

**DEFENSE EQUAL OPPORTUNITY
MANAGEMENT INSTITUTE
DEOMI**



**INSTITUTIONAL CHARACTERISTICS & MORE
Student Information**

PATRICK AIR FORCE BASE, FLORIDA 32925-3399

FACILITIES

Primary activities of the Institute are conducted in a state-of-the-art complex at Patrick AFB, Florida, Building 352; 366 Tuskegee Airmen Drive. The building is seven years old and houses a library, classrooms, auditoriums, and administrative offices. The Institute library contains over 15,000 books, numerous research reports, audiovisual items, professional journals, and newspapers. It also has microfiche readers, printers, CD/videotape cassette players, and TV monitors. For the purpose of research, there is a CD ROM based information service system.

TRAVEL INFORMATION

Patrick AFB is located on Highway A1A between Cocoa Beach and Satellite Beach. The most direct route is via I-95, to Wickham Road (exit marker 191), approximately 10 miles south of Cocoa; proceed east on Wickham Road to the Pineda Causeway (Florida Route 404), turn east (toward the ocean) and cross the Pineda Causeway to Florida Highway A1A and proceed north about 2-1/2 miles to the main gate. Highway A1A runs parallel to the base.

There are two major airports servicing the Patrick AFB area: Melbourne International Airport (20 miles from the base), and Orlando International Airport (60 miles from the base). Airport shuttle/limousine service is available to and from Melbourne International Airport; call (321) 724-1600 (for Florida residents) or 1-800-826-4544 (for non-Florida residents) for reservations, or check with the airport counter clerk upon arrival (they cannot pick up from Orlando International Airport). Shuttle and limousine services from Orlando International Airport to Patrick AFB are available. Currently, the shuttle service departs the Orlando Airport every 2 hours beginning at 0530. The last shuttle departs Orlando Airport at 1930. Call Cocoa Beach Shuttle (321) 784-4144 (for Florida residents) and 1-800-633-0427 (non-Florida residents) to verify schedule times. Cost for taxi service from the Orlando International Airport to Patrick AFB is approximately three or four times the cost of the shuttle or limousine.

PERSONAL FIREARMS

Students are discouraged from bringing firearms to Patrick. Students who bring firearms must report to Security Forces, 1310 Control Road (Bldg 1319), upon arrival. Firearms must be stored in the Armory. Firearms will not be stored in the student's lodging facility or POV.

PERSONAL HIGH-VALUE ITEMS

DEOMI encourages each student to engrave your high-value items with personal identification markings.

BEACH CURFEW

The Security Forces imposes a curfew from dusk to dawn for the stretch of beach directly across from the front gate to the Tides Consolidated Club.

HISTORY OF THE BASE & DEOMI

BASE HISTORY

During World War II, the U.S. Navy initially established Patrick AFB. It was activated on October 1, 1940, as the Banana River Naval Air Station (NAS), serving as a base for antisubmarine sea patrol planes during the war. The sea plane ramps are still in service at the base, now used by Patrick AFB personnel to launch and retrieve private boats.

The base was deactivated in 1947. On September 1, 1948, the Banana River NAS was transferred to the Air Force and maintained in a standby status awaiting activation of the Joint Long-Range Proving Ground.

On June 10, 1949, the station was renamed the Joint Long-Range Proving Ground Base. When the Air Force was given responsibility for developing and operating the range in May of 1950, the name of the base was changed to the Joint Long-Range Proving Ground Air Force Base. Three months later, on August 1, 1950, it received its present name, Patrick Air Force Base, in honor of Major General Mason M. Patrick.

Today, the 45th Space Wing serves as the host unit for a variety of tenants. The largest is the Air Force Technical Applications Center (AFTAC). There are also Army and Navy organizations located on the installation and a variety of other Air Force units.

Patrick AFB is closely allied with all communities within Brevard County. The closest of these are Cocoa Beach to the north and Satellite Beach to the south. Cocoa Beach is located along one of the world's finest beaches. In comparison to the nearby mainland, its winters are milder and its summers are cooler. Satellite Beach is located 2 miles south from Patrick AFB on Highway A1A, and extends from the Atlantic Ocean to the Banana River. Its elevation is 13 feet above sea level, one of the highest along the beach. Other neighboring cities to Patrick AFB include: Titusville, Cocoa, Palm Bay, Rockledge, and Melbourne on the Florida mainland, and the beach side communities of Melbourne Beach, Indialantic, Indian Harbor Beach, and Cape Canaveral. Directly west of Patrick AFB is Merritt Island, the home of Kennedy Space Center.

Orlando is approximately 60 miles west and is reached via Highway 520 to Route 50 or via Highway 528, the Beach-line Expressway (toll road). This city offers a variety of world class entertainment ranging from cultural activities to sports events. Just south of Orlando is Florida's stellar entertainment center, Disney World, which includes the world famous Epcot Center. Its many and varied exhibits and attractions are sure to please individuals of all ages and interests. Military discount cards and available tours for Disney World, Sea World, Universal Studios, and other Florida attractions can be obtained from the Ticket Office located in the mini-mall next to the Patrick AFB Post Office.

HISTORY OF DEOMI

The Defense Equal Opportunity Management Institute (DEOMI) is a joint Service field activity of the Department of Defense. DEOMI will assist its customers in enhancing their mission readiness and capabilities by promoting human dignity through education in equity, diversity, cultural competency, research, and worldwide consultation.

Propelled by the civil rights movement of the 1960s and to counteract a national policy of segregation and inequality, the Department of Defense mandated race relations training in 1971. The violent and nonviolent disorders of the late 1960s were the catalyst that convinced military leaders that race relations education must be provided to every member of the Armed Forces.

