

# **DEFENSE EQUAL OPPORTUNITY MANAGEMENT INSTITUTE (DEOMI)**

**Course Catalog**  
**Academic Year: FY24**



**Approved by:**

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## Commandant's Letter

The Defense Equal Opportunity Management Institute (DEOMI) is the Department of Defense's (DoD) Center of Excellence for Equal Opportunity (EO), Equal Employment Opportunity (EEO), human relations education, training, and research. Since its creation, DEOMI has enhanced combat readiness by fostering positive human relations.

To accomplish their mission, DEOMI trains military and civilian personnel across the Armed Forces, Coast Guard, and DoD Agencies to effectively advise commanders on EO and EEO matters.

Accredited by the Council on Occupational Education (COE), DEOMI implements a learner-centered curriculum offering challenging discussions, lectures, and activities. DEOMI employs a variety of instructional methods and technologies, including resident courses, distributed learning courses, mobile training teams, and seminars to accomplish course objectives.

DEOMI designs each program, course, and seminar for a different target audience, and all DEOMI training courses include hands on, real work-based application of proven theories and techniques. I look forward to your accomplishments in your studies and to your professional success.

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Delmy Robinson  
Captain, USN  
Commandant

## DEOMI History

Propelled by the civil rights movement of the 1960s, and to counteract a national policy of segregation and inequality, the DoD mandated race relations training in 1971. The violent and nonviolent disorders of the late 1960s were the catalyst that convinced military leaders that every member of the Armed Forces must receive race relations education.

An inter-service task force examined the causes and possible cures of racial disorders within the military. The task force, chaired by Air Force Major General Lucius Theus, resulted in the creation of DoD Directive 1322.11, *Education and Training in Human/Race Relations for Military Personnel*. In 1971, this directive established the Race Relations Education Board and created the Defense Race Relations Institute (DRRI), the original name for the Defense Equal Opportunity Management Institute (DEOMI).

Today, DEOMI's education and training programs in human relations, Equal Opportunity (EO), Equal Employment Opportunity (EEO), and Diversity remain the foundation in the building of leadership. DEOMI has added several courses and seminars to its portfolio along with the core Equal Opportunity Advisor Course (EOAC), to provide service members in command and leadership positions with some level of EO and Human-Relations (HR) awareness training. In addition, DEOMI provides advice to the DoD and other organizations on EO matters, conducts an extensive and progressive EO, EEO, Diversity, and HR research program, and serves as a clearinghouse to monitor and disseminate research findings to interested Agencies.

Since its inception in 1971, the Institute has enhanced mission readiness by fostering positive HR throughout the DoD. More than 53,000 DEOMI graduates have carried that mandate to the Services. DEOMI's graduates maximize organizational cohesion and maintain the highest degree of mission readiness while maintaining the DoD's reputation as a place where all individuals have infinite dignity and worth.

## Accreditation

The Council on Occupational Education (COE) accredits DEOMI. The Institute received its initial accreditation in 1983. Before 1995, the COE was the Commission on Occupational Educational Institutions of the Southern Association of Colleges and Schools.

## Student Enrollment (Admission)

DEOMI trains the DoD workforce to include military and civilian EO and EEO professionals. Other US Federal Agencies may enroll in DEOMI courses on a space available basis. The Institute disseminates criteria for selection to each component's EO/EEO proponent office.

Each Service, Agency, Activity, Component has a selection, enrollment and recruitment program that identifies and selects their employees to attend DEOMI programs.

### **Please contact your organization's training office to initiate the enrollment process**

DEOMI Student Services Contacts:

- DSN: 854-4617/5874/5214/7543
- Commercial (321) 494-4617/5874/5214/7543

For Military EO courses and seminars email Student Services at [DEOMIss@us.af.mil](mailto:DEOMIss@us.af.mil).

For Civilian EEO courses email Student Services at [DEOMI.eeo.courses@us.af.mil](mailto:DEOMI.eeo.courses@us.af.mil).

Additional information provided on our website:

<https://www.defenseculture.mil/Education-and-Training/Resident-Virtual-Courses/>

## **Equal Opportunity Advisor Course (EOAC)**

### **Purpose**

The EOAC trains and certifies Armed Forces personnel assigned to military and civilian Equal Opportunity (EO) billets as Equal Opportunity Advisors (EOA) or Command Climate Specialists (CCS). Upon graduating, students are fully prepared to serve as advisors to Commanders on Military Equal Opportunity (MEO) matters.

