

## Preparing Your Biographical Sketch

1. The Biographical Sketch is a standard part of your promotion packet. It is a summary of your military career, intended to highlight important aspects of your training and experience, and is the primary means by which the promotion board “meets” you. Promotion boards review the biographical sketch to determine if you are a well-rounded Soldier and that you have had varied leadership and technical experiences. They also use it to observe your administrative skills in the formatting, and attention to detail in your biographical sketch.
2. Just like face-to-face meetings, you only have one chance to make a good first impression, and your biographical sketch is a representation of you, so make sure it’s correct and accurate. Before you start writing your biographical sketch, gather information about yourself. Make a list of all the jobs you have held, and the schools you have attended. Highlight those that are the most important. Get copies of all your awards and decorations. Check iPERMS, your Enlisted Record Brief (ERB), past NCOERs, and all the military records you’ve accumulated during your career. Review these for the information that will be most useful in writing your biographical sketch.
3. When writing your biographical sketch, do not worry about the format until you have the content correct. Once you have everything listed, then you can start working on the format. For those of you who have served for a number of years, you may find that you have more information to list than what will fit on two pages. This is where you need to decide what stays and what goes. All awards must be listed, so you can’t skimp on that section. In military education, all your NCOES and MOS courses must be listed, so that means you need to prioritize the other classes you attended to present a well-rounded education. If you have trimmed back your military education, and you still exceed two pages, it’s time to look at what you have listed in your military experience. List only those positions that show a leadership or technical function.

### References

- NGR 600-200, Enlisted Personnel Management
- CA ARNG Pam 600-8-19, Enlisted Promotion System (EPS)

### General Rules:

**Paper:** Use standard 8 ½” x 11” white paper.

**Margins:** Use standard margins: 1” from the left, right, top and bottom edges.

**Type Font and Size:** Use Courier New font, with point size of 12.

**Ink Color:** use only black ink.

**Spacing:** Use single spacing throughout document. Each entry should fit on one line. If an entry does exceed one line, indent the second line by three spaces.

**Abbreviations:** Use only well-known abbreviations. Do not use special MOS abbreviations or jargon.

**Dates:** Express dates in the formats shown on the example.

**Bold/Italics:** Bolding or italics is not authorized. The only exception is the title ‘biographical Sketch’.

**Pages:** The biographical sketch is limited to two pages.

**Spelling:** Use correct spelling, grammar, and punctuation.

**Name:** Last Name, First Name, Middle Initial

**Date:** Self-Explanatory

**SSN:** List the last four of your SSN (xxx-xx-1234)

**Primary MOS:** List your 5, 7, or 9 digit MOS (92A10, 15Z4HA2, 88M3OH8PQ)

**Duty MOS:** List the duty MOS you are assigned in (it may not be the same as your Primary MOS)

**Present rank:** List your rank (SGT, SSG, etc)

**Date of rank:** Self-Explanatory

**Years of active service and BASD:** Enter your total years and months (in tenths) of Active Service and your BASD. BASD is your Basic Active Service Date. For someone on Active Duty, this would normally

be the same as your PEBD. For the National Guard, it gets a little confusing. It's all your previous Active Duty time (BCT/AIT, Active Duty, Deployments, etc), minus today's date. To get an accurate BASD, it must be drawn from the Retirement Point Account System (RPAS), which your Readiness NCO can get for you. However, to get a 'close' answer, take your total time of Active Duty, and deduct that time from today's date, that is your BASD.

**Total years of service and PEBD:** Enter your total years and months of service and your PEBD: PEBD is your Pay Entry Basic Date, and can be found on your DD Form 214, or your LES.

**Date of birth:** Self-Explanatory

**Place of birth:** List the City and State

**Marital status:** Self-Explanatory

**Home address:** List your physical address

**Home telephone number:** Use your home or cell number

**Business telephone number:** Leave blank if you have no business phone

**Civilian education:** List any civilian education you have received. College, and/or Technical courses. List the degree for college (AA, AS, BS, MBA, etc.), the major, name of institution, and date completed. If you are currently enrolled, list Estimated Completion Date (ECD) of when you expect to graduate in parentheses"()" at the end.

**Military education:** List your military education in the following order; Professional Military Education (PME), MOS producing schools, and then all other courses. Each group listed in chronological order (newest school on top). List only completed courses, and do not list single sub-courses.

**Decorations, Awards and Citations:** You must list all authorized awards and decorations. List all individual (Federal and State) awards first, then unit awards (Federal and State), then combat, special skill and qualification badges. Pay very close attention to this area, as promotion board members will compare the awards on your DA Photo to your biographical sketch and your Enlisted Records Brief (ERB) (you'd be amazed at the zoom clarity of the DA Photo). List the proper name for the award and the devices authorized/attached to the award.

