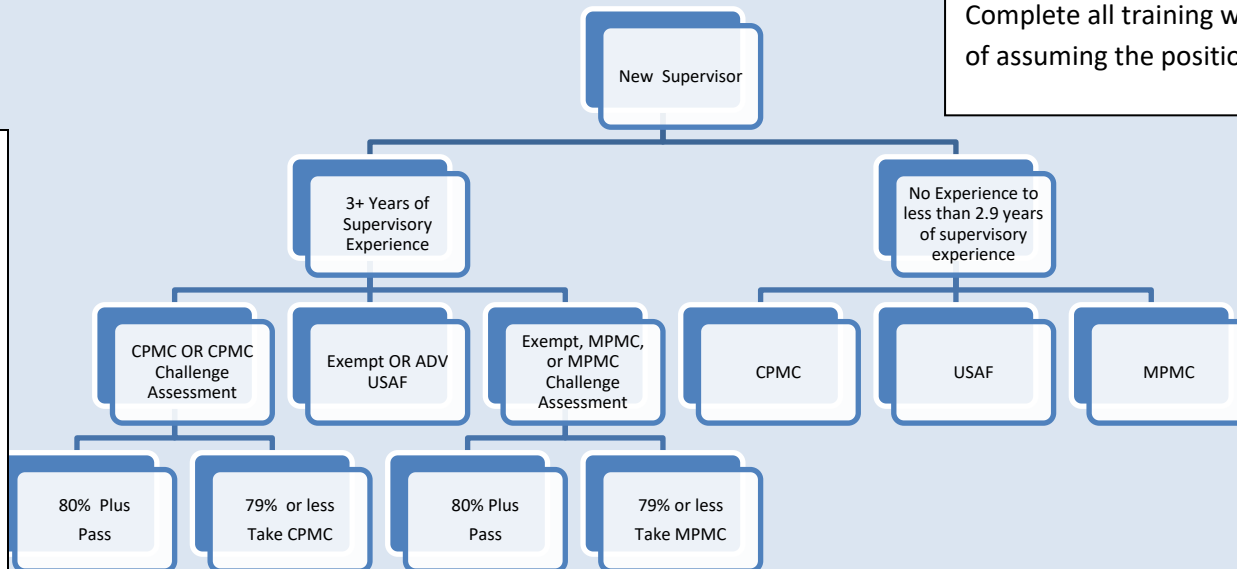


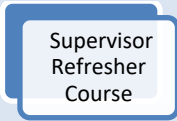
Initial Mandatory Supervisory Training

Complete all training within 6-months of assuming the position



Experienced supervisors that have completed in-resident PME in the last 5-years receive an equivalency for the USAF Supervisors Course. Supervisors receive an equivalency for the USAF Supervisors Course and the Advanced USAF Supervisors Course. There is no equivalency credit granted for CPMC. MPMC is not required for prior AF military personnel who have retired within the last 5 years.

Refreshing of Supervisory Skills



Supervisor
Refresher
Course

Complete course during 3rd year after completing last mandatory initial supervisory course and every 3-years thereafter.

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IMST: Initial Mandatory Supervisory Training is required for new supervisors to be completed within 6-months of assignment.

Experienced Supervisor: This is a supervisor with 3 or more years of supervisory experience. This supervisor could be exempt or offered to take a challenge exam to achieve an equivalency.

USAF Supervisor's Course: This course covers the communication, developing others, team building, conflict management, and leadership competencies of a supervisor. It is delivered on-line over a 5-week period of time with about 8-hours of class work/meetings per week. Those with in-resident PME within 5-years are exempt and earn an equivalency.

Civilian Personnel Management Course: This course covers the key issues a new supervisor needs concerning labor and employee relations, position management and the other key civilian personnel policies. It is delivered over a 3-week period of time with 8-hours of class work/meetings per week. Supervisors with 3+ years of experience supervising civilians can take a challenge test, and if they pass with 80% proficiency, gain an equivalency.

Military Personnel Management Course: This course covers the key issues a new supervisor of AF military personnel needs to know concerning promotions, performance management, customs/courtesies, and other key military personnel policies. It is delivered over a 4-week period of time with 4-hours of class work/meetings per week. Air Force military personnel and those who are retired AF within the past 5-years are exempted and gain an equivalency. Supervisors with 3+ years of experience supervising AF military personnel can take a challenge assessment, and if pass with 80% proficiency, gain an equivalency.

Advanced USAF Supervisor's Course: This course covers the basic supervisory skills in an advanced manner for supervisors that have had at least 3 years experience supervising military or civilian personnel. Those with prior military service/in-resident PME within 5-years are exempt.

CPMC Challenge: Experienced supervisors of at least 3 years will be asked if they would like to take a challenge assessment in Orientation. If they demonstrate 80% or greater proficiency on this assessment, they will be granted a CPMC equivalency. Students who pass the challenge assessment can still download the CPMC course material, Civilian Personnel Handbook, and attend class if they like.

MPMC Challenge: If it is greater than 5-years since a person has retired from the AF, they will be offered a challenge assessment during Orientation. If the student passes with 80%, they will be awarded an equivalency. Students who pass the challenge assessment can still download the MPMC course material and attend class if they like.

Refresher Supervisory Course: Supervisors will refresh their skills with this 1-week, 4-hrs per day course every three years.

Registration Process - AU Portal <https://auportal.maxwell.af.mil/auport>

CPMC

MPMC

USAF Supervisor's Course

Supervisor Refresher Course

Registration Process – Local Training Manager or USAF PPDS Course Support

Advance Supervisor's Course