

**VOLUME 14, CHAPTER 8: “INVESTIGATOR TRAINING”****SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an \* symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue and underlined font**.

The previous version dated September 2008 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
Title	Changed title from “Training” to “Investigator Training.”	Update
0802	Removed the requirement for DoD Components to coordinate investigator training through the Defense Finance and Accounting Service. Renumbered paragraphs and subparagraphs. Paragraph 080203 was paragraph 080206 in the previous version.	Update
080202.B	Removed incorrect wording that investigators can recommend discipline.	Delete
0803	Deleted section and moved content to Chapter 2, paragraph 020401.A.2.	Delete

**Table of Contents**

VOLUME 14, CHAPTER 8: “INVESTIGATOR TRAINING” .....	1
0801 INTRODUCTION.....	3
*0802 TRAINING .....	3
080201. Responsibility.....	3
080202. Requirements.....	3
080203. Frequency .....	3
080204. Investigator Roster .....	4

## CHAPTER 8

INVESTIGATOR TRAINING

## 0801 INTRODUCTION

This chapter establishes policies and procedures for the training of individuals assigned to investigate potential and actual violations of the Antideficiency Act (ADA). To ensure efficiency in the investigation of, and reporting on, ADA violations, those involved in the investigation process must receive adequate training.

## \*0802 TRAINING

## 080201. Responsibility

One of the most important individuals involved in the ADA violation investigation process is the investigator. It is the responsibility of each Department of Defense (DoD) Component to ensure that its ADA investigators are properly trained.

## 080202. Requirements

Training requirements for ADA investigators are as follows:

A. Completion of an Appropriations Law or equivalent course must be a prerequisite for ADA investigators.

B. ADA investigators must be qualified and/or trained to: interview witnesses, gather evidence, establish “facts,” document findings and recommendations, prepare reports of violation, meet timeframes established for the completion of an investigation, and recommend corrective actions. Chapter 5, Figure 5-1 also has a checklist which should be used by investigators.

C. ADA investigators shall receive additional training on an as needed basis.

## 080203. Frequency

Upon completion of appropriate training; each individual must receive a certificate stating that he or she has completed the training course. In order to continue to remain eligible to conduct investigations, individuals must be required to renew their certificates every 5 years by attending a refresher-training course.

**080204.** Investigator Roster

Once an individual completes appropriate training, his or her name must be included on a roster of available ADA investigators maintained by each DoD Component. Data to be maintained on the roster of available investigators include the name, rank/grade, date initial and/or refresher training was received, when refresher training is required in order to remain eligible, organization to which assigned, and contact information such as phone numbers and email address. Controls must be established to ensure that the required roster is kept current. The roster must be used by DoD Components to select individuals to investigate potential ADA violations.