

DEVELOPING ENLISTED FUTURE OFFICERS



PROGRAM START-UP KIT



MISSION

Empower Airmen, build effective mentorship, enrich the officer corps.

VISION

To be a leading organization of change that builds up others and guides the future.

PRIORITIES

- 1: Ease the burden of seeking a commission for our enlisted members.
- 2: Increase relationships and mentorships between officers and enlisted.
- 3: Educate Airmen on all available commissioning opportunities.





DEFO Program Background

Commissioning is a confusing and convoluted process.

- With many different commissioning avenues, AFSCs, timing, and ever-changing guidelines, applying for commission is a daunting process.
- *There are slots for commissioning annually that go unfilled due to the lack of knowledge regarding varying processes and commissioning avenues.*
- There is not a one-stop-shop that helps walk our Airmen and Civilians through this process.
- For this reason, the Developing Enlisted Future Officers (DEFO) Program was created to streamline the application process, provide advice, education, and provide support to the member.
- The DEFO Program was initiated in 2019 by SSgt Terrell Chester and the Little Rock AFB CGOC to provide a clear pathway to commissioning for dedicated Airman.



DEFO Program Information

CGOC and Enlisted Members

- DEFO is a Commander's Program that resides within the CGOC and connects Airmen with CGOs, guiding them through the commissioning process, providing shadowing opportunities within requested AFSCs (as feasible), commissioning package reviews, and monthly mentorship.
- The DEFO program educates enlisted members of all ranks on the 18 primary and 22 sub-programs of various commissioning sources and assists members in applying to programs of their interest.
- The DEFO program provides a platform for CGOs (with a focus on prior-enlisted officers) to mentor enlisted members and guide them through the commissioning process.

Global Reach

- As of November 2023, DEFO is implemented at the Commander's Program level at the following three bases, with four bases pending:
 - Little Rock Air Force Base (Benchmark)
 - Kirtland Air Force Base
 - Robins Air Force Base
- DEFO is being run at the Networking level at 49 Air Force bases worldwide
- DEFO currently has 113 members in the program globally



Commissioning Programs

The DAF currently has 18 primary and 22 sub-programs of various commissioning sources:

1. Airman Scholarship & Commissioning Program (ASCP)
2. Officer Training School (OTS) / Total Force Officer Training (TFOT)
 - Senior Leader Enlisted Commissioning Program (SLECP)
 - 2a. SLECP-A: Undergraduate Degree in progress
 - 2b. SLECP-O: Undergraduate Degree completed
3. Reserve Officer Training Corps (ROTC)
 - 3a. Scholarship for Outstanding Airman into ROTC (SOAR)
 - 3b. Professional Officer Corps – Early Release Program (POC-ERP)
4. U.S. Air Force Academy (USAFA)
5. Medical Service Corps (MSC)
6. Nursing Enlisted Commissioning Program (NECP)
7. Leaders Encouraging Airmen Development (LEAD) Program
8. Cyber Direct Commissioning Program
9. Uniform Service University of Health Science (USUHS)
10. Enlisted to Medical Degree Preparatory Program (EMDP2)
11. MPS
12. Funded Legal Education Program (FLEP)
13. Judge Advocate General (JAG)
14. Chaplain Corps
15. Health Professionals Scholarship Program (HPSP)
16. Interservice Physician Assistant Program (IPAP)
17. Doctoral Physical Therapist (DPT) Program
18. Physician Assistant (PA) Program

If you know of any programs not listed or no longer in effect, please contact the DEFO Program Director



Officer Air Force Specialty Codes (AFSC)

