



**DEPARTMENT OF THE AIR FORCE
SQUADRON OFFICER SCHOOL (AETC)
MAXWELL AIR FORCE BASE ALABAMA**



11 June 2021

MEMORANDUM FOR Training Requestor Quota Identifier (TRQI)

FROM: SOS/CC

SUBJECT: SOS Enrollment Policy

1. The purpose of this letter is to address Squadron Officer School's (SOS) enrollment policy. This policy ensures SOS affords units the maximum opportunity to participate in a class, as well as affords SOS the opportunity to properly align its flights for execution
2. The following timelines are mandatory:
 - a. NLT 45 days prior to the Course Start Date (CSD): TRQI Managers will ensure all students are loaded in the Oracle Training Administration (OTA) system.
 - b. NLT 30 days prior to the CSD, AFPC will email the MAJCOM TRQI Managers if the MAJCOM still has unfilled quotas. AFPC will determine if the seats are still needed, and will reallocate quotas to other MAJCOMs as required to ensure all quotas are filled each class.
 - c. At 0730 Central Standard Time (CST) 14 days prior to the CSD, the "end enrollment" date is effective and final. After this date, TRQI managers will not enroll, remove, or swap students from the class without prior approval from SOS/ODP. Requests will be sent by email to SOS/ODP with the student's name/social/TLN and justification for changes. Failure to follow this procedure will result in the student's automatic disenrollment from SOS.
 - d. After 0730 CST 7 days prior to the CSD, no additions or swaps will be approved or permitted. Any deviation from this timeline will result in the student's removal from the course and immediate return home at their units' expense.
3. This policy is critical to ensuring all units, including SOS, have appropriate time and flexibility to maximize participation in the class. Direct all questions to SOS/ODP at DSN 493-3231, or email at SOS-Studentservices@au.af.edu.

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Vice Commandant