

**(SAMPLE)**  
**DoD Joint IG Course Schedule**  
**Class V-21-XX**  
**(April XX - XX, 2021)**

| Day                                       | Time  | Type  | CPEs      | Subject                                  | Facilitator                                | Producer            | Notes  |  |
|---|-------|-------|-----------|--|--|---------------------|--|--|
| <b>Monday, April XX, 2021 - Week 1</b>    |       |       |           |  |  |                     |  |  |
| <b>Day 1</b>                              | 8:00  | 9:00  | FLST      | 0.00                                     | Participants' Introductions                | Mr. McFarland       | Faculty  | <b>FLST:</b> Facilitator Lead Synchronous Training (i.e. whole class - online)   |
|   | 9:00  | 9:15  | FLST      | 0.00                                     | Welcome                                    | <b>Mr. Stebbins</b> | Mr. Young  | <b>SGST:</b> Small Group Synchronous Training (i.e. breakout groups - online)  |
|   | 9:15  | 10:00 | FLST      | 0.00                                     | Course Introduction                        | Mr. McFarland       | Mr. Young  | <b>AST:</b> A-Synchronous Training (i.e. self-study - offline)   |
|   | 10:00 | 11:00 | FLST      | 1.00                                     | DoD Oversight                              | Mr. McFarland       | Ms. Harper   |  |
|   | 11:00 | 12:00 | AST       | 0.00                                     | Legal Authority Prep                       | Participants        |  | <b>Read:</b> DoDD 5106.01 (IG DoD); DoDD 5106.04 (Defense IGs)   |
|   | 12:00 | 13:00 |           | 0.00                                     | Lunch                                      |                     |  |  |
|   | 13:00 | 13:30 | AST       | 0.00                                     | IG Information Disclosures Prep            | Participants        |  | <b>Scan:</b> DoDD 5400.07 (DoD FOIA Program); DoDI 5400.11 (DoD Privacy n Civil Liberties Program)<br>DoDM 5400.07 (DoD FOIA Program)      |
|   | 13:30 | 15:00 | FLST      | 1.50                                     | Legal Authority of IGs                     | Mr. McFarland       | Ms. Harper   |  |
| 15:00                                     | 16:00 | FLST  | 1.00      | IG Information Disclosures               | Mr. McFarland                              | Ms. Harper          |  |  |
| 16:00                                     | 16:30 | AST   | 0.00      | Concept and System Prep                  | Participants                               |                     | <b>Concept &amp; System Guide : Read:</b> Sec 1.1, 1.2, & 1.3; Sec 2.1; & Ch 3. <b>Scan:</b> Sec 1.4 & 1.5; Sec 2.2, 2.3, & 2.4.             |  |
| <b>Tuesday, April XX, 2021 - Week 1</b>   |       |       |           |  |  |                     |  |  |
| <b>Day 2</b>                              | 8:00  | 8:30  | AST       | 0.00                                     | Joint IG Concept and System Prep           | Participants        |  | <b>Concept &amp; System Guide: Read:</b> Sec 4.1; Ch 5; Sec 6.4; & Ch 7. <b>Scan:</b> Sec 4.2, 4.3, & 4.4; Sec 6.1, 6.2, & 6.3.            |
|   | 8:30  | 11:00 | FLST      | 2.50                                     | Joint IG Concept and System                | Ms. Harper          | Mr. McFarland  |  |
|   | 11:00 | 12:00 | AST       | 0.00                                     | Joint IG Inspections Prep                  | Participants        |  | <b>Read:</b> DoDM 5106.06 (Joint IG Manual), Inspections Guide - Chapters 1-5; Quality Standards for Inspections & Evaluations (Blue Book) |
|   | 12:00 | 13:00 |           | 0.00                                     | Lunch                                      |                     |  |  |
|   | 13:00 | 14:00 | AST       | 0.00                                     | Joint IG Inspections Prep                  | Participants        |  | <b>Read:</b> Inspections Guide - Chapters 1-4  |
|   | 14:00 | 16:00 | FLST      | 2.00                                     | Joint IG Inspections (Intro)               | Mr. Colaninno       | Mr. McFarland  | Inspections Quality Standards & General Methodology  |
