

Summary of Conference/Training Event and Cost

Event Name

VBA Challenge Session 2014-1

Event Purpose

Challenge training is a critical element of providing employees the skill sets necessary to achieve the standards of delivering compensation benefits to Veterans. Challenge training accelerates by six months the achievement of journey-level status of Challenge graduates.

Number of VA Travelers	260
Number of VA Attendees	260
Start Date	9/9/2013 – Online Training Begins; Ends 10/15/2013 10/16/2013 – Face to Face Training Begins
End Date	11/22/2013
Location	Baltimore, MD

Sponsor Name

VBA

RCE Name

Mark Bilosz

CCO Name

Ervin Pearson

Total Cost

\$2,430,388

Meeting Room Rental (TAB - 4)	\$0
Miscellaneous (TAB - 4)	\$0
AV Equipment Rental (TAB - 4)	\$0
Additional Fees (TAB 4)	\$0
Lodging (TAB - 5)	\$1,452,360
Transportation & Parking (TAB - 5)	\$221,000
Miscellaneous (TAB - 5)	\$757,028

**Department of
Veterans Affairs**

Memorandum

Date: SEP 6 2013
From: Under Secretary for Benefits (20)
Subj: Request Waiver for VBA Challenge Session 2014-1 Training in FY 2014
(VAIQ #7389678)
Thru: Chief of Staff
To: Secretary

1. In accordance with the existing Department of Veterans Affairs Conference policies and guidelines, and all applicable statutes and regulations, the Veterans Benefits Administration requests your approval of a waiver to implement centralized, online/face-to-face Challenge training class from September - November 2013. The Challenge training session will cost in excess of the maximum allowable expense of \$500,000.
2. Purpose: Challenge training is a critical element of providing employees the skill sets necessary to achieve the standards of delivering compensation benefits to Veterans. Challenge training accelerates by six months the achievement of journey-level status of Challenge graduates. It is a key initiative in the transformation of VBA and a critical component in achieving our transformation goals for improved service delivery. The Challenge program is a national technical training curriculum that provides new Veterans Service Center employees with the skills they need to function effectively in their positions as Veterans Service Representatives (VSRs) or Rating Veterans Service Representatives (RVSRs). Challenge provides hands-on training with computer applications and advances the new employees through progressively more challenging practice claims. All new employees handle practice claims and actual "live" claims just as they will when they return to their home stations.
3. Goals and Objectives: Upon the conclusion of the resident portion of Challenge training:
 - Newly hired Veterans Service Representatives will develop 1.5 cases per day at 94% accuracy, or will promulgate 3.0 cases per day at 94% accuracy;
 - Newly hired Rating Veterans Service Representatives will demonstrate mastery by rating at least one simple (one-to-two issue) claim per day at 90% accuracy;
 - Employees serving as instructors gain valuable teaching and mentoring experience that improves training within regional offices, and raises the standard of excellence among journey-level employees.
4. Justification
 - a. Challenge training accelerates proficiency in new employees.

(1) Challenge training is a proven program designed to establish in eight weeks employee skill levels that previously took six to eight months to achieve. On completion of Challenge training, employees complete 150 percent more claims per day in their first six months, with a 30 percent increase in accuracy, when compared to early student performance under the previous program. These curricula were instituted in July 2011 and evaluated for student success during the ensuing five sessions.

(2) VBA has reviewed and piloted the use of technology for one Challenge curriculum (Post-Determination VSR) in FY 2012. The training proved to be ineffective, and VBA continues to assess how technology can be applied to future sessions of Challenge to assure students achieve the training goals and objectives. During first quarter of FY 2013, VBA initiated a new pilot to deliver prerequisite training and knowledge-based, lecture-oriented lessons using technology for virtual delivery for 16 newly hired Rating Veterans Service Representatives. These students attended four weeks of resident training beginning January 2013. The quantity and accuracy of their work during training will be compared to the results of the centralized training model to determine if a partially virtual training solution is feasible in FY 2014.

(3) VBA normally conducts this training in a centralized model. Challenge 2014-1 is proposed in a distributed model to increase training capacity and constrain costs while preserving the emphasis on building proficiency.

b. Face-to-face Challenge training is required for effective student and instructor interaction.

(1) Challenge training emphasizes evaluation of student learning through pre- and post-tests; introductory skill practices using mock cases; closely supervised, actual work using live cases; and immediate feedback from experienced instructors. Challenge training has achieved dramatic results due to the adult learning principles built into the training methods. Challenge training builds teamwork among learners and instructors, and enhances standardization across the 56 regional offices.

(2) Students from geographically dispersed regional offices benefit from direct, face-to-face interaction as they learn; because the students are seeking the same skill sets and enter training at similar skill levels. Additionally, the students benefit from direct, face-to-face interaction with their instructors, who also hail from different regional offices. Student questions frequently spark discussion that reinforces learning. Practical application with live cases is integrated throughout the curricula. During practical application, a separate instructor is assigned to each team of five students so each student can receive appropriate mentoring and rapid response to His/her questions. This interaction supports development of fast, effective work habits that students will carry back to their regional offices. The students' work is reviewed and nationally standardized instructors provide feedback immediately after completion, so students become accustomed to having their work critiqued to assure accuracy. The classroom environment invites seminar discussion of particularly difficult claims so that all participants can learn from the cases.

(3) The personnel selected as instructors are highly experienced, journey-level employees who have been recommended by their regional office leaders and prepared with standardized training provided by Compensation Service. The

instructors at a training site are usually from multiple regional offices. In the face-to-face Challenge training environment, the instructors gain substantial practice in teaching difficult topics and guiding the work effort of others. Their direct interaction with instructors from other regional offices improves standardization, provides a grass roots opportunity to collaborate on complex issues and to learn techniques they might otherwise never learn. The instructors' face-to-face interaction with the students benefits their regional offices because the instructors carry their skills back to their home stations, where they can be used to continue the training of other employees. Their face-to-face interaction with other instructors further benefits VBA by improving consistency across regional offices.

Face-to-face Challenge training is required to achieve the interaction described above, and because it is proven to achieve the desired performance results.

5. Business Case Analysis

a. Challenge costs are effectively constrained.

(1) VBA conducted an analysis of the student population, and the availability and suitability of training facilities. VBA has successfully implemented Challenge training at the VBA training academy in the past, while assuring standardization of training because we travel nationally standardized instructors to the academy, and provide close oversight by Compensation Service course managers. The analysis revealed:

- The student population for Challenge 2014-1 is spread across several regional offices. The student population requires training in one of two curricula.
- Sending all employees to a VBA facility significantly decreases costs associated with training space as the VBA facility can adequately accommodate the number of trainees and support staff.

(2) Use of existing government facilities, rather than commercial training facilities, leverages sunk costs of existing facilities. The classrooms are outfitted with suitable classroom equipment including computers connected to the VBA network and already loaded with relevant computer applications.

(3) The Academy is our premier Challenge training location because of the benefits of scale and the experienced support infrastructure at the Academy. Approximately 200 Challenge students can be accommodated simultaneously, and instructor standardization oversight can be accomplished across multiple classrooms by a single course manager for each curriculum. Using the Academy leverages the sunk costs of our established training facility.

b. Challenge training provides substantial return on the investment.

(1) The productivity of a Challenge graduate in their first six months is 50% higher when compared against graduates of the earlier training programs. Challenge 2014-1 will train 226 students. Conducting Challenge Training presents a cost avoidance opportunity. Assuming the level of performance described above, these 226 students will perform in their first six months at a rate equivalent to ~ 339 new employees (1.5 x 226).

b. Challenge training provides substantial return on the investment.

