

WINGS IN-PROCESSING GUIDE

This guide is designed to assist you in completing web-based-processing required of all AFROTC applicants. Read all instructions thoroughly, and follow the steps as established in this guide. Contact laura.mitch@okstate.edu with any questions or concerns.

PART I

Apply to AFROTC Online

1. Go to <https://wings.holmcenter.com>
2. Click **Apply for AFROTC**

The screenshot shows a website navigation menu with a dark blue header and white content boxes. At the top right of the header is a dropdown menu labeled "We Build Leaders". The main menu is organized into four quadrants:

- WINGS**: Contains the WINGS logo.
- Intranet**: Contains the logo for HOLM CENTER.
- ROTC**: Contains the ROTC logo and the text "Reserve Officer Training Corps (ROTC)". Below this are three links: "Fact Sheet Website", "Apply for AFROTC" (highlighted with a red box and a red arrow pointing to it), and "Current ROTC Cadet registration".
- Curriculum and CBTs**: Contains an "E-Learning" logo.
- Classic Home**: Contains a logo representing a classic website layout.

3. You will be directed to the Privacy Act Statement. If you agree with the statement, Click **SUBMIT**.

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 **SUBMIT** [Help](#)

4. To create your account, you must enter your **OSU email address**. This email address will also be used as your username. **Create a password** in accordance with the minimum requirements identified. Select a **security Question** and **provide your response**. Click **SUBMIT**.

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: afrotcapplicant@example.com **Active Email Address**

Confirm E-Mail: afrotcapplicant@example.com

*Password: **Remember YOUR password**

*Confirm Password:

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

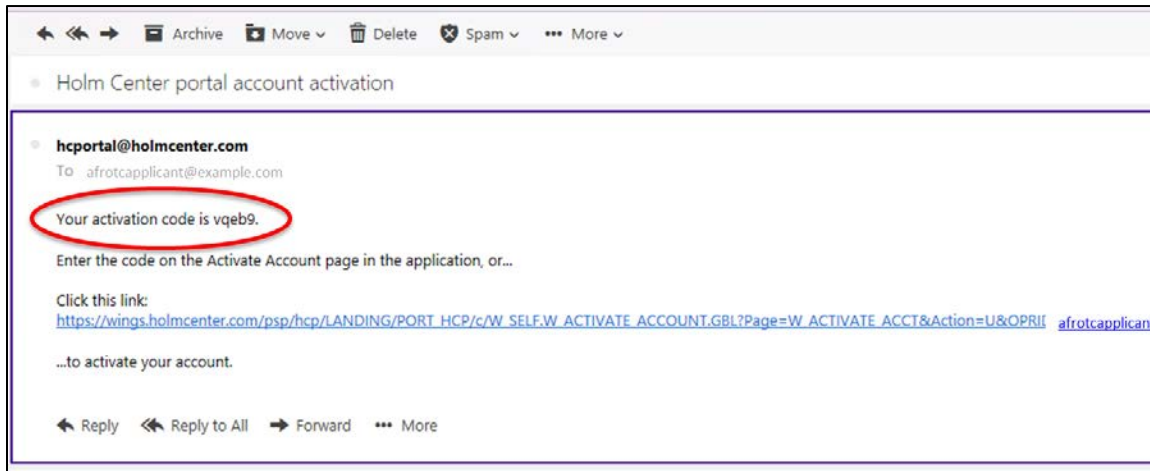
If you forget your password, you can have a new password emailed to you.
Enter a question and your response below. These will be used to authenticate you.

*Question: What was the name of your first pet?

