



**Federal Law Enforcement Training Accreditation Board  
Board Meeting  
March 22, 2012  
Hilton Head Island, SC**

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 reviewed the morning's agenda.

Mr. Webb asked FLETA Board Member Colonel Kristine Blackwell, USAF, to lead the meeting attendees in reciting the Pledge of Allegiance.

Executive Secretary Gary Mitchell called the roll and reported 18 members were present, which constituted a quorum (attendance sheet attached).

Mr. Webb recognized three new Board members:

Owen Harris	DOJ	Federal Bureau of Investigation
Michael Novak	DHS	Transportation Security Administration
Theresa Stoop	DOJ	Bureau of Alcohol, Tobacco, Firearms and Explosives

**II. Board Review Committee Reports and Accreditation Awards**

The Board met on Wednesday, March 21<sup>st</sup>, and conducted reviews of the following agencies:

Initial Accreditation	AFSF Security Forces Basic Officer Course
Initial Accreditation	AFSF Security Forces Apprentice Course
Reaccreditation	DOS Basic Special Agent Course
Reaccreditation	DOS Instructor Development Course
Reaccreditation	DOS Office of Training and Performance Standards
Reaccreditation	USPIS Basic Inspector Training Program
Reaccreditation	USPIS Postal Police Officer Basic Training Program
Reaccreditation	USSS Special Agent Training Course
Initial Accreditation	NASA Federal Arrest Authority Basic Program
Reaccreditation	FLETC Academy

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

**Initial Accreditation – AFSF - Security Forces Basic Officer Course** – Board Member Timothy Carruth reported the results of the Security Forces Basic Officer Course review.

Mr. Carruth gave a brief overview of the course and announced the Board approved the Air Force Security Forces Basic Officer Course for its initial accreditation.

Brigadier General Jimmy McMillian, Director for Air Force Security Forces, accepted the certificate, thanking the Board for their guidance and saying “We don’t take this lightly – we will continue to work hard”. B/G McMillian also thanked Gary Mitchell and Christiana Halsey of the FLETA Office of Accreditation (OA), and thanked his AFSF team of Lt. Col. Christopher Echols, CMSgt. Eric Stewart, and Catherine Jeffryes. He said the men and women who graduate from both AFSF courses receiving accreditation today will be better off for these accreditations.

**Initial Accreditation – AFSF – Security Forces Apprentice Course** – Board Member Michael Hanneld reported the results of the Security Forces Apprentice Course review. Mr. Hanneld gave a brief overview of the course and mentioned several notable findings, including an impressive commitment to the preparation and development of the instructor cadre, and the emphasis placed on practical applications and experiential training. Mr. Hanneld also noted the assessment team identified the Interactive Course Implementation System (ICIS) as a Best Practice. Mr. Hanneld announced the Board approved the Air Force Security Forces Apprentice Course for its initial accreditation.

**Reaccreditation – DoS/DSS – Basic Special Agent Course** –Board Member Nicholas Trotta reported the results of the Dept. of State/Diplomatic Security Service Basic Special Agent Course review. Mr. Trotta gave a brief review of the course and commented on the great briefing provided by the DoS staff, and then announced the Board approved the DoS/DSS Basic Special Agent Course for reaccreditation.

Kevin Bauer, Director of Training and Performance Standards, accepted the certificate awarding reaccreditation, noting the Dept. of State was the first accredited institution with FLETA. Mr. Bauer said the Diplomatic Security Service is committed to the process and it has served them very well. He thanked the team at the DoS Training Center and thanked those who “helped us get through the accreditation process”.

**Reaccreditation – DoS/DSS – Instructor Development Course** –Board Member Brian Peters reported the results of the Dept. of State/Diplomatic Security Service Instructor Development Course review. Mr. Peters noted that at any academy, the Instructor Development Course is key to the success of any program. He then announced the Board approved the DoS/DSS Instructor Development Course for reaccreditation.

