

FACILITATOR AND ADJUNCT INSTRUCTOR HANDBOOK

March 2020



**Inspector General Criminal Investigator Academy
Glynco, GA**

**INSPECTOR GENERAL CRIMINAL INVESTIGATOR ACADEMY (IGCIA)
Facilitator and Adjunct Instructor Handbook**

Table of Contents - 1

CIGIE Mission & Organization - 2

IGCIA Vision, Mission, Goals & History - 3

CIGIE and IGCIA Organizational Structure - 4

IGCIA Facilitator Program - 5

IGCIA Adjunct Instructor Program - 6

IGCIA Code of Conduct - 8

IGCIA Security Rules, Regulations and Procedures - 9

Program Goals and Objectives – 10

Handbook Receipt – 11

Executive Director Signature - 12

CIGIE Mission and Organization

The Council of Inspectors General on Integrity and Efficiency (CIGIE) was statutorily established as an independent entity within the executive branch by the "The Inspector General Reform Act of 2008," P.L. 110-409 to:

- Address integrity, economy, and effectiveness issues that transcend individual Government agencies; and
- Increase the professionalism and effectiveness of personnel by developing policies, standards, and approaches to aid in the establishment of a well-trained and highly skilled workforce in the offices of the Inspectors General.

To accomplish its mission, the CIGIE:

- Continually identify, review, and discuss areas of weakness and vulnerability in Federal programs and operations with respect to fraud, waste, and abuse;
- Develop plans for coordinated, Governmentwide activities that address these problems and promote economy and efficiency in Federal programs and operations, including interagency and inter-entity audit, investigation, inspection, and evaluation programs and projects to deal efficiently and effectively with those problems concerning fraud and waste that exceed the capability or jurisdiction of an individual agency or entity;
- Develop policies that will aid in the maintenance of a corps of well-trained and highly skilled Office of Inspector General personnel;
- Maintain an Internet website and other electronic systems for the benefit of all Inspectors General;
- Maintain one or more academies as the Council considers desirable for the professional training of auditors, investigators, inspectors, evaluators, and other personnel of the various offices of Inspector General;
- Submit recommendations of individuals to the appropriate appointing authority for any appointment to an office of Inspector General described under subsection (b)(1)(A) or (B);
- Make such reports to Congress as the Chairperson determines are necessary or appropriate; and
- Perform other duties within the authority and jurisdiction of the Council, as appropriate.

The CIGIE is comprised of all Inspectors General whose offices are established under section 2 or section 8G of the Inspector General Act of 1978 (5 U.S.C. App.), those that are Presidentially-appointed/Senate Confirmed and those that are appointed by agency heads (designated federal entities). The Deputy Director for Management of the Office of Management and Budget is the Executive Chair of the Council. The Chair of the Council is elected by the Council members to serve a two year term. The Chair appoints a Vice Chair from other than the category from which the Chair was elected. Other statutory members of the CIGIE include: the Inspectors General of the Office of the Director of National Intelligence and the Central Intelligence Agency, the Controller of the Office of Federal Financial Management, a senior level official of the Federal Bureau of Investigation designated by the Director of the Federal Bureau of Investigation, Director of the Office of Government Ethics, Special Counsel of the Office of Special Counsel, the Deputy Director of the Office of Personnel Management, the Inspectors General of the Library of Congress, Capitol Police, Government Printing Office, Government Accountability Office, and the Architect of the Capitol.

Prior to the establishment of the CIGIE, the Federal Inspectors General operated under the auspices of two councils, The President's Council on Integrity and Efficiency (PCIE) and the Executive Council on Integrity and Efficiency (ECIE) from the time they were established by Executive Order 12805, May 11, 1992 until the signing of P.L. 110-409.

IGCIA Vision, Mission, Goals and History

Vision

To improve integrity, accountability and excellence in Government.

Mission

We train those who protect our nation's taxpayers from fraud, waste and abuse.

