Welcome To SOS Class 21E!

SOS Reporting Guide
See our website for more details:
https://www.airuniversity.af.edu/SOS/

SOS Welcome
21E In-Residence

Welcome to the **SOS In-Residence** course!

During your stay here at Maxwell, you will experience the new "LEAD to Prevail" curriculum 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 21E Welcome Letter will provide you with everything you need to know to be successful during this PME course.

COVID-19 Procedure
Any restrictions, to include installation/local area restrictions, will be made based on local conditions prior to class start. Students will be expected to adhere to DoD, state, and local public health regulations with regards to mask wear and distancing. If you have already received the COVID-19 vaccination, it is recommended that you bring proof of vaccination.

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

Before Departing Home Station

- **REQUIRED: Bring Laptop/Tablet (<u>Personal recommended</u> over gov't) with a webcam or video enabled device with a camera and a microphone.**
  - **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 - <u>Have USM complete</u>**
    - PC access <u>SOS Student Security Clearance Verification</u>
    - Government users copy the link:
       https://airuniversity.af.edu/Portals/10/SOS/documents/SOS_Student_Security_Clearance_Verification.pdf
  - **2 x copies of your orders** (Guard & Reserve Only)

Eligibility Requirements

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

- 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.

- Students MUST submit your last passing PT Test with NO EXEMPTIONS (even if it was not your most recent test)

- At this time, we are not accepting students currently on medical profiles or students who require an ETP

- Students are expected to participate in all physical activities throughout the course

DTS

- ## 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

- ## SOS does not provide Rental cars
  - If you desire a rental car, it will be at your parent unit's expense

DTS cont.

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

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- All Students are **required** to stay in on-base Lodging.
- Local students are **NOT** required/authorized base lodging or per diem

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DTS cont.

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   Select Available Meals

                                          ☑ Breakfast

○ Government Meals Provided at   ☐ Lunch
TDY Location
                                          ☑ Dinner

○ Occasional Meals Required

○ Special Meal Rate

DTS cont.

Scroll down to Duty Conditions and select Quarters Available

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

- **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

- **SOS does NOT provide transportation from the airport**

- **Goverment 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

- 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.

> **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)**

Dress & Appearance – Military

- **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

- **You will need to have the following Uniform Items:**
  - OCPs
  - FDUs (optional for authorized personnel)
  - PTUs (any variant)
    - Additionally, it is also recommended to bring civilian athletic gear for personal PT
  - **Reservists Only** – per waiver, ABUs will be allowed

- Service Dress is **NOT** required for 21E

Two piece FDUs are authorized

Dress & Appearance – DoD Civilians

- Applies ONLY during officially scheduled activities

Enhance Air- & Space-minded Leaders

- **Business Professional and Casual attire is <u>required</u>**
  - **<u>NO</u>** jeans or T-shirts (during duty day)
- **Athletic gear is <u>required</u>**
  - Bring conservative athletic gear
    - **<u>Solid colors</u> 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

Operational Camouflage Pattern Uniform (OCP)

Fitness Uniform (PTUs)

Recommended Additional Items

- **Old OCPs/ABUs & Boots (for Project X)**
  - **OCPs 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 as needed**

Before Arriving to SOS

All students should have received the SOS 21E Welcome Letter. If you have not received that letter, please call student services at (334) 953-3231 or visit the SOS website for information.

You will Check-in to Lodging located at <u>450 N. LeMay Plaza</u> (University Inn, Building 682) to receive your room key.

- **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 (508) 868-1687

You will receive further guidance from your Flight Commander for Day 1 procedures.

