

STUDENT HANDBOOK



DEPARTMENT OF DEFENSE INSPECTOR GENERAL
JOINT INSPECTOR GENERAL ACTIVITIES PROGRAM
400 ARMY NAVY DRIVE SUITE 500
ARLINGTON, VA 22202-4704



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

DoDIG Joint IG Program Office
400 Army Navy Drive
Suite 501
Arlington, Virginia 22202-4704

Prospective Students:

1. Our goal is to qualify and certify you as Joint Inspectors General by providing you the tools and knowledge to be fully functional and ready to perform in a Joint Command environment. Your newly acquired skills and knowledge will make you a force multiplier and valuable asset to the command.
2. The Student Handbook includes the school's evaluation requirements, grading policy, and standards of conduct as well as other important information. The faculty and staff are ready to assist you and provide everything that you need to successfully complete the course.
3. Lodging for out-of-town students will be in Arlington, Virginia. Hotels in the vicinity are listed in the Student Handbook. The Government Travel Charge Card will be used for all travel and per diem expenses. The course is unit funded; there are no course registration fees or attendance fees required. Students should report to 400 Army Navy Drive for in-processing, on the first day of class, to the foyer of the building in order to obtain a security badge.
4. The facility at 400 Army Navy Drive is a restricted access building and you will need access badges. To obtain the badge, all you need is a Driver's License or Military/Government ID. Upon entry into the building and prior to you receiving an access badge, you will be required to go through a metal detector. Please plan your arrival times accordingly. In order to expedite the process of obtaining security badges, I will need a little help from you. Please have the Security Personnel who handles your badges, passes, or CAC cards, or whatever you use to access your buildings contact Greg Collins. He is the Security Manager and my POC for obtaining building passes. All he needs is an email verifying that you have a current security clearance. His email address is: gregory.collins@dodig.mil. If you are currently stationed in the North Capital Region Area (NCR), or the Pentagon (PNT), you will not have to go through the screening process.
5. Laptops will be issued for your use throughout the course. Students will be utilizing the laptops for class work and home work assignments. These laptops come equipped with CD/DVD burners and Wi-Fi capability. You will be expected to be familiar with

Microsoft Outlook, Power Point, and use of the internet for research. Your pre-attendance requirements are to review TLO/ELOs and Joint Inspector General Concept and System Guide. You are not required to print the guide, note taker, or TLO/ELO information. We have hard copies and electronic media for your use upon arrival at the course.

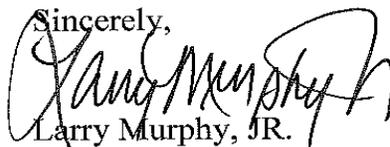
For students desiring or need to access work emails, please ensure that you know your respective service OWA login and passwords.

6. Prospective students, once your registration request has been approved, make every effort to attend. This course has a waiting list, so any no shows by registered students directly impacts students on the waiting list.

6. Background. The Joint Inspector General system represents a common, joint approach to IG work in Joint commands that provides all Joint IGs with an established, well-defined system with clear policy guidelines and doctrinal procedures to facilitate the execution of the Joint IG functions of Inspections, Assistance, Investigations, and Teaching and Training. This system further defines the IGs role and responsibilities within the Joint command. It also specifies the capabilities an IG system can bring to the command's readiness, warfighting, and mission capabilities.

7. Definition. Joint IGs are officers, non-commissioned officers, and civilians from the Army, Navy, Air Force, Marines, and Coast Guard who are assigned to duty as an IG in a Joint command, primarily Combatant Commands and Joint Task Forces (and other unique Joint organizations by exception). Each Joint command has a Joint command IG (JCIG) that leads an IG office to execute the Joint IG system on behalf of the command and the commander. Joint IGs are uniquely qualified to execute the Joint IG system in a Joint command by undergoing a four-step certification process: nomination or requisition, approval and assignment to a Joint IG billet, completion of the Joint IG course, and swearing of the Joint IG oath.

8. You can expect to graduate by 1030 on the last day of the course. If your return travel is by air, we recommend that you schedule your flight no earlier than three hours after graduation. This will allow ample time for travel to the airport. I am looking forward to meeting you. If I can assist you further, please contact me at (703) 699-5409 or my e-mail address: Larry.Murphy@dodig.mil.

Sincerely,

Larry Murphy, JR.
Registrar
DoDIG Joint IG Course

**Department of Defense Joint Inspector General Course
Student Handbook
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Chapter 1

Course Information

Section 1.1 Joint IG Course Staff Members

The table below lists all the Joint IG staff members

Title	Name	Phone Number	E-Mail Address
Program Manager	Larry Brom	703-604-9700	Larry.Brom@dodig.mil
Assistant Dean	Pam Marsh	703-604-8770	Pamela.Marsh@dodig.mil
Registrar	Larry Murphy	703-699-5409	Larry.Murphy@dodig.mil
Instructor (Inspections) (Assistance)	Marvin McFarland	703-604-9151	Marvin.McFarland@dodig.mil
Instructor (Investigations) (Assistance)	Linda Mann	703-699-5410	Linda.Mann@dodig.mil
Course Evaluator	Martin Brown	703-604-2017	Martin.Brown@dodig.mil

Section 1.2 Hours of Operation

The DoD Joint IG Course hours of operation are:

Monday – Friday: Class hours are 0800 to 1630

Saturday: Closed

Sunday: Closed

All students are expected to be in class on time. Plan accordingly on each day for picking up badges. If there are circumstances beyond your control that will prevent you from making it to class on time, notify the faculty as soon as possible.

The periods between 0700 to 0800 and 1630 to 1730 are designated as personal study time. Instructors may also be contacted during this time for extra guidance and counseling.

The course instructor may at his/her discretion extend the class past 1630, usually not to exceed one hour in order to cover topic material or provide follow-up training. Tardiness and absenteeism from class creates problems and students can fall behind in their training.

