



USAF Honor Guard Recruiting Team
hgrecruiting@bolling.af.mil - USAF HG/RTR

Detailed Instructions for Electronic Applications

Electronically submitting an application is the fastest and most reliable way to apply to the USAF Honor Guard. Follow the instructions below to complete this easily and quickly.

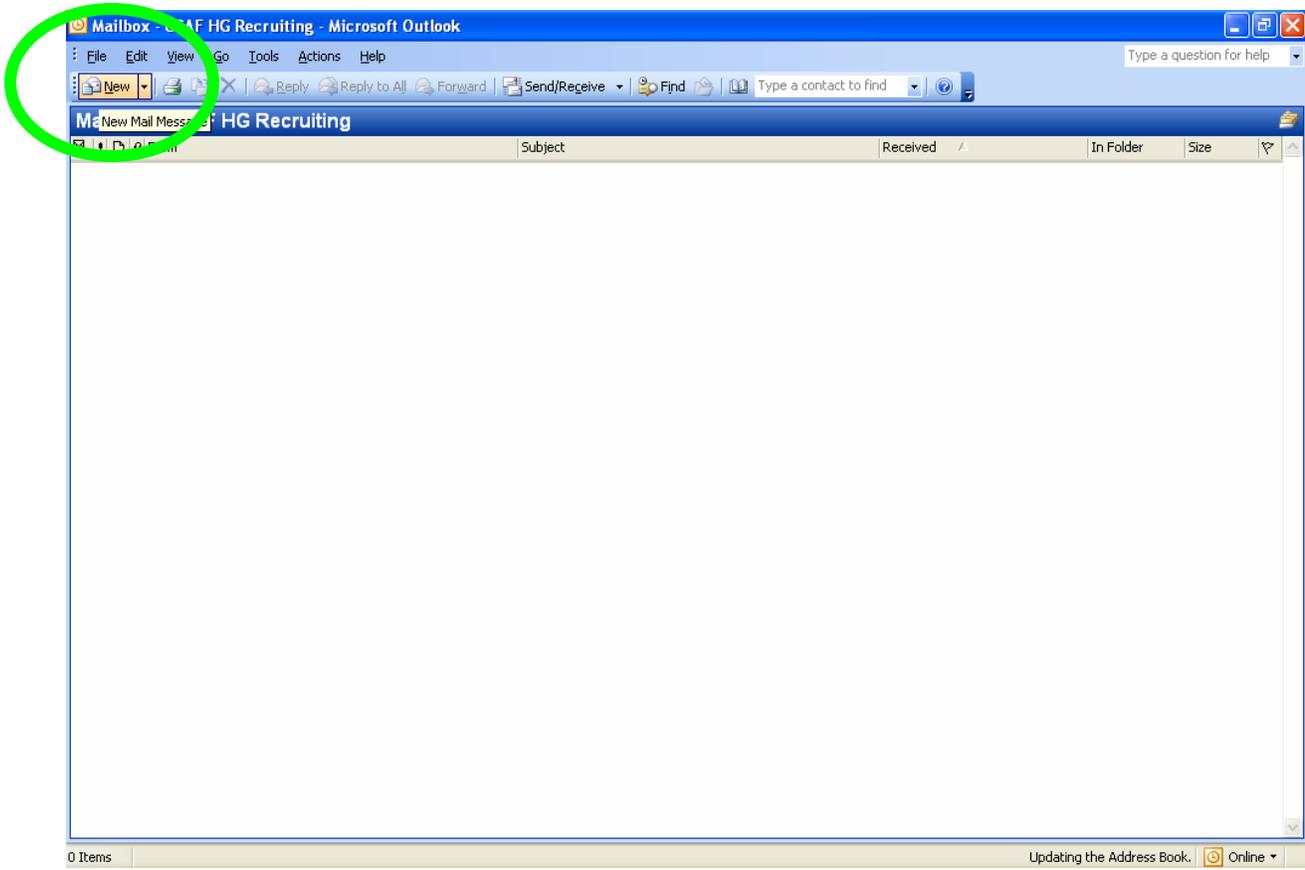
REQUIREMENTS TO SUBMIT ELECTRONICALLY

- You must have a functioning USAF/DoD email account (first.last@anybase.af.mil, for example); applications are accepted only from official *DoD* email accounts.
- You must have access to a Digital Sender (or similar email/scan device) or a hi-quality scanner.
- You must be able to scan into either of the two following formats: *.pdf or *.jpg; PDFs are preferred due to smaller file size.

