



AFROTC Guide

Admissions Process



OPR: AFROTC/RRFP

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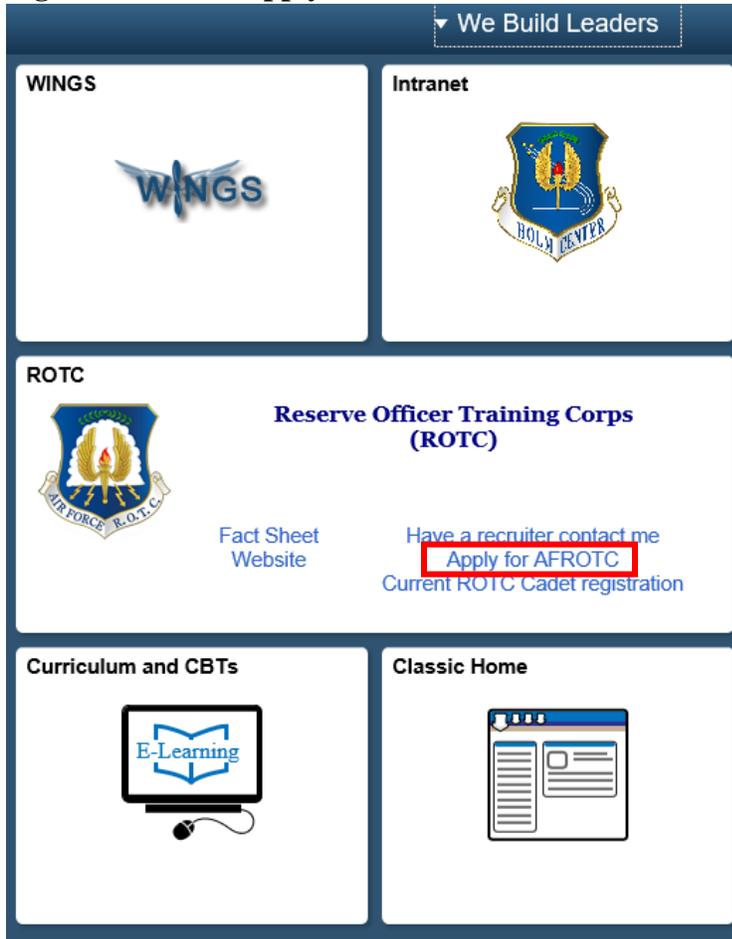
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CHAPTER 1 – APPLYING TO AFROTC (APPLICANT SIDE)

1.1. Admissions Process is the process by which prospective students formally apply for the program, are checked for viability, and become officially registered as cadets. This guide is designed to assist you in completing the admissions process required to in-process a Cadet into Air Force ROTC. Follow the steps in the exact order, be sure to read all instructions associated with this guide.

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

Figure 1.1. Click Apply for AFROTC



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

Figure 1.2. Privacy Statement

Air Force ROTC Account Request

Pre-Screen

PRIVACY ACT STATEMENT -- US AIR FORCE APPLICATION RECORD

AUTHORITY: 10 USC Sections 133, 265, 275, 504, 508, 510, 672(d), 678, 837, 1007, 1071 through 1480, 1553, 2105, 2107, 3012, 5031, 8013, 8033, 8496, and 9411; 32 USC 708; 44 USC 3101; and Executive Orders 9397, 10450, and 11652.

PURPOSE: To determine your mental, medical, and moral qualifications for entry into the US Air Force. This data is FOR OFFICIAL USE ONLY and will be maintained in strict confidence within the Department of Defense according to Federal law and regulation. If you are accepted and subsequently enter into a component of the Air Force, the information becomes a part of your military personnel records which is used to provide information for personnel management actions. If you are not accepted or do not subsequently enter a component of the Air Force, your records will be destroyed as specified by regulation.

ROUTINE USES: This information may be disclosed to the Social Security Administration and the Department of Treasury to establish a record of income; to federal, state, local or foreign law enforcement authorities for investigating or prosecuting a violation or potential violation of law; to federal, state, or local agencies to obtain information concerning hiring or retention of an employee, issuance of a security clearance, letting of a contract, or issuance of a license, grant or other benefit; to a federal agency in response to its request in connection with the hiring or retention of an employee, issuance of a security clearance, reporting of an investigation of an employee, letting of a contract, issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; to a congressional office in response to their inquiry made at the request of the individual; to the Office of Management and Budget (OMB) in connection with review of private relief legislation as set forth in OMB Circular A19; to foreign law enforcement, security, investigatory, or administrative authorities to comply with requirements of international agreements and arrangements; to state and local taxing authorities in accordance with Treasury Fiscal Requirements Manual Bulletin 7607; to the Office of Personnel Management (OPM) concerning information on pay and leave, benefits, retirement deductions, and other information necessary for OPM to carry out its functions; to NARA for records management functions; and to the Department of Justice for pending or potential litigation.

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

Select "Yes" to acknowledge that:

I am 13 years old or older AND

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

Yes No



[Help](#)

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

The screenshot shows a web form titled "Account Creation (eMail addr will be your userid)". It includes a notice about email domains, fields for email, password, and security question, and a submit button. Red annotations highlight the email address field with the text "Active Email Address" and the password fields with the text "Remember YOUR password".

Account Creation (eMail addr will be your userid)

NOTICE: Microsoft is currently rejecting emails from our system. Please do not use emails that end with @hotmail.com @outlook.com @live.com or @msn.com
You will not be able to receive an activation email at these email domains.

*E-Mail: **Active Email Address**

Confirm E-Mail:

*Password: **Remember YOUR password**

*Confirm Password:

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

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:

 * indicates required field

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

The screenshot shows a confirmation screen for account activation. It displays the user ID, a message about the activation code being sent to a specific email address, and instructions to check the spam/junk folder. There is a "Resend Code" button and an "Activation Code" input field with a "SUBMIT" button.

User ID: afrotcapplicant@example.com

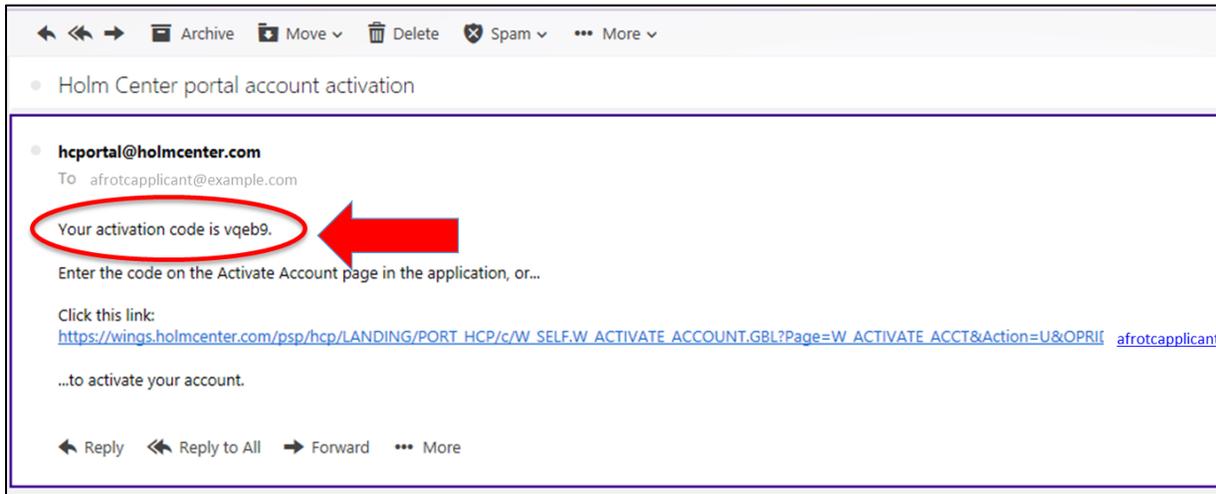
An activation code was sent via e-mail to cala.grier@us.af.mil. Enter that code below to activate this account. NOTE: Please check your spam/junk folder if you do not see the e-mail in your Inbox.

After verification, sign on to continue your application.

*Activation Code:

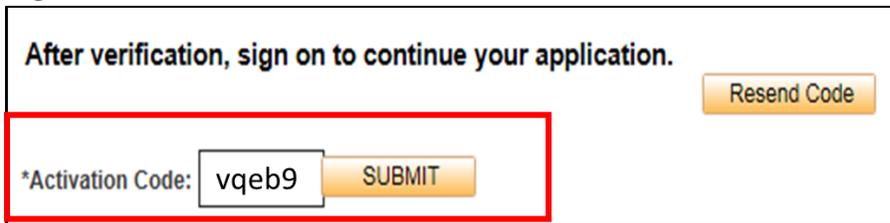
1.1.6. Within minutes of entering your email address in WINGS, an Activation Code will be sent to the email address you provided. Check your inbox for the activation code sent from hcportal@holmcenter.com. Refer to Figure 1.5.

