

# STUDENT HANDBOOK



---

**DEPARTMENT OF DEFENSE INSPECTOR GENERAL  
JOINT INSPECTOR GENERAL ACTIVITIES PROGRAM  
4800 MARK CENTER DRIVE SUITE 02-J25  
ALEXANDRIA, VA 22350-1500**

Revision History	
------------------	--

[illegible]



INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
4800 MARK CENTER DRIVE  
ARLINGTON, VIRGINIA 222350-1500

DoDIG Joint IG Program Office  
4800 Mark Center Drive  
Suite 02J25-01  
Alexandria, Virginia 22350-1500

1. Welcome to the DoD Joint Inspectors General Course. This course is designed to provide you with the basic tools necessary to function as a Defense or Joint Inspector General.
2. This Student Handbook includes the course's standards of conduct, evaluation requirements, grading policy, and other important information. I ask for your cooperation and adherence to these standards and policies over the next three weeks to make the experience of all students attending as rewarding as possible.
3. There are no registration fees; however, you are responsible for coordinating funds for your official travel through your organization.
4. The demand from personnel requesting to attend the DoD Joint Inspectors General Course is high. Each Joint Inspectors General Course class has several individuals on standby to attend the course should seats become available. Due to limited availability, we have a strict cancellation policy that must be adhered to. If a registered student cancels attendance after the established confirmation date cutoff, it is considered untimely. When registered students cancel in an untimely manner or fail to show for class, seats go unfilled. This is a burden for the Joint Inspectors General Course Staff and the organizations that rely on the Joint Inspectors General Course to train their personnel. Therefore, individuals that cancel after confirming their intent to attend the class, or fail to show up for class and request to attend a future Joint Inspectors General Course class will be placed on a "space available" list. Individuals requesting to attend the course for the first time will be given priority consideration over those on the "space available" list. To be considered for placement on the class "priority" list, a letter from the person's Commander or Directing Authority providing justification for the previous cancellation and confirmation of the individual's attendance in the newly requested class is required.
5. You should review the Joint Inspector General Concept and System Guide online before arriving. To access the guide and other course materials visit <http://www.dodig.mil/programs/JIGP/references.html>.
6. On the first day of class, you should arrive at the Mark Center, no later than 7:30 a.m. with your government issued ID and one other form of photo identification. The Visitor Control Center will issue a Visitor's badge for access to the building for the duration of the course. If you requested parking during registration, you may park in the visitors

parking starting at 6:00 a.m. Visitors parking is located in the north parking garage as depicted in Appendix D - Mark Center Parking Map. Please do not attempt to park at the Mark Center facility if you have not received parking confirmation from the course registrar.

7. You will be issued a laptop for official use during the course. Information Technology (IT) support is limited; therefore, Common Access Card (CAC) support is not provided.

8. You should schedule your return flight(s) no earlier than 3:00 p.m. on graduation day.

9. The faculty, and I are looking forward to meeting you. Please contact us if you need assistance. I can be reached at (703) 604-9151 or [marvin.mcfarland@dodig.mil](mailto:marvin.mcfarland@dodig.mil), and members of the faculty can be reached at [jointigregistrar@dodig.mil](mailto:jointigregistrar@dodig.mil).

Marvin McFarland  
Assistant Dean

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

**Table of Contents**

**Chapter 1. Course Information**

Section 1.1	Hours of Operation	1
Section 1.2	Access	1
Section 1.3	Visitor Parking	1
Section 1.4	Prohibited Items and Activities	2
Section 1.5	Weather Emergencies	2
Section 1.6	Evacuation Procedures	3

**Chapter 2. Standards of Conduct**

Section 2.1	Ethics	4
Section 2.2	Accountability	4
Section 2.3	Classroom Standards	5
Section 2.4	Non-attribution Policy	5

**Chapter 3. Standards of Appearance**

Section 3.1	Military Dress Code	6
Section 3.2	Civilian Dress Code	6

**Chapter 4. Standards for Qualification and Graduation**

Section 4.1	Examination Requirements	7
Section 4.2	Graduation Requirements	7

**Chapter 5. Standards for Dismissal**

Section 5.1	Personal Conduct	8
Section 5.2	Cheating	8
Section 5.3	Illness, Injury or Compassionate Circumstances	8
Section 5.4	General Dismissal Procedures	9
Section 5.5	Academic Dismissal Reasons	9

## **Chapter 6. Other information**

Section 6.1 Medical and Dental Facilities	10
Section 6.2 Fitness Centers	10
Section 6.3 Lodging	10
Section 6.4 Eating Places	11
Section 6.5 Transportation	11
Section 6.6 Travel Vouchers/Per Diem	11
Section 6.7 Recreation	11

## **Chapter 7. Other Policy Issues**

DoD IG Anti - Harassment Policy	12
---------------------------------	----

## **Appendices**

Appendix A	Metro Maps
Appendix B	Virginia Railway Express
Appendix C	Visitor Parking Request
Appendix D	Mark Center Parking Map
Appendix E	Walking Directions to Visitor Control Center
Appendix F	Mark Center B-1 Level Map
Appendix G	Mark Center 01 Level Map
Appendix H	Mark Center Shuttle Bus Information
Appendix I	Driving Directions to Mark Center

## **Chapter 1**

---

### **Course Information**

#### **Section 1.1 Classroom Hours**

Monday – Friday: 8:00 a.m. to 4:30 p.m.

Tardiness and absenteeism from class creates problems and students can fall behind in their training; therefore, all students must be in the classroom on time. If there are circumstances that will prevent a student from being on time for class, the student must notify a faculty member as soon as possible. Repeated tardiness is grounds for dismissal from the course as outlined in Chapter 5 - Standards for Dismissal.

Scheduled rest breaks are provided during the day. To avoid disruption of a class, students should use these breaks to make telephone calls, send e-mail, etc. All students must return from breaks, and be in the classroom ready for continued instruction on time.

