



Welcome To SOS Class 21C!



Enhance Air- & Space-minded Leaders

SOS Reporting Guide

See our website for more details:

<https://www.airuniversity.af.edu/SOS/>



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SOS Welcome 21C Hybrid



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Welcome to the first **SOS Hybrid Virtual In-Residence (Hybrid)** course!

During your stay here at Maxwell, you will experience a portion of the new "LEAD to Prevail" curriculum virtually, as well as in-residence with a flight of your peers.

You will conduct deep introspection, identify your strengths and weaknesses, and chart a course to improve. You will engage with each other on concepts of leadership and examples from across the Air and Space Forces. You will apply leadership competencies to solve complex, human-centered problems. You will apply lessons learned and incorporate diverse perspectives to address a range of **complicated and complex** challenges using multidisciplinary design approaches. You will also learn airpower doctrine, international relations theory, instruments of national power and joint all-domain operations, and practice applying your knowledge of leadership and complex problem solving to the business of Air and Space Power.

This guide along with the SOS 21C Welcome Letter will provide you with everything you need to know to be successful during this PME course.

COVID-19 Procedure

All students entering 21C Hybrid course will participate in a 10 day Restriction of Movement (ROM). Full ROM procedures are on slide 17 of this Reporting Guide IAW with CDC Guidance, Public Health & the 42ABW. Please be on the look out for any additional changes through your SOS Flight Commander.

For additional information feel free to contact SOS student services

Email SOS-studentservices@au.af.edu - DSN 493-3231 - COMM (334) 953-3231

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Before Departing Home Station



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- **REQUIRED: Bring Laptop/Tablet (Personal recommended over gov't)**
 - **Note: All lesson modules and assignments are located on AU CANVAS (lms.au.af.edu)**
 - Microsoft Word and Excel recommended for course work
 - CAC reader is NOT required for SOS
 - Keyboard recommended for tablet users
 - WiFi is available throughout the SOS building and in lodging
- **Prior to coming to SOS make sure your root certificates are current**
 - *NOTE: government computers already have root certificates, no further action is needed
- **Bring (Hard Copy) Day 1**
 - **Security Verification Form for Classified electives - Have USM complete**
 - PC access [SOS Student Security Clearance Verification](https://airuniversity.af.edu/Portals/10/SOS/documents/SOS_Student_Security_Clearance_Verification)
 - Government users copy the link:
https://airuniversity.af.edu/Portals/10/SOS/documents/SOS_Student_Security_Clearance_Verification.pdf
 - **Fitness report**
 - AFFMS-II print out (AD/Guard/Reserves)
 - AF Form 4446 (Civilians)
 - **2 x copies of your orders (Guard & Reserve Only)**



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Eligibility Requirements



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Read below and ensure eligibility! Ineligible students will be sent home at parent unit's expense.

- **Current passing PT test**

- Due to the COVID-19 pandemic and the suspension of Air Force physical fitness testing facilities; SOS is aware that students do not have the ability to take a PT test.
- For students enrolled in the SOS 21C VIR course you **MUST** submit your last passing PT Test **WITH NO EXEMPTIONS** on file in the AF Fitness Management System (AFFMSII).
- At this time we are not accepting students on medical profiles or students who require an ETP



Eligibility Requirements



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AIR FORCE FITNESS MANAGEMENT SYSTEM II MEMBER INDIVIDUAL FITNESS REPORT

Privacy Act Information - For Official Use Only - Must be protected in accordance with the Privacy Act and AFI 33-332

Report For: CAPT JOHN DOE (***-**-0438)

Report Run: 09/05/2017 10:40 AM

MAJCOM Description AIR EDUCATION AND TRAINING COMMAND

Installation Name Maxwell AFB PSM (MG)

Service Component Name REGULAR

File Type Name AF OFF ACT MBR

Unit Name XYZ SQ

PAS Code MG0JF8BM

Age 40

Date Of Birth 17-Mar-1977

Gender Male

Height 72.5

Weight 206

Body Mass Index 27.6

	Weight	Height	Body Mass Index	Aerobic Time	Abs Score	Push Ups Score	Sit Ups Score	Composite Score
28-OCT-2016	206	72.5	27.6	EXEMPT	EXEMPT	EXEMPT	EXEMPT	97.7
15-OCT-2015	203	72	27.5	1:39	5.5	50	51	93.9



