



# Welcome To SOS!



Develop America's Airmen Today ... for Tomorrow



## Reporting Guide

See our website for more details:  
<http://www.au.af.mil/au/soc/soc.asp>



***“Educate, motivate, and mentor captains as current and future air force leaders”  
-Since 1950***



# Eligibility Requirements



*Develop America's Airmen Today ... for Tomorrow*

- **CURRENT PASSING PT TEST**
  - You **MUST** have a current/passing PT Test **WITHOUT EXEMPTIONS** on file in AF Fitness Management System (AFFMSII) that lasts through your graduation date
  - You will be **REQUIRED** to provide a hardcopy printout from AFFMSII showing your current score and expiration date on Day 1
- **EXPIRATION FITNESS ASSESSMENT DUE TO DEPLOYMENT OF 90+ DAYS**
  - Students with an expired PT Test who will attend SOS within 42 days after returning from a deployment of over 90 days **MUST** request an Exception to Policy (ETP) waiver and receive written approval from SOS Student Services in order to use the expired score
  - ETPs will **NOT** be considered for students who have been home more than 42 days
- **SEE SOS WEBSITE FOR ETP PROCESS**



# Before You Leave



Develop America's Airmen Today ... for Tomorrow

- **Bring (Hard Copy)**
  - Fitness report- Fitness Management System (AFFMS-II)
  - 2x copies of your orders (Guard & Reserve Only)
- **YOU CANNOT attend SOS without an approved exception to policy waiver if you...**
  - Have an expired PT Test or one that expires while at SOS
  - Have a PT Test with **ANY** component exemptions
  - Are on a medical profile (even if profile expires while here)
    - **DON'T** show w/out coordinating your ETP **FIRST!**
    - Per AU Instruction 36-2315: ineligible students will be sent home **at parent unit's expense**



- **If you are bringing a government laptop, ask your Comm Sq to install Google Chrome prior to arrival (we won't be able to do it here).**



- These uniforms are **MANDATORY** for **ALL** military students 
- **Civilians:** Business attire (Professional & Casual)
  - See dress & appearance section for more details



Service Dress



Blues



PT Uniform



ABUs



Flt Suit (Optional)

*Flt Suit wear is authorized at SOS*



# Recommended Items



Develop America's Airmen Today ... for Tomorrow

- **Old ABUs & Boots (for Project X)**
  - MUST be in *reasonably* good service
  - Black or desert boots OK
  - **ABUs are mandatory for military students**



- **GOOD pair of running shoes**
  - Expect a 5k every week plus sporting events & personal PT time
  - Recommend 2 pairs



- **Weather-appropriate attire & sunscreen**



- **Laptop/Tablet**
  - **HIGHLY ENCOURAGED**
    - You will have writing & briefing assignments
    - WiFi is available throughout the SOS building
    - See Maxwell Lodging website for details
  - AU Portal is **ONLY** accessible thru **.mil**



- **~\$150 Cash for various expenses & morale events**
  - Squadron shirts, photos, gifts, fundraisers, food, local events, etc.
  - All are optional, yet most students participate in these events





# Lodging & Travel Info



*Develop America's Airmen Today ... for Tomorrow*

- **SOS does NOT handle fund cites, per diem, orders, or lodging**
  - **DO NOT CALL OR E-MAIL SOS**
  - **DO CALL OR E-MAIL YOUR UNIT POC** for help on these issues
- **Fund cite & travel orders (DTS)**
  - POC for these issues is your unit training manager & MAJCOM/A1
  - **All** students paid partial per diem
  - DFAC available for Breakfast & Dinner (\$\$ cash only \$\$)
    - You **WILL** have a lunch break every day
- **Booking a room**
  - **Single** lodging room is **automatically** reserved for students
    - Shared floors & neighbors w/ flight (usually)
    - Room keys assigned during in-processing
  - Local students are **NOT** authorized base lodging
- **Base facilities & amenities**
  - See 42nd Force Support Squadron website [www.42fss.us](http://www.42fss.us)
- **I am bringing my family, pets, etc.....**
  - **See next slide**



