

# COMPETENCY TRAINING MODEL

OFFICE OF THE DEPUTY INSPECTOR GENERAL FOR ADMINISTRATIVE INVESTIGATIONS (as of May 2018)

## LEADERSHIP, MANAGEMENT, & PROFESSIONAL DEVELOPMENT

### KNOWLEDGE BUILDING

Personnel Policy & Law  
Ethics Law  
Federal Acquisition  
Fiscal Law

### ORAL & WRITTEN COMMUNICATION

Correspondence Preparation  
Critical Thinking  
Report Writing  
Briefing Investigative Results

### LEVERAGING TECHNOLOGY

Investigative/Analytical Software Using OIG Licensed Software (CaseSoft)  
Complaint Database Management  
Legal Research Using OIG Licensed Software (Lexis)  
MS Office Applications  
Desktop Software for VTC & Teleworking (CMA Desktop)

### INVESTIGATIVE FUNDAMENTALS

Complaint Assessment  
Identifying Applicable Standards  
Investigative Planning  
Interviewing  
Evidence Gathering  
Data & Evidence Analysis  
Applying Evidentiary Standards

### OIG/AI COMPLIANCE TRAINING & ORIENTATION

Knowledge of the OIG, DoD, and OSD  
Knowledge of IG Act, As Amended  
CIGIE Quality Standards for Investigations  
Administrative Investigations Manual – Policies & Procedures  
Knowledge of Governing Statutes & Directives

**IMPORTANT! Linda Mann-LeClair is primary POC for ALL TRAINING – please coordinate with her!  
Also see Folder containing TRAINING CATALOGS & RESOURCES—catalogs list more courses**

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<b>OIG/AI COMPLIANCE TRAINING (must be complete/uploaded in DefenseReady)</b>			
TRAINING/LINK	POC/WEB SITE	PHONE/EMAIL	REQUIRED
<a href="#">Ethics</a>	LaVerne Dean & Keith Williams, OGC	703.604.8350	Annually – anytime between Jan – Dec
<a href="#">Antiterrorism Awareness Briefing</a>	Marlene Abshire & Sumalee Bustamante, Security	703.604.9720	Annually by calendar date of last completion (Civilian, Military and Contractor personnel)
<a href="#">Security Awareness</a>	Gwen Buckley, Security	703.604.9717	Annually by calendar date of last completion (Civilian, Military, and Contractor personnel)
<a href="#">Counterintelligence Awareness and Reporting (CIAR)</a>	Laura Pena, Security	703.699.9894	Required annually as announced (All Personnel)
EEO Training	EEO	703.604.9709	***Face-to-Face EEO sessions will be scheduled (Civilian personnel only) 90 days of the EOD and every 2 years thereafter
<a href="#">Combating Trafficking in Persons (CTIP) Program</a>	Angela Coleman, TEDD	703.604.9894	EOD's are required to complete within 90 days of EOD date, thereafter annually. Civilian and military personnel)
<a href="#">Annual Continuity of Operations (COOP) Awareness Training</a>	Lesley Church	703.699.9909	All DoD IG Civilian and Military personnel. Training must be completed and certified by <b>August 31 each year</b> . Employees who have already taken the training will not receive a new training certificate. Employees will receive an email that will serve as documentation that the training was completed.
<a href="#">GOVCC Travel Card Program Refresher Training</a>	Deborah Frick, Mercedes Cook, Amy Barnett	703.604.9762	Refresher training is required every 3 years, from the date of the last training. Must execute SOU as well.
<a href="#">Cyber Awareness Challenge</a>	Mike Knudson & Severino Gongora, ISD	703.604.0289 & 703.699.1785	Upon EOD date; thereafter annually Sep - Dec 31 when announced (Civilian and Contractor Personnel)
Refresher Briefing on Reasonable Accommodations for Qualified Individuals	Tyvonnia Ward, EEO	703.604.9709	Within 90 days of the EOD and every 2 years thereafter