Non-Rated

13H1 – Aerospace Physiology	32E1F - Mechanical Engineer
13M1 - Airfield Operations	32E1G - General Engineer
13N1 - Nuclear and Missile Operations	32E1J - Environmental Engineer
13S1 - Space Operations (USSF Only)	35P1 - Public Affairs
14F1 - Information Operations	38F1 - Force Support
14N1 - Intelligence	61C1 - Chemist / Biologist
15A1 – Operations Research Analysis	61D1 - Physicist / Nuclear Engineer
15W1 - Weather	62E1A - Aeronautical Engineer
17D1/17S(17X) - Cyberspace Operations	62E1B - Astronautical Engineer
19Z1A - Special Tactics Officer	62E1C - Computer Engineer
19Z1B - Tactical Air Control Party	62E1E - Electrical Engineer
19Z1C - Combat Rescue Officer	62E1G - Project Engineer
21A1 - Aircraft Maintenance	62E1H - Mechanical Engineer
21M1 - Munitions/Missile Maintenance	63A1 - Acquisition Manager
21R1 - Logistics Readiness	64P1 – Contracting
31P1 - Security Forces	65F1 - Financial Management
32E1A - Architectural Engineer	71S1 - Special Investigations
32E1C - Civil Engineer	Special Tactics
32E1E - Electrical Engineer	

Rated

11H1 – Helo (HTN) Pilot
92T0 – Pilot
92T1 – CSO
92T2 – ABM
92T3 – RPA



What is DEFO?

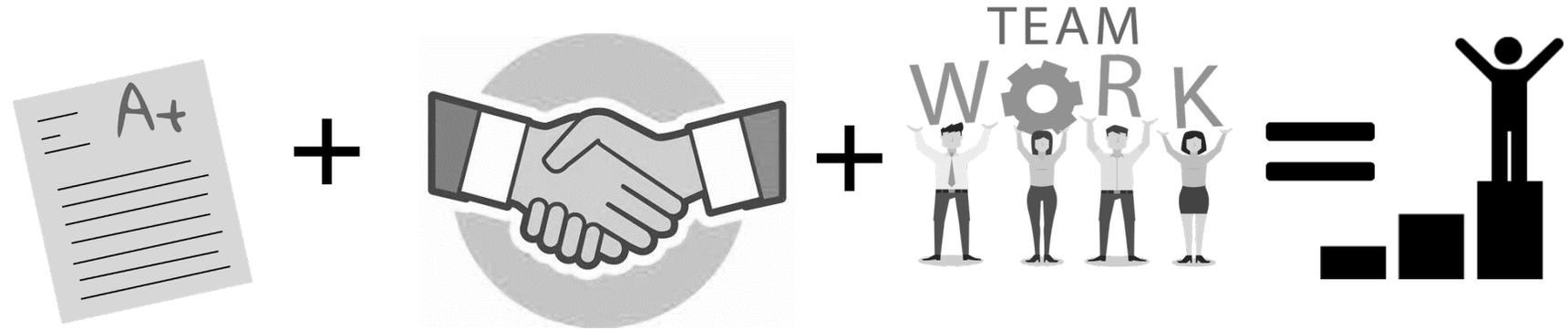
Overview

- The DEFO Program is a base-run Commander's Program that resides within the CGOC, created to bridge the gap for enlisted members as they sort through the extremely convoluted process of commissioning
- The DEFO Program informs DoD members of the many variations of commissioning and their requirements
- The DEFO Program empowers networking between enlisted members and CGOs that have used various commissioning sources, as well as the CGOC and base Developmental Advisor connections
- The DEFO Program creates opportunities for job-shadowing for enlisted members to their CGO counterparts within their AFSCs of interest (as feasible), as well as consistent mentorship

DEFO Connects Applicants with an Officer Mentor

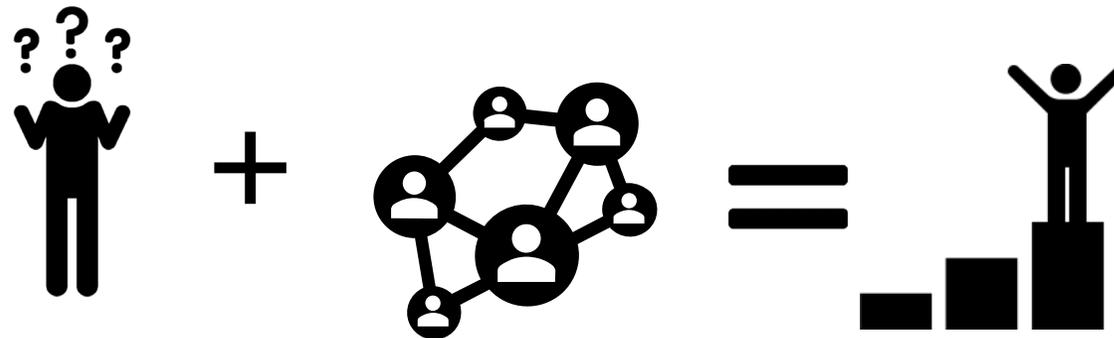
- AFSC Job Shadowing
- 1-on-1 Mentoring
- Best knowledge base when applying for commission
- First-hand knowledge of commissioning process

