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AIR FORCE WARRANT OFFICER TRAINING SCHOOL  
MAXWELL AFB, MONTGOMERY AL  
11 December 2024

(U) EXECUTION ORDER 25-02: WARRANT OFFICER TRAINING SCHOOL (WOTS)

(U) References:

Warrant Officer Training School Candidate Pack List  
Maxwell AFB Map  
WOTS Reporting Guide

(U) TIME ZONE: Central Standard Time

1. (U) **Situation.** WOTS is an eight-week in-residence accessions training program located at Maxwell Air Force Base in Montgomery, Alabama. The goal of WOTS is to develop professional warrant officers who can advise and integrate at varying organizational levels. This program is designed to educate and train candidates with specialized knowledge or technical skills who can serve as technical advisors to command leadership. WOTS is a challenging, fast-paced, and highly structured educational program that integrates classroom lecture, guided discussion, and experiential learning opportunities to reinforce educational understanding. Candidates should expect to be submerged in a dynamic training environment both indoors and outdoors. The candidate must be motivated to understand and apply the foundation of the profession of arms, communication, leadership, and followership taught at WOTS.

1.A. (U) **General.** Candidates will embody and exemplify the Air Force Core Values of Integrity First, Service Before Self, and Excellence in All We Do. Core Values are fundamental and define our service's identity through a common bond among all professional Airmen. For those who join this proud community, being a part of the Air Force family requires a commitment to always living by these values.

1.B. (U) Candidates are expected to perform at a high cognitive and intellectual level beyond simple knowledge and comprehension. Candidates will have opportunities to apply the skills learned in the flight room in new and novel scenarios, requiring them to analyze, evaluate, and propose solutions to problems. The warrant officer's role also focuses on attitudes and motivation within critical thinking. Candidates will tap into their affective learning beyond simply receiving and responding to information presented. They will internalize feedback from staff and peers which is crucial for personal and professional growth.

1.C. (U) Academic curriculum and associated coursework are derived from three core program areas. These program areas focus on skills, knowledge and intellectual capabilities expected of warrant officers serving in the United States Air Force. The program areas, which encapsulate the Airmen Foundational Competencies, drive our three learning outcomes:

- (1) **Professional Warfighter.** The warrant officer will demonstrate high moral character and commitment to DAF Core Values and the oath of office. These professional warfighters will exemplify DAF standards and professional ethics and embody warrior ethos as they refine their understanding of military operations. The professional warfighter understands the operating environment and key roles of the DAF in Great Power Competition. Topics of study include joint and service doctrine, such as instruments of power, joint planning, and agile combat support. Topics also includes the roles, structures, and operations of the Department of Defense across the spectrum of conflict and through various domains.
- (2) **Technical Integrator.** The warrant officer will employ leadership and followership skills as they interface with internal and external stakeholders. Topics include critical thinking, problem-solving, and change management. The technical integrator develops personal and professional networks necessary to facilitate coordination among military capabilities, technical requirements, organizational structures, and command teams. As a technical integrator, the warrant officer understands how to apply

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problem-solving skills to various teams, organizations, and systems to ensure unity of effort.

- (3) **Credible Advisor.** The warrant officer will effectively apply communication skills essential to providing credible insight and recommendations to commanders, senior enlisted leaders, and senior leadership. Broad categories in this core area include interpersonal, small group, and organizational dynamics as well as rigorous application of DAF communication styles. The advisor role of a warrant officer also requires nuances of persuasion, influence, and negotiation as they aid in the decision-making process by lending specialized knowledge.

2. (U) **Mission.** Prepare for day of training (DOT) 1 and execute to meet all requirements. **Candidates are expected to arrive to the Warrant Officer Training School on DOT 1, 14 January 2025 at 0800.** Candidates are expected to eat breakfast prior to arrival. **OCPs (without rank, unit / duty identifier / morale / MAJCOM patches) is the uniform of the day for DOT 1.** Candidates must have the American Flag patch and serviceable (hook and loop) name tapes, & US Air Force tapes. Candidates driving to WOTS will park their vehicles in the parking lot behind bldg. 1433, on March St. If any issues arise during travel, notify your assigned WOTS Flight Chief or the WOTS Operations Superintendent.

