MEMORANDUM FOR Air Force Reserve Officer Training Corps (AFROTC) Cadets

FROM: AFROTC Detachment 805 Commander
1227 TAMU, Military Sciences Building
College Station, TX 77843

SUBJECT: AFROTC Cadet Welcome Letter

1. Welcome to Texas A&M University and AFROTC Detachment 805! Congratulations on your decision to attend Texas A&M and your selection into the Corps of Cadets! By enrolling in the AFROTC program at Texas A&M, you have joined one of the oldest and the largest AFROTC Detachment in the nation. Det 805 offers a unique environment, combining the advantages of a military academy-type rigor with the Corp of Cadets and the benefits of a top academic university education. Our challenging program is designed to mold you into a top-notch officer for the greatest Air Force and Space Force in the world!

2. Enclosed is a Freshman Orientation Week (FOW) Information Package. Please take the time to read it; it will assist in your transition to Texas A&M, the AFROTC program, and the Corps of Cadets. Please be prepared with all documents and complete all online enrollments. FOW marks the beginning of an exciting phase in your life, and coming prepared will provide a more enjoyable experience. Once again, congratulations!

3. For any questions regarding AFROTC, please contact Captain Mario Perez at mario_perez@corps.tamu.edu. For any questions regarding document requirements, please go to https://afrotc.tamu.edu/ under the tab inbound cadets, FOW.

SHERRI J. LEVAN, Col, USAF
Commander, AFROTC Det 805
AFROTC New Student Conference (NSC)/Freshman Orientation Week (FOW)
Packet Checklist

BEFORE NSC/FOW - COMPLETE FOR ENROLLMENT INTO AFROTC:

☐ Register for WINGS account (Instructions included in NSC/FOW packet)
  ☐ https://wings.holmcenter.com/applyforafrotc

☐ Complete ALL steps in the WINGS Account Instruction Guide to include:
  ☐ Upload all requested application documents
  ☐ Complete basic enrollment data
  ☐ Complete screening questions
  ☐ Complete youth/military experience
  ☐ Upload all Civil Involvements (CI) and corresponding documentation

☐ Complete pre-participatory sports physical signed by a Medical Doctor to include MD stamp (Recommend using AFROTC Form 28 or Corps of Cadets Medical Form)
  ☐ Upload stamped physical into WINGS

☐ Complete Selective Service Number Verification (18+ Males only)
  ☐ https://www.sss.gov/RegVer/wfVerification.aspx

☐ Upload copy of student’s bank account information into WINGS (e.g. voided check or E-deposit slip)
  - NOTE: Uploading documents before arrival is critical to your processing time and allows you to get paid in a timely manner. If you are having technical difficulties uploading documents, bring a printout during NSC/FOW.

DURING NSC/FOW:

☐ Bring Personal Laptop/Tablet

☐ Bring BOTH original documents and one copy
  ☐ Birth Certificate (or Naturalization Certificate)
  ☐ Social Security Card with student’s signature
  - NOTE: All original documents will be immediately returned after verification

☐ Acknowledge Military Uniform Commutation (MUC) Eligibility requirements
  - NOTE: MUC is a funding source available to eligible cadets to pay for most of the Corps uniforms. In addition to MUC Requirements, all above actions must be complete before MUC funds can be issued

Informational Contents:

- Welcome Letter
- NSC/FOW Packet Checklist
- AFROTC Brochure
- MUC Eligibility MFR
- AFROTC Form 28
- WINGS Account Instruction Guide
Welcome to Texas A&M University

Home of the 12th Man and Air Force ROTC Detachment 805!

With over 650 Air Force cadets enrolled each fall, we are the largest AFROTC Detachment in the Nation! Detachment 805 is located on the campus of Texas A&M University in College Station, Texas and is one of the nation’s oldest AFROTC programs, having been established in the early 1920s as one of seven Air ROTC units. Detachment 805 has a long and proud lineage of producing the highest quality officers for the United States Air Force that includes 8 of the 9 Texas A&M Four-Star Generals!

Air Force ROTC & the Texas A&M Corps of Cadets... An Unbeatable Combination!

