



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

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

Dear Incoming Students:

1. I am pleased to inform you that your attendance to the DoD Joint IG Course is approved. You are scheduled to attend Class No. ## from \_\_\_\_ to \_\_\_\_\_. Our goal is to qualify 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.
2. This 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 you with everything 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.
4. Students should report to 400 Army Navy Drive for in-processing on Monday, \_\_\_\_\_ to the foyer of the building in order to: pass through the security checkpoint, sign in, and obtain a security badge. An ID with photograph is required. Class starts promptly at 0800. You will be issued a laptop computer and CD for use during the course. You will be expected to be familiar with the following programs: Microsoft Outlook, PowerPoint, and Internet Explorer. Your pre-attendance requirements are to review your Student Guide and Concept and System Guide.
5. 400 Army Navy Drive is a restricted access building, all students will need access badges. To obtain the badge, students can present a Driver's License or Military/Government ID. Upon entry into the building and prior to receiving an access badge, students will be required to go through a metal detector, so they should plan their arrival times accordingly. In order to expedite the process of obtaining security badges, students requiring badges, should have their command security personnel contact Mr. Greg Collins. He is the Security Manager and the DoD Joint IG Course POC for obtaining building passes. All he needs is an email, from your command security personnel, verifying that your clearance is current. His email is [Gregory.collins@dodig.mil](mailto:Gregory.collins@dodig.mil). If students are currently stationed in the North Capital Region Area (NCR), or the Pentagon (PNT), you will not have to go through the screening process.
6. 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. This should reduce the amount of weight that students have to carry with them. The course is unit funded, there is no course registration fees or attendance fees required. Students have the option to be sworn in by the IG DoD or their respective commands Inspector General.



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

7. Background: The Joint IG 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, Intelligence Oversight Program Monitoring, and Teaching and Training. This system future defines the IG's 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.

8. 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.

5. You will graduate by **1200 hours** on the last day of the course. If your return travel is by air, we recommend that you schedule your flight no earlier than 3 hours after graduation. This will allow ample time for travel to the airport. If I can assist you further, **please contact me at (703) 699-5409. My E-Mail address is Larry.Murphy@dodig.mil.**

Sincerely,

Larry Murphy, JR.  
Registrar  
DoD IG Joint IG Course