



# Welcome To SOS!



*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 Class 20F



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- **SOS Class 20F will be a Virtual In-Residence-Remote class.**
- **You will be considered TDY-In-Place.**
- **An Exception to Policy (ETP) for expired fitness test, exemptions no your fitness test or for profiles will not be required for 20F. Information on the ETP process for future classes is provided toward the end of the Reporting Guide.**



# TDY In-Place



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- **REQUIRED: Bring Laptop/Tablet (Personal recommended over gov't)**
  - **Note: SOS curriculum is 100% digital with writing an assignments**
    - Microsoft Word and Excel recommended for course work
    - CAC reader is NOT required for SOS
    - Keyboard recommended for tablet users
    - Verify you have a strong WiFi signal for Zoom calls and sync meetings
- **Prior to starting SOS make sure your root certificates are current: (see next page) - \*NOTE: government computers already have root certificates, no further action is needed**



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# Root Certificates



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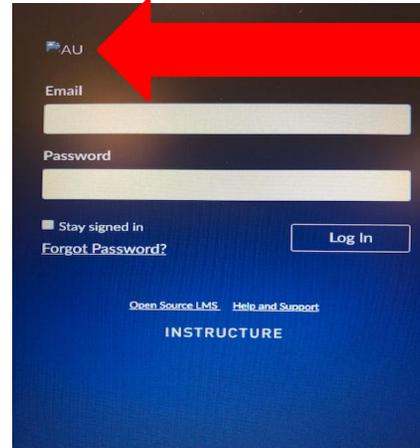
- **STEP ONE:** Log into Canvas <https://lms.au.af.edu/login/canvas>

## 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](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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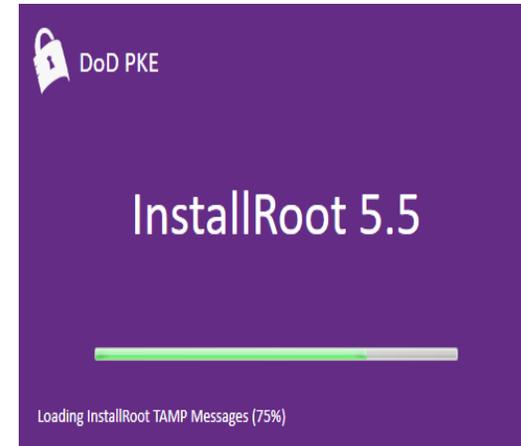
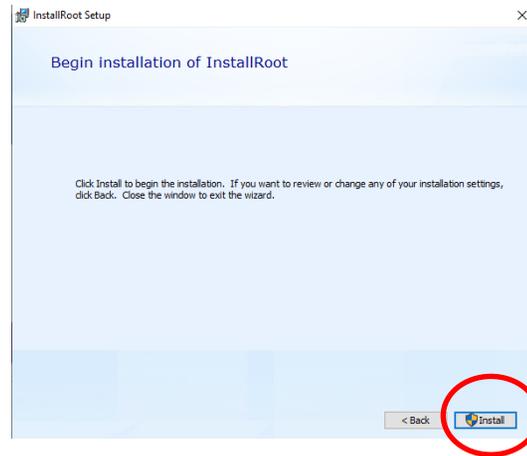


