United States Air Force Honor Guard

Enlisted Application Instructions

You should consult AFMAN 33-337 for writing guidance. Members wishing to apply to the USAF Honor Guard must:

1) Scan all tabs and submit application electronically (**electronic applications are preferred; if you cannot scan, see alternative in item 2)**

1st Pg	**Table of Contents** (print just this first page and enclose as the Table of Contents)
Tab 1	**USAF Honor Guard – Commander's Memorandum and Letter of Recommendation** (available electronically at http://www.honorguard.af.mil/recruiting/)
Tab 2	Copy of up-to-date **Record Review** from vMPF; choose "Record Review/Update" from the right menu, then select "View/Print All Pages" from the left menu
Tab 3	**Two Full-Length Photographs** (8x10), wear long-sleeve service blues with full accouterments (no service coat), tie/tab & no hat One front view pose (at attention); one profile pose (at attention) (photograph profile 90° from the front view) ***DEPLOYED PERSONNEL** wear ABUs with no blouse or hat*
Tab 4	In memorandum format, **Personal Statement** of why you are applying for a position with the United States Air Force Honor Guard (limit to one page).
Tab 5	**Two Letters of Recommendation-** In memorandum format, from the Wing Commander or Wing Command Chief and one additional letter from a person of your choice
Tab 6	Copies of five, most recent, **Enlisted Performance Reports**
Tab 7	Recent **Report of Medical Examination** (DD Form 2808), completed within 60 days of application
Tab 8	Recent **Physical Profile Serial Report** (AF Form 422); indicate profile & height completed within 60 days of application (Height must be verified by a doctor)
Tab 9	**Individual Fitness Report** from your Unit Fitness Program Manager; recent score must be less than 6 months old and include your BMI
Tab 10	**USAF Honor Guard – Authorization for Release of Information** (available electronically at http://www.honorguard.af.mil/recruiting/)
Tab 11	**USAF Honor Guard – Presidential Support Program Questionnaire** (available electronically at http://www.honorguard.af.mil/recruiting/)

2) If you cannot scan, then prepare a **Special Duty Application Package** in a white, 1-inch, 3-ring binder, with each section tabbed as indicated below. Mail Package to:

   USAF HG/RTR - Recruiting
   50 Duncan Ave., Rm 222
   Bolling AFB, DC 20032

   Notify USAF Honor Guard Recruiting Office that application has been submitted by emailing hgrecruiting@afncr.af.mil.

3) Phase 1 includes the initial package review for completion. If application does not follow instructions outlined above the applicant will be contacted with further instructions. Select applications will be approved to proceed to Phase 2, Phase 2 includes:

   - Application review panel evaluation process (approximately 10 duty days)

   - USAF HG/Commander select/non-select approval (approximately 5 duty days)

4) Select applications will be approved to proceed to Phase 3, Phase 3 includes:

   - AFSC release; this is coordinated with the USAF HG Functional Manager and individual applicant's Functional Manager. (up to 6 weeks)

5) If needs of the Air Force allow release approval, each applicant will receive a letter of selection from the USAF Honor Guard.

6) Any applicant not approved for subsequent phase (after Phase 1), will receive a letter of their non-selection.

Minimum Qualifications, All Applicants:

1. Meet assignment quality control standard IAW AFI 36-2110, Assignments Quality Control, paragraph 2.40. http://www.e-publishing.af.mil/shared/media/epubs/AFI%2036-2110.pdf

2. EPRs must show that the applicant has consistently demonstrated high standards of character, discretion, loyalty and performance.

3. Physical profile of **111121**, Disqualifiers: history of posture, back, knee, feet, joint or equilibrium problems.

4. 20/20 vision, or correctable via contact lenses.

5. Must present impeccable military image and conform to exacting grooming standards; no shaving waivers.

6. No fear of firearms or have a history of anxiety, emotional or nervous system disorders.

7. Ability to speak clearly and distinctly with no speech impediment.

8. Minimum height requirement for males is 5' 10" and 5' 6" for females. (Waiverable for highly qualified individuals)

9. Have no conviction under the UCMJ during current enlistment.

10. Minimum "General" AQE score of 30.