



Welcome To SOS!



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SOS Reporting Guide

See our website for more details:

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



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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**
 - 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** due to 12 month post-partum deferment **DO** require an **ETP**
- **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/Medical_Profile_Waiver.pdf



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

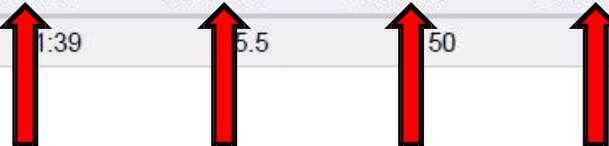
Gender Male

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.



Recommended Additional Items



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- **Old ABUs & Boots (for Project X)**
 - MUST be in *reasonably* good service
 - Black or desert boots OK
 - **ABUs or OCPs are mandatory for military students**
- **GOOD pair of running shoes**
 - Expect multiple running events, sporting events & personal PT time, culminating in approximately a 5.6 mile event
 - Students will run on paved surfaces and gravel roads
 - Recommend 2 pairs running shoes
- **Pair of rubber/plastic cleats for Field Leadership Exercise suggested**
- **Weather-appropriate attire**





Before Departing Home Station



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- **REQUIRED: Bring Laptop/Tablet (Personal recommended over gov't) – bring to in-processing**
 - **Note: SOS curriculum is 100% digital with writing and briefing assignments**
 - 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: (see next page) - *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](#)
 - 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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Root Certificates



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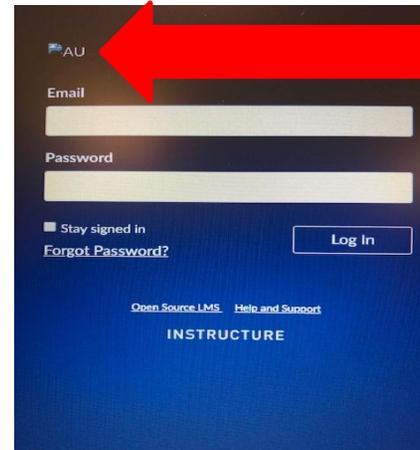
- **STEP ONE: Log into Canvas** <https://lms.au.af.edu/login/canvas>

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

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		
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**

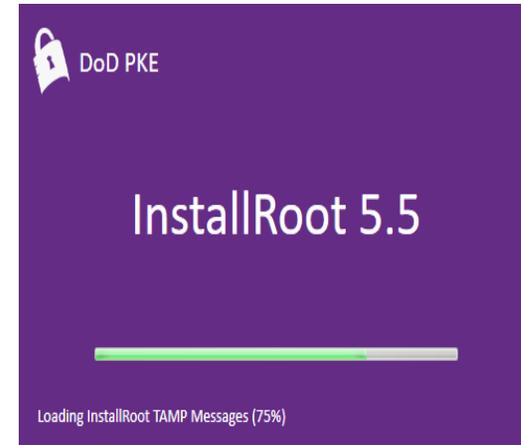
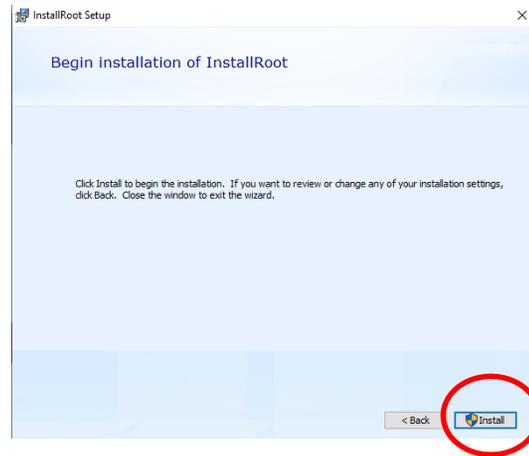
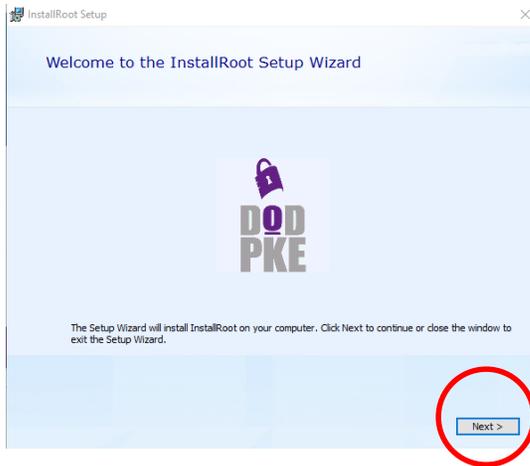


