



Warrant Officer Training School Reporting Guide





Program Overview



CONGRATULATIONS on your selection to attend the United States Air Force Warrant Officer Training School (WOTS)! This eight-week course is structured to build you into a professional warrant officer, who can effectively advise and integrate your technical skills, knowledge and expertise to commanders and warfighters.

WOTS is a challenging, fast-paced, and highly structured training program that integrates classroom lecture, guided discussion, and experiential learning opportunities to reinforce educational understanding. Warrant officer candidates (WOCs) should expect to be submerged in a dynamic training environment, both indoors and outdoors.



Program Learning Outcomes



Professional Warfighter. The warrant officer displays high moral character and commitment to USAF core values and the oath of office. They exemplify Air Force standards, professional ethics, and embody warrior ethos as they refine their understanding of military operations. This core area also highlights the current operating environment and key roles of the Air Force in the Great Power Competition.

Technical Integrator. The warrant officer develops personal and professional networks necessary to facilitate coordination among military capabilities, technical requirements, organizational structures, and command teams. The warrant officer as a technical integrator understands how to apply problem solving skills to various teams, organizations, and systems to ensure unity of effort. Additionally, the warrant officer is expected to relay the commander's intent and strategic guidance to the most junior ranking member within their organizations.

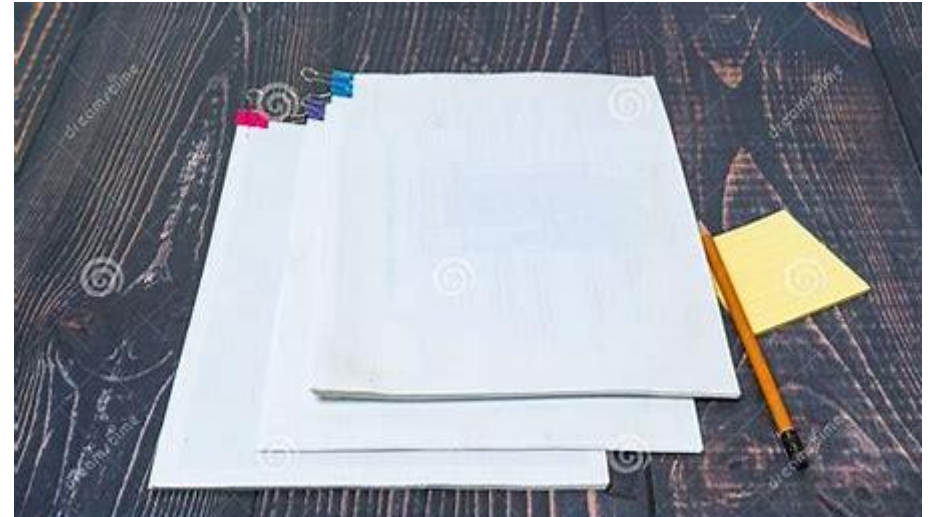
Credible Advisor. Demonstrates effective communication skills essential to providing credible insight and recommendations to commanders, senior enlisted leaders, and in some circumstances, strategic level leadership. Broad categories in this core area include interpersonal, small group, and organizational 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 requiring specialized knowledge.



Required Documents



- **All WOCS (AD, ANG & AFRC) are required to bring the following documents**
 - 5x copies of orders
 - Amendments (If Applicable)
 - 2x forms of government issued ID cards
 - CAC and Drivers License
 - vRED
 - Sickle Cell Trait (SCT) and C6PD
 - ASIMS/MyIMR
 - Physical Fitness Assessment
 - ****MUST BE CURRENT AND PASSING****





Finance & Travel



- **WOTS does NOT handle DTS fund cites, per diem or orders**
 - Orders are generated through DTS
- **If you have NOT received 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
- **WOTS does NOT provide transportation from the airport**
- **Government Charge Card (GTCC)**
 - Before you leave for WOTS, verify your GTCC is not expired and ready to accept charges
 - GTCC limit must be high enough to cover transportation and lodging.
- **CONUS candidates:** you are authorized 1 travel day on either end
- **OCONUS candidates:** you are authorized 2 travel days on either end



DTS Meals & Lodging



- **M&IE (Meal Rate)**
 - Meals are provided to WOCS three times (breakfast, lunch & dinner) per day.
 - Meals Ready to Eat (MREs) may be provided in the event the DFAC is unavailable due to training requirements and/or extenuating circumstances.
- **Lodging**
 - Quarters are provided to WOCs from TD1 to graduation
 - WOCs will stay at the Warrant Officer Training School (Bldg 1430) on Maxwell AFB from Training Day 1 to graduation.