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<b>OIG/AI MANDATORY TRAINING &amp; ORIENTATION</b>			
TRAINING/LINK	POC/WEB SITE	PHONE/EMAIL	REQUIRED
<a href="#">New Employee Orientation</a>	Doris Davidson & Angela Coleman, TEDD	703.604.8788 703.604.9894	(new EOD's within 90 days of EOD date; Rehires may request a waiver thru DIG to Chief, TEDD) (Civilian Personnel only)
<a href="#">Preventing Workplace Violence</a>	Napoleon Walker, HCAS	703.602.4527	Required every year by March 1 <sup>st</sup> for all Civilian, Military, and Contractor personnel. EOD's w/I 30 days of EOD then every year by March 1 <sup>st</sup> .
<a href="#">Whistleblower Protection Awareness</a>			Within 90 days of EOD. Supervisors, managers, HR personnel triennial thereafter.
<a href="#">Uniformed Services Employment and Reemployment Rights Act (USAERRA) Training</a>  <a href="#">Self-Certification Link</a>	Gil Lang	(703)604-8956	Within 90 days of EOD. In addition, managers and supervisors retake training as part of OSC's Triennial 2302(c) Whistleblower Recertification Program, HCAS will notify managers and supervisors directly. Triennial recertification scheduled for Spring 2015. (Civilian Personnel only)
<a href="#">Teleworking Training</a>	Thomas Daquano	703.602.4540	Required employees to take the training: HR Professionals, Hiring Managers, Staff involved in interview panels, Veteran Employees who are eligible for active duty activation, and AOs. Training completed – May 31 of each year. (Civilian Personnel Only)
Defense Travel System (DTS) “101”	Loria Clipper	703.602.2228	180 days after appt. to position for team leaders, project managers, division leaders, and program managers.
<a href="#">AI Investigations Manual</a>	N/A	N/A	Required reading for all AI personnel from ISO and WRI Directorates.
Complaint Database Management (D-CATS)	D-CATS Training Manuals <a href="https://infolink.dodig.mil/portal/AI/Manuals">https://infolink.dodig.mil/portal/AI/Manuals</a>		ODIG AI Employees – within 30 days of employment

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INVESTIGATIVE FUNDAMENTALS			
TRAINING	POC	PHONE/EMAIL	WEB SITE/CATALOG
DoD Joint IG Program	Marv McFarland, OIG TEDD	<a href="mailto:Marvin.McFarland@dodig.mil">Marvin.McFarland@dodig.mil</a>	<a href="https://intra.dodig.mil/A_M/TE/jigp.html">https://intra.dodig.mil/A_M/TE/jigp.html</a>
Army IG School (3 weeks & 1 week refresher)	Linda Mann-LeClair	Linda.Mann@dodig.mil	<a href="http://tigs-online.ignet.army.mil/tigu_online/index.htm">http://tigs-online.ignet.army.mil/tigu_online/index.htm</a>
Air Force IG School (1 week)	Linda Mann-LeClair	Linda.Mann@dodig.mil	Mr. Nolan Corpuz - Chief, Training Division, SAF/IG; 202.404.5645; web site accessible only through Air Force portal.
CIGIE Investigative Learning Forum on Recorded Interviews	Linda Mann-LeClair	CIGIE	CIGIE-sponsored course. Quotas centrally managed by DODIG TEDD.
Essentials of Inspector General Investigations	Linda Mann-LeClair	CIGIE (FLETC, Glenco, GA)	CIGIE-sponsored course. Quotas centrally managed by DODIG TEDD. (Nomination process in AI)
DoD OIG Investigator Certification Program	Linda Mann-LeClair	<a href="mailto:Linda.Mann@DODIG.MIL">Linda.Mann@DODIG.MIL</a>	Under development. Projected implementation FY 2019
Certified Inspector General Investigator Course	Linda Mann-LeClair	Linda.Mann@dodig.mil	Assoc. of Inspectors General (AIG) <a href="http://inspectorsgeneral.org/institutes/">http://inspectorsgeneral.org/institutes/</a>  (Nomination process in AI)
Advanced Interviewing for IG Investigators	Linda Mann-LeClair	CIGIE	<a href="http://www.ignet.gov/pande/training1.html">http://www.ignet.gov/pande/training1.html</a>  (Quotas centrally controlled by TEDD)
Statement Analysis: technique for obtaining information and detection of deception by analyzing the words people use	Linda Mann-LeClair	LSI, Scientific Content Analysis (SCAN) 800.727.3113; <a href="mailto:info@lsiscan.com">info@lsiscan.com</a>	<a href="http://www.lsiscan.com/">http://www.lsiscan.com/</a>

