CIVILIAN LEADERSHIP DEVELOPMENT SCHOOL

DAF CIVILIAN MANAGER DEVELOPMENT COURSE – INITIAL (MAFHRMS423)

Do You Need to Complete Mandatory Manager Training?

This course fulfills a federally mandated requirement for all first-time civilian managers (Supervisory Code 3).

ABOUT THE COURSE

The Civilian Manager Development Course – Initial (CMDC-I) 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 Civilian managers to complete within one year of becoming a manager. The course covers topics mandated by the Department of Defense (DoD) Managerial and Supervisory Learning and Evaluation Framework. It gives Civilian managers a sound foundation in supervisory skills and manager fundamentals.

Per a February 27, 2017, AF/A1 policy memorandum, mandatory training must be accomplished during the duty day. While the course is offered using an online platform, students should coordinate class work/location with their supervisor. Options include office, home, Education Center, or any other location where work can be done uninterrupted, and students can access the internet. Due to local systems requirements, some bases have network systems configurations that do not allow course material to be displayed properly. In these cases, students are advised to use a non-AF connection option. Any arrangements must comply with locally negotiated provisions for tele/remote work, alternate work schedules, and alternate worksites.

COURSE HIGHLIGHTS

This is a self-paced, instructor-facilitated course. Instructors monitor student participation and effort in the course through the Learning Management System (LMS). Students with 3 years or more of experience managing DAF civilian personnel are eligible to complete the optional Prior Learning Assessment (PLA) exams at the beginning of each of the 7 modules. Each PLA requires a minimum passing score of 70%.

Note: Students who 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 course are listed in the DoD Framework Outcomes to the right. Each major area will contain readings, videos, exercises, and/or activities with graded course assessments requiring a minimum passing score of 70%. There will also be optional instructor-led online webinars delivered on a web conferencing platform. There will also be discussion boards in several modules where students respond to questions and/or post their findings/results depending on the assignment. Students interact by responding to one another's posts.

SCHEDULE, REGISTRATION, AND EMAIL INQUIRIES

- Search "CLDS" in your internet browser or visit https://www.airuniversity.af.edu/CLDS/ then click *"Manager"* on the blue panel on the right for information and registration.
- Send email inquiries to: EakerCenter.NMC.OrgMailbox@us.af.mil

DoD Framework Outcomes

Mentor Employees

Improve Employee Performance and Productivity

Conduct Performance Appraisals

Handle Unacceptable Performance

Managing Self

Manage Others

Manage Organizational Systems