You must have your latest passing PT test with no exemptions printed and made available to your flight commander upon request. If you have an exemption in **any of these components on your current PT test, you are not eligible for SOS VIR 21C. Additionally, if you are on a medical profile you cannot attend SOS Virtual In-residence 21C.**



DTS



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- Fund site & Travel Orders
 - POC for these issues are your UTM & MAJCOM/A1
 - You won't be cross-orged until you return your signed training RIP
- SOS does not provide Rental cars
 - If you desire a rental car it will be at your parent unit's expense



DTS cont.



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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 flightline)
 - All rooms have refrigerators & microwaves, some have kitchenettes
 - Children & pets are **NOT** allowed in SOS lodging rooms
- **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.
- Local students are **NOT** required/authorized base lodging or per diem



DTS cont.



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A Proportional Meal rate is authorized. Please follow instruction below.

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

LODGING ALLOWED	M&IE ALLOWED
\$96.00	\$41.25 
\$96.00	\$55.00 
\$0.00	\$41.25 

Select Meals available at TDY location (Breakfast and Dinner)

 **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



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

Inactive Duty Training (Local) Essential Unit Messing

Aboard a U.S. Vessel Hospital Stay

Authorized Trip Home

Training Type

Select ▾

Save adjustments and M&IE should be adjusted to \$38

LODGING ALLOWED	M&IE ALLOWED
\$96.00	\$41.25
\$96.00	\$38.00
\$0.00	\$41.25



Finance & Travel Info



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- SOS does NOT handle DTS fund cites, per diem or orders
- Questions should be directed to AETC TDY-to-School at DSN 487-2971 or COMM 210-652-2971 or your unit DTS POC
 - 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

- **Govt Credit Card**

- Before you leave for SOS verify your government charge card (GTCC) is not expired and ready to accept charges
- GTCC limit must be high enough to cover transportation, lodging, and meals

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)

- Example: If the course is 9 Sep – 23 Oct, then 8 Sep is travel/In-processing and the 9th is the 1st day of class
- **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.



Dress & Appearance – Military



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IMPORTANT

Effective 1 APRIL 2021 the wear of ABUs will not be authorized.

- **AFI 36-2903: Dress & Appearance of AF Personnel for guidance on uniform wear**
- **OCPs are authorized for wear on Day 1**

Home station rules don't apply while TDY

- We understand there are unique operational requirements & waivers for uniform items
- AFI 36-2903 is the ultimate authority on Maxwell
- Questions? See your Flight Commander on Day 1



Dress & Appearance – Military



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You will need to have the following Uniform Items

- OCPs/ABUs (ABUs will not be authorized for wear after **1 APR 2021**)
- FTUs (optional for authorized personnel)
- PTUs (any variant)
 - Additionally, it is also recommended to bring civilian athletic gear for personal PT
- Service Dress is **NOT** required for 21C



Two piece
FTUs are
authorized



Authorized
until
31 MAR 21



Dress & Appearance – DoD Civilians

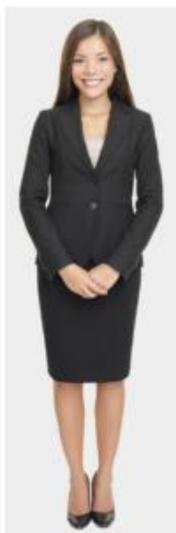
- Applies **ONLY** during officially scheduled activities



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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

Civilian attire equivalent to AF uniform



Service Dress



AF Blues



Airmen Battle Dress
Uniform (ABU)



Fitness Uniform (PTUs)

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Recommended Additional Items



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- **Old OCPs/ABUs & Boots (for Project X)**
 - OCPs/ ABUs are mandatory for military students
 - 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 suggested**
- **Weather-appropriate attire**
- **Water bottle suitable to run with**





Before Arriving to SOS



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All students should have received the SOS 21C VIR-R/ VIR welcome letter. In that letter you will find instructions on how to receive your SOS Canvas Login through the google link provided. If you have not received that letter, please call student services at (334) 953-3231 for additional information.

