Step 0:

Overview

WINGS Module: Applicant Admissions Process

This guide provides detailed instructions for prospective students applying to the Air Force ROTC program through the WINGS Portal. The admissions process involves applying, being checked for viability, and officially registering as cadets.

Purpose: This guide is designed to assist applicants in completing the admissions process required to in-process a Cadet into Air Force ROTC.

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Step 1:

Applying for AFROTC

Access the Holm Center WINGS Portal

- **Navigate to the Holm Center WINGS Portal: https://wings.holmcenter.com.**

- **Click on the "Apply for ROTC" link on the homepage.**

    - **Screenshot below: Click "Apply for AFROTC"**

Agree to the Privacy Act Statement

- You will be directed to the Privacy Act Statement.

- If you agree with the statement, click "Yes" and "Submit."

Create Your Account

- Enter your Last Name, First Name, and Middle Initial (if applicable).

- Enter an active email address in the E-Mail field. This will serve as your username. The email address should be one that you check regularly.

- Confirm your email by re-entering it in the Confirm E-Mail field.

- Create a secure password that meets the following requirements:

    - Minimum length of 12 characters

    - At least 2 special characters

    - At least 2 numbers

    - At least 1 uppercase letter

    - At least 1 lowercase letter

- Re-enter your password in the Confirm Password field.

- Select a security question and provide a response that will be used for password recovery.

- Click Submit to proceed. **Refer to the screenshot below.**

Acct. Build

Account Creation (eMail addr will be your userid)

*Last Name	Doe		*First Name	John	MI N
*E-Mail	afrotc@university.edu example				
Confirm E-Mail	afrotc@university.edu example				

Confirm Password

*Password	●●●●●●●●●●●●
*Confirm Password	●●●●●●●●●●●●

Min. Password Len: 12   Containing Min...   2 Special Chars   2 Numbers   1 Upper Case   1 Lower Case

Password Hint

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.

*Question: [▼]
*Response: [   ]

Submit

Cancel

- 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 the screenshots below.**

User ID: afrotcapplicant@example.com

An activation code was sent via e-mail to 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.

Resend Code

*Activation Code: [   ]   SUBMIT

← ⇐ →   🗄 Archive   📁 Move ∨   🗑 Delete   ⊗ Spam ∨   ••• More ∨

Holm Center portal account activation

hcportal@holmcenter.com
To   afrotcapplicant@example.com

Your activation code is vqeb9.

Enter the code on the Activate Account page in the application, or...

Click this link:
https://wings.holmcenter.com/psp/hcp/LANDING/PORT_HCP/c/W_SELF.W_ACTIVATE_ACCOUNT.GBL?Page=W_ACTIVATE_ACCT&Action=U&OPRIC   afrotcapplicant

...to activate your account.

← Reply   ⇐ Reply to All   → Forward   ••• More
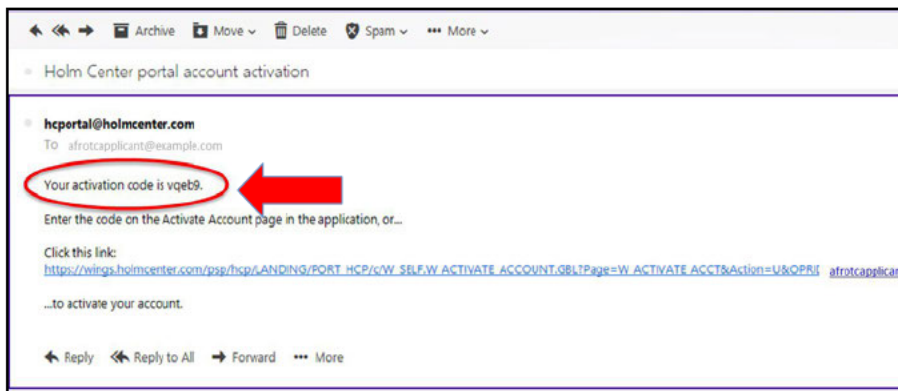
After verification, sign on to continue your application.

Resend Code

*Activation Code: vqeb9   SUBMIT

Account Activated. Sign in again to start your application.