**Civilian affiliations:** List any civilian affiliations, professional, educational and military societies and organizations you belong to, such as church groups, or memberships in clubs or organizations, such as the NRA, Quad-A, Enlisted Association of the National Guard, etc.

**Significant experience:** Use this section to highlight the leadership and technical positions you have held, as well as your current or previous civilian employment which may be pertinent. List the job/position title, MOS, Grade in parenthesis, unit you were assigned to, the duty status you were in (AGR, AD, M-Day, SAD, Tech, ADSW, CIV), and dates (Year and months) in which you held the position. List any significant additional duty positions that you were assigned, such as Fire Marshal, Hazardous Waste Manager, etc. List anything you think the promotion board should be aware of that makes you 'better' than the next Soldier. When listing civilian employment, list job title, name of company, and dates. If all you can list is your MOS job, it's time for you to ask for leadership roles or additional duties to expand your military training and experience.

Once you've finished writing your biographical sketch, sit back and review it. Does it meet the instructions listed above, and the attached sample? Set it aside for a couple of days, and then look at it again. Have your battle buddy review it. Then give it to your Platoon Sergeant to review. I'm sure your First Sergeant would be happy to review it. Don't get upset if they find errors or offer suggestions, as they are trying to ensure your biographical sketch is the best. Once this is done, you can submit it with your promotion packet. This is a living document, and it must be updated regularly, as your experiences and training change, so does your biographical sketch.

Biographical Sketch

Name: Last, First MI.

Date: YYYYMMDD

SSN: xxx-xx-1234

Primary MOS: 92A40

Duty MOS: 92A40

Present Rank: SFC

Date of Rank: YYYYMMDD

Years of Active Service and BASD: 10 years

Total Years of Service and PEBD: 10 years

PEBD: YYYYMMDD

Date of Birth: YYYYMMDD

Place of Birth: Some City, CA

Marital Status: Married/Single/Divorced

Home Address: 1234 Some Court, Some city, CA 12345

Home Telephone Number: (916) 000-0000

Business Telephone Number: (916) 000-0000

Civilian Education:

Bachelor Degree in Something; Some University 20120215

Military Education:

Senior Leaders Course (42A), PH II

YYYYMM

Senior Leaders Course (42A), PH I

YYYYMM

Basic Non-Commissioned Officer Course (42A), PH II

YYYYMM

Basic Non-Commissioned Officer Course (42A), PH I

YYYYMM

Primary Leadership Development Course

YYYYMM

Unit Supply Specialist, AIT (92Y)

YYYYMM

Personnel Administrative Specialist, AIT (75B)

YYYYMM

Master Resilience Training Course,

YYYYMM

Basic Combat Training

YYYYMM

Decorations, Awards, and Citations:

Meritorious Service Medal w/2 Bronze OLC

Army Commendation Medal w/5 Bronze OLC

Army Achievement Medal w/3 Bronze OLC

Army Good Conduct Medal w/4 Bronze Knots

National Defense Service Medal

Iraq Campaign Medal w/Bronze Star

Global War on Terrorism Service Medal

Armed Forces Reserve Medal w/M Device and Bronze Hourglass

NCO Professional Development Ribbon w/Numeral 3

Army Service Ribbon

Decorations, Awards, and Citations (continued):

Overseas Service Ribbon  
California Commendation Medal  
California Service Medal  
California Enlisted Excellence Ribbon w/2 Silver Stars  
California National Guard Federal Service Ribbon  
California Drill Attendance w/2 Silver Stars  
Driver Badge  
Meritorious Unit Citation  
Army Superior Unit Award

Civilian Affiliations:

Veterans of Foreign Wars Post 0000

Significant Experience:

Readiness NCO 42A (E7), Some Unit, (AGR)	YYYYMM-YYYYMM
Counter drug task force 42A (E6), (ADOS)	YYYYMM-YYYYMM
Personnel SGT S1 Section (E6), Some Unit, (M-DAY)	YYYYMM-YYYYMM
Drug and Alcohol Prevention Program NCOIC 42A (E6) Some Unit, (M-Day)	YYYYMM-YYYYMM
Acme Foods Store Manager (CIV)	YYYYMM-YYYYMM
Platoon Sergeant 75B (E5), Some Unit, (AD)	YYYYMM-YYYYMM
Squad Leader 75B (E5), Some Unit (AD)	YYYYMM-YYYYMM
Personnel Sergeant, 75B (E5), Some Unit (AD)	YYYYMM-YYYYMM
Assistant Personnel Sergeant, 75B (E5) Some Unit (AD)	YYYYMM-YYYYMM