



# 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 & 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 Student's SanWeb Profile > copies can be obtained by contacting the SCO (office that enrolled mbr into SOS)
- Important FYI Note: All 475s (with exception to IOs 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.od.studentservices@us.af.mil](mailto:sos.od.studentservices@us.af.mil) if your training report still hasn't been uploaded 100 Calendar days after graduation.