An inter-Service task force examined the causes and possible cures of these racial 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. Sometimes it's easy to forget what society and the DoD was like in the 1960s and 70s. Social unrest was happening and it did impact the military as well as the Services' ability to protect the nation. Ships had to turn around and go back to port because of race riots; "do not cross lines" existed on Army posts; and pilots didn't fly because of the color of the mechanic that serviced the plane. These types of events and many more, affected the Armed Forces ability to carry out the mission - hence affecting mission readiness.

As the views of society broadened, so did DRRI's mission. In 1979 DRRI expanded its curriculum and became the Defense Equal Opportunity Management Institute. The Institute has grown from a one-room schoolhouse to the state of the art facility that the school has now occupied since Jan. 14, 2004. The new DEOMI campus, completed in October 2003, is a 92,000 sq. ft. building located on the Banana River. It provides students, faculty and staff with state-of-the-art classrooms, lecture halls, library and research facilities.

DEOMI's Education Directorates provide training in equal opportunity and equal employment opportunity to specially selected military members representing the Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard and Reserve and Armed Forces civilians, as well as, representatives from other federal agencies and foreign countries.

DEOMI's Research Directorate provides organizational assessments (DEOMI Organizational Climate Survey (DEOCS) and the Federal Organizational Climate Survey (FEOCS) as well as the DEOMI Diversity Management Climate Survey (DDMCS), produces background material for federal observances and acts as a clearinghouse for research information with regard to all the above topics the DoD.

The Institute graduates approximately 1,250 resident students per year. DEOMI conducts 9 on-campus courses. Four of the courses focus on military EO programs and the remainder are designed for EEO professionals. In addition, DEOMI conducts special seminars for senior leaders and reaches worldwide audiences with its mobile training teams.

BASE SERVICES

The theater, library, chapel, service station, sports and fitness center, and gymnasium are all within blocks of the Institute and dormitories. The Base Exchange (BX) mall includes such facilities as laundry, optical shop, barber/beauty shop, etc. Facilities are approximately 3-1/2 miles south of DEOMI and located next to the commissary. Civilian students are authorized use of the BX mall, however they must reside in government lodging and have their orders stamped by the lodging office or Pass and ID, and show their DoD photo ID to enter. Civilian students are not authorized use of the commissary.

LODGING

The Space Coast Inn is located at 820 Falcon Avenue, Bldg 720. By order of the Commandant, military students are required to stay at the Space Coast Inn for the duration of the class. Students will not be issued non-availability statements to lodge off base.

Family members are not authorized to stay in lodging. **Students should be aware that it is very likely that they will be placed in a room that has a private bedroom with a bathroom and common area shared with one other person.**

On-base lodging charges range from \$35 to \$39 per day depending on the type of room assigned. All students, including Reserve/Guard in an AT status, must pay their lodging expenses.

In Brevard County (off base), if you rent or lease any living quarters in a hotel, motel, apartment house, rooming house, tourist or trailer camp, or condominium unit for a period of 6 months or less, you might be paying a 9% transient rental tax.

Students may be contacted in their rooms or on the telephone answering service before/after class by calling: Commercial (321) 783-2075/6590 or DSN 854-2075/6590.

HOUSEKEEPING

Dial (on an in-house telephone) 1+7111 and report your problem. In order to follow up on your complaint, complete a Lodging Maintenance Problem Form and turn it in to Student Services the same day you report the problem. If the call occurs on a non-duty day, bring the form on the next scheduled class date; however, call the telephone numbers above when the problem occurs. Do not contact the Lodging Office Front Desk Clerk during normal duty hours.

DINING FACILITY

The Riverside Dining Facility (DFAC) is located at 404 Endeavor Rd (Building 350), immediately south of DEOMI and is within easy walking distance of the Institute and student lodging facilities. The meals are ala carte and students are required to pay for each item.

Individuals who use the DFAC will also pay a surcharge. If a student disagrees with their orders regarding meal allowances, it is their responsibility to coordinate with their unit for an amendment to orders.

Mini-Mall Facilities. The mini-mall is located at 514 Falcon Avenue, Bldg 415, a short walk from DEOMI and the lodging facilities. The mini-mall includes a barber shop, dry cleaners, post office, shoppette, snack bar, clothing sales store, and Tickets/Tours office.

The Tides Consolidated Club is located at 1008 S. Highway A1A, Bldg 967, on the beach across from the Air Force Technical Application Center (AFTAC). The club offers all the entertainment, good food, and conveniences found at any modern club. The club will honor the student's current home station club membership card. If a student does not have a current home station membership card, they may arrange for a temporary membership. Students who become members while at PAFB must clear the club prior to departure. For more information please contact the Tides Consolidated Club at DSN 854-4012 or (321) 494-4012.

The Sports and Fitness Center, 1223 Atlas Avenue, Bldg 546, is open for all grades (including civilians) and offers amenities such as racquetball, handball, softball, volleyball, swimming pool, tennis courts and running/bike areas. For more information please contact the Fitness Center at DSN 854-6697/4947 or (321) 494-6697/4947.

There are many excellent public golf courses located in the local area. Patrick AFB maintains its own 18-hole course. Hobby shops are provided for photography, ceramics, and auto repair. Services operate outdoor recreation, where student's may rent boats and purchase live bait and assorted fishing gear. A local operator's permit is required to rent boats and can be obtained from outdoor recreation, at the base boathouse.

BANKING/CHECK CASHING

Bank of America, located in the BX mall on South Patrick Drive and the Space Coast Credit Union, 1303 Minuteman Street, Bldg 402 provide full service banking as well as notary service. ATMs are available at the Space Coast Credit Union, Bank of America, and Mini-Mall.

