



**Federal Law Enforcement Training Accreditation Board  
Board Meeting  
July 11, 2013  
Glynco, Georgia**

115-501 (CFO/OAC)

**I. Welcoming Remarks and General Announcements**

Chairperson Ronald Ward called the meeting to order at 8:30 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 Tom Walsh, USCG, led the meeting attendees in reciting the Pledge of Allegiance.

Executive Secretary Gary Mitchell called the roll and reported a quorum was present (attendance sheet attached). Mr. Ward asked each Board member to introduce themselves and state their agency/employer.

Mr. Ward recognized the following new Board members:

Mr. Shawn S. Tiller, Deputy Chief Inspector, U.S. Postal Inspection Service  
Mr. Dale A. Pupillo, Assistant, Director, U.S. Secret Service

**II. Approval of Minutes from Previous Board Meeting**

Mr. Ward asked for a motion to approve the minutes from the April 25, 2013, FLETA Board meeting in Glynco, Georgia.

Ms. Angela Hrdlicka made the motion, Mr. Darrell Cagle seconded the motion, and the motion carried unanimously.

**III. Committee Reports**

Mr. Ward noted the Executive Committee met in Brunswick, GA, on June 11, 2013, and information from that meeting had been provided to the Board members in their Board meeting materials.

Three of the Board standing committees met on Tuesday, July 9, 2013, to conduct business. Mr. Ward called upon the committee chairs to report on the committees' activities.

**A. Standards Steering Committee** – Mr. Brian Peters said the Standards Steering Committee looked at several recommendations from the accreditation community. Seven topics were discussed and approved by the Board. The topics represent no policy shifts, just small adjustments to some of the standards and procedures. The

changes will be posted to the FLETA website, [www.FLETA.gov](http://www.FLETA.gov). A full review of the standards will begin next year in preparation for the standards' revision in 2015.

- B. Bylaws Committee** – Ms. Theresa Stoop reported that the Bylaws Committee went through the Bylaws and made a number of adjustments to remove redundancy and clean up some wording. She summarized the changes the committee suggested and the Board approved, including cleaning up the committees section and the section related to meetings. The changes will be posted to the FLETA website, [www.FLETA.gov](http://www.FLETA.gov).
- C. Awareness and Recognition Committee** – Ms. Cynthia Atwood introduced the committee members and reported that the Awareness and Recognition Committee had a spirited, enthusiastic discussion on the Team Leader of the Year Award. The committee recommended the name of a Team Leader to the Board, and the Board approved that recommendation. The committee feels there is a need for an additional award to recognize sustained commitment to FLETA. They will discuss this further. The committee will also continue to look at ways to get the FLETA message out, including asking each Board member to make sure there is a link to the FLETA website on their agencies' websites.

Mr. Ward called for a motion to accept the three standing committee reports. Ms. Angela Hrdlicka made the motion, Dr. Curtis Smith seconded the motion, and the motion carried unanimously.

Two special purpose committees also met yesterday: the Distance Education Standards Committee and the Return on Investment Committee. Mr. Ward called on the Chairs of those committees to make their reports.

- D. Distance Education Standards Committee** – Dr. Michael Hillyard presented the committee report in the absence of Mr. Owen Harris. The committee met for the first time and adopted the committee's charter. They looked at some examples and research on distance education standards. The committee will share this information with the Federal Law Enforcement Accreditation Coalition (FLEAC) and get feedback from the accreditation community so they can work together to formulate distance education guidelines.
- E. Return on Investment Committee** – Ms. Theresa Stoop gave the committee report in the absence of Mr. James Gregorius. This was the committee's first meeting. They are looking at the committee's name and considering if this really captures what the committee is. They committee is looking for anecdotal information about the FLETA process. They want analytical evidence of how the FLETA process helps agencies. They may add this as a new component to the annual reports agencies submit for their accredited programs and academies.

Mr. Ward asked for a motion to accept the reports of both special purpose committees. Mr. Brian Peters made the motion, Commander Walsh seconded the motion, and it carried unanimously.

#### IV. General Reports

Mr. Ron Ward reported that the Board met in Executive Session on Tuesday to discuss the FLETA budget and operational requirements. Because they are always looking for ways to contain costs, the Board has approved two changes for FY2014, and possibly FY2015:

1. The Board will hold two Board meetings per year instead of three, with the provision that a third meeting may be held, if necessary, as the number of assessments increases. These two meetings will be approximately six months apart, in October/November and April/May.
2. The Board voted to extend the accreditation cycle from three years to five. The FLETA Office of Accreditation (OA) will reach out to agencies in the near future to work them to reschedule assessments that were to take place in the next three years.