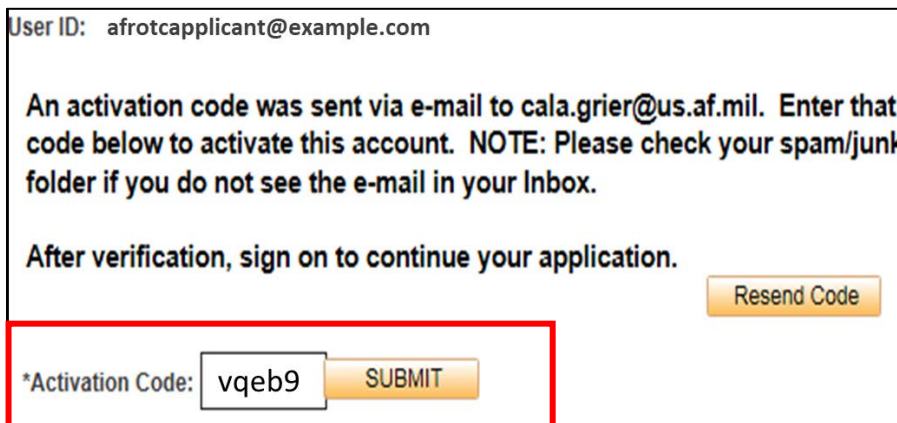
*Response: bagona

Submit * indicates required field

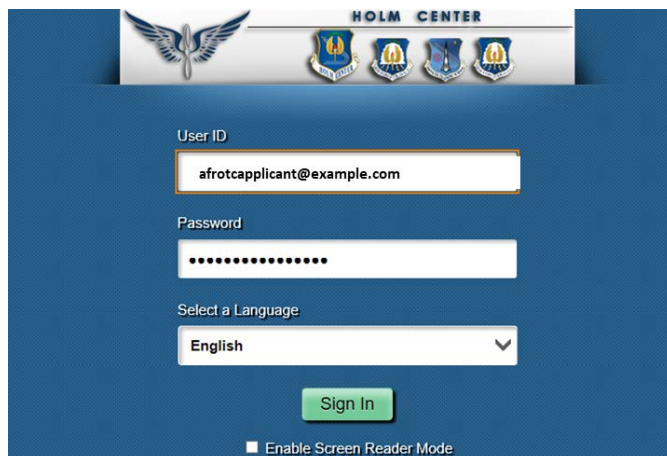
5. An Activation Code will be sent to the email address that you provided (OSU email).



6. Retrieve your activation code from your email. Click the link in that same email to take you to the “account activation” page. **Type the activation code** into the “Activation Code” field and **SUBMIT**.



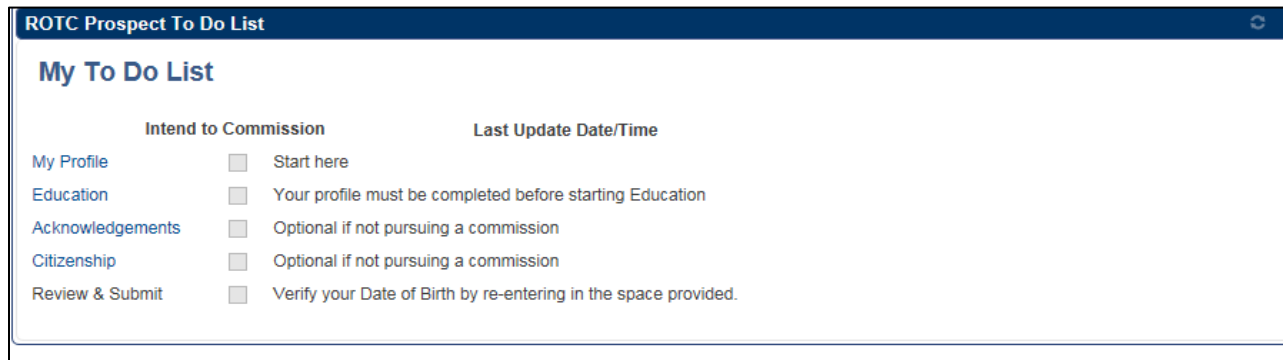
7. **Landing Portal.** After you create the account, you will be directed to the WINGS Portal. Use your login User ID (email) and Password you used to create your WINGS account.



8. One you're logged-in, click on the **ROTC Applicant (Prospect)** tile.



9. **My To Do List.** Click **My Profile** on the left hand side to get started on your to-do list!



10. **My Profile.** Complete all fields and answer YES or NO to **Intend to Commission**. Click **APPLY** to Save. Click **OK** to Save & Close.

