



**D E  M I**  
DEFENSE EQUAL OPPORTUNITY MANAGEMENT INSTITUTE

***PROGRAM/COURSE  
CATALOG  
2007***

Defense Equal Opportunity Management Institute  
Curriculum & Faculty Programs Directorate  
Patrick AFB, FL 32925

2 May 07

<b>Program/Course Catalog</b>	<b>Page #</b>
DEOMI Overview	1
DEOMI History	4
DEOMI Mission	5
DEOMI Vision	6
Accreditation	7
DEOMIs Guiding Principles	8
DEOMIs Goals	9
Administrative Information	10
<b>Program/Course/Seminar Titles</b>	
Mediation Certification Program (MCP)	11
Equal Opportunity Advisor Program (EOAP)	13
Equal Opportunity Advisor Reserve Component Program (EOARCP)	15
Equal Employment Opportunity Counselor Program (EEOCP)	17
Introduction to Equal Employment Opportunity Counselor Program (EEOICP)	19
Special Emphasis Program Managers Course (SEPMC)	21
Equal Opportunity Program Managers Course (EOPMC)	23
Equal Employment Opportunity Officer Course (EEOOC)	25
Equal Employment Opportunity Specialist Course (EEOSC)	27
Senior Leader Equal Opportunity Seminar (SLEOS)	29
Leadership Team Awareness Seminar (LTAS)	31
Senior Executive Equal Opportunity Seminar (SEEOS)	33
Equal Employment Opportunity Managers Seminar (EEOMS)	35



The Defense Equal Opportunity Management Institute (DEOMI) is the DoD "Center of Excellence" for Equal Opportunity (EO), Equal Employment Opportunity (EEO) and human relations education, training, and research. Since its creation, DEOMI has enhanced combat readiness by fostering positive human relations. This catalog provides information about DEOMI and the various programs, courses, seminars and workshops offered by the Institute.

DEOMI's history and mission are described on the following pages. To accomplish this mission, DEOMI trains selected military and civilian personnel from all Armed Forces and DoD agencies, to include the Coast Guard, National Guard and Reserves. Once trained, these individuals advise their commanders on EO and EEO matters at various command/agency levels.

Accredited by the Council on Occupational Education, DEOMI implements a learner-centered curriculum offering challenging discussions, lectures, and activities. DEOMI employs a variety of instructional methods and technology including resident courses, on-line lessons, mobile training teams, and tele-seminar broadcasts via satellite to accomplish course objectives.

EO and EEO are readiness issues and while each DEOMI program, course, seminar, or workshop is designed for a different audience, all provide opportunities for practical application of proven theories and techniques. Specifically, the educational programs are designed to further develop abilities in one or more of the following areas:

1. Understanding of DoD EO and EEO programs in support of maintaining combat readiness.
2. Assisting commanders and agency heads in maintaining combat readiness and unit effectiveness.
3. Application of EO and EEO tenets contributing to organizational effectiveness.
4. Leading and directing a diverse force.

Kathlene Contres  
Captain, U.S. Navy  
Commandant

# ***DEOMI HISTORY***

Propelled by the civil rights movement of the 1960's and to counteract a national policy of segregation and inequality, a virtual Magna Carta for race relations training was issued in 1971. The violent and nonviolent disorders of the late 1960's were the catalyst that convinced military leaders that race relation's education must be provided to every member of the Armed Forces.

An inter-service task force examined the causes and possible cures of these disorders within the military. The task force, chaired by Air Force Major General Lucius Theus, resulted in Department of Defense Directive 1322.11. This directive established the Race Relations Education Board, and, in 1971, created the Defense Race Relations Institute (DRRI), the original name for DEOMI.

Since the first course, the Institute has expanded to meet the needs of field commanders and agency heads. As a result, the Institute now addresses an array of issues, to include sexual harassment, sexism, extremism, religious accommodations, and race & ethnic studies. To reflect this new growth, the name was changed to the Defense Equal Opportunity Management Institute in July 1979.

Today, within our new campus facility, our education and training programs in human relations and equal opportunity remain as the foundation in the building of leadership. Several workshops and seminars have been added along with our core Equal Opportunity Advisor Program, to provide service members in command or leadership positions with some level of equal opportunity and human relations' awareness training. In addition, we advise DoD and other organizations on equal opportunity matters, conduct extensive and progressive equal opportunity and human relations research program and serve as a clearinghouse to monitor and disseminate research findings to interested agencies.

Since its inception in 1971, the Institute has enhanced combat readiness by fostering positive human relations throughout diverse armed services.

That mandate has been carried to the field by the nearly 20,000 DEOMI graduates from the Armed Forces (Active and Reserve) and the United States Coast Guard. These Forces maximize unit cohesion and maintain the highest degree of combat readiness while maintaining the DoD reputation as a place where all individuals have infinite dignity and worth.

