



Disability Program Management Course (DPMC) Resident

Purpose: To help students recognize the correlation between EEO and affirmative employment programs with a focus on IWD and individuals with targeted disabilities (IWTD).

Program/Course Description: This course will further provide students with an understanding of the regulatory guidance of laws and directives supporting disability program practices and procedures. It will provide clarification of specific roles and responsibilities of the Disability Program Manager (DPM) and discuss essential information connecting human resources/personnel procedures and EEO processes. In addition, this course will provide a basic understanding of reasonable accommodations practices and procedures and information on the Architectural Barriers Act emphasizing accessibility concerns. Participants will discuss affirmative programs of EEO by demonstrating a working knowledge of the MD-715 as it relates to IWD and IWTD participation in the workforce. Attendees will develop a takeaway brief that is useful in promoting their agencies' disability programs by stressing the importance of hiring, promoting, and retaining IWD in the workforce. This briefing will provide the catalyst to promote the disability program to managers and supervisors with the goal of increasing Federal employment of IWD.

The ACE awards this course lower-division associate/baccalaureate degree credit.

Learning Outcomes: After completing the DPMC, each student will be able to:

- Apply the basics of an accessibility audit associated with the Architectural Barriers Act
- Comprehend the roles and responsibilities of the DPM, to include special placement program coordinators
- Comprehend the legal and regulatory foundation associated with disability programs (Americans with Disabilities Act, Rehabilitation Act, IWD, reasonable accommodations, targeted disabilities, etc.)
- Comprehend basic human resources activities (to include program planning) and the impact it has on the efforts to recruit, hire, advance, and retain persons with disabilities (Standard Form 256)
- Comprehend how workplace emergency procedures support employees with disabilities
- Comprehend how EEO affirmative programs (MD-715) can impact DoD capabilities and achieve mission readiness
- Know how the Computer/Electronic Accommodations Program, Workforce Recruitment Program, and Vocational Rehabilitation can assist IWD
- Apply the fundamental skills associated with good presentations (briefings)

Target Audience: Those responsible for recruiting, hiring, placing, accommodating, or ensuring accessible information technology and facilities for IWD. This includes but is not limited to Disability Program Specialists, Veteran Program Managers, Reasonable Accommodations Coordinators, Human Resources Practitioners, EEO Specialists and others managing employment matters concerning IWD.

Specialty/Skill Identifier Awarded: None associated with this course.

Prerequisite: None.

Method of Instruction: Lecture, small group, case study, discussions, reading, research, and exercises/activities.

Instructional Medium: Classroom instructor, traditional audiovisual devices, printed materials, etc.

Duration: Five academic days/40 hours

Frequency: Two per year

Students per Class: 48

Admissions Policy: Allocations granted by the Commandant and set forth in each Service's school admissions policy serve as the basis for admission to any course or seminar offered at DEOMI. The Institute disseminates criteria for selection to each DoD component's EO/EEO proponent (i.e., headquarters office). The Air Force's education and training course announcement Web page <https://etca.randolph.af.mil/> has valuable information concerning DEOMI courses with links to other military Service training announcement sites. DEOMI's admissions policy supports the mission and purpose of the Institute and reflects the needs of the warfighter. DEOMI's student body consists of four distinct student populations: U.S. military officers, enlisted, international military members, and Federal Government civilian employees. The Institute admits all DoD employees through their Services' selection/assignment processes.

Once admitted to the program, DEOMI expects each student to attend and participate in the lessons associated with the program. To be successful, each student must meet the lesson objectives.

Contact: For the resident course, contact the Student Service at DSN 854-5874/4617/5214, commercial (321) 494-5874/4617/5214. DoD civilians should direct their requests for quotas through their respective Training Offices to their Major Commands. If other than Army, Air Force, or National Guard, please send the first two pages of a completed SF-182 directly to our office.

Internet Address: www.defenseculture.mil or www.deomi.org