

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN EUROPE**



AIR FORCE INSTRUCTION 36-401

**UNITED STATES AIR FORCES IN EUROPE
Supplement 1**

6 SEPTEMBER 2004

Certified Current on 17 October 2016

Personnel

**SUPERVISORY TRAINING AND
DEVELOPMENT (CIVILIAN PERSONNEL)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: HQ USAFE/A1CP (Mr. Ottmar Frenger)	Certified by: HQ USAFE/A1C (Mr. John C. Day)
Supersedes AFI36-401_USAFESUP1, 22 September 1995.	Pages: 1 Distribution: F

"The basic publication has changed; however, the only revisions required in this supplement were made in the date line, OPR line, leadline, supersession line, certifying, and approving authorities."

AFI 36-401, 28 June 2002, is supplemented as follows: The provisions of AFI 36-401 apply equally to non-US citizen employees, including those paid from nonappropriated funds, except as modified by host country agreements and this supplement. This publication does not apply to Air National Guard (ANG) and Air Force Reserve (AFRC) units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at:

<https://webrims.amc.af.mil>

A4.1.1. For the purposes of this chapter, a non-US citizen employee is a first level supervisor when his or her position meets the standards of minimum supervisory responsibility defined in position classification standards of the comparable US pay system (i.e., General Schedule or Federal Wage Schedule).

A4.2. For all supervisors of non-US citizen employees, civilian personnel flights will determine the length and content of the non-US Civilian Personnel Management Course (CPMC) needed to meet the requirements of this supplement. All supervisors of non-US citizen employees must complete non-US CPMC within 180 days after entry into a position requiring this training, unless they have been previously trained. Unless previously trained, newly appointed mid-level managers whose duties include direct or indirect supervision of non-US employees must be provided the training prescribed by paragraph A4.2.

JOHN A. SNIDER, Colonel, USAF
Director of Personnel