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INVESTIGATIVE FUNDAMENTALS			
TRAINING	POC	PHONE/EMAIL	WEB SITE/CATALOG
Cognitive Interviewing	Linda Mann-LeClair	National Transportation Safety Board (NTSB) <a href="http://www.nts.gov/trainingcenter/CourseInfo/sched_courses_2012.html">http://www.nts.gov/trainingcenter/CourseInfo/sched_courses_2012.html</a>	<a href="http://www.nts.gov/trainingcenter/TrainingCenter.htm">http://www.nts.gov/trainingcenter/TrainingCenter.htm</a>
Interviewing & Interrogation Techniques	Linda Mann-LeClair	John E. Reid and Associates, Inc. 209 W Jackson Blvd., Suite 400 Chicago, IL 60606 Phone: 800.255.5747 (Outside Chicago Area) 312.583.0700 Fax: 312.583.0701 E-Mail: <a href="mailto:info@reid.com">info@reid.com</a>	<a href="http://www.reid.com/training_programs/r_training.html">http://www.reid.com/training_programs/r_training.html</a>
Basic Whistleblower Reprisal Investigation Course (1 week)	Linda Mann-LeClair	<a href="mailto:Linda.Mann@DODIG.MIL">Linda.Mann@DODIG.MIL</a>	
DoD OIG Administrative Investigations Interview Training Course (3 days)	Linda Mann-LeClair	<a href="mailto:Linda.Mann@dodig.mil">Linda.Mann@dodig.mil</a> (703) 699-4310	3-day training involving videotaped interview sessions to help investigators identify strengths and weaknesses while conducting interviews.
Listening and Memory Development	Linda Mann-LeClair	Graduate School	<a href="http://graduateschool.edu/course_details.php?cid=COMM7007D">http://graduateschool.edu/course_details.php?cid=COMM7007D</a> Graduate School Catalog
Critical Thinking	Linda Mann-LeClair	Graduate School	<a href="http://graduateschool.edu/course_details.php?cid=ADMB8146D">http://graduateschool.edu/course_details.php?cid=ADMB8146D</a> Graduate School Catalog
Managing Multiple Priorities	Linda Mann-LeClair	Graduate School	<a href="http://graduateschool.edu/course_details.php?cid=ADMB7007D">http://graduateschool.edu/course_details.php?cid=ADMB7007D</a> Graduate School Catalog