**If you have lodging questions...  
Call Maxwell Lodging**

**334-953-3931 (comm)  
493-3931 (DSN)**



# Lodging - Special Accommodations



*Develop America's Airmen Today ... for Tomorrow*

- **Accompanied students always welcome but....**
  - Lodging, child care, & costs incurred **are student's responsibility**
  - **Email** SOS Student services at [soc.dps@us.af.mil](mailto:soc.dps@us.af.mil)
    - **Ask to be placed in the accompanied Squadron**
      - SOS will **NOT** move you after Day 1
      - We **MUST** receive request **NLT 14 days prior** to class start
- **Bringing just your spouse?**
  - You may get a private suite with bath (if available)
  - Children & pets **NOT** allowed in SOS dorms
- **Bringing kids and/or pets?**
  - **Only option is off-base**
  - SOS **CAN'T** recommend off-base lodging or issue non-availability #s
  - You will be paid the current lodging rate & pay difference out of pocket
  - **Need childcare?** Contact Maxwell CDC (**Students are Space-A Only**)
- **Spouse/family arriving after course starts?**
  - E-mail student services **NOW** to be in the accompanied SQ
- **PCSing enroute? (With Dependents?)**
  - TLF available (need orders)- call lodging
  - If TLF is full....Lodging will provide NA #s



**ALWAYS e-mail Student Services if you are bringing your family!**

[SOC.DPS@us.af.mil](mailto:SOC.DPS@us.af.mil)

**IMPORTANT NOTICE\*\***

SOS is **NOT** an accompanied TDY. Being in the accompanied SQ is a courtesy SOS extends to students. Being in the accompanied SQ does **NOT** guarantee childcare or lodging will be available. It is **YOUR** responsibility to coordinate special accommodations.



# Accessing Blackboard



Develop America's Airmen Today ... for Tomorrow

- **Setting up your Blackboard (Bb) account**
  - <https://soc.blackboard.com/webapps/login/>
  - Username & Password (lowercase): **firstname.lastname.sos**
  - **Follow the instructions under the "Start Here" tab**
    - **REQUIRED** to access rest of Bb items
  - **Student accounts finalized COB Thursday [CST] the week prior to class**
    - DON'T try to log-in early- Roster updates occur frequently!
      - Late additions to the course may not be loaded by Thursday
    - Still unable to log-in... see your Flight Commander on Day 1
      - **DO NOT** call SOS for blackboard assistance

The screenshot shows the Blackboard login interface. At the top left is the Blackboard logo. Below it, the text 'Blackboard' is displayed. Underneath, there are 'Available languages:' with links for 'English (United States)' and 'Pro-Ed English (United States)'. A yellow section titled 'Have an account?' contains the instruction 'Please enter your credentials and click the Login button below.' Below this are two input fields: 'Username:' and 'Password:'. A blue 'Login' button is positioned below the password field. At the bottom of the yellow section is a link that says 'Forgot Your Password?'.



# Accessing Integrated Learning Environment (ILE)



Develop America's Airmen Today ... for Tomorrow

For best results with ILE, use a personal device and a non .mil internet connection. If you are bringing a government laptop, ask your Comm Sq to install Google Chrome prior to arrival (we won't be able to do it here).

- **Setting up your ILE account**

- <https://portal.austudiox.com>
- Username (lowercase): **firstlast17E**
- Password (uppercase): **SOS17E**

- **Before you do anything else... Update your data!**

- Click on your name in the top right corner, select “**Account**”
  - Change email to personal email address (if you want notifications) → Click “**Save**”
  - Select “**Change Password**” tab and change your password → Click “**Save**”

- **Your Flight Commander will provide additional steps on Day 1** for joining collaboration spaces and accessing courses via edX

- **Student accounts finalized COB Thursday [CST] the week prior to class**

- DON'T try to log-in early- Roster updates occur frequently!
  - Late additions to the course may not be loaded by Thursday
- Still unable to log-in... see your Flight Commander on Day 1
  - **DO NOT** call SOS for ILE assistance

*\*\* This is a prototype environment and you are invited to provide feedback to shape the future of Air Force Education Experiences \*\**





