

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

**Course Catalog**

**Academic Year: FY25**



**Approved by:**

**Dr. Conrad S. Gamez, Department Head  
Curriculum Design and Development (CDD) Department  
Defense Equal Opportunity Management Institute (DEOMI)  
Patrick Space Force Base, Florida 32925-3399**

## Table of Contents

<b>COMMANDANT’S LETTER .....</b>	<b>1</b>
<b>ACCREDITATION.....</b>	<b>2</b>
<b>STUDENT ENROLLMENT (ADMISSIONS) .....</b>	<b>2</b>
<b>MILITARY EQUAL OPPORTUNITY (MEO) TRAINING PROGRAM.....</b>	<b>3</b>
EQUAL OPPORTUNITY ADVISOR COURSE (EOAC).....	3
EQUAL OPPORTUNITY ADVISOR RESERVE COMPONENT COURSE (EOARCC).....	6
<b>LEADERSHIP EDUCATION AND DEVELOPMENT (LEAD) PROGRAMS.....</b>	<b>8</b>
LEADERSHIP TEAM AWARENESS SEMINAR (LTAS).....	8
COMMAND TEAM AWARENESS SEMINAR (CTAS) .....	10
SENIOR EXECUTIVE EQUAL OPPORTUNITY SEMINAR (SEEOS) .....	11
<b>EQUAL EMPLOYMENT OPPORTUNITY (EEO) TRAINING PROGRAM .....</b>	<b>12</b>
EEO PROFESSIONAL SERIES ENTRY (EPS-E) COURSE.....	12
EEO PROFESSIONAL SERIES INTERMEDIATE (EPS-I) COURSE .....	14
EEO PROFESSIONAL SERIES ADVANCED (EPS-A) COURSE .....	16
EQUAL EMPLOYMENT OPPORTUNITY MEDIATION COURSE (EEOMC) .....	18
DISABILITY PROGRAM MANAGEMENT COURSE (DPMC).....	20
SPECIAL EMPHASIS PROGRAM MANAGER (SEPM) COURSE.....	22
<b>HUMAN RELATIONS PROFESSIONAL DEVELOPMENT E-LEARNING .....</b>	<b>24</b>

## Commandant's Letter

The Defense Equal Opportunity Management Institute (DEOMI) is the Department of Defense's (DoD) Center of Excellence for Military Equal Opportunity (MEO), Equal Employment Opportunity (EEO), and human relations education, training, and research. Since its inception in 1971, DEOMI has played a pivotal role in enhancing combat readiness by fostering positive human relations throughout the DoD.

At DEOMI, our mission is clear: To foster cultures of excellence through learning, research, and integrated knowledge management. We are committed to optimizing Total Force Readiness by equipping our military and civilian graduates with the knowledge and tools necessary to effectively advise commanders across the Armed Forces, U.S. Coast Guard, and DoD Agencies on MEO/EEO-related matters.

Our vision is equally ambitious. We aim to advance an agile and inclusive force that values and develops all individuals and thrives on their unique contributions. By embracing individual strengths and promoting excellence, we create a stronger, more resilient defense community.

DEOMI is accredited by the Council on Occupational Education (COE). Our learner-centered curriculum features challenging discussions, lectures, and activities. We employ a variety of instructional methods and technologies, including resident courses, distributed learning courses, mobile training teams, and seminars. Each program, course, and seminar are meticulously designed for a specific target audience, ensuring hands-on, real-world application of proven theories and techniques.

As you embark on your studies, I encourage you to fully embrace the DEOMI experience. Your professional success awaits, and we are here to support your journey. Thank you for your commitment to excellence and inclusion.

NASH.MICHELL Digitally signed by  
NASH.MICHELLE1.115784293  
E.I.115784293 Date: 2024.07.31 11:14:39 -0400

Michelle I. Nash Colonel,  
USAF Commandant

## 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 (Admissions)

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. 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 email Student Services at [DEOMIss@us.af.mil](mailto:DEOMIss@us.af.mil).

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

For Leadership Education and Development (LEAD) Leadership Team Awareness Seminar (LTAS) email [DEOMI.ET.LTAS@us.af.mil](mailto:DEOMI.ET.LTAS@us.af.mil).

Additional information is provided on our website:

<https://www.deomi.mil/Education-and-Training/Course-Information/>

## **Military Equal Opportunity (MEO) Training Program**

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

#### **Purpose**

The EOAC trains and certifies officers, enlisted, and civilian personnel selected to fill EO billets across the DoD and Homeland Security. Graduates will serve as Military Equal Opportunity (MEO) advisors to Commanders in the field, fleet, and wing.