Goals

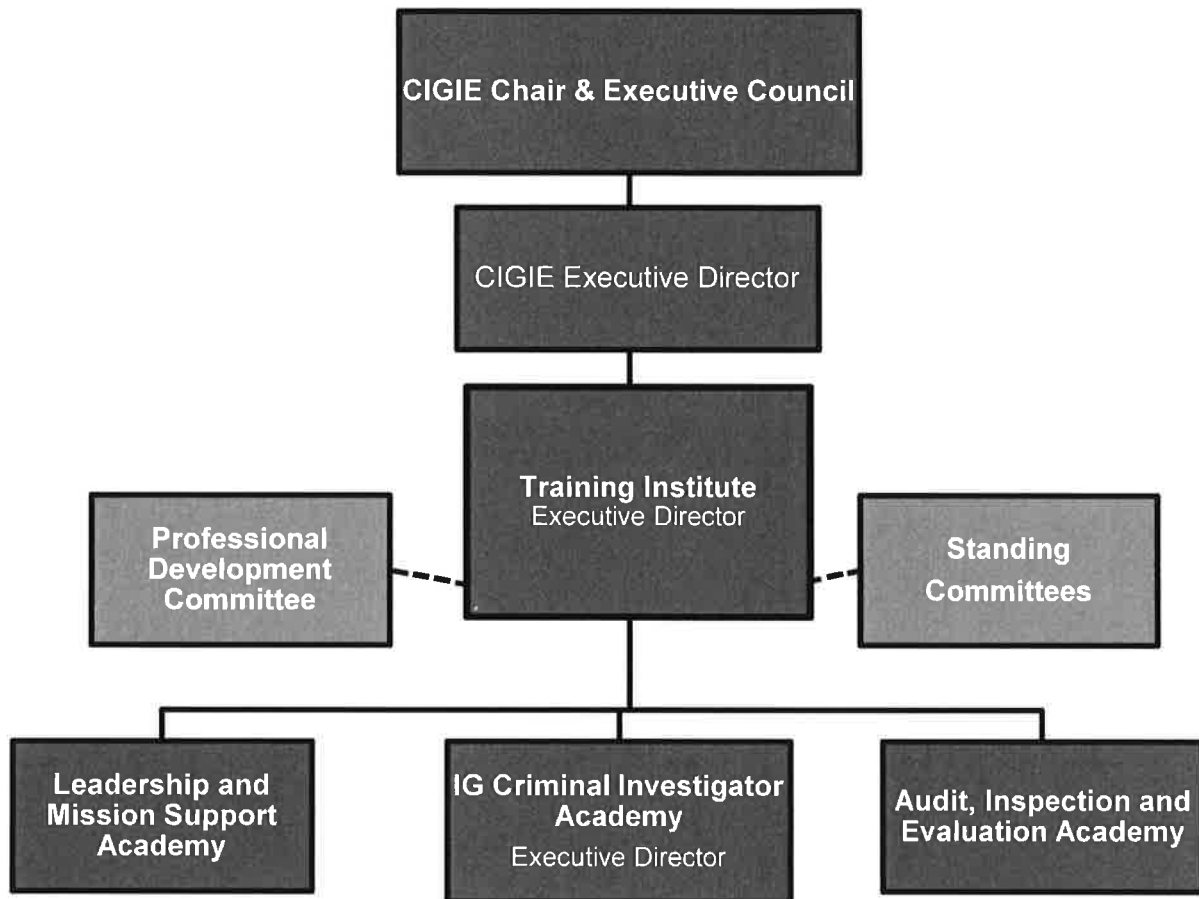
1. Develop and deliver quality, timely and cost-effective training that enables our partners to accomplish their missions.
2. Provide on-site representation and liaison to the Federal Law Enforcement Training Center on behalf of the OIG community.

History of the IG Academy

The Inspector General Criminal Investigator Academy (IGCIA) was officially established at the Federal Law Enforcement Training Center (FLETC), Glynco, Georgia in February 1994 per a Memorandum of Understanding (MOU) between the FLETC and the President's Council on Integrity and Efficiency (PCIE). The MOU acknowledged "the significant benefits of efficiency and effectiveness which are derived from a consolidated approach to training." In November 2000, The IGCIA was established in Public Law 106-422 "for the purpose of performing investigator training services for offices of inspectors general created under the Inspector General Act of 1978."