Student Handbook

Breaks and lunch periods have been carefully scheduled for each class to get the maximum use of the student lounge area, the Penta-City Café and local eateries that are in close proximity to 400 Army Navy Drive. Breaks may be used for telephone calls, e-mail, etc.

Repeated tardiness is grounds for dismissal from the course (Chapter 5 Standards for Dismissal).

Section 1.3 Badges

You will be issued a visitor's badge that must be worn above the waist at all times while here. Your badge is government property and as such should be handled with care.

Do not wear or display it outside this building.

You cannot keep the badge.

Section 1.4 Prohibited Items and Activities

The following list is prohibited while here for training:

- Firearms and ammunition
- Explosives and incendiary devices
- Cameras and photographic equipment
- Transmitting recording equipment
- PDAs, laptops, MP-3 players, pagers, recording devices
- Alcoholic beverages and narcotics
- Soliciting and distribution of handbills
- Animals other than guide dogs
- Gambling
- Smoking in non-designated areas
- Computer games
- Personal cell phones
- Food

The designated smoking area is: outside the Penta-City café.
Do not smoke in the parking garage or the front of the building.

Cell phones will be turned off while in the classroom. Cell phones may be used during breaks only!

Food and candy are prohibited in the classroom except during lunch break. Students may bring covered beverages into the classroom.

Section 1.5 Weather Emergencies

Weather emergencies encompass snow, ice, hurricane, tornado, severe storms, and flooding. Whenever hazardous or potentially hazardous driving conditions develop, the Assistant Dean may authorize an adjusted work dismissal, unscheduled leave, adjusted home departure, or closure.

The Assistant Dean is responsible for identifying and notifying employees who are deemed “emergency personnel.” Students are not emergency personnel. The Office of Personnel Management (OPM) classifies emergency personnel as those who must report to work in emergency situations.

Local radio stations will announce openings and closings by 0545 hours.

Station Call Letters	Frequency	AM/FM
WUPP	94.3	FM
WTOP	103.5	FM
	1500	AM
WPRZ	1250	AM
WCVA	103	FM
	1490	AM
WINC	92.5	FM
WFLS	93.3	FM

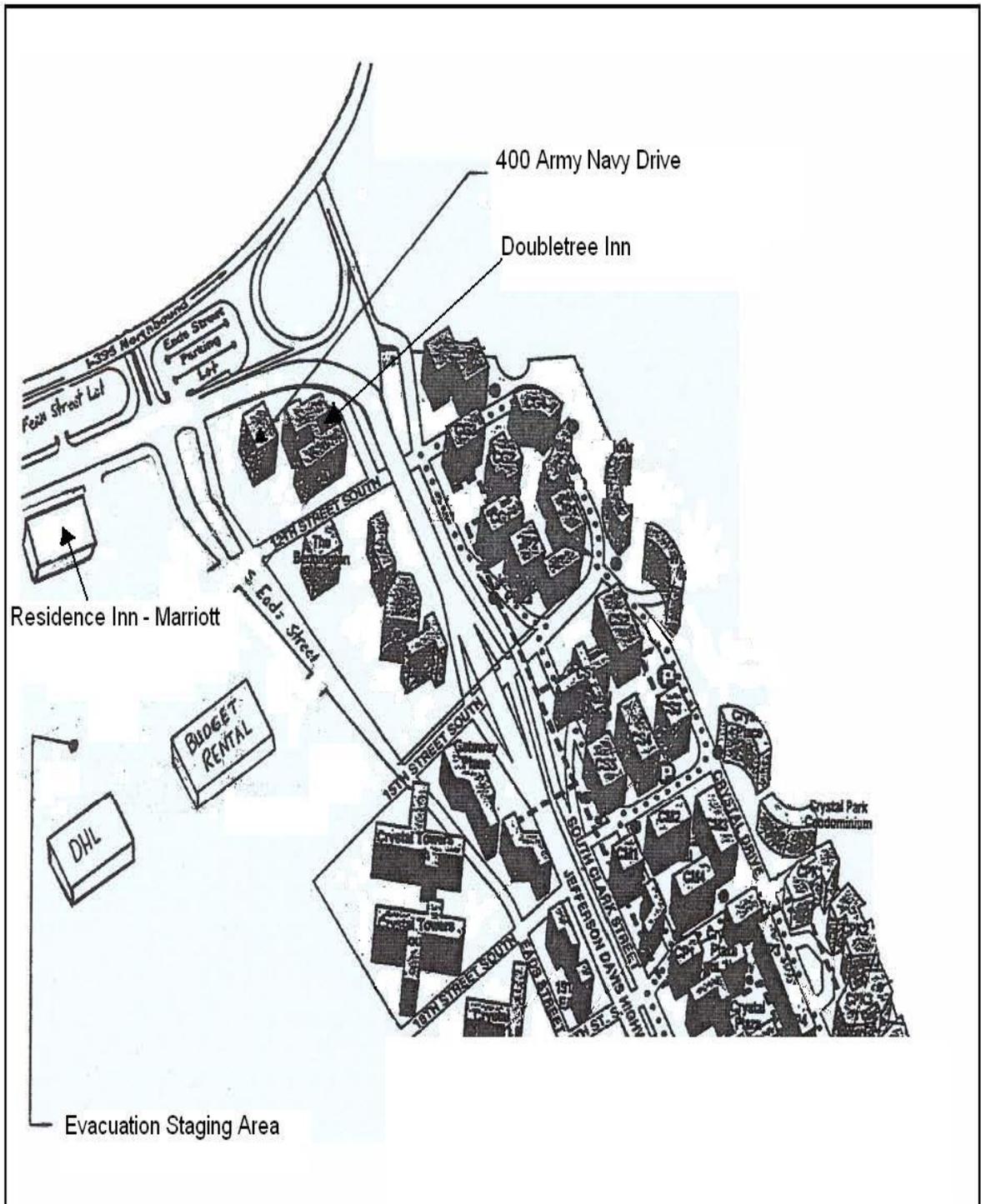
Local TV stations will also announce openings and closings.