Continue

Sign in to WINGS

- Use your email address and password to log in to the WINGS Portal.

Holm Center

User ID

Password

Sign In

☐ Enable Screen Reader Mode

- After logging in, click on the "My ROTC Application" tile to proceed.

My AFROTC Application

Configuring your browser

Self Service

SELF SERVICE

- Complete your profile by filling in all required fields and verifying your Date of Birth and Social Security Number.
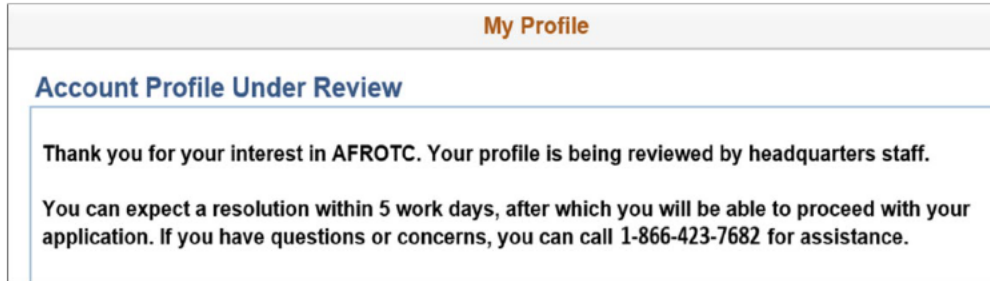

- **Verify your Date of Birth and Social Security Number.**

- Your Account Profile will be stored in the WINGS database and will direct you to your application.

Note: If there is an existing profile with similar data as yours, your profile will be reviewed by HQ AFROTC, and you will receive a notification that your account profile is under review.

- Sign out of WINGS by clicking the three dots located at the top right corner of the screen.

My Profile

Account Profile Under Review

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.

- Sign out of WINGS by clicking the three dots located at the top right corner of the screen.
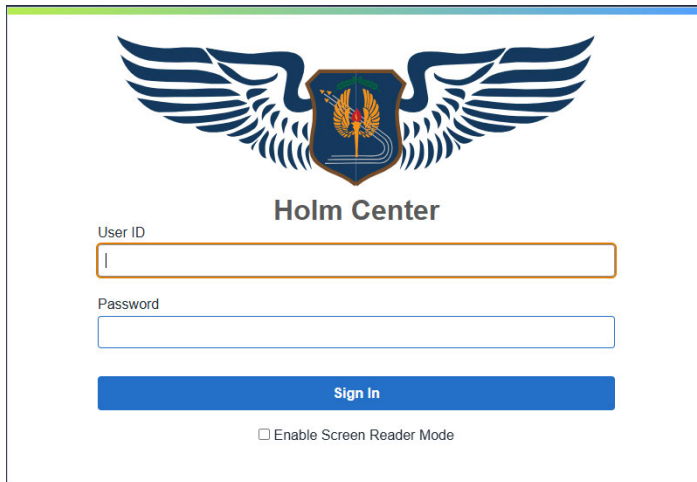

Add to Homepage ...
Add to NavBar
Add to Favorites
My Preferences
Sign Out

Step 2:

Completing the Application Checklist (overview)

Login to WINGS

- **Navigate to the Holm Center WINGS Portal**: https://wings.holmcenter.com.
- **Login** using the email address and password you created during the account setup.

Access the AFROTC Application

- After logging in, click on the "My ROTC Application" tile.

  - **Screenshot below:** Click "My ROTC Application"
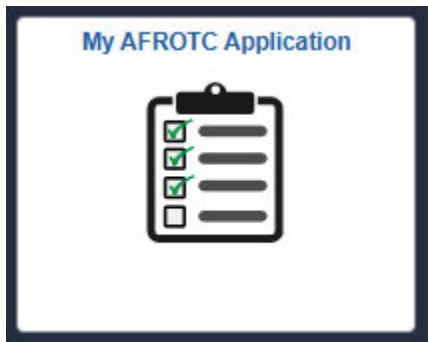
Intent to Complete the Application

- **Join AFROTC**: Indicate your intent to join AFROTC by selecting "Yes" or "No" at the top of the checklist.

