

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.

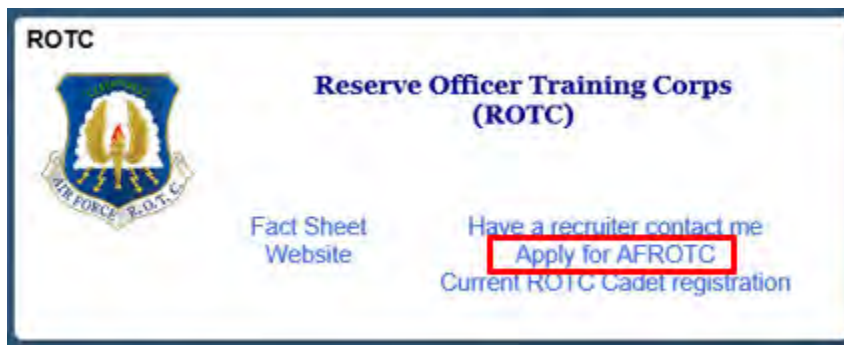
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Step 1:

## 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."

**Air Force ROTC Account Request**

**Pre-Screen**

**PRIVACY ACT STATEMENT – US AIR FORCE APPLICATION RECORD**

**AUTHORITY:** 19 USC Sections 133, 205, 275, 504, 509, 510, 672(d), 678, 637, 1007, 1071 through 1480, 1553, 2100, 2107, 3012, 5031, 8013, 8033, 8496, and 9411; 32 USC 709, 44 USC 3161; and Executive Orders 9397, 10459, and 11052.

**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:** The 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 retail legislation as set forth in OMB Circular A19; to foreign law enforcement, security, investigatory, or administrative authorities to comply with requirements of international agreements and arrangements; to state and local taxing authorities in accordance with Treasury Fiscal Requirements Manual (Bulletin 7607); to the Office of Personnel Management (OPM) concerning information on pay and leave, benefits, retirement deductions, and other information necessary for OPM to carry out its functions; to NARA for records management functions; and to the Department of Justice for pending or potential litigation.

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

Select "Yes" to acknowledge that:

I am 13 years old or older AND

I have read and agree to provide personal information required to fully participate in the Air Force ROTC Program.

Yes  No  [Help](#)

## 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:

- 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.

\*Activation Code:

← → Archive Move Delete Spam More

Holm Center portal account activation

hcpertal@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/osp/hcp/ANDING/PORT\\_HCP/ocv\\_SBL/W\\_ACTIVATE\\_ACCOUNT.QBL?Page=W\\_ACTIVATE\\_ACCT&Action=U&QPRJ=afrotcapplicant](https://wings.holmcenter.com/osp/hcp/ANDING/PORT_HCP/ocv_SBL/W_ACTIVATE_ACCOUNT.QBL?Page=W_ACTIVATE_ACCT&Action=U&QPRJ=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.



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

**My Profile**

**Personal**

Please provide Full Legal Name

\*First

Middle

\*Last

\*Gender

\*Date of Birth

\*Citizenship

\*Social Security #

**Current Residence**

\*Country USA

\*Street Address

\*City  \*State  \*ZIP Code

**Primary Phone Number**

\*Phone #

SUBMIT

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

**Please Verify Your Date of Birth and Social Security Number**

\*Date of Birth

Social Security #

OK Cancel

- 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.



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

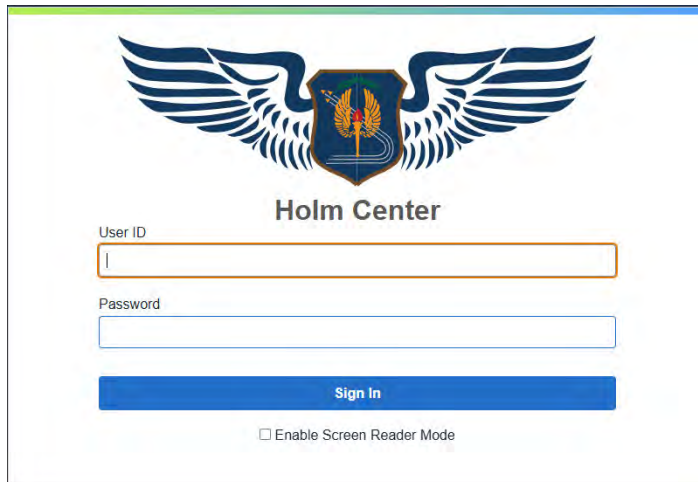


Step 2:

## Completing the Application Checklist (overview)

### Login to WINGS

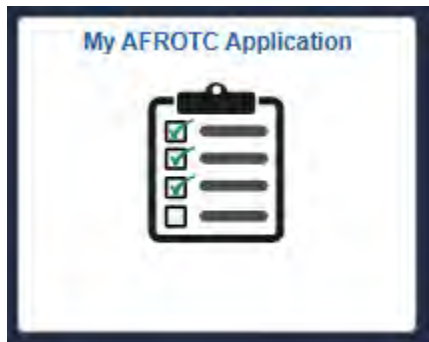
- **Navigate to the Holm Center WINGS Portal:** <https://wings.holmcenter.com>.
- **Login** using the email address and password you created during the account setup.



The image shows the login page for the Holm Center. At the top center is a logo featuring a shield with a caduceus (a staff with two snakes) and wings extending from the sides. Below the logo, the text "Holm Center" is displayed. Underneath, there are two input fields: "User ID" and "Password". Below these fields is a blue "Sign In" button. At the bottom of the page, there is a checkbox labeled "Enable Screen Reader Mode".

### 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.

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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.

**My Application**

**Select Schools**

Rank up to 6 schools with 1 being the most desirable.

School Name	AF ROTC Classes At	Ranking	Remove
Bellevue University	University Of Nebraska-Omaha (Detachment 470), NE	1	Remove
Doane College	University Of Nebraska-Lincoln (Detachment 465), NE	2	Remove
Nebraska Wesleyan University	University Of Nebraska-Lincoln (Detachment 465), NE	3	Remove

Save & Close

Search for Colleges, Universities & Detachments

State: Nebraska

Historically Black College  Minority Institution  
 Hispanic Serving Institution  Private School  
 Space Force Partner  Show All

Enroll At	AF ROTC Classes At	State
<input checked="" type="checkbox"/> Bellevue University, NE	University Of Nebraska-Omaha (Detachment 470), NE	NE
<input type="checkbox"/> Iowa Western Community College-Council Bluffs, IA	University Of Nebraska-Omaha (Detachment 470), NE	IA
<input type="checkbox"/> Clarkson College, NE	University Of Nebraska-Omaha (Detachment 470), NE	NE
<input type="checkbox"/> College Of Saint Mary, NE	University Of Nebraska-Omaha (Detachment 470), NE	NE
<input type="checkbox"/> Concordia University(Nebraska), NE	University Of Nebraska-Lincoln (Detachment 465), NE	NE
<input type="checkbox"/> Creighton University, NE	University Of Nebraska-Omaha (Detachment 470), NE	NE
<input checked="" type="checkbox"/> Doane College, NE	University Of Nebraska-Lincoln (Detachment 465), NE	NE
<input type="checkbox"/> Metropolitan Community College, NE	University Of Nebraska-Omaha (Detachment 470), NE	NE
<input type="checkbox"/> Nebraska Methodist College, NE	University Of Nebraska-Omaha (Detachment 470), NE	NE
<input checked="" type="checkbox"/> Nebraska Wesleyan University, NE	University Of Nebraska-Lincoln (Detachment 465), NE	NE

START

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.

**Youth Experience**

JROTC Experience:  Yes  No

**Details...**

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

Other Experience:

Scout Experience

CAP

Prior Officer Training

Save & Close

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.

The screenshot shows a web form titled "Address/Phone/Email" with a close button (X) and a help link. Below the title, there is a note: "To opt in to receive text messages you must select 'TYPE' CELL and check the box to allow text messaging." The form contains several sections:

- Phone Number(s):** A section with a "Primary" checkbox, a "Phone" input field, a "Type" dropdown menu (set to "Text Approval"), and a "1 of 1" indicator.
- eMail:** A section with a "Primary" checkbox, an "Email Address" input field, and a "Type" dropdown menu.
- Addresses:** A section with a note: "Addresses: Note - Must include Home of Record (HOR) Addr." and a "1 of 2" indicator. It contains two address entries, each with a "Primary" checkbox, a "Type" dropdown menu (set to "Home of Record" and "School" respectively), and input fields for "Addr", "City", "State", "Zip", and "Country" (set to "USA").

