



Welcome To SOS Class 22A!



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

22A In-Residence



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

During your stay here at Maxwell, you will experience the "LEAD to Prevail" curriculum 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 22A 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. Maxwell AFB is currently in HPCON Bravo, and the installation commander has a mask mandate for all indoor facilities to include vaccinated personnel. If you have any further questions about local guidelines, consult your Flight Commander or reach out to Student Services. You may also consult the MAFB website Maxwell Air Force Base (af.mil).

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



Eligibility Requirements



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

- Students are not allowed to go overdue on their PT Test while attending SOS. If you are going to be due during SOS, you will need to take the test prior to attending. You cannot take a PT test at SOS.
- If you are need of an Exception to Policy (ETP), you will need to submit an ETP memo NLT COB 25 October. Please go to the reference website link for more information
 - If you are on a duty limiting medical profile, you will need to submit an ETP
 - 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



Finance & Travel Info



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- **SOS does NOT handle DTS fund cites, per diem or orders**
- Questions should be directed to your unit DTS POC, ODTA/FDTA
- If you didn't receive the TDY-to-School email or cross org LOA please contact AETC TDY-to-School at DSN 487-2971/COMM 210-652-2971 or tdy.school@us.af.mil
 - 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)

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DTS



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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 flight line)
 - All rooms have refrigerators & microwaves, some have kitchenettes
 - Children & pets are **NOT** allowed in SOS lodging rooms
 - Joined Spouses attending at the same time, please contact student services
- **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.
 - Staying off-base is reserved for those students who choose to bring their families.
 - 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 Maxwell University Inn lodging rate.
- Local students are **NOT** required/authorized base lodging or per diem

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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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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



Dress & Appearance – Military



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- **AFI 36-2903: Dress & Appearance of AF Personnel for guidance on uniform wear**
- **Daily uniform wear will be OCPs/FDUs – to include 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
- **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/Blues is **NOT** required for 22A



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



AF Blues



Operational Camouflage
Pattern Uniform (OCP)



Fitness Uniform (PTUs)

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Recommended Additional Items



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- **Old OCPs/ABUs/FDUs & Boots/Shoes (for Project X)**

- 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**

- **Medical Personnel – If you need to access the MEDCOI network while you are here, you will need to bring your own MEDCOI laptop**





Before Arriving to SOS



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In-Processing

- **Time:** 1300-1700 (Day Prior to Class) – Sunday 7 Nov
- **Where:** SOS Bldg 1403
125 Chennault Circle, Maxwell AFB, 36112
(Map on next slide)
- **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
- **If you cannot get a flight that arrives in Montgomery before In-Processing ends:**
 - **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 contact**
 - Your assigned Flight Commander
 - Duty hours – Student Services (334) 953-3231
 - After 1700 – Ops Director (508) 868-1687





