

Below is the guidance for Flag Bios from big Navy. I recommend everyone follow the format as we generally don't see a bio until someone make command or O-6 and then it's often a lot of work to get it into the format. The great thing is if they get a good foundational bio than they can build upon it and take out less prestigious/impactful items as they move up in rank and experience. It will benefit them the rest of their career.

Flag bio requirements at the link below. I put what you had into the format and put comments for other items that could go there. Overall, you're close. It's not a matter of some dates and anything else you want to put it. We also may need to order items chronologically.

Flag bios: (all the guidance including helpful tips)

<https://www.navy.mil/Leadership/Flag-Officer-Biographies/Biography-Submission-Instruction/>

Flag Bio format:

1. The format for flag officer biographies follows:

- 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.
- 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.
- 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.
- 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.
- Joint assignments may be broken out into a separate paragraph or included with the previous paragraph.
- 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.
- An additional paragraph may be added at the end to include any relevant civilian accreditations.

DoD Visual Information Style guide: (Use to know what to capitalize, how to ID units, ships, etc.)

[https://www.dimoc.mil/Portals/64/VIStyleGuide2020\\_1.pdf](https://www.dimoc.mil/Portals/64/VIStyleGuide2020_1.pdf)

This is THE DoD way to write for publicly releasable products.

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