On occasion, it may be necessary to extend the training day. The course instructor may, at their discretion, extend the class past 4:30 p.m., usually not to exceed one hour in order to cover topic material or provide follow-up training.

#### **Section 1.2 Access**

Individuals who do not work in the Mark Center must report to the Visitor Control Center (VCC) for access to the Mark Center.

On the first day of class, students must report to the Mark Center Visitor Control Center (VCC) with their government identification plus an additional form of photo identification, and state that they are a student in the Joint IG Course. The VCC will issue a Visitor Badge that will provide access to the building. The badge only provides access for the duration of the course. Students must return the badge to the VCC at the end of the course. Class starts promptly at 8:00 a.m.; therefore, students should allow ample time to complete the process and report to class on time.

#### **Section 1.3 Visitor Parking**

Students should request parking using their registration form or by using the form located in this handbook at Appendix C - Visitor Parking Request. The DoD OIG transportation representative, Washington Headquarters Services (WHS), and the Pentagon Force Protection Agency (PFPA) review all parking requests; therefore, students must submit requests for parking no later than 2 weeks prior to the class start date to allow time for processing. If parking for a rental vehicle is required, the student must indicate this on the parking request and provide the license plate information to the VCC upon arrival. Students who previously requested parking privileges during registration may park in the visitor's garage after 6:00 a.m. Appendix D - Mark Center Parking Map depicts the only authorized visitor's parking area. Please do not attempt to park at the Mark Center facility if you have not received parking confirmation from the course registrar.

## **Section 1.4 Prohibited Items and Activities**

All individuals entering the Mark Center are subject to random security screenings. The following items and activities are prohibited:

- Firearms and ammunition (except for authorized law enforcement)
- Explosives, incendiary devices, knives, and batons
- The consumption of controlled medication without a prescription, alcoholic beverages, and narcotics
- Smoking or the use of tobacco products in non-designated areas
- Solicitation and the distribution of nongovernmental advertisements
- Animals other than guide dogs
- Gambling

The use of tobacco products and artificial tobacco products in the classroom is prohibited. The designated tobacco use area at the Mark Center is located beneath the escalators outside of the main entrance to Level 1. Do not use tobacco in the parking garage or the front of the building.

Cell phones and other electronic devices must be off while in the classroom. Students may use the communication devices during breaks.

## **Section 1.5 Weather Emergencies**

Weather emergencies include snow, ice, hurricane, tornado, severe storms, and flooding. Whenever hazardous or potentially hazardous conditions develop, the Assistant Dean will provide the appropriate guidance for safety. Faculty members will notify students assigned to their TRICOM of the reporting procedures during emergencies.

The U.S. Office of Personnel Management (OPM) sets the official operating status determinations and procedures applicable to federal employees in executive agencies located inside the Washington Capital Beltway (<http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/>). Furthermore, OPM Alert is the official operating status app of OPM. This free app provides a real time look at the current operating status for Federal Government offices in the Washington, DC area (<http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/mobile-app/>).

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



## **Section 1.6 Evacuation Procedures**

1. In the event of an emergency evacuation (fire alarm sounds).
2. Follow your instructor's instructions.
3. Leave through the closest exit.
4. Know your exit routes; make sure you know a second way out of the area.
5. Assist persons needing help exiting the building.
6. Know your assembly points and go to the closest one.
7. The three assembly points for Building 4800 are as follows:
  - Outside the Loading Dock (B1 level).
  - Outside the North (Main St) entrance by the fence line
  - Outside the South entrance (P-5 level of South Garage)
8. Promptly report to your instructor.
9. Instructors account for students during an evacuation and report the total count of students to the appropriate floor/area evacuation coordinator or supervisor.
10. Students will remain at the assembly point until released by the Instructor, Building evacuation coordinator, or Fire and Emergency Services unit.

## **Chapter 2**

---

### **Standards of Conduct**

#### **Section 2.1 Ethics**

Students are expected to behave ethically during the course. The Dean/Assistant Dean will consider dismissal from the course of any student suspected of unethical behavior, such as cheating or misrepresented absence from class, in accordance with the procedures outlined in Chapter 5. Standards for Dismissal.

#### **Section 2.2 Accountability**

Class attendance is required for successful completion of the course and students must be on time; therefore, students should conduct all official and personal business outside of class hours. In fact, the DoD Joint IG Course has a general policy of not concurring with leave or absence requests from students while they are attending training, except for emergencies, sickness, or other exceptional reasons. Recognizing that some situations are unavoidable, a student may gain concurrence for brief absences on a case-by-case basis.

Except for emergencies, all requests for annual leave and absence from class must be coordinated with an Instructor and requested following the procedures established by the student's organization. With the exception of emergencies, all leave requires the advanced concurrence of the Assistant Dean and must allow sufficient time for the TRICOM lead instructor and the Assistant Dean to consider the request. In the case of an illness, students must notify their TRICOM lead instructor by 7:30 a.m. of their intended absence.

The Assistant Dean will warn students who are absent once or late twice during the course of the impact the absence/tardiness may have on the successful completion of the course. On the second absence or third late arrival to the classroom, the Assistant Dean will counsel the student and recommend retention or dismissal from the course with a written notification to the student's organization as outlined in Chapter 5. Standards for Dismissal.

## **Section 2.3 Classroom Standards**

All students are responsible for being on time, prepared for class, and participating in class.

Students may have covered beverages in the classroom at any time and may have breakfast or lunch in any of the available classrooms when class is not in session. Students should show consideration by ensuring that any aromas or noises produced by food or beverages in the classroom do not distract from the class, raise concerns from others, or otherwise disrupt the learning environment.

Students will keep the classroom neat. At the end of the duty day, students will ensure that all leftover food and trash is discarded in the appropriate trash receptacles or recycling containers.