At the bottom of the form is a "Save & Close" button.

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**

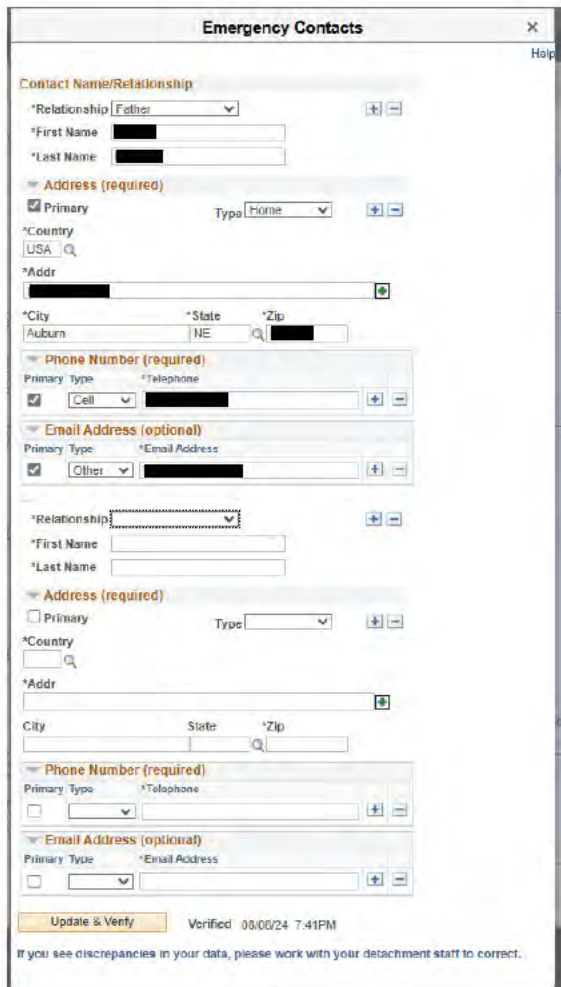
- **Relationship:** Select the relationship of your primary emergency contact (e.g., Father, Mother, Spouse) from the dropdown menu.
- **Name:** Enter the **First Name** and **Last Name** of your emergency contact.
- **Address:** Provide the complete address, including **Street, City, State, Zip,** and **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.



**Emergency Contacts** [X] [Help]

**Contact Name/Relationship**

\*Relationship: Father [v] [+] [-]

\*First Name: [Redacted]

\*Last Name: [Redacted]

**Address (required)**

Primary Type: Home [v] [+] [-]

\*Country: USA [v]

\*Addr: [Redacted]

\*City: Auburn \*State: NE \*Zip: [Redacted]

**Phone Number (required)**

Primary Type: Cell [v] [+] [-]

\*Telephone: [Redacted]

**Email Address (optional)**

Primary Type: Other [v] [+] [-]

\*Email Address: [Redacted]

\*Relationship: [Redacted] [v] [+] [-]

\*First Name: [Redacted]

\*Last Name: [Redacted]

**Address (required)**

Primary Type: [Redacted] [v] [+] [-]

\*Country: [Redacted]

\*Addr: [Redacted]

City: [Redacted] State: [Redacted] Zip: [Redacted]

**Phone Number (required)**

Primary Type: [Redacted] [v] [+] [-]

\*Telephone: [Redacted]

**Email Address (optional)**

Primary Type: [Redacted] [v] [+] [-]

\*Email Address: [Redacted]

**Update & Verify** Verified: 09/08/24 7:41PM

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

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.

