

# Inspector General Functional Community Training Catalog (FY22)

## General

The Inspector General (IG) Functional Community Competitive Professional Development (CPD) opportunities are open to all Army Civilian IGs: GS-09 thru GS-15 serving in Series 1801 positions, those Army Civilian IGs working in a different series, and those support personnel working in IG staff sections provided they have completed TIGS certification.

CPD is funded through the Army Civilian Career Management Activity (ACCMA) funds are always subject to availability as set forth by HQDA G-3/5/7.

Notes: IAW AR 350-1/Army Training and Leader Development, dated 19 AUG 14/ para 3-93, Competitive Professional Development:

- Sub para f. CPD eligibility:

“An Army Civilian in a designated career program and U.S. Army Reserve technicians except when such policies are modified by AR 140-315/Employment and Utilization of U.S. Army Reserve Military Technicians, dated 5 JUL 1985. It does not apply to Army National Guard technicians employed under section 790, Title 32, USC, unless specifically applicable by the Chief, National Guard Bureau.”

CPD funds university study, developmental assignments, and short-term training for which individuals are competitively selected. These opportunities are designed to grow individuals for positions with greater responsibility in the IG Functional Community.

CPD funds also cover Army-wide competitive programs comprising Senior Enterprise Talent Management (SETM) and Enterprise Talent Management (ETM) programs for GS-12 through GS-15. Programs include SETM and ETM Temporary Duty (TDY) Assignments, Senior Service College (SSC), Defense Senior Leader Development Program (DSLDP), Command and General Staff Officer Course (CGSOC), Army Senior Fellowship (ASF), and the ETM Leadership Shadowing Experience. For program information, registration and schedules go to:

<https://hr.chra.army.mil/setm>

Note: HQDA G-3/5/7 centrally funds applicants to attend all Civilian Education System (CES) courses: the Foundation, Basic, Intermediate, Advanced, and the Continuing Education for Senior Leader (CESL) (Distance and Resident courses). For course information, registration and schedules go to: <https://usacac.army.mil/organizations/cace/amsc>

IAW AR 20-1/Inspector General Activities and Procedures, Department of the Army civilians are required to attend the Army's The Inspector General School (TIGS) Basic Course (3 week) to become qualified as an IG. Army civilians are required to attend TIGS Advanced Course, every 5 years, to remain certified. Note: The U.S. Army Inspector General Agency fully funds this course for Department of the Army civilians assigned as Army IGs.

The IG Functional Community's Annual Training and Spend Plan is approved by The Inspector General (TIG). The Spend Plan is developed ICW the Command Career Program Managers (CCPMs) and approved by the Functional Advisor. The Spend Plan provides for the execution of funds based on TIG's highest priorities. The focus areas of training/execution are The Inspector General Advanced Course, Developmental Assignments, Writing, Editing, and Briefing; however, other functional training courses may be added as approved by TIG.

Notes:

Command IGs and the CCPMs are encouraged to program training funds as well in the event there is a shortfall of IG Functional Community funds.

IAW AR 350-1/Army Training and Leader Development, dated 19 AUG 14, "Individual Development Plans (IDPs) will be developed and updated annually for all Army civilians. For further information on IDPs and training and resourcing requirements, refer to Chapter 3 of AR 350-1.

Army Career Tracker (ACT) is the official Army site to develop and maintain the IDP." Go to:

<https://actnow.army.mil/wps/myportal/act/actcommunities/communities>

"ArmyIgnitED is the Army's virtual gateway to request IG Functional Community funding and approval of the SF 182/ Authorization, Agreement and Certification of Training form online. ArmyIgnitED is the authoritative source for the SF182. It is also a one-stop location for managing education, training, and professional development as well as managing and resourcing training requests." Army civilians are to ensure that their STUDENT Account in ArmyIgnitED is established and remains active in order to receive funding.

Go to: <https://armyignited.com/app/>

Core Competencies are annotated beneath each Short Term Training course. The careerist's grade and associated weighted percentage (function % within the Position Description) will guide the individual in pursuing training opportunities. Core Competencies are resident in Army Career Tracker in the Professional Development Model (PDM).

