



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.



Warrant Officer Foundational Principles



Mission: Develop professional warfighting advisors prepared to integrate technical and specialized expertise across the competition continuum

Vision: The premier institution for developing highly skilled and adaptable warrant officers who influence with excellence, innovation, and integrity. We strive to foster a culture of continuous learning, professional growth, and functional excellence, empowering our graduates to excel in dynamic and challenging operational environments while upholding the highest standards of service and professionalism.

Motto: “MISSION READY”





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 (RegAF, ANG & AFRC) are required to upload the following documents to the SharePoint folder**

- Copy of orders (and Amendments [If Applicable])
- SGLI
- vRED
- DD Form 1172-2 (If Applicable)
- DD Form 2983
- Emergency Contact Info Sheet (Completed)
- Shaving Waiver (If Applicable)
- ASIMS / MyIMR
- Physical Fitness Assessment
 - ****MUST BE CURRENT AND PASSING****





Finance & Travel



*****For all Active Duty candidates, you are not using DTS to generate orders, instead ensure your orders reflect TDY enroute*****

See example on right for orders that correctly reflect TDY enroute (exact verbiage may vary by MPF)

REQUEST AND AUTHORIZATION FOR PERMANENT CHANGE OF STATION - MILITARY			
PRIVACY ACT STATEMENT AUTHORITY: 10 U.S.C. 9013, Secretary of the Air Force, E.O. 9397 (SSN), as amended. Powers and duties; delegation by 9032, General duties; implemented by The Department of the Air Force Manual 36-2102, Base-Level Relocation Procedures. PURPOSE: Each type of relocation of Air Force personnel requires specific actions described either on a checklist or by sending a form letter to the applicable base activity having a responsibility for ensuring accomplishment of the action. ROUTINE USES: In addition to those disclosures generally under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). DISCLOSURE: VOLUNTARY: SSN is used to reference member's official records. Failure to provide SSN may make it difficult for member to receive pay and entitlements in coordination with Permanent Change of Station.			
The following individual will proceed on permanent change of station: ☐ PCS without PCA ☒ PCS with PCA		TED JAN 2026	
1. RANK	NAME (Last, First, Middle Initial)	2. SSN	3. SAFSC/CAFSC
			17Y3D/17Y3D
4. SECURITY CLEARANCE (Include date of last investigation)		5. REPORT TO COMDR, NEW ASSIGNMENT	6. TRAVEL DAYS AUTHORIZED (IF TRAVELING BY PRIVATELY-OWNED CONVEYANCE)
		NLT: 18 JAN 2026	2
7. TDY ENROUTE WOTS Class 26-02 Class Start Date 27 OCT 2025 Class Grad Date 18 DEC 2025			
8. UNIT, MAJOR COMMAND AND ADDRESS OF UNIT FROM WHICH RELIEVED:		9. UNIT, MAJOR COMMAND AND ADDRESS OF UNIT TO BE ASSIGNED:	
10. TYPE OF TOUR (Check One) ☐ ACCOMPANIED ☐ UNACCOMPANIED ☐ UNACCOMPANIED, DEPENDENTS ☐ RESTRICTED		11. TOUR LENGTH (Total No. of Months)	12. EXTENDED LONG TOUR VOL.
13. DEPENDENT TRAVEL: ☐ A. CONCURRENT TRAVEL IS AUTOMATIC ☐ B. CONCURRENT TRAVEL IS APPROVED ☐ C. DEPENDENT TRAVEL IS DELAYED FOR LESS THAN 20 WEEKS ☐ D. DEPENDENT TRAVEL IS DELAYED FOR MORE THAN 20 WEEKS ☐ E. TRAVEL IS AUTHORIZED TO A DESIGNATED PLACE		14. THIS IS A JOIN-SPOUSE ASSIGNMENT (Include spouse's rank, name & SSN)	
		15. AUTHORITY FOR CCTV:	
16. HOMEBASING/FOLLOW-ON ASSIGNMENT (Include AAN, GPAS, and RNLTD)			
17. DEPENDENT(s): (List names, DOB of children, relationship to member and current address)			
18. PCS EXPENSE CHARGEABLE TO:		19. AUTHORITY AND PCS CODE	
QC: TAC: ATAC:			
20. TDY EXPENSE CHARGEABLE TO:		21. SDN: (See Remarks)	
Pursuant to AFI 32-8000, you will report to the base housing referral office servicing your new duty station before entering any rental, lease, or purchase agreement for off-base housing.			
22. REMARKS (Submit travel voucher within 5 workdays after completion of travel. If TDY enroute is authorized, attach receipts showing cost of all lodging used. All promotional items incurred while PCS/TDY must be turned in to AFO upon arrival at gaging base.)			
PCS ADSC: 24 TRAINING ADSC: (See AFMAN 36-2102)			
Airman must be in uniform at final out-processing appointment. Airman must complete All reassignment requirements for the PCS prior to final out appointment and departure from PDS. To include member's & dependent(s) Medical and Dental clearance, Passport/Visas, Command Sponsorship, Approval for (OCONUS)Assignments, Security Clearance, Retainability including AF Form 63, Active Duty Service Commitment (ADSC) AF Form 4380, Air Force Special Needs Screener (as required),PPCs requirements and Follow-On or Home-Basing app/disapp (as required.) (Reassign Rem)			

