



## WELCOME TO SOS, CLASS 22D!

You have been registered to participate in the SOS In-Residence course **22D** from **18 APR – 20 MAY**.

**\*If you find this message to be an error, please contact your unit training manager to be removed from the course immediately.**

This letter will outline your expectations and what you need to know to successfully complete the IR course. **Please read the welcome letter in its entirety for detailed instructions. Attached at the end of this document is the SOS 22D Reporting Guide.**

You are expected to complete between 120 -130 hours of instruction which includes self-paced readings and homework assignments, electives, and guest speakers.

1. In order to complete class assignments and participate in class discussions you will need:
  - i. Internet access (**provided by on-base lodging and SOS bldg.**)
  - ii. A laptop or computer with a webcam or video enabled device with a camera and microphone (a personal device is preferable). AFNET is not required for any of SOS's coursework.  
\*Smartphones and tablets are optional tools and can access our learning platform, but highly encourage the use of a laptop or computer.
  - iii. Access to the following apps (recommend they be downloaded to your device)
    - a. Microsoft Teams
    - b. Google Calendar
2. All lesson modules and assignments are located on AU Canvas (<https://lms.au.af.edu>). You will receive your Canvas login information at in-processing.
3. Education Day 1
  - i. Your first event of the day will be in Bldg 1403 in your flight room.
  - ii. UOD:
    - a. (Military): OCPs/ FDUs
    - b. (Civilian): Professional and Casual business attire
  - iii. Reserves: Bring 2x copies of your orders
4. Your Flight Commander will be contacting you in some form NLT **14 April**. Please check your .mil email as this is likely the only initial contact information your Flight Commander has for you. If you do not receive an initial contact from your instructor by COB 14 April, please email Student Services at [SOS-studentservices@au.af.edu](mailto:SOS-studentservices@au.af.edu).
5. If you are having issues with login credentials and Canvas access, please reach out to Canvas Support at [SOS-canvas-help@au.af.edu](mailto:SOS-canvas-help@au.af.edu). Please provide your name, email address, and explain the issue you are having in your email. Canvas help questions are common and come in high volume during the start of a new class. Please be patient as our team works diligently through them to assist you.
6. If you have any issues with the Maxwell AFB University Inn, please inform your Flight Commander and talk to the front desk. Report the issue to the front desk by dialing 0 and ask for a reference number for your

situation. There is a policy where the staff will need to come change your sheets at least once every 3 days, regardless of a Do Not Disturb sign. Any changes to that will need to be coordinated with the hotel staff.

7. COVID-19 guidelines: Please adhere to local base and area policies. Maxwell AFB is currently in HPCON Bravo, and there is not currently a mask mandate. If you have received a medical/religious exemption to the COVID vaccine, you will be required to be tested for COVID weekly and if stationed outside Maxwell/Gunter you will need an Under Secretary of the Air Force waiver authorizing non-mission critical travel to attend SOS. 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 <https://www.maxwell.af.mil/>.
8. **Student Status:** While enrolled in SOS have your home unit change your duty status from “**Present for duty**” to “**Student**”.

If you have further question, please visit our website at <https://www.airuniversity.af.edu/SOS> or contact SOS student services.

Email [SOS-studentservices@au.af.edu](mailto:SOS-studentservices@au.af.edu) - DSN 493-3231 - COMM (334) 953-3231

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>

# Squadron Officer School Resident Program



## **Program Description:**

The Squadron Officer School (SOS) resident program is a PME course targeting four-to-seven-year Air Force captains, select Department of the Air Force civilians of equivalent grade, and international officers. The post-baccalaureate PDE curriculum covers three core learning areas—leadership, strategic design, and joint warfare. Throughout SOS, students team build and apply theories, principles, and practices from the core learning areas through experiential exercises, written assignments, briefings, and personal and collaborative reflection culminating in a capstone event for each core learning area.

## **Leader Prep:**

Students will accomplish the readings and other preparation requirements ahead of the associated lesson. Check Canvas daily for required readings, activities, and videos. Please be prepared each day with a laptop/personal device with video and audio ON for each virtual lesson.

# United States Space Force at Squadron Officer School



**The welcome meeting for the Space Gray Rhinos is on Day 1, 1545-1645 Central Time. All Guardians must attend.**

## **Space Gray Rhinos Core – All Guardians**

All Guardians enrolled in SOS will take part in the core Space Gray Rhinos program. Given the standup of the United States Space Force (USSF), Squadron Officer School (SOS) has created the Space Gray Rhinos track for USSF officers. SOS is a great place for space officers to learn, think, and theorize about challenges in space. The students will not focus on tactical operations. Instead, they will focus on space as it strategically applies across the instrument of power, particularly in this era of Strategic Competition.