How To Use DEFO



Commander's Program: Meet Program requirements; get Commander approval; get assigned a DEFO Officer Team

**2 Ways
to DEFO:**



Networking: If you don't want to use it as a Commander's Program, you can use it as a Networking Opportunity



Variants of the DEFO Program

Commander's Program

- No pending or current disciplinary actions
- Proof of passing PFA
- Attend Base Information Brief with Developmental Advisory Team (DA Team)
- Fill out and submit DEFO Fact Sheet to base DEFO Representative
- Obtain SQ/CC Approval
- WG/CC Final Approval
- Member is connected with prior-enlisted Officers in their AFSCs of interest via CGOC Mentor volunteers
- Members are mentored on a monthly basis, and CGO representative assists in reviewing commissioning package
- Member may be granted Officer Shadowing opportunities

Networking Program

- Members may not meet DEFO requirements, or may not desire to enroll in Commander's DEFO Program
- Utilize base DA and CGOC DEFO POC for a prior-enlisted CGO to offer high-level advice and guidance
- Members are encouraged to network through their base POCs, as well as through the DEFO Program Facebook page





DEFO Roles & Responsibilities

Commanders- Wing Commander Approves or Disapproves the Program for the Wing. Squadron and/or Group Commanders may implement a version in their organization, if WG/CC Program is not implemented. Review and approve potential applicants. Receive and review monthly or quarterly statistical DEFO Program Data from the CGOC for Airmen and Mentors involved in the program.

CGOC Leadership- Holds DEFO Program sustained continuity, appoints CGOC DEFO Representative, hold CGOC DEFO Representative accountable for CGO Mentors & Airmen connections and program data and accompanies CGOC DEFO Representative to monthly or quarterly data updates to the WG/CC, and holds monthly data updates meeting with CGOC DEFO Representative. Provides document and data to DEFO Program Director on a bi-annual basis.

CGOC DEFO Representative- Upholds continuity and data for the Program. Outsources CGO Mentors from across the base (or other bases) who are willing to assist and mentor Airmen that have an interest in commissioning. Mentors do not need to be involved with the CGOC. It is preferable if Mentors are prior-enlisted, and preferable if their commissioning source matches the commissioning source of their Airmen Mentee. Communicates with Airmen and finds Airmen that are interested in commissioning, sends them the DEFO Fact Sheet and pairs them with an appropriate CGO Mentor. Tracks mentor/mentee connections and commissioning package progress for Airmen in the program. Holds monthly check-ins with active members completing commissioning packages (Mentor attendance can be optional; this is at the discretion of the DEFO Rep). Connects with Base Developmental Advisor (DA) or Education Office to establish DEFO Program Promotion at Educational Events for Airmen. Collaborate with DA or Education office to inform incoming Squadron Commander's on DEFO Program and members that are involved. Up-channels all program data to DEFO leads and to WG/CC on a monthly or quarterly basis. Maintains Mentor and Airmen contact information and progress/commissioning source in excel document.

DA/Education Office- Coordinates with CGOC DEFO Rep to incorporate DEFO Program information in any educational or Airmen Events. DEFO Program information is typically incorporated into FTAC/TAPS/Informed Decision Briefs, etc. Collaborate with CGOC DEFO Rep to inform incoming Squadron Commander's on DEFO Program and members that are involved. Inform CGOC DEFO Rep of any major updates on commissioning programs.