## **Section 2.4 Academic Freedom and Non-Attribution Policy**

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

### Academic Freedom

Anyone participating in the classroom discussion may express opinions concerning current or proposed policies, regulations and procedures openly, honestly, and professionally. An academic discussion does not include attacking the character, personality or other personal attributes of any individual. True academic freedom represents itself through good judgment that refrains from making offensive remarks, unfounded opinions, or irresponsible statements.

### Non-Attribution

In an effort to promote rich academic discussion and the free exchange of ideas, the DoD Joint Inspectors General Course adheres to a policy of non-attribution that applies to all members of the staff and faculty, students, and guest speakers. As an educational course, we encourage freedom of expression in all academic learning environments. Comments made by speakers and students will not be attributed to them in any public forum or to any individual likely to transmit such statements to a public forum. However, participation in academic discussions at the course does not create a category of privileged communication.

Students must be mindful that the purpose of the course's non-attribution policy is to protect all participants in course against having their remarks and opinions publicly quoted or otherwise attributed to them without their express consent.

## **Chapter 3**

---

### **Standards of Appearance**

The Department of Defense OIG is at the forefront of customer service to the public and our mission requires us to project competence and professionalism in both action and appearance. Students must also be professional in both action and appearance and convey respect for their colleagues, and the work environment.

#### **Section 3.1 Military Dress Code**

The senior commanding officer for each military service in the National Capital Region determines the uniform requirements for members of his or her respective service who are in the DC area. Flight suits and maintenance work uniforms are not appropriate wear for an inspector general course. Students should contact their respective service with uniform wear questions. In all cases, students must dress appropriately for the graduation and oath ceremonies.

#### **Section 3.2 Civilian Dress Code**

The classroom atmosphere at the Mark Center may be more informal than some government offices. However, it remains a place of business and students will wear business casual during the course.

Coats and ties are not required for men, but neat sports shirts or open-collared dress shirts, slacks, and sweaters are acceptable. Likewise, dresses, blouses, pants, and sweaters are acceptable for women. Shorts, T-shirts, flip-flops or similar footwear, bare midriffs, and halter-tops are not appropriate for class. Sweat suits, athletic apparel, or sport shoes are not appropriate unless supported by a documented medical necessity. All clothing should be clean and in good repair with no holes, tears, or repair patches. In all cases, students must dress appropriately for the graduation and oath ceremonies normally administered by a senior member of the Senior Executive Service (SES).

## Chapter 4

---

### Standards for Qualification and Graduation

#### Section 4.1 Examination Requirements

The course has three examinations to test the students understanding of the materials covered in class. The examinations consist of two quizzes and one final comprehensive exam that includes testable material covered throughout the course. Every examination is individual work and a student may not share answers or responses with other students. To pass, a student must achieve an 80% or better grade on each quiz and the final exam. In the event a student fails to achieve a passing score, the student can retake the failed quiz or exam. A second failure of a quiz or the final exam will result in the dismissal of the student from the course. **Chapter 5. Standards for Dismissal** discusses the procedures for dismissal from the course.

If a student requires special accommodation for testing, the student must notify the Team Leader at least one day prior to the scheduled event.

#### Section 4.2 Graduation Requirements

To qualify for graduation, students must actively participate in class discussions, practical exercises, pass each quiz, and the final exam.

## **Chapter 5**

---

### **Standards for Dismissal**

#### **Section 5.1 Personal Conduct**

Proper conduct is essential to being an effective inspector general. Students who violate regulations, policies or established discipline standards are candidates for dismissal. This further extends to students who present an overtly negative attitude, are disruptive to the class through constant tardiness, or exhibit a lack of motivation. If the Assistant Dean determines that a student's personal conduct should result in dismissal, the Assistant Dean will consult with the Dean. If the Dean concurs with the decision, the Assistant Dean will immediately initiate dismissal proceedings.

#### **Section 5.2 Cheating**

Cheating is the act of lying or deceiving, or engaging in fraud, trickery, imposture, or wrongful imposition for gain and is inconsistent with the stature of an inspector general. Instructors who suspect a student of cheating on an examination will meet with the Assistant Dean to explain their reasoning and provide evidence. If the Assistant Dean concurs with the instructor's evidence and reasoning, the Assistant Dean will initiate course dismissal procedures for the student.

The Dean of the course is the initial appeal authority for decisions to dismiss a student from the course. If the appeal is denied, the student will receive a Letter of Dismissal from the Dean with a copy of the letter sent to the student's organization or command. The Inspector General of the Department of Defense is the final appeal authority for the course dismissal.

After the student definitively leaves the course, the Registrar will make an appropriate dismissal entry in the file for that particular student and class. The dismissed student's gaining organization or command of the student will be notified in writing of the dismissal, the basis for the decision, and the results of any appeal actions. Students dismissed for cheating do not receive a Joint IG certification and cannot return to work as Joint IGs.

#### **Section 5.3 Illness, Injury, or Compassionate Circumstances**

Under some circumstances, an administrative dismissal may be appropriate for students who must be absent from class due to illness, injury, have a family-related problem, or other unforeseeable circumstances. Students dismissed for any of these reasons may attend a future class.

Administrative dismissals for compassionate reasons require that the student present the Assistant Dean with all of the pertinent facts. In these types of situations, the Assistant Dean will release the student from the course administratively and invite the student to return at the earliest possible opportunity. Additionally, the Assistant Dean will notify the Dean and the student's organization of the dismissal.

