

**DEPARTMENT OF HOMELAND SECURITY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
OFFICE OF CHELTENHAM OPERATIONS**

TRAINING CENTER USE AGREEMENT

This use agreement between the:

(law enforcement organization), and the Department of Homeland Security (DHS), Federal Law Enforcement Training Center (FLETC), outlines the responsibilities of the law enforcement organization and the FLETC relating to the training of personnel and use of the FLETC training facility located at Cheltenham, Maryland.

The Office of Cheltenham Operations (OCH) Site Director is responsible for maintaining, operating, and coordinating the use of the OCH in order to serve Federal law enforcement agencies in the National Capital Region. State and local law enforcement agencies will be offered the use of the OCH on a space-available basis.

Personnel conducting training at the OCH must meet applicable FLETC-OCH standards for instructor qualifications. Training shall be performed in a manner that is safe, environmentally sound, and in compliance with published FLETC policies.

The agency will submit Firearms Instructor Training Program Certificates or equivalent instructor qualification documents to the Chief, Cheltenham Advanced Weapons Branch for all agency personnel conducting firearms training at the OCH.

The FLETC will staff all firearms training with at least one (1) firearms instructor. FLETC policy dictates specific instructor to shooter ratios based on the training activity. The agency is encouraged to staff the required number of firearms instructors to meet established ratios; however, if the agency cannot meet the specified ratios, the FLETC will provide firearms instructors on a reimbursable cost basis.

The FLETC will staff select training with the requisite number of instructors or Training Safety Instructors as deemed appropriate by OCH management. The agency will be notified in advance of instructor staffing requirements.

The agency shall restore OCH venues to the original condition at the conclusion of training. This includes the policing of brass, refuse and other training material. The agency shall report all maintenance problems and property damage to the OCH.

Lesson plans and instructor guides shall be provided to the FLETC CTMD Division Chief prior to the execution of training. Lesson plans and instructor guides are required for all agency specific training. All training at OCH is subject to a Risk Assessment, the CTMD will provide guidance on the execution of the Risk Assessment.

The use of any OCH venue will be coordinated with the OCH Scheduling Office and submitted via the online process. Training must be scheduled at least sixty (60) days in advance of the start of the quarter. Shorter lead-time requests are handled on a case-by-case basis. Notify scheduling of any cancellations via the online cancellation notice as soon as possible.

Financial obligation documents must be executed prior to scheduled training or services rendered. Financial documents may be submitted annually, monthly, or per occurrence.

Personnel attending training at the OCH must provide Personally Identifiable Information (PII) as required by the FLETC, to include: name, date of birth, social security number, and email address. Failure to provide required PII will result in the denial of training.

Personnel engaged in training at the OCH shall wear agency uniform or designated training attire. Agency identification or FLETC identification will be visible at all times.

The agency agrees to comply with the Training Policy Summary (Attachment 1).

AGREEMENT

This agreement must be signed by an agency management official authorized to sign for the agency.

AGREED THIS _____ **DAY OF** _____

Signature **Title**

Organization

Printed or Typed Name **Printed or Typed Title**

APPROVED:

Date

Assistant Director
Regional and International Training Directorate
Federal Law Enforcement Training Center
Department of Homeland Security