AFROTC Guide
Admissions Process

OPR: AFROTC/RRFP
AFROTC.RRFP@us.af.mil
334-953-4380
CAO: 15 AUG 18
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1.1. **Admissions Process** is the process by which prospective students formally apply for the program, are checked for viability, and become officially registered as cadets. This guide is designed to assist you in completing the admissions process required to in-process a Cadet into Air Force ROTC. Follow the steps in the exact order, be sure to read all instructions associated with this guide.

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

**Figure 1.1. Click Apply for AFROTC**
1.1.3. You will be directed to the Privacy Act Statement. If you agree with the statement, Click Yes and Submit. Refer to Figure 1.2.

Figure 1.2. Privacy Statement
1.1.4. To create your account, you must enter an active email account. *This email address will also be used as the username, along with the password you create at this screen.* Select a security Question and type Response. Click Submit. Refer to Figure 1.3.

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

![Account Creation Screen](image)

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

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

![Activation Code Email](image)

1.1.6. Within minutes of entering your email address in WINGS, an Activation Code will be sent to the email address you provided. Check your inbox for the activation code sent from hcportal@holmcenter.com. Refer to Figure 1.5.
1.1.7. Type the activation code into the *Activation Code field and click Submit. Refer to Figure 1.6.

Figure 1.6. Enter Activation Code

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

Figure 1.7. Sign in to WINGS Holm Center
1.3. **My Profile.** After you successfully login to WINGS, you will create your profile. Complete all fields. Click Submit. Refer to Figure 1.9.
1.3.1. You will be prompted to verify your Date of Birth and Social Security Number by re-typing them. Once complete, click OK. Refer to Figure 1.10.

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

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

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

**Figure 1.11. Account Profile Under Review**

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

**Figure 1.12. Sign Out of WINGS**
2.1. Completing the Application. You (Applicant) will login to WINGS. See Figure 2.1. (https://wings.holmcenter.com). See Figure 3.1.

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

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

Figure 2.2. Click on My AFROTC Application

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

2.2.1. If you click No to “Apply for the AFROTC HSSP” and No to “Join AFROTC,” you will be applying as a Participant. This will allow you to enroll in AFROTC classes only. You are required to select your school of preference(s). See Figure 2.3.
2.2.2. If you click No to “Apply for the AFROTC HSSP” and Yes to “Join AFROTC,” you are required to complete a list of items in the checklist. Click on each item. Refer to Figure 2.4.

Figure 2.4. Intent to Apply, No to Scholarship / Yes to Join AFROTC
2.3. **Select Schools.** Click Select Schools. Select the colleges you are attending by clicking the drop-down menu for the state and the preferred colleges. The selected colleges will receive your contact info and review your application. If you have more than one school of preferences, rank them in preference order. Click Save & Close. Refer to Figure 2.5.

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

![Select Schools](image.png)
2.4. **Youth Experience.** Answer all fields and click OK. If you have any Youth Experience, you will any certificates or documents in Supporting Documents in your application checklist. Refer to Figure 2.6.

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

![Youth Experience Form](image)

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

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

![Contact Information Form](image)
2.6. Demographics. Complete all fields and click OK. See Figure 3.8.

Figure 3.8. Complete all Fields for Demographics.

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

Figure 2.9. Complete all Fields for Military.
2.8. **Medical.** Answer, then Save & Close. Refer to Figure 3.10.

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

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

**Figure 2.11. Complete all Fields for Dependents**
2.9.1. Read and understand the Questions /Acknowledgements for Dependent / Dependent Care. If you acknowledge, check the box beside it. Click Save & Continue when complete. Refer to Figure 2.12 and 2.13.

**Figure 2.12. Read and Answer Items in Dependent / Dependent Care**
Figure 2.13. Read and Answer Items in Dependent / Dependent Care

Questions/Acknowledgements

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

☐ Acknowledge

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

☐ Acknowledge

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

a. (Non-contract Cadet) If I am/become unmarried or marry (to include a common-law spouse) a military member (including another AFROTC cadet), and become responsible for any family member incapable of self-care I must acquire and maintain an approved Family Care Plan (Law AP1 36-2000, Family Care Plans, that will adequately cover my time in AFROTC). If I am unable or unwilling to create or maintain such a family care plan, I will no longer meet AFROTC retention standards. In such a case, I would then be subject to disenrollment from AFROTC for failure to maintain military retention standards. If I am disenrolled, I will also be subject to recoupment of my scholarship benefits.