DTS Meals Provided



Meals are provided (breakfast, lunch & dinner) to WOCS. Please follow the instructions below.

On DTS, under per diem, **click** the three dots next to M&IE Allowed

LOGGING COST	LOGGING ALLOWED	M&IE ALLOWED
\$107.00	\$107.00	\$44.25
\$0.00	\$0.00	\$5.00
\$0.00	\$0.00	\$44.25



After selecting "Meals Provided", your M&IE should adjust to \$5 per day.

Select Meals provided at TDY location

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 Provided Meals

Breakfast

Lunch

Dinner

****You must select all three options**



DTS Lodging



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

Active duty training

Select

Active duty training



You will also need to select Training Type to “Active Duty Training”

<p>LODGING COST (Locality rate: \$107.00)</p> <p>\$ 0.00 Currency Converter</p>	<p>M&IE COST (Locality rate: \$59.00)</p> <p>\$5.00 Currency Converter</p>
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If lodging does not automatically change to \$0, then you must manually adjust. **WOCs only get lodging costs on travel days**

Your ME&I will look like this when complete



Arrival to Maxwell AFB



- **WOCs are authorized to travel to Maxwell AFB by POV or commercial air.**
 - **Commercial Air:**
 - WOCs should plan to fly into Montgomery Regional Airport (MGM).
 - Due to its limited size, flights can often fill up
 - Atlanta (ATL) & Birmingham (BHM) are the next closest airports, and a two-hour drive to Maxwell AFB
 - If transportation is needed from MGM:
 - Check-Deluxe Cab Company – 334-538-8178
 - On Time Taxi – 334-505-1189
 - King's Airport Shuttle – 334-324-1794
- **NOTE: NOT ALL UBER & LYFT DRIVERS HAVE BASE ACCESS AND MAY RESULT IN BEING DROPPED OFF AT THE MAIN GATE****
- **POV**
 - WOCs have a designated parking on Maxwell AFB and will have limited access to their vehicles throughout the course.



Lodging



- **ALL WOCS** will report to the Montgomery, AL area **NLT 2359** the day prior to class start.
- **Unaccompanied WOC's** will report to the University Inn at Maxwell AFB University (450 LeMay Plaza, Montgomery AL, A36112)
 - **Do not book lodging through DTS!**
 - Single lodging rooms are **automatically** reserved for WOCs
 - Children & pets are **NOT** allowed in lodging rooms
 - **Ignore anything generated through DTS or system-generated email**
 - WOCS will check out from the University Inn prior to reporting to WOTS
- **Accompanied WOCs** staying off base must reserve their own lodging accommodations in the local Montgomery area.



****WOTS is an unaccompanied TDY and Candidates will NOT receive compensation for additional lodging or transportation costs for any accompanied dependents****



Reporting to WOTS



- **Report to the Maxwell Club and Event Center on Maxwell AFB (365 West Dr. Montgomery, AL 36112) between 0800-0900 on Training Day 1.**
 - WOCS should eat a well-balanced breakfast prior to reporting
 - WOCs with their POV will park in the parking lot adjacent to the Maxwell Club (Reference Slide 12)
 - WOCs without POVs are provided bus transportation from The University Inn to the Maxwell Club
 - Candidates are not authorized to leave POVs at lodging and **MUST** check out prior to departure
 - **Departure is at 0830**
- **WOCS will report in OCPs without rank, unit or morale patches.**
 - OCP blouses must have the ability to wear Velcro chest rank
- **Families are welcome to arrive with their WOCs for drop off.**
 - WOCs will depart from family members shortly after drop off
- **WOCS Must come with all items as directed with the packing & documents instructions.**





Reporting to WOTS





Required Uniform Items



UTILITY UNIFORM	Minimum/Recommended QTY
Boots – Coyote Brown	1/2
OCP Pants – Gender specific	2/4
OCP Blouse – Gender specific	2/4
OCP Cap – Patrol style only	2/3
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
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	2/2
USAF tapes, 1" wide – Spice brown print on OCP	2/2
US Flag Patch – Spice brown, embroidered	2/2