A screenshot of a "Contact Profile" window titled "My Profile". The window shows a user ID "afrotcapplicant@example.com". The form is divided into several sections:

- Personal:** Fields for First Name (Iwanna), Middle Name, Last Name (Beacadet), Gender (Male), and Date of Birth (01/01/99).
- Current Residence:** Fields for Country (USA), State (AL), City (Prattville), and ZIP Code (36066).
- Primary Phone Number:** Field for Phone # (334-555-5553).
- Intend to Commission:** Radio buttons for "Yes, I want to be an Air Force Officer upon college graduation." (selected) and "No, I just want to take an Air Force ROTC class without joining the Air Force. I understand I won't be eligible to compete for any ROTC scholarships."

At the bottom of the form are three buttons: "OK", "Cancel", and "Apply". A red arrow points to the "Apply" button.

11. **Education.** Answer all questions. You must answer whether your mother or father has a bachelor's degree.

Contact Ed Level & School/Det

Education Background & Preferences

Age on December 31st between 17 and 26?:

Highest Diploma/Degree Received

IMPORTANT:
If you are currently in a High School/College joint program, please select NONE for Highest Diploma/Degree Received.

Will you complete High School (or equivalent) by Fall 2015?

Will you enroll in college Full-Time during the Fall 2018?

IMPORTANT:
Select NO for the above question if you answered NONE for Highest Diploma/Degree Received.

Does your mother or father have a bachelor's degree?

Select **Oklahoma** from the dropdown menu, then select **OSU**. Click **UPDATE SELECTION** and **SAVE**.

Preferred Colleges, Universities & Detachments

Historically Black College Military Institution
 Hispanic Serving Institution Private School
 Minority Institution Show All

State

Personalize | Find | View All | First 1-8 of 26 Last

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

12. **Acknowledgements.** Read and answer all questions. Once complete, Click **SAVE & CLOSE.**

ROTC Screening Answers

< Previous Next >

Screening First 1-5 of 5 Last

Category ACCEPTANCE Item 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

Category ACCEPTANCE Item 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

Category ACCEPTANCE Item 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

If you answer an uncommon response and attempt to go to Next Page, you will be required to provide an explanation for the acknowledgement. Click **OK.**

Additional Information [X]

Have you ever been denied enlistment into the U.S. armed forces?

Please provide Date, Branch, Reason.

I tried to join the Air Force when I was 16 years old but the Air Force said I was too young

OK Cancel

Once all questions have been answered, and all additional information provided, click **SAVE & CLOSE**.

ALCOHOL ABUSE: Alcohol use confirmed by competent medical authority that the individual is emotionally, mentally, or physically dependent on alcohol. NOTE: When not confirmed by medical authority, self-admitted alcohol use that leads to a person's misconduct or unacceptable behavior; to the impairment of work performance, physical or mental health, financial responsibility or personal relationships; must be reported during the medical examination for determination of alcohol abuse.

Acknowledge

YES [v]

< Previous Next >

Save & Close

13. **Citizenship.** Select the applicable form of **citizenship**. Input **social security number**. Click **OK**.

Citizenship [X]

*Citizenship

Birth - US
Born Abroad - US
Naturalized - US
Non-US

Do you have citizenship in multiple countries?

No [v]

OK Cancel Apply

14. **Review and Submit.** Make sure all information is correct. You will be required to input your **Date of Birth** and **Social Security number** once more.

Review Submit

Review & Submit

Personal

First Name Iwanna
Middle Name
Last Name Beacadet
Gender Male Suffix
*Date of Birth

Current Residence

Country USA State AL
City Prattville
ZIP Code 36066

Primary Phone Number

Phone # 334/555-5553

Intend to Commission

Yes, I want to be an Air Force Officer
 No, I just want to take an Air Force ROTC class

Education Background

Age on December 31st between 17 and 26?:
Highest Diploma/Degree Conferred High School or Equivalent
Will you complete High School (or equivalent) by Fall 2015? NA
Will you enroll in college Full-Time during the Fall 2018? Yes
Will you enroll in college Full-Time during the Fall 2015?
Are you a First-Generation College Student? Yes

