



Officer Photo Submission Guide

2025



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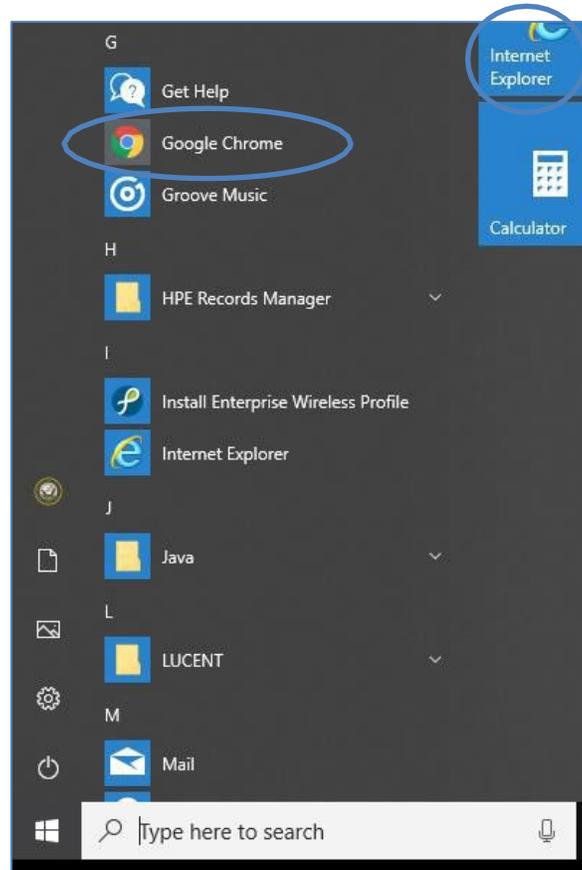


1. Introduction

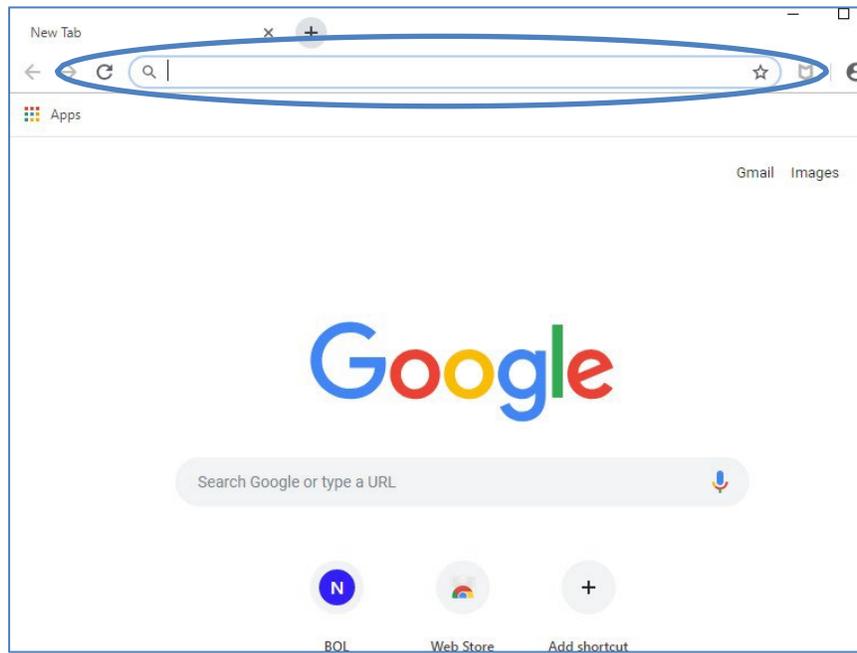
This document is intended to serve as a tutorial in support of the requirement for all officers to submit color photographs for inclusion in the Official Military Personnel File (OMPF) maintained on the Electronic Military Personnel Records System (EMPRS). Digital photo submissions are the preferred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

2. Procedures

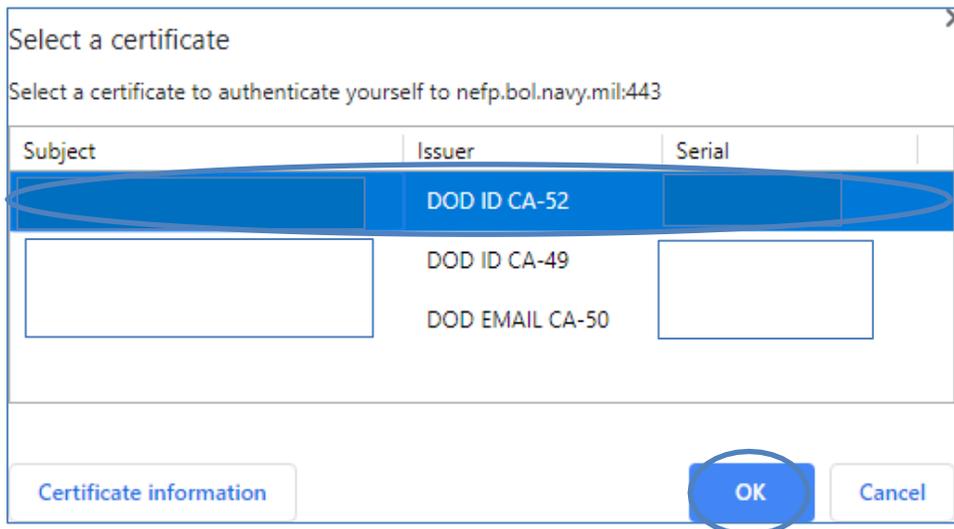
1. From the Start menu, open desired browser by utilizing Google Chrome or Internet Explorer (IE).