## **Section 5.4 General Dismissal Procedures**

The dismissal procedures are as follows:

- The Assistant Dean will advise the student in writing that the Assistant Dean has dismissed the student from the course and provide the basis for that decision. The Assistant Dean will also inform the student that the student has the right to appeal the dismissal decision to the Dean within one working day. The Assistant Dean will also notify the student that the IG DoD is the final appeal authority for the dismissal decision.
- The student must acknowledge the dismissal notification in writing by signing the dismissal letter. The student's signature on the dismissal notification is not an admission of guilt, only an acknowledgement about the dismissal decision and the procedures related to the dismissal.
- The Registrar will maintain the student's administrative and academic package for review or reference if there is an appeal.
- The Assistant Dean will notify in writing the dismissed student's gaining organization or command of the student's dismissal, the basis for the decision and the results of any appeal actions.
- After the student definitively leaves the course, the Registrar will make an appropriate dismissal entry in the file for that particular student and class. Students dismissed for cheating do not receive a Joint IG certification and cannot to return to work as Joint IGs.

## **Section 5.5 Academic Dismissal Procedures**

In accordance with the standards outlined in Chapter 4, the Dean will address a student's performance in the practical exercises, quizzes, or final exam.

First time a student demonstrates poor performance in a practical exercise, quiz, or final exam, the student will receive training to help improve the student's performance. In the case of a failed quiz or the final exam, the student can retake the failed examination. A second failure of a quiz, final exam will result in the Assistant Dean's recommendation to dismiss the student.

Students dismissed for academics will have the opportunity to enroll in a future Joint IG course class. Dismissed students do not receive a Joint IG certification and cannot return to work as Joint IGs.

## Chapter 6

---

### Other Information

#### Section 6.1 Medical and Dental Facilities

In case of an emergency, call 911. If calling from within the Mark Center 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.
- Ft. Belvoir Community Hospital, Ft Belvoir. The Emergency Room is open 24-hours a day. Tel. 571-231-3124 / 3126.
- Logan Dental Clinic, Building 1099, Ft Belvoir. Dental Sick Call is Monday through Friday from 0730 to 0930. 703-806-4392

##### Civilian Medical Facilities:

- Virginia Hospital Center (Emergency Room) Arlington, 703-558-5000
- Inova Alexandria Hospital, Alexandria, 703-504-3000

#### Section 6.2 Fitness Centers

- The Gym (PAC Annex) - 4800 Mark Center Drive Suite 01H26, 571-372-5685. Open Monday-Friday from 0530-1830. Weekly fees: \$10 and Daily fees: \$4
  - 1) Personnel on TAD/TDY (with orders) may use the facility at a cost of \$10 per week or \$20 per month.
  - 2) The Gym offers a no fee membership program to eligible active duty personnel E1 through O3.

#### Section 6.3 Lodging

Check Per Diem rates for the Washington DC area. We do not recommend any specific lodging facility and you should make an informed decision. When inquiring about lodging, you should identify yourself as a government employee and request the government per diem lodging rate for this area.



## **Section 6.4 Eating Places**

Café 4800 is located in the Mark Center building on Level 01 and is open from 7:00 a.m. – 3:00 p.m. On Level 01 and Level 10, there are snack shops open from 7:00 a.m. – 3:00 p.m.

Finn and Porter at the Hilton Alexandria (across from the Mark Center) is open for breakfast, lunch, and dinner Mon-Fri 6:00 a.m. – 11 p.m.

On Level 01 of the Mark Center, there is a seating area with microwaves, vending machines, a credit union, a dry cleaning service, and a convenience store.

On Thursdays each week, during lunch hours, diverse food offerings are available from mobile eateries (“food trucks”) parked at the Mark Center Hilton Hotel parking lot. For more information including menus, see <http://foodtruckfiesta.com/>.

## **Section 6.5 Transportation**

Each student’s organization is responsible for travel expenses associated with attending the course.

There are DoD buses available for personnel with the appropriate identification. A copy of the routes and schedules has been included in Appendix D of this handbook.

## **Section 6.6 Travel Vouchers and Per Diem**

Each student should address all questions about travel and related expenses with her/his organization.

## **Section 6.7 Recreation**

Members of the OSD/Joint Staff Welfare and Recreation Association can purchase tickets for many DC area events and activities. Their Mark Center office is open Tuesday through Thursday, from 10 a.m. to 2 p.m., on level B1 Conference Room 22. For more information see: <https://osd-js.wra.whs.mil/>.

The Air Force Recreational Services (AFREC) office is located at the Pentagon. For more information about AFREC membership and office hours go to: <http://www.afpentagonservices.com/MyBase/BasesMP/Pentagon/Policies/tabid/608/MyBase/BasesMP/Pentagon/AFRECRecreation/tabid/604/Default.aspx>.

For information about other Federal employee recreation associations see: <http://www.recgov.org/>.

## Chapter 7

### DoD IG Anti-Harassment Policy



INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
4800 MARK CENTER DRIVE  
ALEXANDRIA, VIRGINIA 22350-1500

DEC 15 2014

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

SUBJECT: Anti-Harassment Policy Statement

It is the policy of the Department of Defense Office of Inspector General (DoD IG) that all personnel uphold a culture that fosters high professional standards and respect. Creating and maintaining an environment that is free from harassment is essential to the accomplishment of the mission of DoD IG. I am committed to ensuring each employee works in an environment that is free from all forms of harassment and inappropriate or unprofessional conduct. Therefore, it is OIG policy to take immediate and appropriate action when the Agency is made aware of allegations of harassment or determines that harassing conduct has occurred.

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit retaliation against individuals for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Not all inappropriate and unprofessional conduct may qualify as Title VII harassment; however, such conduct may still violate Merit Systems Protection Board principles as a prohibited personnel practice under 5 U.S.C. § 2302.

Every employee is responsible for acting professionally and not participating in harassing behaviors that offend, intimidate, or interfere with the work performance of others. Any person who believes he or she has been the subject of harassment or observes such conduct is expected to immediately report the matter to one of the following: any management official or supervisor, the Equal Employment Opportunity Directorate, and/or the Internal Review Directorate. Reports of harassment are confidential to the fullest extent possible without impeding an investigation into such allegations.