(1) The productivity of a Challenge graduate in their first six months is 50% higher when compared against graduates of the earlier training programs. Challenge 2014-1 will train 226 students. Conducting Challenge Training presents a cost avoidance opportunity. Assuming the level of performance described above, these 226 students will perform in their first six months at a rate equivalent to ~ 339 new employees (1.5 x 226).

(2) As indicated in paragraph 4, other versions of this training – including shorter, in-person classes and a piloted, web-based class – have not proven to effectively meet the training goals and objectives based on measured production and accuracy results. Face-to-face Challenge training provides substantial return on the investment. The distributed model for face-to-face training in Challenge 2014-1 effectively constrains costs and provides substantial return on the investment.

6. The proposed dates and location for the FY 2014-1 Challenge training session is:

	TIME	POTENTIAL LOCATIONS
1	September 9, 2013 to November 22, 2013	Veterans Benefits Academy, Baltimore, MD.

The Challenge 2014-1 training session summary:

- Online Training: September 9, 2013 to October 15, 2013
- Face-to-face Training: October 16, 2013 to November 22, 2013
- 260 participants
 - 226 students, 25 instructors, , 8 claims support staff and 1 supervisor
- 260 participants will travel (226 students and 34 instructors/support staff) to the Veterans Benefits Academy for training

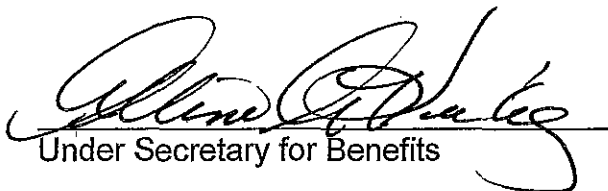
7. VBA is using only government facilities and support staff for this event. Expected costs are for student, instructor, and support staff travel, and for classroom supplies. Hotel costs include only lodging rates, and will be equal to or less than the GSA rate for the cities where training will occur. The traveling participants will train in Baltimore where a waiver of hotel taxes has been established. Estimated airfares, local transportation costs and supplies are included in the estimate. No “logo” or swag items will be purchased.

Total Cost Breakdown for Average Cost per Participant (Students/Instructors/Support)

	Number of employees	Support Staff	Non-Travel Cost	Travel Cost	Contractor Support	Total Cost	Cost per Participant
Challenge 2014-1	260	34 of 260	\$19,928	\$2,410,460	\$0	\$2,430,388	\$9,347.65

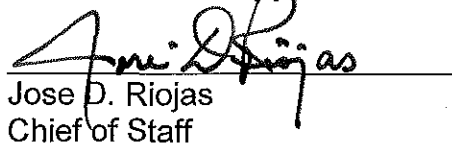
8. Both the VA Hosted or Co-Hosted Conference Proposed Checklist for Conference Certifying Officials and Department of Veterans Affairs Hosted or Co-Hosted Conference Request Guidance were used in the planning of this event. The Administration Conference Certifying Official (CCO) has reviewed and signed off on the attached Conference Certification Form prior to my signature below.

9. I am available at (202) 461-9300 should you wish to further discuss this proposed Challenge training event.


Under Secretary for Benefits

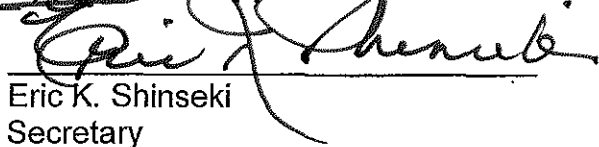
SEP - 6 2013
Date

Recommend: Approve / ~~Disapprove~~


Jose D. Riojas
Chief of Staff

9/19/13
Date

Approve / ~~Disapprove~~


Eric K. Shinseki
Secretary

9/20/2013
Date

**Department of
Veterans Affairs**

Memorandum

Date: June 4, 2014

From: Executive in Charge, Office of Management, and Chief Financial Officer (004)

Subj: Conference Approval – Advanced Coaches 201 (AC201) (VAIQ # 7481086)

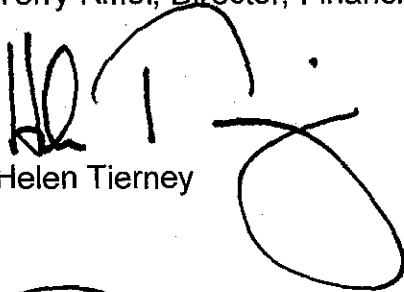
To: Acting Secretary (00)

1. The Veterans Benefits Administration (VBA) is requesting your approval to conduct subject training conference in St. Paul, MN from June 8 through August 30, 2014. The purpose of this training is to improve and enhance first line supervisors (Coaches and Assistant Coaches) that are directly responsible for ensuring BVA achieves its goals of 98 percent quality and no backlog.
2. The following details are provided for your review:
 - a. The total cost of the training is estimated to be \$1,952,690 for 825 participants, who will attend one of the eight of the training sessions from June 8, 2014, to August 30, 2014.
 - b. Lodging taxes are included in estimated costs even though the Federal Government is tax-exempt in the selected location because all travelers attending the conference may not hold a government issued travel card.
 - c. There are no gifts, trinkets, memorabilia, or commemorative items paid for by VA.
 - d. OGC concurred on the conference package on June 3, 2014.
 - e. The request was received May 29, 2014, which is not within the sixty-day required timeframe.
3. I have conducted a thorough review of this package and recommend you approve this conference.

Page 2.

Conference Approval – Advanced Coaches 201 (AC201) (VAIQ # 7481086)

4. If you have any questions, please call me or have a member of your staff contact Terry Riffel, Director, Financial Services Center, at (512) 460-5000.



Helen Tierney

Approve Disapprove



Sloan D. Gibson
Acting Secretary

6/4/14
Date

Attachments

**Department of
Veterans Affairs**

Memorandum

Date: **APR 23 2014**

From: Executive in Charge, Office of Management, and Chief Financial Officer (004)

Subj: Conference Waiver — VBA Challenge Session 2014-6 Training in FY2014
(VAIQ 7434955)

Thru: Deputy Secretary (001)

To: Secretary (00) **4/24/2014**

1. VBA is requesting your approval to conduct subject conference in Baltimore, MD from May 19 to June 27, 2014.

2. The following details are provided for your review:

- a. The total cost of the conference is estimated to be \$2,001,308 for 220 participants.
- b. The training will be held at the VBA Training Academy in Baltimore, MD.
- c. There are no gifts, trinkets, memorabilia, or commemorative items.
- d. Appropriate lodging taxes are included in the lodging rate on VA Form 10008B, Site Cost Comparison Chart (Tab 5).
- e. OGC concurred on the conference package on April 22, 2014.
- f. The request was received March 27, 2014, which is not within the sixty-day required timeframe.

3. I have conducted a thorough review of this package and recommend approval.

Conference Waiver — VBA Challenge Session 2014-6 Training in FY2014
(VAIQ 7434955)

4. If you have any questions, please call me or have a member of your staff contact Terry Riffel, Director, Financial Services Center, at (512) 460-5000.

Edward A. May
For Helen Tierney

Attachments

Recommend Approve/Disapprove

Sloan Gibson
Sloan Gibson

4/23/14
Date

Approve/Disapprove

Eric K. Shinseki
Eric K. Shinseki

4/24/2014
Date

**Department of
Veterans Affairs**

Memorandum

Date: **MAR 28 2014**

From: Executive in Charge, Office of Management, and Chief Financial Officer (004)

Subj: Conference Waiver -- VBA Challenge Session 2014-4 Training in FY2014
(VAIQ 7434950)

Thru: Deputy Secretary (001)

To: Secretary (00) *4/1/2014*

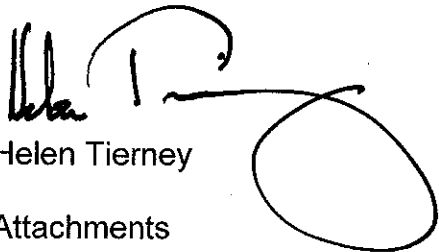
1. The following details are provided for your review:

- a. The total cost of the conference is estimated to be \$2,021,168 for 220 participants.
- b. The training will be held at the VBA Training Academy in Baltimore, MD.
- c. There are no gifts, trinkets, memorabilia, or commemorative items.
- d. Appropriate lodging taxes are included in the lodging rate on VA Form 10008b, Site Cost Comparison Chart (Tab 5).
- e. OGC concurred on the conference package on March 25, 2014.
- f. The request was received March 14, 2014, which is not within the sixty-day required timeframe.