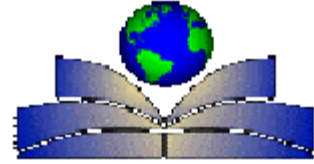
# **DEOMI'S MISSION**

**To enhance leadership and readiness by fostering Equal Opportunity (EO) and Equal Employment Opportunity (EEO) programs and positive human relations through education, training and research.**

# DEOMI'S VISION

*To be the DoD's center of excellence for world class equity education, training, and research.*

# ACCREDITATION



**DEOMI is accredited by the Commission of the Council on Occupational Education (COE). Our accreditation was granted in 1983. (Prior to 1995, COE was known as the Commission on Occupational Educational Institutions (COEI) of the Southern Association of Colleges and Schools (SACS)). Our last institutional self-study and COE team visit was completed in 2006. DEOMI programs received an excellent rating and were highly praised by the inspection team. As a result, our accreditation was reaffirmed in October 2006 and DEOMI was placed on a six year reaffirmation cycle. Our next COE team visit is scheduled for 2012.**

The mailing address and contact information for the Council on Occupational Education, an independent postsecondary accreditation body, is listed below:

Council on Occupational Education  
41 Perimeter Center East, NE Suite #640  
Atlanta, GA 30346  
Local - (703) 396-3898  
Toll-Free - (800) 917-2081

# DEOMI'S GUIDING PRINCIPLES

## *READINESS is Our Guiding Principle*

**R**espect - for the infinite dignity and worth of all individuals

**E**xcellence - in education, training, and research

**A**wareness - of the issues, successes, and strategies in human relations

**D**iversity - an understanding that our strengths derive from our differences as well as our shared values, goals and ethics

**I**nnovation - of processes, technology, and designs to enhance our mission

**N**ation - which we have sworn to defend and endeavor to improve

**E**xchange of ideas - in the spirit of academic freedom and professional responsibility

**S**elfless service - a priority to the higher ideals of equality and fairness

**S**upport - a commitment to quality processes for our customers and our organization

# DEOMI'S GOALS

- Be the center of excellence for EO/EEO, Diversity and Human Relations training and education.
- Be the center of excellence for EO/EEO, Human Relations and Diversity Research.
- Provide advisory services for OSD and DoD Components, and other federal, state and local agencies regarding EO/EEO/Diversity and Human Resources issues.
- Secure stabilized funding, personnel and material sources capable of fully supporting DoD EO/EEO, Diversity, and Human Relations education, training, research, and resource requirements.
- Provide a work environment that fosters teamwork and promotes the infinite dignity and worth of each DEOMI staff member and student.

# ADMINISTRATIVE INFORMATION

## **Student Transfers:**

Each DEOMI program, course, seminar, or workshop is created and designed to focus on specific subject matter particular to the unique duties associated with EO and EEO personnel. Due to the specificity of the DEOMI curriculum, students who do not meet minimum academic standards are not transferred to another program, course, seminar, or workshop. Students enroll in only one academic endeavor for the duration of their enrollment.

## **Student Enrollment: (Recruiting)**

Normally, students first learn about DEOMI programs, courses, seminars, and workshops during an administrative process that determines the needs of each Service. Each Service has a selection process (recruitment) that identifies volunteers and non-volunteers to participate in academic ventures here at DEOMI. For example: the following is the normal recruitment process for Air Force personnel selected to attend a program at DEOMI.

1. HQ AFPC/DPPAET is the focal point for the On-Line Retraining Advisory. HQ AFPC produces a training requirements document that identifies personnel shortfalls in certain career fields. This product is continuously updated for use by all Major Commands (MAJCOM), Field Operating Agencies (FOA), Direct Reporting Units (DRU), and Military Personnel Flights (MPF).
2. Airmen who are qualified and who have a Control Air Force Specialty Code (CAFSC) shown as an overage in the On-Line Retraining Advisory are urged to apply for retraining into skills that have shortages. There are times, however, when airmen are selectively retrained to meet the needs of the Air Force.
3. Airmen may qualify for a new skill by either formal school or On-the-Job Training (OJT).
4. A retraining action that requires a formal technical training course or OJT is processed as instructed by the retraining advisory notes contained in AFTMS, AFMAN 36-2108, *Airman Classification*, and other published guidance.

To learn more about each Services enrollment/recruitment policies, contact your Service education and training manager.

# **MEDIATION CERTIFICATION PROGRAM (MCP)**

## **Purpose:**

The purpose of this program is to equip neutrals with mediation and other ADR skills to take them to the basic proficiency in mediation, conciliation, early neutral inquiry, and the neutral settlement documentation.

## **Synopsis:**

This program provides participants with skills necessary to mediate disputes at their commands, installations and activities. This course follows the Model Standards of Practice for Mediators. The course covers discussions on workplace ADR ethics, conflicts of interest, confidentiality and exceptions, perceptions of impartiality, disclosure requirements, and case studies. Graduates are certified to mediate EO and EEO related disputes.