All OIG personnel are required to receive biennial anti-harassment training and are responsible and accountable for acting promptly to prevent and eliminate harassment. Upon receipt of such a report, the appropriate management official will investigate the allegations within 15 business days and take appropriate corrective or disciplinary action, up to and including removal, to ensure that no further harassing conduct occurs. Management officials within the OIG have a duty to carry out their responsibilities under this policy, and failure to do so can result in disciplinary action.

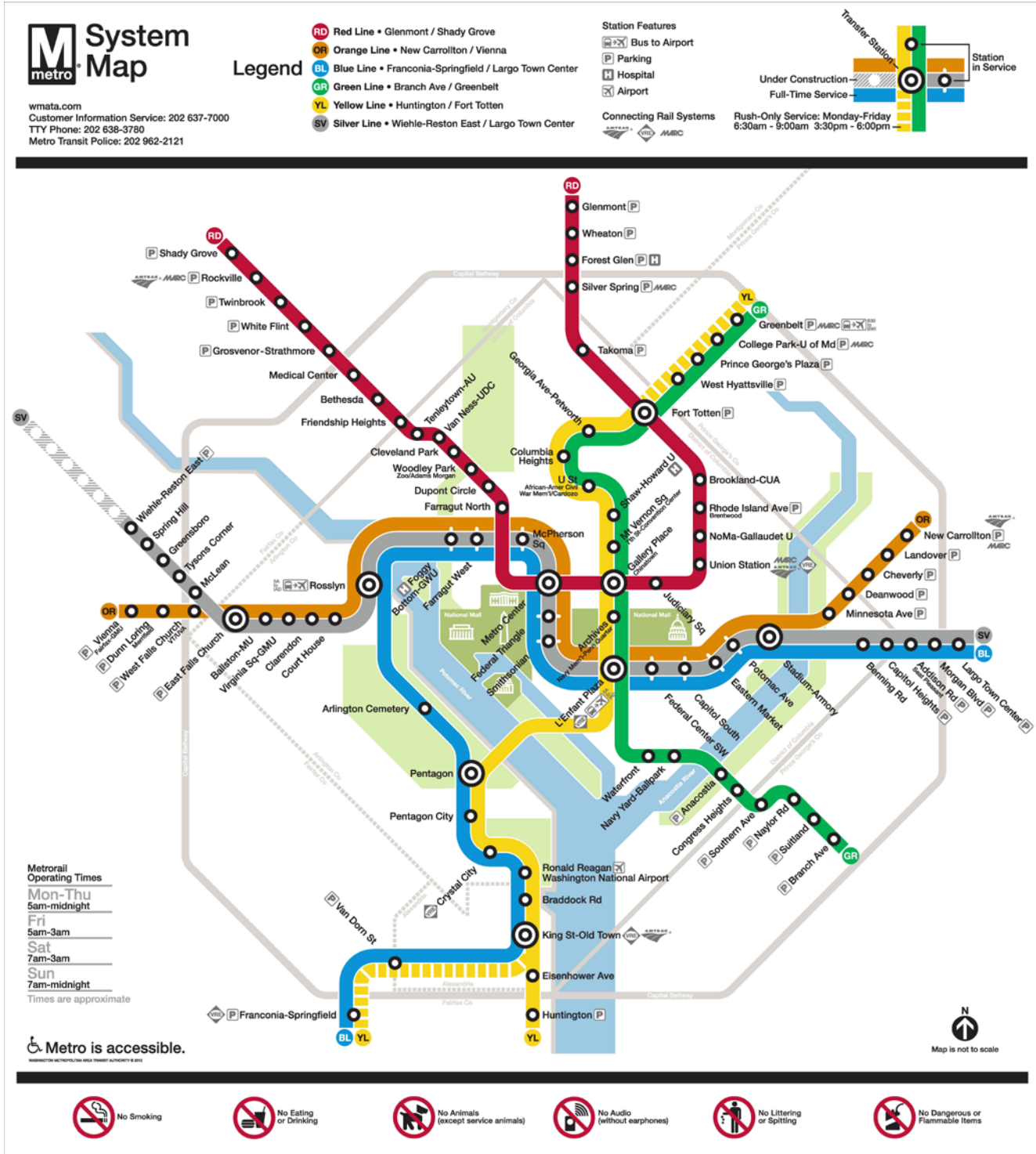
It is important to note that the anti-harassment process does not affect an employee's right to file an EEO complaint, nor does it alter required timelines for filing. To initiate the EEO complaint process, an employee must contact an EEO official within 45 calendar days of the alleged harassment.

I am counting on every employee to be proactive in preventing unlawful harassment and to maintain an atmosphere of respect and professionalism. Inappropriate conduct creates the potential for lost time and productivity, which ultimately impacts the OIG's effectiveness to our customers. Therefore, I trust that everyone will join me in supporting the principles embodied in this policy.