2. I have conducted a thorough review of this package and recommend approval.

Conference Waiver -- VBA Challenge Session 2014-4 Training in FY2014
(VAIQ 7434950)

3. If you have any questions, please call me or have a member of your staff contact Terry Riffel, Director, Financial Services Center, at (512) 460-5000.



Helen Tierney

Attachments

Recommend Approve/~~Disapprove~~



Sloan D. Gibson
Deputy Secretary

4/1/14

Date

Approve Disapprove



Eric K. Shinseki

4/1/2014

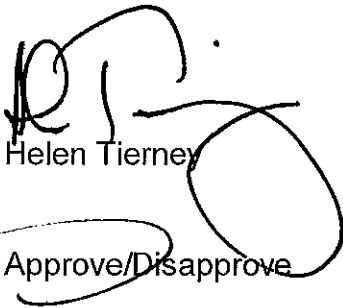
Date

**Department of
Veterans Affairs**

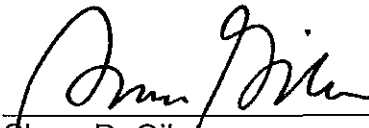
Memorandum

Date: June 9, 2014
From: Executive in Charge, Office of Management, and Chief Financial Officer (004)
Subj: Conference Waiver Approval -- VBA Challenge Session 2014-8 (VAIQ 7439031)
To: Acting Secretary (00)

1. VBA is requesting a Waiver for your approval to conduct subject conference at the VBA Training Academy in Baltimore, MD from July 7 - August 15, 2014.
2. The following details are provided for your review:
 - a. The total cost of the conference is estimated to be \$2,001,307 for 255 participants.
 - b. There are no gifts, trinkets, memorabilia, or commemorative items.
 - c. OGC concurred on the conference package on June 6, 2014.
 - d. The request was received May 16, 2014, which is within the sixty-day required timeframe.
3. I have conducted a thorough review of this package and recommend you approve this conference.
4. If you have any questions, please call me or have a member of your staff contact Terry Riffel, Director, Financial Services Center, at (512) 460-5000.


Helen Tierney

Approve/Disapprove


Sloan D. Gibson
Acting Secretary

6/10/14

Date

Attachments

**Department of
Veterans Affairs**

Memorandum

Date: April 17, 2014

From: Executive in Charge, Office of Management, and Chief Financial Officer (004)

Subj: Conference Waiver -- VBA Challenge Session 2014-7 Training in FY2014
(VAIQ 7439029)

Thru: Deputy Secretary (001)

To: Secretary (00) 4/24/2014

1. VBA is requesting your approval to conduct subject conference in Baltimore, MD from June 16, 2014, to August 1, 2014.

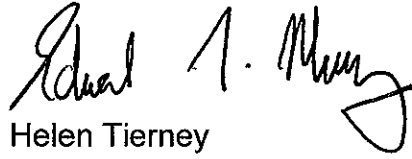
2. The following details are provided for your review:

- a. The total cost of the conference is estimated to be \$2,013,117 for 220 participants.
- b. The training will be held at the VBA Training Academy in Baltimore, MD.
- c. There are no gifts, trinkets, memorabilia, or commemorative items.
- d. Appropriate lodging taxes are included in the lodging rate on VA Form 10008B, Site Cost Comparison Chart (Tab 5).
- e. OGC concurred on the conference package on April 14, 2014.
- f. The request was received March 31, 2014, which is within the sixty-day required timeframe.

3. I have conducted a thorough review of this package and recommend approval.


Subj. Conference Waiver --- VBA Challenge Session 2014-7 Training in FY2014
(VAIQ 7439029)

4. If you have any questions, please call me or have a member of your staff contact
Terry Riffel, Director, Financial Services Center, at (512) 460-5000.

For 
Helen Tierney

Attachments

Recommend Approve/Disapprove


Sloan Gibson

4/23/14
Date

Approve/Disapprove


Eric K. Shinseki

4/24/2014
Date

**Department of
Veterans Affairs**

Memorandum

Date: **AUG 30 2013**

From: Acting Assistant Secretary for Office of Operations, Security, and Preparedness (OSP) (007)

Subj: Request Waiver for VA Basic Police Officer Course, Class Number 1401 in-residence
October 14 - December 6, 2013 (VAIQ 7388944)

To: Secretary (00)

Thru: Chief of Staff (00A)

1. In accordance with existing VA policies and guidelines, and all applicable statutes and regulations, OSP, requests your approval of a waiver to conduct the VA Basic Police Officer Course (BPOC) Class Number 1401, in-residence October 14 – December 6, 2013. The VA BPOC will cost in excess of the maximum allowable expense of \$500,000.00.

2. Purpose: The VA BPOC training is critical to preparing newly hired VA Police officers to serve at our medical centers nationwide. VA Police officers are expected to provide professional law enforcement services in a VA healthcare environment. The VA Law Enforcement Training Center (LETC) is the only Federal provider for that type of specialized law enforcement training. The VA BPOC includes dynamic, intense, scenario and role play-based training which must be delivered face-to-face. Subjects include small arms training and qualification, defensive tactics, ground defense, expandable straight baton, chemical weapon (Oleo Capsicum Resin) and a myriad of other subjects which rely on physical skills. Of great importance is the 40 hours of behavioral science training VA Police officers receive which teach officers how to use verbal communications skills to de-escalate violent situations. Moreover, the VA LETC is highly regarded as it received Federal Law Enforcement accreditation in November 2011 from the Federal Law Enforcement Training Accreditation board (FLETA). LETC was praised by FLETA for an intense behavioral curriculum.

3. Goals and Objectives: Upon graduation from the VA BPOC newly assigned VA Police officers will:

- a. Have completed certification requirements to be appointed and serve as a VA Police officer in accordance with Federal law, Title 38, U.S.C., Section 902.
- b. Respond to and control various calls for service such as, active shooter, workplace violence, disturbances, customer service/assistance, etc.
- c. The training includes demonstration/performance training objectives as well as lecture.
 - The event is being conducted on government property which will eliminate the cost of training space and reduce lodging costs.
 - There are no outside presenters; all training is provided by LETC faculty.
 - This is strictly a training event with no entertainments, etc.
 - No food or refreshments are being provided.
 - There are no expenses for SWAG of any kind. This is a training event.
 - There are no non-VA employees attending this training.

Request Waiver for VA Basic Police Officer Course, Class Number 1401 in-residence
October 14 - December 6, 2013 (VAIQ 7388944)

- Actual total costs will be reported within 15 days of completion of the training event.
- An After Action Report (AAR) will be provided after the conclusion of the training event.

4. Justification:

a. Face-to-face, performance-based skills training is necessary for the complex skills required as a VA Police officer.

(1) VA Police Officers are required by Title 38, U.S.C., Section 902, to receive specialized training with particular emphasis on dealing in situations involving patients and other training as prescribed by SECVA. The VA LETC is the authorized provider of this specialized training.

(2) The 320 hour (8 weeks) BPOC provides VA Police officers with specialized training in Federal law enforcement and prepares them with the ability to deal with Veterans inflicted by traumatic brain injury (TBI), Posttraumatic stress disorder (PTSD), suicidal/homicidal ideations, and other critical crisis intervention and verbal de-escalation skills and techniques unique to a healthcare environment.