DEFO Roles & Responsibilities, Cont...

Supervisors- Assist airmen who express interest in DEFO Commissioning Program. Validate PIF and up-channel information and interest to the Flight Chiefs and Squadron Commander. Ensure work schedules align for Shadowing Opportunities, and that paperwork is properly approved and submitted through the right channels.

CGO Mentors- Contact the CGOC DEFO Rep to request becoming a Mentor. Engage, support and guide assigned Airmen/mentees through their commissioning process. Conduct monthly discussions with mentees who have been assigned to you. Mentors do not need to be involved in the CGOC but do need to report their monthly Mentorship information to the CGOC DEFO Representative and provide status updates on their Mentees commissioning and Program progress. If the CGO Mentor cannot assist their mentee or answer their questions, the CGO Mentor will utilize the CGOC DEFO Rep as a liaison to find any information they need. It is preferable if Mentors are prior-enlisted, and preferable if their commissioning source matches the commissioning source of their Airmen Mentee, but not required. Mentors may be FGOs, as well, but must be an Officer with a successful commission in order to be a Mentor.

Shadow Officers- Contact the CGOC DEFO Rep to request becoming a Shadow Officer. These Officers can be any rank and will set aside 1 to 2 days to have Airmen shadow them in their AFSCs and they will provide insight into their daily duties, career progression, and answer any questions the Airman (shadowee) may have. Ensure that member has Shadow Memorandum signed by supervision, and will sign the Shadow Memorandum in confirmation of Shadowing Event.

Airmen/Mentees- Contact the CGOC DEFO Rep to request acceptance into the program. Airmen must meet the requirements listed for the Commander's Program (slide 9) and will fill out the DEFO Fact Sheet and send back to the CGOC DEFO Rep. They will submit a Supervision Approval MFR, and once approved, the Airmen will be assigned a Mentor. They will utilize that mentor to ask questions about the commissioning process, to clarify the best pathway to commissioning, and to narrow down their AFSC preferences. They will meet with their Mentor monthly. They will utilize their Mentor, DA, and Education Office to support them in their commissioning package review process. The Airman may submit a Shadow Memorandum, if they have a career field they would like to Shadow and learn more about (receive Shadow MFR from CGOC DEFO Rep). The Airman will have approval from their supervision and the WG/CC for program entry, and will report their progress and timeline monthly to their Mentor.



DEFO Roles & Responsibilities: Mentors

Commander's Program

Mentors:

- Paired with a DEFO enlisted member that is enrolled in and approved for the DEFO CC/P, via the CGOC DEFO Representative
- Meet on a monthly basis to:
 - Discuss next steps for completing and submitting Officer Package
 - Review Officer Package
 - Provide CC updates to member
 - Provide Shadow Officer contacts from the DEFO Rep
 - Receive updates on Officer Package/Process from enlisted member
- Report all information received to CGOC DEFO Rep post-meetings

Networking Program

Mentors:

- Contacted by an enlisted member for assistance with:
 - Questions regarding How To Commission
 - Questions regarding Officer Packages
 - Questions regarding certain AFSCs
 - Help connect Airmen with other Officers, as feasible



DEFO Roles & Responsibilities: Shadow Officer

Commander's Program

Shadow Officers:

- Paired with an enlisted member that is enrolled in and approved for the DEFO CC/P, via the CGOC DEFO Representative
- Shadow Officer will:
 - Engage with the DEFO member and set up 1-2 days for the member to come shadow the Officer at their work
 - Let their leadership know the DEFO member will be shadowing them
 - Answer questions pertaining to the job
 - Provide ample insight into the career field
 - Sign Shadow Letter from DEFO Member at the end of Shadowing period
- Member will be approved by their Supervision to:
 - Communicate Shadow Officer directly
 - Be relieved from work shifts to Job Shadow
- Report all information to CGOC DEFO Rep post-shadow

Networking Program

Shadow Officers:

- *No Shadow Officers within the Networking Program*



How do I Implement DEFO at my Base?

