



Sergeant Major John Q. Guard
111 S. George Mason Drive
Arlington, VA 22204



BIOGRAPHY

UNITED STATES ARMY

This paragraph introduces the individual with his or her 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.

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 Army, i.e., month/year of enlistment, followed by basic/advanced training course and month/year of graduation.

Preferably, this paragraph should be anywhere from 15–25 lines 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 short tour positions; Any key projects affected by your leadership. An official biography is a public affairs communication tool similar to a news release, therefore it is required to comply with AP style.

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., Sergeant Major Guard served as a high school Chemistry 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, Sergeant Major 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 civilian 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

MILITARY EDUCATION (year of completion)

2000 Basic Leader Course, Camp Shelby, Mississippi

2004 Advanced Leader Course, Fort Sill, Oklahoma

2008 Senior Leader Course, Fort Bragg, North Carolina

2010 Senior Enlisted Joint Primary Military Education, Joint Knowledge Online

2012 Reserve National Security Course, National Defense University, Ft. McNair, Washington, D.C.

2016 United States Sergeant Major Army Course, Fort Bliss, Texas

2018 Battalion Pre-Command Course, Command and General Staff College, Fort Leavenworth, Kansas

EFFECTIVE DATE OF KEY PROMOTIONS/APPOINTMENTS

SERGEANT	June 2000
STAFF SERGEANT	April 2003
SERGEANT FIRST CLASS	April 2007
MASTER SERGEANT	April 2011
FIRST SERGEANT	November 2013
SERGEANT MAJOR	April 2016
COMMAND SERGEANT MAJOR	October 2018

ASSIGNMENTS (In descending order)

OCT 18-Present Command Sergeant Major, 1/123 Infantry Battalion
APR 16-SEP 18 Operations Sergeant Major, 45th Special Troops Battalion
NOV 13-MAR 16 First Sergeant Major, Alpha CO, 1/123 Infantry Battalion
APR 11-OCT 13 G3 Operations NCOIC, HHC 45th Armor Division
APR 07-MAR 11 Platoon Sergeant, B CO 3-123 Armor Battalion
APR 05-MAR 07 Instructor, 52nd Combat Arms Training Brigade
APR 03-MAR 05 Squad Leader, B CO 4-123 Infantry Battalion
JUN 00-JUN 03 Team Chief, B CO 4-123 Infantry Battalion
JUN 95-MAY 00 Crew member

MAJOR AWARDS AND DECORATIONS

Bronze Star with oak leaf cluster [NOT "one oak leaf cluster"]
Meritorious Service Medal
Joint Service Commendation Medal
Army Commendation Medal with two oak leaf clusters
Army Achievement Medal with six oak leaf clusters [NOT "one silver oak leaf cluster and one bronze oak leaf cluster"]

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

PROFESSIONAL EDUCATION

Bachelor of Science, Chemistry- Massachusetts Institute of Technology

PROFESSIONAL MEMBERSHIPS AND ASSOCIATIONS

Enlisted Association of the National Guard of the United States, Life Member
Association of the United States Army, Life Member
Veterans of Foreign Wars, Life Member

(Current as of December 2018)