(3) Weapons and physical skills training and certification cannot be delivered through any other method. Weapon and physical skills training include but are not limited to: firearms, straight baton, OC spray, ground defense and recovery, defensive tactics, and graded practical (scenario-based) exercises.

b. Face-to-face training at the LETC ensures quality training by certified instructors, who deliver material developed by subject matter experts.

(1) The LETC Behavioral Sciences curricula was developed in concert with leading VA experts in TBI, PTSD and dealing with suicidal/homicidal Veterans.

(2) VA LETC instructors undergo a formal instructor development course for initial and recurring certification.

(3) VA LETC instructors regularly attend technical and professional enhancement training as part of their annual Individual Development Plan. This training is specific to the skills and advanced knowledge required of our specialties in a healthcare environment.

5. Business Case Analysis:

a. VA BPOC costs are effectively constrained.

(1) The VA LETC is a franchise fund enterprise center which is commissioned to provide services to Federal customers. No other Federal training center has a program tailored to the unique needs of law enforcement in a healthcare environment.

(2) The tuition for the BPOC includes all meals and lodging. The LETC contracts meals with vendors and houses BPOC students on-station, at a 45 percent reduction as compared to local lodging and per-diem rates. Specifically, our lodging and meal cost per-student is \$4,539 for 56 nights. At local GSA rates, the per-student cost would be \$8,171. The overall savings is \$261,504.00 per class.

Request Waiver for VA Basic Police Officer Course, Class Number 1401 in-residence
October 14 - December 6, 2013 (VAIQ 7388944)

(3) Our facility is located on the grounds of the Central Arkansas Veterans Healthcare System (CAVHS), and an agreement with CAVHS at a cost of \$6.68 per square foot versus the average GSA space lease of \$16.00 to \$30.00 per square foot, annually. This results in an approximate annual savings of over \$1.4M annually.

b. VA BPOC provides substantial return on the investment.

(1) All VA Police officers must successfully complete the BPOC before receiving their badge and credentials or being certified/authorized to perform any law enforcement duties. The knowledge, skills and abilities of a VA BPOC graduate are significantly increased when compared against a newly hired VA Police officer who has not attended the course. A newly hired and untrained VA Police officer in the GS-0083 job series costs VHA tens of thousands of dollars in overtime, salaries and benefits, as the department cannot use the untrained officer to protect VA persons and properties, or perform any type of law enforcement duties until they successfully complete BPOC. The high quality, specialized training VA BPOC graduates receive, allows them to provide professional law enforcement and security services to protect and support the Veterans, staff, visitors, and infrastructures on VA property.

(2) As indicated in paragraph 4, face-to-face, performance-based skills training is necessary for the complex skills required as a VA Police officer. The VA BPOC training provides a unique, cost effective, and substantial return on the investment.

c. Impact on VHA & LETC if classes are not held.

(1) As a franchise fund enterprise center, the LETC receives no appropriated budget and rely on our training services and administrative product lines to meet expenses.

(2) VHA would not be able to ensure a safe and secure environment for Veterans, employees, contractors, and visitors at VHA healthcare facilities.

(3) If we are unable to continue to provide these services, we face the possibility of having to: (a) Discontinue sending instructors to certification or other professional enhancement training; (b) Cancel efforts to attain/maintain FLETA accreditation for programs or academy (This effort requires travel funds to support required processes); (c) Initiate a reduction in force, if unable to meet salary obligations; and (d) Potential of violating support contracts required to provide services and maintain facilities.

6. The proposed dates and location for VA BPOC Class Number 1401 is:

No.	Date	Location of Training
1	October 14, 2013 to December 6, 2013	VA Law Enforcement Training Center 2200 Fort Roots Dr. North Little Rock, AR 72114

The VA BPOC Class Number 1401 will have:

- 89 participants
 - 72 students and
 - 14 instructors, 2 OSLE employees and 1 SES to Graduate Class = 17

Total Cost = \$900,900

7. All are VA employees and all training is conducted on government property.

Request Waiver for VA Basic Police Officer Course, Class Number 1401 in-residence
 October 14 - December 6, 2013 (VAIQ 7388944)

Total Cost Breakdown for Average Cost per Participant (Students/Instructors/Support)

VA BPOC Class # 1401	Participants (72 Students and 3 OSLE)	Instructors & Support (all costs captured in tuition)	Estimated Travel Cost	Non-Travel Cost (Supply costs are captured in tuition)	Tuition (Includes all meals/lodging/staff salaries/facilities and ground transportation)	Avg. Cost per Participant 83
	75	14	\$1,500 per student	\$300	\$10,950	\$12,012

Total Cost Breakdown for Student Cost per day (All Costs are Captured in Tuition)

VA BPOC Class # 1401	Estimated Lodging Costs	Estimated Meal Costs	Estimated Local Transportation Costs	Overhead Costs (includes all LETC operating expenses)	Estimated Supply Costs	Avg. Cost per Student per day for 80 Students
75 Students	\$51.00	\$29.40	\$1.20	\$105.68	\$8.26	\$195.54

8. Both the VA Hosted or Co-Hosted Conference Proposed Checklist for Conference Certifying Officials and Department of Veterans Affairs Hosted or Co-hosted Conference Request Guidance were used in the planning of this training event. The Administration Conference Certifying Official (CCO) has reviewed and signed off on the attached Conference Certification Form prior to my signature below.

9. I am available at (202) 461-4980 if you wish to further discuss this proposed training event.

Kevin T. Harretta

Kevin Harretta
 Acting Assistant Secretary - OSP

8/30/2013

Date

Attachments: 9 (binder)

Recommend: Approve / ~~Disapprove~~

Jose D. Riojas
 Jose D. Riojas
 Chief of Staff

9/12/13

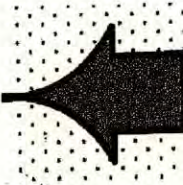
Date

Approve / Disapprove

Eric K. Shinseki
 Eric K. Shinseki
 Secretary

9/17/2013

Date



**Department of
Veterans Affairs**

Memorandum

Date: November 8, 2013

From: Assistant Secretary for Office of Operations, Security, and Preparedness (OSP) (007)

Subj: Request Waiver for VA Basic Police Officer Course, Class Number 1402 in-residence
January 6 – February 28, 2014 (VAIQ7411645)

To: Secretary (00)

Thru: Chief of Staff (00A)

1. In accordance with existing VA policies and guidelines, and all applicable statutes and regulations, OSP, requests your approval of a waiver to conduct the VA Basic Police Officer Course (BPOC) Class Number 1402, in-residence January 6 – February 28, 2013. The VA BPOC will cost in excess of the maximum allowable expense of \$500,000.00.

2. Purpose: The VA BPOC training is critical to preparing newly hired VA Police officers to serve at our medical centers nationwide. VA Police officers are expected to provide professional law enforcement services in a VA healthcare environment. The VA Law Enforcement Training Center (LETC) is the only Federal provider for that type of specialized law enforcement training. The VA BPOC includes dynamic, intense, scenario and role play-based training which must be delivered face-to-face. Subjects include small arms training and qualification, defensive tactics, ground defense, expandable straight baton, chemical weapon (Oleo Capsicum Resin) and a myriad of other subjects which rely on physical skills. Of great importance is the 40 hours of behavioral science training VA Police officers receive which teach officers how to use verbal communications skills to de-escalate violent situations. Moreover, the VA LETC is highly regarded as it received Federal Law Enforcement accreditation in November 2011 from the Federal Law Enforcement Training Accreditation board (FLETA). LETC was praised by FLETA for an intense behavioral curriculum.

