



NATIONAL GUARD BUREAU

3501 FETCHET AVENUE
JOINT BASE ANDREWS 20762-5157

10 August 2015

FROM: NGB/CCI

TO: AIR NATIONAL GUARD MEMBERS

SUBJECT: Creating/Updating Biographies

1. The United States Air Force biography outlines a senior leader's background via education, training and experiences. The Air National Guard, as a component of the USAF, will utilize the official USAF biography. However, it will also highlight the civilian value and elements for use in regards to career portfolios.
2. AFI 35 -101, para 2.11.3, indicates that Public Affairs offices are responsible to: "*Prepare, update, and submit Air Force biographies, to include an official photograph, for appropriate unit individuals*" as indicated on the Air Force PA SharePoint resource site (a.k.a. the Public Affairs Community of Practice).
3. The following breakdown explains what each section is designed for, enabling members to select the best information for presentation. The biography will be no more than two pages in length. Unless otherwise specified, black Arial 10-point font will be used throughout the biography. Since biographies are often used for civilian audiences or purposes, acronyms and abbreviations are to be avoided with the following exceptions.
 - a. Associated Press style (AP) is required for all internal and external communications. Reference to states as follow-on information (e.g. Maxwell AFB, Ala.) will utilize AP style (see attachment State Abbreviation Matrix). Names of states used in the biographical paragraphs should be spelled out. Names of countries should be spelled out, e.g. Germany, Canada.
 - b. Reference to inclusionary periods of time, such as assignments, will fully spell out the name of the month and include the four-digit year (e.g. September 1987 – January 2003).
 - c. Acronyms can be utilized if too much room is used when spelled out (e.g. COMAFFOR, USSOCOM, etc.), or if they are reasonably common (e.g. NCO, USAF, ANG).
 - d. If an acronym is spelled out, do not provide the acronym in parenthesis unless it is referred to again in the biography.
 - e. Items listed under the informational sub-sections are not complete sentences, so they do not require ending punctuation.

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4. **HEADER:** The header consists of the official USAF Seal in the upper left, the Air Force contemporary silver wings logo in the upper right; the word BIOGRAPHY in upper-case 20-point Arial font centered between them, and a black bar with the words UNITED STATES AIR FORCE in white 14-point Arial font. A single black line completes the bottom of the header.

Note: ****Do not utilize state or unit emblems or logos in an official USAF biography****

OFFICIAL PHOTO SPECIFICS:

- Official photo is often referred to or requested as a “portrait.”
- Must obtain an official portrait that meets all of the criteria required by the USAF.
- Portrait must be taken by an official photographer and must be full color.
- Unit or state Public Affairs Office should be able to take the photo or tell member where to obtain one, with a photographer providing the appropriate technical standards (background, flags, lighting, and body positioning). The photographer may ask what type of photo is required (portrait, profile, full-length, etc.), and what resolution.
- High-resolution files (300dpi or higher) are only required for use in official publications (such as a printed magazine article). They can be large, (often 4-8Mb) difficult to e-mail, and spam filters may screen out large files.
- Medium-resolution file (150dpi) is sufficient for utilization in a biography, and will work for both posting on the internet and printing out on 8.5 x 11 paper.
- All Airmen must wear the USAF service dress uniform (class “A”).
(ABUs are only authorized in a portrait when the subject is deployed to a combat zone).
- The original portrait and/or cropped version must clearly show the individual’s stripes from top to bottom and at least 50% of the width (to display any element in the center field, such as a diamond or star).
- All awards, decorations, insignia and other accoutrements referenced in your official RIP should be visible.
- The U.S. Flag must be behind the subject’s right shoulder (left side of the portrait). For state and wing command chiefs, the state flag should be visible behind subject’s left shoulder (right side of the portrait, no unit flags). For all national SEL/SEA billets, only the U.S. flag is to be seen, unless dictated otherwise by the SEL/SEA’s commander.

