



Federal Law Enforcement Training Accreditation Board Virtual Board Meeting Report April 19-21, 2022

115-501 (CFO/OAC)

I. Welcoming Remarks and General Announcements

FLETA Board Chair James Ward called the meeting to order at 9:00 a.m. He welcomed all attendees and expressed his appreciation for the assistance of all the Board members during the meeting. He then asked the audience to rise for the Pledge of Allegiance led by Mr. Robert Lachance.

Mr. Ward noted it is always nice to be able to bring a group of diverse people together to recognize the hard work that the agencies put in to get to this point. He commended the accreditation managers, team leaders, and assessors that look at and put together the accreditation packages presented to the Board. Mr. Ward also thanked the Office of Accreditation staff for their outstanding work in putting together the virtual FLETA Board meeting.

The Executive Director, Mr. Joseph Collins, took the roll. Mr. Collins reported a quorum was present (attendance sheet attached).

Mr. Ward recognized the following new Board members:

Col A. J. Brasseur III	Commander USAF Office of Special Investigations Academy
Macy Hunsicker	Director Intelligence Training Academy DHS Office of Intelligence & Analysis (I&A)
Vincent Pallozzi	Deputy Assistant Director Bureau of Alcohol, Tobacco, Firearms, and Explosives

Mr. Ward recognized the following individuals in the virtual audience:

Thomas Walters	Director, Federal Law Enforcement Training Centers
John Durkan	SAIC, United States Secret Service
Christopher Leone	DSAIC, United States Secret Service

Catrina Bonus Deputy Chief, United States Secret Service

Mr. Ward announced that since the last meeting the following members have departed the Board:

Daniel Marion, USAF OSI Academy
Brian Sulc, DHS Office of Intelligence & Analysis

Mr. Ward announced that this is the last meeting for one of the longest standing Board members, Mr. Nick Trotta. Mr. Trotta joined the Board on October 1, 2011. Mr. Ward stated that Mr. Trotta was “the epitome of what a Board member should be, and I’m proud to work with Nick.” He ended by thanking Mr. Trotta for his service to the FLETA Board.

II. Approval of Minutes from Previous Board Meeting

Mr. Ward asked for a motion to approve the report from the November 18, 2021, FLETA Board meeting, which was conducted virtually due to COVID-19 pandemic. Mr. Reginald Cole made the motion and Ms. Ariana Roddini seconded the motion. The motion carried unanimously.

III. Committee Reports

Mr. Ward announced that in preparation for conducting business at this meeting, two Board committees met. The Bylaws Committee met virtually on March 2, 2022, and the Awareness and Recognition Committee met virtually on March 7, 2022.

Bylaws Committee

Mr. Ward called on Ms. Sterling Payne to provide the Bylaws Committee report. Ms. Payne reported that per the bylaws, this committee is required to meet periodically, however; there was no new business to address.

Mr. Ward asked for a motion to accept the Bylaws Committee report. Ms. Debra Kirby made the motion and Mr. Anthony Ornato seconded. The motion carried unanimously.

Awareness and Recognition Committee

Mr. Ward called on Mr. Nick Trotta to provide the Awareness and Recognition Committee report. Mr. Trotta reported the committee reviewed one nomination for the Team Leader Recognition Award. The Board agreed to present this award at the November 2022 meeting. The committee also continued discussions on the FLETA Board’s 20th anniversary, which the Board will celebrate later this year. Lastly, the committee discussed Mr. Trotta’s replacement as Committee Chair.

Mr. Ward asked for a motion to accept the Awareness and Recognition Committee report. Mr. Vincent Pallozzi made the motion and Mr. Gary Smith seconded. The motion carried unanimously.

IV. General Reports

Mr. Ward stated that on Tuesday, the full Board met in Executive Session to discuss the FLETA budget, review operational requirements, and discuss future business.

Mr. Ward called on Mr. Collins to provide the Office of Accreditation updates, as well as an update on the status of OA operations in the pandemic environment.

Office of Accreditation Update

Mr. Collins reported that after this meeting, we will have:

- 16 - Accredited Academies, and
- 92 - Accredited Programs

Mr. Collins reported a summary of annual reports received was included in the Board materials and complete copy of each report was available for review in the electronic Board materials.