3. Goals and Objectives: Upon graduation from the VA BPOC newly assigned VA Police officers will:

- a. Have completed certification requirements to be appointed and serve as a VA Police officer in accordance with Federal law, Title 38, U.S.C., Section 902.
- b. Respond to and control various calls for service such as, active shooter, workplace violence, disturbances, customer service/assistance, etc.
- c. The training includes demonstration/performance training objectives as well as lecture.
 - The event is being conducted on government property which will eliminate the cost of training space and reduce lodging costs.
 - There are no outside presenters; all training is provided by LETC faculty.
 - This is strictly a training event with no entertainments, etc.
 - No food or refreshments are being provided.
 - There are no expenses for SWAG of any kind. This is a training event.
 - There are no non-VA employees attending this training.

Request Waiver for VA Basic Police Officer Course, Class Number 1402 in-residence
January 6 – February 28, 2014 (VAIQ 7411645)

- Actual total costs will be reported within 15 days of completion of the training event.
- An After Action Report (AAR) will be provided after the conclusion of the training event.

4. Justification:

a. **Face-to-face, performance based skills training is necessary for the complex skills required as a VA Police officer.**

(1) VA Police officers are required by Title 38, U.S.C., Section 902, to receive specialized training with particular emphasis on dealing in situations involving patients and other training as prescribed by SECVA. The VA LETC is the authorized provider of this specialized training.

(2) The 320 hour (8 week) BPOC provides VA Police officers with specialized training in Federal law enforcement and prepares them with the ability to deal with Veterans inflicted by traumatic brain injury (TBI), Post-traumatic stress disorder (PTSD), suicidal/homicidal ideations, and other critical crisis intervention and verbal de-escalation skills and techniques unique to a healthcare environment.

(3) Weapons and physical skills training and certification cannot be delivered through any other method. Weapon and physical skills training include but are not limited to: firearms, straight baton, OC spray, ground defense and recovery, defensive tactics, and graded practical (scenario-based) exercises.

b. **Face-to-face training at the LETC ensures quality training by certified instructors, who deliver material developed by subject matter experts.**

(1) The LETC Behavioral Sciences curricula was developed in concert with leading VA experts in TBI, PTSD and dealing with suicidal/homicidal veterans.

(2) VA LETC instructors undergo a formal instructor development course for initial and recurring certification.

(3) VA LETC instructors regularly attend technical and professional enhancement training as part of their annual Individual Development Plan. This training is specific to the skills and advanced knowledge required of our specialties in a healthcare environment.

5. Business Case Analysis:

a. **VA BPOC costs are effectively constrained.**

(1) The VA LETC is a franchise fund enterprise center which is commissioned to provide services to Federal customers. No other Federal training center has a program tailored to the unique needs of law enforcement in a healthcare environment.

(2) The tuition for the BPOC includes all meals and lodging. The LETC contracts meals with vendors and houses BPOC students on-station, at a 45 percent reduction as compared to local lodging and per-diem rates. Specifically, our lodging and meal cost per-student is \$4,539 for 56 nights. At local GSA rates the per-student cost would be \$8,171. The overall savings is \$324,576.00 per class.

Request Waiver for VA Basic Police Officer Course, Class Number 1402 in-residence
January 6 – February 28, 2014 (VAIQ 7411645)

(3) Our facility is located on the grounds of the Central Arkansas Veterans Healthcare System (CAVHS) and we have an agreement with CAVHS at a cost of \$6.68 per square foot versus the average GSA space lease of \$16.00 to \$30.00 per square foot, annually. This results in an approximate annual savings of over \$1.4M annually.

b. VA BPOC provides substantial return on the investment.

(1) All VA Police officers must successfully complete the BPOC before receiving their badge and credentials or being certified/authorized to perform any law enforcement duties. The knowledge, skills and abilities of a VA BPOC graduate are significantly increased when compared against a newly hired VA Police officer who has not attended the course. A newly hired and untrained VA Police officer in the GS-0083 job series costs VHA tens of thousands of dollars in overtime, salaries and benefits, as the department cannot use the untrained officer to protect VA persons and properties, or perform any type of law enforcement duties until they successfully complete BPOC. The high quality, specialized training VA BPOC graduates receive, allows them to provide professional law enforcement and security services to protect and support the Veterans, staff, visitors, and infrastructures on VA property.

(2) As indicated in paragraph 4, face-to-face, performance-based skills training is necessary for the complex skills required as a VA Police officer. The VA BPOC training provides a unique, cost effective, and substantial return on the investment.

c. Impact on VHA & LETC if classes are not held.

(1) As a franchise fund enterprise center, the LETC receives no appropriated budget and rely on our training services and administrative product lines to meet expenses.

(2) VHA would not be able to ensure a safe and secure environment for Veterans, employees, contractors, and visitors at VHA healthcare facilities.

(3) If we are unable to continue to provide these services, we face the possibility of having to: (a) Discontinue sending instructors to certification or other professional enhancement training; (b) Cancel efforts to attain/maintain FLETA accreditation for programs or academy (This effort requires travel funds to support required processes); (c) Initiate a reduction in force, if unable to meet salary obligations; and (d) Potential of violating support contracts required to provide services and maintain facilities.

6. The proposed dates and location for VA BPOC Class Number 1402 is:

No.	Date	Location of Training
1	January 6, 2014 to February 28, 2014	VA Law Enforcement Training Center 2200 Fort Roots Dr. North Little Rock, AR 72114

The VA BPOC Class Number 1402 will have:

- 89 participants
 - 72 students and
 - 14 instructors, 2 OSLE employees and 1 SES to Graduate Class = 17

Total Cost = \$900,900

Request Waiver for VA Basic Police Officer Course, Class Number 1402 in-residence
January 6 – February 28, 2014 (VAIQ 7411645)

7. All are VA employees and all training is conducted on government property.

Total Cost Breakdown for Average Cost per Participant (Students/Instructors/Support)

VA BPOC Class # 1402	Participants (72 Students and 3 OSLE)	Instructors & Support (all costs captured in tuition)	Estimated Travel Cost	Non-Travel Cost (Supply costs are captured in tuition)	Tuition (Includes all meals/lodging/staff salaries/facilities and ground transportation)	Avg. Cost per Participant 75
	75	14	\$1,500 per student	\$300	\$10,950	\$12,012

Total Cost Breakdown for Student Cost per day (All Costs are Captured in Tuition)

VA BPOC Class # 1402	Estimated Lodging Costs	Estimated Meal Costs	Estimated Local Transportation Costs	Overhead Costs (includes all LETC operating expenses)	Estimated Supply Costs	Avg. Cost per Student per day for 80 Students
72 Students	\$51.00	\$29.40	\$1.20	\$105.68	\$8.26	\$195.54

8. Both the VA Hosted or Co-Hosted Conference Proposed Checklist for Conference Certifying Officials and Department of Veterans Affairs Hosted or Co-hosted Conference Request Guidance were used in the planning of this training event. The Administration Conference Certifying Official (CCO) has reviewed and signed off on the attached Conference Certification Form prior to my signature below.

9. I am available at (202) 461-4980 if you wish to further discuss this proposed training event.



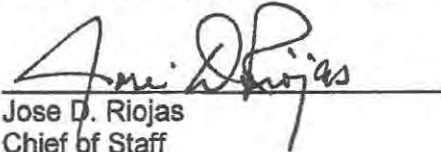
Kevin T. Hanretta
Acting Assistant Secretary - OSP

11/8/2013

Date

Attachments: 9 (binder)

Recommend: Approve / ~~Disapprove~~


Jose D. Riojas
Chief of Staff

12/17/13
Date

Approve / Disapprove


Eric K. Shinseki
Secretary

12/19/2013
Date

**Department of
Veterans Affairs**

Memorandum

Date: January 14, 2014

From: Assistant Secretary for Operations, Security, and Preparedness (OSP) (007)

Subj: Request Waiver for VA Basic Police Officer Course, Class Number 1403 in-residence
February 3 – March 28, 2014 (VAIQ #7430999)

To: Secretary (00)

Thru: Chief of Staff (00A)

1. In accordance with existing VA policies and guidelines, and all applicable statutes and regulations, OSP, requests your approval of a waiver to conduct the VA Basic Police Officer Course (BPOC) Class Number 1403, in-residence February 3 – March 28, 2014. The VA BPOC will cost in excess of the maximum allowable expense of \$500,000.00.