- Subjects are encouraged to smile. Ideally, one smiling portrait (high-res and medium-res) and one serious portrait (high-res and medium-res). The serious portrait would be appropriate for articles or editorials about serious or somber topics such as suicide or sexual assault. The smiling medium-res version is the one to be utilized in the official biography.
5. RANK/NAME: CHIEF MASTER SERGEANT JOHN Q. GUARD. Do not abbreviate rank. Do not utilize nicknames or call signs (e.g. John “Jack” Q. Guard).
 6. FIRST PARAGRAPH OF BIO: Introduces the individual with their formal title in the first sentence. The second and/or third sentence should describe the subject’s overall title authority/responsibility, which could be compared to the equivalent of a mission statement for the position. The top of the first line should be roughly parallel to the top edge of the photo and justified on both the left and right side. Once the full rank and title has been utilized, revert to the abbreviated rank and last name in subsequent text (e.g. Chief Guard).
 7. SECOND PARAGRAPH OF BIO: A summary sketch of the subject’s entire military career. Traditional Guard members should also include information on their civilian career. Preferably, this paragraph should be anywhere from 15 – 25 lines, wrapped around the official photo and justified on both the left and right. It should include, but is not limited to, the following:
 - a. The year subject entered the military and his or her first duty title. The specific day/month entered and any commonly understood information (e.g. completed basic military training at Lackland AFB, Texas) is not necessary.
 - b. A statement that describes the breadth and depth of a full career (e.g. Chief Guard’s or his/her background includes service in security forces; combat control and first sergeant (note that these references are lower case, since they are not being used in official titles). Include if it spanned two or more services or components, (e.g. Chief Guard served eight years on active duty in the Air Force in security forces, six years in the Kentucky ANG in combat control and 10 years in the Oklahoma ANG as a first sergeant).
 - c. Participation in named operations, denoted with upper case (Operations NOBLE EAGLE and IRAQI FREEDOM)
 - d. Participation in any special assignments, positions, AGR or stat tour positions (e.g. Chief Guard served a one-year tour in the Oklahoma Joint Operations Center in support of Operation JUMP START).
 - e. Any key projects affected by your leadership (e.g. Chief Guard was instrumental in the state’s mission transition from F-16 Fighting Falcon aircraft to RQ-1 Predators).
 - f. For traditional Drill Status Guard or Reserve members, state any current/past civilian occupations or experiences that are relevant (e.g. Chief Guard served as a high school history

teacher in several Oklahoma schools over 22 years. For the past three years he has served as the Principal of Sweet Home High School in Smithboro, Oklahoma.)

8. **INFORMATIONAL SUB-SECTIONS:** The biography can contain as many as eight informational sub-sections of the biography. Each section title is all upper case bold 12-point Arial font. The first item is listed directly underneath the section title, with no line spacing (see example).
 - a. **EDUCATION:** Start with the earliest 4-digit year (indicating the year completed) justified to the left, with the school title beginning at the first tab/indent. The education section is designed to list all military schools, professional military education courses, degrees and certifications. Refer to attached biography as the standard template.
 - Include civilian education from accredited institutions within this timeline (e.g. 2012 Bachelor of Science degree in business administration, Trident University International, Cypress, Calif.)
 - b. **ASSIGNMENTS:** Each assignment will be numbered (see example). Include any significant periods. Deployments are noted in parenthesis for service as Senior Enlisted Leader.
 - c. **MAJOR AWARDS AND DECORATIONS:** Start with the highest awards precedence and spell out total number of devices (e.g. Air Force Meritorious Service Medal with two oak leaf clusters). Note that some decorations are to all services (e.g. Purple Heart). If a decoration is specific to a service, it must be noted (e.g. Air Force Commendation Medal, Army Achievement Medal). Do not utilize U.S. prior to the title of an award or decoration. Do not list common awards, such as basic military training ribbon, good conduct ribbon, etc.
 - d. **STATE AWARDS AND DECORATIONS:** This sub-section is unique to National Guard members. Ensure you list your key awards and decorations from your state that are reflected in your RIP.
 - e. **PROFESSIONAL MEMBERSHIPS:** List affiliation with professional associations (EANGUS, AFA, AFSA, etc.) or assignment to key leadership groups (EFAC, EBOD, AFPEC). Denote status in each (active, life, associate) and include service in leadership positions.
 - f. **OTHER ACHIEVEMENTS:** List significant awards relating primarily to military service. Civilian achievements that relate to the military or to your specific AFSC can also be noted (e.g. appointment to the Governor's Veterans Advisory Committee, 2010 Indiana Firefighter's Association Firefighter of the Year).