# Windows Root Certificates con't

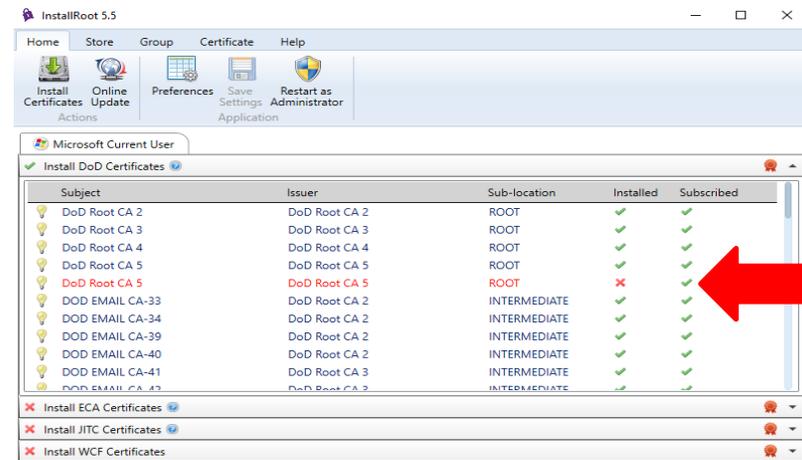
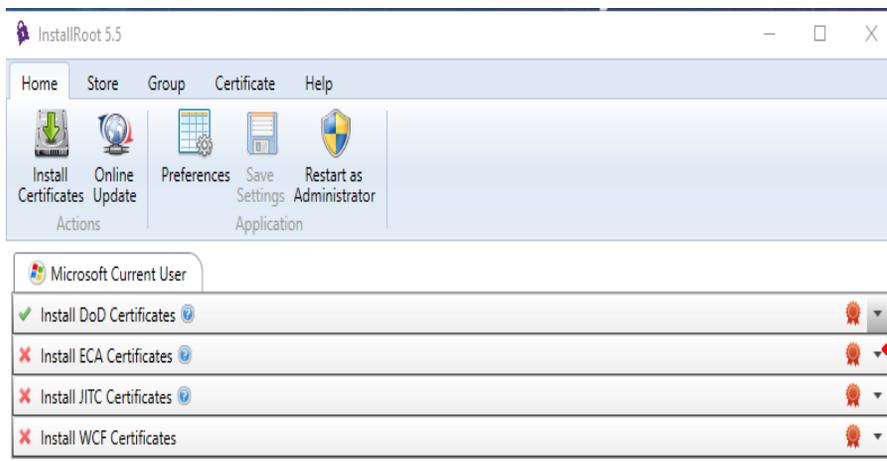


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- **STEP TWO Con't: Update root certificates follow the steps for your type of machine**
  - After selecting Run InstallRoot Setup should appear, select **Next** and continue selecting **Next** until **Install** appears. You will be prompted if you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