## **Target Audience:**

Military and civilian personnel who have attended previous DEOMI Civilian EEO or Military Equal Opportunity Advisor (EOA) Courses who need to learn how to mediate disputes concerning personnel or Equal Opportunity (EO)/Equal Employment Opportunity (EEO) issues in the Department of Defense.

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

## **Prerequisite:**

Meet target audience requirement

**Method of Instruction:** Lectures, supervised practical exercises, and small group discussions.

**Instructional Medium:** In-Residence & Non-Residence

**Duration:** 5 days/40 hrs

**Frequency:** 2 times per year

**Students per class:** 20-48

## **Admissions Policy:**

Admission to any Program or Course offered at the Defense Equal Opportunity Management Institute (DEOMI) is based on allocations granted by the Commandant and set forth in each services school admissions policy. Criteria for selection are disseminated to each DoD component's Equal Opportunity/Equal Employment Opportunity (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 War fighter as well as the educational criteria of the Board of Advisors Educational Policy. DEOMI student body consists of four distinct student populations: U.S. military officers, enlisted, international military

members, and Federal Government civilian employees. All DoD employees are admitted 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:** Student Management Division, at DSN 854-4418/5381, commercial (321) 494-4418/5381 or TTY (321) 494-6797. The FAX for our office is: DSN 854-3108 or commercial (321) 494-3108. 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 a completed DD Form 1556 or SF 182 directly to our office.

**INTERNET ADDRESS:** <https://www.deomi.org>

# EQUAL OPPORTUNITY ADVISOR PROGRAM (EOAP)

## **Purpose:**

To train and certify DoD employees assigned to military equal opportunity billets as Equal Opportunity Advisors.

## **Synopsis:**

The EO Advisor Program is a 35-day training course (6 weeks of DoD Equal Opportunity training, 1 week Mediation training, and 3 weeks of Service Specific training for a total of 10 weeks). The curriculum develops a base of knowledge and skills that allow graduates to assess human relations climates in the organizations they serve, and to provide advice and assistance to commanders to prevent, reduce, or eliminate discriminatory practices. The course uses a building-block concept. Studies progress from communications to individual and group behavior, through studies of major ethnic groups, aspects of power and discrimination, EO advisor skills, and conclude with Service specific studies. Graduates are qualified to serve as full-time EO advisors.

## **Target Audience:**

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

## **Specialty/Skill Identifier Awarded:**

Completion of the program is mandatory prior to the award of the following military job specialty codes.

<b>Service</b>	<b>Code</b>
Army	SQI 5T/Q
Navy	9515/3330
Air Force	3S131
Marine Corps	0124
Coast Guard	Military Equal Opportunity Advisor

## **Prerequisites:**

DEOMI sets general criteria for its target audience to meet the specific Service needs. These general criteria and others are found in guidance set forth by each branch of service.

- Demonstrates outstanding performance of assigned duties.
- Meet Service uniform/personal appearance requirements and weight/body fat standards
- Basic writing and speaking skills
- Have a High School Diploma or equivalent
- Endorsed by nominating command, based on interview and Service record review
- Stability in personal affairs (No chronic indebtedness and/or excessive use of alcohol, no individuals withdrawn for cause within the last three years from any Human Reliability or Personal Reliability Program, and no Uniform Code of Military Justice, Non-judicial, or State Code of Military Justice punishment within the last two years.)

**Method of Instruction:** Lecture/Small Group/Laboratory Method.

**Instructional Medium:** In-Residence only

**Duration:** Up to 10 weeks

**Frequency:** 3 times per year

**Students per class:** 70-100

**Admissions Policy:**

Admission to any Program, Course, or Seminar offered at the Defense Equal Opportunity Management Institute (DEOMI) is based on allocations granted by the Commandant and set forth in each services school admissions policy. Criteria for selection are disseminated to each DoD component's Equal Opportunity/Equal Employment Opportunity (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 war fighter as well as the educational criteria of the Board of Advisors Educational Policy. DEOMI student body consists of four distinct student populations: U.S. military officers, enlisted, international military members, and Federal Government civilian employees. All DoD employees are admitted 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. In order to complete the program of instruction each student is required to participate in 387 instructional hours to include a minimum of 267 hours of EOA Core requirements, and a minimum of 120 hours of Service Specific Training. Completion of the program requires each student to achieve a 70% average on all graded areas.

**Contact:** Student Management Division, at Commercial (321) 494-4923/5381 or DSN 854-4923/5381. The FAX for our office is: DSN 854-3108 or commercial (321) 494-3108.

**INTERNET ADDRESS:** <https://www.deomi.org>

# EQUAL OPPORTUNITY ADVISOR RESERVE COMPONENT PROGRAM (EOARCP)

**Purpose:**

To train and certify DoD employees to serve as EOAs in Reserve and National Guard.

**Synopsis:**

Phase II consists of 4 weeks of resident training including small group activities designed to reinforce concepts learned during Phase I. Additionally, Phase II curriculum includes lessons on Mediation, Dynamics of Power, Racism, Sexism, Prevention of Sexual Harassment, Religious Diversity, and concludes with 5 days of Service Specific training.

