



Officer Photo Submission - Automated

2020

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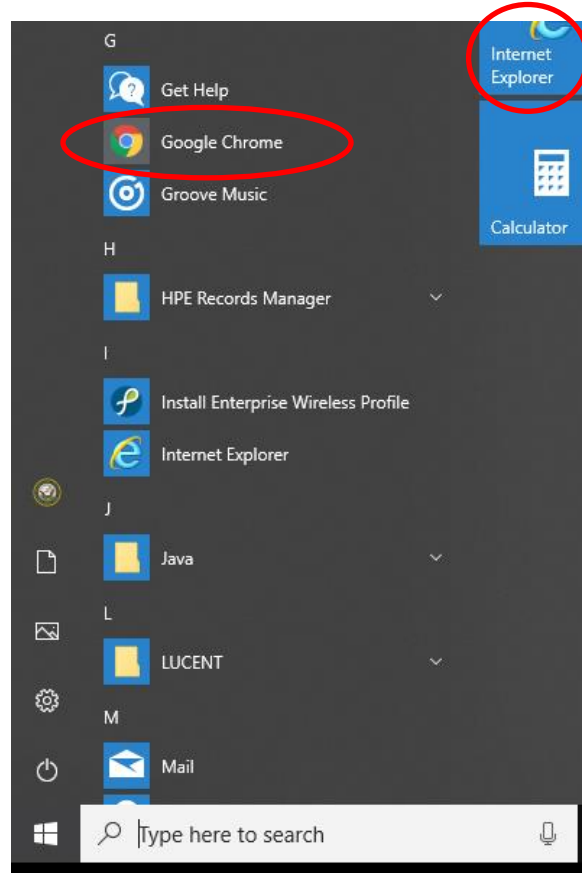


1. Introduction

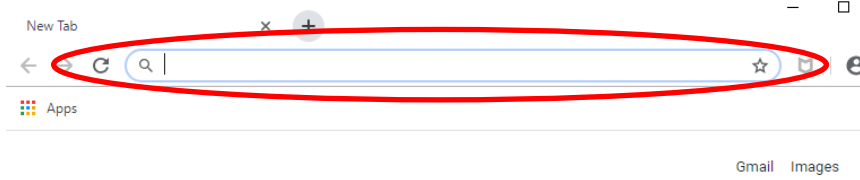
This document is intended to serve as a tutorial in support of the requirement for all officers to submit color photographs for inclusion in the Official Military Personnel File (OMPF) maintained on the Electronic Military Personnel Records System (EMPRS). Digital photo submissions are the preferred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

