

Rank and Name (ALL CAPS)

First paragraph. Rank/Mr.; Mrs.; Ms. and Name, Duty Title, Unit/Organization, Base/City and State. *(Include a short statement of current job responsibilities. If included, the statement must conform to current policies concerning Internet security.)*

Second paragraph. *Courtesy title* (i.e.: Major Smith; Mr. Smith; Ms. Smith) is a (year) graduate of (college). Begin a brief nontechnical narrative (two short paragraphs) in chronological order of military/civilian career, including more prestigious tours of duty and locations. Avoid listing every assignment.

Duty titles, not job descriptions or designations, will be capitalized. (Example 1: His staff tours include duty as Manager, name of Section/Directorate. Example 2: Major Smith served as (Duty Title or job title.) He managed the logistics group in Europe, including duty in special interest projects (name project) for the commander.

Third paragraph. If needed, continue job information. DO NOT include family information.

EDUCATION

(In chronological order, list year, type of degree earned, field in which earned, school attended, and location. Executive courses should include the year, full name of course, school attended, and the location [city and state].)

1965 Bachelor of Science degree in (degree), Syracuse University, Syracuse, NY

1976 Air Command and Staff College, Maxwell Air Force Base, AL

1976 Master's Degree in Business Administration, Auburn University, AL

ASSIGNMENTS (CAREER CHRONOLOGY FOR CIVILIANS)

Show service from beginning month/year assigned to ending month/year, position, unit assigned, location. (Civilians may list year to year only. Career Chronology will include military and civilian assignments for civilians who have served in the Armed Forces. For their military assignments include year-to-year, position, unit assigned, and location. Duty titles will be capitalized; job descriptions or job designations will not.)

1. Month and Year – Month and Year, job description, organization, Base/City, State.
2. Continue entries to present assignment showing dates, duties, and locations. The last entry in the assignments section should match the first line of the biography. **NOTE:** Significant temporary duty assignments within a normal duty assignment should be included in the same entry with the main assignment. Example: 3. Month and year – Month and year, job duty, unit, Base/City, State (Month and year – Month and year, job duty, unit, Base/City, State). The assignment in parenthesis is the temporary assignment.

MAJOR AWARDS AND DECORATIONS (AWARDS AND HONORS FOR CIVILIANS)

If an award needs to be explained, it should not be included in this section. Instead, include the information as part of the narrative in paragraphs 2 or 3.

Vietnam Service Medal

Republic of Vietnam Campaign Medal

Kuwait Liberation Medal (*specify Government of Saudi Arabia or Government of Kuwait*)

PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS

(List memberships or former memberships within last 5 years only)

Air Force Association

Order of Daedalians

Women's Bar Association

OTHER ACHIEVEMENTS

2000 "Who's Who in America"

PUBLICATIONS

"Titles of Books/Published Articles," Name of publication and the year published

EFFECTIVE DATES OF PROMOTION: (CHRONOLOGICAL ORDER)

(Current as of January 2003)

ADDITIONAL INFORMATION:

1. When preparing a biography, list the name and address of the organization owning the biography on the top portion of the first page.
2. Only official Air Force photographs may be used on the biography. Post the photo on the *right* side of the narrative.