Section 1.6 Evacuation Procedures

All students will evacuate using the staircase outside the classroom. Students requiring assistance will go to Room 503 with the Area Monitor(s).

Follow the exits signs and proceed away from the building towards Eads Street. Go south on Eads Street towards 12th Street (away from the Pentagon). Cross Eads Street and assembles at the large open area near Budget Rental and DHL Building.

Check in with Instructors and wait for the all clear signal to return back to the classroom.



Chapter 2

Standards of Conduct

Section 2.1 Ethics

Professional ethics in both military and public service is derived from three principal sources:

- Moral
- Spiritual
- Social values of our Nation.

Our country's values – and the fundamental character of our Nation – are contained in the Declaration of Independence and the Constitution.

Students are expected to uphold professional ethics throughout their careers as well as during the course. Students suspected of unethical behavior (such as cheating) will be dismissed in accordance with the procedures outlined in Chapter 5.

Section 2.2 Accountability

All students are expected to be in class on time.

All students are reminded that there is an established policy of denying leave to students while they are in a training status except for sickness or other emergency situations. Attendance must be **100%** for successful completion of course. We do recognize that some leave is unavoidable; therefore, requests for very brief periods of leave (such as family emergency, sick leave, etc.) can be granted on per case basis.

The use of annual leave will result in the **loss of per diem for that day**. Except for genuine emergencies, all requests for annual leave and absence from class must be initialed by an Instructor and approved by the Assistant Dean prior to the requested time of absence.

If sick leave is taken, you must call the Assistant Dean (703-603-8770) by 0730 to notify the instructor of your absence. A leave slip must be submitted to the instructor upon your return. Sick leave may not be used in lieu of annual leave. Sick leave requests for three consecutive workdays must be accompanied by a doctor's note or per diem will be denied.

Students who will be leaving the local area during the weekends or need to be away from class for brief periods during the class day must complete an accountability sheet. If requesting to miss class time, the student must allow

enough time to process the request through the Instructor and the Assistant Dean prior to the requested time of absence. See Appendix B. Give completed requests to any of the faculty staff.

The Assistant Dean will counsel students who are absent or late twice during the course. Students who are absent or late three times will be counseled and recommendation for retention or dismissal will be made by Dismissal Board.

All official and personal business is to be conducted prior to commencement of classes or during non-scheduled class hours.

Section 2.3 Classroom Standards

All students are responsible to be on time, to be prepared for class and to participate in class.

Students may have covered beverages in the classroom at any time. However, they may not eat in the classroom except at lunchtime. The prohibition on eating during class includes, candy, chips, cookies and other munchies. Do not put chewing gum under the seats or tables.

Student will turn off all pagers, cell phones and other electronic devices during class.

Smoking and smokeless tobacco are prohibited from all classrooms and break-out-rooms.

Section 2.4 Non-Attribution Policy

In an effort to promote rich academic discussion and the free exchange of ideas, Joint IG course adheres to a policy of non-attribution that applies to all members of the staff and adjunct faculty, students, and guest speakers.

Comments made by guest speakers and students will not be attributed to them in any public forum or to any individual likely to transmit such statements to public forum. However, participation in academic discussions at the course does not create a category of privileged communication.

The purpose of this non-attribution policy is as follows:

- It protects all participants in the course – staff and faculty members, students, speakers and other guests – against having their remarks and opinions publicly quoted or otherwise attributed to them without their expressed consent.
- It allows such remarks and opinions to be discussed away from the course provided that care is taken to avoid publicly identifying the speaker.

Student Handbook

- It encourages all speakers to be responsible for the substantive content of their statements.

Chapter 3

Standards of Appearance

As the leading U.S. Inspector General agency, the Department of Defense is in the front line of customer service to the public at home and abroad. This mission requires that our employees project competence and professionalism. Your appearance should also be professional and in a way that conveys respect for colleagues, customers, and the work environment. Your appearance must not pose a safety or health hazard or a distraction from the classroom environment.

Section 3.1 Military Dress Code

The uniform for the Joint IG course and the DC area is as follows:

- Army: Class B/Army Combat Uniform
- Navy: Service Khaki
- USMC: Class C(Tanker Jacket Optional)
- USAF: Short sleeve dress uniform/Battle Dress Uniform/Desert Camouflage

All military students will wear their respective Service's uniform appropriately and in accordance with established policies and guidelines. Students may also wear authorized decorations as appropriate. Flight suits are inappropriate for the DoD Joint IG Course. **It is the student's responsibility to verify that he/she is in compliance with respective uniform regulations and rules for wear.**

Each student must remember that discipline is judged, in part, by the manner in which the Service member wears a prescribed uniform as well as by that individual's personal appearance. Therefore, a neat and well-groomed appearance by all Service members is fundamental to the Armed Forces and contributes to the building of pride and esprit essential to an effective military force. A vital ingredient of the Armed Forces' strength and military effectiveness is the pride and self-discipline that the American Soldiers, Sailors, Airmen and Marines bring to their Services through a conservative military image.

Section 3.2 Civilian Dress Code

The classroom atmosphere at DoD IG is more informal than that of a government office in Washington DC. At the same time, it is a place of business and students should dress with this in mind.

Coats and ties are normally not required for men, but neat sports shirts or open-collared dress shirts are expected. Slacks and sweaters are appropriate, but shorts, T-shirts, and flip-flop type footwear are not. For women, dresses, slacks, blouses, and sweaters are appropriate but shorts, bare midriffs, and halter-tops are not.

The table below includes examples of both appropriate and inappropriate combinations for men and women.

