



# CIVILIAN PERSONNEL FLIGHT FACT SHEET

Current as of: 10 January 2023

## MANDATORY SUPERVISORY COURSES

**DAF New Supervisor Course (NSC)** (Air University (AU) code MAFHRMS 425/ DCPDS code CAE2) **Required for all Civilians and Military Service Members who supervise Department of the Air Force civilians. Civilians who fit into this category are coded in DCPDS with Responsibility (Supervisory) level codes 1, 2, & 4. This course must be complete within one year of obtaining status.** The New Supervisors Course (NSC) was developed to meet federal requirements contained in Title 5 of the Code of Federal Regulations and the National Defense Authorization Act of 2010. It is a federally mandated requirement for all first-time supervisors of civilian employees to complete within one year of becoming a supervisor. The course covers topics mandated by the Department of Defense (DoD) Supervisory Learning and Evaluation Framework. It gives supervisors of civilian employees a sound foundation in supervisory skills and fundamentals. 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.

**DAF Experienced Supervisors Course** (AU code MAFHRMS 420 / DCPDS code CA7) **Required for Civilians and Military Service Members who supervise Department of the Air Force civilians. Civilians who fit into this category are coded in DCPDS with Responsibility (Supervisory) level codes 1, 2, & 4. This course must be complete every three years as long as individual maintains supervisory classification.** The Experienced Supervisor Course (ESC) was developed to meet federal requirements contained in Title 5 of the Code of Federal Regulations and the National Defense Authorization Act of 2010. It satisfies the federal requirement for supervisory refresher training at least once every three years after completing the initial supervisory courses and is required for civilian supervisors with supervisory code 1, 2, & 4 as well as military supervisors of Department of the Air Force (DAF) federal civilian employees. The course covers topics mandated by the Department of Defense (DoD) Supervisory Learning and Evaluation Framework.

**DAF 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 New Manager Course (NMC) was developed to meet federal requirements contained in Title 5 of the Code of Federal Regulations and the National Defense Authorization Act of 2010. It is a federally mandated requirement for all first-time Civilian managers to complete within one year of becoming a manager. The course covers topics mandated by the Department of Defense (DoD) Managerial and Supervisory Learning and Evaluation Framework. It gives Civilian managers a sound foundation in supervisory skills and manager fundamentals.

**DAF Experienced Manager Course (EMC)** (Course code: CAZ) **This class is for civilians who are managers (Supervisory Responsibility Code 3) that have completed the New Manager Course. This Experienced Manager Course is federally mandated to take and complete every three years thereafter.** The Experienced Manager Course (EMC) was developed to meet federal requirements contained in Title 5 of the Code of Federal Regulations and the National Defense Authorization Act of 2010. It is a federally-mandated requirement for all Civilian managers to complete every three years after the completion of DAF New Manager Course. The course covers topics mandated by the Department of Defense (DoD) Managerial and Supervisory Learning and Evaluation Framework. It reinforces supervisory skills and manager fundamentals for Department of the Air Force Civilian managers.

**DAF Military Personnel Management Course (MPMC)** (Course code: CAX) **This course fulfills a Department of the Air Force (DAF) requirement for all first-level civilian supervisors of DAF military members.** The Military Personnel Management Course (MPMC) is designed for civilians who are first-level supervisors of Department of the Air Force (DAF) military personnel. While not required, sister service military personnel supervising DAF military personnel are permitted to attend. The course covers topics mandated by the DAF providing supervisors a foundation in supervisory skills, fundamentals, and DAF requirements to supervise DAF military personnel

**Local Civilian Personnel Management Course- NUS (CPMC-NUS)** (Course code: CAY) **Required for first-level civilian and military supervisors of Local Nationals.** This is a mandatory 8-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](mailto:86FSS.Civ-.Supervisor-Training@us.af.mil) if you need additional information.

**NAF Human Resources Management (HRM) Course** (Course code CA8) **Required for first-level military and civilian supervisors of NAF employees.** This course is designed to provide the Chief, Human Resources training. Enhancing skills and abilities to effectively manage an installation NAF-HR Program. Topics include: Careers Program, Affirmative Employment, Operating a NAF-HR Section, Quality Assessments, Business Objects, Labor Management Relations, Records Administration, Pay Administration, Classification, DoD Health Benefits Program, Unemployment Compensation, Retirement/401(k) Plan, Workers' Compensation, and an open forum to address contemporary issues