**Target Audience:**

Reservists, National Guard and DoD civilians who advise Reserve Component Commanders on Equal Opportunity matters.

**Specialty/Skill Identifier Awarded:**

Completion of the program is mandatory prior to the award of the following military job specialty codes. Only the Services listed receive an additional designation after completion of this course.

<b>Service</b>	<b>Code</b>
Army	SQI 5T/Q
Air Force	3S131

**Prerequisites:**

Completion of EOARCP [Phase 1](#) (online modules) and meet the general criteria set by specific Service needs. These general criteria and others are found in guidance set forth by each branch of service.

- Demonstrates outstanding performance of assigned duties.
- Meet Service uniform/personal appearance requirements, weight/body fat standards, and PFT within the last 6 months
- Basic writing and speaking skills
- Have a High School Diploma or equivalent
- Endorsed by nominating command, based on interview and Service record review
- Must be in or slated to be in an EOA/EOR/MEO position
- Stability in personal affairs (No chronic indebtedness and/or excessive use of alcohol, no individuals withdrawn for cause within the last three years from any Human Reliability or Personal Reliability Program, and no Uniform Code of Military Justice, Non-judicial, or State Code of Military Justice punishment within the last two years.)

**Method of Instruction:** Lecture/Small Group/Laboratory Method.

**Instructional Medium:** In-Residence & Non-Residence

**Duration:** 4-5 weeks in residence

**Frequency:** 2 times per year

**Students per class:** 70-90

**Admissions Policy:**

Admission to any Program or Course offered at the Defense Equal Opportunity Management Institute (DEOMI) is based on allocations granted by the Commandant and set forth in each services school admissions policy. Criteria for selection are disseminated to each DoD component's Equal Opportunity/Equal Employment Opportunity (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 War fighter as well as the educational criteria of the Board of Advisors Educational Policy. DEOMI student body consists of four distinct student populations: U.S. military officers, enlisted, international military members, and Federal Government civilian employees. All DoD employees are admitted through their services' selection/assignment processes.

Once admitted to the program, DEOMI expects each student to complete the online distributive learning lessons prior to attending the resident course. Upon attendance at the resident course students are expected to attend and participate in all lessons associated with the program. In order to complete the program of instruction each student is required to participate in 262 instructional hours to include the 53 hours of online lessons; a minimum of 184 hours of EOA core resident requirements; and a minimum of 25 hours of Service Specific Training. Completion of the program requires each student to achieve a 70% average on all graded areas.

**Contact:** Student Management Division, at Commercial (321) 494-4923/5381 or DSN 854-4923/5381. The FAX for our office is: DSN 854-3108 or commercial (321) 494-3108.

**INTERNET ADDRESS:** <https://www.deomi.org>

# EQUAL EMPLOYMENT OPPORTUNITY COUNSELOR PROGRAM (EEOCP)

## **Purpose:**

The purpose of this training is to introduce students to EEO counseling and help EEO Counselors develop techniques through, lecture, discussion and interactive role plays that help the EEO Counselor succeed in the federal sector.

## **Synopsis:**

This program develops a base of knowledge and skills that allows graduates to serve as effective EEO practitioners at the entry level. Studies focus on the statutory/legal as well as intra/interpersonal and organizational aspects of EEO. Training progresses through 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/Specialists, communication and interviewing skills, staff procedures, writing and briefing skills, documenting EEO inquiries, resolving EEO complaints (including alternate dispute resolution), evaluating EEO data and preparing affirmative employment program plans and other EEO reports.

## **Target Audience:**

Collateral-duty and full-time EEO Counselors, EEO Assistants, and other newly assigned EEO civilian personnel/human resource managers, and Equal Opportunity Advisor personnel who have EEO responsibilities and need a thorough introduction to statutory/legal, and organizational aspects of EEO.

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

## **Prerequisite:**

Meet target audience requirement

**Method of Instruction:** Lecture/supervised practical exercises/small group discussions

**Instructional Medium:** In-Residence & Non-Residence

**Duration:** 10 academic days/80 hrs

**Frequency:** 2 per year

**Students per class:** 20-56

## **Admissions Policy:**

Admission to any Program or Course offered at the Defense Equal Opportunity Management Institute (DEOMI) is based on allocations granted by the Commandant and set forth in each services school admissions policy. Criteria for selection are disseminated to each DoD component's Equal Opportunity/Equal Employment Opportunity (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 War fighter as well as the educational criteria of the Board of Advisors Educational Policy. DEOMI student body consists of four distinct student populations: U.S. military officers, enlisted, international military members, and Federal Government civilian employees. All DoD employees are admitted 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:** Student Management Division, at DSN 854-4418/5381, commercial (321) 494-4418/5381 or TTY (321) 494-6797. The fax for our office is: DSN 854-3108 or commercial (321) 494-3108. 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 a completed DD Form 1556 or SF 182 directly to our office.

