

# CIVILIAN LEADERSHIP DEVELOPMENT SCHOOL

## DAF EXPERIENCED SUPERVISOR COURSE

(MAFHRMS420)



### Do You Need to Complete Mandatory Supervisor Training?

This course fulfills a federally mandated requirement for all supervisors of civilian employees who have completed the New Supervisor Course.

### ABOUT THE COURSE

The Experienced Supervisor Course (ESC) was developed to meet federal requirements contained in Title 5 of the Code of Federal Regulations and the National Defense Authorization Act of 2010. It satisfies the federal requirement for supervisory refresher training at least once every three years after completing the initial supervisory courses and is required for civilian supervisors with supervisory code 1, 2, & 4 as well as military supervisors of Department of the Air Force (DAF) federal civilian employees. The course covers topics mandated by the Department of Defense (DoD) Supervisory Learning and Evaluation Framework.

### COURSE HIGHLIGHTS

This is a self-paced 13-hour, instructor-facilitated course. Instructors monitor student participation and effort in the course through the Learning Management System (LMS). Students will have a window of up to 90 days (See above) to complete a 3-part Supervisory Refresher Assessment (SRA) that assesses supervisory knowledge and self-reported skills.

Note: Students who are granted an exception to take the course after registration closes and do not complete all requirements prior to the last day of the course will need to re-enroll in a future class.

The major areas covered in the SRA are listed in the DoD Framework Outcomes to the right. Students who complete the three sections of the SRA with a 70% or higher on each section will have met ESC requirements and be excused from the fourth section. Students who complete all sections of the SRA but score less than 70% on any graded assignment will be required to attend the one-time educational review webinar. The schedule for these webinars will be published on the Announcement Page in the Learning Management System at the start of the course. Students who meet all SRA requirements are encouraged to attend the educational review webinar.

#### DoD Framework Outcomes

Performance Goals, Objectives, & Appraisals

Merit System Principles

Mentoring & Motivating Employees

Fairness, Respect, Equal Opportunity, & Quality of Work

Handling Unacceptable Performance

Hostile Environment, Reprisals, Harassment

Prohibited Personnel Practices

Labor Relations and Employee Rights

Hiring Principles and Authorities

Workforce Incentives

### SCHEDULE, REGISTRATION, AND EMAIL INQUIRIES

- Search "CLDS" in internet browser or visit <https://www.airuniversity.af.edu/Eaker-Center/CLDS/> then click *Schedule of Classes* or *Supervisor/Manager* on right blue panel for info and registration.
- Send email inquiries to: [EakerCenter.ECPD.USAFRC@us.af.mil](mailto:EakerCenter.ECPD.USAFRC@us.af.mil)