



United States Air Force Honor Guard Officer Application Instructions



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

- 1) Compile all tabs and submit application electronically; 1log.usafhgt.training@us.af.mil.

1st pg	Table of Contents (print just this first page and enclose as the Table of Contents)
Tab 1	AMS SURF
Tab 2	Letter of Recommendation (LoR) from 1st O-6 in the chain of command and one additional LoR may be included
Tab 3	Volunteer memo stating why you would like to become a member of the USAF Honor Guard
Tab 4	Copies of five, most recent, Officer Performance Reports
Tab 5	Official photo (Full length, 45 degree standing angle, in short-sleeve blues) Note: if deployed, may substitute ABU, but must be with outer blouse off, i.e. t-shirt only
Tab 6	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 7	Individual Fitness Report from MyFitness; recent score must be less than 6 months old

- 2) Electronic applications are preferred, however, if you cannot scan a package, then print out all tabs and prepare a **Special Duty Application Package**. Mail Package to:

USAF Honor Guard
ATTN: Director of Operations
48 Brookley Ave. SW
Joint Base Anacostia-Bolling
Washington D.C. 20032

Notify USAF Director of Operations that an application has been submitted by emailing - 1log.usafhg.training@us.af.mil

- 3) The application review process is as follows:
1. USAF HG Director of Operations (DO) conducts an initial package review to ensure completion. If the application does not follow the instructions as outlined above, the applicant will be contacted with further instructions.
 2. USAF HG DO and Commander thoroughly review the application.
 3. USAF HG DO and Commander interview the applicant. (ensure your contact information is accurate).
 4. USAF HG Commander decides on his/her selection(s) for Honor Guard assignment.
 5. USAF HG Commander notifies selected applicant(s) and then the AFPC Officer Special Duty Assignments (OSDA) office.
 6. AFPC OSDA coordinates AFSC release (for selected candidates) with the applicant's Functional Manager.
 7. USAF HG DO notifies non-selected applicant(s).
 8. Selected applicant(s) receives assignment notification from AFPC.

Minimum Qualification Requirements

1. All applicants must meet time on station requirements.
2. OPRs must show that the applicant has consistently demonstrated high standards of professionalism, character, 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 an impeccable military image and conform to exacting grooming standards; shaving waivers are allowed but must be up-to-date in ASIMS and hand carried.
6. No fear of firearms or have a history of anxiety, emotional or nervous system disorders to include Post Traumatic Stress Disorder (PTSD).
7. Ability to speak clearly and distinctly with no speech impediments.
8. Minimum height requirement for all Officer applicants is 5' 6".

Maximum Height is 6'6" for all members.

9. Have no conviction under the UCMJ.