

Under the Wings



Handbook

Created on: 12 Nov 2021

Reviewed on: 15 Jan 2024



Air Force Core Values

Integrity First, Service Before Self, and Excellence in All We Do.

Space Force Core Values

Character, Connection, Commitment, and Courage.

Acknowledgment

Under the Wings was created on September 24th, 2020, during the long fight against the COVID-19 pandemic. It was designed to give an interactive presentation to AFJROTC Cadets, who were making a tedious and stressful transition to a virtual landscape. Since then, the program has evolved into so much more. Under the Wings is a one-of-a-kind mentorship program that develops Total Force Airmen/Guardians and Citizens of Character through community service and work-based learning. Under the Wings also creates a tool for AFJROTC instructors to utilize year-round which affords them a sharp service member that Cadets can relate to, but more importantly, look up to. Under the Wings is and always will be, a mentorship program free from recruiting constituents. This program is the product of countless hours and dedication to create an opportunity for all past, present, and future service members. Thank you for your support.

-The Under the Wings Team

Summary. This handbook contains important information pertaining to Under the Wings (UTW) Mentorship Program. This document is a non-directive publication. Any other directive DAF Publication takes precedence over any contents found in this handbook. The contents of this handbook are mandatory for **ANY** participants in the program unless trumped by other DAF Publication(s). For any questions about this publication, please visit: <https://www.airuniversity.af.edu/Holm-Center/AFJROTC/UndertheWings> or reach out via email to: holmcenter.under.thewings@us.af.mil

References

- DAFI 35-105, *Community Engagement*
- DAFI 36-2903, *Dress and Appearance*

Table of Contents

Section 1: Initial Understanding

- Mission 1.1
- Mandatory Forms 1.2
- Misconduct 1.3
- Presentation Types..... 1.4

Section 2: Mentors

- Becoming a Mentor 2.1
- Review Process 2.2
- Creating Presentations & Presentation Conduct..... 2.3

Section 3: AFJROTC Instructors

- Instructor Responsibilities 3.1
- Getting Started..... 3.2
- Scheduling..... 3.3
- Before Presentation 3.4
- During Presentation..... 3.5
- After Presentation..... 3.6

Section 1: Initial Understanding

1.1 Mission. The mission of the Under the Wings Program (UTW) is to develop Total Force Airmen/Guardians and Citizens through community service and work-based learning. This is accomplished through handpicked members who embody the core values of the Department of the Air Force and are driven by community involvement.

1.2 Mandatory Forms. To ensure the success and reliability of the program, a series of mandatory forms have been created for use only associated with UTW. Mentors will not take part in this program until all forms have been completed and recorded. Specific information can be found on the corresponding form(s).

1.2.1 New Mentor Packet (NMP). This packet acts as a guide to be used throughout the process of becoming a mentor. This packet contains a checklist, *Prohibited Activities*, *Statement of Understanding*, and *Guidelines for New Presentations*. Record of this form is **mandatory** and will be provided to the Jeanne M. Holm Center for Officer Accessions and Citizen Development. The signing and submission of this form act as consent for the mentor's name, AFSC/SFSC, duty location, and email to be added to the "List of Approved Mentors" sent to AFJROTC Instructors monthly.

1.2.2 Guidelines for the Optional Presentation. This form is used step-by-step to develop a mentor's presentation, if they opted to do so over the "Get to Know Me Slide." Mentors should follow the instructions carefully but are encouraged to be as creative as possible.

1.2.3 Prohibited Activities Form. It is absolutely essential that the integrity and safety of AFJROTC cadets is maintained. This form details a series of prohibited activities that must be strictly followed. Record of this form is **mandatory** and will be provided to the Holm Center. The form will also be provided to AFJROTC instructors upon request. Failure to abide by the conditions set by this form will result in immediate termination from the program and the member's leadership will be contacted.

