

THE U.S. ARMY INSPECTOR GENERAL SCHOOL

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# STUDENT HANDBOOK



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DEPARTMENT OF THE ARMY INSPECTOR GENERAL AGENCY  
TRAINING DIVISION  
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FORT BELVOIR, VIRGINIA 22060-5935  
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**The U.S. Army Inspector General School  
Student Handbook**

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## Chapter 1

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### Standards of Conduct

**Section 1-1. Army Values.** The Army requires its members to embrace a professional military ethic -- the Army Ethic. The Army Ethic consists of seven essential values that form the acronym **LDRSHIP**. As Inspectors General (IGs), we must strive to embody the seven Army Values explained below:

**Loyalty** to the nation, the Army, the unit, the Soldiers and their families is essential. Loyalty is defined in Army Doctrine Publication (ADP) 6-22, Army Leadership and the Profession, as bearing true faith and allegiance to the U.S. Constitution, the Army, your unit, and other Soldiers and civilians. Loyalty means steadfastness, constancy, devotion, and allegiance. Other values within the concept of loyalty include faithfulness, fairness, compassion, respect for others, and decency.

**Duty** means fulfilling your obligations. Duty also means doing what should be done when it should be done. It is a personal act of responsibility. Values within the concept of duty include responsibility, excellence, accountability, and competence.

**Respect** means treating people as they should be treated. Respect is indicative of compassion and consideration of others. Respect also involves the notion of fairness.

**Selfless Service** puts welfare of the nation and accomplishment of mission ahead of individual desires. It requires us to put the collective good ahead of self-gain, personal advantage, and self-interest. Selfless service demands a willingness to sacrifice and leads to teamwork. Values within the concept of selfless service include sincerity, sacrifice, commitment, and courage.

**Honor** means living up to all of the Army's values. Honesty and integrity form the foundation of honor.

**Integrity** means doing what's right legally and morally. It also means honesty, uprightness, and the avoidance of deception. Integrity is the basis for the trust and confidence that must exist among members of the Army and between the Army and the American society we serve. Values within the concept of integrity include honesty, promise-keeping, candor, honor, and courage of convictions.

**Personal courage** means to face fear, danger, or adversity both physical and moral. Physical courage is bravery. Moral courage is what enables us to stand up for what is right regardless of the consequences.

**Section 1-2. Ethics.** Professional ethics in military service is derived from three principal sources: the moral, spiritual, and social values of our nation. Our country's values and the fundamental character of our nation are contained in the Declaration of Independence and the Constitution. Students are expected to uphold professional ethics throughout their careers as

well as during the course. Students displaying unethical behavior (for example, plagiarism) will be dismissed in accordance with procedures outlined in Chapter 4.

**Section 1-3. Accountability.**

1. The Commandant is the approval authority for all student absences. Students requesting an absence will complete an Optional Form (OF) 41, Routing and Transmittal Slip, and route it as follows: Squad Leader, Class Leader, Faculty Advisor, Dean of Students, Deputy Commandant / Dean of Academics, and the Commandant. See the example at Figure 1. Students may reproduce this form as necessary using the copy machine located in the Student Lounge.
2. Students will report for duty in accordance with the class schedule. Squad Leaders will take accountability at the start of the duty day and upon return from lunch (generally at 1300). By 1400 each day, Squad Leaders will place the Accountability Sheets in the distribution box at the back of the main classroom.
3. If a student is absent from class, the Squad Leader will report to the Dean of Students at the first break following the start of class in the morning or the first break after lunch.
4. The Dean of Students will verbally counsel students who are absent or late twice during the course. The Commandant will counsel students who are absent or late three times and will make a recommendation to the Deputy, The Inspector General (DTIG), to retain or dismiss the student.

ROUTING AND TRANSMITTAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <b>To: Commandant</b>		
2. <b>Thru: Deputy Commandant / Dean of Academics</b>		
3. <b>Thru: Dean of Students</b>		
4. <b>Thru: Faculty Advisor</b>		
5. <b>Thru: Class Leader</b>		
6. <b>Thru: Squad Leader</b>		
7.		
<input type="checkbox"/> Action	<input type="checkbox"/> File	<input type="checkbox"/> Note and Return
<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> For Clearance	<input type="checkbox"/> Per Conversation
<input type="checkbox"/> As Requested	<input type="checkbox"/> For Correction	<input type="checkbox"/> Prepare Reply
<input type="checkbox"/> Circulate	<input type="checkbox"/> For Your Information	<input type="checkbox"/> See Me
<input type="checkbox"/> Comment	<input type="checkbox"/> Investigate	<input type="checkbox"/> Signature
<input type="checkbox"/> Coordination	<input type="checkbox"/> Justify	<input checked="" type="checkbox"/> Inb: Instructor and Registrar
REMARKS		
<b>Request to miss training as follows:</b>		
Date of Absence: _____		
Time of Absence (e.g., 0800-0900): _____		
Instruction that will be missed: _____		
_____		
Reason for Absence: _____		
_____		
FROM: (Name, office symbol, Agency/Post)	Room No.-Bldg.	Table Number: _____
	Phone No.	
OPTIONAL FORM 41 (Rev. 7-76) Prescribed by GSA FPMR (41 CFR) 101-11.206		

Figure 1  
OF41: Routing and Transmittal Slip

**Section 1-4. Weekend Passes.** For purposes of accountability and emergency-contact reasons, students who plan to be away from their assigned billets overnight or for a weekend must complete a DA Form 31, Request and Authority for Leave. This requirement also applies to students who live in the local area and who plan to be away from their home address overnight or for a weekend. Both military and Civilian students of all services will use DA Form 31. This form is for accountability purposes only, and students will not be charged leave. Therefore, each student will check “NON-CHARGEABLE” in block 8 and check “PASS, REGULAR” in the section below. ***If a student is traveling 200 miles or more from TIGS, he or she must provide a detailed travel plan (including rest stops) in Block 17, Remarks.*** The class adjutant will receive blank copies of DA Form 31 from the Registrar. The class leader will sign in block 12, Supervisor Recommendation, and the Commandant or Deputy Commandant will sign in block 13. Students will submit the completed DA Form 31 through the class adjutant and Dean of Students to the Commandant for approval by 1200 on the Thursday prior to the requested pass.

**Section 1-5. Inclement Weather.** The Commandant or Deputy Commandant will provide inclement-weather guidance to the students through the class leadership. Students will only follow the guidance provided by the class leadership or by the school's faculty members.