Mr. Ward noted that OMB had asked the Board to come up with a five-year plan, assuming a flat budget and acknowledging the number of applications and assessments will continue to increase. He said the Board agreed that the OA will continue to fund travel to Board meetings for the Team Leaders of assessment teams which are up for review at Board meetings.

Mr. Ward recognized and thanked the FLETA OA staff for their work.

**Office of Accreditation Update** – Dr. Gary Mitchell reported that at the end of today’s meeting there will be 15 accredited academies and 82 accredited programs, many of which are already into their second reaccreditation cycle. There are currently over 160 applications in progress. The full report of the FLETA Office of Accreditation activities is attached.

**Future Meetings** – Dr. Mitchell reported that the next FLETA Board meeting is scheduled for November 5-7, 2013, at the Federal Law Enforcement Training Center in Glynco, GA. More information will follow and will be posted on the FLETA website as the meeting date nears.

#### **Annual Reports Received:**

##### Year 1 Reports

AFSF	Air Force Security Forces Apprentice Course
AFSF	Air Force Security Forces Basic Officer Course
DOS	Basic Special Agent Course
DOS	DSS Training Center/Office of Training and Performance Standards
DOS	Instructor Development Course
FLETC	Federal Law Enforcement Training Centers
NASA	Federal Arrest Authority Basic Program
USPIS	Basic Inspector Training Program

USPIS Postal Inspection Service Facilitator Training Program  
USSS Special Agent Training Course

Year 2 Reports

ATF Explosives Detection Canine Handler Course  
CBP Agriculture Specialist Program  
CBP/BP U.S. Border Patrol Spanish Instructor Training Program  
FLETC Firearms Instructor Training Program  
FLETC Uniformed Police Training Program  
FRB Basic Law Enforcement Course  
ICE ICE Instructor Development Course  
NCIS Protective Service Operations Training Program  
NCIS Special Agent Basic Training Program  
TIGTA TIGTA Special Agent Basic Training Program  
TSA/FAMS Federal Air Marshal Service Training Center  
TSA/FAMS Federal Air Marshal Service Training Program II  
US Army CID Special Agent Course  
US Army One Station Unit Training  
USCG Radiation Detection Level II Operators Course  
USPIS Postal Police Officer Basic Training Program

All agencies reported no issues and all standards in compliance, unless otherwise noted.

Mr. Ward next asked Ms. Angela Hrdlicka to read off the names of the Team Leaders and Assessors who participated on the assessment teams for the programs/academies that were up for review at this Board meeting. Mr. Ward noted that the FLETA process would not work without the assessment teams who volunteer their time. After Ms. Hrdlicka called out each person's name, they came forward and received their Assessor Certificate of Appreciation and had their photo taken with Mr. Ward and Dr. Mitchell.

**FLEAC Report** – FLEAC Chairman Jason Worchel gave the following report:

The Federal Law Enforcement Accreditation Coalition (FLEAC) conducted its regularly scheduled business meeting at 1500 hours on Wednesday, July 10, 2013. FLEAC Chairman Jason M. Worchel presided over the meeting.

The Coalition approved minutes of the April 24, 2013 meeting held at FLETC-Glynco, and heard reports from the Coalition sub-committees: Membership (Kay Arthur), Standards (Sally Livingston), By-Laws (Dr. Mark Haucke), Training (Kim Canitz), Reaccreditation (Natasha Fulmore), and Communications (Donna Folmar).

FLETA Board Chair Ward and Office of Accreditation Executive Director Mitchell met with the FLEAC to bring us up to date on recent developments and to answer questions from the community. Their time and willingness to answer questions was very much appreciated by all in attendance.

Christiana Halsey of the Office of Accreditation provided the FLEAC with an update and answered questions.

The FLEAC also hosted two training sessions. Department of Justice Attorney Paul Brown discussed liability and training and answered questions. Mr. Billy McLeod discussed the implementation of electronic files via the Regional Information Sharing System (RISS) net.

The July 10, 2013, meeting was duly adjourned at 1355 hours to reconvene at the Fall FLETA Board meeting location.

