

VIRTUAL JOINT IG COURSE HANDBOOK



Department of Defense Office of Inspector General
Joint Inspector General Activities Division
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Virtual Joint IG Course Handbook

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Chapter 1

Course Preparations

Section 1.1 **Equipment and Software Requirements:**

1. To have a successful and effective virtual learning experience, each course participant is required to have the following:

- a. Laptop or desktop computer with keyboard and monitor. (Recommend a second monitor when possible)
- b. WebEx software installed on computer; or access to the WebEx browser online and Google Chrome installed on computer, with the WebEx extension.
Note that government-furnished equipment (GFE), or a personal computer, will both work with the WebEx desktop interface. Participants may need to coordinate with local IT department to download WebEx to GFE.
- c. Reliable internet access/connectivity.
- d. A webcam and an internal or external speaker and microphone on computer (headsets are strongly recommended)
- e. Access to Microsoft Word, PowerPoint, and Adobe for assignments and group work.
- f. Telephone (alternate communications for technical assistance or loss of internet)

Section 1.2 **WebEx:**

1. WebEx Training is the platform used for the course. The Joint IG Course (JIGC) Faculty will offer Technology Check/WebEx Familiarization sessions for all registered participants. All course participants are required to attend at least one of these pre-course sessions. Each participant will receive calendar invitations, via Cisco WebEx, for these 45-60 min pre-course sessions. The JIGC Faculty will provide a review of the WebEx Training platform, test for connectivity issues, and practice the break-out room and examination functions of WebEx. Please contact Ms. Janice Harper at janice.harper@dodig.mil if you have any questions or need assistance with WebEx.

Section 1.3 Tips on Setting Up Your Virtual Learning Environment:

The V-JIGC will be highly interactive. All must come prepared to participate! Plan to join from a quiet location that is free from distractions, so that you can concentrate online. You'll need both a computer and telephone to participate, and please do not try to share space or equipment with anyone else. We strongly encourage you to use a headset, with microphone, so that you can keep your hands free for typing and taking notes. Notify us of any scheduling conflicts as soon as possible. Ideally you want to be in a private room when you participate in a synchronous event. In reality, you may not be able to arrange that. Here are some tips:

Maximizing Your Learning Environment:

- Create an inspirational office/studio in which to work.

- Use a comfortable chair.

- Use well designed and functional computer peripherals.

- Keep a log or journal of notes and ideas you can use for future sessions. Keep this journal small so you can keep it with you.

Before Your Online Class:

- Tell coworkers you will be in class (send an e-mail).

- Post a sign to let others know when you will be free again (when class is over).

- Use a headset instead of your computer speakers to minimize disruption to others.

- Ignore people who try to get your attention.

- Turn off the ringers / alerts on your telephone and cell phone.

- Turn off e-mail and instant message alerts.

- Remove other distractions from your desktop.

- Keep a glass of water at your desk.

Virtual Classroom Ground Rules:

- Use the mute button to mute yourself as needed.

- Raise your virtual hand before you ask a question or share a comment.

- Identify yourself before you speak.

- Charge the batteries for your cordless handset.

- Use a headset.

Section 1.4 Virtually Safe:

Learning in a virtual environment comes with a unique set of hazards. Participants should ensure their computers are at an appropriate level, not causing them to look up or down the whole day. We suggest you review the article at the following website for information on how to make sure you have a safe and ergonomic setup: <https://www.usatoday.com/story/tech/columnist/2020/09/09/virtual-home-school-home-ergonomic-student-workstations/5744468002/>. (NOTE: DoD OIG does not endorse any advertisements associated with this link.) Contact your Occupational Health or Safety representatives at your organization for additional information or assistance.

Chapter 2

Standards for Attendance

Section 2.1 Hours of Operation:

Participants should prepare to be virtually TDY for the duration of the course. The training hours will be 8:00 am to 4:30 pm EST (Eastern Standard Time), Monday through Friday. The Course Faculty are available to participants from 7:30 a.m. to 5:00 p.m. EST. All participants must dedicate the required time to complete the course, and be present in the virtual classroom during the times directed in the course schedule. The V-JIGC course schedule will include facilitator-led synchronous training, small-group synchronous training, and asynchronous training.

- Facilitator-Led Synchronous Training are online sessions in which a JIGC Instructor will led all participants in discussions on specific topics.
- Small-Group Synchronous Training are online sessions in which small groups of participants work on practical exercises and other learning activities.
- A-Synchronous Training are offline sessions in which course participants work independently on various learning activities and reading assignments.

All participants must be on time for the synchronous training. Tardiness and absenteeism from class can cause participants to fall behind in their training and distract others from learning. Your timeliness will help to create a positive learning environment and maximize the potential for all participants to benefit from attending the Joint IG Course.