SOS Faculty Parking

Student Lodging Parking

Main Entrance

SOS Bldg 1403

In-processing Entrance

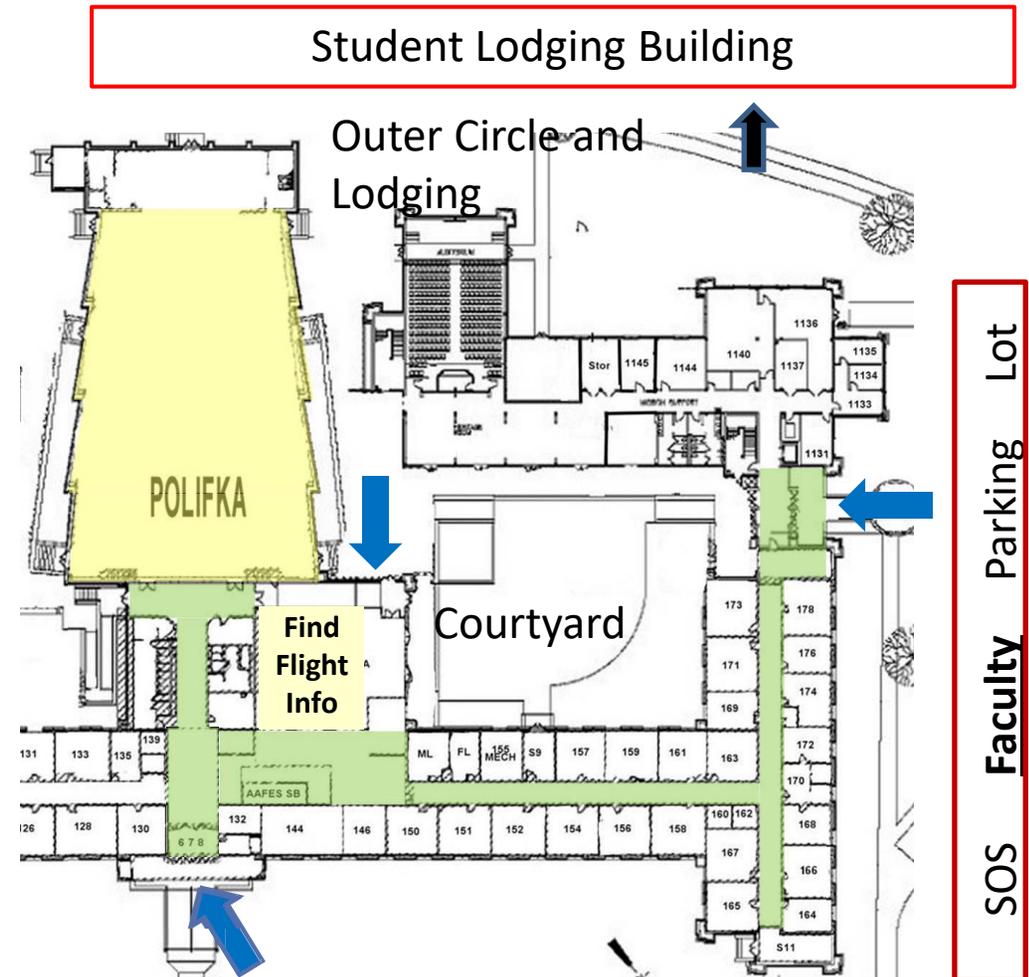


Education Day (ED) 1



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



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Frequently Asked Questions



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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.** SOS does not handle the LOA. 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. Please check our website if you need an 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.

SOS Social Media

Follow us on social media for additional messages as your class date approaches.

Facebook: <https://www.facebook.com/squadronofficerschool>

Instagram: [Squadron Officer School \(@squadron_officer_school\) • Instagram photos and videos](#)

LinkedIn: <https://www.linkedin.com/company/squadron-officer-school/>

Twitter: <https://twitter.com/SOSUSAF>



Welcome To SOS!



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Additional information on how to ROOT Certificates to your personal computers



Root Certificates



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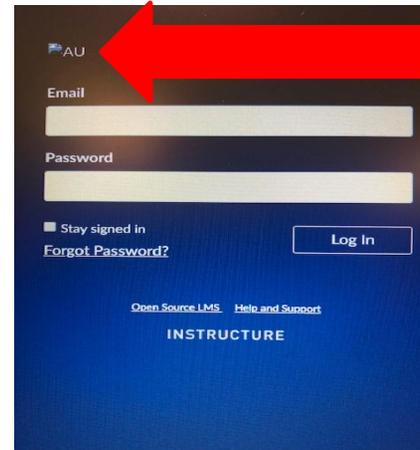
- **STEP ONE:** Log into Canvas <https://lms.au.af.edu/login/canvas>

