

Attachment 1

Mandatory Supervisor and Manager Training Courses

USAF New Supervisor Course: This newly remodeled course combines the Civilian Personnel Management Course, USAF Supervisor Course, and Advanced Supervisor Course. It must be taken by all new civilian and military personnel within one (1) year of appointment to a supervisory position. The course provides background information and an understanding of applicable personnel laws and regulations needed to carry out civilian personnel management responsibilities at the supervisory level. (Course code: CAE2)

USAF Experienced Supervisor Course: Formally known as the USAF Supervisor Refresher Course, it's required to be taken every three (3) years, following completion of the New Supervisor Course. The course provides experienced civilian and military supervisors with a refresher in civilian personnel fundamentals. (Course code: CA7)

USAF New Manager Course: This civilian course must be taken by new managers within one (1) year of appointment to a managerial position. The course provides background information and an understanding of applicable civilian personnel laws and regulations designed to enable new managers to acquire the competencies needed to manage themselves, others and organizational resources. (Course code: CAV)

USAF Experienced Manager Course: This civilian course is 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. (Course code: CAZ)

USAF Military Personnel Management Course: This course is for first-level civilian supervisors of military personnel and is required to be taken within one (1) year of appointment of supervising military personnel. The course provides background information and an understanding of applicable personnel laws and regulations needed to carry out military personnel management responsibilities at the managerial level. (Course code: CAX)

Non-appropriated Fund (NAF) Human Resources (HR) Supervisors Course: The NAF HR Supervisors Course is for first-level military and civilian supervisors of NAF employees. The training covers policies, practices, and procedures for NAF. (Course code CA8)

Overseas: Due to the diversity of Local National (LN) personnel, there is no standard Air Force course. However, the local Civilian Personnel Offices in overseas areas develop and provide training courses for military and civilian supervisors of LN employees to meet local needs.