



**Federal Law Enforcement Training Accreditation Board
Board Meeting
July 14, 2011
Ponte Vedra Beach, Florida**

115-501 (CFO/OAC)

I. Welcoming Remarks and General Announcements

Chairperson Donald Webb called the Board meeting to order at 9:00 a.m. He welcomed everyone, reviewed the Board's business of this week, and asked FLETA Board Member, Commander Paul Baker, USCG, to lead the meeting attendees in reciting the Pledge of Allegiance.

Board Executive Secretary, Gary Mitchell, called the Board roll and reported 16 members present, which constituted a quorum (attendance sheet attached).

II. Board Review Committee Reports and Accreditation Awards

Chairperson Donald Webb announced that the full Board met on Wednesday, July 13, 2011, and conducted reviews of the following agencies:

Initial Accreditation – DEA – Drug Enforcement Administration Academy
Initial Accreditation – FMCSA – Drug Interdiction Assistance Program
Initial Accreditation – CBP/BP – Operations Instructor Training Program
Initial Accreditation – CBP – Air and Marine Basic Training Program
Reaccreditation – CBP – Field Operations Academy
Reaccreditation – FLETC – Land Management Police Training Program

Following the Board Review Committee, the FLETA Board went into Executive Session on Wednesday afternoon and reviewed each application for accreditation or reaccreditation. The Board approved each application for accreditation/reaccreditation.

Initial Accreditation – DEA – Drug Enforcement Administration Academy – Board Member David Schnorbus reported the results of the DEA Academy review. Mr. Schnorbus gave a brief history of the DEA Academy and announced the Board approved the DEA Academy for its initial accreditation. Mr. Jeffrey Sweetin, Special Agent in Charge of the Office of Training, received the certificate awarding accreditation. Mr. Sweetin thanked the Board, saying “The assessment made us a lot better – we hope to continue that.” He also commented that it is good government to see people unite on the task of making federal law enforcement better.

Initial Accreditation – FMCSA Drug Interdiction Assistance Program (DIAP) – Board Member Brian Peters reported the results of the FMCSA DIAP review. Mr. Peters reviewed the FMCSA mission, noting theirs is a non-traditional program, and saying “They worked very hard to meet the FLETA Standards.” Mr. Peters announced the Board

approved the DIAP for its initial accreditation. Mr. Joseph DeLorenzo, Director of the FMCSA National Training Center, came forward to receive the certificate awarding accreditation. Mr. DeLorenzo thanked the Board and the assessors, commenting that FMCSA is new to the program and this was quite a learning experience for them. He also noted “It was helpful to see how others deal with the everyday challenges in training.”

Initial Accreditation – CBP/BP Operations Instructor Training Program (OITP) – Board Member Keith Hill reported the results of the CBP/BP OITP review. Mr. Hill reviewed the Border Patrol’s mission and the OITP program and announced the Board approved the OITP for its initial accreditation. Chief Patrol Agent Roberto Correa received the certificate awarding accreditation, thanking the Board and the members of the Accreditation Community. He also said the Border Patrol Academy’s staff is on an aggressive schedule to accredit five additional programs.

Initial Accreditation – CBP Air and Marine Basic Training Program (AMB) – Board Member Pat Corcoran reported the results of the CBP AMB review. Mr. Corcoran reviewed the AMB program and announced the Board approved the AMB for its initial accreditation. CBP Field Operations Academy Director Kevin Strong received the certificate awarding accreditation, thanking the Board for validating the training program. Ron Reichel, Deputy Director of Training, Safety, and Standards for the Office of Air and Marine, thanked the Board, the Field Operations Academy, and Chief Strong. Mr. Reichel said that the accreditation “is a great feather in our cap on the road to future success”.

Reaccreditation – CBP Field Operations Academy (FOA) - Board Member Tim Danahey reported the results of the CBP FOA review. Mr. Danahey reviewed the CBP Office of Training Development’s accreditation history and announced the Board approved the FOA for reaccreditation. Mr. Kevin Strong, Director of the CBP Field Operations Academy, received the certificate awarding reaccreditation, thanking the Board for validating that the FOA’s business practices met the FLETA Standards. He also commented “Reaccreditation is a journey in itself.”

