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October 18, 2012

Ms. Tanya Al-Khateeb
FOIA Contact
(007) VACO
810 Vermont Ave., N.W.
Washington, D.C. 20420

Via e-mail (vacofoiaservice@va.gov)

Dear Ms. Al-Khateeb:

This is a request pursuant to the Freedom of Information Act, 5 U.S.C. § 552 for records maintained by the Office of Security and Law Enforcement ("OSLE") and the Law Enforcement Training Center ("LETC") of the Office of Veterans Affairs ("VA").

By this letter I am requesting all standards, qualifications and certifications that VA OSLE and LETC Special Agents, Criminal Investigators, Inspectors and/or Instructors must possess to either be appointed to their position or to maintain their position.

I also specifically seek:

- 1.) Position descriptions of personnel designated Special Agent, Criminal Investigators, Inspector, and/or Instructor assigned to the OSLE and LETC;
- 2.) OSLE and LETC organizational charts for FY2012 including functional relationships;
- 3.) All documents within FY2012 submitted to the US Marshal Service ("USMS") providing justification for OSLE and LETC Special Agents, Criminal Investigators, Inspectors, and/or Instructors to be deputized, including all documentation regarding OSLE and LETC compliance with USMS deputation standards;
- 4.) Any applicable regulatory guidance and requirements other than VAH 0730 or any new guidance, directive, handbook, etc enacted after September 30, 2011 pertaining to OSLE and LETC qualification, training requirements, medical standards, and continuation training, and certification and qualification requirements for OSLE and LETC Special Agents, Criminal Investigators, Inspectors and/or Instructors (the positions on their organizational chart);
- 5.) Annual training plan for OSLE and LETC personnel FY2012, specifically but not limited to training plan(s) relating to law enforcement, continuing education/training, investigator, weapon (firearm), use of force, and arrest authority;

6.) Any records that concern oversight to OSLE and LETC operations and functions assessing or inspecting assigned personnel training records, training compliance, certifications, qualifications, etc... Provide review results FY2012 of any corrective action plans and best practices done in response to this oversight; and

7.) FY2012 documentation that OSLE and LETC Special Agents, Criminal Investigators, Inspectors, Instructors have successfully completed and/or maintained and appropriately recorded all VA requirements to be armed (per VAH0730 or other guidance indicated in paragraph 4 of this request) including medical clearance oversight validation to carry VA weapons and perform law enforcement duties.

I am willing to pay fees for this request up to \$200. If you estimate that the fees will exceed this limit, please inform me first along with a cost breakdown so that I may appropriately modify the request if necessary.

I ask that you segregate and release all releasable records. For your information, all requested documents may be redacted for privacy purposes. I also ask that you identify any records that are withheld along with the specific reason for withholding those records.

Thank you for your time and consideration on this matter. If you have any questions about this request, feel free to contact me at your convenience.

Sincerely,



Scott A. Hodes