



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON DC

MEMORANDUM FOR ALL COMMANDERS AND SUPERVISORS

MAR 08 2018

FROM: HQ USAF/A1  
1040 Air Force Pentagon  
Washington D.C. 20330-1040

SUBJECT: Mandatory Supervisory and Managerial Training

References: (a) Public Law 111-84, National Defense Authorization Act 2010  
(b) Title 5, Code of Federal Regulations, Subpart B, §412.202  
(c) AFI 36-401, *Civilian Training, Education and Professional Development*  
(d) AFI 36-1002, *Performance Management and Appraisal Program Administration in the Air Force*

1. As managers and supervisors of our Air Force civilian workforce we perform a critical role. We must ensure we are properly trained to better supervise, manage, motivate, and develop our most valuable resource. To that end, all civilian and military supervisors as well as managers of civilian personnel must complete mandatory supervisory or manager training within one (1) year of their initial appointment as outlined in references above. Additionally, mandatory refresher supervisory or manager training must be accomplished at least once every three (3) years.
2. The Air Force has designed courses to provide the required aforementioned education and training to both civilian and military personnel who supervise civilians. Course information and registration instructions are provided in the attachments. It is the responsibility of each supervisor and manager to maintain training currency and ensure subordinate supervisors are in compliance.
3. The Force Development Flight and Civilian Personnel Sections are responsible for implementation of the policy and ensuring commanders and supervisors are aware of the requirement. My point of contact is Mr. Thomas M. Kearney, AF/A1DI, [thomas.m.kearney8.civ@mail.mil](mailto:thomas.m.kearney8.civ@mail.mil), 703-693-4324.

A handwritten signature in blue ink, reading "Dr. Todd A. Fore", is positioned above the typed name.

DR. TODD A. FORE, SES  
Asst DCS, Manpower, Personnel and Services

2 Attachments

1. Mandatory Supervisory and Managerial Courses
2. Registration and Log-in Instructions

cc:  
MAJCOM A1s/COCOM J1s