

MEDICAL WAIVER

Exception to Policy (ETP) Checklist

- All ETPs are approved on a case by case basis. Every situation is unique and Squadron Officer School (SOS) carefully reviews each package.
- ETPs are not required for Profiles or Exemptions due to pregnancy or 12-month post-partum deferment period; however, an ETP will be required if pregnant/post-partum member has another duty-limiting condition.
- If you are unable to attend SOS at a later date after your medical profile expires, this should be made **explicitly** clear in your ETP with **supporting evidence**.
- All ETPs **MUST** be signed by your **Wing Commander (WG/CC) or equivalent** and forwarded from their org/exec (CCE) account, etc. You **MAY NOT** send your own ETP.
- All ETPs **MUST** be mailed to the SOS Student services at sos.od.studentservices@us.af.mil **NO LATER THAN 7 duty days PRIOR** to class start.
- You **MUST** use the e-mail staff summary sheet (eSSS) template in this document to ensure SOS has all the necessary information to make an informed decision (DOR, TAFCSO, Promotion Board date, etc).
- Your Air Force Fitness Management (AFFMS) printout **MUST** include **your entire PT test history** - from 2nd Lt to your most current test.
Please provide file in Landscape orientation so that all information can be clearly read.
- **ALWAYS** check the status of your ETP. Do **NOT** assume that you are cleared to proceed to SOS without confirming your ETP is approved.
- You are authorized to contact SOS Student Services directly regarding your ETP package. SOS Student Services: DSN 493-3231, email sos.od.studentservices@us.af.mil.



Your Organizational Letterhead here

MEMORANDUM FOR SOS/CC

FROM: XYZ WG/CC

SUBJECT: Medical Profile ETP for Capt **FIRST LAST**

1. **Insert a brief explanation of the reason you are requesting an exception to policy. If you are unable to attend SOS at a later date after your medical profile expires, this should be made explicitly clear and should include supporting evidence.**

Example:

1. **Capt Doe is currently on a medical profile and due to a substantial recovery period, this is Capt Doe's last look for SOS before becoming ineligible to attend. I request an exception to policy for Capt Doe to attend SOS Class 24X.**
2. **If there are any questions or comments please contact Lt Col Jake Doe, 82 FS/CC (must be member's SQ/CC or equivalent), DSN: XXX-XXXX.**

A handwritten signature in black ink, appearing to read "Jane Doe".

Jane Doe, Brigadier General
Commander

2 Attachments:

1. Capt Doe's AF FORM 469
2. Capt Doe's Fitness Assessment

AF FORM 469 (available from Medical Provider)

This form is governed by the Privacy Act of 1974. (Blanket PAS 1974, Routine Uses) Disclosure of requested information is mandatory. AFI 33-332