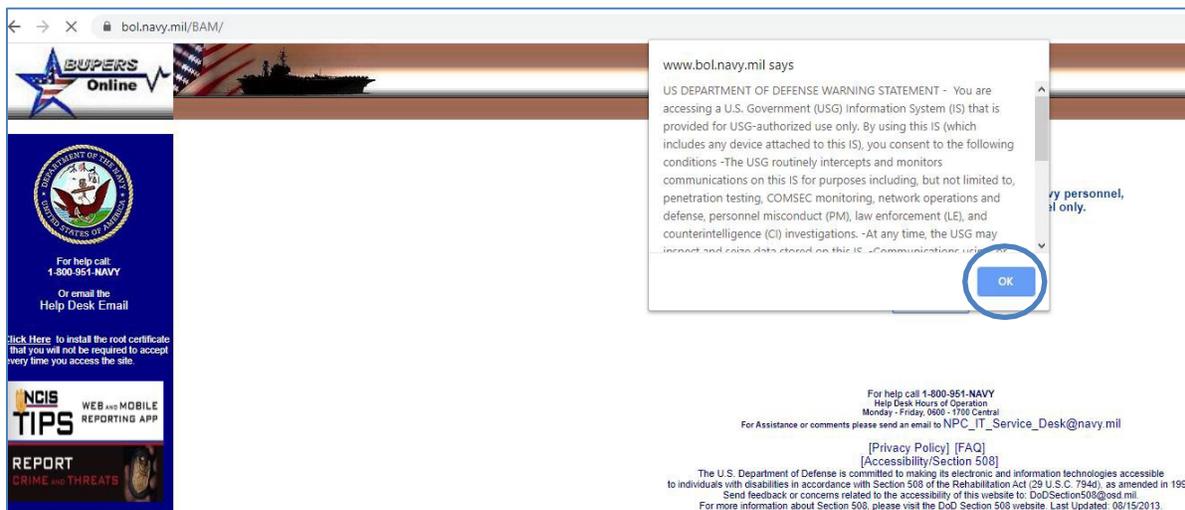
2. To log in to BOL, type the following address into the chosen browser:
<https://www.bol.navy.mil/BAM/>



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

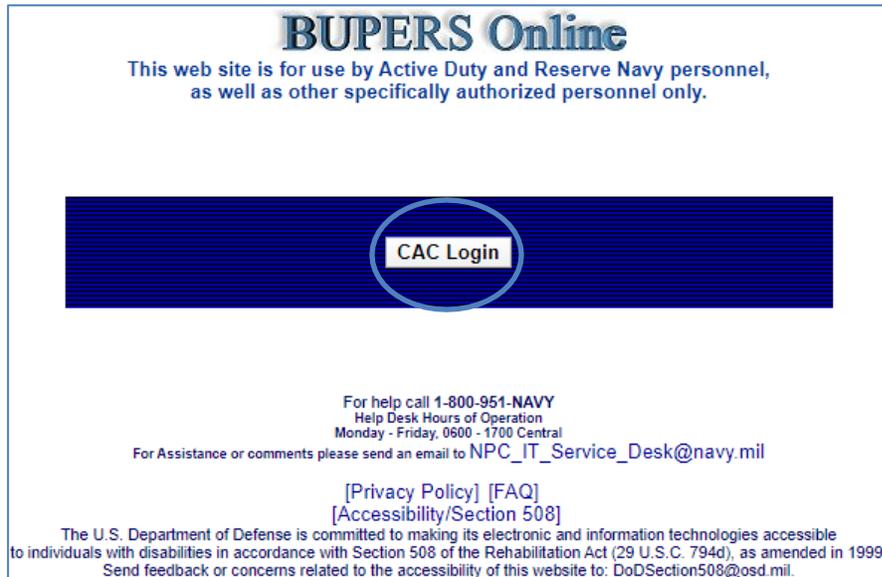


4. Select the associated DoD certificate (not email certificate) and select 'OK' to proceed.



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.



