AFROTC Guide

Admissions Process

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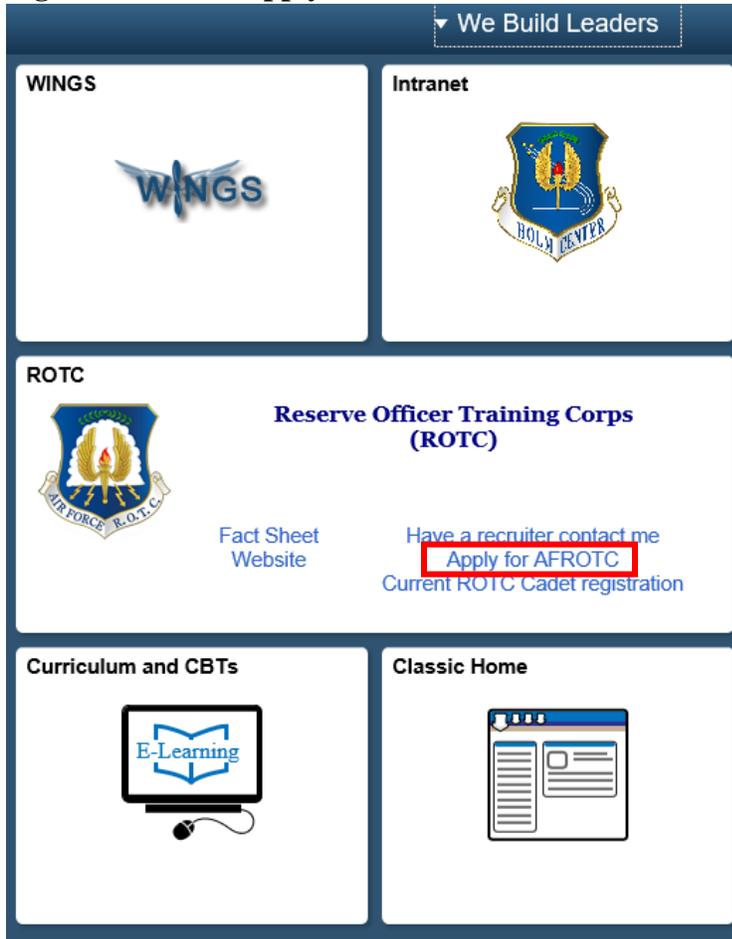
1.1.3. You will be directed to the Privacy Act Statement. If you agree with the statement, Click Yes and Submit. Refer to Figure 1.2.

Figure 1.2. Privacy Statement

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

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

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
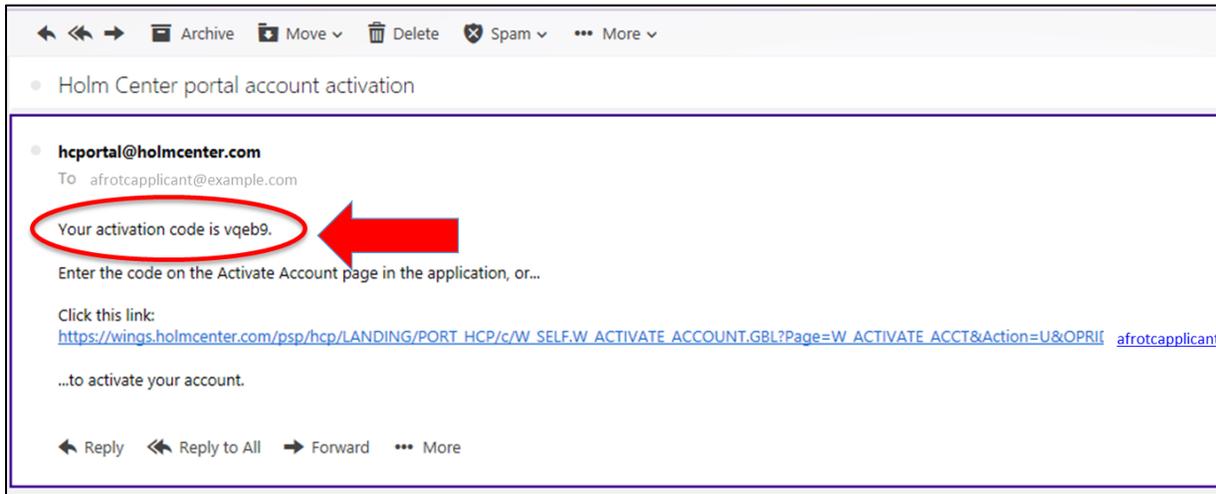
1.1.7. Type the activation code into the *Activation Code field and click Submit. Refer to Figure 1.6.

