



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

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

Dear Prospective Students:

1. Thank you for your interest in attending the Joint Inspector General Course. 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 successfully in a Joint Command environment. Your newly acquired skills and knowledge will make you a force multiplier and valuable asset to the command.
2. **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, and Teaching and Training. This system further 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.
3. **Definition.** Joint IGs are officers, noncommissioned 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 in of the Joint IG oath.
4. 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.
5. Lodging for **out-of-town** students will be in Alexandria, Virginia. Hotels located 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 and no course registration fees are required. On the first day of class, students should report no later than 0730 to the 4800 Mark Center Drive Visitor Control Center for in-processing. For access to the building, you will need to obtain a visitor badge or be granted swipe access utilizing your DoD CAC. Please refer to Section 1.3 - Badges of the Student Handbook for more information.

6. Laptops will be issued for your use throughout the course for class work and homework assignments. These laptops are equipped with CD/DVD burners and Wi-Fi capability. You will be expected to be familiar with Microsoft PowerPoint, Outlook, and using the Internet for research. Your pre-attendance requirements are to review the Terminal Learning and Enabling Learning Objectives, Student Handbook, and Joint Inspector General Concept and System Guide. You are not required to print the materials prior to class. We have hard copies and electronic media for your use during the course. For students desiring or needing to access work email accounts, please ensure that you know your respective Service Outlook Web Access (OWA) login and password.

7. Prospective students, once your registration request has been approved, make every effort to attend. This course has a waiting list. Therefore, if a registered student does not show for course attendance then a potential student on the waiting list is directly impacted.

8. You can expect to graduate by 1100 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 703-604-9151 or by email at marvin.mcfarland@dodig.mil.

Marvin McFarland
Assistant Dean
DoD Joint Inspector General Program