Welcome To SOS Class 22D!

SOS Reporting Guide

See our website for more details:

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

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 - DSN 493-3231 - COMM (334) 953-3231

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2

Eligibility Requirements

Read below and ensure eligibility! Ineligible students will be sent home at <u>parent unit's expense</u>.

- 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

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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

> **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)**

- 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 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.

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DTS

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 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.

- ## 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.

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   Select Available Meals
                                           ☑ Breakfast
○ Government Meals Provided at   ☐ Lunch
  TDY Location
                                           ☑ Dinner
○ Occasional Meals Required

○ Special Meal Rate

DTS cont.

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 $85 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
  - <u>AFI 36-2903 is the ultimate authority on Maxwell</u>
  - 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

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- **Business Professional and Casual attire is <u>required</u>**
  - **<u>NO</u>** jeans or T-shirts (during duty day)
- **Athletic gear is <u>required</u>**
  - Bring conservative athletic gear
    - **<u>Solid colors</u> 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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10

Recommended Additional Items

- **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

- **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

Student Lodging Building

Outer Circle and Lodging

POLIFKA

Courtyard

Find Flight Info

Parking Lot

Faculty

SOS

Training Reports (AF Form 475)

- 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 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

SQUADRON OFFICER SCHOOL

Join us on your journey through #SOS22D

Welcome To SOS!

Additional information on how to ROOT Certificates to your personal computers

Root Certificates

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

ROOT CERTIFICATES LOADED

ROOT CERTIFICATES <u>NOT</u> LOADED
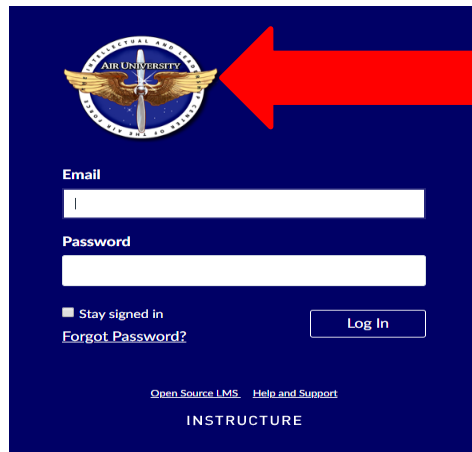
If image appears the root certificate is loaded proceed to Step 3
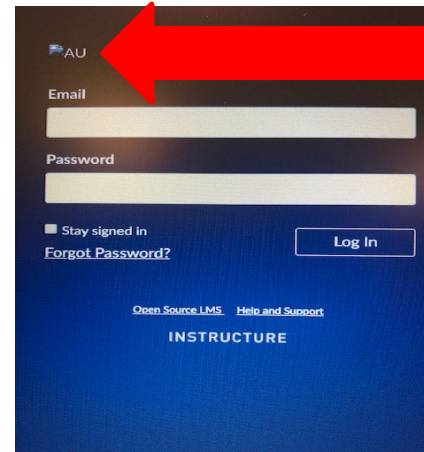
If image DOES NOT appear the root certificate is NOT loaded proceed to Step 2

- **STEP TWO: Update root certificates follow the steps for your type of machine**
  - **<u>WINDOWS MACHINES ONLY</u>** 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   Search:

	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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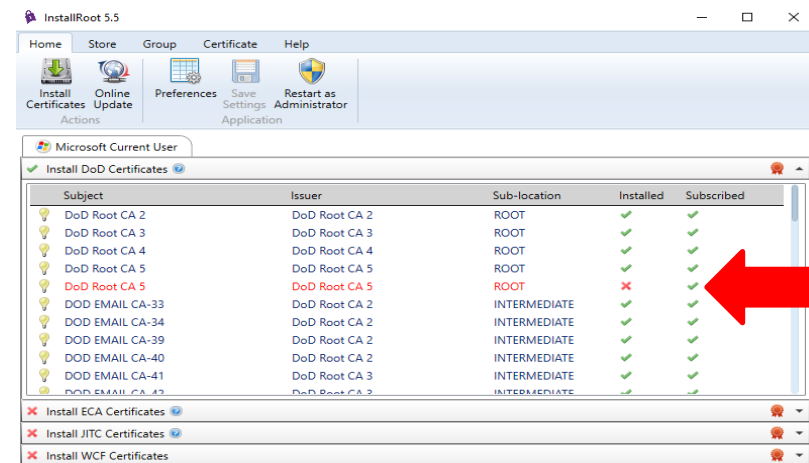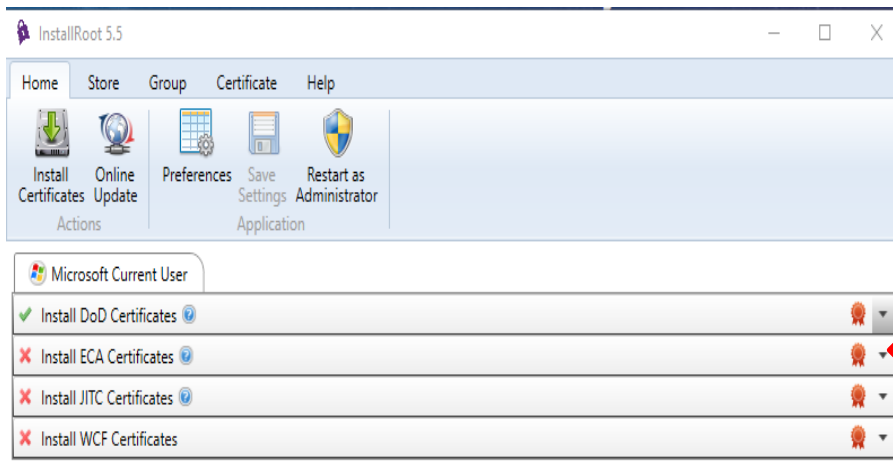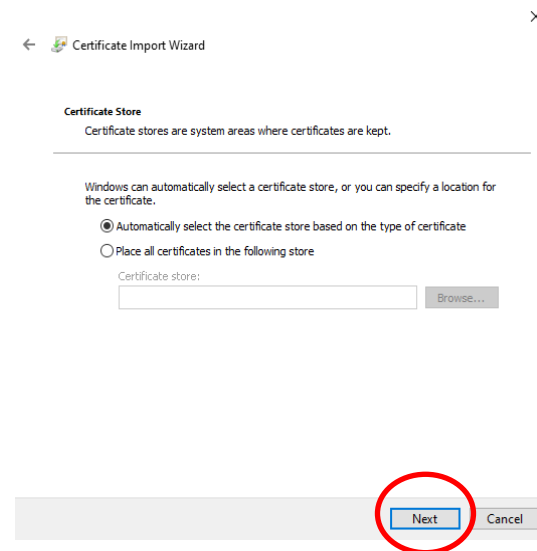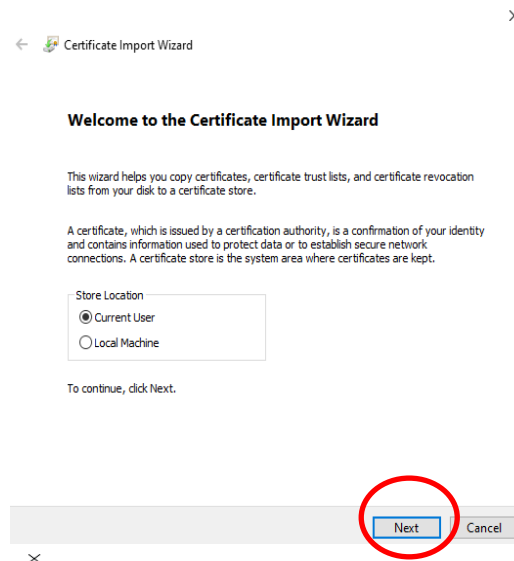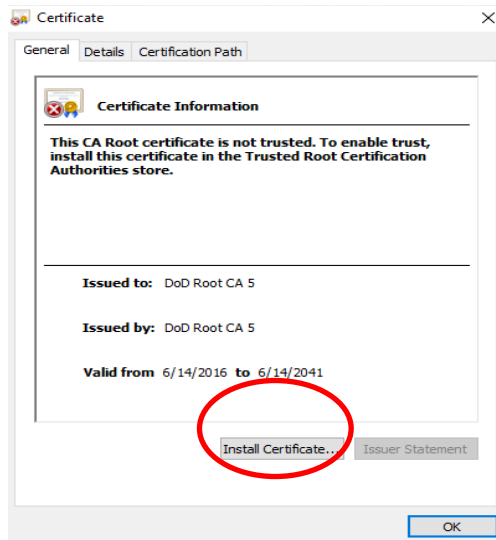
Windows Root Certificates con't

- **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**.
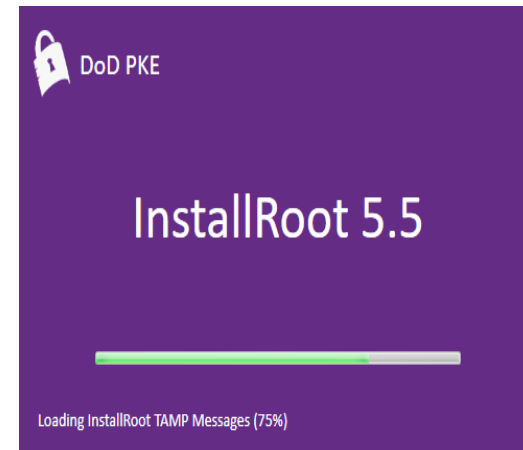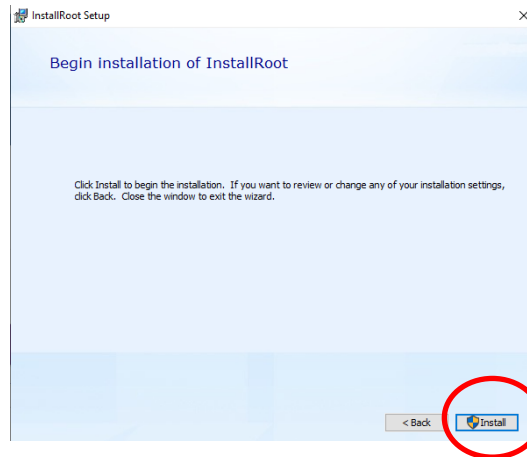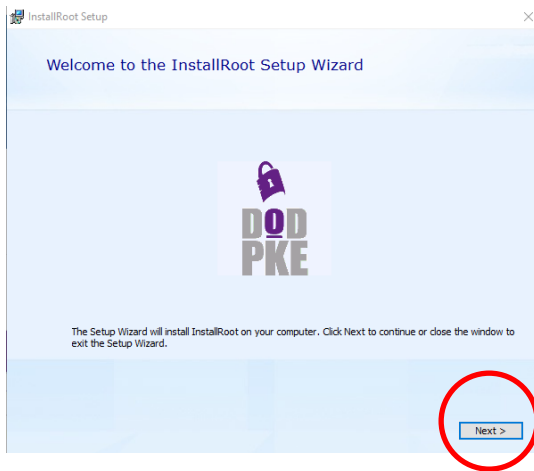
Once installation is complete verify that all 5 root certificates installed. If install is in red continue to next page.

