



# AFROTC Guide

## Admissions Process



OPR: AFROTC/RRFP

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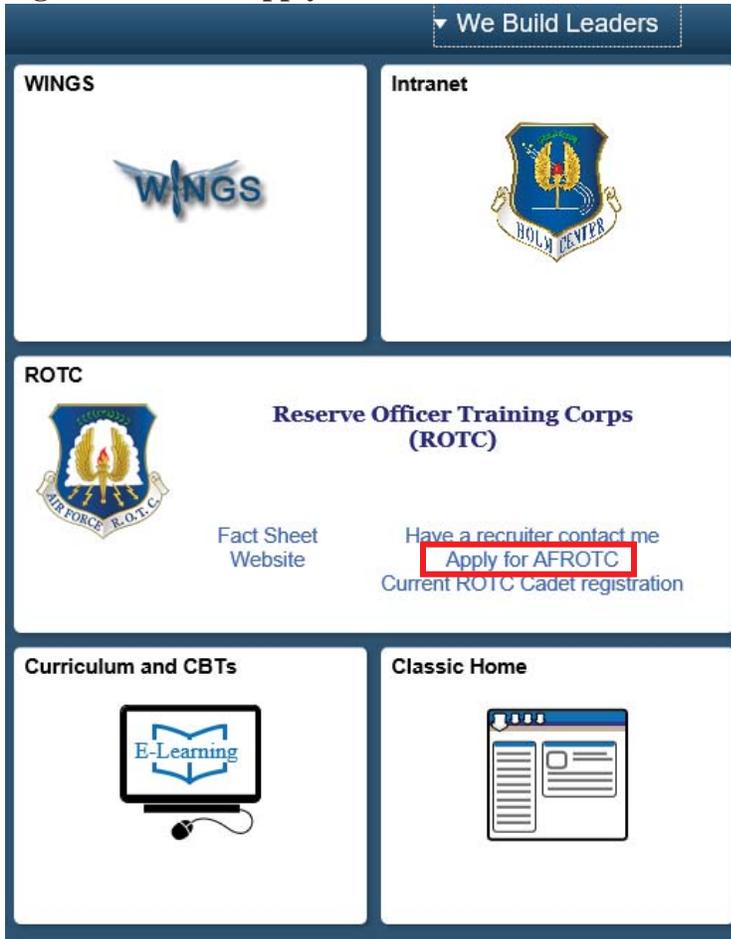
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## CHAPTER 1 – APPLYING TO AFROTC (APPLICANT SIDE)

**1.1. Admissions Process** is the process by which prospective students formally apply for the program, are checked for viability, and become officially registered as cadets. This guide is designed to assist you in completing the admissions process required to in-process a Cadet into Air Force ROTC. Follow the steps in the exact order, be sure to read all instructions associated with this guide.

1.1.2 The Applicant (You) will click on the “Apply for ROTC” link via the Holms Center WINGS Portal (<https://wings.holmcenter.com>). Refer to Figure 1.1.

**Figure 1.1. Click Apply for AFROTC**



1.1.3. You will be directed to the Privacy Act Statement. If you agree with the statement, Click Yes and Submit. Refer to Figure 1.2.

**Figure 1.2. Privacy Statement**

**Air Force ROTC Account Request**

**Pre-Screen**

PRIVACY ACT STATEMENT – US AIR FORCE APPLICATION RECORD

AUTHORITY: 10 USC Sections 133, 265, 275, 504, 508, 510, 672(d), 678, 837, 1007, 1071 through 1480, 1553, 2105, 2107, 3012, 5031, 8013, 8033, 8496, and 9411; 32 USC 708; 44 USC 3101; and Executive Orders 9397, 10450, and 11652.

PURPOSE: To determine your mental, medical, and moral qualifications for entry into the US Air Force. This data is FOR OFFICIAL USE ONLY and will be maintained in strict confidence within the Department of Defense according to Federal law and regulation. If you are accepted and subsequently enter into a component of the Air Force, the information becomes a part of your military personnel records which is used to provide information for personnel management actions. If you are not accepted or do not subsequently enter a component of the Air Force, your records will be destroyed as specified by regulation.

ROUTINE USES: This information may be disclosed to the Social Security Administration and the Department of Treasury to establish a record of income; to federal, state, local or foreign law enforcement authorities for investigating or prosecuting a violation or potential violation of law; to federal, state, or local agencies to obtain information concerning hiring or retention of an employee, issuance of a security clearance, letting of a contract, or issuance of a license, grant or other benefit; to a federal agency in response to its request in connection with the hiring or retention of an employee, issuance of a security clearance, reporting of an investigation of an employee, letting of a contract, issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; to a congressional office in response to their inquiry made at the request of the individual; to the Office of Management and Budget (OMB) in connection with review of private relief legislation as set forth in OMB Circular A19; to foreign law enforcement, security, investigatory, or administrative authorities to comply with requirements of international agreements and arrangements; to state and local taxing authorities in accordance with Treasury Fiscal Requirements Manual Bulletin 7607; to the Office of Personnel Management (OPM) concerning information on pay and leave, benefits, retirement deductions, and other information necessary for OPM to carry out its functions; to NARA for records management functions; and to the Department of Justice for pending or potential litigation.

DISCLOSURE IS VOLUNTARY: However, failure to furnish information needed to determine your mental, medical and moral qualifications for entry into the US Air Force will result in a denial of application.

Select "Yes" to acknowledge that:

- I am 13 years old or older AND
- I have read and agree to provide personal information required to fully participate in the Air Force ROTC Program.

Yes  No



[Help](#)

1.1.4. To create your account, you must enter an active email account. *This email address will also be used as the username, along with the password you create at this screen.* Select a security Question and type Response. Click Submit. Refer to Figure 1.3.

