



CIVILIAN PERSONNEL SECTION FACT SHEET

Current as of: 24 September 2015

MANDATORY SUPERVISORY COURSES

USAF SC (*USAF Supervisor's Course*) – is mandatory within 6 months of being assigned as a new supervisor. This course covers the communication, developing others, team building, conflict management, and leadership competencies of a supervisor. It is delivered online over a 5-week period of time with about 8 hours of class work/meetings per week. Those with in-resident PME within 5-years are exempt and earn an equivalency. Contact us locally to receive your equivalency: [86FSS/Civ-training](#)

ADV USAF SC (*Advanced USAF Supervisor's Course*) – This course covers the basic supervisory skills in an advanced manner for supervisors with at least 3 years' experience supervising military or civilian personnel. Those with prior military service or in-resident PME within 5-years are exempt. Contact us locally to receive your equivalency: [86FSS/Civ-training](#)

USAF SC Refresher (*Supervisor Refresher Course*) – Supervisors will refresh their skills with this 1-week, 4-hrs per day course every three years.

CPMC-US (*Civilian Personnel Management Course-US*) – This course covers the key issues a new supervisor needs in reference to labor & employee relations, position management and the other key civilian personnel policies. It is delivered over a 3-week period of time with 8-hours of class work/meetings per week.

- **CPMC-US Challenge:** Experienced supervisors of at least 3 years may take a challenge assessment in during class orientation. If they demonstrate 80% or greater proficiency on this assessment, they will be granted a CPMC equivalency. Students who pass the challenge assessment can still download the CPMC course material, Civilian Personnel Handbook, and attend class if they like.

MPMC (*Military Personnel Management Course*) – The **MPMC** is a mandatory course for all **first-time civilian supervisors** of military personnel within six months of assignment to a supervisory position. This course covers the key issues a new supervisor of AF military personnel needs to know concerning promotions, performance management, customs/courtesies, and other key military personnel policies. It is delivered over a 4-week period with 4-hours of class work/meetings per week. Retired Air Force military personnel (within the past 5-years) are exempt and gain an equivalency.

- **MPMC Challenge:** If it is greater than 5-years since a person has retired from the AF, they will be offered a challenge assessment during Orientation. If the student passes with 80%, they will be awarded an equivalency. Students who pass the challenge assessment can still download the MPMC course material and attend class if they like.

Registration Link: <http://www.ramstein.af.mil/library/factsheets/factsheet.asp?id=5478> – Follow the detailed instructions – How to register for Mandatory US-Online Courses. Enter the following when asked for a training manager: christa.carzoli.de@us.af.mil