Recommendations to add and/or to change the opportunities listed are welcomed. Provide your recommendations through the respective Command Career Program Manager (CCPM) to the IG Functional Community Manager.

### **Part Time University Programs- Associate Degree**

CPD provides a valuable learning experience and competitive edge for future advancement. Careerists develop their own part-time course of study with local accredited colleges or universities. IAW AR 350-1, para 3-94/Academic Degree Training: **“All degree programs, whether funded by HQDA or commands, must be approved by the Assistant Secretary of the Army, Manpower & Reserve Affairs (ASA/M&RA).”**

- An undergraduate level program is open to GS-09s and above assigned to a permanent position. All opportunities are competitive; all applicants must have three (3) years of permanent, full time employment as a Army civilian at the time of application. Courses must be approved prior to attendance by ASA/M&RA.
- Specific part-time training is approved on a case-by-case basis and is forwarded through supervisory and major command channels (with full justification) for approval by the Functional Advisor. This training may consist of evening, weekend, and/or part-time courses at a rate fewer than 12 hours per semester.
- Funding under an approved "Degree Program" is programmed within a three (3) year period from start to completion. CPD funds cover tuition and books for part-time study. CPD funding is not authorized for per diem or travel. Supervisory approval is required prior to any program start, continuance, or disenrollment.
- Army civilians requesting CPD funds to obtain an academic degree (training or education with the stated objective of getting an academic degree) must provide the information found in the "ADT Checklist".
- Students will be required to sustain the appropriate hours (semester or quarter) as prescribed by the college or university. Note: Part-time is usually defined as an academic load of less than the minimum number of semester or quarter hours required to be a full-time student and taken during evenings, weekends, or a portion of a regular tour of duty.
- All applications are due to the IG Functional Community Office NLT 60 days prior to the start of first classes. The entire process requires about 120 days and include contacting the college, assembling the package, and obtaining chain- of-command endorsements to final staffing and approval.

- Check with your Army Command, Army Service Component Command, or Direct Reporting Unit CCPM for internal deadlines.
- Employees who work for an Army Staff Principal at Headquarters Department of the Army; the Army Staff; or a Program Executive office must obtain endorsement from the Administrative Assistant to the Secretary of the Army.
  - For more details, checklists and forms,
  - <https://actnow.army.mil/communities/community/civilian-ctld>

## **Academic Requirements for Undergraduate (Associate) University Training**

- Applicants are requested to plan for at least a three-semester lead-time due to the lengthy approval process of the application package and the training requests.
- Course of study must be from an accredited institution in the recommended academic disciplines of Business or Public Administration.
- Students are required to maintain a "C" average for undergraduate level courses. Failure to maintain this grade-point average may result in removal from the course of study. The IG Functional Community Manager will verify that the grade levels are being maintained and the students shall send a grade report after the completion of each course or semester/quarter hour to the IG Functional Community Office.
- The Government's interests must be protected when an employee fails to complete training for which HQDA pays all or part of the training expenses. If the student fails to complete training satisfactorily or does not fulfill the Agreement to Continue in Service, the guidelines of Title 5, Code of Federal Regulations (CFR) Section 410.309(c), will apply.

## **Developmental Assignments**

Developmental assignment opportunities are available for the professional development of Army IG civilians. These opportunities allow careerists to work at the Department of the Army Inspector General Agency (DAIG) or other field IG offices. Developmental assignments include, but are not necessarily limited to, duties and responsibilities designed to broaden the careerists' perspectives of the issues pertinent to the Army and the execution of the four IG functions.

- Developmental assignments are announced Army-wide by the Functional Advisor; can be developed by the ACOM, ASCC or DRUs or by the CCPMs or can be requested by individual Army civilians.

Assignments are normally lateral assignments to positions where individuals can gain skills, knowledge, and abilities other than those they currently possess.

