

Completed Work

① Ethics taught in annual training  
 ② ICT Phase II Pletc 8/28/18 - 9/14/2018

Show Completions: All

Completion Date *	Title	Status	All	Action
3/8/2019 04:00 PM	Correctional Training, Annual -BOP ①	Complete		
3/8/2019 07:30 AM	Female Offenders, Annual Refresher -BOP	Complete		
3/8/2019 07:30 AM	Trauma Informed Correctional Care, Annual Refresher -BOP	Complete		
3/7/2019 10:41 AM	Information Security Awareness - BOP	Complete		
3/7/2019 10:41 AM	Oleoresin Capsicum (OC) Aerosol Spray, User Re-familiarization -BOP	Complete		
3/6/2019 11:00 AM	Firearms, All Weapons, Annual Certification -BOP	Complete		
3/5/2019 12:00 PM	Self-Contained Breathing Apparatus (SCBA) & Fit-Test Refresher - BOP	Complete		
3/4/2019 10:21 AM	Weapons of Mass Destruction (WMD) -GOV	Complete		
3/4/2019 10:20 AM	Continuity of Operations (COOP) - GOV	Complete		
3/4/2019 10:20 AM	Prison Rape Elimination Act (PREA)	Complete		
9/13/2018 12:48 PM	Firearms, All Weapons, Annual Certification -BOP	Complete		
9/13/2018 12:36 PM	Correctional Training Program Phase II, Introduction -BOP ②	Complete		
9/13/2018 12:36 PM	Correctional Training, Annual -BOP	Requirement Met		
7/13/2018 04:00 PM	Correctional Training Program Phase I, Introduction -BOP	Complete		
7/13/2018 04:00 PM	Employee Familiarization Non-Institution -BOP	Requirement Met		
7/13/2018 12:44 PM	Female Offenders - BOP	Complete		
7/13/2018 12:44 PM	Female Offenders, Annual Refresher -BOP	Requirement Met		
7/5/2018 12:46 PM	Oleoresin Capsicum (OC) Aerosol Spray, User Initial -BOP	Complete		
7/3/2018 12:51 PM	Electronic Search Devices -BOP	Complete		
7/3/2018 12:51 PM	Inmate Pat Search -BOP	Complete		
7/3/2018 12:51 PM	Staff Pat Search -BOP	Complete		
7/3/2018 12:49 PM	Cardio Pulmonary Resuscitation/Automatic External Defibrillator (CPR/AED) Certification -BOP	Complete		
6/28/2018 12:54 PM	Key Control -BOP	Complete		

Completion Date *	Title	Status	All	Action
6/28/2018 12:53 PM	 Globally Harmonized System (GHS) -BOP	Complete		
6/28/2018 12:53 PM	 National Protective Vest Procedures- BOP	Complete		
6/27/2018 04:00 PM	 Trauma Informed Correctional Care, Annual Refresher -BOP	Requirement Met		
6/27/2018 04:00 PM	 Trauma- Informed Correctional Care- BOP	Complete		
6/27/2018 12:56 PM	 BOP Records Management Training	Complete		
6/27/2018 12:55 PM	 Affirmative Employment -GOV	Complete		
6/27/2018 12:53 PM	 Correctional Practices: Managing Elderly Inmates -BOP*	Complete		
6/27/2018 12:53 PM	 Managing Inmates with Disabilities	Complete		
6/27/2018 12:50 PM	 Continuity of Operations (COOP) - GOV	Complete		
6/27/2018 12:50 PM	 Weapons of Mass Destruction (WMD) -GOV	Complete		
6/27/2018 12:45 PM	 Information Security Awareness - BOP	Complete		
6/26/2018 12:54 PM	 Diversity -BOP	Complete		
6/26/2018 12:54 PM	 Special Housing Unit (SHU), Quarterly -BOP	Complete		
6/26/2018 12:52 PM	 Reporting Wrongdoing: Whistleblowers and their Rights and Protections -GOV	Complete		
6/25/2018 12:54 PM	 Domestic Violence, Sexual Assault, and Stalking in the Workplace (Skillsoft)	Complete		
6/25/2018 12:52 PM	 Prison Rape Elimination Act (PREA)	Complete		

Items: 39

\* All dates are for America/New York time zone.