DEFO Implementation Checklist

- Reach out to DEFO Program Team to establish Base Program Transition Plan
- Determine if the Commander's Program is right for your Base
 - If yes, Coordinate with CGOC to implement CGOC DEFO Representative position
 - If no, work with DEFO Program Team to find the right solution for your base
- Incorporate CGOC DEFO Representative position into Base CGOC Charter
- Delegate DEFO Representative duties to selectee
 - CGOC DEFO Representative begins building mentor/mentee spreadsheet, as included in the starter kit
- Contact base Developmental Advisor (DA) and bring them on board
- Brief WG/CC and receive WG/CC Base Program Approval
 - Take DA to WG/CC brief
 - Inform Base Education Office of DEFO Program and POCs
- Coordinate with Base Developmental Advisor to provide DEFO information into educational and base briefings
- Broadcast DEFO Program and Mentorship Opportunities to all base personnel
 - Request CGO mentors
 - Provide CGO mentors with roles & responsibilities
- Send DEFO Fact Sheet to any interested Airmen
 - Upon receipt of completed Fact Sheet, provide CGO Mentor
 - Send Supervision MFR to Airman & route to WG/CC for final signature
 - Upon shadowing opportunity, send Shadowing MFR to Airman for leadership approval
- Report quarterly data to WG/CC and DEFO Program Director
- Maintain DEFO Program continuity within the CGOC



Battle Rhythm & Reporting

Weekly:

- CGOC Rep gathers mentor and mentee names and pairs as feasible
 - CGOC Rep requests assistance from DEFO Program Director if mentor cannot be found
- CGOC Rep update excel spreadsheet

Monthly:

- Mentor – Mentee meeting and guidance
- Mentor – CGOC data update provided on mentorship, commissioning package, and shadowing opportunities

Quarterly:

- CGOC Rep and CGOC President meet with Wing Commander and provide program and member updates
- CGOC Rep sends out program and member updates to Squadron Commanders

Bi-Annually:

- CGOC Rep attends Global DEFO Program Meeting and provides base program data on program members and identifies areas for improvement and where assistance is needed



How do Members Sign Up?

- The **CGOC** will work with the Wing Commander, Base DA, Education Office to establish a enrollment process
- **Review** the DEFO program requirements to decide what is right for you!
- Once you know, **reach out** to your Base CGOC, DA, Education Office, and the use the DEFO Facebook Community 
- Enlisted and **have Program questions?**
 - Contact your base CGOC and DA for more information
- **Officers, want to be a mentor?** DEFO needs your help. Consider joining the mentor roster through your base CGOC for a great opportunity to pay it forward!



Inter-Service, Guard, Reserve, Civilian

These aspects of commissioning are still under-construction for the DEFO program, however, our goal is to make them an integrated part of what this program supports. If you have any experience or information regarding commissioning via inter-service, into the guard or reserves, or out of civilian positions, please contact the DEFO Program Director and we will include your experiences.



CONTACTS

DEFO Program Contacts

- **SSgt Terrell R. Chester**
 - DEFO Program Director

- **Lt Shelby Winchester**
 - CGOC DEFO Representative

- **Capt Alison Daharsh**
 - DEFO Base Transition Lead

Little Rock Air Force Base

- **1st Lt Gail Muggill**
 - LRAFB CGOC Vice President
- **1st Lt Shelby Winchester**
 - LRFB CGOC DEFO Representative
- **SMSgt Stanley Cruz**
 - LRAFB Developmental Advisor

Robins Air Force Base, GA

- **2nd Lt Shannon Hourigan**
 - RAFB CGOC President
- **2nd Lt Rodricka Brice-Curry**
 - RAFB CGOC DEFO Representative
- **MSgt Tammy L. Abbey**
 - RAFB Developmental Advisor

Kirtland Air Force Base, NM

- **1st Lt Nadine Prentice**
 - KAFB CGOC President
- **Lt Phillip Vega**
 - KAFB CGOC DEFO Representative
- **MSgt Jesse Bechtel**
 - KAFB Developmental Advisor