**Figure 1.3. Account Creation with Active Email Account**

The screenshot shows a web form titled "Account Creation (eMail addr will be your userid)". It includes a notice about Microsoft rejecting certain email domains. The form fields are: \*E-Mail (afrotcapplicant@example.com), Confirm E-Mail (afrotcapplicant@example.com), \*Password (masked with dots), \*Confirm Password (masked with dots), \*Question (What was the name of your first pet?), and \*Response (bagona). A "Submit" button is at the bottom left. Annotations include a red arrow pointing to the E-Mail field labeled "Active Email Address" and another red arrow pointing to the Password fields labeled "Remember YOUR password". A red box highlights the "Submit" button. Password requirements are listed as: Min. Password Len: 12, Containing Min... 2 Special Chars, 2 Numbers, 1 Upper Case, 1 Lower Case. A note states: "If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you." A legend at the bottom right indicates "\* indicates required field".

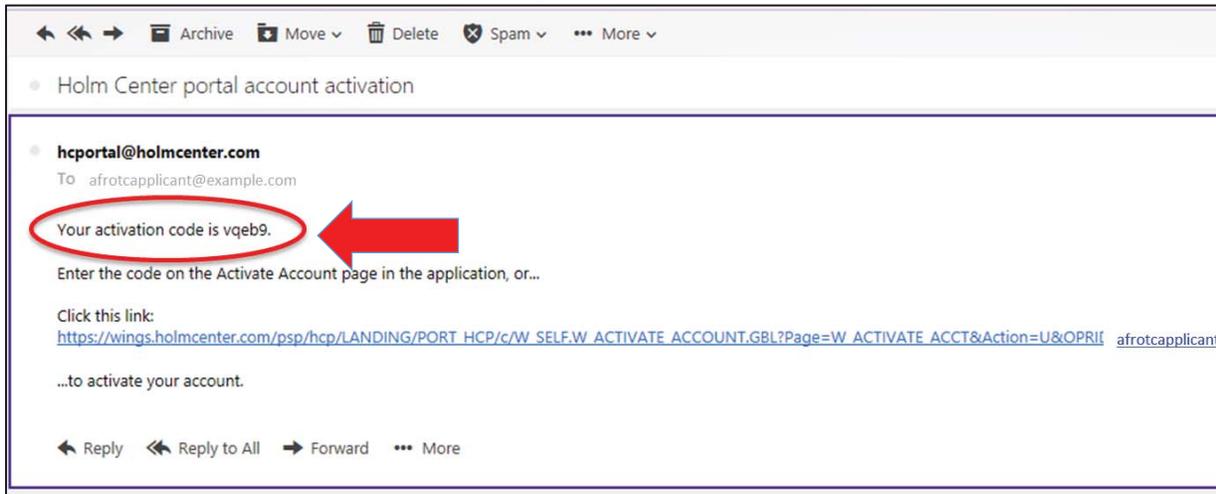
1.1.5. You will be directed to a new screen, notifying you that an activation code was sent to your email address. Keep the window open and check your email for the activation code. Refer to Figure 1.4.

**Figure 1.4. Keep Window and Check Your Email for Activation Code**

The screenshot shows a notification screen with the following text: "User ID: afrotcapplicant@example.com", "An activation code was sent via e-mail to [cala.grier@us.af.mil](mailto:cala.grier@us.af.mil). Enter that code below to activate this account. NOTE: Please check your spam/junk folder if you do not see the e-mail in your Inbox.", "After verification, sign on to continue your application.", and a "Resend Code" button. At the bottom, there is a field for "\*Activation Code:" followed by a "SUBMIT" button.

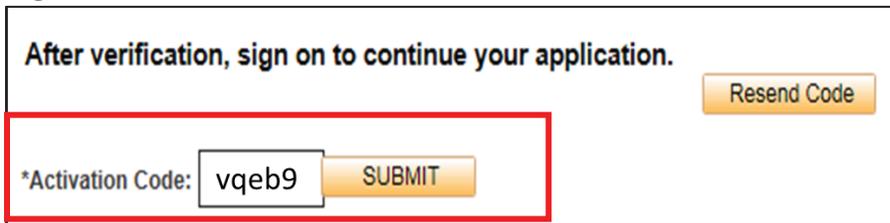
1.1.6. Within minutes of entering your email address in WINGS, an Activation Code will be sent to the email address you provided. Check your inbox for the activation code sent from [hcportal@holmcenter.com](mailto:hcportal@holmcenter.com). Refer to Figure 1.5.

**Figure 1.5. Activation Code Sent in Registered Email Address**



1.1.7. Type the activation code into the \*Activation Code field and click Submit. Refer to Figure 1.6.

**Figure 1.6. Enter Activation Code**

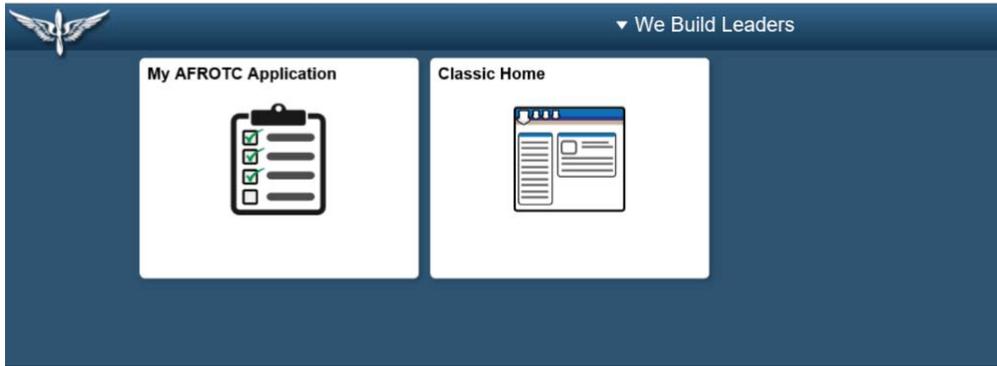


**1.2. Landing Portal.** After you create the account, you will be directed to the WINGS Portal. Use your User ID (email address) and password to create your WINGS account. See Figure 1.7.