**Section 1-6. Classroom / Seminar Room Standards.**

1. All students are responsible to be on time, to be prepared for class, and to participate in class.
2. Students may have beverages in the main classroom (Room 2403) and the seminar rooms at any time. The cup or container must have a lid to minimize spills and potential damage to computers and other electronic equipment. Students may not eat in the classrooms except at lunchtime. The prohibition on eating during class includes candy and other snack items.
3. Students will store their electronic devices in the Student Lounge in the marked shelves. Students will not keep the devices on their person, even if turned off. These devices can interfere with the signals used by the audio-visual system.
4. Smoking and / or using smokeless tobacco is prohibited in all Department of the Army occupied workplaces. There are designated smoking areas located outside of Humphreys Hall. Per Army Regulation 600-63, Army Health Promotion, smoking is not allowed within 50 feet of any entryway to a government building.
5. Students will keep the classrooms, student lounge, seminar rooms, and foyer areas neat. At the end of the duty day, Squad Leaders will ensure that all leftover food and trash is discarded in the appropriate trash receptacles or recycling containers. At the end of the course, the Class Sergeant Major will ensure the refrigerator in the Student Lounge has been emptied of all student food and beverage items.
6. To maintain an active and engaged presence in the classroom (including seminar rooms), students will refrain from working on homework assignments or from having active social media programs open during scheduled class time. Students will devote their undivided attention to participating in discussions, taking notes, or collaborating with classmates.

**Section 1-7. Non-Attribution Policy.**

1. In an effort to promote rich academic discussion and the free exchange of ideas, The U.S. Army Inspector General School (TIGS) adheres to a policy of non-attribution that applies to all members of the staff and faculty, students, and guest speakers. TIGS, as an educational institution, encourages freedom of expression in all academic endeavors. Comments made by speakers and students 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 TIGS does not create a category of privileged communication.

2. The purpose of TIGS's non-attribution policy is as follows:

a. To protect all participants in TIGS programs – staff and faculty members, students, speakers, and other guests – against having their remarks and opinions publicly quoted or otherwise attributed to them without their express consent.

b. To allow such remarks and opinions to be discussed away from TIGS provided that care is taken to avoid publicly identifying the speaker.

c. To encourage all speakers to be responsible for the substantive content of their statements.



## Chapter 2

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### Standards of Appearance

**Section 2-1. Weigh-In.** All uniformed Army students will report in the Army Physical Fitness Uniform (APFU) at 0600 on Day Two of the Basic Course for weigh-in. In accordance with Army Directive 2023-11 and Army Regulation 600-9, The Army Body Composition Program, Appendix B, the Soldier's height and weight will be recorded without running shoes while wearing the authorized APFU trunks and t-shirt. Students who fail to meet the height-and-weight screening table weight in accordance with Army Directive 2023-11 will receive an on-site body-fat circumference-based taping. Those who fail the one-site taping are authorized to be measured by a multi-site, circumference-based tape method as prescribed in Army Regulation 600-9, Appendix B. Students who exceed the allowable body-fat percentages may remain in the course and undergo a second set of taping at 0600 on Day Seven at the discretion of the Commandant. Soldier may also request a supplemental body-fat assessment if the means for such testing is reasonably available. Student's may contact the Fort Belvoir Army Wellness Center for further details at (703) 806-1323. The student must schedule the supplemental assessment during the seven-day period. The Commandant will counsel any student who fails to meet the body-fat composition standards after the second taping, and dismissal proceedings will begin as outlined in Chapter 4. In accordance with Army Regulation 350-1, Army Training and Leader Development, paragraphs 3-13d and 3-15b, the Commandant will dismiss students failing to meet the body-fat standards outlined in AR 600-9. Students **may not appeal dismissals** for failing to meet the Army's body-fat composition standards. Uniformed Army students who have scored 540 or above on the ACFT, with at least 80 points in each event, will be exempt from taping requirements in accordance with Army Directive 2023-08. These students will still undergo height-weight screening but will not be taped, even if the screening results would normally require taping. A DA Form 705 recording an exemption-qualifying score must be dated within eight (8) months of the course start date for all Active-Duty personnel, and within 14 months of the course start date for all Guard and Reserve Personnel. The DA Form 705 must be submitted to TIGS's Senior Enlisted Leader no later than the Friday before the course start date and must come from the student's Command Sergeant Major. TIGS will not accept DA 705 scorecards from the student and will not accept them on Day One of the course. In accordance with Army Directive 2022-06, Parenthood, Pregnancy, and Postpartum, Soldiers are exempt from body composition requirements during pregnancy and up to 365 days after pregnancy ends.

**Section 2-2. Wear and Appearance of Army Uniforms and Insignia.** The Army Combat Uniform (ACU) in Operational Camouflage Pattern (OCP) with patrol cap or authorized beret is the duty uniform for Army personnel attending TIGS. All Army personnel will adhere to the uniform and insignia guidelines outlined in Army Regulation 670-1, Wear and Appearance of Army Uniforms and Insignia. Members of other services will wear their services' equivalent of the ACU and approved headgear. Uniforms will be up to date, serviceable, properly fitted, and clean. Civilians will wear business casual. Remember: IG students are not authorized to wear IG insignia of any type prior to graduating from the Basic Course. Only trained and qualified IGs are authorized to wear the IG insignia. Temporary wear of the IG Identification Badge (IGIB) / IG Lapel Pin (IBLP) is authorized once an individual has graduated from TIGS's Basic Course, is properly assigned to an IG position, and remains in good standing. Eligibility for permanent wear is authorized after successfully completing 12 months as an IG or the successful completion of

an IG tour (curtailment requires an exception to policy. Refer to Military Personnel (MILPER) Message 22-035, Establishment of the Inspector General Badge; DA Pamphlet (PAM) 670-1, Guide to the Wear and Appearance of Army Uniforms and Insignia; and AR 670-1, all of which provide guidance on the placement of the IGIB on the Soldiers’ utility, service, and dress uniforms.

**Section 2-3. Uniform and Travel Guidelines for Graduation Day (Day 15).** The uniform on graduation day is the ACU for military personnel and business casual for Civilians as outlined in Section 2-2 above. The only exception is for military students who must depart immediately after graduation on Day 15 to catch an early flight; those individuals may wear civilian clothes instead of ACUs. Guidelines for civilian clothes are the same as the civilian business casual standard outlined in Section 2-4 below.

