



# Military Personnel Management Course

## *Supervisory Development*

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

This course fulfills a Department of the Air Force (DAF) requirement for all first-level civilian supervisors of DAF military members!

The Military Personnel Management Course (MPMC) is designed for civilians who are first-level supervisors of Department of the Air Force (DAF) military personnel. While not required, sister service military personnel supervising DAF military personnel are permitted to attend. The course covers topics mandated by the DAF providing supervisors a foundation in supervisory skills, fundamentals, and DAF requirements to supervise DAF military personnel.

#### **Who May Be Waived/Exempted:**

Per AF/A1 guidance, civilians who also currently serve in the Air Force Reserve (AFR) or Air National Guard (ANG), or retired from DAF active duty, AFR, or ANG within the past five years from course start are eligible for equivalency credit. Member's wing training office updates Defense Civilian Personnel Data System with code CAX for course credit.

#### **Challenge Exam (TBT):**

Supervisors with 3 years or more experience supervising DAF military members may be eligible to take the MPMC Challenge Exam. Members must first enroll in a MPMC class before requesting this opportunity. Equivalency credit is granted for exam scores of 70% or above. The exam is designed solely for experienced supervisors with significant experience supervising DAF military members, and as the name implies, is a challenging assessment. If eligible, limited access will be provided to the Challenge Exam one day after registration is closed for the respective class the student is enrolled.

#### **Course Highlights:**

This is an instructor-facilitated course, approximately 16-hours, and delivered over 4 weeks. The coursework is mostly self-paced and student progress is monitored through the LMS. The areas covered in the course are listed in the 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.

**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.**

#### **Additional developmental courses we offer:**

##### **Supervisory:**

New Supervisors Course

Experienced Supervisor Course

##### **Managerial:**

New Manager Course

Coaching for Leaders

##### **Executive:**

SES Supervisor Course

Send email inquiries to: [maxwell.ecpd.mpmc@us.af.mil](mailto:maxwell.ecpd.mpmc@us.af.mil)

To register, please follow the instructions provided at

<https://www.milsuite.mil/book/docs/DOC-704960> (A CAC is required).

## **Supervisor Development**

### **DAF Course Framework Outcomes**

#### **Module 1 - The Military Professional**

Sources of Guidance and Authority

Military Justice System

Military Standards and Discipline

Role of the JAG / First Sergeant

Rank Structure

Awards and Recognition

Military Entitlements and Benefits

#### **Module 2 - Career Management**

Feedback: Airman Comprehensive

Assessment Processes

Evaluations

Promotions

Assignments

Retention

#### **Module 3 - Education and Training**

Education and Training

Mr. Barry Waite  
Director, Civilian School

Dr. Mark Logan  
Faculty Director

Mr. Robert Russell  
Course Director

**Civilian School**  
**Maxwell AFB, AL 36112**