My Application To-Do List

Complete each section listed in the **My Application To-Do List**. A check mark will appear in the box once the section is complete:

Select Schools

- Choose the colleges you are interested in attending, and rank them in order of preference.

Youth Experience

- Answer questions about any youth experience, and upload any relevant certificates or documents.

Contact Information

- Provide accurate details for your phone number, email address, and home address. Add an emergency contact if applicable.

Demographics

- Complete the required fields under demographics.

Military Information

- If applicable, provide your Selective Service Number (for males).

Medical Information

- Answer all fields regarding your medical history.

Dependents

- If you have dependents, fill in the necessary fields and acknowledge the statements regarding dependent care.

Questions/Acknowledgements

- Read and answer all the questions and acknowledgements truthfully.

Releases & Forms

- Download and print any required forms, and complete them as instructed.

Supporting Documents

- Upload any necessary files, depending on your application responses (e.g., Scout Certificates for Boy Scouts).

Civil Involvements

- Report any involvement with civil, military, or school authorities/law enforcement, regardless of its significance. Provide details and upload relevant documents if required.

Step 3:

Select Schools

Access the "Select Schools" Section

- After logging into WINGS and reaching the **My ROTC Application** tile, navigate to the **Select Schools** section in your application checklist.

Choose Your Preferred Colleges

- Use the dropdown menus to select the **State** where your preferred colleges are located.

- After selecting the state, choose the specific **College** from the list provided.

Rank Your School Preferences

- If you have more than one college preference, rank them in order of priority.

- Use the provided options to rearrange the order of your selected schools if necessary.

Save Your Selections

- Once you've selected and ranked your colleges, click **Save & Close** to save your selections.

- A checkmark will appear next to **Select Schools** in your application checklist, indicating that this section is complete.

Step 4:

Youth Experience

Access the "Youth Experience" Section

- In the **My ROTC Application** checklist, click on **Youth Experience** to begin this section.

Indicate JROTC Experience

- You will be prompted to answer whether you have any Junior Reserve Officers' Training Corps (**JROTC**) experience.

- Select **Yes** or **No** depending on your experience.

Provide Other Youth Experience

- For each of the following categories, select the most applicable option from the dropdown menus:

  - **Scout Experience**: Indicate if you have any experience with organizations like Boy Scouts, Girl Scouts, etc.

  - **CAP (Civil Air Patrol)**: Indicate if you have any involvement with the Civil Air Patrol.

  - **Prior Officer Training**: Indicate if you have participated in any prior officer training programs.

- If none of these apply to you, select **Not Applicable** or **None** from the dropdown menus.

Save and Close

- After providing your information, click **Save & Close** to complete this section.

- A checkmark will appear next to **Youth Experience** in your application checklist, indicating that this section is complete.

Step 5:

Contact Information

> **Access the "Contact Information" Section**
>
> - In the **My ROTC Application** checklist, click on **Contact Information** to begin this section.
>
> **Enter Your Phone Number(s)**
>
> - Add your **Primary Phone Number** in the designated field.
>
> - Select the **Type** of phone number (e.g., Cell, Home, Work) from the dropdown menu.
>
> - If you want to opt-in for text messaging, ensure the **Type** is set to "Cell" and check the box labeled **Text Approval**.
>
> **Enter Your Email Address**
>
> - Confirm that your **Primary Email Address** is correct in the email field.
>
> - Select the appropriate **Type** (e.g., Personal, School, Work) from the dropdown menu.
>
> **Provide Your Addresses**
>
> - **Home of Record (HOR) Address:** Enter your **Home of Record (HOR)** address. This is a required field. The Home of Record is usually your permanent residence

or your parents' home, where you legally reside and would return after completing your education or if you were to leave the program. It must include details such as **Street**, **City**, **State**, **Zip**, and **Country**.

- **College/School Address:** While it is not required, it is highly encouraged to also provide the address where you will stay while attending college. This helps ensure accurate communication and delivery of any important documents during your time at school.

- If applicable, click the + sign to add your college/school address, and label it correctly as **School**.

Save and Close

- After entering your contact information, click **Save & Close** to complete this section.