The Inspector General Reform Act of 2008 combined the two existing IG councils, the PCIE and the Executive Council on Integrity and Efficiency, into one statutory Council of IGs on Integrity and Efficiency (CIGIE) to be chaired by an IG. The mission of the CIGIE is to address integrity, economy and effectiveness issues that transcend individual agencies, and to increase the professionalism and effectiveness of IG personnel by maintaining one or more training academies. The CIGIE has established a Training Institute to further the CIGIE mission. The IGCIA is one of three academies within the CIGIE Training Institute.

CIGIE and IGCIA Organizational Structure



IGCIA Facilitator Program

Overview

The Inspector General Criminal Investigator Academy (IGCIA) uses experienced Special Agents (GS-1811 Criminal Investigators) from the federal Inspector General (IG) community to serve as Facilitators in IGCIA training programs, specifically the IG Investigator Training Program (IGITP), Essentials of Inspector General Investigations (EIGI), Undercover Investigations Training Program (UCITP), and Advanced Interviewing for IG Investigators (AIIIGI). The IGCIA also uses experienced IG professionals from various backgrounds to serve as Facilitators in the Hotline Operator Training Program (HOTP).

Because the IG community is very diverse, the IGCIA seeks a blend of experienced Special Agents from multiple different agencies to serve as Facilitators. Facilitators augment the IGCIA staff by mentoring and coaching students in interactive training exercises. This experience has proven beneficial to students, Facilitators, IGCIA staff, and the training programs themselves. The Facilitator program also provides excellent developmental opportunities for Special Agents, particularly those interested in supervisory and management positions. The IGCIA pays all related travel expenses.

Eligibility

Consistent with IGCIA eligibility standards, Facilitators should have five or more years of criminal investigator experience and/or an advanced degree that focuses on the specific subject-matter being taught. Specialized experience or expertise may substitute for an advanced degree. (IGCIA-17: Requirements for Training Staff and Instructors)

Exceptions to these requirements will be considered upon request, but can be waived only by IGCIA Executive Director. Further, eligibility for HOTP Facilitators differs from other IGCIA programs. For information about the HOTP, please review the IGCIA website or contact the Program Manager. The IGCIA website (<http://www.ignet.gov/igcia/index.htm>) provides additional program information and staff contact information.

IGCIA Adjunct Instructor Program

Overview

The Inspector General Criminal Investigator Academy (IGCIA) uses experienced professionals throughout federal, state and local government to serve as Adjunct Instructors in IGCIA training programs. Generally, Adjunct Instructors are employed full-time as Special Agents (GS-1811 Criminal Investigators), Assistant United States Attorneys (AUSAs), Trial Attorneys with the U.S. Department of Justice (DOJ), and Counsels or Assistant Counsels to Inspectors General. However, since each program is unique, Adjunct Instructors often include professionals from other career fields (e.g., auditing, suspension and debarment, inspection, evaluation, etc.).

Because the IG community is a diverse community with diverse missions, the IGCIA seeks a blend of experienced federal, state, and local agencies to serve as Adjunct Instructors. Adjunct Instructors augment the IGCIA staff by teaching courses in specialized subjects (e.g., contract fraud, grant fraud, suspension and debarment, administrative hearings, etc.). Further, it is not uncommon for a particularly accomplished Adjunct Instructor to later serve as a Facilitators during other iterations of programs offered by the IGCIA. The IGCIA pays all related travel expenses for Adjunct Instructors.

Eligibility

Consistent with IGCIA eligibility standards, Adjunct Instructors should have five or more years of criminal investigator experience and/or an advanced degree that focuses on the specific subject-matter being taught. Specialized experience or expertise may substitute for an advanced degree. (IGCIA-17: Requirements for Training Staff and Instructors)

Before teaching in IGCIA programs, prospective Adjunct Instructors are required to submit a biography that shows they are eligible to serve as an Adjunct Instructor and that they possess subject-matter expertise in one or more core areas. Prospective Adjunct Instructors should address the following in their biographies: current title/position, years of experience, college degrees and majors, types of cases investigated/prosecuted, and basic, advanced and specialized training. For those interested in teaching specific courses (e.g., grant fraud, surveillance, suspension and debarment, etc.), the prospective instructor should provide details that clearly show he/she is qualified to teach the specific course(s).