2. Procedures

1. From the Start menu, open desired browser by utilizing Google Chrome or Internet Explorer (IE).



2. To log in to BOL, type the following address into the chosen browser:
<https://www.bol.navy.mil/BAM/>



Google

Search Google or type a URL



BOL

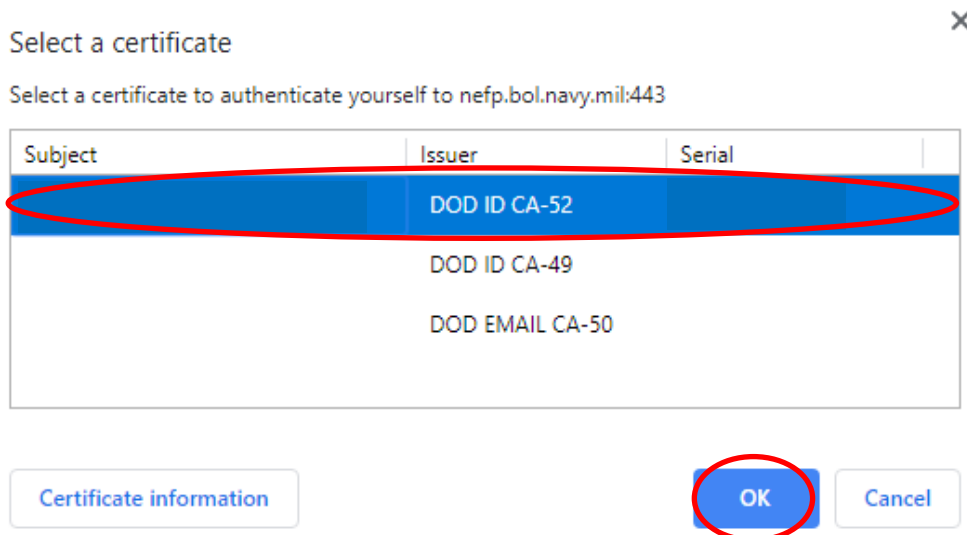


Web Store



Add shortcut

3. The Select a certificate activity window should be displayed.

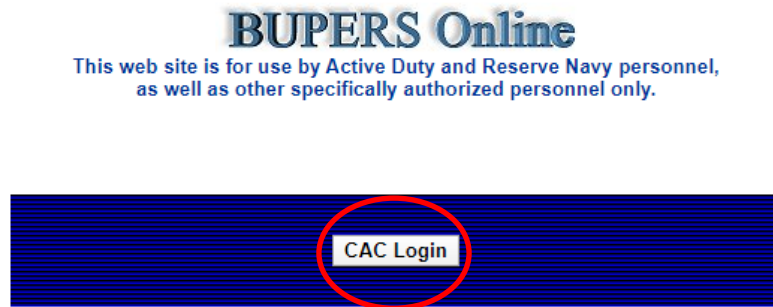


4. Select the associated DoD certificate (not email certificate) and select 'OK' to proceed.



5. The US Department of Defense warning statement should appear. Read the statement, select 'OK' to acknowledge that the user understands and accepts the terms of the statement.

- The BUPERS Online CAC Login page should be displayed. The User will click the CAC Login button to proceed.



For help call 1-800-951-NAVY
 Help Desk Hours of Operation
 Monday - Friday, 0600 - 1700 Central
 For Assistance or comments please send an email to NPC_IT_Service_Desk@navy.mil

[Privacy Policy] [FAQ]
 [Accessibility/Section 508]

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- The BOL Application Menu should then be displayed.



8. The User will select 'Officer Photo' from the Application Menu to proceed.

A screenshot of a web application menu. The menu items are listed on the left, and information icons are on the right. The item 'Officer Photo' is circled in red. A tooltip on the right explains the information icons.

[ARPR/ASOSH Online	[i]
[CCA/FITREP/Eval Reports	[i]
[CO/XO/CMC Advancement/Selection Board Verification	[i]
[CWAY - Sailor Self-Service	[i]
[E-Submission	[i]
[ESSBD (Submit letter to SelBoard)	[i]
[ID Lookup	[i]
[Individual Medical Readiness (IMR) Status	[i]
[JOIN	[i]
[Military Locator System	[i]
[Name Change	[i]
[Naval Register	[i]
[NavPers Legacy and PERSTEMPO	[i]
[Navy Personnel Command Document Services	[i]
[Navy-Marine Corps Mobilization Processing System (NMCMPMS) - View IA/ADSW orders	[i]
[ODC, OSR, PSR, ESR	[i]
[Officer Photo	[i]
[Official Military Personnel File (OMPF) - My Record	[i]
[PARFQ	[i]
[PRIMS	[i]
[PTDR	[i]

[i] Click on any information icon to the right of a menu item to see additional information about that application.

9. The Select a certificate activity window should be displayed.

A screenshot of a dialog box titled 'Select a certificate'. The dialog contains a table of certificates and three buttons: 'Certificate information', 'OK', and 'Cancel'. The 'DOD ID CA-52' row is selected, and the 'OK' button is circled in red.

Select a certificate

Select a certificate to authenticate yourself to nefp.bol.navy.mil:443

Subject	Issuer	Serial
	DOD ID CA-52	
	DOD ID CA-49	
	DOD EMAIL CA-50	

Buttons: Certificate information, **OK**, Cancel

10. Select the associated DoD certificate (not email certificate) and select 'OK' to proceed.

11. The Officer Photo Privacy Act Statement, Requirements and acknowledgement page should be displayed.

12. Please read the information displayed and if in agreement, select the checkbox that states, “I acknowledge that I have read the above statements”.

