

Advanced USAF Supervisors Course (Adv USAF SC) Fact Sheet

Overview

The Adv USAF SC is a 20-hour course designed to satisfy the 5 CFR 412 statutory requirements for initial supervisory education for new and/or experienced Air Force supervisors. Enrollment is open to both civilian and military supervisors. While most students are civil service, military supervisors who haven't obtained equivalency training through PME (resident in the last 5 years) may enroll. To enroll in this course a supervisor must have at least 3 years of prior supervisory experience (either military or civilian supervisory), must have not taken the *USAF Supervisors Course* in the past, and/or does not meet the requirements for equivalency credit. See qualification/registration below for more information.

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, 2.3 of the same AFI provides the opportunity for establishing a "flexi-place" arrangement, whereby the approved location could be at home, the Education Center, or other locations where the work can be done uninterrupted.

What to Expect

This 2.5 day course begins with a half day of Introduction/Orientation/Pre-Class Work one week prior to the actual class days. The mandatory 1-hour online Orientation is instructor-led held "live" on a web conferencing platform to explain course concepts and the technologies involved to prepare students for the robust course the following week. Immediately after the live orientation (or no later than one day prior to the first official class day) students complete the **Pre-Course Work** requirements (Pre-Course readings and two leadership surveys). Two full 8-hour class days will take place the following week on a Tuesday and Thursday unless otherwise noted (breaking from class on Wednesday). The core requirements of the course are for students to participate in all coursework and pass two graded e-journal exercises with a minimum score of 80 points combined and display satisfactory participation.

Topics

Day 1: Critical Thinking and Planning Strategically for Workplace Success Part 1

Day 2: Planning Strategically for Workplace Success Part 2 and Adapt and Adjust to Change

Each day will consist of a variation of these elements:

1. Readings, videos, and interactive exercises in a Learning Management System
2. Small Group collaboration projects and student presentations (Note: Students will have access to dedicated conference call lines where they can gather in their assigned teams to complete the requirements)
3. Individual e-journal submission for grading

Qualification/Registration

The Force Development Flight (FDF) at each base will evaluate the supervisor's previous supervisory experience and qualification for equivalency credit. Those individuals who do not meet experience requirements will complete the standard USAF Supervisor's Course. For experienced supervisors (minimum 3 years of experience) who do not meet the equivalency requirements and require the training, the FDF Chief has access to our registration system and will begin the enrollment process (but cannot complete it). Immediately afterwards, you will receive an email from Emailer@Maxwell.af.mil and you must complete all the information to complete your enrollment.

Important Note: All USAF Personnel Professional Development School distance learning courses use AU Portal for registration and enrollment. If you do not already have an AU Portal account, you must create one before you can register for any PDDS class. FDF cannot begin enrollment until after you've created an AU Portal Account. Copy and paste to your browser: <https://auportal.maxwell.af.mil/auportal>. For more information, contact the Course Support Team at Maxwell.ECPD.USAF.SC@us.af.mil. Phone: DSN 493-8944/9545.