The core portion of the Space Gray Rhinos includes space-specific lessons:

- Spacepower Theory
- Spacepower Doctrine
- Space Law
- Principles of Mission Command

## **Project Nova – Competitively Selected**

As part of the Space Gray Rhinos program, Guardians (officer, space civilians, all functional areas) and Airman will have the opportunity to apply to work with a small team and mentor where they recognize and seek out to strategically counter looming threats in line with the CSO Planning guidance focus areas. Everyone who is selected will have the opportunity and gain experience of presenting their ideas to Space Force senior leaders and will receive an additional bullet on their training report annotating that they worked on a strategic issue in support of our service. Project Nova is a learning atmosphere where the SOS Guardian Staff and an O-6 panel serve as coaches through vector checks for their excellent intellectual efforts concerning our space domain.

More information will be given at the welcome meeting for the Space Gray Rhinos on Day 1.

Semper Supra!

# Squadron Officer School Electives



As an SOS student you will participate in one of three types of electives during the five-week course.

- **Blocked/ Series electives**
- **Think Tank**
- **Air University Advance Research (AUAR) elective**

## SOS Electives

SOS electives are sessions taught by SOS faculty on a variety of subject. Upon the start of SOS, students will have the opportunity to select from a list of electives they would like to participate in during the five-week course.

## Project Nova

As mentioned above, this project is competitively selected for Guardians (officer, space civilians, all functional areas) and Airman.

## Think Tank

Think Tank is an opportunity for a select group of students to tackle a major issue and present creative solutions to senior leaders. It is physically, mentally, and emotionally challenging and students are expected to work well beyond the SOS curriculum. The rewards for both the students and the USAF, however, can be enormous. Team members receive intensive coaching on design principles adapted from the best practices in industry, academia, and militaries from across the world. What you will learn, and practice are directly applicable to the strategic thinking skills that are highly valuable to leaders at all levels. In the past, this approach has generated innovative ideas at all levels of the Air Force. **On Welcome Day is when students will receive the 22D topic.**

## Air University Advance Research (AUAR)

The Air University (AU) Advanced Research Elective is an opportunity for a selective group of students to conduct independent research on topics of strategic concern. This is a five-week elective requiring approximately 20-40 hours beyond SOS curriculum. Selected students are assigned mentor(s) who guide research efforts and define deliverables. Student researchers receive a bullet on their AF 475 Training Report. Student benefits include advanced study on exciting topics, networking with communities of interest throughout the research experience, and opportunity to shape the Air Force's and Space Force's future.

## Current AUAR Topics

### **AF Maker:**

Get your creative thinking cap on and help make progress on a current, relevant Air Force problem. Innovate to find solution(s). Investigate applications for additive manufacturing of rapid prototypes and potentially deployable solutions for various AF customer challenges. Additionally, if you have access to a 3D printer or design software, this elective is intended to connect with the growing community of AF makers under the mentorship of AFWERX SPARK Cell Lead, as well as a 3D printing nerd straddling the guard & civilian communities. Don't know how to design and/or 3D print? We'll do our best to connect you to resources to take your ideas to print!

### **Barrier Analysis Working Group Collaborative:**

In coordination with the Department of the Air Force's Barrier Analysis Working Group (DAFBAWG), Air Command and Staff College, and Air War College, students will leverage their experiences and expertise to help drive positive change across the Air Force through research aligned with current Lines of Effort provided by the BAWG Teams. Students will have access to subject matter experts and mentors from across AU and

from the BAWG Teams: Women's Initiative Team (WIT), Black/African American Employment Strategy Team (BEST), Pacific Islander and Asian American Community Team (PACT), Hispanic Employment Analysis Team (HEAT), LGBTQ Initiative Team (LIT), Disability Team (DT), and Senior Leader Advancement Team (SLAT).

Students may work individually or in teams. Students have the option to bring their own topic or work on a current Line of Effort within a BAWG. Potential topic areas include, but are not limited to, the following:

- Specialized healthcare programs (WIT/LIT)
- Facial Hair Policy Changes (HEAT/BEST)
- Racial Injustice (ALL perspectives requested)
- Overcome Language Barriers (HEAT)
- Persons with Targeted Disabilities and Access to Professional Development Programs
- Retention In Career Fields/Demographics (HEAT/BEST/WIT)
- LGBTQ Medical Policies, Procedures and Practices (LIT)
- Family Matters (LIT/WIT)

### **Financial Mentorship:**

Are you interested in personal finances or want to know more? Have you seen Airmen within your unit struggle with their personal finances? This elective seeks motivated people to work together to determine what the biggest financial challenges our Airmen face and the current resources available to them. The end product will be a library of standardized digital products, backed by data, that can be used by front-line supervisors to mentor Airman and increase financial literacy across our units.

