



Welcome To SOS



Enhance Air- & Space-minded Leaders

SOS Reporting Guide

See our website for more details:

<https://www.airuniversity.af.edu/SOS/Student-Experience/>





SOS Dean Welcome



Enhance Air- & Space-minded Leaders

It is my pleasure to present the Squadron Officer School's (SOS) Academic Year 2024 Course Syllabus. The intent of this syllabus is to outline the curriculum for your professional military education experience at SOS.

As the primary developmental education program at Air University, the SOS Mission is to develop air and space leaders primed to prevail in competitive environments. We understand the importance of the academic continuum from pre-commissioning sources through general officers and lean on SOS being the critical tactical-to-operational bridge for leadership development. Our goal is for SOS graduates to rejoin the force with an enhanced understanding of institutional competencies, leadership actions, and key elements of reasoning required to fly, fight, and win in the 21st century. It is my hope, and the desire of the academic affairs faculty, to ensure all students attending SOS have a positive and productive learning experience. Your exchange of knowledge and experiences in the flight rooms will generate new networks and strengthen the bonds, friendships, and cooperation among our forces. I look forward to the energy and diverse perspectives that you will bring to our classes. I am confident that you will leave here having developed into better leaders, thinkers, communicators and warfighters. I firmly believe the relationships made at SOS will pay tremendous dividends in the future as we continue to tackle new challenges around the world.

Because coming to SOS often means spending time away from your job at your home station and the people closest to you, getting students to feel that their time spent at PME was worth it is a high hurdle for SOS to cross. The only way for us to do that is for you to participate and engage fully with this course. Your effort and attitude will shape the SOS experience and will be the most important factors in determining how much you and the Department of the Air Force benefit from the time you spend here. You only go through the SOS residence course once, so during this time I encourage you to invest in your teammates, your profession, and yourself to ensure the Department of the Air Force is capable, relevant, and prepared to defend the United States of America. Thank you for your engagement and for your service.

For additional information feel free to contact SOS student services
Email sos.od.studentservices@us.af.mil - DSN 493-3231 - COMM (334) 953-3231



Eligibility Requirements



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Read below and ensure eligibility!

Ineligible students will be sent home at parent unit's expense.

- Students are not allowed to go overdue on their PT Test while attending SOS. If you are going to be due during SOS, you will need to take the test prior to attending.
 - **USAF** (AD, ANG & AFRC) students must have a current and passing Physical Fitness Assessments through the graduation date. **You cannot take a PT test at SOS.**
 - **USSF** students' unit commanders must ensure their members' physical fitness is commensurate with their Air Force counterparts. USSF Students enrolled into the monitoring program **MUST** come with their wearable device **OR** a printed copy of a **CURRENT** and **PASSING PT TEST**.
 - **Civilian** students are required to complete and pass all physical components of the USAF physical components of the Physical Fitness Assessment, as outlined in DAFMAN 36-2905, within 30 days of their class start date.
 - **PT Tests MUST stay current through graduation day.**
- If you need an Exception to Policy (ETP), you will need to submit an ETP memo **IAW the ETP deadline guide for the applicable class**. Please go to the reference website link below for more information.
 - If you are on a duty limiting medical profile, you will need to submit an ETP
 - Reference: Under **Eligibility Requirements** section on <https://www.airuniversity.af.edu/SOS/Student-Experience/>
 - If you are on a pregnancy or post-partum waiver, you will need to email your AF 469 to our student services at sos.od.studentservices@us.af.mil
- **Students are expected to participate in all physical activities throughout the course**



Finance & Travel Info



- **SOS does NOT handle DTS fund cites, per diem or orders**
- Questions should be directed to your unit DTS POC, ODTA/FDTA
 - If you are coming TDY then you will create your orders on DTS
 - If you are coming TDY-en-Route, your MPF will have SOS listed on your PCS orders
- **If you didn't receive the TDY-to-School email or cross org LOA** please contact:
AETC TDY-to-School at DSN 487-2971/COMM 210-652-2971 or tdy.school@us.af.mil
- **SOS does NOT provide transportation from the airport**
- **Government Charge Card (GTCC)**
 - Before you leave for SOS, verify your GTCC is not expired and ready to accept charges
 - GTCC limit must be high enough to cover transportation, lodging, and meals
- CONUS students: you are authorized 1 travel day on either end
- OCONUS students: you are authorized 2 travel days on either end
- Ex: If the course is 18 Sept – 20 Oct, then 17 Sept is the travel day and the 18th is the 1st day of class and the 20th is graduation day and the 21st is the travel day
- **Graduation Planning:** Under **NO** circumstances will graduating SOS students make return air travel arrangements out of Montgomery on flights that depart **before 1400 hours (2:00 PM)** on their Graduation Date. **Early departures** that require students to miss graduation must be requested from the student's home station Wing Commander.

Base facilities & amenities:

See 42nd Force Support Squadron website:

<http://www.lifeatthemax.us/>

If you have lodging questions...

