

1 JANUARY 2004



Personnel

**SQUADRON OFFICER SCHOOL SELECTION
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 437 MSS/DPET (Mr. Darrell S. Nesbitt)

Certified by: 437 MSG/CC (Col Chris Doran)

Pages: 6

Distribution: F

This instruction implements local procedures for the selection of candidates from the 437th Airlift Wing to attend Squadron Officer School (SOS). This policy does not apply to Air National Guard, United States Air Force Reserve or tenant unit personnel. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. Executive Order 9397, 22 November 1943, authorizes using the Social Security Number (SSN) as a personal identifier. The SSN is required for positive identification of personnel and is subject to the Privacy Act of 1974.

1. Summary of Squadron Officer School: Squadron Officer School (SOS) is a critical component in the professional development for officers in the United States Air Force. There are two methods by which SOS may be completed: correspondence and in residence. Officers may enroll in the correspondence course through the base education center or at <http://www.maxwell.af.mil/au/soc/sos/socadl/index.htm>. The in-residence course is currently 5 weeks long.

2. Eligibility:

2.1. Eligibility Requirements. Officers must have at least 4 but not more than 7 years Total Active Federal Commissioned Service (TAFCS) and be pinned-on captains by class start date. Line and medical officers are eligible for consideration at the wing level. Officers must meet quality force standards and be able to participate in all aspects of SOS. They must not be on a profile that would limit participation in SOS activities.

NOTE: JAG and Chaplain quotas are centrally managed; therefore, these officers are not eligible at the wing board.

2.2. Eligibility listings. HQ AMC will provide 437 MSS/DPET (Formal Training) with a list of classes for the fiscal year (approximately seven classes per fiscal year) and the number of quotas allocated for each class. Due to operational tempo and PCS movement, 437 MSS/DPET will request 437 MSS/DPMMS produce a list of eligible captains for two classes at a time. This listing will include

captains that are beyond the window of eligibility (i.e., between 7 to 9 years TAFSC). 437 MSS/DPET will edit this listing to show year of eligibility for each captain and the classes for which each captain is eligible. At the same time, DPET will also provide each group commander with their number of “outright” quotas and the number of officers they may nominate to the board (see paragraph 4.).

3. Waiver Requirements: 437 AW/CC may waive eligibility requirements for officers with more than 7 but less than 8 years TAFSC as of the class start date. The AMC/DP may waive officers with 8 to 9 years TAFSC (9 years is the maximum that may be waived). Waiver requests must contain strong justification as to why the officer was unable to attend SOS during their window of eligibility (see [Attachment 2](#) for example). The 437 AW/CC may disapprove all eligibility waivers at his level.

4. Selection Procedures:

4.1. Outright quota calculation. 437 MSS/DPET will use the formula illustrated in Figure 4.1 below to determine the number of quotas allocated to each group. It also determines the number of officers each group may compete for the remaining quotas at the board. For clarification:

4.1.1. Number of eligible officers include captains with 4-7 years TAFSC only

4.1.2. Percent of total eligibles is the number of group eligibles divided by total number of wing eligibles

4.1.3. Number of SOS class quotas available at the board in this illustration: 13

4.1.4. Group Commander coordinated allocation percentage: 80% (This is a fixed percentage and does not change based on quotas)

4.1.5. Group number of outright quotas equal group percentage of total eligibles, multiplied by the number of quotas at board, multiplied by the allocation percentage

4.1.6. Outright quotas are rounded down to the nearest whole number

4.1.6.1. OG example: $0.862 \times 13 \times 0.80 = 8.9$ quotas = 8 outright quotas

4.1.6.2. MDG example: $0.076 \times 13 \times 0.80 = 0.9 = 0$ outright quotas

Table 1. Example Calculation of Outright Group Quotas and Alternate Pool.

					Outright Quotas
					(%total x # Quotas
	# Eligibles	% of Total	# Quotas	Allocation %	x Allocation %)
OG	125	0.862	13	0.80	8.9 or 8 outright quotas
MSG	8	0.055	13	0.80	0.5 = 0 quotas
MXG	1	0.007	13	0.80	0.0 = 0 quotas
MDG	11	0.076	13	0.80	0.7 = 0 quotas
DS	0	0.000	13	0.80	0.0 = 0 quotas
Totals	145		13		8 outright quotas
Quotas available at Informal Board (Total # Quotas – Outright Quotas)				13-8 = 5	5 at board
Alternates (40% x Total # Quotas)				.40 x 13 = 5.2	5 alternates

4.2. Nominating Officers to the Board. All group commanders, those with and without outright quotas, may nominate officers to compete for the remaining SOS quotas. The number of officers each group commander may nominate for these quotas is limited to the number of quotas available at the informal board. For example, using Figure 4.1, there are five quotas available at the informal board. Therefore, each group commander may nominate up to five officers to compete for these slots. The informal board will also select alternate SOS candidates. The number of alternate candidates selected will equal 40% of total quotas. For example, using Figure 4.1, there are 13 total quotas and 40% of 13 equals five (round down). Therefore, the board will select five alternate candidates in addition to the five primary candidates mentioned previously.

NOTE: Non-competitive, unqualified or unavailable officers should not be nominated to the board. Therefore, group commanders should “turn-in” any unused outright quotas to the board, if appropriate.

