

For: FSA CDSEPC's

Mandatory Collateral Duty Special Emphasis Program Coordinator (CDSEPC) Training for State Employees

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

OCR has scheduled mandatory training for all CDSEPC's from the respective States.

Identical CDSEPC training is scheduled to be presented in 2 separate training sessions on different dates and at different times as a means of accommodating the different time zones and to ensure webcast accommodation for all participants. The limited webcast capacity requires the necessity of 2 sessions. The 2 schedules are as follows:

- Wednesday, September 24, 2014, at 10:00 a.m.to12:30 p.m. e.t.
- Thursday, September 25, 2014, at 2:00 p.m. to 4:30 p.m. e.t.

B Purpose

All appointed CDSEPCs are required to participate in this mandatory training.

Before the training sessions, all CDSEPCs are required to review the Special Emphasis Program (SEP) manual as a means of familiarizing themselves with:

- EEO laws and regulations
- understanding the mission of FSA
- existing EEO/SEP/Diversity policies, programs, and organizational objectives.

The CDSEPC training will be conducted by members of the OCR management staff.

Disposal Date	Distribution
December 1, 2014 9-15-14	All FSA SED's and CDSEPC's

1 Overview (Continued)

C CDSEPC Training Topics

The training topics will include the following:

- overview of CDSEPC competency and skill requirements
- responsibilities of CDSEPC
- requirements of documenting CDSEPC Positions
- overview of EEO and MD-715 processes, procedures, regulations, and laws
- SEP goals and objectives
- roles and responsibilities of EEO Officials and Practitioners
- roles and responsibilities of management officials
- gaining the support of and working with management officials
- developing SEP work plans and action items
- developing SEP task calendar
- planning for SEP events
- identifying/documenting workplace EEO/Diversity barriers.

Note: Participants have received an electronic copy of the CDSEPC manual, which will be posted on SharePoint as a reference guide.

2 CDSEPC Training

A Location

The training will be conducted in a webinar format facilitated by OCR. All CDSEPC's will participate in this training through the use of a phone line for audio and desktop/laptop for PowerPoint presentations.

Note: All SED's must ensure that their respective appointed CDSEPC are available to participate in this required training.

B Registration

No advanced registration is required. Registration for the training will occur when CDSEPC participants log-on for the training on the selected date. When prompted, CDSEPC should type their full name. OCR will capture and monitor all participants logged-on. Additional information and instructions will be sent to CDSEPC's, and SED's will be copied.

All participants logged-on will be recorded, posted, and registered in AgLearn. Log-in to AgLearn to print the certificates within a few weeks after completing the training.

Notice AO-1608

C Contact

For questions about this notice, contact Carl Butler, Diversity Manager, OCR by either of the following:

- e-mail to **carl.butler@wdc.usda.gov**
- telephone at 202-720-7006.