Call Maxwell Lodging:

334-953-3931 (Comm)

493-3931 (DSN)



DTS



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• Lodging

• **Do not book Lodging through DTS!**

- Single lodging rooms are **automatically** reserved for students
 - Shared buildings and floors w/ flight (usually)
 - Room keys assigned at Lodging Bldg. #682 (across from the flight line)
 - All rooms have refrigerators & microwaves, some have kitchenettes
 - Children & pets are **NOT** allowed in SOS lodging rooms
 - Join Spouses attending at the same time, please contact student services
- **Non-A slips NOT** received through or in-coordination with SOS will not be honored
 - **Ignore anything generated through DTS or system-generated email**



- All Students are **required** to stay in on-base Lodging. You must receive pre-approval from SOS to stay off-base. Email sos.od.studentservices@us.af.mil to request approval.
 - Staying off-base is reserved for those students who choose to bring their families.
 - Requests should be sent in **NLT 14 days** prior to class start.
 - You will then be required to book your own lodging off-base. You will be reimbursed up to the Maxwell University Inn lodging rate.
- Local students are **NOT** required/authorized base lodging or per diem



DTS cont.



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- Fund site & Travel Orders
 - POC for these issues are your UTM & MAJCOM/A1
 - You won't be cross-org'd until you return your signed training RIP
 - LOA comes from AETC TDY-to-School
- SOS does **NOT** provide rental cars and cannot mandate rental cars.
 - Due to limited food options on base after 1500 and frequent inclement weather, rental cars are encouraged for incoming students. If a rental car is desired, it will be at parent unit's or your personal expense.



DTS cont.



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A Proportional Meal rate is authorized. Please follow the instructions below.

On DTS, under Per Diem, **Click** the three dots next to M&IE Allowed

LODGING COST	LODGING ALLOWED	M&IE ALLOWED
\$98.00	\$98.00	\$44.25
\$98.00	\$98.00	\$59.00
\$0.00	\$0.00	\$44.25

Select Meals available at TDY location

Meals [Hide Options](#)

Specify whether any meals are available at your TDY location.

☐ Receive Full Meal Rate

☒ Meals Available at TDY Location

☐ Government Meals Provided at TDY Location

☐ Occasional Meals Required

☐ Special Meal Rate

Select Available Meals

☒ Breakfast

☐ Lunch

☒ Dinner

****You can choose any two meal combinations.**
The selected Breakfast and Dinner option is one such example

****NOTE**** All students will have the ability to still eat all three meals at the River Front Inn (DFAC).



DTS cont.



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Scroll down to Duty Conditions and select Quarters Available

Duty Conditions [Hide Options](#)

Duty conditions affect your lodging and M&IE per diem entitlements.

☐ Field Conditions ☒ **Quarters Available**

☐ Adverse Effects (Commercial Qtrs) ☐ Group Travel

You will need to adjust the lodging rate to \$89 a night.



LODGING COST (Locality rate: \$107.00)

\$ 89.00

[Currency Converter](#)

M&IE COST (Locality rate: \$59.00)

\$41.00

[Currency Converter](#)

Save adjustments and M&IE should be adjusted to \$41

Your ME&I will look like this when complete

LODGING COST	LODGING ALLOWED	M&IE ALLOWED
\$89.00	\$89.00	\$44.25
\$89.00	\$89.00	\$41.00
\$0.00	\$0.00	\$44.25



Dress & Appearance – Military



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- **DAFI 36-2903: Dress & Appearance of DAF Personnel for guidance on uniform wear**
- **Daily uniform wear will be OCPs/FDUs – to include Day 1**
- **Home station rules don't apply while TDY**
 - We understand there are unique operational requirements & waivers for uniform items
 - DO NOT wear morale patches/gear unless approved
 - DAFI 36-2903 is the ultimate authority on Maxwell
 - Questions? See your Flight Commander on Day 1
- **You will need to have the following Uniform Items:**
 - OCPs
 - FDUs (optional for authorized personnel) – *nametags must have first & last name*
 - PTUs (any variant)
 - Additionally, it is also recommended to bring civilian athletic gear for personal PT
 - **Service Dress/Blues are NOT required**
- **Morale Wear days:**
 - Khakis or Jeans (no holes/rips)
 - Closed toe-shoes
 - Shorts & Athletic wear are not authorized to be worn with Morale Shirts



Dress & Appearance – DoD Civilians

- Applies **ONLY** during officially scheduled activities



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- **Business Professional and Casual attire is required**
 - **NO** jeans or T-shirts (during duty day)
- **Athletic gear is required**
 - Bring conservative athletic gear
 - **Solid colors DARK/NAVY BLUE or BLACK** athletic shorts/pants — Small logos OK
 - Athletic tights are authorized but cannot be worn without shorts/pants
 - No sleeveless shirts or tank tops
- Additionally, it is recommended to pack additional clothes for personal wear for after duty hours
- **If you have old OCPs you can bring them for Project X**

Civilian attire equivalent to AF uniform



**Operational Camouflage
Pattern Uniform (OCP)**



Fitness Uniform (PTUs)

Primed to prevail in competitive environments



Recommended Additional Items



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- **Old OCPs/2-piece FDUs & Boots/Shoes (for Project X)**
 - MUST be in *reasonably* good service
 - Black or desert boots are authorized
 - A pair of working gloves for obstacles
- **GOOD pair of running shoes**
 - Expect multiple running events, sporting events & personal PT time, culminating in an approximately 5.6-mile event
 - Students will run on paved surfaces and gravel roads
 - Recommend 2 pairs of running shoes
- Pair of rubber/plastic cleats for Field Leadership Exercise
- **Weather-appropriate attire as needed**
- **Medical Personnel – If you need to access the MEDCOI network while you are here, you will need to bring your own MEDCOI laptop**