Figure 1.6. Enter Activation Code
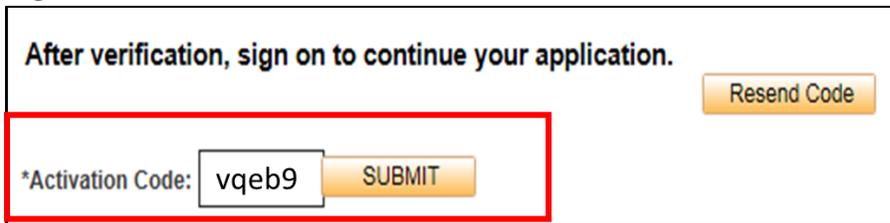
1.2. Landing **Portal.** After you create the account, you will be directed to the WINGS Portal. Use your User ID (email address) and password to create your WINGS account. See Figure 1.7.

Figure 1.7. Sign in to WINGS Holm Center

Figure 1.8. Click on My ROTC Applicant tile
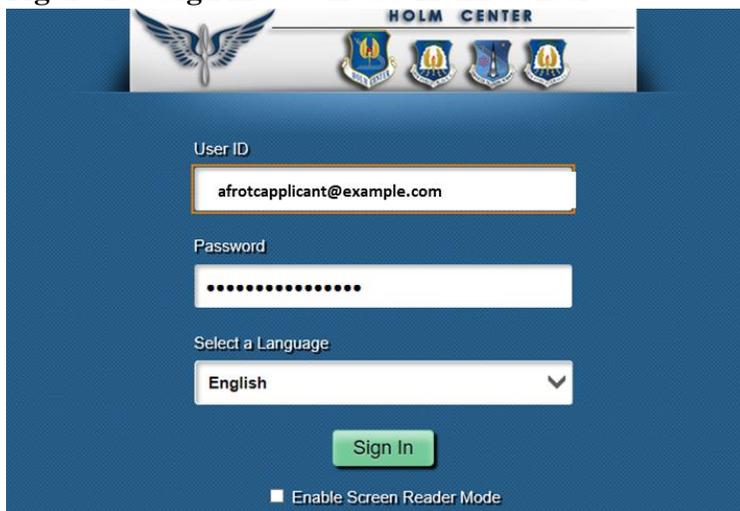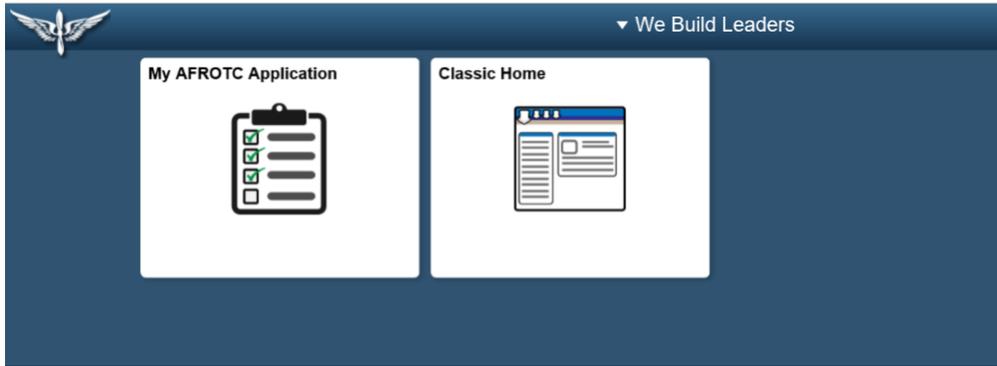

1.3. My Profile. After you successfully login to WINGS, you will create your profile. Complete all fields. Click Submit. Refer to Figure 1.9.

Figure 1.9. Complete My Profile

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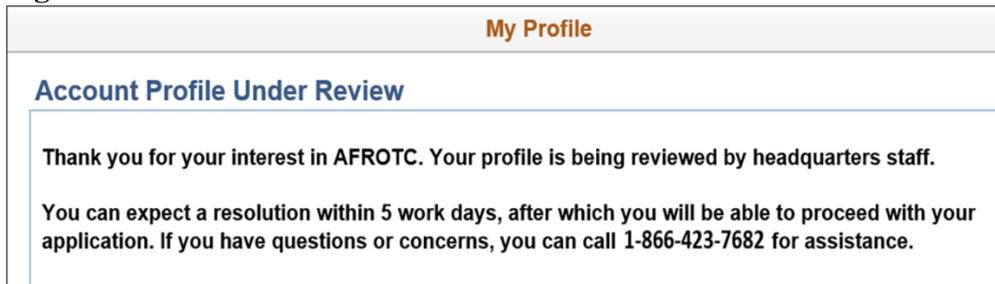
Figure 1.10. Re-enter Date of Birth and Social Security Number

