



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AFJROTC (AETC)  
MAXWELL AFB, ALABAMA 36113

## Guidelines for New Presentations

- 1. Overview:** Thank you for your support in developing citizens of character. Your contributions to this program embody the profession of arms. You will be giving a presentation to a JROTC unit. Our mission is to inform and mentor our future leaders while also refining and developing our own public speaking and presentation skills. Below you will find the minimum requirements for your presentation. While building your presentation, please ensure that you practice your slides and are projecting a professional image on behalf of the United States Air Force. Ensure anything in your presentation is professional and in good taste of your audience. If possible, please use pictures that you are featured in. Though your presentation does not need to be in the order displayed below, please build your slides with smooth transitions in mind i.e. Do not place introduction slides at the end of the presentations. Please use the *Under the Wings Handbook* or *The Tongue and Quill* for help with building your presentation. Once your slides are completed, refer to the "New Mentor Packet".
- 2. Title & Overview (2 Slides):** Create your presentation intro. Create an overview slide that summarizes the key points of your presentation.
- 3. How We Become Airman (Maximum 2 slides):** Briefly talk about Basic Military Training and Tech School. Explain how long they are and explain how they have personally developed you into the professional you are today (discuss how you as an individual were affected by Basic Training and Tech School.) It is a recruiter's job to speak about BMT and Technical Training so please refrain from giving too much information.
- 4. About the speaker and their Air Force career (minimum of 3 slides):** For these slides, you will be giving a presentation of who you are (Rank and Duty Title), your AFSC/past AFSC's and what you do on a day-to-day basis. Feel free to include your hobbies, pictures (that are in good taste), personal accomplishments or anything you find worth sharing about yourself that will help the viewer understand you. Understand that this is your story. Please be detailed when explaining your Career Field i.e. Daily operations, additional duties, specialized teams, special career specific positions etc. Please feel free to use pictures, videos or sounds as a descriptive tool.
- 5. Wing & squadron mission (minimum 2 slides):** Please make some slides explaining your Squadron/Wing and the part they play in the Air Force. Briefly talk about the different sections of your squadron and how they all tie into accomplishing your Squadron's mission. Ensure that you properly discuss your flight/section in depth as you are the subject matter expert for that portion of your squadron i.e. A Supply Airman should discuss logistics and equipment management.
- 6. Air Force core missions and values (maximum 2 Slides):** Please discuss the Air Force core values and what they mean to you as an individual (this is as simple as it seems.) For the next slide please show the audience the 5 Core Missions of the Air Force (look them up) and describe how your job can be tied directly into one of them.
- 7. Any additional slides:** Please feel free to give any other information you would like. This is about you and your story. Talk about experiences, future goals, or even what you're focused on currently. Use pictures or any other descriptive tools.
- 8. Question Slide (1 Slide):** These young minds are going to jump at the opportunity to pick the brain of an Airman. Please know that you may receive some abrasive questions. DON'T BE ALARMED. Remember to keep your bearing and maintain a professional image. Ensure that you divert away from any inappropriate questions and that you are giving responsible answers.