### **Innovative Solutions:**

Do you have an idea, but have been too busy to work on it? Maybe you didn't have others around to provide the needed help? Do you like to help solve problems? Innovative Solutions is looking for individuals to work together to support each other in discovering answers to real Air Force related issues. The end product will be pitching the idea to Spark Tank; a competition where Airmen and guardians pitch innovative solutions to actual operational problems. So bring your experiences, ideas, and creative minds to help create a more capable Air Force.

### **Technology Integration:**

In support of CSAF Brown's Strategic Approach "Accelerate Change or Lose" (August 2020) and the supporting action orders: A) Airmen, B) Bureaucracy, C) Competition, and D) Design Implementation; Integrating Technologies is a topic geared towards exploration, discovery and collaboration of ways units can integrate technology in the short term for long term success. No experience or expertise is required. Pending acceptance to the program you will be assigned to one of the teams listed below which are the result of the previous class. One group will be selected to present at the end of the course to the Commandant.

- **Squadron Officer School** (part of the Air University) **phone application development**
- **Integrating health applications for increased Airman Fitness/Readiness:** This group will decide on a strategy for motivating Airmen to increase their fitness with the integration of health applications.
- **Operationalizing AR/VR:** This group is focused on looking for opportunities to find ways to employ and operationalize AR/VR use throughout the Air Force.
- **Artificial Intelligence to the squadron:** Artificial intelligence is a powerful tool but why aren't we using it everyday for things that matter?

**Social Media:**

Social Media seeks passionate storytellers to develop a social media strategy for the organization, preparing them to be the champions of their units upon their return. Students will work as a team to generate content that highlights their student experience, while also examining resources and constraints unique to a military organization. In short, AUAR-SM is a no-fail strategic communication mission that just happens to be a ton of fun.

End product will be the SOS 22A grad video.

## **Frequently Asked Questions:**

### **Do we need to bring blues/service dress?**

-No, blues/service dress are not required for SOS.

### **What does the average day look like at SOS?**

-Typically, 0800-1600 with some variation depending on the events of the day. You are usually afforded an hour for lunch.

### **I'm arriving outside the window for in-processing, what should I do?**

-Notify your Flight Commander so they can provide you additional details and report to Air University Inn Front Desk to check-in.

### **I'm overseas and I'm arriving Saturday night, will my room be available?**

-Yes, please call the University Inn prior to your arrival so they can adjust your reservation. Contact your Flight Commander if there are any issues.

### **Do the old ABUs need ranks for Project X?**

-No, they do not need to be serviceable for the duration of Project X. However, you will need to have a serviceable uniform (OCPs/Flight Suit) while you are in transit to and from Project X.

### **What are the COVID protocols while at SOS?**

-Please visit the Maxwell Air Force Base Website COVID-19 Information & Updates for the latest information (<https://www.maxwell.af.mil/RESOURCES/Coronavirus/>).

### **Are there gym/workout area restrictions?**

-The 42 FSS Fitness facilities are currently open. Please visit <https://www.lifeatthemax.us/maxwell-fitness-center-annex> for the latest information regarding their hours of operation and visiting requirements.

### **Do we PT on our own time or do we do it with our flight/squadron?**

-PT is not built into the daily schedule. You will coordinate with your flight and Flight Commander to find time in the day for your fitness requirements.

### **Will we have holidays off?**

-Yes, SOS observes all Federal holidays and AETC family days.

### **Are there facilities for laundry in lodging and how much do they cost?**

-Yes, there is a laundry room in each of the buildings in lodging. The machines are free, but you need to bring/purchase your own detergent and dryer sheets.

### **What will the flights look like?**

-Flights typically consist of 14 students from various AFSCs, Civilians, ANG and AFRC.

### **What type of payments does the DFAC take? Can Civilians use the DFAC?**

-The Riverfront Inn dining facility takes both cash and card. Civilians who are TDY (with orders) are authorized to use the dining facility.



**How much of the course is dedicated to USSF curriculum for USSF personnel?**

-There are 4 space specific lessons that are given during the course. You will receive more instructions regarding USSF lessons once you arrive.

**Are we allowed to travel on the weekends? How far can we travel?**

-Yes, you are allowed to travel on the weekends. You will need to get all travel plans approved through your Flight Commander/Squadron Commander. Each squadron will go over their travel policy and weekend locator requirements.