DUTY LIMITING CONDITION REPORT		
Name (Last, First MI)	RANK	DATE
[REDACTED]	CPT	10/09/2013
SSAN	MAJCOM / INSTALLATION	Squadron / Unit Of Assignment
[REDACTED]	[REDACTED]	[REDACTED]
Squadron E-Mail Address	Duty Telephone:	
[REDACTED]	<input type="checkbox"/> DSN <input checked="" type="checkbox"/> Commercial	
HEALTH CARE PROVIDER'S MEDICAL RECOMMENDATION FOR THE SQUADRON COMMANDER		
<input type="checkbox"/> DUTY RESTRICTIONS	<input type="checkbox"/> MOBILITY RESTRICTIONS	<input type="checkbox"/> 49 / 81
PHYSICAL LIMITATIONS / RESTRICTIONS (DO NOT include medical condition or diagnosis)		
FITNESS RESTRICTION: No Sit-Ups FITNESS ASSESSMENT EXEMPTION: These restrictions were initiated: 10/09/2013 and will expire: 04/09/2014. Therefore, if the member is required to fitness test before the DLC release date, plus 42 days reconditioning period, they will not be able to perform the following fitness test component(s): <input type="checkbox"/> 1.5 mile run <input type="checkbox"/> 1 mile walk <input type="checkbox"/> Push-Ups <input checked="" type="checkbox"/> Crunches <input type="checkbox"/> AC Measurement Here is the web site to access your completed 469: https://imr.afms.mil/imr/MyIMR.aspx An exercise prescription may be needed if the fitness restrictions total more than 180 days based on the conditions outlined IAW AFI 10-203, Duty Limiting Conditions, chapter 3.2.1.2.2. The HAWC is automatically notified to review the restrictions to potentially generate an AF Form 422a upon completion of the AF Form 469 if needed. UFPMs and member should allow at least a 7-10 day processing period of profile paperwork, however the member will just need the AF Form 469 for testing purposes. Please contact the HAWC @ [REDACTED] for further questions.		
IAW AFI 10-203, member is required to report any change in medical condition to the Primary Care Manager		
Release Dates: 31 37 81 MR DR FR 04/09/2014		
Name and Grade of Health Care Provider	Signature	Today's Date
[REDACTED]	This form has been reviewed by the signatories indicated and verified by PIMR	10/09/2013
<input type="checkbox"/> 31 (ILLNESS OR INJURY WILL BE RESOLVED WITHIN 31-365 DAYS)	<input type="checkbox"/> 37 (MEDICAL DEFECT/CONDITION REQUIRES MEB OR PEB PROCESSING IAW AFI 41-210)	
Force Health Manager	Signature	Today's Date
[REDACTED]	This form has been reviewed by the signatories indicated and verified by PIMR	10/10/2013
Profile Officer Review	Signature	Today's Date
[REDACTED]	This form has been reviewed by the signatories indicated and verified by PIMR	10/11/2013

DUTY LIMITING CONDITION REPORT

AF FORM 469

Continuation Sheet

AF Fitness Assessment Management System (AFFMS) Printout

2/1/24, 2:24 PM

MyFitness Individual Fitness Tracker

Report For:
CAPT JOHN DOE

Report Run:
2/1/2024

Base:
MAXWELL

Date of Birth:
10/19/1988

Service Component: ?
REGULAR

Gender: ?
F

File Type Name: ?
AF OFF ACT MBR

Organization Name:
0000 SQUADRON OFFICER SCHOOL 0000

Recent Physical Fitness History

Date	Cardio Score	Strength Score	Endurance Score	Composite Score
4/26/2023	54.5	20.0	17.4	91.9
10/24/2022	55.0	17.4	16.0	88.4
4/5/2022	54.5	17.8	16.4	88.7
4/22/2021				0.0
12/7/2020				0.0

2/1/24, 2:24 PM

MyFitness Individual Fitness Tracker

Last Fitness Level(s)

Fitness Category	Composite Score	Date	Composite Exemption Type
Excellent	91.9	4/26/2023	
Satisfactory	88.4	10/24/2022	
Satisfactory	88.7	4/5/2022	
Composite Exempt	0.0	4/22/2021	Commander
Composite Exempt	0.0	12/7/2020	Commander

Recent Exemptions

Cardio	Exp.	Strength	Exp.	Endurance	Exp.
Not Exempt	Not Exempt	Not Exempt	Not Exempt	Not Exempt	Not Exempt

Fitness History - Details

Date	1.5 Mile Run	Cardio Score	HR Push-ups	Strength Score	Crunch	Endurance Score	Composite Score
4/26/2023	14:26	54.5	33	20.0	35	17.4	91.9
Fitness Category Excellent		Height 61.5		Weight 118.0		BMI 21.93	
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
10/24/2022	14:11	55.0	29	17.4	35	16.0	88.4
Fitness Category Satisfactory		Height 61.0		Weight 118.0		BMI 22.29	
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
4/5/2022	14:36	54.5	31	17.8	36	16.4	88.7
Fitness Category Satisfactory		Height 61.0		Weight 118.0		BMI 22.29	
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
4/22/2021							0.0
Fitness Category Composite Exempt		Height 61.5		Weight 108.0		BMI 20.07	
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
12/7/2020							0.0
Fitness Category Composite Exempt		Height 61.5		Weight 108.0		BMI 20.07	
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
3/19/2020							0.0

