



Officer Photo Submission - Automated

2019



DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
INFORMATION ASSURANCE BRANCH
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

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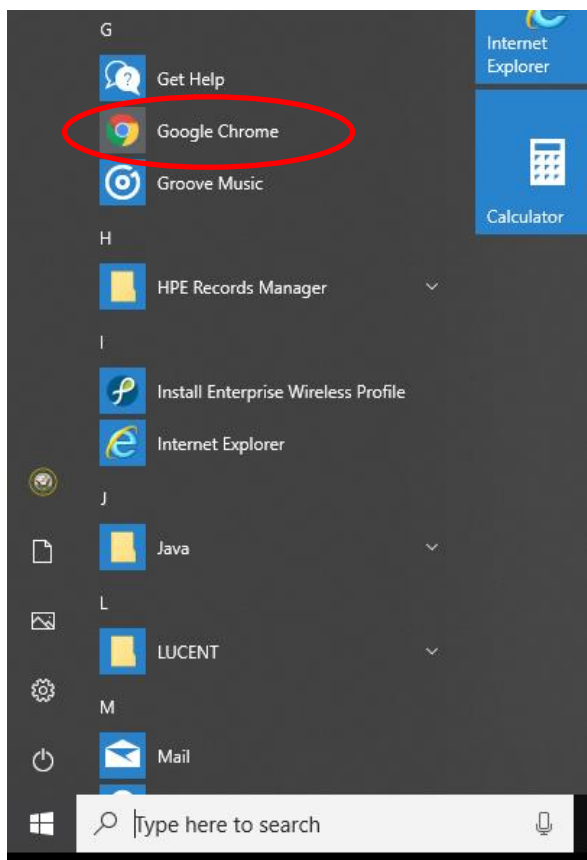
1. Introduction

This document is intended to serve as a tutorial in support of the requirement for all officers to submit color photographs for inclusion in the Official Military Personnel File (OMPF) maintained on the Electronic Military Personnel Records System (EMPRS). Digital photo submissions are the preferred long-term solution.

Refer to MILPERSMAN 1070-180 for amplifying guidelines.

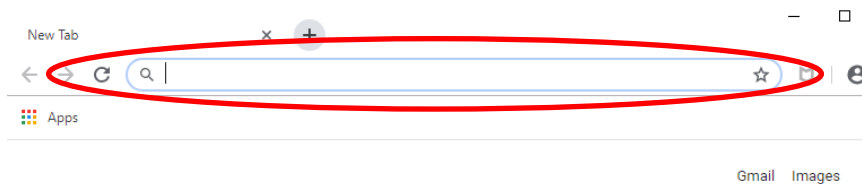
2. Procedures

1. From the Start menu, open browser by utilizing Google Chrome.



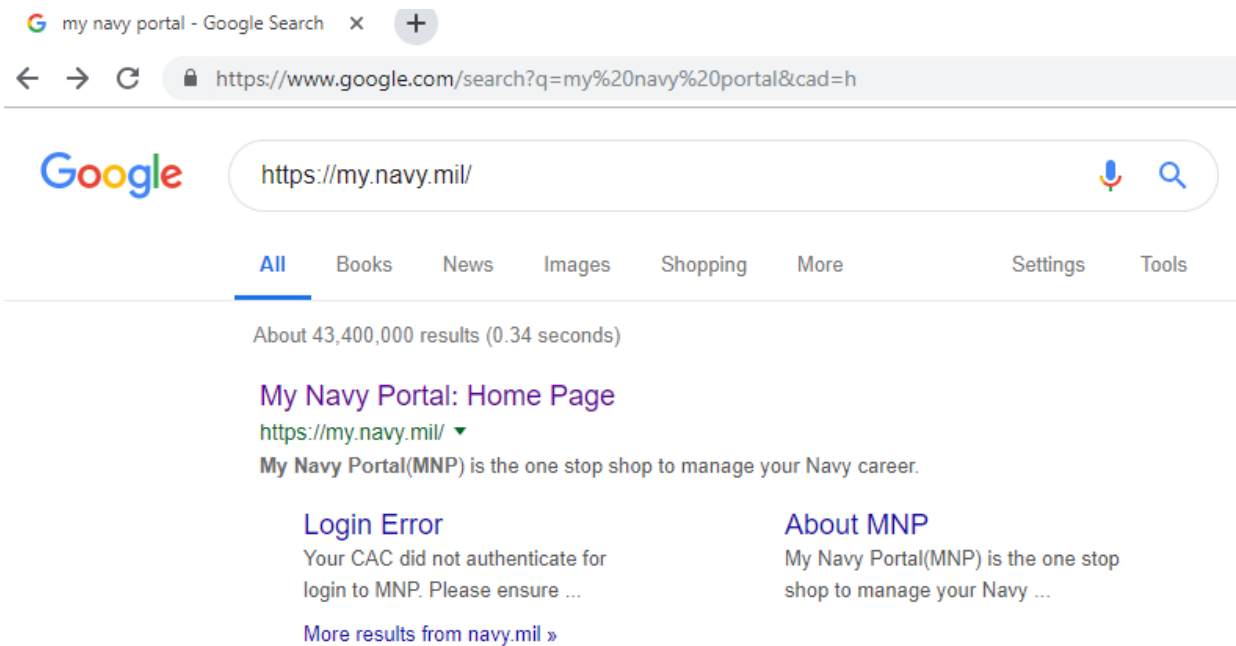
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2. In the Google Chrome browser search space, type in the following address:
<https://www.mnp.navy.mil/>