Instructors of the course generally train-to-standards vs train-to-time, and focus on participants learning the objectives of the course. However, time is a limited resource and the Course Faculty and Participants have a shared responsibility to manage training-time wisely.

Participants should discuss any special circumstances that will prevent them from being on time for class, or require additional/frequent break time with a faculty member as soon as possible. Repeated tardiness may be grounds for dismissal from the course as outlined in Chapter 5 of this handbook.

Section 2.2 Reasonable Accommodation:

The DoD OIG is committed to providing equal access to our training programs. If you require an accommodation, please inform the Joint IG Course Registrar no later than two weeks prior to the start of the course.

Chapter 3

Standards of Conduct

Section 3.1 Ethics:

Regardless of status, all participants are required to maintain high standards of honesty, responsibility, and accountability. All participants must adhere to DoD Core Values and Standards of Conduct to include those specified in DoD 5500.7-R, Joint Ethics Regulation, Executive Order 12674, Principals of Ethical Conduct for Government Officers and Employees, and DoD OIG Memo, EEO and Anti-Harassment Policy Statement, in Appendix A of this handbook. The Chief, Joint IG Activities Division (JIGAD) will consider dismissal from the course of any participant suspected of unacceptable behavior.

Section 3.2 Accountability:

Untimely Cancellations:

The demand of personnel requesting to attend the Joint IG Course is high. Each JIGC class usually has several individuals on standby to attend the course should seats become available. When someone cancels attendance in an untimely manner or fails to show for class, seats go unfilled. This is a burden for the OIG Staff and the organizations that rely on us 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 JIGC class will be placed on a "space available/standby" list. Personnel registering to attend the course for the first time will be given priority. If the person would like to be placed on the class "priority" list, we require a letter from the person's Commander or Directing Authority providing justification for the previous untimely cancellation and confirmation of attendance in the newly requested class.

Attendance and Participation:

All Participants are required to attend and fully participate in all exercises, activities, and coursework to successfully complete the course. The Virtual-Joint IG Course is a highly regimented curriculum. Therefore, participants should conduct all official and personal business not associated with the course outside of class hours. Requests for missing any portion of class are handled on a case-by-case basis and must be for unforeseen emergencies. In fact, the DoD Joint IG Activities Division has a general policy of not concurring with leave or absence requests from participants while they are attending training; except for emergencies, sickness, or other exceptional reasons.

All requests for leave and absence from class must be coordinated with the course faculty. Except emergencies, all absences require the advanced concurrence of the course faculty and must allow sufficient time to consider the request. In the case of an illness, participants must notify the faculty by 7:50 a.m. of day of absence. **All participants are responsible for adhering to, reporting, and documenting their time and attendance/leave according to Federal and DoD guidelines, and their parent organization's policies.**

Participants who are habitually late in reporting to class or returning from breaks will receive a verbal warning from the Lead Instructor. If the participant continues to be late, the Lead Instructor will conduct a counseling session with the participant. Additional tardiness during the course may result in dismissal. The Lead Instructor will counsel the participant and recommend retention or dismissal from the course as outlined in Chapter 5 of this handbook. Any unexcused absence from the course may result in dismissal.

Section 3.3 Virtual Classroom Standards:

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

Federal employees and military personnel are prohibited from engaging in political activity while on duty or in the federal workplace. Our virtual environment is our workplace. All faculty, participants, and guest of the V-JIGC are prohibited from discussing or promoting any political activities during any portions of the course. This includes activities in breakout groups and whole class. Additionally, all faculty and participants will ensure screen savers and video background of their workspace does not contain messages directed toward the success or failure of a partisan candidate, political party, or group.

Each class will develop a list of ground rule. All participants must abide by the class ground rules and standards of conduct in this handbook.

Section 3.4 Academic Freedom and Non-Attribution Policy:

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 IG Course adheres to a policy of non-attribution that applies to all members of the faculty and participants. As an educational course, we encourage freedom of expression in all academic learning environments. Comments made by speakers and participants 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.

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

Chapter 4

Standards for Certification and Graduation

Section 4.1 Examination Requirements:

The course has a virtual final examination that is administered in the Webex platform. The final examination evaluates the participants' understanding of the learning objectives covered throughout the course. The examination is closed book and participants may not share answers or responses with other participants. To receive a passing score participants must score 80 percent or higher on the examination.

The final examination is comprehensive and composed of 50 multiple-choice questions. Each question has a value of 2 points. Participants must answer 40 questions or more correctly to receive a passing score. Missing 11 or more questions results in a failing score. Participants have one hour minutes to complete the final examination.