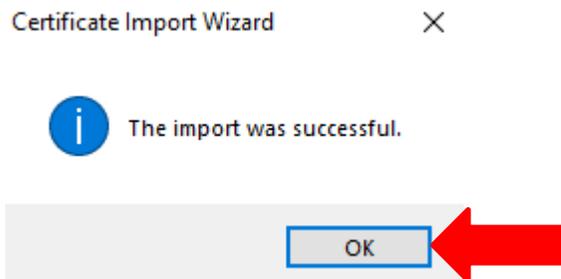
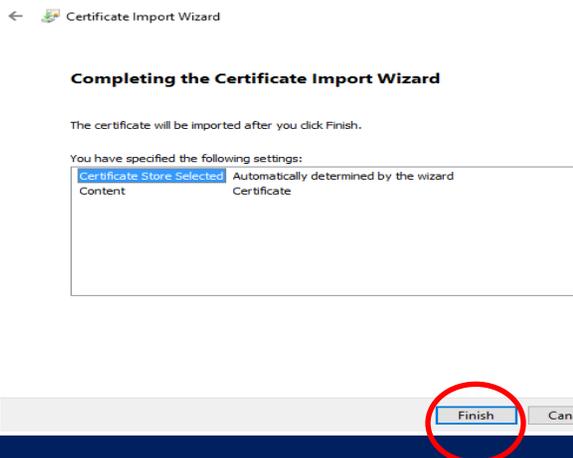
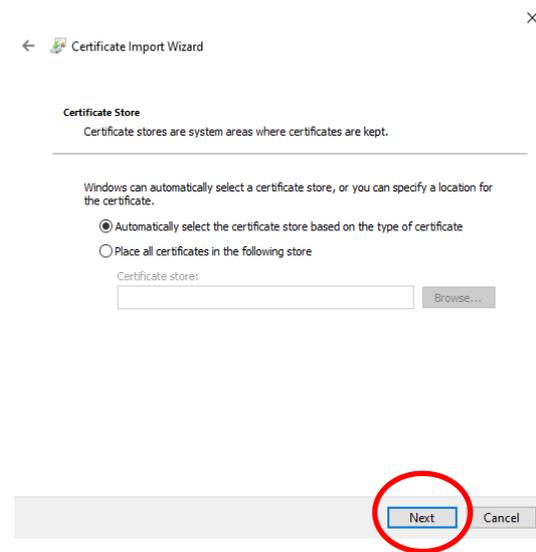
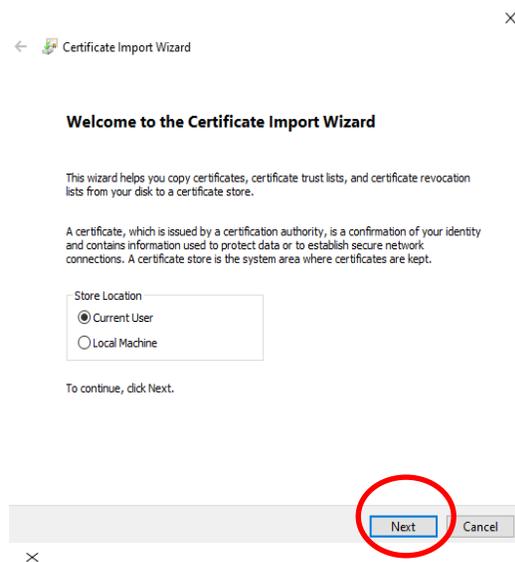
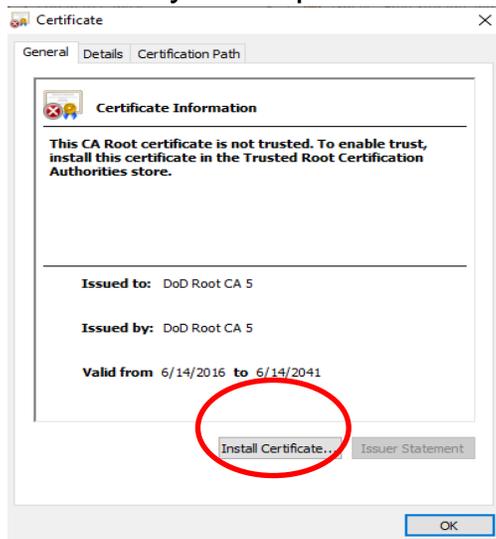


# Windows Root Certificates con't



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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

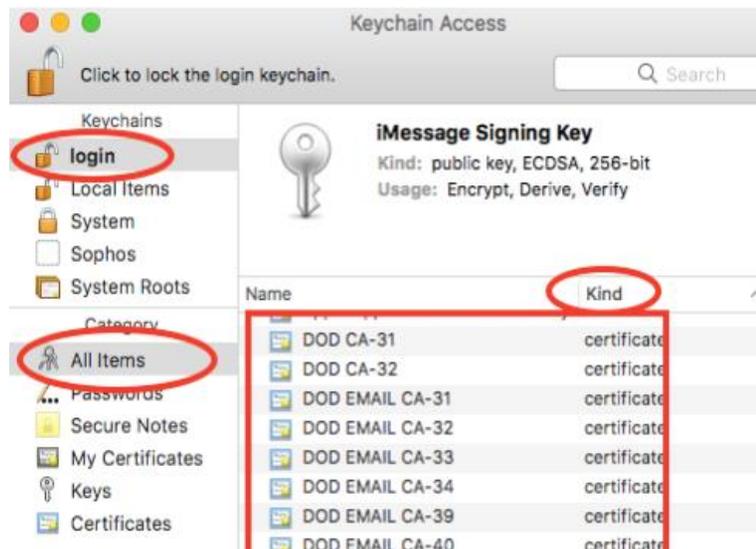
<https://militarycac.com/maccerts/RootCert5.cer>