- **Attire:**
  - Military – OCP/Flight Suit
  - Civilians –Business casual

- **Bring:**
  - Fitness Test print out (all)
  - Copy of orders (ANG & AFRC)
  - Security Verification Form
  - **Bring your laptop or personal device.**
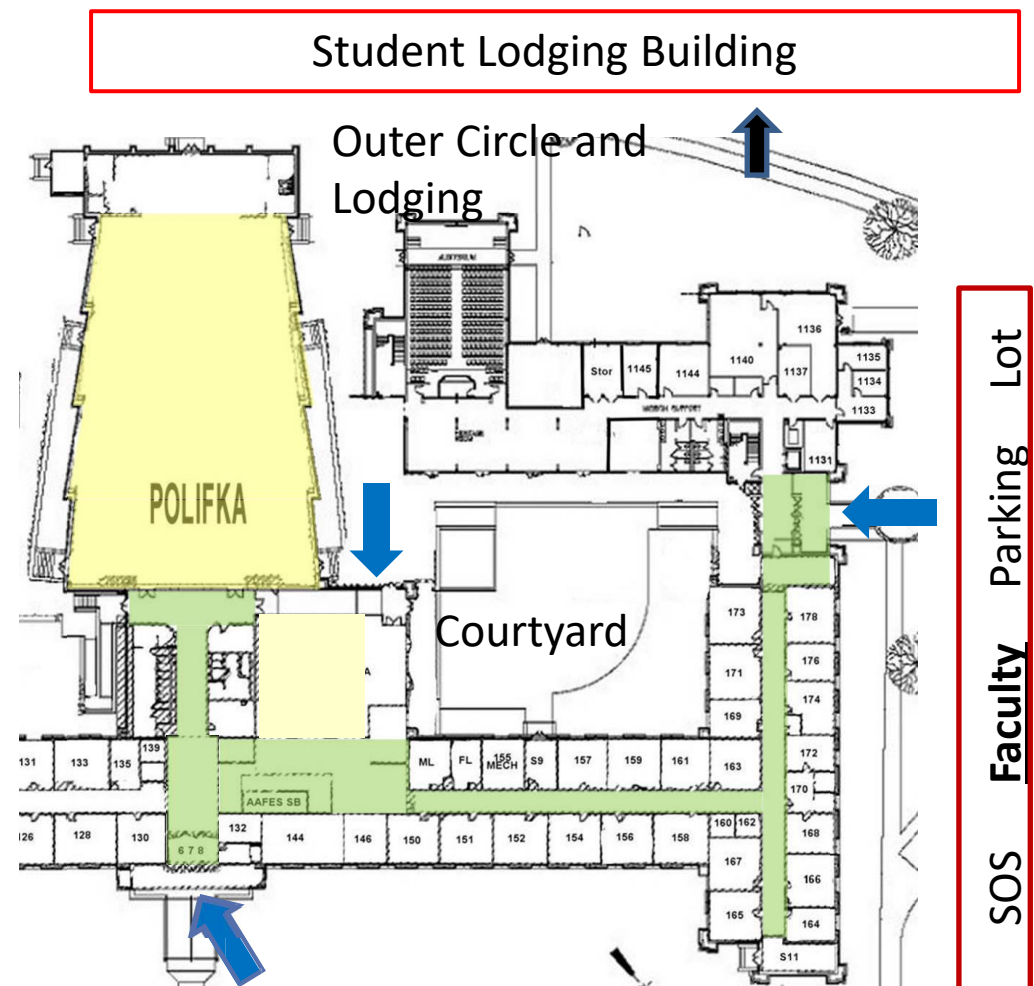
Student Lodging Building

Outer Circle and Lodging

POLIFKA

Courtyard

SOS · Faculty · Parking Lot

COVID-19 Symptoms

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

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 MDG 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!

Additional information on how to ROOT Certificates to your personal computers

Root Certificates

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

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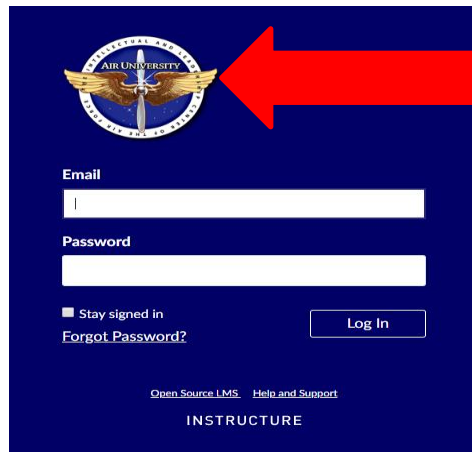
If image appears the root certificate is loaded proceed to Step 3