- Nominees selected will be funded only for travel and per diem as authorized in the Joint Travel Regulations (JTR).
- The annual announcement of the developmental- assignment opportunities is usually issued by the Functional Advisor at fiscal year's end for the following year as part of the IG Functional Community's Annual Training and Spend Plan. Assignments may vary in length from 3 to 12 months, and reporting dates will be determined on a case-by-case basis. Funding for salary and benefits is assumed by the parent organizations. Subject to the availability of funds, travel and per diem will be centrally funded by CPD funds. Specific Information about individual opportunities is contained in attachments to the announcement.
- Army civilians requesting CPD funds for developmental assignments, short-term training opportunities (120 days or less), and non-academic degree programs must provide the information found in the "Course Checklist".

### **Short-Term Training**

Programs include training and courses conducted within the Army or other DoD activities and Federal agencies, symposiums, workshops, and seminars providing professional training for IGs; leadership and management development programs; and other training opportunities and courses. These training opportunities are 120 calendar days or less in duration. Attendance at seminars and workshops must be for the purpose of training and not to participate in annual organizational meetings. The purpose is to broaden careerists' core and critical competencies and operational techniques for a global environment.

- The applicant must be accepted for the training, or be otherwise eligible to attend the course, prior to submission of the application. If attending a seminar, workshop, or civilian-sponsored training, the applicant must include the description of the training, the training outline, and what benefits (competencies) are received from the training.
- Army civilians requesting CPD funds for developmental assignments, short-term training opportunities (120 days or less), and non-academic degree programs must provide the information found in the "Course Checklist".

### **Inspector General (IG) Advanced Course**

The IG Advanced Course is a 5-day resident course designed to enhance the skills of experienced IGs in selected aspects of Inspections, Assistance, and Investigations and to teach strategies to improve the critical thinking and quality of written IG products. The Inspector General School will conduct three IG Advanced Courses per year. Graduates will receive a Certificate of Training upon successful completion of the course.

Army civilian IGs must attend the IG Advanced Course as part of IG Functional Community training for Series 1801 personnel, those Army Civilians working in different series, and support personnel working in IG staff sections providing they have met IG Basic Course qualification. Army civilians may register directly with TIGS for a seat in any course.

The web site is <https://tigs-online.ignet.army.mil/>

Core Competencies:

- Analytical abilities
- Organizational/leadership ability
- Oral and written communication
- Abilities/skills in performing inspections
- Abilities/skills in information gathering & interviewing

### **Manpower and Force Management Course**

This 2-week course underscores the strategic importance of manpower requirements determination for the Army's Generating Force. Subject areas covered during the manpower modules of instruction are tailored to the manpower management functions described in AR 570-4 and AR 71-32. These functions address the fundamental aspects of planning, programming, and manpower requirements determination using the Five-Phased Approach. In addition, the course emphasizes the important individual and joint roles of the US Army Manpower Analysis Agency and the Army G-3 in the validation of Generating Force Requirements. As part of the educational process, the Manpower and Force Management Course emphasizes the critical need for students to develop quality interpersonal and communicative skills for the purpose of articulating resource requirements to decision makers.

Enrollment Procedures:

ATRRS School Code: 907 and ATRRS Course Code: 7C-F49/500-ASIA3

Additional information is available on the Army Force Management School's web site: <https://www.afms1.belvoir.army.mil>

Core Competencies:

- Understanding of DoD, US Army structure, protocol, regulations and how the IG function relates
- Oral and written communication
- Analytical abilities

### **Combat Training, Doctrine Developers Integration Course**

This 2-week course will provide training developers, capability developers, and doctrine developers with skills and knowledge to integrate the basic concepts and principles of training, capability, and doctrine developments as part of the requirements determination and acquisition process. The course will orient students to the relationships of the three disciplines and the efficiencies to be gained by coordinating and integrating requirements throughout the planning process. The course will provide a foundation for subsequent courses that address more technical aspects of each discipline. Some key topics of the course include: integrated concept teams; materiel requirements; training development; doctrine development; and Doctrine, Organization, Training, Materiel, Leader Development, Personnel, and Facilities (DOTMLPF) Analysis.