**Demographics** [X] Help

**Birth Information**

Date of Birth: 11/01/2003 [31]  
Gender: Male [v]  
Birth Country: USA [v]  
Birth State: NE [Q]  
Birth City: Lincoln

**Citizenship**

Citizenship: Birth - US [v]  
\*SSN: [REDACTED]  
\*Dual Citizenship:  Yes  No

**Race**

American Indian/Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian/Other Pac Isl  
 White  
 Decline to Respond

**Ethnicity**

Hispanic/Latino  
 Not Hispanic/Latino  
 Decline to respond

Save & Close

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**

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 AFROTC 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](#)

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

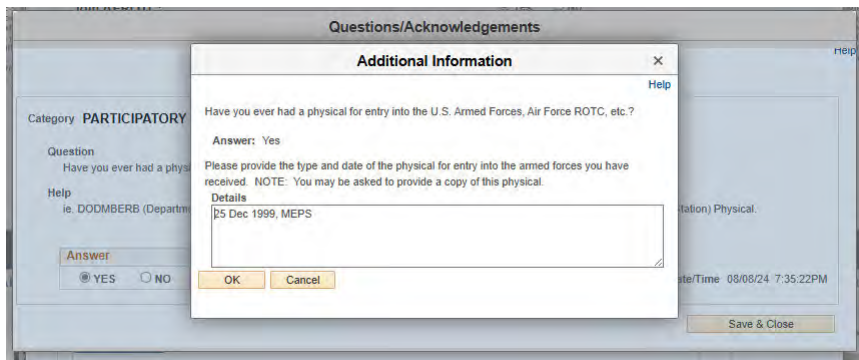
- You will be asked whether you have ever had a physical for entry into the U.S. Armed Forces, Air Force ROTC, or similar programs.
- **Answer "Yes" or "No"** based on your experience.
- If you select **"Yes"**, you will be prompted to provide additional information, including the type and date of the 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:** Even if you are not married and do not have dependents, you **must** click the **Next Step** button and read & acknowledge every statement. 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.

The screenshot shows a web form titled "Questions/Acknowledgments" with a "Save & Close" button at the bottom right. The form contains five sections, each with a "Head & Acknowledge" heading and an "Acknowledge" checkbox. The checkboxes are all checked. The sections are:

- Head & Acknowledge:** I understand my eligibility is based on my marital and dependency status and will follow the order of my dependents that result in my dependency separation from the AFROTC. I have read and understood the following definitions the AFROTC uses to determine a dependent for accession purposes. 1. A spouse. 2. Any person under the age of 19 for whom the applicant or applicant has legal or proper custody, control, care, maintenance, or support, including children from a previous marriage, including in blood or marriage and dependent on applicant or spouse. 3. Any unmarried natural child of the applicant or spouse dependent on current residence. For child applicants, the term "spouse" shall include those born out of wedlock. 4. Any person who is dependent upon the applicant or spouse for care, care, maintenance, or support regardless of age. 5. FOR MALE APPLICANTS ONLY: An unborn child of the applicant or spouse claimed to be a child under applicable law.  Acknowledge Last Update Date/Time: 08/19/22 8:11:58PM
- Head & Acknowledge:** I understand it is my responsibility to provide legal documents (mortgage certificate, birth certificate, etc.) to substantiate my dependent(s) and it is my responsibility to assist myself and my dependent(s) on the pay and allowances process. I also understand arrangements for care of my dependent(s) in my personal responsibility and will not involve with or depend on those duties. Accessing child care, residential care, temporary duty, family care, family care, child abuse, and other child support and allowances. Further, understand my dependent(s) will not prevent me from being available for worldwide assignment and before to perform my military responsibilities may result in deployment action, to include necessary discharge.  Acknowledge Last Update Date/Time: 08/19/22 8:11:58PM
- Head & Acknowledge:** I understand if applying for an enlisted program, my dependent(s) are not permitted to accompany the student basic training, and it is recommended they not accompany me during my basic 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 appropriate duty grade, class of grade, number of dependents, and availability.  Acknowledge Last Update Date/Time: 08/19/22 8:11:58PM
- Head & Acknowledge:** I understand military members 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 working for his or her own right and must be available for worldwide assignment regardless of marital or dependent status. Additionally, I understand that AFROTC requires me to apply for a child-care assignment (if there is no provision they will be assigned together).  Acknowledge Last Update Date/Time: 08/19/22 8:11:58PM
- Head & 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 AFROTC accessions and I agree to the responsibility discharge should I have any of these conditions. I verify the information on this form of my personal knowledge and to the best of my knowledge I do not wish me to conceal any dependency information.  Acknowledge Last Update Date/Time: 08/19/22 8:11:58PM
- Head & Acknowledge:** I have been briefed on the AFROTC policy concerning family care responsibility and family care responsibility as an AFROTC accession candidate. (A family member in any position where absent from legal or physical custody or custody of who cannot presently care for their care, maintenance, or support regardless of age). In particular, I understand the following:
  - (Non-combat Casualty) If I am become arrested or injury (to include a conviction as a military member (including whether AFROTC cadet), and become responsible for any family member regardless of age (and I must include and register an approved family care plan (AFROTC) Family Care Plan) that will automatically cover my care as AFROTC. If I am unable or unable to create or maintain such a family care plan, I will no longer meet AFROTC accession standards. As such as well, I understand that I must submit to a dependent care assessment from AFROTC for failure to maintain military retention standards. If I am observed, I will also be subject to termination of my accession benefits.
  - (Combat Casualty) If I am observed from AFROTC after becoming a accession candidate (and subject to self in SAC) in my enlistment grade, management of worldwide benefits or release. If I have more than three (three) with an approved member's dependent(s) responsible of self-care (I do not meet without accession standards and cannot be subject to SAC) in my enlistment grade. I can only be subject to recruitment or release. Acknowledge Last Update Date/Time: 08/19/22 8:11:58PM

