



AFROTC Cadet Enrollment Guide

WINGS Application – Step-by-Step Instructions for Applicants



Welcome Future Cadet,

The core competency of Air Force Reserve Officer Training Corps (AFROTC) is to train individuals seeking a commission into the Department of the Air Force (DAF). Traditionally, these individuals are pursuing their first undergraduate degree and can complete all AFROTC requirements before graduation. Students pursuing a second undergraduate or graduate degree are also eligible to join AFROTC, provided they meet all other requirements.

To officially join AFROTC, you must complete the Web Intensive New Gain System (WINGS) “My AFROTC Application” Module, which collects your eligibility, application, and enrollment information. You will remain in Applicant status until all required forms, acknowledgments, and verifications are complete. Once reviewed and approved by your detachment, your status will be updated to Active Cadet, the first major milestone in your commissioning journey.

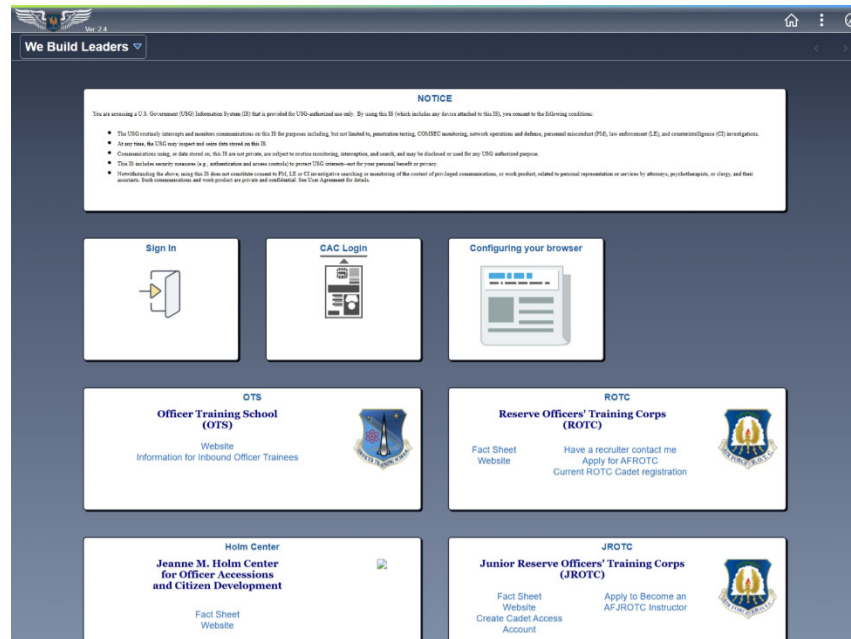
This guide is designed to help you complete the enrollment process accurately and without delay so you can begin full participation in the program. By following each step carefully, you’ll reduce errors, avoid processing delays, and reach Active status as efficiently as possible.

Create a WINGS Account

□ Step 1: Go to the WINGS Website

 Navigate to: <https://wings.holmcenter.com>

 This is the official portal for starting your AFROTC application.



□ Step 2: Start the AFROTC Application

 Under the **ROTC** section (right side of the homepage):

→ Click **Apply for AFROTC**

 This will start your application as a new cadet.

 **Do not** click "**Current ROTC Cadet registration**" unless you've already completed an account.



□ Step 3: AFROTC Applicant Account Request

 After clicking "Apply for AFROTC," you will be taken to the **AFROTC Applicant Account Request** page.

- ▶ This step contains a **Privacy Act Statement** outlining how your personal, medical, and mental qualification information will be used. This is an **official legal agreement** tied to your application and future Air Force service.

 **Important:** By selecting “Yes” on this page, you are legally confirming the following:

- ▶ You are **13 years or older, AND**
- ▶ You **consent to provide personal information** to be used by the Department of the Air Force for your AFROTC application and eligibility verification

 **This is not just a checkbox.** Providing false or incomplete information could disqualify you from AFROTC and may have legal consequences. Read carefully and be honest and accurate.



< We Build Leaders AFROTC Applicant Acct. Request

AFROTC Applicant Acct. Request

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 [Help](#)
☐ No

☐ Select “Yes”

⇨ Click “SUBMIT” to proceed.

