FITNESS WAIVER

Exception to Policy (ETP) Checklist

- All ETPs are approved on a case-by-case basis. Every situation is unique and Squadron Officer School (SOS) carefully reviews each package.

- The reason you are unable to complete your PT test prior to SOS should be made specifically clear in your ETP with supporting evidence.

- All ETPs must be signed by your Wing Commander (or equivalent).

- All ETPs MUST be forwarded from your Wing/CC org account/exec, etc. You may NOT send your own ETP.

- All ETPs MUST be mailed to the SOS Student Services at SOC.DPS@US.AF.MIL NO LATER THAN 5 duty days PRIOR to class start (usually two Fridays before class start date).

- Please allow 1-2 duty days for ETP processing.

- 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 are authorized to contact SOS Student Services directly regarding your ETP package. SOS Student Services: DSN 493-3231, email SOC.DPS@US.AF.MIL.
MEMORANDUM FOR SOS/CC

FROM: XX WG/CC

SUBJECT: SOS PT Test Waiver for Capt John Doe

1. I request an AF Physical Fitness Test exemption for Capt John X Doe to attend SOS. Capt Doe returned from a deployment of over 90 days on DD-MM-YYY and will attend SOS class 13X with a PT Test that expired on DD-MM-YYYY. Capt Doe is unable to take a PT test within the 42 day cutoff period for SOS attendance because [insert reason for being unable to accomplish PT test].

Example:

He/she returned from their recuperation period and was unable to secure a PT test slot before departing for SOS.

Capt Doe was injured while on deployment, rotated home, came off profile, and was unable to secure a PT test before departing for SOS.

2. Capt Doe is currently not on a medical profile, has a passing PT test with no exemptions on any component, and meets the requirement for attending SOS.

3. If there are any questions or comments please contact Col Jake Doe, XX WG/CC (members WG/CC), DSN: XXX-XXXX.

JAKE DOE, Col, USAF
Commander

Attachments:

1. Capt Doe’s Fitness Assessment
2. Capt XXXX’s AF Fitness Assessment Management System (AFFMS) Printout
AF Fitness Assessment Management System (AFFMS) Printout
E-Mail Staff Summary Sheet and Send to SOS
Student Services at SOC.DPS@us.af.mil
(Copy and Paste into e-mail)

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ROUTING:
WG/CC
SOC/ODT
SOC/OD
SOC/CV
SOC/CC

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STAFF
SUMMARY

AO: Capt First MI last, SQ/Office, DSN XXX-XXXX (this should be a person who is available to answer questions on this subject. I.E. Individual, SQ/CC, etc.)

SUSPENSE: DD-MMM-YYYY

1. PURPOSE. To approve an AF Physical Fitness test Exemption to allow Capt XXXX to attend SOS Class 13X without a current AF PT Test.

2. BACKGROUND.

THIS SECTION SHOULD OUTLINE THE INFORMATION BELOW AS WELL AS ANY AMPLIFYING INFORMATION THAT WOULD AID THE SOC/CC IN FORMULATING A DECISION.

3. Capt Doe is currently not on a medical profile, has a passing PT test with no exemptions on any component, and meets the requirement for attending SOS. Capt XXXX commissioned in XXXX, has a Date of Rank (DOR) to Captain in 20XX, and will meet the O4 promotion board in 20XX.

WING COMMANDER (OR EQUIVALENT) SIGNATURE BLOCK

Tab(s)
1. Capt XXXX’s Fitness Assessment
2. Capt XXXX’s AFFMS printout
Privacy Act of 1974 as amended Applies---This email may contain information which must be protected IAW DoD 5400-11R, AFI 33-332, and AFI 33-119 and is FOR OFFICIAL USE ONLY (FOUO)