



BIOGRAPHY

UNITED STATES AIR FORCE

[RANK] [FULL NAME]

[Rank] [Full Name] currently serves as [Position] at [Unit/Organization Name], [Base Location]. In this role, [he/she/they] is responsible for [brief description of duties and responsibilities, e.g., overseeing operations, training, leadership development, etc.].

[He/She/They] has served in the United States Air Force since [Year], demonstrating excellence in [specific areas, e.g., leadership, logistics, operations, administration]. Throughout [his/her/their] career, [Rank] [Last Name] has significantly contributed to mission readiness, team development, and strategic planning.

EDUCATION

- [Year] [Degree, e.g., Master of Science in Leadership], [Institution]
- [Year] [Degree, e.g., Bachelor of Science in Aerospace Engineering], [Institution]
- [Year] [Professional Military Education, e.g., Air Command and Staff College]

ASSIGNMENTS

1. [Date Range] – [Position Title], [Unit/Organization], [Base Location]
2. [Date Range] – [Position Title], [Unit/Organization], [Base Location]
3. [Date Range] – [Position Title], [Unit/Organization], [Base Location]
[Include all major roles and assignments, formatted similarly]

AWARDS AND DECORATIONS

[List notable awards and decorations here, e.g.,]

- [e.g., Air Force Meritorious Service Medal]
- [e.g., Air Force Commendation Medal]
- [e.g., National Defense Service Medal]

MAJOR ACCOMPLISHMENTS

- [Specific accomplishment, e.g., "Led a team of 50 personnel to execute a \$10M logistics project."]
- [Specific accomplishment, e.g., "Implemented a new training program resulting in a 20% increase in mission readiness."]



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Air Force Manual United States. Department of the Air Force, AF Form 133, Oath of Office (military Personnel). United States. Department of the Air Force, 1987 *Royal Air Force Form 4003*, 1945 Disposition of Records United States. Department of the Air Force, 1956 **Air Force Design Manual** United States. Department of the Air Force, 1970 *Casualty Services* United States. Department of the Air Force, 1992 **Air Force Handbook Afh 33-337 the Tongue and Quill and Air Force Manual Afm 33-326 Communications and Information 25 November 2011** United States Government Air Force, 2013-07-04 This printing of Air Force Handbook AFH 33 337 The Tongue and Quill and Air Force Manual AFM 33 326 Communications and Information 25 November 2011 includes the following information in one convenient consolidated document PART I COMMUNICATON BASICS Chapter 1 A Basic Philosophy of Communication Chapter 2 Seven Steps to Effective Communication An Overview PART II PREPARING TO WRITE AND SPEAK Chapter 3 Analyzing Purpose and Audience Chapter 4 Researching Your Topic Chapter 5 Supporting Your Ideas Chapter 6 Organizing and Outlining Your Thoughts PART III WRITING WITH FOCUS Chapter 7 Writing Your Draft Chapter 8 Editing Your Draft Chapter 9 Fighting for Feedback and Getting Approval PART IV FACE TO FACE SPEAKING AND LISTENING Chapter 10 Air Force Speaking Chapter 11 Effective Listening Strategies PART V WORKPLACE CHALLENGES Chapter 12 Electronic Communication Chapter 13 Meetings PART VI AIR FORCE WRITING PRODUCTS AND TEMPLATES The Quill Personal Letter Official Memorandum In Turn Memo Indorsement Memo Short Note Reply Memorandum for Record Trip Report Staff Study Report Talking Paper Bullet Background Paper Background Paper Position Paper Staff Summary Sheet Performance Report Awards and Decorations Air Force Publications Biography R sum Envelope APPENDIX 1 THE MECHANICS OF WRITING Glossary of Common Grammatical and Writing Terms Punctuation Guidelines An Alphabetical Listing Abbreviating ABCs Capitalization Guidelines Numbers Numbers Numbers APPENDIX 2 THE MECHANICS OF RESEARCH APPENDIX 3 EFFECTIVE READING STRATEGIES APPENDIX 4 BIBLIOGRAPHY AND OTHER REFERENCES THE INDEX And AFMAN 33 326 Chapter 1 COMMUNICATIONS MANAGEMENT 1 1 Formats Unique to Headquarters Air Force HAF 1 2 Plain Language 1 3 Writers Responsibilities 1 4 Suspense Actions 1 5 Coordination Process Chapter 2 STATIONERY STANDARDS AND USES 2 1 Paper Standards Table 2 1 Paper Quality 2 2 Standard Letterhead 2 3 Pre printed Letterhead 2 4 Computer Generated Letterhead 2 5 Headquarters United States Air Force HQ USAF Letterhead 2 6 Department of Defense DoD Programs and Activities Letterhead 2 7 Slogans 2 8 Logograms Logos Figure 2 1 Design of Official Stationery Chapter 3 THE OFFICIAL MEMORANDUM COMMUNICATION MANAGEMENT FORMS AND OTHER TYPES OF WRITTEN COMMUNICATION 3 1 Official Memorandums 3 2 AF Form 74 Communication Status Notice Request 3 3 AF Form 388 Communication Control Record 3 4 AF Form 1768 Staff Summary Sheet Figure 3 1 Sample AF Form 1768 Staff Summary Sheet and Instructions Chapter 4 GUIDE AND FORM MEMORANDUMS 4 1 Guide Memorandums 4 2 Form Memorandums Table 4 1 Form

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FORCE SEAL COAT OF ARMS AND CREST **Operational Plan for Implementation [of] Air Force Regulation No.
53-26** United States. Air Force Educational Requirements Board,1961 **The USAF Transformation Flight Plan** United
States. Department of the Air Force,2003 The Flight Plan first documents ongoing Air Force transformation and then
explains how it helps the Department of Defense DoD achieve the six operational goals of transformation articulated in the
2001 Quadrennial Defense Review QDR Page iii **The U.S. Air Force Transformation Flight Plan** United States.
Department of the Air Force,2003

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