1. **AFROTC ONLINE APPLICATION (WINGS):**
Prospective students formally applying for the program are checked for viability, and become officially registered as cadets once a WINGS account has been established. All students are required to follow the steps outlined in the attached AFROTC: Applicant Admissions Process Guide (attached.) **SUSPENSE: 15 AUGUST 2022**

https://wings.holmcenter.com/

2. **COURSE REGISTRATION:**
Cadets must register for the mandatory AERO courses listed below. Please be advised that AERO 185L and AERO 295L are zero credit courses but are mandatory for your enrollment into the AFROTC program.

Students should contact or stop by the UNL Registrar’s Office for questions regarding registration. If you run into any issues with the registrar’s office, please let us know so we can assist you in the process.

All **FRESHMAN** applicants will be required to register for AERO 185 and AERO 185L.

All **SOPHMORE** applicants or those planning on double stacking their course load will need to register for AERO 185, AERO 295, and AERO 185L.

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>COURSE TITLE</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
<th>DATES</th>
<th>DAY</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERO 185-1</td>
<td>Foundation of United States Air Force 1</td>
<td>Major Mattheis</td>
<td>202</td>
<td>8/22-12/10</td>
<td>TH</td>
<td>1400-1450</td>
</tr>
<tr>
<td>AERO 185-2</td>
<td>Foundation of United States Air Force 1</td>
<td>Major Mattheis</td>
<td>202</td>
<td>8/22-12/10</td>
<td>TH</td>
<td>0830-0920</td>
</tr>
<tr>
<td>AERO 185L</td>
<td>Leadership Laboratory</td>
<td>Captain Smith</td>
<td>Bessey Hall 117</td>
<td>8/22-12/10</td>
<td>TH</td>
<td>1530-1720</td>
</tr>
<tr>
<td>AERO 295-1</td>
<td>The Evolution of US Air &amp; Space Power 1</td>
<td>Captain Smith</td>
<td>202</td>
<td>8/22-12/10</td>
<td>TUES</td>
<td>0830-1020</td>
</tr>
<tr>
<td>AERO 295-2</td>
<td>The Evolution of US Air &amp; Space Power 1</td>
<td>Captain Smith</td>
<td>202</td>
<td>8/22-12/10</td>
<td>WED</td>
<td>0830-1020</td>
</tr>
<tr>
<td>AERO 295L-1</td>
<td>Leadership Laboratory</td>
<td>Captain Smith</td>
<td>Bessey Hall 117</td>
<td>8/22-12/10</td>
<td>TH</td>
<td>1530-1720</td>
</tr>
</tbody>
</table>

3. **SCHEDULING CONFLICTS:**
Cadets will need to de-conflict their schedule to make room for mandatory AFROTC components to include Physical Training (PT). PT is conducted every Monday and Friday from 0600-0700. Your attendance is mandatory, unless otherwise discussed. If you anticipate issues with your schedule, please notify your AS Instructor immediately. **PT sessions dates and times are subject to change based off COVID-19 restrictions/location availability.**

4. **EMAIL COMMUNICATION:**
The primary communication method for the cadet wing is through email. Please ensure the email account that is provided during AFROTC registration is accurate and readily accessible. Cadets are highly encouraged to check their email at least daily to streamline the communication process.
5. **UNIFORM GUIDANCE/GENERAL WEAR:**

- **UNIFORM:**
  - Over the course of the AFROTC program cadets will be issued a number of uniform items. Uniform items must remain clean and serviceable. Cadets must schedule a date/time with Ms. Dawn Hegert, (402) 472-2473, to be properly sized for each uniform. Cadets who are subsequently dismissed or elect to drop from the program will have 10 calendar days from the date in which their enrollment ended to return all issued uniform items. The blues uniform must be DRY CLEANED while all other items can be self-laundered. The uniform listing included in this packet is for informational purposes only.

- **ADDITIONAL ITEMS:**
  - A red polo and tan khaki pants must be purchased and worn during Leadership Laboratory and all other designated events. **SUSPENSE: 24 AUGUST 2022**

- **BACKPACK:**
  - When in uniform cadets who elect to carry a backpack must ensure the bag is black and solid in color. Small logos are authorized. Backpacks will not have ornamentation, high gloss designs or hanging objects. Small gold or silver clasps are authorized but chains are prohibited.

- **PHYSICAL FITNESS ATTIRE:**
  - Air Force physical training uniforms are issued to each cadet once they have a qualified DoDMERB or a completed AFROTC Form 28 (Sports Physical) on file.
  - Spandex can be purchased by cadets and worn under the physical fitness shorts. Spandex should be solid black, white, or dark blue and form fitting. Spandex can be visible under the PT Shorts.
  - Black or white athletic socks are authorized. Small trademark logos on the socks are also authorized.
  - Running shoes of any color

- **MALE CADETS:**
  - Hair will not exceed 2.5 inches in bulk and must maintain a tapered appearance. Side burns will not exceed past the bottom opening of the ear. Mustaches must be conservative.