3. (U) **Execution.**

3.A. (U) Concept of Operations. Candidates will prepare to execute the established syllabus, program schedule and WOTS curriculum at Maxwell AFB from 14 January – 13 March 2025. Candidates will accomplish assigned preparation tasks via email prior to arrival and receive further instructions for completing the program upon arrival.

3.A.1. (U) Commandant's Intent. WOTS provides the foundational training, education and development required for USAF warrant officers in an environment predicated on dignity, respect, and inclusion.

3.B. (U) **Tasks.**

3.B.1. (U) **Instructors.**

- a. (U) Prepare to execute WOTS Class 25-02.
- b. (U) Instruct and evaluate Warrant Officer Candidates (WOCs) for all assignments, scenario-based evaluations (SBEs) and team building exercises (TBEXs) for the duration of the course.

3.B.2. (U) **Warrant Officer Candidates.**

- a) (U) Accomplish required travel arrangements using the Defense Travel System (DTS). AETC's TDY-to-School will cross org you. Accounting information is provided in a separate email from your WOTS Flight Chief. WOTS cannot provide any assistance with DTS. Contact your Unit Training Manager or Base Formal Training office for additional assistance with DTS or status of Report of Individual Personnel (RIP).
- b) (U) Candidates are required to check in to the University Inn (450 LeMay Plaza, Montgomery, AL 36112) NLT the day prior to class start. Candidates traveling from OCONUS duty stations are authorized to arrive two days prior to class start; travel from CONUS duty stations are authorized one travel day. It is required to contact the University Inn prior to arrival to verify reservation status.

3.B.3. (U) Curriculum materials are managed electronically, so please be aware that you must have access to an electronic device (tablet, laptop, etc.) capable of accessing platforms for interactive instruction (mic, video, etc.) as well as the use of word processing programs (e.g. MS Word, Adobe, etc.). We recommend a personal device as many government laptops have restrictions that interfere with commercial Wi-Fi and video conferencing platforms. Additionally, a CAC reader is required to access the Canvas platform during the program.

- a) (U) Canvas (<https://a1-ims.okta.com/signin/verify/piv>) is the learning management system utilized at WOTS. It houses all expected outcomes, and the curriculum used during the program. It is imperative that candidates log in using their CAC within five days prior to the class start date (CSD) and begin familiarizing themselves with the platform as well as reviewing the assignments section. Additionally,

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we recommend updating your Canvas profile to allow collaboration with your personal email for ease of access.

b) (U) WOCs may receive login errors if they attempt to log in greater than five days from the CSD.

3.B.4. (U) Bring all required uniforms, gear, and toiletries IAW *Warrant Officer Training School Candidate Pack List* [Attachment 1]. Ensure uniforms meet professional appearance standards IAW AFI 36-2903.

3.B.5. (U) Prepare to take an unofficial Physical Fitness Assessment (PFA) within a week of arrival and another assessment at the end of training with a passing score on all components required for program completion.

a) (U) The PFA consists of push-ups, sit-ups and a 1.5 mile run IAW DAFI 36-2905.

3.B.6. (U) Expect to participate in physical training six days a week while attending the course held during both scheduled and non-scheduled portions of the day.

a) Examples of exercises one may experience include but are not limited to distance running (not to exceed 10k), calisthenics and intense muscular endurance exercises.

b) If not already part of your fitness regimen, we highly encourage you to begin conditioning yourself to participate accordingly.

#### 4. **Administration and Logistics.**

##### 4.A. (U) **Concept of Sustainment.**

4.A.1. (U) Candidates will receive the Government Meal Rate (GMR) while attending WOTS.

a. Candidates are not placed essential station messing (ESM) for meal procurement.

b. Meals are available (breakfast, lunch & dinner) to candidates.