Civilian Dress Code for Men	
Acceptable	Unacceptable
<ul style="list-style-type: none"> • Collared shirt, such as a polo shirt or dress shirt, turtleneck or sweater • Casual or dress pants, such as khakis, Dockers, or “Docker-style” pants • Casual shoes 	<ul style="list-style-type: none"> • Shorts • Jeans • T-shirts • Tank tops • Sweatshirts • Sneakers and/or gym shoes • Sandals or flip-flops • Beach shoes • Torn, soiled, or ragged clothing
Civilian Dress Code for Women	
Acceptable	Unacceptable
<ul style="list-style-type: none"> • Casual or dress pants • Skirt • Sleeveless or short sleeve shell • Blouse • Sweater • Casual shoes 	<ul style="list-style-type: none"> • Shorts • Jeans • Skirts that are extremely short • Bare midriff shirts • Tank or tube tops • Backless or halter style tops • T-shirts • Sweatshirts • Sandals or flip-flops • Beach shoes • Torn, soiled, or ragged clothing

Student Handbook

DoD IG welcomes the cultural diversity of the workforce and seeks to maintain freedom for personal expression without sacrificing the professional image essential to the performance of its mission. Questions regarding this guidance should be referred to the EEO Office at 703-604-9710 or the Workforce Relations Division at 703-602-4523.

Chapter 4

Standards for Qualification and Graduation

Section 4.1 Examination Requirements

All students are expected to attain 80% or better on all quizzes and final exam. Students will be allowed to retake failed quizzes and final exam once. A second failure in any of the quizzes or final exam will be grounds for dismissal. All homework is graded as Pass/Fail. Dismissal proceedings are described in Chapter 5.

Note: All quizzes, graded homework exercises, and the final exam are individual exercises. The sharing of answers or responses is forbidden on individual work. Students who have special testing requirements for the quizzes or final exam must notify the Instructors or Assistant Dean at least one day prior to the event.

Section 4.2 Student Participation Requirements

Students can be dismissed for negative and/or disruptive participation.

Section 4.3 Homework Requirements

Students will be assigned homework. Homework will be turned in on the requested day. Students requiring extra time must contact the Instructor for the additional time. Homework is graded Pass/Fail. Students failing homework assignments may request additional one-on-one time from the instructors.

Students will not be dismissed for failing homework assignments.

Section 4.4 Graduation Requirements

To qualify for graduation, the student must successfully complete all quizzes, homework assignments, case studies and final exam.

Section 4.4.1 Graduation Requirements for International Military Students

Upon successful completion of a formal course of instruction, each International Military Student (IMS) will be issued a certificate or diploma. Diplomas issued IMS will be identical to diplomas issued to U.S. students. Diplomas for graduation from U.S. formal courses of instruction will be given to IMS only when they have met the established training standards. It is not the intent of this policy that only numerical grades be used in determining whether the IMS has achieved the standards set for U.S. military personnel.

Student Handbook

The determining factor is whether IMS/ICS can accomplish satisfactorily the objectives for which they were trained. This determination will be influenced by aptitude, application, practical effort, and demonstrated understanding, as well as by numerical grades. Classified hours of instruction not available to IMS will not be considered in this determination.

In most cases, certificates of attendance in U.S. formal courses of instruction will be given IMS when they do not meet the minimum established training standard but have attended the complete course and have been diligent and sincere in their training efforts. The reasons for issuance of a certificate of attendance will be fully explained in the IMS academic report.

Chapter 5

Standards for Dismissal

Section 5.1 Personal Conduct

Students who violate regulations, policies or established discipline standards are candidates for dismissal. Students who also present an overtly negative attitude, are disruptive to the class through constant tardiness, or exhibit a lack of motivation fall into this category as well. If the Assistant Dean determines that a student's personal conduct should result in dismissal, the Assistant Dean will consult with the Dismissal Board, consisting of the Joint IG Activities Program Manager, the Chief of Learning, and if needed the Instructor. If they support the decision, dismissal proceedings as outlined in this chapter will begin immediately.

Section 5.2 Plagiarism and Cheating

Plagiarism is the act of presenting the ideas and exact words of another person as one's own work.

Cheating is the act of lying, deception, fraud, trickery, imposture or imposition.

Instructors who suspect plagiarism or cheating will meet with the Assistant Dean and explain their reasoning and evidence. If the Assistant Dean supports the instructor's evidence and reasoning, the Assistant Dean will meet with the Dismissal Board and recommend dismissal. If the Assistant Dean disagrees with the evidence or reasoning then the matter will end there.

If the Dismissal Board approves the dismissal, then dismissal proceedings will begin. The student will also receive a Letter of Reprimand from the Dismissal Board/DoD IG and a copy of this letter will also be sent to the gaining unit or command. The DoD IG has the final say in all dismissal proceedings.

Section 5.3 Illness, Injury, or Compassionate Reasons

Students who become ill, who are injured during the course, or who have a family or other problem may require an administrative dismissal. If the illness or injury requires dismissal from the course, the Assistant Dean will release the student from the course administratively and invite the student to return at the earliest possible opportunity. The Assistant Dean will notify the student's gaining unit or command of the dismissal. Administrative dismissals for compassionate reasons will be handled in the same manner but only after the student has presented the Assistant Dean with all matters relevant to the issue.

The Assistant Dean will immediately notify the Dismissal Board of all dismissals resulting from illness, injury or compassionate reasons. Students dismissed for any of these reasons may return to the course at a later date.

Section 5.4 General Dismissal Procedures

If a student is dismissed due to plagiarism or cheating, the dismissal procedures are as follows:

- The Assistant Dean will counsel the student in writing that they have been dismissed from the course and the basis for that decision. The Assistant Dean will inform the student that they have the right to appeal the dismissal decision to the Dismissal Board and the DoD IG within one working day.
- The student must acknowledge the dismissal notification in writing by signing the dismissal letter.
- The Registrar will maintain the student's administrative and academic package for review or reference if there is an appeal.
- The Dismissal Board will notify the dismissed student's gaining unit or command, telephonically or in writing of the student's dismissal, the basis for the decision and the results of any appeal actions.
- After the student out-processes and departs from the school, the Registrar will make an appropriate dismissal entry in the file for that particular student and class. Students dismissed for plagiarism or cheating will not be allowed to return or to work as Joint IGs.