**INTERNET ADDRESS:** <https://www.deomi.org>

# INTRODUCTION TO EQUAL EMPLOYMENT OPPORTUNITY COUNSELOR PROGRAM (EEOICP)

## **Purpose:**

The EEOICP is essential for all Federal EEO Counselors. EEO Counseling for New Counselors meets the EEOC 32-hour initial training requirement for counselors. The purpose of this training is to introduce students to EEO counseling and help EEO Counselors develop techniques through lecture, discussion and interactive role plays which help the EEO Counselor succeed in the federal sector.

## **Synopsis:**

This program develops a base of knowledge and skills that allow graduates to serve as effective collateral-duty EEO counselors. It focuses on the intra/interpersonal and organizational aspects of EEO. Training introduces the causes and effects of discrimination, EEO programs for federal employees/applicants for employment, civilian personnel/human resource management. It concentrates on the roles and responsibilities of EEO Counselors, communication and interviewing skills, documenting EEO inquiries, and resolving EEO complaints (including alternate dispute resolution).

## **Target Audience:**

Newly assigned collateral-duty EEO Counselors

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

## **Prerequisite:**

Meet target audience requirement

**Method of Instruction:** Lectures, supervised practical exercises, and small group discussions.

**Instructional Medium:** In-Residence & Non-Residence

**Duration:** 5 days/40 hrs

**Frequency:** By request only

**Students per class:** 20-36

## **Admissions Policy:**

Admission to any Program or Course offered at the Defense Equal Opportunity Management Institute (DEOMI) is based on allocations granted by the Commandant and set forth in each services school admissions policy. Criteria for selection are disseminated to each DoD component's Equal Opportunity/Equal Employment Opportunity (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 War fighter as well as the educational criteria of the Board of Advisors Educational Policy. DEOMI student body consists

of four distinct student populations: U.S. military officers, enlisted, international military members, and Federal Government civilian employees. All DoD employees are admitted 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:** Complete the [Non-Resident Training Request Form](#) and Fax or E-Mail it to DEOMI/EEO. Our Fax number is DSN: 854-3294 or Commercial: (321) 494-3294. Our E-Mail address is: [direqemp@patrick.af.mil](mailto:direqemp@patrick.af.mil).

**INTERNET ADDRESS:** <https://www.deomi.org>

# **SPECIAL EMPHASIS PROGRAM MANAGERS COURSE (SEPMC)**

## **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.

## **Synopsis:**

The course focuses on the intra/interpersonal and organizational aspects of EEO, and program management skills. Special Emphasis programs addressed in this course include: Federal Women, Black Employment, Hispanic Employment, Asian-Pacific Islander Employment, American Indian/Alaskan Native Employment, and Program for People with Disabilities. Training introduces the causes and effects of discrimination, EEO programs for federal employees/applicants for employment and civilian personnel/human resource management. It concentrates on the roles and responsibilities of Special Emphasis Program Managers, communication skills, staff coordination, briefing skills, analyzing EEO data, and planning and managing effective Special Emphasis Programs.

## **Target Audience:**

Newly assigned collateral-duty and full-time special emphasis program managers

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

## **Prerequisite:**

Meet target audience requirement

**Method of Instruction:** Lectures, supervised practical exercises, and small group discussions

**Instructional Medium:** In-Residence & Non-Residence

**Duration:** 5 days/40 hrs

**Frequency:** 2 times per year

**Students per class:** In-resident 20-36; Non-resident 20-56

## **Admissions Policy:**

Admission to any Program or Course offered at the Defense Equal Opportunity Management Institute (DEOMI) is based on allocations granted by the Commandant and set forth in each services school admissions policy. Criteria for selection are disseminated to each DoD component's Equal Opportunity/Equal Employment Opportunity (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 War fighter as well as the educational criteria of the Board of Advisors Educational Policy. DEOMI student body consists of four distinct student populations: U.S. military officers, enlisted, international military

members, and Federal Government civilian employees. All DoD employees are admitted 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:** Student Management Division, at DSN 854-4418/5381, commercial (321) 494-4418/5381 or TTY (321) 494-6797. The FAX for our office is: DSN 854-3108 or commercial (321) 494-3108. 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 a completed DD Form 1556 or SF 182 directly to our office.

**INTERNET ADDRESS:** <https://www.deomi.org>

# EQUAL OPPORTUNITY PROGRAM MANAGER COURSE (EOPMC)

## **Purpose:**

The EOPMC is a 4-week course for officers and senior noncommissioned officers who are not practitioners, but have overall responsibility for managing the organization's Equal Opportunity program.

## **Synopsis:**

The course focuses on organizational issues and certifies attendees to be qualified Equal Opportunity Program Managers. The course entails a 1-week core portion (LTAS) and a 3-week Service Specific portion. The students are integrated into the Service Specific portion of DEOMI's EOAP.

## **Target Audience:**

Military and DoD Civilian personnel who manage EO programs and supervise EOAs.

## **Specialty/Skill Identifier Awarded:** N/A

## **Prerequisites:**

DEOMI sets general criteria for its target audience to meet the specific Service needs. These general criteria and others are found in guidance set forth by each branch of service.