Mr. Collins also reported that the next meeting is expected to begin Tuesday, November 1st and conclude on Thursday, November 3rd, 2022. The meeting location is to be determined, but the Board is hoping for an in-person meeting. The Board Review Committees date(s) will be determined prior, if virtual meeting format.

FLETA's Path Forward from the COVID-19 Situation

Mr. Collins gave an update on the status of the OA operations in the pandemic environment:

- a. Virtual FLETA Assessments continued, as previously discussed
 - i. No in-person assessments occurred this cycle
 - ii. Discussion regarding pilot of blended assessments and resumption of in-person assessments for the next accreditation cycle
 - iii. Process has been relatively smooth
 - IT issues are always of concern
- b. A second pilot offering of the e-Assessor Training Program (e-ATP) took place December 7 – 9, 2021 (virtual/online)
 - i. Had asynchronous and synchronous components
 - ii. Eight students, with experience building files
- c. The FLETA budget has been impacted due to the COVID-19 situation
- d. Accreditation and Training Management System
 - i. Continuing in pre-production (building of forms, workflows, etc.)

- ii. Will be reaching out to some members of the FLETA community for future testing and assistance

FLEAC Update

Mr. Ward reported that on Monday, April 18, 2022, Mr. Collins, and himself met with the FLEAC by telephone to conduct a question and answer (Q&A) session. Mr. Ward called on Ms. Cherri Allen, FLEAC Chair, for the FLEAC update. Ms. Allen reported the following:

- Mr. Phillip Weston from FLETC, was selected as the new Vice-Chair
- Ms. Natasha Harris from DEA, accepted the position as the Membership Subcommittee Chair
- The FLETA Board and OA is looking at in-person and blended assessments. However, some organizations have challenges with computer access, and travel is also a concern with the transmission rates of Covid-19
- Q&A session
- Committee updates
- New business
- Old business

Full report from the FLEAC Chair is available upon request.

V. Regular Business

Mr. Ward reported the following business:

1. FLETA Budget FY2022
 - a. LET – Mid-Year FY22
 - b. XSE – Mid-Year FY22 (available until expended)
 - c. FLETA expenditure projections through 2026
2. Board Meetings
 - a. Next FLETA Board Meeting: November 1-3, 2022
 - b. Discuss format for next meeting, to be determined (June 2022 Executive Committee Meeting). The preferred method is in-person

VI. Old Business

Mr. Ward reported that during this meeting, the Board continued discussion and information sharing on policing reform changes that are occurring/could potentially be occurring in the future. The Board was briefed on the current status of several bills which referenced accreditation activities. There has been no additional action taken on H.R. 1280 or H.R. 4357.

Mr. Ward also reported that the DHS Basic Training Accreditation Improvement Act of 2021 (H.R. 5616) passed the US House of Representatives on March 7, 2022, and was received in the US Senate on March 8, 2022. If passed, there would be accreditation requirements for DHS agencies.

VII. New Business

Mr. Ward also reported that on Tuesday, April 19, 2022, during Executive Session, the Board held elections for the Chair and Second Vice-Chair positions.

The new Chair is Ms. Sterling Payne. Ms. Payne will be sworn in on Friday, September 30, 2022, when Mr. Ward's term expires.

The Second Vice-Chair is Mr. Reed Stephenson. Mr. Stephenson was immediately sworn in after the election to assume the duties of the Second Vice-Chair.

VIII. FLETA Team Leader and Assessor Recognition

Mr. Ward stated "the FLETA process would not work without the teams that volunteer their time to go out on behalf of this Board and assess the programs and academies for compliance with our Standards." For this meeting, there was one Team Leader Certificate and one Assessor Certificate issued.