Primed to prevail in competitive environments



Education Day (ED) 1



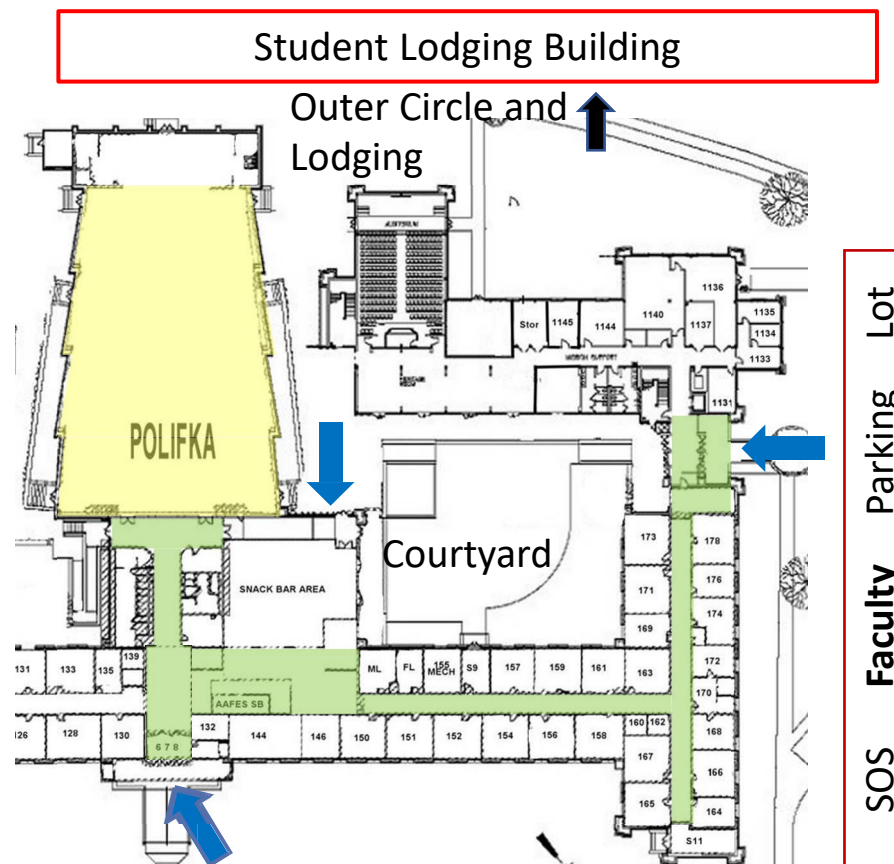
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- **Where:** Bldg 1403 – Polifka Auditorium
- **When:** 0800 CST
- **Attire:**
 - Military – OCP/FDU
 - Civilians – Business casual
- **Bring:**
 - Bring your laptop or personal device
 - PT Requirements
 - (USAF & Civilians): Current PFA Scoresheet
 - (USSF) Wearable PT devices or current PFA Scoresheet
 - CAC reader (recommended)
 - AFRC: Copy of orders

****Failure to provide current & passing PFA scoresheets or wearable device will result in being sent home on your unit's expense****

****DHA-issued laptops have had issues connecting to the AU WIFI****

- **Missed/delayed flights or other travel problems contact**
 - Your assigned Flight Commander
 - Duty hours – Student Services (334) 953-3231
 - After 1700 – Ops Director (334) 552-6408





Training Reports (AF Form 475)



Develop America's Airmen Today ... for Tomorrow

- Training Report/475 purpose: Used to document performance while at SOS.
- Who receives one? All graduating students & students disenrolled with prejudice.
- Timeline: Per AFI 36-2406 para 6.4.1.2., SOS has 60 days to execute their portion of the 475 processing.
- Valid reason for requesting an expedited report: Records are due to a convening board within 90 days after graduation
- The following **are not** reasons for an Expedited Report:
 - Upcoming OPR
 - Per AFI 36-2406 para 3.16.4.6., Developmental Education (DE) accomplishments are annotated on the 475; not OPRs (don't double tap)
 - NOTE: both 475s and OPRs are made available to promotion board members
 - Upcoming Award Package
 - When applicable, students are made aware of their significant achievements prior to leaving SOS
- Processing:
 - Active Duty: SOS > AFPC > ARMS Office > Uploads 475's to Automated Records Management System which pushes to PRDA
 - Guard/Reserves: SOS > Uploads to MyPers
 - Civilian: SOS > Civilian Developmental Education PM > Uploads to Employee Official Personnel Folder
 - IOs: SOS > IOS > Uploads to Student's SanWeb Profile > copies can be obtained by contacting the SCO (office that enrolled mbr into SOS)
- Important FYI Note: All 475s (with exception to IOs and Civilians) **will reflect 92S0** as the student's duty AFSC

****NOTE: Transcripts requests** are handled through the [AU Service Desk](#) website, not SOS.**

US Students: email sos.od.studentservices@us.af.mil if your training report still hasn't been uploaded 100 Calendar days after graduation.