- A checkmark will appear next to **Contact Information** in your application checklist, indicating that this section is complete.

Step 6:

Emergency Contacts

Access the "Emergency Contacts" Section

- In the **My ROTC Application** checklist, click on **Emergency Contacts** to begin this section.

Enter Your Primary Emergency Contact

- **Relationship**: Select the relationship of your primary emergency contact (e.g., Father, Mother, Spouse) from the dropdown menu.

- **Name**: Enter the **First Name** and **Last Name** of your emergency contact.

- **Address**: Provide the complete address, including **Street**, **City**, **State**, **Zip**, and **Country**. This is a required field.

- **Phone Number**: Enter the primary phone number for your emergency contact. Select the **Type** of phone number (e.g., Cell, Home, Work) from the dropdown menu.

- **Email Address** (optional): If available, enter the email address for your emergency contact. This is optional but recommended for additional communication.

Enter a Secondary Emergency Contact (Highly Preferred)

- While only one emergency contact is required, it is highly preferred to provide a secondary contact.

- **Relationship**: Select the relationship of your secondary emergency contact.

- **Name**: Enter the **First Name** and **Last Name**.

- **Address**: Provide the address, following the same format as the primary contact.

- **Phone Number**: Enter the phone number and select the **Type**.

- **Email Address** (optional): If available, include an email address for the secondary contact.

Update & Verify

- Once you have entered all required and optional information, click **Update & Verify** to save your emergency contact details.

- A checkmark will appear next to **Emergency Contacts** in your application checklist, indicating that this section is complete.

Step 7:

Demographics

Access the "Demographics" Section

- In the **My ROTC Application** checklist, click on **Demographics** to begin this section.

Enter Your Birth Information

- **Date of Birth**: Use the calendar tool to select your date of birth.

- **Gender**: Choose your gender from the dropdown menu.

- **Birth Country**: Select your birth country from the dropdown.

- **Birth State**: If applicable, select your birth state.

- **Birth City**: Enter the city where you were born.

Citizenship

- **Citizenship**: Select your citizenship status (e.g., Birth - US).

- **Social Security Number (SSN)**: Enter your SSN in the provided field.

- **Dual Citizenship**: Indicate whether you hold dual citizenship by selecting **Yes** or **No**.

Race

- Select the race category that best describes you. You can choose multiple options if applicable.

- If you prefer not to disclose this information, select **Decline to Respond**.

Ethnicity

- Choose your ethnicity by selecting one of the following options:

    - **Hispanic/Latino**

    - **Not Hispanic/Latino**

    - **Decline to Respond**

Save and Close

- After entering all required demographic information, click **Save & Close** to complete this section.

- A checkmark will appear next to **Demographics** in your application checklist, indicating that this section is complete.

Step 8:

Military Information

Access the "Military Information" Section

- In the **My ROTC Application** checklist, click on **Military Information** to begin this section.

Indicate Military Service

- Select **Yes** or **No** to indicate whether you have prior military service.

AFOQT (Air Force Officer Qualifying Test)

- Indicate whether you have taken the AFOQT by selecting **Yes** or **No**.

- The AFOQT is a standardized test that measures verbal and math aptitude, along with other skills relevant to specific career fields within the Air Force. It is typically taken during your sophomore year in the AFROTC program.

Provide Your Selective Service Number

- **Who Needs to Register**: Males aged 18 and older are required by U.S. law to register for Selective Service and must provide their Selective Service Number. Females are not required to register and can skip this section.

- **Under 18**: If you are under 18, you do not need a Selective Service Number at this time. However, you must register for Selective Service upon turning 18 and then update your application with your Selective Service Number.

- **Finding Your Selective Service Number**: If you have already registered but do not know your number, you can look it up online at the Selective Service System website.

- **Lookup Tool**: Use the "Lookup" link in the application if you need assistance in finding your Selective Service Number.

Important Notes:

- For applicants under 18, not having a Selective Service Number will not affect scholarship eligibility or processing.

- Once you turn 18, ensure that you register for Selective Service and update your application accordingly. If access to the checklist is no longer available, your detachment staff can assist.

Save and Close

- After entering your military background information, click **Save & Close** to complete this section.