- The Team Leader Certificate was awarded to Lisa Bak, FBI
- The Assessor Certificate was awarded to Joseph "Mike" Sicard, USCG

Mr. Ward recognized the assessment team members for their work. He called upon Mr. Robert Lachance to introduce each team member:

Julie Altman from FLETC has completed 20 FLETA assessments and was the Team Leader for the reaccreditation of the AFOSI United States Air Force Special Investigations Academy

Lisa Bak from FBI has completed 11 FLETA assessments and was the Team Leader for the reaccreditation of the TSATC Instructor Development Course and the USPIS Career Development Unit

J. Wade Brashier from ATF has completed four FLETA assessments and was the Team Leader for the reaccreditation of the FLETC Law Enforcement Control Tactics Instructor Training Program (LECTITP)

Darrin Brown from TSA has completed 17 FLETA assessments and was the Team Leader for the reaccreditation of the USSS Essentials of Instruction

Heather Brown from DCSA has completed four FLETA assessments and was an assessor for the reaccreditation of the AFOSI Basic Special Investigators Course

Kimberly Canitz from USSS has completed 14 FLETA assessments and was an assessor for the reaccreditation for the TSATC Instructor Development Course

Briana Dugan from DCSA has completed nine FLETA assessments and was an assessor for the reaccreditation of the FLETC Commercial Vessel Boarding Training Program (CVBTP)

Adam Harper from FLETC has completed five FLETA assessments and was an assessor for the reaccreditation of the AFOSI United States Air Force Special Investigations Academy

Taiwan Jackson from USPIS has completed one FLETA assessment and was an assessor for the reaccreditation of the FLETC Commercial Vessel Boarding Training Program (CVBTP)

Steven Jandzinski from FLETC has completed seven FLETA assessments and was an assessor for the reaccreditation of the USSS Essentials of Instruction and the USPIS Career Development Unit

Tonya Lopez from FLETC has completed 17 FLETA assessments and was the Team Leader for the reaccreditation of the IRS Basic Instructor Facilitator Training (BIFT)

John Lowrey from IGCIA has completed nine FLETA assessments and was the Team Leader for the reaccreditation of the AFOSI Basic Special Investigators Course and the FLETC Commercial Vessel Boarding Training Program (CVBTP)

Rhonda Meehan from DCSA has completed 28 FLETA assessments and was the Team Leader for the reaccreditation of the USSS James J. Rowley Training Center and an assessor for the reaccreditation of the IRS Basic Instructor Facilitator Training (BIFT)

Caroline Morefield from FBI has completed six FLETA assessments and was an assessor for the reaccreditation of the FLETC Law Enforcement Control Tactics Instructor Training Program (LECTITP) and the USSS James J. Rowley Training Center

Stephen Puccetti from VA has completed two FLETA assessments and was an assessor for the reaccreditation of the AFOSI Basic Special Investigators Course and the USPIS Career Development Unit

Joseph Sicard from USCG has completed four FLETA assessments and was an assessor for the reaccreditation of the USSS Essentials of Instruction and the IRS Basic Instructor Facilitator Training (BIFT)

Timothy Standish from VA has completed 11 FLETA assessments and was an assessor for the reaccreditation of the AFOSI United States Air Force Special Investigations Academy and the USSS James J. Rowley Training Center

Daniel Watson from USCG has completed two FLETA assessments and was an assessor for the reaccreditation of the FLETC Law Enforcement Control Tactics Instructor Training Program (LECTITP)

Benjamin Werner from FMCSA has completed one FLETA assessment and was an assessor for the reaccreditation of TSATC Instructor Development Course

IX. Awarding of Accreditation

Mr. Ward called upon Ms. Sterling Payne to introduce the presenters and agencies receiving accreditation.

Ms. Payne recognized Board Review Committee A led by Ms. Stephanie Denton. Board members included: Ariana Roddini, Vincent Pallozzi, Michael Sliwa, Randall Kizer, Robert Lachance, Keith Calloway, Brent Broshow, Debra Kirby, Macy Hunsicker, Kelly Lewis, Gary Smith, and herself.

This committee reviewed three academies for reaccreditation and two programs for reaccreditation. They were assisted by FLETA OA Program Manager Jennifer Kasper.

United States Air Force Special Investigations Academy

Ms. Payne called upon Ms. Debra Kirby to recognize the United States Air Force Special Investigations Academy (AFSIA) for its fourth reaccreditation. The dates of the assessment were February 8-10, 2022, by means of a remote assessment, and the Team Leader was Julie Altman, FLETC. The accreditation manager was Richard Terry.