Taxi/Shuttle Services Authorized on Base

On Time Taxi (334-505-1189)

Paul's Taxi (334-300-0540)

Kings Airport Shuttle (334-324-1794)

Lane's Taxi (334-324-1597)

****We are not advocating or endorsing any of these Taxi services****

**Note: Not all UBER/LYFT drivers have base access.
If this is the case, you will be dropped off at the gate and walk to lodging**

Setting up OKTA



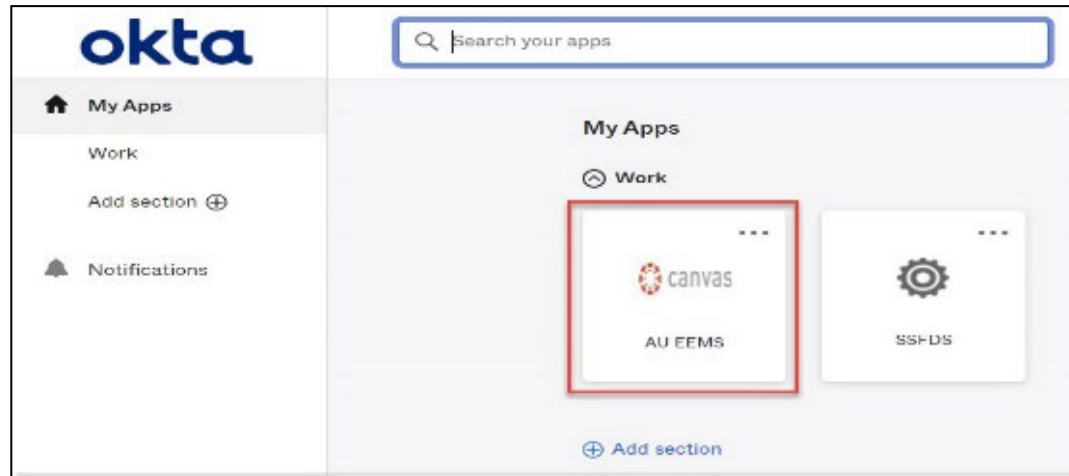
OKTA Access

- OKTA is accessed via **CAC Only** and serves as a multi-factor authentication tool for apps such as Enterprise Canvas (one-stop-shop for SOS curriculum and assignments).
- Canvas access via (<https://a1-ims.okta.com/>)

****There is no need to create an account if you have your CAC****

****You do not use your .edu Microsoft TEAMS account info for logging into OKTA!****

- Once logged into OKTA, you will see this:



- This is the only route to access Canvas

OKTA Access

- If you are experiencing Canvas display issues on your personal device (i.e. images, banners, icons, etc. won't display), download DoD certs utilizing the AU instructions: <https://www.airuniversity.af.edu/GCPME/Certificates/>
- For log-in issues, password reset, activation link expired, etc., contact
 - **A1 OKTA support** at 1-800-525-0102 (options: 6, 1, 2)
- There will be in-person help on Day 1
- **Alternate OKTA set-Up**
 - Login to MyFSS
 - Select Non-CAC login (first time registration)
 - Follow instructions and use an email address you can access *today*
 - Login via <https://access.afpc.af.mil/ims>

Setting up your Microsoft Teams Account for Air University



Before you Begin...

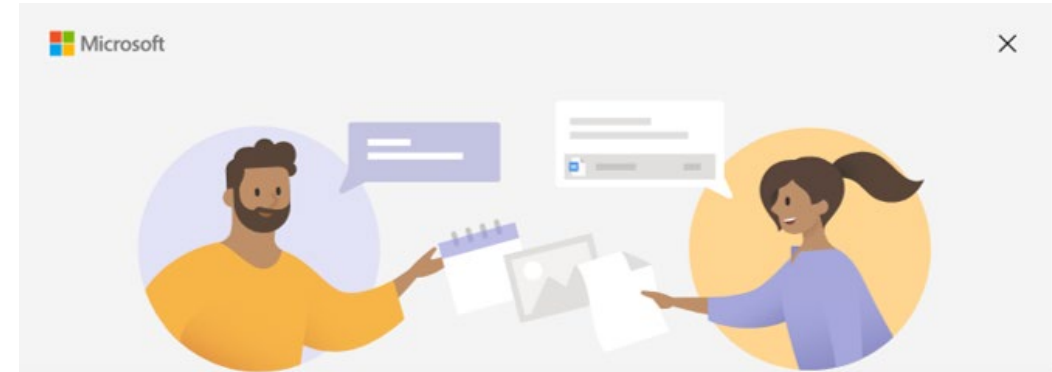


- Ensure you have received your username & password for MS Teams account in a separate email.
 - You may also reach out to your Flight Commander
- Air University A6 requires two-factor authentication (TFA) to sign into your account
 - SMS Text Messaging
 - Voice (Phone call)
 - Authenticator App
- MS Teams used by Air University is on a **separate server** than your home unit Teams account.



Step 1

- Log out of your current .mil account MS teams account to log into MS teams used by Air University.
- Select “Use another Account or sign up”



Welcome to Microsoft Teams!

Chat and collaborate with coworkers using your work or school account.

[Switch Teams app to sign in using a Microsoft account](#)

[Use another account or sign up](#) [Join a meeting with an ID](#)

Step 2



- **Input the username received in a separate email**
 - **You may also ask your Flight Commander or SOS Student Services.**
- **The username ends in “@au.af.edu”**

A screenshot of a Microsoft Teams sign-in window. The window has a title bar that says "Sign in to Microsoft Teams" and a close button (X) in the top right corner. The main content area has a light blue and green gradient background. In the center, there is a white box with the Microsoft logo and the text "Sign in". Below this, there is a text input field containing the placeholder text "firstname.lastname@au.af.edu". To the right of the input field is a blue button with the text "Next". At the bottom right of the window, there is a small link for "Privacy statement" and a copyright notice "©2023 Microsoft".