Reaccreditation – FLETC – Land Management Police Training Program (LMPTP) Board Member Terry Stuart reported the results of the FLETC LMPTP review. Mr. Stuart reviewed the history of the LMPT program and announced the Board approved the LMPTP for reaccreditation. On behalf of FLETC Director Connie Patrick, Mr. Dominick Braccio, Assistant Director for Glynco Training, accepted the certificate awarding reaccreditation, thanking the Board and saying “The quality of the training is attributed to the gold standard of accreditation.” Mr. Braccio noted the quality of the training is also due to the detailed instructors from the 88 Partner Organizations at the FLETC.

III. Approval of Minutes from Previous Board Meeting

Chairperson Donald Webb called for approval of the minutes of the FLETA meeting held April 7, 2011, in Charleston, South Carolina. A motion to approve the minutes was made by Michael Hanneld, seconded by Paul Baker, and carried unanimously.

IV. Committee Reports

- A. Standards Steering Committee** – Mike Hanneld reported the Standards Steering Committee met on July 12th. Their first order of business was to clarify some definitions in the 2010 Standards and Procedures. They will finalize the definitions and forward them to the Office of Accreditation, then the Accreditation Community. They plan on having the final revised definitions by the November Board Meeting.

Their second order of business was the procedures section of the 2010 Standards and Procedures Manual. The committee feels there are several sections that are more appropriately standards, not procedures. Mr. Hanneld invited the Board and the Accreditation Community to submit recommendations to the Office of Accreditation of any procedures they feel should be standards instead of procedures.

The third order of business is the need to develop standards for online training. The committee welcomes input from the Board and the Accreditation Community for sources of governance for online training.

Ron Ward moved to accept the Standards Steering Committee report. Thomas Browne seconded the motion. The motion was carried unanimously.

- B. Bylaws Committee** – Ron Ward acknowledged the committee members and reviewed the results of the June 17th committee meeting. Two new committees have been established under the Bylaws: the Office of Accreditation Program Review Committee, and the Recognition and Awards Committee. Mr. Ward read the new Bylaws language on both of those additions.

Paul Baker made a motion to accept the Bylaws Committee report. Mike Hanneld seconded the motion. The motion was carried unanimously, approving the Bylaws Committee report and approving the changes to the Bylaws.

- C. FLETA Incentive Fund Committee** – Mike Hanneld reported on the Incentive Fund Committee, reviewing the June 8th committee meeting. He gave a brief history of the incentive fund, the carryover money, the spending plan, and noted the committee recognizes the need to gain additional funding as FLETA grows. The committee will pursue the development of a new video for FLETA's 10th anniversary and will conduct personal outreach for agencies not already involved in the accreditation process.

Terry Stuart made a motion to accept the Incentive Fund Committee report. Tim Carruth seconded the motion. The motion carried unanimously.

- D. New Member Orientation Committee** – Angela Hrdlicka reviewed the history of the committee. They are recommending a more comprehensive orientation for new Board members, to include briefings from the various aspects of the accreditation community.

Charlie DeVita made a motion to accept the New Member Orientation Committee report. Tim Danahey seconded the motion. The motion was carried unanimously.

- E. Recognition and Awards Committee** – Keith Hill reported on this committee which was created at this week’s Board meeting. Their focus is on three areas: recognizing assessors, Team Leaders, and agencies. They also will concentrate on developing the process and criteria to recognize people and/or agencies.

Paul Baker moved to approve the Recognition and Awards Committee report. Pat Corcoran seconded the motion. The motion carried unanimously.

