Welcome To SOS!

SOS Reporting Guide
See our website for more details:
https://www.airuniversity.af.edu/SOS/
• SOS Class 21B 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.
• REQUIRED: Bring Laptop/Tablet (Personal recommended over gov’t)
  – Note: SOS curriculum is 100% digital with writing and 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
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)

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
  
  o 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
  o 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.
Apple Root Certificates

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• STEP TWO – for Apple Users only
  o 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

  o Open keychain and click on the login section in the top left pane, under the Category pane in the lower-left, click on “Certificates”

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.”

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 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
STEP THREE: Log into Canvas https://lms.au.af.edu/login/canvas

ROOT CERTIFICATES LOADED

STEP FOUR: use the Email and Password provided in an email from SOS prior to class start date. Note: if you do not receive this email prior to class start or have computer issues please contact the points of contact provided on the Welcome Letter.
• 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
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**
SOS Projects-review prior to Day 1

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• **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

• **Space Grey Rhinos** – All USSF officers (including selects) will participate in a unique Space track while at SOS. This is a deeper dive into space and its challenges.

• **Electives** – There are three elective blocks during SOS. Students can participate in a variety of subjects.
  – Electives are individual or a series, details and descriptions are found on Canvas

• **Join/Follow** – Our social media sites
  – Facebook [https://www.facebook.com/squadronofficerschool/](https://www.facebook.com/squadronofficerschool/)
Day One

• Prior to class start there are two Ask Me Anything sessions on Thursday
• 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 for the ZoomGov information to be sent to you prior to Day 1 @1100 CST.
Welcome To SOS!

See You on Day 1!

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