DAF FORM 899, 20221021
Prescribed by: DAFMAN 36-2102

PREVIOUS EDITIONS ARE OBSOLETE

PRIVACY ACT INFORMATION: When filled in, the information in this form is CONTROLLED UNCLASSIFIED INFORMATION. Protect IAW the Privacy Act of 1974.



Finance & Travel



- **WOTS does NOT handle DTS fund cites, per diem or orders**
 - Orders are generated through DTS
- **WOTS does NOT provide transportation from the airport**
- **Government Charge Card (GTCC)**
 - Before you leave for WOTS, verify your GTCC does not expire prior to your graduation date 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)**

- Candidates will receive the Government Meal Rate (GMR) while attending WOTS
- Meals are available three times (breakfast, lunch & dinner) per day
- Meals Ready to Eat (MREs) are available for purchase in the event the DFAC is unavailable due to training requirements and/or extenuating circumstances

➤ **Lodging**

- WOCs will stay at the Warrant Officer Training School (Bldg 1430) on Maxwell AFB from DOT 1 to graduation



DTS Meals Available



- Meals are available (breakfast, lunch & dinner); 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
\$99.00	\$99.00	\$51.00 ⋮
\$99.00	\$99.00	\$22.40 ⋮
\$0.00	\$0.00	\$51.00 ⋮



After selecting “Meals Available”, your M&IE should adjust to \$22.40 per day.

Select Meals provided at TDY location

☒ Meals Available at TDY Location

☐ Government Meals Provided at TDY Location

☐ Occasional Meals Required

☐ Special Meal Rate

Select Available 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”

LODGING COST (Locality rate: \$107.00)

\$ 0.00 [Currency Converter](#)

M&IE COST (Locality rate: \$59.00)

\$5.00 [Currency Converter](#)

If lodging does not automatically change to \$0, then you must manually adjust. **WOCs are only reimbursed lodging costs on travel days.**

