



## EEO Professional "Entry" Course (EPS-E)

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**Target Audience:** New EEO Practitioners; **Grade level GS-7 thru GS-11** (Primarily 201, 260, 360 Series Personnel to include Air Force and Coast Guard EO Advisors)

**Purpose:**

This training introduces students to the basics of EEO to include counseling and helps in developing the knowledge, skills, and attitudes essential to the EEO occupation. Curriculum is based upon Advanced Distributed Learning (ADL), in-residence lectures, discussions, and interactive role plays that help the EEO professional succeed in the federal sector. The EEO professional many times serves as the liaison between the employee and management in a myriad of ways including during the processing of EEO complaints.

**Program/Course Description:**

This course uses a hybrid approach to learning, meaning that learning events have been apportioned to online and in-resident environments. Basic knowledge about a subject is provided using both ADL and traditional lectures given in-resident. Students selected for the Entry course must complete all online modules prior to attending the in-residence training.

Skills and attitude learning associated with higher level learning objectives are implemented in a small group (in-resident) format in order to allow the student to meet both cognitive and affective learning objectives. In the small group, instructors will provide information to assist students in understanding lesson content and how to apply their experiences. Lectures and discussions will center on major issues and concerns pertinent to civil employee occupational environment and the competencies needed to become a successful Equal Employment Opportunity professional.

This course 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, the basics of Individuals with Disabilities programs and other Special Emphasis programs, communication and interviewing skills, staff procedures, writing and briefing skills, documenting EEO inquiries, resolving EEO complaints (including alternate dispute resolution).

Phase I training consists of twelve (12) on-line modules (**approximately 24 seat hours**):

1. Current EEO Laws, Regulations, and Directives
2. Personnel Procedures
3. Foundation of Disability Programs
4. Introduction to Management Directive 715
5. Counselor Roles and Responsibilities
6. Fundamental Presentation Skills
7. EEO Counseling Process

8. Alternative Dispute Resolution (ADR)
9. Discrimination and Harassment Issues in the Workplace
10. Complaint Resolution
11. Counselor's Report
12. Special Emphasis Programs

Phase II consists of one (1) week (approximately 40 hours) of resident training, including small-group activities to reinforce concepts learned during Phase I. Additionally, Phase II curriculum includes lessons on topics such as: The EEO Professional (Overview); Framing the Claim in EEO Complaints; Conducting the Initial Interview; The Final Interview; and Writing the Counselor Report. These lectures will increase the comprehension of facts, concepts, principles, and generalizations. Concepts represent a class of terms (an idea usually expressed in a word/s), and principles communicate relationships among concepts. Generalizations are relationships between/among concepts expressed at a higher level of abstraction than a principle. DEOMI lectures are created to allow students to see the relationship or organization of the new ideas. Lectures tend to present a concept (one idea) by first defining it and then giving many concrete examples of the concept.

**ACE College Credit:** Under Evaluation

**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 854-5874/4617 or Commercial (321) 494-5874/4617. 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.