Enrollment Procedures:

Additional information is available on the ALU website at <http://www.alu.army.mil>. Questions pertaining to enrollments and ALU courses should be sent to ALU Registrar: 804-765-4122 or 804-765-4149; email: [usarmy.lee.tradoc.mbx.alu-registrar-office@army.mil](mailto:usarmy.lee.tradoc.mbx.alu-registrar-office@army.mil)

Core Competencies:

- Understanding of DoD, US Army structure, protocol, regulations and how the IG function relates
- Analytical abilities
- Organizational/leadership ability

### **DoD IG Basic Whistleblower Reprisal Investigating Officer Course**

Description: This is a three-and-one-half day course following the entire lifecycle of a Whistleblower Reprisal investigation. The course includes both classroom lectures and small group exercises. Class lessons include a history of Whistleblower laws; the statutes and regulations pertaining to Whistleblower

protections; how to conduct a complaint intake; investigative planning; interview techniques; gathering and analyzing the evidence; report writing; case closure and information management; and the DoD OIG oversight process. During small groups, students will analyze complaints to determine the appropriate intake disposition; develop interrogatories; conduct interviews; and analyze the evidence to determine a finding for an allegation of reprisal. This course, although targeted specifically for IGs who conduct Whistleblower Reprisal investigations, teaches techniques that an IG can use during any administrative investigation to include command 15-6s.

Target audience: This course is designed for IGs who conduct or oversee Whistleblower Reprisal investigations at all levels. The materials are germane for new and highly experienced IGs. IGs who do not normally conduct or oversight Whistleblower Reprisal investigations can attend the course as it does assist them in the conduct of any administrative investigation, but the priority is on those IGs conducting reprisal cases. Attorneys who support IGs in their investigations or review their investigative products are also encouraged to attend. The class is capped at 36 students.

Core Competencies:

- Oral and written communication
- Analytical abilities
- Abilities/skills in information gathering & interviewing
- Understanding of how to address Whistleblower complaints

The course is taught four times per year at DoD OIG's headquarters at the Mark Center in Alexandria, VA. Additional courses can be taught at locations in the field. A host organization (or organizations) has to provide funding for two instructors to travel from Alexandria, VA, to the field location and have adequate classroom space for 24-36 students in general assembly plus space for three breakout sessions.

Point of Contact:

Wilfred Thomas

E Mail: [Wilfred.Thomas@DODIG.mil](mailto:Wilfred.Thomas@DODIG.mil)

Investigator/Training Officer

DoD OIG Administrative Investigations

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DSN: 312.499.7416

FAX (571)372-7480

**CIGIE Training Institute - Inspector General Criminal Investigator Academy**



## **Essentials for IG Investigations (EIGI)**

During this 9-day course, you will learn about basic criminal, civil, and administrative investigative techniques, legal concepts and procedures, and fraud schemes commonly worked within the IG community. During this interactive program, you will conduct interviews, write investigative reports, and participate in mock presentations of a criminal case and an administrative hearing while being mentored by an experienced IG field investigator. Training is conducted at the Federal Law Enforcement Training Centers (FLETC), Glynco, Georgia.

**Credit:** Participants may be eligible to earn CPEs up to 79 hours for successful completion of this program.

Core Competencies:

- Analytical abilities
- Abilities/skills in information gathering & interviewing
- Understanding of how to obtain and treat evidence

Registration:

The CIGIE Training Institute accepts registrations from CIGIE members (up to three students per agency in each class) on a first-come, first-served basis, with a sixty (60) day registration deadline. The CIGIE Registrar will waitlist students beyond the first three submitted from each agency, as well as students from non-CIGIE member agencies. Once the registration deadline has passed, all waitlisted students will be automatically registered, and registrations will be accepted from agencies with more than three students, as well as from non-CIGIE member agencies, on a first-come, first-served basis, until class capacity is reached. Private citizens are not eligible to attend CIGIE TI programs.