1.2.4 Statement of Understanding. Containing three different signatures (mentor, mentor's supervisor, and mentor's flight chief/senior enlisted leader as applicable), this form documents that the mentor will abide by the rules set forth, and as an official notification to the mentor's leadership of their participation in the program. This form does not expire. Record of this form is **mandatory** and will be provided to the Holm Center.

1.2.5 Approval Form. AFJROTC Senior Aerospace and Science Instructors (SASI) or Aerospace and Science Instructors (ASI) must acknowledge the understanding of the program and approve a mentor presenting to their class. This form must be signed by the SASI or ASI of the AFJROTC unit.

Signing this form will also act as approval needed from the school or other applicable administrators. This form is only applicable for the duration of the school year it was signed. Record of this form is **mandatory** and will be provided to the Holm Center.

- 1.2.6 **Instructor's Presentation Packet (IPP).** This form acts as a checklist detailing an instructor's key duties while participating in this program as well as a feedback tool for both the mentor and the program as a whole. Feedback to mentors is **mandatory**. Feedback for the program is optional but highly encouraged. Record of this form is **mandatory** and will be provided to the Holm Center.
- 1.2.7 **Misconduct.** It is imperative that the perception given by UTW is a positive reflection of the United States Air Force and Space Force. Any actions prohibited by state/federal law, the Uniform Code of Military Justice, or any applicable directive DAF Publication will be respected and enforced by the participants of UTW. Acts of misconduct while actively participating in the program will result in removal and/or restriction of any future participation in the program.
- 1.2.8 **Under the Wings Specific Misconduct.** As Ambassadors of DAF, professionalism will be maintained during participation in this program. Forms of misconduct are:
- Failure to abide by any rules set by this handbook or other UTW Publications.
 - Disrespect towards AFJROTC SASI, ASI, or cadets.
 - Acts of racism, sexism, or hate towards students, school faculty, or UTW participants.
 - Statements that are distasteful or unbecoming of a Mentor (i.e., harmful, hateful, malicious, political, etc.).
 - Disclosure of information that could compromise DAF operational security.
 - Failure to comply with DAFI 36-2903, *Dress and Appearance*.
- 1.2.9 **Presentation Types.** There are currently three primary ways that UTW takes place: Virtual presentations, virtual to in-person presentations, and in-person presentations. The presentation type will be discussed between mentors, AFJROTC SASI and ASI. All presentation types will use the "Get to Know Me Slide" unless the Mentor opted to use the optional presentation, which is a more comprehensive product.

1.2.10 **Virtual Presentations.** As the primary and most common form use for presentation, virtual presentations afford us the capability to reach AFJROTC units globally. This form of presentation takes place when all parties involved are using virtual means. Virtual presentations are suggested for schools operating in a primarily virtual environment or when there is no other practicable manner to present. Virtual presentations can only be accomplished if both the AFJROTC unit and the mentor have access to devices that can utilize virtual presentation software. **Virtual presentations will only be conducted on a platform hosted by the AFJROTC unit or school.**

1.2.11 **Virtual to In-person Presentations.** This form of presentation consists of an AFJROTC unit operating in a classroom setting and the mentor projecting their presentation virtually to a smartboard, projector, and/or PC. Like virtual presentations, the mentor can be anywhere in the world and still partake in the program. This form of presentation is suggested for schools who are not within a 60-mile radius of an Air or Space Force installation. Mentors must have access to a device capable of utilizing virtual presentation software. AFJROTC units must have the technological capability to project the mentor's presentation.

1.2.12 **In-person Presentations.** This form of presentation is the most favorable provided that the following criteria is met:

- The school is not more than 60-miles from the mentor's current installation.
- The AFJROTC unit school policy allows for in-person visitors.
- The scheduled presentation does not conflict with official military duties.

