



Equal Employment Opportunity Specialists Course (EEOC) Resident

Purpose:

This course provides students with the skills needed to effectively perform duties as EEO Specialists and implement federal EEO programs (Complaints, ADR, Special Emphasis, etc).

Program/Course Description:

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

Target Audience:

EEO/Civilian Personnel/Human Resource Management Personnel at the journeyman level.

Specialty/Skill Identifier Awarded:

None associated with this course.

Prerequisite:

While grade and series should not be the exclusive determinant of eligibility for the course, the typical attendee will be in the GS-200 series at the GS 7-12 level. The typical student must be a graduate of an EEO Counselor Course (EEOCC) or equivalent courses or programs from other training programs and have two years of full-time EEO experience; and if possible, the Special Emphasis Program Managers Course . The sponsoring organization should screen those registered to ensure that the prerequisites are met.

Method of Instruction:

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

Instructional Medium:

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

Duration:

10 Academic Days/80 Hrs

Frequency:

2 times per year at Patrick AFB, Florida

Students per class:

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 warfighter. DEOMI's 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 the first two pages of a completed SF 182 directly to our office.