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INVESTIGATIVE FUNDAMENTALS			
TRAINING	POC	PHONE/EMAIL	WEB SITE/CATALOG
Periodic Refresher Training Program	Linda Mann-LeClair	CIGIE	CIGIE-sponsored course. Quotas centrally managed by DODIG TEDD.
GRIT: Guided Resilience Instructions and Techniques (Stress Management)	Linda Mann-LeClair	Linda.Mann@dodig.mil	Offered and managed by DoDIG TEDD.
Critical Thinking	Linda Mann-LeClair	<a href="mailto:Linda.mann@dodig.mil">Linda.mann@dodig.mil</a>	National Seminars <a href="https://www.nationalseminarstraining.com/SeminarsByState.cfm">https://www.nationalseminarstraining.com/SeminarsByState.cfm</a>
Personnel Security Training	Linda Mann-LeClair	Linda.Mann@dodig.mil	Graduate School <a href="http://www.graduateschool.edu/search?search=Personnel Security">http://www.graduateschool.edu/search?search=Personnel Security</a>
Organization Skills for the Overwhelmed	Linda Mann-LeClair	<a href="mailto:Linda.Mann@dodig.mil">Linda.Mann@dodig.mil</a>	National Seminars <a href="https://www.nationalseminarstraining.com/search/Seminars.cfm?topiccategory=M">https://www.nationalseminarstraining.com/search/Seminars.cfm?topiccategory=M</a>
DoD OIG Hotline Investigator Training Course (1 Day)	Linda Mann-LeClair	<a href="mailto:Nicole.Gibbs@dodig.mil">Nicole.Gibbs@dodig.mil</a>	AI-Sponsored course. Provides information on Hotline Information/Action Referrals, Hotline Completion Reports, Hotline best practices.

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LEVERAGING TECHNOLOGY			
TRAINING	SOURCE/POC	PHONE	WEB SITE/CATALOG
CaseSoft (CaseMap, TimeMap, NoteMap, TextMap, Doc Previewer)	Lexis-Nexis AI POC: Linda Mann	703.699.5410	<a href="http://www.lexisnexis.com/casemap/">http://www.lexisnexis.com/casemap/</a> <a href="http://www.casemap.com/">http://www.casemap.com/</a>
Lexis-Nexis	Lexis-Nexis AI POC: Deborah Gibson	703.604.8317	<a href="http://www.lexisnexis.com/university/">http://www.lexisnexis.com/university/</a>
MS Word	Linda Mann-LeClair		National Seminars; Grad School; various vendors
PowerPoint	Linda Mann-LeClair		National Seminars; Grad School; various vendors
Excel	TEDD; DVD; IGEL		National Seminars; Grad School; various vendors
SharePoint	TEDD; ISD		National Seminars; Grad School; various vendors
Electronic Records Management & Records Management Training	National Archives		<a href="http://www.archives.gov/records-mgmt/training/">http://www.archives.gov/records-mgmt/training/</a>
Managing Your Microsoft Outlook Inbox	Linda Mann-LeClair	7-3.699.5410	<a href="http://nationalseminarstraining.com/">http://nationalseminarstraining.com/</a>

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ORAL & WRITTEN COMMUNICATION		
TRAINING	POC/PHONE	WEB SITE/CATALOG
Report Writing, Editing	POC: Linda Mann-LeClair	<a href="http://graduateschool.edu/course_details.php?cid=WRIT7020D">http://graduateschool.edu/course_details.php?cid=WRIT7020D</a> Graduate School Training Catalog
Editing for Impact	Linda Mann-LeClair	<a href="http://graduateschool.edu/course_details.php?cid=EDIT7100D">http://graduateschool.edu/course_details.php?cid=EDIT7100D</a> Graduate School Catalog
Executive Writing	Linda Mann-LeClair	<a href="http://graduateschool.edu/course_details.php?cid=WRIT9001D">http://graduateschool.edu/course_details.php?cid=WRIT9001D</a> Graduate School Catalog
Effective Writing for Lawyers	DC Bar	<a href="https://www.dcbar.org/marketplace/index.cfm?cat=cle_in_person">https://www.dcbar.org/marketplace/index.cfm?cat=cle_in_person</a> Training Catalog & Resources Folder
Individual Writing Coaching	Murawski Group 800.636.3060 <a href="mailto:ask@writingandspeaking.com">ask@writingandspeaking.com</a>	<a href="http://writingandspeaking.com/writer-training/overview/">http://writingandspeaking.com/writer-training/overview/</a>
OSD Action/Staff Officer Course	OSD, WHS	<a href="http://www.whs.mil/HRD/Civilian/CareerDevelopment/OSDStaffOrientationOSDStaffActionOfficerCourses.cfm">http://www.whs.mil/HRD/Civilian/CareerDevelopment/OSDStaffOrientationOSDStaffActionOfficerCourses.cfm</a>
Briefing & Presentation Skills	Linda Mann-LeClair	<a href="http://graduateschool.edu/course_details.php?cid=COMM7002D">http://graduateschool.edu/course_details.php?cid=COMM7002D</a> Graduate School Catalog
Business Writing Using Plain Language	TEDD, OIG	<a href="http://www.businesswritingsolutions.com">www.businesswritingsolutions.com</a>
Thinking Critically, Writing Clearly	Linda Mann-LeClair	<a href="http://graduateschool.edu/course_details.php?cid=WRIT7301A">http://graduateschool.edu/course_details.php?cid=WRIT7301A</a> Graduate School Catalog
Proofreading	Linda Mann LeClair	<a href="http://graduateschool.edu/course_details.php?cid=EDIT7001D">http://graduateschool.edu/course_details.php?cid=EDIT7001D</a> Graduate School Catalog