Step 3

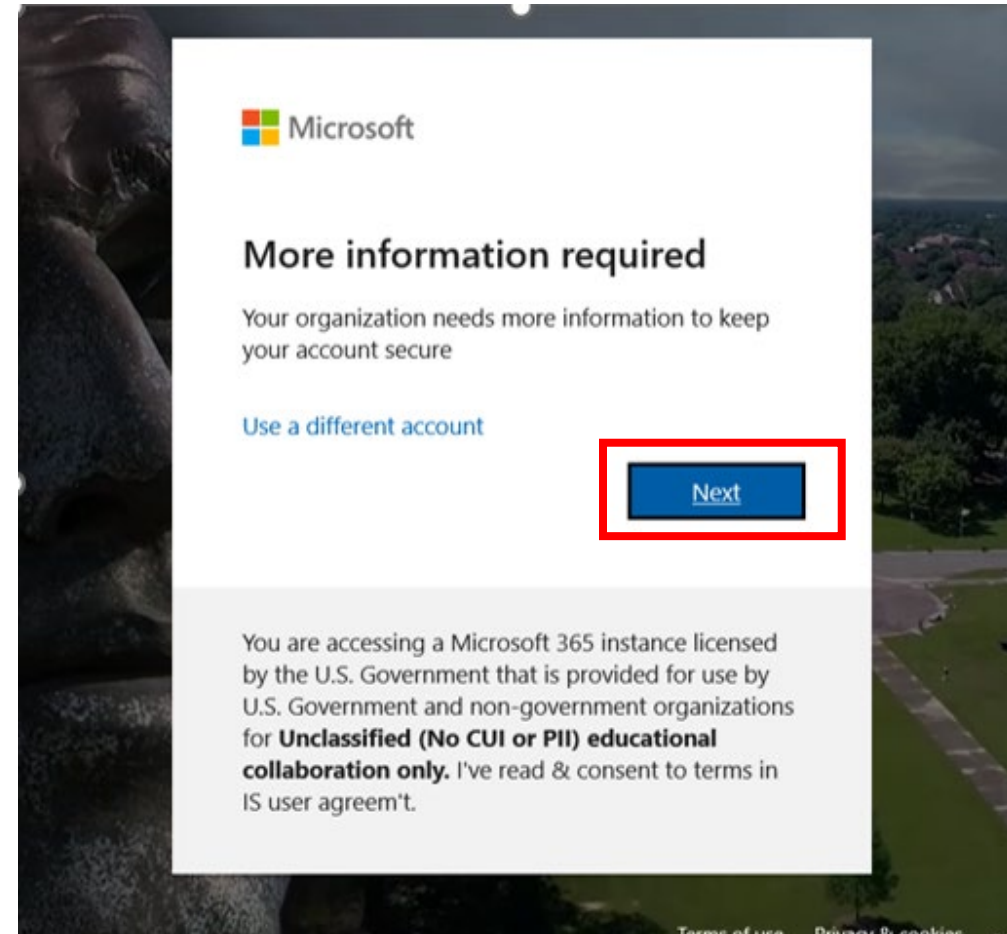


- Input your password you received in a separate email.
 - Or ask your Flight Commander
- CLICK “Sign In”

A screenshot of a Microsoft sign-in page. The page has a white background with a Microsoft logo at the top left. Below the logo, the text "Enter password" is displayed. A password input field contains the word "password" and has a small icon to its right. Below the input field, there are two links: "Forgot my password" and "Sign in with another account". A blue "Sign in" button is highlighted with a red rectangular border. At the bottom of the page, there is a gray box containing text about the Microsoft 365 instance being accessed, which is licensed by the U.S. Government for use by U.S. Government and non-government organizations for "Unclassified (No CUI or PII) educational collaboration only". The text also states "I've read & consent to terms in IS user agreem't". At the very bottom right, there are links for "Terms of use" and "Privacy & cookies".

Step 4

- CLICK “Next”



