

Military Personnel Management Course (MPMC) Frequently Asked Questions (FAQs) - 2024

DAF = Department of the Air Force

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FAQs about the Course

Why are you doing the course this way?

Previously, contractor instructors would come to a base once or twice a year to conduct the supervisory education courses. Many students did not complete the required course(s) within DAF policy timeframes or not at all. Through blended eLearning methodology, the Civilian Leadership Development School takes the classroom to the student.

The course is student-centered at the student's home station using myLearning and MS Teams "webinar" collaboration system. The classes are a combination of self-paced (asynchronous) and face-to-face (synchronous) learning. Face-to-face learning usually is available to students at times during their duty day and is flexible when the student can't devote multiple consecutive days to a course.

Are there downsides to "Home Station Learning Duty Status?"

Most students have minimal challenges taking the course at their desks. They may be able to shut their office door, work from home or an alternate location, or perhaps their supervisor gives them "space" to take the course. Some students experience challenges with trying to do this course at their desks due to interruptions. If this is the case, alternate duty locations approved by the supervisor should be considered, such as the Education Center, Airman and Family Readiness Center, or any other place where students can access the internet, on or off base. The student should decide where to take this class to minimize interruptions with approval from their supervisor.

Is this class for military and/or civilian?

This course is designed for first-level civilian supervisors of DAF military personnel. Check with your local training manager for specific details, or read the FAQs concerning "Who is exempted from completing MPMC?" and "Is there a Challenge (Opt-Out) Exam for civilian supervisors with prior DAF experience?"

This course is not for active-duty DAF personnel. Active-duty military personnel from sister services who supervise DAF military are authorized to attend.

Who is exempted/waived from completing MPMC?

Civilians that also wear the DAF uniform in the Guard or Reserves may be waived/exempt from the course because they receive this information through their military affiliations/duties (per AF/A1DI). Civilians in this category are permitted to stay registered and complete the course along with their peers if they wish to do so.

Who may be exempted/waived:

- Civilians who are current DAF guard or reserve
- Civilians who retired from DAF active duty, guard, or reserve within the past 5 years from the course start date

Who may not be exempted/waived:

- Civilians with prior DAF service who separated (not retired) or retired longer than the 5-year window previously mentioned. However, these students could be excellent candidates for the MPMC Prior Learning Assessment (PLA) Challenge Exam; read the applicable FAQ below.

NOTE: If you wish to be exempted/waived from MPMC, you should:

- Please coordinate with your local Base/Wing training office so they can update your personnel records with personnel data system (PDS) code CAX for MPMC course credit
- Once complete, or if you have any questions, please contact your instructor and Student support @ maxwell.ecpd.mpmc@us.af.mil

Is there a Challenge (Opt-Out) Exam for civilians with prior DAF experience?

Yes. We developed an optional 50-question PLA Challenge Exam for supervisors with 3 years or more experience supervising DAF military personnel who are not exempt but feel they have stayed current on DAF personnel management. Students have two attempts to pass the PLA Challenge Exam. Students who score 70% or higher are considered MPMC graduates. Students who are not eligible or score below 70% will be required to complete the mandatory requirements listed in the next section.

Note: If you access the Pre-Assessment or any Module materials, the PLA will be disabled, and you will not be allowed to attempt the challenge exam.

What are the mandatory requirements to complete MPMC?

As noted on the Syllabus, the coursework involves:

- Complete the Course Pre-Assessment (no pass/no fail) by indicated suspense
- Complete all module readings
- Complete all three module Progress Checks - graded
- Complete the Post Course Review (final assessment) – graded
- Complete module feedback (optional, but highly encouraged)
- Attend weekly webinars (optional, but highly encouraged)
- Complete End-of-Course Survey (optional, but highly encouraged)

Do I need a .mil computer, VPN, or a military network to access myLearning?

Yes and no. You should already have a myLearning account, it is the system we use to complete our annual computer-based training. You can sign-on using the CAC login on the [myLearning website](#). You are also able to utilize your personal computer if you have a CAC reader.

How do I Attend the Optional Weekly Webinars?

Microsoft Teams is a DoD supported platform within myLearning used for a virtual workspace and gatherings. Most government and private computers should be able to connect with little to no preparation. We recommend you disconnect from VPN when using .mil computers (if possible).

We want to give you every opportunity to attend the optional live webinars. The direct access links and more information are within the “Announcement” page weekly.

What if I have a conflict attending a live webinar?

The webinars are optional, and students may attend the live webinar if scheduling permits. The instructor posts the dates/times at the beginning of the course for scheduling purposes. The webinars focus on a topic or two within the module of study for the week. The weekly webinars are recorded and will be posted on the myLearning webinar page for later viewing.

If I am having trouble accessing MS Teams or experiencing audio problems during the webinar, is there another way for me to listen to the session?

MS Teams does have calling-in, audio only, option. The information is posted in the announcement. If connection problems, you may view the recording once posted by the instructor. Air University’s non-attribution policy applies to the webinar recordings.

How do I log into myLearning?

You can log into myLearning using a couple different methods. You can use the AF Portal, myLearning is usually on the Top 25 Quick Links list, or you can use the “Search AF Portal” feature on the top right of the page.