**Figure 1.7. Sign in to WINGS Holm Center**



**Figure 1.8. Click on My ROTC Applicant tile**



**1.3. My Profile.** After you successfully login to WINGS, you will create your profile. Complete all fields. Click Submit. Refer to Figure 1.9.

**Figure 1.9. Complete My Profile**

**My Profile**

**Personal**

\*First Name

Middle Name

\*Last Name

\*Gender

\*Date of Birth

\*Citizenship

\*Social Security #

**Current Residence**

\*Country

\*Street Address

\*City  \*State

\*ZIP Code

**Primary Phone Number**

\*Phone #

1.3.1. You will be prompted to verify your Date of Birth and Social Security Number by re-typing them. Once complete, click OK. Refer to Figure 1.10.

**Figure 1.10. Re-enter Date of Birth and Social Security Number**

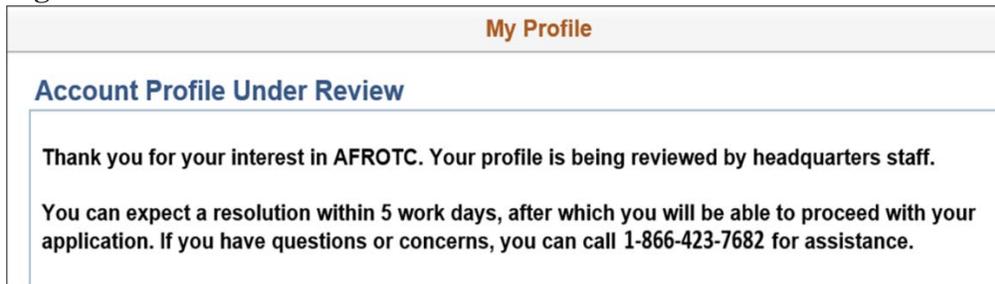


The dialog box has a title bar with the text "Please Verify Your Date of Birth and Social Security Number" and a close button (X). Inside the dialog, there are two input fields: one for "\*Date of Birth" with a calendar icon to its right, and one for "Social Security #". At the bottom left, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular border.

1.3.2. Your Account Profile will be stored in the WINGS database, and will be directed to your application.

Note: If there is an existing profile with similar data as your profile, your profile will be reviewed by HQ AFROTC and you will receive a notification that your Account Profile is Under Review. See Figure 1.11.

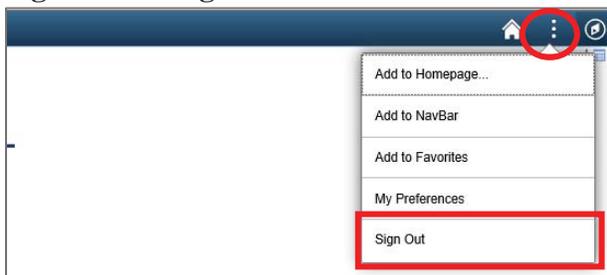
**Figure 1.11. Account Profile Under Review**



The page has a header "My Profile" in orange. Below it is a section titled "Account Profile Under Review" in blue. The main content area contains the following text: "Thank you for your interest in AFROTC. Your profile is being reviewed by headquarters staff. You can expect a resolution within 5 work days, after which you will be able to proceed with your application. If you have questions or concerns, you can call 1-866-423-7682 for assistance."

1.3.3. Sign out of WINGS by clicking the three dots located at the top right corner of the screen. Refer to Figure 1.12.

**Figure 1.12. Sign Out of WINGS**



## CHAPTER 2 – COMPLETING THE APPLICATION CHECKLIST (APPLICANT SIDE)

**2.1. Completing the Application.** You (Applicant) will login to WINGS. See Figure 2.1. (<https://wings.holmcenter.com>). See Figure 3.1.

**Figure 2.1. Landing Portal.** Use your User ID (email address) and password to login.

The image shows the login page for the WINGS portal. At the top, there is a header with the WINGS logo (a stylized eagle) and the text "HOLM CENTER". Below the header, there are four small circular icons representing different programs. The main content area is a dark blue box with white text and input fields. It contains a "User ID" field with the example email "afrotcapplicant@example.com", a "Password" field with masked characters, and a "Select a Language" dropdown menu currently set to "English". A green "Sign In" button is located below the fields. At the bottom of the box, there is a checkbox labeled "Enable Screen Reader Mode".

2.1.1. Click on My AFROTC Application tile. See Figure 2.2.

**Figure 2.2. Click on My AFROTC Application**



**2.2. Intent for Completing the Application.** Answer your intent for completing the online application. The checklist items will be listed, depending whether you are applying to the High School Scholarship Program (HSSP), joining the AFROTC Program, or just wanting to attend AFROTC classes.

2.2.1. If you click No to “Apply for the AFROTC HSSP” and No to “Join AFROTC,” you will be applying as a Participant. This will allow you to enroll in AFROTC classes only. You are required to select your school of preference(s). See Figure 2.3.

**Figure 2.3. Intent to Apply, No to Scholarship / No to Join AFROTC**

**Beacadet, Iwanna**

Appl. Id: 13492 Appl. Date: 06/26/2018

**Apply for the AFROTC High School Scholarship Program:**  Yes  No [HSSP Eligibility Info](#)

**Join AFROTC:**  Yes  No

Please complete each section.

**My Application To Do List...**

Select Schools

Your application will be reviewed by the detachments you selected. Detachment staff should contact you in the near future.

If you have any questions or concerns, you may contact one of the detachments you listed on your application (Detachment contact information can be found on AFROTC.com). Detachment staff can advise you on the remainder of the process and answer any questions you may have.