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ORAL & WRITTEN COMMUNICATION		
TRAINING	POC/PHONE	WEB SITE/CATALOG
Critical Thinking Skills	Linda Mann-LeClair	CIGIE-sponsored course. Quotas centrally managed by DODIG TEDD.
Writing for Results	Linda Mann-LeClair	<a href="http://graduateschool.edu/course_details.php?cid=WRIT7110D">http://graduateschool.edu/course_details.php?cid=WRIT7110D</a> Graduate School Catalog
Administrative Officers Workshop (Admin Personnel)	Linda Mann-LeClair	<a href="http://graduateschool.edu/course_details.php?cid=ADMB7000D">http://graduateschool.edu/course_details.php?cid=ADMB7000D</a> Graduate School Catalog
Administrative Office Management (Admin Personnel)	Linda Mann-LeClair	<a href="http://graduateschool.edu/course_details.php?cid=MGMT1109E">http://graduateschool.edu/course_details.php?cid=MGMT1109E</a> Graduate School Catalog
Government Email Writing	Linda Mann-LeClair	<a href="http://graduateschool.edu/course_details.php?cid=WRIT7041D">http://graduateschool.edu/course_details.php?cid=WRIT7041D</a> Graduate School Catalog
Reviewing Other People's Report Writing	Linda Mann-LeClair	<a href="http://graduateschool.edu/course_details.php?cid=AUDT9502G">http://graduateschool.edu/course_details.php?cid=AUDT9502G</a> Graduate School

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KNOWLEDGE BUILDING		
TRAINING	POC/PHONE	WEB SITE/CATALOG
Introduction to Personnel Law & Other Topics of Interest	Graduate School	<a href="http://graduateschool.edu/">http://graduateschool.edu/</a>
Basics of Government Contracting	DAU	<a href="http://www.dau.mil/default.aspx">http://www.dau.mil/default.aspx</a>
COR Training	DAU; TEDD, Bernice Lewis	<a href="https://acc.dau.mil/CommunityBrowser.aspx?id=22122">https://acc.dau.mil/CommunityBrowser.aspx?id=22122</a>
Law of Federal Employment	Army JAG School	<a href="https://www.jagcnet.army.mil/">https://www.jagcnet.army.mil/</a>
Fiscal Law	DAU	<a href="https://acc.dau.mil/CommunityBrowser.aspx?id=25420">https://acc.dau.mil/CommunityBrowser.aspx?id=25420</a>
Ethics	Office of Government Ethics (OGE)  Standards of Conduct Office (SOCO)	<a href="http://www.oge.gov/Topics/Topics/">http://www.oge.gov/Topics/Topics/</a>  <a href="http://www.dod.mil/dodgc/defense_ethics/">http://www.dod.mil/dodgc/defense_ethics/</a>
Planning, Programming, Budgeting, Execution	ACQ	<a href="http://www.acq.osd.mil/log/rm/ppbs.htm">http://www.acq.osd.mil/log/rm/ppbs.htm</a>
Inspector General Authorities	CIGIE	CIGIE-sponsored course. Quotas centrally managed by DODIG.
CSRS or FERS Retirement Courses	Linda Mann-LeClair	MST Sponsored courses. Mid-FERS course intended for those with 5-to-10 years of service. FERS/CSRS course intended for those within 5 years of retirement. If you served in career or career conditional appointment as a Federal employee prior to January 1, 1987, then you might be eligible for CSRS. Otherwise, FERS applies.