Windows Root Certificates con't

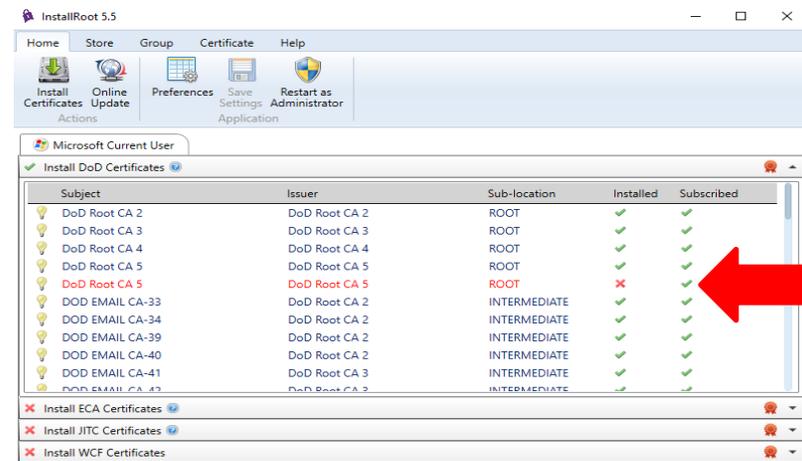
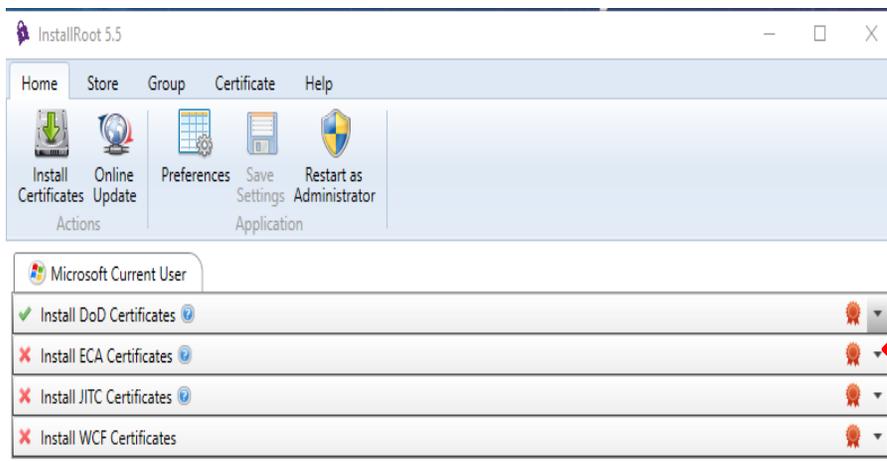


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- **STEP TWO Con't: Update root certificates follow the steps for your type of machine**
 - After selecting Run InstallRoot Setup should appear, select **Next** and continue selecting **Next** until **Install** appears. You will be prompted if you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



