



Welcome To SOS Class 21F!



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 21F In-Residence



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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 21F Welcome Letter will provide you with everything you need to know to be successful during this PME course.

COVID-19 guidelines: Please adhere to local base and area policies. There is currently no mask mandate in the local area of SOS, and on base you are not required to wear a mask if you are fully vaccinated. You will still need to bring face masks, as masks are still required in a few areas such as the med group. If you have any further questions about local guidelines, consult your Flight Commander or reach out to Student Services.

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



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- **REQUIRED: Bring Laptop/Tablet (Personal recommended 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**
 - **2 x copies of your orders** (Guard & Reserve Only)
- COVID 19: Bring proof of vaccination if you have been vaccinated



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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.

- 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)
- If you are need an Exception to Policy (ETP), you will need to submit an ETP memo NLT COB 19 July
 - Reference <https://www.airuniversity.af.edu/SOS/Display-Article/Article/1043031/eligibility-requirements/>
- Students are expected to participate in all physical activities throughout the course

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DTS



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- 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.



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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. You must receive pre-approval from SOS to stay off-base. Email SOS-studentservices@au.af.edu to request approval.
 - Requests should be sent in **NLT 14 days** prior to class start.
 - You will then be required to book your own lodging off-base. You will be reimbursed up to the cost of lodging at Maxwell.
- Local students are **NOT** required/authorized base lodging or per diem

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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
- **SOS does NOT provide transportation from the airport**
- **Government 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
- CONUS: you are authorized 1 travel day
- OCONUS: you are authorized 2 travel days
- Ex: 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



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- **AFI 36-2903: Dress & Appearance of AF Personnel for guidance on uniform wear**
- **OCPs/FDUs 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
 - 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 21F



Two piece FDUs are
authorized

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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



Operational Camouflage
Pattern Uniform (OCP)



Fitness Uniform (PTUs)

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Recommended Additional Items



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- **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**
- **Weather-appropriate attire as needed**





Before Arriving to SOS



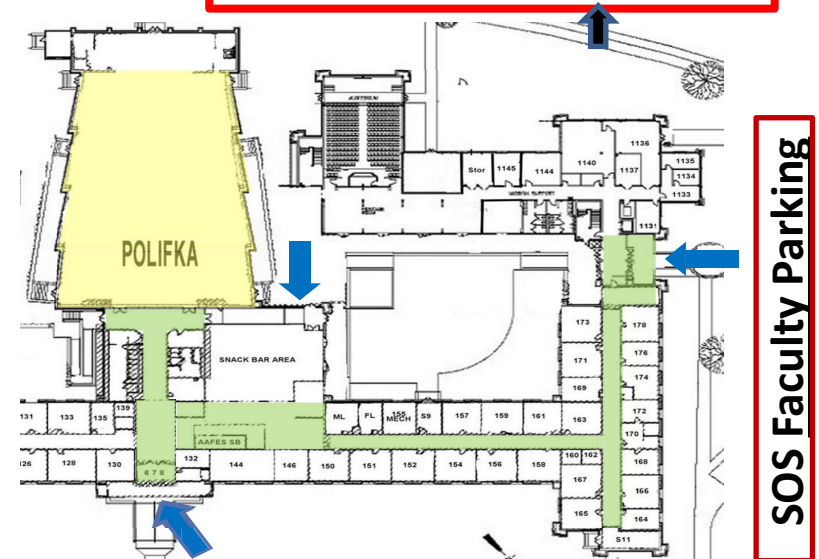
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All students should have received the SOS 21F Welcome Letter. If you have not received that letter, please call student services at (334) 953-3231 or visit the SOS website for information.