2. Purpose: The VA BPOC training is critical to preparing newly hired VA Police officers to serve at our medical centers nationwide. VA Police officers are expected to provide professional law enforcement services in a VA healthcare environment. The VA Law Enforcement Training Center (LETC) is the only Federal provider for that type of specialized law enforcement training. The VA BPOC includes dynamic, intense, scenario and role play-based training which must be delivered face-to-face. Subjects include small arms training and qualification, defensive tactics, ground defense, expandable straight baton, chemical weapon (Oleo Capsicum Resin) and a myriad of other subjects which rely on physical skills. Of great importance is the 40 hours of behavioral science training VA Police officers receive which teach officers how to use verbal communications skills to de-escalate violent situations. Moreover, the VA LETC is highly regarded as it received Federal Law Enforcement accreditation in November 2011 from the Federal Law Enforcement Training Accreditation board (FLETA). LETC was praised by FLETA for an intense behavioral curriculum.

3. Goals and Objectives: Upon graduation from the VA BPOC newly assigned VA Police officers will:

- a. Have completed certification requirements to be appointed and serve as a VA Police Officer in accordance with Federal law, Title 38, U.S.C., Section 902.
- b. Respond to and control various calls for service such as, active shooter, workplace violence, disturbances, customer service/assistance, etc.
- c. The training includes demonstration/performance training objectives as well as lecture.
 - The event is being conducted on government property which will eliminate the cost of training space and reduce lodging costs.
 - There are no outside presenters; all training is provided by LETC faculty.
 - This is strictly a training event with no entertainments, etc.
 - No food or refreshments are being provided.
 - There no expenses for SWAG of any kind. This is a training event.
 - There are no non-VA employees attending this training.

Request Waiver for VA Basic Police Officer Course, Class Number 1403 in-residence
February 3 – March 28, 2014 (VAIQ # 7430999)

- Actual total costs will be reported within 15 days of completion of the training event.
- An After Action Report (AAR) will be provided after the conclusion of the training event.

4. Justification:

a. Face-to-face, performance based skills training is necessary for the complex skills required as a police officer.

(1) VA Police Officers are required by Title 38, U.S.C., Section 902, to receive specialized training with particular emphasis on dealing in situations involving patients and other training as prescribed by SECVA. The VA LETC is the authorized provider of this specialized training.

(2) The 320 hour (8 week) BPOC provides VA police officers with specialized training in Federal law enforcement and prepares them with the ability to deal with Veterans inflicted by traumatic brain injury (TBI), Post-traumatic Stress disorder (PTSD), suicidal/homicidal ideations, and other critical crisis intervention and verbal de-escalation skills and techniques unique to a healthcare environment.

(3) Weapons and physical skills training and certification cannot be delivered through any other method. Weapon and physical skills training include but are not limited to: firearms, straight baton, OC spray, ground defense and recovery, defensive tactics, and graded practical (scenario-based) exercises.

b. Face-to-face training at the LETC ensures quality training by certified instructors, who deliver material developed by subject matter experts.

(1) The LETC Behavioral Sciences curricula was developed in concert with leading VA experts in TBI, PTSD and dealing with suicidal/homicidal veterans.

(2) VA LETC instructors undergo a formal instructor development course for initial and recurring certification.

(3) VA LETC instructors regularly attend technical and professional enhancement training as part of their annual Individual Development Plan. This training is specific to the skills and advanced knowledge required of our specialties in a healthcare environment.

5. Business Case Analysis:

a. VA BPOC costs are effectively constrained.

(1) The VA LETC is a franchise fund enterprise center which is commissioned to provide services to Federal customers. No other Federal training center has a program tailored to the unique needs of law enforcement in a healthcare environment.

(2) The tuition for the BPOC includes all meals and lodging. The LETC contracts meals with vendors and houses BPOC students on-station, at a 45 percent reduction as compared to local lodging and per-diem rates. Specifically, our lodging and meal cost per-student is \$4,539 for 56 nights. At local GSA rates the per-student cost would be \$8,171. The overall savings is \$217,920.00 per class.

Request Waiver for VA Basic Police Officer Course, Class Number 1403 in-residence
February 3 – March 28, 2014 (VAIQ # 7430999)

(3) Our facility is located on the grounds of the Central Arkansas Veterans Healthcare System (CAVHS) and we have an agreement with CAVHS at a cost of \$6.68 per square foot versus the average GSA space lease of \$16.00 to \$30.00 per square foot, annually. This results in an approximate annual savings of over \$1.4M annually.

b. VA BPOC provides substantial return on the investment.

(1) All VA Police Officers must successfully complete the BPOC before receiving their badge and credentials or being certified/authorized to perform any law enforcement duties. The knowledge, skills and abilities of a VA BPOC graduate are significantly increased when compared against a newly hired VA Police officer who has not attended the course. A newly hired and untrained VA Police officer in the GS-0083 job series costs VHA tens of thousands of dollars in overtime, salaries and benefits, as the department cannot use the untrained officer to protect VA persons and properties, or perform any type of law enforcement duties until they successfully complete BPOC. The high quality, specialized training VA BPOC graduates receive, allows them to provide professional law enforcement and security services to protect and support the Veterans, staff, visitors, and infrastructures on VA property.

(2) As indicated in paragraph 4, face to face, performance-based skills training is necessary for the complex skills required as a police officer. The VA BPOC training provides a unique, cost effective, and substantial return on the investment.

c. Impact on VHA & LETC if classes are not held.

(1) As a franchise fund enterprise center, the LETC receives no appropriated budget and rely on our training services and administrative product lines to meet expenses.

(2) VHA would not be able to ensure a safe and secure environment for Veterans, employees, contractors, and visitors at VHA healthcare facilities.

(3) If we are unable to continue to provide these services, we face the possibility of having to: (a) Discontinue sending instructors to certification or other professional enhancement training; (b) Cancel efforts to attain/maintain FLETA accreditation for programs or academy (This effort requires travel funds to support required processes); (c) Initiate a reduction in force, if unable to meet salary obligations; and (d) Potential of violating support contracts required to provide services and maintain facilities.

6. The proposed dates and location for VA BPOC Class Number 1403 is:

No.	Date	Location of Training
1	February 3, 2014 to March 28, 2014	VA Law Enforcement Training Center 2200 Fort Roots Dr. North Little Rock, AR 72114

The VA BPOC Class Number 1403 will have:

- 77 participants
 - o 60 students and 14 local instructors, 2 OSLE employees and 1 SES to Graduate Class = 17

Total Cost = \$751,500

7. All are VA employees and all training is conducted on government property. ✓

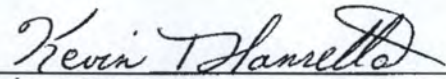
Request Waiver for VA Basic Police Officer Course, Class Number 1403 in-residence
February 3 – March 28, 2014 (VAIQ #7430999)

Total Cost Breakdown for Average Cost per Participant (Students/Instructors/Support)

VA BPOC Class # 1403	Participants (60 Students and 3 OSLE)	Instructors & Support (all costs captured in tuition)	Estimated Travel Cost	Tuition (Includes all meals/lodging/staff salaries/facilities and ground transportation)	Avg. Cost per Participants
	63	14	\$94,500.00	\$657,000.00	\$9,760.00

8. Both the VA Hosted or Co-Hosted Conference Proposed Checklist for Conference Certifying Officials and Department of Veterans Affairs Hosted or Co-hosted Conference Request Guidance were used in the planning of this training event. The Administration Conference Certifying Official (CCO) has reviewed and signed off on the attached Conference Certification Form prior to my signature below.