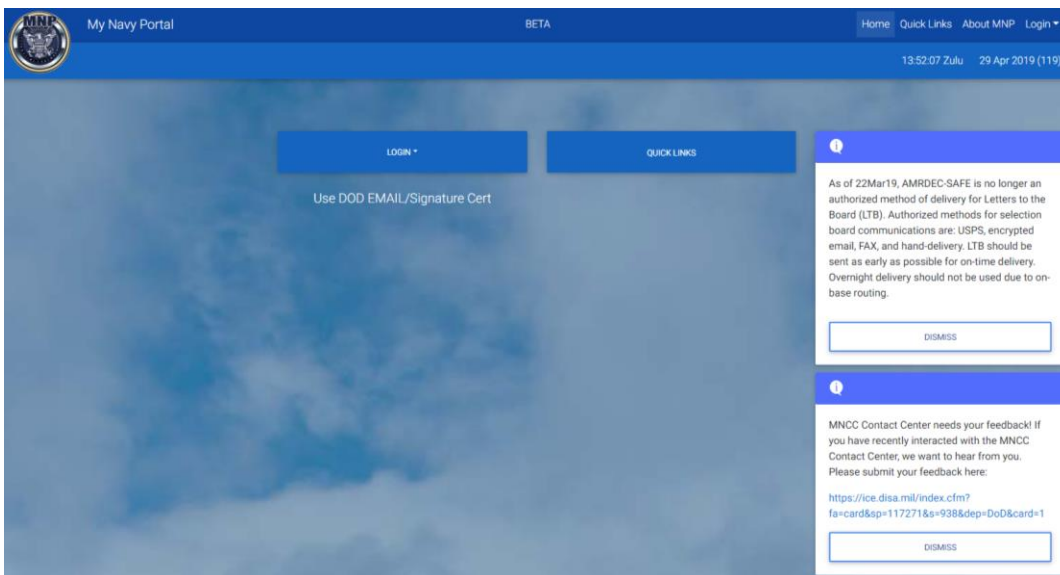


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3. The following results page should be displayed:

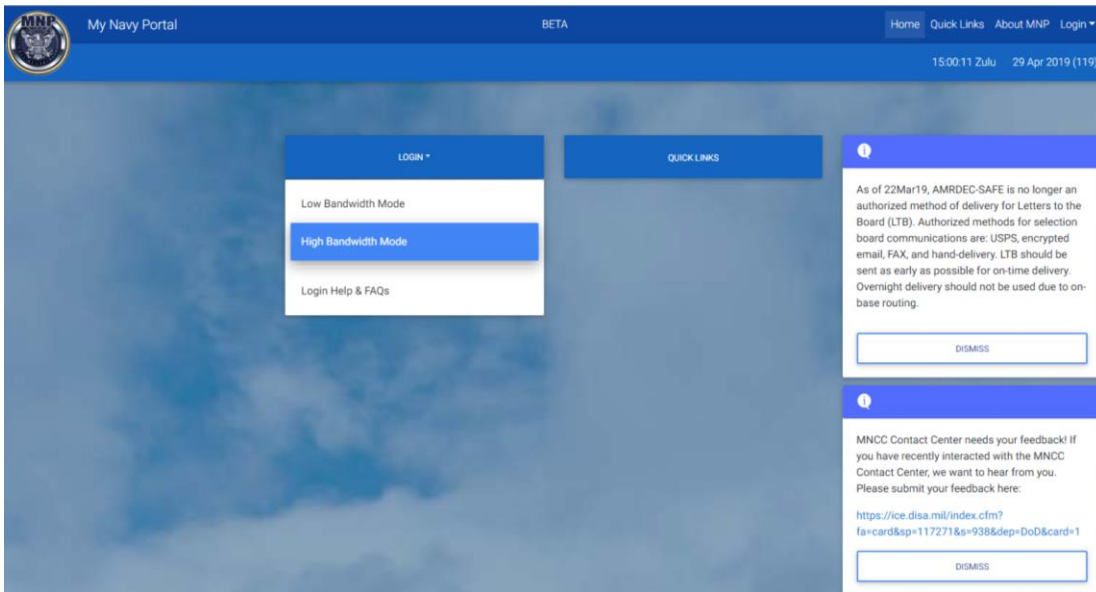


4. Select 'My Navy Portal: Home Page' link.
5. The browser should navigate to My Navy Portal (MNP).
6. Use the mouse to click on the 'LOGIN' button.

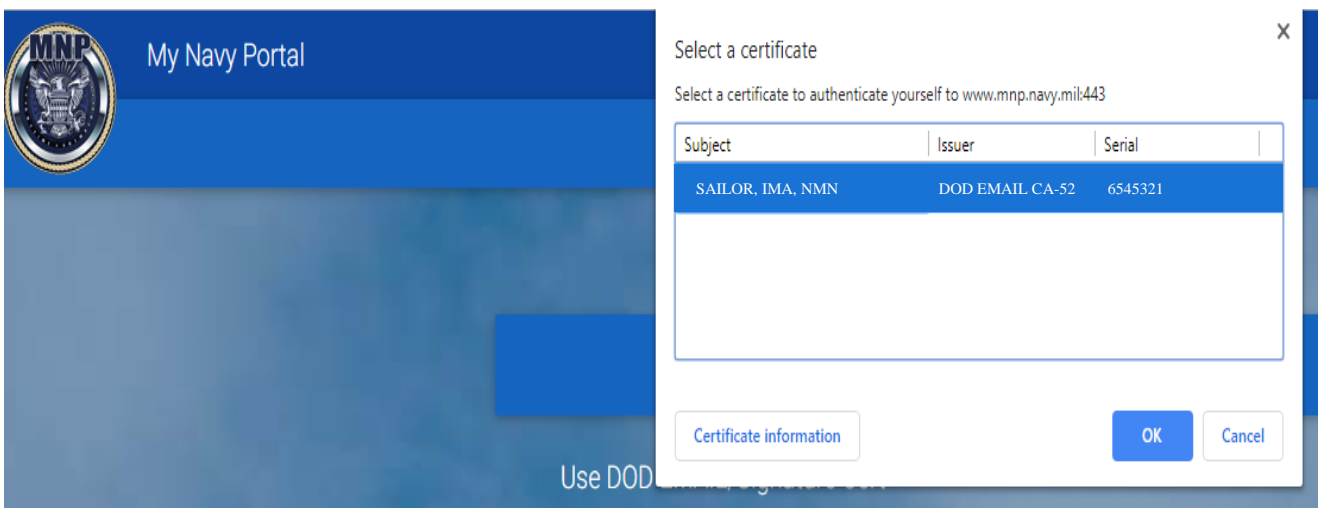


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7. An option menu to select Low Bandwidth Mode or High Bandwidth Mode OR Login Help & FAQs should be displayed.
8. Select desired bandwidth from the options menu. *(The High Bandwidth Mode option was used for demonstration of this document.)*