Section 5.5 Academic Dismissal Procedures

In accordance with the standards outlined in Chapter 4, a Dismissal Board will convene to address a student's failure in homework, practical exercises, quizzes or final exam.

- First time failure of a quiz, homework, practical exercise or final exam or any combination of these, the student will receive training in weak areas and be allowed to re-take or re-do.
- Second time failure of a quiz, homework, practical exercise or final exam or any combination of these and the Academic Board will recommend to the DoD IG dismissal.
- Although students will not be dismissed for failure in homework assignments alone, they can be dismissed when homework failure is combined with quiz and/or exam failure.
- Dismissal procedures are identical to the ones listed in Section 5-4 except there is no Letter of Reprimand.
- Students dismissed for academics will be offered the opportunity to return to the Joint IG course but not allowed to work as a Joint IG.

Chapter 6

After Hours Resources

Section 6.1 Medical and Dental Facilities

In case of an emergency, call 911. If calling from within this building, (400 Army Navy Drive), dial 99-911

Military Facilities:

- DiLorenzo Tricare Health Clinic, Pentagon, Corridor 8, Room MG914A, 0700-1600, 703-692-8810. Pharmacy is 703-692-8691. Medical emergencies: 703-697-5555.
- Air Force Flight Medicine Clinic, Room 4A750, 0730-1600, 703-697-4598
- DeWitt army Community Hospital, Ft Belvoir. The Emergency Room is open 24-hours a day. 703-803-0414/0562.
- Logan Dental Clinic, Building 1099, Ft Belvoir. Dental Sick Call is Monday through Friday from 0730 to 0930. 703-806-4392

Other Medical Facilities:

- Virginia Hospital Center (Emergency Room) Arlington, 703-558-5000
- Inova Mt Vernon Hospital(Emergency Room) Alexandria, 703-664-7111

Section 6.2 Fitness Centers

- Pentagon Athletic Center (POAC) – 6606 Army Pentagon, 703-614-9998. Open Monday – Friday from 0530 to 2130. Weekly fees: \$10 and Daily fees: \$3.
- Most of the local hotels offer some sort of Fitness Center as a part of the room package, so check in with them. Access to hotel facilities is usually free.

Section 6.3 Hotels

Within walking distance of DoD IG building:

- Residence Inn Arlington Pentagon City, 550 Army Navy Drive, 703-413-6630.

Directions: From Ronald Reagan National Airport take the Crystal City exit. Exit to Crystal Drive. Take Crystal Drive North approximately 1 mile. Crystal Drive turns into 12th Street. When you are on 12th Street, go under the overpass and turn right onto Army Navy Drive. Go past DoD IG building and hotel is on the left.

- Doubletree Hotel Crystal City – National Airport, 300 Army Navy Drive, 703-416-4100.

Directions: From Ronald Reagan National Airport take the Crystal City exit. Exit to Crystal Drive. Take Crystal Drive North approximately 1 mile. Crystal Drive turns into 12th Street. When you are on 12th Street, go under the overpass and turn right onto Army Navy Drive. Hotel is on the left.

Other hotels within per diem rates and walking distance are:

- Sheraton Crystal City Hotel, 1800 Jefferson Davis Highway, 703-4866-1111.
- Radisson Hotel Reagan National Airport, 2020 Jefferson Davis Highway, 703- 920-8600.
- Embassy Suites, 1300 Jefferson Davis Highway, 703-979-9799.
- Marriott – Crystal Gateway, 1700 Jefferson Davis Highway, 703-920-3230.

Make sure you identify yourself and request the per diem rate.

Section 6.4 Food

PentaCity Café is located in the DoD IG building.

There is a refrigerator and microwave available for student usage outside the classroom. All foods and/or containers will be marked with the student name and date. The refrigerator is cleaned out every Friday afternoon. All unmarked or out-of-date items will be tossed.

All hotels have information about some of the wonderful local eateries here in the Arlington/Alexandria location. All are within walking distance of the hotels.

Section 6.5 Transportation

Carlson Wagonlit Travel, Room 226, Hours: 0800-1630
703-416-5126, after hours call toll free 1-800-468-2863

Airline Tickets:

American Airlines	800-433-7300
Continental Airlines	800-525-0280
Delta Airlines	800-221-1212
USAir	800-428-4322
United Airlines	800-241-6522

Railroad Tickets:

AMTRAK	880-872-7245
VRE (www.vre.org)	703-684-1001
Metro Rail/Metro Bus	202-637-7000
	TTY 202-638-3780

Monday-Friday: 6 a.m. - 8:30 p.m.
Saturday and Sunday: 7 a.m. - 8:30 p.m.

Taxi Services:

Check your hotel rooms for information on the various local cab companies.

Bus Routes:

There are DoD buses available for personnel with the appropriate badges. A copy of the routes and schedules has been included in Appendix A of this handbook. Also included in the appendix are an assortment of maps to familiarize you with Crystal City and the surrounding areas.

Section 6.6 Travel Vouchers and Per Diem

Individuals on orders are eligible for full per diem during their stay. If you are uncertain or have any questions, contact one of the staff members for guidance. You may claim only the amount actually spent for lodging up to the maximum.

We will answer questions about lodging and rates but the responsibility of securing lodging within the per diem rate is yours.

Please ensure that you are getting the per diem rate when you book lodging.

Please check the Internet and DTS for current rates.

Section 6.7 Churches

Check out your hotel room for a complete listing of churches in the local area.