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



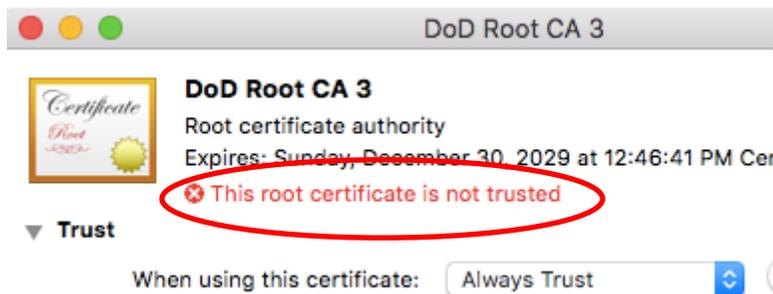
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- **STEP TWO - continued**

- 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

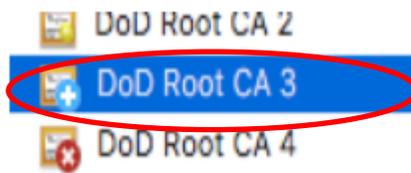


- Expand the “Trust” section by clicking the tiny ▶ and change the top dropdown from “Use System Defaults” to “Always Trust” and close the window



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 from the right towards this logo. Below the logo are two white input fields for "Email" and "Password". Below the password field is a checkbox labeled "Stay signed in" and a "Forgot Password?" link. A "Log In" button is located to the right of the password field. At the bottom of the page, there are links for "Open Source LMS" and "Help and Support", and the word "INSTRUCTURE" is centered at the very bottom.

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 is available 3 days prior and Day 1.**



# Dress & Appearance - Military



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- **AFI 36-2903: Dress & Appearance of AF Personnel**
- **OCPs are authorized for wear, including Day 1**
- **Home station rules don't apply while TDY in-place**
  - 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

## Mandatory



**ABU or OCP  
authorized**

## Optional



**Authorized but  
Optional**



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# Dress & Appearance – DoD Civilians

- Applies **ONLY** during officially scheduled activities



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- **Professional and Casual business attire required**
  - Suit & tie, button down shirts, polos, etc (or female equivalent)
  - **NO** jeans or T-shirts
- **Civilian attire equivalent to AF uniform**



**Service Dress**



**Airmen Battle Dress  
Uniform (ABU)**



# SOS Projects-review prior to Day 1



## Enhance Air- & Space-minded Leaders

- **Insight** – Designed to provide students tools to research, develop, and deliver innovative solutions to Air Force issues.
  - **ACTION:** ID 2 problems w/ home-station leadership, topics or issues (1 Primary & 1 Alternate)
    - Scope should be appropriate with what you can research in an unclassified environment over 6 weeks. One will become the Insight Topic you work throughout the course.
- **Inspire** – A multimedia presentation that involves interviewing someone about a leadership challenge or situation and relating leadership actions within the story to help illustrate how the leader influenced the outcome, applied lessons learned, and to inspire those around you.
  - **ACTION:** Think about who you want to interview, how you will conduct the interview while at SOS (Facetime, phone, in person, etc.), and ensure their availability.
- **Think Tank** – Competitively-selected elective to analyze a major USAF issue and brief YOUR solutions to AF Senior Leaders
  - Those interested in applying will submit a 2 page essay outlining your thoughts on the current Think Tank topic; due Day 2.
  - Details on the current topic will be published to the SOS website ~3 days prior to class start.
- **AU Advanced Research**– Competitively-selected individual research project on Air Force strategic-level issues
  - Further details are available under the AU Advanced Research Elective tab on the website
- **Join/Follow** – Our social media sites
  - Facebook <https://www.facebook.com/squadronofficerschool/>
  - Instagram [https://www.instagram.com/squadron\\_officer\\_school/](https://www.instagram.com/squadron_officer_school/)



# Day One



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- **There is a mandatory ZoomGov welcome on Day One.**
  - Be sure to look on Canvas under Resources for the details
- **Late Additions to the class:**
  - Contact SOS Student Services at SOC/ODP at DSN 493-3231, or email at [SOC.ODP@us.af.mil](mailto:SOC.ODP@us.af.mil) for the ZoomGov information to be sent to you prior to Day 1 @1100 CST.