□ Step 4: Acct. Build - Account Creation

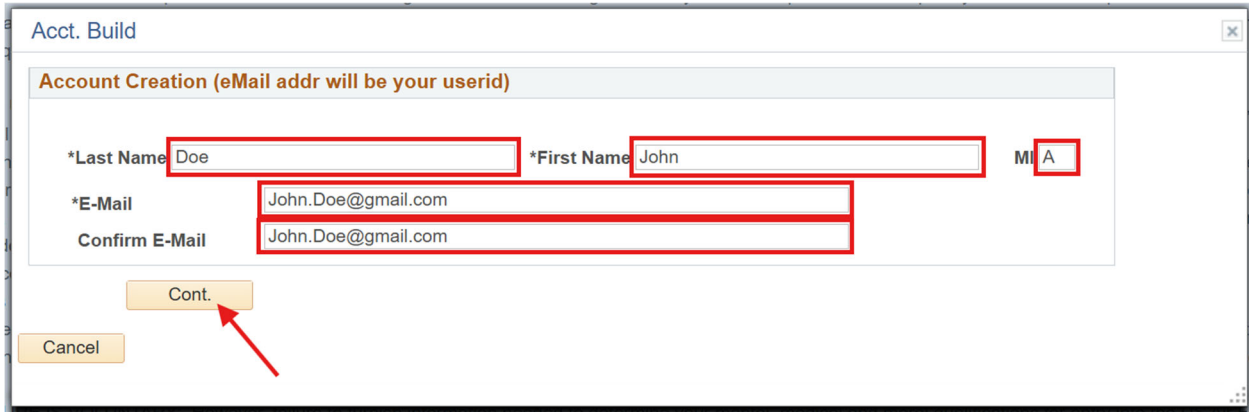
 After clicking “SUBMIT”, you’ll see a pop-up window titled “Acct. Build.”

 Complete all required fields:

- **Last Name and First Name**
 - *Middle Initial* is optional
- **E-Mail**
- **Confirm E-Mail** (must match exactly)

 Your **email address becomes your WINGS username**, so use a personal, long-term address (not a school-issued one that might expire).

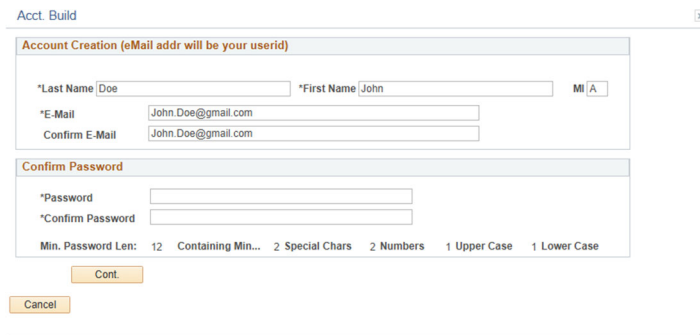
 **Double-check everything before continuing.** A typo in your email could prevent you from accessing your account later.



↩ When ready, click “**Cont.**” to move to the next step.

□ Step 5: Create a Secure Password

 After entering your name and email, the system will prompt you to **set a password** for your WINGS account.



 Your password must meet all of the following security requirements:

 **Minimum Length: 12 characters**
Must Include:

- 2 special characters (e.g., !, @, #)
- 2 numbers
- 1 uppercase letter
- 1 lowercase letter

 **This is your login password.** Save it somewhere secure — you’ll need it to access your WINGS account in the future.

✓ After confirming your password, click “**Cont.**” to continue.

❑ Step 5a: Set a Password Hint

🔑 After entering a password, the **Password Hint** section will appear.

📄 Use the dropdown menu to pick a question you’ll remember:

▸ Example: “What was the name of your first pet?”

Then enter a response that only you would know.

Acct. Build

Account Creation (eMail addr will be your userid)

*Last Name Doe *First Name John MI A

*E-Mail John.Doe@gmail.com

Confirm E-Mail John.Doe@gmail.com

< We Build Leaders Activate Account New Window | Personalize Page

User ID: john.doe@gmail.com

An activation code was sent via e-mail to John.Doe@gmail.com. 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. If you have questions or concerns, please email HOLMCENTER.WINGS.SUPPORT@us.af.mil for assistance.

After verification, sign on to continue your application.

Resend Code

*Activation Code: 12345 SUBMIT

Cancel

Favorite teacher in high school?

What is your favorite place to visit?

What is your oldest cousin's first name?

What is your second favorite college?

What was the name of your first pet?

Who was your best friend in elementary school?

✓ Click **Submit** to complete your account setup.

❑ Step 6: Activate Your WINGS Account

✉ After creating your account, WINGS will send an **activation code** to the email address you used to register.

📄 **Check your inbox** (and your spam/junk folder) for an email from: **HOLMCENTER.WINGS.SUPPORT@us.af.mil**

✉ Didn’t get the code? Click **Resend Code** or email the address above for assistance.

✓ Enter the **Activation Code** you received and click **SUBMIT** to continue.

Create & Complete “My AFROTC Application”

□ Step 1: Open the “My AFROTC Application” Page

✦ After activating your WINGS account and logging in, locate and click the “My AFROTC Application” tile on your WINGS dashboard.



→ This will open your applicant portal, where you’ll complete your enrollment packet.

A screenshot of the "My Application" dashboard. At the top, it says "Applicant Dashboard" and "My Application". Below this, there's a section titled "Request to join AFROTC without applying for a Department of the Air Force High School Scholarship" with a "Yes" button and a "No" button. A note below says: "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." Below the note is a section titled "My Application To Do List..." with a list of items: "Select Schools", "Youth Experience", "Contact Information", "Emergency Contact Info", "Demographics", "Military", "Medical", "Dependents", "Questions/Acknowledgements", "Releases & Forms", "Supporting Documents", and "Civil Involvements". Each item has a checkbox next to it. The "Supporting Documents" item has a sub-note: "Upload documents as needed. You have reported 1 civil involvements. Continue to report additional involvements should they occur." At the bottom, there's a footer note: "Your application will be reviewed by the detachments you selected. Detachment staff should contact you in the near future. Please check your spam/junk folder regularly for any AFROTC correspondence. 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."

