



# 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



- **WOTS does NOT handle DTS fund cites, per diem or orders**
  - Orders are generated through DTS
  - TDY-to-School (TTS) will cross org and provide the LOA information to WOTS
- **If you have NOT received 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](mailto:tdy.school@us.af.mil)
- **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 DOT1 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	<b>\$22.40</b> ⋮
\$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

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

**YOUR RIDE ARRIVING NOW!**

Maxwell Air Force Base  
Maxwell Blvd E,  
Montgomery, AL 36113

**MAXWELL STRIKES AGREEMENT WITH UBER**

References to non-federal entities do not constitute or imply Department of Defense or U.S. Air Force endorsement of any company or organization.



# Lodging



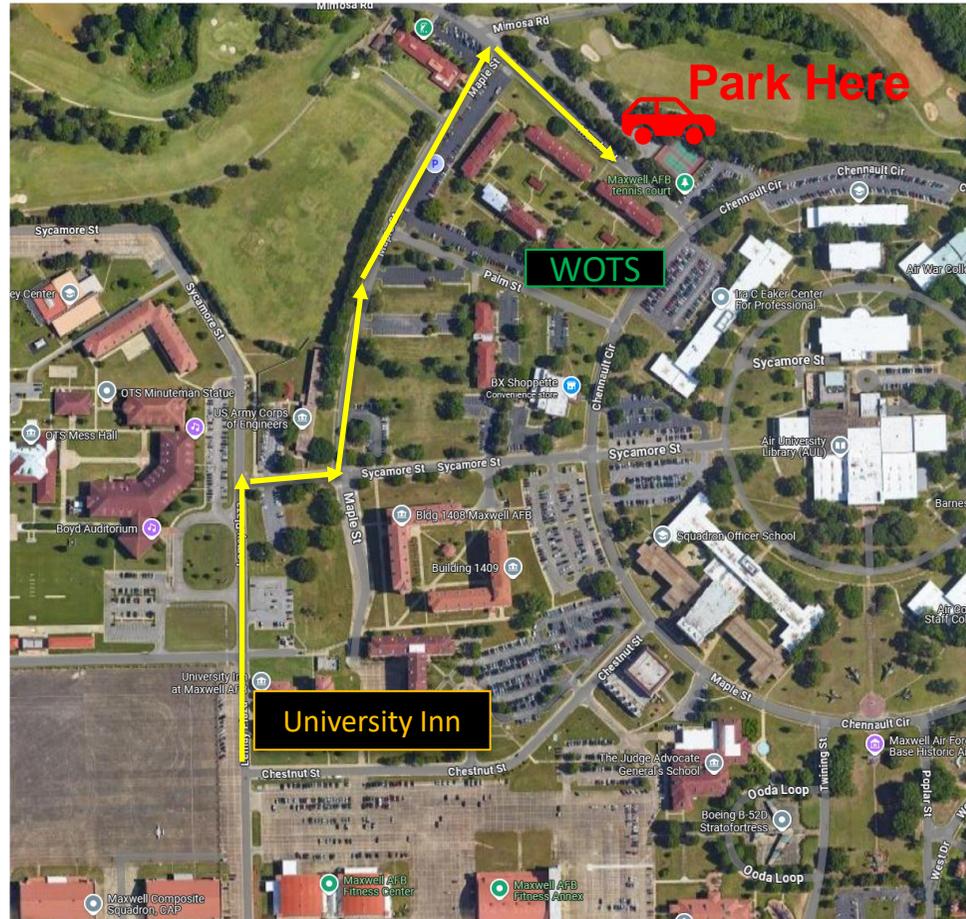
- **ALL WOCs** will report to the University Inn at Maxwell AFB University (450 LeMay Plaza, Montgomery AL, 36112)
  - **Do not book lodging through DTS!**
  - Single lodging rooms are **automatically** reserved for WOCs
  - Children & pets are **NOT** allowed in lodging rooms
  - **Ignore any generated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





# 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 &amp; Loop</i>	
USAF tapes, 1" wide – Spice brown print on OCP	2/3
<i>Hook &amp; Loop</i>	
US Flag Patch – Spice brown, embroidered	2/3
<i>Hook &amp; 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	
<b>**Maxwell Alterations has 5 weeks turn around**</b>	
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
<b>**AAFES has WO rank available for purchase**</b>	
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

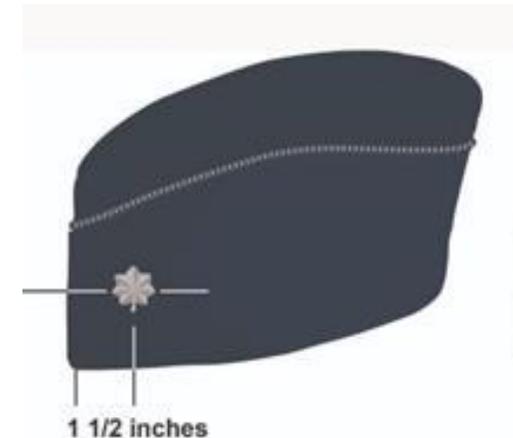
ADDITIONAL ITEMS **NOTE: Supply list subject to change**
Cash (\$75)
Laptop Accessories, surge protector, headphones, waterproof case for electronics in the event of inclement weather.
Academic supplies – Black and blue ball point pens, notepaper, pocket notebook
Toiletry Bag
Lock - Combination style only



# 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 6<sup>th</sup> 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](mailto:HOLMCENTER.WOTS.CandidateServices@us.af.mil)**

- **Questions during normal duty hours:**

- Commercial: 334-953-2878
- DSN: 312-493-2878