

## IG INTERVIEWING FOR FRAUD; AUDITORS, INSPECTORS, AND EVALUATORS (IG-IFA)

Who Should Attend- Federal, state/local and military IG auditors, analysts, evaluators, fraud examiners and inspectors.

“... awesome training for any professional who conducts interviews to solicit information. I can take what I learned here and apply immediately to my daily audit activities. Highly recommended for all auditors.”

**What You Will Learn** – How to conduct more effective interviews, and obtain information that can assist in preventing and detecting fraud, including how to:

- Assess verbal and non-verbal behavior.
- Utilize non-confrontational interview techniques.
- Identify indicators of potential fraud and analyze fraud vulnerabilities.

**Program length-** 3 days

## HOTLINE OPERATOR TRAINING PROGRAM (HOTP)

**Who Should Attend** – Anyone responsible for responding to electronic or telephonic hotline complaints.

“Great for new and seasoned operators.”

**What You Will Learn** – How to collect critical information from those making telephone or electronic complaints. Through facilitated group activities and scenario-based exercises, you will gain competence and confidence in fielding complaints. Specific topics include:

- Call strategies and report writing
- Best practices
- Confidentiality and whistleblower issues
- Stress management
- How to handle hostile and threatening callers

**Program Length** – 4 days

## EMERGENCY MEDICAL RESPONSE TRAINING WORKSHOP (EMRT)

**Who Should Attend** – Any IG personnel.

**What You Will Learn**- This three-day workshop is tailored to meet the emergency medicine needs within the Office of the Inspectors General (OIG) community. The goal of this program is to provide standardized medical care through a balance of training, techniques, strategies, protocols, and equipment. Attendees will become proficient in the delivery of medical care in support of their respective functions. The course will consist of classroom training for the first two days, followed by a final day of practical application skills assessment in a team environment. Each student will receive an Individual First-Aid Kit (IFAK) upon completion of the program. This training will provide easy to learn, simple interventions that incorporate good tactics with initial lifesaving care. Topics include:

- Cardiopulmonary Resuscitation (CPR) training.
- Automated External Defibrillator (AED) training.

**Program length-** 3 days

## ESSENTIALS OF IG INVESTIGATIONS (EIGI)

**Who Should Attend** – IG personnel who conduct civil and/ or administrative investigations, or who support criminal investigations, including general investigators, auditors, attorneys, analysts, evaluators, inspectors, hotline operators, and investigative research specialists.

“The best training I have ever attended.... All instructors were highly knowledgeable and professional.”

**What You Will Learn** – Basic criminal, civil, and administrative investigative techniques, legal concepts and procedures, and fraud schemes typically 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.

**Program length** – 2 weeks

## ADJUNCT INSTRUCTOR TRAINING PROGRAM (AITP)

**Who Should Attend** – IG Professionals and other personnel who provide instructional support to programs delivered by the CIGIE Training Institute. On a space-available basis, personnel from CIGIE and non-CIGIE member agencies that do not support the Training Institute.

“Best instructor course I have ever attended.”

“This is by far the best class I’ve been to in several years, possibly in my career.”

**What You Will Learn** – How to effectively develop and deliver training presentations, improving communication skills, offering effective feedback, managing classrooms and facilitating a student-centered learning approach. Topics covered include:

- Professional Standards for Adjunct Instructors
- Delivering Effective Presentations
- Student-Centered Learning Principles and Techniques
- Facilitation Learning Principles and Techniques
- Classroom Management Learning Principles and Techniques
- Instructional Systems Design and Evaluating Training

**Program Length** – 4 days



## Inspector General Criminal Investigator Academy

[www.ignet.gov](http://www.ignet.gov)

Enroll today by contacting the Registrar at [Registrar@cigie.gov](mailto:Registrar@cigie.gov) or (202) 292-2585

# The Inspector General Criminal Investigator Academy (IGCIA)

provides mission-critical training necessary to conduct effective IG investigations. IGCIA programs are developed and continually updated by experienced IG criminal investigators and other subject matter experts, and delivered by an esteemed group of guest faculty. The IGCIA provides IG-specific investigative training that directly impacts your job performance, and the rare opportunity to network with and learn from your peers working IG investigations.