### **Course Description**

This course includes Distributed Learning (DL) and in-residence training requirements. Students must complete all DL before attending the resident requirement for this course. The program includes DoD and Service Specific requirements to ensure students are fully prepared to execute their duties and responsibilities as EOAs and CCSs.

### **Learning Outcomes**

Upon graduation, students will be able to:

- Demonstrate appropriate interpersonal skills during interview intakes or advising commanders in the field.
- Demonstrate understanding of Title X U.S.C. 1561 and Title VII of the Civil Rights Act of 1964, including DoD policies concerning unlawful discrimination in the workplace.
- Apply the foundation of Human Relations Theory and associated socio-psychological aspects that influence the organization.
- Demonstrate understanding of historical and emerging issues on social inequality.
- Demonstrate understanding of DoD programs to prevent sexual harassment, sexual assault victimization, and victim services.
- Apply fundamental presentation, facilitation, and training skills.
- Apply Alternative Dispute Resolution (ADR) techniques, conflict management, and resolution.
- Advise Commanders on all EO related issues impacting the organization.
- Recall the DoD policy on extremism; understand the impacts of extremism on organizations; recognize how extremist ideology and groups are cultivated.
- Apply prevention and response strategies to harassment and other problematic behaviors to include retaliation, reprisal, hazing, and bullying.
- Recognize an organization's EO program strengths, weaknesses, and opportunities for improving the climate of an organization; provide recommendations; monitor action plans for continual improvements.
- Prepare correspondence and recommend changes in policies and practices to eliminate barriers to diversity and EO matters.
- Support command climate assessments in accordance with (IAW) 6400.11 IPP-IPPW.

### **ACE College Credit Recommendations**

The American Council on Education (ACE), course DEOMI-0001, recommends lower-baccalaureate: three semester hours in Human Resources, three semester hours in Conflict Management, and three semester hours in Diversity Management for a total of nine semester hours.

### **Target Audience**

Military and DoD civilian personnel who will serve as advisors to Commanders on Military Equal Opportunity (MEO) matters.

### **Prerequisites**

The student must be assigned to an EO billet or is projected for assignment upon graduation. Each branch of Service has specific criteria to attend this course. Service members/employees must meet service agency requirements for enrollment in the program.

### **Method of Instruction**

DEOMI employs a student-centered small group learning model. Throughout the course, students will apply knowledge learned in hands-on practical applications; interactive large group discussions, experiential small group discussions, small group activities, role-playing, student led facilitation, guided discussions, and case studies. Students' performance will be assessed via written products, exams, and practical application.

### **Duration**

All students must complete 55 hours of distance learning training prior to reporting to in-residence training.

All students must complete 35 training days/280 hours in-residence at DEOMI.

All students must complete additional service specific requirements to graduate from this course:

- US Army must complete 10 additional training days/80 training hours.
- US Navy must complete 10 additional training days/80 training hours.
- US Marines must complete 10 additional training days/80 training hours.
- US Air Force must complete 10 additional training days/training hours and 10 days of EEO training:
  - EEO Professional Series Entry Course (40 hours of in-residence training).
  - EO Mediation Course (40 hours of in-residence training).

## **Equal Opportunity Advisor Reserve Component Course (EOARCC)**

### **Purpose**

The EOARCC trains and certifies DoD Reserve Component personnel assigned to military and civilian Equal Opportunity (EO) billets as Equal Opportunity Advisors (EOAs) or Command Climate Specialists (CCSs). Upon graduating, students are fully prepared to serve as advisors to Commanders on Military Equal Opportunity (MEO) matters.

### **Course Description**

This course includes Distributed Learning (DL) and in-residence training requirements. Students must complete DL before attending the resident requirements for the course. The program includes DoD and Service Specific requirements to ensure students are fully prepared to execute their duties and responsibilities as EOAs and CCS.