Scholarship Opportunities

High School Scholarship Program
- 4-year scholarships activate in fall semester of the freshmen year
- Covers tuition, fees, books, & stipend
- Minimum academic requirements
  - 3.0 GPA / 1240 SAT or 28 ACT
For info & to apply go to: afrotc.com/scholarships

In-College Scholarship Program
- Boards award 2.5, 3, or 3.5 year scholarships
- Covers tuition, fees, books, & stipend
- To qualify for nomination, you must:
  - Complete 1 full-time semester at A&M
  - Get Dept. of Defense qualified physical
  - Meet Min GPA Requirements
  - Meet AF Physical Fitness Assessment
  - Meet other AFROTC eligibility criteria

Corps of Cadets Scholarships
- 5 types granted cover $1K-$4.5K per year
- 2K+ scholarships available to assist cadets
- Over 90% of cadets have a Corps scholarship
- Awarded based on both financial need & merit
- For more information & to apply, please visit: corps.tamu.edu (select “Academics” menu) & ApplyTexas.org

University Scholarships
- Texas A&M has many types of scholarships, to include those for family members of Veterans
- Awarded based on academics, leadership, community service, special talents, first generation college status, & in some cases, financial need
- To apply go to: scholarships.tamu.edu

AF Careers & Opportunities

- 92 Air Force Bases Worldwide
  - 62 in 36 states including Hawaii (1) & Alaska (2)
  - Europe (14): Germany (3), England (2), Italy (2), Belgium (2), Portugal (1), Spain (1), Hungary (1), Netherlands (1), & Turkey (1)
  - SW Asia (9): UAE (1), Qatar (1), Afghanistan (4), Kuwait (1), Oman (1), & Bahrain (1)
  - Asia (5): Japan (3) & S. Korea (2)
  - Guam (1) & Greenland (1)

- Wide Variety of Job Specialties:
  - Pilot/Air Battle Manager/Remotely Piloted Aircraft
  - Combat Systems Officer
  - Combat Rescue/Special Tactics Officer
  - Personnel Officer
  - Air Liaison Officer
  - Airfield Operations Officer
  - Developmental/Civil Engineer
  - Nuclear Missile/Space Officer
  - Acquisitions/Contracting Officer
  - Aircraft Maintenance Officer
  - Cyberspace & Space Operations Officer
  - Intelligence Officer
  - Weather Officer
  - Regional Affairs/Political-Military Affairs Strategist
  - Logistics Readiness Officer
  - Security Forces Officer
  - Communications & Information Officer
  - Public Affairs Officer
  - Munitions & Missile Maintenance Officer
  - Financial Management Officer
  - Scientist (engineer, chemist, physicist)
  - Special Investigations Officer, Attorney
  - Doctor, nurse, & many more medical professions

For information on Study Abroad Scholarships go to: studyabroad.tamu.edu.

For more career opportunities/information go to afrotc.com/careers.
As the Commander of Air Force Reserve Officer Training Corps (AFROTC) Detachment 805, I am responsible for developing the highest quality leaders and officers for our United States Air Force.

Whether intending to pursue a career as an Air Force officer or in the private sector, the unique and unmatched AFROTC experience at Texas A&M creates well-rounded leaders with the utmost level of professionalism and character necessary to overcome the complex global challenges of the 21st Century. My top-notch staff and I are passionate about making people the best versions of themselves to ensure success while at Texas A&M and well into their future as Air Force officers or civilians in private industry.

~ Sherri J. LeVan, Colonel, USAF

Air Force ROTC Cadet Excellence in Action

Set and Achieve High Standards

- One of the highest producers of Air Force officers in the country averaging ~ 65 per year
- 223 cadets on scholarship totaling $2.5M this fiscal yr
- Detachment 805 GPA higher than University average with twice as many technical majors


- Amazing 100% selection rate for Air Force rated positions (pilot, combat systems operator, air battle manager, remotely piloted aircraft)
- Most AF Field Training Graduates of any university
- Paid internships with Air Force, university, National Labs, Department of Defense Labs, & Combatant Commander Labs

Get More Out of College

- Key leadership positions in AFROTC Cadet Wing, Corps of Cadets, & University Student Orgs
- Over 100 cadets selected each year for summer training, internships, & overseas trips
- 250+ awards and certificates from Air Force ROTC, Corps of Cadets, and Texas A&M University

Veterans

- If you are a Veteran and are interested in an Air Force commission through Texas A&M, contact Det 805 at (979) 845-7611 for Corps of Cadets exemption options.