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

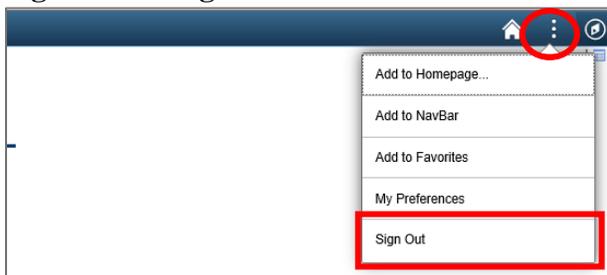1.3.3. Sign out of WINGS by clicking the three dots located at the top right corner of the screen. Refer to Figure 1.12.
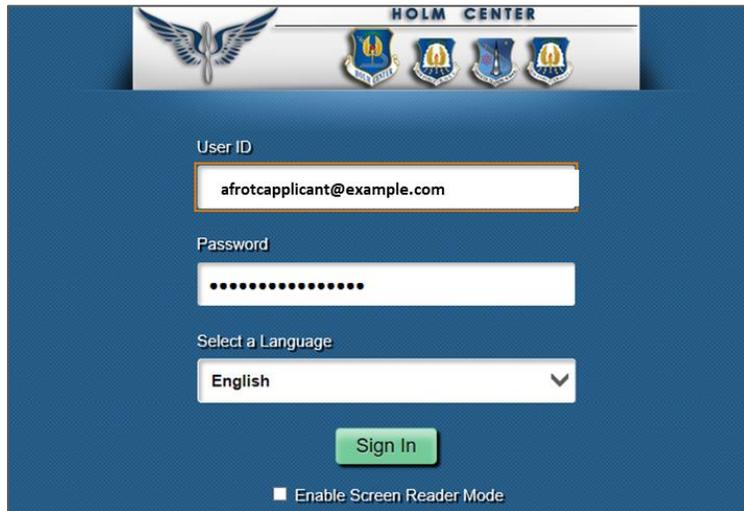
Figure 1.12. Sign Out of WINGS

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.

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

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

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

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

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

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

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

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

Next >   Save & Close

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.
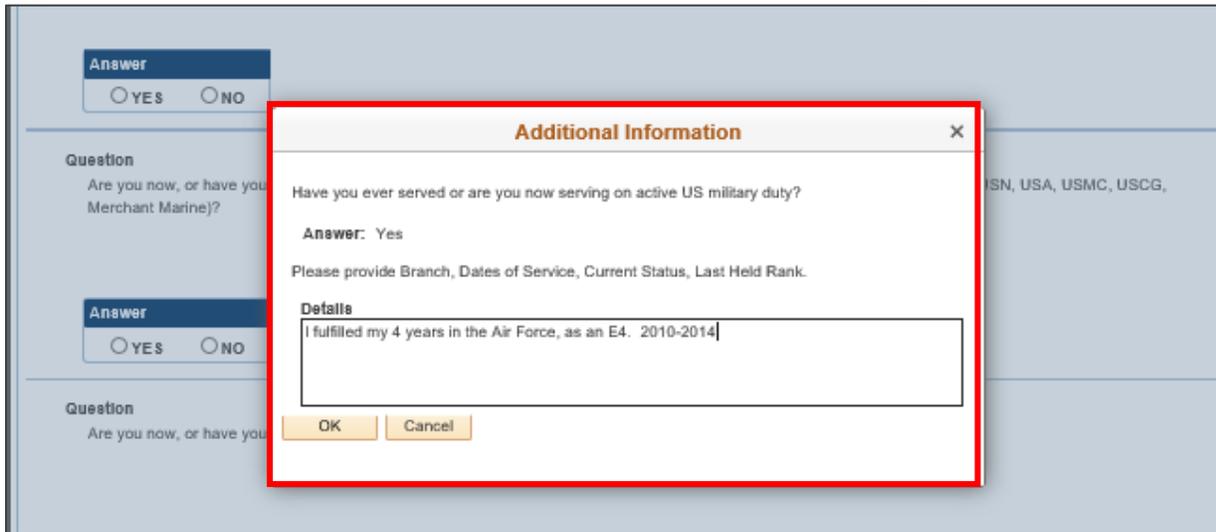
Figure 2.16. Incomplete Page.