- g. EFFECTIVE DATE(S) OF PROMOTION: Use your current rank and the effective date-of-rank (DOR) - see example. If space allows and you have all of your DORs available, then list all previous ranks.

Note: The last item in an official biography should be the date it was last updated (see example). Updates to the biography - including official photo updates - should be made every time something changes (e.g. awards and decorations), so that your biography is always accurate and ready for submission.

9. My point of contact for this is SMSgt Christopher P. Gillis at 240-612-9490 or christopher.p.gillis.mil@mail.mil.

DIANNA M. LEBEDEV, Lt Col, USAF
Chief of Public Affairs, NGB/CCI
Air National Guard Readiness Center

2 Attachments:

1. Associated Press State Abbreviations Matrix
2. ANG Biography Example

cc:

ANGRC/CC
NGB-PA
SAF-PA
NGB/CF

Attachment: State Abbreviations matrix

Table 5, State names and abbreviations, per AP

Alabama	Ala.	Louisiana	La.	Ohio	Ohio
Alaska	Alaska	Maine	Maine	Oklahoma	Okla.
Arizona	Ariz.	Maryland	Md.	Oregon	Ore.
Arkansas	Ark.	Massachusetts	Mass.	Pennsylvania	Pa.
California	Calif.	Michigan	Mich.	Rhode Island	R.I.
Colorado	Colo.	Minnesota	Minn.	South Carolina	S.C.
Connecticut	Conn.	Mississippi	Miss.	South Dakota	S.D.
Delaware	Del.	Missouri	Mo.	Tennessee	Tenn.
Florida	Fla.	Montana	Mont.	Texas	Texas
Georgia	Ga.	Nebraska	Neb.	Utah	Utah
Hawaii	Hawaii	Nevada	Nev.	Vermont	Vt.
Idaho	Idaho	New Hampshire	N.H.	Virginia	Va.
Illinois	Ill.	New Jersey	N.J.	Washington	Wash.
Indiana	Ind.	New Mexico	N.M.	West Virginia	W.Va.
Iowa	Iowa	New York	N.Y.	Wisconsin	Wis.
Kansas	Kan.	North Carolina	N.C.	Wyoming	Wyo.
Kentucky	Ky.	North Dakota	N.D.		

The following states are not abbreviated: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah. Write the nation's capital as Washington, D.C.

Attachment: ANG Biography Example

Note: Not to scale



BIOGRAPHY

UNITED STATES AIR FORCE

CHIEF MASTER SERGEANT JOHN Q. GUARD

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- Participation in named operations, denoted with upper case (Operations NOBLE EAGLE, IRAQI FREEDOM and ENDURING FREEDOM)
- Participation in any special assignments, positions, AGR or stat tour positions.

e. Any key projects affected by your leadership (e.g. Chief Guard was instrumental in the state's mission transition from F-16s to RQ-1 Predators).

f. For traditional Drill Status Guard or Reserve members, state any current/past civilian occupations or experiences that are relevant (e.g. Chief Guard served as a high school history teacher in several Oklahoma schools over 22 years. For the past three years he has served as the Principal of Sweet Home High School in Smithboro, Oklahoma).



EDUCATION

- 1988 Noncommissioned Officer Preparatory Military Course, Pope AFB, N.C.
- 1996 Middle East Orientation Course, USAFSOS, Hurlburt Field, Fla.
- 2003 Noncommissioned Officer Academy, Tyndall AFB, Fla.
- 2005 Senior Noncommissioned Officer Academy, Maxwell AFB, Ala.
- 2008 ANG Chiefs Executive Course, Joint Base Andrews, Md.
- 2008 ANG Diversity Champions Course, Portland, Ore.
- 2008 AFSO21 Executive Leadership Course, Boeing Corp., Portland, Ore.
- 2009 Chiefs Leadership Course, Maxwell AFB, Ala.
- 2009 ANG Command Chief Orientation Course, Lackland AFB, Texas
- 2010 Associate of Applied Science Degree, Airway Science, Community College of the Air Force
- 2010 Senior Enlisted Joint PME, Joint Forces Staff College, Norfolk, Va.
- 2010 USAF Command Chief Candidate Orientation, Lackland AFB, Texas
- 2011 Reserve Component National Security Course, National Defense University, Ft. McNair, Washington, D.C.
- 2011 Chiefs Leadership Course (Mentor), Maxwell AFB, Ala.
- 2011 Defense Support of Civil Authorities Phase II Certification, USNORTHCOM, Colorado Springs, Colo.
- 2012 Joint Special Operations Forces Senior Enlisted Academy (JSOFSEA), USSOCOM, MacDill AFB, Fla.

