

# UNDER THE WINGS

UNIT	INSTRUCTOR RANK/NAME	DATE
OVERALL RATING	<b>Instructor's Presentation Packet</b>	<b>Page 1 OF 3</b>

**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](mailto: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](mailto: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 slide(s) 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
<b>Under the Wings Handbook</b>	<b>21 Dec 2023</b>	<b>USAF</b>	<b>UNCLASSIFIED</b>

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\_\_\_\_\_ Are the slides free of anything that would bring discredit upon the Department of the 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. Let the Mentor go over their slide(s).

\_\_\_\_\_ 3. Ask the Mentor the Following questions:

- a. How would you summarize your career field?
- b. What are your day to day operations like?
- c. How do you all assist in the bigger picture?
- d. What are some special positions in your career field?
- e. What inspired you to join the Military?
- f. Can you please describe one of your favorite experiences in the Military?
- g. Can you describe a time when you were challenged and how you overcame that challenge?
- h. What are your plans for the future?
- i. Is there anything you would have done differently over the course of your Military Career?
- j. What's one piece of advice you would give your high school self?

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### 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](mailto:holmcenter.under.thewings@us.af.mil) . Thank you for your time and support.

-The Under the Wings Team

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