



Welcome To SOS



Enhance Air- & Space-minded Leaders

SOS Reporting Guide

See our website for more details:

<https://www.airuniversity.af.edu/SOS/Student-Experience/>



Primed to prevail in competitive environments



SOS Dean Welcome



Enhance Air- & Space-minded Leaders

It is my pleasure to present the Squadron Officer School's (SOS) Academic Year 2024 Course Syllabus. The intent of this syllabus is to outline the curriculum for your professional military education experience at SOS.

As the primary developmental education program at Air University, the SOS Mission is to develop air and space leaders primed to prevail in competitive environments. We understand the importance of the academic continuum from pre-commissioning sources through general officers and lean on SOS being the critical tactical-to-operational bridge for leadership development. Our goal is for SOS graduates to rejoin the force with an enhanced understanding of institutional competencies, leadership actions, and key elements of reasoning required to fly, fight, and win in the 21st century. It is my hope, and the desire of the academic affairs faculty, to ensure all students attending SOS have a positive and productive learning experience. Your exchange of knowledge and experiences in the flight rooms will generate new networks and strengthen the bonds, friendships, and cooperation among our forces. I look forward to the energy and diverse perspectives that you will bring to our classes. I am confident that you will leave here having developed into better leaders, thinkers, communicators and warfighters. I firmly believe the relationships made at SOS will pay tremendous dividends in the future as we continue to tackle new challenges around the world.

Because coming to SOS often means spending time away from your job at your home station and the people closest to you, getting students to feel that their time spent at PME was worth it is a high hurdle for SOS to cross. The only way for us to do that is for you to participate and engage fully with this course. Your effort and attitude will shape the SOS experience and will be the most important factors in determining how much you and the Department of the Air Force benefit from the time you spend here. You only go through the SOS residence course once, so during this time I encourage you to invest in your teammates, your profession, and yourself to ensure the Department of the Air Force is capable, relevant, and prepared to defend the United States of America. Thank you for your engagement and for your service.

For additional information feel free to contact SOS student services
Email sos.od.studentservices@us.af.mil - DSN 493-3231 - COMM (334) 953-3231



Eligibility Requirements



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Read below and ensure eligibility!

Ineligible students will be sent home at parent unit's expense.

- 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.
 - **USAF** (AD, ANG & AFRC) students must have a current and passing Physical Fitness Assessments through the graduation date. **You cannot take a PT test at SOS.**
 - **USSF** students' unit commanders must ensure their members' physical fitness is commensurate with their Air Force counterparts. USSF Students enrolled into the monitoring program **MUST** come with their wearable device **OR** a printed copy of a **CURRENT** and **PASSING PT TEST**.
 - **Civilian** students are required to complete and pass all physical components of the USAF physical components of the Physical Fitness Assessment, as outlined in DAFMAN 36-2905, within 30 days of their class start date.
 - **PT Tests MUST stay current through graduation day.**
- If you need an Exception to Policy (ETP), you will need to submit an ETP memo **NLT 1200 CST 7 duty days before class start.** Please go to the reference website link below for more information
 - If you are on a duty limiting medical profile, you will need to submit an ETP
 - Reference: Under **Eligibility Requirements** section on <https://www.airuniversity.af.edu/SOS/Student-Experience/>
 - If you are on a pregnancy or post-partum waiver, you will need to email your AF 469 to our student services at sos.od.studentservices@us.af.mil
- **Students are expected to participate in all physical activities throughout the course**

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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
- CONUS: you are authorized 1 travel day
- OCONUS: you are authorized 2 travel days
- Ex: If the course is 18 Sept – 20 Oct, then 17 Sept is the travel day and the 18th is the 1st day of class and the 20th is graduation day and the 21st is the travel day
- **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.

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)



DTS



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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
 - Join 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.od.studentservices@us.af.mil 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

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DTS cont.



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- 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
 - LOA comes from AETC TDY-to-School
- SOS does **NOT** provide rental cars and cannot mandate rental cars.
 - Due to limited food options on base after 1500 and frequent inclement weather, rental cars are encouraged for incoming students. If a rental car is desired, it will be at parent unit's or your personal expense.



DTS cont.