4.A.2. (U) Candidates are required to upload the following documents:

a. 1x Copy of orders (and Amendments [If Applicable])

b. Common Access Cards (CACs) **MUST** remain current through graduation

c. SGLI

d. vRED

e. DD Form 1172-2 (If Applicable)

f. DD Form 2983

g. Emergency Contact Info Sheet (Completed)

h. Shaving Waiver (If Applicable)

i. ASIMS/MyIMR

j. Physical Fitness Assessment (must be current and passing)

4.A.3. (U) Bring appropriate method of personal payment for meals (during travel), supply replenishment, and if any other opportunities arise for purchasing (i.e. merchandise, etc) to suffice for the duration of the program.

4.A.4. (U) Ordinary leave or special pass is not authorized. Emergency leave requests are coordinated through your instructor and WOTS leadership.

4.A.5. (U) Candidates will notify their instructor as soon as practical regarding any unplanned absences from training or instruction.

4.A.6. (U) Sick call is located on Maxwell AFB. Hours are from 0700-0800 with final patient intake at 0745.

a. Sick call is for injuries or illnesses 3 days old and less.

b. For medical issues lasting more than 3 days, call the appointment line at 334-953-3368 to schedule an appointment.

4.A.7. (U) Emergency medical care is always available and will be triaged appropriately by medical personnel. When dialing from:

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- a. Base Landline – 911
- b. Cell Phone – 334-953-9911 (base dispatch) or the Nurse advice line 1-800-874-2273.
- c. Dialing 911 via cell phone will be connected to Montgomery County Dispatch.

**4.B. (U) Transportation.**

4.B.1. (U) Maxwell AFB is only accessible through the Maxwell Blvd Gate. Candidates arriving by commercial air at the Montgomery Airport (MGM) should make use of available public transportation services to the University Inn. The expense is reimbursable.

4.B.2. (U) If unable to find a flight for your authorized day of travel, please look for additional airport locations. (Birmingham, AL and Atlanta, GA).

4.B.3. (U) Candidates are required to have a 72-hour bag in the event of lost baggage. Candidates must coordinate with their respective airline to facilitate the delivery of their bags in the event of a lost baggage situation.

4.B.4. (U) Commercial ride service (Uber/Lyft/taxi) installation access is not guaranteed and may result in drop off at the main gate. Plan travel accordingly. New information was just emailed out regarding Uber access to base.

4.B.5. (U) The below taxi companies have base access and are open 24/7. You can schedule airport pickup before departing home.

- a. Check-Deluxe Cab Company – 334-538-8178
- b. On Time Taxi – 334-505-1189
- c. King's Airport Shuttle – 334-324-1794

**5. (U) Command and Control.**

**5.A.1 (U) Command.**

a. (U) Command Relationships. Candidates are the supported force during Class 25-02, WOTS instructors and staff are supporting.

**5.A.2 (U) Signal.**

- a. (U) Wi-Fi and NIPR capabilities are accessible in the classroom and dormitories.
- b. (U) Cell phone use is not permitted during the academic day, unless otherwise approved by your instructor.

**5.A.3 (U) Communications.**

- a. (U) The primary points of contact for candidate questions about the course will be directed to the WOTS candidate services at [holmcenter.wots.candidateservices@us.af.mil](mailto:holmcenter.wots.candidateservices@us.af.mil) or via phone at DSN: 493-2878 or Comm: 334-953-2878.
- b. (U) Announcements will be posted on Canvas for all candidates to read.
- c. (U) The WOTS cadre will reach out to the candidates within 30 days of class start date for further instructions and coordination of communication.

