

**DEPARTMENT OF HOMELAND SECURITY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER**

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<b>FLETC DIRECTIVE NO:</b>	62-95.A
<b>DIRECTIVE TITLE:</b>	Check-in/Check-out Procedures for Staff Personnel and Detailed Instructors
<b>EFFECTIVE DATE:</b>	2/2/2006

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- 1. POLICY:** The Federal Law Enforcement Training Center (FLETC) will account for personnel reporting to and terminating assignments or employment from any of the FLETC locations to ensure that all issued property, equipment, documents, and financial obligations owed to the FLETC are properly accounted for upon staff departures.
  
- 2. SCOPE:** This directive applies to all permanent and temporary FLETC staff members and detailed instructors at all FLETC locations including international sites.
  
- 3. REFERENCES:**
  - a. FLETC Directive 71-01, Access Control.
  
  - b. FLETC Directive 71-00.B; Identification Badges, Credentials, and Shields.
  
- 4. CANCELLATION:** This directive hereby supersedes FLETC Directive 62-95.A, Check-in/Check-out Procedures for Staff Personnel and Visiting Instructors, dated March 2, 1987.
  
- 5. ADDITIONAL GUIDANCE:** [FLETC Manual 62-95.A](#), Check-In/Check-Out Procedures for Staff Personnel and Detailed Instructors.
  
- 6. OFFICE OF PRIMARY INTEREST (OPI):** Human Resources Division, Administration Directorate.

[Signature on file](#)

Connie L. Patrick  
Director