



**Special Emphasis Program Managers Course (SEPMC)  
Resident**

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**Purpose:** This course develops a base of knowledge and skills that allow graduates to serve as effective collateral-duty and full-time Special Emphasis Program Managers.

**Program/Course Description:** This course utilizes a hybrid approach to learning, which means that learning events occur in both online and in-resident environments. Students selected as Special Emphasis Program Managers must complete all online modules prior to attending DEOMI in-residence training. The Institute provides basic knowledge about a subject using both ADL and traditional lectures given in-residence. The online and in-resident portion of the training is a major strategy for expanding knowledge of basic subject matter in the cognitive domain of learning. DEOMI implements skills and attitude learning associated with higher-level learning objectives in a small-group (in-resident) format in order to allow the student to meet both cognitive and affective learning objectives. Instructors will provide information that will assist students in understanding lesson content and how to apply their experiences while in the small group. Lectures and discussions will center on the major issues and concerns pertinent to military readiness and the competencies needed to become successful Special Emphasis Program Managers.

This course develops a base of knowledge and skills that allow graduates to serve as effective collateral-duty and full-time Special Emphasis Program Managers (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). It focuses on inter/intrapersonal and organizational aspects of EEO and program management skills. Training introduces the causes and effects of discrimination, EEO programs for Federal employees/applicants for employment, civilian personnel/human resource management and managing diversity issues. It concentrates on the roles and responsibilities of Special Emphasis Program Managers, analyzing EEO data (MD-715), planning, and managing effective special emphasis programs.

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

Phase I training consists of nine online modules:

<b>Phase I EOAC Online Training Modules</b>
1. <i>Socialization (2 h)</i>
2. <i>Cultural Awareness (2 h)</i>
3. <i>White Americans (2 h)</i>
4. <i>Black or African Americans (2 h)</i>
5. <i>Hispanic or Latino Americans (2 h)</i>
6. <i>Asian Americans (2 h)</i>
7. <i>Native Hawaiian or Other Pacific Islanders (2 h)</i>
8. <i>American Indians &amp; Alaska Natives (2 h)</i>

9. <i>Presentation Skills</i> (2 h)
<b>Total Seat Time:</b> 18 h (Time increase due to Level III interaction). <b>Note:</b> All times are estimates.

Students have a 3-month limit to complete Phase I training. Phase I must be complete prior to in-resident training.

Phase II consists of one week of in-resident training and includes lessons on *Special Emphasis Programs; Power, Prejudice, and Discrimination; Personnel Procedures; EEO Pre-Complaint Process; Affirmative Programs of EEO; Special Emphasis Program Committees; Individuals With Disabilities (IWD) and Reasonable Accommodations; and Special Emphasis Program Resource Allocation Plans and Budget.*

**Learning Outcomes:** Online (Prerequisite) Learning

- Comprehend how cultural awareness can impact mission effectiveness
- Know the racial identity associated with the Native American and Alaska Native culture
- Know the racial identity associated with the White American culture
- Know the racial identity associated with the Black American culture
- Know the racial identity associated with the Asian American culture
- Know the racial identity associated with the Native Hawaiian or Other Pacific Islander culture
- Know the ethnic identity associated with the Hispanic or Latino American culture
- Comprehend how socialization can impact human relations
- Know the basic skills associated with formal briefings

In-Resident Training

- Know the basics of power, prejudice, and discrimination and their relationship
- Know basic Federal disability program policy
- Comprehend how the EEO pre-complaint process can impact the Federal workplace
- Know how EEO affirmative programs can impact the Federal workforce
- Know basic Federal disability program policy
- Know how special emphasis programs can impact the Federal workforce
- Know how special emphasis program committees can impact the Federal workplace
- Comprehend basic special emphasis program resource allocation plan and budget within the Federal government
- Know how personnel procedures can impact the Federal workplace
- Apply formal briefing skills

**Target Audience:** Newly assigned collateral-duty and full-time Special Emphasis Program Managers (i.e., Federal Women's, Black Employment, Hispanic Employment, Native Hawaiian or Other Pacific Islander Employment, Asian Employment, American Indian/Alaska Native Employment, IWD, or their committee members), who need a thorough introduction to statutory/legal and organizational aspects of the special emphasis program and who have not attended previous DEOMI EEO training.

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

**Prerequisite:** There is no requirement for participants to have attended a previous civilian or military DEOMI course or program.

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

**Duration:** 18 hours seat time; five academic days/40 hours

**Frequency:** Two times per year

**Students per class:** 48

**Admissions Policy:** Allocations granted by the Commandant and those set forth 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. DEOMI 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)