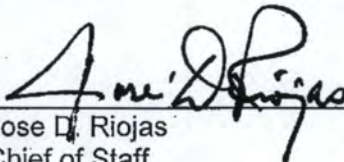
9. I am available at (202) 461-4980 if you wish to further discuss this proposed training event.


Kevin T. Hanretta
Assistant Secretary - OSP

1/15/2014
Date

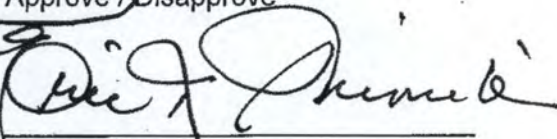
Attachments: 8 (binder)

Recommend: Approve / ~~Disapprove~~


Jose D. Riojas
Chief of Staff

1/30/14
Date

Approve / Disapprove


Eric K. Shinseki
Secretary

1/31/2014
Date

Department of
Veterans Affairs

Memorandum

Date: **MAY 08 2014**

From: Assistant Secretary for Operations, Security, and Preparedness (OSP) (007)

Subj: Request Waiver for The VA Basic Police Officer Course, Class Number 1406 in-residence June 2 – July 25, 2014 (VAIQ 7459246)

To: Secretary (00)

Thru: Deputy Secretary (001)

1. In accordance with existing VA policies and guidelines, and all applicable statutes and regulations, OSP requests your approval of a waiver to conduct the VA Basic Police Officer Courses (BPOC) Class Number 1406, in-residence June 2 – July 25, 2014. The VA BPOC will cost in excess of the maximum allowable expense of \$500,000.00.

2. **Purpose:** The VA BPOC training is critical to preparing newly hired VA Police officers to serve at our medical centers nationwide. VA Police officers are expected to provide professional law enforcement services in a VA healthcare environment. The VA Law Enforcement Training Center (LETC) is the only Federal provider for that type of specialized law enforcement training. The VA BPOC includes dynamic, intense, scenario and role play-based training which must be delivered face-to-face. Subjects include small arms training and qualification, defensive tactics, ground defense, expandable straight baton, chemical weapon (Oleo Capsicum Resin) and a myriad of other subjects which rely on physical skills. Of great importance is the 40 hours of behavioral science training VA Police officers receive which teach officers how to use verbal communications skills to de-escalate violent situations. Moreover, the VA LETC is highly regarded as it received Federal Law Enforcement accreditation in November 2011 from the Federal Law Enforcement Training Accreditation board (FLETA). LETC was praised by FLETA for an intense behavioral curriculum.

3. **Goals and Objectives:** Upon graduation from the VA BPOC newly assigned VA Police officers will:

- a. Have completed certification requirements to be appointed and serve as a VA Police Officer in accordance with Federal law, Title 38, U.S.C., Section 902.
- b. Respond to and control various calls for service such as, active shooter, workplace violence, disturbances, customer service/assistance, etc.
- c. The training includes demonstration/performance training objectives as well as lecture.
 - The event is being conducted on government property which will eliminate the cost of training space and reduce lodging costs.
 - There are no outside presenters; all training is provided by LETC faculty.
 - This is strictly a training event with no entertainments, etc.

Request Waiver for The VA Basic Police Officer Course, Class Number 1406 in-residence
June 2 – July 25, 2014 (VAIQ 7459246)

- No food or refreshments are being provided.
- There are no expenses for SWAG of any kind. This is a training event.
- There are no non-VA employees attending this training.
- Actual total costs will be reported within 15 days of completion of the training event.
- An After Action Report (AAR) will be provided after the conclusion of the training event.

4. **Justification:**

a. **Face-to-face, performance based skills training is necessary for the complex skills required as a police officer.**

(1) VA Police officers are required by Title 38, U.S.C., Section 902, to receive specialized training with particular emphasis on dealing in situations involving patients and other training as prescribed by SECVA. The VA LETC is the authorized provider of this specialized training.

(2) The 320 hour (8 week) BPOC provides VA Police officers with specialized training in Federal law enforcement and prepares them with the ability to deal with Veterans inflicted by traumatic brain injury (TBI), Post-traumatic Stress disorder (PTSD), suicidal/homicidal ideations, and other critical crisis intervention and verbal de-escalation skills and techniques unique to a healthcare environment.

(3) Weapons and physical skills training and certification cannot be delivered through any other method. Weapon and physical skills training include but are not limited to: firearms, straight baton, OC spray, ground defense and recovery, defensive tactics, and graded practical (scenario-based) exercises.

b. **Face-to-face training at the LETC ensures quality training by certified instructors, who deliver material developed by subject matter experts.**

(1) The LETC Behavioral Sciences curricula was developed in concert with leading VA experts in TBI, PTSD and dealing with suicidal/homicidal veterans.

(2) VA LETC instructors undergo a formal instructor development course for initial and recurring certification.

(3) VA LETC instructors regularly attend technical and professional enhancement training as part of their annual Individual Development Plan. This training is specific to the skills and advanced knowledge required of our specialties in a healthcare environment.

5. **Business Case Analysis:**

a. **VA BPOC costs are effectively constrained.**

(1) The VA LETC is a franchise fund enterprise center which is commissioned to provide services to Federal customers. No other Federal training center has a program tailored to the unique needs of law enforcement in a healthcare environment.

Request Waiver for The VA Basic Police Officer Course, Class Number 1406 in-residence
June 2 – July 25, 2014 (VAIQ 7459246)

(2) The tuition for the BPOC includes all meals and lodging. The LETC contracts meals with vendors and houses BPOC students on-station, at a 45 percent reduction as compared to local lodging and per-diem rates. Specifically, our lodging and meal cost per-student is \$4,585 for 56 nights. At local GSA rates the per-student cost would be \$8,227. The overall savings is \$218,520.00 per class.

(3) Our facility is located on the grounds of the Central Arkansas Veterans Healthcare System (CAVHS) and we have an agreement with CAVHS at a cost of \$6.88 per square foot versus the average GSA space lease of \$16.00 to \$30.00 per square foot, annually. This results in an approximate annual savings of over \$1 Million annually.

b. VA BPOC provides substantial return on the investment.

(1) All VA Police officers must successfully complete the BPOC before receiving their badge and credentials or being certified/authorized to perform any law enforcement duties. The knowledge, skills and abilities of a VA BPOC graduate are significantly increased when compared against a newly hired VA Police officer who has not attended the course. A newly hired and untrained VA Police officer in the GS-0083 job series costs VHA tens of thousands of dollars in overtime, salaries and benefits, as the department cannot use the untrained officer to protect VA persons and properties, or perform any type of law enforcement duties until they successfully complete BPOC. The high quality, specialized training VA BPOC graduates receive, allows them to provide professional law enforcement and security services to protect and support the Veterans, staff, visitors, and infrastructures on VA property.

(2) As indicated in paragraph 4, face-to-face, performance-based skills training is necessary for the complex skills required as a VA Police officer. The VA BPOC training provides a unique, cost effective, and substantial return on the investment.

c. Impact on VHA & LETC if classes are not held.

(1) As a franchise fund enterprise center, the LETC receives no appropriated budget and rely on our training services and administrative product lines to meet expenses.

(2) VHA would not be able to ensure a safe and secure environment for Veterans, employees, contractors, and visitors at VHA healthcare facilities.