# When You Arrive



*Develop America's Airmen Today ... for Tomorrow*

- **In-processing (Day prior to class)**
  - Time: 1200-1900
  - Where: Bldg 1403 (SOS)- Student Lounge
    - **After-hours arrivals report to Lodging Office**
  - Attire: Appropriate civilian clothes
  - What you'll receive:
    - Flight & Squadron assignments
    - Lodging room & key
    - Report time for 1<sup>st</sup> day of class
- **1<sup>st</sup> Day of class:**
  - Where: Bldg 1403- Your flight room
  - Attire:
    - Military- Service Dress
    - Civilians- Suit & Tie (or female equivalent)
  - What to bring: Copy of orders(ANG & AFRC only) & fitness print out
  - What to Expect: Admin & Commandants welcome



Dragons Flights: D40-D4X



Centurions Flights: C30-C3X



Knights Flights: A10-A1X



Tigers Flights: F60-F6X



Bulls Flights: B20-B2X



Blackhawks Flights: H70-H7X



# Dress & Appearance- Civilians

- Applies **ONLY** during officially scheduled activities



*Develop America's Airmen Today ... for Tomorrow*

- **Professional and Casual business attire required**
  - Suit & Tie, button down shirts, polos, etc (or female equivalent)
  - **NO** jeans or T-shirts
  - Bring conservative athletic gear
    - **Solid color DARK/NAVY BLUE** or **BLACK** athletic shorts/pants
      - Small logos OK
    - Athletic tights OK but cannot be worn without shorts/pants
    - No sleeveless shirts or tanktops
- **Civilian attire equivalent to AF uniform...**



**Fitness Uniform (AFPTU)**



**Service Dress**



**AF Blues**



**Airmen Battle Dress Uniform (ABU)**



# Dress & Appearance- Military

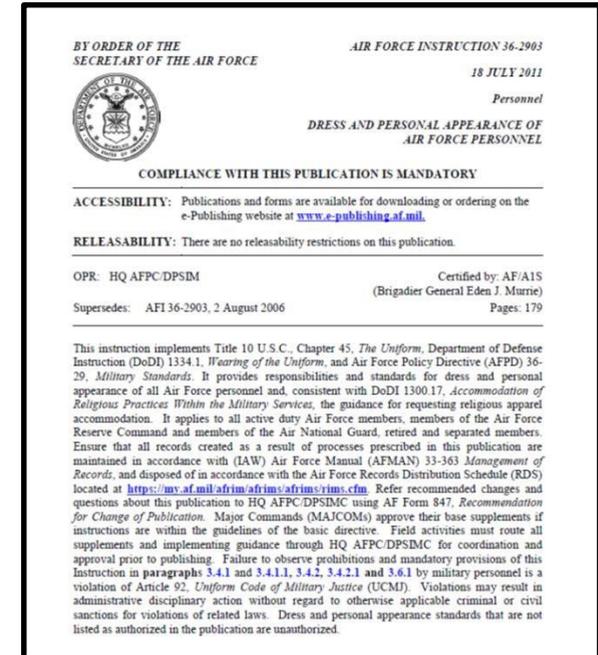


Develop America's Airmen Today ... for Tomorrow

- **Ultimate authority here at Maxwell...**
  - *AFI 36-2903: Dress & Appearance of AF Personnel*
- **Home station rules don't apply while TDY**
  - We understand there are unique operational requirements & waivers for uniform items
  - AFI 36-2903 is ultimate authority on Maxwell
  - Questions? see your Instructor on Day 1
- **Help us help you stay focused on SOS**
  - Refresh yourself on the AFI
- **Bring ALL your Uniform Items**

**NOTICE!**

If not specifically stated in the AFI, it IS NOT Authorized.



CAO: Change 3 (14 Jan 14)

**NOTICE!**

The following slides apply **ONLY** to US Military students



Authorized but Optional





# Common Discrepancies



*Develop America's Airmen Today ... for Tomorrow*

- Cell phone usage (driving, walking, texting, cases, etc)
- Eating/drinking while walking
- Headphones
- Backpacks/Gym bags & Purses
- Hands in Pockets
- Unauthorized Uniform Items
- Hair standards
- Jewelry
- Tobacco use in uniform



We can't make this up...



