



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

Dear Joint IG Course Participant,

I want to personally welcome you to the Virtual Joint Inspector General Course (V-JIGC). This course is rigorous and will require your full effort and attention. We designed this virtual course to provide you with the basic tools to succeed as a Defense/Joint Inspector General. The virtual version of this course will require a greater degree of responsibility from you than the classroom version. Nonetheless, upon completion, we are confident that you will be poised to make significant contributions to your command or agency.

I included a copy of the course handbook in my email welcoming you to the course. The handbook contains useful information on the course. We established the handbook to make the learning experience of all course participants as rewarding as possible. I ask for your cooperation and adherence.

WebEx will be used as the platform for the V-JIGC. You must have WebEx to attend the course. You must also attend at least one of the two sessions offered by the JIGC Faculty for WebEx training and testing connectivity, with the computer you will be attending the course. If you are not familiar with participating in training using WebEx, you can view the WebEx training video "WebEx Training for the Attendee" at <https://launch.webex.com/launch/lst.php?RCID=2655c5a915dd48c1ab5d2cf3f9dda3a4>.

You 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). We expect all participants to 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 lead 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.

You will receive an email with important read-ahead material within the next few days. We have a limited amount of time online each day. It is important that you review the read-ahead material before the course begins and complete reading assignments as listed on the course schedule.

Please manage your social or personal commitments and determine your priorities before the course begins. We request that you avoid situations in which non-emergency or personal commitments could interfere with the class schedule, leading to dismissal from the course.

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.

The DoD OIG is committed to providing equal access to our training programs. If you require any special accommodations, please inform me as soon as possible.

We look forward to engaging and learning with you. Please contact us at jointigregistrar@dodig.mil if you need assistance or have any questions not answered by the course handbook. You can also reach me at 703-604-9151 or marvin.mcfarland@dodig.mil.

Marvin McFarland
Chief, Joint IG Activities Division
DoD Office of Inspector General