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LEADERSHIP, MANAGEMENT, & PROFESSIONAL DEVELOPMENT		
TRAINING	POC/PHONE	WEB SITE/LINK
Georgetown Masters Program	TEDD	<a href="#">Georgetown Program (Intranet Info)</a> (Temporarily suspended)
ESI Project Management Training	TEDD	<a href="https://intra.dodig.mil/A_M/TE/ESITraining.html">https://intra.dodig.mil/A_M/TE/ESITraining.html</a> (Call for nominations prior to start of fiscal year)
Leadership is Everyone's Business (LIEB)	TEDD	<a href="#">LIEB Info Link</a>
Interpersonal Skills and Communication for Leaders (Pre-supervisory)	TEDD	(Individual contributors)
Essential Skills for Team Leaders	TEDD	(Individuals serving or training to serve in a Team Leader position)
Leadership Challenge Workshop (LCW)	TEDD	<a href="#">LCW Info Link</a>
Continuing the Challenge	TEDD	<a href="#">Continuing the Challenge Link</a>
Supervisory Skills	TEDD	<a href="#">Supervisory Skills Course</a>
DiSC Explore Your Interpersonal Style	LPODD	DoDIG-sponsored training
DiSC Explore Your Interpersonal Style (Supervisory)	LPODD	DoDIG-sponsored training
Leadership, Executive, & Professional Development	Office of Personnel Management (OPM) <a href="http://www.opm.gov">www.opm.gov</a>	<a href="https://www.leadership.opm.gov/">https://www.leadership.opm.gov/</a> Catalog in Training Catalog & Resources Folder; contains many more courses than listed here
A Transformational Journey from Gettysburg Senior Leadership Development Experience	CIGIE; IGMET (SES, GS-15)	<a href="http://www.ignet.gov/pande/pd/wiley.html">http://www.ignet.gov/pande/pd/wiley.html</a> (Quotas centrally controlled by DODIG TEDD)
Multiple Leadership/Employee Training	USA Gov Federal Employee Training	<a href="http://www.usa.gov/Federal-Employees/Training.shtml">http://www.usa.gov/Federal-Employees/Training.shtml</a> Includes leadership training @ Brookings Institute
New Leaders Program	CIGIE (American University)	Quotas centrally controlled by DODIG TEDD
Experienced Leaders Program	CIGIE (American University)	Quotas centrally controlled by DODIG TEDD

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INTERNAL/EXTERNAL TRAINING RESOURCES			
TRAINING SOURCE	POC/PHONE	WEB SITE	LINKS/OTHER INFO
IG E-LEARNING (IGEL)	TEDD; 1-866-SKIL-HELP	<a href="#">Skillport Logon Screen</a> <a href="#">IGEL Intranet Page</a>	Link to IGEL <a href="https://dodigel.skillport.com/skillportfe/login.action">https://dodigel.skillport.com/skillportfe/login.action</a>
Ethics	Office of Government Ethics (OGE)  Standards of Conduct Office (SOCO)	<a href="http://www.oge.gov/home.aspx">http://www.oge.gov/home.aspx</a>  <a href="http://www.dod.mil/dodgc/defense_ethics/">http://www.dod.mil/dodgc/defense_ethics/</a>	
IGEL AI-specific courses (according to competency)	Linda Mann-LeClair		<a href="#">T:\AI TRAINING\DOD OIG AI Personnel Content Mapping - March 2013.xlsx</a>