- A checkmark will appear next to **Military Information** in your application checklist, indicating that this section is complete.

Military Background   ✕

Help ▲

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 your sophomore year in AFROTC program. 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.

[Save & Close]

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Step 9:

Questions/Acknowledgements

Access the "Questions/Acknowledgements" Section

- In the **My ROTC Application** checklist, click on **Questions/Acknowledgements** to begin this section.

Participatory Physical

- You will be asked whether you have ever had a physical for entry into the U.S. Armed Forces, Air Force ROTC, or similar programs.

- **Answer "Yes" or "No"** based on your experience.

- If you select **"Yes"**, you will be prompted to provide additional information, including the type and date of the physical.

    - **Example:** Enter details such as "25 Dec 1999, MEPS" if you had a Military Entrance Processing Station (MEPS) physical.

    - **Note:** You may be asked to provide a copy of this physical as part of your application.

Complete Additional Questions

- Continue to answer any further questions that appear in this section. These may include acknowledgements of various AFROTC requirements, consent for participation, and understanding of program obligations.

- Ensure all questions are answered truthfully and to the best of your knowledge.

Save and Close

- After completing all the questions and acknowledgements, click **Save & Close** to complete this section.

- A checkmark will appear next to **Questions/Acknowledgements** in your application checklist, indicating that this section is complete.
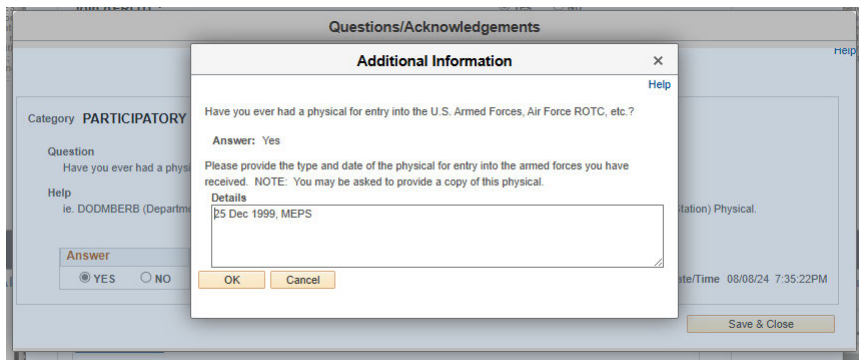
Step 10:

Dependents

Access the "Dependents" Section

- In the **My ROTC Application** checklist, click on **Dependents** to begin this section.

Marital Status

- **Are you married?**: Indicate whether you are married by selecting **Yes** or **No**.

Spouse Information

- **Is your spouse Military?**: If you are married, indicate whether your spouse is in the military by selecting **Yes** or **No**.

- If your spouse is not dependent on you, select the "ND Spouse" relationship option for Nondependent Spouse.

Provide Information for All Dependents

- **Number of Dependents**: Enter the number of dependents you have.

- For each dependent, provide the following information:

  - **Family Relationship**: Select the relationship (e.g., Child, Spouse).

  - **Name**: Enter the **Last Name**, **First Name**, and **Middle Initial**.

  - **Date of Birth**: Provide the dependent's date of birth.

  - **Gender**: Select the gender of the dependent.

  - **Address**: Enter the dependent's address if it differs from your own.

- Use the **Add** button to include each dependent, and the **Delete** button if you need to remove an entry.

Dependent/Dependent Care Acknowledgements

- You will be presented with several acknowledgments related to your dependents and your responsibilities regarding their care.

- **Important**: <mark>Even if you are not married and do not have dependents, you **must** click the **Next Step** button and read & acknowledge every statement.</mark> This step is often missed but is essential for completing the application correctly.

- Carefully read and acknowledge each statement by checking the box next to "I Acknowledge."

  - These acknowledgments cover important topics such as your eligibility based on marital and dependency status, documentation requirements, and understanding of policies regarding dependents during your time in the AFROTC program.

Save and Close

- After entering all required dependent information and acknowledging the statements, click **Save & Close** to complete this section.

- A checkmark will appear next to **Dependents** in your application checklist, indicating that this section is complete.