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

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

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

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

Figure 2.14. Read and Answer Items Truthfully in Questions / Acknowledgements
2.10.2. If you proceed to Next page without answering all questions, a message will appear notifying you not all questions were answered. Click OK and remember to unanswered questions / acknowledgements. See Figure 2.16.

**Figure 2.16. Incomplete Page.**

Your data was saved, but not all questions were answered. (20022,2)

2.10.3. An uncommon response will require you to provide additional information for the acknowledgement. Click OK when complete. Refer to Figure 2.17.
Figure 2.17. Provide Additional Information for an Uncommon Response.

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

Figure 2.18. Provide Additional Information for an Uncommon Response
2.11. Releases & Forms. Click on Releases and Forms. Read instructions. Click on each item to download or print. Then completely fill out forms. Click Finished Printing to resume application. Refer to Figure 2.19.

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

Figure 2.19. Click Finished Printing
2.12. **Supporting Documents.** Click on Supporting Documents. The required supporting documents will be dependent on how you answered your application. Example: If you had answered that you were in the Boys Scouts, you will be required to upload a Scout Certificate. Refer to Figure 2.20.

**Figure 2.20.** Click Add Attachment and Browse for File.
Figure 2.21. Click Add Attachment and Browse for File to Upload.
2.13. Civil Involvements (CI). If you have had any involvement with any civil, military, school authorities / law enforcement officials (regardless of its insignificance, disposition, or finding), it must be reported. Ensure you read and understand what a CI is. Click Add an Involvement if you have any to report. Refer to Figure 2.22.

Figure 2.22. Click Add Involvement if You Have a Civil Involvement to Report
2.13.1. Provide details of the CI and upload documents. If the Cadet Statement Required box is checked, click on Cadet Statement Required link. It is a hyperlink for you to add your recollection of the CI. Click Report/Save to save and return to CI, at a later time. Submit as Complete when required documents and cadet statement have been provided. Refer to Figure 2.23.

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

Figure 2.23. Complete Fields for CI
2.14. All Items Checked. Once you receive check marks on all boxes, click Submit. The detachment will review the application and contact you for any questions and explanations. If you do not complete the checklist, the application will save automatically and you may complete the application at a later time. Refer to Figure 2.24.

Figure 2.24. Application List Items all Checked

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

Figure 2.25. Sign Out of WINGS
CHAPTER 3 – ENROLLING AND CLASSIFYING A CADET (DET SIDE)

3.1. Enrollment / Classification. This allows you to review and update an application. Det NCO may move an applicant through different statuses based on the information provided in the application.

31.1 The NCO will sign in WINGS and review which applicants require to be gained (assigned) to the detachments. Click on Recruiting / Admissions tile.

Figure 3.1. Sign into WINGS

3.1.2. Navigate to Contact Worklist. See Figure 3.2.

Figure 3.2. Click on Contact Worklist
3.1.3 Filter Application Status. Click on Non-HSSP Application to populate worklist with Non-HSSP applicants. Click Fetch Results. See Figure 3.3.

**Figure 3.3. Filter Application Status**

3.1.4. You may search for an applicant’s name or a recent date an applicant’s profile was created. Click on the applicant’s name. Refer Figure 3.4.

**Figure 3.4. Navigate to Contact Search and Type Contact’s Data.**
3.1.4. Click on each tab and review data. Refer to Figure 4.4. Most of the information are items the detachment staff had already reviewed, when the contact was a prospect. Refer to Figure 3.5.

**Figure 3.5. Click on Tabs to Review Data**

3.2. **Notes.** Notes are used to communicate between staff. Staff may include comments pertaining to applicant’s application.

3.3. **Review All Answers.** Staff may review Applicant’s responses from Questions / Acknowledgements.

   3.3.1. Uncommon responses will be flagged red. You will see these responses again and will communicate with applicant if you require any further clarification or explanation. Refer to Figure 4.5. No action is required from detachment until you are about to enroll and classify the applicant. Refer to Figure 3.6.

