



INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
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SEP 13 2004

MEMORANDUM FOR CIVILIAN AND MILITARY OFFICERS AND EMPLOYEES  
ASSIGNED TO THE OFFICE OF THE INSPECTOR GENERAL OF  
THE DEPARTMENT OF DEFENSE

SUBJECT: New Employee Orientation Course Policy

- References:
- (a) Inspector General Act of 1978, as amended
  - (b) President's Council on Integrity and Efficiency Document, October 2003, "Quality Standards for Federal Offices of Inspector General"
  - (c) DoD Directive 5106.1, January 4, 2001, "Inspector General of the Department of Defense (IG DoD)" (in revision)
  - (d) Department of Defense Inspector General Policy Memorandum, August 20, 2004, "Establishment of the Department of Defense Office of the Inspector General University"

Purpose: To provide policy guidance for the Office of the Inspector General (OIG) New Employee Orientation (NEO) Course.

Statutory Duties and Regulatory Responsibilities: Section 6(a)(7) of Reference (a) authorizes the Inspector General to "select, appoint, and employ such officers and employees as may be necessary for carrying out the functions, powers, and duties of the Office." Chapter VIII of Reference (b) prescribes OIG standards for ensuring the competencies of its workforce, including the "processes for recruiting, hiring, continuously developing, training, and evaluating their staff members."

Policy Guidance: The focus of the NEO Course is on the vision, doctrine, policies, and procedures guiding Inspectors General, to include the philosophy of "for what purpose and by what authority" we conduct our activities. It is the policy of this Office of Inspector General that all newly assigned OIG officers and employees shall attend the NEO Course within 90 days after their initial appointment. The Deputy Inspectors General and the Chief of Staff have the authority to extend the 90-day attendance requirement for up to an additional 90 days. The Inspector General is the approving authority for extensions beyond 180 days and for course waivers based on prior DoD OIG experience. The course will be taught at least once a quarter and more often as needed during periods of high employee growth. The OIG Director of Training Support shall develop, review, coordinate, and monitor the course presentation for applicability and quality of instruction. The Deputy Inspectors General and Chief of Staff shall support the course of instruction with subject matter experts as instructors and prepare relevant course material in coordination with the Director of Training Support.

Effective Date: This Policy Memorandum is effective immediately.

  
Joseph E. Schmitz