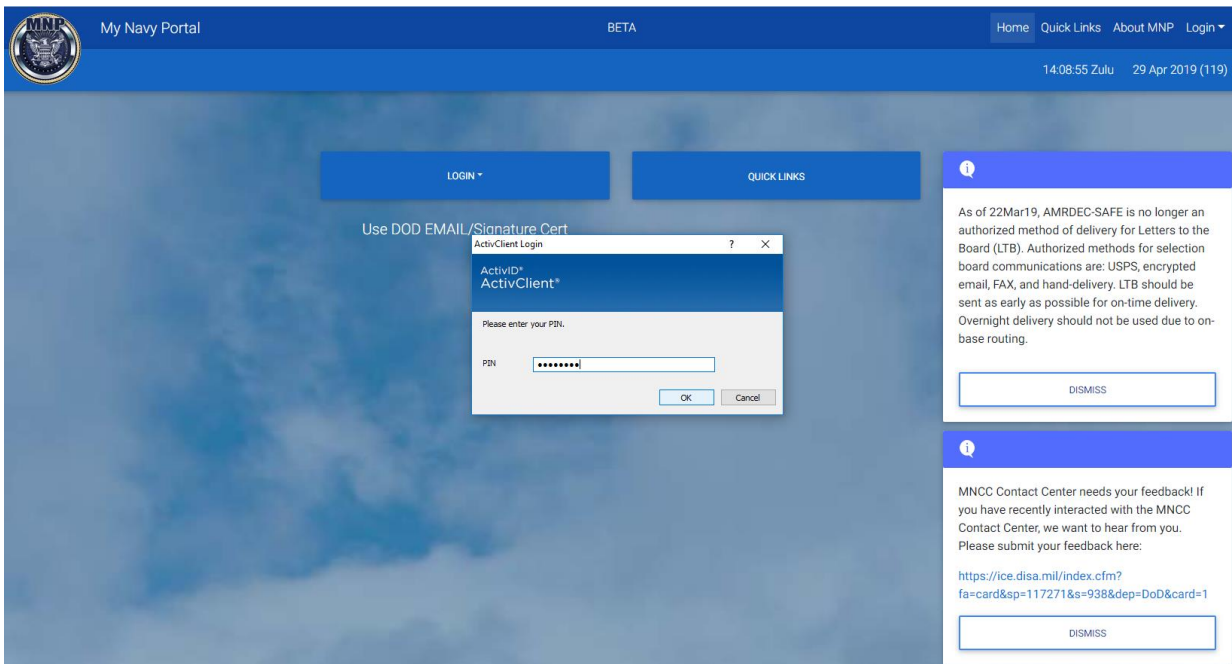
9. The webpage should prompt the user to select a certificate. Using the mouse, select the 'email' certificate, then select the 'OK' button to proceed.



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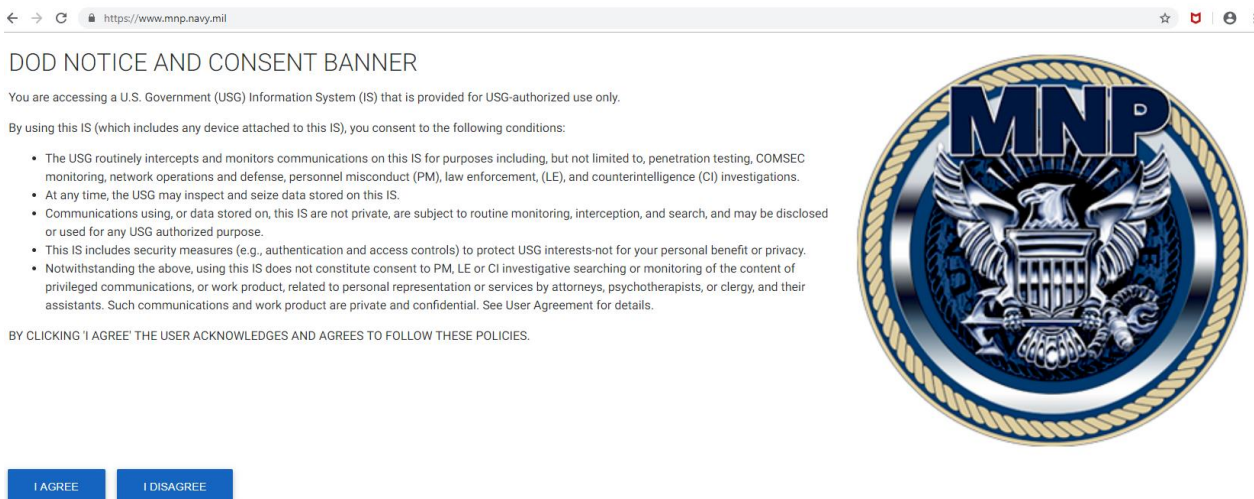
10. The webpage displays an ActivClient Login window that requires the user to enter the associated PIN.

11. Using the mouse, click the 'OK' button to proceed.



12. The webpage displays a 'DOD NOTICE AND CONSENT BANNER' asking the user to read the USG IS conditions, then to select by using the mouse to click on 'I AGREE' -OR- 'I DISAGREE'.