You will Check-in to Lodging located at 450 N. LeMay Plaza (University Inn, Building 682) to receive your room key. You should receive a folder with important SOS information. From there you will report to your room to begin your 10 day ROM



If you need assistance with your computer or Canvas support please contact Mr. Shane Trego at shane.trego.1.ctr@us.af.mil or Ms. Stephanie Taunton at stephanie.taunton.ctr@au.af.edu. Please provide your name, email address, phone number and explain the issue you are having. CANVAS help questions are very popular and come in high volume during the start of a new class. Please be patient as our team works diligently through them to assist you.

- **After hours arrivals:** No need to call SOS. Go straight to 450 N. LeMay Plaza (University Inn, Bldg 682) to receive room key
- **Missed/delayed flights or other travel problems call**
 - Duty hours – Student Services (334) 953-3231
 - After 1700 – Ops Director (334) 730-8593



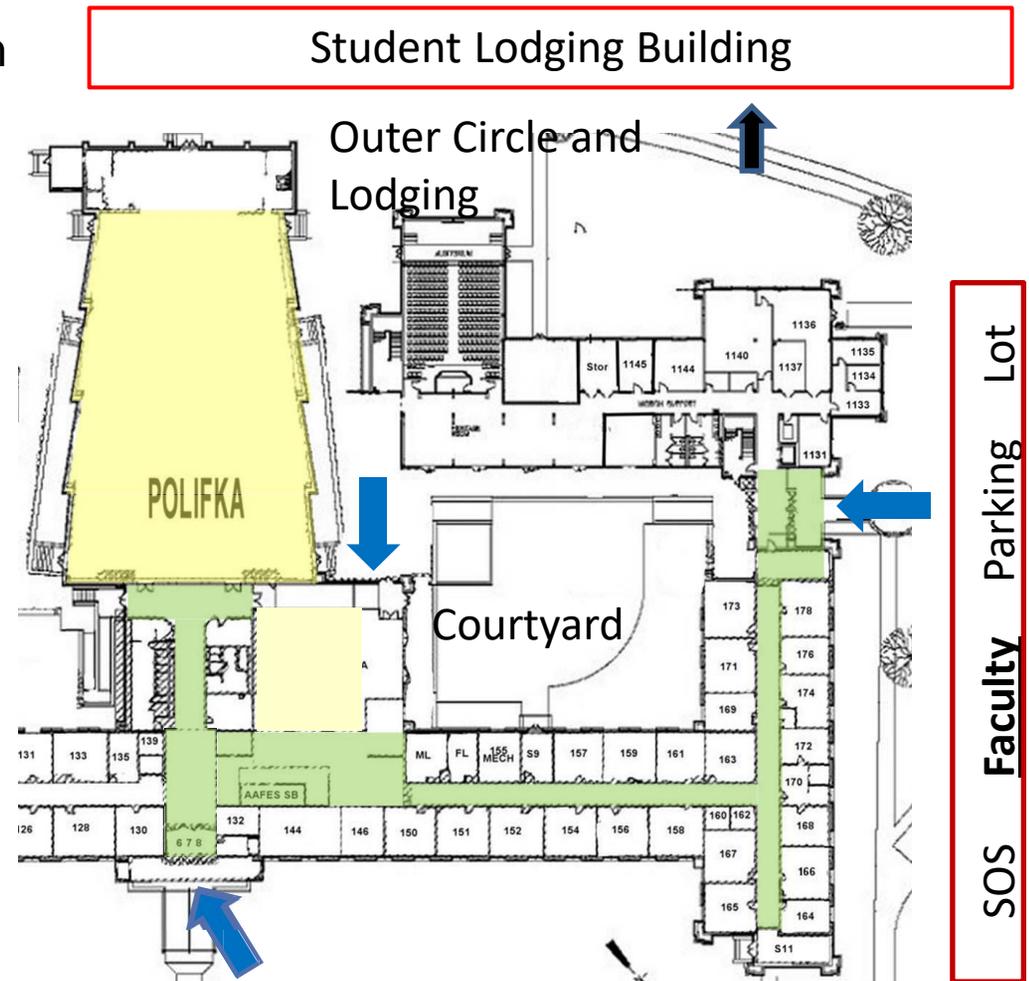
Education Day (ED) 8



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ED 8 will be the first day you will be authorized to enter the SOS Building. The day will begin with a briefing in Polifka Auditorium followed by flight room Instruction with your SOS Flight and Flight Commander.

