

UNDER THE WINGS

UNIT	INSTRUCTOR RANK/NAME	DATE
OVERALL RATING	Instructor's Presentation Packet	Page 1 OF 4

Rank/Name of Mentor _____

_____ Hours Spent Presenting _____ Number of Students _____ Number of Presentations Given

Sir/Ma'am,

Thank you for choosing to participate in Under the Wings. This packet will provide you with the steps and information required of participating Instructors. Please fully read and understand your role during participation in Under the Wings. Please print this packet and place a "✓" next to each step or use "Y" or "N" when directed. Once completed, scan and email to holmcenter.under.thewings@us.af.mil.

Initial Program Set-up

(Please leave blank if previously accomplished)

- _____ 1. Read and ensure your understanding of the *Under the Wings Handbook*.
- _____ 2. Complete your schools process (if any) for participation in this program prior to continuing.
- _____ 3. Go to <https://www.airuniversity.af.edu/Holm-Center/AFJROTC/UndertheWings>
- _____ 4. Complete the "*Under the Wings Approval Form*"
 - _____ Submit the approval form to holmcenter.under.thewings@us.af.mil

Coordination

- _____ 1. Navigate to <https://wings.holmcenter.com/>
 - _____ Navigate to the "List of Approved Mentors." (A "How-to" can be found at the Under the Wings webpage)
 - _____ Select a mentor to reach out to (If searching for an "In-person Presentation" please keep location in mind)

NOTE: You may reach out to multiple mentors at time.
- _____ 2. Coordinate date and time with the mentor. Annotate: _____
- _____ 3. Review the mentors slides prior to their presentation. (Use: Y/N for the steps below)
 - _____ Are the slides free of OPSEC/PII?
 - _____ Are the slides free of any derogatory, racist, sexist or harmful statements/information?

REFERENCES	DATE OF FORM REVIEW	BRANCH	CLASSIFICATION
Under the Wings Handbook	07 APR 2022	USAF	UNCLASSIFIED

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_____ Are the slides free of anything that would bring discredit upon the United States Air Force?

_____ Are the slides centered on the implementation of soft power rather than war?

_____ Are you comfortable with these slides being displayed to your cadets?

NOTE: If No to any, let the mentor know and accomplish a review when given new slides.

Instructor Signature _____

_____ 4. Provide the mentor with any links or information they will need to conduct their presentation.

Day of Presentation

NOTE: AN INSTRUCTOR WILL BE PRESENT AT ALL TIMES WHILE THE MENTOR IS IN THE ROOM WITH CADETS. FAILURE TO ABIDE BY THIS REQUIREMENT WILL RESULT IN INELIGIBILITY OF FUTURE PARTICIPATION IN THE PROGRAM.

_____ 1. Introduce the Mentor.

_____ 2. Watch the Mentor's presentation and use the below checklist for grading.

NOTE: If there is more than one presentation done in a two day span only one presentation will be graded.

_____ 3. Annotate if the presentation contained the following.

_____ Title and overview slides

_____ How we become airmen

_____ About the speaker and their Air Force career field

_____ Wing and squadron Missions

_____ Air Force core missions and values

_____ Questions slide

_____ 4. Please use an "X" to rate the mentor's performance in the table found on the next page. Please use the notes section below the table to provide specific feedback to the Mentor at the end of all their presentation(s). Please be sure to include any and all feedback as it is crucial for their professional development and success in Under the Wings. **Feedback to the Mentor is MANDATORY.** If requested please provide the mentor with a copy of page 3. Under the Wings Program Feedback found below the Mentor Feedback section is optional but highly suggested.

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