



NEW YORK GUARD DIRECTIVE

NUMBER 1312
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NYSG-G1

SUBJECT: - OFFICIAL BIOGRAPHIES

References: Replaces edition of 11 September 2010.

1. PURPOSE: This publication sets forth format and procedures to govern preparing “official” New York Guard Biographies. Biographies are required for media uses, overall information and promotion boards.

2. APPLICABILITY: Applies to those members who are required to have an “Official NYG Biography.”

2.1. Format and procedures established in this publication apply to:

2.1.1. All Commissioned Officers in the grades of Major (O-4) and above, serving in Command positions, Deputy Command, Chief of Staff, and staff positions authorized the grade of Major (O-4) and above.

2.1.2. All Non Commissioned Officers in the Grade of E-9, serving as Command Sergeants Major.

2.2. This publication is directive in nature. These formats and procedures will be followed, except when in the judgment of the commander, exceptional circumstances dictate otherwise.

3. SCOPE: This publication describes the requirement and format for Official Biographies.

4. POLICY: All personnel identified in paragraph 2 above will have an Official Biography on file for media use, overall information and promotion boards.

5. RESPONSIBILITIES:

5.1. The G-1 Deputy Chief of Staff for Administration and Personnel will make available from the military personal records all biographical information so directed and as needed.

5.2. Commanders of the Major Subordinate Commands will ensure all required officers O-4 and above and E-9, have a current biography on file.

5.3. Individual Field Grade Officers and Command Sergeant Majors are responsible to prepare their own biographies and ensure they are filed in their military personnel records jacket.

6. OUTLINE FORMAT OF OFFICIAL BIOGRAPHY:

Name
Rank, Branch
Duty Assignment

6.1. **Curriculum Vitae:** A narrative of the course of one's life (Military). Beginning with your current position, work backwards and describe: membership dates, rank (promotion dates), assignments and additional duties.

6.2. **Military Education:** Beginning with your most current, work backwards and describe military education (regular service and NYG) and training.

6.3. **Military Qualifications:** List any Regular service branch or specialty qualifications.

6.4. **Civilian Education:** Beginning with your most current, work backwards and describe educational background including college degrees held and any civilian, work related, training received.

6.5. **Federal awards and decorations:** List in order of precedence with number of awards, include any federal certificates or honors other than awards and decorations.

6.6. **New York State awards and decorations:** List in order of precedence with number of awards, include any state certificates or honors other than awards and decorations.

6.7. **New York Guard awards and decorations:** List in order of precedence with number of awards, include any NYG certificates or honors other than awards and decorations.

6.8. **Civilian Experience:** Beginning with your current job (career), work backwards and describe in a single paragraph, major civilian experience, assignments and additional duties.

6.9. **Personal:** Include brief family status, private honors, memberships, civic and public service, hobbies and interests as desired.

6.10. **Date of Bio.**

8. **DEFINITIONS:** None.

9. **EFFECTIVE DATE AND IMPLEMENTATION:** This Directive is effective immediately.

FOR THE COMMANDER

OFFICIAL:



GEORGE J. DE SIMONE
COL NYG
Chief of Staff



STEPHEN A. BUCARIA
Brigadier General, New York Guard
Commander
