

UNDER THE WINGS

BASE	RANK/NAME	DATE
AFSC	New Mentor Packet	Page 1 OF 2

Sir/Ma'am,

Thank you for choosing to participate in Under the Wings. This packet will provide you with the steps and information required to become an Under the Wings Mentor. Please fully read and understand your roles during your participation in Under the Wings. Please print this packet and place a "✓" next to each step. Once all tasks are completed, submit the Packet, *Under the Wings Prohibited Activities Form*, *Under the Wings Statement of Understanding Form*, and a copy of your slideshow to holmcenter.under.thewings@us.af.mil. **Please note that submission of this form acts as consent to add your name, AFSC, duty location and email to the "List of Approved Mentors" which will be made available to all AFJROTC Instructors. You will be contacted by AFJROTC Instructors in order to coordinate presentations.**

Receiving Approval

- 1. Read the *Under the Wings Handbook*. (Specifically section 2 "Mentors")
- 2. Complete the *Under the Wings: Prohibited Activities Form*. (First page following this packet)
- 3. Complete the *Under the Wings: Statement of Understanding*. (Second page following this packet)
- Use your work centers local routing procedures for gaining required signatures.
- 4. Review AFI 35-105, Chp. 6: Speeches, Public Appearances, and Official Functions

Presentation Building

- 1. Read the *Under the Wings: Guidelines for New Presentations*. (Third page following this packet)
- 2. Begin building your presentation. Please follow the guidelines responsibly but do not hinder your creativity.

NOTE: Use the *Under the Wings: Guidelines for New Presentations* for required content. For help with building your presentation please reference AFH 33-337 The Tongue and Quill, and/or The Under the Wings Handbook.

- 3. Ensure your slide show contains the following:
 - Title and overview slides
 - How we become Airmen
 - About the speaker and their Air Force career field
 - Wing and squadron missions

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

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_____ Air Force core missions and values

_____ Questions slide

_____ Any additional slides

_____ 4. Review your slides and confirm the following:

_____ Are the slides free of OPSEC/PII?

_____ Are the slides free of any derogatory, racist, sexist or harmful statements/information?

_____ 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?

NOTE: If no to any, please remove the problem areas and re-accomplish step 4.

Review Process

_____ 1. Practice your presentation.

_____ 2. **NON-ALS GRADUATES ONLY:** Perform your presentation for your Supervisor.

NOTE: Supervisors should only be critiquing presentation etiquette such as delivery, tone, bad-habits, flow etc. Supervisor should not remove content required by the guidelines unless it poses risks to Air Force Operations.

This completes the packet. Please submit the completed packet, *Under the Wings Prohibited Activities Form*, *Under the Wings Statement of Understanding*, and a copy of your presentation to holmcenter.under.thewings@us.af.mil. You will receive a confirmation email letting you know that your information has been added to the "List of Approved Mentors." Please send a follow up email for any of the following reasons:

- Your name was not added to the list.
- 40 Days have elapsed and no JROTC Instructors have reached out to you.
- You would like to be removed from the Mentor List.
- You have questions, comments or concerns regarding the program.

Once again thank you for choosing to participate in the program. We look forward to working with you. Thank you for your time and support.

-The Under the Wings Team

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

Under the Wings Prohibited Activities Form

Under the Wings Mentor,

Thank you for joining our team, it is important that we maintain our professionalism and represent the Air Force in a positive way. This form will document your understanding of Under the Wing’s policies regarding unprofessional and illegal relationships. Please review and initial the below statements and sign the document once completed. After completion please submit this form (with other required forms) to:

holmcenter.under.thewings@us.af.mil

I ACKNOWLEDGE AND UNDERSTAND THAT AS AN UNDER THE WINGS MENTOR, I WILL NOT:

- _____ 1. Develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with a JROTC Cadet. This includes, but is not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities. Prohibited personal, intimate, or sexual relationships include those relationships conducted in person or via cards, letters, e-mails, telephone calls, instant messaging, video, photographs, social networking, or any other means of communication.
- _____ 2. Purchase any form of contraband for a JROTC Cadet to include, alcohol, tobacco, drugs, and/or any related paraphernalia.
- _____ 3. Attend social gatherings, clubs, bars, theaters or similar establishments on a personal social basis with a JROTC Cadet.
- _____ 4. Lend money to, borrow money from, or otherwise become indebted to a JROTC Cadet.
- _____ 5. Make sexual advances toward, or seek or accept sexual advances or favors from, a JROTC Cadet.
- _____ 6. Under NO circumstances will a Mentor contact, or attempt to contact, a JROTC cadet outside of the cadet's official JROTC participation hours.

VIOLATIONS: Violations of parts 1-6 may result in disciplinary action and/or immediate removal from the Under the Wings Mentorship Program as well as potential punishment under the Uniform Code of Military Justice. Signing below acknowledges your understanding of the aforementioned statements.

MENTOR: LAST, FIRST, MI/ RANK/ OFFICE SYMBOL

MENTOR SIGNATURE



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Under the Wings Statement of Understanding

Under the Wings Mentor,

On behalf of the Under the Wings Team, thank you for seizing this opportunity to refine your skills and inspire our future leaders. With your contribution, we can increase the range of our community footprint and bring credit to the United States Air Force. It is imperative that our presentations create a positive reflection of the Air Force and our core values. We must ensure that we project a positive and respectful image while representing the Air Force. After completion please submit this form (with other required forms) to holmcenter.under.thewings@us.af.mil.

I, _____, acknowledge the above statement and
MENTOR: LAST, FIRST, MI/RANK/OFFICE SYMBOL
will project a positive and respectable image during all presentations. I understand that I will be representing the United States Air Force and its members. I acknowledge that failure to abide by the "Under the Wings Handbook" will result in immediate removal from the program and notification to my leadership. I acknowledge that Air Force personnel must adhere to the direction of AFI 35-105 *Community Relations*, specifically chapter 6; Speeches, public appearances, messages and official functions. Punishable under the Uniform Code of Military Justice. I acknowledge that Per DOD 5500.07-R Federal government employees shall not accept any gift of value given to them because of their government position or by a "prohibited source" (Letters of appreciation are accepted). I understand that Under the Wings should not interfere with my primary duties or my unit's mission.

X _____
MENTOR SIGNATURE

X _____
SUPERVISOR SIGNATURE

X _____
SENIOR ENLISTED LEADER/FLIGHT CHIEF SIGNATURE

Mentor - Develop - Inspire



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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.