## **VI. Old Business**

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

## **VII. New Business**

Mr. Ward announced that the Board Review Committee (BRC) reports would be given and the accreditation and reaccreditation certificates awarded.

The Board met on Wednesday, July 10<sup>th</sup>, and conducted reviews of the following agencies:

### Initial Accreditation

VA	Basic Police Officer Course
USSS	Basic Investigation of Computer and Electronic Crimes Program
IG	Inspector General Investigator Training Program
USCG	Special Missions Training Center, Tactical Coxswain Course-A

### Reaccreditation

NCIS	NCIS Training Academy
FLETC	Law Enforcement Fitness Coordinator Training Program
FLETC	Criminal Investigator Training Program
CBP	Basic Import Specialist Training Program
CBP	Regulatory Audit Basic Auditor Part A Program

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

Ms. Angela Hrdlicka began by introducing Mr. Brian Peters who led the full Board Review Committee that reviewed four programs that were up for initial accreditation. The committee was assisted by OA Program Managers Billy McLeod, CJ Ross, and Robert Bruton.

Ms. Hrdlicka called on Commander Tom Walsh to recognize the *Department of Veterans Affairs Basic Police Officer Course (BPOC)* for initial accreditation. CMDR Walsh gave a brief overview of the course and said how impressed the Board was with the Veterans Affairs Law Enforcement Training Center's preparation. He also noted six model practices the assessment team identified in the final assessment report. CMDR Walsh announced the Board approved the VA BPOC for initial accreditation.

Ms. Hrdlicka asked Dr. Sheldon Greenberg to recognize the *U.S. Secret Service Basic Investigation of Computer and Electronic Crimes Program (BICEP)* for initial accreditation. Dr. Greenberg reviewed the program and said it met all the FLETA standards. He then announced the Board approved the USSS BICEP for initial accreditation.

Ms. Hrdlicka asked Mr. Nicholas Trotta to recognize the *Inspector General Investigator Training Program (IGITP)* for initial accreditation. Mr. Trotta commended the assessment team for the assessment and a thorough report. He noted the unique challenge of the IG Academy successfully bringing so many different agencies and cultures together, and announced the Board approved the IGITP for initial accreditation.

Ms. Hrdlicka called on Ms. Theresa Stoop to recognize the *U.S. Coast Guard Special Missions Training Center, Tactical Coxswain Course – A (TCC-A)* for initial accreditation. Ms. Stoop gave an overview of the course and noted the Board was impressed with the seriousness that the Coast Guard gave to safety in the training. She announced the Board approved the TCC-A for initial accreditation.

Ms. Hrdlicka recognized the Board Review Committee led by Mr. William Fallon, and which included Dr. Sheldon Greenberg, James Gregorius, Nancy Stout, Dr. Curtis Smith, Shawn Tiller, and Nicholas Trotta. This committee reviewed one academy and two programs for reaccreditation and was assisted by OA Program Managers Robert Bruton and Christiana Halsey.

Dr. Sheldon Greenberg recognized the *Naval Criminal Investigative Service (NCIS) Training Academy* for reaccreditation. He reviewed the academy, noting the duties of NCIS criminal investigators. He then announced the Board approved reaccreditation of the NCIS Training Academy.

Ms. Nancy Stout recognized the *Federal Law Enforcement Training Centers' (FLETC) Law Enforcement Fitness Coordinator Training Program (LEFCTP)* for reaccreditation. She gave a brief overview and history of the program, noting the board was very impressed by the level of professionalism and proficiency of the FLETC staff. She then announced the Board approved the FLETC LEFCTP for reaccreditation.

Dr. Curtis Smith recognized the *Federal Law Enforcement Training Centers' (FLETC) Criminal Investigator Training Program (CITP)* for reaccreditation. He noted this program is clearly the workhorse at the Center and said the Board was impressed with the passion and enthusiasm of the FLETC staff. He then announced the Board approved reaccreditation of the FLETC CITP.

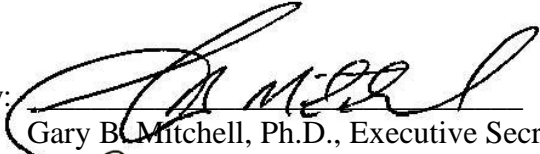
The CBP Basic Import Specialist Training Program and Regulatory Audit Basic Auditor Part A Program were also reviewed, but were not awarded reaccreditation.