**TRAINING AUTHORIZATION (SF-182)**

**I. GENERAL INFORMATION**

**Participant's Names:** NOEL, TOVA  
Mateo, Miguel

**Location of Training:**

Bureau of Prisons – Staff Training Academy  
Federal Law Enforcement Training Center (FLETC)  
[REDACTED]

**Course Title:** Introduction to Correctional Techniques  
Phase II (BOPB-1864 & BOPB 1865)

**Course Codes:** HRM-0100-BXX (76 hrs)  
CSV-0430-BXX (28 hrs)  
*STA will key this training*

**Training Period (Date/Time):**

**Starts:** Tuesday, August 28, 2018, 7:30 a.m.

**Ends:** Friday, September 14, 2018, 4:30 p.m.

**# of Course Hours**

Duty Hours: 104  
Non-Duty Hours: 0  
Total Hours: 104

**Training Codes:**

Purpose: 8  
Type: 8  
Source: 1  
Special Interest: 0

**Travel Dates:** Travel to the Staff Training Academy: Monday, August 27, 2018  
Return travel will be scheduled: Saturday, September 15, 2018

*More information regarding travel can be found in Section II.*

**Accounting Code/Cost Center:**

FP RR II 21 N1 17T

**Indirect Costs:**

Travel ..... \$  
Per Diem ..... \$5.00  
Other ..... \$  
FMS – Yes STDS – Yes

**Direct Costs:**

N/A

**AUTHORIZING OFFICIAL**

**Name:**

[REDACTED]

**Signature:**

//s//

**Date:**

7/10/18 Amend 7/19/18

**HUMAN RESOURCE MANAGER/**

**Name:**

[REDACTED]

**Signature:**

**Date:**

7/20/18

**CHIEF EXECUTIVE OFFICER**

**Name:**

[REDACTED]

**Signature:**

**Date:**

7/20/18

## II. TRAVEL

**Airline Arrival Times:** For participants who are flying, all arriving and departing flights should be scheduled through the Jacksonville International Airport (JAX), Jacksonville, Florida. Schedule your arrival time to coincide with the FLETC shuttle pick up times of **3:30 p.m.** or **7:30 p.m.** A midnight shuttle can be arranged on the travel day in the event a flight has been delayed or cancelled; this shuttle is only used under extenuating circumstances.

The FLETC shuttle will be located at the ground transportation area, located outside of the baggage claim area to the far left. Again, the scheduled pick up times are 3:30 p.m. and 7:30 p.m. The scheduled shuttle bus will be white. Email your flight arrival time to [GLN/RegistrarOffice@bop.gov](mailto:GLN/RegistrarOffice@bop.gov) to ensure you have a seat on the shuttle.

If a participant is unable to use the transportation provided by the FLETC, it will be their responsibility to arrange transportation to the Training Center. The cost of any alternative transportation must be reimbursed by the Institution. Rental cars are not authorized by the Staff Training Academy.

If you experience flight delays/problems resulting in arriving at JAX later than 7:30 p.m., notify the STA at [REDACTED] by 4:30 p.m., after 4:30 p.m. notify FLETC at [REDACTED]

**Airline Departure Time:** Return flights are to be scheduled after 8:30 a.m. The FLETC transportation scheduled time of pick-up to JAX is approximately 5:00 a.m. Transportation will not be furnished other than the time indicated.

**Luggage:** Consult with the airline and/or the BOP authorized travel agent regarding the number of luggage pieces allowed, size, and weight limitations. In the event an airline charges to check a first and/or second bag, notify your business office. You will be authorized reimbursement for up to two checked bags that comply with the airline's standards; however, you will be responsible for any charges due to being oversized or overweight.

NOTE: Please allow space in your luggage for your training materials (approximate 4 inch manual).

## III. TRAINING ATTIRE

**Dress Code for the First Day:** Participants must wear professional attire (business casual) on their first training day. You may not wear jeans of any color, shorts, t-shirts, hats or any clothing considered inappropriate.