**Reaccreditation – DoS/DSS – Office of Training and Performance Standards** –Board Member Jeffrey Fuller reported the results of the Dept. of State/Diplomatic Security Service Office of Training and Performance Standards review. Mr. Fuller gave a brief explanation of the mission of the DoS/DSS, and then announced the Board approved the DoS/DSS Office of Training and Performance Standards for reaccreditation.

**Reaccreditation – USPIS – Basic Inspector Training Program** –Board Member Angela Hrdlicka reported the results of the U.S. Postal Inspection Service Basic Inspector Training Program review. Ms. Hrdlicka gave a quick overview of the program and

announced the Board approved the USPIS Basic Inspector Training Program for reaccreditation.

On behalf of the Postal Inspection Service and the Career Development Unit, Jennifer McDaniel thanked the FLETA OA and the assessment team. She also thanked Patrick Corcoran, Inspector in Charge of the Operational Support Group that includes the Career Development Unit and the Postal Inspection Service Academy. Mr. Corcoran will be retiring and this is the last time he will represent the USPIS for reaccreditation of their programs or their academy. She noted he was a pioneer in the USPIS seeking accreditation.

**Reaccreditation – USPIS – Postal Police Officer Basic Training Program** –Board Member Ronald Ward reported the results of the U.S. Postal Inspection Service Postal Police Officer Basic Training Program review. Mr. Ward said he wanted to note that the quality of all of the Board review presentations is improving and asked the audience for a round of applause to acknowledge that. He then announced the Board approved the USPIS Postal Police Officer Basic Training Program for reaccreditation.

**Reaccreditation – USSS – Special Agent Training Course** –Board Member Ronald Ward reported the results of the U.S. Secret Service Special Agent Training Course review on behalf of Commander Paul Baker, USCG, who led the review the previous day. Mr. Ward gave a brief overview of the course and announced the Board approved the USSS Special Agent Training Course for reaccreditation.

On behalf of Director Mark Sullivan, Keith Hill thanked the Board and the OA “for giving us the golden seal of approval – it means a lot to us”. Mr. Hill also thanked the USSS staff and said they look forward to continued work with FLETA.

**Initial Accreditation – NASA – Federal Arrest Authority Basic Program** – Board Member Kristine Blackwell reported the results of the NASA Federal Arrest Authority Basic Program review. Col. Blackwell gave a brief overview of the course and thanked the NASA team for a very impressive presentation. She then announced the Board approved the NASA Federal Arrest Authority Basic Program for its initial accreditation.

Mark Borsi, NASA Center Chief of Security, accepted the Certificate of Accreditation, saying “NASA has been seeking and moving in this direction for about 20 years. We are fully committed to accreditation and standardized standards.” He thanked the FLETA Board and said NASA looks forward to participating in the future.

**Reaccreditation – FLETC – Federal Law Enforcement Training Centers** –Board Member Sheldon Greenberg reported the results of the Federal Law Enforcement Training Centers review. Dr. Greenberg noted the FLETCs serve 90 Partner Organizations and about 70,000 students per year, at four different Centers. He announced the Board approved the Federal Law Enforcement Training Centers for reaccreditation.

On behalf of FLETCS Director Connie Patrick, Deputy Director Kenneth Keene thanked the assessment team and the OA. He also thanked Don Smith and his staff “for helping shepherd us through the process”, and thanked the FLETC staff for their commitment and professionalism.

FLETA Board Chairperson Donald Webb had to leave the Board meeting and First Vice-Chairperson Michael Hanneld led the meeting from that point on.

### **III. Approval of Minutes from Previous Board Meeting**

First Vice-Chairperson Michael Hanneld called for approval of the minutes of the FLETA meeting held November 17, 2011, in Annapolis, Maryland. A motion to approve the minutes was made by Ronald Ward, seconded by Timothy Danahey, and carried unanimously.

### **IV. Committee Reports**

**A. Standards Steering Committee (SSC)** – Michael Hanneld reported the Standards Steering Committee met on January 19<sup>th</sup> and March 19<sup>th</sup> to consider three requests for clarification from the accreditation community.