### **Learning Outcomes**

Upon graduation, students will be able to:

- Demonstrate appropriate interpersonal skills during interview intakes or advising commanders in the field.
- Demonstrate understanding of Title X U.S.C. 1561 and Title VII of the Civil Rights Act of 1964, including DoD policies concerning unlawful discrimination in the workplace.
- Apply the foundation of Human Relations Theory and associated socio-psychological aspects that influence the organization.
- Demonstrate understanding of historical and emerging issues on social inequality.
- Demonstrate understanding of DoD programs to prevent sexual harassment, sexual assault victimization, and victim services.
- Apply fundamental presentation, facilitation, and training skills.
- Apply Alternative Dispute Resolution (ADR) techniques, conflict management, and resolution.
- Advise Commanders on all EO related issues impacting the organization.
- Recall the DoD Policy on extremism; understand the impacts of extremism on organizations; recognize how extremist ideology and groups are cultivated.
- Apply prevention and response strategies to harassment and other problematic behaviors to include retaliation, reprisal, hazing, and bullying.
- Recognize an organization's EO program strengths, weaknesses, and opportunities for improving the climate of an organization; provide recommendations; monitor action plans for continual improvements.
- Prepare correspondence and recommend changes in policies and practices to eliminate barriers to diversity and EO matters.
- Support command climate assessments in accordance with (IAW) 6400.11 IPP-IPPW.



## **ACE College Credit Recommendations**

The American Council on Education (ACE), course DEOMI-0002, recommends lower-division three semester hours in Conflict Management, three semester hours in Human Resources, and three semester hours in Diversity Management for a total of nine semester hours in the lower-division baccalaureate/associate degree category.

## **Target Audience**

National Guard and Reserve component personnel selected to serve as advisors to Commanders on MEO matters.

## **Prerequisites**

The student must be assigned to an EO billet or is projected for assignment upon graduation. Each branch of Service and Component has specific criteria to attend this course; students must meet Service/Agency requirements for enrollment in this program.

## **Method of Instruction:**

DEOMI employs a student-centered small group learning model. Throughout the course, students will apply knowledge learned in hands-on practical applications; interactive large group discussions, experiential small group discussions, small group activities, role-playing, student led facilitation, guided discussions, and case studies. Students' performance will be assessed via written products, exams, and practical application.

## **Duration**

All students must complete 32 hours of distance learning training prior to reporting to in-residence training.

- All students must complete 15 training days/120 hours in-residence at DEOMI.
- All students must complete additional service specific requirements to graduate from this course:
  - US Army National Guard & Reserve personnel must complete 05 additional training days/40 training hours.
  - US Air Force Guard and Reserve personnel must complete 10 additional training days:
    - EEO Professional Series Entry Course, 05 training days/40 training hours.
    - EEO Mediation Course, 05 training days/40 hours.

## **Leadership Team Awareness Seminar (LTAS)**

### **Purpose**

This seminar is designed for leadership teams in the DoD and the Department of Homeland Security (DHS). The quarterly seminars are meant to complement DEOMI educational curriculum and provide the opportunity to explore important ever-evolving Human Relations (HR) and Equal Opportunity (EO), Equal Employment Opportunity (EEO) topics with the potential to impact future DoD/DHS policy. These seminars are designed to build leadership team awareness of the contemporary aspects of HR, EO, and EEO. Guest speakers will provide the audience with the most up-to-date thoughts, viewpoints, and research of the various seminar topics, so students may begin to extrapolate how these issues may impact their organizations, people, and even future policy decisions. By gaining an awareness of these contemporary aspects of HR, EO, and EEO, leaders will be more equipped to understand, explain and participate in creating future DoD/DHS HR, EO, and EEO Policy.

### **Course Description**

The LTAS follows a seminar approach, where small group discussions are moderated after subject-matter experts present information on a series of rotating Human Relations (HR) and Equal Opportunity (EO), Equal Employment Opportunity (EEO) topics. This seminar intends to raise senior leader awareness of topics including but not limited to; Diversity and Inclusion, Prohibited Discrimination, Ethical-Decision Making, Toxic Leadership, Retaliation Prevention and Response Strategy, Leadership Accountability and Oversight Framework, Unconscious Bias, Harassment Prevention and Response, and Difficult/Effective Conversations. Participants are encouraged to discuss real-world issues and problems, give and receive feedback, and explore the impact of the subject topics on themselves, others, the group, and on larger organizational systems.

### **Target Audience**

The LTAS is for Military Officers (O3 through O6), Senior Enlisted (E7 through E9), and General Schedule employees in leadership positions (GS-7 through GS-15). Participants are highly encouraged to attend together as a Leadership Team.

### **Prerequisites**

None.