| 16:00                                     | 16:30 | AST   | 0.00      | Joint IG Inspections Prep                | Participants                               |                     | <b>Read:</b> TRICOM Information (left side)  |  |
| <b>Wednesday, April XX, 2021 - Week 1</b> |       |       |           |  |  |                     |  |  |
| <b>Day 3</b>                              | 8:00  | 9:00  | AST       | 0.00                                     | Joint IG Inspections Prep                  | Participants        |  | <b>Read:</b> Inspections Guide - Chapter 5   |
|   | 9:00  | 11:00 | FLST/SGST | 2.00                                     | Joint IG Inspections (Phase 1)             | Mr. Colaninno       | Mr. McFarland  | Inspections - Step 1 ; <b>PE 1:</b> Purpose & Objectives; Debrief PE 1; Inspections - Steps 2, 3, & 4a; PE 2: Sub-task; Debrief PE 2       |
|   | 11:00 | 12:00 | AST       | 0.00                                     | Joint IG Inspections Prep                  | Participants        |  | <b>Read:</b> Inspections Guide - Chapter 5   |
|   | 12:00 | 13:00 |           | 0.00                                     | Lunch                                      |                     |  |  |
|   | 13:00 | 13:30 | FLST      | 0.50                                     | Joint IG Inspections (Phase 1)             | Mr. Colaninno       | Mr. McFarland  | Inspections - Steps 4 - 6;   |
|   | 13:30 | 14:30 | SGST      | 1.00                                     | Joint IG Inspections (Phase 1)             | Mr. Colaninno       | Mr. McFarland  | <b>PE 3:</b> Detailed Inspection Plan  |
|   | 14:30 | 15:00 | FLST      | 0.50                                     | Joint IG Inspections (Phase 1)             | Mr. Colaninno       | Mr. McFarland  | Debrief PE 3   |
|   | 15:00 | 16:00 | FLST      | 1.00                                     | Joint IG Inspections (Phase 2)             | Mr. Colaninno       | Mr. McFarland  | Inspections - Steps 7 & 8  |
| 16:00                                     | 16:30 | AST   | 0.00      | Joint IG Inspections Prep                | Participants                               |                     | <b>Read:</b> Tri-Com Trip Reports & Reference Materials; Joint IG Inspections Guide Chapters 6 & 7.  |  |
| <b>Thursday, April XX, 2021 - Week 1</b>  |       |       |           |  |  |                     |  |  |
| <b>Day 4</b>                              | 8:00  | 9:30  | FLST/SGST | 1.50                                     | Joint IG Inspections (Phase 2)             | Mr. Colaninno       | Mr. McFarland  | <b>PE 4:</b> In-Process Review/Trend Analysis; Debrief PE 4  |
|   | 9:30  | 10:00 | FLST      | 0.50                                     | Joint IG Inspections (Phase 2)             | Mr. Colaninno       | Mr. McFarland  | Inspections - Steps 9, 10, & 11  |
|   | 10:00 | 11:00 | FLST/SGST | 1.00                                     | Joint IG Inspections (Phase 2)             | Mr. Colaninno       | Mr. McFarland  | <b>PE 5:</b> Findings; Debrief PE 5 / Wrap-up Phase 2  |
|   | 11:00 | 12:00 | FLST      | 1.00                                     | Joint IG Inspections (Phase 3)             | Mr. Colaninno       | Mr. McFarland  | Inspections - Phase 3  |
|   | 12:00 | 13:00 |           | 0.00                                     | Lunch                                      |                     |  |  |
|   | 13:00 | 14:00 | FLST      | 1.00                                     | Joint IG Assistance Function               | Ms. Harper          | Mr. Young  | <b>Pre-read:</b> Assistance Guide, Chapters 1 and 2  |
|   | 14:00 | 15:00 | FLST      | 1.00                                     | Joint IG Assistance Function               | Ms. Harper          | Mr. Young  |  |
|   | 15:00 | 16:00 | FLST      | 1.00                                     | Joint IG Assistance Function               | Ms. Harper          | Mr. Young  |  |
| 16:00                                     | 16:30 | AST   | 0.00      | Prepare for Assistance Learning Activity | Participants                               |                     | <b>Read:</b> Assistance Guide, Chapter 2, Section 2.3  |  |
