

# UNDER THE WINGS

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

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 slide(s) to [holmcenter.under.thewings@us.af.mil](mailto: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. Please build your “Get to Know Me” slide. A template is located on the Under the Wings Webpage.
- \_\_\_\_\_ 2. **(Optional Presentation)** Mentors have the option to create an “Optional Presentation” to be used instead of the “Get to Know Me” slide. Directions can be found below. If using the “Get to Know Me” slide, proceed to step 4.

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

- \_\_\_\_\_ 3. **(Optional Presentation)** Ensure your slide show contains the following:
  - \_\_\_\_\_ Title and overview slides
  - \_\_\_\_\_ How we become members of the Department of the Air Force
  - \_\_\_\_\_ About the speaker and their Military career field
  - \_\_\_\_\_ Wing and squadron missions

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<b>Under the Wings Handbook V.6</b>	<b>26 NOV 2023</b>	<b>USAF/USSF</b>	<b>UNCLASSIFIED</b>

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\_\_\_\_\_ Air Force or Space Force core missions and values

\_\_\_\_\_ Questions slide

\_\_\_\_\_ Any additional slides

\_\_\_\_\_ 4. Review your slide(s) and confirm the following:

\_\_\_\_\_ Is the slide(s) free of OPSEC/PII?

\_\_\_\_\_ Is the slide(s) free of any derogatory, racist, sexist, or harmful statements/information?

\_\_\_\_\_ Is the slide(s) free of anything that would bring discredit upon the Department of the Air Force?

\_\_\_\_\_ Is the slide(s) 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.**

**NOTE: Please ensure the top of the packet is filled in with your base, Rank/Name, and AFSC.**

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 “Get to Know Me” slide or optional presentation for review to [holmcenter.under.thewings@us.af.mil](mailto: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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