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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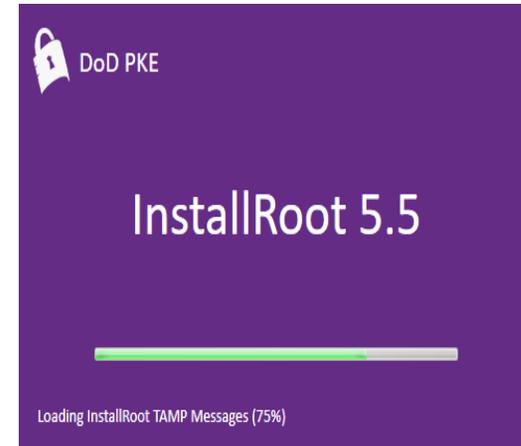
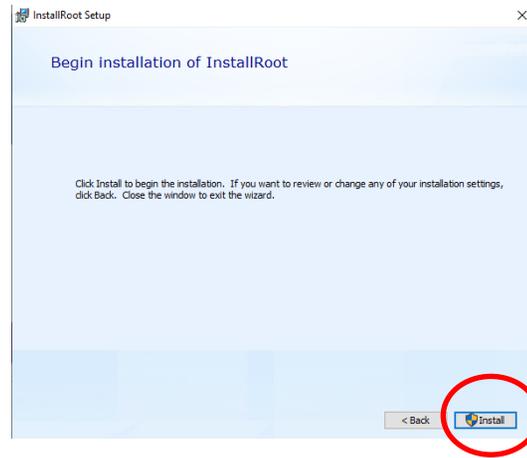
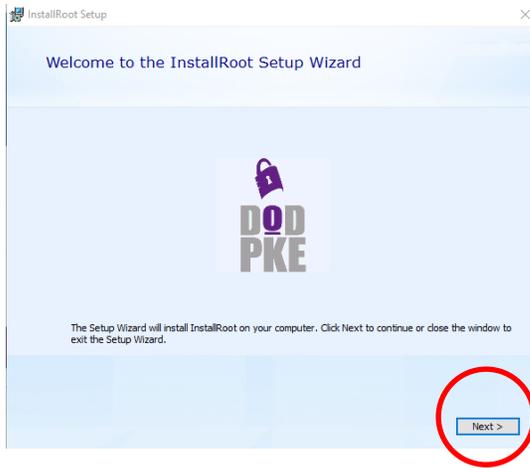


Windows Root Certificates con't

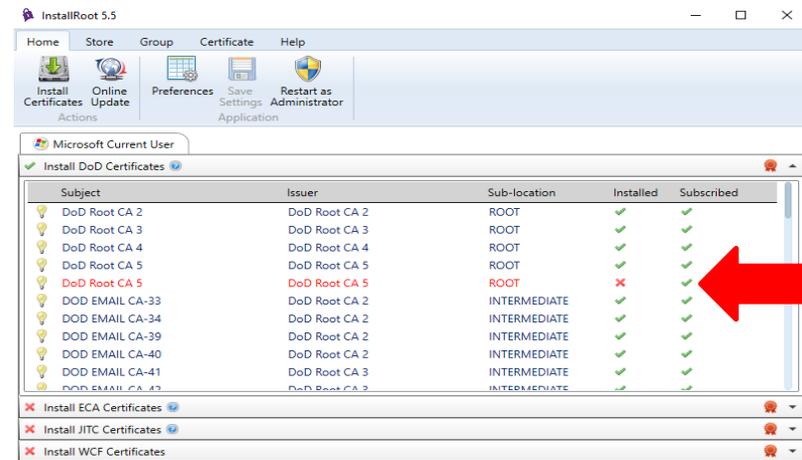
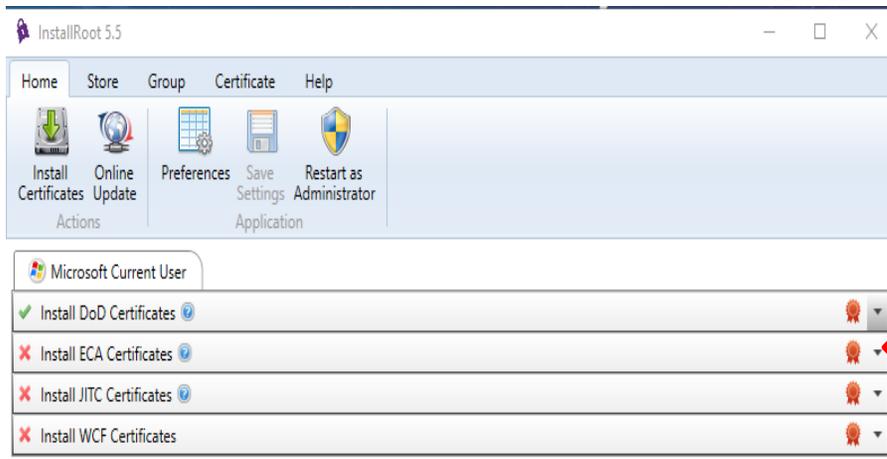