- Demonstrates outstanding performance of assigned duties.
- Meet Service uniform/personal appearance requirements and weight/body fat standards
- Basic writing and speaking skills
- Have a High School Diploma or equivalent
- Endorsed by nominating command, based on interview and Service record review
- Stability in personal affairs (No chronic indebtedness and/or excessive use of alcohol, no individuals withdrawn for cause within the last three years from any Human Reliability or Personal Reliability Program, and no Uniform Code of Military Justice, Non-judicial, or State Code of Military Justice punishment within the last two years.)

**Method of Instruction:** Lecture/Small Group/Laboratory Method.

**Instructional Medium:** In-Residence & Non-Residence

**Duration:** 4 weeks

**Frequency:** 3 times per year

**Students per class:** 25-40

## **Admissions Policy:**

Admission to any Program, Course, or Seminar offered at the Defense Equal Opportunity Management Institute (DEOMI) is based on allocations granted by the Commandant and set forth in each services school admissions policy. Criteria for selection are disseminated to each DoD component's Equal Opportunity/Equal Employment Opportunity (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 war fighter as well as the educational criteria of the Board of Advisors Educational Policy. DEOMI student body consists of four distinct student populations: U.S. military officers, enlisted, international military members, and Federal Government civilian employees. All DoD employees are admitted 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:** Student Management Division, at Commercial (321) 494-4923/5381 or DSN 854-4923/5381. The FAX for our office is: DSN 854-3108 or commercial (321) 494-3108.

**INTERNET ADDRESS:** <https://www.deomi.org>

# EQUAL EMPLOYMENT OPPORTUNITY OFFICER COURSE (EEOOC)

## **Purpose:**

This course develops knowledge and skills that allow graduates to manage effective EEO programs at the installation, activity, and command level. It provides the information and guidance for initiating and processing complaints alleging discrimination, those agencies and officials responsible for the timely and judicious handling of EEO complaint matters, and the rights and responsibilities of persons participating in the EEO complaint process.

## **Synopsis:**

This course builds on knowledge and skills gained through the EEO Specialist Course and four or more years of full-time EEO program management experience. It provides students with the skills needed to effectively manage EEO programs. It develops a values-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. The course develops a state-of-the-art knowledge of nondiscrimination, affirmative action, diversity and human resource management issues through a series of student-led symposia, and presentations by experts in these areas.

## **Target Audience:**

EEO specialists/managers, civilian personnel/human resource management personnel and attorneys who have been assigned primary responsibility for managing a major aspect of an EEO program. 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 11-14 level. Ideally, the typical student should be a graduate of the DEOMI EEO Counselor Program and Specialist course and have four or more years of full-time EEO experience.

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

## **Prerequisite:**

Meet target audience requirement

**Method of Instruction:** Lectures, supervised practical exercises, and small group discussions.

**Instructional Medium:** In-Residence & Non-Residence

**Duration:** 10 days/80 hrs

**Frequency:** 1 time per year

**Students per class:** 20-48

## **Admissions Policy:**

Admission to any Program or Course offered at the Defense Equal Opportunity Management Institute (DEOMI) is based on allocations granted by the Commandant and set forth in each services school admissions policy. Criteria for selection are disseminated to each DoD component's Equal Opportunity/Equal Employment Opportunity (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 War fighter as well as the educational criteria of the Board of Advisors Educational Policy. DEOMI student body consists of four distinct student populations: U.S. military officers, enlisted, international military members, and Federal Government civilian employees. All DoD employees are admitted 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:** Student Management Division, at DSN 854-4418/5381, commercial (321) 494-4418/5381 or TTY (321) 494-6797. The FAX for our office is: DSN 854-3108 or commercial (321) 494-3108. 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 a completed DD Form 1556 or SF 182 directly to our office.

**INTERNET ADDRESS:** <https://www.deomi.org>

# EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST COURSE (EEOSC)

## **Purpose:**

This course provides students with the skills needed to effectively implement federal EEO programs (ADR, Special Emphasis, etc).

## **Synopsis:**

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 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 at the pre-complaint (informal) stage. It provides training on formal EEO complaint processing, affirmative programs of employment planning and reporting, management of special emphasis and other EEO programs, and resource management.

## **Target Audience:**

EEO and civilian personnel/human resource management personnel at the journey level. 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 should be a graduate of the DEOMI EEO Counselor Program and have two years of full-time EEO experience. The course is also appropriate for attorneys who are being assigned EEO responsibilities for the first time and for military EO Advisors who have a general knowledge of the EEO program and are assigned EEO duties.