**Section 2-4. Civilian Business Casual.** Civilian students will wear business casual during the course. Business casual as a dress code is difficult to define in a universal sense since so many interpretations of the term exist. The most pragmatic definition is that business casual dress is a middle ground between business formal wear and street wear. Examples of apparel combinations considered acceptable and appropriate for TIGS appear in the following table:

CIVILIAN / BUSINESS CASUAL FOR MEN	
Acceptable	Unacceptable
<ul style="list-style-type: none"> <li>- Collared shirt such as a polo shirt or dress shirt, turtleneck, or sweater</li> <li>- Casual or dress pants such as khakis or “Dockers-style” pants</li> <li>- Casual shoes</li> </ul>	<ul style="list-style-type: none"> <li>- Shorts</li> <li>- Jeans</li> <li>- T-shirts</li> <li>- Tank tops</li> <li>- Sweatshirts</li> <li>- Sneakers</li> <li>- Sandals or Flip-Flops</li> <li>- Beach shoes</li> </ul>
CIVILIAN / BUSINESS CASUAL FOR WOMEN	
Acceptable	Unacceptable
<ul style="list-style-type: none"> <li>- Casual or dress pants</li> <li>- Skirt</li> <li>- Sleeveless or short sleeve “shell”</li> <li>- Blouse</li> <li>- Sweater</li> <li>- Casual shoes</li> </ul>	<ul style="list-style-type: none"> <li>- Shorts</li> <li>- “Skorts”</li> <li>- Jeans</li> <li>- Skirts that are extremely short</li> <li>- Tank tops</li> <li>- Backless or halter-style shirts</li> <li>- Midriff shirts</li> <li>- T-shirts</li> <li>- Sweatshirts</li> <li>- Sneakers</li> <li>- Sandals or Flip-Flops</li> <li>- Beach shoes</li> </ul>

**Table A  
Civilian Business Casual Guidelines**

## Chapter 3

### Standards for Qualification and Graduation

**Section 3-1. Examination Requirements.** All quizzes consist of 20 multiple-choice test items. Students will have 30 minutes to complete each quiz. The Final Exam consists of 40 true-or-false and multiple-choice test items, and students will have 50 minutes to complete it. **Note: All quizzes, graded homework exercises, and the Final Exam are individual exercises for grade. The sharing of answers or responses is forbidden and could result in dismissal as outlined in Chapter 4. Students who have special testing requirements for the quizzes or Final Exam must notify their Faculty Advisors at least one day prior to the event.**

**Section 3-2. Graduation Requirements.** To qualify for graduation, the minimum course standards are a total of 85 points out of 100. Students must achieve 85 percent on each quiz, a GO on each graded homework exercise, and 80 percent on the Final Exam (see Table B below). Students who fail a quiz but pass the re-test will only receive seven points. Students who receive a second-time GO on a graded homework exercise will receive only eight points. If the Dean of Academics allows a student a third opportunity to achieve a GO on a graded homework exercise, then the student will only receive seven points after achieving a GO. Students who pass each discrete evaluation but whose total points do not equal 85 or more will not pass the course and not be qualified as an IG. The Commandant will counsel these students in writing immediately following the Final Exam on Day 15 and then notify the DTIG. The Commandant, in consultation with the Dean of Academics, may recommend to the DTIG that the student pass the course due to mitigating circumstances, strong academic effort, or other factors. Students who tamper with electronically (password) protected versions of graded homework exercises for any reason will receive no more than five points for that exercise and written counseling by the Commandant. Tampering is defined as turning off the password-protected safeguards on the document's main body to alter the exercise's text in some way or to cut and paste text elsewhere in the document. Students may only type their responses in the fields provided for their input. A second transgression of this nature will result in the student's immediate dismissal from the course.

A summary of the graduation requirements appears below in Table B.

<u>Graduation Requirements</u>	<u>MAX</u>	<u>MIN</u>
Inspections Quiz	10	8.5
Inspections Graded Homework	Go (10)	Go (8)
Assistance Quiz	10	8.5
Assistance Graded Homework	Go (10)	Go (8)
Investigations Quiz	10	8.5
Investigations Graded Homework	Go (10)	Go (8)
<u>Final Exam</u>	<u>40</u>	<u>32</u>
<b>Total</b>	<b>100</b>	<b>81.5 (need 85 to pass)</b>

**Table B**  
**Graduation Requirements**

**Section 3-3. Civilian College Credit.** Graduates of the three-week Basic Course may receive three credit hours in a civilian college or university in the lower-division baccalaureate / associate degree category in criminal investigations. This credit does not apply to the one-week Advanced Course. Civilian institutions may query the American Council on Education's (ACE's) website at <https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Guide-Online.aspx> to confirm the council's credit recommendation for the three-week Basic Course. The course identification number is **AR-1728-0195 v2**, and the course number is **DAIG-F015-5N/B**. This credit only applies to the course curriculum as of January 2016 to the present. Therefore, only graduates of the course since January 2016 to the present may apply for the currently available college credit. If you graduated from the course before January 2016, contact the ACE directly through the website listed above for guidance on the applicability of previous accreditations and the available credit at that time.

**Section 3-4. Writing Assessment.** Each student attending the U.S. Army Inspector General School's three-week basic course will undergo a writing assessment in the form of a 750- to 1,000-word essay that articulates his or her perspective on a specific issue embodied in a quotation by a well-known military figure. This assessment is not part of the school's graduation requirements and does not impact the student's course average. This requirement will allow the school's faculty to determine the level of writing skill for each student. Faculty Advisors will grade each essay holistically using the Army's overarching standard for effective writing while focusing on specific aspects of each student's writing using the Educational Testing Service's Graduate Record Exam (GRE) grading rubric. Grading is based on a scale of one to six with one as the lowest score. Scores of one and two fall beneath the IG standard for effective writing. Students who receive a score of one or two will receive memorandums from the Commandant in their graduation packets outlining recommendations for a home-station writing-improvement strategy (local community college courses, online writing-improvement classes, etc.). **This is an individual exercise. Students will write from personal experience and not quote from outside sources. Students will not collaborate with, or copy from, other students. Students who plagiarize the work of someone else will be subject to dismissal as outlined in Chapter 4 of this handbook.**