For a complete list of base services, please visit the 45th Force Support Squadron website at www.gopatrickfl.com

RELIGIOUS SERVICES:

The DEOMI Chaplain's office is located near the command section of the Institute. Anyone desiring to meet with the chaplain may do so at any time by coming to the office or making an appointment with the Chaplain (call 4-9922). If a student will be out of class for the meeting s/he must inform the instructor/facilitator prior to the class period. The Chaplain provides confidential counseling as well as detailed information about religious activities on base and in the local area. Additionally, there are numerous churches, synagogues and a mosque in the local area. . For an appointment please call the Chaplain at 321-494-4254.

REPORTING AND IN-PROCESSING

Incoming students report directly to the Space Coast Inn located at 820 Falcon Avenue, Bldg 720, one day prior to class start. Student Services makes reservations for ALL incoming students. Check-in no earlier than 1500 and no later than 2400 on the report date. If the student can't check in by 2400, they should call the Space Coast Inn at DSN 854-2075/6590 or Commercial (321) 494-2075/6590.

Students arriving from overseas and/or prior to the report date must inform Student Services at DSN 854-4617/4418/7543, or (321) 494-4617/4418/7543 and they will notify the Space Coast Inn.

Students will report to DEOMI, Bldg 352, Major General Lucius Theus Auditorium, NLT 0730 on the 1st day of the course for in-processing.

WHAT TO BRING

- 3 copies of orders.
- CAC/ID card.
- 2 copies of TABE Test (Army Enlisted Only)
- 2 copies of any profiles.
- Student materials identified on deomi.org.
- Uniforms (See Military Uniform/Civilian Attire Requirements Section).
- Sufficient supply of pens, pencils, highlighters and writing pads.
- Any additional items mentioned in the course welcome letter.

Students are advised to bring a sufficient supply of pens, pencils, highlighters, writing pads, etc. These items are not provided by the Institute.

Students requesting leave in conjunction with TDY must have an approved leave form from their parent unit prior to graduation. Only students TDY en route will receive an LES while at DEOMI. You should make arrangements with your parent unit to receive your LES, if you are in a TDY and return status.

ADVANCE/ACCRUAL PER DIEM

Students in a TDY/TAD and return status make provisions with their respective comptroller or supporting Finance and Accounting Office for advance and/or accrual per diem prior to departing. Army, Navy, Marine Corps, and Coast Guard students who are TDY/TAD en route are authorized advance payment of per diem and billeting costs for the length of the TDY/TAD. Members must submit a voided or copied check (Deposit slips will not suffice).

Army students TDY en route must ensure their leave forms start the day they depart and cover the entire TDY period ending either on the report date to new unit or port call. This ensures pay does not stop while in TDY status.

Air Force students are expected to have a Government Credit card and, if TDY en route, can be paid interim accrual Per Diem every 30 days.

If the student is Temporarily Assigned or Attached to DEOMI by way of Temporary Duty (TDY) Orders and they are experiencing finance/pay issues, they should contact their home unit finance/admin office for assistance. If the student needs assistance getting in contact with your home unit finance/admin office, please contact DEOMI Student Services.

If the student is Permanently Assigned or Attached to DEOMI by way of Permanent Change of Station (PCS) or Temporary Change of Station (TCS) and they are experiencing finance/pay issues, they should contact DEOMI Student Services.

For Civilian students, DEOMI does not verify overtime for extended class days. Civilians must coordinate overtime compensation with their parent unit prior to reporting to DEOMI. For more information see [U.S Office of Personnel Management Training and Development Policy Handbook](#).

FITNESS STANDARDS/HEIGHT AND WEIGHT REQUIREMENTS

All military members are expected to meet their respective Services' height and weight, and/or Fitness standards upon arrival to DEOMI and are required to have their respective Services' PT uniform.

Students who have a "permanent" profile must provide a copy to their Service Liaison Officer during the Service breakout portion of in-processing.

ARMY: All Army students will be weighed and taped at 0500 on day 2, week 1 of training, in the DEOMI lobby and will be administered a Physical Fitness Test at the base gym starting at 0500 during week 1 of training. Tape tests conducted at student's unit prior to arrival will not be accepted. Soldiers who meet Program requirements, but fail APFT standards are considered a Program graduate and receive a DA Form 1059 with item 11.c. marked, "Marginally achieved Program standards," and item 14 containing the statement, "11. c: Soldier met academic requirements, but failed to meet APFT/HT/WT standards IAW AR 350-1 during the Program." DA Form 1059 and the Soldier's diploma is held at the institution until the soldier's 05 level commander (LTC for officer/warrant officers, CSM for NCO/enlisted) verifies the Army standard is met. The Soldier's command then submits to DEOMI supporting documents for meeting APFT/HT/FT standards, at which time the school will issue the Soldier's DA Form 1059 as stated above and the diploma. Point of Contact is the Army Service Liaison SGM, DSN: 854-1701, COM: 321-494-1701.

MARINE: All Marine students will be administered a Physical Fitness Test at the base gym starting at 0500 during week 1 of training.

AIR FORCE: Air Force students will participate in PT during the Service Specific portion of training.

NAVY: Navy students are required to complete NAVEDTRA 14082 Equal Opportunity in the Navy (NETPDTC) and CNET 9210 Command Assessment Team Indoctrination Program (Navy E Learning) prior to entering Navy Service Specific. Navy students perform physical training three times a week during the final three weeks of the Program. PT Gear is required, preferably the Navy blue shirt and shorts with gold letters.

COAST GUARD:

Military students confirmed as overweight are reported to their Service for administrative action and disenrollment.