(3) If we are unable to continue to provide these services, we face the possibility of having to: (a) Discontinue sending instructors to certification or other professional enhancement training; (b) Cancel efforts to attain/maintain FLETA accreditation for programs or academy (This effort requires travel funds to support required processes); (c) Initiate a reduction in force, if unable to meet salary obligations; and (d) Potential of violating support contracts required to provide services and maintain facilities.

Request Waiver for The VA Basic Police Officer Course, Class Number 1406 in-residence
June 2 – July 25, 2014 (VAIQ 7459246)

6. The proposed date and location for the VA BPOC Class is:

VA BPOC 1406

No.	Date	Location of Training
1	June 2, 2014 to July 25, 2014	VA Law Enforcement Training Center 2200 Fort Roots Dr. North Little Rock, AR 72114

The VA BPOC Class Number 1406 will have:

- 76 participants
 - 60 students and
 - 14 instructors, 2 OSLE employees = 16

Total Cost for Each Class = \$750,000.00

7. All are VA employees and all training is conducted on government property.

VA BPOC 1406

Total Cost Breakdown for Average Cost per Participant (Students/Instructors/Support)

VA BPOC Class #	Participants (60 Students and 2 OSLE)	Instructors & Support (all costs captured in tuition)	Estimated Travel Cost	Tuition (Includes all meals/lodging/staff salaries/facilities and ground transportation)	Avg. Cost per Participants
1405	62	14	\$93,000	\$657,000	\$12,096.77

8. Both the VA Hosted or Co-Hosted Conference Proposed Checklist for Conference Certifying Officials and Department of Veterans Affairs Hosted or Co-hosted Conference Request Guidance were used in the planning of this training event. The Administration Conference Certifying Official (CCO) has reviewed and signed off on the attached Conference Certification Form prior to my signature below.

9. I am available at (202) 461-4980 if you wish to further discuss this proposed training event.



Kevin T. Hanretta
Assistant Secretary - OSP

5/8/2014
Date


CONCURRENCE AND SUMMARY SHEET
(Continued)

PURPOSE - DISCUSSION - IMPLICATIONS

Purpose: The purpose of the training is to conduct the VA Basic Police Officers course. The mission of the Department of Veterans Affairs Law Enforcement Training Center (VA LETC) is to continually enhance professionalism of the VA Police Service and other members of the Federal law enforcement community it serves. As the sole Federal government's provider of a unique Federal law enforcement training program, LETC provide world-class law enforcement training that affords an alternative approach emphasizing nonviolent techniques to ensure the safety of patients, customers, and staff and maintaining order in a Federal institution.

Discussion: In accordance with existing Department of Veterans Affairs Conference policies and guidelines, and all applicable statutes and regulations, the Law Enforcement Training Center (LETC) requests your approval to train VA Basic Police Officers course, at the Law Enforcement Training Center located at 2200 Fort Roots Drive in North Little Rock, AR.

Recommendation: Approve LETC Training Conference Request.

NAME OF CONTACT Fred Jackson		SIGNATURE OF INITIATING ASSISTANT SECRETARY, ADMINISTRATION HEAD OR KEY STAFF OFFICE OFFICIAL Kevin T. Hanretta 	
SYMBOL 07B	EXTENSION 461-5500	TITLE AS/Operations, Security, & Preparedness	DATE 4/9/14

Johnson, Richard P.

From: Frish, Nicole
Sent: Monday, May 19, 2014 4:20 PM
To: Johnson, Richard P.
Subject: VAIQ 7459246 Basic Police Officer Training Course

Rick,

I'm signing this as "concur with changes" and returning to you.

My concern is with bullet b. (I think we've talked about this bullet before.) I have two issues with it in this package:

1. We say "As such, no Tab 5, Site Cost Comparison Chart", is required for this package. But there is a tab 5. It is the Executive Summary. I would not recommend solving but removing "tab 5" from the package and adding a tab 6 for the executive summary. We would need to update the bullet. *ADD TAB 6.*
2. We say "The course will be conducted in government facilities. As such, no Tab 5, Site Cost Comparison Chart, is required for this package." I think this should be revised. I believe that CTRO is waiving the form because the course is being provided at a government facility specifically for offering this training. As written, it sounds like any time government facilities are used the form is waived – this wouldn't be the case, plus the FTR doesn't waive the site comparison when using government facilities.

Perhaps, the bullet should be something like:

The course will be conducted at the VA Law Enforcement Training Center, the only Federal provider of this type of specialized law enforcement training. As such, a Site Cost Comparison Chart, VA Form XXXX, is not required for this package.

CHANGED

The package is in 047s box.

V/R,
Nicole Frish
Senior Policy Advisor
Office of Management
Department of Veterans Affairs
202-461-6145

**Department of
Veterans Affairs**

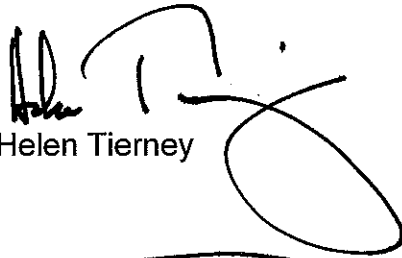
Memorandum

Date: April 22, 2014
From: Executive in Charge, Office of Management, and Chief Financial Officer (004)
Subj: Conference Approval – VA Basic Police Officer Course (BPOC) Class Number 1405 (VAIQ # 7457892)
To: Secretary (00) 4/24/14
Thru: Deputy Secretary (001)

1. The Office of Security and Preparedness is requesting your approval to conduct subject conference in Little Rock, AR, from May 5 to June 27, 2014.
2. The following details are provided for your review:
 - a. The total cost of the conference is estimated to be \$750,000 for 76 participants.
 - b. The course will be conducted in government facilities. As such, no Tab 5, Site Cost Comparison Chart, is required for this package.
 - c. There are no gifts, trinkets, memorabilia, or commemorative items paid for by VA.
 - d. OGC concurred on the conference package on April 17, 2014.
 - e. The request was received April 9, 2014, which is not within the sixty-day required timeframe.
3. I have conducted a thorough review of this package and recommend you approve this conference.


Conference Approval – VA Basic Police Officer Course (BPOC) Class Number 1405 (VAIQ # 7457892)

4. If you have any questions, please call me or have a member of your staff contact Terry Riffel, Director, Financial Services Center, at (512) 460-5000.



Helen Tierney

Recommend Approve/Disapprove


Sloan D. Gibson
Deputy Secretary

4/23/14
Date

Approve/Disapprove


Eric K. Shinseki
Secretary

4/24/2014
Date

Attachments

**Department of
Veterans Affairs**

Memorandum

Date: June 20, 2014
From: Executive in Charge, Office of Management, and Chief Financial Officer (004)
Subj: Conference Waiver – VA Basic Police Officer Course (BPOC) Class Number 1407
(VAIQ 7459272)
To: Acting Secretary (00)

1. The Office of Security and Preparedness (OSP) is requesting your approval to conduct subject conference in Little Rock, AR, from July 28 to September 19, 2014.
2. The following details are provided for your review:
 - a. The total cost of the conference is estimated to be \$750,000 for 76 participants.
 - b. The course will be conducted at the VA Law Enforcement Training Center, the only VA provider of this type of specialized law enforcement training. As such, a Site Cost Comparison Chart, VA Form 10008b, is not required for this package.
 - c. There are no gifts, trinkets, memorabilia, or commemorative items paid for by VA.
 - d. OGC concurred on the conference package on June 18, 2014.
 - e. The request was received May 29, 2014, which is within the sixty-day required timeframe.
3. I have conducted a thorough review of this package and recommend you approve this conference.
4. If you have any questions, please call me or have a member of your staff contact Terry Riffel, Director, Financial Services Center, at (512) 460-5000.



Helen Tierney

Approve/Disapprove



Sloan D. Gibson
Acting Secretary

6/24/14
Date

Attachments