**Section 3-5. Command IG Training Events.** Command IGs have selected events programmed into the class schedule that provide additional information on the management and administrative functions of an IG staff section. These events are luncheons and are mandatory for all Command IGs attending the course. Likewise, these events are mandatory for those NCOs attending the course who are designated as their gaining IG offices' Senior Enlisted Leader. Refer to the class schedule for actual dates and times. The specific events are as follows:

1. TIG / SGM Session with Command IGs, Senior Enlisted Leaders, and Department of Army Inspector General Agency (DAIG) personnel
2. Command IG / Whistleblower Branch Luncheon
3. Command IG and Senior Enlisted Leader Guidelines
4. IG Force Management / IG Functional Community Luncheon (Civilian IGs also required to attend)

**Section 3-6. Use of Material from Previous Courses.** Students are not permitted to bring to the course any homework solutions, information about the quizzes and / or the Final Exam, or solution passwords for the Practical Exercises from previous Basic or Advanced Courses. The same prohibition exists for individuals who attended the Basic Course or the Advanced Course in the past and who are returning for a subsequent IG tour of duty. If any member of the staff

and faculty discovers that a student has such material in his or her possession, dismissal proceedings will begin immediately as outlined in Chapter 4.

**Section 3-7. Premium Pay for Homework.** Pursuant to Title 5 of the Code of Federal Regulations (CFR) §410.402 (a), Civilian Federal government employees exempt from the Fair Labor Standards Act (FLSA) are not entitled to premium pay for completing homework after normal duty hours. Employees covered by FLSA are addressed in 5 CFR 410.402(d).

**Section 3-8. General Guidelines for Graduation Day (Day 15).** Graduation will end no later than 1200 on Friday, Day 15. The uniform on graduation day is outlined in Section 2-3 above. Students should schedule return flights to depart no earlier than three hours (around 1500) after graduation. While guests are welcome on graduation day, TIGS has limited space to accommodate large numbers of people. Guests who arrive early will have Room 2410 set aside for them as a waiting area until The Inspector General's graduation remarks begin at approximately 1100 (barring any unforeseen schedule changes). At that time, faculty members will direct guests to the back of the main classroom. The graduation events will include TIG recognizing the class leadership, administering the oath to Department of the Army Inspector General Agency students, and receiving the class photograph from the class leader.

## Chapter 4

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### Standards for Dismissal

**Section 4-1. Personal Conduct.** Students who violate regulations, policies, or established discipline standards are candidates for dismissal. Likewise, students who present an overtly negative attitude, are disruptive to the class, or exhibit a lack of motivation fall into this category as well. In accordance with Army Regulation 350-1, Army Training and Leader Development, paragraph 3-15 b (1), “[n]o formal adjudication of guilt by a military or civilian court or by a commander under UCMJ, Art. 15 is necessary to support dismissal” for reasons of personal conduct. If the Commandant determines that a student’s personal conduct should result in dismissal, the Commandant will consult the DTIG. If the DTIG supports the decision, dismissal proceedings will begin immediately as outlined in Section 4-5. The student may also receive a letter of reprimand from TIG; and, if one is issued, the Commandant will forward a copy of it to the student’s gaining command.

**Section 4-2. Plagiarism.** Plagiarism is the act of presenting the ideas or exact words of another person as one’s own work. Faculty Advisors who suspect plagiarism will meet with the Dean of Academics and explain their reasoning and evidence. If the Dean of Academics supports the Faculty Advisor’s reasoning and evidence, the Dean will request from the Commandant a written directive authorizing the Dean of Academics to convene an Instructor Review Board comprising the primary instructor who is the proponent of the graded exercise and two instructors (if possible, one of these individuals will be the Faculty Advisor who suspects the plagiarism). The Dean of Academics will chair the Instructor Review Board and review the evidence. The Dean of Academics will present the Instructor Review Board’s findings in writing to the Commandant along with a recommendation. If the evidence does not support a dismissal, the Commandant has the authority to accept the board’s findings and close the case. If the situation is complex, the Commandant may opt to conduct a Commandant’s Inquiry or other form of investigation before making a final recommendation to the DTIG. If the evidence supports dismissal, the Commandant will begin dismissal proceedings as outlined in Section 4-5. The student may also receive a letter of reprimand from TIG. If TIG issues a reprimand, the Commandant will forward a copy to the student’s gaining unit or command.

**Section 4-3. Illness, Injury, or Compassionate Reasons.** Students who become ill, are injured during the course, or have a Family or other problem may require administrative dismissal. If the illness or injury requires dismissal from the course, the Commandant will release the student from the course administratively and invite that student to return at the earliest possible opportunity. The Commandant will document the reasoning behind the student’s release and notify the student’s gaining command of the dismissal. The Commandant will also address compassionate dismissals in the same manner; however, the Commandant will make the final determination with regard to compassionate dismissals after the student has presented all matters relevant to the issue. The Commandant will immediately inform the DTIG of all dismissals resulting from illness, injury, or compassionate reasons. The notification requirements outlined in Section 4-5 apply.

**Section 4-4. Academic Failure.** Under the grading policy outlined in Chapter 3, the school's supervisory chain will counsel students as follows:

