



Military Personnel Management Course

The MPMC is designed for civilians who are first-level supervisors of Air Force (AF) military personnel. While not required, sister service military personnel supervising AF military personnel are permitted to attend. The MPMC is delivered over 4 weeks (including orientation week) with one 75-90 minute instructor-led online webinar each week. There are approximately (up to) 2.5 hours, each week, of self-paced readings, videos, activities, and other course materials which are located on a learning management system (LMS) available to students 24/7. Students are required to successfully meet all coursework requirements to complete the course.

Supervisors with 3 years or more experience supervising AF military members may be eligible to take the MPMC Challenge Exam. Members must first enroll in a MPMC class before requesting this opportunity. Equivalency credit is granted for exam scores of 70% or above. The exam is designed solely for experienced supervisors with significant experience supervising AF military members, and as the name implies, is a challenging assessment. If eligible, limited access will be provided to the Challenge Exam one day after registration is closed for the respective class the student is enrolled.

Civilians who also currently serve in the AF Guard or Reserve, or retired from AF active duty, Guard, or Reserve within the past five years from course start. Member's wing training office updates Defense Civilian Personnel Data System with code CAX for course credit.

Per a 27 February 2017 AF/A1 policy memorandum, mandatory training must be accomplished during the duty day. Students should coordinate class work and location with their supervisor. Location options include office, home, the Education Center, or any other location where work can be done uninterrupted and students can access the internet. Any arrangements must be in compliance with locally negotiated provisions for telework, alternate work schedules, and alternate worksites.

Course Highlights:

Students can expect to spend at least 2.5 hours per week on coursework. Instructors monitor student participation and effort in the course through the LMS. The core requirements of the course are for students to participate in all coursework and display satisfactory participation.

Orientation Week: Orientation webinar for technology and course requirements, pre-assessment

Week 1: The Military Airman (Military Standards, Discipline, Role of the JAG/First Sergeant, Benefits)

Week 2: Career Management (Evaluations, Promotions, Assignments, and Retention)

Week 3: Air Force Education and Training, and post course review (final assessment)

Each week will contain three main elements:

Readings, videos, exercises, and activities contained in a LMS with a graded assessment requiring a minimum passing score of 70%

Instructor-led online webinars (75-90 minutes) delivered on a web conferencing platform

Discussion board topics: students respond to and discuss new concepts with instructors and peers.

Additional developmental courses we offered by the Air Force Civilian School (AFCS)

Supervisory:

*New Supervisor Course
Experienced Supervisor Course*

Managerial:

*New Manager Course
Coaching for Leaders*

Executive:

SES Supervisor Course

Mr. Barry Waite
Director, AFCS

Dr. Mark Logan
Faculty Director

Mr. Robert Russell
Course Director

Air Force Civilian School
Maxwell AFB, AL 36112

Send email inquiries to:

EAKERCENTER.ecpd.usafrc@us.af.mil

To register, please follow the instructions provided at:

<https://www.milsuite.mil/book/docs/DOC-704960> (A CAC is required).