### VIII. Closing Remarks and Adjournment of the Open Session

With no further business, Ms. Cynthia Atwood moved to adjourn the Board meeting. Ms. Theresa Stoop seconded the motion.

Mr. Ward then remarked on the professionalism he sees and how he feels the attitude in the FLETA community is second to none. He thanked the Federal Law Enforcement Training Center for hosting the Board meeting, noting they went overboard as hosts. Mr. Ward commented that in this time where government waste and corruption are in the news so frequently, he feels FLETA stands out as an example for other agencies to follow, especially in terms of cost-containment and information sharing. "FLETA displays government and private cooperation on a level few show." He noted this Board meeting was held on a shoestring budget and he has heard no complaints, and he hopes that FLETA becomes the standard for cooperation. Mr. Ward said he also wants to get agencies and agency heads more involved, and closed by saying "Let's keep the process going!"

Mr. Ward adjourned the meeting at 9:25 a.m.

Minutes prepared by:   
Gary B. Mitchell, Ph.D., Executive Secretary July 17, 2013  
Date

Interim Approval:   
Ronald L. Ward, FLETA Chairperson July 19, 2013  
Date

Full Board Approval: October 31, 2013  
Date



**Federal Law Enforcement Training Accreditation Board  
Attendance Roster – July 11, 2013  
Glynco, GA**

Name	Title	Agency	July 9	July 10	July 11
Atwood, Cynthia J.	Assistant Director	FLETC	✓ ✓	✓ ✓	✓
Blackwell, Kristine E.	Colonel	AFOSI	Excused	Excused	Excused
Browning, Michael R.	Director	NCIS	✓ ✓	✓ ✓	Excused
Cagle, Robert Darrell	Director	VA	✓ ✓	✓ ✓	✓
Delgado, Michael	Assistant Inspector	TIGTA	Excused	Excused	Excused
Fallon, William T.	Assistant Director	USMS	✓ ✓	✓ ✓	✓
Greenberg, Ph.D., Sheldon F.	Associate Dean	N/A	✓ ✓	✓ ✓	✓
Gregorius, James R.	Special Agent in Charge	DEA	✓ ✓	✓ ✓	Excused
Hillyard, Ph.D., Michael	Independent Consultant	N/A	✓ ✓	✓ ✓	✓
Hrdlicka, Angela	Executive Director	IG	Excused	✓ ✓	✓
Novak, Michael R.	Assistant Administrator	TSA	Excused	Excused	Excused
Peters, Brian S.	Chief	DOI	✓ ✓	✓ ✓	✓
Pupillo, Dale A.	Assistant Director	USSS			
Smith, Ph.D., Curtis J.	Director (Retired)	N/A	✓ ✓	✓ ✓	✓
Stoop, Theresa R.	Assistant Director	ATF	✓ ✓	✓ ✓	✓
Stout, Nancy	Senior Training Advisor	DOS	✓ ✓	✓ ✓	✓
Tiller, Shawn S.	Deputy Chief Inspector	USPIS	✓ ✓	✓ ✓	✓
Trotta, Nicholas	Manager	FRB	✓ ✓	✓ ✓	✓
Walsh, Thomas	Commander	USCG	✓ ✓	✓ ✓	✓
Ward, Ronald L.	Director	USC	✓ ✓	✓ ✓	✓
Mitchell, Ph.D., Gary B.	Executive Director	FLETA	✓ ✓	✓ ✓	✓
Fuller, Jeffrey M.	Executive Director	CBP			
Harris, Owen	Assistant Director	FBI	✓		





**Federal Law Enforcement Training Accreditation Board**  
**Executive Director's Report**  
**July 11, 2013**

Data for this report is through May 31, 2013.

***FLETA Applications (Tab 6)***

Applications received from/for:

<b>Date</b>	<b>#</b>	<b>Agency</b>	<b>Academy/Program</b>
4/19/2013	67.1	ATF	Explosives Detection Canine Handlers Course
5/3/2013	170	OPM	OPM Federal Investigative Services/Natl. Training Center

Applications In-Progress (80)

- 10 for Academy accreditation
- 46 for Program accreditation
- 4 for Academy reaccreditation
- 20 for Program reaccreditation

***FLETA-Sponsored Training***

<b>Date</b>	<b>Trained</b>	<b>Event</b>
4/9 – 4/11/2013	19	Assessor Training Program (Export) – ATF HQ
5/21 – 5/23/2013	24	Assessor Training Program – Glynco, GA

***Accreditation Incentive Fund (Tab 6)***

Please see Tab 6 in the July Board meeting book for an accounting of incentive fund expenditures for FY2013.