- **FEMALE CADETS:**
  - Hair will not exceed 4 inches in bulk. Hair accessories such as fabric scrunchies, hairpins, clips, headbands, elastic bands or barrettes must match your hair color if worn in uniform. When in uniform (to include the khaki/polo combination) hair must be tightly secured.

6. **AFROTC FORM 28 (SPORTS PHYSICAL):**
The sports physical must be completed and signed by a physician prior to the new student orientation on 19 August 2022, at which time completed forms will be collected. Sports Physicals are not required for cadets with a “qualified” DoDMERB physical on file. All HSSP or USAFA applicants who have not received a DoDMERB qualification must still complete the
sports physical. Sports Physicals are typically good for one year. **Failure to provide an AFROTC Form 28 will prohibit your participation in Physical Training (PT).**

7. **PHYSICAL FITNESS STANDARDS:**
It is important to show up in good physical condition and in accordance with Air Force height/weight standards. A copy of the Air Force Body Mass Index standards can be found below. Cadets should review this chart prior to the start of the term to ensure they are aware of the BMI requirements. Cadets who are not within standards will undergo an additional Body Fat Measurement. Failure to adhere to fitness standards may result in future dismal from the program.

![Physical Fitness Standards](image)

**Attachment 13**

**TABLE A13.1. MAXIMUM BODY MASS INDEX (BMI) STANDARDS:**

| Height (inches) | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 |
|----------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Weight (pounds)| 119| 124| 128| 132| 136| 141| 145| 150| 155| 159| 164| 169| 174| 179| 184| 189| 194| 200| 205| 210| 216| 221| 227|

8. **CIVIL INVOLVEMENTS:**
Significant Civil Involvements (CI) can disqualify you from the AFROTC program. Cadets must report ALL Civil Involvements in the WINGS module within 72 hours of the incident occurring. Civil involvements that occurred prior to your entrance into the AFROTC program will need to be reported. Documentation, to include traffic citations and police reports, are required for all
civil involvements. Cadets are highly encouraged to discuss past CI’s with their AS Instructor before formally submitting them in the WINGS module.

9. **NEW CADET ORIENTATION:**
The new cadet orientation will take place on 19 August 2022 on the 2nd Floor of the Pershing Military & Naval Science building (1360 Vine Street) at 8am. Metered parking is available but limited. Additional parking is available in parking garage located at 14th & Avery. **Cadets must ensure the documents enclosed in this packet are completed and ready for submission at the start of the orientation.**

10. **DETACHMENT INFO:**

    University of Nebraska-Lincoln  
    AFROTC Detachment 465  
    Pershing Military & Naval Science Building  
    1360 Vine Street, Room 209  
    Lincoln, NE 68588-0141

<table>
<thead>
<tr>
<th>ROLE</th>
<th>CADRE</th>
<th>CONTACT INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commander</td>
<td>Lt Col Garito</td>
<td>(402) 472-2473</td>
</tr>
<tr>
<td>Commander’s Executive</td>
<td>Mrs. Hegert</td>
<td>(402) 472-2473</td>
</tr>
<tr>
<td>Recruiting Officer</td>
<td>Major Mattheis</td>
<td>(402) 472-8342</td>
</tr>
<tr>
<td>Operations Officer</td>
<td>Major Beebe</td>
<td>(402) 472-8341</td>
</tr>
<tr>
<td>Operations Flight Commander</td>
<td>Captain Smith</td>
<td>(402) 472-8341</td>
</tr>
<tr>
<td>NCO Team</td>
<td>SSgt Miller</td>
<td>(402) 472-8343</td>
</tr>
</tbody>
</table>