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A Proportional Meal rate is authorized. Please follow the instructions below.

On DTS, under Per Diem, Click the three dots next to M&IE Allowed

LODGING COST	LODGING ALLOWED	M&IE ALLOWED
\$98.00	\$98.00	\$44.25
\$98.00	\$98.00	\$59.00
\$0.00	\$0.00	\$44.25

Select Meals available 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 Available Meals

Breakfast

Lunch

Dinner

**You can choose any two meal combinations. The selected Breakfast and Dinner option is one such example

****NOTE**** All students will have the ability to still eat all three meals at the River Front Inn (DFAC).



DTS cont.



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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

You will need to adjust the lodging rate to \$89 a night.



LODGING COST (Locality rate: \$107.00) <input type="text" value="\$ 89.00"/> Currency Converter	M&IE COST (Locality rate: \$59.00) <input type="text" value="\$41.00"/> Currency Converter
---------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------

Save adjustments and M&IE should be adjusted to \$41

Your ME&I will look like this when complete

LODGING COST	LODGING ALLOWED	M&IE ALLOWED
\$89.00	\$89.00	\$44.25
\$89.00	\$89.00	\$41.00
\$0.00	\$0.00	\$44.25



Dress & Appearance – Military



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- **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
 - DO NOT wear morale patches/gear unless approved
 - AFI 36-2903 is the ultimate authority on Maxwell
 - Questions? See your Flight Commander on Day 1
- **You will need to have the following Uniform Items:**
 - OCPs
 - FDUs (optional for authorized personnel) – *nametags must have first & last name*
 - PTUs (any variant)
 - Additionally, it is also recommended to bring civilian athletic gear for personal PT
 - **Service Dress/Blues are NOT required**
- **Morale Wear days:**
 - Khakis or Jeans (no holes/rips)
 - Closed toe-shoes
 - Shorts & Athletic wear are not authorized to be worn with Morale Shirts

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Dress & Appearance – DoD Civilians

- Applies **ONLY** during officially scheduled activities



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- **Business Professional and Casual attire is required**
 - **NO** jeans or T-shirts (during duty day)
- **Athletic gear is required**
 - Bring conservative athletic gear
 - **Solid colors 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
- **If you have old OCPs you can bring them for Project X**

Civilian attire equivalent to AF uniform



**Operational Camouflage
Pattern Uniform (OCP)**



Fitness Uniform (PTUs)

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Recommended Additional Items



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- **Old OCPs/2-piece 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