The screenshot shows a web application interface for the NAVPERS 1070/884 Officer Photograph Form. The page title is "PRIVACY ACT STATEMENT". The content includes sections for AUTHORITY, PURPOSE, ROUTINE USES, DISCLOSURE, and REQUIREMENTS. The REQUIREMENTS section details uniform standards and photograph specifications. At the bottom, there is a checkbox labeled "I acknowledge that I have read the above statements" and a "Submit" button. The interface also features a top navigation bar with options like "Start Process", "To-do", "Tracking", and "Preferences", and a left sidebar with a "Categories" menu.

13. Using the mouse, click on the ‘Submit’ button to proceed.

14. The webpage navigates to the Navy Personnel Command Document Services, Officer Photograph (NAVPERS 1070/884) activity.
15. Enter by typing the associated email address into the field titled 'Confirm Email Address associated with NPC Document Services'. This is a required information field.
The Name, Grade, DODID and Designator are pre-populated from other sources associated with the Service Members' OMPF.
16. Enter the date that the photograph was taken into the 'Date Photo Taken' field.
17. Select the 'Browse and Upload' button to navigate the computing device files and select the desired photo to upload.

The screenshot shows the NAVPERS 1070/884 Officer Photograph Form. The form is titled "NAVPERS 1070/884" and is part of the "OFFICER PHOTOGRAPH FORM". The form includes a "Confirm Email Address associated with NPC Document Services" field, which is highlighted in red and has a red border. Below this field is a "Name (Last, First MI)" field with the value "SAILOR, IMA, 'NMN'", a "Grade" field with the value "O5", a "DODID" field with the value "9876545321", and a "Designator" field with the value "86 2300". There is also a "Date Photo Taken" field and a "File name" field. A "Browse and Upload" button is located below the "Date Photo Taken" field. The form also includes a "Next Steps" section with the following instructions:

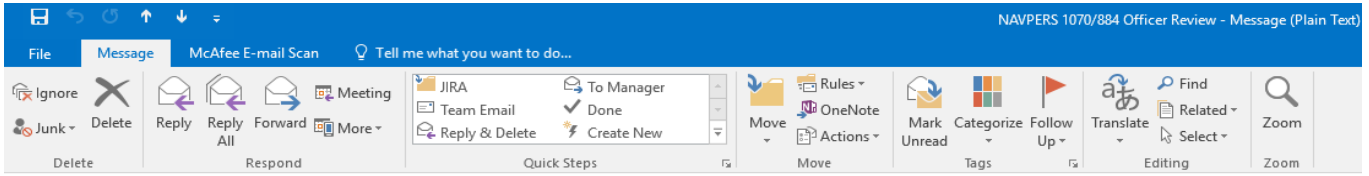
1. After pressing **Submit**, go to your **To-do** tab and open your **NAVPERS 1070/884 Officer Review** task.
2. The **task** may take up to a **minute** to arrive. You will get an **email notification** reminding you to review your submission.
3. Your Officer Photograph will **not be fully submitted**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

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

The form is part of a workspace with a top navigation bar containing "Start Process", "To-do", "Tracking", and "Preferences" tabs. The "To-do" tab is highlighted with a yellow box. The "Submit" button is circled in red at the bottom right of the form.

18. Once the desired photo is chosen, select by using the mouse to click the 'Submit' button to proceed.

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



Thu 4/18/2019 11:01 AM
donotreply@test.npc.navy.mil
NAVPERS 1070/884 Officer Review

To: Sailor, Ima (USA)