Figure 1.5. Activation Code Sent in Registered Email Address



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

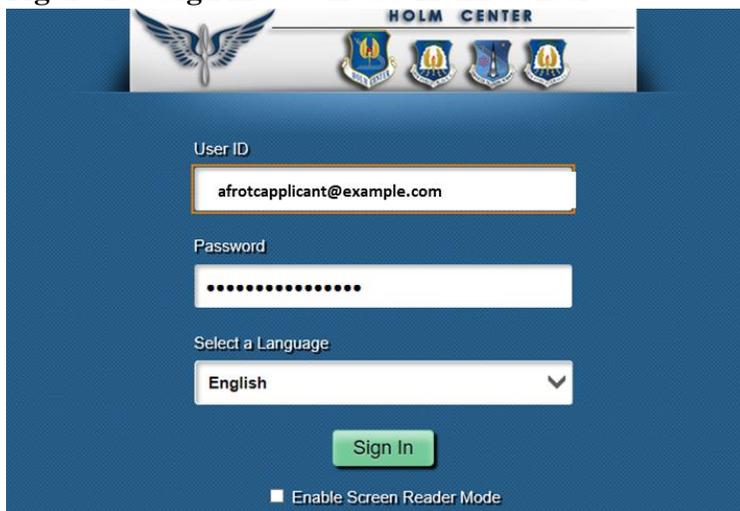
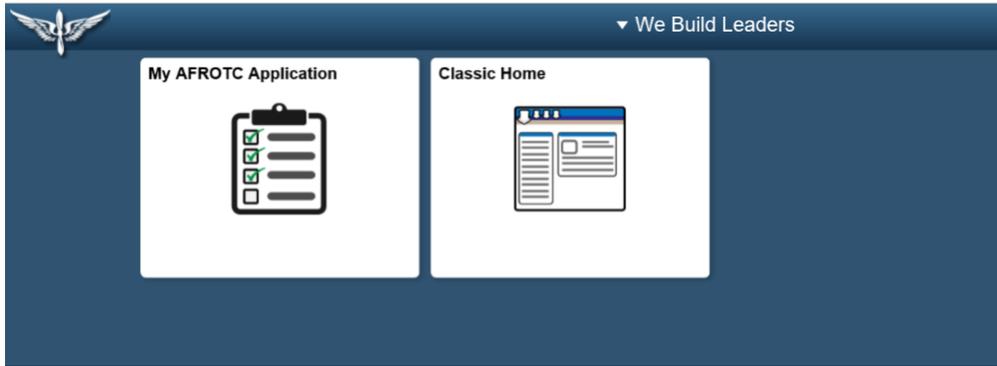


Figure 1.8. Click on My ROTC Applicant tile



1.3. My Profile. After you successfully login to WINGS, you will create your profile. Complete all fields. Click Submit. Refer to Figure 1.9.

Figure 1.9. Complete My Profile

My Profile

Personal

*First Name

Middle Name

*Last Name

*Gender

*Date of Birth

*Citizenship

*Social Security #

Current Residence

*Country

*Street Address

*City *State

*ZIP Code

Primary Phone Number

*Phone #

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



Please Verify Your Date of Birth and Social Security Number [X]

*Date of Birth [] [Calendar Icon]

Social Security # []

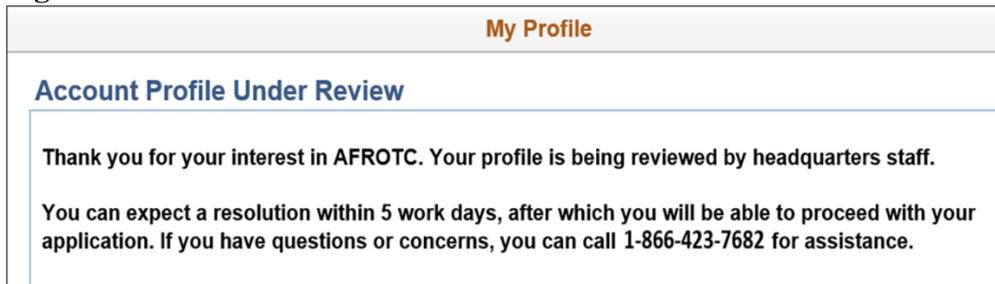
OK

Cancel

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

Note: If there is 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



My Profile

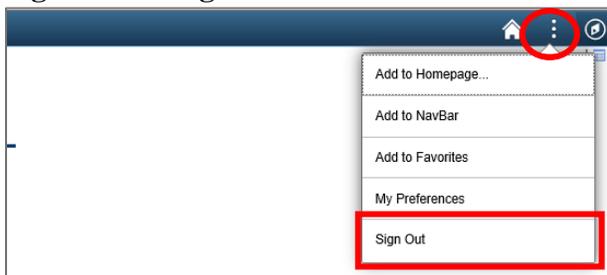
Account Profile Under Review

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.

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

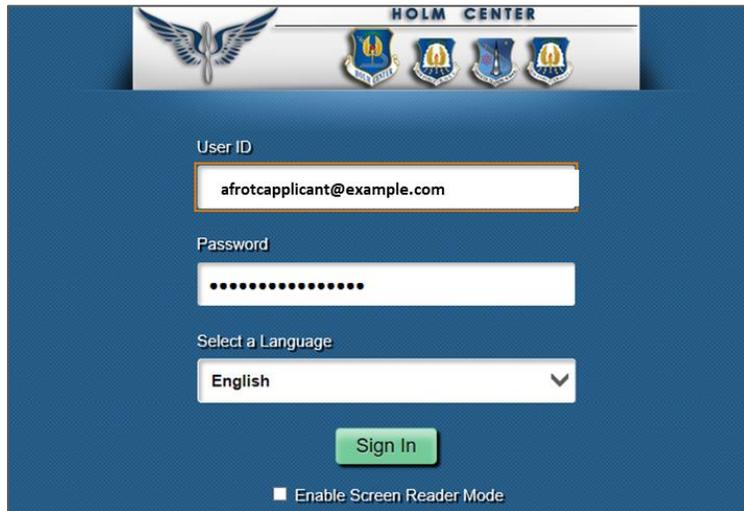
Figure 1.12. Sign Out of WINGS



CHAPTER 2 – COMPLETING THE APPLICATION CHECKLIST (APPLICANT SIDE)

2.1. Completing the Application. You (Applicant) will login to WINGS. See Figure 2.1. (<https://wings.holmcenter.com>). See Figure 3.1.

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



The screenshot shows the WINGS landing portal login page. At the top, there is a header with the WINGS logo and the text "HOLM CENTER". Below the header, there are four small icons representing different programs. The main content area is a dark blue box with a white background for the login form. The form includes a "User ID" field with the text "afrotcapplicant@example.com", a "Password" field with a masked password "*****", and a "Select a Language" dropdown menu with "English" selected. A green "Sign In" button is located below the form. At the bottom of the form, there is a checkbox labeled "Enable Screen Reader Mode".

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.

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

Beacadet, Iwanna

Appl. Id: 13492 Appl. Date: 06/26/2018

Apply for the AFROTC High School Scholarship Program: Yes No [HSSP Eligibility Info](#)

Join AFROTC: Yes No

Please complete each section.

My Application To Do List...

Select Schools

Your application will be reviewed by the detachments you selected. Detachment staff should contact you in the near future.

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.

2.2.2. If you click No to “Apply for the AFROTC HSSP” and Yes to “Join AFROTC,” you are required you to complete a list of items in the checklist. Click on each item. Refer to Figure 2.4.

Figure 2.4. Intent to Apply, No to Scholarship / Yes to Join AFROTC

My Application

Beacadet, Iwanna

Appl. Id: 13492 Appl. Date: 06/26/2018

Apply for the AFROTC High School Scholarship Program: Yes No [HSSP Eligibility Info](#)

Join AFROTC: Yes No

Please complete each section.

My Application To Do List...

Select Schools	<input type="checkbox"/>
Youth Experience	<input type="checkbox"/>
Contact Information	<input checked="" type="checkbox"/>
Demographics	<input type="checkbox"/>
Military	<input type="checkbox"/>
Medical	<input type="checkbox"/>
Dependents	<input type="checkbox"/>
Questions/Acknowledgements	<input type="checkbox"/>
Releases & Forms	<input checked="" type="checkbox"/>
Supporting Documents	Upload documents as needed
Civil Involvements	You have reported 0 civil involvements. Continue to report additional involvements should they occur.

Your application will be reviewed by the detachments you selected. Detachment staff should contact you in the near future.

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.

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 ✕

Rank your schools with 1 being the most desirable.