   3.3.2. Click the Full Question block to read entire question. The Help Text block is information for the applicant to better understand the question. Not all questions have information in the Help Text block. Refer to Figure 3.7.
Figure 3.6. Uncommon Responses are Highlighted Red

Figure 3.7. Click Full Question as Applicable

3.4. Supporting Docs Tab. You will see the documents the applicant uploaded.

3.2.1. View and verify documents. Click on the File Status drop down menu to Approve or Reject items. Refer to Figure 3.8.
3.5. **Contact Data Tab.** Click on Contact Data Tab, to Create Cadet. Clicking Create Cadet will allow you to gain the cadet into your detachment. See Figure 3.9.

**Figure 3.9. Click on Contact Data Tab**

3.6. **Create Cadet.** Applicant’s contact data will be displayed. Click on Create Cadet. Refer to Figure 3.10.
3.7. **Gain Cadet.** You will be directed to a new screen. Input the applicant’s projected DOC and click Gain Cadet. The applicant is now assigned to your detachment and no other detachments will be able to view the applicant’s application. Refer to Figure 3.11.

**Figure 3.11. Enter Projected DOC and Click Gain Cadet**
3.7.1. The Contact’s info will be relocated to Cadet Data. The detachment is ready to verify and validate the application. Refer to Figure 3.12.

**Figure 3.12. Application Status**

3.8. **Enroll and Classify a Cadet.** Det Cadre must check the list of applicants who still need to fulfill requirements for enrollment and classification. Navigate to Enrollment / Classification and click Search. Refer to Figure 3.13.

**Figure 3.13. Navigate to Cadet Data and click Enrollment / Classification**

3.8.1. If you are searching for applicants without any contact data, leave Search Criteria blank and click Search. A list of applicants who have been gained to your detachment will be displayed. This is a snapshot of all applicants pending enrollment and classification. Refer to Figure 3.14.
3.8.2. If you are searching for a particular applicant, include the applicant’s information in Search Criteria and you will be directed to their application status. Refer to Figure 3.15.

**Figure 3.15. Click on Each Box to Verify Qualifications are Met**

3.9. **Enrollment Eligibility.** Click on Enrollment Eligibility box. Acknowledge you have reviewed and verified documents by clicking the small box beside statement. Detachments are not required to scan a copy of document.
3.9.1 Click on the box for each section and a green check mark will mark that section, with Detachment user’s name and time stamp. Click OK. Refer to Figure 3.16.

Figure 3.16. Verify Supporting Documents for Enrollment Eligibility
3.10. **Youth Military Experience.** Click on Youth Military Experience box. Once each field has been verified, a green check mark will appear in the box for that section. Supporting documents must be uploaded. If items are not all marked, you will upload documents in the Application Documents section of the application status. Click OK.

**Figure 3.17. Ensure all Boxes have a Check Mark**
3.11. Screening Questions. Click on Screening Questions box. Ensure all questions have a check mark. Review responses with red X’s/ Refer to Figure 3.18 and 3.19.

