



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 2630.2  
CHINFO  
9 Feb 2016

OPNAV INSTRUCTION 2630.2

From: Chief of Naval Operations

Subj: OFFICIAL FLAG OFFICER BIOGRAPHIES

Ref: (a) Associated Press (AP) Stylebook  
(b) U.S. Navy Style Guide  
(c) SECNAVINST 5720.44C

Encl: (1) Submitting Flag Officer Biographies and Photos  
(2) Flag Officer Biography Format  
(3) Sample Official Biography

1. Purpose. To provide guidance on writing and submitting official flag officer biographies and official photos to the U.S. Navy Web site (<http://www.navy.mil/>) for public release.

2. Background

a. Official flag officer biographies are publicly released on the U.S. Navy Web site (<http://www.navy.mil/>) to inform and educate the American public on senior military leadership. As such, a standard format and procedure for submission and verification of flag officer biographies are necessary to provide a consistent, accurate, and credible public information product.

b. Biographies must be formatted per references (a) through (c).

(1) Reference (a) is the industry standard for news releases and can be found at the Associated Press Stylebook Web site ([www.apstylebook.com](http://www.apstylebook.com)).

(2) Reference (b) is the Navy standard for the use of Navy terminology in news releases that is not covered by reference (a) and is available on the "U.S. Navy Style Guide" page of Navy.mil ([http://www.navy.mil/tools/styleguide\\_print.asp](http://www.navy.mil/tools/styleguide_print.asp)).

(3) Reference (c) is the Department of the Navy Public Affairs Policy and Regulations.

3. Responsibilities

a. All flag officer staffs will periodically review official biographies for accuracy and submit changes as needed per enclosure (1). The format for official biographies is found in enclosure (2) and available at the "Submitting Flag Officer Biographies" page of Navy.mil (<http://www.navy.mil/navydata/bios/how-to.asp>). Enclosure (3) is a sample biography.

b. CHINFO will maintain flag officer biographies on the U.S. Navy Web site (<http://www.navy.mil/>). CHINFO will make changes to submitted biographies to ensure compliance with references (a) through (c) and to maintain uniformity on the site.

c. The Office of Navy Flag Officer Management, Distribution, and Development (PERS-N00F) will verify promotions and retirements with CHINFO monthly.

4. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed by Secretary of the Navy Manual 5210.1 of January 2012.



R. L. THOMAS  
Director, Navy Staff

Distribution:

Electronic only, via Department of the Navy Issuances Web site  
<http://doni.documentservices.dla.mil/default.aspx>

SUBMITTING FLAG OFFICER BIOGRAPHIES AND PHOTOS

1. New and updated flag officer biographies and official photos should be submitted to CHINFO via email at: [flagbios@navy.mil](mailto:flagbios@navy.mil). Update submissions should include a basic description of what is changed in the biography (e.g., updated biography of Rear Admiral (RADM) Smith reflecting promotion to RADM and assignment as ...) in the email.
2. Biographies should be submitted as an MS Word document or text file and should not include embedded symbols, graphics, or photos.
3. Official portraits should be submitted as a separate Joint Photographic Experts Group (.JPG) file at the highest resolution available (minimum desired quality is 5 by 7 inches at 300 dots per inch (dpi)). There is no need to submit a photo if it is the same one posted. Uncovered portraits in service dress blues are preferred.
4. Biographies for those who have been selected for flag rank but have not yet promoted will be posted following the official date of rank.
5. Biographies for RADMs (O-7 and O-8) will not distinguish between upper and lower-half in the title.
6. CHINFO will verify all submissions with PERS-N00F before posting.
7. Reference (c) prohibits the inclusion place and date of birth, age, current residence, or any information about family members in biographies posted to publicly-accessible Web sites.
8. Biographies are removed from the U.S. Navy Biographies Navy.mil page ([http://www.navy.mil/navydata/bios/bio\\_list.asp](http://www.navy.mil/navydata/bios/bio_list.asp)) upon retirement or pay grade determination removing the individual from flag rank.
  - a. Upon retirement, the last updated biography is moved to the U.S. Navy Retired Flag Officer Biography Navy.mil page ([http://www.navy.mil/navydata/bios/bio\\_list\\_ret.asp](http://www.navy.mil/navydata/bios/bio_list_ret.asp)) with the addition of the retirement date.