#### **Course Description**

The program includes DoD and Service Specific requirements to ensure students are fully prepared to execute their duties and responsibilities as EO advisors. This course uses a blended approach to learning, i.e., events occur in a Distributed Learning (DL) platform hosted on the Learning Management System (LMS) Blackboard (Students must complete all DL before attending the resident portion of the course and in-resident environments. The DL and in-resident small group activities portion of training are both major strategies for expanding knowledge of basic subject matter in the cognitive, psychomotor, and affective domains of learning.

#### **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 prevent problematic behaviors to include harassment, 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 human relations and EO matters.
- Support command climate assessments in accordance with DoDI 6400.11 DoD Integrated Primary Prevention Policy for Prevention Workforce and Leaders, dated December 20, 2022.

### **ACE College Credit Recommendations**

The American Council on Education (ACE) recommends 9 semester hours in the lower-division baccalaureate/associate degree category for course DEOMI-0001.

### **Target Audience**

Officers, enlisted, and civilian personnel selected to fill EO billets across the DoD and Homeland Security, who will 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 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 65 hours of distributed learning training prior to reporting to resident training.
- All students must complete 25 training days/250 hours of resident training at DEOMI.
- All students must complete additional Service-specific requirements to graduate from this course:
  - US Army personnel must complete 10 additional training days/80 training hours.
  - US Navy personnel must complete 10 additional training days/80 training hours.
  - US Marine Corps personnel must complete 10 additional training days/80 training hours.

- US Coast Guard personnel must complete 10 additional training days/80 training hours.
  - EEO Professional Series Entry Course, 5 days/40 hours of resident training.
  - EEO Mediation Course, 5 days/40 hours of resident training.
- US Air Force personnel must complete 10 additional training days:
  - EEO Professional Series Entry Course, 5 days/40 hours of resident training
  - EEO Mediation Course, 5 days/40 hours of resident training.

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

### **Purpose**

The EOARCC trains and certifies DoD Reserve Component personnel selected to fill military and civilian Equal Opportunity (EO) billets across the DoD and Homeland Security. Graduates will serve as Military Equal Opportunity (MEO) advisors to Commanders in the field, fleet, and wing.

### **Course Description**

The program includes DoD and Service Specific requirements to ensure students are fully prepared to execute their duties and responsibilities as EO advisors. This course uses a blended approach to learning, i.e., events occur in a Distributed Learning (DL) platform hosted on the Learning Management System (LMS) Blackboard (Students must complete all DL before attending the resident portion of the course and in-resident environments. The DL and in-resident small group activities portion of training are both major strategies for expanding knowledge of basic subject matter in the cognitive, psychomotor, and affective domains of learning.

### **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 human relations and EO matters.
- Support command climate assessments in accordance with DoDI 6400.11 DoD Integrated



Primary Prevention Policy for Prevention Workforce and Leaders, dated December 20, 2022.

### **ACE College Credit Recommendations**

The American Council on Education (ACE) recommends 9 semester hours in the lower-division baccalaureate/associate degree category for course DEOMI-0002.

### **Target Audience**

National Guard and Reserve component personnel selected to fill EO billets across the DoD and Homeland Security, who will 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 65 hours of distributed learning training prior to reporting to resident training.
- All students must complete 15 training days/120 hours of resident training at DEOMI.
- All students must complete additional Service-specific requirements to graduate from this course:
  - US Army National Guard & Reserve personnel must complete 5 days/40 training hours.
  - US Air Force Guard and Reserve personnel must complete 20 additional training days:
    - US Air Force Guard or Reserve Service Specific Training, 10 days/80 training hours
    - EEO Professional Series Entry Course, 5 days/40 training hours
    - EEO Mediation Course, 5 days/40 hours training hours

## **Leadership Education and Development (LEAD) Programs**

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

#### **Purpose**

The quarterly Leadership Team Awareness Seminar (LTAS) provides the opportunity for leadership teams to explore human relations, Equal Opportunity (EO), and Equal Employment Opportunity (EEO) topics with the potential to impact future DoD/Department of Homeland Security (DHS) policy. These seminars are designed to build awareness of the contemporary aspects of human relations, EO, and EEO.

#### **Course Description**

The LTAS follows a seminar approach, where guest speaker subject matter experts will provide the audience with the most up-to-date thoughts, viewpoints, and research on a series of rotating seminar topics. Topics include 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. Small group discussions are then moderated. Participants are encouraged to discuss real-world issues and problems, give and receive feedback, and extrapolate how these topics affect themselves, others, the group, and larger organizational systems.