- **Where:** Bldg 1403 – Polifka Auditorium
- **When:** In place by 0800
- **Attire:**
 - Military – ABU/OCP Flight Suit
 - Civilians – Business casual
- **Bring:**
 - Fitness print out (all)
 - Copy of orders (ANG & AFRC)
 - Security Verification Form
 - **Bring your laptop or personal device; following Polifka you will breakout to your Flight room.**



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ROM Procedures



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Once you arrive to Maxwell AFB, you will **not** be authorized to leave the local Montgomery area. This is also during non-duty days to include weekends. The precaution has been added to limit possible risk of contracting the COVID-19 virus.

While in ROM status

- You will remain in on-base lodging to the max extent possible.
- You may attend medical related appointments/treatments.
- You may purchase essential food/care items from on-base facilities (AAFES BX/Shoppette, Commissary).
- You may use the DFAC and other on-base food facilities to pick up “to-go” meals.
- You may go outside for individual PT/walks; no group PT/sports allowed.
 - You are not authorized to utilize the base gym or annex during ROM.
- In all cases, members will utilize a cloth mask/maintain 6’ distance per DoD/installation policy.
 - During physical activity you do not need to wear a mask or face covering. Once complete you will have to put you face covering back on.



COVID-19 Symptoms



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People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

The CDC has identified the following as symptoms related to COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you experience any of these symptoms, please see the next slide



COVID-19 Procedures



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If at any time you have developed any symptoms of COVID-19 you should:

- Inform your SOS Flight Commander
- Call the 42nd Medical Group appointment line at (334) 953-3368 Mon-Fri 0700-1600 and Public Health at (334) 953-5606 Mon-Fri 0730-1630. During non-duty hours or on the weekend, members should call the nurse advice line at 1800-TRICARE, option 1
 - If you are directed to come to the 42nd Med Group for evaluation follow these guidelines:
 - Drive to the back of the 42 Med Group where you will see the ambulance bay and overhang
 - There will be a small sign on the main street behind the medical group with an arrow indicating which driveway you should enter
 - Turn in the appropriate driveway, drive up the overhang and stay in your vehicle (you will see a tent and some orange barricades in the driveway).
 - You will be greeted by Medical Group staff who will direct you for there.
 - You will be asked a series of medical question and your temperature will be taken by medical professionals.
 - If cleared, you will proceed back to you assigned room in lodging
 - If further medical evaluation is necessary, the MDG staff will assist you.
 - COVID-19 Clinic hours of operation: 0730-1100 and 1200-1530



Welcome To SOS!



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Additional information on how to ROOT Certificates to your personal computers



Root Certificates



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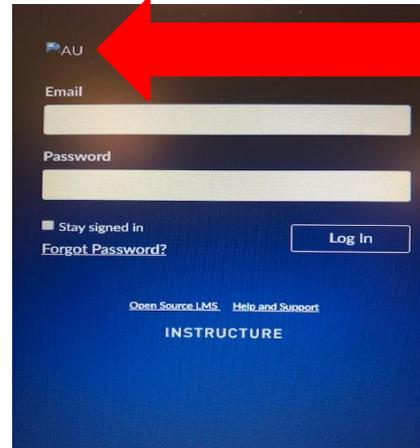
- **STEP ONE: Log into Canvas** <https://lms.au.af.edu/login/canvas>

ROOT CERTIFICATES LOADED



If image appears the root certificate is loaded proceed to Step 3

ROOT CERTIFICATES NOT LOADED



If image DOES NOT appear the root certificate is NOT loaded proceed to Step 2

- **STEP TWO: Update root certificates follow the steps for your type of machine**