**Uniforms:** The FLETC will issue uniforms to be worn during training hours. Participants are responsible for bringing solid black shoes or boots to wear with the uniform. Athletic shoes are required for the Physical Ability Test. The clothing assigned to you for training is your responsibility; anything that is lost must be paid for before you leave.

**PHS Staff:** PHS staff may bring and wear their Service Dress Blue uniform the first day of training and for the graduation ceremony.

## IV. LODGING AND MEALS

Participants will be informed of their lodging assignment upon arrival at the FLETC Registration Office. The FLETC will provide transportation to and from the participants' lodging facility.

All meals are provided for by FLETC. Participants housed off-center will be provided transportation to and from FLETC on both training and non-training days.

## V. NOTES FOR PARTICIPANTS

**BOP – ID:** It is imperative that you know your BOP–ID number prior to your arrival; you will need to have it.

**Weapons:** Personal firearms are not permitted on the FLETC and storage for them is not available.

**GroupWise:** Email access is not available; computer access is only available at the FLETC library.

**Graduation Ceremony:** Family and friends are welcome to attend the graduation ceremony. All visitors to the FLETC must have a basic background check completed prior to the graduation date. The FLETC visitor procedures and forms are on the GLYNCO Sallyport page, <http://sallyport.bop.gov/train/gln/fletc.jsp>. The visitor must complete the FLETC visitor form. You must turn the form in on the 1<sup>st</sup> day of class.

**NOTE:** If the visitor is a Foreign National/LPR, U.S Citizen born outside the U.S, or Naturalized Citizen, visitor forms and documentation must be received by the FLETC 30 days prior to the graduation date to ensure the form is processed.

Failure to follow the FLETC visiting procedures will result in the requested visitor being denied access to the FLETC.

**Staff Training Academy Website:** Visit the Staff Training Academy homepage on Sallyport, listed under Glynco. You will find the STA Participant Handbook, the FLETC Student Participant Handbook, and some Frequently Asked Questions regarding the STA. You can read FLETC's Standards of Conduct as you will be required to sign an acknowledgement of having read it during the registration process.

**Cross Development Course Requirement:** All Chaplains, PHS staff, and Medical/Dental Officers that elect to waive firearms; must know their computer password and ensure that it will not expire while at the STA; we do not have the ability to reset it.

**Mailing Address:** If you plan to receive mail while you are at the STA, use the following address:

Your Name, Bureau of Prisons, BOPB-1864 or BOPB-1865, [REDACTED] Glynco, GA 31524

## VI. HUMAN RESOURCES

**Responsibility:** You are responsible for ensuring each participant has received a copy of this training authorization and all instructions have been thoroughly discussed with them. Participants are to bring a copy of both the training and travel authorizations with them.

**Medical Form:** A current (dated within 30-days of scheduled training) Pre-Training Medical Assessment Form must be received for each participant by **August 14, 2018**. Failure to comply may result in the participant being removed from the class. Please scan the medical form to: [REDACTED] If you do not have the capability to email the form; it may be faxed to [REDACTED]

**Cancellation:** Written notification will be made to the STA immediately for all participant cancellations, to ensure the vacancy can be filled. A waiver will be required for the participant being cancelled, follow the procedure for cancellations per Program Statement 3906.22, Chapter 6, Page, 34 Para (b).

## VII. CONTACT INFORMATION

**GLN Registrar:** [REDACTED]

**Normal Duty Hours:** 7:30 a.m. – 4:30 p.m. (Eastern Standard Time)

Staff Training Academy Main Line – [REDACTED]

**After Normal Duty Hours:** FLETC Security – [REDACTED]

If this number is used to contact a participant after normal duty hours/weekends, a message will be given to the participant, providing the class number is provided.



## ACKNOWLEDGMENT OF RECEIPTS

I certify I've received the below listed items and will conduct a thorough review of all Program Statements as noted below.

