AFROTC Guide
Admissions Process

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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](image)

**Privacy Act Statement – US Air Force Application Record**

**Authority:** 10 USC Sections 133, 265, 275, 504, 508, 510, 672(6), 678, 837, 1007, 1071 through 1480, 1553, 2105, 2107, 3012, 5031, 8013, 8033, 8496, and 9411; 32 USC 707, 44 USC 3101; and Executive Orders 9397, 10450, and 11682.

**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, leasing 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, leasing 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 an 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 3 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 [ ]

Submit [ ]
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**

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**

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. Refer to Figure 1.5.
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**

![Activation Code Form](image)

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**

![Sign in Form](image)
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**
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**

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

Note: If there are existing profiles 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**

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.

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

Figure 2.4. Intent to Apply, No to Scholarship / Yes to Join AFROTC
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](image)
2.4. **Youth Experience.** Answer all fields and click OK. If you have any Youth Experience, you will 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**

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

**Figure 3.8. Complete all Fields for Demographics.**

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

**Figure 2.10.** Answer and click 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
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**

<table>
<thead>
<tr>
<th>Category</th>
<th>DEPENDENT / DEPENDENT CARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read &amp; Acknowledge</td>
<td>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.</td>
</tr>
<tr>
<td>Acknowledge</td>
<td></td>
</tr>
</tbody>
</table>

| 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, state of grade, number of dependents, and availability. |
| Acknowledge | |
Figure 2.13. Read and Answer Items in Dependent / Dependent Care

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 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 36-2900, 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
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
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.

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

Figure 2.17. Provide Additional Information for an Uncommon Response.

Figure 2.18. Provide Additional Information for an Uncommon Response
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](image-url)

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<th>ROTC Releases</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Drug Demand Reduction Release</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>DD Form 2005 Health Care Records</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Mail Access Authorization Release</strong></td>
<td>Release authorizing Detachment personnel to open official USAF mail.</td>
</tr>
<tr>
<td><strong>Request for Release of Student Records</strong></td>
<td>Release of Student Records to ROTC.</td>
</tr>
<tr>
<td><strong>DD Form 93 Record of Emergency Data</strong></td>
<td>This form is used to collect contact information of people you want the military to notify in case of an emergency while in ROTC.</td>
</tr>
</tbody>
</table>
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.**
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
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**

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**