Preferred Colleges, Universities & Detachments

Review Submit

Will you enroll in college Full-time during the Fall 2018? Yes
Are you a First-Generation College Student? Yes

Preferred Colleges, Universities & Detachments

Personalize | Find | | First 1 of 1 Last

Enroll At	AF ROTC Classes At
1 Auburn University, AL	Auburn University (Detachment 005), AL

Citizenship

Citizenship Born Abroad - US
Social Security #
Do you have citizenship in multiple countries? No
Are you willing to renounce all non-US citizenships?
Do you intend to obtain US citizenship?
Status of becoming US Citizen

Total Questions: 24 Total Questions Answered: 24

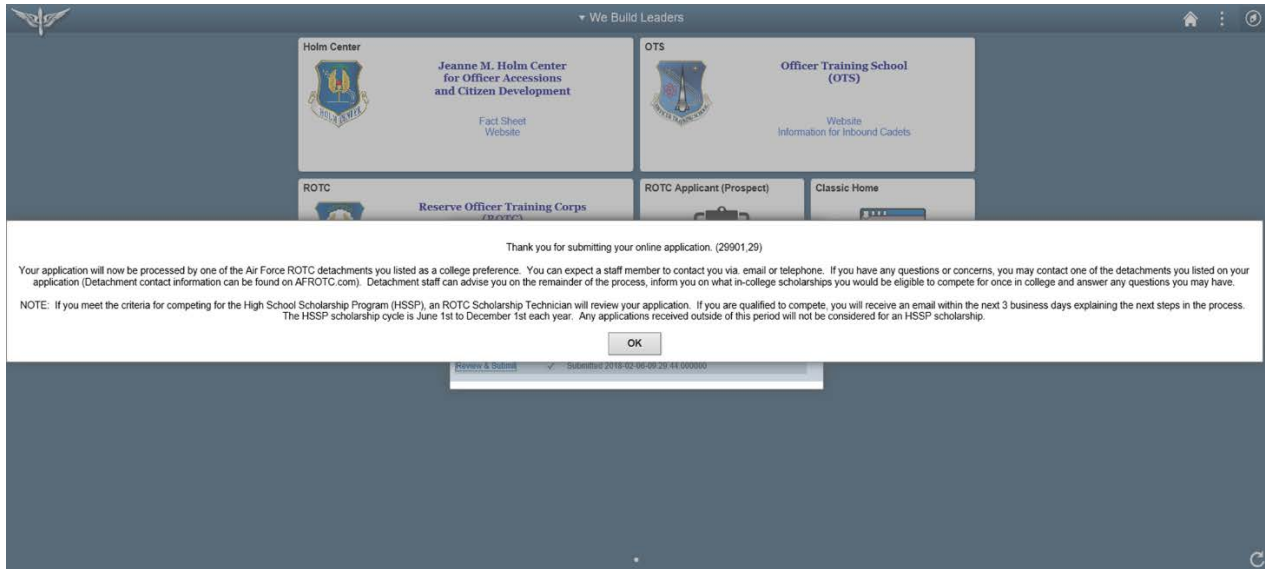
Acknowledgements Find View All First 1 of 24 Last

Are you a conscientious objector?
Response NO

I understand that by submitting my application, I am verifying that I have provided responses that are true and accurate. I also understand that once I click the "SUBMIT" button on this page, I will not be able to change, edit, or otherwise modify any of my responses.

Once completed, click **SUBMIT**.

You will see a pop up message appear to let you know that your online application has been submitted.