In-Processing

- **Time:** 1200-1700 (Day Prior to Class) – Sunday 1 Aug
- **Where:** SOS Bldg 1403
125 Chennault Circle, Maxwell AFB, 36112
- **Attire:** Appropriate Civilian Clothes
- **Bring your laptop or personal device**
- **During in-processing, you will:**
 - Gain access to SOS calendars
 - Setup your SOS Canvas account
 - Check-in to lodging & receive 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

Lodging & Student Parking



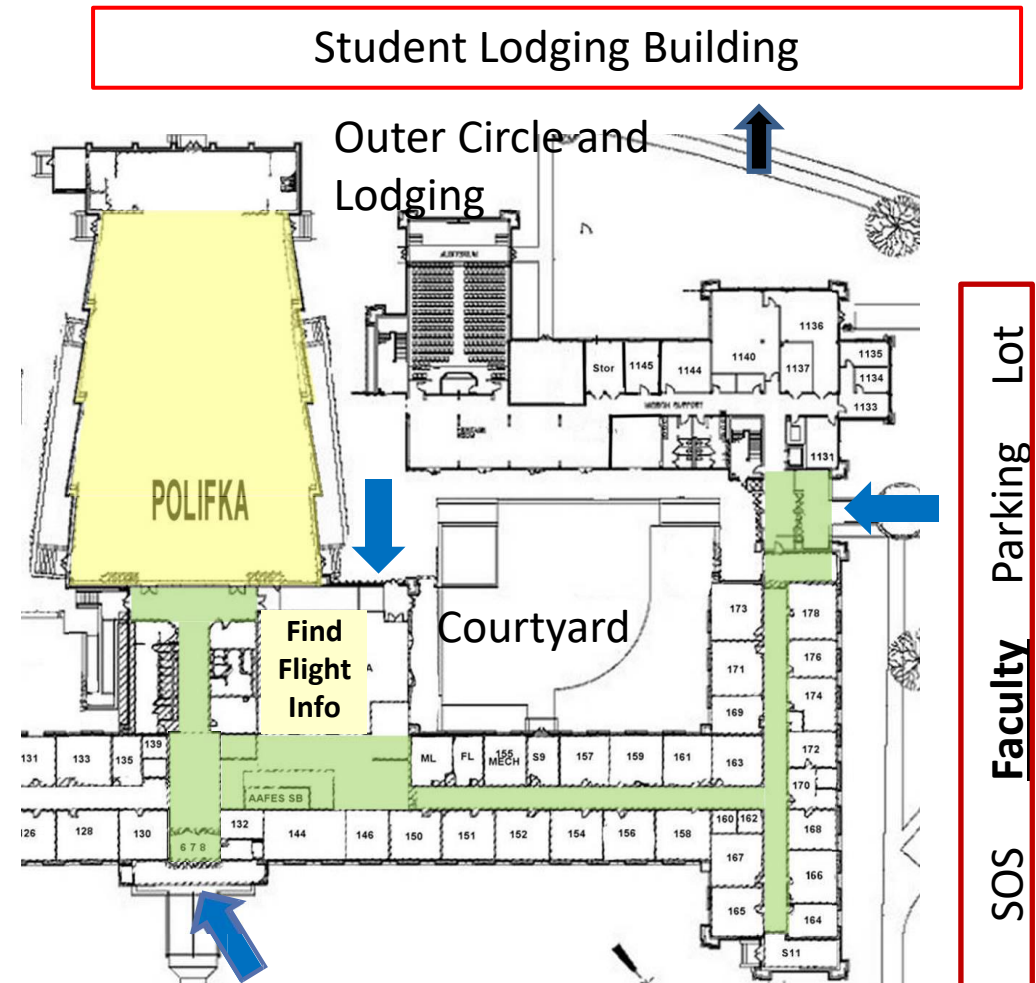


Education Day (ED) 1



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- **Where:** Bldg 1403 – Flight Room
- **When:** 0730 CDT
- **Attire:**
 - Military – OCP/Flight Suit
 - Civilians – Business casual
- **Bring:**
 - Fitness Test print out (all)
 - Copy of orders (ANG & AFRC)
 - **Bring your laptop or personal device.**
- **Late Arrivals:**
 - Coordinate with your Flight Commander





Frequently Asked Questions



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When can I leave Maxwell AFB after Graduation?

- Students should make return air travel arrangements out of Montgomery on flights that depart **after 1400 hours (2:00 PM)** on their Graduation date.