**I'm flying in and my unit won't issue me a rental car. Will I be able to walk to get where I need to go?**

-University Inn is across the street from the SOS building, the Maxwell Fitness Center is also nearby, and the DFAC is about a third of a mile walk. The BX and commissary are about a 1-mile walk.

**I'm working DTS, but I have not received my LOA, can you help me?**

-SOS does not handle the LOAs, that is an AETC TDY-to-School function. They can be contacted DSN 487-2971/COMM 210-652-2971 or [tdy.school@us.af.mil](mailto:tdy.school@us.af.mil). They should cross-org you the LOA a few days after you have signed and returned your RIP.

**Do we book lodging through DTS?**

-SOS reserves the lodging for students so you do not need to book it through DTS. Any Non-Availability letter or notification of no lodging available received through DTS should be ignored.

**How do we get from the airport to Maxwell?**

-SOS does not offer transportation services. There are several Taxi companies that can get on base. Some Uber/Lyft can also get on base, but you would have to make sure the driver has access.



# Welcome To SOS Class 22D!



*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 22D In-Residence



## *Enhance Air- & Space-minded Leaders*

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 22D 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 there is not currently a mask mandate. If you have received a medical/religious exemption to the COVID vaccine, you will be required to be tested for COVID weekly and if stationed outside Maxwell/Gunter you will need an Under Secretary of the Air Force waiver authorizing non-mission critical travel to attend SOS. 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

<https://www.maxwell.af.mil/>.

For additional information feel free to contact SOS student services  
Email [SOS-studentservices@au.af.edu](mailto: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 1 April. 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



## Enhance Air- & Space-minded Leaders

- **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](mailto: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 9<sup>th</sup> is the 1<sup>st</sup> 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)



# 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](mailto: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 cont.



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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 \$40

You will need to adjust the lodging rate to \$85 a night.



# 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
- Service Dress/Blues are **NOT** required



# Dress & Appearance – DoD Civilians

- Applies **ONLY** during officially scheduled activities



## Enhance Air- & Space-minded Leaders

- **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



Operational Camouflage  
Pattern Uniform (OCP)



Fitness Uniform (PTUs)

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# Recommended Additional Items