In-person presentations provide UTW mentors the opportunity to present in a unique environment and allows for optimal professional development as well as the chance to positively impact the community directly surrounding their installation. The presentations also provides AFJROTC units one-on-one time with stellar Airmen or Guardians who cadets can relate to, but more importantly, look up to. The AFJROTC SASI and ASI should have the capabilities to display the mentor's "Get to Know Me Slide" or optional Presentation. They will be tasked with providing reporting instructions to the school, as well as anything the mentor will need to bring to gain access. **The AFJROTC SASI and ASI will remain in the room with the mentor in ALL circumstances where cadets are present.**

Section 2: Mentors

- 2.1.1 **Becoming a Mentor.** Applicants should first start by ensuring their participation in UTW does not conflict with their primary duties or degrades their unit's mission. After this has been assessed, applicants should visit: <https://www.airuniversity.af.edu/Holm-Center/AFJROTC/UndertheWings> or reach out via email to: holmcenter.under.thewings@us.af.mil.
- 2.1.2 **Getting Started.** Mentors should start by reviewing all publications to ensure they have a full understanding of the program. All publications can be found at: <https://www.airuniversity.af.edu/Holm-Center/AFJROTC/UndertheWings>
- 2.1.3 **Forms.** Once all publications have been reviewed, mentors should proceed to the "New Mentor Packet (NMP)." The NMP will walk through each required step. Mentors will not be added to the "List of Approved Mentors" until their required forms and presentation have been submitted and approved by the Holm Center.
- 2.1.4 **Review Process.** Mentors will have their "Get to Know Me Slide" or optional presentation reviewed multiple times before starting the program.
- 2.1.5 **Holm Center Review.** During this review, the Holm Center will give a quick review of the "Get to Know Me Slide" or optional presentation and provide the mentor with changes, if any, that need to be made to align it with the programs mission and policies. If the mentor's "Get to Know Me Slide" or optional presentation is not sufficient, they will receive feedback and another review will be given once the changes have been made.
- 2.1.6 **Instructor Review.** The AFJROTC SASI and ASI will review the "Get to Know Me Slide" or optional presentation before each new mentor that presents to their unit. This review is to ensure the instructor is comfortable with these products being presented to their unit.
- 2.2 **Creating a "Get to Know Me Slide"/Optional Presentation and Presentation Conduct.** Mentors have the choice of creating either a single "Get to Know Me Slide" which contains information about the Mentor, or the optional presentation, which contains information about the mentor, their job, their base/wing and much more. Mentors must provide one of the two products, with the "Get to Know Me Slide" being the minimum requirement.
- 2.2.1 **Creating the "Get to Know Me Slide".** Mentors will use the template located on the Under the Wings Webpage. Mentors will fill in the information and add pictures they think will assist in explaining them and their Military Career.
- 2.2.1.1 **Creating the Optional Presentation.** Mentors will first ensure they are in possession of the *Guidelines for the Optional Presentation* form. While the criteria for each presentation listed on the form will be followed strictly, mentors are encouraged to be creative during the making of their slideshow. The slideshow is about the mentor, things they have accomplished, and what the Air Force/Space Force means to them; it must be unique to the mentor. PowerPoint is the preferred

method of creating presentations, though other platforms and software may be used.

- 2.2.2 **Presentation Conduct.** After an UTW presentation, an AFJROTC unit should have a basic understanding of the Military, the mentor, and what they do in the DoD. It is imperative that this presentation is reflected on in a positive way. This section will explain how the mentor should operate during their presentation.
- 2.2.3 **Dress and Appearance.** Mentors are expected to adhere to all standards set forth by DAFI 36-2903 during their presentation. Please ensure that your uniform is clean and in regulations. The wear of service dress is authorized for presentations.
- 2.2.4 **Professionalism.** Mentors are expected to remain professional during their presentation. Mentors should always cater to a respectful environment free from slang and profanity. They are encouraged to use “Sir” and “Ma’am” during conversation. Mentors should keep in mind that this could be the first contact that these cadets have with an Armed Forces Service Member, it should be a positive experience.
- 2.2.5 **Understanding the Environment.** UTW takes place in a very sensitive and unique environment. We must understand that the things we say and do can have a lasting impact on the impressionable mind of a high school student. Mentors should avoid aggressive subjects such as war or destruction and attempt to keep a calm mood throughout the presentation. As members of the Armed Forces, it is our duty to be subject matter experts of war, but our responsibility to be the biggest advocates against it. Implementations of soft power should be highlighted more during the presentation.