- 1. First Quiz Failure:** If a student scores less than 85 percent on a quiz (8.5 points out of 10), the Dean of Academics will counsel the student in writing with the Faculty Advisor present and notify the Commandant. The primary instructor will re-train the student, and the Dean of Students or Senior Enlisted Leader will administer a re-test. The student must pass the re-test but will only receive seven points out of 10.
- 2. Second Quiz Failure:** If the student fails a second quiz, the Dean of Academics will counsel the student in writing with the Faculty Advisor present. Prior to the counseling, the Dean of Academics will inform the Commandant of the academic standing of the student and potential for success. The Commandant will brief the DTIG and recommend either a second re-test or dismissal as outlined in Chapter 4. The Dean of Academics will present the DTIG's decision to the student during the counseling. If denied a second re-test, dismissal actions will begin immediately.
- 3. Third Quiz Failure:** If the DTIG allows a student who has failed two previous quizzes to re-test a second time, and then fails that second re-test, the Dean of Academics will counsel the student in writing regarding the failure. The Commandant will notify the DTIG and immediately begin dismissal procedures as outlined in Chapter 4.
- 4. Graded Homework Failure:** Each student must achieve a GO on all graded homework exercises. If a student receives a first-time GO, he or she will receive 10 points for that exercise (see Table B). If a student receives a NO GO on a graded homework exercise, the student's Faculty Advisor will require that person to re-do the homework. The student will only receive eight points upon achieving a GO. If the student receives a second NO GO on that homework exercise, the Dean of Academics, based upon an assessment of the student's second homework submission, may or may not authorize a third-time attempt. The student will only receive seven points upon receiving a GO on the third attempt. If the Dean of Academics feels that a third-time submission would not result in significant improvement or a passing score, the Dean of Academics will notify the Commandant and recommend immediate dismissal. If the Commandant concurs with the Dean's recommendation, the Commandant will begin dismissal procedures as outlined in Chapter 4. Students who fail after a third attempt on the graded homework exercise automatically fail the course. The Commandant will immediately begin dismissal procedures as outlined in Chapter 4 and notify the DTIG. ***If a student fails to submit a homework assignment to his or her Faculty Advisor on time per the class schedule, that student will receive no more than eight points on that exercise even if he or she achieves a first-time GO. Faculty Advisors may extend homework deadlines at their discretion. Lastly, all graded homework exercises are individual efforts and not collaborative efforts. Students may discuss as a group the process associated with the exercise but not the specifics of the exercise itself. Once each student begins the homework exercise, the sharing or discussing of answers is forbidden and considered to be collaboration (see Section 4-2). Students may only discuss or ask questions about specific aspects of the exercise with their Faculty Advisors.***
- 5. Final Exam Failure:** If a student achieves less than 80 percent on the Final Exam (32 points out of 40), that student will fail the course and dismissal proceedings will begin immediately as outlined in Section 4-5. Students will not re-test the Final Exam. The Commandant will promptly contact the DTIG concerning the student's exam failure.

**Section 4-5. General Dismissal Procedures.** If the Commandant decides to dismiss a student from the course for academic failure, body-fat composition failure, personal-conduct issues, or plagiarism, dismissal procedures will begin as follows:

1. For all dismissals except for body-fat composition or academic failure, the Commandant will provide the dismissal packet to DAIG's Legal Office for a written legal review prior to the dismissal counseling. The Commandant will counsel the student in writing that the student has been dismissed from the course and the basis for that decision (the Dean of Academics will conduct the counseling in the Commandant's absence). The student must acknowledge the dismissal notification by signing the counseling statement issued by the Commandant.
2. For academic, personal-conduct, or plagiarism dismissals, the Commandant will inform the student that he or she has the right to appeal the dismissal decision to TIG. The student must indicate within two duty days whether he or she intends to appeal the dismissal action and submit any appeal matters within seven duty days of initial dismissal notification. Appeals for academic failures are for re-nomination and attendance at a future course. Students who fail to meet the Army's body-fat composition standards may not appeal the dismissal.
3. **Body-Fat Composition Failure.** If the student is a body-fat content failure, he or she will immediately meet with the Registrar following the Commandant's dismissal counseling and begin out-processing procedures. In addition to any other notifications required for general dismissal procedures, the Commandant will, for active-component Soldiers, notify in writing the first general officer in the Soldier's chain of command. For Army National Guard Soldiers or Active-Guard-Reserve (AGR) Title 32 Soldiers, the Commandant will notify in writing The Adjutant General. If in Army National Guard AGR Title 10 Soldier status, the Commandant will inform the Chief of Staff, National Guard Bureau and the first general officer in the Soldier's command. For U.S. Army Reserve Soldiers, the Commandant will notify in writing the first general officer in the Soldier's chain of command. For U.S. Army Reserve Soldiers in AGR status, the Commandant will notify Human Resource Command and the first general officer within the chain of command. For Individual Ready Reserve Soldiers, the Commandant will notify in writing the Commander, Human Resource Command. Further details appear in paragraph 3-13 e of Army Regulation 350-1.
4. The Registrar will assemble the student's administrative and academic packet for review or reference by the Commandant, DTIG, or TIG for any appeals.
5. If a student appeals a dismissal decision to TIG, the student must submit any matters supporting the appeal within seven duty days after receipt of the written notification of dismissal. The appeal should be in memorandum format through the Commandant to The Inspector General. Upon receipt of the appeal matters, the Commandant will review the matters and then provide the student's appeal packet and a written recommendation to DAIG's Legal Office. DAIG's Legal Office will review the appeal packet and the Commandant's recommendation and provide a review prior to presenting the appeal packet to TIG. Once TIG has received the Legal Office's review and a recommendation from the Commandant, TIG will make a final decision on the case. Depending on the nature and timing of the dismissal action, the student may remain actively enrolled in the course until the appeals process is complete. Students engaged in appeal actions will continue to attend class; complete all graded course work; and, if necessary, attend graduation. However, the Commandant will withhold the student's certificate of training and other documents pending the outcome of the appeal action. Students, particularly those who fail the Final Exam on Day 15, will continue on to their gaining units or enter a different status based upon guidance from Human Resources Command. In some circumstances,



students may also be held over at Fort Belvoir following graduation until TIG decides their appeals. All appeal actions will become part of the student's academic file.

6. If the student does not appeal – or if TIG upholds the dismissal decision on appeal – that student will immediately meet with the Registrar and begin out-processing procedures.

7. The Commandant will notify the dismissed student's permanent or gaining unit in writing of the dismissal, the basis for the decision, and the results of any appellate actions.

8. After the student out-processes and departs from the school, and upon receipt of any final decision of the dismissal case, the Registrar will make an appropriate entry into the Army Training Requirements and Resources System (ATRRS) within two duty days of the approval to dismiss the student. If a uniformed Army student, the Registrar will contact Human Resources Command immediately by phone or email to ensure that the dismissed Soldier has a proper follow-on assignment.

9. If the dismissed student is an active-Army NCO, the Commandant will report the student's dismissal to the Commanding General, Human Resources Command, ATTN: HRC-EPF-S, 1600 Spearhead Division Avenue, Fort Knox, Kentucky 40121. The Commandant will provide the Commanding General, Human Resources Command, with the student's full name and current grade, Department of Defense (DoD) number, date of dismissal, complete address of the student's unit of assignment, and a brief synopsis of the reason for dismissal.

10. If the dismissed student is a member of the Army National Guard on AGR Title 32 status, the Commandant will report the student's dismissal to the Director, Army National Guard, and the appropriate State Adjutant General (TAG) for all other Army National Guard Soldiers (see paragraph 3-15 I of Army Regulation 350-1).

11. If the dismissed student is a USAR Soldier in active-duty-for-training (ADT) or AGR status, the Commandant will report the student's dismissal to the appropriate convening / promotion authority for troop program unit (TPU) Soldiers.

