

Course Description

This course is designed to prepare Department of the Navy (DON) Inspector General (IG) personnel and others, as assigned, to conduct IG investigations.

The course materials include:

(1) **Online Training** available on Navy Knowledge Online in the e-Learning environment. The course is entitled, Naval Inspector General Investigations: The Basics. Navy IG personnel are required to complete the online training prior to attending the classroom Investigation Course. The online training is an “executive summary” of the Investigation Guide and includes sample documents such as an Investigation Report and Investigation Plan, which can be downloaded and edited in Microsoft Word or viewed in PDF format.

(2) **IG Investigations Training Manual**, which is comprised of the:

a. **IG Investigation Slide Presentations**

b. **Investigation Guide**, which is the text used during the class.

(3) **IG Investigations Workbook**, which includes the case study and additional exercises designed to reinforce the material presented in class.

These materials provide you with a basic “tool box” for use when conducting investigations. The Guide and Workbook may change before each scheduled course to incorporate changes or supplemental material. Although not included in your course materials, the **Naval Inspector General’s Investigations Manual** is the principal policy document. The materials discussed above supplement the Manual and do not replace or modify any policy with the exception of the Investigation Report format and any changes to procedures noted in SECNAVINST 5370.5B, Navy Hotline Program.

Course Length

The online training is a two-hour training course, which each student is required to complete prior to attending the 5-day Naval Inspector General Investigation course presented in a classroom setting.

Course Objectives

After completing this course, you should have the tools necessary to conduct a comprehensive investigation applying the four standards for conduct of investigations: timeliness, independence, completeness, and accountability.

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