Exceptions to these requirements will be considered upon request, but can be waived only by IGCIA Executive Director. Further, eligibility for HOTP Facilitators differs from other IGCIA programs. For information about the HOTP, please review the IGCIA website or contact the Program Manager. The IGCIA website (<http://www.ignet.gov/igcia/index.htm>) provides additional program information and staff contact information.

Quality Assurance

To ensure IGCIA Adjunct Instructors possess the essential knowledge, skills and abilities to facilitate and teach in IGCIA training programs, IGCIA Program Managers regularly monitor and them during their presentations. The frequency and extent of assessments depends on the experience level and proficiency of the individual Adjunct Instructor. Regarding all new Adjunct Instructors, Program Managers will complete an Assessment of Instructor Effectiveness (AIE) form and will provide them with verbal feedback and mentoring before the Adjunct Instructor teaches in a subsequent IGCIA class. In addition, Program Managers should continue to work with new Adjunct Instructors to help them better develop their training presentation.

Experienced Adjunct Instructors may receive verbal feedback or a written AIE if a significant period of time has passed since they last taught at the IGCIA. In addition to general preparation and planning, Adjunct Instructors will be assessed on their teaching, presentation skills, and adherence to IGCIA lesson

plans. Particular attention is given to how well and often the instructor uses adult-learning methodologies (e.g., facilitated in-class discussions, case studies, etc.)

Additionally, IGCIA Program Managers are responsible for thoroughly reviewing written student feedback (e.g., Level 1 feedback on program and instructors/courses). This includes student comments about Adjunct Instructors and Facilitators. Program Managers will share student feedback with Adjunct Instructors as appropriate. The IGCIA Program Manager has the discretion to decide if copies of the written student comments will be provided, or if the comments will be summarized in a separate document or provided verbally.

Adjunct Instructor Development

The IGCIA strives to provide the highest quality training to the IG community and its partners. Since IGCIA programs are delivered largely by Adjunct Instructors from various federal, state and local government agencies, the IGCIA makes every effort to provide instructor training through its Adjunct Instructor Training Program (AITP). Adjunct Instructors who have previously taught in an IGCIA program who are interested in this instructor training program should contact an IGCIA Program Manager.

IGCIA Code of Conduct

General Requirements

The IGCIA is committed to providing a professional, safe, and secure training environment for all students and staff. Accordingly, the IGCIA requires that all IGCIA staff, Adjunct Instructors and Facilitators (hereafter referred to as IGCIA training staff) comply with established requisite rules, regulations, and procedures. With regard to all IGCIA training at any training site (to include both FLETC and export locations) IGCIA training staff must comply with both IGCIA and agency rules and regulations including the IGCIA Code of Conduct (IGCIA-15), Glynco Facility Student Handbook (Code of Conduct and Student Honor Code), and FLETC Fraternalization Policy.

It is important to note that the FLETC Code of Conduct and Student Honor Code are written for students and not staff. However, IGCIA training staff should read these rules as being applicable to them as well. For example, the Student Honor Code states that the following is considered a violation:

“Soliciting, giving, and/or receiving unauthorized aid”

Similarly, the Glynco Facility Student Handbook states that the following are considered to be a type of infraction and/or misconduct:

“Disrespect, defiance or belligerence directed against an instructor, staff member or other student”

“Bringing inappropriate materials to training”

Per IGCIA policy, these rules should be read to include all IGCIA training staff (such as Facilitators and Adjunct Instructors). That is to say if a Facilitator were to use a copy of an old written examination to conduct a written examination study session with his or her students without authorization or permission, this would be considered to be a violation of the IGCIA's Code of Conduct. Likewise, if a Program Manager were to instruct a Facilitator or Adjunct Instructor to stop engaging in certain conduct and that individual persisted in continuing that conduct, this would also be considered to be a violation of the IGCIA's Code of Conduct.