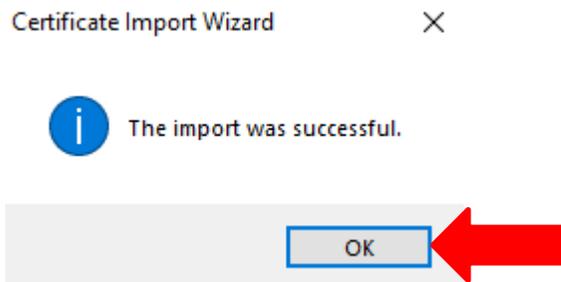
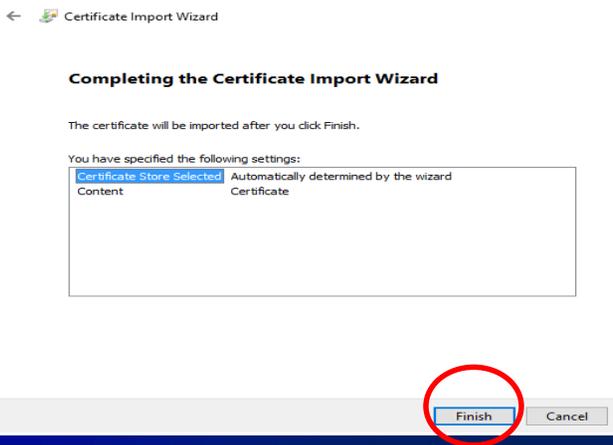
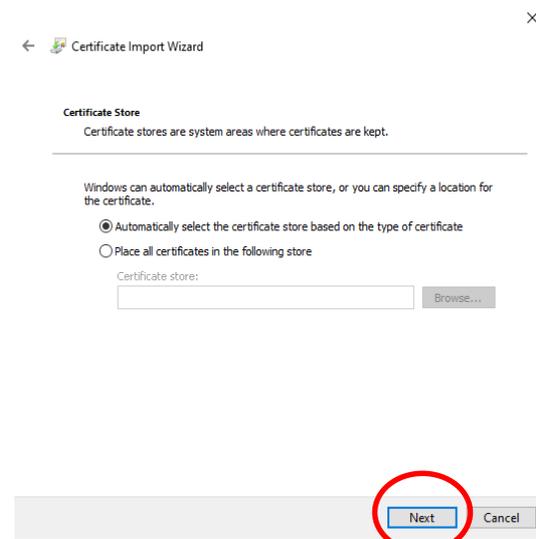
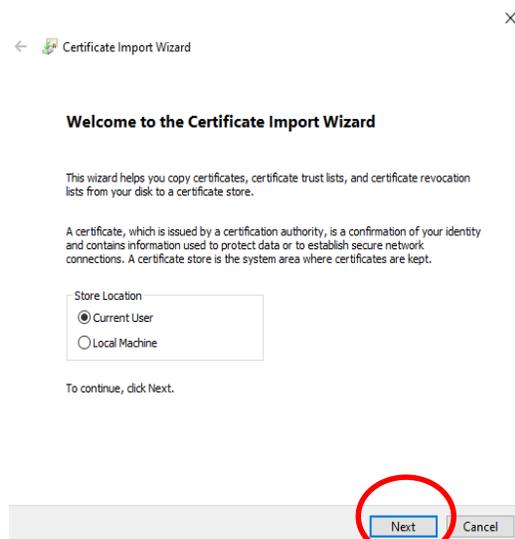
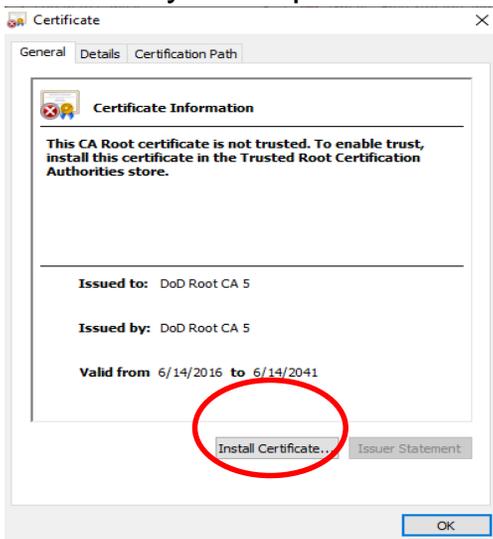