| <b>Friday, April XX, 2021 - Week 1</b>    |       |       |           |  |  |                     |  |  |
| <b>Day 5</b>                              | 8:00  | 9:00  | AST       | 0.00                                     | Prepare for Special Cases & Considerations | Participants        |  | <b>Read:</b> Assistance Guide, Chapters 3, 4, 5, and 6   |
|   | 9:00  | 10:00 | FLST      | 2.00                                     | Assistance Special Cases & Considerations  | Ms. Harper          | Mr. Young  |  |
|   | 10:00 | 11:00 | SGST      | 1.00                                     | Assistance Learning Activity               | Participants        | Ms. Harper   | Breakout Rooms Participant-Led; Instructor Oversees. <b>Handout:</b> Assistance Learning Activity  |
|   | 11:00 | 12:00 | FLST      | 1.00                                     | Assistance Learning Activity Discussion    | Ms. Harper          | Mr. Young  |  |
|   | 12:00 | 13:00 |           | 0.00                                     | Lunch                                      |                     |  |  |
|   | 13:00 | 14:30 | SGST      | 1.50                                     | Assistance Guide Practical Exercise        | Participants        | Ms. Harper   | Breakout Rooms Participant-Led; Instructor Oversees. <b>Handout:</b> Assistance Guide Questions  |
|   | 14:30 | 16:00 | FLST      | 1.50                                     | Assistance Guide PE Discussion             | Ms. Harper          | Mr. Young  |  |
| 16:00                                     | 16:30 | AST   | 0.00      | JIGAP Critical Thinking PE               | Participants                               |                     | Participants use JIGAP to complete the Assistance Inquiry by applying critical thinking for each step.<br><b>Handout:</b> Reenlistment Bonus |  |

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|---|-------|-------|-----------|------|--|---------------|---------------|---|
| <b>Monday, April XX, 2021 - Week 2</b>    |       |       |           |      |  |               |               |   |
| Day 6                                     | 8:00  | 9:00  | SGST      | 1.00 | JIGAP Critical Thinking PE                               | Participants  |               | Participants discuss the assistance inquiry and the "solutions" for each step. <b>Handout:</b> Reenlistment Bonus   |
|   | 9:00  | 10:00 | FLST      | 1.00 | JIGAP Critical Thinking PE Discussion                    | Ms. Harper    | Mr. Young     |   |
|   | 10:00 | 11:00 | SGST      | 1.00 | Interactive Assistance Inquiry PE                        | Ms. Harper    | Mr. Young     | Breakout rooms Participant-Led; Role players interviewed by participants. <b>Handout:</b> Deployment Entitlements   |
|   | 11:00 | 12:00 | FLST      | 1.00 | Assistance Function Wrap-up                              | Ms. Harper    | Mr. Young     |   |
|   | 12:00 | 13:00 |           | 0.00 | Lunch  |               |               |   |
|   | 13:00 | 16:00 | FLST/SGST | 3.00 | Joint IG Investigations: Part 1 - Developing Allegations | Mr. Young     | Mr. Colaninno | Discuss Investigations Part 1; <b>PE1:</b> Review incoming complaints; Discuss PE 1; <b>PE2:</b> Determine action & write allegations; Discuss PE 2.                                  |
|   | 16:00 | 16:30 | AST       | 0.00 | Joint IG Investigations Prep                             | Participants  |               | <b>Read PE 3 and Timekeeper Notes</b>   |
| <b>Tuesday, April XX, 2021 - Week 2</b>   |       |       |           |      |  |               |               |   |
| Day 7                                     | 8:00  | 9:00  | FLST/SGST | 0.00 | Joint IG Investigations Interview Prep                   | Participants  |               | <b>Discuss PE 3: Prepare Interview Questions, Watch Interview Videos</b>  |
|   | 9:00  | 12:00 | FLST/SGST | 3.00 | Joint IG Investigations: Part 2 - Interviewing Skills    | Mr. Young     | Mr. Colaninno | Discuss Investigations Part 2; <b>PE 3:</b> Interview Questions PE; Debrief PE 3;   |