Your ME&I will look like this when complete



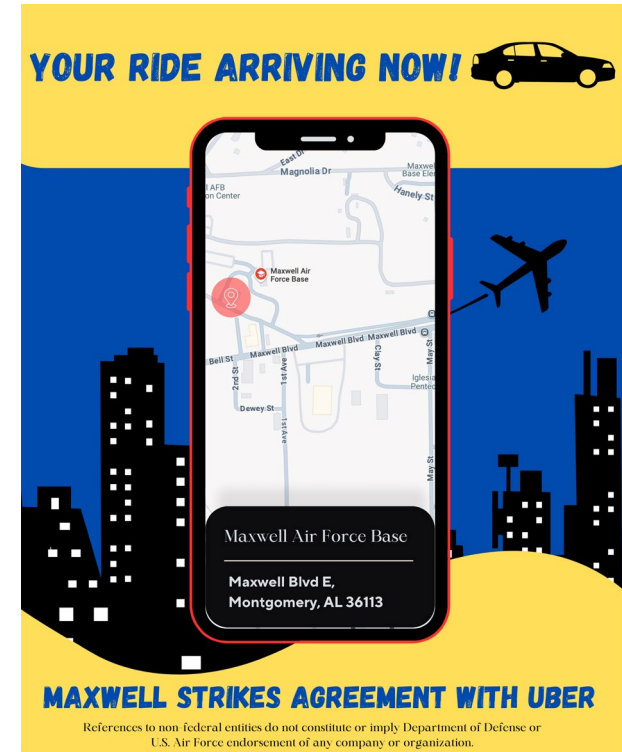
Arrival to Maxwell AFB



- **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 will park behind Bldg 1433 on Maxwell AFB
 - Limited access is authorized during training after proper coordination with WOTS faculty & staff