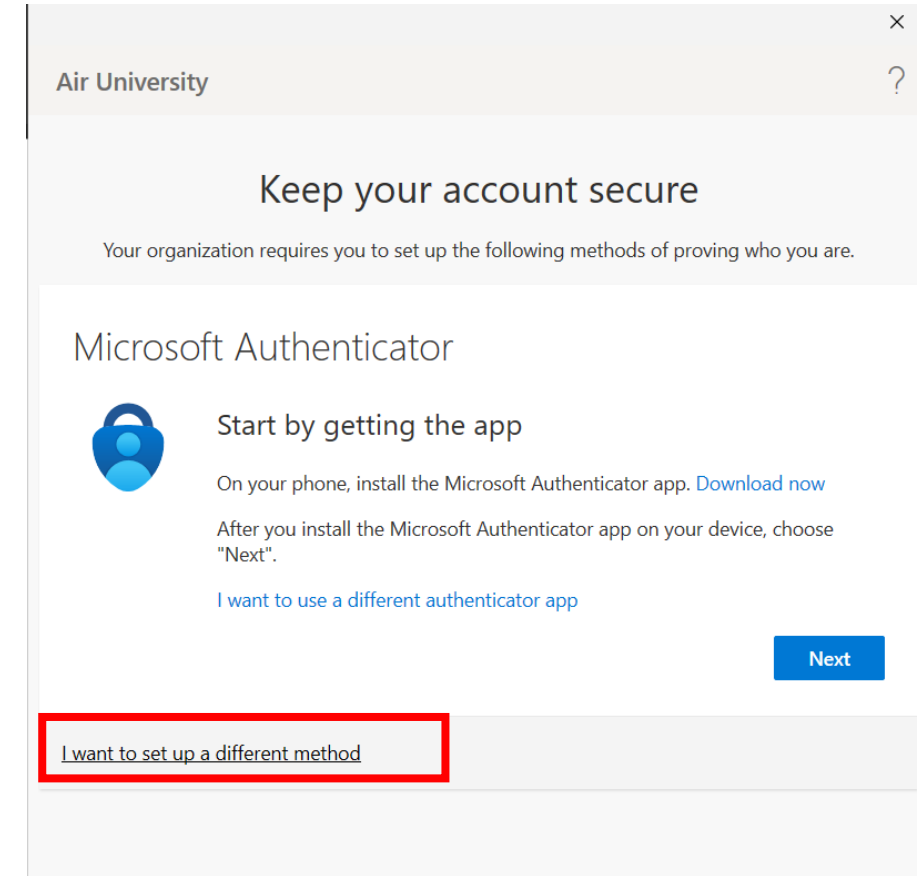
Step 5



- **CLICK “I want to set up a different Method”**

****Note**** If you do not have a US phone number, you may download the “Microsoft Authenticator” Application and follow the instructions.

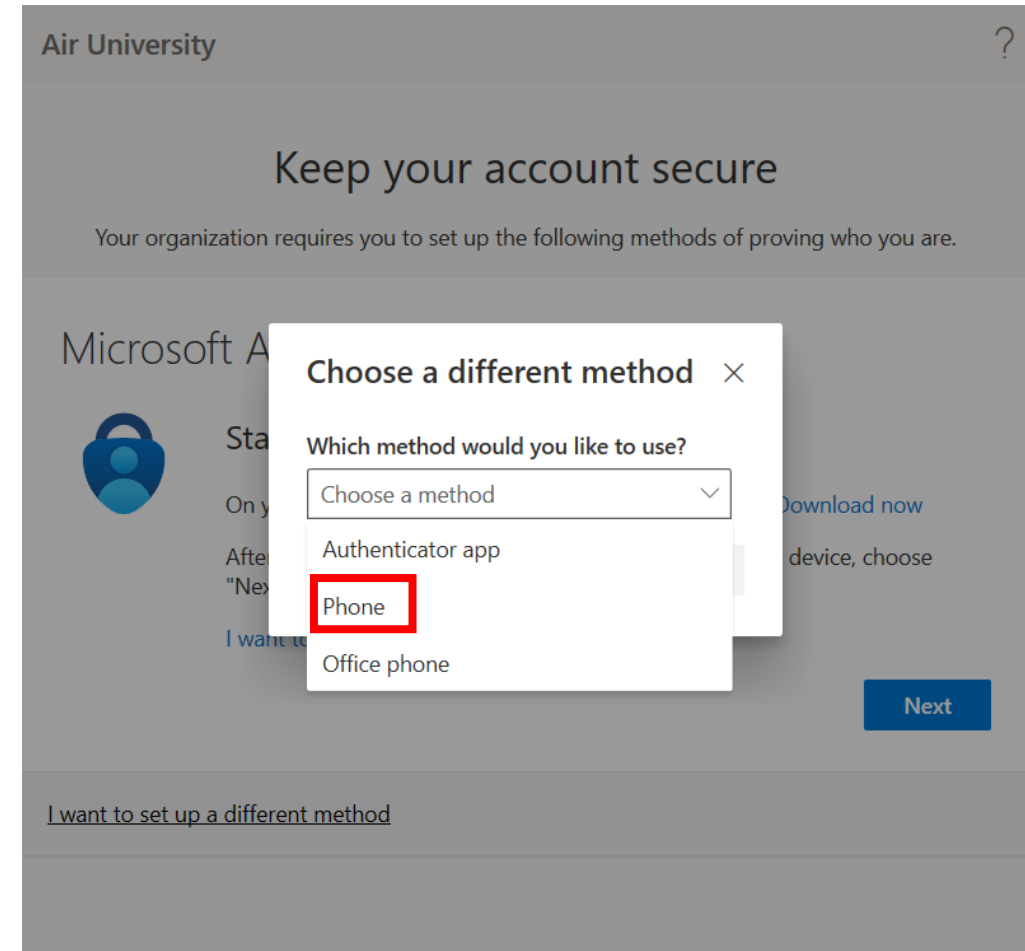
The Microsoft Authenticator *rarely works,* so it is *NOT recommended!*



Step 6



- Select “Phone” from the drop down menu



Step 7



- Input your cellphone number without any hyphens.
- Students stationed overseas may use other country numbers.
 - ****WARNING**** Text & data rates may apply
 - If you plan on activating a US number during SOS, do so before continuing.

