Civil Involvements Self-Reporting

The Civil Involvements module allows a cadet to enter, view and update their Civil Involvements. ROTC Cadets MUST report all Civil Involvements to their unit within 72 hours of the incident, per AFROTCI 36-2011. Involvements submitted via this module will fulfill the reporting requirement.

What is a Civil Involvement? – From AFROTCI 36-2011; paragraph 4.5.3.2.

Any offense, violation of law or ordinance, or any other incident causing adverse involvement or contact with civil, military, or school authorities as an adult or juvenile is an involvement for AFROTC purposes and must be reported. This includes violations of school honor code; prior-service UCMJ/Article 15 actions; and administrative discharge, demotion, or letters of reprimand while in government or military service....

What Civil Involvements must be reported? – From AFROTCI 36-2011; paragraph 4.5.3.3.

Cadets must report all involvements regardless of final disposition.... A finding of not guilty or advice by an attorney or court official to consider the record as clear does not constitute authority to omit the involvement.... This includes involvements that resulted in state-sealed records or expungement relief with respect to juvenile records.

Reporting a Civil Involvement



1 - Navigating: - There are two ways to report a Civil Involvement from the Main Menu
 1a - Click Main Menu, then ROTC, then Cadet Self Service, then Civil Involvements
 1b - Under Quick Links, select Civil Involvements

The following page appears:

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Privacy Act Information - The information accessed through this system is FOR OFFICIAL USE ONLY and must be prote	
UNCLASSIFIED // FOUO	
Favorites Main Menu Favorites Favorites	
Civil Involvements	
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 violatories and any incidents which resulted in your being luiged 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.	2
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 lemination from consideration for membership in the Air Force ROTC program; or, if already a member, may result in you discontinuance from the Air Force ROTC program. The information reported on this certification from will be treated as confidential matter, subject to the provisions of the Privacy Act of 1974 and the Freedom of Information Act.	
No Civil Involvements Recorded Add an Involvement	3

2 – Read the statements regarding civil involvements.

3 – Add an Involvement: Click to begin.

Initial Report

	Invol	vement H	listory			Find	First 🕚 1 of 1	🕑 Last		
1	C.I.	1	Status: Unre	ported Involvement	:			-		
2			*Date of Involvem	ent 🕅	Involvemen	t Туре				
-					• Civi	◯ School	○ Military		5	
2			*Detained, Confi	ined, Probation?						
3			OYes	◯ No						C
			*Drugs or Alcoh	ol Cited?						0
4			⊖ Yes							
-										
							Submit		7	
	* Red	uired Fie	lds							

1-Status: Is Unreported Involvement until you submit the data.

2 – **Date of Involvement:** Enter date manually (format mm/dd/yyyy) OR click the calendar icon \mathbb{B} to select date the involvement occurred.

3 – **Detained, Confined, Probation?:** Answer the question by clicking **Yes** or **No**. If you answered yes, you will be prompted to answer the following:

*Arresting Authority/Court	*City	*State	
		Q	
*Disposition/Finding	_		
	\checkmark		

a – Arresting Authority/Court, City, State: Provide.

b – **Disposition/Finding:** Select from the drop down menu by clicking on the drop down arrow (\checkmark). (If the involvement has not been resolved, choose "Pending")

4 – Drugs or Alcohol Cited?: Answer the question by clicking Yes or No.

5 – **Involvement Type:** Select by clicking on Civil, School or Military. Defaults to Civil, update as necessary.

6 - Review the data you entered.

7 – Submit: Click to submit the involvement.

NOTE: The status changes from **Unreported Involvement** to **Reported** once you click the submit button. At this point the reporting requirement is satisfied.

Involvement Submitted



- 1 Involvement Submitted: You will receive this notification on your screen.
- 2 Please **Read** in its entirety.

3 - You must **schedule an appointment**, as soon as possible, to discuss this civil involvement with your detachment staff.

4 – Click Return.