Section 6.8 Tickets

The Headquarters Army Recreation Services sells tickets to many activities here in the Virginia and Washington, DC area.

Their office hours are: Monday through Friday from 0900-1600 in Room 1D654(Pentagon). You can reach them at (703)697-3816 or check out their website: <http://www.recgov.org/hqarmy/index.php>

Other Welfare and Recreation offices are located on Joint Base Myer-Henderson Hall. You can locate their offices at the Army Post or Marine Corps Exchange.

Fort Meyer Rec Center Tickets and Trips hours are: Tuesday through Friday 1100-1800, Saturday-Sunday 1200-1800. The Fort Meyer Rec Center is located at: 228 McNair Road, Building 405 Fort Myer, Va. 22211. The phone number is: Phone: (703) 696-3469/70.

MCCS Henderson Hall Information, Tickets & Tours is located in "The Shoppes" across from the Marine Corps Exchange and adjacent to The Vineyard. MCCS Henderson Hall hours are: Monday through Friday 1000-1730, Saturday 0930-1700. The phone number is: 703-979-8420

Chapter 7

DoD IG Anti-Harassment Policy



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

AUG 18 2009

MEMORANDUM FOR ALL PERSONNEL AND APPLICANTS FOR
EMPLOYMENT, OFFICE OF INSPECTOR GENERAL,
DEPARTMENT OF DEFENSE

SUBJECT: Policy Statement on the DoD OIG Anti-Harassment Program

Our goal is to foster a culture of professionalism and respect. Creating and maintaining an environment that is free from harassment is essential to the accomplishment of the DOD IG mission. We are committed to ensuring employees within the OIG work in an environment that is free from sexual harassment and other forms of harassing and unprofessional conduct.

Harassing conduct is defined as any unwelcome verbal or physical conduct that demeans or shows hostility, or aversion towards an individual because of his or her race, color, religion, national origin, age, sex (sexual or non-sexual), and or disability. Harassing conduct may constitute reprisal. Any conduct based upon these statutorily protected classes that has the purpose or effect of unreasonably interfering with employees work performance and/or creating an intimidating, hostile, or offensive work environment is considered harassment.

Every employee is responsible for acting professionally, not participating in harassing conduct and promptly reporting such conduct. Any person who believes he or she has been the subject of harassment should report the matter to anyone in their supervisory chain of command or to the EEO Office. All supervisors and managers are responsible and accountable for acting promptly to prevent and eliminate harassment. Any supervisor or manager receiving an allegation of harassment or who witnesses harassing conduct shall take immediate action to stop the harassing conduct and ensure a thorough and impartial inquiry is conducted. Action should be taken to prevent further harassment including granting appropriate interim relief to the victim while the allegations are being investigated. Where allegations of harassment are substantiated, appropriate corrective action shall be taken in accordance with the Inspector General Regulation 1400.4, *Disciplinary and Adverse Action*.

We count on each of you to continue to maintain an atmosphere of professionalism that fosters respect in the workplace. I trust you will join me in supporting the principles embodied in this policy.

Handwritten signature of Gordon S. Heddell in cursive script.
Gordon S. Heddell



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

AUG 2 2010

MEMORANDUM FOR ALL OFFICE OF INSPECTOR GENERAL PERSONNEL

SUBJECT: Designation of the OIG Office of Primary Responsibility for Coordination with Inspectors General Assigned to Joint Commands

- References:
- (a) Inspector General Reform Act of 2008
 - (b) Inspector General Act of 1978, as amended
 - (c) Inspector General Act Implementation and Office of Inspector General Policy Guidance (Rev 2), dated December 27, 2004
 - (d) DoDD 5106.04, "Combatant Command Inspectors General," June 19, 2006
 - (e) DoDI 5106.05, "Combatant Command Inspectors General," July 14, 2006

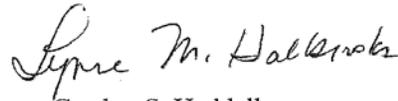
Purpose: To provide guidance for the OIG Office of Primary Responsibility for Joint Inspectors General policy coordination with the Inspectors General of Joint commands, including the Combatant Commands, Sub-unified Commands other Defense Agencies, and other Federal Agencies in accordance with Reference (a) and consistent with guidance promulgated in References (b) - (d).