## Chapter 5

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### Student Support

**Section 5-1. Student Support.** The Student Support Center is in Room 2305-2. Hours are generally from 0730 to 1630. The center has a digital sender, a printer / copier, and one telephone for student use. Students may also use the kitchenette located in the foyer outside Room 2403. This kitchenette features two microwave ovens and a sink with storage space for making coffee. Students who use the coffee pot must clean the pot after each use. Room 2410 is generally open from 0730 to 1630 and contains a printer for student use; see a faculty member if the door is closed but access is required. Additionally, the Student Lounge, Room 2503-1, also contains a digital sender / printer / copier, a microwave, two pod-type coffee makers, tables with chairs, TV, a refrigerator, and shelves for cellphone storage. **Students may use the refrigerator to store food and drinks but must remove all food and beverage items at the conclusion of the course. Students may use the IGMET Wi-Fi to complete homework.** Keep in mind that the IGMET Wi-Fi only works with issued laptops. The following information applies to telephone calls:

1. For official calls from the Student Support Center, dial 99 for off-post or 94 for DSN access. Continue dialing the complete 10-digit number; do not wait for a second dial tone.
2. If someone needs to contact a student during class, that person may phone the school at commercial (703) 805-3900 or DSN 655-3900. In an emergency, the Registrar will bring the message to the student; otherwise, the Registrar will distribute the message through the student leadership.

**Section 5-2. Lunch.** Students can buy lunch at several places on post. If students have a vehicle, they can use the Post Exchange food court, the eateries on Main (12th) Street, the golf course clubhouse, or one of several other eating establishments on post. Students who bring their lunches may store them in the refrigerator in the Student Lounge in Room 2503-1. Students attending the Advanced Course will have working lunches on Days One through Four. Advanced Course students must bring their own lunches each day because Fort Belvoir no longer has eating establishments that deliver.

**Section 5-3. Parking.** Student parking for TIGS is directly behind Humphreys Hall, Building 247, in the large parking lot between Kuhn Road and Gaillard Road. If you are staying in Holiday Inn Express lodging (Knadle Hall), please park in the Holiday Inn Express parking lot.

**Section 5-4. Safety.** In the event of a fire alarm, all students will exit the building using the outside door leading to the fire escape in Room 2403 or Room 2410. Students may also exit the building using the closest stairwell. Do not use the elevator. All TIGS students will rally at the covered picnic tables on the other side of Gaillard Road closest to Knadle Hall (IHG). Regardless of a student's location when the fire alarm sounds, the student will still rally at the covered picnic tables for accountability purposes. In the event of a hurricane or tornado, all students will shelter in place at the direction of the faculty members. If an active-shooter situation occurs, faculty members will instruct the students to shelter in place inside a barricaded room. A faculty member will contact emergency services immediately for assistance.

## Chapter 6

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### Fort Belvoir Information

#### **Section 6-1. Medical, Dental, and Police Services.**

1. The Alexander T. Augusta Military Medical Center (ATAMMC) is located on Belvoir Road near Pence Gate. The hospital's specific address is 9300 DeWitt Loop, Fort Belvoir, Virginia 22060. The Emergency Room is open 24 hours a day. The phone number to the Emergency Room is (571) 231-3162 / 3126 / 3124.

a. Sick Call is for Active-Duty service members seeking care for acute medical concerns (conditions occurring or exacerbated within the last 72 hours and preventing the service member from conducting physical training and / or reporting to and executing duty).

b. Service members will arrive in uniform (UOD or PT) to Eagle Pavilion, 1<sup>st</sup> Floor, 2<sup>nd</sup> reception desk.

c. Check-in is from 0630-0730 on regular duty days, excluding weekends, Federal Holidays, and das with morning clinic closure (weather delay / cancelation).

d. Patients are triaged by a medic / corpsman, and acute concerns will be evaluated in order of urgency.

e. Appointments start at 0730 and will be in order of severity / urgency.

2. Logan Dental Clinic is located at 9225 Doerr Road, Building 1220. The clinic holds Dental Sick Call for military members on Monday through Friday from 0730 to 0800. The phone number is (571) 231-6004 / 6005 / 6006. In case of a dental emergency, go directly to the ATAMMC emergency room.

3. For fire emergencies, call 911 or (703) 806-6911.

4. For police emergencies on post, call 911 or (703) 806-4279 / 4277.

**Section 6-2. Running on Post.** Fort Belvoir policy directs that individual runners and joggers will wear reflective belts at all times. Headphones or earphones will not be worn with the Physical Fitness Uniform (IPFU) or, when not wearing the IPFU, in close proximity to traffic or when crossing the roadways.

**Section 6-3. Fitness Centers.** Fort Belvoir has three fitness centers and a 25-yard indoor pool at this time. Locations and times (subject to change) are listed below:

Body Shop Fitness Center\*: 5960 12th Street, Building 1023, (703) 806-4430 / 4647  
Hours: Monday - Friday: 0500-1900; Saturday - Sunday: 0700-1200; closed on Federal holidays.

Graves Fitness Center\*: 2116 Abbott Road, Building 2116, (703) 806-5368

Hours: Monday - Friday: 0500-1900; closed on Saturday, Sunday, and holidays.