- **WINDOWS MACHINES ONLY** go to: (*Apple users go to page 11*)

https://public.cyber.mil/pki-pke/pkipke-document-library/?_dl_facet_pkipke_topics=trust-store-management

Home » Public Key Infrastructure/Enabling (PKI/PKE) » PKI/PKE Document Library

TITLE	SIZE	UPDATED
DoD and ECA Cross Certificates	10.46 KB	26 Feb 2019
DoD PKE Tool Configuration File URLs Crosswalk	16.84 KB	20 Aug 2019
Editing Certificate Group Locations for InstallRoot via the GUI	243.26 KB	20 Aug 2019
InstallRoot 5.2: User Guide	2.56 MB	30 Nov 2018
InstallRoot 5.5 NIPR 32-bit Windows Installer	27.98 MB	24 Oct 2019
InstallRoot 5.5 NIPR 64-bit Windows Installer	28.62 MB	24 Oct 2019
InstallRoot 5.5 NIPR Non-Administrator 32-bit Windows Installer	27.73 MB	24 Oct 2019
PKI CA Certificate Bundles: PKCS#7 For DoD PKI Only - Version 5.6	83.99 KB	09 May 2019
PKI CA Certificate Bundles: PKCS#7 for DoD WCF B&I Only - Version 5.7	67.74 KB	07 Nov 2019

Be Sure to load InstallRoot 5.5 NIPR 64-bit Windows Installer, **SAVE**, then select **RUN**

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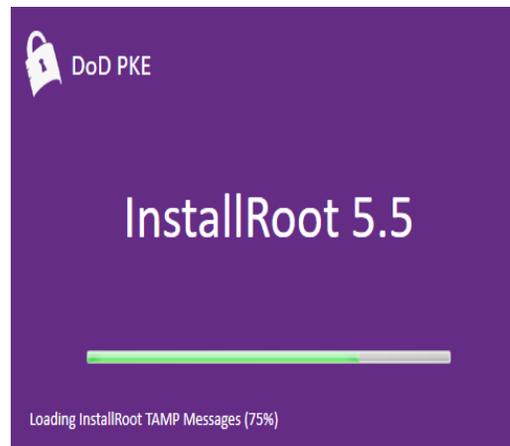
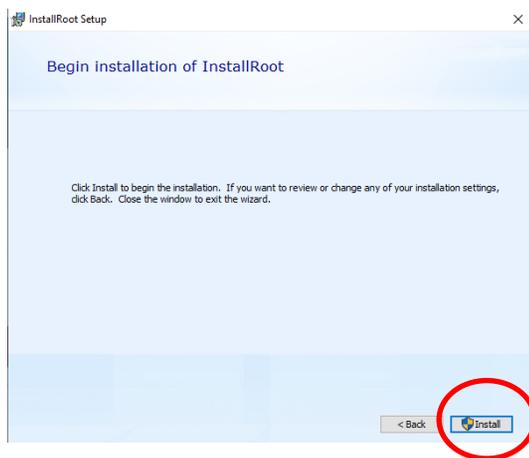
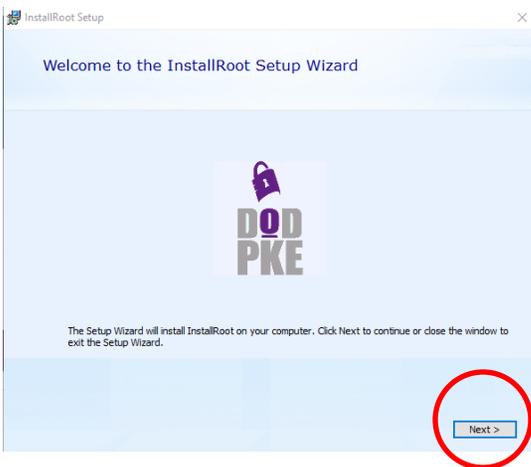