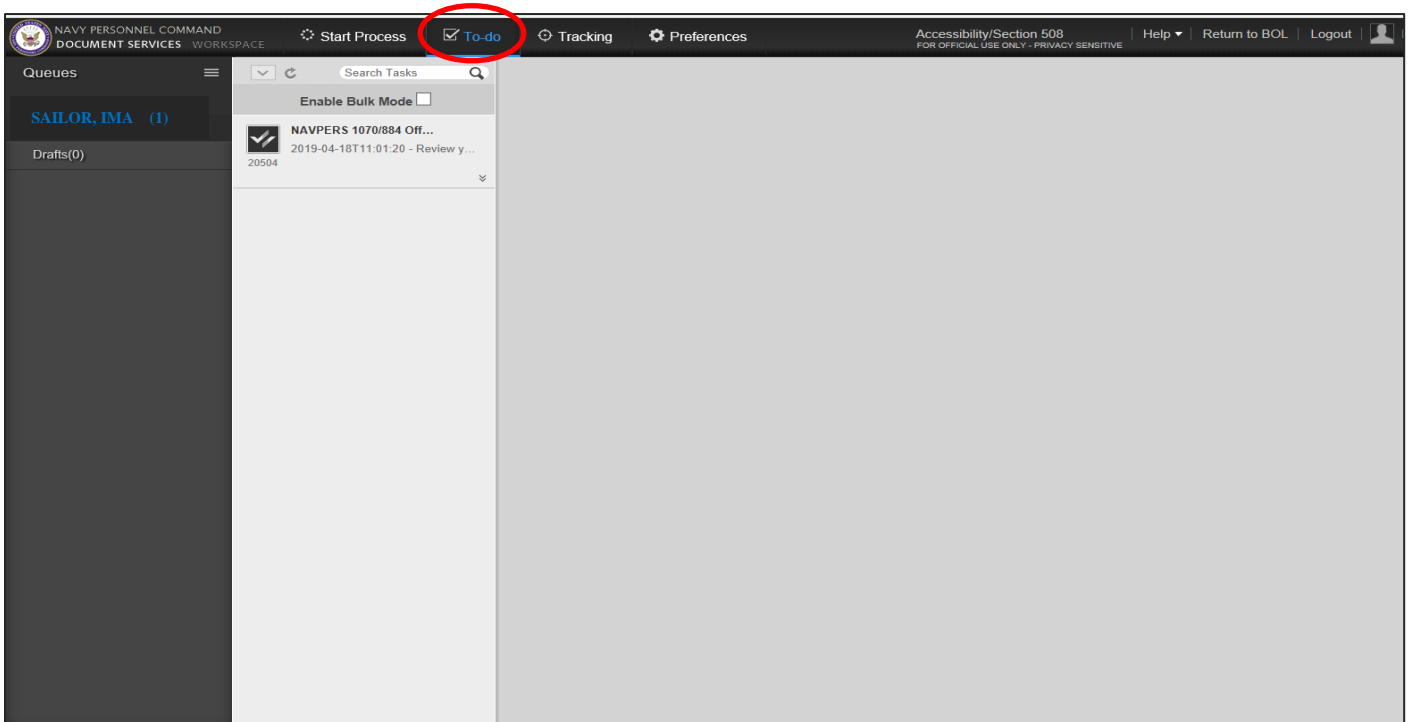
Your Officer Photograph Form has been converted and prepared. Please go to BOL, Navy Personnel Command Document Services, and then the To-Do tab.

