

# 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 – Wing/CC (or equivalent) MFR
  - b. Tab 2 – SURF
  - c. Tab 3 – current myFitness Report
  - d. Tab 4 – DAF Form 469 (profile – if applicable)
  - e. Tab 5 – PCM MFR (if applicable)
3. If your ETP is APPROVED, no further action required. Welcome to SOS!
4. 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](mailto: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.
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".

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

2/1/24, 2:24 PM

MyFitness Individual Fitness Tracker

**Report For:**  
CAPT JOHN DOE

**Report Run:**  
2/1/2024

**Base:**  
MAXWELL

**Date of Birth:**  
10/19/1988

**Service Component:** ?  
REGULAR

**Gender:** ?  
F

**File Type Name:** ?  
AF OFF ACT MBR

**Organization Name:**  
0000 SQUADRON OFFICER SCHOOL 0000

## Recent Physical Fitness History

Date	Cardio Score	Strength Score	Endurance Score	Composite Score
4/26/2023	54.5	20.0	17.4	91.9
10/24/2022	55.0	17.4	16.0	88.4
4/5/2022	54.5	17.8	16.4	88.7
4/22/2021				0.0
12/7/2020				0.0

2/1/24, 2:24 PM

MyFitness Individual Fitness Tracker

## Last Fitness Level(s)

Fitness Category	Composite Score	Date	Composite Exemption Type
Excellent	91.9	4/26/2023	
Satisfactory	88.4	10/24/2022	
Satisfactory	88.7	4/5/2022	
Composite Exempt	0.0	4/22/2021	Commander
Composite Exempt	0.0	12/7/2020	Commander

## Recent Exemptions

Cardio	Exp.	Strength	Exp.	Endurance	Exp.
Not Exempt	Not Exempt	Not Exempt	Not Exempt	Not Exempt	Not Exempt

## Fitness History - Details

Date	1.5 Mile Run	Cardio Score	HR Push-ups	Strength Score	Crunch	Endurance Score	Composite Score
4/26/2023	14:26	54.5	33	20.0	35	17.4	91.9
<b>Fitness Category</b>		<b>Height</b>		<b>Weight</b>		<b>BMI</b>	
Excellent		61.5		118.0		21.93	
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
10/24/2022	14:11	55.0	29	17.4	35	16.0	88.4
<b>Fitness Category</b>		<b>Height</b>		<b>Weight</b>		<b>BMI</b>	
Satisfactory		61.0		118.0		22.29	
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
4/5/2022	14:36	54.5	31	17.8	36	16.4	88.7
<b>Fitness Category</b>		<b>Height</b>		<b>Weight</b>		<b>BMI</b>	
Satisfactory		61.0		118.0		22.29	
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
4/22/2021							0.0
<b>Fitness Category</b>		<b>Height</b>		<b>Weight</b>		<b>BMI</b>	
Composite Exempt		61.5		108.0		20.07	
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
12/7/2020							0.0
<b>Fitness Category</b>		<b>Height</b>		<b>Weight</b>		<b>BMI</b>	
Composite Exempt		61.5		108.0		20.07	
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
3/19/2020							0.0

<b>Fitness Category</b>		<b>Height</b>		<b>Weight</b>		<b>BMI</b>	
Composite Exempt		61.5		108.0		20.07	
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
4/16/2019	14:09	52.8	46	10.0	44	9.5	92.3
<b>Fitness Category</b>		<b>Height</b>		<b>Weight</b>		<b>BMI</b>	
Excellent		61.5		108.0		20.07	
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
1/22/2019	14:29	51.2	41	9.5	32	0.0	80.7
<b>Fitness Category</b>		<b>Height</b>		<b>Weight</b>		<b>BMI</b>	
Satisfactory		61.0		110.0		20.78	
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
7/10/2018	15:08	49.3	41	9.4	43	7.8	86.5
<b>Fitness Category</b>		<b>Height</b>		<b>Weight</b>		<b>BMI</b>	
Satisfactory		60.5		108.0		20.74	
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
12/7/2017	15:35	46.9	32	8.4	39	6.5	81.8
<b>Fitness Category</b>		<b>Height</b>		<b>Weight</b>		<b>BMI</b>	
Satisfactory		60.5		111.0		21.32	
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
5/8/2017	14:26	51.2	42	9.5	44	8.0	88.7
<b>Fitness Category</b>		<b>Height</b>		<b>Weight</b>		<b>BMI</b>	
Satisfactory		61.0		110.0		20.78	

Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
10/11/2016	13:46	54.2	35	8.8	39	6.5	89.5
<b>Fitness Category</b>		<b>Height</b>	<b>Weight</b>		<b>BMI</b>		
Satisfactory		62.0	106.0		19.39		
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
10/7/2015	13:45	54.2	42	9.5	43	7.8	91.5
<b>Fitness Category</b>		<b>Height</b>	<b>Weight</b>		<b>BMI</b>		
Excellent		61.0	102.0		19.27		
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
4/7/2015	14:04	52.8	38	9.1	43	7.8	89.7
<b>Fitness Category</b>		<b>Height</b>	<b>Weight</b>		<b>BMI</b>		
Satisfactory		61.0	107.0		20.22		
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
4/28/2014	14:03	52.8	35	8.8	47	8.8	90.4
<b>Fitness Category</b>		<b>Height</b>	<b>Weight</b>		<b>BMI</b>		
Excellent		61.5	104.0		19.33		
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
4/29/2013	13:02	56.2	29	8.1	44	8.0	92.3
<b>Fitness Category</b>		<b>Height</b>	<b>Weight</b>		<b>BMI</b>		
Excellent		61.5	101.0		18.77		
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
4/25/2012	14:00	54.2	41	9.4	46	8.8	92.2
<b>Fitness Category</b>		<b>Height</b>	<b>Weight</b>		<b>BMI</b>		
Excellent		61.0	100.0		18.89		



# EXAMPLE - Primary Care Manager (PCM) MFR

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	YES	NO
Daily flight physical training (PT) – (self-paced)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk 1 mile	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Run 2 miles (formation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Run 5K (3.1 miles) (self-paced)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lift or carry up to 25 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lift or carry up to 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jump	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Throw objects (5lbs or less)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb ladder	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dead hang supporting body weight	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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