

# CIVILIAN LEADERSHIP DEVELOPMENT SCHOOL

## DAF NEW SUPERVISOR COURSE

(MAFHRMS425)

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

This course fulfills a federally-mandated requirement for all first-time supervisors of civilian employees.

### ABOUT THE COURSE

The New Supervisors Course (NSC) 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 is a federally mandated requirement for all first-time supervisors of civilian employees to complete within one year of becoming a supervisor. The course covers topics mandated by the Department of Defense (DoD) Supervisory Learning and Evaluation Framework. It gives supervisors of civilian employees a sound foundation in supervisory skills and fundamentals. 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.

### COURSE HIGHLIGHTS

This 36-hour course is self-paced and instructor-facilitated, taking place within designated course dates. Instructors monitor student participation and effort in the course through the Learning Management System (LMS). Students will have the ability to take an optional Prior Learning Assessment (PLA). The PLA consists of an assessment that require a minimum score of 70%. Students who are successful in the attempt will receive completion credit for the corresponding module in the LMS.

Note: Students who do not complete all requirements prior to 60-days of enrollment or the last day of the course will need to re-enroll in a future class.

The major areas covered in the course are listed in the DoD Framework Outcomes to the right. Each major area will contain readings, videos, and a graded course assessments requiring a minimum passing score of 70%, as well as optional instructor-led online webinars delivered on a web conferencing platform.

### SCHEDULE, REGISTRATION, AND EMAIL INQUIRIES

- Search "CLDS" in an internet browser or visit <https://www.airuniversity.af.edu/CLDS/> then click "*Schedule of Classes and Enrollment Links*" on right blue panel.
- Send email inquiries to: [EAKERCENTER.nsc.OrgMailbox@us.af.mil](mailto:EAKERCENTER.nsc.OrgMailbox@us.af.mil)



### 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