### **Method of Instruction**

The methods of instruction for this course include, subject-matter expert presentations, group discussions, reading, research, and activities. Subject-matter expert guest speakers from federal and public sector.

### **Duration**

Seminar lengths rang from 2-4 hours depending on the topic with 250 student max per seminar.

## **Command Team Awareness Seminar (CTAS)**

### **Purpose:**

This seminar is designed for Command Teams in the DoD and the Department of Homeland Security (DHS). This seminar is designed to increase Command Team awareness of Human Relations topics which have the potential to impact their organizations, people, and even future personnel policy decisions.

### **Course Description**

The CTAS follows a seminar approach, where small group discussions are moderated after DEOMI faculty present information on a series of Human Relations (HR) and Equal Opportunity (EO), Equal Employment Opportunity (EEO) topics. Participants will attend the seminar together as Command Teams, and are encouraged to discuss real-world issues and problems, give and receive feedback, and explore the impact of the subject topics on themselves, others, the group, and on larger organizational systems. The topics include Diversity and Inclusion, Prohibited Discrimination, Ethical-Decision Making, Toxic Leadership, Retaliation Prevention and Response Strategy, Leadership Accountability and Oversight Framework, Unconscious Bias, Harassment Prevention and Response, and Difficult/Effective Conversations.

### **Target Audience**

The CTAS is for Command Teams in the following pay grades: O6, O5, E9 and GS15, GS14.

### **Prerequisites**

None

### **Method of Instruction**

The method of instruction is a group discussion-based session. Participants may complete readings, hear guest speakers or facilitators before discussion on applicable themes or topics.

### **Duration**

3-5 days depending on command team requirements.

## **Senior Executive Equal Opportunity Seminar (SEEOS)**

### **Purpose**

This seminar is designed for Senior Officers in the General and Flag ranks as well as members of the Senior Executive Service within the DoD and the Department of Homeland Security (DHS). This seminar is designed to support the Military Departments Military Equal Opportunity (MEO) programs for senior civilian and military leaders as outlined in DoDI 1350.02.

### **Course Description**

The SEEOS follows a seminar approach. Participants will attend the seminar to discuss real-world issues and problems, give and receive feedback, and explore the impact of the subject topics on themselves, others, the group, and on larger organizational systems. The topics may include Force Shaping, Force Assessment and Improvement, Diversity and EO/EEO, Leadership and Inclusion, Risk Management, The DoD EEO and Strategic Landscape, Leadership Oversight, Diversity and Inclusion Return on Investment, and other special topics for discussion: Perceptions, Generational Differences in the Workplace, Mentorship, Talent Management, Education and Training, Inclusive Leadership, as well as other Service Specific Topics.

### **Target Audience**

The SEEOS is designed for Senior Officers in the General and Flag ranks as well as members of the Senior Executive Service within the DoD and the Department of Homeland Security (DHS).

### **Prerequisites**

None

### **Method of Instruction**

The method of instruction is a group discussion-based session. Participants may complete readings, hear guest speakers or facilitators before discussion on applicable themes or topics.

### **Duration**

2-4 days depending on senior leader requirements

## **EEO Professional Series Entry (EPS-E) Course**

### **Purpose**

This EPS-E Course prepares students to serve as an entry-level Equal Employment Opportunity (EEO) professional in the federal sector.

### **Course Description**

This course utilizes a hybrid approach that includes a self-paced, Distributed Learning (DL) phase and an in-residence led phase.

Students gain critical knowledge and skills to effectively serve as EEO Counselors or practitioners at the entry-level. The program focuses on statutory, legal, intra/interpersonal, and organizational aspects of EEO. Training involves understanding the causes and effects of discrimination, EEO programs for Federal employees; applicants for employment; civilian personnel, human resource management; the Roles and Responsibilities of EEO Counselors, Assistants, and Specialists; communication and interviewing skills; staff procedures; writing and briefing skills; documenting EEO inquiries; resolving EEO complaints; and Alternative Dispute Resolution process.

### **Learning Outcomes**

Upon graduation, students will be able to:

- Execute the requirements for EEO Counselors (Roles and Responsibilities).
- Interpret the current EEO laws, statutes, regulations, and directives.
- Execute the EEO Complaints Counseling process.
- Summarize the information to be included in an EEO Complaints Counseling Report.
- Implement attempts at resolution.
- Summarize the essential components of the Disability Program.
- Recall anti-harassment program awareness.
- Recognize Reasonable Accommodations awareness.