We train those who protect our nation's taxpayers from fraud, waste, and abuse.  
[www.ignet.gov/igcia](http://www.ignet.gov/igcia)

## ADVANCED INTERVIEWING FOR IG INVESTIGATORS (AIIGI)

**Who Should Attend** - IG Investigators

*"I never imagined I could learn so much great information in such a short period of time"*

**What You Will Learn** - Advanced law enforcement interviewing techniques that are most effective when conducting the types of interviews common in the IG community. Through case studies and practical application, learn how to:

- Better elicit truthful information from witnesses, and truthful and complete admissions and confessions from suspects.
- Effectively plan law enforcement interviews, develop active rapport, establish and maintain control of interviews, and handle denials.
- Successfully identify and analyze physical and verbal behaviors.

**Program length** - 3 ½ days

## PUBLIC CORRUPTION INVESTIGATIONS TRAINING PROGRAM (PCITP)

**Who Should Attend** - IG investigators and others who support public corruption investigations. Completion of this program satisfies your annual ethics training requirement.

*"...an excellent example of learning through a real-life case that was highly effective."*

**What You Will Learn**- The fundamentals, techniques, legal issues, and best practices of working several types of internal and public corruption investigations, via case studies and the discussion of lessons learned. Experienced criminal investigators, Department of Justice trial attorneys, an accomplished defense attorney, Office of Government Ethics (OGE) personnel, and senior executives from the IG community share their expertise and provide instruction.

**Program length** - 3 days

## UNDERCOVER INVESTIGATIONS TRAINING PROGRAM (UITP)

**Who Should Attend** - Criminal investigators with minimal or no experience as an undercover agent

*"I am excited about my job again after this course! It helped develop my skill set for interviewing, rapport building, and surveillance."*

**What You Will Learn** - The fundamentals and skills required to safely conduct short-term undercover operations. Gain competence and confidence in realistic and IG-specific training scenarios, including instruction on the best use of:

- Aliases, cover stories, backstopping and street theater.
- Elicitation and counter-elicitation techniques.
- Informants and store-front operations.
- Covert electronic surveillance equipment.

**Program length**- 2 weeks

## UNDERCOVER OPERATIONS FOR OIG MANAGERS (UCOM)

**Who Should Attend**- Anyone responsible for managing IG investigations.

*"I am going to recommend that all our SACs attend this training."*

**What You Will Learn** - Specific information needed to effectively assess, plan, and safely manage undercover operations in accordance with the Attorney General and CIGIE guidelines, through discussion and in-class exercises focused upon:

- Important legal concerns and best practices in undercover investigations.
- Critical guidance on and pitfalls of backstopping, handling informants, and storefront operations.
- Fundamentals of planning, technique equipment, and financial management.

**Program length**- 2 days

## PERIODIC LEGAL REFRESHER TRAINING PROGRAM (PLRTP)

**Who Should Attend**- Experienced IG investigators due for a legal update (as recommended in the CIGIE Quality Standards for Investigations every 3 years). This program satisfies the "periodic refresher" legal training requirements specified in the Attorney General Guidelines for OIGs with Statutory Law Enforcement Authority.

*"Of my 19 years of law enforcement experience ... this was the best, most engaging, and most informative training I have ever received."*

**What You Will Learn** - IG-specific instruction on the most important legal issues related to investigations and trial, as well as updates on relevant 4th amendment and federal criminal and civil case law. Instructors include a federal judge, Assistant US Attorneys, a defense attorney, OIG counsels, DOJ trial attorneys, and others who share best practices on:

- Law enforcement interviews and trial testimony.
- Collecting electronic evidence and important Discovery issues.
- Parallel proceedings, Civil False Claims Act, Qui Tams, and Program Fraud Civil Remedies Act.
- Administrative investigations, hearings, and personnel actions.