- 1) Request for guidance in interpreting Standard 3.41 – The Board approved the Committee’s recommendation to add the following advisory for Standard 3.41: “The pilot requirement addresses new or revised programs. Periodic revisions to lesson plans do not require a full pilot. The program revision requirement is addressed in Standard 3.57.”
- 2) The FLEAC community requested that the Board clarify in its FAQs (Frequently Asked Questions) expectations regarding retention of accreditation folders and documents after accreditation has been granted. The Board declined to establish a concrete policy with respect to records retention, which it views as an internal agency matter. The Board has agreed to add an FAQ that notes agencies may find it beneficial to retain their accreditation records until the subject program or academy has been reaccredited.
- 3) The FLEAC community requested the FLETA Board remove the procedural requirement that self-assessment reports be submitted to the Office of Accreditation (OA) and provided to assessment teams. The OA supported that request. The Board agreed to rescind the procedural requirement in question and to replace it with a requirement that the applicant agency merely provide to the OA a written certification that a self-assessment has been completed and that the applicant believes its academy or program for which accreditation is being sought is fully compliant with FLETA’s standards.

Timothy Danahey moved to accept the Standards Steering Committee report. Patrick Corcoran seconded the motion. The motion was carried unanimously.

**B. Strategic Planning Committee** – Board Executive Secretary Gary Mitchell reported on the Strategic Planning Committee’s activities. The committee met on February 22<sup>nd</sup> and March 20<sup>th</sup> and has agreed on four goals:

1. FLETA Quality – Maintain a quality and efficient accreditation process.
2. Clearinghouse – Maintain a clearinghouse of successful training practices.
3. FLETA Recognition (Outreach) – Increase awareness of and commitment to the FLETA accreditation process in the law enforcement and training communities.
4. FLETA in the Electronic Environment – Create and implement standards for distance and e-learning.

The committee will continue to work on refining how to attain and measure these goals.

Charlie DeVita moved to accept the Strategic Planning Committee report. Timothy Danahey seconded the motion. The motion was carried unanimously.

**C. Recognition & Anniversary Committee** – Gary Mitchell reported that the 10<sup>th</sup> Anniversary video and portfolio document will be presented at the July 2012 Board meeting and he encouraged the FLETA community to attend. He also noted that is when the Recognition Program will be announced. There will be two awards: a team leader award and an agency award. Details on those will be posted to the FLETA website next week and Mr. Mitchell encouraged the accreditation community to go to the website and look at the information.

Jeffrey Fuller moved to accept the Recognition and Anniversary Committee report. Charlie DeVita seconded the motion and the motion carried unanimously.

**D. Incentive Fund Committee** – Michael Hanneld reported the committee met on February 22<sup>nd</sup>. They reviewed the OA’s spending plan for the use of available incentive fund assets in FY 12. Based on that review, the Board has approved an expansion of training opportunities to include agencies with accredited academies and programs. The Board also agreed to reserve sufficient carryover funds for FY 13 to provide for the November 2012 Board meeting costs if the FY 13 appropriations are not available prior to the November meeting date.

Charlie DeVita moved to accept the report of the Incentive Fund Committee. Kristine Blackwell seconded the motion, which was carried unanimously.

**E. Recruitment Committee** – Angela Hrdlicka reported that the committee met February 7<sup>th</sup>. They have been tasked with searching for potential members for vacant seats on the Board. Several positions were discussed and one individual will be invited to sit on the Board.

Kristine Blackwell moved to accept the report of the Recruitment Committee. Ronald Ward seconded the motion, which was carried unanimously.

## V. General Reports

**A. Office of Accreditation Updates** – Gary Mitchell introduced Jimmy Hill, the new FLETA Staff Assistant. Mr. Mitchell then mentioned the next Board meeting will be in Clearwater, Florida, July 10-12, 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** – No Year 1 annual reports were due because the November 2010 meeting was canceled.