2.2.2. If you click No to “Apply for the AFROTC HSSP” and Yes to “Join AFROTC,” you are required you to complete a list of items in the checklist. Click on each item. Refer to Figure 2.4.

**Figure 2.4. Intent to Apply, No to Scholarship / Yes to Join AFROTC**

**My Application**

**Beacadet, Iwanna**

Appl. Id: 13492 Appl. Date: 06/26/2018

**Apply for the AFROTC High School Scholarship Program:**  Yes  No [HSSP Eligibility Info](#)

**Join AFROTC:**  Yes  No

Please complete each section.

**My Application To Do List...**

Select Schools	<input type="checkbox"/>
Youth Experience	<input type="checkbox"/>
Contact Information	<input checked="" type="checkbox"/>
Demographics	<input type="checkbox"/>
Military	<input type="checkbox"/>
Medical	<input type="checkbox"/>
Dependents	<input type="checkbox"/>
Questions/Acknowledgements	<input type="checkbox"/>
Releases & Forms	<input checked="" type="checkbox"/>
Supporting Documents	Upload documents as needed
Civil Involvements	You have reported 0 civil involvements. Continue to report additional involvements should they occur.

Your application will be reviewed by the detachments you selected. Detachment staff should contact you in the near future.

If you have any questions or concerns, you may contact one of the detachments you listed on your application (Detachment contact information can be found on AFROTC.com). Detachment staff can advise you on the remainder of the process and answer any questions you may have.

**2.3. Select Schools.** Click Select Schools. Select the colleges you are attending by clicking the drop-down menu for the state and the preferred colleges. The selected colleges will receive your contact info and review your application. If you have more than one school of preferences, rank them in preference order. Click Save & Close. Refer to Figure 2.5.

**Figure 2.5. Select Schools You are Interested in**

Select Schools ×

**Rank your schools with 1 being the most desirable.**

Selected Schools			
School Name	AF ROTC Classes At	Ranking	
Auburn University	Auburn University (Detachment 005), AL	1	Remove

Save & Close

**Search for Colleges, Universities & Detachments**

State Alabama ▼

Historically Black College       Minority Institution  
 Hispanic Serving Institution       Private School

Show All

Find | View All | [?](#)    First 1-10 of 26 Last

	Enroll At	AF ROTC Classes At	State
<input checked="" type="checkbox"/>	Auburn University, AL	Auburn University (Detachment 005), AL	AL
<input type="checkbox"/>	Alabama State University, AL	Alabama State University (Detachment 019), AL	AL
<input type="checkbox"/>	Auburn University At Montgomery, AL	Alabama State University (Detachment 019), AL	AL
<input type="checkbox"/>	Birmingham-Southern College, AL	Samford University (Detachment 012), AL	AL
<input checked="" type="checkbox"/>	Faulkner University, AL	Alabama State University (Detachment 019), AL	AL
<input type="checkbox"/>	Huntingdon College, AL	Alabama State University (Detachment 019), AL	AL
<input type="checkbox"/>	Jefferson State Community College(Gmc), AL	Samford University (Detachment 012), AL	AL
<input type="checkbox"/>	Marion Military Institute, AL	University Of Alabama (Detachment 010), AL	AL
<input type="checkbox"/>	Miles College, AL	Samford University (Detachment 012), AL	AL
<input type="checkbox"/>	Samford University, AL	Samford University (Detachment 012), AL	AL

**2.4. Youth Experience.** Answer all fields and click OK. If you have any Youth Experience, you will have any certificates or documents in Supporting Documents in your application checklist. Refer to Figure 2.6.

**Figure 2.6. Complete all Fields for Youth Experience**

YOUTH EXPERIENCE

JROTC Experience:  Yes  No

Details...

Air Force  Yrs. Army  Yrs. Marine Corps  Yrs. Navy  Yrs.

Other Experience:

Scout Experience

CAP

Prior Officer Training

OK Cancel Apply

**2.5. Contact Information.** Click the drop-down menu to indicate the Type of phone number, email address, and address registered to the account. The home of record is your primary residence. If you currently live in a different address, click the + sign and add your current address. Ensure information and type is accurate. Once complete, click OK. Refer to Figure 2.7.

**Figure 2.7. Complete all Fields for Contact Information**

Address/Phone/Email

Beacadet, Iwanna

Phone Number(s) 1 of 1

Primary \*Phone Type

334/555-5553 Home + -

eMail 1 of 1

Primary \*Email Address Type

afrotcapplicant@example.com + -

Addresses: Note - Must include Home of Record (HOR) Addr. 1 of 1

Primary Type Home of Record + -

\*Addr

123 Beginner Street

\*City \*State \*Zip Country

Prattville AL 36066 USA

OK Cancel Apply

2.6. **Demographics.** Complete all fields and click OK. See Figure 3.8.

Figure 3.8. Complete all Fields for Demographics.

The screenshot shows a 'Demographics' form with the following sections and fields:

- Birth Info:** Date of Birth (01/01/1999), Gender (Male), Birth Country (USA), Birth State (AL), Birth City (Prattville).
- Citizenship:** Citizenship (Birth - US), Dual Citizenship (Yes/No).
- Race:** American Indian/Alaska Native, Asian (checked), Black or African American, Native Hawaiian/Other Pac Isl (checked), White, Decline to Respond.
- Ethnicity:** Hispanic or Latino, Not Hispanic or Latino (selected), Decline to respond.

At the bottom, there are three buttons: OK, Cancel, and Apply. The OK button is highlighted with a red border.

2.7. **Military.** Answer all fields. Males will require their Selective Service Number. Refer to Figure 2.9.

Figure 2.9. Complete all Fields for Military.

The screenshot shows a 'Military Background' form with the following fields:

- Military Service: Yes/No (No is selected).
- AFOQT Taken: Yes/No (No is selected).
- Selective Service Number: [Text Input Field] with a 'Lookup' button next to it.

