

# USAF Civilian Personnel Management Course (CPMC) Fact Sheet

## Overview

CPMC is a federally-mandated course and is a requirement for all first-time supervisors of civilian employees and is hosted by the Air Force Personnel Professional Development School. CPMC is a 26-hour, self-directed course, with 60-90 minute on line instructor-led webinars each week. CONUS students are expected to attend presentations “live.” If CONUS students are unable to attend the “live” session, instructors should be notified. OCONUS students are encouraged to be online for the live sessions, but they may view recordings of the webinars to satisfy the participation requirement. CPMC is generally offered ten times per year (except July and December). Course material is available prior to the first scheduled day of class. Registration closes 3 weeks prior to start date.

Supervisors with 3 years or more experience supervising Air Force civilian employees may be eligible to take the CPMC “Challenge Exam”. Members must first enroll in a CPMC class before requesting this opportunity. Equivalency credit is granted for exam scores of 80 or above. The exam is designed solely for experienced supervisors with significant experience supervising Air Force civilians, and as the name implies, is a challenging assessment.

## Home Station Learning Duty Status

Students are required to coordinate class work and location with their supervisor. As an official Air Force mandatory course, students are considered in a Home Station Learning duty status with course work authorized during official duty time. AFI 36-807, Weekly and Daily Scheduling of Work and Holiday Observances, states “Supervisors may establish special tours of duty for educational purposes.” Attachment 3, section 2.3. of the same AFI provides the opportunity for establishing a “flexiplace” arrangement, whereby the approved location could be at home, the Education Center, or other locations where the work can be done uninterrupted. Students can expect to spend approximately 8 hours per week on coursework. Instructors monitor student participation and effort in the course through the Learning Management System. The core requirements of the course are for students to participate in all coursework and display satisfactory participation.

## Topics

Introduction and Orientation: 1-hour+ session to socialize concepts and new technologies and a pre-course assessment to determine the supervisor’s level of comprehension at class start date.

Week 1: Sources of Authority, Labor Management Relations, Development, and Employee Support  
Week 2: Basic Employee Management Relations  
Week 3: Position Management/Classification and Staffing

Each week will contain three main elements:

1. Readings, videos, exercises, and progress checks contained in a Learning Management System
2. On-line Webinar with an instructor-led presentation and peer-to-peer interaction delivered and recorded on a web conferencing platform to provide students with listening/viewing options if unable to attend live forum. Webinars are conducted on Tuesdays, Wednesdays, and Thursdays each week of the class. Students will attend one webinar per week.
3. The students have access to discussion boards where they can pose questions and discuss new skills/concepts with peers.

## Registration

Registration is accomplished through the Air University Portal at <https://www.my.af.mil/aurepmprod/auportal/welcome.AirUniversity> (A CAC is required) If you do not already have an Air University Portal account, you must create one from a .mil account before you can view/register for any of our online courses. Contact our Course Support staff if you need any assistance. They can be reached at (334) 953-9545/8944 or DSN 493-9545/8944, or via e-mail at [Maxwell.ECPD.CPMC@us.af.mil](mailto:Maxwell.ECPD.CPMC@us.af.mil).