Agency	Academy/Program	
AFOSI	Basic Special Investigators Course	Thirty day status report required, everything completed. All standards in compliance
AFOSI	U.S.A.F. Special Investigations Academy	Thirty day status report required, everything completed. All standards in compliance
CBP/BP	Task-Based Language Teaching Program	All standards in compliance
FLETC	Boat Operators Anti-Terrorism Training Program	All standards in compliance
FLETC	Law Enforcement Control Tactics Instructor Training Program	All standards in compliance
FLETC	Law Enforcement Driver Instructor Training Program	All standards in compliance
FLETC	Marine Law Enforcement Training Program	All standards in compliance
IRS	National Criminal Investigation Training Academy	All standards in compliance
IRS	Special Agent Basic Training	All standards in compliance
CBP	CBP Agriculture Specialist	All standards in compliance

**B. FLEAC Report** – Dr. Michael McDade, FLEAC Vice-Chair, gave the following report:

On Wednesday, March 21, 2012 the FLEAC membership held its scheduled business meeting at the Crowne Plaza. A quorum of 56 members was determined to be present for the purpose of conducting FLEAC business. Kay Arthur, the FLEAC Secretary and keeper of the FLEAC membership roster, noted 86 members with a number of new applications from personnel engaged in accreditation activities across federal law enforcement agencies. The FLEAC received reports from its committees on Communication, By-Laws, Training, Reaccreditation, Membership and Standards Review. Sally Livingston (IRS) apprised the assemblage of written suggestions for possible revisions to the 2010 FLETA Standards.

On behalf of the Coalition, Dr. McDade thanked the Board for their consideration of the submitted revisions in raising federal law enforcement officer training to new heights of excellence.

Ms. Christiana Halsey (FLETA OA) conveyed OA activities to the assemblage including an overview of new forms for FLETA Assessments, evaluation of assessors and team leaders. Ms. Halsey also informed the FLEAC of OA training programs and the mandatory Team Leader training requirement.

The FLEAC concluded its regular business meeting and adjourned until the next regularly scheduled meeting at the July 2012 session of the FLETA Board.

## **VI. Old Business**

Completed by Board Committees

## **VII. New Business**

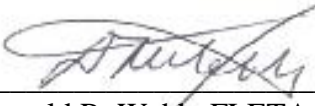
Michael Hanneld, First Vice-Chair, reported on the election of new FLETA Board officers who will take their posts at the July 2012 FLETA Board meeting.

- Board Chairperson – Donald Webb
- First Vice-Chairperson – Ronald Ward
- Second Vice-Chairperson – Angela Hrdlicka
- Parliamentarian (appointed) – Brian Peters

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

Terry Stuart moved to adjourn and Brian Peters seconded the motion. The motion carried unanimously and Board First Vice-Chair Michael Hanneld adjourned the meeting at 10:15 a.m.

Minutes prepared by:  March 28, 2012  
Gary B. Mitchell, Executive Secretary Date