### **ACE College Credit Recommendations**

The American Council on Education (ACE), course DEOMI-0007, recommends three semester hours in lower-division Baccalaureate Degree, Introduction to Equal Employment Opportunity (EEO) Program Management.

### **Target Audience**

Entry-Level federal practitioners (primarily GS-201, 260 and 360 series); GS-7 through GS-11 and those new to federal service.

### **Prerequisite**

None

**Method of Instruction**

DEOMI employs a student-centered small group learning model. Throughout the course students will apply knowledge learned in hands-on practical applications; interactive large group discussions, experiential small group discussions, small group activities, role-playing, student led facilitation, guided discussions, and case studies. Student's performance will be assessed via written products, exams, and practical application.

**Duration**

Twenty (26) hours of distributed learning instruction must be completed prior to starting in-residence training.

05 Training days/Forty (40) hours of in-residence training.

## **EEO Professional Series Intermediate (EPS-I) Course**

### **Purpose**

The EPS-I Course provides students additional knowledge and skills essential to serve as an Equal Employment Opportunity (EEO) Specialist at the intermediate level.

### **Course Description**

This course utilizes a hybrid approach that includes a self-paced, online Distributed Learning (DL) phase and an in-residence led phase. This course builds on knowledge and skills gained through completing the EPS-E Course and *three or more years* of full-time relevant EEO experience.

### **Learning Outcomes**

Upon graduation, students will be able to:

- Execute the elements of the formal complaint process as defined in the Management Directive 110 (MD110) to include investigation requests.
- Organize a complaint file.
- Execute the essential elements associated with a model EEO program as defined in the Management Directive 715 (MD 715).
- Explain the essential components of the Disability Program.
- Execute resolution strategies.

### **ACE College Credit Recommendations**

The American Council on Education (ACE), course DEOMI-0008, recommends three semester hours in the lower-division Baccalaureate Degree-Intermediate Equal Employment Opportunity (EEO) Program Management category.

### **Target Audience**

Intermediate-level federal EEO Specialists.

### **Prerequisite**

Three years of EEO experience *after* completing an EEO Counselor Course (EEOCC) or the EEO Professional Series-Entry Course (EPS-E).

### **Method of Instruction**

DEOMI employs a student-centered small group learning model. Throughout the course students will apply knowledge learned in hands-on practical applications; interactive large group discussions, experiential small group discussions, small group activities, role-playing, student led

facilitation, guided discussions, and case studies. Student's performance will be assessed via written products, exams, and practical application.

**Duration**

Twenty (20) hours of online DL instruction must be completed prior to starting in-residence training.

09 Training days/Seventy-two (72) hours of in-residence training.



## **EEO Professional Series Advanced (EPS-A) Course**

### **Purpose**

The EPS-A Course provides students the knowledge and skills required to manage effective Equal Employment Opportunity (EEO) programs at the installation, activity, and command level.

### **Course Description**

This course uses a hybrid approach that includes a self-paced Distributed Learning (DL) phase and an in-residence led phase. The course focuses on a value based EEO program leadership concept that reconciles the goals of federal EEO law; the impact of successful EEO programs on leadership, quality and mission accomplishment; and the reality of leading an EEO program in a diverse workforce. Students gain knowledge of nondiscrimination, Affirmative Action, Diversity, strategic planning of Affirmative Employment Programs (AEP) of EEO, and Human Resource (HR) Management issues through a series of presentations by experts in these subject matter areas, group activities, and student-led symposia. The course builds on knowledge and skills gained through the EEO Counselor Course or the EPS-E Course and the EPS-I Course and six or more years of full-time EEO experience.

### **Learning Outcomes**

Upon graduation, students will be able to:

- Execute the Roles and Responsibilities of the Officer or Director.
- Execute the agency EEO Program for compliance with 29 CFR 1614.
- Explain Resource Management strategies.
- Plan Executive Level attributes, such as, leadership, coaching, business acumen, influencing strategies, building coalitions...

### **ACE College Credit Recommendations**

The American Council on Education (ACE), course DEOMI-0009, recommends three semester hours in the lower-division Baccalaureate Degree in Advanced EEO Program Management.

### **Target Audience**

EEO Program Managers

### **Prerequisite**

Three years of EEO experience *after* completing the EEO Professional Series-Intermediate Course (EPS-I).