At the bottom, there are three buttons: OK, Cancel, and Apply. The OK button is highlighted with a red border.

**2.8. Medical.** Answer, then Save & Close. Refer to Figure 3.10.

**Figure 2.10. Answer and click Save & Close.**

ROTC Follow-On Answers

Questions/Acknowledgments

**Beacadet, Iwanna**

Appl. Id: 15079 Appl. Date: 02/08/2018

Category **PARTICIPATORY PHYSICAL**

**Question**  
Have you ever had a physical for entry into the U.S. Armed Forces, Air Force ROTC, etc.?

**Help**  
ie. DODMBERB (Department of Defense Medical Examination Review Board) Physical or MEPS ( Military Entrance Processing Station) Physical.

**Answer**  
 YES  NO

**Save & Close**

**2.9. Dependents.** Answer and complete fields. If you have a dependent, you will be required to enter your dependent's contact information and acknowledgement the statements for Dependent / Dependent Care. Click Continue. Refer to Figure 2.11.

**Figure 2.11. Complete all Fields for Dependents**

Dependents

Dependents

Are you married? Yes  No

Number of Dependents

**Provide Information for All Dependents**

	*Family Relationship	*Last Name	*First Name	Middle Initial	*Date of Birth	*Gender	*Address
1	Child	Beacadet	Gonna		02/12/2016	Female	123 Beginner St

Use the minus sign to the right of your data to delete a dependent (this feature is enabled when your number of dependents has decreased).

\* Required Field

**Continue**

2.9.1. Read and understand the Questions /Acknowledgements for Dependent / Dependent Care. If you acknowledge, check the box beside it. Click Save & Continue when complete. Refer to Figure 2.12 and 2.13.

**Figure 2.12. Read and Answer Items in Dependent / Dependent Care**

**Questions/Acknowledgements** ×

**Category DEPENDENT / DEPENDENT CARE**

**Read & Acknowledge**  
I understand my eligibility is based on my marital and dependency status and failure to claim all my dependents may result in my involuntary separation from the Air Force. I have read and understand the following definitions the Air Force considers a dependent for accession purposes. 1. A spouse. 2. Any person under the age of 18 for whom the applicant or spouse has legal or physical custody, control, care, maintenance, or support. Includes children from a previous marriage, a relative by blood or marriage and stepchildren or adopted children of the applicant or spouse. 3. Any unmarried natural children of the applicant or spouse regardless of current residence. For male applicants, the term natural child includes those born out of wedlock. 4. Any person who is dependent upon the applicant or spouse for their care, maintenance, or support regardless of age. 5. FOR MALE APPLICANTS ONLY. An unborn child of the spouse or one claimed by or a court order determines is his.

Acknowledge

---

**Read & Acknowledge**  
I understand it is my responsibility to provide legal documents (marriage certificate, birth certificate, etc.) to substantiate my dependent(s) and it is my responsibility to support myself and my dependent(s) on the pay and allowances I receive. I also understand arrangements for care of my dependent(s) is my personal responsibility and will not interfere with my assigned Air Force duties, including shift work, weekend duty, temporary duty away from my assigned duty station and short notice deployments and evacuations. I further understand my dependent(s) will not prevent me from being available for worldwide assignment and failure to perform my military dependent(s) may result in disciplinary action, to include involuntary discharge.

Acknowledge

---

**Read & Acknowledge**  
I understand if applying for an enlisted program, my dependent(s) are not permitted to accompany me during basic training, and it is recommended they not accompany me during any technical training. If applying for an officer program, it is strongly recommended my dependent(s) not accompany me while attending training. I also understand government family quarters are assigned based on application date, grade, date of grade, number of dependents, and availability.

Acknowledge

**Figure 2.13. Read and Answer Items in Dependent / Dependent Care**

×**Questions/Acknowledgements**

---

**Read & Acknowledge**

I understand military couples with dependent(s) are required to make dependent care arrangements that allow both members to meet all military obligations and duties. I also understand each member is considered to be serving in his or her own right and must be available for worldwide assignment regardless of marital or dependent status. Additionally, I understand married Air Force couples may apply for a joint spouse assignment but there is no guarantee they will be assigned together.

Acknowledge

---

**Read & Acknowledge**

I have read the information on this form and understand how it applies to me and my dependent(s). I also understand the needs of the Air Force come first and I may be involuntarily discharged should I violate any of these provisions. I certify the information on this form is of my personal knowledge and is true and correct and my recruiter did not advise me to conceal any dependency information.

Acknowledge

---

**Read & Acknowledge**

I have been briefed on the Air Force policies concerning family care responsibility and family care responsibility as an AFROTC retention standard. (A family member is any person over whom I have legal or physical custody or control, or who relies primarily upon me for their care, maintenance, or support regardless of age). In particular, I understand the following:

a. (Non-contract Cadet) If I am/become unmarried or marry (to include a common-law spouse) a military member (including another AFROTC cadet), and become responsible for any family member incapable of self-care I must acquire and maintain an approved Family Care Plan IAW AFI 36-2908, Family Care Plans, that will adequately cover my time in AFROTC. If I am unable or unwilling to create or maintain such a family care plan, I will no longer meet AFROTC retention standards. In such a case, I would then be subject to disenrollment from AFROTC for failure to maintain military retention standards. If I am disenrolled, I will also be subject to recoupment of my scholarship benefits.

b. (Contract Cadet) If I am disenrolled from AFROTC after becoming a contract cadet I am subject to call to EAD in my enlisted grade, recoupment of scholarship benefits or release. If I have more than two (three with an approved waiver) dependents incapable of self-care I do not meet enlisted accession standards and cannot be subject to EAD in my enlisted grade. I can only be subject to recoupment or release.

