



BIOGRAPHY

UNITED STATES AIR FORCE

CHIEF MASTER SERGEANT JOHN Q. GUARD (See T&Q p. 258)

The first paragraph introduces the individual with his or her full rank and name, followed by organization, base and location. The sentence(s) that follow 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 first sentence, abbreviated rank and last name should be used in all subsequent text. (See T&Q p. 259)

The second paragraph should be a summary sketch of the subject's 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 Air Force, i.e., month/year of enlistment, followed by technical training course and month/year of graduation. Preferably, this paragraph should be anywhere from 15–25 lines, wrapped around the official photo and justified on both the left and right. It can include, but is not limited to, the following information: A statement that describes the breadth and depth of a full career; include if it spanned two or more services or components; include participation in named operations (e.g., Operations NOBLE EAGLE, IRAQI FREEDOM, ENDURING FREEDOM, etc); participation in any special assignments, positions, AGR or Stat Tour positions; and any key projects affected by member's leadership (e.g., Chief Guard was instrumental in the state's aircraft mission conversion from the F-16 Fighting Falcon to the RQ-1 Predator). An official biography is a public affairs communication tool similar to a news release, therefore it is recommended that members review AP Style Guidance for Official Biographies. (See T&Q p. 258)

In a third paragraph, traditional Drill-Status Guard members may include any current or past civilian occupations or experiences that are relevant to their military career. This is the member's chance to highlight what he or she brings to the table. For example, "Chief Guard served as a high school history teacher in several Oklahoma schools for more than 22 years. For the past three years, she has served as the principal of Sweet Home High School in Smithboro, Oklahoma." As another example, "Chief Guard has served as the chief compliance officer for a Fortune 500 company for the past 5 years, and has more than 15 years of experience in the field." (Do not use specific company names, as this can imply government endorsement). The final sentence in the narrative should read "Prior to his/her current position, Chief Guard was the (position title, organization, base, and location)." If your narrative contains three paragraphs, it will be the final sentence in the third paragraph; if your narrative only contains two paragraphs, then this sentence will stand alone as a third paragraph. (See T&Q p. 260) Recommend using no more than 5 lines

NOTE: Ensure biography is reviewed by your public affairs office. (See T&Q p. 258)

EDUCATION (See T&Q p. 260)

- 1995 Noncommissioned Officer Preparatory Military Course, Pope Air Force Base, N.C.
- 2000 Noncommissioned Officer Academy, Tyndall AFB, Fla.
- 2002 Associate of Applied Science Degree, Airway Science, Community College of the Air Force
- 2005 Senior Noncommissioned Officer Academy, Maxwell AFB, Ala., by correspondence



EDUCATION Cont'd (See T&Q p. 260)

2007 Bachelor of Science, Organizational Management, Arizona State University
2008 ANG Chiefs Executive Course, Joint Base Andrews, Md.
2008 AFSO21 Executive Leadership Course, Boeing Corp., Portland, Ore.
2009 ANG Command Chief Orientation Course, Lackland AFB, Texas
2010 Senior Enlisted Joint PME, Joint Forces Staff College, Norfolk, Va., by correspondence
2010 USAF Command Chief Candidate Orientation, Lackland AFB, Texas
2011 Reserve Component National Security Course, National Defense University, Ft. McNair, Washington, D.C.
2011 Defense Support of Civil Authorities Phase II Certification, USNORTHCOM, Colorado Springs, Colo.
2014 Professional Manager Certification, Community College of the Air Force
2014 Enterprise Perspective Seminar, Allan L. Freed Associates, Washington, D.C.

ASSIGNMENTS (See T&Q p. 261-262)

1. January 1987 – March 1987, Student, Basic Military Training, Lackland AFB, Texas
2. March 1987 – August 1987, Student, Technical Training School, Keesler AFB, Miss.
3. September 1987 – March 1997, Combat Control Operator, 21st Special Tactics Squadron, Pope AFB, N.C. (December 1992 – March 1993, Combat Camera Photojournalist, Unified Task Force Mogadishu, Somalia; August 1994 – May 1995, Combat Camera Photojournalist, Joint Task Force Prince Sultan Air Base, Kingdom of Saudi Arabia)
4. April 1997 – December 2000, Port Securityman, U.S. Coast Guard Reserve, 311th Port Security Unit, Tacoma, Wash.
5. January 2001 – December 2005, Combat Control Operator, 720th Special Tactics Group, Hurlburt Field, Fla.
6. December 2005 – May 2007, Operations Superintendent, 270th Air Traffic Control Squadron, Kingsley Field, Ore.
7. May 2007 – December 2011, Chief Enlisted Manager, 125th Special Tactics Squadron, Portland, Ore.
8. January 2012 – April 2014, Senior Enlisted Advisor, JFHQ-AC-Combat Operations Group, Portland, Ore. (August 2012 – February 2013, Superintendent, 381st Expeditionary Operations Group, Southwest Asia)
9. April 2014 – Present Command Chief, 142nd Fighter Wing, Portland ANG Base, Portland, Ore.

MAJOR AWARDS AND DECORATIONS (See T&Q p. 263)

Bronze Star with Valor with two oak leaf clusters
Joint Service Commendation Medal
Air Force Commendation Medal with two oak leaf clusters
Air Force Achievement Medal with four oak leaf clusters
Army Achievement Medal

STATE AWARDS AND DECORATIONS (optional for ALL, follow guidance above, recommended for state use)

Oregon Commendation Medal
Oregon Outstanding Unit
Louisiana Emergency Service Ribbon

OTHER ACHIEVEMENTS (optional for all, see T&Q p.264)

1988 John L. Levitow Award, Noncommissioned Officer Preparatory Military Course, Pope AFB, N.C.
1994 Combat Controller of the Year, Air Combat Command
2007 Summa cum laude, Bachelor of Science, Arizona State University

PROFESSIONAL MEMBERSHIPS AND ASSOCIATIONS (optional, see T&Q p.264)

Enlisted Association of the National Guard, National Executive Council, Area Director-Air, 2009-2011
Enlisted Association of the National Guard of Oregon, State President, 2008-2010
Air Force Sergeants' Association, Life Member
Air Force Association, Life Member

EFFECTIVE DATES OF PROMOTION (All ranks, see T&Q p.264)

Airman First Class, Sept. 21, 1985
Senior Airman, Sept. 21, 1987
Staff Sergeant, Oct. 1, 1990
Technical Sergeant, Oct. 31, 1994
Master Sergeant, June 15, 2002
Senior Master Sergeant, Dec. 15, 2004
Chief Master Sergeant, Dec. 9, 2007

(Current as of January 2017)