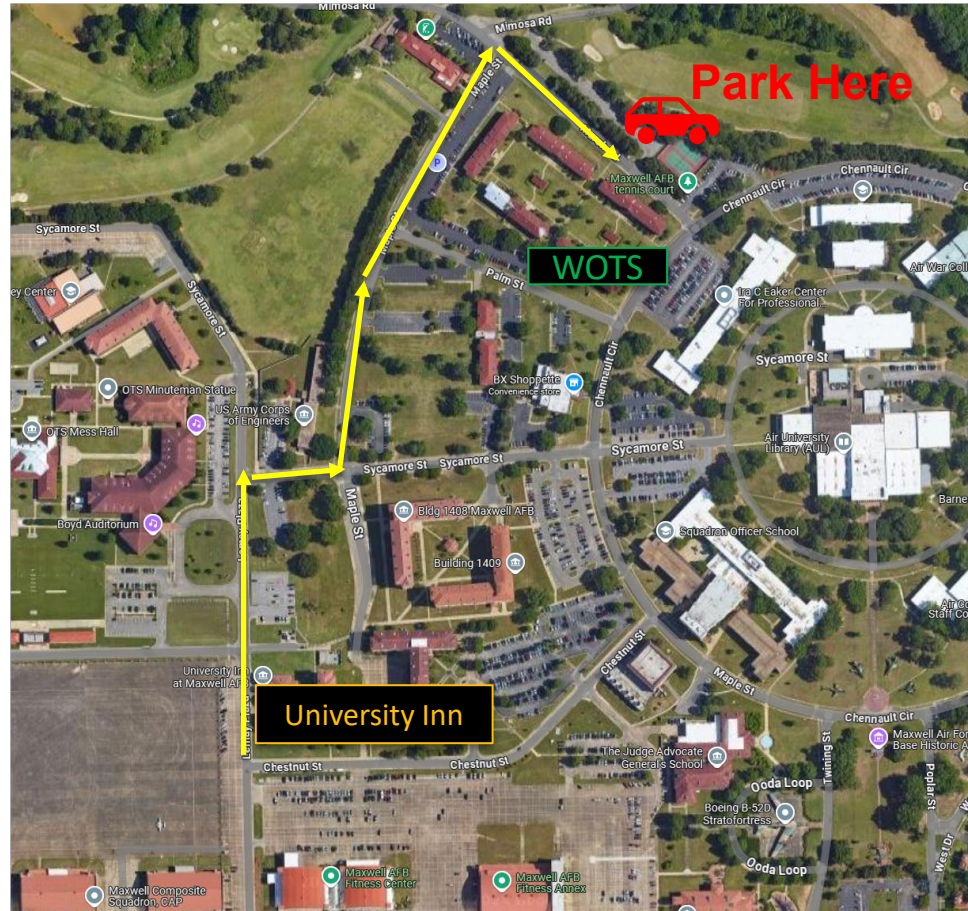
Lodging



- **ALL WOCs** will report to the University Inn at Maxwell AFB University (450 LeMay Plaza, Montgomery AL, 36112)
- **Do not book lodging through DTS!**
 - Single lodging rooms are **automatically** reserved for WOCs
 - Children & pets are **NOT** allowed in lodging rooms
 - **Ignore any generated errors through DTS or system-generated email**
 - WOCs will check out from the University Inn prior to reporting to WOTS



****WOTS is an unaccompanied TDY****





Reporting to WOTS



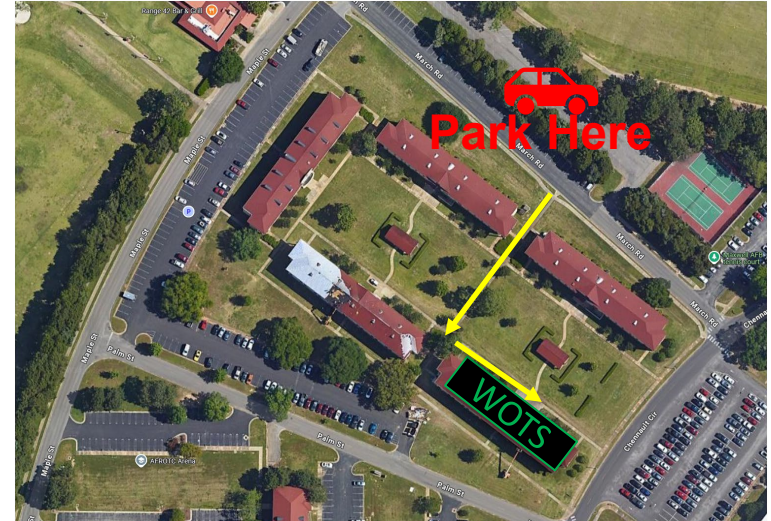
➤ **Report to the Warrant Officer Training School (Bldg 1430) at 0800 on Day of Training 1**

- WOCs should eat a well-balanced breakfast prior to reporting
- WOCs with their POV will park in the parking lot behind Bldg 1433, adjacent to the Tennis Courts
- WOCs without POVs must provide their own transportation from The University Inn to WOTS
 - Candidates are not authorized to leave POVs at lodging and **MUST** check out prior to departure

➤ **WOCs will report in OCPs without rank, MAJCOM, unit or morale patches**

- OCP blouses must have the ability to wear hook & loop chest rank
- WOCs **MUST** have the subdued American Flag patch

➤ **WOCs must come with all items as directed per the packing list**





Required Uniform Items



UTILITY UNIFORM	Minimum/ Recommended QTY
Boots – Coyote Brown	1/2
OCP Pants	2/4
OCP Blouse	2/4
<i>With Velcro</i>	
OCP Cap – Patrol style only	1/2
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
Extreme Cold Weather Clothing System (ECWCS)	1/1
<i>Same as Gortex</i>	
Watch cap - Black or coyote brown*	1/2
OCP Socks - Coyote Brown or DLA issued green	5/7
Gloves - Black or coyote brown	1/2
Consider: 1 warm pair*, 1 work pair	
Name tapes, 1" wide – Spice brown print on OCP	3/4
<i>Hook & Loop</i>	
USAF tapes, 1" wide – Spice brown print on OCP	2/3
<i>Hook & Loop</i>	
US Flag Patch – Spice brown, embroidered	2/3
<i>Hook & Loop</i>	