Acknowledge

**Save & Close**

^

**2.10. Questions / Acknowledgements.** Click Questions/Acknowledgments. You must read and answer all questions and acknowledgments truthfully. Click Next to go to next series of Questions / Acknowledgements. Clicking Next will save current answers and move to next screen. Once complete, Click Save & Close. See Figure 2.14 and 2.15.

**Note: You must read and answer all questions and acknowledgments truthfully. If you do not understand the question, do not answer that portion and return to it, once the detachment has provided clarification of the question / acknowledgment.**

2.10.1. Clicking Save & Close will close you out of the module. Make sure you have answered all questions and acknowledgements before moving on.

**Figure 2.14. Read and Answer Items Truthfully in Questions / Acknowledgements**

The screenshot shows a web interface titled "Questions/Acknowledgements" with a close button (X) in the top right corner. At the top center, a "Next >" button is highlighted with a red rectangular box. Below this, the interface is divided into three sections, each containing a question and an answer section.

**Category ACCEPTANCE**

**Question**  
Are you a conscientious objector?

**Help**  
A conscientious objector is defined as: one who has or had a firm, fixed and sincere objection to participation in war in any form or to bearing of arms because of religious training or belief, which includes solely moral or ethical beliefs.

**Answer**  
 YES  NO

---

**Question**  
Are you now or have you ever been affiliated with any organization or movement that seeks to alter our form of government by unconstitutional means, or sympathetically associated with any such organization, movement, or members thereof?

**Answer**  
 YES  NO

---

**Question**  
Do you understand that participation in Air Force ROTC requires strenuous physical activity? (You will be required to obtain medical clearance from a physician prior to program entry.)

**Answer**  
 YES  NO

**Figure 2.15. Read and Answer Items Truthfully in Questions / Acknowledgements**

**Read & Acknowledge**  
Restrictions on Personal Conduct in the Armed Forces:

1. Military life is fundamentally different from civilian life. The military has its own laws, rules, customs, and traditions, including numerous restrictions on personal behavior, that would not be acceptable in civilian society. These are necessary because military units and personnel must maintain the high standards of morale, good order, discipline, and unit cohesion that are essential for combat effectiveness.
2. The Armed Forces must be ready at all times for worldwide deployment. Military law and regulations, including the Uniform Code of Military Justice, apply to service members at all times, both on base and off base, from the time the member enters the service until the member is discharged or otherwise separated from the Armed Forces.
3. Members of the Armed Forces may be involuntarily separated before their term of service ends for various reasons established by law and military regulations, such as:
  - a. A member may be separated for a pattern of disciplinary infractions, a pattern of misconduct, commission of a serious offense, or civilian conviction.
  - b. A member who has been referred to a rehabilitation program for personal drug and alcohol abuse may be separated for failure through inability or refusal to participate in, cooperate in, or successfully complete such a program.
  - c. A member may be discharged by reason of parenthood, if it is determined the member, because of parental responsibilities, is unable to perform his or her duties satisfactorily or is unavailable for worldwide assignment or deployment.
  - d. A member may be separated for failure to meet service weight control standards or physical fitness standards.
  - e. A member may be separated for harassment of or violence against any service member.

Acknowledge

---

**Read & Acknowledge**  
I understand that membership in the General Military Course (GMC) or attendance at Field Training (FT) does not guarantee that I will be accepted into the Professional Officer Course (POC). I understand that if I am not on scholarship, attendance at FT does not guarantee or commit me to enter the POC. GMC scholarship cadets who attend the first AS 200 class or Leadership Laboratory incur an Active Duty Service Commitment and are liable to call to extended active duty or recoupment (which includes payback of scholarship benefits received during the AS 100 year).

Acknowledge

2.10.2. If you proceed to Next page without answering all questions, a message will appear notifying you not all questions were answered. Click OK and remember to unanswered questions / acknowledgements. See Figure 2.16.

**Figure 2.16. Incomplete Page.**

ed  
ion

Your data was saved, but not all questions were answered. (26022,2)

2.10.3. An uncommon response will require you to provide additional information for the acknowledgement. Click OK when complete. Refer to Figure 2.17.

**Figure 2.17. Provide Additional Information for an Uncommon Response.**

The screenshot shows a web form with two question sections. Each section has an 'Answer' header with radio buttons for 'YES' and 'NO'. The first question is 'Are you now, or have you ever served or are you now serving on active US military duty?' with the answer 'Yes'. Below the answer, it says 'Please provide Branch, Dates of Service, Current Status, Last Held Rank.' A text box contains the text 'I fulfilled my 4 years in the Air Force, as an E4. 2010-2014'. The dialog box has 'OK' and 'Cancel' buttons at the bottom.

2.10.4. Once all questions, have been answered, click Save & Close. Refer to Figure 2.18.

**Figure 2.18. Provide Additional Information for an Uncommon Response**

The screenshot shows a dialog box titled 'Questions/Acknowledgements'. At the top, there are '< Previous' and 'Next >' buttons. The main content is divided into three sections, each starting with 'Read & Acknowledge' and followed by a paragraph of text and an 'Acknowledge' checkbox. The first section is under the category 'RELEASES' and mentions a medical release statement. The second section mentions an education release statement and includes a 'Help' section about AFROTC GPA progress. The third section mentions a data release statement. At the bottom, there are '< Previous', 'Next >', and 'Save & Close' buttons. The 'Save & Close' button is highlighted with a red border.

**2.11. Releases & Forms.** Click on Releases and Forms. Read instructions. Click on each item to download or print. Then completely fill out forms. Click Finished Printing to resume application. Refer to Figure 2.19.

2.11.1. You are required to print the Mail Authorization Release and bring it to the detachment, as it requires the detachment staff signature.

**Figure 2.19. Click Finished Printing**

ROTC Releases and Forms

**Beacadet, Iwanna**

Appl. Id: 15081    Appl. Date: 02/12/2018

**Instructions** Print and complete the following release forms, making sure you follow the instructions on each form. Bring these forms with you when you in-process at your AFROTC detachment. If your school or detachment requires any additional releases, they will provide those to you.

