



CIVILIAN PERSONNEL SECTION

FACT SHEET

Current as of: 5 September 2018

MANDATORY SUPERVISORY COURSES

USAF New Supervisor Course (NSC) (Air University (AU) code MAFHRMS 425/ DCPDS code CAE2) **Required for all new civilian supervisors coded 1,2, or 4 in DCPDS as well as military who supervise civilian Appropriated Fund (APF) employees, within one (1) year of appointment.** It provides new USAF supervisors with the knowledge, desire to apply the knowledge, and practical skills in interpersonal communications, goal setting, coaching, developing self and employees, team building, conflict management, and transitioning to roles of management and leadership. The course is a blended e-learning experience taught once a week for 5-weeks to improve transfer of learning from the classroom to the work place. The overall outcome is evaluated by the student's ability to characterize the course lessons in the Air Force work place. The course incorporates a blended eLearning approach which uses the benefits of in-residence techniques and the cost savings associated with distance learning. The course provides an enterprise-wide solution so every first time supervisor can take this course within 180 days of assuming supervisory duties.

USAF Experienced Supervisors Course (ESC) (AU code MAFHRMS 420 / DCPDS code CA7) **Required for experienced supervisors coded 1, 2, or 4 in DCPDS every 3 years, following completion of the NSC or the former USAF Supervisors Course, Advanced USAF Supervisors Course, Civilian Personnel Management Course.** The ESC satisfies the federal requirement for supervisory refresher training at least once every three years after completing the initial supervisory courses and is targeted to civilian supervisors (including civilians occupying ART positions). The course provides a refresher in civilian personnel management fundamentals and key supervisory and management competencies. It is conducted over a three-week period. The first two-week period includes a Supervisory Refresher Assessment (SRA) that assesses supervisory knowledge and self-reported skills. The SRA is broken into four sections. Students who complete all sections of the SRA and score 70% or higher on Supervisory Skills Test (SST) section will have met ESC requirements. Students who complete all sections of the comprehensive assessment but score less than 70% on the SST will be required to attend the one-time educational review webinar. Students who meet all SRA requirements are encouraged to attend the educational review webinar.

USAF New Manager Course (NMC) (Course code: CAV) **Required for new managers within one (1) year of appointment to a managerial position (supervisory code 3).** The NMC is designed to enable new managers to acquire the institutional competencies needed to manage themselves, others, as well as organizational resources. The course also focuses on the ECQ Leadership Competencies of Technology Management, Leveraging Diversity, Financial Management, Creativity and Innovation, Political Savvy, Partnering, and Human Capital Management. There are 27 hours of curriculum delivered over 5 weeks with one 75-90 minute instructor-led online webinar each week. Readings, videos, interactive exercises and other course material are located on a Learning Management System which is available to the students 24/7. The NMC uses exercises focused on the student's organization and work center to connect course concepts to the real-world.

USAF Experienced Manager Course (EMC) (Course code: CAZ) **Required to be taken every three (3) years, following completion of the New Manager Course.** It is designed to enable experienced managers to acquire the competencies needed to manage themselves, others and organizational systems.

USAF Military Personnel Management Course (MPMC) (Course code: CAX) **Required for first-level civilian supervisors of Air Force military personnel and must be taken within one (1) year of appointment.** MPMC is not for Air Force active duty personnel. Civilians that are also currently Air Force guard/reserve or retired from Air Force active duty/guard/reserves within five years of class start month are waived from completing MPMC. MPMC is a blended eLearning course using an instructor facilitated and self-directed design to provide basic skills and knowledge by introducing students to aspects of being an immediate supervisor of Air Force officers and enlisted members. Some items covered during the course include sources of guidance and authority, rank structure, recognition, benefits and entitlements, standards and discipline, education and training, feedback and evaluations, promotions, and the role of the First Sergeant.

Local Civilian Personnel Management Course- NUS (CPMC-NUS) **Required for first-level civilian and military supervisors of Local Nationals.** This is a mandatory 20-hour course and designed to provide supervisors of non-US 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. Email: 86FSS.Civ.-Supervisor-Training@us.af.mil if you need additional information.

Non-appropriated Fund (NAF) Human Resources (HR) Supervisors Course (Course code CA8) **Required for first-level military and civilian supervisors of NAF employees.** The NAF HR Supervisor's course was developed by the Headquarters, Air Force Services Agency, Human Resources Program Management Branch to assist installation Chiefs, Human Resources to train supervisors in their responsibilities for NAF Human Resources Personnel Management. The course covers HR legal and regulatory requirements and HR processes. This course consists of twelve modules designed to teach Force Support Squadron (FSS) supervisors of NAF civilian employees about their responsibilities for NAF human resources management.

Attachment 2

Registration and Log-in Instructions

Appropriated Fund Supervisors

Log on to the AF Portal <https://www.my.af.mil/> (Put www.my.af.mil in compatibility mode by clicking on gear symbol to the right of the star (upper right hand corner), choose compatibility view settings, and then add www.my.af.mil to the list. Close the compatibility view settings)

Look for the title "**Quick Links**" or "**Featured Links**". Under Quick Links, scroll down to Education/Training/Force Development (it is in gray text)

Look for "Air University Portal" under Education/Training/Force Development

Click on *Air University Portal*

Click On the grey bar (*click here to login or create a new account*)

CAC Log-In or Create Account (Update your information)

PLEASE NOTE: IF THIS IS YOUR FIRST TIME LOGGING INTO THE AU PORTAL YOU WILL NEED TO CREATE AN ACCOUNT FIRST BEFORE BEING ABLE TO REGISTER FOR A COURSE. AFTER CREATING YOUR ACCOUNT YOU CAN CONTINUE.

Hover cursor over *Distance Learning* on left side (another box should appear)

Slide cursor over *USAF PPDS Virtual Campus* (another box should appear that says "apply")

Click on **APPLY**

Click the drop down arrow and select the course you are registering for

Click on (*Check for Eligibility*)

Then Click the "*Next*" button

Confirm or Update your information

Click "*Submit Application*"

Then click on the button (*Click here to Continue*)

Fill in and verify all additional information

Finally, Click on (*Finalize Application*)

Non-Appropriated Fund Supervisors

Enter <https://golearn.adls.af.mil/login.aspx> in your browser

Log on to ADLS – In the “Select a Certificate” pop up window click on “*More choices*”

Select certificate that begins “*Issuer: DOD ID*”

Do not use the one that says, “Issuer DOD EMAIL”

Select “*ADLS Gateway*”

Select *FSKC* from the top row of icons

Select the “Course List”

Select “Human Resources”

Select NAF HR Supervisor’s Course