

**DEPARTMENT OF THE AIR FORCE
DETACHMENT 025
ARIZONA STATE UNIVERSITY**



Annex N - Cadet Mentorship Program



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22 November 2021

MEMORANDUM FOR THE 25TH CADET WING

FROM: CADET COLONEL STEPHEN C. EPP

SUBJECT: Annex N-Cadet Mentorship Program

The purpose of this Annex is to outline the Cadet Mentorship Program. This program is designed to promote professional growth within the Cadet Wing through the sharing of personal experiences and insight. All cadets will have the opportunity to pursue active duty mentorship through Luke Air Force Base in a respective career field. GMC cadets will be able to seek assistance or advice from POC cadets. POC cadets will gain mentorship experience in preparation for active duty. The following are the guidelines for how the Cadet Mentorship Program will be implemented:

1. By the second week of the semester, a Google Document will be sent out to the GMC with their mentor options. The google document will include POC names and majors, career interests, and contact information.
 - a. All cadets will sign up for a mentor from this respective list.
 - b. There will be a cap for the number of mentees assigned to one mentor, and an emphasis will be placed on the value of small group connections.
 - c. Any POC who does not have a mentee will be contacted by a mentorship officer or OG. They will be placed in one of the larger mentee groups in order to help mentor GMC and learn from their POC peers.
2. Mentor and mentee groups will continue throughout the semester. Mentorship sessions will occur at least three times a semester during LLAB. It is up to the mentor to designate a time and a place for any mentoring outside of PMT hours. Communication outside of PMT hours is strongly encouraged.
 - a. Requests for mentor changes will be processed by the mentorship officer. Details regarding reasons for transfer will be requested, but all mentees should be afforded the opportunity to find the right fit for them.

3. It is the responsibility of the mentor to ensure that topics discussed are relevant to their mentee group. Constant feedback from both mentees and mentors will be given to the mentorship officer, who will then adjust the rigidity of topics as needed. While customs and courtesies will still always apply, it is important that mentors and mentees create an environment that is conducive to learning and development of wingmanship.

a. Feedback will be in the form of surveys sent out to the wing periodically in addition to verbal or written feedback given to the mentorship officer by cadets.

4. The creation of a morale staff will fall under the cadet Mentorship Program. The creation of this staff will allow unique opportunities to strengthen the mentor-mentee bond and allow cadets to learn from their peers and foster the teamwork that will be essential to the successful running of a cadet wing.

a. Each semester a survey will be sent out, Wing Wide, with morale event ideas to vote on by the mentorship/morale officer. Also, included in the survey will be a place for suggestions for cadets to write their ideas.

b. The morale staff will be composed of both GMC and POC cadet volunteers. The Deputy Morale Officer will be an FTP cadet. There is no staff size limit, but every staff member will be required to assist with the creation of, or the participation in, one morale event a month.

c. At least two groups will be formed monthly, with a GMC cadet chosen to lead each group. These groups will create their own morale event, complete the pre-budget form, timeline, and final presentation. The group whose morale event receives the most votes from the morale staff will then execute that morale event for the month.

d. While at least one morale event will be executed every month, individual and squadron morale events will be strongly encouraged. This can be executed by any cadet, and the mentorship officer will be available as a resource.

e. Coordinate with the PFO and Cadet OIC of Leadership Lab to get morale events planned during PMT hours. Get authorization through the appropriate chain of command.

6. The mentorship officer will include the mentor spreadsheet in the final continuity.

//Signed/sce/AFROTC/22 Nov 2020//
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25th Wing Commander, Det 025