

VIRTUAL JOINT IG COURSE HANDBOOK



Department of Defense Office of Inspector General
Joint Inspector General Activities Division
4800 Mark Center Drive, Suite 09-
G15 Alexandria, VA 22350-1500

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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. In order to have a successful and effective virtual learning experience, Joint IG Activities team require each participant 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 browse 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. An internal or external speaker and microphone on computer (headsets are strongly recommended and webcams are optional)
- e. Access to Microsoft Word, PowerPoint, and Adobe Pro 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 use for the course. The JIGC Faculty will offer Technology Check/WebEx Familiarization sessions for all registered participants. All course participants are required to attend the at least one of these pre-course sessions. Each participants will receive calendar invitations, via Cisco WebEx, for these 45-60 min pre-course sessions. The JIGC Tech-Team 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 Mr. Eric Young at eric.young@dodig.mil or Mr. Ronald Colaninno at ronald.colaninno@dodig.mil if you have any questions or need assistance with WebEx.
2. Here are some helpful information for using WebEx.
 - a. Download and test WebEx software to your computer at least one week prior to class start date.
 - b. Become familiar with the features of WebEx prior to beginning class. A WebEx training video for Attendees is available online. The training video provides a 30 minute preview of key WebEx features. To view the video, go to <https://help.webex.com/landing/onlineclasses/previousClass/Webex-Training#Managing-Hands-on-Labs-in-Webex-Training>. Once on the WebEx webpage:
 - Click on “online classes”
 - Click on “recorded classes” (a list of classes will open)
 - Click on “WebEx Training”
 - Scroll to the bottom of the page and click on “load more”
 - Click on “WebEx Training for the attendee”.
 - c. WebEx is best viewed using Google Chrome vs Internet Explorer.

Section 1.3 Tips on Setting Up Your Virtual Learning Environment:

Since our course will be highly interactive, 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.

- Do not place the call on hold (all participants will hear your hold music).

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

- Identify yourself before you speak, if your audio is separated from your web profile.

- Charge the batteries for your cordless handset.

- Use a headset.

- Be cautious if you must use a cell phone.

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/>. 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 7:00 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 Anti-Harassment Policy in Appendix E of this handbook. The JIGC Dean 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 7:30 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. See SECDEF memorandum on Ethical Conduct and Political Activities in Appendix A.

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, timed 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 50 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 the first day of the course.

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 JIGC Dean. If the JIGC Dean 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 JIGC Dean to explain the details of the incident and recommend a course action. The Faculty Member, Lead Instructor, and Dean 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 JIGC Dean will advise the participant in writing that they are dismissed from the course and provide the basis for that decision. The Dean will also inform the participant that they have the right to appeal the dismissal decision in writing to the Deputy Chief Human Capital Officer 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 Deputy Chief Human Capital Officer (DCHCO) is the initial appeal authority for personal conduct or cheating dismissals. If the DCHCO concurs with the participant's appeal, the participant will be allowed to continue attending the course. If the DCHCO does not concur with the appeal, the participant will receive a Letter of Dismissal from the JIGC Dean with a copy of the letter sent to the participant's organization or command. The Chief of Staff 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 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 JIGC Dean 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 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 JIGC Dean will release the participant from the course administratively and invite the participant to return at the earliest possible opportunity. Additionally, the JIGC Dean will notify the Deputy Chief Human Capital Officer and the participant's organization of the dismissal.

Appendix A



SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

2/5/2020

MEMORANDUM FOR ALL MILITARY PERSONNEL AND DOD EMPLOYEES

SUBJECT: Ethical Conduct and Political Activities

Ethical conduct is fundamental to our Department's ethos and to the success of our National Defense Strategy. Each of us must be unwavering in our personal commitment to exemplary ethics and living by core values grounded in duty and honor. The guidance and direction I issued last year, "Reaffirming Our Commitment to Ethical Conduct" (attached), is enduring.

All Department of Defense personnel must be steadfast in our commitment to defend the Constitution and our Nation's democratic principles. As citizens, we exercise our right to vote and participate in government. However, as public servants who have taken an oath to defend these principles, we uphold DoD's longstanding tradition of remaining apolitical as we carry out our official responsibilities. Maintaining the hard-earned trust and confidence of the American people requires us to avoid any action that could imply endorsement of a political party, political candidate or campaign by any element of the Department. *Leaders will review the rules governing participation by DoD personnel in political activities and direct widest dissemination of the guidance in this memorandum to their teams.*

To ensure we are ready to do what is right when ethical dilemmas arise, we must continuously train and prepare. I am pleased with the reports I received about leader involvement in annual ethics training last year, and I expect leaders to continue to lead scenario-based ethics training for their organizations. DoD personnel who are required by regulation to complete annual ethics training must do so by November 30th of each calendar year. Additionally, military and civilian leaders should regularly discuss ethics and values with their teams in the normal course of leading and decision-making.

Lead by your example. I am proud to serve with each of you who uphold the values and high standards of our Nation and the Department of Defense. Together, we will remain the most ready and capable military force that our Nation expects and deserves.

Mark T. Esper

Attachment:
As stated



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