



WELCOME TO SOS, CLASS 25F!

You have been registered to participate in the SOS In-Residence course **25F** from **31 Jul – 5 Sep**.

***If you find this message to be an error, please contact your unit training manager (and cc the SOS Student Services org box sos.od.studentservices@us.af.mil) to be removed from the course immediately.**

This letter will outline your expectations and what you need to know to successfully complete the SOS In-Residence course. **Please read the welcome letter in its entirety for detailed instructions.**

You are expected to complete between 120 -130 hours of instruction, which includes self-paced readings and homework assignments, electives, and guest speakers.

1. To complete class assignments and participate in class discussions you will need:
 - i. Internet access (**provided by on-base lodging and SOS bldg.**)
 - ii. A personal or government laptop or computer with a webcam and microphone.
****Defense Health Agency (DHA) laptops are not compatible with the Air University WIFI****
 - iii. CAC reader
 - iv. Access to the following apps (recommend they be downloaded to your device)
 - a. Microsoft Teams
 - b. Google Calendar
 - c. Okta Verify App (if not using a government computer)
 2. All SOS lesson modules and assignments are located on AU Canvas (a1-ims.okta.com) You will be able to access SOS course material starting Day 1.
- 3. Education Day 1**
- i. Your first event will be in the SOS main building, Bldg 1403, Polifka Auditorium at **0800 CST**.
 - ii. UOD:
 - a. (Military): OCPs/FDU's
 - b. (Civilian): Professional and casual business attire
 - iii. **USAF & Civilian Students:** Last PFA Scoresheet showing all passing components and date current through graduation.
 - iv. Air Force Reserves: Bring 2x copies of your orders.

****FAILURE TO SHOW CURRENT & PASSING PFA WILL RESULT IN BEING SENT HOME AT YOUR UNIT'S EXPENSE****

4. Your Flight Commander may contact you. If your Flight Commander decides to send an email, they will be contacting you **NET 1630 CST on 25 Jul**. Please check your **.mil** email as this is likely the only initial contact information your Flight Commander has for you.

If you want your Flt/CC to send to a different email address, please provide your secondary email contact information to SOS Student Services.

If you do not receive an initial contact from your instructor **and** have any issues, please email Student Services at sos.od.studentservices@us.af.mil.



5. If you have any issues with the Maxwell AFB University Inn, please inform your Flight Commander and **talk to the front desk**.

If you have further questions, please visit our website at <https://www.airuniversity.af.edu/SOS> or contact SOS student services.

Email sos.od.studentservices@us.af.mil - DSN 493-3231 - COMM (334) 953-3231

Follow us on social media for additional messages as your class date approaches.

Facebook: <https://www.facebook.com/squadronofficerschool>

Instagram: [Squadron Officer School \(@squadron_officer_school\)](#) • Instagram photos and videos

LinkedIn: <https://www.linkedin.com/company/squadron-officer-school/>

Twitter: <https://twitter.com/SOSUSAF>



Squadron Officer School Resident Program

Program Description:

The Squadron Officer School (SOS) resident program is a PME course targeting four-to-seven-year Air Force captains, select Department of the Air Force civilians of equivalent grade, and international officers. The post-baccalaureate PDE curriculum covers four core learning areas—Thinking, Warfighting, Leading and Communication. Throughout SOS, students team-build and apply theories, principles, and practices from the core learning areas through experiential exercises, written assignments, briefings, and personal and collaborative reflection culminating in a capstone event for each core learning area.

Leader Prep:

Students will accomplish the readings and other preparation requirements ahead of the associated lesson. Check Canvas daily for required readings, activities, and videos. Please be prepared each day with a laptop/personal device with video and audio ON for each virtual lesson.



Frequently Asked Questions (FAQs)

Do we need to bring blues/service dress?

-No, blues or service dress are not required for SOS.

What does the average day look like at SOS?

-Students can expect to be in class from 0800-1630, with some variation depending on the events of the day. You are afforded an hour for lunch.

I'm overseas and I'm arriving [Saturday] night, will my room be available?

-Yes, please call the University Inn prior to your arrival so they can adjust your reservation. Contact your Flight Commander if there are any issues.

Will we have holidays off?

-Yes, SOS observes all Federal holidays.

Are there facilities for laundry in lodging and how much do they cost?

-Yes, there is a laundry room in each of the buildings in lodging. The machines are free, but you need to bring/purchase your own detergent and dryer sheets.

Are we allowed to travel on the weekends? How far can we travel?

-Yes, you are allowed to travel on the weekends. You will need to get all travel plans approved through your Flight Commander/Squadron Commander. Each squadron will go over their travel policy and weekend locator requirements.

I'm flying in and my unit won't issue me a rental car. Will I be able to walk to get where I need to go?

-University Inn is across the street from the SOS building, the Maxwell Fitness Center is also nearby, and the DFAC is about a third of a mile walk. The BX and commissary are about a 1-mile walk.

I'm working DTS, but I have not received my LOA, can you help me?

-SOS does not handle the LOAs, that is an AETC TDY-to-School function. They should cross-org you the LOA a few days after you have signed and returned your RIP. All TDY-to-School (TTS) requests must be submitted through the TTS website or Student Travel Portal (STP) and should be answered within three business days. The system will track and provide the customer with automated updates on inquiries from submission to resolution.

- TTS website (<https://tdyotoschool.us.af.mil/login>): All requests for TTS funded courses must be submitted through the TTS website. For example, request for quotas, validating training line number (TLN), and cross-org/line of accounting.
 - Only FSS (Training Managers) should submit requests to the TDY-to-School website.
- STP (<https://usaf.dps.mil/teams/AETCFM/aetcfmstp>): All other inquiries must be submitted through the STP.
 - If this is your first time accessing the STP, you will be prompted to create a profile.

Do we book lodging through DTS?

-SOS reserves the lodging for students so you do not need to book it through DTS. **Any Non-Availability letter or notification of no lodging available received through DTS is void and should be ignored.**

If you notified and received an acknowledgment from SOS Student Services to reside off-base during your class, you should book your off-base option in DTS or provide justification in DTS for using a commercial lodging option that does not appear in DTS. You must work with your local DTS AO for any lodging concerns.



How do we get from the airport to Maxwell?

-SOS does not offer transportation services. There are several taxi companies that can get on base. Some Uber/Lyft can also get on base, but you would have to make sure the driver has access. **Uber/Lyft drivers that do not have base access will be required to drop you off at the front gate.**