Can I travel on weekends or holidays while at SOS?

- Yes. Students are authorized to travel within CONUS during their TDY at SOS as approved by their SOS Flt/CC and Student Sq/CC

Can I book weekend/holiday travel prior to arriving at SOS?

- **No.** If you plan to travel while at SOS, your itinerary must be approved by your Flight Commander in accordance with your student squadrons' travel policies prior to purchase/departure

Do I need to take leave when I travel?

- **No**, however, travel/distance rules in accordance with AFI 36-3003 still apply

Do I need a TAFSC Waiver before attending the course?

- **No.** All TAFSC waivers should be routed through your MAJCOM/A1 office. -Note: Some MAJCOMS have delegated the approval authority to individual Wing Commanders. Consult your MAJCOM/A1.

I don't have an LOA in DTS for SOS – Can you help?

- **No.** AFPC owns the SOS LOA for finance purposes. Contact the TDY-to-School office at DSN: 487-2971

I'm Pregnant and/or nursing. Can I attend SOS?

- **Yes.** If you are pregnant or on a post-partum waiver, you can attend SOS with an approved Exception to Policy (ETP). SOS also has multiple nursing rooms available.

Spouse/Family arriving after course starts?

- Email student services to let them know at SOS-studentservices@au.af.edu.



Welcome To SOS!



Additional information on how to ROOT Certificates to your personal computers



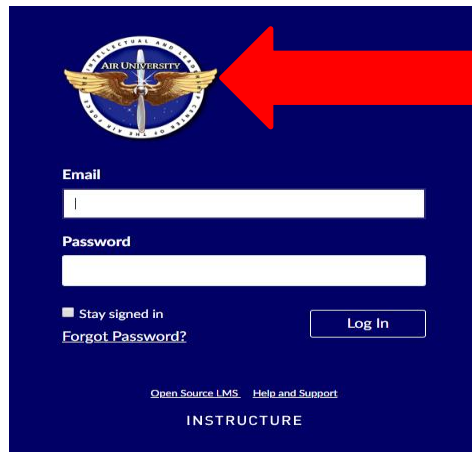
Root Certificates



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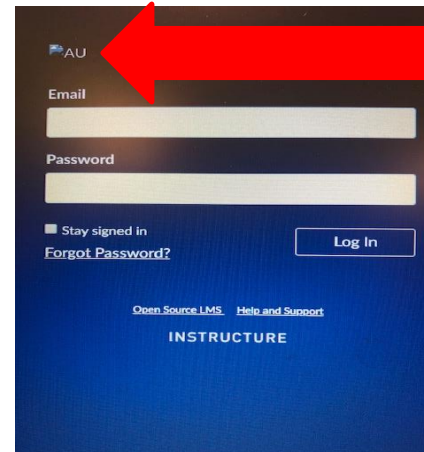
- **STEP ONE:** Log into Canvas <https://lms.au.af.edu/login/canvas>

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](#)

