

**BY ORDER OF THE
COMMANDER**

**NJANG INSTRUCTION 35-101
6 SEPTEMBER 2006**

Public Affairs

BIOGRAPHICAL DATA

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available electronically on the local area network. The instruction applies to all units assigned to the New Jersey Air National Guard.

OPR: JFHQ NJANG/Asst CoS
(Major Steve Rothstein)
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Certified by: NJANG/ CC
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SUMMARY OF CHANGES: This document is substantially revised and must be completely reviewed.

1. PURPOSE: This Instruction is to establish and maintain Biographical Data for use in answering media queries and in initiating releases of public information on newsworthy occasions. This instruction applies to all units of the New Jersey Air National Guard.

2. RESPONSIBILITY:

2.1. The Deputy Chief of Staff, Air (DCoS-Air) will maintain biographical files on all section Officers assigned to JFHQ NJANG. In addition, he/she will maintain biographical data on individuals assigned to the following positions in subordinate units.

2.1.1. General Officers

2.1.2. Colonels (O-6)

2.1.3. Group Commanders

2.1.4. Chief Master Sergeants

2.2. The Wing Commander will maintain files on all Officers assigned to his/her Headquarters. One copy of each biography will be forwarded to JFHQ NJANG. Each biography (electronically) will be accompanied by one 8X10 photograph (electronically and hard copy) of the individual concerned.

2.3. Chief Master Sergeant's (CMSgt) will periodically survey their biographical data file in

order to maintain currency.

2.4. Format. AFI 35-101, Figure 5.6 "Biography Format", will be utilized in preparation of biographical files. Each file will include, as a minimum, a completed "Biography format" copy of the individual's official photograph, and a copy of each news release forwarded on that individual. Additional information of a biographical nature which might be useful in preparing public release should be included in the individual's file.

2.5. Restrictions. Should an individual request that public releases on his/her activities with the Air National Guard not be made, or that he be permitted to review possible releases, he/she will so signify in writing. All restrictions imposed by individuals on the release of personal information to the public will be respected unless such release must be made in accordance with existing Air Force or Air National Guard Regulations. Regardless of any restrictions, however, a file must be maintained by the appropriate Office of Information.

2.6. Staff Visits. This Joint Force Headquarters' will periodically visit units to insure compliance.

OFFICIAL

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Commander