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- **STEP TWO Con't: Update root certificates follow the steps for your type of machine**
 - After selecting Run InstallRoot Setup should appear, select **Next** and continue selecting **Next** until **Install** appears. You will be prompted if you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



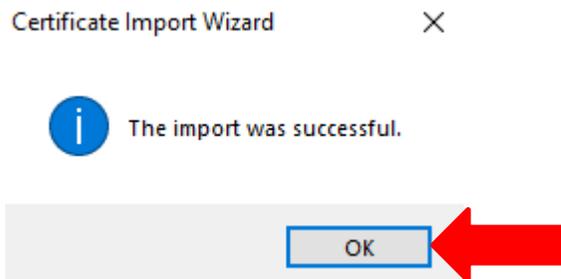
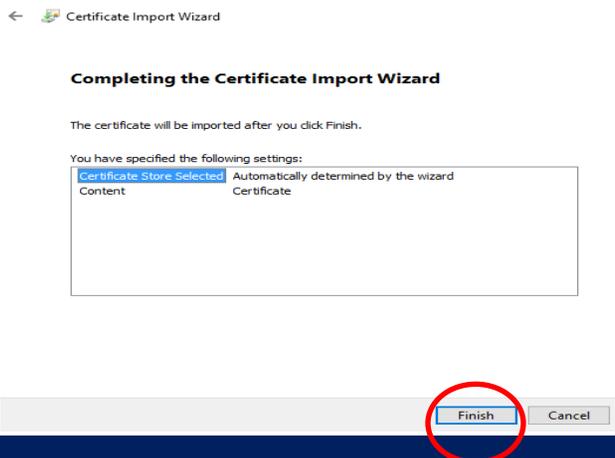
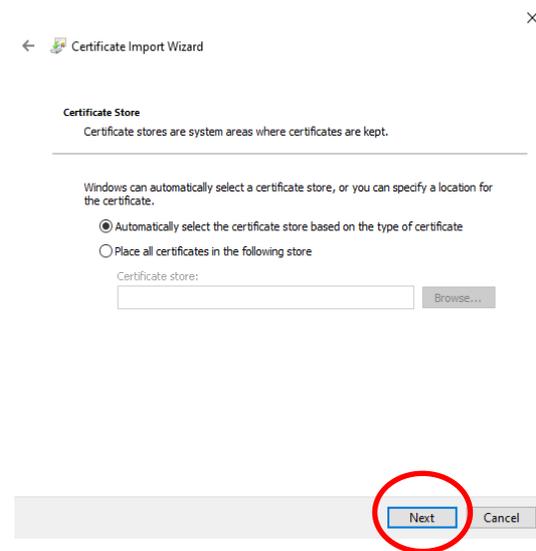
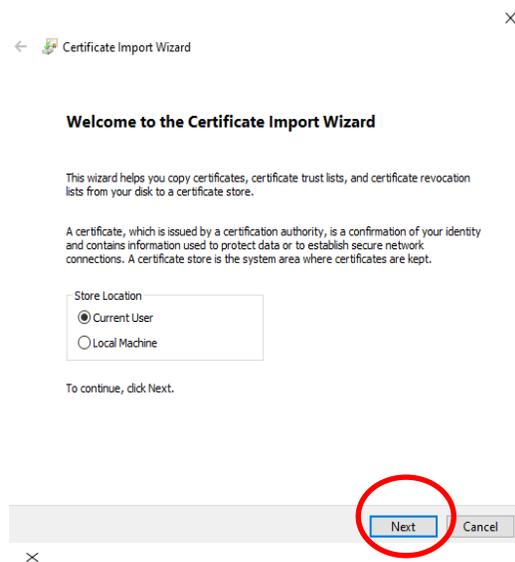
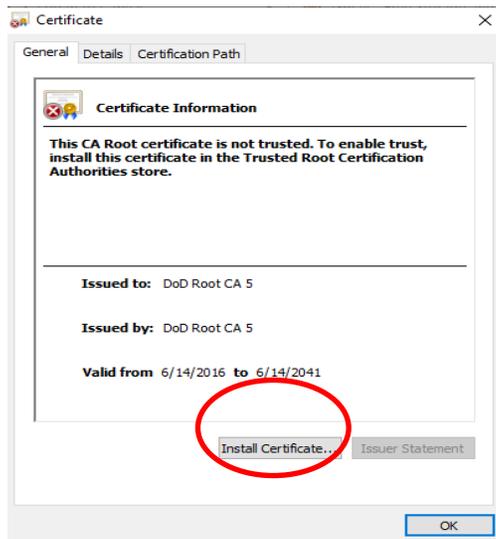


