

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.

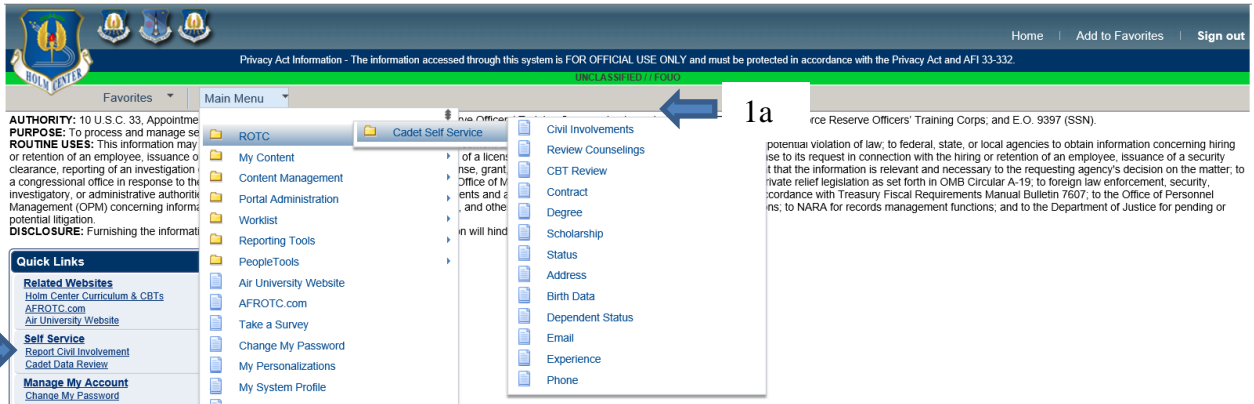
What is a Civil Involvement? – From AFROTCI 36-2011; paragraph 4.5.3.2.

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.

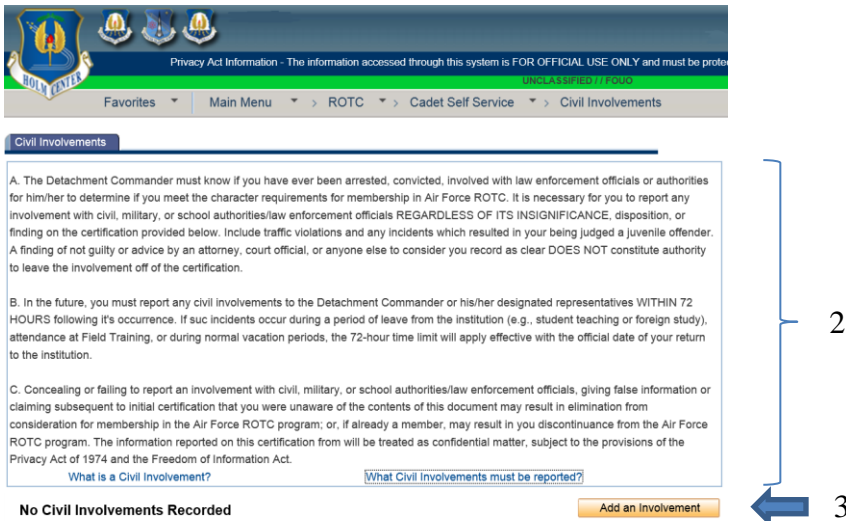
Cadets must report all involvements regardless of final disposition.... A finding of not guilty or advice by an attorney or court official to consider the record as clear does not constitute authority to omit the involvement.... This includes involvements that resulted in state-sealed records or expungement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



- 2 – Read the statements regarding civil involvements.
- 3 – **Add an Involvement:** Click to begin.


Initial Report

The screenshot shows a web form titled "Involvement History" with a search bar and navigation links. The form contains several fields and questions:

- 1**: Status: Unreported Involvement
- 2**: *Date of Involvement (with a calendar icon)
- 3**: *Detained, Confined, Probation? (Yes/No radio buttons)
- 4**: *Drugs or Alcohol Cited? (Yes/No radio buttons)
- 5**: Involvement Type (Civil, School, Military radio buttons)
- 6**: A bracket on the right side of the form, encompassing the date, questions, and type fields.
- 7**: Submit button

* Required Fields

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  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:

The follow-up form contains the following fields:

- *Arresting Authority/Court
- *City
- *State
- *Disposition/Finding (with a drop-down arrow)

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

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

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

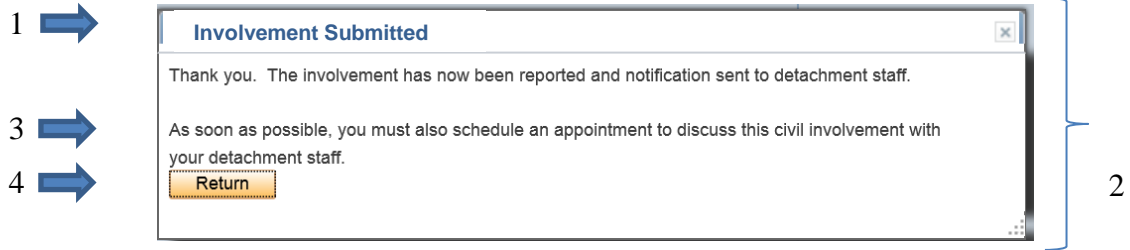
5 – Involvement Type: Select by clicking on Civil, School or Military. Defaults to Civil, update as necessary.

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.