### **Point of Contact**

Roxsand Devese

Phone: (202) 292-2585

Email: [Registrar@cigie.gov](mailto:Registrar@cigie.gov)

## **Graduate School USA**

### **Army Manager's Internal Control (MIC) Administration (AUDT9015G)**

This two-day seminar provides the detailed guidance needed to carry out the roles and responsibilities as an Army Internal Control Administrator. It covers the statutory and regulatory requirements of the Army's Internal Control Program as well as other pertinent guidance. Students will fully grasp the

underlying Army philosophy on internal controls, the major elements of the Army Manager's Internal Control Program, and the basic responsibilities of key players in the process. By completing practical exercises, students will gain experience in conducting internal control evaluations and identifying control weaknesses.

Prerequisites: None

**Credit: 16 CPE**

Core Competencies:

- Analytical abilities

### **Briefing Techniques (COMM7002D)**

This 3-day course will develop careerists' ability to give concise briefings that convey the main message quickly and clearly. Students will learn and practice essential strategies for delivering short structured briefings in this hands-on course. Briefings are recorded for playback, and the instructor will provide useful coaching and tips.

Prerequisites: None

**Credit: 1.8 CEU**

Core Competencies:

- Oral and written communication
- Organizational/leadership ability

### **Editing for Impact (EDIT7100D)**

Gain the skills for revising business documents to improve their clarity and accuracy. The Plain Writing Act of 2010 mandates that government documents be easily understood and well-organized. Students will learn how to revise documents to give main ideas greater power and emphasis. Students will become proficient at spotting and correcting common punctuation, capitalization, and abbreviation errors, as well as frequently misused words.

Prerequisites: None

**Credit: 1.2 CEU**

Core Competencies:

- Oral and written communication
- Abilities/skills in information gathering & interviewing

### **Interviewing Techniques (STAF8012D)**

This 2-day course is for careerists to gain the knowledge needed to design and administer structured interviews. Students will gain skills in developing behavior-based questions that tap the applicant's experience and indicate how the applicant is likely to handle similar assignments. Students will develop structured interview questions and rating scales.

Prerequisites: None

**Credit: 1.2 CEU**

Core Competencies:

- Analytical abilities
- Oral and written communication
- Abilities/skills in information gathering & interviewing

### **Thinking Clearly, Writing Clearly (WRIT1101A)**

Students will develop critical thinking skills to enhance their writing skills so that the reader can understand the intended message. Students will critically read information so you can analyze and understand the writer's message.

Enroll anytime in this online course. Instructor-based study. Self-paced; takes up to six months to complete.

Textbooks must be purchased separately. The required textbooks are:

1. Barnet, Sylvan, and Hugo Bedau. Critical Thinking, Reading, and Writing: A Brief Guide to Argument. Boston: Bedford/St. Martin's (8th ed.)
2. Hacker, Diana. A Writer's Reference with Exercises. Boston: Bedford/St. Martin's (8th ed.)

Prerequisites: None

**Credit: 4.5 CEU**

Core Competencies:

- Analytical abilities
- Oral and written communication

### **Fundamentals of Writing (WRIT7010D)**

This 3-day course will enhance careerists' success at work by learning to prepare correct, concise and organized memos, e-mails, and other documents. Using standard grammar and usage rules, students will construct simple, compound, and complex sentences that communicate clearly to their readers. Use transitional words, phrases, and strategies to link sentences into coherent paragraphs. The Plain Writing Act of 2010 requires all federal agencies to write public documents in a clear, concise, and well-organized manner.

Prerequisites: None

**Credit: 1.8 CEU**

Core Competencies:

- Oral and written communication

### **Report Writing (WRIT7020D)**

This 3-day course is designed for professionals who need to write clear, concise, and well-organized reports. Students will produce reports that incorporate the best practices highlighted in the Plain Writing Act of 2010. Students will pinpoint their readers' needs, choose the right style and tone, and organize their content and research into a format that enhances their main points.

Prerequisites: None

**Credit: 1.8 CEU**

Core Competencies:

- Oral and written communication

### **Clear Writing through Critical Thinking (WRIT7100D)**

Students will think more clearly by improving their writing. Students will understand critical thinking and learn strategies for deeper levels of thinking. This will improve their thought processes at each stage of the writing process, and create logical and persuasive arguments, as well as recognize and remove faulty logic. Students will sharpen their problem-solving skills and enhance

group success. Students will write plainly as mandated by the Federal Plain Writing Act of 2011 and empower their career with critical thinking and clear writing.