The underlying rule is that all IGCIA training staff should conduct themselves in a professional manner and not engage in any conduct that might bring discredit or opprobrium upon the IGCIA, or bring the integrity of the IGCIA's laboratory exercise or written examination procedures into question. Further, all IGCIA training staff should be aware they are being asked to provide assistance on behalf of the IGCIA Executive Director and that this request can be rescinded at any time if an individual is believed to be in violation of IGCIA or FLETC policy. All IGCIA training staff should further understand that providing training to the members of the IG community is a privilege, not a right, regardless of how many IGCIA programs in which an individual might have participated.

Specific Requirements

IGCIA training staff must comply with the following general safety rules and regulations in all IGCIA training programs:

1. At all times, all IG CIA training staff are expected to conduct themselves in a professional manner befitting a federal government employee. All IG CIA training staff are expected to adhere to standards of behavior that will reflect credit upon the IG CIA and the federal government and will not draw discredit or opprobrium upon them.
2. Fraternalization and other inappropriate student/staff relationships violate the high standards needed to maintain and assure the American public of the effective performance of duties and training. As such, IG CIA training staff may not date or engage in romantic relationships with students both at the training venue and outside the training venue throughout the duration of the period the student is enrolled in an IG CIA training program. In addition, all IG CIA training staff must familiarize themselves with and adhere to FLETC's Fraternalization Policy while serving as a Facilitator, Adjunct Instructor, Program Manager, or in any other capacity in which they are interacting with students during an IG CIA training program. Specifically, IG CIA training staff are not permitted to socialize with students either at FLETC or outside of FLETC during the course of that student's training.
3. IG CIA training staff may not possess "live" firearms while on the FLETC Glynco campus per FLETC policy. In addition, IG CIA training staff will treat every training firearm (i.e. plastic guns, red guns, Simunition guns, et al.) as if they were actual "live" loaded weapons. Horseplay or any type of unprofessional behavior with these guns will not be tolerated.
4. IG CIA training staff must comply with all traffic laws during training activities, especially while driving on the FLETC Glynco campus. This includes but is not limited to the use of government-owned vehicles.
5. Each IG CIA training staff member has an obligation to ensure a safe training environment. Accordingly, each participating individual is responsible to take whatever action may be necessary to stop training activities when it appears an injury may occur as a result. When warranted, concerned parties should shout "Out of Role" to stop training action and avoid injury. Finally, each individual is responsible for promptly reporting safety issues to the IG CIA Program Manager.
6. IG CIA training staff must ensure they take all appropriate steps to ensure the integrity of the IG CIA laboratory exercise and written examination process. Accordingly, they should not give unauthorized aid to students, to include but not limited to maintaining unauthorized copies of laboratory exercises or written examinations, and/or utilizing these documents to provide students with information that would give them an unfair advantage over their classmates.
7. IG CIA training staff should ensure they do not engage in conduct that is prejudicial to good order and discipline or is of a nature to bring discredit to the IG CIA or federal government. Intentionally or willfully failing to follow instructions from permanent IG CIA staff (including Program Managers), as well as disrespect, defiance, or belligerence directed at such staff members, will not be tolerated. Similarly, sleeping in view of students, engaging in conduct with students that is not aligned with the goals of the IG CIA program, being excessively absent from training, being drunk or impaired, or any similar type of behavioral issue is further prohibited and could result in removal from the training program to which that staff member is assigned.
8. Individuals serving as Facilitators and Adjunct Instructors are selected based not only upon their professional experience, but their ability to serve as mentors and role models for students from the IG community. One vital ingredient of this ability is their outward appearance and the image they convey to students. As such, IG CIA training staff should ensure they present a neat and professional image at all times and demonstrate good judgment and taste with regard to their appearance so that it conveys to students that the training they are receiving is of the highest caliber. Items that do not convey such an impression include but are not limited to: untucked polos; eccentric or exaggerated hairstyles; artificial hair coloring that detracts from a professional appearance; objects, jewelry, or ornamentation affixed to the body (including eyebrow, tongue, nose, or lip) that detracts from a professional appearance; and excessively soiled, wrinkled, or dirty clothing.