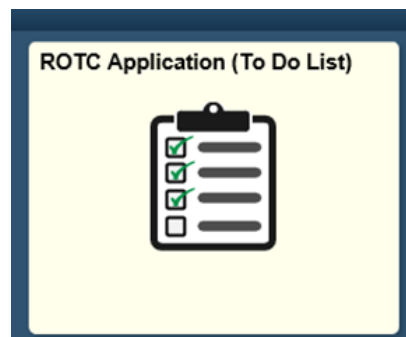
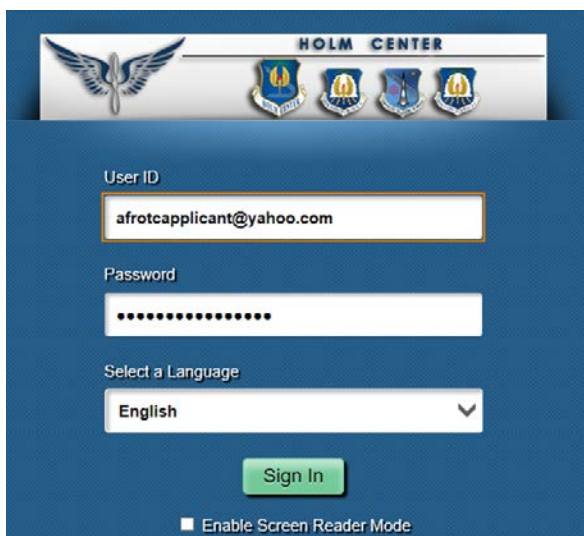


At this time, detachment cadre will login to WINGS to review applications. Detachment cadre will email you once they've completed review. ***Please check your email frequently, as the detachment will notify you to complete the rest of the application to check for eligibility. Once you've been notified, reference the PART II below to complete your in-processing***

PART II

Applicant Action: Completing To Do List #2

15. Login to WINGS and click on the ROTC Application (To Do List) tile.



16. Click on each item and complete all fields in the list.

Beacadet, Iwanna

My AFROTC Application

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

I intend to commission as an officer in the U.S. Air Force: Yes No

To do list...

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

Save

17. Questions/Acknowledgments. Answer and acknowledge once more to ensure you have read and understand statements. If you answer an uncommon response, you may be required to add details. Once complete, click **SAVE & CLOSE**.

ROTC Follow-On Answers

Questions/Acknowledgments

Beacadet, Iwanna

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

Next >

Category **ACCEPTANCE**

Question

Are you a conscientious objector?

Help

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

Answer

YES NO

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

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

18. **Contact Info.** Add phone number, type of phone, email address registered to your WINGS account (should be OSU email) and home address. Once complete, click **OK**.

Address/Phone/Email

Beacadet, Iwanna

Phone Number(s) 1 of 1

Primary *Phone **Type** Home

eMail 1 of 1

Primary *Email Address **Type**

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

Primary **Type** Home of Record

*Addr

*City *State *Zip Country

OK Cancel Apply

19. **Demographics.** Complete all fields and click **OK**.

Demographics

Birth Info

Date of Birth

Gender

Birth Country Birth State

Birth City

Citizenship

Citizenship

Dual Citizenship: Yes No

Race

American Indian/Alaska Native

Asian

Black or African American

Native Hawaiian/Other Pac Isl

White

Decline to Respond

Ethnicity

Hispanic or Latino

Not Hispanic or Latino

Decline to respond

OK Cancel Apply

20. **Military.** Answer all fields. Males will require their **Selective Service Number.**

Military Background

Military Service: Yes No

AFOQT Taken: Yes No

Selective Service Number [Lookup](#)

OK Cancel Apply

21. **Youth Experience.** Answer all fields and click **OK.**

Youth Experience

JROTC Experience: Yes No

Details...

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

Other Experience:

Scout Experience

CAP

Prior Officer Training

OK Cancel Apply

22. **Medical.** Answer, then **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

23. **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**.

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 <input type="text" value="Child"/>	Beacadet <input type="text" value="Beacadet"/>	Gonna <input type="text" value="Gonna"/>	<input type="text" value=""/>	02/12/2016 <input type="text" value="02/12/2016"/>	Female <input type="text" value="Female"/>	123 Beginner St <input type="text" value="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

Read and Acknowledge if you understand the statements and click **SAVE**.

ROTC Follow-On Answers

Questions/Acknowledgments

Beacadet, Iwanna

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

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

24. **Releases & Forms.** **Print and complete forms.** 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.