Windows Root Certificates con't



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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

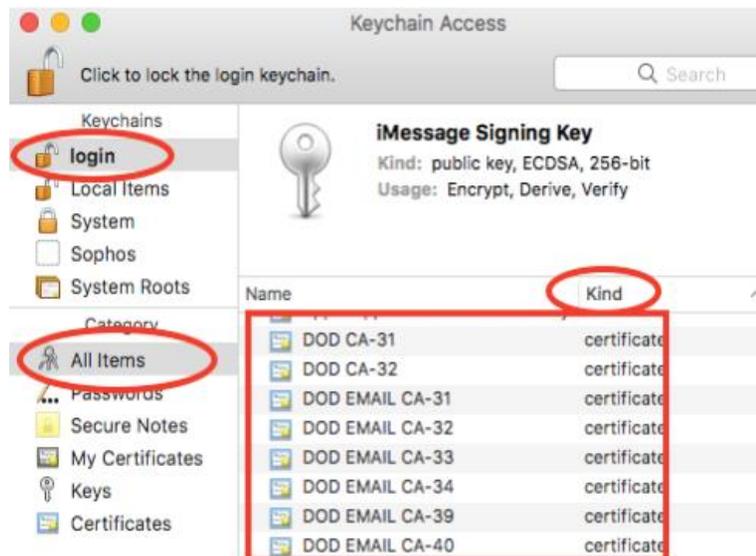
<https://militarycac.com/maccerts/RootCert5.cer>

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



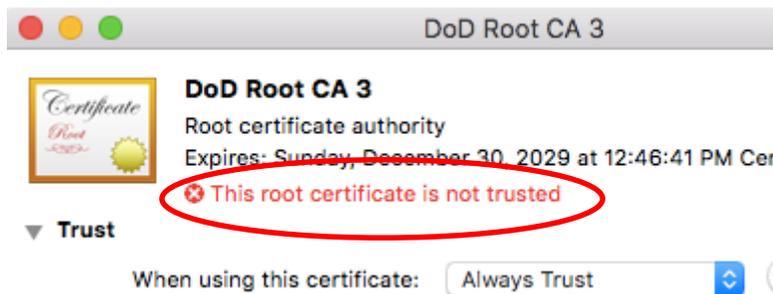
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- **STEP TWO - continued**

- 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

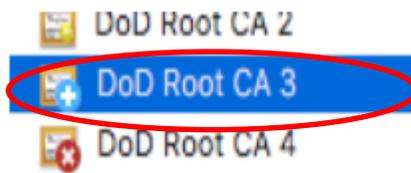


- Expand the “Trust” section by clicking the tiny ▶ and change the top dropdown from “Use System Defaults” to “Always Trust” and close the window



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

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.**



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**
 - 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

**Bring ALL your Uniform Items
BRING A COMPLETE UNIFORM IN YOUR CARRYON BAG!**

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
 - Bring conservative athletic gear
 - **Solid color DARK/NAVY BLUE** or **BLACK** athletic shorts/pants
 - Small logos OK
 - Athletic tights OK but cannot be worn without shorts/pants
 - No sleeveless shirts or tank tops



Fitness Uniform (AFPTU)

- **Civilian attire equivalent to AF uniform**



Service Dress



AF Blues



Airmen Battle Dress Uniform (ABU)

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Finance & Travel Info



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- SOS does NOT handle DTS fund sites, 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)

- 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.