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

OK

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
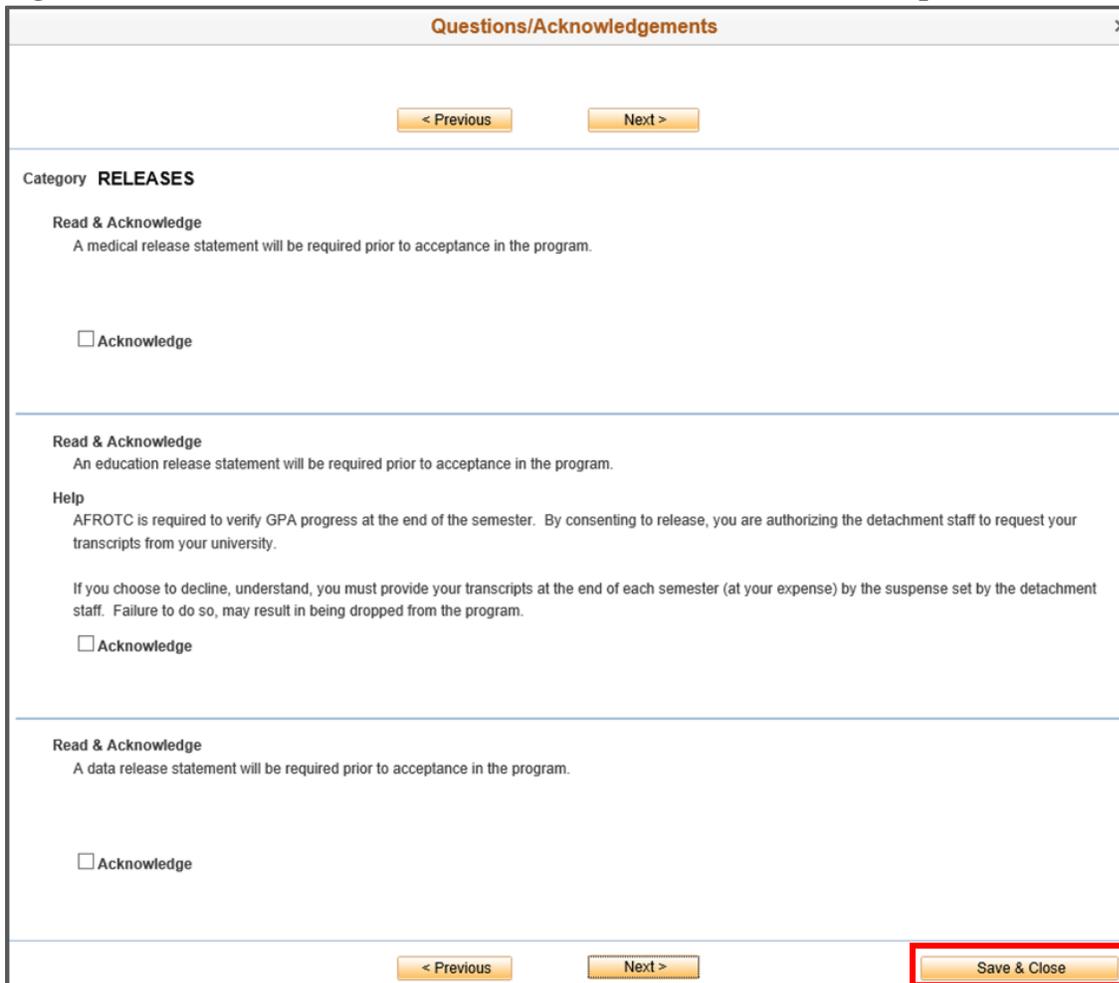
2.11. Releases & Forms. Click on Releases and Forms. Read instructions. Click on each item to download or print. Then completely fill out forms. Click Finished Printing to resume application. Refer to Figure 2.19.

   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.