4.2.1. Nomination Requirements. Squadron commanders will nominate officers using CAFB Form SOS (Squadron Officer School Nomination Form). This form will be submitted for each officer nominated for competition at the board NLT the suspense date established by 437 MSS/DPET (see Attachment 3 for example). Formal Training will provide CAFB Form SOS to commanders upon request. The form must be completed using only 12 point, New Times Roman.

4.3. Board Membership. The informal board will consist of OG/CC, MSG/CC, MXG/CC, MDG/CC, and the Director of Staff (DS). Deputy commanders may sit on the board if the group commander is unavailable. The 437 AW/CV will conduct a quality review of the primaries and alternates selected by each board, and will ultimately approve the results.

4.4. Board process. Group commanders will use an informal board process to select the wing’s most qualified officers to attend SOS. The board will collectively determine which captains will fill the remaining quota by reviewing nominated officers’ records of performance and SURFs, scoring each record on a scale of 6 to 10 (see figure 4.2). Next, using the composite board member scores, each nominee will be rank ordered from the highest score to the lowest. The top rank-ordered nominees will be selected while the remaining will be announced as alternates, up to the number of alternates required for the board. Finally, 437 MSS/DPET will compile the board results (primaries and alternates, by class) for 437 AW/CV signature.

Table 2. Scoring Scale.

Performance Description	Points
Absolutely Superior	10
Outstanding Record	9.5
Few could Be Better	9
Strong Record	8.5
Slightly Above Average	8
Average	7.5
Slightly Below Average	7
Well Below Average	6.5
Lowest in Potential	6

5. Selection Notification:

5.1. Group Commanders will notify primaries and alternates of their selection upon 437 AW/CV approval of the board results. 437 MSS/DPET will also contact primaries and alternates following their selection. Since alternates may be given as little as 24 hours notice to report to SOS, they must be available to report to SOS up to and including the class start date.

5.2. Changes to the list of selects will not occur without the approval of 437 AW/CV.

6. Selectee Replacement Procedures: 437 MSS/DPET will determine if the member was an outright select or if the member was selected to attend by the informal board. If the member was an outright select, 437 MSS/DPET will contact the first alternate available on the alternate list from the same group from which the member was an outright select (I.E. Operations Group). Otherwise, 437 MSS/DPET will notify the first available officer from the alternate list.

7. Deferment Request Procedures:

7.1. If a primary candidate is unable to attend the SOS class for which he/she was originally selected, he/she must request a deferment with or without prejudice. This must be done through official memorandum, coordinated through the officer's squadron and group commander, and approved by 437 AW/CC. If approved, 437 MSS/DPET will immediately notify the first available officer from the alternate list.

7.1.1. Previously deferred selectees (without prejudice) will be reserved a seat for the next available class, reducing the next board's quota by one for each approved deferment.

BROOKS L. BASH, Colonel, USAF
Commander

Attachment 1

EXAMPLE ELIGIBILITY WAIVER REQUEST LETTER

(AMC/DP APPROVAL)

DATE

MEMORANDUM FOR 437 AW/CC

FROM: (Unit Commander)

SUBJECT: Request for Squadron Officer School (SOS) Eligibility Waiver

1. Request the following individual receive a waiver for Squadron Officer School attendance:

Captain John M. Doe, SSN 123-45-6789, TAFCSO: 3 Jan 1995

2. The reason for this request is as follows: (insert specific, strong justification describing why the officer was unable to attend during their normal period of eligibility for SOS, such as deployments, personal issues, OPSTEMPO, etc.).

3. If you have questions, please contact me at DSN 673-1234.

UNIT COMMANDER, Lt Col, USAF
Commander

1st Ind, 437 AW/CC

MEMORANDUM FOR HQ AMC/DP

Recommend Approval/Disapproval.

BROOKS L. BASH, Colonel, USAF
Commander

2nd Ind, HQ AMC/DP

MEMORANDUM FOR 437 MSS/DPET

Approved/Disapproved.

RANDY L. TILLERY, Colonel, USAF
Director of Personnel

Attachment 2

EXAMPLE SQUADRON OFFICER SCHOOL NOMINATION FORM

SQUADRON OFFICER SCHOOL NOMINATION FORM (* Indicates Mandatory Fields)		
*Rank:	*Projected/Date of Rank (dd mm yy):	
*Nominee Name (Last Name, First Name, MI):		
*Unit/Office Symbol:	*Class Nominated For:	
Awards Received Since Last OPR Closeout (Quarterly Award Winner, etc.): (5 Line Limit)		
Decorations Received Since Last OPR Closeout (AFAM, AFCM, MSM, Air Medal): (3 Line Limit)		
Other Accomplishments Since Last OPR Closeout (Special Project POC, DV Visit, etc): (10 Lines)		
*SOS by Correspondence:		
Enrolled:	Enrollment Date: _____	
Completed:	Completion Date: _____	
*Advanced Academic Degree:		
Enrolled:	Enrollment Date: _____	
	Credit Hours Completed: _____	
Completed:	Completion Date: _____	
Squadron Commander's Comment Block: (Limit to 5 Lines)		
*Squadron Commander's Signature Block:	*Signature:	*Date (dd mm yy):
*Group Commander:		
My # _____ of _____ nominees		
*Group Commander's Signature Block:	*Signature	*Date (dd mm yy):