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EDUCATION Cont.

- 2012 COMAFFOR Senior Staff Course, Air Force Expeditionary Center, Joint Base Maguire-Dix Lakehurst, N.J.
- 2012 KEYSTONE Joint Command SEL Course, National Defense University, Ft. McNair, Washington, D.C.
- 2013 Bachelor of Arts, Leadership and Influence, Jones International University, Colo.
- 2014 Professional Manager Certification, Community College of the Air Force
- 2014 Enterprise Perspective Seminar, Allan L. Freed Associates, Washington, D.C.
- 2015 Senior Leader Regional Seminar (Mid-East South West Asia), Allan L. Freed Associates, Washington, D.C.

ASSIGNMENTS

1. September 1987 – September 1997, Combat Control Operator, 21st Special Tactics Squadron, Pope AFB, N.C.
2. April 1999 – December 2000, Port Securityman, U.S. Coast Guard Reserve, 311th Port Security Unit, Tacoma, Wash.
3. January 2001 – December 2003, Combat Control Operator, 720th Special Tactics Group, Hurlburt Field, Fla.
4. December 2003 – May 2004, Operations Superintendent, 270th Air Traffic Control Squadron, Kingsley Field, Ore.
5. May 2004 – December 2008, Chief Enlisted Manager, 125th Special Tactics Squadron, Portland, Ore.
6. January 2009 – April 2011, Senior Enlisted Advisor, JFHQ-AC-Combat Operations Group, Portland, Ore.
7. April 2011 – December 2011, Command Chief, 142nd Fighter Wing, PANGB, Portland, Ore.
8. January 2012 – January 2013, Command Chief, CONR-1 AF (AFNORTH), Tyndall AFB, Fla.
9. February 2013 – Present, Command Chief, Air National Guard, the Pentagon, Washington, D.C.

MAJOR AWARDS AND DECORATIONS

Bronze Star with Valor with two oak leaf clusters
Meritorious Service Medal with two devices
Air Force Commendation Medal with two oak leaf clusters
Air Force Achievement Medal with four oak leaf clusters
Army Achievement Medal
U.S. Navy Presidential Unit Citation
Joint Meritorious Unit Award
Meritorious Unit Award with Valor

STATE AWARDS AND DECORATIONS

Oregon Meritorious Service Medal w/ Gold Star (Bravery)
Oregon Commendation Medal
Oregon Emergency Service Ribbon
Oregon Outstanding Unit
Oregon Faithful Service Ribbon
Oregon Recruiting Ribbon
Louisiana Emergency Service Ribbon

PROFESSIONAL MEMBERSHIPS

ANG Enlisted Field Advisory Council (EFAC)
Enlisted Association of the National Guard, National Executive Council, Area Director-Air, 2009-2011
Enlisted Association National Guard of Oregon, State President, 2008-2010
Combat Control Association, Life Member
Enlisted Association of the National Guard, Life Member

OTHER ACHIEVEMENTS

1988 John L. Levitow Award, Noncommissioned Officer Preparatory Military Course, Pope AFB, N.C.
1994 Combat Controller of the Year, Air Combat Command
2002 USAF IMA of the Year
2002 USAF Museum Speaker Series
2002 USAA Veteran of the year
2002 AFA Gill Robb Wilson Award nominee
2012 Honor Graduate, Joint Special Operations Forces Senior Enlisted Academy, USSOCOM, MacDill AFB, Fla.
2013 Summa cum laude, B.A., Jones International University, Colo.

EFFECTIVE DATES OF PROMOTION

Chief Master Sergeant, December 2007

(Current as of August 2015)