9. IGCIA training staff who fail to comply with the rules and regulations outlined in this handbook, the Glynco Facility Student Handbook (Code of Conduct and Student Honor Code), FLETC Fraternalization Policy, and the IGCIA Code of Conduct may be immediately relieved of their IGCIA training duties and/or referred to their agency management for further action.

IGCIA Security Rules, Regulations and Procedures

General Requirements

The IGCIA is committed to providing a secure training environment for all students and IGCIA training staff. Accordingly, the IGCIA requires that all students and staff comply with established security rules, regulations, and procedures. If the program is conducted at a FLETC or other agency training site, students and staff must comply with both IGCIA and site-specific security rules and regulations.

Specific Requirements

Though additional security rules and regulations apply to specific IGCIA training programs, IGCIA training staff must comply with the following general security rules and regulations in all IGCIA training programs.

1. IGCIA training staff must comply with pertinent facility access and parking rules, regulations, and procedures. This includes the requirement to wear issued government-issued identification badges and park in designated parking areas.
2. IGCIA training staff must comply with the site's policies concerning firearms and ammunition. This includes provisions that require personnel to check weapons and ammunition at the FLETC or agency visitor center. The on-site security office or designated personnel will arrange for checked firearms to be delivered to the designated firearms training building for use during training exercises.
3. IGCIA training staff may not release IGCIA training materials to non-law enforcement personnel without prior approval from the IGCIA Executive Director. This includes but is not limited to lesson plans, program syllabi, and instructor presentations. As a general rule, IGCIA Program Managers, Adjunct Instructors, and Facilitators may share training materials with prospective Adjunct Instructors and OIG managers, especially when a prospective Adjunct Instructor is reviewing course content to determine if he/she is qualified to teach the subject(s). Further, no IGCIA staff member should retain any documents associated with IGCIA laboratory exercises or written examination without authorization. These documents include, but are not limited to, written examination keys, copies of written examinations, copies of laboratory exercise scenarios, and copies of laboratory exercise grading criteria.
4. Each IGCIA training staff member has an obligation to secure law enforcement sensitive training materials, including printed materials (such as documents associated with laboratory exercises and written examinations), electronic files, laptop computers, and computers. Accordingly, IGCIA training materials should not be left unguarded in public places (e.g., bars, restaurants, fitness centers, hotels, etc.) or places readily accessible to students or the general public.
5. IGCIA training staff who fail to comply with IGCIA security rules and regulations may be relieved of their IGCIA training duties and/or referred to their agency management for further action per IGCIA-15 (Code of Conduct).

Program Goals and Objectives

The IGCI A adheres to established curriculum development and review processes that ensure each program has clear and measurable goals and objectives. Since the IGCI A administers multiple basic and advanced training programs, Facilitators are expected to closely review the applicable program syllabus to ensure they understand the program goals and objectives and that they are equipped to assist the IGCI A and its students in achieving those goals and objectives.

For each program, the assigned IGCI A Program Manager will provide to Facilitators a copy of the program syllabus, which includes course hours, training objectives, methods of evaluation, and the program graduation requirements.

Receipt of IGCI A Facilitator and Adjunct Instructor Handbook

I, _____, hereby acknowledge that I have been provided a copy of the IGCI A Facilitator and Adjunct Instructor Handbook and the accompanying program documents, and I agree to comply will all IGCI A policies and procedures, as well as the referenced FLETC rules, policies, and procedures. I understand that a violation of these rules, policies, and procedures could result in relief of my training duties from an IGCI A training program and the decision not to utilize me as a Facilitator or Adjunct Instructor in future IGCI A training programs.

Facilitator Name

Date

Program Manager Name

Program Manager Signature and Date

NOTE: This signed receipt is required only for IGCI A Facilitators. Adjunct Instructors may review this handbook on the IGCI A website or obtain an electronic copy from an IGCI A staff member.

Approved By: Randall Kizer, Acting Executive Director

Signature: 

Date: March 20, 2020