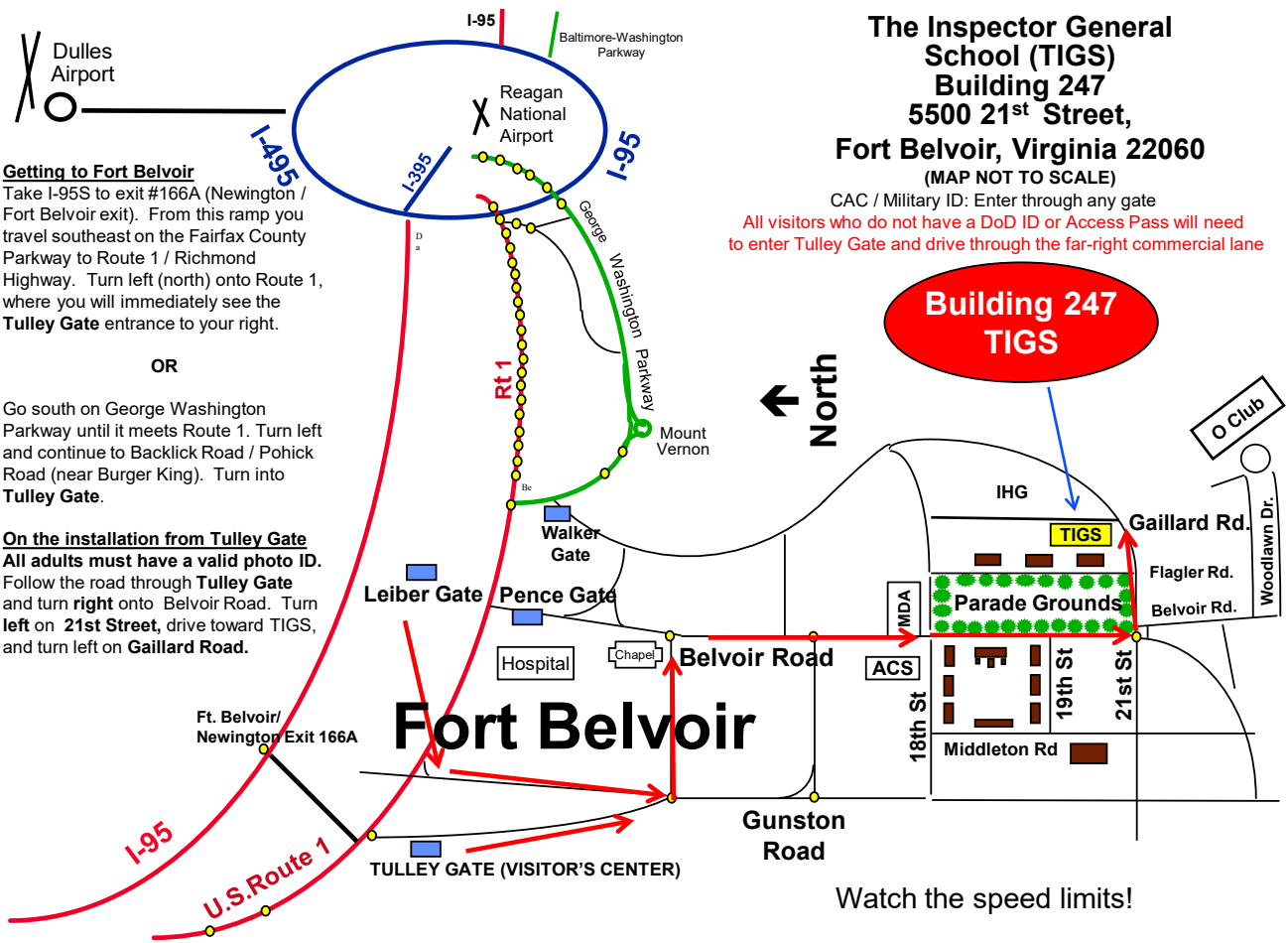
Specker Human Performance Center (SHPC): 1182 12th Street, (703) 806-4430  
Hours: Monday - Friday: 0500-1900; Saturday and Sunday: 0700-1200; closed on Federal holidays.

Benyaurd Indoor Pool: 10051 Gay Road, Building 182, (703) 805-2620  
Hours: Monday, Tuesday, and Thursday: 0600-1300; Closed Wednesday and Friday-Sunday, and all Federal Holidays. Lap swim only, and patrons must pay \$8 per visit or purchase a pass.

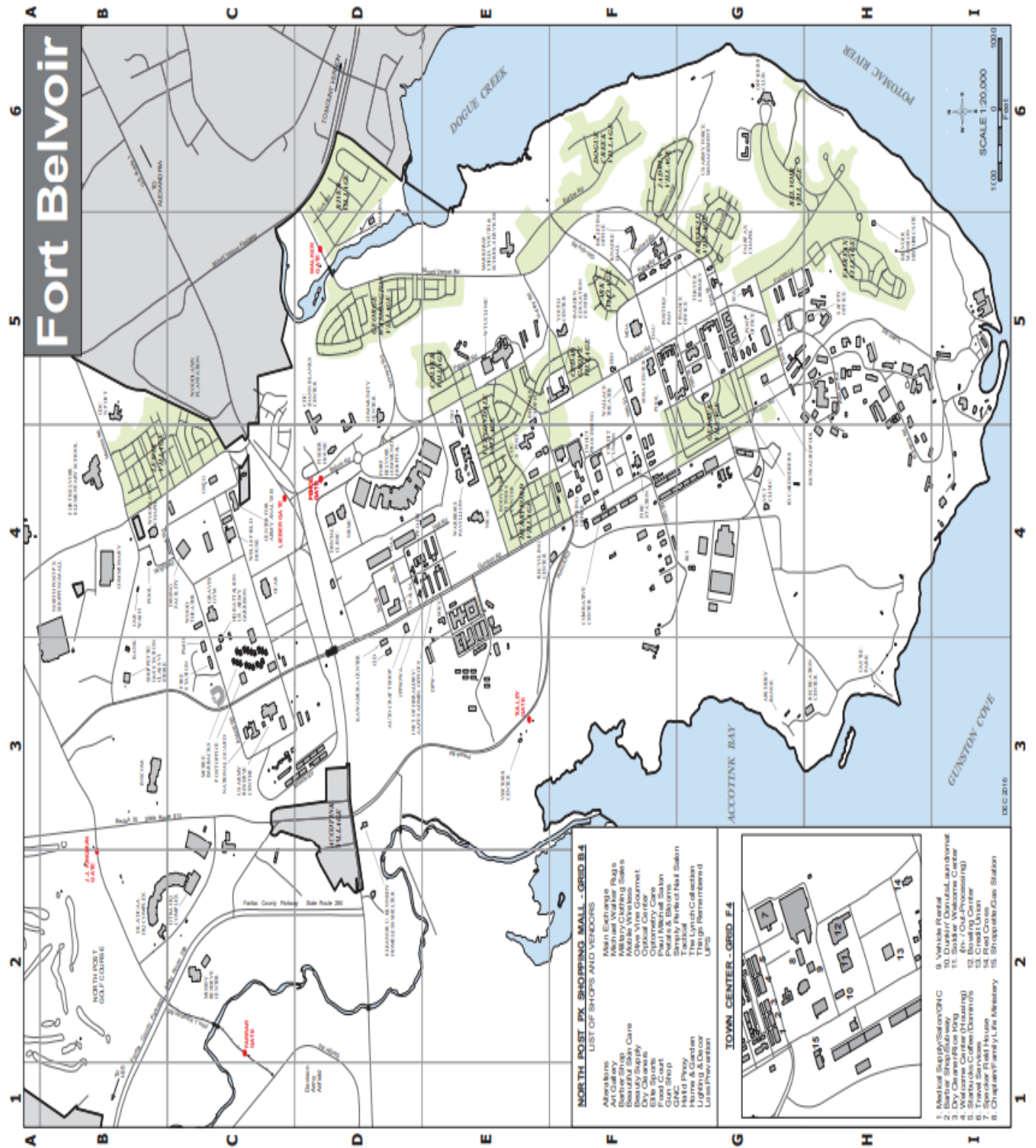
\* The Body Shop and Graves Fitness Center are accessible 24 hours per day, seven (7) days per week with a registered ID card. To register an ID card, visit Specker Field House.