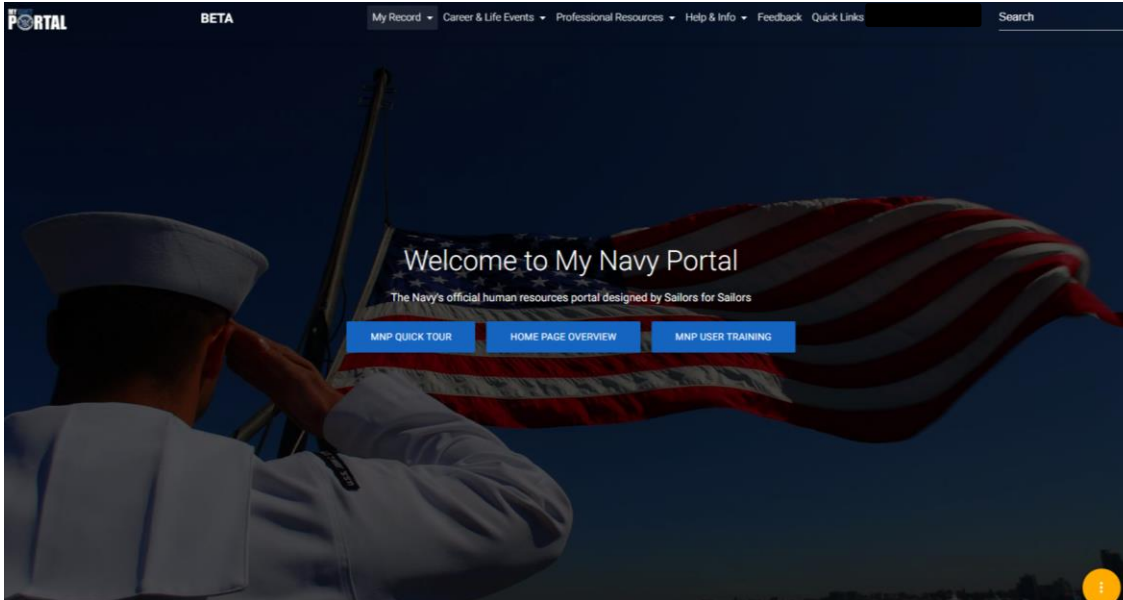
13. Read and understand the conditions and if desired, select by using the mouse to click on the 'I AGREE' button to proceed.



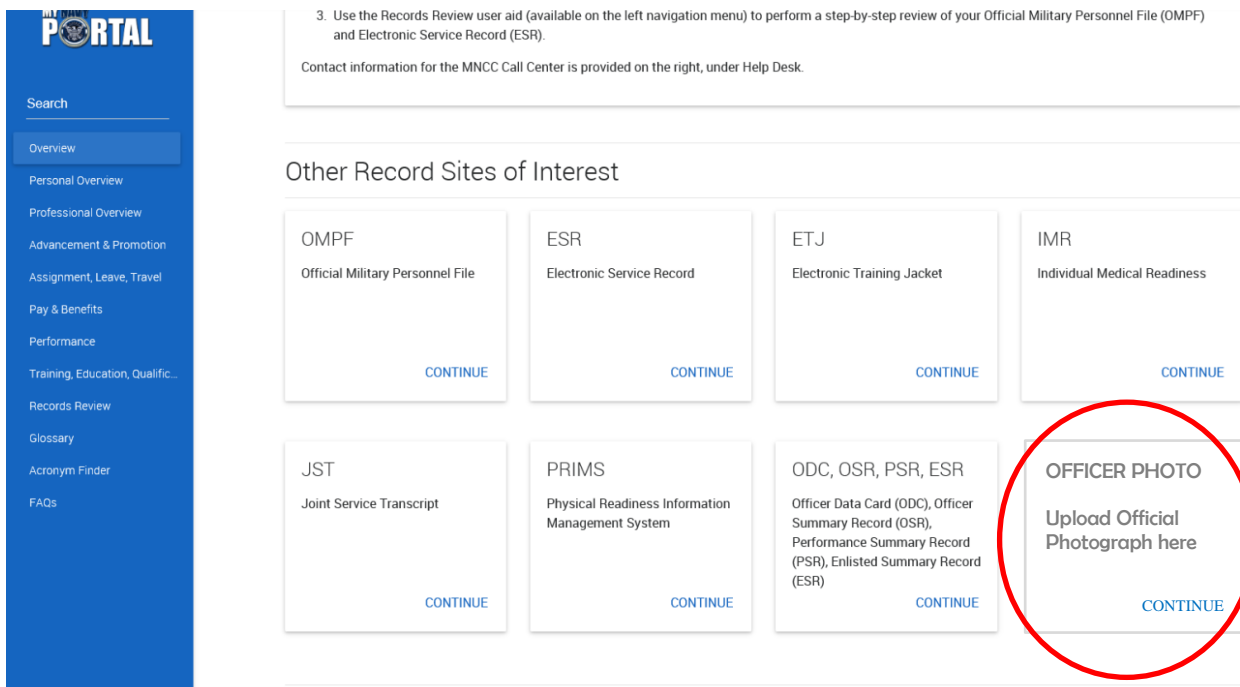
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14. The webpage should display the 'My Navy Portal' Welcome page.