Fly, Fight, and Win ... in Air, Space, and Cyberspace

RECRUITING OFFICE CONTACTS
Capt Mario Perez
Military Science Building 204
979-845-7611
mario_perez@corps.tamu.edu

afrotc.tamu.edu
Aggie AFROTC
@AggieAFROTC

afrotc.tamu.edu
Aggie AFROTC
@AggieAFROTC

Integrity First
Service Before Self
Excellence in All We Do
MEMORANDUM FOR RECORD

SUBJECT: Military Uniform Commutation Eligibility

1. Purpose of this memorandum is to outline the requirements to receive Military Uniform Commutation (MUC) from AFROTC Detachment 805. Exceptions must be routed through the detachment commander. All requirements must be met in the Fall semester prior to the Spring payment.

   A: Must have a 2.0 CGPA
   B: Enrolled 12 hours (Full Time Student per TAMU Student Registration Policy Rule 1.7)
   C: Passing Fall PFA (meet BMI/Body Fat standards by end of Fall Semester)
   D: Minimum of a "C" Grade in AERS and passing LLAB
   E: ACTIVE Student in WINGS prior to Fall PFA
   F. AS200 cadets who do not remain in AFROTC in the Spring semester are ineligible

2. If you have any questions you may contact me at 979-845-7611.

LEVINI.1010864263

SHERRI J. LEVAN, Col, USAF
Commander, AFROTC Det 805
# AIR FORCE ROTC PRE-PARTICIPATORY SPORTS PHYSICAL

1. **CADET/APPLICANT NAME**
2. **AFROTC DETACHMENT**

**MEDICAL AUTHORITY**: Measure height and weight of cadet/applicant. Compare results to AF standards listed on reverse, check block 7 and certify as requested below.

**AFROTC CADRE**: If cadet/applicant exceeds AF weight standards, conduct a Body Fat Measurement IAW DoD 1308.3.

3. **CADET/APPLICANT MEASUREMENTS**

<table>
<thead>
<tr>
<th>MEASUREMENT</th>
<th>HEIGHT</th>
<th>WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINIMUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAXIMUM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. **AIR FORCE WEIGHT STANDARDS**

(found on reverse)

5. **BODY FAT MEASUREMENT**

<table>
<thead>
<tr>
<th>BODY FAT STANDARDS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEMALE - 26%</td>
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<tr>
<td>MALE - 18%</td>
</tr>
</tbody>
</table>

6. **CHECK APPLICABLE BOX**

- [ ] IS WITHIN AIR FORCE WEIGHT STANDARDS
- [ ] EXCEEDS AIR FORCE WEIGHT STANDARDS
- [ ] IS BELOW AIR FORCE WEIGHT STANDARDS

8. **MEDICAL AUTHORITY**: PLEASE REVIEW THE ABOVE INFORMATION. CONDUCT COUNSELING BELOW IN APPLICABLE AREAS, AND SIGN.

9. **HISTORY**

   **MEDICAL HISTORY**: THE FOLLOWING ARE THE RESULTS:

   I, (print name), HAVE EXAMINED THIS CADET/APPLICANT AND REVIEWED THE FOLLOWING:

   **CERTIFY**

   I CERTIFY THAT THIS CADET/APPLICANT'S LEAN BODY MASS POSES NO HEALTH RISK. NO SIGNS OF EATING DISORDERS EXIST. I HAVE DISCUSSED THE IMPORTANCE OF NUTRITION AND WEIGHT MANAGEMENT. __________________ (Medical Authority Initials)

10. **IF CADET/APPLICANT EXCEEDS AIR FORCE WEIGHT STANDARDS**

    I HAVE DISCUSSED APPROPRIATE AND SAFE WEIGHT LOSS WITH THE CADET/APPLICANT. __________________ (Medical Authority Initials)

