

## **Retirement Biography Format**

- Title                      Spell out the full rank and name of the individual, along with the unit of assignment (Bold and Centered)
- Body                      (1st Paragraph) Place born, date entered US Army
- (2nd Paragraph)        Assignments, to include unit and station (from entry to last, in chronological order)
- (3rd Paragraph)        Military and Civilian Education
- (4th Paragraph)        Awards and Decorations (ensure proper nomenclature)
- (5th Paragraph)        If married, include spouse, names of any children, and where planning to retire.

Font should be Arial text, size 11. That would save a great amount of time in getting the ceremony programs together, and ease any editing, if necessary.

Updated: 1 AUG 2016

**(Sample Biography)**  
**SERGEANT FIRST CLASS JOE SCHMOE**  
**Zulu Company, 592<sup>ND</sup> Signal Battalion**  
**Schofield Barracks, Hawaii**

Sergeant First Class Joe Schmoe was born in Tinbuktu, Oklahoma. He entered the United States Army in August 1981 after completion of an Associate Degree in Electronics Technology from the Technological College of the Municipality of San Juan, Puerto Rico. He attended Basic Training at Fort Leonard Wood, Missouri and Advance Individual Training at Fort Gordon, Georgia.

Sergeant First Class Schmoe's assignments include: Wire Systems Installer/Operator for 324<sup>th</sup> Signal Company, 72<sup>nd</sup> Signal Battalion in Karlsruhe, Germany; Autovon Switch Operator, Team Chief and NCOIC of the Autovon Assistance Operator Branch for Operations Company, United States Army Information Systems Command, Okinawa, Japan; Wire Systems Installer/Operator Team Chief and Section Sergeant for Bravo Company, 67<sup>th</sup> Signal Battalion, Fort Gordon, Georgia; Instructor/Writer for Charlie Company, 447<sup>th</sup> Signal Battalion, Fort Gordon, Georgia; United States Army Recruiter for the Chicago Metro Recruiting Company, United States Army Recruiting Battalion Chicago; Operations Non-Commissioned Officer for 154<sup>th</sup> Signal Battalion, Fort Clayton, Panama; Large Extension Node Switch Team Chief and Section Sergeant for Bravo Company, 154<sup>th</sup> Signal Battalion, Fort Clayton, Panama; Node Center Switch Team Chief, Section Sergeant and Platoon Sergeant for Bravo Company 125<sup>th</sup> Signal Battalion, Schofield, Barracks, Hawaii. Sergeant First Class Schmoe's current position is the Oahu Base Support Battalion Residential Action Officer for Helemano Military Reservation.

Sergeant First Class Schmoe's military and civilian education includes: Wire Systems Installer/Operator Course, Primary Leadership Development Course, Basic Non-Commissioned Officers Course, Instructor Training Course, Nodal Communications Architecture Course, Army Recruiter Course, Mobile Subscriber Equipment Node Center/Large Extension Node Switching Operator Course, Networking and Telecommunications Course, A+Microcomputer Service and Support Course and the Advance Non-Commissioned Officers Course. Sergeant First Class Schmoe holds an Associates Degree in Electronics Technology and plans to continue his civilian education in Orlando, Florida.

Sergeant First Class Schmoe's awards and decorations include: Army Commendation Medal (2 Oak Leaf Clusters), Army Achievement Medal (1 Silver Oak Leaf Cluster), Good Conduct Medal (One Silver Loop), National Defense Service Medal, Humanitarian Service Medal, Non-Commissioned Officer Professional Development Ribbon (Numeral 3), Army Service Ribbon, Overseas Service Ribbon (Numeral Four), Joint Meritorious Unit Award, Army Superior Unit Award, United States Army Gold Recruiter Badge, Drivers Badge and the Expert Marksmanship Badge.

Sergeant First Class Schmoe married the former Helen Hund and they have two children: Randy and Mandy. They will make Orlando, Florida their home.