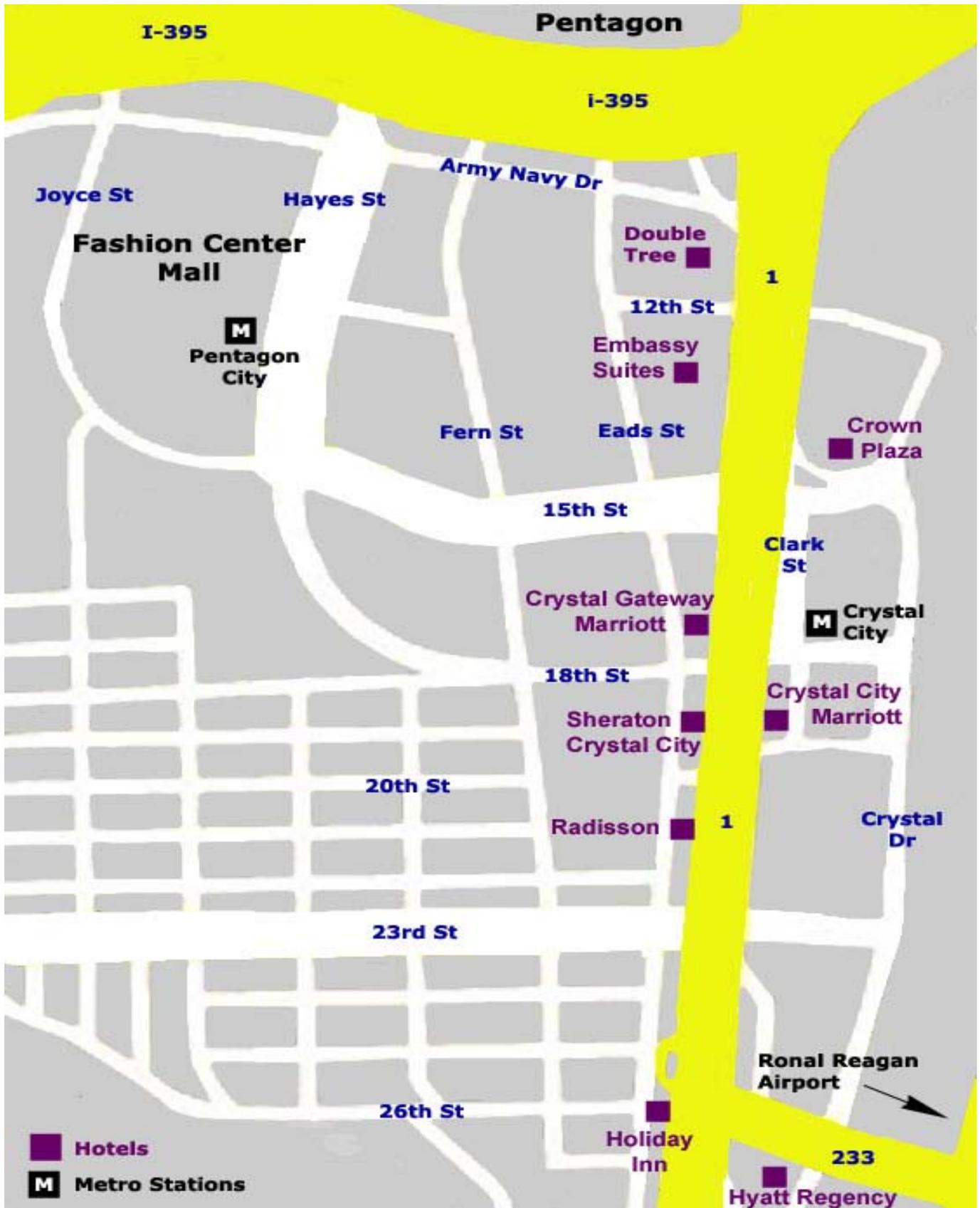
Statutory Duty & Regulatory Responsibilities: Section 2(2) of Reference (a) requires the Inspector General to provide leadership and coordination and recommend policies for activities designed to promote economy, efficiency, and effectiveness in the administration of, and to prevent and detect fraud and abuse in, such DoD programs and operations. Reference (b) promulgates the concept of primary jurisdiction within the OIG to ensure effective coordination and cooperation. Reference (c) establishes the position of Inspector General at each of the U.S. Combatant Command Headquarters.

Policy: In accordance with the Inspector General's duties and responsibilities under Section 2(2) of Reference (a), the Joint Activities Program Office, Office of the Chief Learning Officer/Dean of Instruction, Office of Administration and Management, is hereby designated as the OIG Office of Primary Responsibility for the advancement of the Joint IG Activities Program serving as the Liaison/Reachback office to interface with Joint IGs worldwide and other Federal Agencies as it relates to Joint IG training, Joint IG publications, staff assistance, and information technology.

This designation is intended to ensure unity of effort in the formulation and promulgation of policy with respect to operations of Joint IGs. This policy does not preclude any entity within the OIG from coordinating directly with a Joint IG on matters falling directly within their purview in accordance with Reference (b).

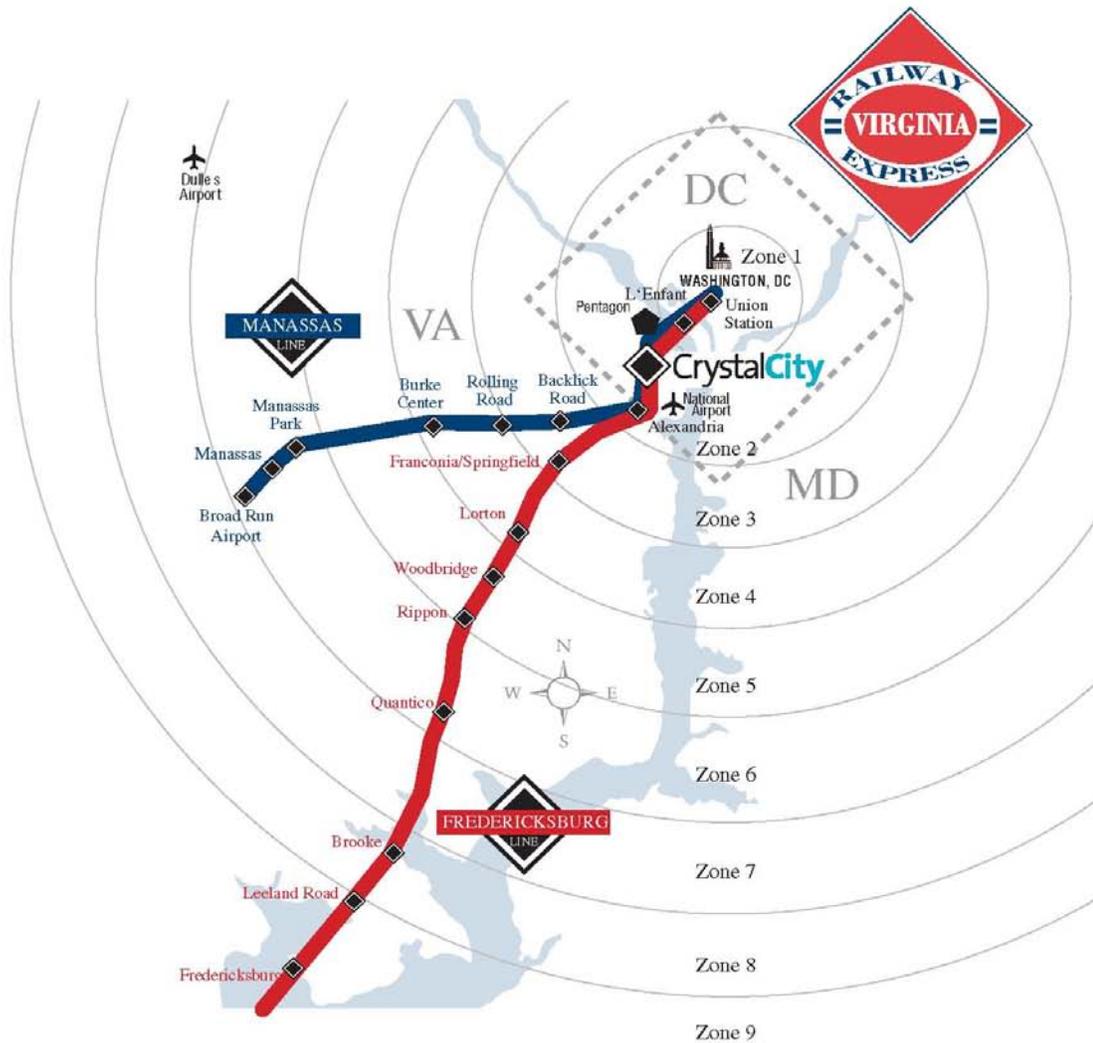
Effective Date: This policy is effective immediately and supersedes the Policy memorandum, subject as above, dated November 26, 2003.