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

## **Prerequisite:**

Meet target audience requirement

**Method of Instruction:** Lectures, supervised practical exercises, and small group discussions.

**Instructional Medium:** In-Residence & Non-Residence

**Duration:** 10 days/80 hrs

**Frequency:** 2 per year

**Students per class:** 20-56

## **Admissions Policy:**

Admission to any Program or Course offered at the Defense Equal Opportunity Management Institute (DEOMI) is based on allocations granted by the Commandant and set forth in each services school admissions policy. Criteria for selection are disseminated to each DoD component's Equal Opportunity/Equal Employment Opportunity (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 War fighter as well as the educational criteria of the Board of Advisors Educational Policy. DEOMI student body consists of four distinct student populations: U.S. military officers, enlisted, international military members, and Federal Government civilian employees. All DoD employees are admitted 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:** Student Management Division, at DSN 854-4418/5381, commercial (321) 494-4418/5381 or TTY (321) 494-6797. The FAX for our office is: DSN 854-3108 or commercial (321) 494-3108. 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 a completed DD Form 1556 or SF 182 directly to our office.

**INTERNET ADDRESS:** <https://www.deomi.org>

# SENIOR LEADERS EO SEMINAR (SLEOS)

## **Purpose:**

This seminar is geared toward the strategic decision makers in the DoD and the Department of Homeland Security.

## **Synopsis:**

This course is designed to present attendees with an orientation on the intrapersonal, interpersonal, and organizational aspects of EO.

## **Target Audience:**

Military and DoD civilian supervisors (E7 - E9, O3 - O6, & GS9 - GS15).

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

## **Prerequisites:**

DEOMI sets general criteria for its target audience to meet the specific Service needs. These general criteria and others are found in guidance set forth by each branch of service

- Demonstrates outstanding performance of assigned duties
- Meet Service uniform/personal appearance requirements and weight/body fat standards
- Basic writing and speaking skills
- Have a High School Diploma or equivalent
- Endorsed by nominating command, based on interview and Service record review
- Stability in personal affairs (No chronic indebtedness and/or excessive use of alcohol, no individuals withdrawn for cause within the last three years from any Human Reliability or Personal Reliability Program, and no Uniform Code of Military Justice, Non-judicial, or State Code of Military Justice punishment within the last two years.)

**Method of Instruction:** Mobile Training Team/Seminar/exercise and lecture

**Instructional Medium:** In-Residence & Non-Residence

**Duration:** 2 days (Can be modified)

**Frequency:** As requested

**Students per class:** 15-45

## **Admissions Policy:**

Admission to any Program or Course offered at the Defense Equal Opportunity Management Institute (DEOMI) is based on allocations granted by the Commandant and set forth in each services school admissions policy. Criteria for selection are disseminated to each DoD component's Equal Opportunity/Equal Employment Opportunity (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 War fighter as well as the educational criteria of the Board of Advisors Educational Policy. DEOMI student body consists

of four distinct student populations: U.S. military officers, enlisted, international military members, and Federal Government civilian employees. All DoD employees are admitted 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:** Senior Leader Training, at COMM (321)494-1707 or DSN 854-1707

**INTERNET ADDRESS:** <https://www.deomi.org>

# **LEADERSHIP TEAM AWARENESS SEMINAR (LTAS)**

## **Purpose:**

To give senior leaders an opportunity to explore evolving human relations and equal opportunity/equal employment opportunity (EO/EEO) issues in order to gain an understanding of their impacts on unit cohesion and mission effectiveness.

## **Synopsis:**

The intent of this seminar is to raise senior leader awareness of personnel dynamics and incorporate participants' personal and professional experiences in solving organizational issues, beginning with how values and prejudices are formed and acted out. Participants are encouraged to bring real-world issues and problems to the table, give and receive feedback, and explore the impact of their personal behaviors on others, the group, and on larger organizational systems. The program is divided into the following topics:

- Socialization and Values
- Dynamics of Power
- Sexism and Sexual Harassment
- Leading a Culturally Diverse Workforce
- Contemporary EO Issues
- Future Focus

## **Target Audience:**

This seminar is designed for senior officers (commanders and key staff/department heads O3 – O6) and senior enlisted advisors (E7/E9); as well as civilians including legal officers, chaplains, and inspector general personnel in leadership positions.

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

## **Prerequisites:**

Commanders & key staff/department heads (O3 to O6) and/or their senior enlisted advisor (E7 to E9)

DEOMI sets general criteria for its target audience to meet the specific Service needs. These general criteria and others are found in guidance set forth by each branch of service.

- Demonstrates outstanding performance of assigned duties
- Meet Service uniform/personal appearance requirements and weight/body fat standards
- Basic writing and speaking skills
- Have a High School Diploma or equivalent
- Endorsed by nominating command, based on interview and Service record review
- Stability in personal affairs (No chronic indebtedness and/or excessive use of alcohol, no individuals withdrawn for cause within the last three years from any Human Reliability or Personal Reliability Program, and no Uniform Code of Military Justice, Non-judicial, or State Code of Military Justice punishment within the last two years.)