Section 4.2 Retest Procedures:

If a participant fails the examination, a JIGC faculty member will conduct remedial training and retest the participant using alternate version of the failed examination. The standards for the retest are the same as the failed examination. However, the recorded score for passing the retest is 80 percent regardless of the passing score received.

If the participant fails the retest, the Lead Instructor initiates the academic dismissal procedures as described in Chapter 5 of this handbook.

Section 4.3 WebEx Test Preparation:

Each participant has an opportunity to practice by taking a sample quiz for familiarization with the Webex testing platform. The sample quiz is scheduled for Thursday afternoon, before the exam on Friday morning.

Section 4.4 Certification and Graduation Requirements:

To qualify for certification and graduation, participants must adhere to attendance standards, actively participate in class discussions, engage in practical exercises, and pass the final examination.

Chapter 5

Standards for Dismissal

Section 5.1 Personal Conduct:

Proper conduct is essential to being an effective inspector general. Participants who violate regulations, policies or established discipline standards are candidates for dismissal. This further extends to participants who present an overtly negative attitude, are disruptive to the class through constant tardiness, exhibit a lack of motivation, or fail to adhere to the standards described in this handbook. If the Lead Instructor determines that a participant's personal conduct should result in dismissal, the Lead Instructor will consult with the Chief JIGAD. If the Chief JIGAD concurs with the recommendation to dismiss, after discussing the situation with the participant, the Lead Instructor 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. Faculty members who suspect a participant of cheating on an examination will meet with the Lead Instructor and Chief JIGAD to explain the details of the incident and recommend a course action. The Faculty Member, Lead Instructor, and Chief JIGAD will meet with the participant to discuss the incident. If it is determined that cheating occurred, the Lead Instructor will initiate course dismissal procedures for the participant.

Section 5.3 General Dismissal Procedures:

The general dismissal procedures for personal conduct and cheating are as follows:

- The Chief JIGAD will advise the participant in writing that they are dismissed from the course and provide the basis for that decision. The Chief JIGAD will also inform the participant that they have the right to appeal the dismissal decision in writing to the Director, Human Capital Management (HCM) within one working day of the dismissal notification.
- The participant will be requested to acknowledge the dismissal notification in writing by signing the dismissal letter. The participant's signature on the dismissal notification is not an admission of guilt, only an acknowledgment about the dismissal decision and the procedures related to the dismissal.
- The Director, HCM is the initial appeal authority for personal conduct or cheating dismissals. If the Director, HCM concur with the participant's appeal, the participant will be allowed to continue attending the course. If the Director, HCM does not concur with the appeal, the participant will receive a Letter of Dismissal from the Chief JIGAD with a copy of the letter sent to the participant's organization or command. The Deputy Inspector General for Mission Support is the final appeal authority for personal conduct or cheating dismissals.

- The Registrar will maintain the participant's administrative and academic records for review or reference. The gaining organization of the dismissed participant will be notified in writing of the dismissal, the basis for the decision, and the results of any appeal actions.
- Participants dismissed for personal conduct or cheating do not receive a Joint IG certification and are not recommended to work as Joint/Defense IGs.

Section 5.4 Academic Dismissal Procedures:

In accordance with the standards outlined in Chapter 4, the Lead Instructor will address a participant's performance in practical exercises and examinations given throughout the course.

First time a participant demonstrates poor performance in a practical exercise or examination, the participant will receive training to help improve their performance. In the case of a failed examination, the participant can retake the failed examination. A second failure of an examination will result in the Lead Instructor's recommendation to dismiss the participant from the course.

Academic Dismissals are not grievable and do not have an appeal process. The Chief JIGAD is the final authority on Academic Dismissals. Nonetheless, participants dismissed for academic reasons will have the opportunity to enroll in a future Joint IG Course, if approved by their parent organization. Dismissed participants will not receive a Joint IG certification and are not recommended to work as Joint/Defense IGs.

Section 5.5 Illness, Injury, or Compassionate Circumstances:

Under some circumstances, an administrative dismissal may be appropriate for participants who must be absent from class due to illness, injury, have a family-related problem, or other unforeseeable circumstances. Participants dismissed for any of these reasons may attend a future class or return to complete the unfinished portions of the course.

Administrative dismissals for illness, injury, or compassionate circumstances require that the participant present the Lead Instructor with all of the pertinent facts. In these types of situations, the Chief JIGAD will release the participant from the course administratively and invite the participant to return at the earliest possible opportunity. Additionally, the Chief JIGAD will notify the Director, HCM and the participant's organization of the dismissal.