**ROTC Releases**

- Drug Demand Reduction Release**  
HQ AFROTC executes the Department of the Air Force's Zero Tolerance policy on illicit drug use. Therefore, all cadets pursuing a commission are subject to random drug testing any time after program entry.
- DD Form 2005-Health Care Records**  
This form outlines the purposes and policies for medical and other personal information which AFROTC may need to collect from you. Read the form and sign it to acknowledge that you have been advised of its content.
- Mail Access Authorization Release**  
Release authorizing Detachment personnel to open official USAF mail.
- Request for Release of Student Records**  
Release of Student Records to ROTC.
- DD Form 93-Record of Emergency Data**  
This form is used to collect contact information of people you want the military to notify in case of an emergency while in ROTC.

Close    Finished Printing

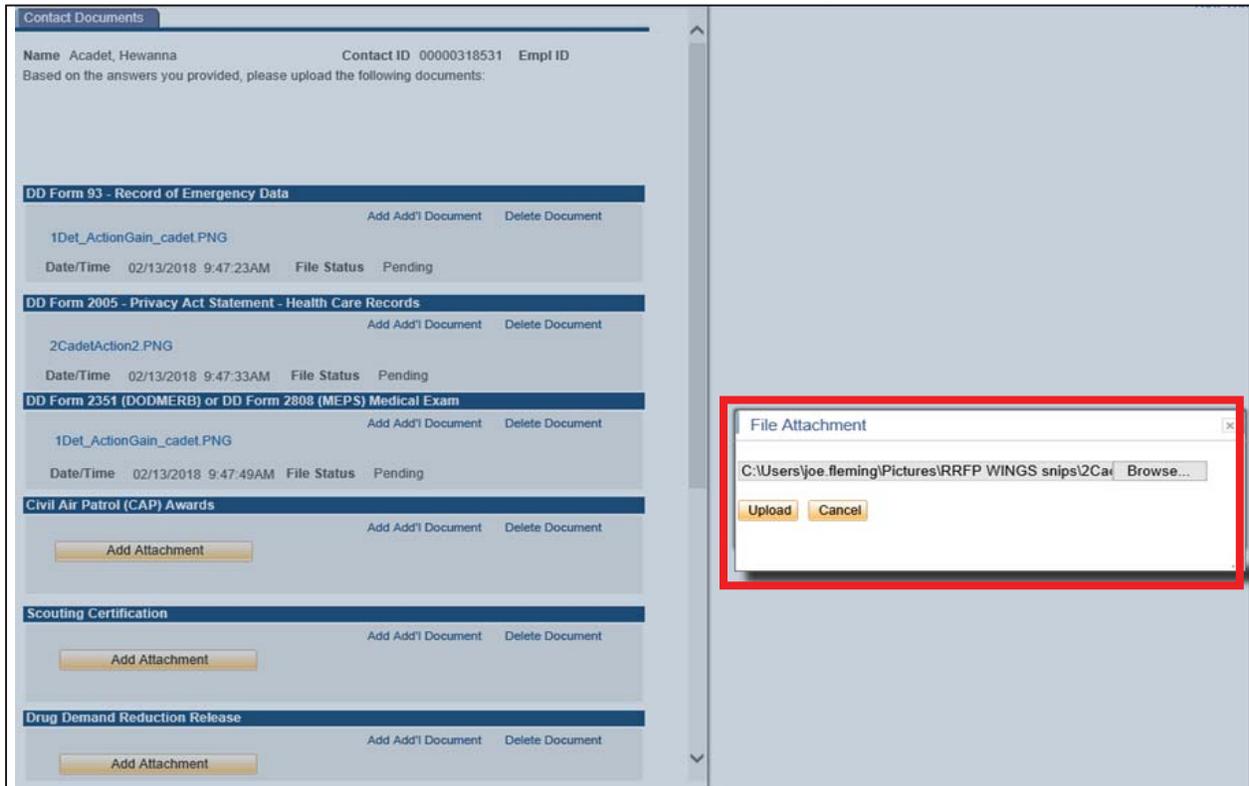
**2.12. Supporting Documents.** Click on Supporting Documents. The required supporting documents will be dependent on how you answered your application. Example: If you had answered that you were in the Boys Scouts, you will be required to upload a Scout Certificate. Refer to Figure 2.20.

**Figure 2.20. Click Add Attachment and Browse for File.**

The screenshot shows a web browser window titled "Supporting Documents" for a user named "Beacadet, Iwanna". The page displays a list of required documents for upload, each with an "Add Attachment" button and "Add Add'l Document" and "Delete Document" links.