Step 11:

Acknowledgments and Questions

Access the "Critical Acknowledgments and Questions" Section

- In the **My ROTC Application** checklist, click on **Critical Acknowledgments and Questions** to begin this section.

Read and Answer Each Question Carefully

- This section includes multiple categories with questions and acknowledgments that are binding and critically important for your participation in AFROTC. These categories include, but are not limited to:

Categories to Complete:

- Acceptance

- Prior Service

- Drug and Alcohol

- Releases

- Disciplinary / Criminal History

- Prohibited Activities

Carefully read each question and any associated help text provided to understand what is being asked.

Answering the Questions

- For each question, select **Yes** or **No** as appropriate.

- Some questions may require additional details if you select **Yes**. Be prepared to provide any necessary explanations or documentation.

- **Example**: If asked if you have ever been convicted of a felony, and you select **Yes**, you may be required to provide further details about the conviction.

Read and Acknowledge Statements

- Many sections require you to read and acknowledge statements related to your obligations, conduct, and expectations as a participant in the AFROTC program.

- After reading each statement, check the box labeled "I Acknowledge" to confirm your understanding and agreement.

Importance of Honesty

- It is crucial that you answer all questions truthfully. Providing false information or failing to disclose required details can have serious consequences, including disqualification from the AFROTC program.

Navigating Through the Sections

- Use the **Next** and **Previous** buttons to navigate through the different categories of questions and acknowledgments.

- Ensure that you complete and review each category thoroughly before proceeding.

Save and Close

- After answering all questions and acknowledging the statements, click **Save & Close** to complete this section.

- A checkmark will appear next to **Critical Acknowledgements and Questions** in your application checklist, indicating that this section is complete.

Step 12:

ROTC Releases and Forms

1. **Access the "ROTC Releases and Forms" Section**

   o   In the **My ROTC Application** checklist, click on **ROTC Releases and Forms** to begin this section.

2. **Instructions**

   o   Carefully read the instructions provided at the top of the section. These instructions guide you on how to print and complete the necessary release forms. You will need to bring these forms with you when you in-process at your AFROTC detachment.

   o   If your school or detachment requires any additional releases, they will provide those to you.

3. **List of ROTC Releases**

   o   **Drug Demand Reduction Release**: This form acknowledges your understanding of AFROTC's Zero Tolerance policy on illicit drug use, including the possibility of random drug testing during the program.

   o   **DD Form 2005-Health Care Records**: This form outlines the purposes and policies for collecting medical and personal health information, which AFROTC may need during your participation.

   o   **Mail Access Authorization Release**: This authorizes detachment personnel to open official USAF mail on your behalf.

   o   **Request for Release of Student Records**: This allows AFROTC to access your student records as needed.

   o   **AFROTC Form 28 - Pre-Participatory Sport Physical**: This form is required if a DODMERB or MEPS physical has not yet been conducted. **Important**: Any standard sports physical can be used in place of AFROTC Form 28, but it is required to participate in the program. **Complete this physical as soon as possible** to avoid delays in your participation.

4. **Print the Forms**

   o   Click on each form title to open and print the form. Make sure you have access to a printer and enough paper to print all the required documents.

   o   Follow any specific instructions on each form regarding how to fill it out and where signatures are required.

5. **Complete the Forms**

- After printing, fill out each form according to the instructions provided. Ensure all required information is accurate and complete.

- If you are unsure about any details, contact your AFROTC detachment for clarification.

6. **Bring Forms to In-Processing**

- Once completed, keep the forms in a safe place and bring them with you when you in-process at your AFROTC detachment.

- If additional forms are required by your school or detachment, ensure you obtain and complete those as well.

7. **Finished Printing**

- After printing and completing all forms, click the **Finished Printing** button to confirm that this step is complete.

