

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. Course material is available prior to the first scheduled day of class. Registration typically closes 2 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.

Civilian Training, Education, and Professional Development

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.

What to Expect

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.

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://auportal.maxwell.af.mil/auportal> (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.