AFROTC WINGS
Applicant Processing
Guide
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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

NOTE: If you applied for the High School Scholarship Program, verify that your personal information, questions and acknowledgments are current then skip to paragraph 2.11 (page 20)
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**

![Privacy Statement Form](image-url)
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.
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**

![Activation Code Input](image)

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**

![Sign In Page](image)
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**

Must provide proof of US citizenship w/ Birth Certificate, Passport, Naturalization Papers etc. (original or certified true copy). You will not be admitted to the program without it.

Do not put parents/house phone. Use personal/cell phone. We will use this to contact you.
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**

You must provide proof of your SSN. The original SSN card. Upload a scanned copy of it in your WINGS Account You will not be admitted to the program without it.

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

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

**Figure 1.11. Account Profile Under Review**

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

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

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

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

Figure 2.2. Click on My AFROTC Application

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

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

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

NOTE: All these boxes must be checked for your application to be complete
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. If you have more than one school of preferences, rank them in preference order. Click Save & Close. Refer to Figure 2.5.

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

![Select Schools](image_url)
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**

NOTE: Upload your youth experience certificates in your WINGS application.

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**

Home of Record is the state recorded by the military as your home when you were enlisted, appointed, commissioned, inducted, or ordered in a tour of active duty. This is often the state you should continue to use as your tax home as you move from state to state (or overseas) on military orders.
2.6. Demographics. Complete all fields and click OK. See Figure 2.8.

Figure 2.8. 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.

Prior Service, Guard, and Reserves: Must upload and bring a copy of your DD214

Current Guard and Reserve members: Must upload and bring a copy of DD Form 368 Conditional Release. This form is mandatory for you to be admitted in the program.
2.8. Medical. Answer, then Save & Close. Refer to Figure 3.10.

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

![ROTC Follow-On Answers](image)

If marked "No" you must provide a completed sports physical signed by a physician on attachment 2 of this processing guide.

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](image)

NOTE: Take the AFROTC Form 28 Sports Physical to any clinic who can conduct a sports physical examination. The clinic/doctor/medical examiner needs to annotate the results in the Attachment 2 of this guide. The required blocks are highlighted in yellow. Upload this form in your application as a PDF format only. Once uploaded, a cadre will sign it.
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

<table>
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<th>Questions/Acknowledgements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Read &amp; Acknowledge</strong></td>
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<tr>
<td>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.</td>
</tr>
<tr>
<td>☐ Acknowledge</td>
</tr>
</tbody>
</table>

| **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 (AFAMM 1-2003, 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. |
| ☐ Acknowledge               |

| **Read & Acknowledge**     |
| b. (Contract Cadet) If I am disenrolled from AFROTC after becoming a contract cadet I am subject to call to EAD in my enlisted grade, recoupment of scholarship benefits or release. If I have more than two (three with an approved waiver) dependents incapable of self-care I do not meet enlisted accession standards and cannot be subject to EAD in my enlisted grade. I can only be subject to recoupment or release. |
| ☐ Acknowledge               |
2.10. Questions / Acknowledgements. Click Questions/Acknowledgments. You must read and answer all questions and acknowledgments truthfully. Click Next to go to next series of Questions / Acknowledgements. Clicking Next will save current answers and move to next screen. Once complete, Click Save & Close. See Figure 2.14 and 2.15.

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

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

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

Figure 2.16. Incomplete Page.

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.
2.10.4. Once all questions have been answered, click Save & Close. Refer to Figure 2.18.
2.11. Releases & Forms. Use the forms in this guide. Read the instructions below. Completely fill out the forms and upload them in WINGS.

2.11.1. You are required to print, fill out, sign and upload all of the forms and bring it to the detachment for in-processing.

**Figure 2.19.**

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Form Instructions:

**Drug Demand Release Form (attachment 5):** Read, sign, date and upload as a PDF File format. Once uploaded detachment staff will sign it.

**DD Form 2005 (attachment 3):** Read, sign, add your SSN and date the form.

**Mail Access Authorization Release (attachment 6):** Read, sign, date and upload the form as a PDF File format. Once uploaded detachment staff will sign it.

**Request for Release of Student Records (attachment 7):** Fill your your name, read, sign and date the form as a PDF File format. If you are under 18, your parents signature is required.

**DD Form 93 (attachment 3):** Fill out highlighted items

  **Block 6a. and 7a:** If a parent is unknown, deceased or have no contact info, annotate as such on the block. If both parents are unknown, identify at least one legal guardian and relationship to you. Include full name, phone and address.

  **Block 8a and 8b:** If you do not want your parents to be notified due to ill health, provide an emergency contact info. **Block 15:** Sign, date and upload the form as a PDF File format. Detachment staff will sign block 16 once uploaded.
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.**

**UPLOAD ALL FORMS AS A PDF FILE FORMAT ONLY!**

**Mandatory Forms to Upload:**

Page 27 (Attachment 1) contains the list of the forms you will need to upload into your WINGS account/application.
Figure 2.21. Click Add Attachment and Browse for File to Upload.

UPLOAD AS PDF FORMAT ONLY!!
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

You must upload all supporting documentations regarding your civil involvement. Your application will be rejected and we will not review your case for a waiver approval without it.

You must provide a written statement regarding the civil involvement you identified. Include all the details of the incident. Use the 5 W's (Who, What, When, Where, Why). Provide as much detail as possible in the written statement. Sign and upload that written statement in your application. Once your written statement and supporting documentations is uploaded, the waiver authority will review your case. The Detachment Commander will contact you regarding your civil involvement case. He/She will decide whether to waive your case, forward it to the appropriate waiver authority or deny your application to the program. The decision will be on a case by case basis.

If your civil involvement is on going, you must upload all of the supporting documentations. We will review it and decide if you are conditionally admitted in the program. The final decision will be made once your civil involvement case is closed.

**NOTE TO APPLICANT:** YOU MUST REPORT ANY CIVIL INVOLVEMENT (includes arrests, traffic stops, suspensions from school, incidents at school where you were involved as the instigator and received some form of administrative discipline, etc) no matter how it was resolved. Even if someone told you it was expunged from your records, you must report it. Later in your cadet career or career in the Air Force, you will be submitted for a security clearance. In the investigation that occurs for that clearance, any previous incidents may be found and if you did not report them previously, you could be subject to fines or imprisonment. **THIS IS A SERIOUS THING.** If in doubt, report it. We can waive many of these incidents and allow you to join the program so there is no benefit to not reporting them.
2.13.1. Provide details of the CI, provide a written statement and upload documents. Click Report/Save to save and return to CI, at a later time. Submit as Complete when required documents and written statement have been provided. Refer to Figure 2.23

**NOTE:** Upload all of your civil involvement supporting documentations. We will not schedule you for in-processing until this requirement is completed.

**Figure 2.23. Complete Fields for CI**

Image of the CI upload interface with annotations:
- Only 120 characters. Make it short.
- UPLOAD AS PDF FILE FORMAT ONLY!
- Note: click on the + sign to upload your written statement. Written statements and copies of tickets/citations are mandatory.
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**

*Note: You will need to contact Detachment 105. We do not have visibility on your application until you notify us of your intent to apply for our program. You must be accepted to CU Boulder/Denver, Mines, DU, Metro, Regis, UCCS, Arapahoe CC, Colorado Christian University, Front Range CC, or Colorado Technical University.*