Interim Approval:  March 28, 2012  
Donald R. Webb, FLETA Chairperson Date

Full Board Approval: July 12, 2012  
Date





**Federal Law Enforcement Training Accreditation Board  
Attendance Roster – March 22, 2012  
Hilton Head Island, SC**

Last Name	First Name	Agency	3/20	3/21	3/22
Baker	Paul	U.S. Coast Guard	✓ ✓	✓ ✓	Excused
Bauer	Kevin	Department of State	✓ ✓	✓ ✓	✓
Blackwell	Kristine	U.S. Air Force	✓ ✓	✓ ✓	✓
Carruth	Timothy	Naval Criminal Investigative Service	✓ ✓	✓ ✓	✓
Corcoran	Patrick	U.S. Postal Inspection Service	✓ ✓	✓ ✓	✓
Danahey	Timothy	Federal Law Enforcement Officers Association	✓ ✓	✓ ✓	✓
DeVita	Charles N.	Immigration and Customs Enforcement	✓ ✓	✓ ✓	✓
Fuller	Jeffrey	Customs and Border Protection	✓ ✓	✓ ✓	✓
Greenberg PhD	Sheldon	Associate Dean, Johns Hopkins University	✓ ✓	✓ ✓	✓
Hanneld	Michael	Federal Law Enforcement Training Center	✓ ✓	✓ ✓	✓
Harris	Owen	Federal Bureau of Investigation	✓ ✓	✓ ✓	✓
Hrdlicka	Angela	Council of Inspectors General on Integrity and Efficiency	✓ ✓	✓ ✓	✓
Novak	Michael	TSA-Federal Air Marshals Service	✓ ✓	✓ ✓	✓
Peters	Brian	Department of the Interior	✓ ✓	✓ ✓	✓
Stoop	Theresa	Bureau of ATF	✓ ✓	✓ ✓	✓
Stuart	Terry	Internal Revenue Service	✓ ✓	Exc. ✓	✓
Trotta	Nicholas	Federal Reserve Board	✓ ✓	✓ ✓	✓
Ward	Ronald	U.S. Courts	✓ ✓	✓ ✓	✓
Webb	Don	Drug Enforcement Administration	✓ ✓	✓ ✓	✓



**Federal Law Enforcement Training Accreditation Board  
Executive Director's Repo  
March 22, 2012**

Data for this report is through February 29, 2012.

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

203 total applications on file  
110 have received accreditation/reaccreditation

93 are in-progress

11 for Academy accreditation  
59 for Program accreditation  
4 for Academy reaccreditation  
19 for Program reaccreditation

Applications received from/for:

<b>Date</b>	<b>#</b>	<b>Agency</b>	<b>Academy/Program</b>
10/17/2011	141	APHIS	CBPAS Canine Training (Airport Passenger Clearance)
10/17/2011	142	APHIS	CBPAS Canine Training (Border/Cargo)
10/27/2011	143	NCIS	Basic Physical Security Training Program
10/27/2011	21.2	USSS	Essentials of Instruction
10/27/2011	22.2	USSS	James J. Rowley Training Center
1/3/2012	144	USAMPS	Staff and Faculty Training Course
1/3/2012	145	USAMPS	Special Victims Unit Training Course
1/25/2012	146	VA	VA Instructor Development Course
1/31/2012	148	USSS	Basic Investigation of Computer and Electronic Crimes
2/6/2012	147	USMS	Detention Enforcement Office/Air Enforcement Officer
2/27/2012	149	NPS	Field Training and Evaluation Program

***FLETA-Sponsored Training***

<b>Date</b>	<b>Trained</b>	<b>Event</b>
10/5/2011	15	FLETA Fundamentals, ICE HQ
10/7/2011	36	FLETA Fundamentals, FBI
11/2-11/3/2011	10	AMTP
11/18/2011	10	FLETA Fundamentals, USMC
12/6-12/8/2011	22	ATP Pilot

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

***Initial Accreditation Assessments***

Air Force Security Forces Basic Officer Course Dec. 5-9, 2011  
Team Leader Tom Flanagan, Assessors Gene Castleberry and Gary Coleman