By gaining an awareness of these contemporary aspects of human relations, EO, and EEO, senior leaders will be more equipped to understand, explain, and participate in creating future DoD/DHS human relations, EO, and EEO policy.

#### **Target Audience**

This seminar is designed for leadership teams in the DoD and DHS. The LTAS is for Military Officers (O3 through O6), Senior Enlisted (E7 through E9), and General Schedule employees in leadership positions (GS-12 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 the Federal and public sectors.

**Duration**

Seminar length ranges from 2 to 4 hours depending on the topic.

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

### **Purpose**

This seminar is designed to increase command team awareness of human relations topics that have the potential to affect organizations, people, and even future personnel policy decisions.

### **Course Description**

The CTAS follows a seminar approach where DEOMI faculty present information on a series of human relations, Equal Opportunity (EO), and Equal Employment (EEO) topics. Topics include 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. Small group discussions are then moderated. Participants attend the seminar together as a command team, and are encouraged to discuss real-world issues and problems, give and receive feedback, and extrapolate how these topics affect themselves, others, the group, and larger organizational systems .

By gaining an awareness of these contemporary aspects of human relations, EO, and EEO, senior leaders will be more equipped to understand, explain, and participate in creating future DoD/ Department of Homeland Security (DHS) human relations, EO, and EEO policy.

### **Target Audience**

The target audience for this seminar is designed for Command Teams in the DoD and the DHS in the following pay grades: E9, O5, O6, GS14, and GS15.

### **Prerequisites**

None.

### **Method of Instruction**

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

### **Duration**

Seminar length ranges from 3 to 5 days depending on command team requirements.

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

### **Purpose**

This seminar is designed to support the Military Departments' Military Equal Opportunity (MEO) programs for senior civilian and military leaders.

### **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 that the subject topics may have, to include Force Shaping, Force Assessment and Improvement, Risk Management, the DoD EEO and Strategic Landscape, Leadership Oversight, EO/EEO, Leadership and Inclusion, and Return on Investment. Other special topics for discussion may include Perceptions, Generational Differences in the Workplace, Mentorship, Talent Management, Education and Training, and Inclusive Leadership.

### **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 or hear guest speakers or facilitators before discussion on applicable themes or topics.

### **Duration**

Seminar length ranges from 2 to 4 days depending on senior leader requirements.

## **Equal Employment Opportunity (EEO) Training Program**

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

#### **Purpose**

The EPS-E course prepares the student 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 a resident phase.

Students gain critical knowledge and skills to effectively serve as EEO Counselors or practitioners at the entry level, especially the pre-complaint process and informal intake. 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 and 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 the 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) recommends 3 semester hours in the lower-division baccalaureate/associate degree category for course DEOMI-0007.

**Target Audience**

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

**Prerequisites**

All students must complete 26 hours of EPS-E DL training prior to starting resident training.

**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 oral presentations, facilitation, guided discussions, and case studies. The student's performance will be assessed via written products, exams, and practical application.

**Duration**

All students must complete 26 hours of DL training prior to starting resident training.

All students must complete 5 training days/40 hours of resident training at DEOMI.

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

### **Purpose**

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

### **Course Description**

This course utilizes a hybrid approach that includes a self-paced, online Distributed Learning (DL) phase and a resident phase. This course builds on knowledge and skills gained through completing the EPS-E course and 3 or more years of full-time, relevant EEO experience with emphasis on the formal complaint process.

Students gain critical knowledge and skills to effectively serve as EEO practitioners at the intermediate level. The program focuses on roles and responsibilities of the EEO practitioners, as well as complaint processing and policy. This course builds upon the EEO Professional Series Entry (EPS-E) course and prepares the EEO practitioner to serve as a facilitator/liaison between the employee and management in the complaint processing stage. The EEO Professional Series Intermediate (EPS-I) course prepares the practitioner to perform assigned duties associated with an organization having nondiscriminatory employment policies and practices and provide equal employment opportunity to all job applicants and employees. Non-preferential actions that are appropriate under current legal provisions include: monitoring workforce composition, identifying underutilization problems that may indicate employment discrimination, conducting broad, inclusive recruiting, validating examinations, eliminating non-job-related minimum qualifications, and conducting diversity/sensitivity training.

### **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) recommends 3 semester hours in the lower-division baccalaureate/associate degree category for course DEOMI-0008.



**Target Audience**

Intermediate-level Federal EEO Specialists

**Prerequisites**

EPS-I students must possess 3 years of EEO experience after completing an EEO Counselor Course (EEOCC), *plus* the DL portion of the EEO Professional Series-Entry (EPS-E) course; or possess 3 years of EEO experience after completing DEOMI's EPS-E course.