DTS



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Do not book Lodging through DTS! See next slide

• Fund site & Travel Orders

- POC for these issues are your UTM & MAJCOM/A1
- You wont be cross-orged until you return your signed training RIP
- A Proportional Meal rate is authorized. (Breakfast & Dinner available)

1. On DTS, under Per Diem, Click,

LOGGING ALLOWED	M&IE ALLOWED
\$70.00	\$41.25
\$77.00	\$37.00
\$ 0.00	\$41.25

2. Select Meals available at TDY location (Breakfast and Dinner)

Adjustment Date Range *
03/13/2019 - 03/19/2019

Receive Full Meal Rate

Meals Available at TDY Location

Government Meals Provided at TDY Location

Select Available Meals

Breakfast

Lunch

Dinner

3. M&IE should be \$37.00

M&IE ALLOWED
\$41.25
\$37.00
\$41.25

Select Duty Conditions (Quarters Available)

Duty Conditions
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



Lodging



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Do not book Lodging through DTS!

- Single lodging rooms are **automatically** reserved for students
 - Shared buildings and floors w/ flight (usually)
 - Room keys assigned during In-Processing
 - 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
 - SOS will coordinate with lodging if Non-A slips are required and will distribute to you by the end of the course.



- All Students are **required** to stay on-base. You must receive pre-approval from SOS to stay off-base.
* * *This does **NOT** mean you are entitled to a Non-A.* * *
- E-mail SOS Student services at soc.dps@us.af.mil to request approval and state why you need to be off base
 - Request should be sent in **NLT 14** days prior to class start
 - Reasons include bringing; Children, pets, etc...
- You will then be required to book your own lodging off-base
 - Be aware, you will only receive up to \$77.00 per day for lodging (Cost of Govt Quarters)
- Local students are **NOT** required/authorized base lodging or per diem



Accompanied Students



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- **Accompanied students are always welcome, but....**
 - Lodging, child care, & costs incurred **are student's responsibility**
 - E-mail SOS Student services at soc.dps@us.af.mil and ask to be placed in the accompanied Squadron
 - We **MUST** receive request NLT 14 days prior to class start
 - SOS will **NOT** move you after Day 1



- **Bringing someone other than your spouse? (kids and/or pets)**
 - You must tell us and will have to arrange lodging off-base or FamCamp
 - SOS **can't** recommend off-base lodging
 - You will be paid up to the cost of gov't quarters (\$77/day), you pay difference out of pocket
 - **Need childcare?** Contact Maxwell CDC (**Students' children are Space-A Only**)

ALWAYS e-mail Student Services if you are bringing your family!
★ soc.dps@us.af.mil

- **PCSing en route? (With Dependents?)**
 - TLF may be available (You'll need orders)
 - call lodging at 334-953-1690 ext 6016
 - If TLF is full....Lodging will provide a Non-Availability Letter through SOS

IMPORTANT NOTICE

SOS is **NOT** an accompanied TDY
Being in the accompanied SQ is a courtesy SOS extends to students. Being in the accompanied SQ does **NOT** guarantee childcare or lodging will be available. It is **YOUR** responsibility to coordinate special accommodations.

Please join SOS Accompanying Spouses' FB Group (private group, ask to join, do not use NIPR)
<https://m.facebook.com/groups/2157339691247004?ref=bookmarks>

(Note: further information is available at [Accompanied Spouses Guide](#))



SOS Projects-prior to arrival!



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- **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/



Upon Arriving to SOS



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- **Check-in to lodging 450 N. LeMay Plaza (University Inn, Building 682) to receive your room key**
 - Locate SOS table in front desk lobby:
 - Hard copies of class roster (view only)
 - Scan QR code/access link to complete additional check-in items
 - **Bring your laptop or personal device on Day 1.**
 - **If you need assistance with your computer or Canvas, support will be available in the Student Lounge the afternoon of Day 1.**
- **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