Selected Schools			
School Name	AF ROTC Classes At	Ranking	
Auburn University	Auburn University (Detachment 005), AL	1	Remove

Save & Close

Search for Colleges, Universities & Detachments

State Alabama ▼

Historically Black College Minority Institution
 Hispanic Serving Institution Private School

Show All

Find | View All | [?](#) First 1-10 of 26 Last

	Enroll At	AF ROTC Classes At	State
<input checked="" type="checkbox"/>	Auburn University, AL	Auburn University (Detachment 005), AL	AL
<input type="checkbox"/>	Alabama State University, AL	Alabama State University (Detachment 019), AL	AL
<input type="checkbox"/>	Auburn University At Montgomery, AL	Alabama State University (Detachment 019), AL	AL
<input type="checkbox"/>	Birmingham-Southern College, AL	Samford University (Detachment 012), AL	AL
<input checked="" type="checkbox"/>	Faulkner University, AL	Alabama State University (Detachment 019), AL	AL
<input type="checkbox"/>	Huntingdon College, AL	Alabama State University (Detachment 019), AL	AL
<input type="checkbox"/>	Jefferson State Community College(Gmc), AL	Samford University (Detachment 012), AL	AL
<input type="checkbox"/>	Marion Military Institute, AL	University Of Alabama (Detachment 010), AL	AL
<input type="checkbox"/>	Miles College, AL	Samford University (Detachment 012), AL	AL
<input type="checkbox"/>	Samford University, AL	Samford University (Detachment 012), AL	AL

2.4. Youth Experience. Answer all fields and click OK. If you have any Youth Experience, you will have 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

JROTC Experience: Yes No

Details...

Air Force [2] Yrs. Army [0] Yrs. Marine Corps [0] Yrs. Navy [0] Yrs.

Other Experience:

Scout Experience: Boy Scouts - Eagle Scout

CAP: Spatz

Prior Officer Training: None

OK Cancel Apply

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

Address/Phone/Email

Beacadet, Iwanna

Phone Number(s) 1 of 1

Primary *Phone Type

[x] 334/555-5553 Home + -

eMail 1 of 1

Primary *Email Address Type

[x] afrotcaplicant@example.com + -

Addresses: Note - Must include Home of Record (HOR) Addr. 1 of 1

[x] Primary Type Home of Record + -

*Addr

123 Beginner Street

*City *State *Zip Country

Prattville AL 36066 USA

OK Cancel Apply

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

Figure 3.8. Complete all Fields for Demographics.

The screenshot shows a 'Demographics' form with the following sections and fields:

- Birth Info:** Date of Birth (01/01/1999), Gender (Male), Birth Country (USA), Birth State (AL), Birth City (Prattville).
- Citizenship:** Citizenship (Birth - US), Dual Citizenship (Yes/No).
- Race:** American Indian/Alaska Native, Asian (checked), Black or African American, Native Hawaiian/Other Pac Isl (checked), White, Decline to Respond.
- Ethnicity:** Hispanic or Latino, Not Hispanic or Latino (selected), Decline to respond.

At the bottom, there are three buttons: 'OK' (highlighted with a red box), 'Cancel', and 'Apply'.

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.

The screenshot shows a 'Military Background' form with the following fields:

- Military Service: Yes/No (No is selected).
- AFOQT Taken: Yes/No (No is selected).
- Selective Service Number: [Text Input Field] with a 'Lookup' button.

At the bottom, there are three buttons: 'OK' (highlighted with a red box), 'Cancel', and 'Apply'.

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

Figure 2.10. Answer and click Save & Close.

ROTC Follow-On Answers

Questions/Acknowledgments

Beacadet, Iwanna

Appl. Id: 15079 Appl. Date: 02/08/2018

Category **PARTICIPATORY PHYSICAL**

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

Help
ie. DODMBERB (Department of Defense Medical Examination Review Board) Physical or MEPS (Military Entrance Processing Station) Physical.

Answer

YES NO

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

Dependents

Dependents

Are you married? Yes No

Number of Dependents

Provide Information for All Dependents

	*Family Relationship	*Last Name	*First Name	Middle Initial	*Date of Birth	*Gender	*Address
1	Child	Beacadet	Gonna		02/12/2016	Female	123 Beginner St

Use the minus sign to the right of your data to delete a dependent (this feature is enabled when your number of dependents has decreased).

* Required Field

Continue

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

Questions/Acknowledgements ×

Category **DEPENDENT / DEPENDENT CARE**

Read & Acknowledge
I understand my eligibility is based on my marital and dependency status and failure to claim all my dependents may result in my involuntary separation from the Air Force. I have read and understand the following definitions the Air Force considers a dependent for accession purposes. 1. A spouse. 2. Any person under the age of 18 for whom the applicant or spouse has legal or physical custody, control, care, maintenance, or support. Includes children from a previous marriage, a relative by blood or marriage and stepchildren or adopted children of the applicant or spouse. 3. Any unmarried natural children of the applicant or spouse regardless of current residence. For male applicants, the term natural child includes those born out of wedlock. 4. Any person who is dependent upon the applicant or spouse for their care, maintenance, or support regardless of age. 5. FOR MALE APPLICANTS ONLY. An unborn child of the spouse or one claimed by or a court order determines is his.

Acknowledge

Read & Acknowledge
I understand it is my responsibility to provide legal documents (marriage certificate, birth certificate, etc.) to substantiate my dependent(s) and it is my responsibility to support myself and my dependent(s) on the pay and allowances I receive. I also understand arrangements for care of my dependent(s) is my personal responsibility and will not interfere with my assigned Air Force duties, including shift work, weekend duty, temporary duty away from my assigned duty station and short notice deployments and evacuations. I further understand my dependent(s) will not prevent me from being available for worldwide assignment and failure to perform my military dependent(s) may result in disciplinary action, to include involuntary discharge.

Acknowledge

Read & Acknowledge
I understand if applying for an enlisted program, my dependent(s) are not permitted to accompany me during basic training, and it is recommended they not accompany me during any technical training. If applying for an officer program, it is strongly recommended my dependent(s) not accompany me while attending training. I also understand government family quarters are assigned based on application date, grade, date of grade, number of dependents, and availability.

Acknowledge

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 IAW AFI 36-2908, 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

Save & Close ▾

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

The screenshot shows a web interface titled "Questions/Acknowledgements" with a close button (X) in the top right corner. A "Next >" button is highlighted with a red box at the top center. Below the title bar, the content is organized into three sections, each starting with "Category ACCEPTANCE".

Section 1:
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

Section 2:
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

Section 3:
Question: Do you understand that participation in Air Force ROTC requires strenuous physical activity? (You will be required to obtain medical clearance from a physician prior to program entry.)
Answer: YES NO

Figure 2.15. Read and Answer Items Truthfully in Questions / Acknowledgements

Read & Acknowledge
Restrictions on Personal Conduct in the Armed Forces:

1. Military life is fundamentally different from civilian life. The military has its own laws, rules, customs, and traditions, including numerous restrictions on personal behavior, that would not be acceptable in civilian society. These are necessary because military units and personnel must maintain the high standards of morale, good order, discipline, and unit cohesion that are essential for combat effectiveness.
2. The Armed Forces must be ready at all times for worldwide deployment. Military law and regulations, including the Uniform Code of Military Justice, apply to service members at all times, both on base and off base, from the time the member enters the service until the member is discharged or otherwise separated from the Armed Forces.
3. Members of the Armed Forces may be involuntarily separated before their term of service ends for various reasons established by law and military regulations, such as:
 - a. A member may be separated for a pattern of disciplinary infractions, a pattern of misconduct, commission of a serious offense, or civilian conviction.
 - b. A member who has been referred to a rehabilitation program for personal drug and alcohol abuse may be separated for failure through inability or refusal to participate in, cooperate in, or successfully complete such a program.
 - c. A member may be discharged by reason of parenthood, if it is determined the member, because of parental responsibilities, is unable to perform his or her duties satisfactorily or is unavailable for worldwide assignment or deployment.
 - d. A member may be separated for failure to meet service weight control standards or physical fitness standards.
 - e. A member may be separated for harassment of or violence against any service member.

Acknowledge

Read & Acknowledge
I understand that membership in the General Military Course (GMC) or attendance at Field Training (FT) does not guarantee that I will be accepted into the Professional Officer Course (POC). I understand that if I am not on scholarship, attendance at FT does not guarantee or commit me to enter the POC. GMC scholarship cadets who attend the first AS 200 class or Leadership Laboratory incur an Active Duty Service Commitment and are liable to call to extended active duty or recoupment (which includes payback of scholarship benefits received during the AS 100 year).

Acknowledge

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.

