

BIOGRAPHY PROGRAM

PURPOSE

- To provide information on preparing and using the official “bio” for ANG GOs

BACKGROUND

- The governing directive is AFH-33-337, *Tongue and Quill*, “Chapter 20: The Official Biography” (pages 257-264)
- Bios are used to prepare public and internal news releases as well as provide information to the general public.
- Bios are available online at <https://www.nationalguard.mil/Leadership/Joint-Staff/Special-Staff/Senior-Leader-Management-Office/General-Officer-Management/>
- Bios published to the <https://www.af.mil/About-Us/Biographies/> will be approved and submitted by SLMO. Only GOs in the Air Force Active Duty Headspace will be published on this site.
- **NOTE:** Public affairs (or executive staff in the absence of a PA office) is responsible for advising GOs of the Privacy Act during biography preparation. Bios are considered public domain material and may be released to any requester. Personal data, such as names, locations, and identifying information about family members will be excluded from Air Force bios. In addition, while it is understandable to take pride in the scope, size and depth of command, it is nevertheless unwise from a security standpoint to provide specific, detailed information—such as the number of personnel assigned, number and types of aircraft, special budget totals and major assets. If GOs have security concerns, they should have their proposed biography evaluated before being released. There is no control over how the information is used upon release.

DISCUSSION

- Individual GOs and the servicing public affairs office (or executive staffs in the absence of a PA office) are jointly responsible for preparing and sending bio material to the Senior Leader Management Office (SLMO).
- The individual GO is responsible for approving material that appears in the bio and ensuring the data agrees with his/her official records before submitting the information to SLMO.
- Bios must be updated within 30 days when one of the following has occurred: change in duty title, promotion, change in organization’s name, reassignment, or if the bio is more than two years old.

- The bio photo must be an 8x10 unaltered digital image in a JPEG format at 300dpi; U.S. and ceremonial flags may be included in background.
- **NOTE FOR RETIRING GENERAL OFFICERS:** Please conduct one final review of your biographical information PRIOR to retiring. Send any changes, including any medals and awards that you will receive upon retirement and an updated photo that shows those medals and awards.
 - Generally speaking, biographies are not updated after the retirement unless there is an error in fact or a typo is found. This is the Air National Guard’s biography of you and it will remain on the National Guard website as it is on the day of your retirement.
- When sending bios for update, include name, DSN/commercial phone number and email address of the person in the submitting office who will serve as point of contact. It is advisable to have only a single contact in the submitting office to avoid duplication of effort and ambiguity, which only slow the submission process and subsequent publication.
Subject Line: Attn FM Air Branch_Bio Update_Rank Last First M.
- Send bios and photo to ng.ncr.ngb-arng.mbx.gomailbox@mail.mil