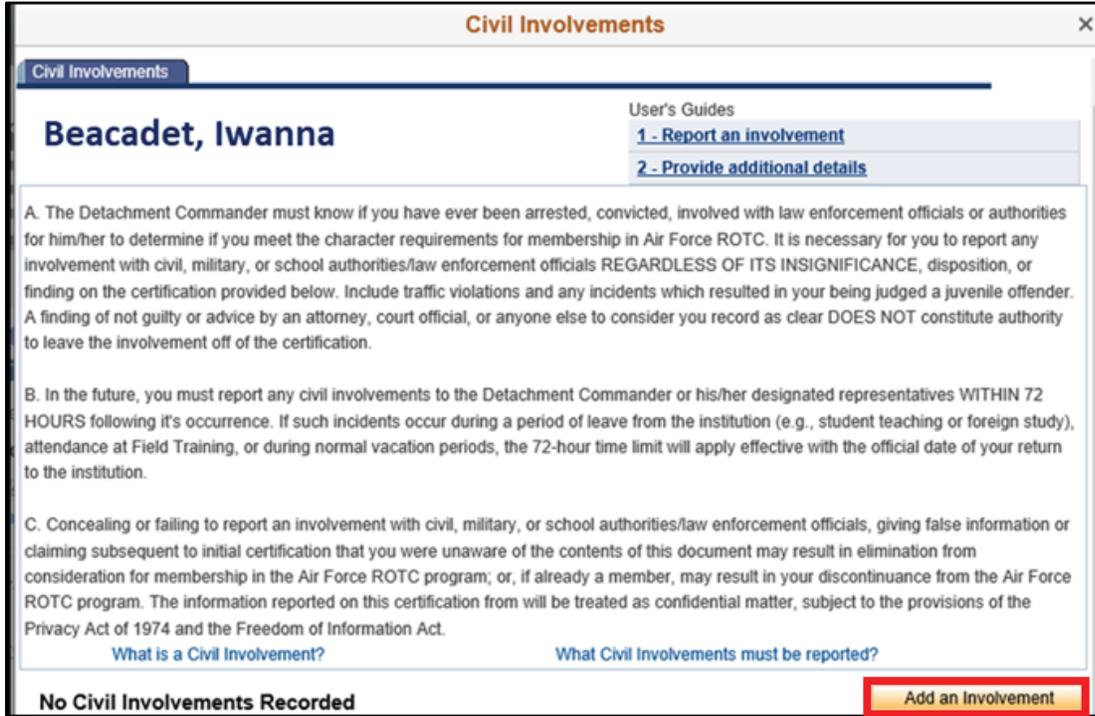
Document Type	Action
DD Form 93 - Record of Emergency Data	Add Attachment, Add Add'l Document, Delete Document
DD Form 2005 - Privacy Act Statement - Health Care Records	Add Attachment, Add Add'l Document, Delete Document
DD Form 2351 (DODMERB) or DD Form 2808 (MEPS) Medical Exam	Add Attachment, Add Add'l Document, Delete Document
Civil Air Patrol (CAP) Awards	Add Attachment, Add Add'l Document, Delete Document
Scouting Certification	Add Attachment, Add Add'l Document, Delete Document
Drug Demand Reduction Release	Add Attachment, Add Add'l Document, Delete Document

**Figure 2.21. Click Add Attachment and Browse for File to Upload.**



**2.13. Civil Involvements (CI).** If you have had any involvement with any civil, military, school authorities / law enforcement officials (regardless of its insignificance, disposition, or finding), it must be reported. Ensure you read and understand what a CI is. Click Add an Involvement if you have any to report. Refer to Figure 2.22.

**Figure 2.22. Click Add Involvement if You Have a Civil Involvement to Report**



2.13.1. Provide details of the CI and upload documents. If the Cadet Statement Required box is checked, click on Cadet Statement Required link. It is a hyperlink for you to add your recollection of the CI. Click Report/Save to save and return to CI, at a later time. Submit as Complete when required documents and cadet statement have been provided. Refer to Figure 2.23.

**NOTE: The detachment will set a time for you to bring your supporting documents for verification and for you to certify any CI's.**

Figure 2.23. Complete Fields for CI

Civil Involvements

Civil Involvements C. I. Certifications Cadet Detail

Beacadet, Iwanna Detachment 005

Involvement(s) Find First 1 of 1 Last

C.I. 1 \*Date of Involvement 01/04/2018

\*Reported 02/03/2018 \*Time 12:00AM

Involvement Type

- Civil Authorities
- School Authorities
- Military Authorities

\*Brief Summary of the Incident

Traffic violation for not stopping at a Stop Sign.

\*Detained, Confined, Probation?

Yes  No

\*Drugs or Alcohol Cited?

Yes  No

Cadet Statement Required

Supporting Documents

(Req.)	Copy of Ticket/Citation	Delete	+
(Opt.)	Police/Incident Report	Attach	+
(Opt.)	Court Disposition Docs	Attach	+

Categorization of Involvement

*Offense	Severity	+	-
1 Other Category	Category 5	+	-

Overall Severity Category 5

Administrative Action / Status

View Admin. History

Submit as Complete Report/Save Unlock Cadet Reporting

Cancel

Only 120 characters. Make it short.

If there is a check mark, click to add your statement

**2.14. All Items Checked.** Once you receive check marks on all boxes, click Submit. The detachment will review the application and contact you for any questions and explanations. If you do not complete the checklist, the application will save automatically and you may complete the application at a later time. Refer to Figure 2.24.

**Figure 2.24. Application List Items all Checked**

Appl. Id: **13452** Appl. Date: 05/18/2018

**Apply for the AFROTC High School Scholarship Program:**  Yes  No [HSSP Eligibility Info](#)

**Join AFROTC:**  Yes  No

Please complete each section. A check mark will appear in box once the section is complete.

NOTE:

- Supporting Documents DOES NOT have a checkbox, but MUST be completed.
- Civil Involvements DOES NOT have a checkbox, but MUST be reviewed/completed if you have involvement(s) to report.
- You may return to each of these sections to add Documents/Civil Involvements if applicable.

**My Application To Do List...**

Select Schools	✓
Youth Experience	✓
Contact Information	✓
Demographics	✓
Military	✓
Medical	✓
Dependents	✓
Questions/Acknowledgements	✓
Releases & Forms	✓
Supporting Documents	Upload documents as needed
Civil Involvements	You have reported 1 civil involvements. Continue to report additional involvements should they occur.

Your application will be reviewed by the detachments you selected. Detachment staff should contact you in the near future.

If you have any questions or concerns, you may contact one of the detachments you listed on your application (Detachment contact information can be found on AFROTC.com). Detachment staff can advise you on the remainder of the process and answer any questions you may have.

**SUBMIT**

2.14.1. Sign out of WINGS by clicking the three dots at top right corner. See Figure 2.25.

**Figure 2.25. Sign Out of WINGS**