Air Force Security Forces Apprentice Course Team Leader Eric Orr, Assessors Aisha Johnson and Tanya Gregory Shadow Assessors Heather Lawson and Joe Duran	Dec. 5-9, 2011
NASA Federal Arrest Authority Basic Program Team Leader Ivan Biss, Assessors Tonya Lopez and Mary Latham Shadow Assessors William Copeland, Grace Endres, and Rhonda Meehan	Jan. 23-27, 2012
<b><i>Reaccreditation Assessments</i></b>	
DoS/DSS Instructor Development Course Team Leader Vic Muschler, Assessor Margaret Viggiano	Oct. 3-7, 2011
DoS/DSS Office of Training and Performance Standards Team Leader Donna Folmar, Assessor Liz Dodson Shadow Assessors Tracey Chase and Lisa Crowder	Oct. 3-7, 2011
DoS/DSS Basic Special Agent Course Team Leader Matthew Coyle, Assessor Elizabeth O'Brien	Oct. 3-7, 2011
USPIS Basic Inspector Training Program Team Leader Jay Olson, Assessors Diana Kelley and Terry Walsh	Oct. 10-14, 2011
USPIS Postal Police Officer Basic Training Program Team Leader Dr. Molly Wankel, Assessors Michael Dunning and Andy Kiddey Shadow Assessors Terry Ard and Catherine Jeffryes	Oct. 24-28, 2011
Federal Law Enforcement Training Center Team Leader Julie Altman, Assessors Liz Dodson, Lynn Tharp, Riley Hanback, Bob Turner, and Terry Walsh Shadow Assessors Jason Daniel and Richard Ogden	Jan. 9-13, 2012
USSS Special Agent Training Course Team Leader Tonya Hall, Assessors Patrick Ruettiger and Jennifer Kasper Shadow Assessors Christopher Taylor and Denise White	Jan. 30-Feb. 3, 2012

### ***Assessors (Tab 6)***

Twenty-nine assessors (four less than last cycle), fourteen shadow assessors (thirteen less than last cycle), and 26 self-assessors were used for a cost of \$41,741.99 (\$34,409.98 less than last cycle). Assessors were from 25 (- 4) different agencies, averaged 2.93 (- 1.17) FLETA assessments per assessor, and participated in an average of 2.45 (- 0.65) self-assessments per assessor.

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

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

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

#### **October 2011**

Conducted a CRC for the Assessor Training Program and CDC for the Assessment Team Leader Training Program. In addition to Board Member Terry Stuart, five current team leaders participated: Natasha Fulmore, Kim Canitz, Don Hines, Tom Flanagan, and Rick Gioveno.

Gary Mitchell met with Dr. Sheldon Greenberg, Johns Hopkins University, and Nicholas Trotta, FRB, to go over their roles as new FLETA Board members.

Gary Mitchell and Pat Perry made a site visit to the Tremont Plaza Hotel in the Inner Harbor, Baltimore, MD, to look at the only property which submitted a proposal for the November 2012 Board meeting.

Gary Mitchell, Pat Perry, Billy McLeod, and Robert Bruton traveled to Chicago, IL, for the IACP Conference. FLETA also funded, via the Incentive Fund, Terry Stuart, Natasha Fulmore, Steve Golden, Betsy Michalek, and Craig Braddy to attend IACP and assist in the FLETA booth.

#### **November 2011**

Gary Mitchell met with Michael Novak, Tom Kost, and Joseph J. D'Angelillio as they toured FLETC on November 9<sup>th</sup>. They have an interest in seeking accreditation for their Transportation Security Officer (TSO) and TSO Instructor training programs. Mr. Novak expressed an interest in ensuring a FAMS seat on the FLETA Board.

Mr. Mitchell received a call from James Gaughran (DHS Deputy Assistant Inspector General for Investigations) about accreditation for the DHS Inspector General's Training.

#### **December 2011**

Received the Staff Assistant hiring certificate with forty-three names out of more than 540 applicants.

The video taken at the November Board meeting was transcribed for 508 compliance. That will assist with putting together the final 10<sup>th</sup> Anniversary video and associated written documents.

#### **January 2012**

The OA completed interviews for the Staff Assistant position and selected Jimmy Hill. He will report in February.

Submitted the DHS meeting request documentation for the March Board meeting.

**February 2012**

Gary Mitchell and Pat Perry visited the Hilton Head meeting location for final inspection before the March Board meeting.

Gary Mitchell met with Michael Hanneld to review the XSE (Incentive Fund) spending plan. The plan was presented to the Incentive Fund Committee on February 22, 2012.

The OA received the Board nomination letter for Theresa Stoop, Bureau of Alcohol, Tobacco, Firearms and Explosives, and Gary Mitchell met with her to provide her with the FLETA Board in-briefing.