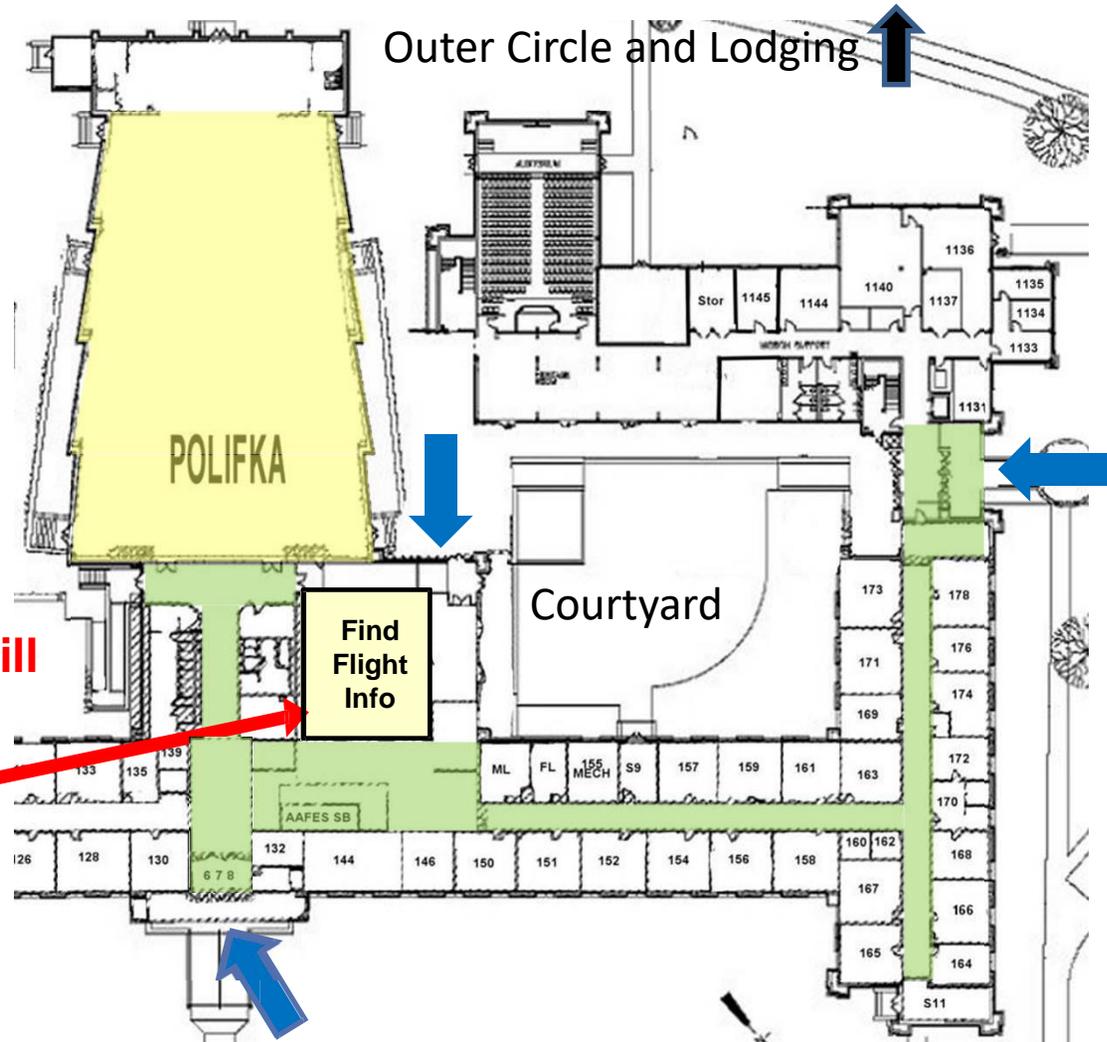


Day One



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- **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.**
- **Late Arrivals:**
 - After Polifka, check the Student Lounge for Flight & Squadron assignments



SOS Faculty Parking Lot

***Note: No open containers nor food are allowed in Polifka.**



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 for TAFSC waivers 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 for assistance.

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. Click [here](#) for more information.

Spouse/family arriving after course starts?

- E-mail student services **NOW** to be in the accompanied SQ



Welcome To SOS!



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See You on Day 1!



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