**Method of Instruction**

DEOMI employs a student-centered small group learning model. Throughout the course students will apply knowledge learned in hands-on practical applications; interactive large group discussions, experiential small group discussions, small group activities, role-playing, student led facilitation, guided discussions, and case studies. Student's performance will be assessed via written products, exams, and practical application.

**Duration**

Eight (8) hours of online DL instruction must be completed prior to starting in-residence training.

09 Training days/ Seventy-two (72) hours of in-residence training.

## **Equal Employment Opportunity Mediation Course (EEOMC)**

### **Purpose**

The Mediation Course provides students with mediation, conflict resolution, and other Alternative Dispute Resolution (ADR) skills and techniques to effectively support unit EO and EEO dispute resolution processes.

### **Course Description**

This course addresses ADR methods and common application as practiced within the DoD with a focus on facilitative mediation and provides participants with the basic skills necessary to resolve EO, EEO, and other workplace disputes.

### **Learning Outcomes**

Upon graduation, students will be able to:

- Interpret the current ADR laws statutes, regulations, and directives.
- Compare other ADR Methods.
- Execute complaint resolution via mediation.
- Execute conflict management strategies to reconcile multiple perspectives and build consensus.
- Execute mediation settlement agreement terms.
- Check the ethical obligations of a third-party neutral.

### **ACE College Credit Recommendations**

The American Council on Education (ACE), course DEOMI-0003, recommends three semester hours in mediation at a lower- division, Baccalaureate level.

### **Target Audience**

DoD personnel who need to gain the skills necessary to resolve EO, EEO, other types of workplace disputes within their organizations.

### **Prerequisite**

None

### **Method of Instruction**

DEOMI employs a student-centered small group learning model. Throughout the course students will apply knowledge in hand-on practical applications; interactive large group discussions, experiential small group discussions, small group activities, role-playing, student led

facilitation, guided discussions, and case studies. Students' performance will be assessed via written products, exams, and practical application.

**Duration**

05 training days/ Forty (40) hours of in-residence training.

## **Disability Program Management Course (DPMC)**

The DPMC provides students key knowledge of Equal Employment Opportunity (EEO) and Affirmative Employment Programs (AEPs) and focuses on Individuals with Disabilities (IWD) and Individuals with Targeted Disabilities (IWTD).

### **Course Description**

This course provides students with an understanding of the regulatory guidance of laws and directives supporting Disability Program practices and procedures. It provides clarification of specific roles and responsibilities of the Disability Program Manager (DPM) and discusses essential information consisting of Human Resources (HR), personnel procedures and EEO processes.

Students develop a takeaway briefing that promotes their Agency's disability programs by stressing the importance of hiring, promoting, and retaining IWD and IWTD in the workforce. This briefing will provide the catalyst to promote the disability program to managers and supervisors while increasing Federal employment of IWD.

### **Learning Outcomes**

Upon graduation, students will be able to:

- Classify the disability outreach initiatives and resources.
- Classify the Roles and Responsibilities of DPM.
- Interpret the current laws, statutes and directives as related to a Disability Program (Rehabilitation Act of 1973 and Architectural Barriers Act of 1968).
- Interpret the hiring authorities and processes associated with Affirmative Employment of IWD.
- Differentiate requirements found in the Management Directive 715 with emphasis on PART G, H and J.
- Deconstruct organization/agency data to identify and recommend actions to remove barriers to equality of opportunity in the workplace.
- Execute the preparation and presentation of briefings.

### **ACE College Credit Recommendations**

The American Council on Education (ACE), course DEOMI-0006, recommends three semester hours in the upper- division Baccalaureate Degree, Diversity and Inclusion (D&I) category.

### **Target Audience**

Those responsible for recruiting, hiring, placing, accommodating, or ensuring accessible information technology and facilities for IWD and IWTD. This includes, but is not limited to, Disability Program Specialists, Veteran Program Managers, Reasonable Accommodations

Coordinators, HR Practitioners, EEO Specialists, and others managing employment matters concerning IWD and IWTD.

**Prerequisite**

None

**Method of Instruction**

DEOMI employs a student-centered small group learning model. Throughout the course students will apply knowledge learned in hands-on practical applications; interactive large group discussions, experiential small group discussions, small group activities, role-playing, student led facilitation, guided discussions, and case studies. Student's performance will be assessed via written products, exams, and practical application.