All students must complete 20 hours of EPS-I DL training prior to starting resident training.

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

**Duration**

All students must complete 20 hours of DL training prior to starting resident training.

All students must complete 9 training days/72 hours of resident 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 a resident 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 involving a diverse workforce. Students gain knowledge of nondiscrimination, affirmative action, strategic planning of affirmative employment programs (AEP), 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; the EPS-I course; and 6 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 coalition.

### **ACE College Credit Recommendations**

The American Council on Education (ACE) recommends 3 semester hours in the lower-division baccalaureate/associate degree category for course DEOMI-0009.

### **Target Audience**

EEO Program Managers

### **Prerequisites**

EPS-A students must possess 3 years of EEO experience *after* completing the EEO Professional Series-Intermediate (EPS-I) course.

All students must complete 8 hours of EPS-A DL training prior to starting resident training.

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

**Duration**

All students must complete 8 hours of DL training prior to starting resident training.

All students must complete 9 training days/72 hours of resident training.

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

### **Purpose**

The EEOMC equips third-party neutrals with mediation and other alternative dispute resolution (ADR) skills. This course provides basic proficiency in mediation and facilitative conflict resolution.

### **Course Description**

The EEOMC provides DoD personnel with the fundamental training required to serve as DoD mediators (third-party neutrals). Using sound instructional methodologies, such as informal lectures, discussions, and activities, faculty ensure each student comprehends mediation topics and participates in educational activities associated with the mediation process. DEOMI's mediation training includes the ADR Act and its amendments, with emphasis on the Federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR. It also covers the EEOC's regulations and policy guidance with respect to ADR, Title 29 C.F.R. § 1614.102(b)(2), 1614.105(f), 1614.108(b), and 1614.603; the operation of ADR methods, including interest-based negotiation; and skill development in drafting the settlement agreement, including the notice provision pursuant to Title 29 C.F.R. § 1614.504.

### **Learning Outcomes**

Upon graduation, students will be able to:

- Interpret the current Alternative Dispute Resolution (ADR) laws, statutes, regulations, and directives.
- Compare other Alternative Dispute Resolution (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) recommends 3 semester hours in the lower-division baccalaureate/associate degree category for course DEOMI-0003.

### **Target Audience**

Military, DoD civilian, and other Federal employees who will serve as third-party neutrals or who need to gain the skills necessary to resolve EO, EEO, or other types of workplace disputes within their organizations.

**Prerequisites**

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

**Duration**

All students must complete 5 training days/40 hours of resident training.

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

### **Purpose**

The DPMC prepares the student to serve as a Disability Program Manager (DPM) in the Federal sector.

### **Course Description**

The DPMC provides students key knowledge of Equal Employment Opportunity (EEO) and affirmative employment programs (AEPs), which focuses on individuals with disabilities (IWD) and individuals with targeted disabilities (IWTD). The course provides an understanding of the regulatory guidance 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 provides 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 Parts 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) recommends 3 semester hours in the upper-division baccalaureate degree category for course DEOMI-0006.

### **Target Audience**

Those responsible for recruiting, hiring, placing, accommodating, or ensuring accessible

information technology and facilities for IWD and IWTD. This includes Disability Program Specialists, Veterans Program Managers, and Reasonable Accommodations Coordinators, HR practitioners, EEO Specialists, and others managing employment matters concerning IWD and IWTD.

**Prerequisites**

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

**Duration**

All students must complete 5 training days/40 hours of resident 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, including analyzing Equal Employment Opportunity (EEO) data (MD-715) and 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 a resident phase. The training focuses on inter/intrapersonal and organizational aspects of 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 (HR) management, and managing EEO 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 Individuals with Disabilities (IWD)).

### **ACE College Credit Recommendations**

The American Council on Education (ACE) recommends 2 semester hours in the lower-division baccalaureate/associate degree category for course DEOMI-0005.

### **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

**Prerequisites**

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

**Duration**

All students must complete 18 hours of DL training prior to starting resident training.

All students must complete 5 days/40 hours of resident training.

## **Human Relations Professional Development E-Learning**

### **Description**

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

- 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)
- 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.deomi.mil/Education-and-Training/Distributed-Learning/>

### **Target Audience**

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

### **Prerequisites**

None

### **Method of Instruction**

Asynchronous distributed learning

### **Duration**

Courses range from 1 to 2 hours in length.

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

[Defense Equal Opportunity Management Institute - Home](https://www.deomi.mil/)  
(<https://www.deomi.mil/>)