ROOT CERTIFICATES <u>NOT</u> LOADED
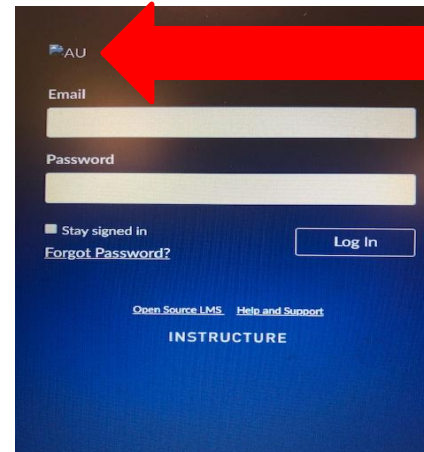
If image DOES NOT appear the root certificate is NOT loaded proceed to Step 2

- **STEP TWO: Update root certificates follow the steps for your type of machine**
  - **<u>WINDOWS MACHINES ONLY</u> 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

Show 10 entries   Search:

	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**

Windows Root Certificates con't
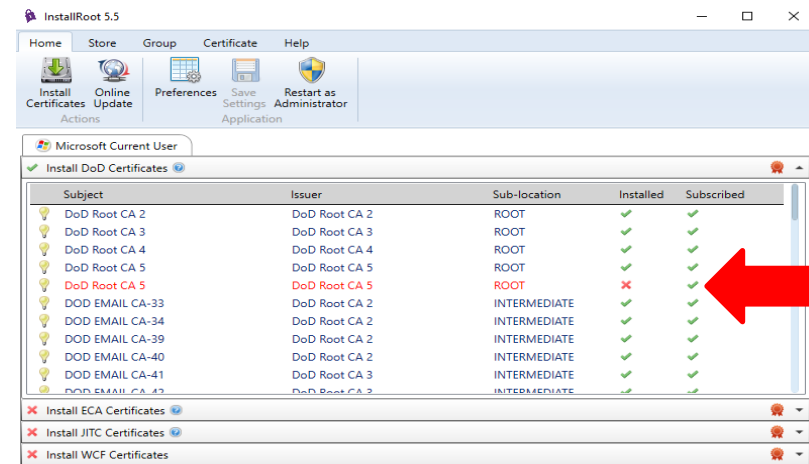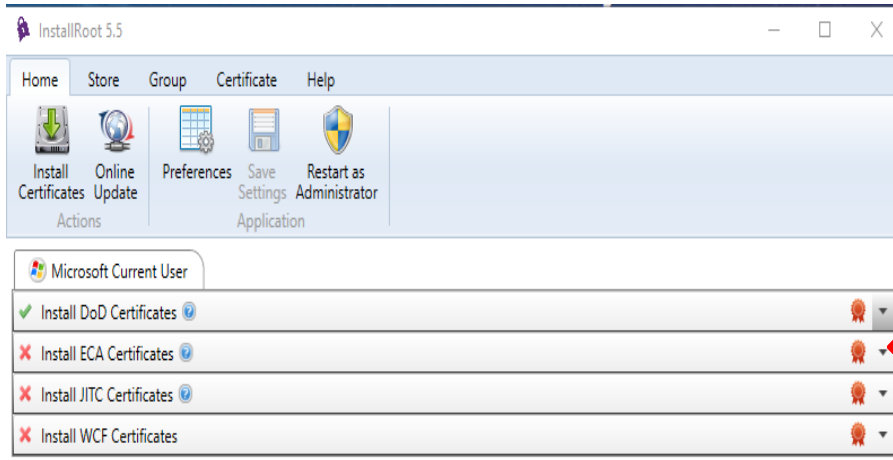
- **STEP TWO Con't: Update root certificates follow the steps for your type of machine**
  - After selecting Run InstallRoot Setup should appear, select **Next** and continue selecting **Next** until **Install** appears. You will be prompted if you want to make changes to your device Select **Yes**.
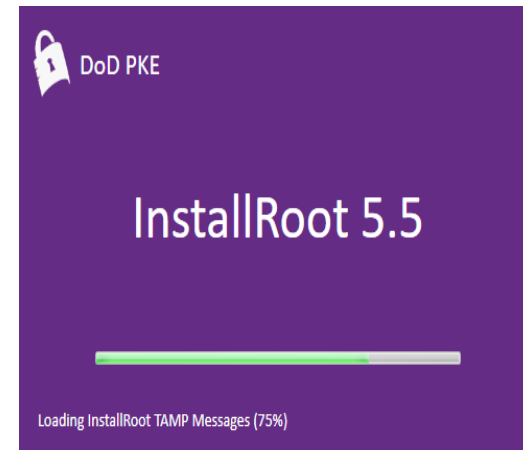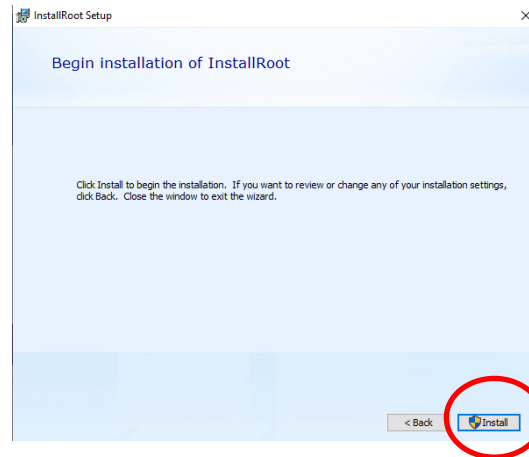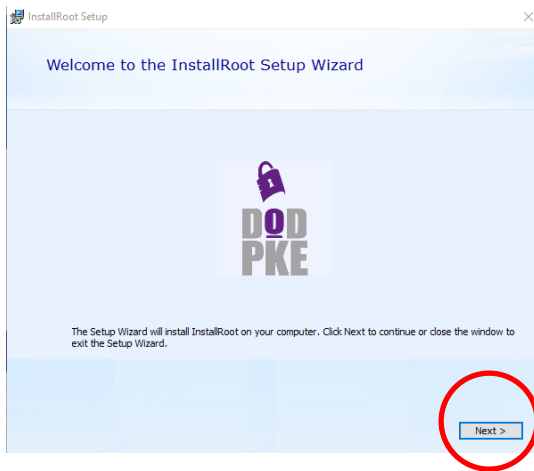
Once installation is complete verify that all 5 root certificates installed. If install is in red continue to next page.