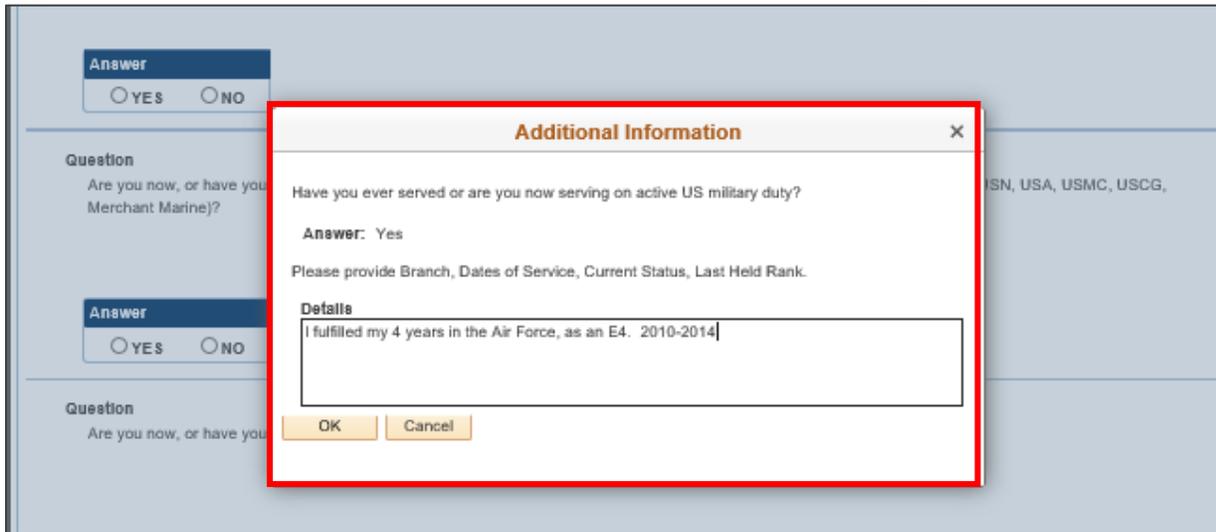
Figure 2.16. Incomplete Page.

ed
ion

Your data was saved, but not all questions were answered. (26022,2)

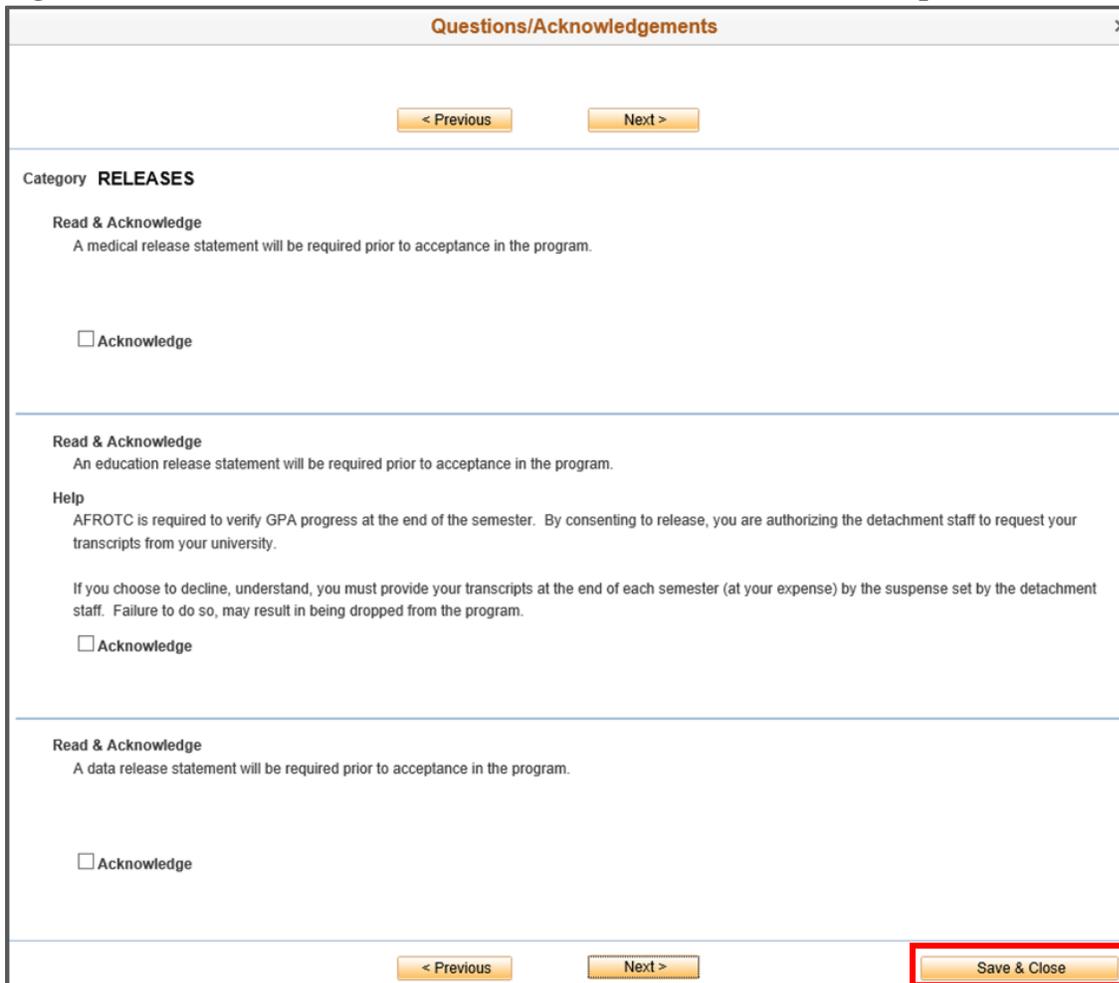
2.10.3. An uncommon response will require you to provide additional information for the acknowledgement. Click OK when complete. Refer to Figure 2.17.

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

ROTC Releases and Forms

Beacadet, Iwanna

Appl. Id: 15081 Appl. Date: 02/12/2018

Instructions Print and complete the following release forms, making sure you follow the instructions on each form. 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.

ROTC Releases

- Drug Demand Reduction Release**
HQ AFROTC executes the Department of the Air Force's Zero Tolerance policy on illicit drug use. Therefore, all cadets pursuing a commission are subject to random drug testing any time after program entry.
- DD Form 2005-Health Care Records**
This form outlines the purposes and policies for medical and other personal information which AFROTC may need to collect from you. Read the form and sign it to acknowledge that you have been advised of its content.
- Mail Access Authorization Release**
Release authorizing Detachment personnel to open official USAF mail.
- Request for Release of Student Records**
Release of Student Records to ROTC.
- DD Form 93-Record of Emergency Data**
This form is used to collect contact information of people you want the military to notify in case of an emergency while in ROTC.

Close **Finished Printing**

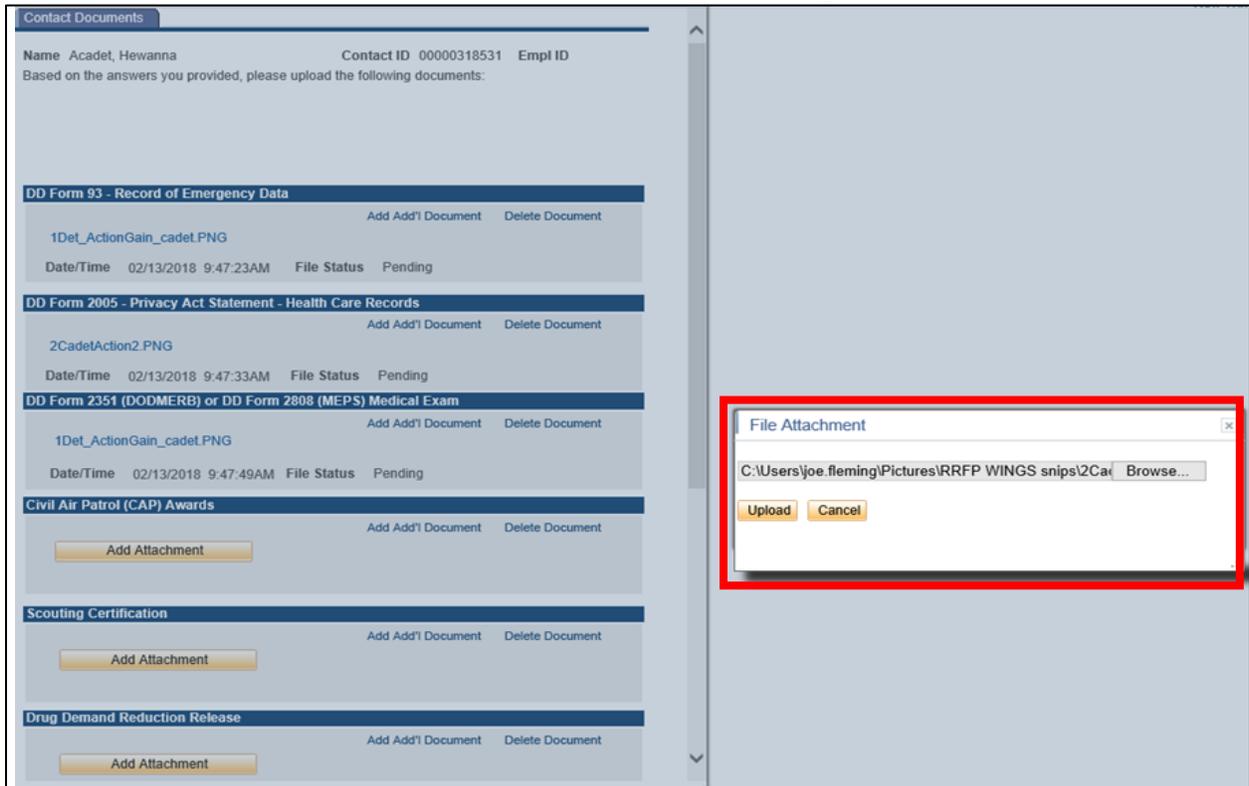
2.12. Supporting Documents. Click on Supporting Documents. The required supporting documents will be dependent on how you answered your application. Example: If you had answered that you were in the Boys Scouts, you will be required to upload a Scout Certificate. Refer to Figure 2.20.

Figure 2.20. Click Add Attachment and Browse for File.