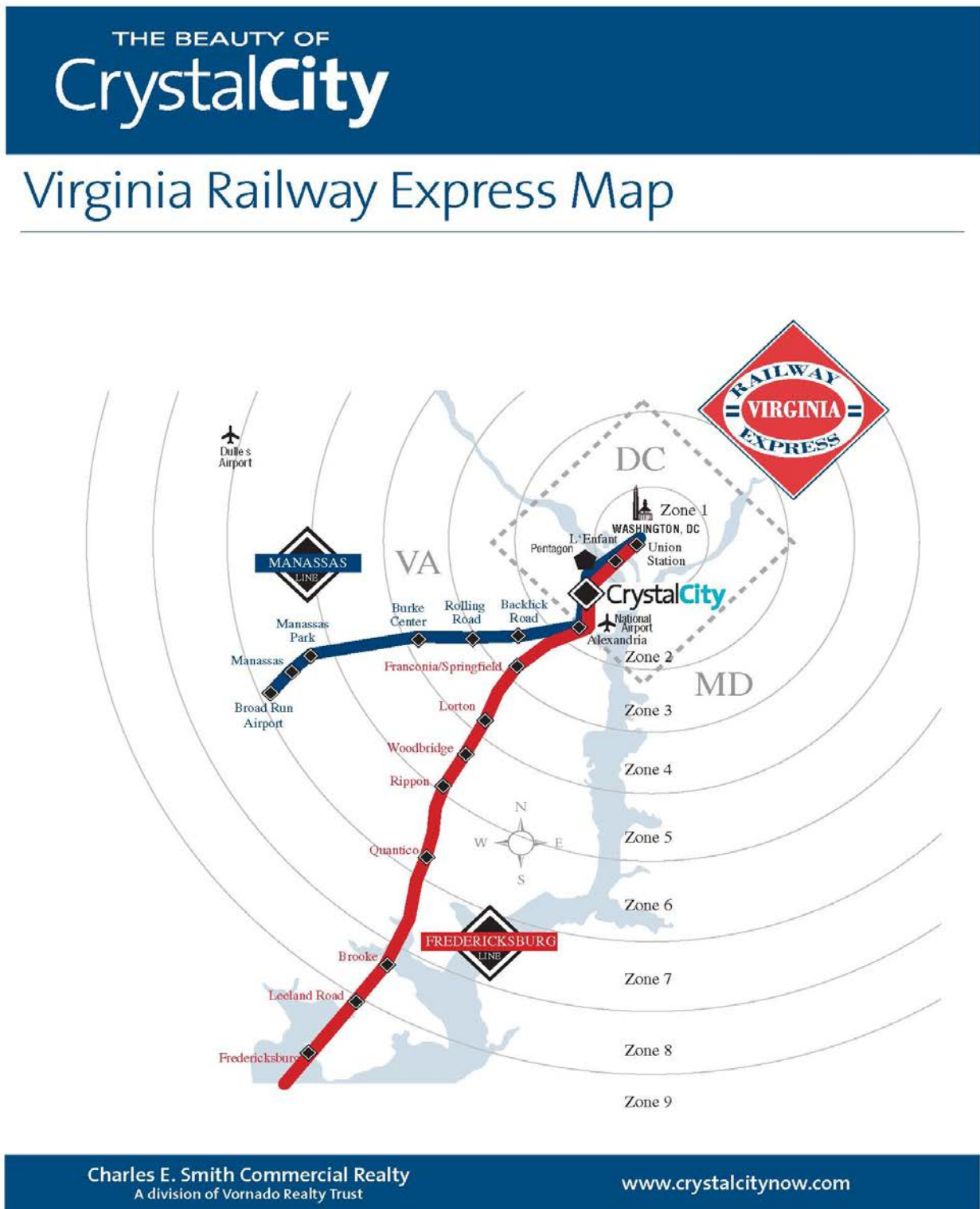
Jon T. Rymer

## Appendix A



Source: <http://www.wmata.com/>

## Appendix B



## Appendix C

### Visitor Parking Request

To Whom It May Concern

I, \_\_\_\_\_ request parking at 4800 Mark Center Drive for attendance at Joint IG Course # \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

I understand that I will not make any claims of parking reimbursement through DTS or utilize the parking for any other non-school purposes.

I will utilize the parking structure between the hours of \_\_\_\_\_ to \_\_\_\_\_.

---

Joint IG Course Attendee

Visitor/Driver's first and last name : \_\_\_\_\_

Visitor/Driver's tag number: \_\_\_\_\_

State of registration: \_\_\_\_\_

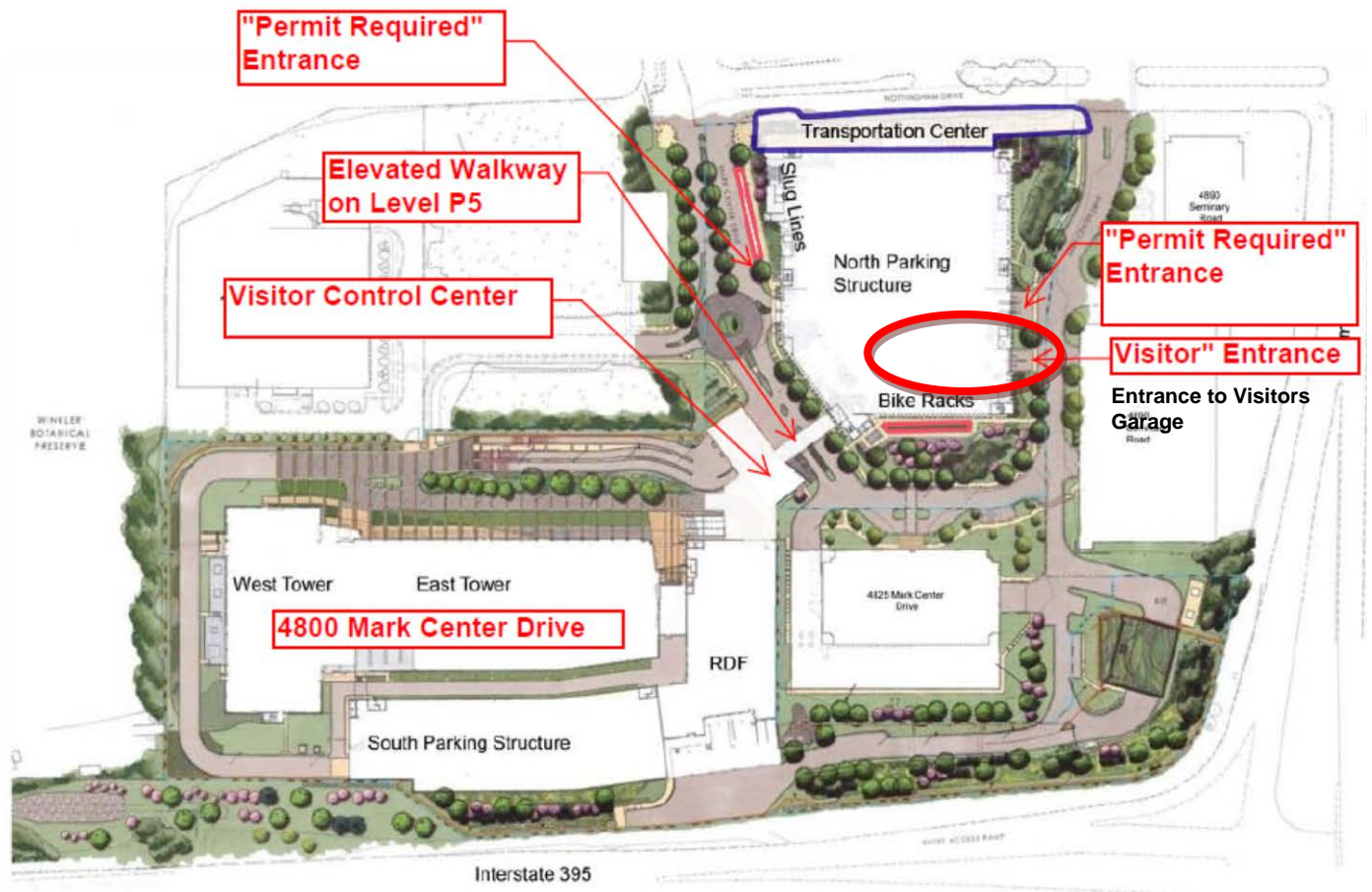
Arrival and departure date/time: \_\_\_\_\_