11. **FOR ALL CADETS/APPLICANTS**

    I DID / DID NOT (please circle) FIND MEDICAL CONDITION(S) OR PHYSICAL IMPAIRMENT(S) THAT WOULD PRECLUDE THIS CADET/APPLICANT FROM PARTICIPATING IN A RIGOROUS PHYSICAL TRAINING PROGRAM. IF A MEDICAL CONDITION/PHYSICAL IMPAIRMENT EXISTS THAT MAY PRECLUDE THE INDIVIDUAL FROM PARTICIPATING, PLEASE EXPLAIN:

<table>
<thead>
<tr>
<th>EXAMINATION DATE</th>
<th>PHYSICIAN OR MEDICAL AUTHORITY SIGNATURE</th>
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**AFROTC CADRE**: REVIEW THE INFORMATION ENTERED ABOVE AND SIGN BELOW:

**DATE**

<table>
<thead>
<tr>
<th>AFROTC CADRE SIGNATURE</th>
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</table>
## ACCESSION HEIGHT AND WEIGHT STANDARDS & BODY FAT MEASUREMENT (BFM) STANDARDS
(Per DoD 1306.3, DoD Physical Fitness and Body Fat Programs Procedures)

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<tr>
<th>HEIGHT (INCHES)</th>
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<td>MINIMUM (BMI = 19 kg/m²)</td>
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<td>80</td>
<td>173</td>
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CHAPTER 1 – APPLYING TO AFROTC

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 As an applicant, you will click on the “Apply for ROTC” link inside the Reserve Officer Training Corps tile via the Holm 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**

![Image of Privacy Statement](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

1.1.8. Another screen notifying you that your account has been activated will appear. This screen will direct you to sign into your WINGS account. Clicking continue will direct you back to the WINGS Portal site.

1.2. Landing Portal. After you create an account, you will be directed to the WINGS Portal site. Click on the Sign In Tile and use your User ID (email address) and password to access your account. See Figures 1.7 and 1.8.
Figure 1.7. Click Sign In Tile

Figure 1.8. Sign in to WINGS Holm Center

1.2.1. After signing in, you will be directed to your dashboard that has two tiles. Click on the My AFROTC Application tile. See figure 1.9.
1.3. My Profile. After you successfully login to WINGS, you will create your profile. Complete all fields. Click Submit. Refer to Figure 1.10.

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 1.11.
1.3.2. Your Account Profile will be stored in the WINGS database, and will be reviewed by a staff member at AFROTC. See Figure 1.12.

Figure 1.12. Account Profile Under Review

My Profile

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 1-866-423-7628 for assistance.

1.3.3. To sign out of WINGS click the three dots located at the top right corner of the screen. Refer to Figure 1.13. Check WINGS within 5 business days.

Figure 1.13. Sign Out of WINGS

Note: Please call 1-866-423-7628 if you do not receive an email within 5 business days with instructions to proceed with your admissions applications.
CHAPTER 3 – COMPLETING THE APPLICATION CHECKLIST (APPLICANT SIDE)

3.1. Completing the Application. Now that you have an active account, you will need to complete an application for admission to AFROTC.

3.1.1. As an applicant, you will login to WINGS as explained previously. Use your User ID (email address) and password to login (https://wings.holmcenter.com).

3.1.2. Click on the My AFROTC Application tile. See Figure 3.1.

Figure 3.1. Click on My AFROTC Application

3.2. Intent for Completing the Application. Answer your intent for completing the online application. Depending whether you are applying to the High School Scholarship Program (HSSP), joining the AFROTC Program, or just wanting to attend AFROTC classes a number of checklist items for you to complete will appear.

NOTE: You are not required to complete the entire checklist at once. You may sign out and return to checklist at a later time.

3.2.1. If you are a high school senior applying for the HSSP, you will select yes next to “Apply for the AFROTC High School Scholarship Program.” Click on each “My application to do list” item to complete for scholarship application submission. See Figure 3.2.
3.2.2. If you are ineligible for the HSSP and want to join AFROTC, you will select no next to “Apply for the AFROTC High School Scholarship Program” and yes next to “Join AFROTC.” Joining AFROTC means that you are intending to become a commissioned officer of the United States Air Force. Click on each “My application to do list” item to complete for application submission. See Figure 3.3.
3.2.3. 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 3.4.