The screenshot shows a web browser window titled "Supporting Documents" for a user named "Beacadet, Iwanna". The window has a "Contact Documents" tab selected. Below the tab, the user's name "Beacadet, Iwanna" and "Contact ID 00000318529" are displayed, along with a partially visible "Empl ID". A message states: "Based on the answers you provided, please upload the following documents:". Below this message, there are six document categories, each with a blue header bar, a yellow "Add Attachment" button, and "Add Add'l Document" and "Delete Document" links. The categories are: "DD Form 93 - Record of Emergency Data", "DD Form 2005 - Privacy Act Statement - Health Care Records", "DD Form 2351 (DODMERB) or DD Form 2808 (MEPS) Medical Exam", "Civil Air Patrol (CAP) Awards", "Scouting Certification", and "Drug Demand Reduction Release".

Document Category	Action
DD Form 93 - Record of Emergency Data	Add Attachment, Add Add'l Document, Delete Document
DD Form 2005 - Privacy Act Statement - Health Care Records	Add Attachment, Add Add'l Document, Delete Document
DD Form 2351 (DODMERB) or DD Form 2808 (MEPS) Medical Exam	Add Attachment, Add Add'l Document, Delete Document
Civil Air Patrol (CAP) Awards	Add Attachment, Add Add'l Document, Delete Document
Scouting Certification	Add Attachment, Add Add'l Document, Delete Document
Drug Demand Reduction Release	Add Attachment, Add Add'l Document, Delete Document

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

The screenshot shows a web interface titled "Civil Involvements" for a user named "Beacadet, Iwanna". The page includes a "User's Guides" section with two links: "1 - Report an involvement" and "2 - Provide additional details". The main content area contains three paragraphs (A, B, and C) detailing the reporting requirements for civil involvements. At the bottom of the page, there is a status indicator "No Civil Involvements Recorded" and a red-bordered button labeled "Add an Involvement".

Civil Involvements

Civil Involvements

Beacadet, Iwanna

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 its occurrence. If such incidents occur during a period of leave from the institution (e.g., student teaching or foreign study), attendance at Field Training, or during normal vacation periods, the 72-hour time limit will apply effective with the official date of your return to the institution.

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?](#)

No Civil Involvements Recorded **Add an Involvement**

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

Civil Involvements

Civil Involvements C. I. Certifications Cadet Detail

Beacadet, Iwanna Detachment 005

Involvement(s) Find First 1 of 1 Last

C.I. 1 *Date of Involvement 01/04/2018

*Reported 02/03/2018 *Time 12:00AM

Involvement Type

- Civil Authorities
- School Authorities
- Military Authorities

*Brief Summary of the Incident

Traffic violation for not stopping at a Stop Sign.

*Detained, Confined, Probation?

Yes No

*Drugs or Alcohol Cited?

Yes No

Cadet Statement Required

Supporting Documents

Document Type	File Name	Actions
(Req.) Copy of Ticket/Citation		Delete +
(Opt.) Police/Incident Report	Attach	+
(Opt.) Court Disposition Docs	Attach	+

Categorization of Involvement

*Offense	Severity	Category
1 Other Category	Category 5	+ -

Overall Severity Category 5

Administrative Action / Status

View Admin. History

Submit as Complete Report/Save Unlock Cadet Reporting

Cancel

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

Appl. Id: 13452 Appl. Date: 05/18/2018

Apply for the AFROTC High School Scholarship Program: Yes No [HSSP Eligibility Info](#)

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.

My Application To Do List...

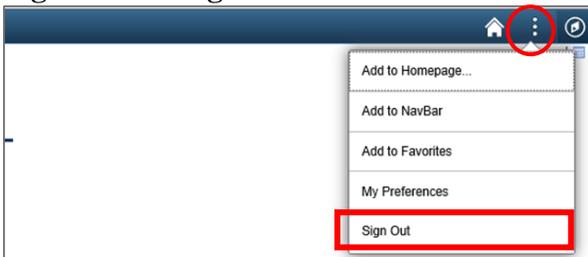
Select Schools	✓
Youth Experience	✓
Contact Information	✓
Demographics	✓
Military	✓
Medical	✓
Dependents	✓
Questions/Acknowledgements	✓
Releases & Forms	✓
Supporting Documents	Upload documents as needed
Civil Involvements	You have reported 1 civil involvements. Continue to report additional involvements should they occur.

Your application will be reviewed by the detachments you selected. Detachment staff should contact you in the near future. 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

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.

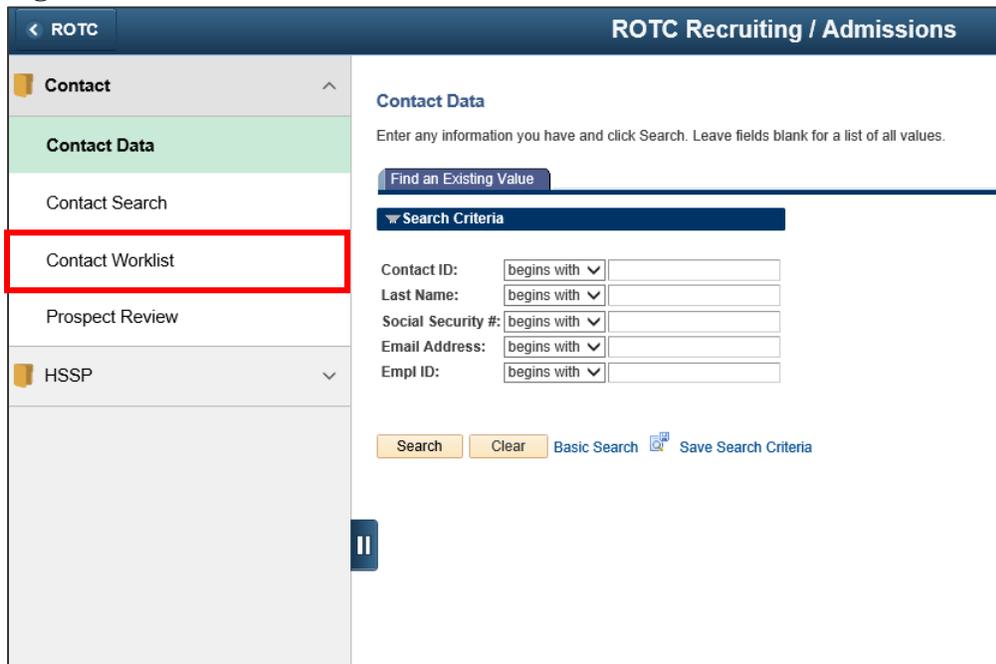
31.1 The NCO will sign in WINGS and review which applicants require to be gained (assigned) to the detachments. Click on Recruiting / Admissions tile.

Figure 3.1. Sign into WINGS



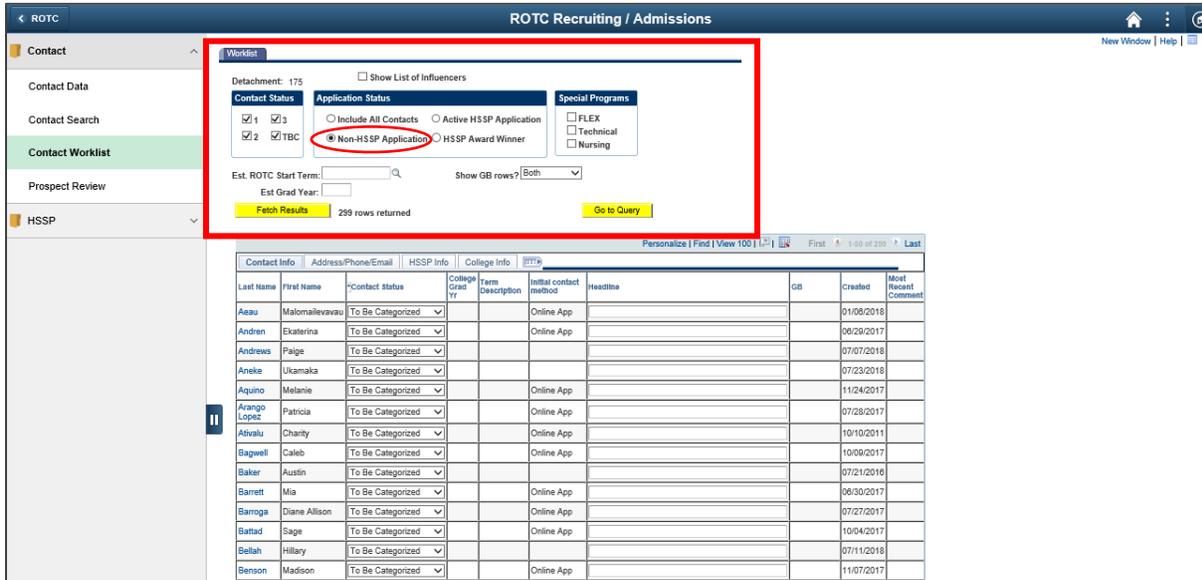
3.1.2. Navigate to Contact Worklist. See Figure 3.2.

