



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, and members of the faculty can be reached at jointigregistrar@dodig.mil.

Marvin McFarland
Assistant Dean