



BIOGRAPHY

UNITED STATES AIR FORCE

CHIEF MASTER SERGEANT JOHN Q. GUARD (See T&Q p. 258)

This paragraph introduces the individual with his or her abbreviated rank and full name, followed by organization, base and location. The following sentence(s) 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 line of this paragraph should be roughly parallel to the top edge of the photo and justified on both the left and right side. Because the subject's full rank and title has been utilized in the identification line, it is not necessary to use the member's full rank and name in the subsequent text. "The Sergeant," "Lt. Col. Jones," or "he/she" are all acceptable. (See T&Q p. 259)

This paragraph should be a summary sketch of the subject's entire military career. It is not intended to be a complete list of all assignments; include only the most significant ones. Begin with how the member entered the Air Force, i.e., month/year of enlistment, followed by technical training course and month/year of graduation. Preferably, this paragraph should be anywhere from 15–25 lines, wrapped around the official photo and justified on both the left and right. It can include, but is not limited to, the following: A statement that describes the breadth and depth of a full career. Include if it spanned two or more services or components; Participation in named operations, e.g., operations Noble Eagle, Iraqi Freedom and Enduring Freedom; Participation in any special assignments, positions, AGR or stat tour positions; Any key projects affected by your leadership e.g., Chief Guard was instrumental in the state's aircraft mission conversion from the F-16 Fighting Falcon to the RQ-1 Predator. An official biography is a public affairs communication tool similar to a news release, therefore it is required to comply with AP style. (See T&Q p. 259)



In a third paragraph, traditional drill-status Guard members may want to include any current or past civilian occupations or experiences that are relevant to their military career. This is your chance to highlight what you bring to the table e.g., Chief Guard served as a high school history teacher in several Oklahoma schools for more than 22 years. For the past three years, he has served as the principal of Sweet Home High School in Smithboro, Oklahoma. Or, Chief Guard has served as the chief compliance officer for a Fortune 500 company for the past five years, and has more than 15 years of experience in the field. (Do NOT use specific company names, as this implies government endorsement). The final sentence in the narrative should read "Prior to assuming his/her current position, the Chief was the (position title, organization, base, location)." If your narrative contains three paragraphs, it will be the final sentence in the third paragraph; if your narrative only contains two paragraphs, then this sentence will stand alone as a third paragraph. (See T&Q p. 260) *Recommend using no more than 5 lines*
NOTE: *Ensure biography is reviewed by your public affairs office. (See T&Q p. 258)*

EDUCATION (See Tongue & Quill p. 260)

- 1995 Noncommissioned Officer Preparatory Military Course, Pope Air Force Base, N.C.
- 2000 Noncommissioned Officer Academy, Tyndall AFB, Fla.
- 2002 Associate of Applied Science Degree, Airway Science, Community College of the Air Force, Maxwell-Gunter AFB, Ala.
- 2005 Senior Noncommissioned Officer Academy, Maxwell-Gunter AFB, Ala.
- 2007 Bachelor of Science, Organizational Management, Arizona State University, Tempe

EDUCATION CON'T. (See *Tongue & Quill p. 260*)

- 2008 ANG Chiefs Executive Course, Joint Base Andrews, Md.
- 2008 AFSO21 Executive Leadership Course, Boeing Corp., Portland, Ore.
- 2009 ANG Command Chief Orientation Course, Lackland AFB, Texas
- 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 Defense Support of Civil Authorities Phase II Certification, USNORTHCOM, Colorado Springs, Colo., by correspondence
- 2014 Professional Manager Certification, Community College of the Air Force, Maxwell-Gunter AFB, Ala.
- 2014 Enterprise Perspective Seminar, Allan L. Freed Associates, Washington, D.C.

ASSIGNMENTS (See *T&Q p. 261-262*)

1. January 1987–March 1987, Student, Basic Military Training, Lackland AFB, Texas
2. March 1987–August 1987, Student, Technical Training School, Keesler AFB, Miss.
3. September 1987–March 1997, Combat Control Operator, 21st Special Tactics Squadron, Pope AFB, N.C. (December 1992–March 1993, Combat Camera Photojournalist, Unified Task Force Mogadishu, Somalia; August 1994–May 1995, Combat Camera Photojournalist, Joint Task Force Prince Sultan Air Base, Kingdom of Saudi Arabia)
4. April 1997–December 2000, Port Securityman, U.S. Coast Guard Reserve, 311th Port Security Unit, Tacoma, Wash.
5. January 2001–December 2005, Combat Control Operator, 720th Special Tactics Group, Hurlburt Field, Fla.
6. December 2005–May 2007, Operations Superintendent, 270th Air Traffic Control Squadron, Kingsley Field, Ore.
7. May 2007–December 2011, Chief Enlisted Manager, 125th Special Tactics Squadron, Portland ANG Base, Ore.
8. January 2012–April 2014, Senior Enlisted Advisor, JFHQ-AC-Combat Operations Group, Portland ANGB, Ore.
9. April 2014–Present, Command Chief Master Sergeant, 142nd Fighter Wing, Portland ANGB, Ore.

MAJOR AWARDS AND DECORATIONS (See *T&Q p. 263*)

Bronze Star with “V” device with oak leaf cluster [NOT “one oak leaf cluster”]

Purple Heart

Joint Service Commendation Medal

Air Force Commendation Medal with two oak leaf clusters

Air Force Achievement Medal with six oak leaf clusters [NOT “one silver oak leaf cluster and one bronze oak leaf cluster”]

Army Achievement Medal

STATE AWARDS AND DECORATIONS (optional for ALL, follow guidance above, recommended for in-state use)

Oregon Commendation Medal

Oregon Outstanding Unit

Louisiana Emergency Service Ribbon

OTHER ACHIEVEMENTS (optional for all, see *T&Q p.264*)

1995 John L. Levitow Award, Noncommissioned Officer Preparatory Military Course, Pope AFB, N.C.

1996 Combat Controller of the Year, Air Combat Command

2007 Summa cum laude, B.S., Arizona State University

PROFESSIONAL MEMBERSHIPS AND ASSOCIATIONS (optional, see *T&Q p.264*)

Enlisted Association of the National Guard of Oregon, State President, 2008-2010

Enlisted Association of the National Guard, National Executive Council, Area Director-Air, 2009-2011

EFFECTIVE DATES OF PROMOTION (Include all ranks you've held, see *T&Q p.264*)

Airman First Class Sept. 21, 1987

Senior Airman Sept. 21, 1989

Staff Sergeant Oct. 1, 1992

Technical Sergeant Oct. 31, 1996

Master Sergeant June 15, 2001

Senior Master Sergeant Dec. 15, 2004

Chief Master Sergeant Dec. 9, 2007

(Current as of December 2017)