15. Select the 'My Record' tab to view the options menu, then select 'My Record' from the options menu to proceed.



16. The webpage should then display a list of tiles to choose from. By using the mouse, select by clicking on the 'OFFICER PHOTO' tile to proceed.



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17. The webpage navigates to the document services, NAVPERS 1070/884, Officer Photograph Form. The 'Start Process' tab displays the Officer Photo Privacy Act Statement, Requirements and acknowledgement page.
18. Please read the information displayed and if in agreement, select the checkbox that states, "I acknowledge that I have read the above statements".
19. Using the mouse, click on the 'Submit' button to proceed.

The screenshot shows the NAVPERS 1070/884 Officer Photograph Form. The left sidebar contains a search bar and a list of categories: NAVPERS 1070/888 Name Change Form and NAVPERS 1070/884 Officer Photograph Form. The main content area displays the 'PRIVACY ACT STATEMENT' and 'REQUIREMENTS' sections. The 'PRIVACY ACT STATEMENT' includes sections for AUTHORITY, PURPOSE, ROUTINE USES, and DISCLOSURE. The 'REQUIREMENTS' section details the uniform and photograph specifications. At the bottom of the form, there is a checkbox labeled 'I acknowledge that I have read the above statements' and a 'Submit' button. The 'Submit' button is circled in red.

NAVY PERSONNEL COMMAND
DOCUMENT SERVICES WORKSPACE

Start Process To-do Tracking Preferences Accessibility/Section 508 Help Return to BOL Logout

Search Startpoints NAVPERS 1070/884 Details Form Attachments(0)

Categories

- NAVPERS 1070/888 Name Change Form
- NAVPERS 1070/884 Officer Photograph Form

PRIVACY ACT STATEMENT

AUTHORITY: AUTHORITY TO REQUEST INFORMATION IS DERIVED FROM 5 UNITED STATES CODE 301, DEPARTMENT REGULATIONS AND FROM E.O. 9397.

PURPOSE: PHOTOGRAPHS SUBMITTED BECOME PROPERTY OF THE DEPARTMENT OF THE NAVY FOR OFFICIAL PURPOSES.

ROUTINE USES: THE PHOTOGRAPH AND SUBMISSION SHEET IS FILED IN THE OFFICER'S OFFICIAL RECORD WHICH IS USED IN THE PERSONNEL MANAGEMENT OF NAVAL OFFICERS (I.E., IDENTIFICATION AND FOR OFFICIAL PRESS RELEASES) WHEN REQUIRED.

DISCLOSURE: COMPLETION OF THIS FORM AND SUBMISSION OF THE PHOTOGRAPH IS MANDATORY.

REQUIREMENTS

In accordance with MILPERSMAN 1070-180, the preferred uniform shall be Service Khaki, uncovered. When Service Khaki is unavailable, any regulation uniform is acceptable.

The photograph shall be in color; display a full-length, three-quarter view of the member, left shoulder forward; have a plain, flat background to provide sufficient contrast to highlight details of the uniform; and be 4 inches in width and 6 inches in height.

A menu or hand-lettered title board shall be placed at or near the member's left foot so it is clearly readable in the finished photograph. The title board shall contain the following identifying data in 2-inch high letters:

- a. Member's last name, first name, and middle initial(s);
- b. Grade, last four digits of the social security number, and designator;
- c. Date photograph was taken (day, month, year).

Example:
APLOT, IRA M.
LCDR12341310
17 APR 07

☐ I acknowledge that I have read the above statements.

Back Next Submit

20. Enter by typing the associated email address into the field titled ‘Confirm Email Address associated with NPC Document Services’.

The Name, Grade, DODID and Designator are pre-populated from other sources associated with the Service Members’ OMPF.

