

**For:** FSA SED's and 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 a make-up date for the mandatory training for CDSEPC's from the respective states on Thursday, January 22, 2015, from 2 p.m. to 4 p.m. eastern time.

**B Purpose**

This notice informs **all** appointed CDSEPC's who did not participate in either of the trainings on September 24 or September 25, 2014, and recently appointed CDSEPC's that they are required to participate in this mandatory training.

Before the training sessions, all CDSEPC's are required to review the Special Emphasis Program (SEP) manual to familiarize 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.

**C CDSEPC Training Topics**

The training topics 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

<b>Disposal Date</b>	<b>Distribution</b>
March 1, 2015	All FSA SED's and CDSEPC's

## Notice AO-1614

### 1 Overview (Continued)

#### C CDSEPC Training Topics (Continued)

- 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.

**Note:** Participants have received an electronic copy of the CDSEPC manual.

### 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 telephone line for audio and desktop/laptop for PowerPoint presentations.

**Note:** All SED's must ensure that their respective appointed CDSEPC who did not participate in an earlier training date is 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.

#### 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](mailto:carl.butler@wdc.usda.gov)
- telephone at 202-720-7006.