Prerequisites: None

**Credit: 1.8 CEU**

Core Competencies:

- Analytical abilities
- Oral and written communication
- Organizational/leadership ability

**Graduate School USA Registration and Contact Information:**

<http://www.graduateschool.edu/>

Graduate School USA  
Attn: Customer Support Center  
600 Maryland Avenue SW  
Washington, DC 20024-2520  
Phone: (888) 744-GRAD/(888) 744-4723  
Or (202) 314-3300  
Fax: (866) FAX-GRAD/(866) 329-4723  
E-mail: [customersupport@graduateschool.edu](mailto:customersupport@graduateschool.edu)

**Competitive Selection Process**

The Functional Advisor uses a process to rank-order candidates for CPD training opportunities. About half the rating weight is on professional accomplishments, as indicated by diversity of positions held; experience in leadership; ratings of performance; receipt of formal awards; and statements of individual knowledge, skills, and abilities. The remainder focuses on indicators of appropriateness for the particular training, such as timing in the career, motivation of the employee, and ratings and endorsements by the supervisor and others in the functional chain. Of particular importance is the documentation in the Individual Development Plan (IDP) and the Utilization Plan to ensure that the Return of Investment to the Army, to the organization, and to the individual is maximized.

**Point of Contact**

Address queries to: Ms. Donna L. Wood, IG Functional Community Manager,  
email: [Donna.L.Wood.civ@army.mil](mailto:Donna.L.Wood.civ@army.mil)

**Civilian  
Education  
System  
(CES)**

The Civilian Education System (CES) is the foundation of the Army's leader-development program for all Army Civilians, providing progressive and sequential education courses throughout their careers. CES is centrally funded by HQDA G-3/5/7/Training Directorate for most permanent Army Civilians, including, but not limited to, general schedule (GS), non-appropriated fund (NAF), and local national (LN) and wage grade (WG) employees. CES leadership courses, or designated equivalent courses, are required for all Army Civilians. Employees should include attendance at the CES courses for which they are eligible in their Individual Development Plans. (IDP)

Employees are eligible to attend the CES course that is targeted at their grade level. GS-01 through GS-09 employees are eligible to attend the CES Basic Course; GS-10 through GS-12 employees are eligible to attend the CES Intermediate Course; and GS-13 through GS-15 are eligible to attend the CES Advanced Course. Grades 14-15 may also attend the CES for Senior Leaders after completion of the Advanced Course. NOTE: All Army Civilians who were hired after 30 September 2006 are required to take the Foundation Course prior to enrolling in either of the CES courses.

More information on CES course, as well as instruction on enrollment, is at: <http://www.civiliantraining.army.mil/Pages/Homepage.aspx>

Detailed descriptions of these courses can be found in Chapter 1 of the ACTEDS Training Catalog.

CES applications are processed through the Civilian Human Resources Training Application System (CHRTAS). The CES leader development experience starts at <https://www.atrrs.army.mil/channels/chrtas>. Careerists begin by preparing/updating their profile, which contains critical information needed to process your application. Once this step is complete, careerists can search for courses and apply for training.

Additional information on CES and available courses is on the Army Management Staff College (AMSC) website at <http://usacac.army.mil/organizations/cace/amsc>

Refer to the AMSC website for information about course dates, locations, and prerequisites. NOTE: CES is fully funded by HQDA G-3/5/7 and careerists apply via the process outlined on the AMSC web site.

- **Academic Degree Training (ADT) Checklist** - Careerists requesting DA ACTEDS funds to obtain an academic degree (training or education with the stated objective of getting an academic degree) must provide the information found in the "ADT Checklist" below.
- **Career Program ACTEDS Plans** - Information about career management training, education, and development is provided in the

individual ACTEDS plans. Individual plans may be found using the ACTEDS link below. (NOTE: ACTEDS PLAN is under development)

- **Course Checklist** - Careerists requesting ACTEDS funds for developmental assignments, short-term training opportunities (120 days or less) and non-academic degree programs must provide the information found in the "Course Checklist" below.