodson and Vince Aquino Shadow Assessors Sheila O'Connor and Cynthia McGauley

USMS Detention Enforcement/Aviation Enforcement Officer Program March 13-14, 2012 Team Leader Margaret Maestas, Assessors Sally Livingston and Ken Meyer Shadow Assessors Keith Aubin and Steve Bius

Reaccreditation Assessments

USCG Basic Boarding Officer Course

April 24-26, 2012

Team Leader Tom Flanagan, Assessors LaTonya Moss and Tonya Gregory Shadow Assessors Jewel Buckmon and Nancy Huggins

USSS Uniformed Division Training Course

Feb. 7-9, 2012

Team Leader Donna Folmar, Assessors Alan Wheaton and Michael Bierce Shadow Assessors Yvette Flowers McLemore, Michael Scanlon, and Paul Delameter

FAMS Federal Air Marshal Training Program I

April 9-12, 2012

Team Leader Katherine Korte, Assessors Gary Taylor and Jeffrey DuPont Shadow Assessor R. Scott Taylor

FLETC Law Enforcement Instructor Training Program

March 6-8, 2012

Team Leader Elizabeth Dodson, Assessors Diane Hughes and Sheila O'Connor Shadow Assessor Esequiel Felix

FLETC Law Enforcement Driver Instructor Training Program
Team Leader Ivan Biss, Assessors Esequiel Felix and Tom Harman
Shadow Assessors Nancy Dameworth and Noel Johnson

March 27-29, 2012

FLETC Marine Law Enforcement Training Program May 1-3, 2012 Team Leader Dr. Michael B. McDade, Assessors Michael M. Bierce and Tracy A. Chase Shadow Assessor Jeffrey B. Cooper

Assessors (Tab 6)

Thirty-six assessors (seven more than last cycle), twenty-two shadow assessors (eight more than last cycle), and 38 self-assessors (12 more than last cycle) were used, for a total cost of \$53,888.38 (\$12,146.39 more than last cycle). Assessors were from 28 (+3) different agencies, averaged 3.56 (+0.63) FLETA assessments per assessor, and participated in an average of 3.84 (+1.39) self-assessments per assessor.

Additional Activities by Month

March 2012

Mr. Jimmy Hill (Staff Assistant) started his employment at the Office of Accreditation on February 27th.

Mr. Gary Mitchell met with new Board member Theresa Stoop (ATF) and provided her with the FLETA Board in-briefing.

Team Leader Training Program Pilot was conducted 3/15-3/17/2012. Board Member Terry Stuart attended. Students completed electronic surveys after the training was completed.

Mr. Mitchell and Mr. Billy McLeod travelled to Washington, D.C. and met with new Board members Michael Novak, DHS-TSA, and Owen Harris, DOJ-FBI. They also met with William F. Flynn, Assistant Secretary (A), DHS – Infrastructure Protection, to discuss accreditation; John Waters and Curtis Allen, Dept. of Transportation, FMCSA, to discuss academy accreditation; Brian Kelly, Dr. Jonathan Lockwood, and Jon Ferguson, DHS - Intelligence Training, to discuss accreditation; and Thomas Lintner and Jason Lemley, FBI, Lab Operational Response, to discuss accreditation

Mr. Mitchell was visited on March 23rd by Ali Jalili, Director of the Transnational Crime Affairs Section, U.S. Embassy, Bangkok, who is interested in FLETA being a model for accreditation in Thailand

The Recognition Awards information was placed on the FLETA website and distributed to the Accreditation Community, asking for nominations.

April 2012

Bob Bruton presented the FLETA Fundamentals to ICE's Training Managers assigned to Glynco.

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Mr. Mitchell and Mr. Billy McLeod met with FLETC's IT group to hear about DHS's consolidation of world-wide-web (www) hosting and support. DHS is requiring FLETC to move their www presence to/under DHS's control which will impact the FLETA website.

The FLETA Program Managers, along with Ivan Biss (FRB) and Julie Altman (CBP), received train-the-trainer training for Emotional Intelligence and Situational Leadership II as the next to last step in their development to be trainers in the FLETA Team Leader (TLTP) and Assessor Training Program (ATP).

Mr. Billy McLeod traveled to Washington, D.C./Maryland for the Kirkpatrick Four-Level Evaluation training and to make a presentation with Dr. Kirkpatrick to the Federal Training Consortium.

May 2012

Assessor Training Program was presented to 30 students.

Mr. Mitchell and Ms. Christiana Halsey traveled to Newnan, GA, to the USDA K-9 training facility. The FLETA Fundamentals Course was presented to the CBP/USDA Detector Dogs School. Fourteen students, including Director Mike Smith, were present.

The FLETA Board Executive Committee met Thursday, May 24, 2012.

Mr. Bob Bruton delivered the FLETA Fundamentals to 30+ members of the ICE Academy instructional staff.