WHEN SCANNING:

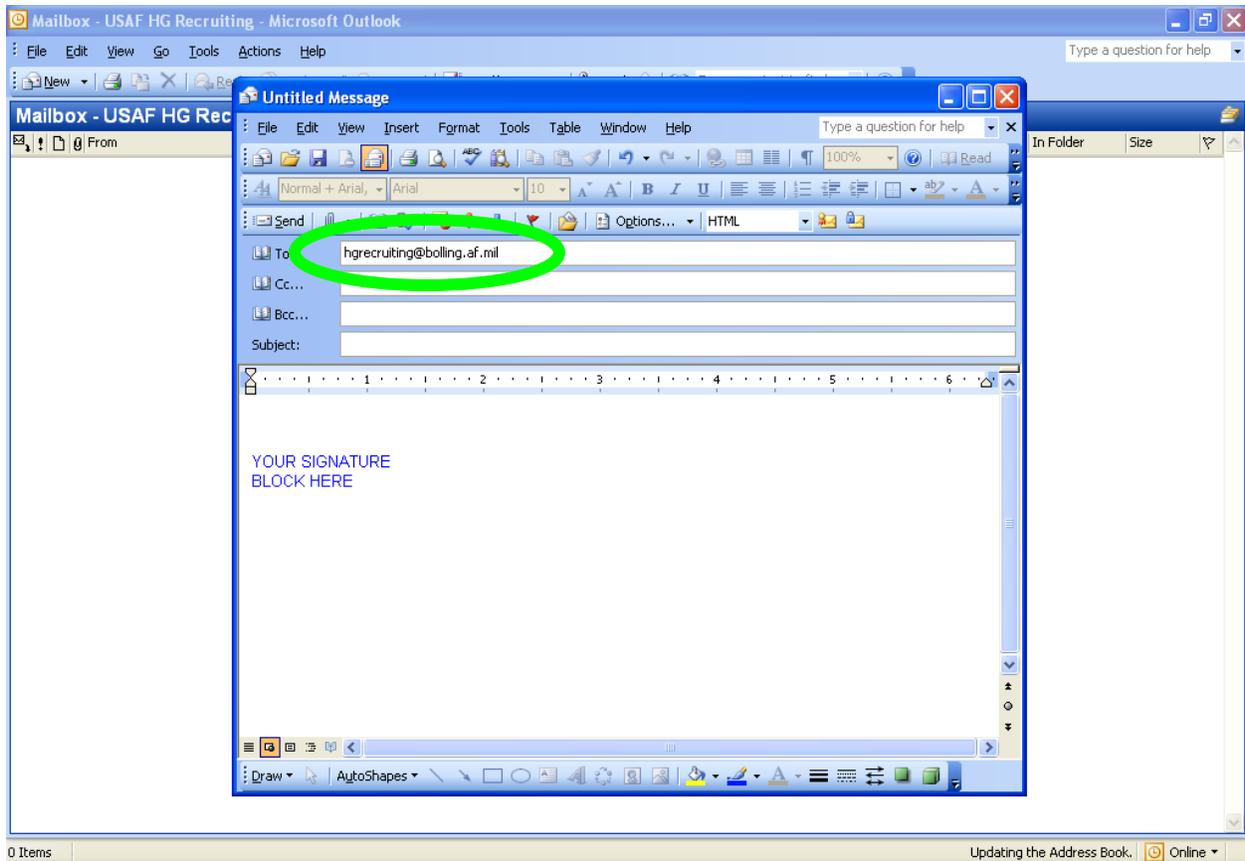
- You should have 11 tabs in your paper application
- Separate each tab and scan each page so that you have a single file for each of the pages of all 11 tabs. **IMPORTANT HINT:** *Particularly for EPRs, ensure that you scan the reverse side of pages that are double-sided. When possible orient all pages so that no page is upside-down when viewing on the computer*
- **Use the following naming system when scanning files:**
 - o "TAB 1 – PAGE 1 of X.pdf" (or .jpg, depending on your file format used)
 - o "TAB 1 – PAGE 2 of X.pdf"
 - o And so on, through "TAB 11 – PAGE 1 of X.pdf" until all files are scanned/named in order
 - o There is no need to write the title of each file; do not add the words "Commander's Rec" or "2006 EPR" to the file name
- Save these files in a location easy to find on your hard drive (i.e.: My Documents)
- Also, instead of scanning photos (Tab 3) you can simply attach high-resolution electronic copies

