



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



MEMORANDUM FOR SQUADRON OFFICER SCHOOL STUDENTS

FROM: SOS/CC
125 Chennault Circle
Maxwell AFB, AL 36112

SUBJECT: Per Diem Meal Rates for Squadron Officer School Students

1. In accordance with the *Joint Federal Travel Regulations* dated 1 January 2023, Chapter 3, section B.2, the schoolhouse commander determines the availability of meals and lodging.
 - a. The Squadron Officer School (SOS) schedule affords one hour for lunch. Due to the dynamic changes in event times and location, I have valid concern the students may not have the ability to eat three meals at the Maxwell Dining Facility (conflicts with student schedules and dining facility capacity).
 - b. The River Front Inn's maximum occupancy supports 268 persons. In conjunction with normal base support operations and SOS classes exceeding the maximum capacity, the River Front Inn is unable to adequately support an entire SOS class over the duration of the allotted time during the week.
 - c. The River Front Inn offers two meals on weekends.
2. Therefore, I authorize and direct the proportional meal rate for all students attending SOS in a TDY-to-School funding status.
3. **Guidance for students:** Refer to SOS Reporting Instructions posted on Squadron Officer Schools website: <https://www.airuniversity.af.edu/SOS/Student-Experience/> for detailed DTS voucher instructions.
4. This letter is required to be submitted as part of your substantiating records for your travel orders and vouchers. If you need additional information or clarification, please contact SOS Student Services at DSN: 493-3231 (Comm: 334-953-3231) or sos.od.studentservices@us.af.mil.

KEVIN R. LEE, Colonel, USAF
Commandant