3.3. **Select Schools.** Click Select Schools. Select the colleges you are interested in 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 3.5.
IMPORTANT: As an applicant who is joining a specific ROTC program, select only the school you are attending in the Fall.

**Figure 3.5. Select Schools of Preference**

**Figure 3.6. Complete all Fields for Youth Experience**

**3.4. Youth Experience.** Answer all fields and click OK. Refer to Figure 3.6.

**3.5. Contact Information.** Click the drop-down menu to indicate the type of phone number, email address, and address registered to the account. Ensure information and type is accurate. Once complete, click OK. Refer to Figure 3.7.

NOTE: only select yes for JROTC experience if you at least 3 years in that program and received a certification letter. That letter must be uploaded into WINGS when it asks for that. Otherwise, you may not be able to proceed with app.
Figure 3.7. Complete all Fields for Contact Information
3.6. Demographics. Complete all fields and click OK. See Figure 3.8.

Figure 3.8. Complete all Fields for Demographics.

3.7. Military. Answer all fields. Males are required to enter their Selective Service Number, if they are at least 18 years old. Refer to Figure 3.9.

Figure 3.9. Complete all Fields for Military.
3.8. **Medical.** Answer, then Save & Close. Refer to Figure 3.10.

**Figure 3.10. Answer and click Save & Close.**

![Medical Question](image)

SELECT NO UNLESS YOU HAVE HAD A DODMERB OR MEPS PHYSICAL - IF UNSURE IF YOU HAVE HAD ONE OF THESE, ASK YOUR DET PERSONNEL. A SPORTS PHYSICAL IS NOT ONE OF THESE

3.9. **Dependents.** Answer and complete fields. If you have a dependent, you will be required to enter your dependent’s contact information and acknowledgement of the statements for Dependent / Dependent Care. Click Continue. Refer to Figure 3.11.

**Figure 3.11. Complete all Fields for Dependents**

![Dependent Information](image)
3.9.1. 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 3.12 and 3.13.

Figure 3.12. Read and Answer Items in Dependent / Dependent Care
Figure 3.13. Read and Answer Items in Dependent / Dependent Care
3.10. Questions / Acknowledgements. Click Questions/Acknowledgments. You will need to read and answer all questions. 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 Figures 3.14 and 3.15.

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

Figure 3.14. Read and Answer Items Truthfully in Questions / Acknowledgements
Figure 3.15. Read and Answer Items Truthfully in Questions / Acknowledgements

3.10.2. 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 3.16.

Figure 3.16. Incomplete Page

3.10.3. Some questions may require you to provide additional information for the acknowledgement. Click OK when complete. Refer to Figure 3.17.
3.10.4. Once all questions have been answered, click Save & Close. Refer to Figure 3.18.

Figure 3.17. Provide Additional Information When Prompted

Figure 3.18. Click Save & Close When Questions / Acknowledgements are Complete
3.11. **Releases & Forms.** Click on Releases and Forms. Read instructions. Click on each item to download or print. Completely fill out forms. Click Finished Printing to resume application. Refer to Figure 3.19.

**Figure 3.19. Click Finished Printing**
3.12. **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 Figures 3.20 and 3.21.

3.12.1. If you are completing the application on a mobile device, the WINGS Holm Center website will ask you if you would like to upload a photo from your camera. You are able to take a photo of a document with your mobile device and upload it directly to Supporting Documents.

**Figure 3.20. Click Add Attachment and Browse for File**
3.13. 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 is a CI. Click Add an Involvement if you have any to report. Refer to Figure 3.22.
3.13.1. 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. See Figure 3.23.

Figure 3.23. Complete Fields for CI

NOTE TO APPLICANT: This page may not work properly. If you are reporting a CI, enter what information the application allows you to and then bring any other information including copies of the tickets or citations, etc to the Det and turn over to the Det Personnel. The Det CC will advise you further on the process.

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.
3.14. All Items Checked. After you receive check marks on all boxes, you **will not** receive a confirmation that your application has been completed. The detachment will review the application and contact you for any questions and explanations. Refer to Figure 3.24.

**Figure 3.24. Application List Items All Checked**

![My Application](image)

3.14.1. Sign out of WINGS by clicking the three dots at top right corner.

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