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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I       , am applying for a special assignment to HIANG Recruiting and Retention. **I understand that I will submit copies of my EPRs, medical profile (AF Form 422), and all other requested items in the job application.** | | | | | | | | | | | | | | |
| NAME (LAST, FIRST MI) | | | | | | | DOB (DD MMM YY) | | | | | GRADE | SSN | |
| AFSC | UNIT/DUTY SECTION | | | BASE | | | | | DUTY PHONE (DSN) | | | | HOME PHONE (AREA CODE) | |
| EDUCATION LEVEL (You maybe asked to submit transcript) | | | | | | DEROS | | | | TOS (YRS & MONTHS) | | | | |
| TOTAL ACTIVE FEDERAL MILITARY SERVICE DATE | | JOINT SPOUSE  YES  NO | | | | | | CONTROLLED TOUR STATUS  YES  NO | | | | | SRB  YES  NO | |
| IF SPOUSE IS ACTIVE DUTY- PROVIDE NAME | | | | | SPOUSE’S GRADE | | | | SPOUSE’S SSN | | | | | SPOUSE’S TOS |
| Work and Personal EMAIL ADDRESS | | | | | | | | DRIVER’S LICENSE NUMBER / STATE | | | | | | |
|  | | | | | | | | Good Speaking Voice with the ability to communicate well  Yes  No | | | | | | |
| High standards of military appearance and conduct.  Yes  No | | | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | |
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Applicant’s Military/Civilian Convictions: YES  NO (If yes explain circumstances)

I certify that all the above information is true to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature and Date

1st Indorsement/Commander

(Insert Rank, Last Name, First Name below)

      has applied for a special duty to HIANG Recruiting and Retention.

To my knowledge, member is emotionally stable, morally responsible, financially sound, and has not had a history of disciplinary action. (i.e. UIF, LOR, Control Roster) I recognize that it is not in the best interests of the Air Force to have confirmed perpetrators of Sexual Harassment in formal training courses. I have reviewed the member’s records, and they do not reflect any information, which in my judgement would preclude selection of the applicant for this position.

Records must conform with Air Force Policy which prohibits perpetrators of sexual harassment and Unlawful Discrimination from applying.

**TYPE ANY:** Additional Comments Commander must certify exclusive to HIANG Recruiting and Retention:

Last three EPRs must be a combination of 5’s or Exceeded some, but not all expectations or higher

Must possess a minimum physical profile of 111321, a minimum dental classification of II, and have the ability to speak clearly and distinctly. Mental Health review will be evaluated. No record of emotional instability, personality disorder, sexual misconduct or other unresolved mental health problems that will interfere with the ability to perform Recruiting duty. Must have scored 80 or above on last two fitness test, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months or exemptions from any component. Candidates demonstrate the maturity and ability to operate in an autonomous environment, without direct day to day supervision. Additionally, married nominees must demonstrate strong family bonds with mature emotional support. Have a CCAF degree or be within 12 months of completion.

Recommend

Non Recommend  (Please provide explanation)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and Grade of Approving Official

(MUST BE Commander or Designated Officer)

Please Type Rank/Name and DSN of Approving Officer