Windows Root Certificates con't



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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

Download each install certificate below:

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

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

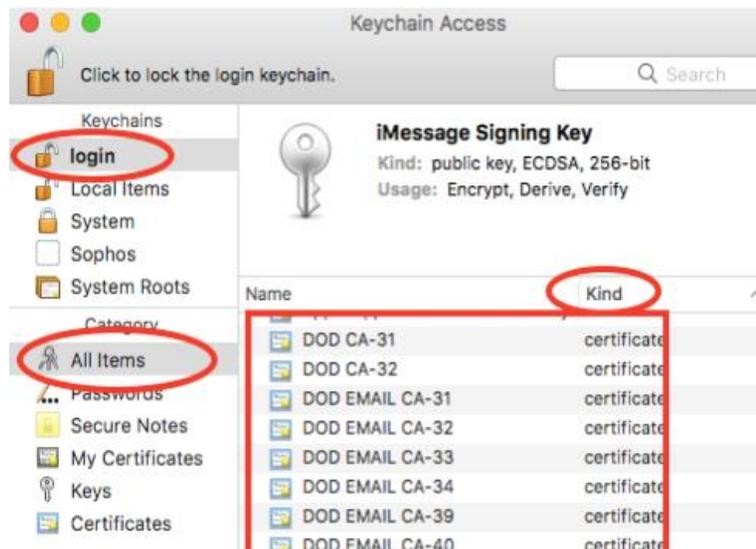
<https://militarycac.com/maccerts/RootCert3.cer>,

<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



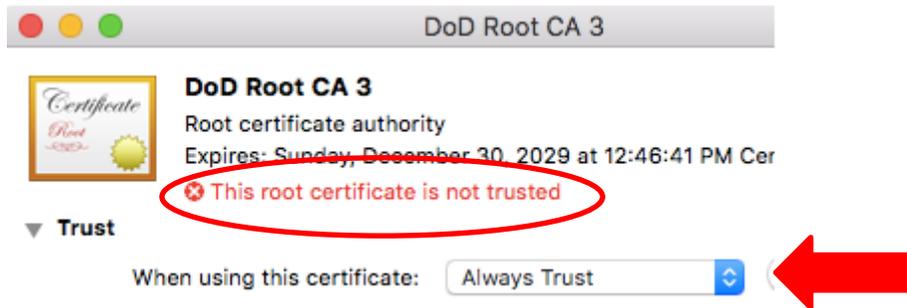
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- **STEP TWO - continued**

- 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

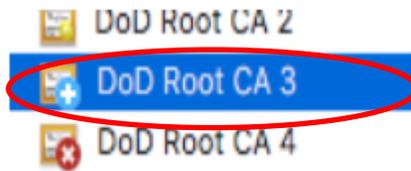


- Expand the “Trust” section by clicking the tiny ▶ and change the top dropdown from “Use System Defaults” to “Always Trust” and close the window



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 from the text "Image should now appear" to this logo. Below the logo are two white input fields for "Email" and "Password". There is a "Log In" button, a "Stay signed in" checkbox, and a "Forgot Password?" link. At the bottom, 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.**