OPNAVINST 2630.2  
9 Feb 2016

b. Upon a final pay grade determination of a lesser rank, the biography header will be adjusted to reflect the new rank and the photo will include the text "Depicted as [rank]" on the effective date of the change.

c. Upon a pay grade determination removing the individual from flag rank, the officer's biography will be removed.

FLAG OFFICER BIOGRAPHY FORMAT

1. Every career is different, therefore the format described in paragraph 3 is designed to allow for some license in tailoring each biography to the individual. To maintain uniformity, any biographies not submitted per the guidelines in this enclosure will be returned for editing.

2. All flag officer biographies are edited per references (a) and (b) and are edited for spelling, grammar and punctuation.

3. The format for flag officer biographies is as listed in subparagraphs 3a through 3g.

a. The header will include full rank and first name, middle initial, last name followed by current assignment (title, command). Call signs and nicknames can be included in quotations marks following the middle initial.

b. The first paragraph of the biography will include the hometown (town, state), presented as, "...is a native of...", and college history to include graduate school (school, graduation date, degree) and commissioning source.

c. The next paragraph(s) will describe operational, afloat, and in-career-field tours in chronological order including command, platform, position, and any relevant operations participated in.

d. The next paragraph(s) will include fleet support, ashore, and out-of-career-field assignments in chronological order to include command, position, and any relevant activities.

e. Joint assignments may be broken out into a separate paragraph or included with the previous paragraph.

f. The final paragraph may include warfare qualifications (if desired) and will include the awards summary listing personal military awards as well as any unique awards received (e.g., Vice Admiral Stockdale Award), and when.

g. An additional paragraph may be added at the end to include any relevant civilian accreditations.

4. Some style guide considerations per reference (b) are found in subparagraphs 4a through 4d.

a. Ship names are not capitalized and should include the hull number without hyphen in the first reference.

b. Ship names with "USS" are not preceded with "the." It is appropriate to refer to "USS CARL VINSON" or the "CARL VINSON," but not "the USS CARL VINSON."

c. Names of operations, numbered fleets, and groups should be written as follows: Operation Iraqi Freedom, U.S. 6th Fleet, or Fleet Hospital 5.

d. One serves "on" a ship or "aboard" a ship, but not "in" a ship.



SAMPLE OFFICIAL BIOGRAPHY



**REAR ADMIRAL JOSEPH D. "JOE" SAILOR  
DIRECTOR, CHIEF OF NAVAL OPERATIONS BIOGRAPHY DIVISION (OPNAV  
N00BIO)**

Rear Adm. Sailor, a native of Hometown, Fla., graduated in 1988 from the University of Florida with a bachelor's degree in Mechanical Engineering and was commissioned through the NROTC Program. He graduated from the Naval Postgraduate School in 1997 with a Master of Science in Information Technology Management.



At sea, he served as electrical division officer aboard USS South Carolina (CGN 37); operations officer aboard USS Peterson (DD 969); station officer aboard USS Enterprise (CVN 65), and executive officer of USS John Hancock (DD 981). As commanding officer of USS Stethem (DDG 63), he deployed to the Arabian Gulf and participated in maritime interception operations in support of United Nations sanctions against Iraq. During his tour as commanding officer of USS Shiloh (CG 67), he assisted victims of the devastating tsunami off Indonesia. Finally, as commander, Carrier Strike Group 3, he deployed to the Middle East supporting Operations New Dawn (Iraq) and Enduring Freedom (Afghanistan).

His shore tours include service on the Joint Staff as a political-military planner in the Africa Division of the Strategic Plans and Policy Directorate (J-5); as director of staff for Commander, Naval Forces Europe/Commander, 6th Fleet; and as executive assistant for the Chief of Naval Operations.



Sailor's last tour was as deputy commander, U.S. Fleet Forces Command. Sailor reported as Director, Chief of Naval Operations Biography Division in June 2015.

Sailor's personal awards include the Defense Superior Service Medal (two awards), Legion of Merit (two awards), Defense Meritorious Service Medal, Navy Meritorious Service Medal (one awards), Navy and Marine Corps Commendation Medal (three awards), Joint Service Achievement Medal, and Navy and Marine Corps Achievement Medal.

Sailor is a registered civil engineer and environmental engineer in Florida.

SAMPLE