Windows Root Certificates con't

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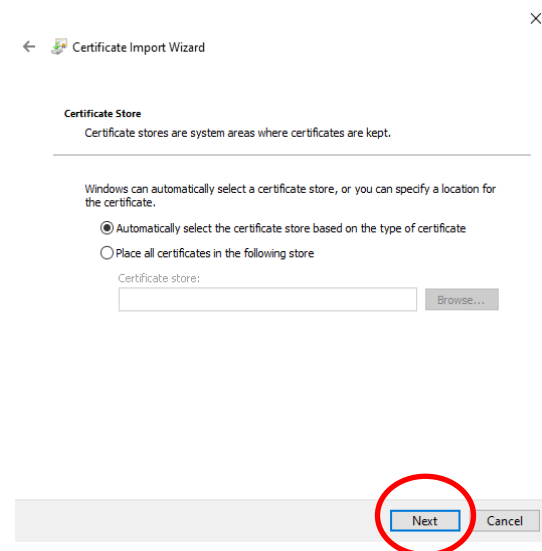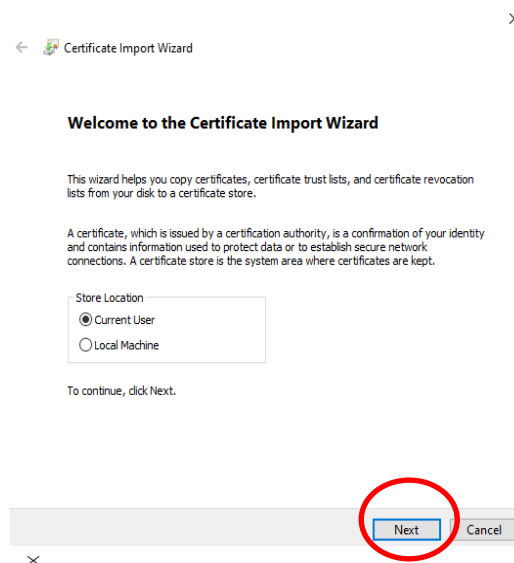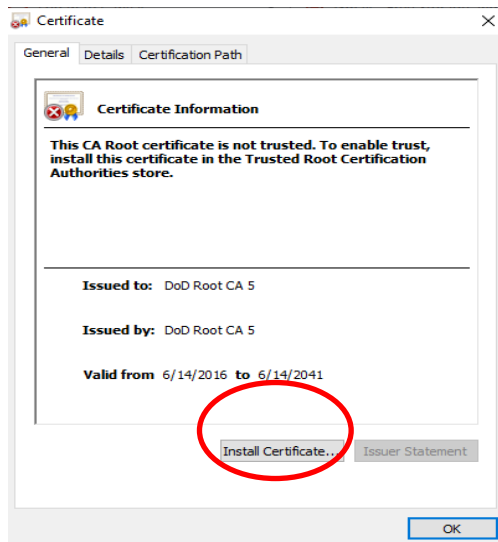
After completing these steps continue to **STEP THREE on page 13**