The screenshot shows a web interface for Air University. At the top, it says "Air University" with a question mark icon. Below that, the heading "Keep your account secure" is displayed, followed by the text "Your organization requires you to set up the following methods of proving who you are." The main section is titled "Phone" and contains the text "You can prove who you are by answering a call on your phone or texting a code to your phone." Below this, it asks "What phone number would you like to use?" There is a dropdown menu showing "United States (+1)" and a text input field containing "123456790", which is highlighted with a red border. Below the input field, there are two radio buttons: "Text me a code" (selected) and "Call me". At the bottom of the form, there is a "Next" button and a link that says "I want to set up a different method".

Step 8



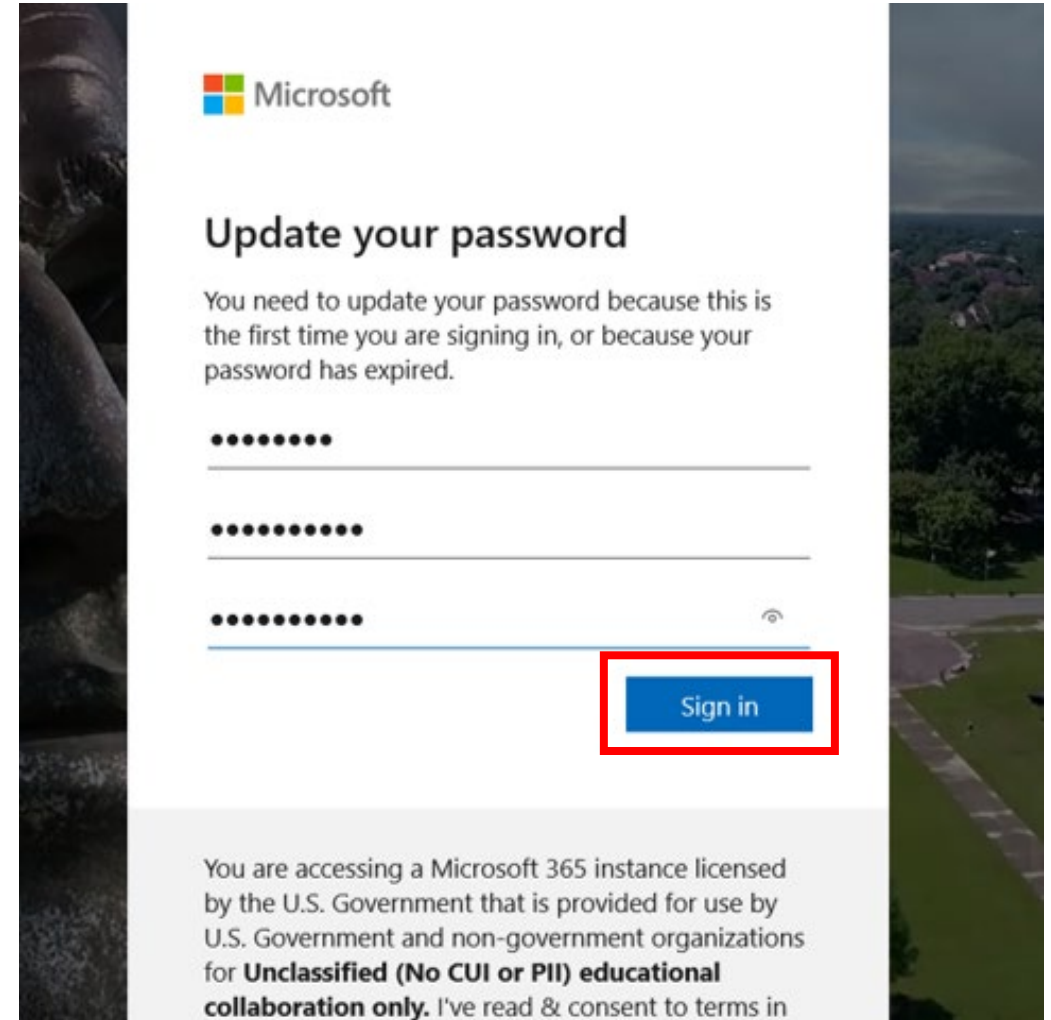
- After submitting the code you received in SMS or pushing “#” on the phone call, you will have successfully registered your device.
- Click “Next”

A screenshot of a web interface for 'Air University'. At the top left of the interface is the text 'Air University' next to a close button (X) and a help button (?). The main heading is 'Keep your account secure', followed by the subtext 'Your organization requires you to set up the following methods of proving who you are.' Below this, the section is titled 'Phone'. A green checkmark icon is followed by the text 'SMS verified. Your phone was registered successfully.' In the bottom right corner of the form area, there is a blue button with the text 'Next', which is highlighted by a red rectangular border.

Step 9

- Input your original password you received and replace it with a new password.
- Click “Sign In”

****NOTE**** Once you change your password, you must coordinate with SOS A3/5 for any account issues.

A screenshot of the Microsoft password update interface. The page features the Microsoft logo at the top left. The main heading is "Update your password", followed by a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." Below this are three password input fields, each represented by a series of dots. The third field has a small eye icon to its right. A blue "Sign in" button is located at the bottom right of the form, highlighted with a red rectangular border. At the bottom of the page, there is a light gray footer containing licensing information for Microsoft 365.


Microsoft

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

.....

.....

..... 