Windows Root Certificates con't

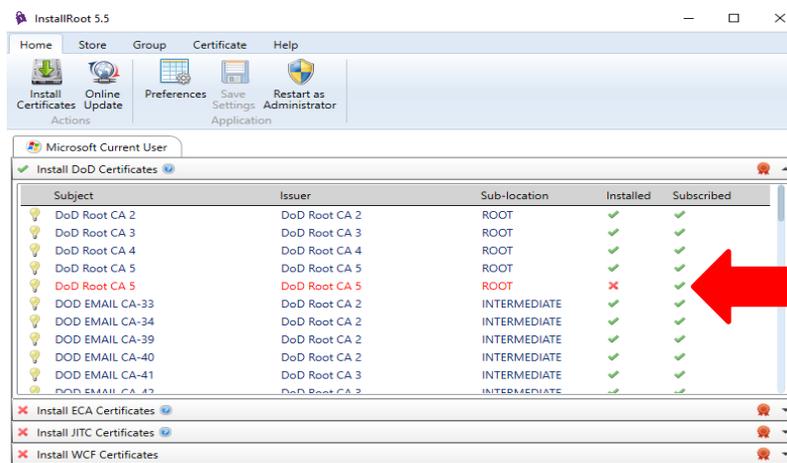
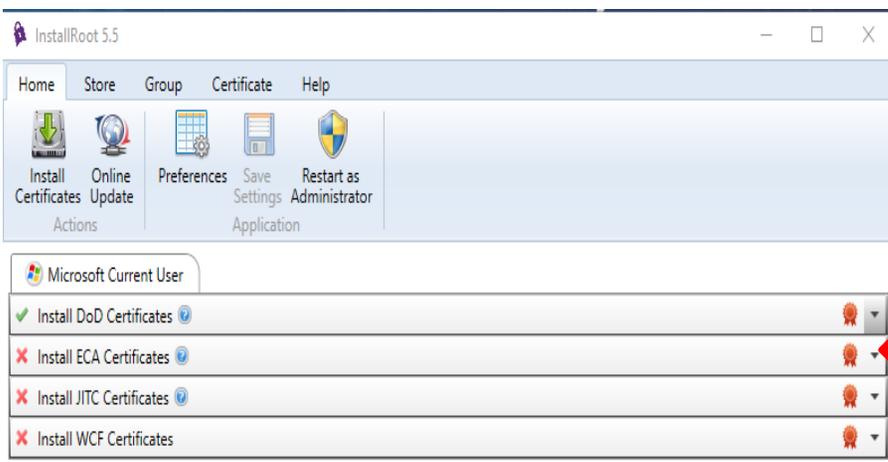


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- **STEP TWO Con't: Update root certificates follow the steps for your type of machine**
 - After selecting Run InstallRoot Setup should appear, select **Next** and continue selecting **Next** until **Install** appears. You will be prompted if you want to make changes to your device Select **Yes**.



Once installation is complete verify that all 5 root certificates installed. If install is in red continue to next page.