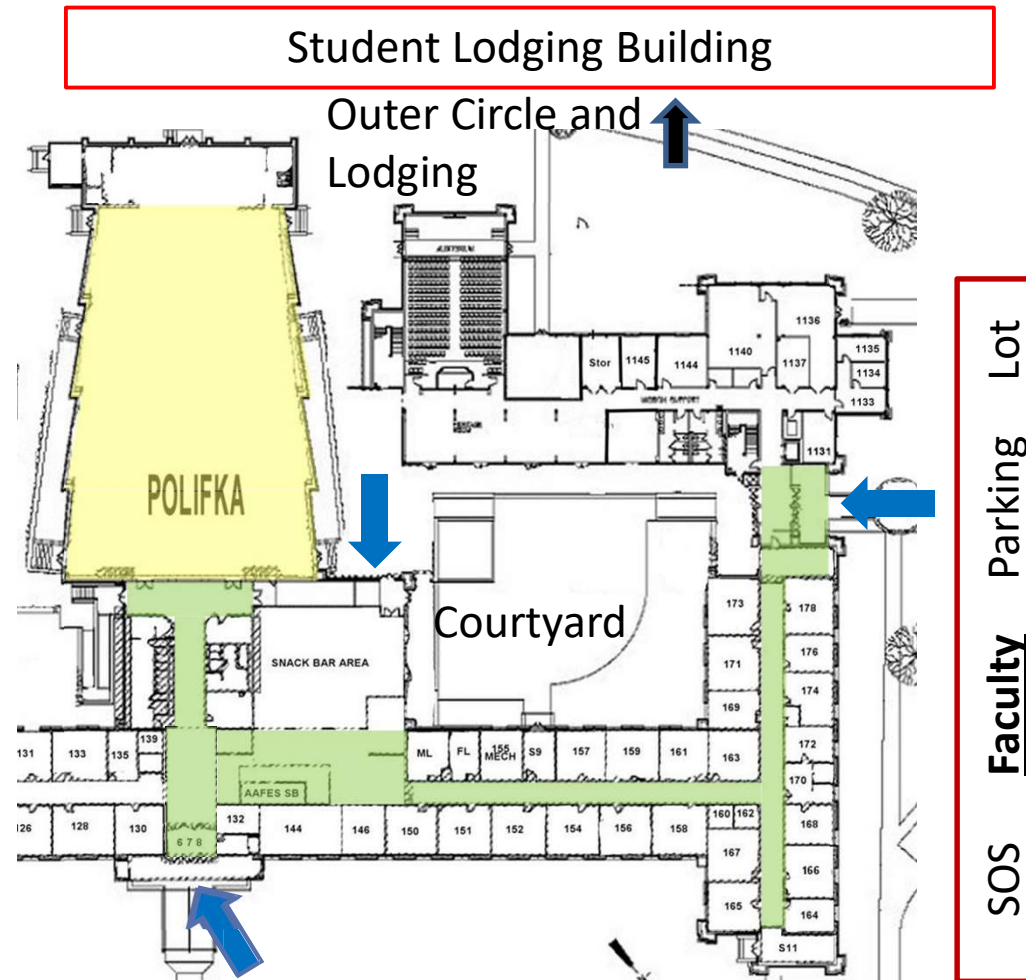
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- **Where:** Bldg 1403 – Polifka Auditorium
- **When:** 0800 CST
- **Attire:**
 - Military – OCP/FDU
 - Civilians – Business casual
- **Bring:**
 - Bring your laptop or personal device
 - PT Requirements
 - (USAF & Civilians): Current PFA Scoresheet
 - (USSF) Wearable PT devices or current PFA Scoresheet
 - CAC reader (recommended)
 - AFRC: Copy of orders

****Failure to provide current & passing PFA scoresheets or wearable device will result in being sent home on your unit's expense****

DHA issued laptops have had issues connecting to the AU WIFI

- **Missed/delayed flights or other travel problems contact**
 - Your assigned Flight Commander
 - Duty hours – Student Services (334) 953-3231
 - After 1700 – Ops Director (334) 552-6408



OKTA Access

- Okta (<https://a1-ims.okta.com/>) is accessed via **CAC Only** and serves as a multi-Factor authentication tool to house and access other apps such as Enterprise Canvas (one-stop-shop for SOS curriculum and assignments). ****There is no need to create an account if you have your CAC****

- Once logged into OKTA, you will see this:
- This is the only route to access Canvas



- If you are experiencing Canvas display issues on your personal device (i.e. images, banners, icons, etc. won't display). Download DoD certs utilizing the AU instructions: <https://www.airuniversity.af.edu/GCPME/Certificates/>
- If you are having login issues, password reset, activation link expired, etc., contact SOS-canvas-help@au.af.edu



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 if your training report still hasn't been uploaded 100 Calendar days after graduation.



Taxi/Shuttle Services Authorized on Base

On Time Taxi (334-505-1189)

Paul's Taxi (334-300-0540)

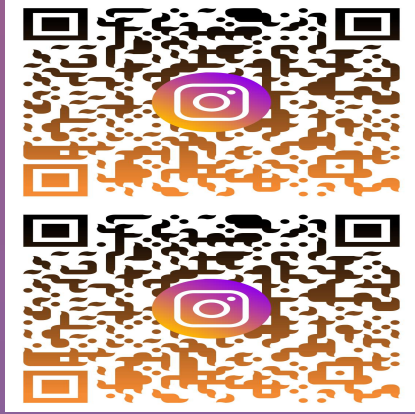
Kings Airport Shuttle (334-324-1794)

Lane's Taxi (334-324-1597)

****We are not advocating or endorsing any of these Taxi services****

**Note: Not all UBER/LYFT drivers have base access.
If this is the case, you will be dropped off at the gate and walk to lodging**

SQUADRON OFFICER SCHOOL





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