👉 “You must complete every section in the checklist to move forward in the application process.”

□ Step 2: Review the “My Application” Dashboard

📋 This dashboard shows your **Application To Do List** — a checklist of all required sections.

→ You must complete each item until a ☒ appears in the checkbox next to the section name.

🔍 Sections include:

📁 Select Schools – Step 3

👤 Youth Experience – Step 4

📄 Contact Information – Step 5

-  Emergency Contact Info – Step 6
-  Demographics – Step 7
-  Military – Step 8
-  Medical – Step 9
-  Dependents – Step 10
-  Questions/Acknowledgements – Step 11
-  Releases & Forms – Step 12
-  Supporting Documents - Step 13
-  Civil Involvements (if applicable) – Step 14

⚠ Notes:

- Some items (like *Supporting Documents* and *Civil Involvements*) **do not have checkboxes** but must still be completed.
- You **can complete the items in any order**, but all must be finished before the detachment review.

❑ Step 3: 📁 Select Schools

📁 This section allows you to choose up to **five** schools where you'd like to participate in AFROTC. Rank them with **1** being your top choice.

➔ Use the dropdown menu labeled **State** to filter colleges by location.

📌 As you search:

📄 You'll see schools and their corresponding detachments listed.

✅ Check the box next to each school you want to select.

1 2 3 4 Assign a ranking (1–5) to indicate your preference order.

Select Schools

Help

Rank up to 5 schools with 1 being the most desirable.

Selected Schools			
School Name	AF ROTC Classes At	Ranking	
Alabama State University	Alabama State University (Detachment 019), AL	1	Remove
Auburn University At Montgomery	Alabama State University (Detachment 019), AL	2	Remove
Auburn University	Auburn University (Detachment 005), AL	3	Remove
Birmingham-Southern College	Samford University (Detachment 012), AL	4	Remove
Faulkner University	Alabama State University (Detachment 019), AL	5	Remove

Save & Close

Search for Colleges, Universities & Detachments

State Alabama

Find | View All | 1-10 of 24

Enroll At	AF ROTC Classes At	State
☒ Alabama State University, AL	Alabama State University (Detachment 019), AL	AL
☒ Auburn University At Montgomery, AL	Alabama State University (Detachment 019), AL	AL
☒ Auburn University, AL	Auburn University (Detachment 005), AL	AL
☒ Birmingham-Southern College, AL	Samford University (Detachment 012), AL	AL
☒ Faulkner University, AL	Alabama State University (Detachment 019), AL	AL
☐ Huntingdon College, AL	Alabama State University (Detachment 019), AL	AL
☐ Jefferson State Community College(Gmc), AL	Samford University (Detachment 012), AL	AL
☐ Marion Military Institute, AL	University Of Alabama (Detachment 010), AL	AL
☐ Miles College, AL	Samford University (Detachment 012), AL	AL
☐ Samford University, AL	Samford University (Detachment 012), AL	AL

 **Tip:** You can only select schools affiliated with AFROTC detachments.

 When finished, click **Save & Close** to lock in your school choices and return to the dashboard.

□ Step 4: 🧑 Youth Experience

 Use this section to report any youth or leadership programs you've participated in before college.

➤ Select **Yes or No** for **JROTC Experience**

If **Yes**, additional dropdowns will appear to enter how many years you participated in each branch.

 Use the dropdowns under **Other Experience** to indicate:

 Scout Experience (e.g., Boy Scouts – Eagle or Non-Eagle)

 CAP Experience (Civil Air Patrol, if any)

 Prior Officer Training (like leadership academies or similar programs)

✓ Click **Save & Close** once complete.

□ Step 5: **Contact Information**

✦ This section captures your **phone number**, **email address**, and **Home of Record** mailing address.

✓ **Phone Number(s)**

- Use the dropdown to mark your primary number as **Cell**
- Check the box to **opt into text messaging**

Email Address

- Select the type (e.g., Work, Personal) — this will be used for official AFROTC communications

Address (Home of Record)

- Enter your full permanent address
- Make sure the **Type** is set to **Home of Record**

✓ Click **Save & Close** when finished.

□ Step 6: Complete 📞 Emergency Contact Info

📌 You must enter at least **two** emergency contacts.

➕ To add a second contact, click the ➕ icon next to “Relationship” in the top section.

📄 For each contact, fill in all required fields: relationship, first and last name, full address, phone number, and optionally an email address.

📱 Make sure the phone number is marked as **Cell** if you want to allow text messaging.

✓ After completing each contact, click **Update & Verify** to save.

The screenshot shows the 'Emergency Contacts' form with the first contact, John Doe, whose relationship is 'Father'. The contact is marked as 'Primary'. The address is '123 Main St', Auburn, NE 68305. The phone number is '123/456-7890' and is marked as 'Cell'. An email address 'johnd@gmail.com' is also provided. The 'Update & Verify' button is visible at the bottom, along with a verification timestamp of 07/09/25 8:14PM.