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.

Questions/Acknowledgements

Next >

Category **ACCEPTANCE**

**Question**  
Are you a conscientious objector?

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

**Answer**  
 YES  NO

Last Update Date/Time 08/08/24 6:07:24PM

**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 08/08/24 6:07:24PM

Step 12:

## ROTC Releases and Forms

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

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

### 2. Instructions

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

### 3. List of ROTC Releases

- **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.
- **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.
- **Mail Access Authorization Release:** This authorizes detachment personnel to open official USAF mail on your behalf.
- **Request for Release of Student Records:** This allows AFROTC to access your student records as needed.
- **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

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

### 5. Complete the Forms



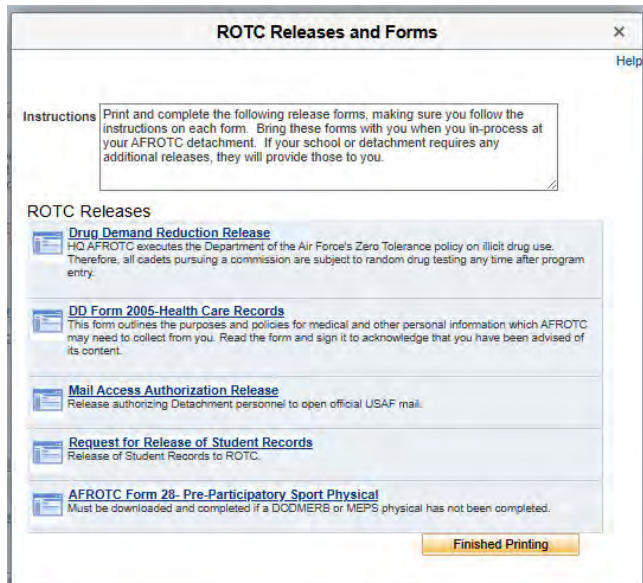
- After printing, fill out each form according to the instructions provided. Ensure all required information is accurate and complete.
- If you are unsure about any details, contact your AFROTC detachment for clarification.

## 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**

██████████\_Drug\_Testing\_Memo.pdf Add Add'l Document

Date/Time: 08/22/2022 12:13:28PM File Status: Approved

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

Add Attachment Add Add'l Document Delete Document

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

██████████\_2005.pdf Add Add'l Document

Date/Time: 08/22/2022 12:13:19PM File Status: Approved

**Mail Access Authorization Release**

██████████\_Mail\_Release.pdf Add Add'l Document

Date/Time: 08/22/2022 12:13:42PM File Status: Approved

**Release of Student Records**

██████████\_Student\_Records\_Release.pdf Add Add'l Document

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)**

Hom\_Center\_OC\_Parring\_Sign.docx Add Add'l Document Delete Document

\*Description: 1081

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.

**Civil Involvements**
x

[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 you 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 it's 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?](#)
[What Civil Involvements must be reported?](#)

**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	
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.

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](http://AFROTC.com).

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

## My Application

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