CIVILIAN PERSONNEL BULLETIN

UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK   10996

REFESHER
SUPERVISOR DEVELOPMENT COURSE (SDC)

1. The 2010 National Defense Authorization Act (NDAA) <u>mandated</u> supervisory training for all military and civilian supervisors of government employees. This training must be completed within the first year of assuming supervisory responsibilities and subsequently every 3 years as recertification training. To meet this mandate, the Army released the Supervisor Development Course (SDC) on 1 OCT 2011. The SDC is a 40 hour, online course that until just recently, served as both initial and refresher training. The SDC was revised on 1 JUN 2016 to include: consolidated modules; module pre and post-tests (no final exam); a course book; and case studies.

2. On 16 MAR 2017 the Army released the SDC-R. The SDC-R is a 10 hour, online course that provides existing supervisors with a review of the mandated supervisory topics as well as opportunities to apply their knowledge through application based exercises. This course is for supervisors who have completed the initial SDC and are within their three (3) year certification period.

3. The application process:

> a. Supervisors apply for the SDC (1-250-C53) in CHRTAS.
> https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx

> b. ALMS assigns the SDC or the SDC-R based on the following:

> > (1) If the supervisor has never completed the SDC, they are assigned the SDC.

> > (2) If the supervisor has completed the SDC but they are outside of their 3 year recertification window, they are assigned the SDC.

> > (3) If the supervisor has completed the SDC, and they are within their 3 year recertification window, they are assigned the SDC-R.

4. During the transition from the original SDC to the revised SDC and SDC-R courses, many supervisors anticipated access to the refresher course and postponed their enrollment in the existing SDC. Delays in SDC-R implementation may have caused supervisors to exceed their recertification date, leading to the expiration of their SDC certification. In order to provide the greatest opportunity for supervisors to complete the SDC-R, the recertification window is being expanded for FY17. Any supervisor whose recertification expires in FY17, is authorized to complete the SDC-R despite not having enrolled within the recertification window.

If supervisors enroll through CHRTAS for recertification and are directed to the SDC-R – no action is required – simply complete the SDC-R.

Supervisors, with a recertification date in FY17, who enroll through CHRTAS for recertification but are directed to the SDC, may request an exception to allow them to complete the SDC-R.

The procedures to be redirected to the SDC-R course require:

(1) Submit a trouble ticket through the Army Training Help Desk at https://athd.army.mil.

(2) Include the phrase "Request access to SDC-R" when prompted for a brief description of the problem on the trouble ticket.

(3) Once the request is reviewed and approved, supervisors will receive instructions on how to access the SDC-R.

5. The option of requesting access to the SDC-R will only be available for supervisors through 30 SEP 2017. After 30 SEP 2017 students will be required to take the course based on their SDC certification status.

6. In accordance with AR 350-1, "The Supervisory Development Course is the Army's single source for providing mandatory supervisory training for first time and refresher/sustainment training." The Civilian Education System (CES) are leader development courses. The on-site Human Resource for Supervisors course offered by the West Point CPAC does not meet the mandatory supervisory training requirement.

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