**Duration**

05 training days/Forty (40) hours of in-residence training.

## **Special Emphasis Program Manager (SEPM) Course**

### **Purpose**

The SEPMC provides students the knowledge and skills needed to serve as a collateral-duty or full-time Special Emphasis Program Manager (SEPM). The program concentrates on the Roles and Responsibilities of a SEPM-analyzing EEO data (MD-715), planning and managing effective special emphasis programs.

### **Course Description**

This course utilizes a hybrid approach that includes a self-paced, Distributed Learning (DL) phase and an in-residence led class. The training focuses on inter/intrapersonal and organizational aspects of Equal Employment Opportunity (EEO) and program management. The training introduces students to the causes and effects of discrimination, EEO programs for federal employees, applicants for employment, civilian personnel, human resource management, and managing diversity issues. Lectures and discussions center on the major issues and concerns pertinent to readiness and the competencies needed to become a successful SEPM (Federal Women's Black Employment, Hispanic Employment, Native Hawaiian or other Pacific Islander Employment, Asian Employment, American Indian/Alaska Native Employment and Program for People with Disabilities).

### **ACE College Credit Recommendations**

The American Council on Education (ACE), course DEOMI-0005, recommends two semester hours in the lower- division Baccalaureate or associate degree, Cultural Diversity & Inclusion category.

### **Learning Outcomes**

Upon graduation, students will be able to:

- Compare the impact of social influence in the workplace (socialization and self-awareness).
- Execute effective interpersonal communication to include the preparation and presentation of briefings.
- Differentiate Race, Ethnicity and Cultural Awareness.
- Execute federal Special Emphasis Programs (SEP).
- Explain the Roles and Responsibilities of a SEPM.
- Interpret EEO Laws, Statutes, Regulations and Directives.
- Explain Executive Orders concerning SEPs.
- Explain Civilian Personnel Management Practices and Programs.
- Explain Affirmative Programs of Equal Employment Opportunity (APEEO)
- Execute requirements found in the Management Directive 715 (MD-715).
- Execute organization/agency data to identify and recommend actions to remove barriers to equality of opportunity in the workplace.

- Exemplify Community Outreach and Engagement efforts.

**Target Audience**

Newly assigned collateral-duty or full-time SEPM.

**Prerequisite**

None

**Method of Instruction**

DEOMI employs a student-centered small group learning model. Throughout the course students will apply knowledge learned in hands-on practical applications; interactive large group discussions, experiential small group discussions, small group activities, role-playing, student led facilitation, guided discussions, and case studies. Student's performance will be assessed via written products, exams, and practical application.

**Duration**

Eighteen (18) hours of distributed learning instruction must be completed prior to starting in-residence training.

05 Training days/Forty (40) hours of in-residence training.



## Human Relations Professional Development E-Learning

### **Description**

DEOMI provides distributed learning modules through the Joint Knowledge On-line Learning Management System. These training modules are designed to enhance knowledge on a variety of human relations topics and enhance organization's command climate and culture.

- Ethics (DEOMI-GEN-1000)
- Conflict Management (DEOMI-GEN-2000)
- Organizational Socialization (DEOMI-GEN-3000)
- Connectedness (DEOMI-ATS-1000)
- Job Satisfaction (DEOMI-ATS-1041)
- Trust in Leadership (DEOMI-ATS-1100)
- Organizational Commitment (DEOMI-ATS-1400)
- Organizational Cohesion (DEOMI-ATS-1600)
- Disability Awareness (DEOMI-ATS-2030)
- Age Discrimination (DEOMI-ATS-2040)
- Hazing (DEOMI-ATS-2050)
- Sexual Assault Prevention and Response (DEOMI-ATS-3000)
- Bystander Intervention (DEOMI-ATS-3050)

Lessons are now available on JKO's Learning Management System (LMS).  
<https://www.defenseculture.mil/Education-and-Training/E-Learning/>

### **Target Audience**

The E-Learning is designed for all Department of Defense (DoD) and the Department of Homeland Security (DHS) employees.

### **Prerequisites**

None

### **Method of Instruction**

Asynchronous distributed learning

### **Duration**

One to two hours per course.

Please visit our webpage to learn more about the  
DEOMI Center of Excellence.

[Defense Equal Opportunity Management Institute - Home  
\(defenseculture.mil\)](https://defenseculture.mil)