Sign in

You are accessing a Microsoft 365 instance licensed by the U.S. Government that is provided for use by U.S. Government and non-government organizations for **Unclassified (No CUI or PII) educational collaboration only**. I've read & consent to terms in

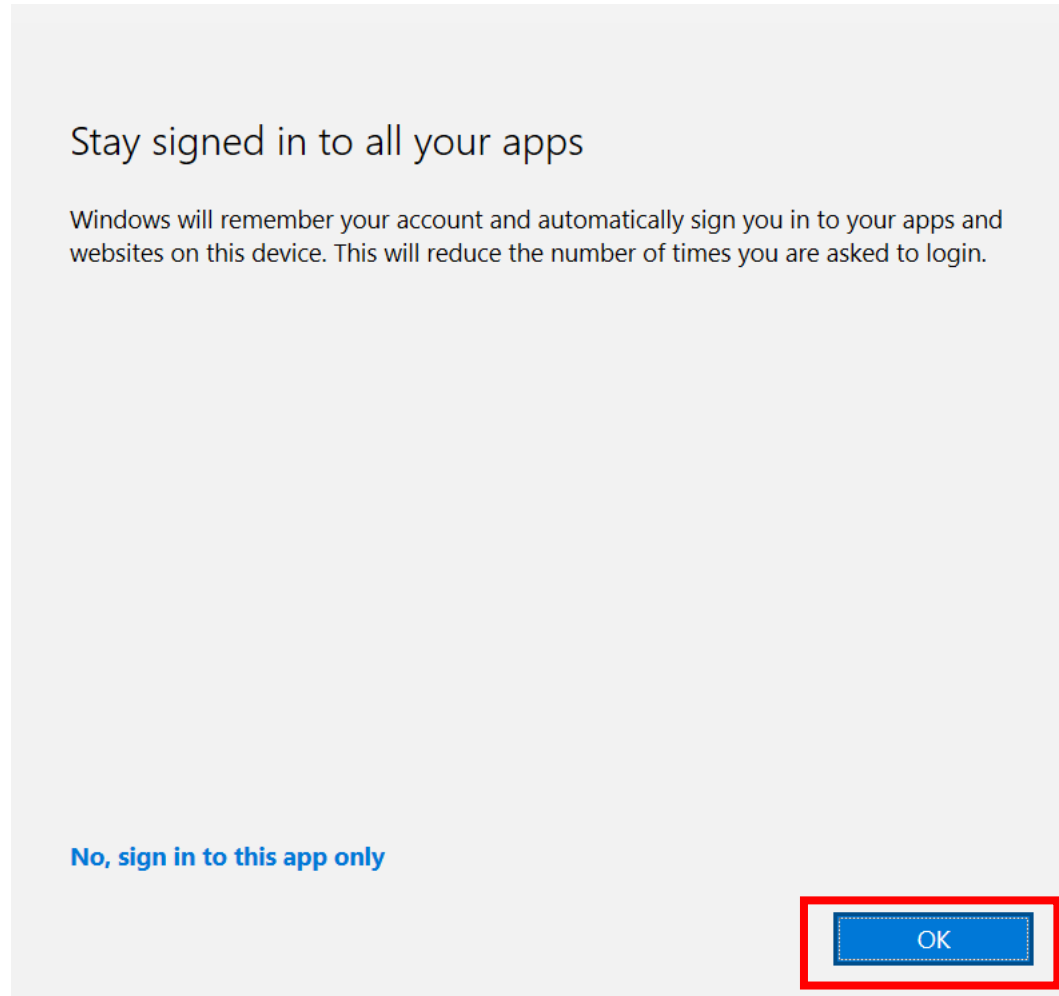
Step 10

- Click “Air University M365 Terms of Use” to review the terms and condition.”
- You must scroll to the last page in the document
- Click “Accept”

A screenshot of a web browser window showing the Microsoft Air University Terms of Use page. The Microsoft logo is at the top left. The title 'Air University Terms of Use' is centered. Below it, a line of text reads: 'In order to access Air University resource(s), you must read the Terms of Use.' A red rectangular box highlights a button labeled 'Air University M365 Terms of Use' with a right-pointing chevron. Below this box, a line of text reads: 'Please click Accept to confirm that you have read and understood the terms of use.' At the bottom, there are two buttons: 'Decline' (gray) and 'Accept' (blue).

Step 11

- Click “Ok”



Success



- You may now log into your MS teams account for Air University.

You're all set!

We've added your account successfully. You now have access to your organization's apps and services.

Done

Troubleshooting for TEAMS Account Error: “Account Does Not Exist”



1. Please double check and make sure that your email address and password are entered correctly.
 - You must use the “.edu” email username and password that Air University supplies!
2. Ensure that you are logging in on the correct type of TEAMS application -- you should be logging in on TEAMS for Home application.
 - TEAMS for Business and TEAMS for Home are separate from each other, logging in on the incorrect app may cause for your account to be not recognized.
 - If all else fails, attempt to use TEAMS for Business/Work/School
 - You can download the correct application from this link: <https://www.microsoft.com/en-us/microsoft-teams/download-app>
3. Try multiple browsers (chrome Edge, Firefox, etc.), though Google Chrome usually works best.
 - Clear the browser cache after each attempt to remove data history and cookies.
4. Attempt logging in via the TEAMS mobile app.

Questions?



Direct all questions to your Flight Commander or SOS student services at sos.od.studentservices@us.af.mil or (334) 953-3231