Organization of person visiting: Joint IG Course

Room number and phone number of person visiting: Conference Center



## Appendix D



**All North Parking Garage entrances are located on Mark Center Drive.**

**When you arrive at the Transportation Center, follow the Visitor Control Center (VCC) signs to the visitor center.**

## Appendix E

# Welcome to the Mark Center Transportation Center



After exiting the bus, proceed to the right towards the Transportation Center entrance (follow the posted signs to VCC)

Proceed up the escalator and follow signs to the VCC (Visitor Control Center)





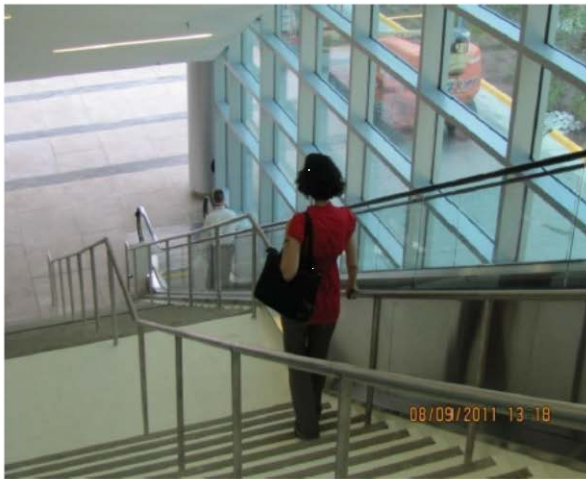


➤ Once you approach the turn styles, the entrance to the VCC will be to your left



➤ Enter the VCC for a Visitor's badge and to clear the security checkpoint

➤ After you exit the VCC/security, head towards the escalator



➤Go down the escalator and across the breezeway to enter the main building

➤Upon entering the main building you will go through a second set of turn styles to the main hallway for level 1

➤Proceed down the main hallway, pass “Café 4800” and look for the East Tower Elevators on your left side.