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**

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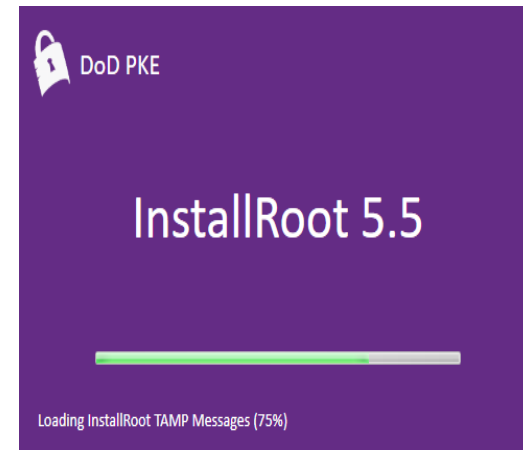
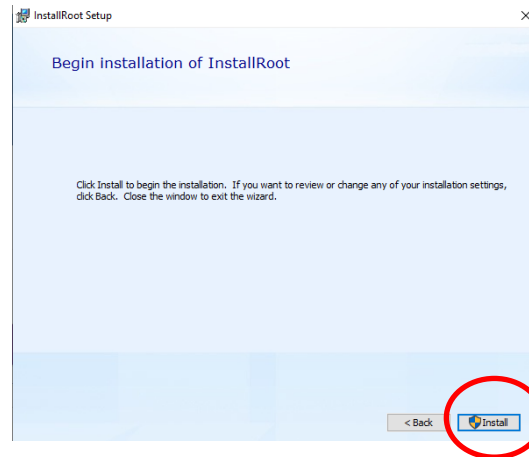
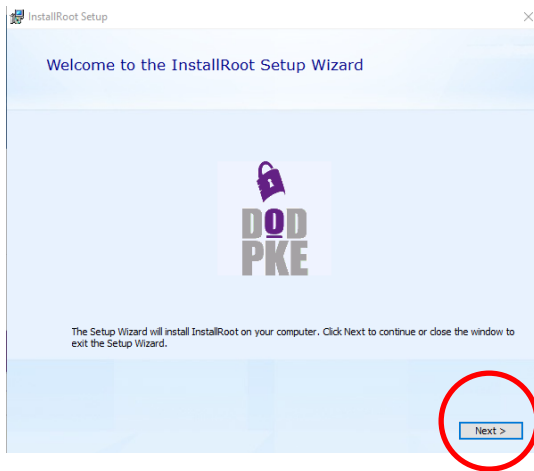


Windows Root Certificates con't

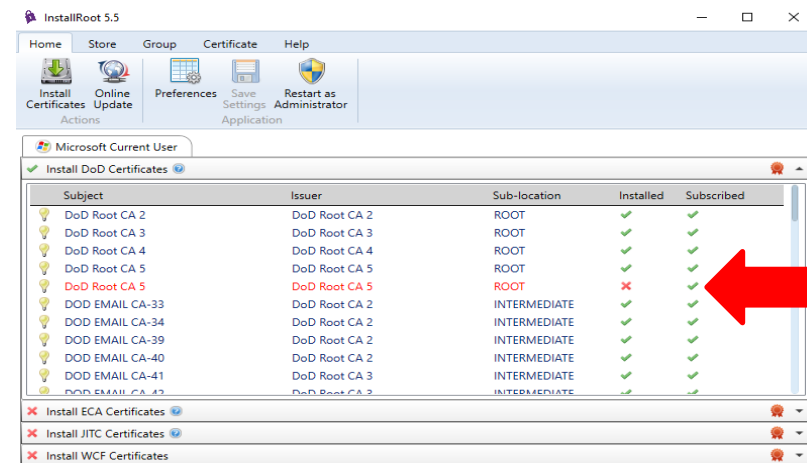
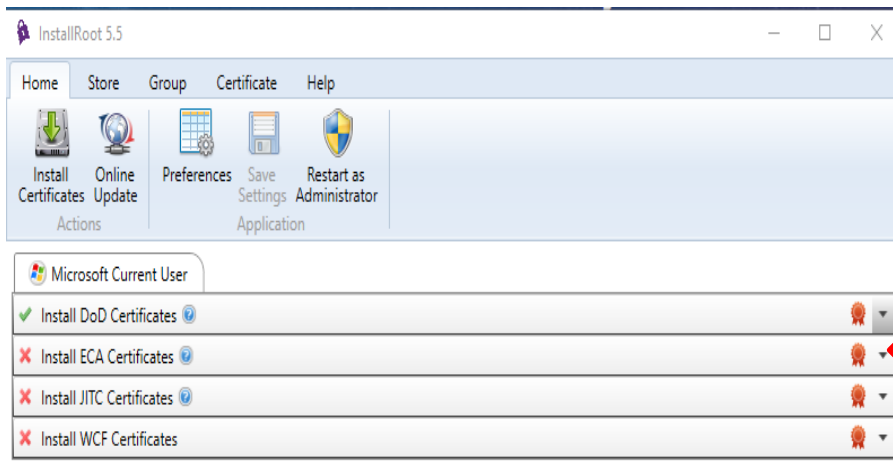


