



# 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; [usaf.1log.mbx.usaf-hg-recruiting@mail.mil](mailto:usaf.1log.mbx.usaf-hg-recruiting@mail.mil).

<b>1st pg</b>	<b>Table of Contents</b> (print just this first page and enclose as the Table of Contents)
<b>Tab 1</b>	Copy of up-to-date <b>Record Review</b> from vMPF; choose “Record Review/Update” from the right menu, then select “View/Print All Pages” from the left menu
<b>Tab 2</b>	Letter of Recommendation (LoR) from Unit Commander and one additional LoR may be included
<b>Tab 3</b>	Volunteer memo stating why you would like to become a member of the USAF Honor Guard
<b>Tab 4</b>	<b>Two Full-Length Photographs</b> (8x10), wear long-sleeve service blues with all ribbons/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) <b>*DEPLOYED PERSONNEL</b> wear ABUs with no blouse or hat*
<b>Tab 5</b>	Copies of five most recent <b>Enlisted Performance Reports, or as many as available if you have less than five</b>
<b>Tab 6</b>	Recent <b>Report of Medical Examination</b> (DD Form 2808), completed within 60 days of application
<b>Tab 7</b>	Recent <b>Physical Profile Serial Report</b> (AF Form 422); indicate profile & height completed within 60 days of application (Height must be verified by a doctor)
<b>Tab 8</b>	<b>Individual Fitness Report</b> from your Unit Fitness Program Manager; recent score must be less than 6 months old and include your BMI
<b>Tab 9</b>	<b>USAF Honor Guard – Authorization for Release of Information</b> (available electronically at <a href="http://www.honorguard.af.mil/about-us/recruiting/">http://www.honorguard.af.mil/about-us/recruiting/</a> )
<b>Tab 10</b>	<b>USAF Honor Guard – Presidential Support Program Questionnaire</b> (available electronically at <a href="http://www.honorguard.af.mil/about-us/recruiting/">http://www.honorguard.af.mil/about-us/recruiting/</a> )

- 2) Electronic applications are preferred, however, if you cannot scan a package, then prepare a **Special Duty Application Package** in a white, 1-inch, 3-ring binder, with each section tabbed as indicated above. Mail Package to:

USAF Honor Guard Recruiting  
50 Duncan Ave., Rm 222  
Joint base Anacostia-Bolling AFB, DC 20032

Notify USAF Honor Guard Recruiting Office that application has been submitted by emailing:

[Richard.waller.1@us.af.mil](mailto:Richard.waller.1@us.af.mil)  
[Arthur.j.kemp.mil@mail.mil](mailto:Arthur.j.kemp.mil@mail.mil)

3) The application review process is as follows:

- The USAF HG Recruiting Team will conduct an initial package review for completion. If the application does not follow the instructions as outlined above the applicant will be contacted with further instructions.
- The USAF HG Superintendent will conduct his/her application review process.
- The USAF HG/Commander will conduct a telephone interview- ensure your contact information is up to date.
- The USAF HG/Commander will conduct a final review/selection/non-selection
- AFSC release for selected candidates: this is coordinated through the USAF HG Superintendent and the applicant's Functional Manager for release.
- Selected applicants will be notified of selection/assignment.
- Any applicant not selected will be notified of non-selection.

### **Minimum Qualification Requirements**

1. All applicant 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; no shaving waivers.
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 males is 5' 10" and 5' 6" for females.
9. Have no conviction under the UCMJ during current enlistment.
10. Minimum "General" AQE score of 30.

11. Ability to lift 40lbs.