*Uniform item required if training dates fall between October - March

SERVICE UNIFORM	Minimum/ Recommended QTY
Visible/known stripe marks need to have item replaced	
Dress Shoes - Black, dress, oxford, plain toe	1/1
High heels/pumps are not authorized for Candidates during WOTS	
Officer Service Coat	1/1
Must have dark braid and epaulets attached	
Maxwell Alterations has 5 weeks turn around	
Blues Pants	1/1
Wool or polyester w/a minimum of 1 wool	
Blues Shirt - Long sleeve	1/2
Blues Shirt - Short sleeve	1/2
Flight cap - With silver and blue braid	1/1
Necktie/tab	1/1
Belt - Blue w/ chrome buckle	1/1
Undershirts	2/3
Dress Socks - Black	2/4
Shirt garters	1/1
Light-weight jacket - May be embroidered	1/1
Blue name tag	1/1
Service Dress Uniform name tag	1/1
(Officer) US lapel pin – Set of 2 for service coat	1/1
Metal rank – For service coat epaulet and flight cap (WO1, WO2)	3/3
AAFES has WO rank available for purchase	
Ribbon rack	1/1
Required/approved duty badges	

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

All uniform items **MUST** be
IAW DAFI 36-2903



Required Hygiene & Additional Items



PERSONAL & HYGIENE ITEMS

60 day supply of the following personal hygiene items:

****Limited options at AAFES location****

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)

Thermal Underwear (Optional)

Black or white non-thong - style conservative underwear, cotton - 6 pairs (females)

Black or white sports bras – 6 each (females)

Bra underwire – 2 (females) | (Optional)

Spandex / tights, plain black – 3 pairs (Optional)

Hairbrush or comb (Optional)

Hair bands and bobby pins, same color as hair (females) | (Optional)

Wristwatch – smart watches are authorized

Eyeglasses (As needed)

Eyeglass strap – glasses will be secured during physical and field events

Hand towel, Washcloth or loofah

Shower shoes

Towel x2 – No wider than 24 inches wide by 44 inches long

Mesh laundry bag

Laundry detergent & dryer sheets

ADDITIONAL ITEMS

****NOTE: Supply list subject to change****

Cash (\$75)

Laptop
Accessories, surge protector, headphones, waterproof case for electronics in the event of inclement weather.

Academic supplies – Black and blue ball point pens, notepaper, pocket notebook

Toiletry Bag

Lock - Combination style only

72-HOUR BAG

Must bring the following items in a carry-on capacity (if traveling by air)

1 complete OCP uniform

Patrol cap, t-shirt coyote brown, OCP pants, OCP blouse, name & Air Force tapes/flag patch, blousing straps, belt, undergarments, coyote brown socks, boots

1 complete PTU

Air Force PTG shirt & shorts, undergarments, running socks, athletic shoes

Laptop

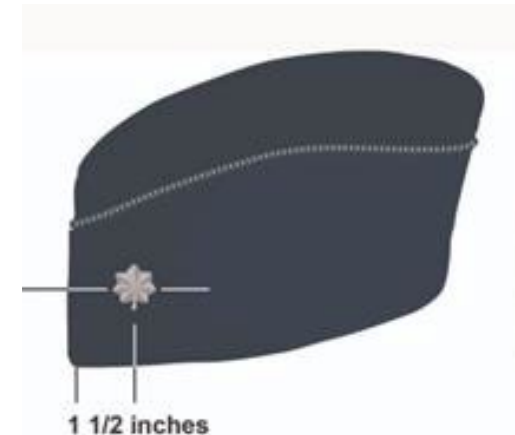
Toiletry Bag



Dress & Appearance



- **DAFI 36-2903: Dress & Appearance of USAF Personnel for guidance on Officer uniform wear.**
- **OCPs, Service Dress Uniforms and Physical Training Gear 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 are expected to pass the Physical Fitness Assessment (PFA) & waist measurement within a week of arrival and during the 6th week of 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
 - 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:**

- Phone: 1-800-874-2273
- 42 Medical Group Appointment line: 334-953-3368
- 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