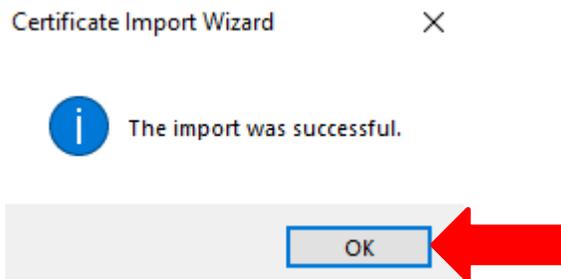
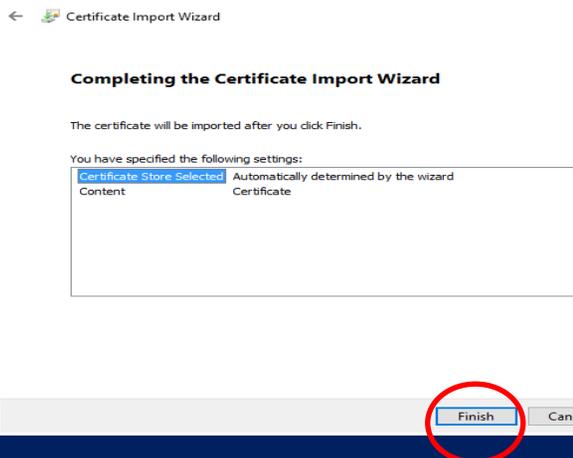
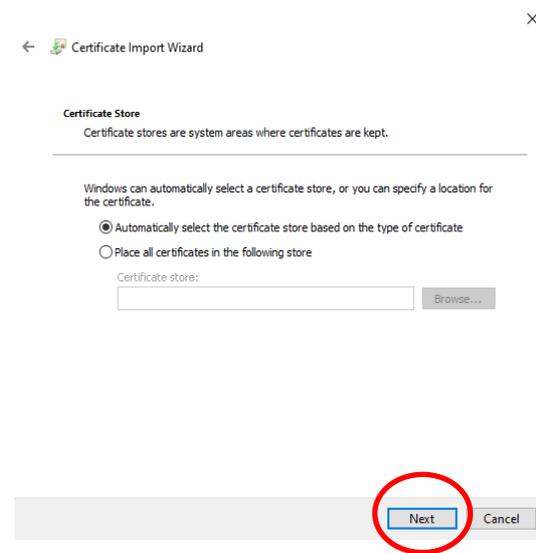
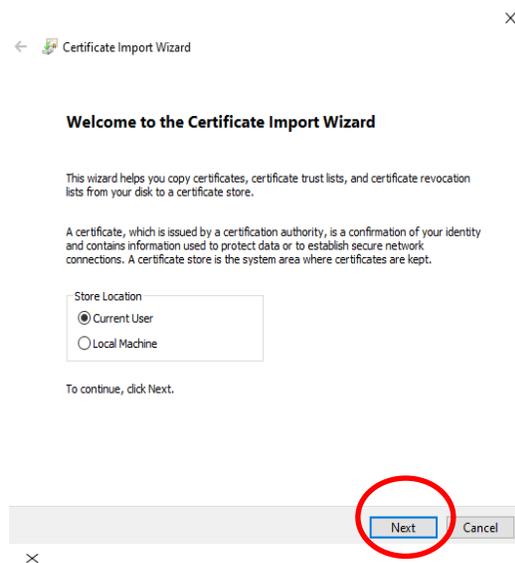
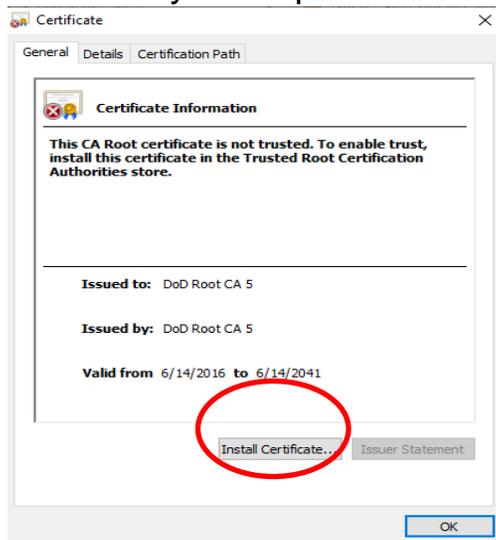


Windows Root Certificates con't



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- **STEP TWO Con't: Update root certificates follow the steps for your type of machine**
 - **Double click** on each DoD Root CA that is not installed. After double clicking you will select **Install Certificate**, select **Next**, and **Next**, and **Finish**. After complete click OK. **Repeat** for **each certificate** until complete. Once all certificates are loaded reload Canvas to see if all images appear. *A **restart** of your machine may be required.



After completing these steps continue to **STEP THREE** on page 13



Apple Root Certificates



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- **STEP TWO – for Apple Users only**

- **APPLE MACHINES** go to: (antivirus may need this site on the whitelist to install, if you are using  Avast antivirus it must be disabled prior to downloading root certificates) [militarycac.com/macnotes.htm#DoD certificates](https://militarycac.com/macnotes.htm#DoD_certificates)

Download each install certificate below:

<https://militarycac.com/maccerts/AllCerts.p7b>,

<https://militarycac.com/maccerts/RootCert2.cer>,

<https://militarycac.com/maccerts/RootCert3.cer>,

<https://militarycac.com/maccerts/RootCert4.cer>, and

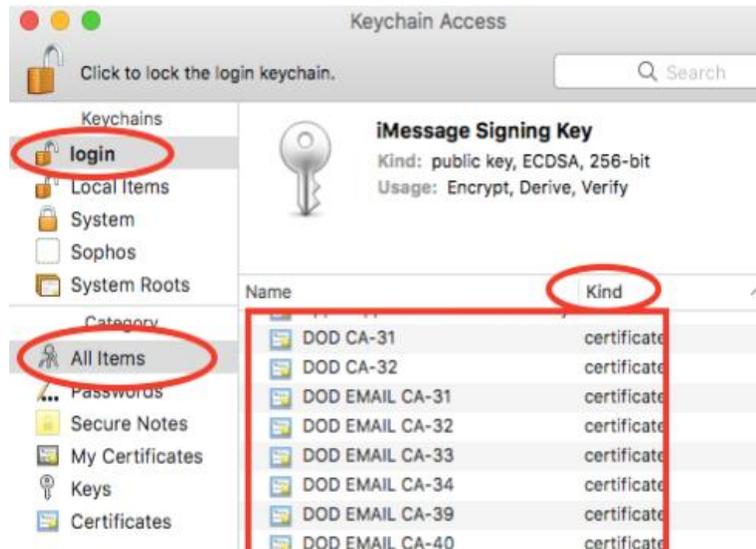
<https://militarycac.com/maccerts/RootCert5.cer>

Once it has downloaded, click on each download.

*If keychain pop-up appears, double check that the dropdown says “login” and click the blue “Add” button, otherwise continue.

Repeat for each download clicking “Add.”

- **Open keychain and click on the login section in the top left pane, under the Category pane in the lower-left, click on “Certificates”**



Certificates should download directly to keychain. If certificates are not visible in keychain look for them under Downloads and move them to keychain.



Apple Root Certificates con't



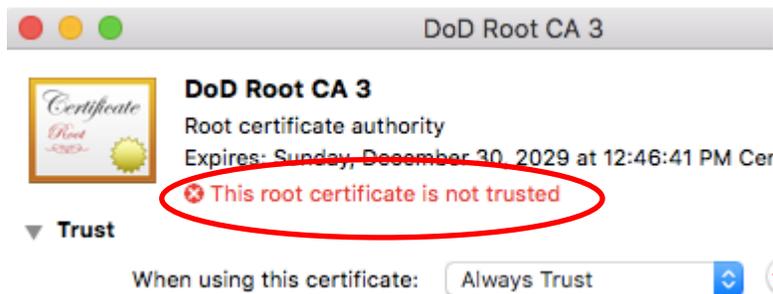
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- **STEP TWO - continued**

- Scroll until you see DoD Root CAs with red Xs in the right pane, double-click the first DoD Root CA with a red X

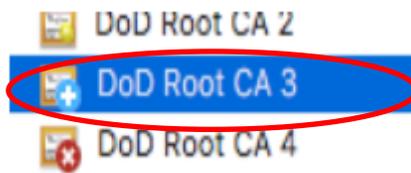


- Expand the “Trust” section by clicking the tiny ▶ and change the top dropdown from “Use System Defaults” to “Always Trust” and close the window



You will be prompted to enter your password for each change after closing DoD Root CA window

- Once the Root is trusted it will show a blue plus, continue for each Root CA until all certificates are trusted



Once completed proceed to **STEP THREE** on the next page



Login to Canvas



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- **STEP THREE: Log into Canvas <https://lms.au.af.edu/login/canvas>**

ROOT CERTIFICATES LOADED

A screenshot of the Canvas LMS login page. The page has a dark blue background. At the top left is the Air University logo, which is a circular emblem with a winged figure and the text "AIR UNIVERSITY". A large red arrow points to this logo. Below the logo are two white input fields for "Email" and "Password". There is a "Log In" button to the right of the password field. Below the button are links for "Stay signed in" and "Forgot Password?". At the bottom of the page, it says "Open Source LMS Help and Support" and "INSTRUCTURE".

Image should now appear

- **STEP FOUR: use the Email and Password provided in an email from SOS approximately ten days prior to class start date. Note: if you do not receive this email prior to class start or have computer issues assistance will available Day 1 of class.**