## Enhance Air- & Space-minded Leaders

- **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**



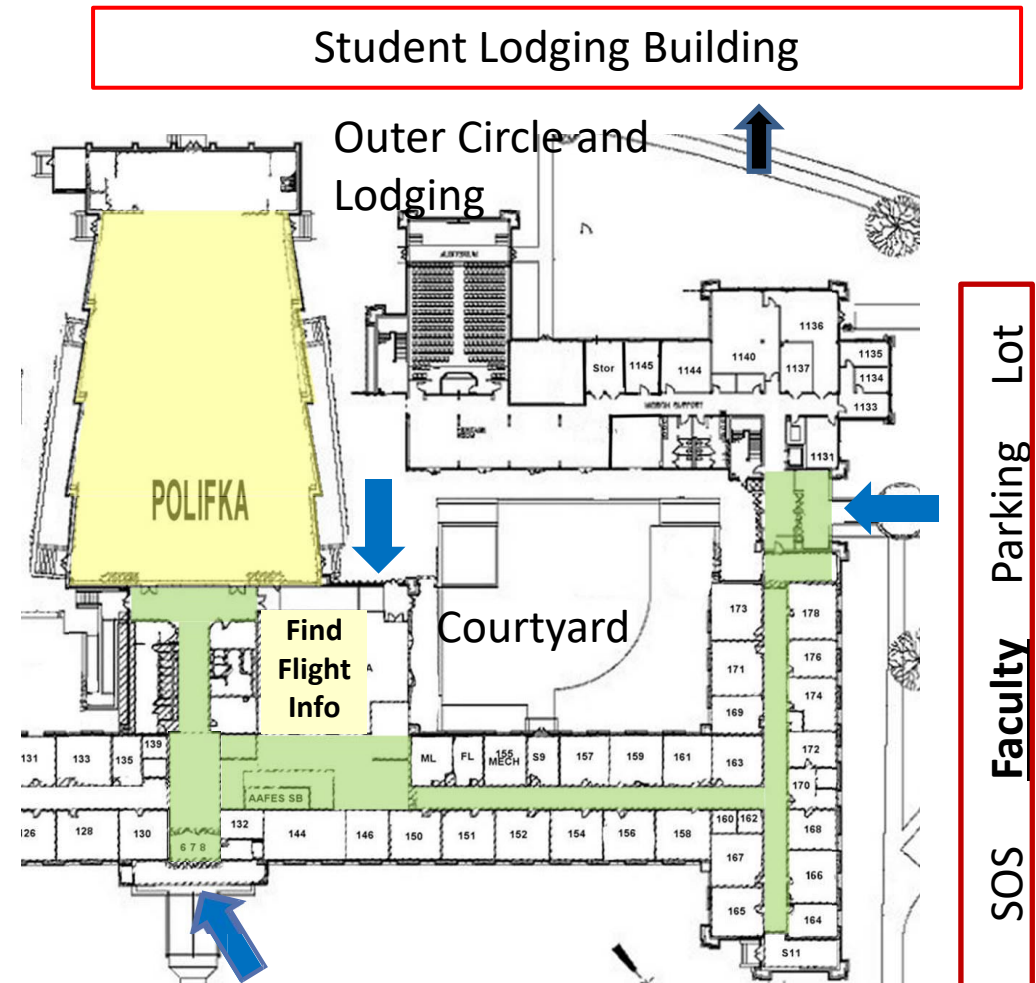


# Education Day (ED) 1



Enhance Air- & Space-minded Leaders

- **Where:** Bldg 1403 – Flight Room
- **When:** 0800 CST
- **Attire:**
  - Military – OCP/FDU
  - Civilians – Business casual
- **Bring:**
  - AFRC: Copy of orders
  - **Bring your laptop or personal device.**
- **Missed/delayed flights or other travel problems contact**
  - Your assigned Flight Commander
  - Duty hours – Student Services (334) 953-3231
  - After 1700 – Ops Director (334) 730-8593



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# Training Reports (AF Form 475)



*Develop America's Airmen Today ... for Tomorrow*

- Training Report/475 purpose: Used to document performance while at SOS
- Who receives one? All graduating students & disenrolled students unable to return
- Timeline: Per AFI 36-2406 para 6.4.1.2., SOS has 60 days to execute their portion of the 475 processing
- Valid reason for requesting an expedited report: Records are due to a convening board within 90 days after graduation
- The following **are not** reasons for an Expedited Report:
  - Upcoming OPR
    - Per AFI 36-2406 para 3.16.4.6., Developmental Education (DE) accomplishments are annotated on the 475; not OPRs (don't double tap)
      - NOTE: both 475s and OPRs are made available to promotion board members
  - Upcoming Award Package
    - When applicable, students are made aware of their significant achievements prior to leaving SOS
- Processing:
  - Active Duty: SOS > AFPC > ARMS Office > Uploads 475's to Automated Records Management System which pushes to PRDA
  - Guard/Reserves: SOS > Uploads to MyPers
  - Civilian: SOS > Civilian Developmental Education PM > Uploads to Employee Official Personnel Folder
  - IOs: SOS > IOS > Uploads to Students SanWeb Profile > copies can be obtained by contacting the SCO (office that enrolled mbr into SOS)
- Important FYI Note: All 475's (with exception to IO's and Civilians) **will reflect 92S0** as the student's duty AFSC

**\*\*NOTE: Transcripts requests** are handled through the [AU Service Desk](#) website, not SOS.\*\*

US Students: email [SOS-studentservices@au.af.edu](mailto:SOS-studentservices@au.af.edu) if your training report still hasn't been uploaded 100 days after graduation.



# Taxi/Shuttle Services Authorized on Base

On Time Taxi (334-505-1189)

Paul's Taxi (334-300-0540)

Big John Cab Company (334-354-0755)

Checker & Deluxe Inc (334-241-0034)

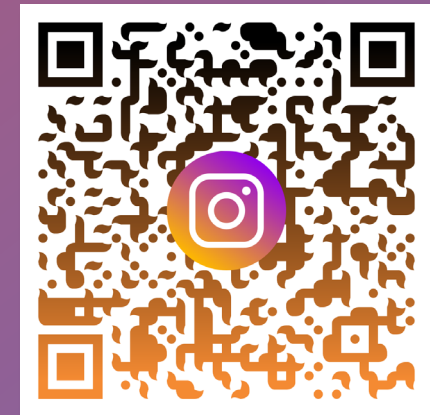
Kings Airport Shuttle (334-324-1794)

Lane's Taxi (334-324-1597)

\*\*We are not advocating for any of these Taxi services



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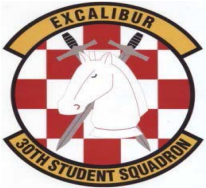


Join us on your journey through **#SOS22D**





# Welcome To SOS!



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# **Additional information on how to ROOT Certificates to your personal computers**