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

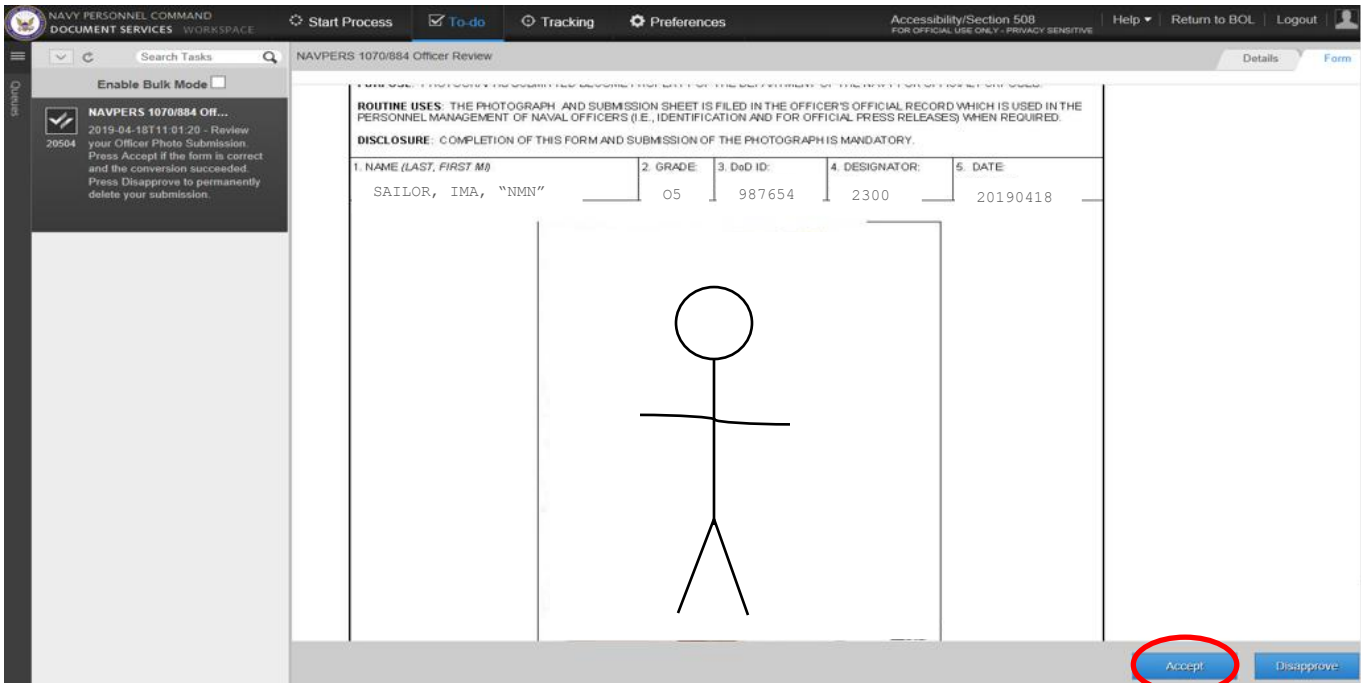
You have two weekdays to review your form before it is automatically submitted.

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

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

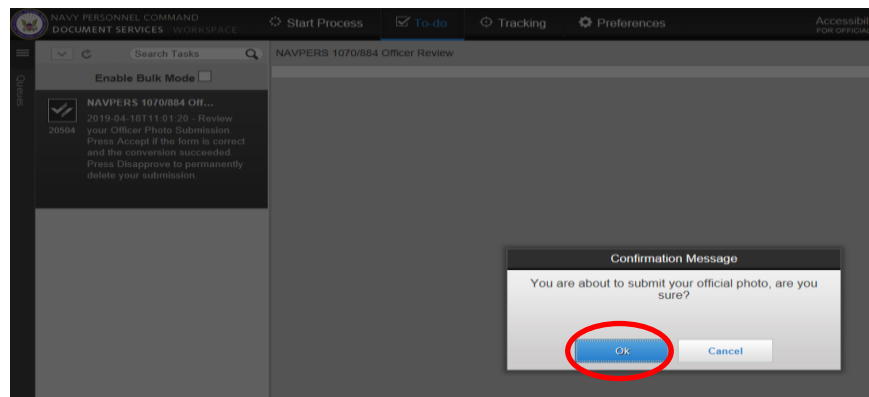


21. The Officer Photo Submission form should be displayed with the photograph chosen from the previous process step.



22. 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.

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



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

25. The Officer Photo submission to OMPF is complete.

3. Alternative Submission Procedures

Personnel unable to access BUPERS Online (BOL) should complete the paper form, attach the photo, wet-sign and either utilize USPS to mail documentation:

Navy Personnel Command, PERS-313
ICO: Officer Photo
5720 Integrity Drive
Wood Hall, Bldg 769
NSA Mid-South
Millington, TN 38011

-OR-

Send ENCRYPTED email to:

Email: Mill_pers-312req.fct@Navy.Mil