|   | 12:00 | 13:00 |           | 0.00 | Lunch  |               |               |   |
|   | 13:00 | 16:00 | FLST/SGST | 3.00 | Joint IG Investigations: Part 3 - Evaluating Evidence    | Mr. Young     | Mr. Colaninno | Discuss Investigations Part 3; <b>PE4:</b> Force Field Diagram  |
|   | 16:00 | 16:30 | AST       | 0.00 | Joint IG Investigations Prep                             | Participants  |               | <b>Read: Investigations Guide - Chapters 9 &amp; 10</b>   |
| <b>Wednesday, April XX, 2021 - Week 2</b> |       |       |           |      |  |               |               |   |
| Day 8                                     | 8:00  | 9:00  | AST       | 0.00 | Joint IG Investigations Prep                             | Participants  |               | <b>Review: Investigations Guide - Chapter 12/ Instructor Open Period</b>  |
|   | 9:00  | 12:00 | FLST      | 3.00 | Joint IG Investigations: Part 4 - Report Writing         | Mr. Young     | Mr. Colaninno | Discuss Investigations Part 4; <b>PE 5:</b> Report Writing; Debrief PE 5; Executive Summary Preparation   |
|   | 12:00 | 13:00 |           | 0.00 | Lunch  |               |               |   |
|   | 13:00 | 14:00 | AST       | 0.00 | Joint IG Investigations Prep                             | Participants  |               | <b>Prepare EXSUM for Peer Reviews</b>   |
|   | 14:00 | 15:30 | FLST      | 1.50 | Joint IG Investigations: Case Closure                    | Mr. Young     | Mr. Colaninno | Executive Summary Discussion (Peer Review)  |
|   | 15:30 | 16:00 | FLST      | 0.50 | Joint IG Investigations: Parts 1-4 Wrap up               | Mr. Young     | Mr. Colaninno |   |
|   | 16:00 | 16:30 | AST       | 0.00 | WRI & ISO Prep   | Participants  |               | <b>Read: DoDD 7050.06 (Military Whistleblower Protection); DoDI 5505.16 (Investigations by DoD Components); DoDD 5505.06 (Investigations of Allegations Against Senior Officials)</b> |
| <b>Thursday, April XX, 2021 - Week 2</b>  |       |       |           |      |  |               |               |   |
| Day 9                                     | 8:00  | 8:30  | AST       | 0.00 | WRI & ISO Prep   | Participants  |               |   |
|   | 8:30  | 11:00 | FLST      | 2.50 | Whistleblower Reprisal Investigations (WRI)              | Mr. Thomas    | Mr. Young     |   |
|   | 11:00 | 12:00 | FLST      | 1.00 | Investigation of Senior Officials (ISO)                  | Mr. Young     | Mr. Colaninno |   |
|   | 12:00 | 13:00 |           | 0.00 | Lunch  |               |               |   |
|   | 13:00 | 15:00 | FLST      | 2.00 | Review for Final Exam                                    | Faculty       | Faculty       | <b>Review covers:</b> Concept & System, Inspections, Assistance, Investigations, ISO, and WRI.  |
|   | 15:00 | 16:30 | AST       | 0.00 | Self-Study   | Participants  |               | <b>JIGC Faculty available via WebEx or Phone.</b>   |
| <b>Friday, April XX, 2021 - Week 2</b>    |       |       |           |      |  |               |               |   |
| Day 10                                    | 8:00  | 9:00  | FLST      | 1.00 | Final Exam   | Ms. Harper    | Mr. Colaninno | <b>Exam covers:</b> Concept & System, Inspections, Assistance, Investigations, ISO, and WRI.  |
|   | 9:00  | 10:00 | AST       | 0.00 | End of Course Critiques                                  | Participants  |               |   |
|   | 10:00 | 10:30 | FLST      | 0.00 | Close-out Parking Lot/Course Expectations Review         | Mr. McFarland | Faculty       |   |
|   | 10:30 | 11:00 | FLST      | 0.00 | Graduation   | Mr. O'Donnell | Mr. McFarland | <b>DoD Acting Inspector General, Mr. Sean O'Donnell</b>   |
|   | 11:00 | 12:00 | FLST      | 0.00 | Refresher Training (as necessary)                        | Faculty       | Faculty       |   |
|   | 12:00 | 13:00 |           | 0.00 | Lunch  |               |               |   |
|   | 13:00 | 14:00 | AST       | 0.00 | Make-up Self-Study (as necessary)                        | Participants  |               |   |
|   | 14:00 | 15:00 | FLST      | 0.00 | Make-up Exam (as necessary)                              | Ms. Harper    | Faculty       |   |