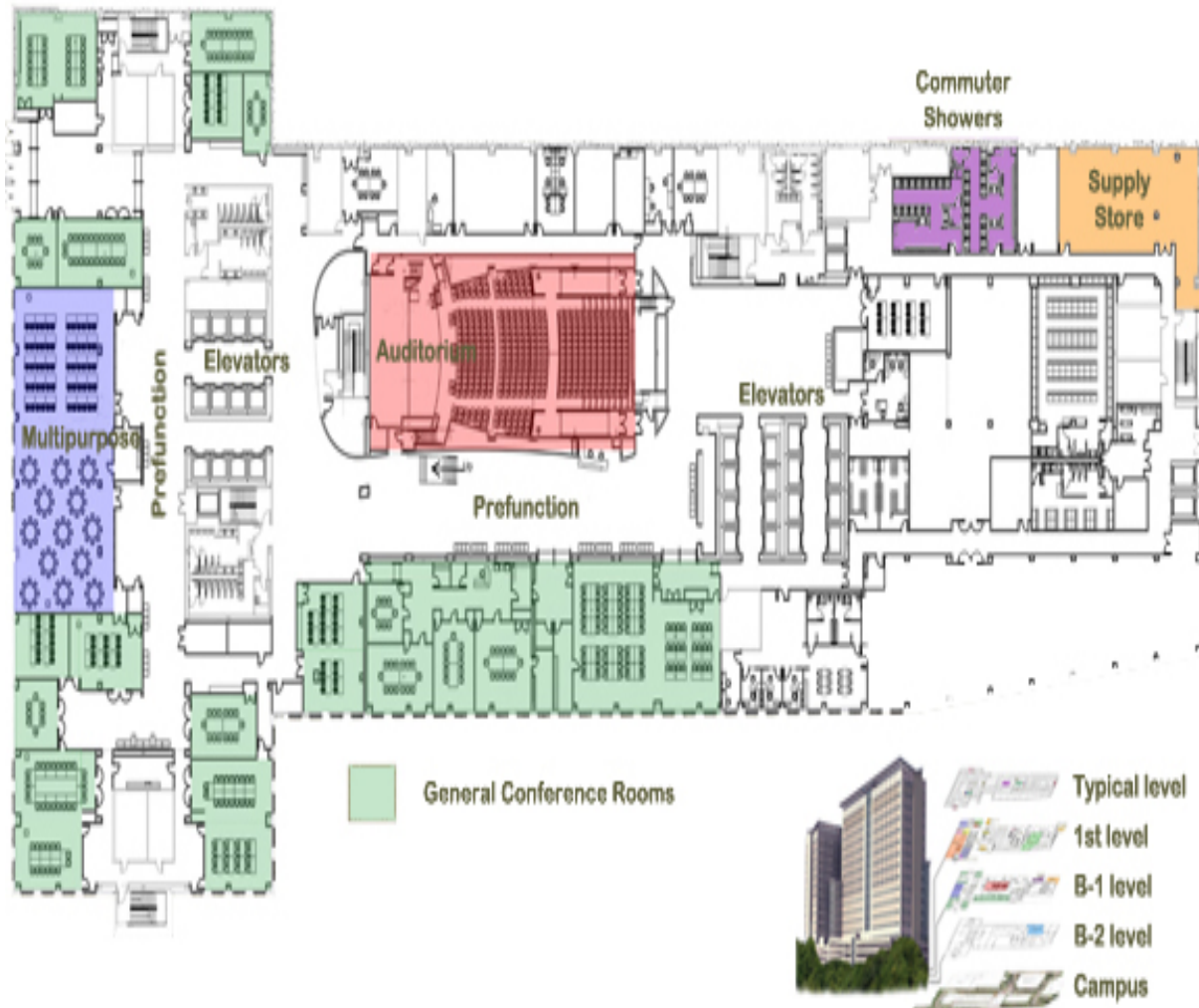
➤Take the Elevators to level B1

➤The Conference Center Concierge Desk is located adjacent to the auditorium



## Appendix F

### Mark Center Level B-1



**This is the level where all the classrooms are located. Please follow the posted signs to the class and breakout rooms.**

## Appendix G

### Mark Center Level O1



**This is the main level where all the services are located. As indicated on the map, you will be entering from the Transportation Center which is accessed through the North Parking Garage**



## Appendix H

### Mark Center Shuttle Bus Program

#### GENERAL INFORMATION

- DoD shuttle buses are used for Official Business Only. Buses will not be used to, from, or between locations for the purpose of conducting any personal business.
- No eating, drinking or smoking is allowed on the bus.
- Mark Center DoD bus stops are located at the Mark Center Station on Mark Center Ave bus bays 1-5.
- During heightened security, riders may be subjected to searches.

#### ACCEPTABLE BADGES

- Common Access Cards (CAC)
- ALT Card

#### TRANSPORTATION FOR PHYSICALLY CHALLENGED EMPLOYEES

For official business only, you may contact the service provider of the respective route of your destination to arrange physically challenged accessible transportation options. All requests for this service should be made a minimum of 24 hours in advance. Please see the shuttle bus schedules for contact information.



Mark Center Shuttle Bus Information				
Pick up Location	Hours	Approximate Frequency	Operator	Bus#
Pentagon Transit Center (Bus Bay U6)	Peak Hours: 5:40 – 9:00am and 3:30 – 6:30pm Off-Peak Hours: 9:00 – 3:30	Every 10 minutes during Peak hours and every 15 during off-peak hours	MetroBus Dispatcher #: (202) 637-7000	7M
King Street Metro Station (Bus Bay E)	Peak Hours: 6:00 – 9:00am and 3:00 – 6:00pm Off-Peak Hours: 9:00 – 3:00 (CAC, BRAC Badge and ALT Card not valid during these hours)	Every 10 minutes during Peak hours and every 30 minutes during off-peak hours	DASH Dispatcher #: (703) 746-3274	AT-2 (Express and Local)
Franconia-Springfield Metro Station (Loading Zone just before Bus Bay A)	Peak Hours: 5:30 – 9:30am and 3:30 – 7:00pm No Off-Peak Operation	Every 30 minutes	W&T Travel Services Dispatcher #: (571) 372-4357 (Option 4)	White 55 passenger motorcoach with a sign in the front window that says Mark Center
West Falls Church Metro Station (Bus Bay E-South Side)	Peak Hours: 5:30 – 9:05am and 3:35 – 7:05pm No Off-Peak Operation	Every 15 minutes	MetroBus Dispatcher #: 202-637-7000	28x

Schedules may vary depending on the weather and traffic conditions.

#### LOST & FOUND

WMATA: (202) 637-7000

DASH: (703) 746-3274

Franconia-Springfield: (571) 372-4357 (Option 4)

IF YOU SEE SOMETHING, SAY SOMETHING  
TO REPORT SECURITY CONCERNS AND/OR SUSPICIOUS ACTIVITY, CALL:  
Pentagon: (703) 697-5555

## **Appendix I**

### **Driving directions to the Mark Center, 4800 Mark Center Drive, Alexandria, VA 22350**

From 395S:

- Take Exit 4 toward Seminary Rd.
- Take the Seminary Rd West Ramp
- Turn slight right onto Seminary Rd.
- Make U-Turn at Beauregard St.
- Turn right onto Mark Center Ave
- 4800 Mark Center Drive is on your left

From 395N

- Take Exit 4 toward Seminary Rd.
- Turn left onto Seminary Rd.
- Turn left onto Mark Center Ave.
- 4800 Mark Center Drive is on your left

From 495S

- Take Exit 176B for VA-241N/Telegraph Rd.
- Take the VA-236 W/Duke St ramp toward Landmark (Left Lane)
- Turn slight right onto N. Quaker Lane/VA 402
- Turn left onto VA 420 W/Seminary Rd.
- Stay straight to go onto Seminary Rd.
- Turn left onto Mark Center Ave.
- 4800 Mark Center Drive is on your left

From 95N/495E

- Take the I-395N ramp towards Washington
- Merge onto I-395N via exit 170A on the left toward Washington
- Take Exit 4 toward Seminary Rd.
- Turn left onto Seminary Rd.
- Turn left onto Mark Center Ave.
- 4800 Mark Center Drive is on your left.