Figure 2.21. Click Add Attachment and Browse for File to Upload.
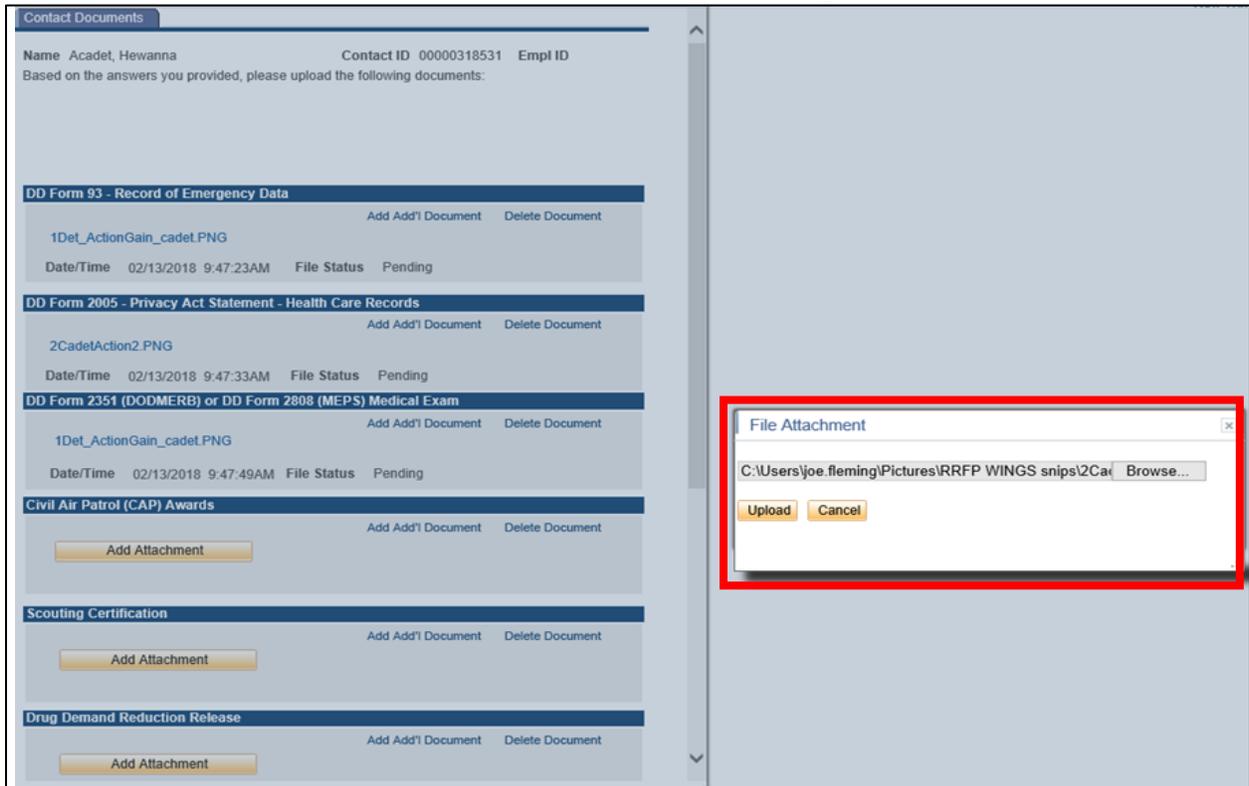
2.13. Civil Involvements (CI). If you have had any involvement with any civil, military, school authorities / law enforcement officials (regardless of its insignificance, disposition, or finding), it must be reported. Ensure you read and understand what a CI is. Click Add an Involvement if you have any 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
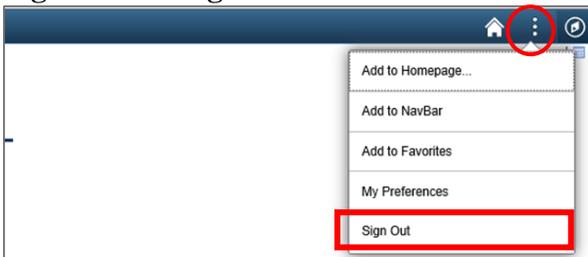
CHAPTER 3 – ENROLLING AND CLASSIFYING A CADET (DET SIDE)

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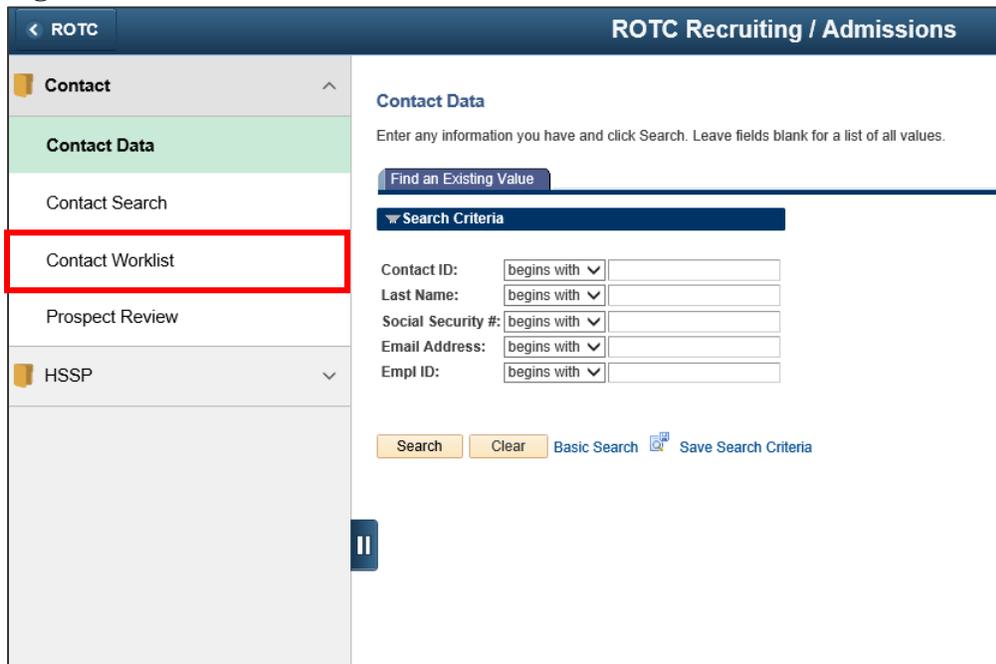
3.1.3 Filter Application Status. Click on Non-HSSP Application to populate worklist with Non-HSSP applicants. Click Fetch Results. See Figure 3.3.