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- **STEP TWO Con't: Update root certificates follow the steps for your type of machine**
 - After selecting Run InstallRoot Setup should appear, select **Next** and continue selecting **Next** until **Install** appears. You will be prompted if you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



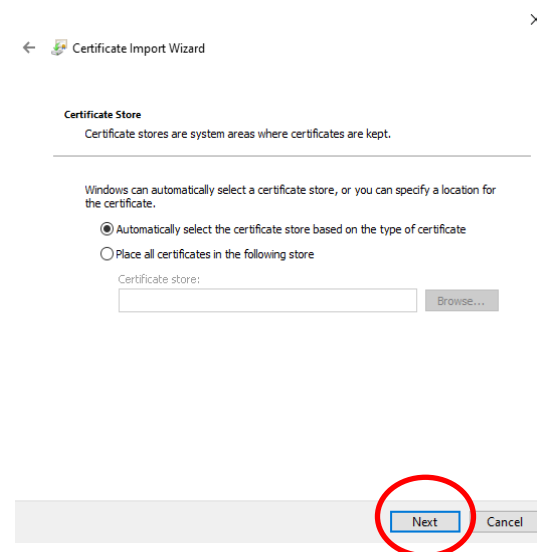
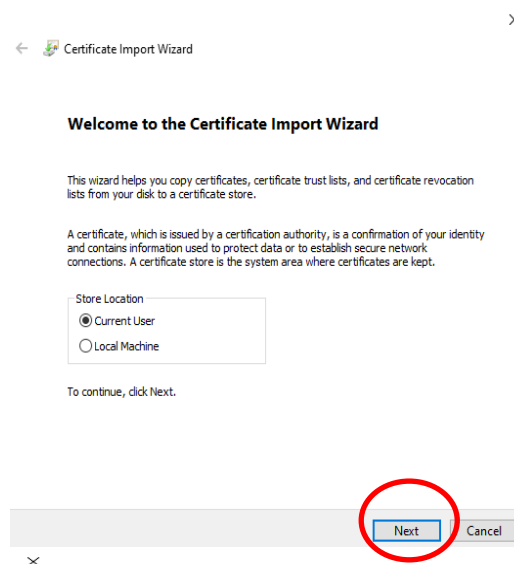
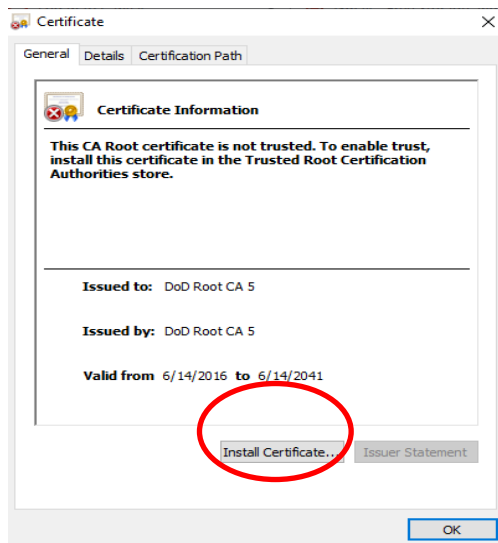


Windows Root Certificates con't



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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.



← Certificate Import Wizard

Completing the Certificate Import Wizard

The certificate will be imported after you click Finish.

You have specified the following settings:
Certificate Store Selected: Automatically determined by the wizard
Content: Certificate

Certificate Import Wizard



The import was successful.