MILITARY UNIFORM/CIVILIAN ATTIRE REQUIREMENTS

Students will wear their service dress uniform several times during training. The uniform worn for the Guest Speaker Program is dependent upon the rank of the speaker. Students may want to have more than one uniform available for wear. Military Clothing Sales is primarily stocked for Air Force personnel and has limited quantities of sister services' uniforms and accessories. Mail orders of Army items are accepted and filled by the Clothing Sales store, Fort Stewart, Georgia. The Naval Training Center in Orlando can provide most Navy and Marine Corps items. Limited Coast Guard uniform items are available at the Coast Guard station located on Cape Canaveral Air Force Station.

| The uniform/attire worn on <u>Mondays</u> is: | Tuesday through Friday is: |
|--|--|
| - Navy E-7 & above-Khaki; E-6 & below Service Uniform | - Navy E-7 & above-Khaki or NWU; E-6 & below Service Uniform or NWU |
| - Marines -blue dress delta | - Marines -Seasonal Digitals |
| - Army -class B | - Army -ACU |
| - Air Force -service uniform | - Air Force -ABU/BDU |
| - Coast Guard - tropical blue | - Coast Guard -ODU |
| - Civilians -Dress is business casual | - Civilians -Dress is business casual |
| | |

CIVILIAN ATTIRE: Civilians are required to wear Business Casual attire during training. Clothing should be conservative and in good taste. The follow lists are examples of appropriate and inappropriate attire.

| MALE-Appropriate Attire | MALE-Inappropriate Attire |
|--|--|
| - Collared Shirt such as a polo shirt or dress shirt, turtle neck or sweater | - Shorts, jeans |
| - Casual or dress pants such as khakis, Dockers, or "Dockers style" pants. | - T-shirts, sweatshirts |
| - Casual Shoes | - Sneakers, flip-flops, beach shoes |
| | |
| FEMALE-Appropriate Attire | FEMALE-Inappropriate Attire |
| - Casual or dress pants, skirt | - Shorts, "Skorts", jeans, extremely short skirt |
| - Sleeveless or short sleeve "shell", blouse, sweater | - T-shirts, sweatshirts, tank tops, backless or halter-style or midriff shirts |
| - Conservative Blazer or Jacket | - Sneakers, flip-flops, beach shoes |
| - Casual shoes | |
| | |

GROUP PHOTOS/GRADUATION

- Navy E-7 & above-Summer Whites;
- E-6 & below Service Uniform
- Marines-Service
- Army-Class A or Blue Army Service Uniform (ASU)
- Air Force-Service Dress
- Coast Guard-Service Dress Bravo
- Civilian Business Attire: Suit, coat and tie or conservative business attire (no sleeveless shirts)

Additionally students should bring raincoats and umbrellas, and sufficient casual clothing for off-duty time. The VOQ and VAQ are equipped with self-service washers and dryers. Dry cleaning is offered at the two outlets on base (at the mini-mall and Base Exchange mall).

STUDENT PHOTOGRAPHS: Photos are taken by a member of the DEOMI Public Affairs staff and provided to the students digitally through the Student Local Area Network.

MAILING ADDRESS

Upon arrival, EOAC students will obtain a P.O. Box at the Postal Service Center, 426 Falcon Avenue, Bldg 424, next to the Mini-Mall. There's no charge. Mailboxes must be checked daily.

Students wanting their mail forwarded should use the following General Delivery address:

Rank and Full Name (DEOMI Class #)

426 Falcon Avenue

Unit 7999

Patrick AFB, Florida 32925-5374

Once students have obtained a P.O. Box (issued during in-processing), notify all senders of mail of the new P.O. Box number. Mail will be returned after 30 days from class start date. NOTE: This does not apply to Reserve Component Program students. See section V-5 for sending mail to EOARCP students.

MEDICAL CARE

Military. The 45th Med Group Clinic is located on South Patrick Drive, Bldg 1380, approximately 3-1/2 miles from DEOMI. Sick call is from 0715 – 0745 for acute illness. Students must be signed in by 0745. For other medical appointments, call 494-8241.

The Dental Clinic is located at 1389 South Patrick Drive, Bldg 1371, approximately 3-1/2 miles from DEOMI. Dental sick call is at 0730. Individuals reporting for sick call must have their ID card, be in uniform, and have their Dental Records with them. The Clinic's number is 4-6366.

Civilian. Outpatient and emergency care, including hospitalization, are available through off-base facilities. Individuals will be charged for the services rendered or will have it billed to their insurance.

Specialized medical services are available only in emergency situations such as procurement of eye glasses, prescription changes, and specialized medical services. Additionally no emergency medical care is available at the 45th Medical Group Clinic. Students must call 911 for emergency medical care.

Other than Emergencies. Procurement of eye glasses, prescription changes, and specialized medical services are available only in emergency situations and should be accomplished at the home base/station prior to departure. Students should bring a second pair of glasses with them. A commercial optical store is available in the BX mall.

Emergency Medical Care. No emergency medical care is available at the 45th Medical Group Clinic. Students must call 911 for emergency medical care.

Medical Clearance for Human Immunodeficiency Virus (HIV) Infection. Appointments are not required for HIV testing. If a student's next assignment requires that he/she receive medical clearance for HIV infection, he/she should be tested as soon as possible after arriving at DEOMI. **ALLOW AT LEAST 60 DAYS FOR CLINIC PROCESSING.**

PRIVATELY OWNED VEHICLES (POV) AND PARKING

A POV is not a necessity while attending DEOMI. However, since the base is somewhat isolated, a vehicle is advantageous to visit neighboring areas. The commissary, medical clinic, dental clinic, and BX are 3-1/2 miles south of the Institute and lodging. Local public transportation is minimal. Transportation, including taxi, is infrequently available and expensive. Access to Patrick AFB requires a DoD issued proof of identification.

Vehicle registration decal (Base Pass) is not required on Patrick AFB. If a student's vehicle has a DoD decal (DD Form 2220) affixed to their vehicle bumper or windshield, they do not need to remove it, and they do not need a temporary pass. If they do not have a current decal, they will need proof of insurance and vehicle registration (state) to gain access to the installation. Proof of insurance, vehicle registration and a copy of their orders must be in the vehicle at all times.

