

### Request for Records Disposition Authority

Records Schedule Number: DAA-0509-2012-0003  
Schedule Status: Returned Without Action  
Agency or Establishment: Department of Defense Inspector General  
Record Group / Scheduling Group: Records of the Department of Defense Inspector General  
Records Selected / Applies to: Major Subdivision  
Major Subdivision: OAIG for Administration and Management  
Minor Subdivision: Training Support Directorate, Joint Activities Program  
Schedule Subject: Joint Activities Program Manuals and Correspondence  
Internal agency concurrences will be provided: Yes

Background Information: The Joint Activities Program provides multidiscipline practitioner training and learning services, enabling the Inspector General community to make smart oversight decisions while delivering timely value-added capabilities to the oversight community.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	0

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0509-2012-0003

Sequence Number	
1	Joint Activities Program Manuals and Correspondence
2	Registrar Student Database
3	Department of Defense Joint IG Course Surveys

Returned Without Action

## Records Schedule Items

Sequence Number

- 1 Joint Activities Program Manuals and Correspondence  
Documents consists of the following publications (student guidebooks): • DoD Joint IG Concept & System Guide • DoD Joint Investigations Guide • DoD Joint IG Assistance Guide • DoD Joint IG Inspections Guide • Student Note Takers  
Additional materials include: • Correspondence Files consisting of tracking documents and course correspondence to students • General Administrative Correspondence (Letters of Appreciation, Action Memorandums, etc.) • Test Materials (answer keys, test)
- 2 Registrar Student Database  
The Registrar Student Database (the system) is a stand-alone database, utilized by the U.S. Department of Defense, Office of Inspector General (DoD/OIG), Administration and Management, Training Support Directorate (AM/TSD), Joint Activities Program Registrar to maintain student training information.
- 3 Department of Defense Joint IG Course Surveys  
The U.S. Department of Defense, Office of the Inspector General (DoD OIG), Administration and Management, Training Support Directorate (AM/TSD), Joint Activities Division's, Joint IG Course (JIGC) Surveys consists of training evaluations ranging from level one to level three. Level 1 (reaction) – Lesson Surveys/End-of-Course Critiques; Level 2 (Learning) – Student Pre/Post Assessments; Level 3 (behavior) – Graduate Surveys and Graduate Surveys for Supervisors. The purpose of the JIGC surveys is to conduct a comprehensive program evaluation of the JIGC. The surveys are designed to measure training effectiveness of the JIGC. More specifically, measure student reactions to the content and delivery of individual lessons and instructors; the overall effectiveness of the course curriculum and administration; student proficiency levels and their individual knowledge and understanding of Inspector General work as related to training received; and the relevancy of course topics to Inspector General work being conducted within DoD. The Joint Activities Division utilizes the data collected to make modifications to the JIGC to improve overall training effectiveness and relevancy. Survey data will be utilized for analysis and reports by the Joint Activities Division, and the DoD OIG. Access to these records is restricted to use by Joint Activities Program Staff for assessment of course effectiveness and relevancy, instructor's proficiency, and student's knowledge, skills and abilities.

### Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

### Signatory Information

Date	Action	By	Title	Organization
02/22/2012	Certify	Bruce Womack	Management Analyst	DOD - Inspector General
02/20/2014	Returned Without Action	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services

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