TANNER A. ALLSHOUSE, Maj, USAF  
Director of Operations

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## APPENDIX 1

UTILITY UNIFORM	Minimum/ Recommended QTY
Boots – Coyote Brown	1/2
OCP Pants	2/4
OCP Blouse <i>With Velcro</i>	2/4
OCP Cap – Patrol style only	1/2
Belt - Rigger style , Tan 499 color	1/1
Blousing straps	2/4
T-shirt - Crew neck, coyote brown	5/7
OCP fleece - Coyote brown*	1/1
Extreme Cold Weather Clothing System (ECWCS) <i>Same as Gortex</i>	1/1
Watch cap - Black or coyote brown*	1/2
OCP Socks - Coyote Brown or DLA issued green	5/7
Gloves - Black or coyote brown Consider: 1 warm pair*, 1 work pair	1/2
Name tapes, 1” wide – Spice brown print on OCP <i>Hook &amp; Loop</i>	3/4
USAF tapes, 1” wide – Spice brown print on OCP <i>Hook &amp; Loop</i>	2/3
US Flag Patch – Spice brown, embroidered <i>Hook &amp; Loop</i>	2/3

PHYSICAL TRAINING GEAR (PTG) **All uniforms must be IAW DAFI 36-2903**	Minimum/ Recommended QTY
Running shoes	2/3
Air Force PTG Shorts	3/5
Air Force PTG Shirt	3/5
Air Force PTG Running Pants	1/2
Air Force PTG Jacket	1/2
Running Socks	5/7

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<b>SERVICE UNIFORM</b> <b>**All uniforms must be IAW DAFI 36-2903**</b>	<b>Minimum/ Recommended QTY</b>
Dress Shoes - Black, dress, oxford, plain toe High heels are not authorized for candidates during WOTS	1/1
Officer Service Coat Must have <b>black braid</b> and epaulets attached	1/1
Blues Pants Wool or polyester w/a minimum of 1 wool	1/1
Blues Shirt - Long sleeve	1/2
Blues Shirt - Short sleeve	1/2
Flight cap - <b>With silver lining</b>	1/1
Necktie/tab	1/1
Belt - Blue w/ chrome buckle	1/1
Undershirts	2/3
Dress Socks - Black	2/4
Shirt garters	1/1
Light-weight jacket - May be embroidered	1/1
Blue name tag	1/1
Service Dress Uniform name tag	1/1
<b>(Officer) US lapel pin – Set of 2 for service coat</b>	1/1
Metal rank – For service coat epaulet and flight cap (WO1, WO2)	3/3
Ribbon rack	1/1

**(\* Uniform item required if your training dates fall between October to March**

<b>PERSONAL &amp; HYGIENE ITEMS</b>
60-day supply of the following personal hygiene items: Nonelectric toothbrush, toothpaste, shampoo/conditioner, body wash, hair spray or hair gel (as needed), deodorant, disposable razors and shaving cream, sanitary napkins/tampons (as needed)
Black or white boxers or briefs, cotton - 6 pairs (males)
Thermal Underwear (Optional)
Black or white non-thong - style conservative underwear, cotton - 6 pairs (females)

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Black or white sports bras – 6 each (females)
Bra underwire – 2 (females)   (Optional)
Spandex / tights, plain black – 3 pairs (Optional)
Hairbrush or comb (Optional)
Hair bands and bobby pins, same color as hair (females)   (Optional)
Wristwatch – smart watches are not authorized
Eyeglasses (As needed)
Eyeglass strap – glasses will be secured during physical and field events
Hand towel, Washcloth or loofah
Shower shoes
Towel x2 – No wider than 24 inches wide by 44 inches long
Mesh laundry bag
Laundry detergent & dryer sheets

<b>ADDITIONAL ITEMS</b> <b>**NOTE: Supply list subject to change**</b>
Cash (\$75)
Laptop Accessories, surge protector, headphones, waterproof case for electronics in the event of inclement weather.
Academic supplies – Black and blue ball point pens, notepaper, pocket notebook
Toiletry Bag
Lock - Combination style only