

May 31, 2006

TO: AFTE BOD
FROM: John G. Ward, Sr. Chairman,
RE: 2006 Annual Report -Standardization & Training Committee

In order to insure quality and coordinated progress with the duties of this committee I have re-organized it into three (3) Sub-committees to cover the AFTE Glossary, AFTE Training and the AFTE Technical Procedures:

The AFTE Glossary Sub-Committee includes:

Robert A. Poole, Chair
Dustin Engle
Ken Green
Lucien Haag

Glossary Sub-Committee Report

The Glossary is currently undergoing a revision. Additional terms have been added from a variety of sources including the SAAMI Glossary, Luke Haag's new book and member input. The concentration so far has been with Section 1.

The major change to the appearance of the Glossary is that every term will have a definition. Where a definition is equally appropriate to more than one word or term, both words will have the complete definition listed. The hope is to eliminate the frustration one finds when searching for a definition of a word or term, only to find "**SEE XXXX**" redirecting members to some other word. (In a few instances, when the searcher was redirected, there was no "**XXXX**.")

Dustin has been a significant help with the actual insertion of new terms and definitions. He did half of the terms in Section 1 and I estimate thus far that approximately 100 new terms have been added. My responsibilities include overcoming a few formatting problems and this section will be complete.

Robert A. Poole
Chair, Glossary Sub-Committee

The AFTE Training Sub-Committee includes:

Ann Davis, Chair
Jack Dillon
Chris Monturo
Ron Nichols
T. L. Price
Andy Smith
John G. Ward, Sr.
David Wright

Training Sub-Committee Report

The Training subcommittee of the Standardization and Training Committee has several ongoing projects:

1-) AFTE Seminar DVD Project – headed by David Wright

The technical program is being recorded and provided for sale at a minimal cost to our membership and at a more substantial cost to subscribers. We plan to have 10 sets of the 2005 Seminar available for purchase in Springfield, provide 2 sets to the host committee for raffles, and provide flyers at the registration table for pre-orders for the 2006 set. We plan to keep the prices as set by the Board in 2005.

DVD Orders from 2005 Training Seminar Sold: 13 Paypal (1 is a single disk)
8 Mail -in
2 Purchase Orders

Approximately \$840 in account as of 5/30/06 (this does not include expenses to be made in 2) below. David Wright is maintaining the income and expenses for the account and will have them available for AFTE Board review upon request. David has also spoken to Scott Doyle about the cost of hosting the video taped seminar on our website. It would cost us about \$12-1400 /year to have our own server and allow us to have enough bandwidth to post several hours of good quality video.

2-) AFTE Seminar VHS Conversion to DVD – headed by Chris Monturo

The VHS recordings from previous seminars are being transferred to DVD, and will eventually be available to our members. Expenses for this project are being covered by the AFTE DVD Project. Postage for sending several years of VHS tapes from Lisa Pelozza to Chris Monturo - \$72.00; purchase of a VHS - DVD recorder to convert the VHS tapes and the DVD's needed ~\$370. This will provide for 2 master copies of each VHS series, one for Chris Monturo and one for David Wright, to make additional copies of programs for members.

3-) NFSTC CD-Rom Project – The following individuals are reviewing the modules for technical content as they are being presented by NFSTC. To date, the following modules have been reviewed:

Module 2 -The Evolution of Small Arms and Their Ammunition
Module 3 - Powder, Ammunition and Firearm Development
Module 5 - The Manufacture of Modern Small Arms Ammunition
Module 6 - Evidence Handling Procedures
Module 11 - Bullet Comparison and Identification
Module 12 - Gunshot Residue/Distance Determinations
Module 13 - Toolmark Comparisons

Review team: Ron Nichols, T. L. Price, Jack Dillon, John G. Ward, Sr., & Ann Davis

Katy Savage, Project Coordinator from NFSTC, advised that the plan is to begin editing the technically reviewed modules sometime after the AFTE Training Seminar in Springfield. An Editorial Board, which will include Jack Dillon and Bill Conrad, will be formed to assure that the technical content of the material is correct and that appropriate photos, videos and other demonstrative materials meet the needs of the discipline. The goal of the Editorial Board is to have all modules read as though one individual wrote them all to assure consistency between modules and continuity of the overall Training CD. Hopefully, at least one completed module will be available at the seminar for review by the AFTE Board. Authors of many of the modules have indicated certain graphics, videos, photos, etc., should be added at various places in the script. This will be done either by receiving permission to use available graphics, photos, etc., as indicated by the author from the internet or other source provided, or by hiring appropriate personnel and having them made. The project is still on budget, and we expect it to be done by mid-2007. A representative from NFSTC (David Epstein) will be present at AFTE to make a presentation about the project.

4-) Training Manual Update – This project is currently being worked on by Andy Smith and Ann Davis. The training manual has been updated to include the most recently published references that are related to various modules. In addition, the manual will be reorganized to reduce redundancies and include a training plan with timelines to assist individuals charged with training new examiners. This will provide a more "trainer" friendly manual.

Ann Davis,
Chair, Training Sub-Committee

The AFTE Procedure Sub-Committee includes:

John M. Finor, Chair

Technical Procedure Sub-Committee Report

This sub-committee will consist of approximately four (4) AFTE Members, who would complete this project. At this time Mr. Finor is organizing this committee and will be making his member selection at the 2006 AFTE Meeting. In addition, he is currently in the process of soliciting technical procedure manuals from established Forensic Science Organizations such as the FBI and the ATF, for review.

John M. Finor
Chair, Technical Procedure Sub-Committee

The projects described above are currently in progress and we will be coordinating the work of these sub-committees to insure compatibility of the finished products with each other. In addition, the finished products will become integral additions to the AFTE Training Manual and will insure that the highest quality of materials for training will be available to our members.

Respectfully,

John G. Ward, Sr.
Chair, Standardization & Training Committee