You know who you are...

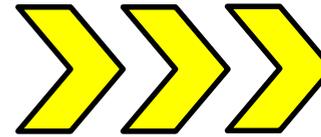




# Authorized Backpacks & Shoes

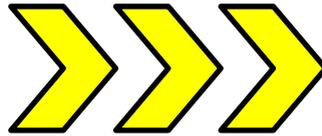


Develop America's Airmen Today ... for Tomorrow



Black

Multi-Cam



Black

Sage

ABU

Olive Drab



**NOT AUTHORIZED** in any Uniform



Toe Shoes are authorized for SOS-only events. Athletic style shoes and socks remain mandatory for all other AF events per the AFI



# Gym Bags, Purses, & Laptops



Develop America's Airmen Today ... for Tomorrow

## Gym bags



Black, or Navy Blue (Blues Only)



Black, Navy Blue, Sage, ABU Pattern

## Purses



Black ONLY

Should be no larger than the dimensions of a magazine, no wider than the length of an iPhone



Black ONLY

Smaller than the dimensions of a magazine, no wider than the length of an iPhone

## Laptop/ Attaché Bags



Black ONLY

**BLUE:** Conservative in nature, small logos, solid color, carried in left hand, over left or both shoulders



# Accessories

Develop America's Airmen Today ... for Tomorrow

## Cell Phones & Cases

- IF clipped to uniform



Navy, Black, Silver/Gray ONLY

## Hands-Free



Not Authorized in uniform! Ear buds OK for PT only. Hands-Free OK for driving on Maxwell

## Sunglasses



Brown or Black, Gold or Silver Wire

**BLUE:** Conservative in nature, small logos, solid color, not allowed in formations (medical conditions exempt).  
Cell Phones (texting or talking) NOT ALLOWED while walking.



# Jewelry



Develop America's Airmen Today ... for Tomorrow

## Rings



NO More than **Three- TOTAL!** Wedding band pairs count as one ring, no thumb rings

## Earrings



ONE set of either **Diamond, Silver, Gold,** or **white pearl.** Must be spherical & solid in color. No bigger than a pea. NOT AUTHORIZED for MALES

## Bracelets



NO wider than your finger

ONE only, and must be **silver** or **gold.** Traditional colors for POW/MIA bracelets other than silver or gold are authorized

**BLUE:** Conservative in nature, necklaces should not be visible at any time. Watches should be conservative

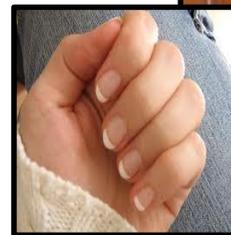


# Grooming Standards- Female



Develop America's Airmen Today ... for Tomorrow

- **Bangs**
  - Will not touch either eyebrow
- **Length**
  - Hair will end above bottom edge of collar
- **Color**
  - Highlights & frosting will be natural colors
- **Styling (Bun)**
  - Loose ends must be tucked in & secured
  - Can not exceed 3 inches in bulk
- **Fingernails**
  - Not to exceed 1/4 inch (beyond fingertip)
  - No designs, Single color must match skin
  - “White” French manicure tips (*not pearl*)



**EXCEPTION:** *In PTU, long hair will be secured but may have loose ends and can extend below the collar*



# Grooming Standards- Male



Develop America's Airmen Today ... for Tomorrow

- **Hair**

- CANNOT exceed 1.25 inch in bulk & .25 inch at natural termination point
- Tapered appearance
- CANNOT touch eyebrows, ears, or protrude under the front band of headgear



- **Sideburns**

- Straight & even width
- Will not extend below bottom of ear opening

- **Mustaches**

- Will NOT extend beyond upper lip line or sideways beyond the corner of the mouth



Sadly.. The last of the “Great Mustaches” in Military History



# Welcome To SOS!



Develop America's Airmen Today ... for Tomorrow



See You on Day 1!



***“Educate, motivate, and mentor captains as current and future air force leaders”  
- Since 1950***