

180 Day (Renewable) Title 10 MPA Honor Guard Position		
NEW YORK AIR NATIONAL GUARD 109 th Airlift Wing Stratton Air National Guard Base Scotia, NY 12302-9752	ANNOUNCEMENT#:	24-001
	DATE:	15 July 2024
	CLOSING DATE:	5 August 2024
UNIT: 109th Force Support Squadron Stratton ANGB Scotia, NY 12302-9752	AFSC: Any Enlisted AFSC	
ELIGIBLE GRADES: E-6 thru E-7	AREA OF CONSIDERATION: All enlisted members of the 109 th Airlift Wing - Honor Guard experience preferred but not mandatory	
POSITION TITLE: BHG Program Manager, 109 th Airlift Wing Base Honor Guard		
POSITION SUMMARY: <ul style="list-style-type: none"> • Oversees the entire Base Honor Guard program to include budgeting, scheduling and personnel management to include all administrative duties. • Ensures all ceremonial guardsmen are properly training and maintain high standards of performance and appearance. • Manages the logistics for ceremonies and events, including communication with external and internal stakeholders • Represent the Wing, NYANG, and the USAF at installation events, community and civic functions deemed appropriate by the Installation Commander & Hanscom AFB 		
REQUIREMENTS: <ul style="list-style-type: none"> • Must be able to maintain the HIGHEST standards in dress & personal appearance, military bearing, professionalism and fitness • Provide and assist in the rendering of Military Funeral Honors. Possess the ability to perform ANY aspect of the MFH Ceremony • Hours will include evenings and weekends • RSD's will be performed with unit with the exception of required MFH • Must remain in good standing with your unit to include all required AT and Ancillary Training • IAW DAFI 34-160, must be certified fit for duty (not on medical profile) 		
BENEFITS: <ul style="list-style-type: none"> • Full Active Duty Tricare for member and dependents • 2.5 days of leave accrued per month • Full BAH/BAS 		
NOTE: <ul style="list-style-type: none"> • This is a temporary Title 10 tour that may be terminated at any time due to budgeting and funding constraints and/or at the discretion of the Commander • IAW DAFI 36-2619, a tour will typically not span more than five years, or 1825 days in the previous 2190 days • Questions may be sent to: 109.AW.HonorGuard@us.af.mil • No PCS authorized. Members must live withing the commuting distance 		

APPLICATION PROCEDURES:

- Emailed application must be complete and received prior to the established closing date. The 109th Force Support Squadron will not accept packets after established closing date. There are NO EXCEPTIONS to this policy.

REQUIRED DOCUMENTS:

- Base Honor Guard Application Checklist
- Official Air Force Biography
- Resume
- vMPF Records Review – Must include ALL pages and will be no more than 90 days old
- myFitness Individual Fitness Tracker – Must have current (not expired) Physical Fitness Assessment
- ASIMS – IMR – Green
- Commander's Letter of Good Standing (BHG Template)
- Optional Forms: Cover letter, EPB(s), reference, etc. If submitting to the selection board, all documents must be included with the application package prior to close out

MAIL APPLICATION TO:

Email application to 109AW.FSS.CustomerService@us.af.mil

For assistance with sending in an application, please contact the BHG Office

Phone: (518) 344-2013

Email: 109.AW.HonorGuard@us.af.mil

Selecting Official: Lt Col Ashley FitzGibbon

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DEPARTMENT OF THE AIR FORCE
109 AIRLIFT WING (ANG)
ONE AIR NATIONAL GUARD ROAD
SCOTIA NEW YORK 12302-9752

MEMORANDUM FOR 109 FORCE SUPPORT SQUADRON

FROM: [REDACTED] /CC [REDACTED]

SUBJECT: Name, Rank, Full Time Title 10 MPA Honor Guard Duty [REDACTED]

1. The above named Airman is in good standing with the unit, and meets the following requirements:

- a. Height and weight standards.
- b. Physical fitness standards.
- c. No derogatory actions or disciplinary events.
- d. No legal issues pending.
- e. No flags or bars.
- f. Attends all scheduled drill assemblies and annual training, as required.

11. The member is authorized to perform duty in support of the Base Honor Guard Program for FY [REDACTED].