

Exception to Policy (ETP) Checklist

ETPs are required for the following:

- Student's current PFA has component exemptions
- Student's PFA is non-current/exempt due to PT testing pause, deployment, and/or acclimatization
- Student is on a medical/duty limiting profile for *physical activity*

1. Review the ETP requirements chart to determine which documents are required for your situation.
2. Send SOS Student Services an email with your completed ETP package NLT the ETP/Waiver deadline and attach the following documents:
(See *Course Dates and Deadlines* or *Eligibility Requirements* tab on SOS Website)
 - a. Tab 1 – MFR signed by Wing/CC (or equivalent)
 - b. Tab 2 – SURF
 - c. Tab 3 – current myFitness Report/myFitness History (zoom out to show all scores)
 - d. Tab 4 – DAF Form 469 (profile – if applicable)
 - e. Tab 5 – PCM MFR (if applicable – must use template on SOS Website)
3. ETP packages must be COMPLETE and submitted by the deadline. Late ETPs or packages that are incomplete by the deadline may be automatically denied.
4. If your ETP is APPROVED, no further action required. Welcome to SOS!
5. If your ETP is DENIED, work with your Unit Training Manager (UTM) to be formally removed from the class. You will receive a cancellation RIP when this action is complete. Failure to be formally removed from the class will result in a NO-SHOW.
 - ALWAYS check the status of your ETP. Do NOT assume that you are cleared to proceed to SOS without confirming your ETP is approved.
 - You may contact SOS Student Services directly regarding your ETP package.
SOS Student Services: DSN 493-3231, email sos.od.studentservices@us.af.mil.



Your Organizational Letterhead here

MEMORANDUM FOR SOS/CC

FROM: XYZ WG/CC

SUBJECT: Medical Profile ETP for Capt **FIRST LAST**

Insert a brief explanation of the reason you are requesting an exception to policy. If you are unable to attend SOS at a later date after your medical profile expires, this should be made explicitly clear and should include supporting evidence.

Example:

1. Capt Doe is currently on a medical profile and due to a substantial recovery period, this is Capt Doe's last look for SOS before becoming ineligible to attend/Capt Doe is within two years of their promotion board to Major. I request an exception to policy for Capt Doe to attend SOS Class 26X/27X (example: 26G).
2. Capt **XXXX** commissioned in **XXXX**, has a DOR to Captain in **20XX**, and will meet the O4 promotion board in **20XX**
3. If there are any questions or comments please contact Lt Col Jake Doe, 82 FS/CC (must be member's SQ/CC or equivalent), DSN: XXX-XXXX.

A handwritten signature in black ink, appearing to read "John M. Doe", is positioned above the printed name.

JOHN M. DOE, Colonel, USAF
Commander

4 Attachments:

1. Capt Doe's SURF
2. Capt Doe's myFitness Report
3. Capt Doe's DAF Form 469 (profile – if applicable)
4. Capt Doe's MFR from PCM (if applicable)

EXAMPLE - AF Fitness Assessment Management System (AFFMS/myFitness Report) Printout

- 1. Click “Fitness Tracker Print”
- 2. Right Click and select “Print”
- 3. Save as PDF, Layout = LANDSCAPE. Click “More settings”
- 4. Scale = Custom, 70 (This will ensure all columns are shown)
- 5. Save as “Last,First_myFitness”

Fitness Individual Tracker Airman Print

Report For:	Report Run:
Base:	May 12, 2026
.AFB	Sex:
Military Service Component:	Organization Name:
REGULAR	
File Type Name:	
BA	

Recent Assessment History												
5 of 5 items												
Fitness Assessment Administered Date	Age	▼	Cardio Score	▼	Strength Score	▼	Endurance Score	▼	WHR Points	▼	Composite Score	▼
Jul 2, 2024			32		58		20		20			98
Jan 30, 2024			31				20					100
Aug 10, 2023			31									
Aug 25, 2021			29		56.5		20		20		96.5	
Sep 25, 2020			28									0

Last Fitness Level

Fitness Category:	Composite Score:	Fitness Assessment Due Date:	Composite Exemption Type:
Composite Exempt	98	December 31, 2026	Commander

Body Composition History											
14 of 14 items											
WHR Points	▼	Health Risk Category	▼	Height	▼	Weight	▼	Waist Circumference (in)	▼	Waist to Height Ratio	▼

Recent Exemptions

Cardio:	Waist:	Strength:	Endurance:
true	false	true	true
Cardio Expiration:	Waist Expiration:	Strength Expiration:	Endurance Expiration:

Fitness History - Details											
14 of 14 items											
Jul 2, 2024	1.5 Mile Run	58	Push-ups	20	Sit-Ups	20				98	Composite Exempt
Jan 30, 2024	1.5 Mile Run		Push-ups	20	Sit-Ups					100	Excellent
Aug 10, 2023	1.5 Mile Run		Push-ups		Sit-Ups						Composite Exempt
Aug 25, 2021	1.5 Mile Run	56.5		20		20				96.5	Excellent
Sep 25, 2020	1.5 Mile Run									0	Composite Exempt
Sep 27, 2019	1.5 Mile Run	57.6		10		10				97.6	Excellent
Jul 25, 2019	1.5 Mile Run	0		10		0				100	Excellent
Jul 6, 2018	1.5 Mile Run	58.9		10		10				98.9	Excellent
Feb 6, 2018	1.5 Mile Run	0		0		10				100	Excellent