Windows Root Certificates con't

- **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

- **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** 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"**
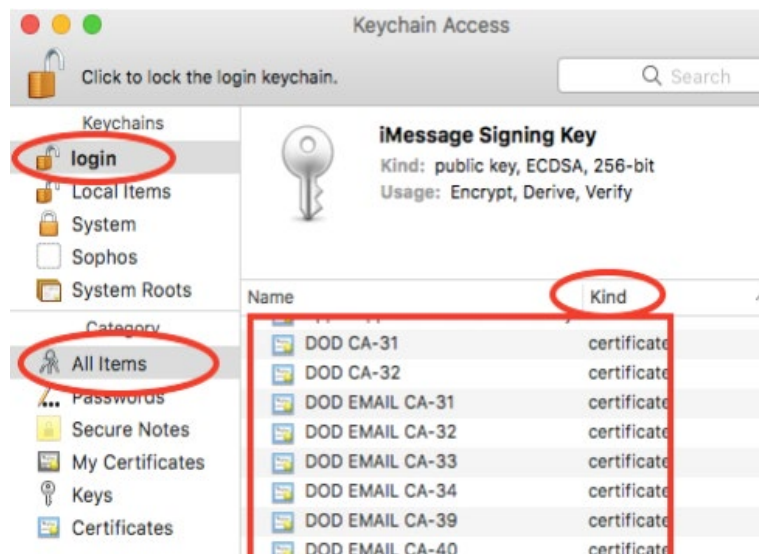
Certificates should download directly to keychain. If certificates are not visible in keychain look for them under Downloads and move them to keychain.
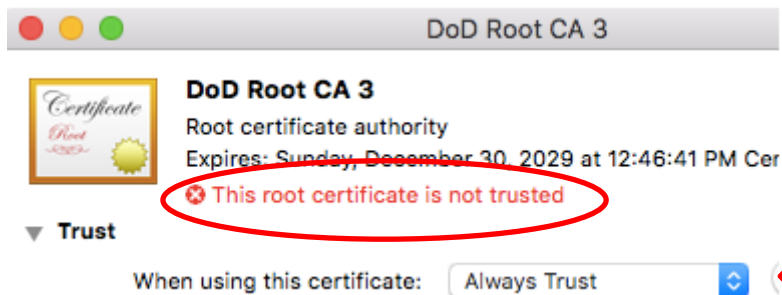
Apple Root Certificates con't

- **STEP TWO - continued**
 - o 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

  - o 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

  - o Once the Root is trusted is will show a blue plus, continue for each Root CA until all certificates are trusted
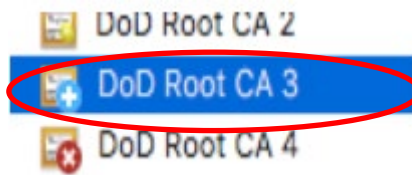
  Once completed proceed to **STEP THREE** on the next page

Login to Canvas

- **STEP THREE: Log into Canvas https://lms.au.af.edu/login/canvas**
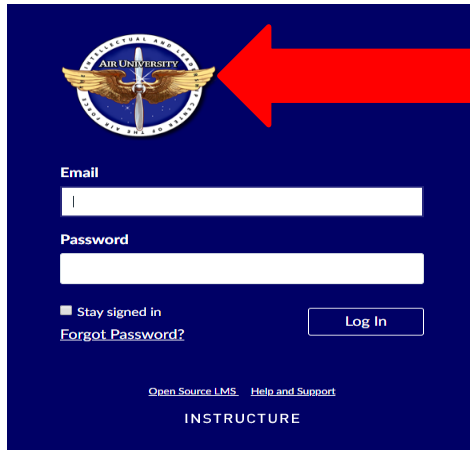
    ROOT CERTIFICATES LOADED

    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.**