**CLICK hgrecruiting@bolling.af.mil TO OPEN A
NEW MESSAGE & BEGIN ATTACHING FILES**



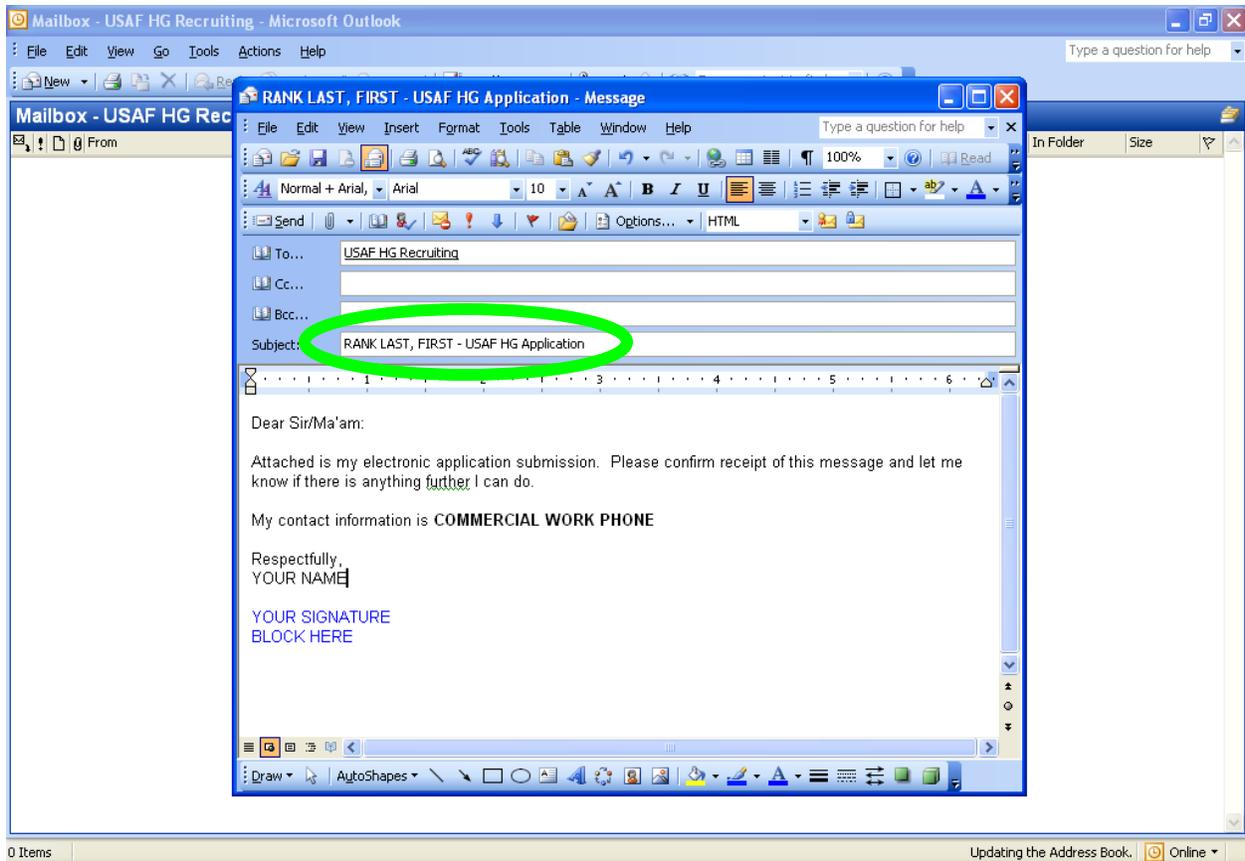
STEP 1

- From your Microsoft Outlook account, open a new mail message



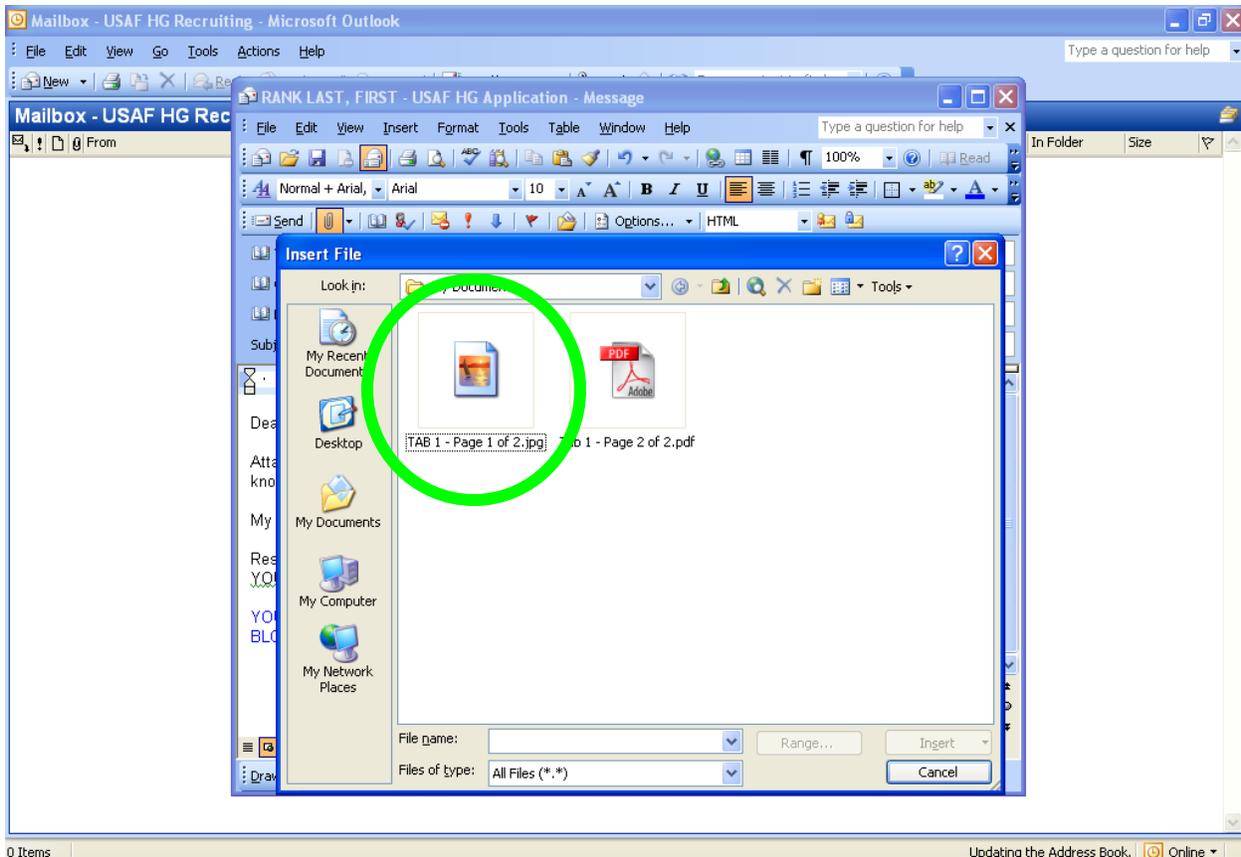
STEP 2

- Address your message to hgrecruiting@bolling.af.mil; if you are connected to the global address book this email address should change to say “USAF HG Recruiting” after a short pause.



STEP 3

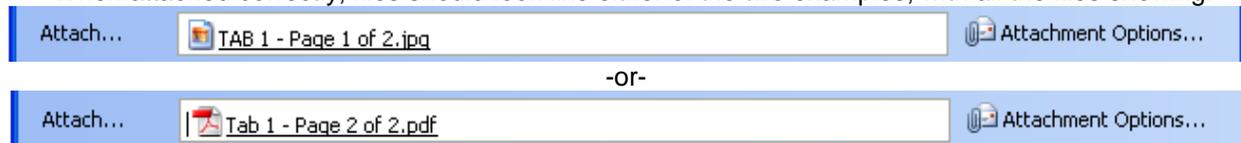
- Enter the subject of your message using the following format:
 - o **RANK LAST, FIRST – USAF HG Application**
 - o For example: SSGT DOE, JOHN – USAF HG Application
- The above message body/text appears as a sample message, you should always include a good DSN and commercial number for contacting you in case there are any questions.