This screenshot shows the same 'Emergency Contacts' form, but with a second contact added below the first one. This second contact is currently blank, with the 'Relationship' dropdown set to 'Father'. The 'Address (required)' section is expanded, showing fields for Country, Address, City, State, and Zip. The 'Phone Number (required)' section is also expanded, showing fields for Primary Type and the phone number itself. The 'Email Address (optional)' section is expanded, showing fields for Primary Type and the email address. The 'Update & Verify' button and verification timestamp are still visible at the bottom.

⚠️ If anything doesn't save or appears incorrect, contact your detachment staff for help.

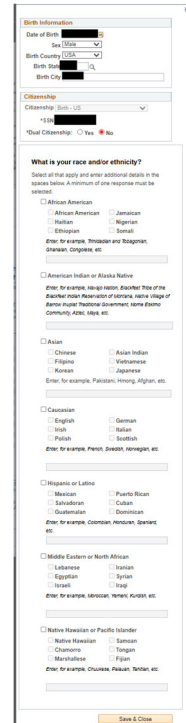
□ Step 7: Complete Demographics

 You must select **at least one** race or ethnicity category to continue.

 You can select **multiple categories** if they apply. Each group has a space to enter **specific background info** (e.g., Navajo, Somali, Korean, Puerto Rican, etc.).

 Categories include:

African American
American Indian or Alaska Native
Asian
Caucasian
Hispanic or Latino
Middle Eastern or North African
Native Hawaiian or Pacific Islander

A screenshot of a web form titled "What is your race and/or ethnicity?". The form includes sections for "Birth Information" (Date of Birth, Sex, Birth Country, Birth State, Birth City), "Citizenship" (Citizenship, Dual Citizenship), and a large section for "What is your race and/or ethnicity?". This section contains multiple checkboxes for various racial and ethnic groups, including African American, American Indian or Alaska Native, Asian, Caucasian, Hispanic or Latino, Middle Eastern or North African, and Native Hawaiian or Pacific Islander. Each group has a sub-section with more specific options and a text box for additional information. The form ends with a "Save & Close" button.

 The application will not let you save this section until **one or more** boxes are checked and verified.

□ Step 8: Complete Military Information

 Answer both **Military Service** and **AFOQT Taken** with either **Yes** or **No**.

 If you answer **Yes** to **Military Service**, you'll be prompted to enter:

- Branch of Military
- Component (e.g., Active, Reserve, Guard)
- Time in Service (in years)
- Highest Grade (e.g., E-3, O-2)

You can click **“Add Additional Term of Service”** if you’ve served in more than one branch or component.

 Enter your **Selective Service Number** if you’re 18 or older.
Click the **Lookup** link to auto-fill from the Selective Service System.

Military Background

Military Service: ☒ Yes ☐ No
AFOQT Taken: ☐ Yes ☒ No

AFOQT HELP
The Air Force Officer Qualifying Test (AFOQT) is a standardized test that measures verbal and math aptitude (similar to the SAT and ACT) as well as additional aptitudes relevant to specific career fields (e.g., perceptual speed, spatial rotation, aviation knowledge). The AFOQT is taken no later than your sophomore year in AFOTC. It is a required test for all cadets and students on scholarship or in the Professional Officer Course (POC). The test is used to qualify for Pilot, Combat Systems Officer (CSO) and Air Battle Manager (ABM) training and is a component of the Pilot Candidate Selection Method (PCSM) score.

Selective Service Number: [Lookup](#)

PLEASE READ! IMPORTANT SELECTIVE SERVICE INFORMATION:
UNDER 18:
Selective Service Number is NOT required.
NOTE:
(1) This will NOT affect scholarship eligibility/processing.
(2) The checkmark will not appear for the Military portion of the application. However, your application will still be reviewed for eligibility and considered for an ROTC scholarship.
(3) When you turn 18, you must register for Selective Service. You will receive a Selective Service Number. You would then sign in, go to your application and enter your Selective Service Number which is located in the Military portion of the checklist. If access is no longer available, your detachment staff will be able to assist.
18 & OVER:
Selective Service Number is required.

Military Service
*Branch of Military:
*Component:
*Time In Service: (Yrs)
*Highest Grade:

[Add Additional Term of Service](#)

[Save & Close](#)

🔔 Applicants **under 18** won't have a number yet. That's okay — your application will still be reviewed.

⚠️ You **must update** this field when you turn 18 to complete this step.

□ Step 9: Complete 🏥 Medical

📌 This section asks whether you've had a **physical exam** for military service (including AFOTC, DoDMERB, or MEPS).

📄 If you select **Yes**, a pop-up will appear asking for:

- The **type** of physical (e.g., DoDMERB, MEPS)
- The **date** it was completed
- Any **additional details** about the exam

You may be asked to provide documentation during your enrollment process.