Air Force policy requires everyone driving or riding in a motor vehicle on base to wear a seat belt. It's also Florida law that seat belts be worn when operating a motor vehicle. There are no exceptions to this policy. It applies to government and privately owned vehicles. It's the driver's responsibility to ensure passengers wear seat belts. Only hands-free cell phone use is permitted while driving on base. Speed limit is 25 MPH unless otherwise posted.

Parking: Students are not allowed to park in the parking lot nearest the Institute. Student parking is the first parking lot as they enter the campus, left or right

Reveille is played between 0700 and 0730; the National Anthem at 1700; when walking, stop and salute. If in a car, stop and remain in the car until the music stops, then proceed.

IMPORTANT PHONE NUMBERS

Defense Switch Network (DSN) for Patrick AFB is 854-xxxx; Commercial is 321-494-xxxx. To use a phone on base, use the following prefix: Defense Switch Network (DSN) 94-xxxxxxx; Commercial local off base: 99-xxx-xxxx; on base: 4-xxxx.

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|--|-------------------------|
| Commandant | 494-6976 |
| Dean | 494-7291 |
| Executive Officer | 494-6976 |
| Senior Enlisted Advisor | 494-7897 |
| Director of Resources | 494-7545 |
| Director of Academics | 494-7292 |
| Student Services | 494-7543/5653/4617 |
| Base Security Forces | 494-2008 |
| Crime Stop | 494-7777 |
| Hospital Emergency | 911 |
| Space Coast Inn | 494-6590 |
| Travel Management Office | 494-5964 |
| American Red Cross | 494-2402 |
| Base Chaplain | 494-3213 |
| NON DUTY CONTACT NUMBERS | |
| Command Post | 494-7001 |
| (Primary) Superintendent Incoming Household | 494-5962 (321)-266-4679 |
| Outgoing Household | 494-4964 |
| (Alternate) Executive Officer Passenger Travel | 494-4623 (321)-591-8250 |
| | |

STUDENT RESPONSIBILITIES

(Rules & Regulations for Conduct)

MILITARY BEARING AND CONDUCT: Students are expected to comply with Service directives regarding customs, courtesies, proper uniform wear, and appearance. As a student in this Joint Service environment, they will become familiar with the rank and insignia of the other Services. Students must adhere to their Service regulations and policies concerning fraternization and conduct themselves in a manner which ensures that proper relationships are maintained.

DISCIPLINARY ACTIONS: Students who fail to maintain the standards of professional conduct or behavior required by the Institute, Patrick AFB, or the appropriate Service, on or off duty, will be processed for appropriate disciplinary action to include possible disenrollment. Information on standards of conduct is available in DEOMI Operating Instruction 36-1, Student Standards and Evaluation.

CHAIN OF COMMAND: The chain of command for academic, administrative, and disciplinary matters, as outlined in DEOMI's Operating Instructions (OIs), commences with the group trainers, flows through the Director of Equal Opportunity Training, to the Superintendent of Students, the Senior Enlisted Advisor, and the Dean of Education and to the Commandant.

PROGRAM POLICIES:

- a. Student's are liable for completing all assignments from the classroom, schedule, and syllabus.
- b. Assignments are due at the start of the scheduled periods. Failure to turn in assignments or give oral presentations when scheduled may result in a score of zero. Substandard work will be graded and returned for correction.
- c. It is the student's responsibility to contact their trainer to clarify lesson assignments, to make up work missed due to absence, or to explain an absence.
- d. A misunderstanding is not an acceptable reason for failure to comply with Program or Institute policy.
- e. Students must personally prepare all written exercises and speeches. Specifically, student's must:
 - Write their own papers without assistance
 - Write their own speeches
 - Prepare their own visual aids

f. Speech material shall be in good taste. If students have any doubt about the appropriateness, check with their trainer(s).

g. Trainers are required to keep graded work. Students may review their work anytime by contacting their trainer. It makes no difference whether or not the work was reviewed in class.

h. Cheating will result in dismissal and disenrollment from the Program.

i. Overall Performance. Trainer(s) provide student(s) counseling and feedback. Students are encouraged to strive for higher levels of skill development, even if minimum standards are met.

j. Unsatisfactory or poor performance will be handled IAW established procedures.

k. Professional Infraction(s). Students may be required to appear before the Commandant or a Faculty Board for any of the following infractions:

(1) Action(s) detrimental to good order and discipline (fighting, discrimination or slurs of another's ethnicity, gender, or religion, and drug or alcohol violations).

(2) Failing to maintain standards of professional military behavior as outlined in Service regulations or policies.

(3) Plagiarism: Using someone else's work, without giving credit, as your own will result in disenrollment from the Program. Plagiarism also includes using your own material created at home station and then using that material to fulfill requirement at DEOMI.

l. Behavioral Observations. Students may be required to appear before the Commandant, Director of Equal Opportunity Training (J-73), or Faculty Board depending on the severity of a negative behavioral observation.

m. Personal Issues. Students may be required to appear before the Commandant, J-73 or Faculty Board when personal issues are interfering with their group participation and involvement, or when disenrollment would be in the best interest of the Institute or the individual.

STUDENT BODY ORGANIZATION: A class member will be designated as Class President. The student body will be divided into small groups for training purposes. A member of each group will be designated as Group Administrator. These roles are strictly administrative in nature.

STUDENT DISENROLLMENT: The Commandant may dis-enroll a student for the following three basic reasons:

1. **Administrative.** By circumstances beyond his or her control, a student is unable to complete a Program. This includes prolonged illness, recall by parent Service, or extended absence.