25. Complete forms and **upload required documents**. Once documents are uploaded, File Status will show Pending. Click **SAVE & CLOSE**.

Supporting Documents
Contact Documents

Name: Beacadet, Iwanna Contact ID: 00000318529 Empl ID

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

- 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

Supporting Documents
Contact Documents

Name: Acadet, Hewanna Contact ID: 00000318531 Empl ID

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

- DD Form 93 - Record of Emergency Data**
1Det_ActionGain_cadet.PNG Add Add'l Document Delete Document
Date/Time: 02/13/2018 9:47:23AM File Status: Pending
- DD Form 2005 - Privacy Act Statement - Health Care Records**
2CadetAction2.PNG Add Add'l Document Delete Document
Date/Time: 02/13/2018 9:47:33AM File Status: Pending
- DD Form 2351 (DODMERB) or DD Form 2808 (MEPS) Medical Exam**
1Det_ActionGain_cadet.PNG Add Add'l Document Delete Document
Date/Time: 02/13/2018 9:47:49AM File Status: Pending
- 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

File Attachment
C:\Users\joe.fleming\Pictures\RRFP WINGS snips\2Ca... Browse...
Upload Cancel

26. **Select Schools.** Select **Oklahoma State University (Detachment 670)**

Select Schools

Beacadet, Iwanna

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

School and Detachment Preferences

Rank your schools with 1 being the most desirable.

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

Save Cancel

Search for Colleges, Universities & Detachments

State

Historically Black College Minority Institution
 Hispanic Serving Institution Private School
 Show All

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

27. **Supporting Documents.** Upload documents. Click **SAVE & CLOSE.**

1Enrollment1e.PNG Add Add'l Document Delete Document

Date/Time 02/27/2018 9:48:44AM File Status Pending

Release of Student Records

1Enrollment1b.PNG Add Add'l Document Delete Document

Date/Time 02/27/2018 9:48:52AM File Status Pending

Please use this area to upload any additional documents requested by the Detachment Staff.

Additional Documents (if required)

Add Attachment Add Add'l Document Delete Document

*Description

NOTE: Only uploads that are in the Pending Status may be deleted.

Save & Close

Cancel

28. **Civil Involvements.** Read text thoroughly to understand what is considered a Civil Involvement. Click **Add an Involvement(s)** if you have any to report.

Civil Involvements

Civil Involvements

User's Guides

- 1 - Report an involvement
- 2 - Provide additional details

Beacadet, Iwanna

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 form 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**

Provide **details** of civil involvement. Click **SAVE & CLOSE**.

[What is a Civil Involvement?](#) [What Civil Involvements must be reported?](#)

Involvement History Find First 1 of 1 Last

C.I.	Status
1	Unreported Involvement

*Date of Involvement

Involvement Type

Civil School Military

Brief Summary of the Incident (<=120 chars)

***Detained, Confined, Probation?**

Yes No

***Drugs or Alcohol Cited?**

Yes No

[Statement](#) Required **Add Additional Document**

29. Once you have **check marks on all items**, the detachment will review entire application

My AFROTC Application	
Appl. Date: 02/13/2018	Appl. Id: 15083
I intend to commission as an officer in the U.S. Air Force: <input checked="" type="radio"/> Yes <input type="radio"/> No	
To do list...	
Questions/Acknowledgements	<input checked="" type="checkbox"/>
Contact Info	<input checked="" type="checkbox"/>
Demographics	<input checked="" type="checkbox"/>
Military	<input checked="" type="checkbox"/>
Youth Experience	<input checked="" type="checkbox"/>
Medical	<input checked="" type="checkbox"/>
Dependents	<input checked="" type="checkbox"/>
Releases & Forms	<input checked="" type="checkbox"/>
Select Schools	<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.
<input type="button" value="Save"/>	

Bring all original, hardcopy documents from PART II Step 10 (Release & Forms) to New Student Orientation with you, as well as the all applicable documents identified on the "Required Documents" attachment of the original email!

Contact laura.mitch@okstate.edu with any questions!

We look forward to meeting you in August!