

**BY ORDER OF THE  
COMMANDER**



**NJANG INSTRUCTION 35-101**

11 March 2012

*Public Affairs*

**BIOGRAPHICAL DATA**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**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.

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OPR: JFHQ NJANG/CoS-Air  
(Colonel Wayne M. McCaughey)  
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This publication implements portions of General Officer Management Office (GOMO) Handbook. The purpose of this instruction is to establish policies and procedures for biographical data. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

**SUMMARY OF CHANGES:** This publication is updated to reflect changes 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 Chief of Staff, Air office 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 twice a year survey their biographical data file in order to maintain currency.

2.4. Format. GOMO Handbook 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/she 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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