Figure 3.3. Filter Application Status
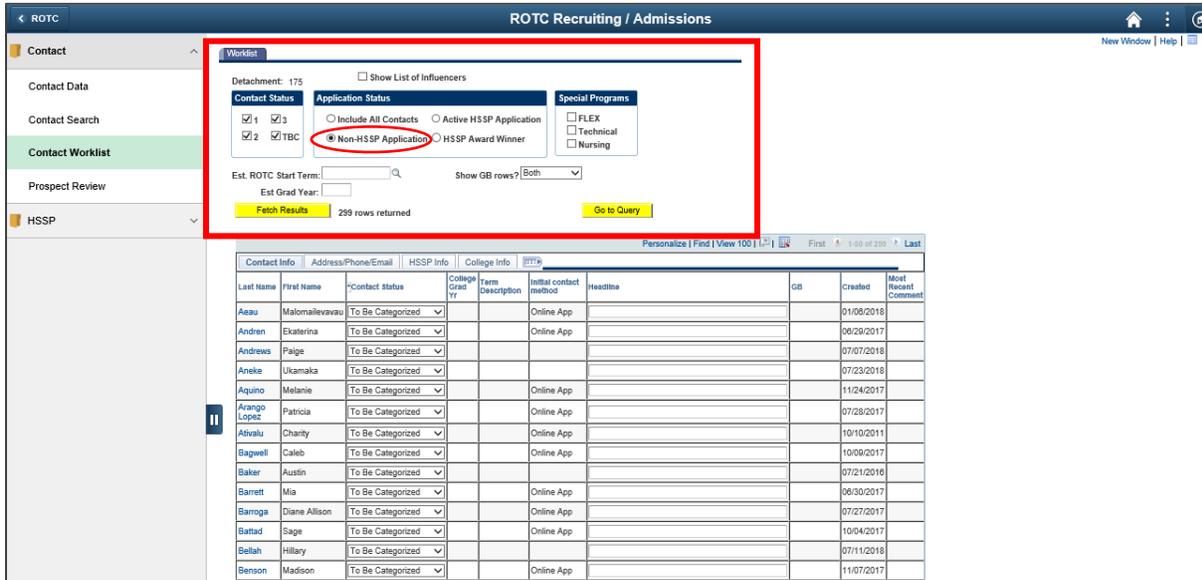
3.1.4. You may search for an applicant's name or a recent date an applicant's profile was created. Click on the applicant's name. Refer Figure 3.4.

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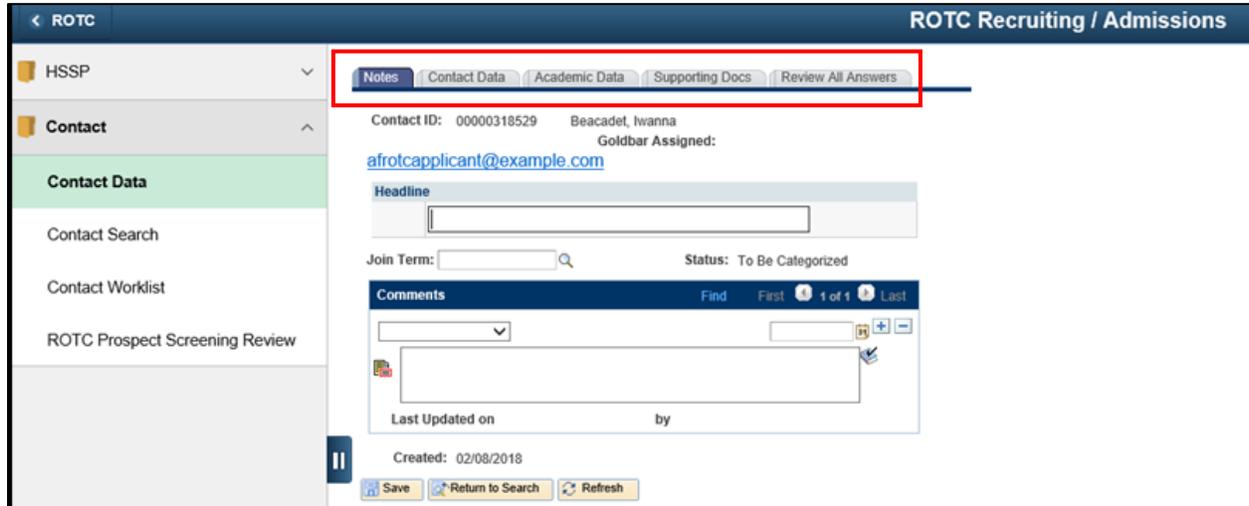
3.2. Notes. Notes are used to communicate between staff. Staff may include comments pertaining to applicant's application.

