



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 19TH AIRLIFT WING (AMC)

LITTLE ROCK AIR FORCE BASE, ARKANSAS

Date

MEMORANDUM FOR SQ/CC

FROM: CGOC DEFO Representative

SUBJECT: DEFO Shadow Program Letter

1. This letter to the direct supervisor and or subordinate that wish to participate in the Developing Enlisted Future Officers (DEFO) Shadow Program. With this, your airmen is dismissed/excused from their residing work center for ___ consecutive duty days. In this shadowing program, your airmen will learn the fundamentals of what it is to be deemed an Officer in the United States military. They will observe the day to day responsibilities of what an Officer’s official duties involve. Please list the Officer AFCS’s you would like to shadow and route to your supervisor. Once this is completed, route to the base CGOC DEFO Representative and they will connect you with a POC according to relevant career field or commissioning source. Personnel will sign off on acknowledgment. Once completed, this memorandum will be routed back to you for your records.

2. If you have any other questions/comments please feel free to reach out to your CGOC.

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SUPERVISOR'S SIGNATURE

FLIGHT CHIEF

MEMBER'S SIGNATURE