Questions/Acknowledgements

Category: **PARTICIPATORY**

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

Help: DoDMERB (Department of Defense Medical Examination Review Board)

Answer: ☒ YES ☐ NO

Additional Information

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

Answer: Yes

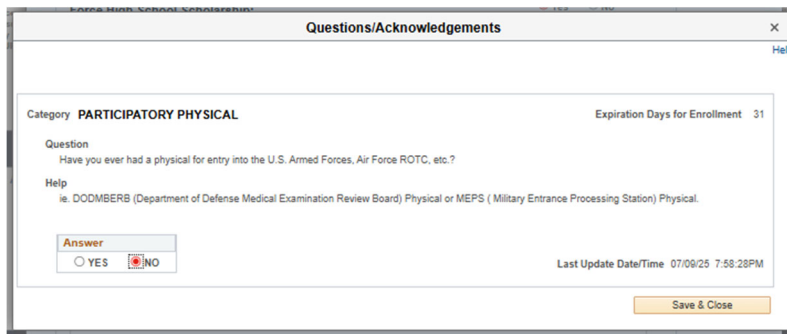
Please provide the type and date of the physical for entry into the armed forces you have received. NOTE: You may be asked to provide a copy of this physical.

Details:

[OK](#) [Cancel](#)

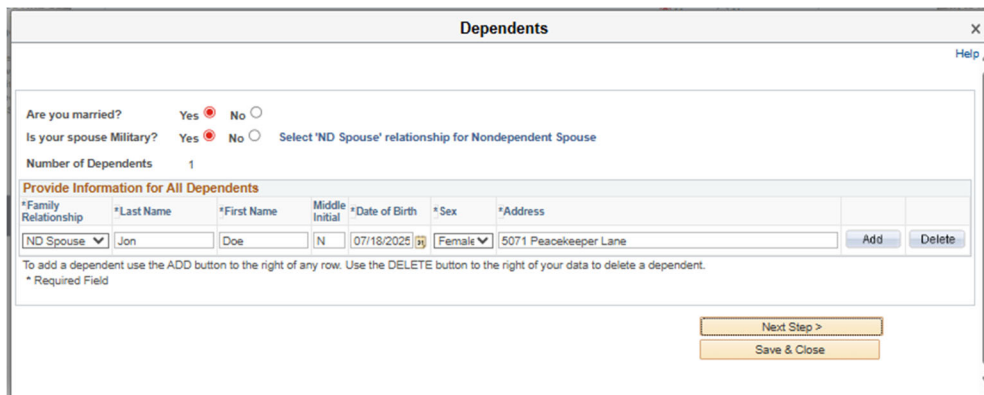
[Save & Close](#)

🔒 If you haven't had a military physical yet, select **No** and move on. You can return to update this later if needed.



❑ Step 10: Complete 👨👩 Dependents Section

📌 Start by answering “Are you married?”. If Yes, a follow-up will ask “Is your spouse Military?”



📁 If you are married but your spouse is **not** a dependent, select “**ND Spouse**” as the **Family Relationship** and fill out the required fields (name, date of birth, sex, address). Click **Add** to log your spouse for system tracking without counting them as a dependent.

✚ If you do have dependents (e.g., children), enter each one's details the same way—relationship, full name, date of birth, sex, and address—and click **Add** after each entry.

📄 The system will auto-update the **Number of Dependents** based on the dependents you add. “ND Spouse” does **not** count toward this number.

📄 Click Next Steps, a set of acknowledgments will appear. Read and check each box to confirm your understanding.

Questions/Acknowledgements

Category: **DEPENDENT / DEPENDENT CARE** Expiration Date for Enrollment: 31

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 committed natural child of the applicant or spouse regardless of current residence. 4. Any person who is dependent upon the applicant or spouse for their care, maintenance, or support regardless of age. 5. FOR MALE APT'S/CANIT'S ONLY: Any unborn child of the spouse or one claimed for or a child under adolescence is his.
☒ Acknowledge
 Last Update Date/Time: 07/09/25 8:04:37 PM

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 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 relocations. 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
 Last Update Date/Time: 07/09/25 8:04:37 PM

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
 Last Update Date/Time: 07/09/25 8:04:37 PM

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
 Last Update Date/Time: 07/09/25 8:04:37 PM

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
 Last Update Date/Time: 07/09/25 8:04:37 PM

Read & Acknowledge
 I have been briefed on the Air Force policies concerning family care responsibility and family care responsibility as an AF ROTC 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. (Discontinued Cadet) If I am/ become unmarried or marry (to include a common-law spouse) a military member (including another AF ROTC cadet), and become responsible for any family member incapable of self-care I must acquire and maintain an approved Family Care Plan (AFMCI 26-2008, Family Care Plans, that will adequately cover my time in AF ROTC. If I am unable or unwilling to create or maintain such a family care plan, I will no longer meet AF ROTC retention standards. In such a case, I would then be subject to disenrollment from AF ROTC for failure to maintain military retention standards. If I am disenrolled, I will also be subject to reassignment of my scholarship benefits.
 b. (Continued Cadet) If I am disenrolled from AF ROTC after becoming a contract cadet I am subject to call to CAD2 in my enlisted grade, reassignment of scholarship benefits or release. If I have more than two (two with an approved waiver) dependents incapable of self-care I do not meet enlisted accession standards and cannot be subject to CAD2 in my enlisted grade. I can only be subject to reassignment or release.
☒ Acknowledge
 Last Update Date/Time: 07/09/25 8:04:37 PM

Save & Close

⚠ If anything doesn't save or seems incorrect, contact your detachment staff for assistance.

