

# CIVILIAN LEADERSHIP DEVELOPMENT SCHOOL

## DAF CIVILIAN MANAGER DEVELOPMENT COURSE – REFRESHER (MAFHRMS422)



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

This class is for civilians who are managers (Supervisory Responsibility Code 3) that have completed the New Manager Course or the Civilian Manager Development Course - Initial. This Civilian Manager Development Course - Refresher is federally mandated to take and complete every three years thereafter.

### ABOUT THE COURSE

The Civilian Manager Development Course – Refresher (CMDC-R) 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 Civilian managers to complete every three years after completion of the DAF New Manager Course or the Civilian Manager Development Course - Initial. The course covers topics mandated by the Department of Defense (DoD) Managerial and Supervisory Learning and Evaluation Framework. It reinforces supervisory skills and manager fundamentals for Department of the Air Force Civilian managers.

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-DAF connection option. Any arrangements must follow locally negotiated provisions for tele/remote work, alternate work schedules, and alternate worksites.

### COURSE HIGHLIGHTS

The course has a scheduled beginning and end date, but students may complete most of the required coursework at a self-determined pace during that window.

This is a self-paced, instructor-facilitated course. Instructors monitor student participation and effort in the course through the Learning Management System (LMS). Students are required to participate in a mandatory group project that requires networking with other students, some of which may be geographically separate.

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%, as well as optional instructor-led online webinars delivered on a web conferencing platform.

### 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](mailto: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

Note: Managers must have taken and completed either the New Manager Course (NMC) or the Civilian Manager Development Course (CMDC-I) and have that course credited within their records to take CMDC-R. Managers registering for CMDC-R without prior NMC or CMDC-I completion will be disenrolled and required to register for CMDC-I first.