Fitness Category Composite Exempt		Height 61.5		Weight 108.0		BMI 20.07	
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
4/16/2019	14:09	52.8	46	10.0	44	9.5	92.3
Fitness Category Excellent		Height 61.5		Weight 108.0		BMI 20.07	
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
1/22/2019	14:29	51.2	41	9.5	32	0.0	80.7
Fitness Category Satisfactory		Height 61.0		Weight 110.0		BMI 20.78	
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
7/10/2018	15:08	49.3	41	9.4	43	7.8	86.5
Fitness Category Satisfactory		Height 60.5		Weight 108.0		BMI 20.74	
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
12/7/2017	15:35	46.9	32	8.4	39	6.5	81.8
Fitness Category Satisfactory		Height 60.5		Weight 111.0		BMI 21.32	
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
5/8/2017	14:26	51.2	42	9.5	44	8.0	88.7
Fitness Category Satisfactory		Height 61.0		Weight 110.0		BMI 20.78	

Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
10/11/2016	13:46	54.2	35	8.8	39	6.5	89.5
Fitness Category		Height	Weight		BMI		
Satisfactory		62.0	106.0		19.39		
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
10/7/2015	13:45	54.2	42	9.5	43	7.8	91.5
Fitness Category		Height	Weight		BMI		
Excellent		61.0	102.0		19.27		
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
4/7/2015	14:04	52.8	38	9.1	43	7.8	89.7
Fitness Category		Height	Weight		BMI		
Satisfactory		61.0	107.0		20.22		
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
4/28/2014	14:03	52.8	35	8.8	47	8.8	90.4
Fitness Category		Height	Weight		BMI		
Excellent		61.5	104.0		19.33		
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
4/29/2013	13:02	56.2	29	8.1	44	8.0	92.3
Fitness Category		Height	Weight		BMI		
Excellent		61.5	101.0		18.77		
Date	1.5 Mile Run	Cardio Score	Push-ups	Strength Score	Sit-ups	Endurance Score	Composite Score
4/25/2012	14:00	54.2	41	9.4	46	8.8	92.2
Fitness Category		Height	Weight		BMI		
Excellent		61.0	100.0		18.89		

E-Mail Staff Summary Sheet (SSS) to SOS Student Services at sos.od.studentservices@us.af.mil (Copy and Paste info below into an e-mail)

-----ROUTING:

Wg/CC
SOS/A3/5

-----STAFF SUMMARY

AO: RANK First MI last, SQ/Office, DSN XXX-XXXX (THIS SHOULD BE YOUR **SQUADRON COMMANDER OR EQUIVALENT**). THEY WILL BE REQUIRED TO ANSWER ANY QUESTIONS SOS LEADERSHIP MAY HAVE REGARDING THE INDIVIDUAL'S ETP.

SUSPENSE: DD-MMM-YYYY

1. PURPOSE. To approve an Exception to Policy to allow Capt **FIRST LAST** to attend SOS Class **24X** on profile.

2. BACKGROUND.

THIS SECTION SHOULD OUTLINE THE INFORMATION ABOVE AS WELL AS ANY AMPLIFYING INFORMATION THAT WOULD AID THE SOC/CC IN FORMULATING A DECISION.

3. Capt **XXXX** has an AF FORM 469 with an expiration date of **XXXX**. Capt **XXXX**'s AF FORM 469 limits (list exemption and/or restrictions: running more than 1 mile, pushups, sit-ups, etc.) Capt **XXXX** commissioned in **XXXX**, has a DOR to Captain in **20XX**, and will meet the O4 promotion board in **20XX**.

WING COMMANDER (OR EQUIVALENT) SIGNATURE BLOCK

Tab(s)

1. Capt **XXXX**'s AF FORM 469
2. Capt **XXXX**'s Fitness Assessment