Apple Root Certificates

- **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** Avast antivirus it must be disabled prior to downloading root certificates)

      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"**
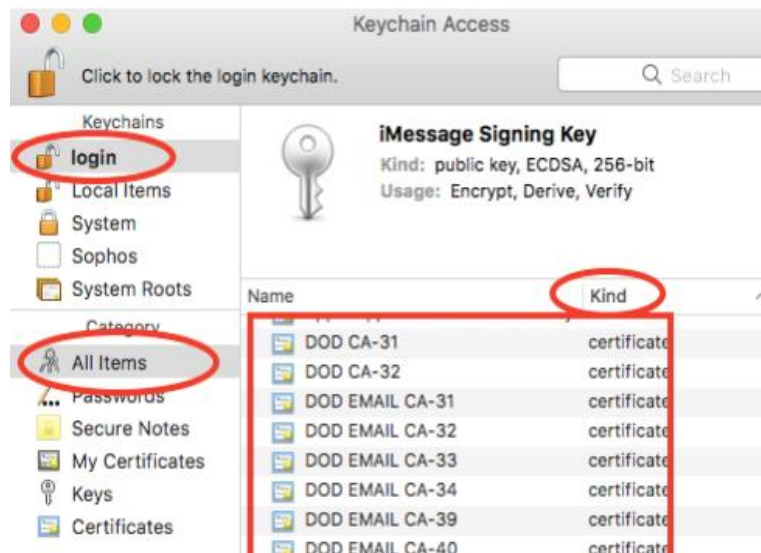
      Certificates should download directly to keychain. If certificates are not visible in keychain look for them under Downloads and move them to keychain.
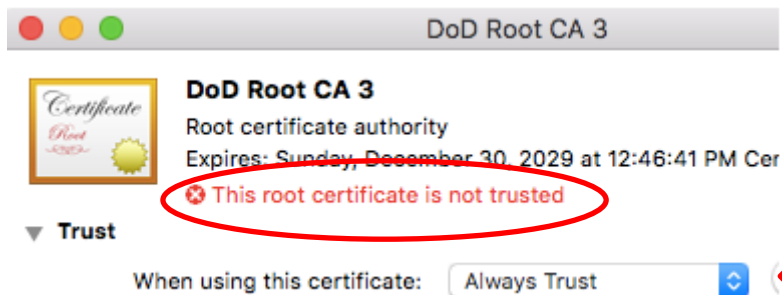
Apple Root Certificates con't

- **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
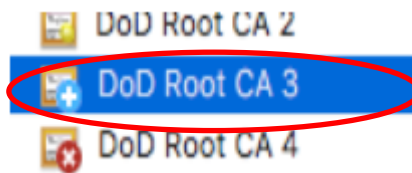

  - Expand the "Trust" section by clicking the tiny ▶ and change the top dropdown from "Use System Defaults" to "Always Trust" and close the window

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

  - Once the Root is trusted is 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

- **STEP THREE: Log into Canvas https://lms.au.af.edu/login/canvas**
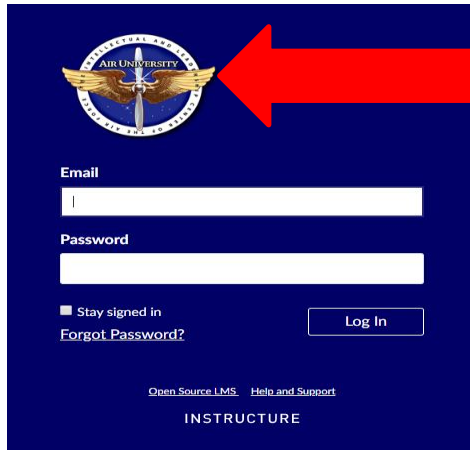
    ROOT CERTIFICATES LOADED

    Image should now appear

- **STEP FOUR: use the Email and Password provided in an email from your Flight Commander 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.**