For the most up-to-date information regarding fitness facilities, including operating hours and Health Protection Conditions, visit <https://belvoir.armymwr.com/programs/fitness-facilities>.

**Section 6-4. Additional Fort Belvoir Information.** The following website -- <https://home.army.mil/belvoir/index.php> -- provides additional information about Fort Belvoir, including a map of the installation and gate hours. A basic strip map depicting how to get to Fort Belvoir from Reagan National Airport appears below, followed by a map of the entire installation.



**Figure 2**  
**Strip Map of Fort Belvoir**



**Figure 3**  
**Street Map of Fort Belvoir**

**Gate Opening and Closures:**

**Lieber Gate:** Open 24 / 7.

**Tulley Gate:** Open 0600–1800 daily.

**Visitors Center at Tulley Gate:** Open Monday – Friday, 0600–1800; closed on weekends and holidays.

**J.J. Kingman Gate:** Open Monday – Friday, 0600–0900 for ingress and 1500–1800 for egress; closed on weekends and holidays.

**Pence Gate:** Closed.

**Telegraph Gate:** Closed.

**Walker Gate:** Closed.

Please note that gate hours are subject to change without notice. To stay informed about Installation Gate Access and to receive timely updates, download the Digital Garrison App. You can find the DG app in the Apple Store or on Google Play.

## Chapter 7

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### IG Advanced Course Information

**Section 7-1. The IG Advanced Course.** The IG Advanced Course is a five-day resident course designed to enhance the skills of experienced, serving IGs in selected aspects of Inspections, Assistance, and Investigations and to teach strategies to improve writing and critical thinking. TIGS will conduct three IG Advanced Courses per year: one in April and two in October. Graduates will receive a Certificate of Training upon successful completion of the course.

**Section 7-2. Course Frequency and Attendance Criteria.** Each IG Advanced Course will seat a maximum of 50 students: 26 Civilian IGs and 24 military IGs. While not a certification event, Civilian IGs in the 1801 series who are serving for five or more years must attend the IG Advanced Course as part of the Inspector General Functional Community. Additionally, Civilian IGs serving in IG or Assistant IG positions who are not part of the 1801 series will also attend the Advanced Course. This time requirement is flexible based upon available Civilian seats; however, TIG is the exception authority for Civilians wanting to forgo attendance completely. Military IGs should have at least one year of IG experience before attending, but the TIGS Commandant may waive this time requirement.

**Section 7-3. Requesting Advanced Course Attendance.** Military IGs will be seated at the discretion of the component based on available quotas. Civilian attendance will usually be on a first come-first served basis; however, TIGS's Registrar, in coordination with DAIG's Functional Community Manager, can prioritize seating to those at or beyond the five-year requirement.

1. **Civilian Registration (All Components).** Civilian IGs, after obtaining permission from their Command IGs, may register directly with TIGS for a seat in any course by contacting the school's Registrar (703-805-3900). Commands will fund the travel and per diem for this training unless otherwise coordinated with the Functional Community Manager or TIGS.

2. **Military Registration.** Command IGs must approve attendance for one of their military members to attend the Advanced Course. Command IGs will use the following procedures to request a seat:

- (a) **ARNG AGR / M-DAY:** The unit training manager will submit an "A1" request via ATRRS using the "NB" quota source. The National Guard Bureau will receive the application and place the Soldier in a class seat.
- (b) **USAR AGR / TPU:** The unit training manager will submit an "A1" request via ATRRS using the "TU" quota source. The U.S. Army Reserve Command will receive the application and place the Soldier in a class seat.
- (c) **REGULAR ARMY:**
  - (1) For Regular Army officers, the unit training manager will request an "A1" application in ATRRS and use the "WA" quota source on that application. Human Resources Command (HRC) will receive the request and place the Soldier in a class seat.



- (2) For Regular Army NCOs, the unit training manager will request an "A1" application in ATRRS and use the "WD" quota source on that application. HRC will receive the request and place the Soldier in a class seat. To track the request, please follow-up with a phone call to the Inspector General NCO Branch at HRC at (502) 613-5099.

**Section 7-4. Academic Requirements.** Students will complete three take-home graded homework exercises, which are an individual effort. The instructors will grade them on a GO and NO GO basis with a plus (+) or minus (-) to distinguish higher and lower quality products. Only students who fail to submit a graded homework exercise will receive a NO GO. The preponderance of pluses and minuses will determine each student's final course grade of GO+, GO, or GO-. A student who receives one score of each will receive a GO for the course. The grading scheme for each graded homework exercise appears in the Evaluation Grading Matrix below:

**Evaluation Grading Matrix**

Evaluation Subject	Excellent	Very Good	Marginal
Inspections	GO+	GO	GO-
Assistance	GO+	GO	GO-
Investigations	GO+	GO	GO-

Students will submit their completed homework exercise by 0800 on Days Three, Four, and Five. On Day Five, scores will be posted after TIG's or DTIG's remarks.

**Section 7-5. Academic Performance Reports.** Shortly after completion of the course, the Commandant will email an academic performance report to each Command IG who had a student in attendance. At a minimum, the report will include the student's scores on each graded event. In selected instances, the Commandant will provide narrative feedback for students who struggled with the course to provide some insight into that IG's particular weaknesses.

**Section 7-6. Standards for Dismissal.** The dismissal standards for the Advanced Course are the same as those standards for the Basic Course outlined in Chapter 4 of this handbook. Areas that are unique to the Basic Course, such as standards related to the quizzes and the Final Exam, do not apply to the Advanced Course. **The same prohibition against using material from previous courses outlined in Section 3-6 applies to the Advanced Course as well.**