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.

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**Initial Program Set-up**
(Please leave blank if previously accomplished)

1. Read the Under the Wings Handbook. (Specifically section 3 “Instructors”)
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](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

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**Coordination**

1. Navigate to [https://www.airuniversity.af.edu/Holm-Center/AFJROTC/UndertheWings](https://www.airuniversity.af.edu/Holm-Center/AFJROTC/UndertheWings)
   - Navigate the “List of Approved Mentors” section.
   - 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?
Instructor’s Presentation Packet  

_____ 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.

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**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.

<table>
<thead>
<tr>
<th>REFERENCES</th>
<th>DATE OF FORM REVIEW</th>
<th>BRANCH</th>
<th>CLASSIFICATION</th>
</tr>
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<tbody>
<tr>
<td>Under the Wings Handbook</td>
<td>07 APR 2022</td>
<td>USAF</td>
<td>UNCLASSIFIED</td>
</tr>
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</table>
### Mentor Feedback

<table>
<thead>
<tr>
<th>Rating</th>
<th>Poor-Quality</th>
<th>Sub-Par</th>
<th>Good</th>
<th>Exceptional</th>
<th>Extraordinary</th>
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</thead>
<tbody>
<tr>
<td>Slides</td>
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<td>Speaking</td>
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<td>Information Provided</td>
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<td>Relatability</td>
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<td>Uniform</td>
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**NOTES:**

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</tr>
</thead>
</table>
Under the Wings Feedback

Please use a scale of 1-5 (5 being highest, 1 being least) to rate your experience with the program.

1. The presentation was informational to my Cadets. __________
2. The Presentation was respectful and in good taste. __________
3. The Mentor was a role model for my cadets. __________
4. The Mentor was someone my cadets could relate to. __________
5. I would recommend this program to other Units. __________
6. I will be utilizing this program again at my Unit. __________

Please use the space below to provide any additional comments or feedback for the program.

_________________________________________________________________________________________
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This completes the packet. Please annotate at the top of the page the number of hours the Mentor was present, the amount of students presented to, the number of presentations given, and your overall rating of program. Once the form is complete please submit the form to the following email: holmcenter.under.thewings@us.af.mil. Thank you for your time and support.

- The Under the Wings Team