2. **Academic or Behavioral Deficiencies.** A student who fails to meet the Program objectives will be dis-enrolled and returned to his or her Service.

3. **Personal Conduct.** Every DEOMI student must acknowledge in writing that they understand and will comply with the standards of behavior and conduct (Operating Instruction 36-1) expected of them while a student at the DEOMI. A student who does not maintain professional conduct or behavior required by the Institute, the host installation, or the appropriate Service, on or off duty, will be dis-enrolled and returned to his or her Service.

AWARDS PROGRAM: The purpose of the Student Awards Program is to stimulate healthy competition and recognize excellence. The program provides students the opportunity to be recognized for academic excellence, participating in the group process, and for using their newly acquired interpersonal skills in writing and presentation assignments. Operating Instruction 36-15 contains the Awards Program criteria. The Commandant is the final approving authority for all awards.

CLASS ATTENDANCE/ABSENCE: Be punctual; attendance at classes conducted by the Institute is mandatory unless otherwise indicated on the class schedule. If a student needs to be absent from class for 1-8 hours for any reason, submit a DEOMI Form 18, Request for Absence from Class, through your Group Administrator to your Trainer. They will forward the request to the Director of Equal Opportunity Training (J-73) for approval/disapproval. The request will then be forwarded to Student Services (J-12). Prior to an approved absence, students must contact your trainer/instructor and arrange makeup instructions.

AREA ABSENCE AND LEAVE: Students departing at the end of the duty day and leaving the immediate area (defined as anywhere within Brevard County) must sign out using DEOMI Form 9, which will be maintained by Student Services. This procedure is essential to maintain accountability for emergency notification purposes. Students will ensure the sign out log shows rank, name, destination (address), phone number, and estimated times of departure and return. Trainers or group administrators will turn these logs in to Student Services NLT 1500 each duty day.

Students desiring to miss class(es) in connection with a weekend must complete a DEOMI Form 18 (Request for Class Absence) and route it for approval/disapproval. Students departing the immediate area for more than 48 hours in conjunction with a normal 2-day weekend or 72 hours in conjunction with a 3-day weekend must submit a leave form. Leave is charged for days exceeding the 48 hours or 72 hours time frame.

Students departing on emergency leave will submit a leave form for the entire time away from duty. J-73 will approve absence and leave requests.

Requests will be routed for approval/disapproval as follows:

| | |
|----------------------------|--|
| Group Administrator | Notification |
| Small Group Trainer | Approval/Disapproval (0-2 class hours missed) |
| Program Manager | Approval/Disapproval (2-4 hours missed) |
| Superintendent of Students | Approval/Disapproval (more than 4 hours) |
| Director of EO Training | Approval/Disapproval (over 8 class hours missed) |

Civilian students are required to use sick or annual leave when away from class. When in a training status, civilians are required to work according to the class schedule. If student downtime is authorized (example: 1/2 day before a long weekend with holiday), civilians can receive that time if they are not departing the local area. If they are departing the local area, they must use leave (except weekends and holidays).

Civilian leave forms must be submitted through the small group trainer to the Program Manager. Emergency leave will normally be granted for family emergencies. The emergency must exist in the immediate family or the spouse's immediate family. The immediate family member(s) include parents, stepparents, spouse, children, sister, brother, or the only living blood relative. If an emergency arises during duty hours, process the action through J-1. If an emergency arises during non-duty hours, contact the DEOMI Senior Enlisted Advisor (321) 302-2795. The emergency leave can be approved by the First Sergeant during non-duty hours. The First Sergeant is responsible for notifying the Director of Equal Opportunity Training, Student Services and the Senior Enlisted Advisor, prior to the student departing.

Students requiring Red Cross financial assistance, prior to departing, should take a copy of their Leave and Earning Statement to the Red Cross Office located in the Family Services Office, 842 Falcon Avenue, Bldg 722, Room 122, or call 4-2402. This will expedite the loan. The Patrick AFB Red Cross is open from 0900 to 1600, Monday through Friday, except holidays. After hours, weekends, and holidays the Base Command Post must be contacted at 4-7001. Travel reservations may be made through CI Leisure Travel located inside the BX mini-mall or by calling 4-5158. Ask if there is a bereavement or compassion fare; and if so, how to obtain it. The travel office can provide a transportation cost; and if needed, you should proceed with this information to the Red Cross Office for financial assistance.

FOOD IN CLASSROOMS: Food is not allowed in the auditorium or small group classrooms. Drinks are allowed when in spill-proof containers. Place trash and recycle materials in proper receptacles. Students are responsible for policing classrooms and the student break area.

LICENSURE REQUIREMENTS: Currently, DEOMI does not offer any training or education courses that are eligible for national or state licensure or entry into an occupation or professional organization.

COMMANDANT’S AND SENIOR ENLISTED ADVISOR’S OPEN-DOOR POLICY

The Commandant and Senior Enlisted Advisor will see students during office hours. Simply speak with the Commandant’s secretary to arrange an appointment. However, the student’s chain of command should be given a chance to resolve their concern prior to seeking the Commandant’s or Senior Enlisted Advisor’s intervention.

MAILING OF CLASS MATERIAL: SPECIAL AUTHORIZATION. DEOMI students attending the EOAC should ensure their travel orders authorize reimbursement for shipping class material upon completion of the EOAC.

GRIEVANCE POLICY

DEOMI students are encouraged to discuss any unresolved issues or concerns with the person with whom s/he has the disagreement or their assigned Group Trainers. However, a more formal appeal can be made, verbally or in writing using DEOMI's Grievance Process (see Student Welcome Package) or Chain of Command. If the student still has a grievance, a formal review is conducted as outlined in DEOMI OI 36-2, Student Disenrollment, or DEOMI OI 36-5, EO/EEO Programs.

