

# USAF Supervisors Course (USAF SC) Fact Sheet

## Overview

The USAF SC is a 36-hour course, and along with the Civilian Personnel Management Course, is designed to satisfy the 5 CFR 412 statutory requirements for initial supervisory education. While most students are civil service, military supervisors who haven't obtained equivalency training through PME or through the waiver options listed below should enroll. Experienced supervisors (3 or more years documented supervision) should consider enrolling in the Advanced USAF SC. The USAF SC is generally offered 6 times per year, while the Adv USAF SC is offered 4-6 times per year. Both courses are conducted by the Air Force Personnel Professional Development School.

## 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. Students are assembled into Seminars by time zone. Each time zone is slotted into a specific reoccurring class day over a 5-week period. Orientation Week (2-hour time commitment), precedes 4 weeks of lessons/instruction (8 hours per day). Your instructor will contact you and provide the specific Orientation and Class day/time. Following is an overview of class topics and a sample schedule for each focus day over the 5-week course.

Orientation Week: Explain technologies, expectations and answer questions

Week 1: Communication Skills

Week 2: Developing Employees

Week 3: Team Building

Week 4: Conflict Management and Leadership Principles

Each class day contains five main elements and below is a **sample** of a typical class day (Discussion Board, lunch or Electives may move to compensate for time zone differences):

0730 - 1030 Readings & Interactive Exercises in a Learning Management System

1030 - 1200 On-line Webinar via a web conferencing platform

1300 - 1500 Small Group Practice via the web conferencing platform

1500 - 1530 Watch Elective Video

1530 - 1630 Discussion Board. The students discuss new skills/concepts with peers via a message board.

## Waiver of attendance

The requirement to complete the USAF Supervisors Course may be waived for current and former military personnel if they have completed the following RESIDENT Air Force or other Service-equivalent courses WITHIN THE PAST 5 YEARS. To request equivalency, go to your local Force Development Flight or Civilian Personnel Office, not the instructor or course support:

- a. ALS, NCO Academy, and/or Senior NCO Academy
- b. Squadron Officer School, Air Command and Staff College, and/or Air War College

## 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.usaf.sc@us.af.mil](mailto:maxwell.ecpd.usaf.sc@us.af.mil).