EXAMPLE - AF FORM 469

(available from Medical Provider or ASIMS)

This form must be completed electronically. Handwritten forms will not be accepted.
This form is governed by the Privacy Act of 1974. Disclosure of requested information is mandatory IAW AFI 33-332

Grade/Name [REDACTED]		DoDID [REDACTED]		AFSC [REDACTED]	
MAJCOM/Installation [REDACTED]		Squadron/Unit [REDACTED]		Duty Telephone [REDACTED]	
Service Member Supervisor			Supervisor Telephone		
Treating Provider [REDACTED]			Treating Provider E-mail		
HEALTHCARE PROVIDER'S MEDICAL ASSESSMENT FOR THE SQUADRON COMMANDER					
☐ MEDICAL EVALUATION BOARD (MEB)		☒ MOBILITY		☐ DUTY	
				☒ BODY COMPOSITION AND FITNESS	
PHYSICAL LIMITATIONS/RESTRICTIONS					
MOBILITY RESTRICTIONS * AAC DW - Deployment waiver may be needed prior to deployment.				TRACKING Follow-up tracking, member will have one or more consults while on profile.	
* If there is a discrepancy between MILPDS and the AF Form 469 DAV code, the AF Form 469 supersedes the MILPDS data. Please have the member contact AFPC to correct the error.					
RESTRICTIONS DW Deployable with Limitations - more information is required prior to tasking member for deployment. Commanders, in coordination with Unit Deployment Managers (UDM), and the MTF Deployment Health staff can determine if a specific deployment tasking and the Service member's medical condition are compatible.					
Condition 1: [Mobility Restricting] Estimated End Date [REDACTED]					
Additional comments/clarification:					
BODY COMPOSITION AND FITNESS RESTRICTIONS					
Physical Fitness Assessment			Physical Conditioning Program		
Can member perform:			Can member perform:		
Yes	No	Item	Yes	No	Item
☐	☒	2.0 Mile Run Assessment	☐	☒	Participate in unrestricted unit PT
☐	☒	High Aerobic Multi-shuttle Run	☒	☐	Low Demand upper extremity exercises
☐	☒	2k Walk Assessment	☒	☐	High Demand upper extremity exercises
☒	☐	Push-up Assessment	☒	☐	Low Demand core engagement exercises
☒	☐	Hand Release Push-ups	☒	☐	High Demand core engagement exercises
☒	☐	Sit-Up Assessment	☒	☐	Low Demand lower extremity exercises
☒	☐	Cross-leg Reverse Crunch	☐	☒	High Demand lower extremity exercises
☒	☐	Plank	☒	☐	Low Impact cardiorespiratory exercise
☒	☐	Waist Measurement	☐	☒	High Impact cardiorespiratory exercise
☒	☐	Height Measurement			
Expiration MM/DD/YYYY			Expiration MM/DD/YYYY		
MM/DD/YYYY			MM/DD/YYYY		
MM/DD/YYYY			MM/DD/YYYY		
Please coordinate with your unit's fitness leader for further guidance.					
BOMC PROVIDER SIGNATURE			BOMC PROFILE CELL CONTACT INFORMATION		
[REDACTED]			PHONE (DSN) [REDACTED] E-MAIL [REDACTED]		
COMMANDER'S SIGNATURE (for mobility only)			SQUADRON E-MAIL LIST		
[REDACTED]			[REDACTED]		

EXAMPLE - Primary Care Manager (PCM) MFR

Must use template on SOS Website under the Eligibility tab

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

05 January 2026

Date

MEMORANDUM FOR SQUADRON OFFICER SCHOOL

FROM: PCM NAME, ORGANIZATION/UNIT

SUBJECT: Clearance to Attend Squadron Officer School for Capt First Last

1. Capt First Last is currently on a profile with an expiration date of DD-MONTH-YYYY and is cleared to attend Squadron Officer School In-Residence.

2. He/She can participate in the following activities during the course:

ACTIVITY/NEEDS	YES	NO
Member requires a mobility aide (crutch(es), wheelchair, cane, etc.)	☐	☒
Daily flight physical training (PT) – (self-paced)	☒	☐
Walk 1 mile (self-paced)**	☒	☐
Run 2 miles (formation)	☒	☐
Run 5K (3.1 miles) (self-paced)	☒	☐
Lift or carry up to 25 lbs	☒	☐
Lift or carry up to 50 lbs	☐	☒
Crawl	☐	☒
Jump	☒	☐
Throw objects (5lbs or less)	☒	☐
Climb ladder	☒	☐
Dead hang supporting body weight	☐	☒

**Students typically walk a minimum of 1-2 miles around campus daily

3. If there are any questions or comments, please contact

Name PCM First M. Last Phone (XXX) XXX-XXXX

Sign PCM SIGNATURE

Print PCM First Last

Duty Title PCM Duty Title