□ Step 11: Complete Acknowledgement Questions

✦ This section walks you through required yes/no questions and acknowledgment checkboxes across multiple categories, including Acceptance, Prior Service, Civil Involvement, Criminal History, Prohibited Activities, and Releases.

📄 Read each item carefully and respond honestly. Depending on your answer, a follow-up window may open requesting additional information. Be ready to enter details like date, branch, organization, or a short explanation if prompted.

📁 Most questions are straightforward. Some require you to check an acknowledgment box instead of answering yes/no. These are usually policy disclosures or consent statements — review them fully before checking the box.

📄 For example, under **Prior Service**, answering a question about denied enlistment may prompt a pop-up asking for more information, even if the answer is “Yes.”

📄 The final section includes standard AFROTC releases for medical, educational, and data access. You must acknowledge all three to proceed with enrollment.

After each page, click **Next** to continue. If you need to pause, click **Save & Close** — the system will remember your progress.

Questions/Acknowledgements

Next >

Category: **ACCEPTANCE**

Expiration Date for Enrollment: 31

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

Last Update Date/Time: 07/09/25 7:48:07PM

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

Last Update Date/Time: 07/09/25 7:48:07PM

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

Last Update Date/Time: 07/09/25 7:48:07PM

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 pregnancy, 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

Last Update Date/Time: 07/09/25 7:48:07PM

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 reassignment (which includes payback of scholarship benefits received during the AS 100 year).

☒ Acknowledge

Last Update Date/Time: 07/09/25 7:48:07PM

Read & Acknowledge

I understand that individuals with a current diagnosis or history of, or symptoms consistent with, gender dysphoria are ineligible for military service under current policy <https://www.whitehouse.gov/presidential-actions/2025/01/prioritizing-military-excellence-and-readiness/>. Waivers may be considered on a case-by-case basis for individuals whose accession directly supports the warfighting capabilities of the DAF and who meet certain criteria. Waivers are not guaranteed. You will be required to obtain medical clearance from a physician prior to program entry.

☒ Acknowledge

Last Update Date/Time: 07/09/25 7:48:07PM

Next >

Save & Close

⚠ If any section does not save or throws an error, notify your detachment staff for help before moving forward.

□ Step 12: Print Required Release Forms

🖨 This step is for previewing and printing the required AFROTC release forms. Based on how you answered earlier questions, the system will generate a custom list of forms. These must be printed and signed, then uploaded later under 📁 Supporting Documents.

- 📄 Required forms typically include:
- 📄 Drug Demand Reduction Release
- 📄 DD Form 2005 – Health Care Records
- 📄 Mail Access Authorization Release

-  Request for Release of Student Records
-  **AFROTC Form 28 – Pre-Participatory Sports Physical**

 Important Note about the Sports Physical:

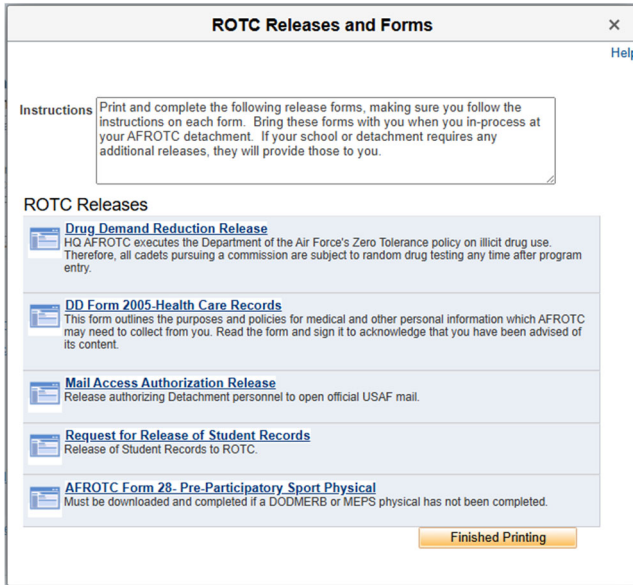
You must complete the sports physical before participating in LLAB or PT. This is required per AFROTCI 36-2011, Section 3.12.7.

 Acceptable physicals include:

- Military Treatment Facility (MTF) physical
- AF Form 422
- University, NCAA, or state-approved physical
- DoDMERB or MEPS exam

✓ The physical is valid for one year from the date of the exam.

 Begin this process as early as possible to avoid delays in participation.



 Once all forms are printed, click **Finished Printing** to move on.

□ Step 13: Upload Completed Documents

 After printing and completing all required forms from Step 12, return to the **Supporting Documents** section of the portal.