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

***Initial Accreditation Assessments***

VA Basic Police Officer Course February 12-14, 2013  
 Team Leader Dr. Molly Wankel, Assessors Diane Hughes and Scott Taylor  
 OJT Assessor Dania Keady

IG Inspector General Investigator Training Program March 26-28, 2013  
Team Leader Gene Castleberry, Assessors Jeffrey Thompson and Richard Bussell  
OJT Assessor Leigh Bennett

USCG Tactical Coxswain Course – A April 9-11, 2013  
Team Leader Robert Turner, Assessors Regina Beattie and John Waters  
OJT Assessor Cynthia Pixley

USSS Basic Investigation of Computer and Electronic Crimes Program April 16-18, 2013  
Team Leader Ivan T. Biss, Assessors Josh Minix and Paul DeLameter  
OJT Assessor Denton Randolph

***Reaccreditation Assessments***

FLETC Law Enforcement Fitness Coordinator Training Program February 26-28, 2013  
Team Leader Kim Canitz, Assessors Andy Bettencourt and Vince Aquino  
OJT Assessors Irina Terehoff and Bob Ray

CBP Basic Import Specialist Training Program March 19-21, 2013  
Team Leader Tom Flanagan, Assessors Eric Nelson and Joseph Chopko  
OJT Assessors Cedric Tate and Dr. Abigail Stonerock

FLETC Criminal Investigator Training Program April 9-11, 2013  
Team Leader Michael M. Bierce, Assessors Ivan T. Biss and Donna L. Folmar  
OJT Assessors Albert Medlock and Janet Tucker

CBP Regulatory Audit Basic Auditor Part A April 16-18, 2013  
Team Leader Lenora Kay Arthur, Assessors Don Hines and Lynn Tharp  
OJT Assessors Wendy McKean and Michael Yoka

NCIS Academy Apr. 30-May 2, 2013  
Team Leader Dr. Michael B. McDade, Assessors Richard Bussell and Matt Coyle  
OJT Assessors Jennifer Mitchell and Stephen “Craig” Braddy

***Assessors (Tab 6)***

Twenty-seven assessors (six less than last cycle), 13 OJT/shadow assessors (two more than last cycle), and 25 self-assessors (nine less than last cycle) were used, for a total cost of \$33,594.02 (\$4,344.74 more than last cycle). Assessors were from 23 (+1) different agencies, averaged 4.4 (+2.4) FLETA assessments per assessor, and participated in an average of 4.46 (+3.46) self-assessments per assessor. The average cost/assessment was \$3,732.67, as compared to \$2,659.03 from the previous period.

## ***Additional Activities by Month***

### **April 2013**

The Atlanta Federal Reserve Bank said they need to know by the end of April if the July 2013 FLETA Board meeting will be held in Atlanta. They are receiving requests for the meeting space that is being held for FLETA.

The request for the April Board meeting was approved by DHS on Thursday, April 4<sup>th</sup>; announcements are going out to the FLETA community.

An export Assessor Training Program was presented to the ATF at their headquarters in Washington, DC, on April 9-11. Nineteen students completed the training. FLETA OA Program Managers Christiana Halsey and Billy McLeod traveled to Washington, DC, to teach the program.

The OA is in the process of preparing materials for the April Board meeting

### **May 2013**

The U.S. Postal Inspection Service appointed Shawn Tiller, Deputy Chief Inspector out of Washington, DC to replace Pat Corcoran.

Invitational travel funded by the FMCSA and U.S. Postal Inspection Service allowed Christiana Halsey to review files and provide support for their upcoming assessments.

The OA Staff are beginning preparations for the July Board meeting.

Dr. Gary Mitchell, OA Executive Director, completed an interview with the Government Accounting Office (GAO) about the FLETA process and its potential use with an agency the GAO is reviewing.

The Assessor Training Program was presented at Glynco, May 21-23. Twenty-four students completed the program. Lead instructors CJ Ross and Bob Bruton reported good involvement by the group. Students completed Level One electronic surveys.

Dr. Mitchell and Pat Perry met with Ms. Vicki O'Connor of FLETC's Protocol and Communications Office to discuss logistics for the July Board meeting.