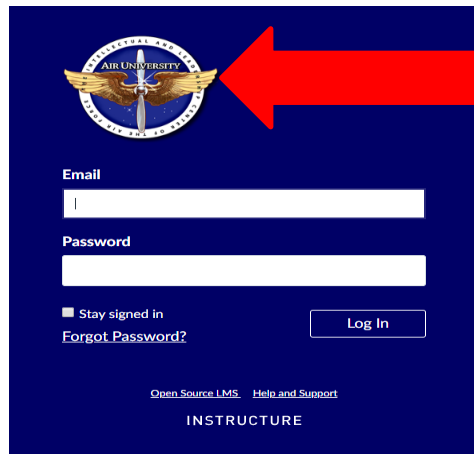
# Root Certificates



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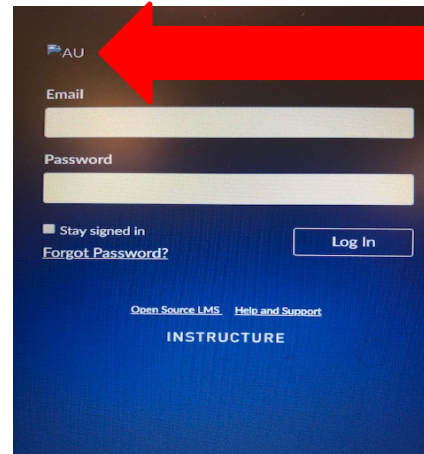
- **STEP ONE:** Log into Canvas <https://lms.au.af.edu/login/canvas>

## 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](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	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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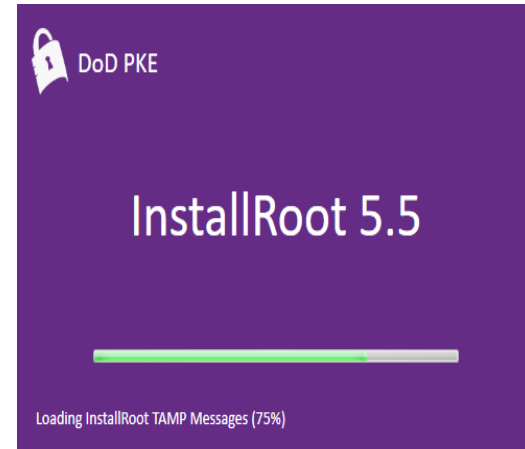
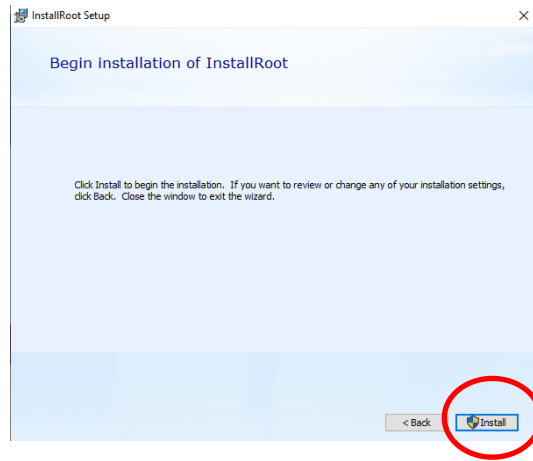
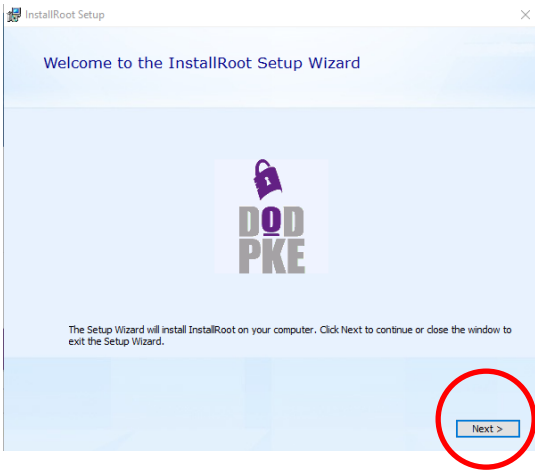