V. General Reports

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

Future meetings -

November 15-17, 2011, Annapolis, MD - Doubletree Hotel

Annual Reports Received -

Received for July 2011 - Year 1

CBP – FOA Basic Entry Specialist Training
FAMS – Instructor Development Course
FLETC – Inland Boat Operators Training Program
FLETC –LE Instructor In-Service Training Program
IRS – Basic Instructor/Facilitator Training
US Army – Civilian Police Academy (Program)
US Army – Military Police School (Academy)
USSS – Essentials of Instruction
USSS – James J. Rowley Training Center (Academy)

Received for July 2011 - Year 2

FLETC – Federal Law Enforcement Training Center (Academy)
USPIS – Basic Inspector Training
USPIS – Postal Police Officer Basic Training
USSS – Special Agent Training Program
USSS – Uniformed Division Training Course

- B. FLEAC Report** – Dani Mozzetta, Chair of the Federal Law Enforcement Accreditation Coalition (FLEAC), reported Tuesday’s training from Dr. Jim Kirkpatrick was very valuable and appreciated.

The FLEAC held their business meeting Wednesday afternoon – they have 76 members. At the meeting the standing committees each gave reports. The FLEAC reported they are continuing with their mentoring program. They are also looking at having a copyright attorney present training at the November Board meeting in

Annapolis. At this meeting Mr. Mark Haucke and Ted Stille made a presentation on distributed learning.

The Office of Accreditation provided the group with a list of Best Practices that had been identified in FLETA assessments. The list is going out to the accreditation community for some clarification and then the FLEAC will vote on items from the list for future training.

The FLEAC had some discussions that resulted in recommendations for the Standards Steering Committee and that the group would like to see the FAQs published in the Standards and Procedures Manual.

VI. New Business

The Board has appointed two new members, Col. Kristine Blackwell, AFOSI, and Dr. Sheldon Greenberg, Johns Hopkins University. Both of their terms will run from 10/1/2011 to 9/30/2013, and both will be present at the November 2011 Board meeting.

Donald Webb also recognized two Board members who will be leaving the Board: Ralph Keaton and Buck Tanis.

VII. Closing Remarks and Adjournment of the Open Session

Angela Hrdlicka moved to adjourn and Jeff Fuller seconded the motion. The motion carried unanimously and Board Chair Donald Webb adjourned the meeting at 10:06 a.m.



**Federal Law Enforcement Training Accreditation Board
Attendance Roster – July 12-14, 2011
Ponte Vedra Beach, Florida**

Last Name	First Name	Agency	Tue 7/12	Wed 7/13	Thu 7/14
Baker	Paul	U.S. Coast Guard	X	X	X
Browne	Thomas J.	Federal Bureau of Investigation	X	X	X
Carruth	Timothy	Naval Criminal Investigative Service	X	X	X
Corcoran	Patrick	U.S. Postal Inspection Service	X	X	X
Danahey	Timothy	Federal Law Enforcement Officers Association	X	X	X
DeVita	Charles N.	Immigration and Customs Enforcement	X	X	X
Fuller	Jeffrey	Customs and Border Protection		X	X
Hanneld	Michael	Federal Law Enforcement Training Center	X	X	X
Hill	Keith	U.S. Secret Service	X	X	X
Hrdlicka	Angela	Council of Inspectors General on Integrity and Efficiency	X	X	X
Johnson	Vernon C.	U.S. Marshals Service	X	X	
Keaton	Ralph	American Society of Crime Laboratory Directors/Laboratory Accreditation Board	X	X	X
Peters	Brian	Department of the Interior	X	X	X
Schnorbus	David	Dept. of State, Bureau of Diplomatic Security	X	X	X
Stuart	Terry	Internal Revenue Service	X	X	X
Tanis	Leonard "Buck" J.	Federal Reserve Board	X	X	
Ward	Ronald	U.S. Courts	X	X	X
Webb	Don	Drug Enforcement Administration	X	X	X



**Federal Law Enforcement Training Accreditation Board
Executive Director's Report
July 14, 2011**

FLETA Applications (Tab 6) data for this report is through May 31, 2011.