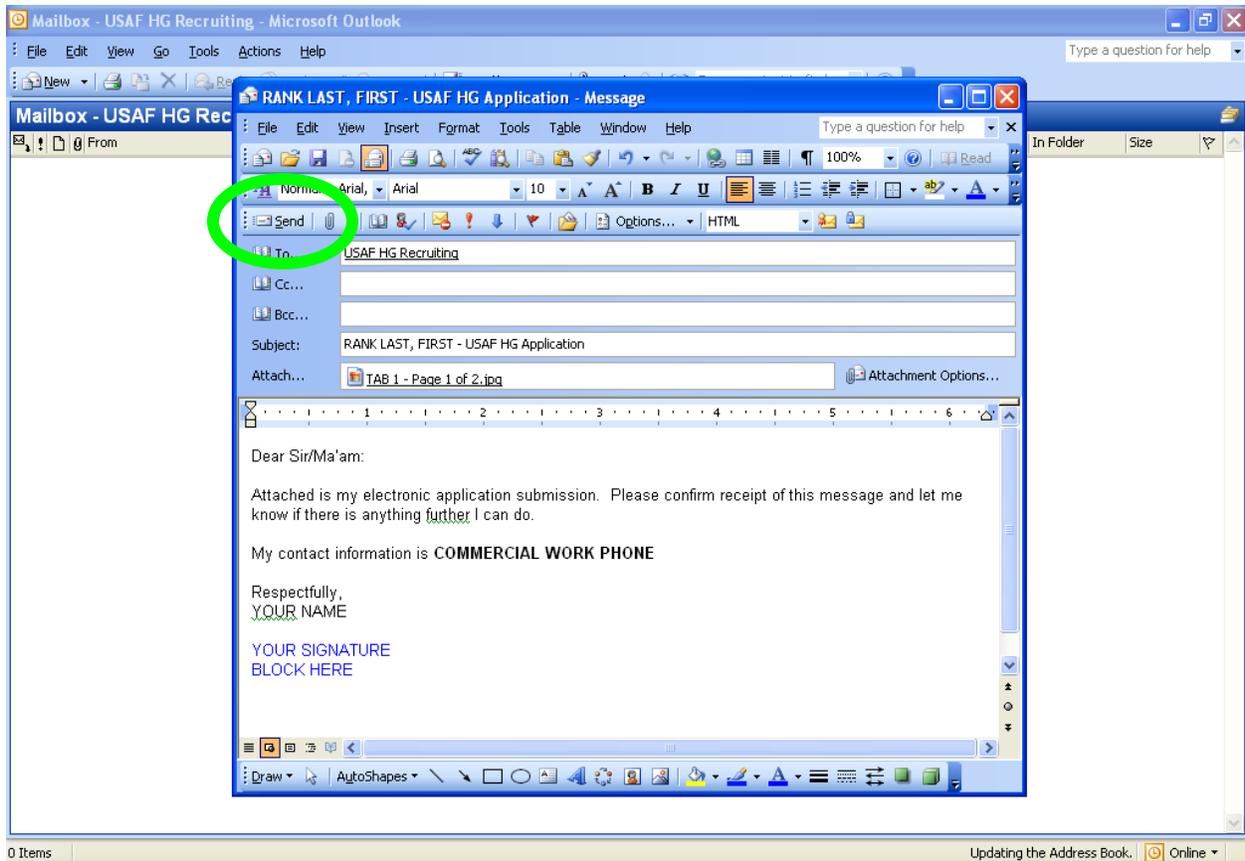


STEP 4

- Attach all the pages of the application:
- As stated above, the two document types accepted by USAF HG for electronic applications are JPG and PDF.
- Do not exceed 10MB per email message
 - o If you cannot fit all attachments into one email message, send a second (and third, etc.) message (same subject line) until you are able to submit all pages of your application.
- Do not exceed 50MB in any session of email the USAF HG Recruiting account; this is to prevent email server shutdown.
 - o If you find you have more than 5 separate email messages, you have probably scanned your pages with too high-resolution, making the individual file sizes too large. Try lowering the resolution on the scanner and re-scan all documents.
- **IMPORTANT HINT:** If you used your base Photo Lab to take your official pictures, you should simply request digital copies of your photographs and attach these in the application instead of having hardcopy photos printed, since hardcopies are not necessary.

When attached correctly, files should look like either of the two examples, with all the files showing.





STEP 5

- Once you ensure that all files have been attached, click the SEND button