# Windows Root Certificates con't

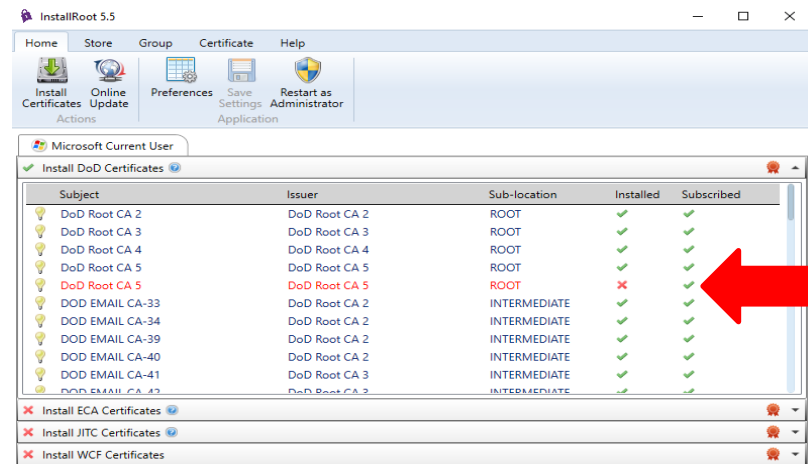
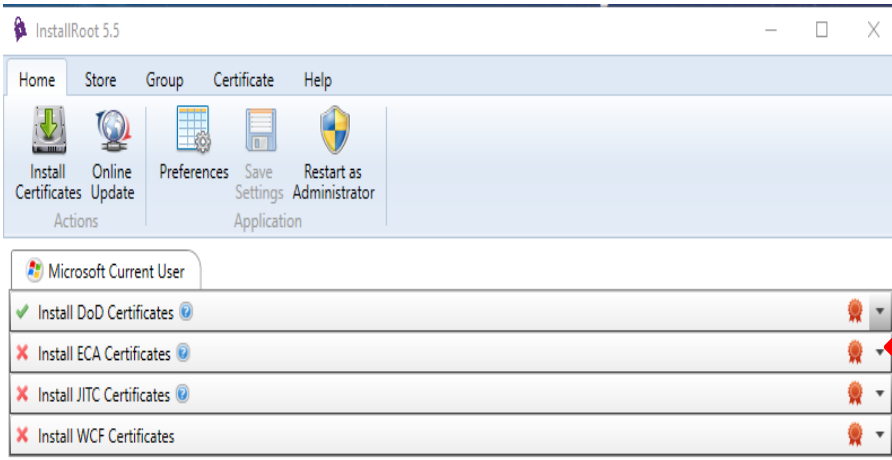


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- **STEP TWO Con't: Update root certificates follow the steps for your type of machine**
  - After selecting Run InstallRoot Setup should appear, select **Next** and continue selecting **Next** until **Install** appears. You will be prompted if you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



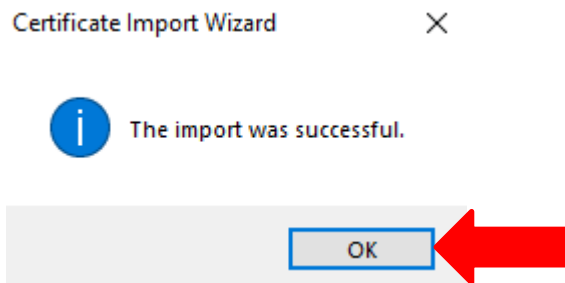
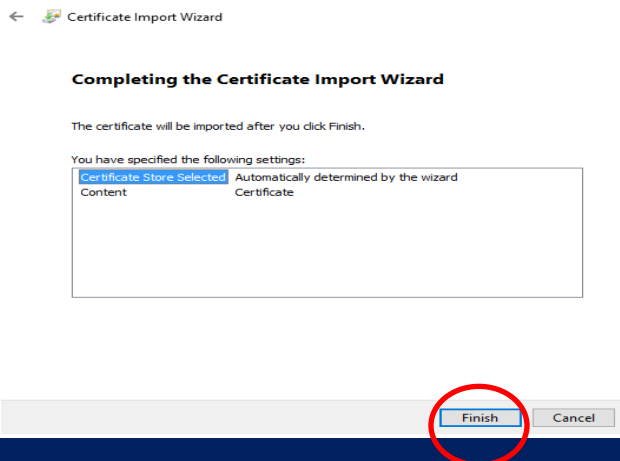
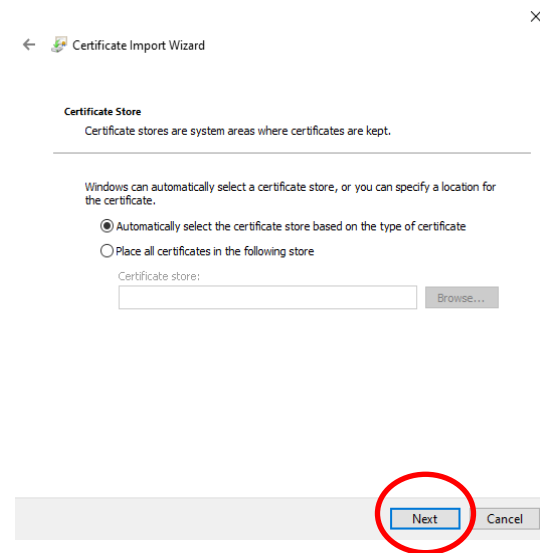
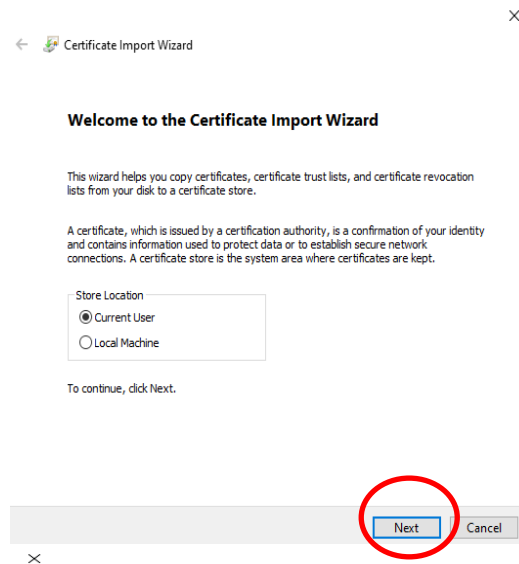
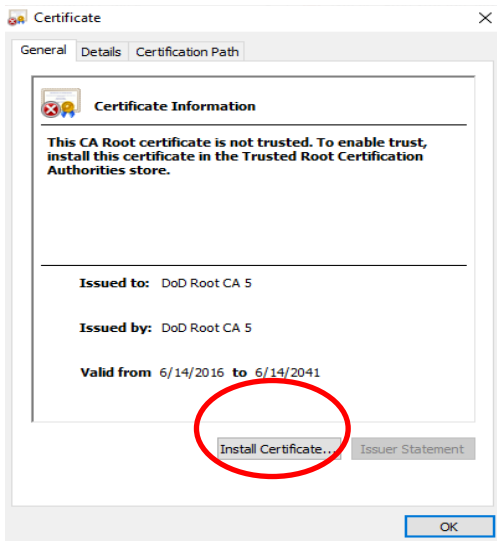