184 total applications on file
94 have received accreditation

86 are in-progress

13 for Academy accreditation
57 for Program accreditation
5 for Academy reaccreditation
11 for Program reaccreditation

Applications received from/for:

Date	#	Agency	Academy/Program
4/12/2011	129	VA	Air Force Basic Police Officer Course
4/12/2011	8.2	FLETC	Federal Law Enforcement Training Center
4/19/2011	130	PFPA	Basic Police Officer Training Program
5/12/2011	131	FBI	Intelligence Basic Course
5/23/2011	134	AFSF	Security Forces Apprentice Course
5/23/2011	133	AFSF	Military Working Dog Handler Course
5/23/2011	135	AFSF	Security Forces Basic Officer Course
5/23/2011	56.2	FLETC	Criminal Investigator Training Program
5/23/2011	69.2	FLETC	Uniformed Police Training Program
5/23/2011	70.2	FLETC	Land Management Police Training Program
5/23/2011	26.2	FLETC	Law Enforcement Instructor Training Program
5/23/2011	132	AFSF	Kennel Master's Course
5/26/2011	136	FPS	Physical Security Training Program

FLETA-Sponsored Training

Date	Number trained	Event
3/15-3/16/2011	15	Accreditation Manager Training Program, AMTP 11-02
3/17-3/18/2011	18	Assessor Training Program for CBP, ATP 11-01XP.
3/29-3/30/2011	12	Assessor Training Program, ATP 11-02
4/19-4/20/2011	18	Assessor Training Program for BEP, ATP 11-03XP
4/21-4/22/2011	23	Assessor Training Program for FBI/DEA, ATP 11-05XP

4/27-4/28/2011	24	Assessor Training Program for CBP/BP, ATP 11-04XP
5/24-5/25/2011	10	Assessor Training Program, ATP 11-03
5/22-5/25/2011	10	ASTD 2011 Conference & Expo

FLETA Assessments (Tab 3)

Initial Accreditation Assessments

CBP Air & Marine Basic Training Program (AMB) May 10-12, 2011
Team Leader Carolyn Courtney, Assessors Scott Dahl and Vic Muschler
Shadow Assessors Ed Shipley and Diana Kelley

CBP/BP Operations Instructor Training Program (OITP) May 17-19, 2011
Team Leader Gene Castleberry, Assessors Katherine Korte and Eric Orr
Shadow Assessors Edwin Torres and Kevin Satterfield

DEA Academy April 19-21, 2011
Team Leader Ivan Biss, Assessors Bruce Curtis and Narciso Santillan
Shadow Assessors Dana Breen, Cheryl Cook, and Daniel Shusko

FMCSA Drug Interdiction Assistance Program (DIAP) March 29-31, 2011
Team Leader Dr. Theresa Lawrence, Assessors Robert Turner and Nicholas Kopcho
Shadow Assessor Rebecca Tennant

Reaccreditation Assessments

CBP Field Operations Academy (FOA) March 8-10, 2011
Team Leader Jeff Sieber, Assessors Nancy Barwick and Ray Philyaw

FLETC Land Management Police Training Program (LMPT) March 1-3, 2011
Team Leader Don Hines, Assessors James Hensley and Julie Altman
Shadow Assessors Katherine Korte and Michael Bierce

Assessors (Tab 6)

Eighteen assessors (18 fewer than last cycle) and twelve shadow assessors (two less than last cycle) were used for a cost of \$24,494.34 (\$18,684.84 less than last cycle). Assessors were from 20 (-2) different agencies, averaged 2.4 (-.6) FLETA assessments per assessor, and participated in an average of 2.7 self-assessments per assessor.

Accreditation Incentive Fund (Tab 2)

Please see Tab 2 in the July Board book, Incentive Fund Committee Notes, for the incentive fund expenditures and other information.

Additional Activities by Month

March 2011

FLETA Board Chair Mr. Donald Webb and Gary Mitchell attended CALEA Spring Conference in Bethesda, MD.

April 2011

FLETA Board Meeting, April 5-7, 2011, in Charleston, South Carolina.

May 2011

Bob Bruton and Christiana Halsey attended DISC trainer training.