



## **Equal Employment Opportunity Specialists Course (EEOSC) Resident**

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**Purpose:** This course provides students with the skills needed to effectively perform duties as an EEO Specialist and implement Federal EEO programs (complaints, ADR, special emphasis, etc.).

**Program/Course Description:** This course develops knowledge and skills that allow graduates to serve as effective EEO practitioners. Studies focus on the statutory/legal as well as inter/intrapersonal and organizational aspects of EEO. The course builds on knowledge and skills gained through the EEOCC, SEPMC, and two or more years of full-time EEO experience. The course reviews the causes and effects of discrimination, EEO programs for Federal employees/applicants for employment, civilian personnel/human resource management, valuing diversity, the roles and responsibilities of EEO Specialists, staff procedures, writing and briefing skills, and EEO complaint processing. It also provides training on affirmative programs of EEO (MD-715), management of special emphasis programs, and other EEO programs and resource management.

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

### **Learning Outcomes:**

- Know the fundamentals of the EEO program and Civil Rights Act
- Know how discrimination manifests itself in the work environment
- Analyze basic facts involving EEO complaint and the burden of proof
- Know how workplace harassment impacts the workplace
- Know the EEO complaints process as it pertains to the EEO Specialist
- Know how the fundamentals of resolving complaints within the Federal EEO complaints processing system impacts the mission
- Know how personnel policies and procedural issues impact the mission
- Know how the basic concept of the practice of ADR impacts the mission
- Know how to apply affirmative employment practices in the workplace
- Know the foundation of special emphasis programs and its impact on the mission
- Know how diversity manifests itself in the workforce
- Know the basic facts associated with the Individuals with Disabilities Act and its impact on the mission
- Comprehend the EEO practitioner's role and responsibility of handling sexual assault in the military environment
- Know the fundamental skills associated with good presentations

**Target Audience:** EEO/civilian personnel/human resource management personnel at the journeyman level

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

**Prerequisite:** While grade and series should not be the exclusive determinant of eligibility for the course, the typical attendee will be in the GS-200 series at the GS 7 – 12 level. The typical student must be a graduate of an EEOCC or equivalent course or program, and if possible the SEPMC, and must have two years of full-time EEO experience. The sponsoring organization should screen those registered to ensure that they meet the prerequisites.

**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:** 10 academic days/80 hours

**Frequency:** Two per year

**Students per class:** 48

**Admissions Policy:** Allocations of the number of students admitted granted by the Commandant and that which is set in each Service's school admissions policy serve as the basis for admission to any program or course 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](http://www.defenseculture.mil) or [www.deomi.org](http://www.deomi.org)