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



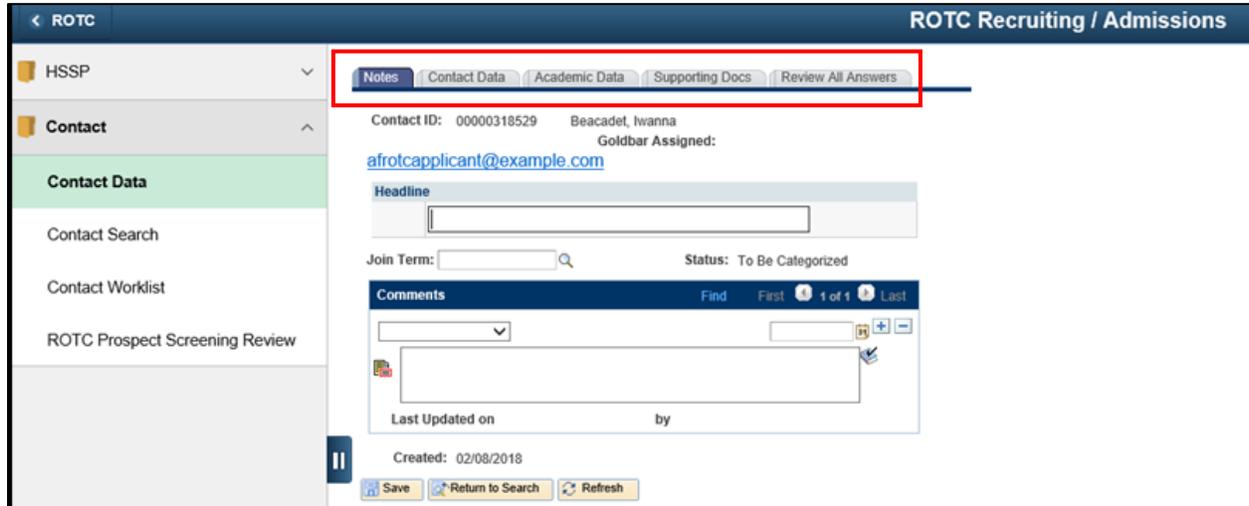
3.1.4. You may search for an applicant's name or a recent date an applicant's profile was created. Click on the applicant's name. Refer Figure 3.4.

Figure 3.4. Navigate to Contact Search and Type Contact's Data.

Last Name	First Name	Contact Status	College Grad Yr	Term Description	Initial contact method	Headline	GB	Created	Most Recent Comment
Ativalu	Charity	To Be Categorized			Online App			10/10/2011	
Jones	Katlyn	To Be Categorized						10/16/2012	
Philson	Maximilian	To Be Categorized			Online App			10/23/2015	
Sedan Gomez	David	To Be Categorized			Gold Bar		landt	10/13/2015	
Fraser	Laura	1-Qualified/Interested			Online App				
Gaskin	kameron	To Be Categorized						07/30/2018	
Greisman	Michael	1-Qualified/Interested			Online App			02/03/2017	
Eldridge	Trey	1-Qualified/Interested			Online App				
Baker	Austin	To Be Categorized						07/21/2016	
Jeong	JunYoung	1-Qualified/Interested			Online App				
Ibos	Kobe	1-Qualified/Interested			Online App				
Yoshimura	Ann	1-Qualified/Interested			Online App				
Oh	Christian	1-Qualified/Interested			Online App				
Fulwiley	Alisha	1-Qualified/Interested			Online App				
Borges	Diamond	1-Qualified/Interested			Online App				
Chase	James	To Be Categorized			Online App		moswaine	01/03/2017	
Alcazar	Amber	1-Qualified/Interested			Online App				
Lynch	Erin	1-Qualified/Interested			Online App				
Aguon	Dylan	1-Qualified/Interested			Online App				
Bennett	Starr	1-Qualified/Interested			Online App				
Guiab	Julian	1-Qualified/Interested			Online App				
Moss	Davon	1-Qualified/Interested			Online App			02/21/2017	
Harris	Parker	1-Qualified/Interested			Online App			08/28/2017	
Ponder	Benjamin	1-Qualified/Interested			Online App				
Cleveland	Adele	1-Qualified/Interested			Online App				

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

ROTC Recruiting / Admissions								
4	ACCEPTANCE	4	Ack/Agr	Do you understand that participation in the Armed Forces requires strenuous physical activity?	Full Question	Help Text	Yes	02/06/18 9:20:41AM
5	ACCEPTANCE	5	Ack/Agr	I understand that membership in the General Militia	Full Question	Help Text	Yes	02/06/18 9:20:41AM
6	PRIOR SERVICE	1	Question	Have you ever been denied enlistment into the U.S.	Full Question	Help Text	No	02/06/18 9:22:01AM
7	PRIOR SERVICE	2	Question	Are you now, or have you ever been, a commissioned	Full Question	Help Text	No	02/06/18 9:22:01AM
8	PRIOR SERVICE	3	Question	Are you now, or have you ever been, a member of th	Full Question	Help Text	No	02/06/18 9:22:01AM
9	PRIOR SERVICE	4	Question	Are you now, or have you ever been, an officer of	Full Question	Help Text	No	02/06/18 9:22:01AM
10	PRIOR SERVICE	5	Question	Have you ever applied for, been enrolled, or on co	Full Question	Help Text	No	02/06/18 9:22:01AM
11	RELEASES	1	Ack/Agr	A medical release statement will be required prior	Full Question	Help Text	Yes	02/06/18 9:22:47AM
12	RELEASES	2	Ack/Agr	An education release statement will be required pr	Full Question	Help Text	Yes	02/06/18 9:22:47AM
13	RELEASES	3	Ack/Agr	A data release statement will be required prior to	Full Question	Help Text	Yes	02/06/18 9:22:47AM
14	DRUG AND ALCOHOL	1	Ack/Agr	I have read and understand the definition of terms	Full Question	Help Text	No	02/06/18 9:27:46AM
15	DRUG AND ALCOHOL	2	Question	Have you ever used or experimented with marijuana?	Full Question	Help Text	No	02/06/18 9:27:46AM
16	DRUG AND ALCOHOL	3	Question	Have you ever experimented with, used, or possesse	Full Question	Help Text	No	02/06/18 9:27:46AM
17	DRUG AND ALCOHOL	4	Question	Have you ever been a supplier or distributor of or	Full Question	Help Text	No	02/06/18 9:27:46AM
18	DRUG AND ALCOHOL	5	Question	Have you ever been treated or undergone rehabilita	Full Question	Help Text	No	02/06/18 9:27:46AM
19	DRUG AND ALCOHOL	6	Question	Have you consumed hemp seed oil or any products co	Full Question	Help Text	No	02/06/18 9:27:46AM
20	DRUG AND ALCOHOL	7	Ack/Agr	During my medical examination I will be tested and	Full Question	Help Text	Yes	02/06/18 9:27:46AM
21	DRUG AND ALCOHOL	8	Ack/Agr	Service in the United States Air Force places me i	Full Question	Help Text	Yes	02/06/18 9:27:46AM
22	DRUG AND ALCOHOL	9	Ack/Agr	Drug and alcohol abuse by members of the U.S. Air	Full Question	Help Text	Yes	02/06/18 9:27:46AM
23	DRUG AND ALCOHOL	10	Ack/Agr	I understand that certain skill areas in the Air F	Full Question	Help Text	Yes	02/06/18 9:27:46AM
24	DRUG AND ALCOHOL	11	Ack/Agr	Knowing and understanding all the information abov	Full Question	Help Text	Yes	02/06/18 9:27:46AM

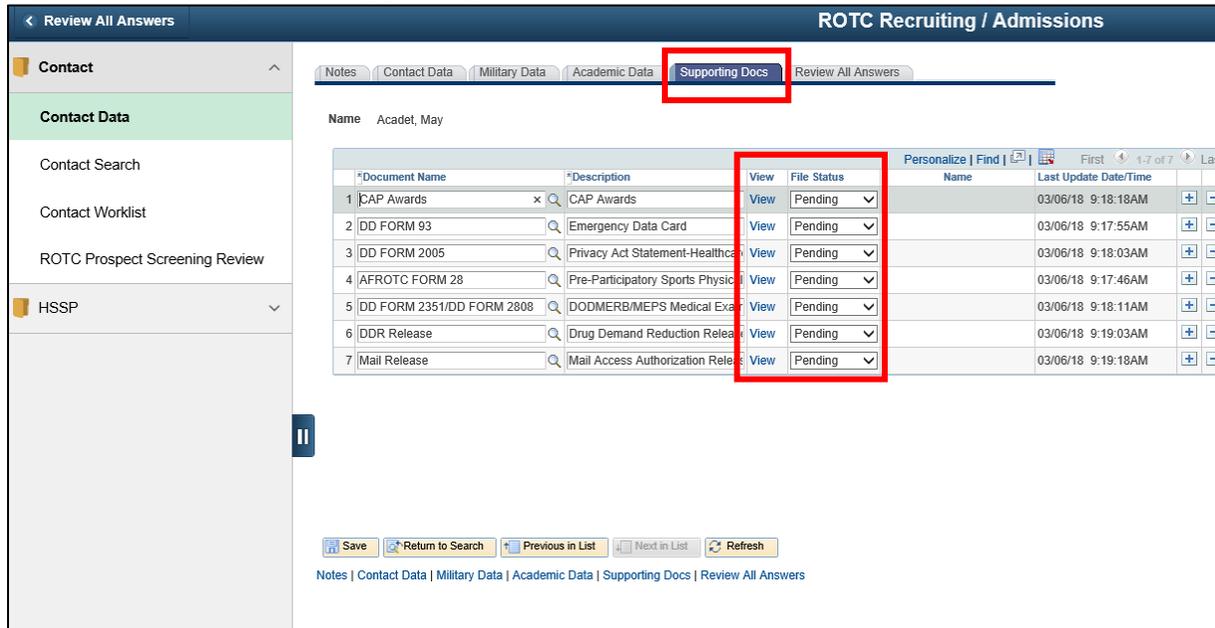
Figure 3.7. Click Full Question as Applicable

The screenshot shows a 'Question' dialog box with the following text: "Do you understand that participation in Air Force ROTC requires strenuous physical activity? (You will be required to obtain medical clearance from a physician prior to program entry.)". Below the text is a "Return" button. In the background, a table titled "Screening Questions & Answers" is visible, with columns for "Category", "Item ID", "Question Type", and "Partial Question". The table contains three rows of data, with the third row showing a "No" response and a timestamp of "03/06/18 8:50:11AM".