**Standards of Employee Conduct, P.S. 3420.11, dated 12/16/2013**

**Drug Free Workplace, P.S. 3735.04, dated 06/30/1997**

Acknowledgment of Receipt of Notice to Employee Whose Position Has Been Determined Subject to Random Drug Testing (Attachment A)

Acknowledgment of Receipt of Notice to Employee Whose Position Is Not Subject to Random Drug Testing (Attachment B)

**Use of Force and Application of Restraints on Inmates,  
P.S. 5566.06, dated 11/30/2005**

**Personal Computers, P.S. 1237.14, dated 05/07/2007**

**Affirmative Action and Diversity Management Program,  
P.S. 3713.21, dated 05/16/2001**

**Discrimination and Retaliation Complaints Processing,  
P.S. 3713.24, dated 06/16/2014**

**Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities  
P.S. 5510.15, dated 07/17/2013**

Computer Security Training

Computer Security Awareness Certification

Master Agreement, Federal Bureau of Prisons and Council of Prison Locals

Misdemeanor Crimes of Domestic Violence

Guidance Regarding Law Enforcement Officers Safety Act (LEOSA)

Employee Handbook

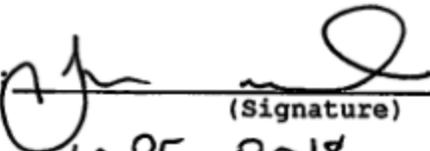
Manual and Procedures for Providing Reasonable Accommodations



6.27.2018

I, TOVA NOEL, hereby acknowledge  
(Employee's Name)

receipt of Program Statement #3420.11. I further acknowledge that my  
conduct is governed by this policy and it is my responsibility to familiarize  
myself with the provisions of this document.

Received:   
(Signature)

Date: 6.25.2018

Institution: MCC New York

Acknowledgement of Receipt of Notice to Employee  
Whose Position Has Been Determined Subject to Random Drug Testing

The Bureau of Prisons' Drug-Free Workplace Program is intended to offer a helping hand to those who need it, while sending a clear message that any illegal drug use is, quite simply, incompatible with the mission of the Bureau of Prisons.

The position you hold has been determined to be a Test Designated Position. As such, you may be selected for urinalysis drug testing for the presence of controlled substances.

You may be required to submit to testing in the following drug test categories:

1. Random Selection
2. Reasonable Suspicion of drug use on-, or off-duty
3. Post Accident
4. Post Completion of Substance Abuse Treatment Program

All initial positive test results will be confirmed with a gas chromatography/mass spectrometry analysis. This is the most accurate testing available.

Each employee tested will be afforded the opportunity to present medical documentation supporting the lawful use of an otherwise illegal drug. If the reviewing physician determines an employee has used a drug(s) illegally, the employee may request that a portion of his or her specimen be submitted for re-analysis at a certified laboratory of his or her choice. Employee records related to positive results are protected by the Privacy Act.

A test result which the physician has found to be positive, or a refusal to submit to drug testing may result in disciplinary action up to, and including dismissal.

Bureau of Prison's employees who are using illegal drugs may seek confidential assistance by contacting their local Employee Assistance Program Coordinator. An employee who makes his or her drug problem known to his or her Chief Executive Officer prior to suspicion or investigation may qualify for protection from disciplinary action.

I have read the above, and I understand that my position has been identified as subject to random drug testing. I also acknowledge that I have received a copy of the Bureau of Prisons' Program Statement on Employee Drug Testing.

Signature



Date

6.25.18

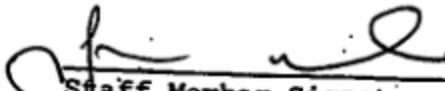
Printed Name

Tova Noel

**Acknowledgment of Receipt of Guidance Materials  
Regarding the Law Enforcement Officers Safety Act of 2004**

I have received a copy of the Law Enforcement Officers Safety Act (P.L. 108-277); the Bureau of Prisons February 27, 2006, memorandum titled "Guidance Regarding the Law Enforcement Officers Safety Act (LEOSA);" the Department of Justice's January 31, 2005, memorandum titled "Guidance on the Application of the Law Enforcement Officers Safety Act of 2004 to Current and Retired Department of Justice Law Enforcement Officers," title 18 U.S.C. § 3050; 28 C.F.R. §§ 511.10-511.16, and the Department of Justice Policy Statement on the Use of Deadly Force.

TONG NOEL  
Staff Member Printed Name

  
Staff Member Signature

6.25.18  
Date Signed

Place this form on the left side of the employee's Official Personnel Folder