21. Enter the date that the photograph was taken into the ‘Date Photo Taken’ field.

22. Select the ‘Browse and Upload’ button to navigate the computing device files and select the desired photo to upload.

NAVY PERSONNEL COMMAND
DOCUMENT SERVICES WORKSPACE

Start Process To-do Tracking Preferences Accessibility/Section 508 Help Return to BOL Logout

Search Startpoints NAVPERS 1070/884 Details Form Attachments(0)

Categories

- NAVPERS 1070/888 Name Change Form
- NAVPERS 1070/884 Officer Photograph Form

> Acknowledge

Fill-in and Upload

Confirm Email Address associated with NPC Document Services

This Field is a required field.

Name (Last, First MI) Grade DODID Designator

SAILOR, IMA, "NMN" OS 9876545321 2300

Date Photo Taken File name File Size (< 7 Mb)

Browse and Upload

Next Steps:

1. After pressing **Submit**, go to your **To-do** tab and open your **NAVPERS 1070/884 Officer Review** task.
2. The **task** may take up to a **minute** to arrive. You will get an **email notification** reminding you to review your submission.
3. Your Officer Photograph will **not be fully submitted** until you **Accept** the Review.

Note: Your Review will be **automatically submitted** on your behalf if you do not take action within **two weekdays**.

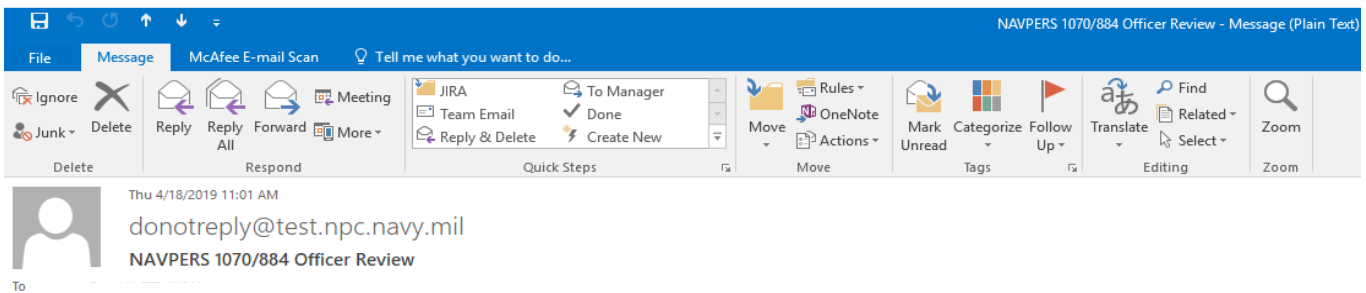
NAVY PERSONNEL COMMAND DOCUMENT SERVICES WORKSPACE Start Process To-do Tracking Preferences

Back Next Submit

23. Once the desired photo is chosen, select by using the mouse to click the ‘Submit’ button to proceed.

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24. The user will then receive a “no-reply” email with instructions to return to the ‘To-Do’ in Document Services.