Additionally, you can use the following link: <https://lms-jets.cce.af.mil/moodle/>

Why can’t I view the lesson videos from my work computer?

Some bases have networks with firewalls or restricted bandwidth that prevent streaming video, so our students cannot watch the videos. If you cannot access the videos in myLearning on your work computer, try to watch them from home or some other location outside the military network. If you still cannot access the videos, a “script” of what is in the video can be found below each video link (the “script” file will be a pdf).

I had to dis-enroll from a previous course, do I have to start over?

If you attended another MPMC and had to dis-enroll before completing it, you must start at the beginning when you sign up for a different session.

FAQs about managing DAF Personnel

What is the equivalent rank for civil service compared to military personnel?

There is no one right answer, as it depends on your perspective. From a comptroller's perspective, you could look at DoD 7000.14R Financial Management Regulation, Volume 11A, Chapter 6, Appendix B, to learn the working capital funds civilian to military equivalency (i.e., GS-13 equivalent to a Major).

Whereas, from a Protocol perspective, you could look at Office of the Secretary of Defense (OSD) "Order of Precedence, Tab A" to learn the protocol codes they assign to all military and civilian positions (i.e., GS-12 equivalent to a Major, or "code 8").

Lastly, from a Geneva Convention "Treatment of POWs" perspective, you could look at DODI 1000.1 to learn the relative groupings (i.e., GS-13 and GS-14 are both equivalents to a Lt Col).

None of these documents will always apply correctly within your unit ... What matters most to Commanders is the responsibilities and title/position given to each supervisor, such as Flight Chief, Director, Department Chair, Shift Supervisor, Foreman, Deputy, etc.

What is the difference between a First Sergeant and a Superintendent?

A First Sergeant is the Unit Commander's principal advisor on all issues related to the Enlisted personnel in the unit and is responsible for providing the Commander a mission-ready force to execute the mission. As a special duty position, the First Sergeant can be assigned to any unit; their creed ends with: "My job is people; everyone is my business." Whereas Superintendents are usually the experts within their career field, and their primary concern is the mission itself.

Let's look at a typical Aircraft Maintenance Squadron as one example to explain this further: The First Sergeant in this squadron is primarily concerned with the personnel's health, esprit de corps, discipline, mentoring, well-being, career progression, professional development, recognition, etc. Whereas the Superintendent uses the same team of personnel to safely maintain the aircraft, oversee the repair or fabrication of parts, meet scheduled take-off times, etc.

Can civilians be on G-Series orders in the absence of the military Commander?

Civilians can supervise military personnel but are not placed on G-series orders. Military Commanders on G-series orders accept full responsibility/accountability (including the UCMJ) for all the personnel matters they enact (i.e., UIFs, Promotion Orders, recognition medals approval, Article-15s, etc.). For any of these G-series orders related issues, in the absence of your Commander, go up the Chain of Command to the next Commander on G-series orders. If the absence was already planned/coordinated, the higher-level Commander might delegate this responsibility to one of the Commander's peers (i.e., to a "Sister Squadron" Commander).

IAW AFI 51-604 ("Appointment to and Assumption of Command"), paragraph 3.8: "Civilian Employees. Although they may lead certain units (see AFI 38-101 for specific unit restrictions), hold supervisory positions, supervise, and provide work direction to military members and civilian personnel within their unit or defined sphere of supervision, civilian employees cannot command DAF units or DAF personnel any duty status."

Can civilians enroll in the Community College of the Air Force (CCAF)?

Only if the civilian is also an active enlisted member of an Air Reserve Component (Guard or Reserve) and meets all other CCAF eligibility requirements, enrollment in CCAF is only open to active-duty enlisted members, Reserve, Guard, and other sister services (plus allied) members serving as CCAF Instructors. To learn more about the CCAF, visit this URL:

<https://www.airuniversity.af.mil/Barnes/CCAF/>

Where can I find more info about the benefits that DAF personnel receive?

Refer to the “Benefits Facts Sheet.” The Benefits Fact Sheet is updated annually (usually “around” December/January) and can be found on the Air Force Portal. To access, sign-in to the Air Force Portal, on the top right corner use the Search AF Portal feature to search “Benefits Fact Sheet.”

NOTE: The latest Fact Sheet is also included in the course within Module 1, under the Section called “Military Benefits, Entitlements, and Services.”

What do enlisted personnel need to study to prepare for promotion?

This depends on the rank they are eligible for promotion to. For enlisted personnel testing for promotion to SSgt and TSgt, they study AF Handbook 1, *Airmen* (AFH1) to prepare for the Promotion Development Guide (PDG) and appropriate reference materials to prepare for a Skills Knowledge Test (SKT), which covers an understanding of their career field/specialty. The Enlisted Promotions References and Requirements Catalog (EPRRC) lists the specific SKT study material for each Air Force Specialty Code (AFSC). The Study Guides website has the most up-to-date EPRRC and PFE study material: <https://www.studyguides.af.mil/>.

Additional requirements exist for enlisted personnel eligible for promotion to MSgt through CMSgt. They must have a grade-appropriate skill level in their Primary Air Force Specialty Code and complete grade-appropriate Enlisted Professional Military Education courses. Promotion boards review the records of all those competing for senior noncommissioned officer grades.