# In-Residence 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**
  - You **MUST** have a current and passing PT Test **WITH NO EXEMPTIONS** on file in AF Fitness Management System (AFFMSII) that lasts through your graduation date
  - If you have one or more EXEMPTIONS on your AFFMSII printout, you must retest with **NO EXEMPTIONS** prior to attending SOS or get an approved Exception to Policy (ETP) to attend SOS, even if the profile that led to the exemption expired
  - **EXEMPTIONS or Profiles due to pregnancy or 12-month post-partum deferment DO NOT require an ETP but we need you to notify us at SOC.ODP@us.af.mil**; however, an ETP will be required if pregnant/post-partum member has another duty limiting condition.
- **Expiration of fitness assessment due to deployment of 90+ days**
  - Students with an expired PT Test who will attend SOS within 42 days after returning from a deployment of over 90 days **MUST** request an Exception to Policy (ETP) waiver and receive written approval from SOS Student Services in order to use the expired score
  - ETPs will **NOT** be considered for students who have been home more than 42 days
- **See SOS website for ETP process**
- [https://www.airuniversity.af.edu/Portals/10/SOS/documents/Fitness\\_Waiver.pdf](https://www.airuniversity.af.edu/Portals/10/SOS/documents/Fitness_Waiver.pdf)
- [https://www.airuniversity.af.edu/Portals/10/SOS/documents/Medical\\_Profile\\_Waiver.pdf](https://www.airuniversity.af.edu/Portals/10/SOS/documents/Medical_Profile_Waiver.pdf)

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# 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

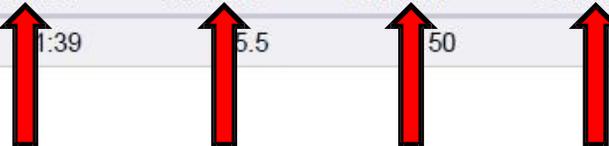
Gender Male

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 a current and passing PT test with no exemptions that lasts through SOS graduation. If you have an exemption in **any** of these components on your current PT test, you **must** either **retest with no exemptions** or have an **approved ETP\*** before attending SOS. This is true even if the profile which led to the exemption has expired. Additionally, if you are on a medical profile, even if it will expire during the class, you cannot attend SOS without an approved ETP. (\*ETP not required for exemptions due to pregnancy or 12-month post-partum deferment.)

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# ETPs **NOT** required due to



# Pregnancy or Post-Partum deferment

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An ETP for profiles or exemptions due to pregnancy or post-partum deferment are no longer required. The student will still need to inform SOS at [SOC.ODP@us.af.mil](mailto:SOC.ODP@us.af.mil).

## ***AFI 36-2670 Total Force Development***

**3.2.1.22.2.** Officer and enlisted members must have a current passing Air Force Fitness Assessment (FA) prior to attending any resident professional military education, with the exception of members who are pregnant or post-partum (within their 12-month post-partum FA deferment period) and receive approval from their PCM or OB/GYN to attend. This must be annotated within an AF Form 469, Duty Limiting Condition Report and AF Form 422, Notification Of Air Force Member's Qualification Status that member is cleared to attend without the need for routine OB/GYN care and can perform physical activities they are comfortable performing. Prior to members attending they will send their AF Form 469 and AF Form 422 to their PCM or OB/GYN for approval followed by sending to the school 14 days prior to class start date. The school will provide a list of physical activities and events included in the curriculum so PCMs and OB/GYNs are aware. There should be no pressure or expectation that a pregnant or post-partum Airmen perform an event and/or activity they are not able to perform. If a member does not want to attend, there is no expectation to attend the resident professional military education during pregnancy or post-partum FA deferment period. This is not applicable if member is pregnant/post-partum but has another duty limiting condition that would require an Exception to Policy (ETP).

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# Welcome To SOS!



See You on Day 1!