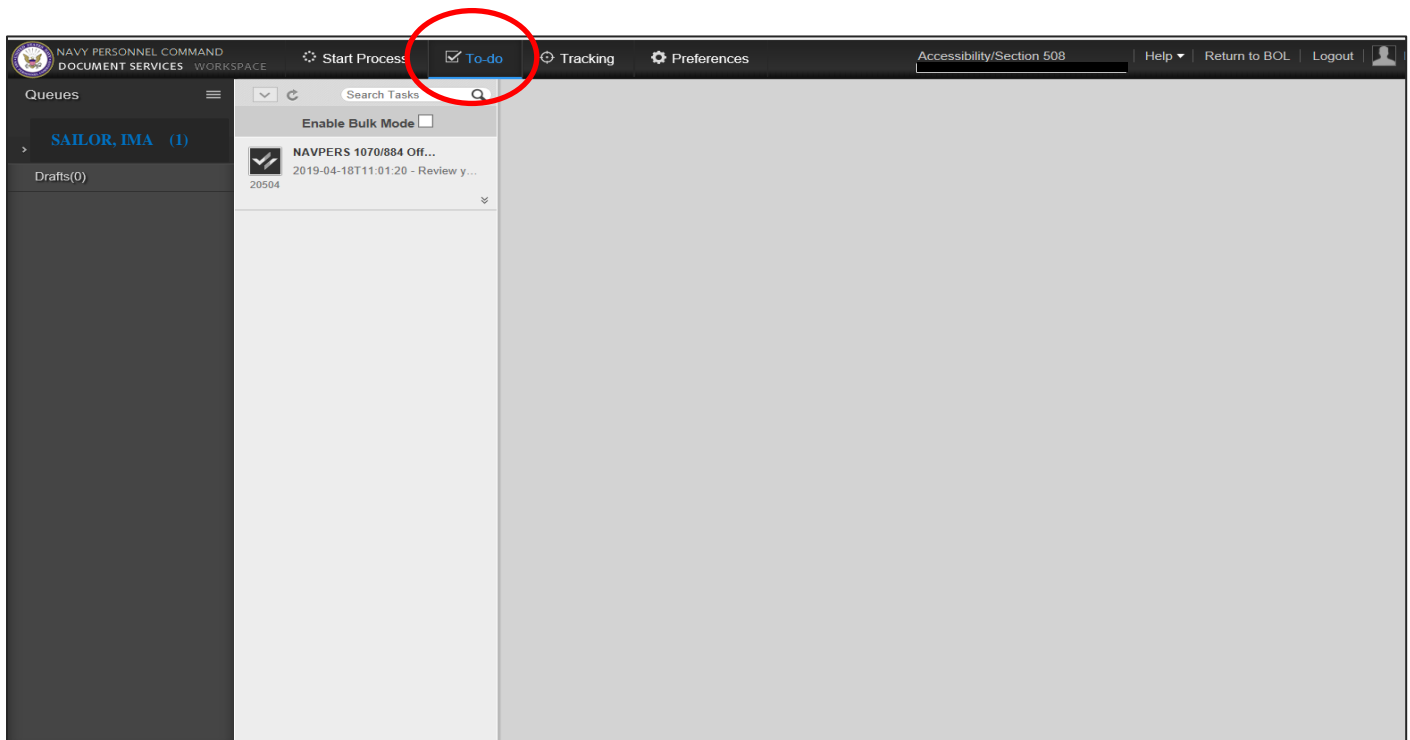
Your Officer Photograph Form has been converted and prepared. Please go to BOL, Navy Personnel Command Document Services, and then the To-Do tab.

Review your Officer Photo Submission. Press Accept if the form is correct and the conversion succeeded. Press Disapprove to permanently delete your submission.

You have two weekdays to review your form before it is automatically submitted.

If you are getting this email in error, please contact NPC Help desk.

25. Return to Document Services and select the ‘To Do’ tab.



26. The Officer Photo Submission form should be displayed with the photograph chosen from the previous process step.

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DOCUMENT SERVICES WORKSPACE

Start Process To-do Tracking Preferences Accessibility/Section 508 Help Return to BOL Logout

Search Tasks NAVPERS 1070/884 Officer Review Details Form

Enable Bulk Mode

NAVPERS 1070/884 Off...
2019-04-18T11:01:20 - Review your Officer Photo Submission. Press Accept if the form is correct and the conversion succeeded. Press Disapprove to permanently delete your submission.

ROUTINE USES: THE PHOTOGRAPH AND SUBMISSION SHEET IS FILED IN THE OFFICER'S OFFICIAL RECORD WHICH IS USED IN THE PERSONNEL MANAGEMENT OF NAVAL OFFICERS (I.E., IDENTIFICATION AND FOR OFFICIAL PRESS RELEASES) WHEN REQUIRED.

DISCLOSURE: COMPLETION OF THIS FORM AND SUBMISSION OF THE PHOTOGRAPH IS MANDATORY.

1. NAME (LAST, FIRST MI)	2. GRADE	3. DoD ID:	4. DESIGNATOR:	5. DATE:
SAILOR, IMA, "NMN"	05	987654	2300	20190418

Stick figure placeholder for photograph

Accept Disapprove

27. If the photograph displayed is acceptable, select by using the mouse to click on the 'Accept' button. If not, use the mouse to click on 'Disapprove' to remain on the form.

28. If 'Accept' is selected, the webpage displays a submission confirmation message: "You are about to submit your official photo, are you sure?"

NAVY PERSONNEL COMMAND
DOCUMENT SERVICES WORKSPACE

Start Process To-do Tracking Preferences Accessibility/Section 508 Help Return to BOL Logout

Search Tasks NAVPERS 1070/884 Officer Review Details Form

Enable Bulk Mode

NAVPERS 1070/884 Off...
2019-04-18T11:01:20 - Review your Officer Photo Submission. Press Accept if the form is correct and the conversion succeeded. Press Disapprove to permanently delete your submission.

Confirmation Message

You are about to submit your official photo, are you sure?

Ok Cancel

29. Using the mouse, click the 'OK' button to proceed.

30. The Officer Photo submission to OMPF is complete.