Welcome To SOS
Class 23A!

SOS Reporting Guide
See our website for more details:
https://www.airuniversity.af.edu/SOS/
SOS Welcome
23A 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 23A 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 Alpha, 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.od.studentservices@us.af.mil - DSN 493-3231 - COMM (334) 953-3231
Eligibility Requirements

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 27 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/

• If you are on a pregnancy waiver or post-partum waiver, you will need to reach out to student services with your AF Form 469

• 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 14 Nov – 16 Dec, then 13 Nov is travel/In-processing and the 14th 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)
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.od.studentservices@us.af.mil 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**
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
  – LOA comes from AETC TDY-to-School

• SOS does not provide Rental cars
  – If you desire a rental car, it will be at your parent unit’s expense
A Proportional Meal rate is authorized. Please follow instruction below.

On DTS, under Per Diem, **Click** the three dots next to M&IE Allowed

Select Meals available at TDY location (Breakfast and Dinner)
Scroll down to Duty Conditions and select Quarters Available

Save adjustments and M&IE should be adjusted to $40

You will need to adjust the lodging rate to $89 a night.
Dress & Appearance – Military

- 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
- Morale Wear days:
  - Khakis or Jeans (no holes/rips)
  - Closed toe-shoes
  - No shorts/athletic wear
- Service Dress/Blues are **NOT** required
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
• If you have old OCPs you can bring them for Project X

Civilian attire equivalent to AF uniform
Recommended Additional Items

- **Old OCPs/2-piece 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

- **Where:** Bldg 1403 – Flight Room
- **When:** 0800 CST
- **Attire:**
  - Military – OCP/FDU
  - Civilians – Business casual

- **Bring:**
  - Bring your laptop or personal device.
  - Proof of Covid Vaccination
  - AFRC: Copy of orders

- **Missed/delayed flights or other travel problems contact**
  - Your assigned Flight Commander
  - Duty hours – Student Services (334) 953-3231
  - After 1700 – Ops Director (334) 552-6408
OKTA setup

- Tuesday or Wednesday of the week before class starts, you will receive an email requesting you activate your Okta account.
  - Sometimes this goes to your Spam/Junk folder
  - Open and follow the instructions – your username is included in the email
    - This link expires after 7 days and will need to be reset if not activated
  - You will be prompted to create a password and select a security image
    - REMEMBER THESE – need to login everyday at SOS

- Example of the email

![Example of email](https://example.com/example_email.png)
• Okta (https://a1.okta.com/) is accessed via username/password (CAC option doesn’t work) and serves as a multi-Factor authentication tool to house and access other apps such as Enterprise Canvas (one-stop-shop for SOS curriculum and assignments).

• Once logged into OKTA, you will see this:

• This is the only route to access Canvas

• If you are experiencing Canvas display issues on your personal device (i.e. images, banners, icons, etc. won’t display). Download DoD certs utilizing the AU instructions: https://www.airuniversity.af.edu/GCPME/Certificates/

• If you are having login issues, password reset, activation link expired, etc contact SOS-canvas-help@au.af.edu
Training Reports (AF Form 475)

- Training Report/475 purpose: Used to document performance while at SOS.
- Who receives one? All graduating students & students disenrolled with prejudice.
- 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](https://au.com/serviceDesk) website, not SOS.**

US Students: email [sos.od.studentservices@us.af.mil](mailto:sos.od.studentservices@us.af.mil) 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**
Join us on your journey through #SOS23A
Welcome To SOS!

Primed to prevail in competitive environments