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

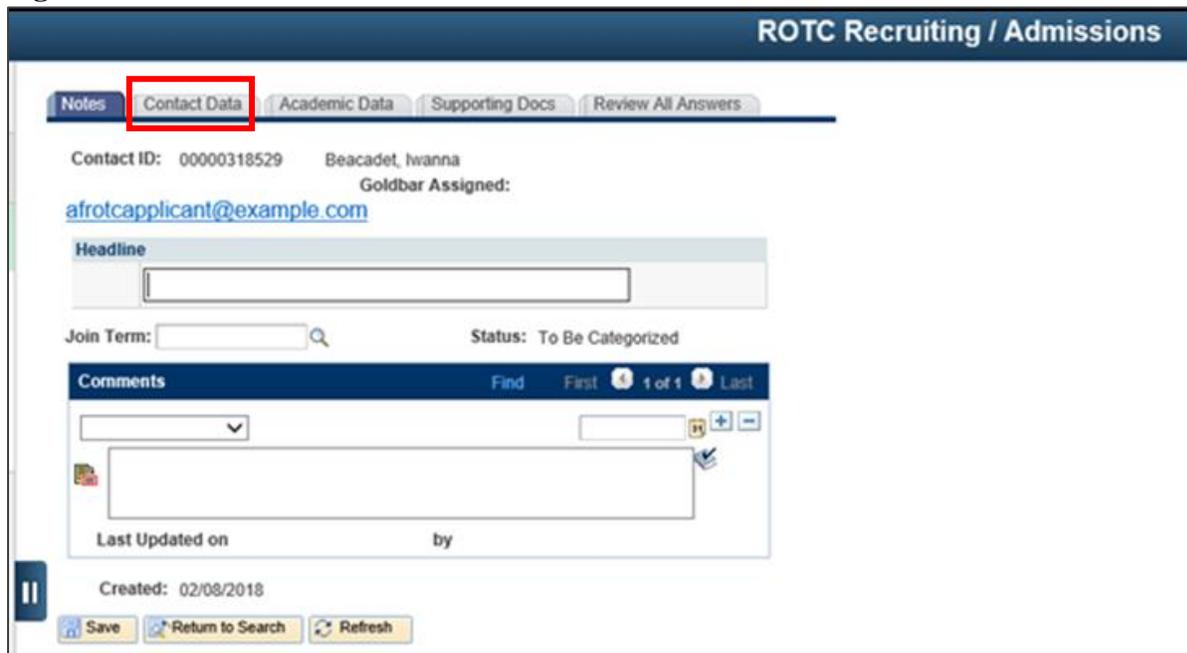
3.2.1. View and verify documents. Click on the File Status drop down menu to Approve or Reject items. Refer to Figure 3.8.

Figure 3.8. Navigate to Supporting Docs to Verify Files



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.

Figure 3.10. Click Create Cadet to Gain Cadet to Detachment

The screenshot shows the 'ROTC Recruiting / Admissions' interface. The 'Contact Data' tab is active, displaying a form for a cadet named Beacadet, Iwanna. The 'Create Cadet' button is highlighted with a red box. Other fields include Birth Date (06/26/1990), Gender (Male), Ethnicity (Decline to respond), Race (Decline to Respond), Marital Status (Single), and JROTC Experience (Total: 2). The 'Email' section includes fields for Speak Foreign Language, Other Language, and Competence Level. The bottom of the form has navigation buttons: Save, Return to Search, Previous in List, Next in List, and Refresh.

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

The screenshot shows the 'Gain Cadet' screen in the ROTC Recruiting / Admissions system. The breadcrumb trail indicates the path: Favorites > Main Menu > ROTC Recruiting / Admissions > Create Cadet. The 'Gain Cadet' button is highlighted with a yellow box and a red arrow. The form displays the cadet's information: Contact ID: 00000318529, Beacadet, Iwanna, SSN: [redacted], Birth Date: 01/01/1999. The '*Projected DOC / Assignment Avail. Date' field is highlighted with a red box and contains the date 05/14/2021. Other fields include *Det ID: 1191 (Detachment 005), *School ID: 33 (Auburn University), and Major: 0GY (General Studies). The 'Gain Cadet' button is highlighted with a yellow box and a red arrow.

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

Enroll / Classify

Detachment 005

Filter...

Show All Available Participant Status
 No Current Status Applicant Status

Click the checkboxes for individual's detailed information.

Find | View All | First 1 of 1 Last

Empl ID	Name	Gained	Current Status	Prior Status	Det	Enrollment Eligibility	Youth/Military Experience	Screening Questions	Application Documents	Civil Involvements	C.I. Certification	Classify Cadet
1 0248670	Beacadet, Iwanna	02/13/2018	None			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classify Cadet

Legend:

- Qualification Factor Not Met: Participant Status Only
- Incomplete: Participant or Applicant Status Only
- Meets Qualifications
- Attention: Meets Qualifications, but...

Save Return to Search

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

ROTC Cadet Data

Personnel

Cadet Data

Enrollment / Classification

vUPRG

Security Clearance

Cadet JETO

Cadet Comments

Passport Data

Generate ROTC Access Token

ROTC Cadets

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID: begins with

Last Name: begins with

Social Security #: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

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.

Figure 3.14. List of Gained Applicants Not Yet Classified

Empl ID	Name	Gained	Current Status	Prior Status	Det	Enrollment Eligibility	Youth/Military Experience	Screening Questions	Application Documents	Civil Involvements	C.I. Certification	Classify Cadet
1 0248670	Acadet, Hewanna	02/13/2018	None			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classify Cadet				
2 0248675	Af, Shewanna	02/23/2018	Applicant			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classify Cadet				
3 0248673	Andrews, Amber L.	02/15/2018	None			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classify Cadet
4 0239110	Bantug, Alodia B.	07/27/2017	Participant			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classify Cadet
5 0245136	Bartlett, Marina L.	09/18/2017	Participant			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classify Cadet
6 0248674	Beacadet, Iwanna	02/16/2018	None			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classify Cadet
7 0248670	Beacadet, Iwanna	02/04/2018	None			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classify Cadet
8 0239168	Bramlette, Jaclyn E.	07/27/2017	Participant			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classify Cadet
9 0248678	Bundy, Brock	02/23/2018	None			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classify Cadet
10 0239202	Calhoun, Emily M.	07/27/2017	Applicant			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classify Cadet
11 0246673	Cho, Seo H.	10/10/2017	Applicant			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classify Cadet
12 0245150	Danielson, Andrew W.	09/18/2017	Participant			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classify Cadet
13 0248679	Fox, Garvin	02/23/2018	None			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classify Cadet
14 0227896	Healey, Dailan R.	08/26/2016	Participant			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classify Cadet
15 0227600	Hildebrand, Emily J.	08/24/2016	Participant			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classify Cadet
16 0246669	Hitchcock, Mason T.	10/10/2017	Participant			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classify Cadet

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

Empl ID	Name	Gained	Current Status	Prior Status	Det	Enrollment Eligibility	Youth/Military Experience	Screening Questions	Application Documents	Civil Involvements	C.I. Certification	Classify Cadet
1 0248670	Beacadet, Iwanna	02/13/2018	None			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classify Cadet

Legend:

- Qualification Factor Not Met: Participant Status Only
- Incomplete: Participant or Applicant Status Only
- Meets Qualifications
- Attention: Meets Qualifications, but...

Buttons: Save, Return to Search

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.