- A checkmark will appear next to **ROTC Releases and Forms** in your application checklist, indicating that this section is complete.
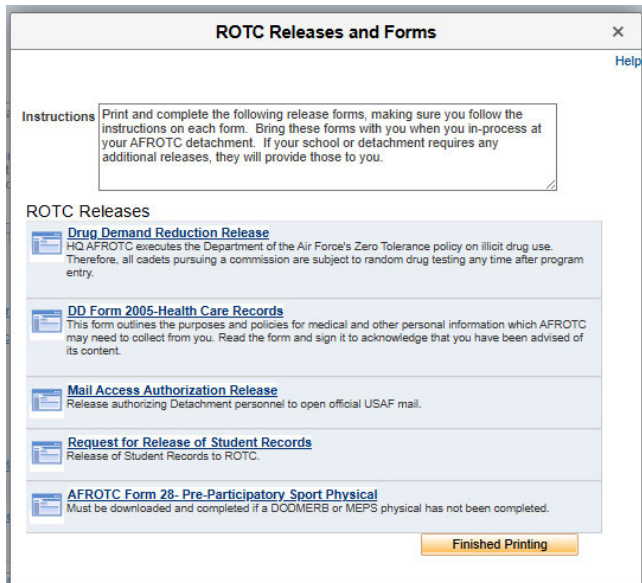
Step 13:

Supporting Documents

Access the "Supporting Documents" Section

- In the **My ROTC Application** checklist, click on **Supporting Documents** to begin this section.

Upload Required Documents

- Based on your application answers, you will see a list of required documents that need to be uploaded. These may include forms such as:

    - **Drug Demand Reduction Release**

    - **DD Form 214 - Certificate of Release/Discharge from Active Duty**

    - **DD Form 2005 - Privacy Act Statement (Health Care Records)**

    - **Mail Access Authorization Release**

    - **Release of Student Records**

- To upload a document, click **Add Attachment** next to the corresponding form. Select the file from your computer and upload it.

Review and Verify Document Status

- Once uploaded, your documents will be listed with a status indicator (e.g., "Pending," "Approved").

- Ensure that all required documents are uploaded and that their statuses are updated as "Approved" by the detachment staff.

Additional Documents Section

- **Purpose**: Use this section to upload any additional documents requested by the detachment staff or any documents you feel the detachment should review.

- **Uploading Additional Documents**:

    - Click **Add Add'l Document** to upload any extra documents.

    - Provide a brief description for each additional document you upload.

- **File Status**: Monitor the status of any additional documents you upload. Only documents in the "Pending" status can be deleted if needed.

Save and Close

- After uploading all required and additional documents, click **Save & Close** to complete this section.

- A checkmark will appear next to **Supporting Documents** in your application checklist, indicating that this section is complete.

Supporting Documents

Based on the answers you provided, please upload the following documents:

Drug Demand Reduction Release
Add Add'l Document
_____Drug_Testing_Memo.pdf
Date/Time 08/22/2022 12:13:28PM File Status Approved

DD Form 214 - Cert of Release/Discharge from Active Duty
Add Add'l Document   Delete Document
[Add Attachment]

DD Form 2005 - Privacy Act Statement - Health Care Records
Add Add'l Document
_____2005.pdf
Date/Time 08/22/2022 12:13:19PM File Status Approved

Mail Access Authorization Release
Add Add'l Document
_____Mail_Release.pdf
Date/Time 08/22/2022 12:13:42PM File Status Approved

Release of Student Records
Add Add'l Document
_____Student_Records_Release.pdf
Date/Time 08/22/2022 12:13:51PM File Status Approved

Please use this area to upload any additional documents requested by the Detachment Staff.
Additional Documents (if required)
Holm_Center_CC_Parking_Sign.docx   Add Add'l Document   Delete Document
*Description [test]
Date/Time 07/15/2024 3:09:11PM File Status Pending

NOTE: Only uploads that are in the Pending Status may be deleted.   [Save & Close]