The mission of the AFSIA, an Air Force Specialty Code-awarding institution, accredited by the Community College of the Air Force and the Federal Law Enforcement Training Accreditation Board, is to provide in-residence and mobile training, blended and distance learning capabilities, and professional development to produce and enhance specialized investigative and counter-threat capabilities for the Department of the Air Force.

Department of the Air Force United States Air Force Special Investigations Academy, Basic Special Investigators Course

Ms. Payne called upon Mr. Brent Broshow to recognize the Department of the Air Force, United States Air Force Special Investigations Academy (AFSIA), Basic Special Investigators Course (BSIC) for its third reaccreditation. The dates of the assessment were December 7-9, 2021, by means of a remote assessment, and the Team Leader was John Lowrey, IG CIA. The accreditation manager was Richard Terry.

The BSIC is an entry level course designed to provide training in basic investigative skills and techniques. Students receive classroom instructions and participate in extensive practical exercises that further enhance their knowledge and skills. The BSIC is 33

instructional days and consists of 299 hours of instruction. The average number of students per iteration of the program is 48 per class/240 per year.

James J. Rowley Training Center

Ms. Payne called upon Mr. Keith Calloway to recognize James J. Rowley Training Center for its fourth reaccreditation. The dates of the assessment were February 22-24, 2022, by means of a remote assessment, and the Team Leader was Rhonda Meehan, DCSA. The accreditation manager was Gus Jakowitsch.

The mission of the James J. Rowley Training Center is to train and prepare individuals to protect the President and Vice President, their families, heads of state, and other designated individuals, the White House, the Vice President's residence, foreign missions, and other buildings within Washington D.C. The James J. Rowley Training Centers trains and prepares individuals to investigate threat against its protectees; plan and implement security designs for designated National Special Security Events, investigate violations of laws relating to counterfeiting of obligations and securities of the United States and financial crimes. The James J. Rowley Training Center trains all United States Secret Service personnel to include technical, professional, managerial, and administrative positions.

United States Secret Service James J. Rowley Training Center, Essentials of Instruction

Ms. Payne called upon Mr. Gary Smith to recognize the United States Secret Service James J. Rowley Training Center Essentials of Instruction (EOI) for its fourth reaccreditation. The dates of the assessment were October 26-28, 2021, by means of a remote assessment, and the Team Leader was Darrin Brown, TSATC. The accreditation manager was Gus Jakowitsch.

The purpose of the EOI is to introduce participants, who will be instructing training for the United States Secret Service, to the principles of adult learning theory, motivation, instructional systems design, ethics, and professionalism, assessing learning progress, classroom management, active learning strategies, and instructional delivery skills. The EOI is five instructional days and consists of 40 hours of instruction. The average number of students per iteration of the program is eight.

United States Postal Inspection Service Career Development Unit

Ms. Payne called upon Ms. Ariana Roddini to recognize the United States Postal Inspection Service Career Development Unit (CDU) for its first reaccreditation. The dates of the assessment were February 15-17, 2022, by means of a remote assessment, and the Team Leader was Lisa Bak, FBI. The accreditation manager was Yvette McLemore.

The CDU is responsible for the delivery of Inspector and Postal Police Officer basic training programs, in-service training for agency personnel, the applicant assessment center, the polygraph unit, and the Executive Resources and Leadership development unit. The mission of the CDU is to provide superior training to all Postal Inspection Service employees and be recognized as a premier law enforcement training and leadership academy.

Ms. Payne recognized Board Review Committee B led by Ms. Tracy Siler. Board members included: Col A.J. Brasseur III, Nicholas Trotta, Delany DeLeon-Colon, Michael Barbuti, Reginald Cole, CAPT Randall Brown, Dr. Mary L. Parker, Reed Stephenson, Colleen Coleman, Charles Lombard, Jr., Anthony Ornato, and Sean Sirker.

This committee reviewed four programs for reaccreditation. They were assisted by FLETA OA Program Manager J.J. Hensley.

Federal Law Enforcement Training Centers, Commercial Vessel Boarding Training Program (CVBTP)

Ms. Payne called upon Mr. Michael Barbuti to recognize the Federal Law Enforcement Training Centers, Commercial Vessel Boarding Training Program (CVBTP) for its first reaccreditation. The dates of the assessment were January 11-13, 2022, by means of a remote assessment, and the Team Leader was John Lowrey, IGCI. The accreditation manager was Michael Reese.

