



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

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### **Purpose:**

To help students recognize the correlation between Equal Employment Opportunity and Affirmative Employment Programs with a focus on Individuals with Disabilities (IWD) and Targeted Disabilities (TD).

### **Program/Course Description:**

This course will further provide students with the required knowledge and skills associated with the regulatory guidance of laws and directives supporting disability program practices and procedures. The course will provide a description of specific roles and responsibilities of the full-time or collateral-duty Disability Program Manager (DPM) and discuss essential information connecting Human Resources/Personnel Procedures and EEO processes. In addition, this course will provide a basic understanding of reasonable accommodations practices and procedures and information on the Architectural Barriers Act emphasizing accessibility concerns. Participants will further discuss Affirmative Programs of EEO by demonstrating a working knowledge of the Management Directive 715 as it relates to IWD and TD participation in the workforce. Attendees will develop a briefing that is useful in promoting their agencies' Disability Programs by stressing the importance of hiring, promoting and retaining of IWD already in the workforce. This briefing will provide the catalyst to promote the Disability Program to managers and supervisors with the goal of increasing Federal Employment of Individuals with Disabilities.

### **Target Audience:**

Those responsible for recruiting, hiring, placing, accommodating, or ensuring accessible information technology and facilities for individuals with disabilities. This includes but is not limited to, DPS, Veteran Program Managers, Reasonable Accommodations Coordinators, HR Practitioners, EEO Specialist and others who manage employment matters concerning IWD.

### **Speciality/Skill Identifier Awarded:**

None associated with this course.

### **Prerequisite:**

None

**Method of Instruction:**

Lecture, Small-Group, Case Study, Discussions, Reading, Research, and Exercises/Activities

**Instructional Medium:**

Classroom instructor, traditional audiovisual devices, printed materials, etc.

**Duration:**

5 Academic Days/40 Hours

**Frequency:**

Four times per year in-residence.

**Students per class:**

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 warfighter. 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:**

Contact Student Services at DSN 854-5874/5653 or Commercial (321) 494-5874/ 5653. The FAX for our office is DSN 854-3108 or commercial (321) 494-3108 or the EEO Directorate FAX at DSN 854-3294 or Commercial (321) 494-3294. 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.