**BIOGRAPHY**

***U N I T E D S T A T E S A I R F O R C E***

**FULL RANK FIRST NAME MIDDLE INITIAL. LAST NAME**

**Size:**

**2.75” x 3.5”**

**Position:**

**2.5” from Top**

**.5” from Right Edge**

Full Rank First Name Middle Initial. Last Name is the <<current position held>>, <<location of current position held>>. He is responsible for <<summarize mission responsibilities of current position; details could include dollar amount of assets responsible for/owned, number of military and civilian responsible for, etc>>. <<Add any other “hats” held in this position and the responsibilities behind that duty>>. <<Bottom line: the first paragraph discusses the current job. The second paragraph should talk about you as a person: when you entered the AF, what school you graduated from, family, etc. The third paragraph, if applicable, summarizes flying hours and aircraft flown>>.

The AF symbols are exactly ½ inch from the top and sides of the page. The title “BIOGRAPHY” is in Times New Roman, 24 pitch font, bold, centered and 1” from the top of the page. The “UNITED STATES AIR FORCE” is Arial, 13.5 pitch font, bold, italicized, and centered. There are full spaces between each letter and double space between each word. The name is all caps, Arial, 14 pitch font, bold and left justified. The body of the document is Arial, 10 pitch font, left justified. The side margins are ½”. Sub-headers are Arial, 10 pitch font, bold. Use “square” text wrapping for the picture.

**EDUCATION**

YYYY Bachelor of Arts Degree in Political Science, Oklahoma State University, Stillwater, Okla

YYYY Master of Science Degree in Industrial Engineering, Clemson University, Clemson, S.C.

YYYY Distinguished Graduate, Squadron Officer School, Maxwell AFB, Ala.

YYYY Distinguished Graduate, Air Command and Staff College, Maxwell AFB, Ala.

YYYY Master of Arts Degree in Military Science, School for Advanced Airpower Studies, Maxwell AFB, Ala.

YYYY Air War College, Correspondence

YYYY National War College, Ft Lesley J. McNair, Washington, D.C.

Dates should be in chronological order starting with the earliest, left justified. There is currently no standard for listing State codes. Use the Tongue and Quill, page 326 for rules on capitalizing academic degrees.

**ASSIGNMENTS**

1. Month YYYY - Month YYYY, Position, Assignment, Base, State

2. Month YYYY - Month YYYY, Position, Assignment, Base, State

3. Month YYYY - Month YYYY, Position, Assignment, Base, State

4. Month YYYY - Month YYYY, Position, Assignment, Base, State

5. Month YYYY - Month YYYY, Position, Assignment, Base, State

6. February 2005 - November 2007, Readiness and Emergency Flight Commander, 20th Civil Engineer Squadron, Shaw AFB, S.C.

7. November 2007 - December 2010, Air Defense Analysis Section Chief, 6th Tactical Intelligence Group, Osan AB, Republic of Korea

8. December 2010 - March 2012, Executive Officer, Commander’s Action Group, Joint Base Pearl Harbor-Hickam, Hawaii

List assignments in chronological order start with the earliest. Assignments should be numbered and left justified with no hanging indents.

**SUMMARY OF JOINT ASSIGNMENTS**

1. June 2005 - June 2007, Chief, Northeast Asia Division, Deputy Directorate for Political-Military Affairs-Asia

(J5), Joint Staff, the Pentagon, Washington, D.C., as a lieutenant colonel and colonel

2. April 2009 - June 2010, special assistant to the Director, General and Flag Officer Matters, Joint Staff, the

Pentagon, Washington, D.C., as a colonel

**FLIGHT INFORMATION**

Rating: Command pilot

Flight hours: ####

Aircraft flown:

**MAJOR AWARDS AND DECORATIONS**

Defense Superior Service Medal

Legion of Merit

Defense Meritorious Service Medal

Meritorious Service Medal with four oak leaf clusters

Air Medal with three oak leaf clusters

Aerial Achievement Medal with three oak leaf clusters

Air Force Commendation Medal

Southwest Asia Service Medal with two bronze stars

**EFFECTIVE DATES OF PROMOTION**

Second Lieutenant Month DD, YYYY

First Lieutenant Month DD, YYYY

Captain Month DD, YYYY

Major Month DD, YYYY

Lieutenant Month DD, YYYY

Colonel Month DD, YYYY

Brigadier General Month DD, YYYY

(Current as of Month YYYY)