**Method of Instruction:** Seminar, Lecture, Mobile Training Team, activities and exercises

**Instructional Medium:** In-Residence & Non-Residence

**Duration:** 5 Days (40 hours) (can be modified)

**Frequency:** 8 times per year (as requested)

**Students per class:** 15-45

**Admissions Policy:**

Admission to any Program or Course offered at the Defense Equal Opportunity Management Institute (DEOMI) is based on allocations granted by the Commandant and set forth in each services school admissions policy. Criteria for selection are disseminated to each DoD component's Equal Opportunity/Equal Employment Opportunity (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 War fighter as well as the educational criteria of the Board of Advisors Educational Policy. DEOMI student body consists of four distinct student populations: U.S. military officers, enlisted, international military members, and Federal Government civilian employees. All DoD employees are admitted 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:** Student Management Division, at Commercial (321) 494-4923/5381 or DSN 854-4923/5381. The FAX for our office is: DSN 854-3108 or commercial (321) 494-3108.

**INTERNET ADDRESS:** <https://www.deomi.org>

# SENIOR EXECUTIVE EQUAL OPPORTUNITY SEMINAR (SEEOS)

## **Purpose:**

This seminar is designed to enhance the capability of senior leaders to successfully use EO/EEO programs to lead a diverse force capable of maintaining national security.

## **Synopsis:**

This course is prescribed by DoD Directive 1350.2 and is collaborative effort between senior leaders and DEOMI. It contains information and scenario presentations which will facilitate strategic discussion of Service-wide implications. The two-day seminar is divided into three phases: awareness, understanding, and action.

- Phase I- Awareness: participants will identify current EO/EEO issues and strategic challenges facing their service, which will impact readiness.
- Phase II- Understanding: participants will develop an understanding of the strategic impact of EO/EEO.
- During Phase III- Action: participants will prepare an EO/EEO action plan to guide their leadership actions.

## **Target Audience:**

All newly selected O7 general/flag officers (active, Guard, and Reserve) and Senior Executive Service (SES) personnel

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

## **Prerequisites:**

Meet target audience requirement

## **Method of Instruction:**

Through presentations and discussions, participants contemplate current EO/EEO issues and strategic challenges that impact readiness. Enable participants to explore strategies and then design an EO/EEO Strategic Action Plan for presentation to Senior Service representatives

**Instructional Medium:** In-Residence & Non-Residence

**Duration:** 2 days

**Frequency:** As requested

**Students per class:** 70 to 100 in Washington, DC; 30 at Patrick Air Force Base (PAFB), FL (Army only); and 70-100 in San Antonio, TX.

## **Admissions Policy:**

Admission to any Program or Course offered at the Defense Equal Opportunity Management Institute (DEOMI) is based on allocations granted by the Commandant and set forth in each services school admissions policy. Criteria for selection are disseminated to each DoD component's Equal Opportunity/Equal Employment Opportunity (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 War fighter as well as the educational criteria of the Board of Advisors Educational Policy. DEOMI student body consists of four distinct student populations: U.S. military officers, enlisted, international military members, and Federal Government civilian employees. All DoD employees are admitted 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:**

Future seminar participants are respectfully asked to contact their Service specific General/Flag Officer Management Office or Senior Executive Service Management Office in Washington, DC to arrange attendance at their Service's next available SEEOS session.

**INTERNET ADDRESS:** <https://www.deomi.org>

# **EQUAL EMPLOYMENT OPPORTUNITY MANAGERS SEMINAR (EEOMS)**

## **Purpose:**

This seminar presents an in-depth orientation on EEO issues to military and civilian supervisors/managers who have significant management responsibilities in a predominantly civilian workforce.

## **Synopsis:**

This seminar builds on knowledge and skills acquired through other civilian, personnel, or supervisory training endeavors. It introduces participants to the causes and effects of discrimination, valuing diversity, affirmative action, dispute avoidance and authentic leadership.

## **Target Audience:**

Military and civilian supervisors/managers who have completed general training on civilian personnel supervision and have significant responsibilities for management of a predominantly civilian workforce.

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

## **Prerequisite:**

Meet target audience requirement

**Method Of Instruction:** Mobile Training Team/lectures/and small group discussions.

**Instructional Medium:** In-Residence & Non-Residence

**Duration:** 2-3 days

**Frequency:** By Request Only

**Students per class:** 20-30

## **Admissions Policy:**

Admission to any Program or Course offered at the Defense Equal Opportunity Management Institute (DEOMI) is based on allocations granted by the Commandant and set forth in each services school admissions policy. Criteria for selection are disseminated to each DoD component's Equal Opportunity/Equal Employment Opportunity (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 War fighter as well as the educational criteria of the Board of Advisors Educational Policy. DEOMI student body consists of four distinct student populations: U.S. military officers, enlisted, international military members, and Federal Government civilian employees. All DoD employees are admitted 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:** Complete the [Non-Resident Training Request Form](#) and Fax or E-Mail it to DEOMI/DEE. Our Fax number is DSN: 854-3294 or Commercial: (321) 494-3294. Our E-Mail address is: [direqemp@patrick.af.mil](mailto:direqemp@patrick.af.mil).

**INTERNET ADDRESS:** <https://www.deomi.org>