SERVICE UNIFORM	Minimum/Recommended QTY
Note: WOMEN may wear skirts and princess cut shirts outside of parade events	
Dress Shoes - Black, dress, oxford, plain toe High heels are not authorized for Candidates during WOTS	1/1
Officer Service Coat Must have dark braid 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 - With silver and blue braiding	1/1
Necktie/tab - Blue; style is gender specific	1/1
Belt - Blue w/ chrome buckle	1/1
Undershirts - White, V-neck	2/3
Dress Socks - Black	2/4
Shirt garters	1/1
Light-weight jacket - May be embroidered	1/1
Blues name tag – Blue Plastic	1/1
Service dress name tag – Silver metal	1/1
US lapel pin – Set of 2 for service coat	1/1
Metal rank – For service coat epaulet and flight cap (WO1, WO2)	3/3
Ribbon rack	1/1

PHYSICAL TRAINING (PT) GEAR	Minimum/Recommended QTY
Running shoes	1/2
Air Force PT Shorts	3/5
Air Force PT Shirt	3/5
Air Force PT Pants	1/2
Air Force PT Jacket	1/2
PT Socks	5/7

**** All Uniform Items MUST be IAW DAFI 36-2903****



Required Hygiene & Additional Items



PERSONAL & HYGIENE ITEMS
30 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)
Black or white non-thong - style conservative underwear, cotton - 6 pairs (females)
Black or white sports bras – 6 each (females)
Spandex shorts, 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 (contacts are not permitted) (all eyeglasses will be secured with eyeglass strap)
Eyeglass strap – glasses will be secured during physical and field events
Washcloth or loofah
Shower shoes
Towel x 2 – No wider than 24 inches wide by 44 inches long
Mesh laundry bag
Laundry pods

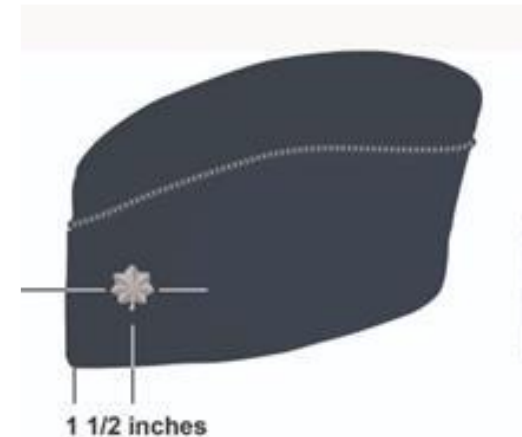
ADDITIONAL ITEMS
NOTE: Academic Supply list subject to change
Laptop Accessories, surge protector, CAC reader, headphones, waterproof case for electronics in the event of inclement weather.
Academic supplies – Black and blue ball point pens, notepaper, printer paper, pocket notebook
Toiletry bag
Lock - Combination style only



Dress & Appearance



- **DAFI 36-2903: Dress & Appearance of USAF Personnel for guidance on Officer uniform wear.**
- **OCPs, Service Dress Uniforms and Physical Fitness Uniforms are worn throughout the course**
 - Ranks and home-station patches will not be worn on uniforms
 - WOCs will adhere to USAF Officer Uniform attire
 - Reference: WOC Packing List [Slides 13 & 14]





Physical Fitness



- **Physical fitness demands begin immediately**
- **All WOCs must be prepared to satisfactorily complete the (Physical Fitness Assessment) PFA within a week of arrival to training**
 - The PFA Includes: push-ups, sit-ups & 1.5 mile run as detailed in DAFMAN 36-2905
 - WOTS will not administer alternate test events without prior medical approval/waiver
 - All PFAs administered during WOTS are unofficial, and will **NOT** be recorded IAW DAFMAN 36-2905
- **WOCs are expected to be fit enough to complete long distance (up to 10k) runs, a leadership reaction course, and challenging group physical fitness training**



Medical Support



- **The 42 Medical Group and resources at Maxwell AFB are prepared to address acute issues. Significant trauma or medical requirements will exceed the capabilities of WOTS and the 42d ABW clinics. Issues of this nature are often referred off base for treatment.**



- **Sick call is located on Maxwell AFB.**

- Injuries/illnesses 3 days old or less
- Hours: 0700-0800
- Final patient intake is at 0745



- **Nurse advice Line:**

- Commercial: 334-953-3368
- DSN: 312-493-3368
- Make an appointment for injuries/illnesses lasting more than 3 days



Contact information



- **For routine questions or concerns, please email the Warrant Officer Training School Candidate services org box:**

HOLMCENTER.WOTS.CandidateServices@us.af.mil

- **Questions during normal duty hours:**
 - Commercial: 334-953-2878
 - DSN: 312-493-2878