# Windows Root Certificates con't



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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>,

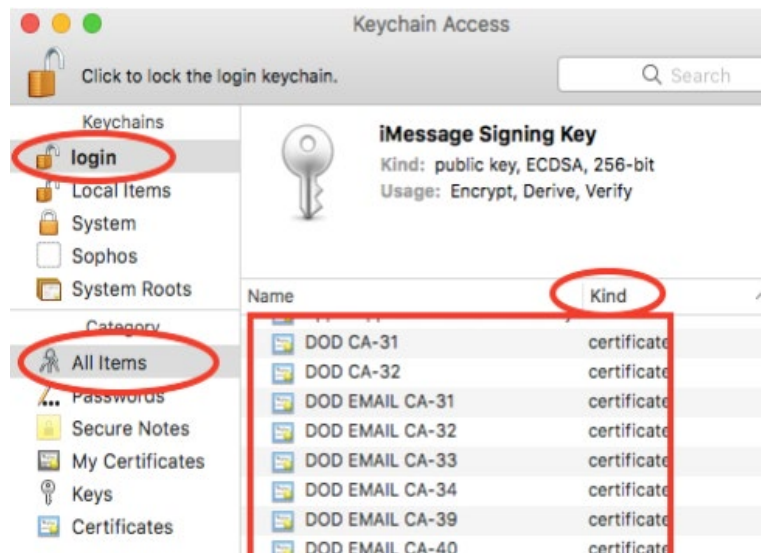
<https://militarycac.com/maccerts/RootCert3.cer>,

<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



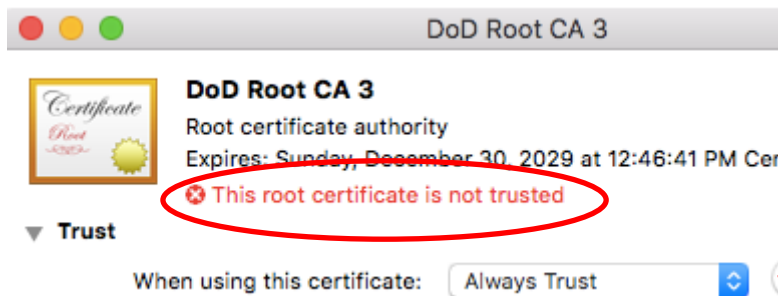
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- **STEP TWO - continued**

- 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

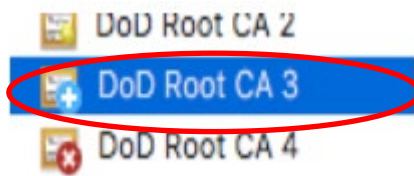


- Expand the “Trust” section by clicking the tiny ▶ and change the top dropdown from “Use System Defaults” to “Always Trust” and close the window



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

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.**