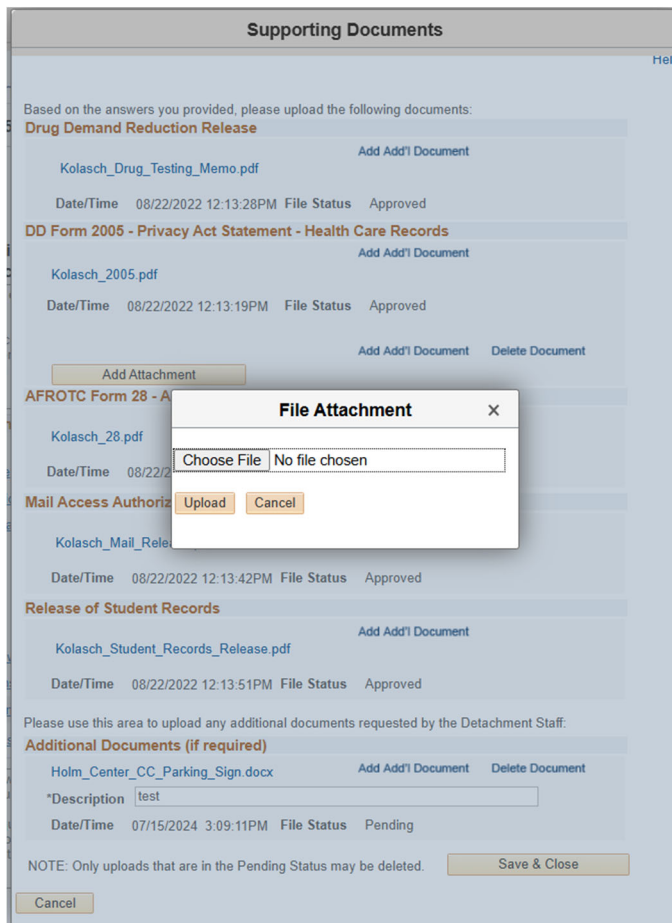
 Click “**Supporting Documents**” in the left-hand menu, then select “**Add**” next to each form to upload your completed version.

 The system will open a small pop-up titled **File Attachment**. Click “**Choose File**” and select the file from your device, then click “**Upload**”.

 **IMPORTANT:** While the system allows uploading various file types (e.g., .docx, .jpg, .png), **PDF format is strongly recommended:**

- PDFs ensure the document looks correct across all systems
- Cadre and HQ can view and approve it without conversion delays
- Non-PDFs may not display properly or be rejected

 Upload all completed forms listed, and include any additional items requested by your detachment (like custom forms or waivers).



 Only documents in **Pending Status** can be deleted and replaced. Once approved, the file is locked.

□ Step 14 – Civil Involvements

 This step is where you report any past **civil, school, or military involvements**. Civil involvements include **any incident** involving law enforcement, military authority, or school administrators—regardless of outcome or severity. Even sealed or expunged records must be reported per AFROTCI 36-2011, para. 6.2.

 The Civil Involvements section is **mandatory** if you've ever been cited, arrested, detained, or involved in a disciplinary issue—even minor ones like speeding tickets.

✓ Click **Add an Involvement** to open the form.

✓ Complete the following required fields:

- **Date of Involvement** 
- **Date/Time Reported**
- **Brief Summary** (120 characters max)
- **Involvement Type** (Civil, School, or Military)
- **Detained/Confined/Probation?**

- **Drugs or Alcohol Cited?**

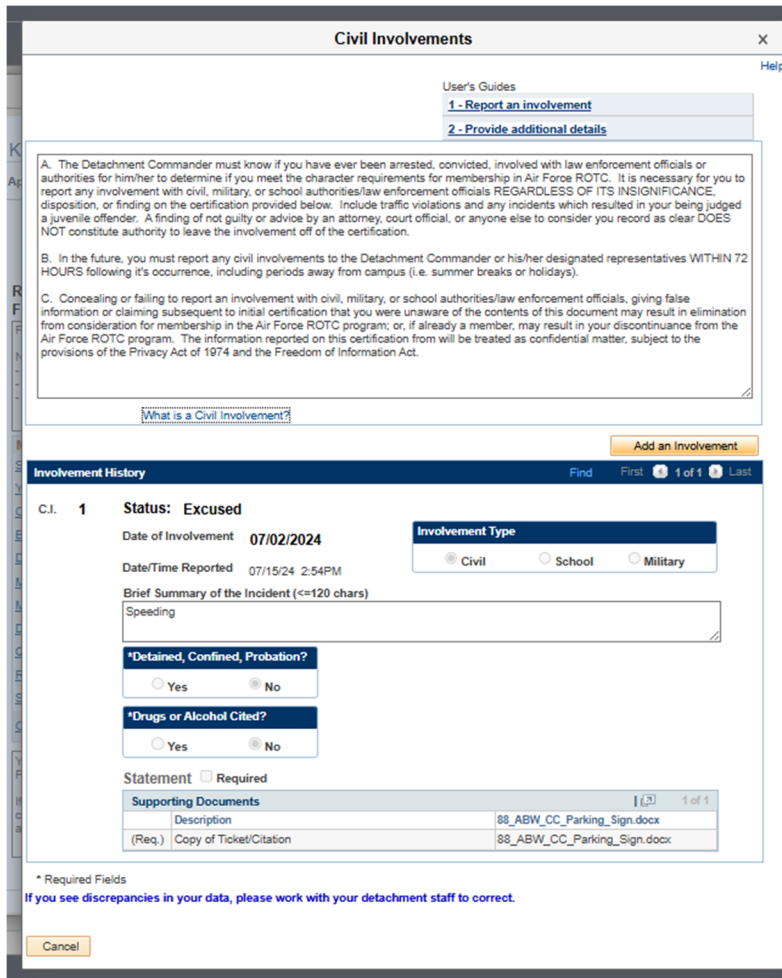
 You'll be prompted to submit a **Statement**. Be honest and concise—this is a formal explanation and may be reviewed at multiple levels. Once you certify the statement, it becomes final and cannot be edited.

