

Supervisor of Civilians Tier 1 Training Course

Frequently Asked Questions

as of 27Apr22

1. What happened to the supervisor training course on the Learning Management System (LMS)?

Flash functionality was turned off in the eLearning components, which prohibited access to the existing Supervisor of Civilians Tier 1 course. This prompted review of the course and proved to be the perfect opportunity to overhaul the content and modernize Coast Guards efforts to train supervisors.

2. If I have already completed the 40-hour online course on the LMS, do I have to retake this training?

No, you do not have to retake the training. However, all supervisors are encouraged to use the new Supervisor of Civilians Tier 1 training content as a reference tool to assist you with your day-to-day responsibilities of managing civilian personnel.

3. If I started the prior course on LMS but did not finish it, will I be required to start over?

Yes. The prior LMS content did not transfer to the new course.

4. Who is required to take the training?

This course is required for new supervisors of civilians at all levels as part of the DHS Leader Development Program.

If you are a first-time supervisor of civilians and you are new to DHS, you must take this course in your first 12 months of employment.

If you've become a first time supervisor of civilians while working within DHS, you must take this course within 12 months of becoming a supervisor.

If you are required to complete this course and are beyond the 12 month requirement, you are encouraged to complete it as soon as possible.

5. When should I have this training completed?

The training is expected to be completed within the first year of your appointment to a supervisory position.

6. What if I have not taken the training and I am beyond my first year as a supervisor?

You should take the course as soon as possible to satisfy the training requirements for supervisory, management and executive development found under 5 C.F.R. § 412.

7. How do I certify completion of the Supervisor of Civilians Tier 1 training?

Once all eight modules are completed, go to the LMS to self-certify completion.

- Go to <https://elearning.uscg.mil/>
- Search the course catalogue for "Supervisor of Civilians" or "502197"
- Enroll in the course
- Once you launch the course you will be presented with a self-certify page to document course completion

Once this step has been completed, your “completion” of the course will become part of your LMS transcript for you to access as needed.

8. How do I access the training?

The training is available on MilSuite - <https://www.milsuite.mil/book/groups/uscg-supervisor-of-civilians/overview>

9. Will there be changes to the Supervisor of Civilians Tier II in-person training?

Yes. Based on feedback from supervisors, the Tier II content is currently being revised to focus on more day-to-day supervisory responsibilities. However, the training will be delivered in a facilitated online platform. More details on these exciting changes will be forthcoming later this fall.

10. Do I still have to do the DHS Performance Management Program (PMP) or ePerformance implementation training? Does this course replace that?

This course does not replace the DHS PMP or ePerformance training. DHS PMP and ePerformance training is specific training on the implementation of the new performance management system.

Supervisors of Civilians Tier 1 covers a wide range of supervisory responsibilities, including Supervisor Roles and Responsibilities, Employee Work Policies, Performance Management and Awards, Employee Relations, Labor Relations, Contingency Planning, Employee Health and Welfare, and Filling Vacant Civilian Positions.

11. Who do I contact if I have any questions about the training content?

If you have any questions or would like to discuss the training content, contact the appropriate [servicing Human Resources Specialist](#).

12. Are there other required supervisory training courses?

Yes. There is a Supervisor of Civilians Tier II course, which is an instructor-led, facilitated training that fulfills the instructor led training requirement.

13. How do I ensure I am receiving emails sent to supervisors of civilian employees?

Click this link to submit a request to be added to the supervisors of civilians email distribution list: [uscg-civilian-pers-pay@uscg.mil?subject=Add-To-Civilian Supervisors](mailto:uscg-civilian-pers-pay@uscg.mil?subject=Add-To-Civilian_Supervisors).