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.

Figure 3.8. Navigate to Supporting Docs to Verify Files
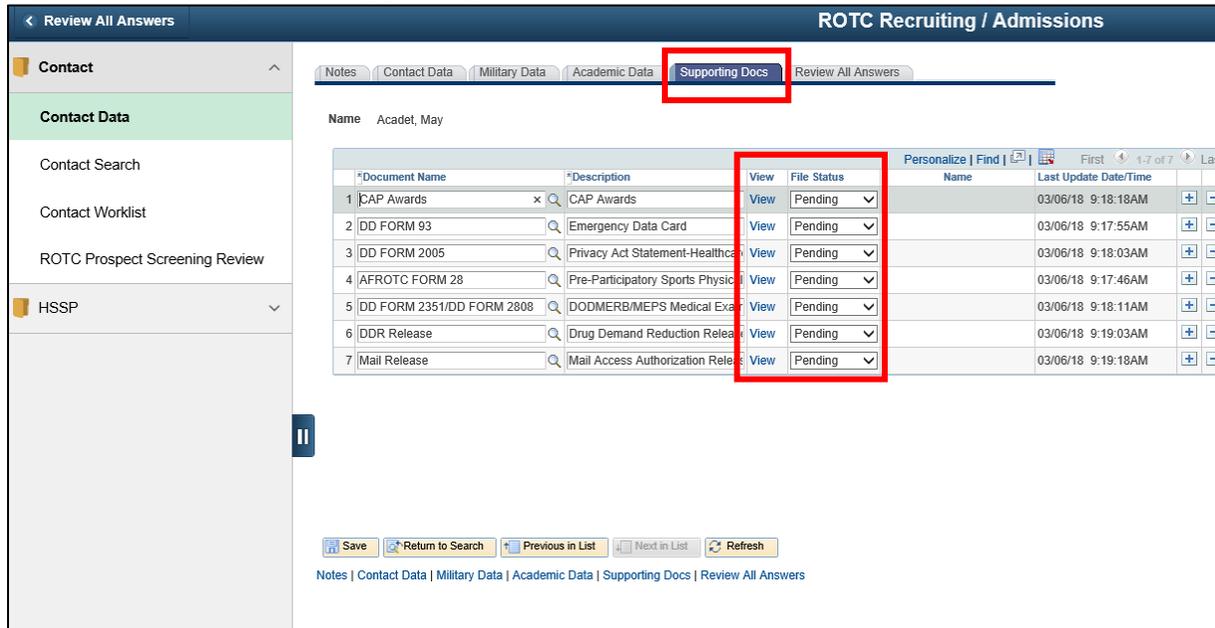
3.5. Contact Data Tab. Click on Contact Data Tab, to Create Cadet. Clicking Create Cadet will allow you to gain the cadet into your detachment. See Figure 3.9.

Figure 3.9. Click on Contact Data Tab
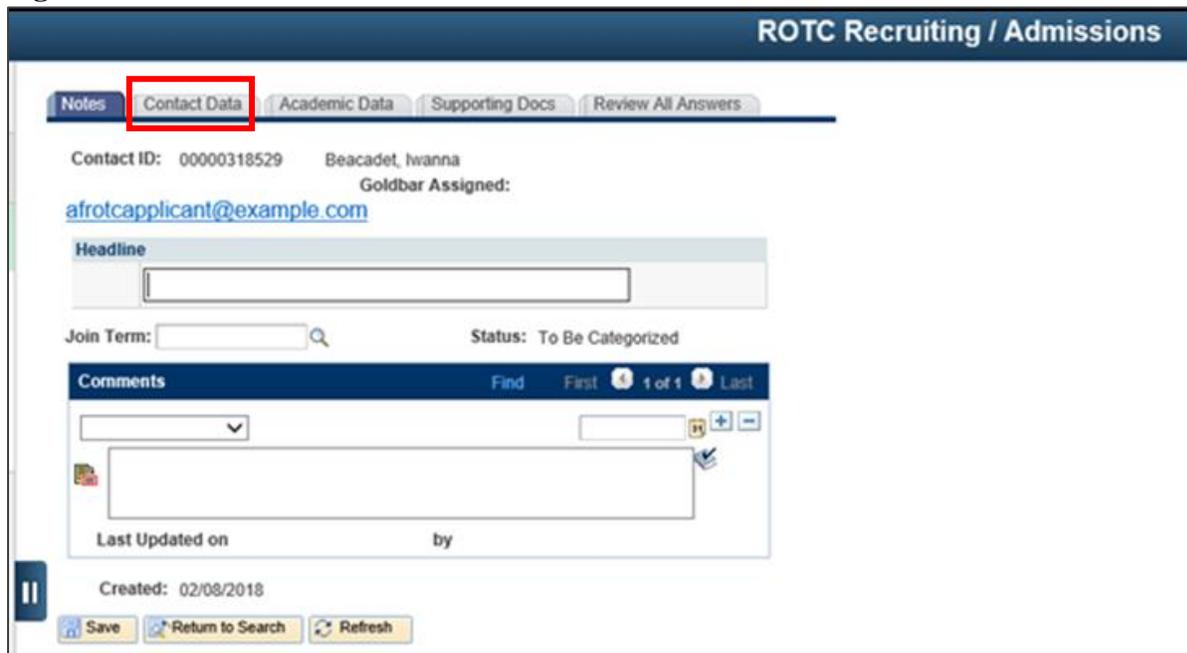
3.6. Create Cadet. Applicant's contact data will be displayed. Click on Create Cadet. Refer to Figure 3.10.