3.10. 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

The screenshot displays a web-based form titled "Basic Enrollment Data" for a user named "Beacadet, Iwanna" with an "EmpID 0248667". The form is organized into several sections, each with a green checkmark in a box to its right, indicating that the information has been verified. The sections are:

- Military Service:** Includes radio buttons for "Yes" and "No" (with "No" selected), a "Selective Service #" field containing "XXXXXXXXX0" with a "Lookup" button, and a green checkmark box.
- AFOQT Taken:** Includes radio buttons for "Yes" and "No" (with "No" selected) and a green checkmark box.
- JROTC Experience:** Includes radio buttons for "Yes" and "No" (with "No" selected) and a green checkmark box.
- Other:** Includes three dropdown menus: "Civil Air Patrol Awards" (set to "Spaatz"), "Scouting Experience" (set to "Eagle"), and "Prior Officer Training" (set to "None"). Each dropdown is followed by a file upload icon. A green checkmark box is present to the right of this section.

At the bottom of the form, there are three buttons: "OK", "Cancel", and "Apply". The "OK" button is highlighted with a red rectangular box.

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

Review Screening Questions							
Cadet Screening							
Beacadet, Iwanna							
Detachment 005							
Beacadet, Iwanna							
Category	Item	Type	Question	Applicant's Response	Applicant's Comments	Last Update Date/Time	Click for Details
1 ACCEPTANCE	1	Question	Are you a conscientious objector?	N		02/08/2018 9:03:10AM	<input checked="" type="checkbox"/>
2 ACCEPTANCE	2	Question	Are you now or have you ever been affiliated with	N		02/08/2018 9:04:51AM	<input checked="" type="checkbox"/>
3 ACCEPTANCE	3	Question	Do you understand that participation in Air Force	Y		02/08/2018 9:04:51AM	<input checked="" type="checkbox"/>
4 ACCEPTANCE	4	Ack/Agr	Restrictions on Personal Conduct in the Armed Forc	Y		02/08/2018 9:04:51AM	<input checked="" type="checkbox"/>
5 ACCEPTANCE	5	Ack/Agr	I understand that membership in the General Milita	Y		02/08/2018 9:04:51AM	<input checked="" type="checkbox"/>
6 PRIOR SERVICE	1	Question	Have you ever been denied enlistment into the U.S.	N		02/08/2018 9:05:55AM	<input checked="" type="checkbox"/>
7 PRIOR SERVICE	2	Question	Are you now, or have you ever been, a commissioned	N		02/08/2018 9:03:19AM	<input checked="" type="checkbox"/>
8 PRIOR SERVICE	3	Question	Are you now, or have you ever been, a member of th	N		02/08/2018 9:03:19AM	<input checked="" type="checkbox"/>
9 PRIOR SERVICE	4	Question	Are you now, or have you ever been, an officer of	N		02/08/2018 9:05:55AM	<input checked="" type="checkbox"/>
10 PRIOR SERVICE	5	Question	Have you ever applied for, been enrolled, or on co	Y	I applied but never completed application process	02/08/2018 9:05:55AM	<input checked="" type="checkbox"/>
11 RELEASES	1	Ack/Agr	A medical release statement will be required prior	Y		02/08/2018 9:06:36AM	<input checked="" type="checkbox"/>
12 RELEASES	2	Ack/Agr	An education release statement will be required pr	Y		02/08/2018 9:06:36AM	<input checked="" type="checkbox"/>

Figure 3.19. Review Uncommon Responses

Category	Item	Type	Question	Applicant's Response	Applicant's Comments	Last Update Date/Time	Click for Details
1 ACCEPTANCE	1	Question	Are you a conscientious objector?	Y	guns scare me	12/19/2017 7:47:49AM	<input checked="" type="checkbox"/>
2 ACCEPTANCE	2	Question	Are you now or have you ever been affiliated with	N		12/19/2017 7:46:41AM	<input checked="" type="checkbox"/>

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

Are you a conscientious objector? Help

Applicant's Response

Yes

guns scare me

Detachment Acknowledgement

Reviewed and Accepted

Reviewed and Rejected

OK Cancel

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

ROTC Application Documents				
Detachment 005				
Beacadet, Iwanna				
Document		Last Update User ID	Last Update Date/Time	
Pre-Participatory Sports Physical		02/17/2018 09:26 illikeafrotc	02/27/2018 13:25 portere	<input checked="" type="checkbox"/> -
Record of Disenrollment		02/17/2018 09:26 illikeafrotc	02/27/2018 13:25 portere	<input checked="" type="checkbox"/> -
Emergency Data Card		02/17/2018 09:26 illikeafrotc		<input type="checkbox"/> -
Privacy Act Statement-Healthcare Records		02/17/2018 09:26 illikeafrotc		<input type="checkbox"/> -
Drug Demand Reduction Release		02/17/2018 09:26 illikeafrotc		<input type="checkbox"/> -
Mail Access Authorization Release		02/17/2018 09:26 illikeafrotc		<input type="checkbox"/> -
Release of Student Records		02/17/2018 09:26 illikeafrotc		<input type="checkbox"/> -

OK Cancel Apply

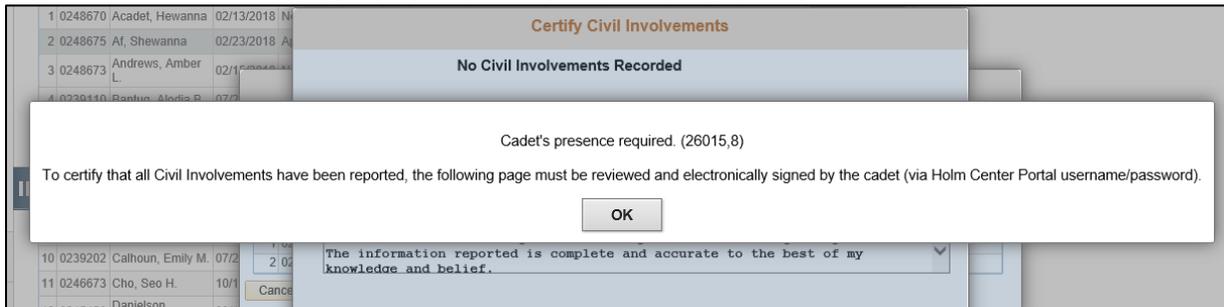
3.13. Civil Involvements (CI). Certify all CIs have been reported. Click Add Certification. Refer to Figure 3.22.

Figure 3.22. Add CI Certifications



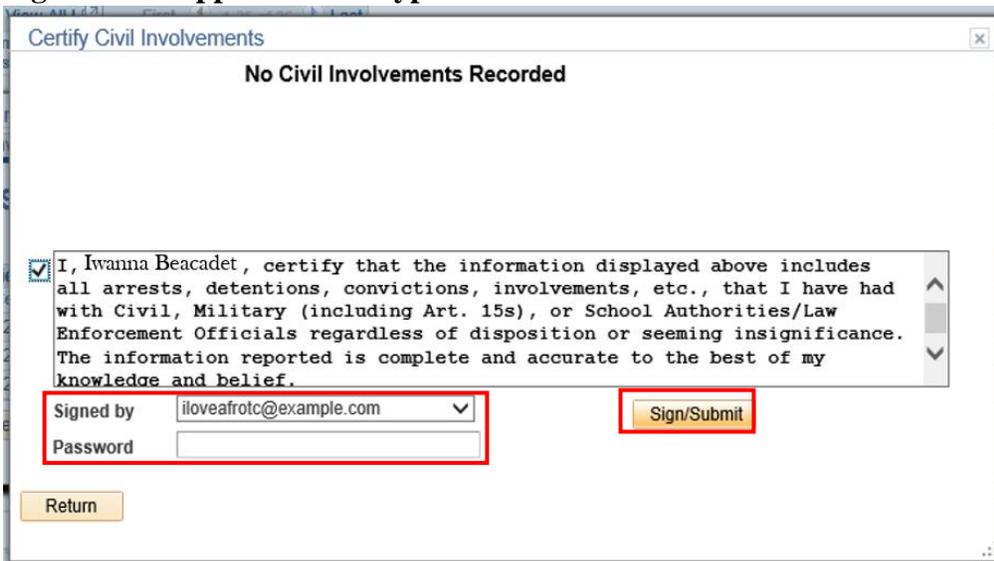
3.13.1. Applicant's presence is required for Civil Involvement Certification. Acknowledge statement by clicking OK. Refer to Figure 3.23.

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

Enroll / Classify

Detachment 005

Filter...

Show All Available Participant Status
 No Current Status Applicant Status

Click the checkboxes for individual's detailed information.

Find | View All | First 1 of 1 Last

Empl ID	Name	Gained	Current Status	Prior Status	Det	Enrollment Eligibility	Youth/Military Experience	Screening Questions	Application Documents	Civil Involvements	C.I. Certification	Classify Cadet
1 0248670	Beacadet, Iwanna	02/13/2018	None			<input checked="" type="checkbox"/>	Classify Cadet					

Legend:

- Qualification Factor Not Met: Participant Status Only
- Incomplete: Participant or Applicant Status Only
- Meets Qualifications
- Attention: Meets Qualifications, but...

Save Return to Search

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

Help

New Student Status will be...

Loss
 Participant
 Applicant
 Active Cadet

*School Auburn University

*Term FALL 2018

*AS Level AS200

Program History

Date Effective	Det	Military Program	Student Status	Status Reason	Sub-R	AS Level	Term	Date Entered
1 08/06/2017	005	GMC	Applicant	None		AS100	FALL 2017	10/10/2017

Submit Cancel

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