



## **Special Emphasis Program Managers Course (SEPMC) Resident**

---

### **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.

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

This course utilizes a hybrid approach to learning, which means that learning events have been apportioned to online and in-resident environments. Students selected for the Special Emphasis Program Manager course must complete all online modules prior to attending DEOMI in-residence training. Basic knowledge about a subject is provided using both Advanced Distributed Learning (ADL) and traditional lectures given in-residence. The online and in-residence portion of the training is a major strategy for expanding knowledge of basic subject matter in the cognitive domain of learning.

Phase 1 training consists of nine (9) online modules:

1. Socialization
2. Cultural Awareness
3. White Americans
4. Black or African Americans
5. Hispanic or Latino Americans
6. Asian Americans
7. Native Hawaiians and Other Pacific Islanders
8. American Indians and Alaskan Natives
9. Presentation Skills

Phase II consists of one week of resident training, including small-group designed to reinforce concepts learned during Phase 1. Additionally, Phase II curriculum focuses on inter/intrapersonal and organizational aspects of EEO and program management skills. Training introduces the causes and effects of discrimination, EEO programs for federal employees/applicants for employment, civilian personnel/human resource management and managing diversity issues. It concentrates on the roles and responsibilities of Special Emphasis Program Managers, analyzing EEO data (MD 715), planning, and managing effective Special Emphasis Programs.

### **Target Audience:**

Newly assigned collateral-duty and full-time Special Emphasis Program Managers (i.e., Federal Women's, Hispanic Employment, Individuals with Disabilities and such other programs as may be

required by the Office of Personnel Management or the particular agency or their committee members), who need a thorough introduction to statutory/legal and organizational aspects of the Special Emphasis Program.

**Specialty/Skill Identifier Awarded:**

None associated with this course.

**Prerequisite:**

There is no requirement for participants to have attended a previous civilian or military DEOMI course or program.

**Method of Instruction:**

Online Advanced Distributive Learning, Small-Group, Case Study, Discussions, Reading, Research, and Exercises/Activities

**Instructional Medium:**

Web-based Training (WBT), Classroom instructor, traditional audiovisual devices, printed materials, etc.

**Duration:**

5 Academic Days/40 Hrs and 15.0 hours of online instruction (Phase 1)

**Frequency:**

Two 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'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 this program. To be successful, each student must meet the lesson objectives.

**Contact:**

Contact Student Services at DSN 854-5874/5653/2690 or Commercial (321) 494-5874/5653/2690. 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 submit the first two pages of a completed SF 182 directly to our office at [deomiss@us.af.mil](mailto:deomiss@us.af.mil).