Figure 3.10. Click Create Cadet to Gain Cadet to Detachment

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.

Figure 3.14. List of Gained Applicants Not Yet Classified

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

Figure 3.19. Review Uncommon Responses

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

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**

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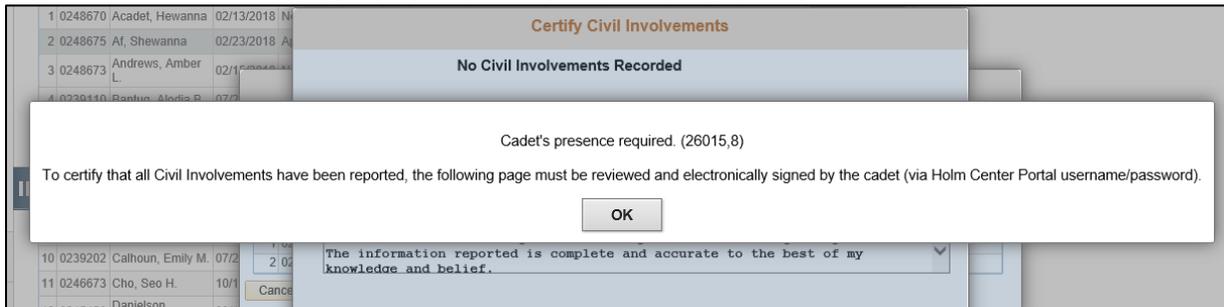
3.13.2. Applicant will click box and will digitally sign using their username and password. Have the contact click Sign/Submit. Click Return. Refer to Figure 3.24.

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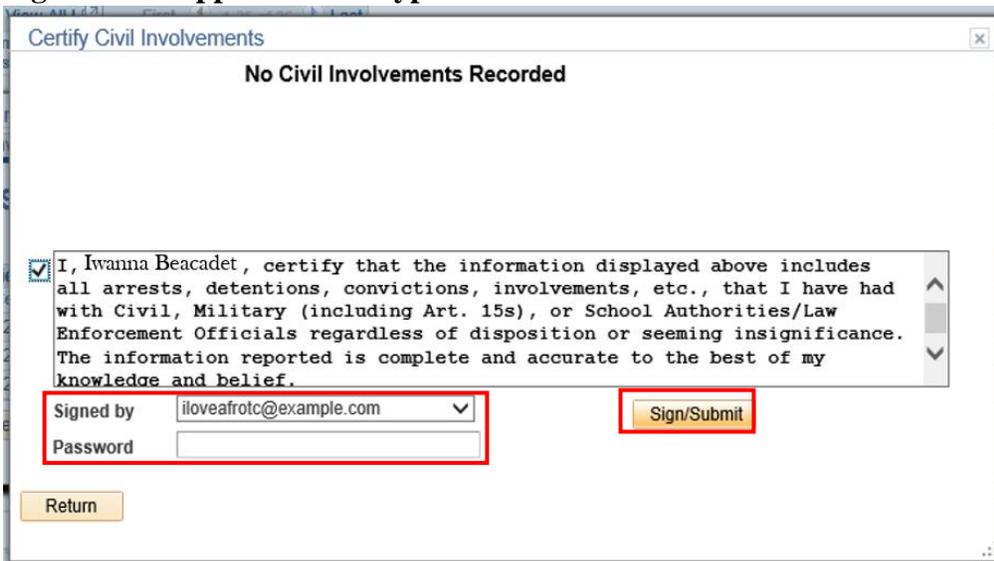
3.14. Click Classify Cadet. Once all boxes are checked, click Classify Cadet. See Figure 3.25.

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.