VIRTUAL CAMPUS MAP – HTTPS://MAPS.UNL.EDU
11. **MANDATORY DOCUMENTS:**

Please ensure the following documents are completed and ready for submission at the New Student Orientation on **19 August 2022**:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AFROTC FORM 28 (SPORTS PHYSICAL)</strong></td>
<td>This document is only required for individuals without a qualified DoDMERB physical. Those pursuing DoDMERB qualification must still complete the AFROTC Form 28. Provided in package.</td>
</tr>
<tr>
<td><strong>BIRTH CERTIFICATE (PHOTOCOPY AND ORIGINAL)</strong></td>
<td>The original birth certificate will need to be reviewed at the New Student Orientation. The copied version will not be accepted without the original being provided.</td>
</tr>
<tr>
<td><strong>PROOF OF NATURALIZATION (IF APPLICABLE)</strong></td>
<td>The original naturalization document will need to be reviewed at the New Student Orientation. The copied version will not be accepted without the original being provided. This document only applies to those born outside of the continental United States.</td>
</tr>
<tr>
<td><strong>SOCIAL SECURITY CARD (PHOTOCOPY AND ORIGINAL)</strong></td>
<td>The original Social Security Card will need to be reviewed at the New Student Orientation. The copied version will not be accepted without the original being provided.</td>
</tr>
<tr>
<td><strong>STATE ISSUED ID (PHOTOCOPY AND ORIGINAL)</strong></td>
<td>The original identification card will need to be reviewed at the New Student Orientation. The copied version will not be accepted without the original being provided.</td>
</tr>
<tr>
<td><strong>SELECTIVE SERVICE CARD</strong></td>
<td>Only applicable to male applicants. Proof can be obtained at <a href="http://www.sss.gov">www.sss.gov</a></td>
</tr>
<tr>
<td><strong>DD 214 AND/OR DD FORM 785 (PRIOR SERVICE DOCUMENTS)</strong></td>
<td>Only required if applicable.</td>
</tr>
<tr>
<td><strong>SAT/ACT SCORE</strong></td>
<td>The official score printout/notification must be provided.</td>
</tr>
<tr>
<td><strong>PROOF OF BOY/GIRL/EAGLE SCOUT, JROTC AND/OR CAP AWARDS</strong></td>
<td>Only required if applicable.</td>
</tr>
<tr>
<td><strong>COLLEGE &amp; HIGH SCHOOL TRANSCRIPT</strong></td>
<td>Must be official transcript. College transcripts only required for cadets with previous collegiate attendance.</td>
</tr>
<tr>
<td><strong>IMMUNIZATIONS RECORD</strong></td>
<td></td>
</tr>
<tr>
<td><strong>DIRECT DEPOSIT FORM</strong></td>
<td>Provided in package.</td>
</tr>
</tbody>
</table>
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 DoDI 1308.3.

3. CADET/APPLICANT MEASUREMENTS

<table>
<thead>
<tr>
<th>Height</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINIMUM</td>
<td>MAXIMUM</td>
</tr>
</tbody>
</table>

4. AIR FORCE WEIGHT STANDARDS (found on reverse)

5. BODY FAT MEASUREMENT

<table>
<thead>
<tr>
<th>Female</th>
<th>26%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>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.

I, (print name) ____________________________, HAVE EXAMINED THIS CADET/APPLICANT AND REVIEWED HIS/HER MEDICAL HISTORY. THE FOLLOWING ARE THE RESULTS:

9. (IF CADET/APPLICANT IS BELOW AIR FORCE WEIGHT STANDARDS)
I CERTIFY 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:

EXAMINATION DATE

PHYSICIAN OR MEDICAL AUTHORITY SIGNATURE

AFROTC CADRE: REVIEW THE INFORMATION ENTERED ABOVE AND SIGN BELOW:

DATE

AFROTC CADRE SIGNATURE

AFROTC FORM 28, 20180423
AFI 36-2905_AFROTCSUP
<table>
<thead>
<tr>
<th>HEIGHT (INCHES)</th>
<th>POUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>58</td>
<td>91</td>
</tr>
<tr>
<td>59</td>
<td>94</td>
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<td>80</td>
<td>173</td>
</tr>
</tbody>
</table>
AFROTC Guide

Applicant Admissions Process

CAO: 15 AUG 18
<table>
<thead>
<tr>
<th>CHAPTER</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAPTER 1 – APPLYING TO AFROTC (APPLICANT SIDE)</td>
<td>3</td>
</tr>
<tr>
<td>CHAPTER 2 – COMPLETING THE APPLICATION CHECKLIST (APPLICANT SIDE)</td>
<td>9</td>
</tr>
</tbody>
</table>
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

![Privacy Statement Image]
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**

![Account Creation with Active Email Account](image)

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**

![Keep Window and Check Your Email for Activation Code](image)

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.

![Activation Code](image)
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**

![Please Verify Your Date of Birth and Social Security Number](image)

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**

![Account Profile Under Review](image)

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**

![Sign Out of WINGS](image)
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.
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**

![Youth Experience Form](image)

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**

![Contact Information Form](image)
2.6. **Demographics.** Complete all fields and click OK. See Figure 3.8.

**Figure 3.8. Complete all Fields for Demographics.**

![Demographics form]

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.**

![Military form]
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**

![Questions/Acknowledgements](image)

- **Category**: DEPENDENT / DEPENDENT CARE
- **Read & Acknowledge**
  - I have read and understood the definitions the Air Force considers a dependent for accession purposes.
  - I understand my responsibility to provide legal documents to substantiate my dependent(s).
  - I understand if applying for an enlisted program, my dependent(s) are not permitted to accompany me during basic training.

**Diagram Description**

- List of statements under Read & Acknowledge
- Checkboxes for acknowledgment

---

15
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**
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)

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

- **Category: RELEASES**
  - **Read & Acknowledge**: A medical release statement will be required prior to acceptance in the program.
    - Acknowledge box
  - **Help**: AFROTC is required to verify GPA progress at the end of the semester. By consenting to release, you are authorizing the detachment staff to request your transcripts from your university.
    - If you choose to decline, understand, you must provide your transcripts at the end of each semester (at your expense) by the suspense set by the detachment staff. Failure to do so, may result in being dropped from the program.
    - Acknowledge box
  - **Read & Acknowledge**: A data release statement will be required prior to acceptance in the program.
    - Acknowledge box
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**
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**