The purpose of the CVBTP is to provide extensive hands-on training in procedures to safely board compliant large and small commercial vessels. Students board a 494' break bulk freighter, tactically search various compartments for unaccounted persons, conduct interviews, and identify hazards associated with cargo carrying vessels. The CVBTP is designed for military, federal, state, and local marine law enforcement officers, and Port Authority personnel who board commercial vessels. The CVBTP is five instructional days of instruction. The average number of students per iteration of the program is 24.

Federal Law Enforcement Training Centers, Law Enforcement Control Tactics Instructor Training Program (LECTITP)

Ms. Payne called upon CAPT Randall Brown to recognize the Federal Law Enforcement Training Centers, Law Enforcement Control Tactics Instructor Training Program (LECTITP) for its fourth reaccreditation. The dates of the assessment were January 25-27, 2022, by means of a remote assessment, and the Team Leader was Wade Brashier, ATF. The accreditation manager was Michael Reese.

The purpose of the LECTITP is to provide foundational training to prepare new instructors to provide law enforcement training in the areas of arrest and control tactics and techniques, intermediate weapons, and defense against spontaneous attacks, including being assaulted with an edged weapon. The LECTITP is 10 instructional days

and consists of 78.5 hours of instruction. The average number of students per iteration of the program is 16.

Internal Revenue Service (IRS), National Criminal Investigation Training Academy (NCITA), Basic Instructor Facilitator Training (BIFT)

Ms. Payne called upon Dr. Mary Parker to recognize the Internal Revenue Service (IRS), National Criminal Investigation Training Academy (NCITA), Basic Instructor Facilitator Training (BIFT) for its fourth reaccreditation. The dates of the assessment were January 4-6, 2022, by means of a remote assessment, and the Team Leader was Tonya Lopez, FLETC. The accreditation manager was Jody Rhodea.

The purpose of the BIFT is to prepare cadre instructors for instructor assignments at the Federal Law Enforcement Training Centers (FLETC). The program focuses on student-centered learning to strengthen problem-solving skills and critical thinking techniques required by instructors. The BIFT is eight and a half training days and consists of 68 hours of instruction. The average number of students per iteration of the program is 24.

Transportation Security Administration Training Center, Instructor Development Course

Ms. Payne called upon Ms. Colleen Coleman to recognize the Transportation Security Administration Training Center, Instructor Development Course (IDC) for its third reaccreditation. The dates of the assessment were December 14-16, 2021, by means of a remote assessment, and the Team Leader was Lisa Bak, FBI. The accreditation manager was Darrin Brown.

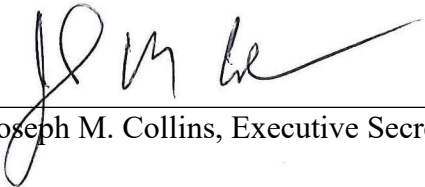
The IDC is intended for TSA employees with little or no formal training experience who have been assigned to instructor roles. The terminal course objective is for students to work with IDC faculty to design and develop a 30-minute lesson which the students deliver on the final day of the course. The IDC is five instructional days and consists of 40 hours of instruction. The average number of students per iteration of the program is 12.

X. Closing Remarks and Adjournment

Mr. Collins recognized Mr. Ward for his service as Board Chair for two consecutive terms. He was presented with a certificate of appreciation and a FLETA coin. Mr. Ward stated, "I'm very humble and honored to have served as Board Chair."

Mr. Ward thanked everyone for their support, including Board members, and distinguished guests. Special thanks to Mr. Collins and the OA staff for the "amazing work, professionalism, and dedication for making the virtual Board meeting a total success!"

Mr. Ward asked for a motion to adjourn the meeting. Ms. Payne made the motion, and Mr. Calloway seconded the motion. The motion carried unanimously, and the meeting adjourned at 10:01 a.m.

Report prepared by: 
Joseph M. Collins, Executive Secretary April 27, 2022
Date

Interim Approval: 
James L. Ward, FLETA Chairperson April 27, 2022
Date

Full Board Approval: **November 3, 2022**