Student grievances will be handled by the Dean of Equal Opportunity Education. The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty and staff concerning the following:

Alleged discrimination on the basis of age, sex, race, disability, or other conditions, preferences, or behavior, excluding sexual harassment complaints.

Sexual harassment complaints should be directed to the Dean. Because of the sensitive nature of this kind of complaint, a conference with the Dean will replace the first step of the grievance procedure. The Dean will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance policy will be followed.

Academic matters, excluding individual grades, with which students have a grievance.

Any other matter not specifically addressed that does not have another grievance process.

Procedures

The student should go to the offending employee except in sexual harassment complaints, immediately. A conference with the employee will be held to resolve the matter informally at this level.

If the informal conference does not resolve the matter, the student may contact the Dean and file a written grievance. The Dean will explain the grievance process to the student and provide him or her with a grievance form. The completed form must be returned to the Dean within three class days after satisfying the first step. The Dean will refer the grievance to the immediate supervisor of the employee involved. The supervisor shall respond in writing to the student within three class days of receipt of the grievance form.

If the written statement of the supervisor does not satisfy the grievant, the Dean and Commandant or the employee's supervisor will hear the appeal. To enter this step the student must submit a written request within three class days after receiving the written response of the supervisor. The request shall include (1) a copy of the original grievance form, (2) a copy of the supervisor's response, and (3) the reason the supervisor's response is unsatisfactory. The

employee against whom the grievance was filed shall be given an opportunity to respond in writing to the Dean of Equal Opportunity Education.

The Dean will hear the grievance, review all written information, and interview any persons necessary to render a written decision within five working days. The decision will be forwarded to the grievant and other persons involved.

The decision of the administrators may be appealed to the Commandant by either party involved within three working days of the decision. The Commandant shall review all information, interview all parties, and conduct any additional inquiries that are deemed necessary to render a decision within three working days of receipt of the appeal.

The Commandant's decision may be appealed to the Board of Advisors by either party involved within three working days of the Commandant's decision.

The Board of Advisors or a committee of the Board shall review any information to date, conduct whatever additional inquiries are deemed necessary, and render a decision within twenty working days of receipt of the appeal.

If the grievance is not settled locally, students are given the option to address concerns to the Council on Occupational Education, an independent postsecondary accreditation body. The mailing address and contact information for the Council on Occupational Education is:

Council on Occupational Education

7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350

Telephone (Local) - (703) 396-3898
Telephone (Toll-Free) - (800) 917-2081
FAX: 770-396-3790

ACCREDITATION

“Accreditation” is a process of external quality review used by higher education to scrutinize colleges, universities, and educational programs for quality assurance and quality improvement. In the United States, accreditation is carried out by private, nonprofit organizations designed for this specific purpose.

Institutions and educational programs seek accredited status as a means of demonstrating their academic quality to students and the public and to become eligible for federal funds.

The Council on Occupational Education (COE) is the Defense Equal Opportunity Management Institute’s accrediting agency. The Council on Occupational Education has accredited DEOMI since 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. The team found no deficiencies, made no recommendations for correction, and commended DEOMI in many areas. In addition, COE stated that DEOMI’s self-study report was of exceptional quality and requested to use it as a sample for other institutions to follow. As a result, our accreditation was reaffirmed on February 16, 2007 by the Commission of the Council on Occupational Education and DEOMI was placed on a six year reaffirmation cycle. Our next COE team visit is scheduled for 2012.

To maintain its accrediting agency status by the Department of Education (USDE) the Council on Occupational Education needs to meet the “Standards” and their “Application” (as of July 1, 2000) identified in **USDE 602.16 Accreditation and pre-accreditation standards**.

The agency (COE) must demonstrate that it has standards for accreditation, and pre-accreditation, if offered, that are sufficiently rigorous to ensure that the agency is a reliable authority regarding the quality of the education or training provided by the institutions or programs it accredits. The agency meets this requirement if –

(1) The agency’s accreditation standards effectively address the quality of the institution or program in the following areas:

- (a). Success with respect to student achievement in relation to the institution’s mission, including as appropriate, consideration of course completion, State licensing examination and job placement rates.
- (b). Curricula.
- (c). Faculty.
- (d). Facilities, equipment, and supplies.
- (e). Fiscal and administrative capacity as appropriate to the specified scale of operations.
- (f). Student support services.

- (g). Recruiting and admissions practices, academic calendars, catalogs, publications grading, and advertising.
- (h). Measures of program length and the objectives of the degrees or credentials offered.
- (i). Record of student complaints received by, or available to, the agency.
- (j). Record of compliance with the institution's program responsibilities under Title IV of the Act, based on the most recent student loan default rate data provided by the Secretary, the results of financial or compliance audits, program reviews and any other information that the Secretary may provide to the agency.

The Council on Occupational Education (through its inspection and evaluation process) has to ensure that all the occupational training organizations they accredit meet these standards set forth by the USDE.

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

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Local – (703) 396-3898
Toll-Free – (800) 917-2081
Fax - (770) 396-3790

ACADEMICS

TUTORING AND REMEDIATION

Tutoring is a special lesson review given by the primary instructor for each testable lesson. Instructors are available to provide extra instruction by mutual agreement. Students should not wait to they are failing to ask for help. If a student is having difficulty comprehending or retaining the Course materials, they should get help immediately. Students may seek out instructors after each exam for remediation on failed lessons.

CONFERENCES

Students may request a progress review conference with their trainers at any time. DEOMI is interested in student progress and their successful achievement of Course objectives. A conference session does not have to be limited to Course objectives. Our main concern is the student. DEOMI is dedicated to helping the student define and reach their goals, increasing their chances for success, and helping them work through problems.