[Cancel]

~~~~~~

Step 14:

Civil Involvements

Access the "Civil Involvements" Section

- In the **My ROTC Application** checklist, click on **Civil Involvements** to begin this section.

Understanding Civil Involvements

- Carefully read the instructions provided at the top of the section. The Detachment Commander must know if you have ever been arrested, convicted, or involved with law enforcement or school/military authorities. This includes all incidents, regardless of how minor, such as traffic violations.

- **Important Note**: **All involvements**—whether civil, school, or military—**must be fully disclosed**. Additionally, you **must upload all relevant documents** (e.g., citations, court records) to ensure your application is complete and accurate.

- **Note**: Failing to report an involvement or providing false information can lead to disqualification from the AFROTC program.

Report an Involvement

- If you have any civil, school, or military involvements to report, click the **Add an Involvement** button.

- Provide the following information for each involvement:

  - **Date of Involvement**: Enter the date the incident occurred.

  - **Involvement Type**: Select whether the involvement is **Civil**, **School**, or **Military**.

  - **Brief Summary of the Incident**: Provide a concise summary of the incident (120 characters or less).

  - **Detained, Confined, Probation?**: Indicate whether you were detained, confined, or placed on probation.

  - **Drugs or Alcohol Cited?**: Indicate whether drugs or alcohol were involved in the incident.

  - **Supporting Documents**: Upload any required documents, such as a copy of a ticket, citation, or court record.

Review Involvement History

- Your reported involvements will be listed under **Involvement History**. Each involvement will show its status (e.g., "Excused") and a summary of the details.

- If you need to add additional details or documents, you can do so by selecting the involvement and clicking **Add Attachment**.

Reporting Requirements

- You must report any civil involvements to the Detachment Commander within 72 hours of their occurrence, including during periods away from campus (e.g., summer breaks or holidays).

- Concealing or failing to report any involvement can result in serious consequences, including dismissal from the AFROTC program.

Save and Close

- After reporting and reviewing all involvements, click **Save & Close** to complete this section.

- A checkmark will appear next to **Civil Involvements** in your application checklist, indicating that this section is complete.

Step 15:

Review and Submit

Final Review of Application Checklist

- Before submitting, review your **My Application To Do List** to ensure all sections are complete:

    - **Select Schools**

    - **Youth Experience**

    - **Contact Information**

    - **Emergency Contact Info**

    - **Demographics**

    - **Military**

- ▪ **Medical**

- ▪ **Dependents**

- ▪ **Questions/Acknowledgements**

- ▪ **Releases & Forms**

- ▪ **Supporting Documents**

- ▪ **Civil Involvements**

- • Each section should have a checkmark indicating it is complete.

Important Notes

- • **Supporting Documents**: Even though there is no checkbox for this section, it **must** be completed. Ensure that all required documents have been uploaded.

- • **Civil Involvements**: If you have any civil involvements to report, ensure they are fully disclosed and reviewed. You can return to this section to add any new involvements if applicable.

Submit Your Application

- • Once you have confirmed that all sections are complete and reviewed, click the **Submit** button at the bottom of the application screen.

Confirmation and Important Reminders

- • After submitting, you will see a confirmation message indicating that your application will be reviewed by an AFROTC staff member. You will be contacted if there are any issues or questions.

- • **Important Reminders**:

  - ▪ **Keep your contact information current** so the detachment staff can reach you.

  - ▪ **Report any future adverse interactions** with civil, military, or school authorities.

  - ▪ **Report any changes regarding drugs or alcohol**.

  - ▪ **Report any changes to your citizenship status**.

Ongoing Updates

- • You may continue to update your application as necessary even after submission.

- Any changes that occur after submission, especially those highlighted in the confirmation message, should be reported promptly.

Questions or Concerns

If you have any questions or concerns after submitting, you may contact one of the detachments you listed on your application. Contact information for detachments can be found on AFROTC.com.

- Detachment staff can advise you on the remainder of the process and answer any questions you may have.

Help

Appl. Id: **104156**   Appl. Date: 08/18/2022

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.

Your application will be reviewed by an AFROTC staff member and you will be contacted if there are any issues or questions.

You may continue to update your application as necessary.
--Please keep contact information current so we can reach you.
--Any future adverse interactions with civil, military or school authorities should be reported.
--Any changes regarding drugs and alcohol should be reported.
--Any changes to citizenship status should be reported. (0,0)

[OK]

Medical   ☑
Dependents   ☑
Questions/Acknowledgements   ☑
Releases & Forms   ☑
Supporting Documents   Upload documents as needed
Civil Involvements   You have reported 1 civil involvements. Continue to report involvements should they occur.

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.

[SUBMIT]