 Upload all **supporting documents** requested by the detachment:

- Citations or tickets
- Court records or disposition
- Chain of command memos if applicable
- Any documentation requested by cadre

 Once submitted, your status will show **Excused, Pending, or Closed** depending on review progress.

 Reminder: Per AFROTCI 36-2011, cadets must report new civil involvements **within 72 hours**, including breaks or time away from school.



Civil Involvements

User's Guides
[1 - Report an involvement](#)
[2 - Provide additional details](#)

A. The Detachment Commander must know if you have ever been arrested, convicted, involved with law enforcement officials or authorities for him/her to determine if you meet the character requirements for membership in Air Force ROTC. It is necessary for you to report any involvement with civil, military, or school authorities/law enforcement officials REGARDLESS OF ITS INSIGNIFICANCE, disposition, or finding on the certification provided below. Include traffic violations and any incidents which resulted in your being judged a juvenile offender. A finding of not guilty or advice by an attorney, court official, or anyone else to consider your record as clear DOES NOT constitute authority to leave the involvement off of the certification.

B. In the future, you must report any civil involvements to the Detachment Commander or his/her designated representatives WITHIN 72 HOURS following its occurrence, including periods away from campus (i.e. summer breaks or holidays).

C. Concealing or failing to report an involvement with civil, military, or school authorities/law enforcement officials, giving false information or claiming subsequent to initial certification that you were unaware of the contents of this document may result in elimination from consideration for membership in the Air Force ROTC program; or, if already a member, may result in your discontinuance from the Air Force ROTC program. The information reported on this certification from will be treated as confidential matter, subject to the provisions of the Privacy Act of 1974 and the Freedom of Information Act.

[What is a Civil Involvement?](#)

[Add an Involvement](#)

Involvement History

Find	First	1 of 1	Last
C.I. 1	Status: Excused		
Date of Involvement	07/02/2024	Involvement Type	
Date/Time Reported	07/15/24 2:54PM	☒ Civil ☐ School ☐ Military	
Brief Summary of the Incident (<=120 chars)	Speeding		
*Detained, Confined, Probation?	☐ Yes ☒ No		
*Drugs or Alcohol Cited?	☐ Yes ☒ No		
Statement	☐ Required		
Supporting Documents	1 of 1		
Description	88_ABW_CC_Parking_Sign.docx		
(Req.) Copy of Ticket/Citation	88_ABW_CC_Parking_Sign.docx		

* Required Fields
 If you see discrepancies in your data, please work with your detachment staff to correct.

[Cancel](#)

 Reference Guides top right:

- [Cadet User Guide – Civil Involvements: Self-Reporting]
- [Cadet User Guide – Civil Involvements: Additional Details]

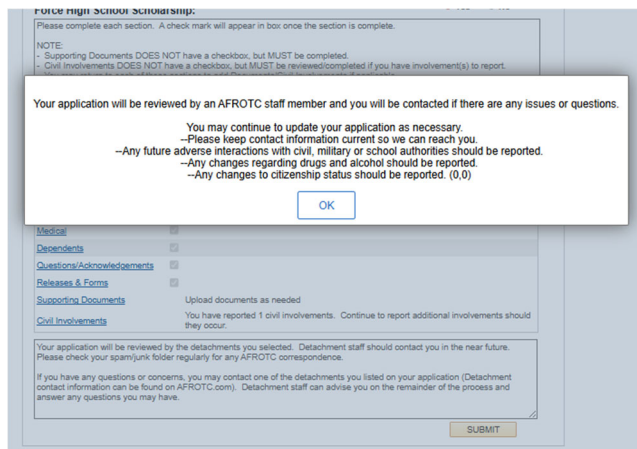
□ Step 14 – Final Submission ❏

Once every section of your application is completed, reviewed, and any required documents are uploaded, you'll see a  next to each section on your Application To Do List. Supporting Documents and Civil Involvements won't have checkboxes, but they still need to be accurate and up to date. Once you're sure everything is squared away, click the **SUBMIT** button at the bottom of the screen.

 After submission, your application will be reviewed by a member of the AFROTC staff. They'll contact you if anything is missing, incorrect, or needs clarification.

 You can still go back and update information after submitting. Be sure to keep your contact info current and continue reporting any of the following:

- Civil, military, or school disciplinary issues
- Drug or alcohol-related incidents
- Changes to citizenship status



That's it! If everything's been filled out completely and accurately, you're done. Time to start prepping for in-processing at the Det. 