CLASSROOM/SMALL GROUP

Much of the learning activity is designed to take place in group discussion. This requires a climate in which learning and growth can occur. Students are expected to conduct themselves in the same courteous manner and practice the same military customs observed throughout the Armed Services. Of specific interest are unprofessional relationships. See DEOMI Operating Instruction 36-26, "Professional and Unprofessional Relationships.

Trainers and students are responsible for maintaining decorum and a classroom environment in which all participants can engage in an exchange of ideas, feelings and opinions without fear of being intimidated or verbally harassed because others might disagree with their views. This is known as *academic freedom* as part of DEOMI's "Non-Attribution Policy" and outlined in DEOMI OI 36-18. The guidelines for academic freedom are outlined at the onset of the Program. DEOMI OI 36-19, "Academic Integrity" will also be enforced while students are at DEOMI.

EDUCATIONAL (TRAINING) METHODOLOGY

The Institute utilizes a myriad of teaching methodologies to accomplish its learning objectives. Nearly all of the objectives fall within the cognitive domain. Training is accomplished through a variety of methodologies including:

ADMINISTRATIVE

Administrative time includes student in- and out-processing to the Institute, *physical fitness evaluations*, and graduation ceremony.

LECTURES/INTERACTIVE LARGE GROUP DISCUSSION (AUDITORIUM)

Lectures are normally conducted in an auditorium setting. Every effort is made to maintain an atmosphere conducive to learning. Emphasis is placed on presenting the material while also encouraging the students to share relevant personal experiences. Opportunities are provided for questions from members of the class. Lectures are employed primarily to present new or complex information and provide students with the background knowledge needed to participate in subsequent small group (classroom) exercises and discussions.

EXAMINATIONS/EVALUATION/ASSESSMENT/TEST

Student assessments are based upon the lesson objectives and specific samples of behavior. All students are required to score a minimum of 70% on all assessments. DEOMI utilizes several assessment strategies. The first strategy is based upon a Criterion Referenced Test (CRT) and measure student learning within the cognitive domain. These types of tests are found in most EO training programs. As the student develops their skills within the psychomotor learning domain, they are evaluated using a Criterion Checklist. The last assessment strategy measures student behavior in the affective domain. An Interpersonal Skills Development Evaluation (ISDE) is used to measure student learning within the affective domain. **Each course Plan of instruction (POI) will have detailed information on required competencies and the grading system.**

GUEST LECTURE SERIES

Selected subject-matter experts are invited to address faculty and student body on specific subjects in the curriculum. These forums on contemporary topics range from individual speakers to panels and are integral parts of the curricula, including Service Specific Training. Several presentations are conducted for each class with speakers and subjects varying from class to class. These presentations, by recognized military and civilian authorities, serve to broaden the students' perspective, allow them to hear and offer questions concerning activities and duties they will experience upon graduation, and provide the opportunity for both students and faculty to consider multiple points of view.

STUDENT BRIEFING

Students are provided with the opportunity to research assigned topics such as race and ethnicity and give a briefing to the small group.

SMALL GROUP/GUIDED DISCUSSION (W/ACTIVITIES)

Small group discussion is an instructor facilitated method where learning occurs primarily through student interaction with each other. Through a shared experience, event or exercise, students are given the opportunity to discuss the knowledge and skills presented in the lecture. Small groups are comprised of a maximum 15 students and 2 trainers. The trainers are responsible for facilitating student-generated learning through the experiential learning cycle. Experiential learning occurs when a person engages in an activity, looks back at the activity, and draws useful insight. Small group experiential learning is emphasized at the Institute because it deals with both cognitive and affective learning. Students exchange views, opinions, and questions about the topic with the emphasis on learning by participating. An effort is always made to involve each participant in the small group process.

MULTIMEDIA (DVDs/Videos, etc)

Videos and DVDs are used to support material presented at the Institute and to assist in broadening students' perspectives. Different multimedia is used in conjunction with lectures and discussions. Video is also used to provide a record of the students' oral presentations and provide valuable feedback to students on how to improve their communicative skills.

ROLE PLAYING

Students learn EO/EEO concepts and appropriate behaviors by actively participating in role playing exercises. Small group trainers always supervise these exercises.

WRITING PROGRAM

The Writing Program provides our students assistance in providing quality, military style, professional writing. It is designed to ensure that every graduate is capable of operating at the executive correspondence level commensurate with their hierarchical position associated with their job location. The Writing Program is contracted to an outside organization which is responsible for the Program's curriculum.

STUDENT FACILITATION/GUIDED DISCUSSION

Students are provided with the opportunity to practice their ability to facilitate an assigned lesson through a guided discussion in the small group setting.

EXPERIENTIAL LEARNING

This is a learner-centered approach based upon experiences followed by a process of reviewing, reflecting, and applying what has been learned. Active participation in activities keeps learners interested in the learning process. An experiential learning process is involving and interactive, and they encourage communication and group work. They are action oriented and experience based. This experiential and participatory approach was chosen to enhance effective skill transfer, to facilitate conceptual and attitudinal development, and to encourage appropriate changes in learners' behavior. The experiential learning cycle is especially useful for skill training because most of its techniques are designed to involve the learners in practicing the skill. The experiential model helps students assume responsibility for their own learning because it asks them to reflect on their experience, draw conclusions, and identify applications. Learners ground the lessons in their actual environment by considering the question of what can or should be done differently as a result of the learning experience.

REQUIRED READING

Required readings are employed in conjunction with other forms of instruction and are designed to complement material presented throughout the Program. Reading prerequisite material prepares students for discussion or expands concepts presented in the classroom and is included in student evaluations. All readings are carefully screened to ensure correlation with training goals and objectives. Time for Required Reading is shown in the Course Administrative Summary, but not in the course schedule. Students can be assessed on content from the required readings.