Section 3: AFJROTC Instructors

3.1 Instructor Responsibilities. AFJROTC SASI’s and ASI’s are subject matter experts on Department of the Air Force culture and operations, most of the responsibilities of this program will fall on them. Please understand that the instructor participating in this program will be responsible for the following:

- **Scheduling presentations for their unit**
- **Running the Questions and Answers Session**
- **Reviewing presentations**
- **Providing feedback to mentors**
- **Providing data to the Holm Center**

Failure to accomplish these tasks risks the integrity and future success of the Under the Wings Mentorship Program.

3.2 Getting Started. Instructors planning to participate in the program should start by reading this Handbook in full. Once the instructor has an understanding of the program, they should start the “Instructor’s Presentation Packet”. Please follow the checklist responsibly. Instructors who have decided to take part in the program are required to provide the Holm Center with a signed approval form. Signing of the approval form insinuates that the school and school administration also approve of the presentation.

3.3 Scheduling. AFJROTC SASI's or ASI's will be responsible for scheduling presentations for their unit. This includes reaching out to mentors and setting a time that works for their unit as well as the mentor. Instructors can find mentors by accessing the "List of Approved Mentors" located at on "WINGS" (a "How-to" can be found at the Under the Wings web page.) AFJROTC SASI's or ASI's may reach out to multiple mentors at a time, but should plan to receive a presentation from all the mentors they have reached out to. AFJROTC SASI's or ASI's may have the same mentor back multiple times but are encouraged to "spread the wealth" and consider providing the opportunity to multiple mentors. Keep in mind that these presentations will typically be done by an active duty member whose schedule may be sporadic and require changes. Please maintain a back-up plan for the scheduled day in case the mentor's primary duties conflict with their availability for the program.

3.4 Before Presentations. AFJROTC SASI's or ASI's must confirm solidified dates/times, and proper instructions for the presentation (links/reporting instructions) with their scheduled mentor. Instructors are required to review each new mentor's slides before they are presented to their unit. AFJROTC SASI's or ASI's must ensure they are comfortable with the slides being presented to their cadets.

3.5 During the Presentation. **AFJROTC SASI's or ASI's will remain in the room with the mentor in ALL circumstances where cadets are present.** No one knows AFJROTC cadets better than you, so you understand they can be a tough crowd. Please help the mentor create a comfortable presentation environment by:

- Commenting positively on the presentation
- Encouraging active listening
- Asking questions that get your cadets minds active.
- Encouraging participation if the mentor asks questions.
- Encouraging conversation at the end of the presentation.
- Understanding that this could potentially be the mentor's first presentation.

Ensure you are utilizing the Instructor's Presentation Packet (IPP) throughout the mentor's presentation. Page three contains a feedback section that will be provided to the mentor, if they opted to use the optional PowerPoint presentation.

3.6 After the Presentation. Feedback will be provided to the mentor at the end of their presentation. Part of what makes UTW so unique is the incredibly valuable professional development that is received. We ask you to think back to when you were a young service member and remember the impact proper feedback can have on development. The few minutes put into this feedback could have a lasting impact on the mentor and the program.

3.6.1 Instructor's Presentation Packet Submission. Ensure that the IPP has been filled in completely (Use "N/A" for steps that were previously accomplished or not used. Instructors are required to submit the completed IPP to: holmcenter.under.thewings@us.af.mil)