**Figure 3.18. Review Screening Questions Responses**

<table>
<thead>
<tr>
<th>Category</th>
<th>Item</th>
<th>Question</th>
<th>Applicant's Response</th>
<th>Applicant's Comments</th>
<th>Last Update Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCEPTANCE</td>
<td>1</td>
<td>Are you a conscientious objector?</td>
<td>N</td>
<td></td>
<td>02/08/2018 9:03:20AM</td>
</tr>
<tr>
<td>ACCEPTANCE</td>
<td>2</td>
<td>Are you now or have you ever affiliated with</td>
<td>N</td>
<td></td>
<td>02/08/2018 9:04:51AM</td>
</tr>
<tr>
<td>ACCEPTANCE</td>
<td>3</td>
<td>Do you understand that participation in Air Force</td>
<td>Y</td>
<td></td>
<td>02/08/2018 9:04:51AM</td>
</tr>
<tr>
<td>ACCEPTANCE</td>
<td>4</td>
<td>Ack/Agr Restrictions on Personal Conduct in the Armed Forces</td>
<td>Y</td>
<td></td>
<td>02/08/2018 9:04:51AM</td>
</tr>
<tr>
<td>ACCEPTANCE</td>
<td>5</td>
<td>Ack/Agr I understand that membership in the General Militia</td>
<td>Y</td>
<td></td>
<td>02/08/2018 9:04:51AM</td>
</tr>
<tr>
<td>PRIOR SERVICE</td>
<td>1</td>
<td>Have you ever been denied enlistment into the U.S.</td>
<td>N</td>
<td></td>
<td>02/08/2018 9:05:56AM</td>
</tr>
<tr>
<td>PRIOR SERVICE</td>
<td>2</td>
<td>Are you now, or have you ever been, a commissioned officer</td>
<td>N</td>
<td></td>
<td>02/08/2018 9:03:19AM</td>
</tr>
<tr>
<td>PRIOR SERVICE</td>
<td>3</td>
<td>Are you now, or have you ever been, a member of the military</td>
<td>N</td>
<td></td>
<td>02/08/2018 9:03:19AM</td>
</tr>
<tr>
<td>PRIOR SERVICE</td>
<td>4</td>
<td>Are you now, or have you ever been, an officer of</td>
<td>N</td>
<td></td>
<td>02/08/2018 9:05:56AM</td>
</tr>
<tr>
<td>PRIOR SERVICE</td>
<td>5</td>
<td>Have you ever applied for, been enrolled, or continuing training with the Armed Forces</td>
<td>Y</td>
<td>I applied but never completed application process</td>
<td>02/08/2018 9:05:56AM</td>
</tr>
<tr>
<td>RELEASES</td>
<td>1</td>
<td>Ack/Agr A medical release statement will be required prior to service</td>
<td>Y</td>
<td></td>
<td>02/08/2018 9:06:36AM</td>
</tr>
<tr>
<td>RELEASES</td>
<td>2</td>
<td>Ack/Agr An education release statement will be required prior to service</td>
<td>Y</td>
<td></td>
<td>02/08/2018 9:06:36AM</td>
</tr>
</tbody>
</table>

**Figure 3.19. Review Uncommon Responses**

<table>
<thead>
<tr>
<th>Category</th>
<th>Item</th>
<th>Question</th>
<th>Applicant's Response</th>
<th>Applicant's Comments</th>
<th>Last Update Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCEPTANCE</td>
<td>1</td>
<td>Are you a conscientious objector?</td>
<td>Y</td>
<td>guns scare me</td>
<td>12/19/2017 7:47:49AM</td>
</tr>
<tr>
<td>ACCEPTANCE</td>
<td>2</td>
<td>Are you now or have you ever affiliated with</td>
<td>N</td>
<td></td>
<td>12/19/2017 7:46:41AM</td>
</tr>
</tbody>
</table>
3.11.1. If there are any red X’s, click on the box to Review and Accept or Reject comments. Mark whether you accepted or rejected comments. Click OK. If you Approve comments, there will be a green OK for that question. Refer to Figure 3.19 and 3.20.

**Figure 3.20. Review and Accept or Reject Applicant’s Response**

![Image of review and accept/reject applicant's response](image)

3.12. **Application Documents.** Review, verify, and approve Application Documents. Click OK. Ensure each item has a check mark. Det may upload documents if the applicant has not uploaded all supporting documents or Det may tell the applicant to sign into WINGS and return to their application checklist to upload documents. Refer to Figure 3.21.

**Figure 3.21. Review Supporting Documents**

![Image of ROTC application documents](image)
3.13. Civil Involvements (CI). Certify all CIs have been reported. Click Add Certification. Refer to Figure 3.22.

**Figure 3.22. Add CI Certifications**

3.13.1. Applicant’s presence is required for Civil Involvement Certification. Acknowledge statement by clicking OK. Refer to Figure 3.23.

**Figure 3.23. Acknowledge that Cadet Presence is required for CI Certification**

3.13.2. Applicant will click box and will digitally sign using their username and password. Have the contact click Sign/Submit. Click Return. Refer to Figure 3.24.

**Figure 3.24. Applicant will Type Username and Password**
3.14. **Click Classify Cadet.** Once all boxes are checked, click Classify Cadet. See Figure 3.25.

**Figure 3.25. Classify Cadet**

3.14.1. Update Status and type in the AS level. Refer to Figure 3.26.

**Figure 3.26. Click Applicable Student Status and Type AS level**

3.14.2. Verify cadet has been gained. Navigate to Cadet Data and search for Cadet.