OK

Finish

Cancel

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

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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

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

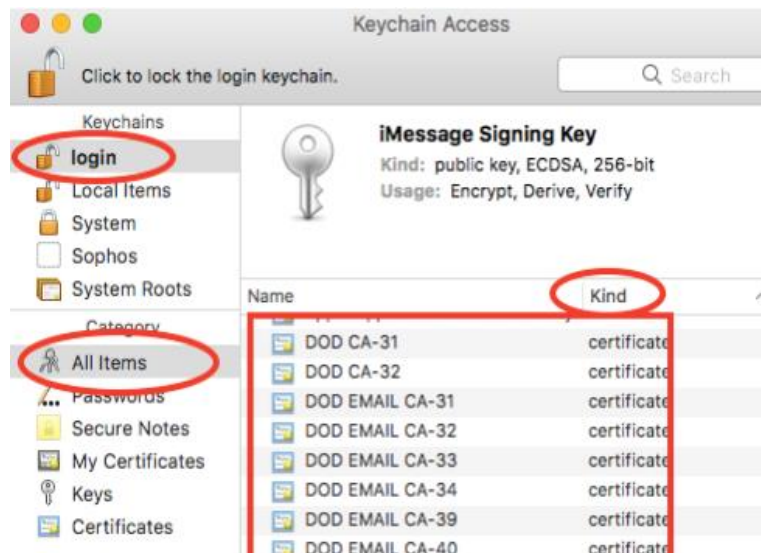
<https://militarycac.com/maccerts/RootCert5.cer>

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.



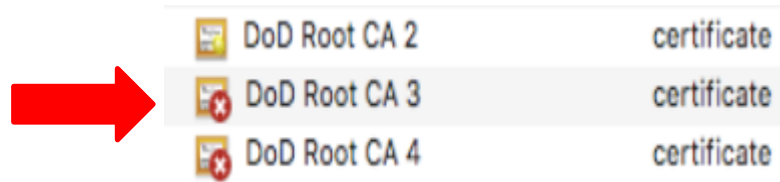
Apple Root Certificates con't



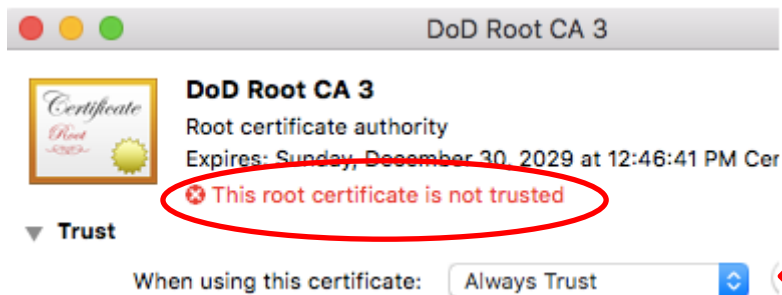
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• STEP TWO - continued

- 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

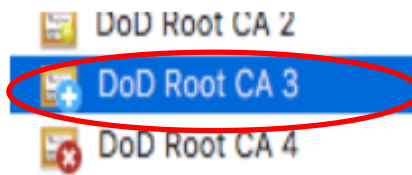


- Expand the “Trust” section by clicking the tiny ► and change the top dropdown from “Use System Defaults” to “Always Trust” and close the window



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



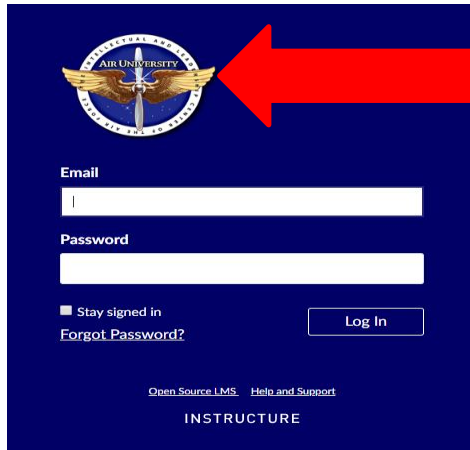
Login to Canvas



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

ROOT CERTIFICATES LOADED



The image shows the Canvas login page for Air University. At the top left is the Air University logo, which features a stylized eagle and the text 'AIR UNIVERSITY'. A large red arrow points to this logo. Below the logo are two input fields: 'Email' and 'Password'. Below the 'Password' field is a checkbox labeled 'Stay signed in' and a link labeled 'Forgot Password?'. To the right of the 'Forgot Password?' link is a 'Log In' button. At the bottom of the page, there are links for 'Open Source LMS' and 'Help and Support', and the word 'INSTRUCTURE' is displayed.

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.**