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

February 18, 2024

IGDPM 2024-1

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

SUBJECT: Equal Employment Opportunity and Anti-Harassment Policy Statement

References: (a) IG Instruction 1440.1, "Equal Employment Opportunity Program,"
January 12, 2017
(b) IG Instruction 1020.04, "Anti-Harassment Program," November 29, 2021
(c) IG Instruction 5505.01, "Office of Professional Responsibility,"
January 28, 2020

The Department of Defense Office of Inspector General (DoD OIG) is committed to the principles of Equal Employment Opportunity (EEO) and to creating and sustaining a diverse workforce where all individuals are treated with dignity and respect and can reach their full potential in support of our mission. Equal employment opportunity is aligned with our core values, and the DoD OIG strives to be a model of equity, diversity, and inclusiveness for its employees and applicants for employment. The DoD OIG will ensure equal access to promotions, training, and awards and will base employment decisions solely on merit and ability. Each of us plays a part in cultivating and sustaining a culture where all are valued and respected for who they are and the skills they bring to the DoD OIG. Consistent with these obligations, the DoD OIG provides reasonable accommodations to employees and applicants with disabilities and for sincerely held religious beliefs, observances, and practices.

Protections and Rights

DoD OIG employees are protected from discrimination and harassment. It is DoD OIG policy to prohibit discrimination based on race; color; religion; sex (including pregnancy, gender, identity, and sexual orientation); national origin; age (over 40); disability; genetic information (including family medical history); or retaliation for engaging in a protected activity. Furthermore, all employees should promote a culture of personal dignity and respect. Harassment of any sort is inconsistent with DoD OIG values, and creating and maintaining an environment free from harassment is essential to accomplishing the DoD OIG mission.

Harassment becomes unlawful discriminatory harassment when it is based on a protected class as outlined above and where (1) enduring the offensive conduct becomes a condition of employment, or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or offensive. Harassing behavior that is not based on a protected class may still be workplace harassment if the behavior is unwelcome or offensive to a reasonable person and interferes with work performance or creates an intimidating, hostile, or offensive work environment.

Employees have a right to engage in protected activities, such as (1) participating in an EEO process and (2) opposing employment practices perceived as discriminatory or harassing by reporting such actions to any management official or supervisor. Employees must be able to exercise their rights without fear of retaliation. Retaliating against or discouraging individuals from exercising these rights will not be tolerated. Employees who retaliate against those who exercise their rights to report discriminatory or harassing behavior, oppose discriminatory or harassing behaviors, or participate in the EEO or anti-harassment complaint process will be held accountable for their behavior by management. Similarly, management will take timely, appropriate corrective action when an employee engages in discriminatory or harassing behavior.

Management officials and supervisors will support and encourage employees to seek guidance from the Office of Equal Employment Opportunity (OEEEO) and the Anti-Harassment Program (AHP) office (located in the Office of Professional Responsibility) and report discrimination or harassment at the earliest opportunity. Employees must fully participate in investigations into allegations of discrimination or harassment and may, in coordination with their supervisor, use a reasonable amount of work time to do so.

Reporting Discrimination or Harassment

Individuals who believe they experienced discrimination or unlawful discriminatory harassment and wish to pursue a discrimination complaint with the OEEEO must contact an EEO counselor within **45 calendar days** of the alleged incident or 45 calendar days from the date the individual became aware of the alleged discrimination. The OEEEO will process discrimination complaints in accordance with reference (a) and other applicable regulations and work to maintain confidentiality to the greatest extent possible. In accordance with reference (b), the OEEEO will inform the AHP office of reported allegations of harassment whether the individual pursues a discrimination complaint or not. In the event an individual pursues a discrimination complaint, the EEO and AHP complaint processes will run concurrently and independently. The OEEEO will protect anonymity when elected in the pre-complaint stage of the EEO complaint process.

Employees are required to report harassing behaviors or allegations of harassment to any of the following resources: any DoD OIG management official or supervisor, the Employee Performance Management Division in Human Capital Management, the Ombuds, OEEEO, or the AHP office. Employees should report harassing behavior as soon as possible, but there is no time restriction for reporting workplace harassment. However, the EEO process is only available within 45 calendar days, as described above. Management officials and supervisors must forward any report of harassment to the AHP office within 5 workdays of receipt of the allegation, regardless of whether the individual reporting harassment is a direct subordinate. The AHP office will initiate an inquiry or investigation within 10 calendar days of receipt of a harassment complaint and will process allegations of harassment in accordance with references (b) and (c) and other applicable rules and regulations.

Thank you for your personal support and commitment to upholding a positive work environment where employees are free to perform at their highest capacity to further our mission. For more information, please contact the OEEO at EEO@dodig.mil or 703-604-9710 and the AHP office at 703-699-5663.

A handwritten signature in black ink, appearing to read "Robert P. Storch". The signature is fluid and cursive, with a large, stylized "R" and "S".

Robert P. Storch