



BIOGRAPHY



UNITED STATES AIR FORCE

FULL RANK FIRST M. "NICKNAME" LAST

[Abbreviated Rank] [Full Name] is [Official Duty Title] at [Organization], [Base], [Location]. Responsibilities of their current duty position are briefly listed in the next sentence(s), but should be kept brief. Rank is not used for civilian biographies.

Ex: Capt. John Doe is the Production Chief, 123rd Intelligence Squadron, Example AFB, California. He leads a flight of editors, image designers, and data architects in editing, finalizing, and disseminating all-source intelligence products over numerous publication and data distribution systems. He is also the chair for the 123rd Intelligence, Surveillance, and Reconnaissance Group's Data Integration Working group, and manages group-wide production and data formatting standards to enable synchronization of group intelligence and targeting efforts.

The second paragraph is a brief description of the person's career: when they entered the Air Force (month and year of enlistment followed by technical training course attended and month and year of graduation), years of service (active/guard/reserve), experience (technical/leadership), assignment locations (states/countries) and a summary of the most significant assignments. This paragraph is sometimes broken up into two. The final sentence in this section should read: "Prior to his/her current position, the [Rank] was the [position title, organization, base and location]."

Ex: The captain entered the Air Force in May 2013 through ROTC from Hometown University. He completed intelligence officer training in April 2014, and since then has held a variety of intelligence positions related to intelligence production and target development. Captain Doe took part in multiple multinational training exercises in the Korea and Germany, where he was the principle developer of the SHINYTHING framework now used for NATO sensor integration.

The third paragraph is optional for officers and enlisted, and may be used to provide information on other noteworthy assignments, operations experience, deployments, or flight information, as applicable. For civilians, provide information on the member's significant professional service prior to entering public service.

A fourth paragraph is optional for civilians to describe prior experience, both public and private, prior to the position(s) described in the third paragraph. May include military service and a summary of publications, as applicable. Fifth and sixth paragraphs may be added to provide logical breaks in the narrative while tracing the member's significant and relevant experience to the member's entry into the workforce following completion of formal education.

EDUCATION

YYYY Type of Degree, Title of Degree/Program, Institution, City, State

2002 Bachelor of Science, Aeronautical Engineering, Auburn University, Auburn, Ala.

2003 Air and Space Basic Course, Maxwell Air Force Base, Ala.

2006 Master of Science, Logistics Management, Air Force Institute of Technology, Wright-Patterson AFB, Ohio

List completed education programs chronologically (first to most recent) by year, type of degree, title of degree/program, institution, city, and state. Include all academic degrees and all professional military education, professional developmental education, professional continuing education, and executive courses. Consult AFH 33-337 *The Tongue and Quill* for style instructions and state abbreviations.

ASSIGNMENTS OR CAREER CHRONOLOGY

1. Month Year – Month Year, Duty Title, Unit, Installation, State
2. March 2005 – February 2008, Targeting Cell Chief, 607th Air Operations Center, Osan Air Base, Korea
3. February 2008 – July 2010, Analysis Flight Commander, 123rd Intelligence Squadron, Maxwell Air Force Base, Ala. (August 2008 – January 2009, Senior Intelligence Officer, 609th Air Operations Center, Al Udeid AB, Qatar)





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4. July 2010 – December 2010, Student, 19th Weapons Squadron, Nellis AFB, Nev.

Military use “ASSIGNMENTS” as the heading, civilians use “CAREER CHRONOLOGY”. List the member’s work history chronologically by month and year entered to month and year departed. Follow Public Affairs’ guidance for disclosure of contingency operations locations. Formatting notes:

- Spell out acronyms on the first use (e.g. “Air Force Base” then “AFB”; “Joint Base” then “JB”, etc)
- Do not use a period at the end of an assignment unless needed to abbreviate a state (or Washington, D.C.)
- Spell out the names of all months.
- Capitalize all duty titles.
- Deployment and contingency experience are placed in parenthesis in the same line as the assignment during which the member was deployed.
- Follow security manager guidance for listing of restricted access assignments.

SUMMARY OF JOINT ASSIGNMENTS [OFFICER ONLY]

1. Month Year – Month Year, Duty Title, Unit, Installation, State, as a major
2. Month Year – Month Year, Duty Title, Unit, Installation, State, as a colonel

This section is for officer personnel only; delete entire section if no joint assignments. Format and arranged as with assignment history, save for the addition of rank to the end of each line.

FLIGHT INFORMATION [FLIGHT RATED ONLY]

Rating: [Rating]

Flight hours: [Hours]

Aircraft flown: [Aircraft]

This section is for rated flight personnel only; delete entire section if not flight rated. List the member’s rating, flight hours, and aircraft flown. Use a colon with two spaces after the colon for rating, flight hours, and aircraft flown.

MAJOR AWARDS AND DECORATIONS

Distinguished Service Medal

Legion of Merit with three oak leaf clusters

Defense Meritorious Service Medal with oak leaf cluster

Capitalize (Title Case) the names of all medals and ribbons listed. Accoutrements (devices) are not capitalized (e.g., with bronze star, with two oak leaf clusters, with “V” device). Never use “one” for a single award. For officer and enlisted, list the member’s major military awards and decorations in descending order of precedence. It is customary for officers and senior enlisted to list only Achievement Medals and higher honors. Lower precedent honors are listed only if significant (e.g., Prisoner of War Medal, Outstanding Airman of the Year ribbon). Civilians should list major civilian awards of state, regional, or national interest; if former military, list military awards first, then civilian.

OTHER ACHIEVEMENTS [OPTIONAL FOR ALL]

YYYY Title or Description

2000 Distinguished Graduate, Undergraduate Pilot Training

2002 Commandant’s Trophy, Squadron Officer School

2005 Air Combat Command Flight Commander of the Year

2012 Joint Staff/J-2 Officer of the Year





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List significant and other achievements chronologically (first to most recent) by year, followed by a space, and the title or brief description of the event.

OCCUPATIONAL BADGES [OPTIONAL FOR ALL]

List all badges earned.

PUBLICATIONS [OPTIONAL FOR ALL]

"Publication Title," Publisher/Journal, Month Year

"Full Circle? The Transformation of Dedicated Adversary Air Training in the USAF," Air University, Maxwell Air Force Base, Ala., 1998

"Sharing Success, Owning Failure: Preparing to Command in the Twenty-First Century Air Force," Air University Press, October 2001

List academic publications chronologically (first to most recent) by title and publication data.

PROFESSIONAL MEMBERSHIPS AND ASSOCIATIONS [OPTIONAL FOR ALL]

List the current and relevant professional memberships and associations by name only.

Permanent member, Air Force Association

Board of Directors, Air Force Association

Chairman, Air Force Retiree Council

Aerospace Education Foundation

EFFECTIVE DATES OF PROMOTION [MILITARY ONLY]

List the rank and effective date of promotion using the full rank, month, day, and year in AP style. List all ranks from enlistment/commissioning to the current rank held.

Ex (for Captain):

Second Lieutenant June 1, 2000

First Lieutenant June 1, 2002

Captain June 2, 2004

(Current as of [Month Year])