**Program length** - 3 days

## IG INVESTIGATOR TRAINING PROGRAM (IGITP)

**Who Should Attend** - Newly hired IG Criminal Investigators within their first few years of OIG employment.

*"...without question enhanced my skill and knowledge regarding interviewing, situational awareness and my knowledge of OIG purpose, mission, and legislative authority."*

**What You Will Learn** - The skills and knowledge needed to conduct IG investigations. Through facilitated group activities, case studies, and numerous scenario-based exercises, you will gain competence and confidence in interviewing, defensive tactics, firearms, and other investigative skills. Specific topics include:

- The IG Act of 1978 and the CIGIE Quality Standards for Investigations
- Program, grant, and contract fraud cases
- Employee misconduct cases
- IG subpoenas
- Search warrants
- Agent liability
- Surveillance

**Program Length** - 17 days

## TRANSITIONAL TRAINING PROGRAM (TTP)

**Who Should Attend**- Experienced criminal investigators who have recently transitioned to the Inspector General (IG) community, ideally within 3-6 months of OIG employment.

*"This was very informative and has motivated me in my IG career transition."*

**What You Will Learn**- The unique authorities, types of investigations, and legal issues that are essential for IG investigators to be effective, including the following:

- The IG community's important role, mission, and authorities; the Inspector General Act of 1978 as amended; and the CIGIE Quality Standards for Investigations.
- IG-specific legal issues and investigative topics unique to the IG community, such as IG subpoenas; contract, grant and program fraud; employee misconduct; civil and administrative remedies; and suspension and debarment

**Program length**- 4 days

## INVESTIGATIVE WRITING TRAINING PROGRAM (IWTP)

**Who Should Attend** - IG Investigators and others responsible for preparing investigative reports, briefings, and affidavits.

**What You Will Learn** - The fundamental skills needed to write clear, concise, and effective investigative documents. During this program, students will write:

- An interview report
- A search warrant affidavit
- A briefing document
- A report of investigation

**Program Length** - 3 days

## CONTRACT AND GRANT FRAUD TRAINING PROGRAM (CGFTP)

**Who Should Attend** - IG investigators, auditors, evaluators, inspectors, analysts, attorneys, and contracting officers engaged in the oversight or administration of government contracts and grants.

*"Great information that I want to take back and utilize at my agency."*

**What You Will Learn** - The contract and grant processes, including governing laws and regulations, similarities and differences between grants and contracts, and the people involved in the processes. This program focuses on proactive efforts to prevent and detect fraud, "red flag" fraud indicators and schemes, effective coordination of remedies, and cooperation among various disciplines within the IG community (i.e., investigations staff and audits, inspections, and evaluations staff). Topics include:

- Funding sources, solicitation methods, contract types, and administrative internal controls.
- Types of federal grants, requirements and regulations, grantee responsibilities, obligations and accountability.
- Roles and responsibilities of program managers, contracting officers, COTRs, auditors, agency counsel, grant management specialists and others involved in the contracting and grant processes.
- Indicators of fraud, including conflict of interest, bribery and kickbacks, product and personnel substitution, cost mischarging, defective pricing, antitrust violations, set aside schemes, double billing, misappropriation of funds and money laundering.

**Program Length** - 4 days

## IG IN-SERVICE TRAINING PROGRAM (IG-ISTP)

**Who Should Attend** - IG Investigators due for periodic refresher training as recommended in the CIGIE Quality Standards for Investigations and Attorney General Guidelines for IGs with Law Enforcement Authority.

**What You Will Learn** - Instruction covering topical areas for periodic training suggested in the CIGIE Quality Standards for Investigations and Attorney General Guidelines for IGs with Law Enforcement Authority including:

- Legal Updates
- Interviewing
- Defensive Tactics
- Arrest Techniques
- Use of Force
- Tactical Medicine
- Aircraft Countermeasures/Flying While Armed
- Lifestyle/Stress Management

**Program Length** - 4 days