



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-Supervisor-Training@us.af.mil

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-Supervisor-Training@us.af.mil

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

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. 86FSS.Civ-Supervisor-Training@us.af.mil

- **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.

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.

Registration: Please see **FY18 Supervisory Courses Document above** –Enter the following when asked for a training manager: christa.carzoli.de@us.af.mil

CPMC-NUS (*Civilian Personnel Management Course*) - [NUS] is a **local** mandatory **20-hour course** and designed to provide military and civilian first-time supervisors of NUS employees with background information and an understanding of applicable personnel laws and regulations of the host country needed to effectively carry out their civilian personnel management responsibilities. **Using above FY18 Supervisory Courses Sheet**, and receive a confirmation to attend subject course within 72 hours.

Email: 86FSS.Civ.-Supervisor-Training@us.af.mil if you need additional information.