Gordon S. Heddell

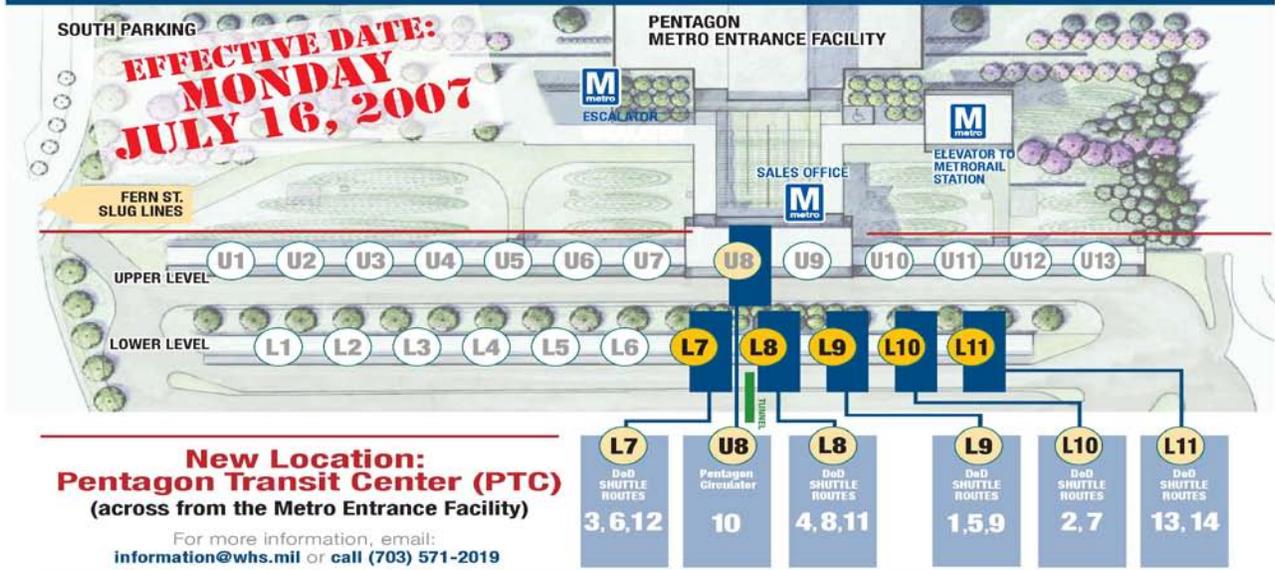



THE BEAUTY OF CrystalCity

Virginia Railway Express Map



DoD Shuttle Bus Relocation



Route #	Destination	Service Time	Metro Platform	Previous Bus Route #
1	Columbia Pike/DISA/Arlington Hall/Skyline	30 minutes	L9	
2	State/New & Old Executive Office/OPM	30 minutes	L10	
3	Crystal City	15 minutes	L7	Route 3-Green
4	Arlington/Navy Annex	15 minutes	L8	Route 3-Red
5	400 Army-Navy Dr./Park Office Center/Skyline	30 minutes	L9	
6	IDA	15 minutes	L7	
7	Capitol Hill/GAO	30 minutes	L10	
8	Wash Navy Yard/Crystal City	60 minutes	L8	
9	Ft. Myer Flyer	15 minutes	L9	
10	Pentagon Circulator	10 minutes	U8	
11	Bolling AFB	60 minutes	L8	15
12	Langley/Clarendon/DIAC	varies 1-2 hrs	L7	16
13	Ft. Myer/875 N. Randolph/VA Square	30 minutes	L11	20
14	Rosslyn - 1777 N. Kent/1500 Wilson Blvd.	15 minutes	L11	21

SCHEDULE MAY VARY DUE TO WEATHER AND/OR TRAFFIC CONDITIONS

For current DoD Bus Schedules, please visit <https://private.ref.whs.mil/transit>.

Route Change Explanation

In an effort to better serve our customers, some shuttle route numbers have changed to simplify route identification.

Peak Hours

The DoD Shuttle Buses will be sharing the lower level bays with WMATA Metro Bus. Peak hours of operation for WMATA are 8:00am - 9:30am and 3:00pm - 6:00pm where there may be high patron usage during these times.

NOTE: To ride the DoD Shuttle bus, you must have an NCR, PENT, or JP badge. Student Visitor Passes are not authorized for use on the DoD Shuttle Bus.

