WELCOME TO SOS, CLASS 26E!

You have been registered to participate in the SOS In-Residence course **26E** from **18 May – 18 June 2026**.

***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 about 230 hours of instruction, which includes self-paced reading 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 Office (Word & Adobe for assignments and reading PDFs)
      b. Microsoft Teams
      c. Google Calendar

2. All SOS lesson modules and assignments are located on AU Canvas (af.okta.mil). You will be able to access SOS course material starting Day 1.

3. *****ACTION REQUIRED***:** Before Day 1 complete the following:
   i. Work with your Security Manager to submit a DISS Visit Request *(see reporting guide)*
   ii. Set up your Air University Microsoft Teams Account *(see reporting guide)*

4. **Education Day 1**
   i. Your first event will be in the SOS main building, Bldg 1403, Polifka Auditorium at **0800 CST**.
   ii. UOD: (Military): OCPs/FDUs // (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 two copies of your orders.

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

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/Student-Experience/ or contact SOS Student Services.

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

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. There are all physical events every day of the course except day 1 and graduation day. Course events require PT uniforms, but flight PT can be completed in civilian workout attire.

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.

Will AETC TDY-to-School pay for me to bring my family/pets?
- No. Squadron Officer School is an **UNACCOMPANIED** TDY. Additionally, children and pets are not authorized to stay at the University Inn. TLF is only for permanent party. If you choose to bring dependents/pets and have to lodge off-base, you will NOT be eligible for a Non-Availability Letter and will only be reimbursed up to the government rate of $99 per night and on-base partial meal rate. You will be responsible for any other expenses/fees above the government rate. See the Lodging/Travel Info tab in the Student Reporting Guide for more information.

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.

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 (separate organization). They should cross-org you a few days after you have signed and returned your RIP. All TDY-to-School (TTS) requests must be submitted through 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.

- **Student Travel Portal (STP)** - https://usaf.dps.mil/teams/AETCFM/aetcfmstp
  - Inquiries regarding LOA, (re)cross-org, etc.
  - *You will be prompted to create a profile the first time you access the STP*

- For health.mil, .edu, and mail.mil accounts, please try the following:
  - Navigate to: https://myaccess.microsoft.us/@USAF.onmicrosoft.com#/access-packages to request access to https://usaf.dps.mil/teams/AETCFM/aetcfmstp/.
  - **Note:** Guest account provisioning can take up to 2 hours.

- **FOR Civilians, FSS/UTMS ONLY:**
  - All inquiries must be submitted to TDY-to-School via https://tdytoschool.cce.af.mil/ttsnet/index.

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 SOS Student Services of your election to reside off-base during your class and received an acknowledgment, 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.

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

How do we get from the airport to Maxwell?
-SOS does not offer transportation services. There are several taxi companies that can access 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. For more information, please view the Lodging/Travel section of the Student Reporting Guide.

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