

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. This Experienced Manager Course is federally mandated to take and complete every three years thereafter.

ABOUT THE COURSE

The Civilian Manager Development Course (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 Civilian managers to complete every three years after the completion of DAF New Manager Course. 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 27 February 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 be in compliance with locally negotiated provisions for telework, alternate work schedules, and alternate worksites.

COURSE HIGHLIGHTS

The course has a scheduled beginning and end date, but students may complete the required coursework at self-determined pace within 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 attend a mandatory instructor-led webinar as well as participate in the completion of a group project that requires networking with geographically separated peer partners.

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.

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.

SCHEDULE, REGISTRATION, AND EMAIL INQUIRIES

- Search “CLDS” in internet browser or visit <https://www.airuniversity.af.edu/CLDS/> then click *Schedule of Classes* or *Supervisor/Manager* on right blue panel for info on registration.
- Send email inquiries to: cls.cmdc.orgmailbox@us.af.mil