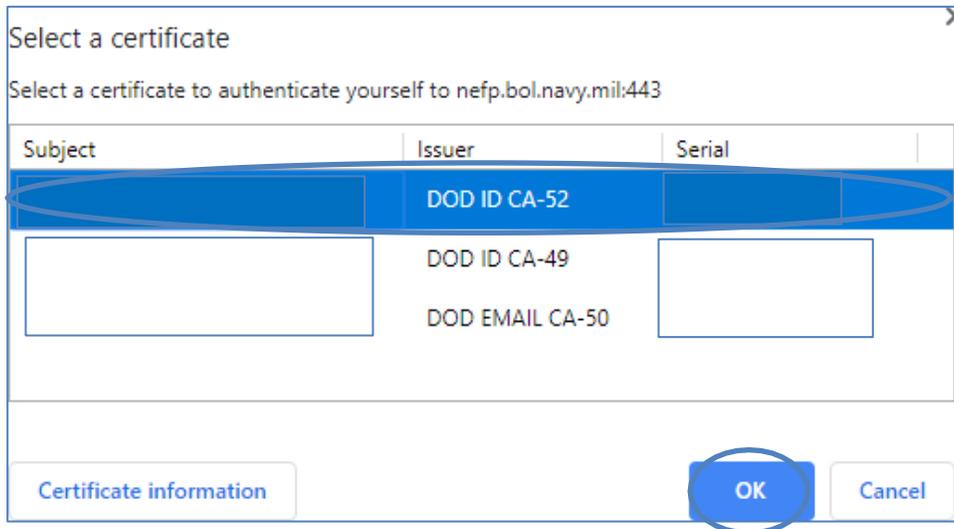
- The BOL Application Menu should then be displayed.



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



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



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 displays the 'Officer Photograph' form within the Navy Personnel Command Document Services Workspace. The interface includes a top navigation bar with 'Start Process', 'To-do', and 'Accessibility/Section 508' links. A left sidebar shows categories for 'NAVPER 1070/888' and 'NAVPER 1070/884'. The main content area is titled 'Officer Photograph' and contains the following sections:

- Acknowledge** (expanded):
 - 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 a ratio of 2:3 which presents a standard 4 by 6 inch photo.
- I acknowledge that I have read the above statements.

- Fill-in and Upload** (collapsed)

At the bottom of the form, there are three buttons: 'Back', 'Next', and 'Submit'. The 'Submit' button is highlighted with a red box.

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

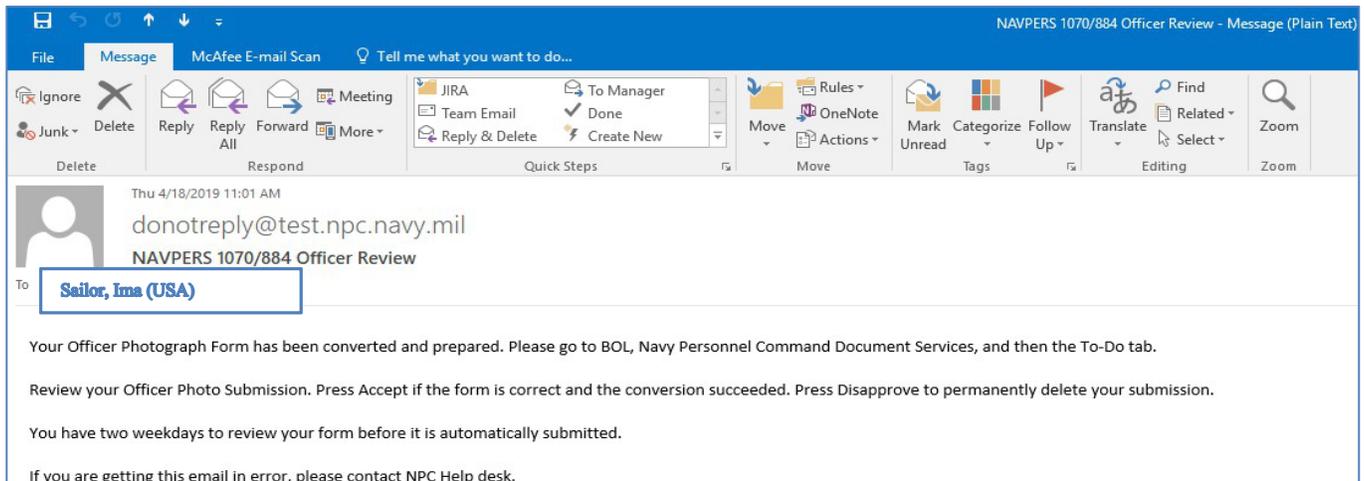
14. The webpage navigates to the Navy Personnel Command Document Services, Officer Photograph (NAVPERS 1070/884) activity.
15. Enter by typing the associated email address into the field titled 'Confirm Email Address associated with NPC Document Services'. This is a required information field.
The Name, Grade, DODID and Designator are pre-populated from other sources associated with the Service Members' OMPF.

If you receive the "OMPF Missing or Invalid" error, review Section 3 to resolve.
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.
18. If you are having technical issues with uploading your photo please contact the BOL Helpdesk at BUPERS07_IT_EOC.FCT@navy.mil for assistance.

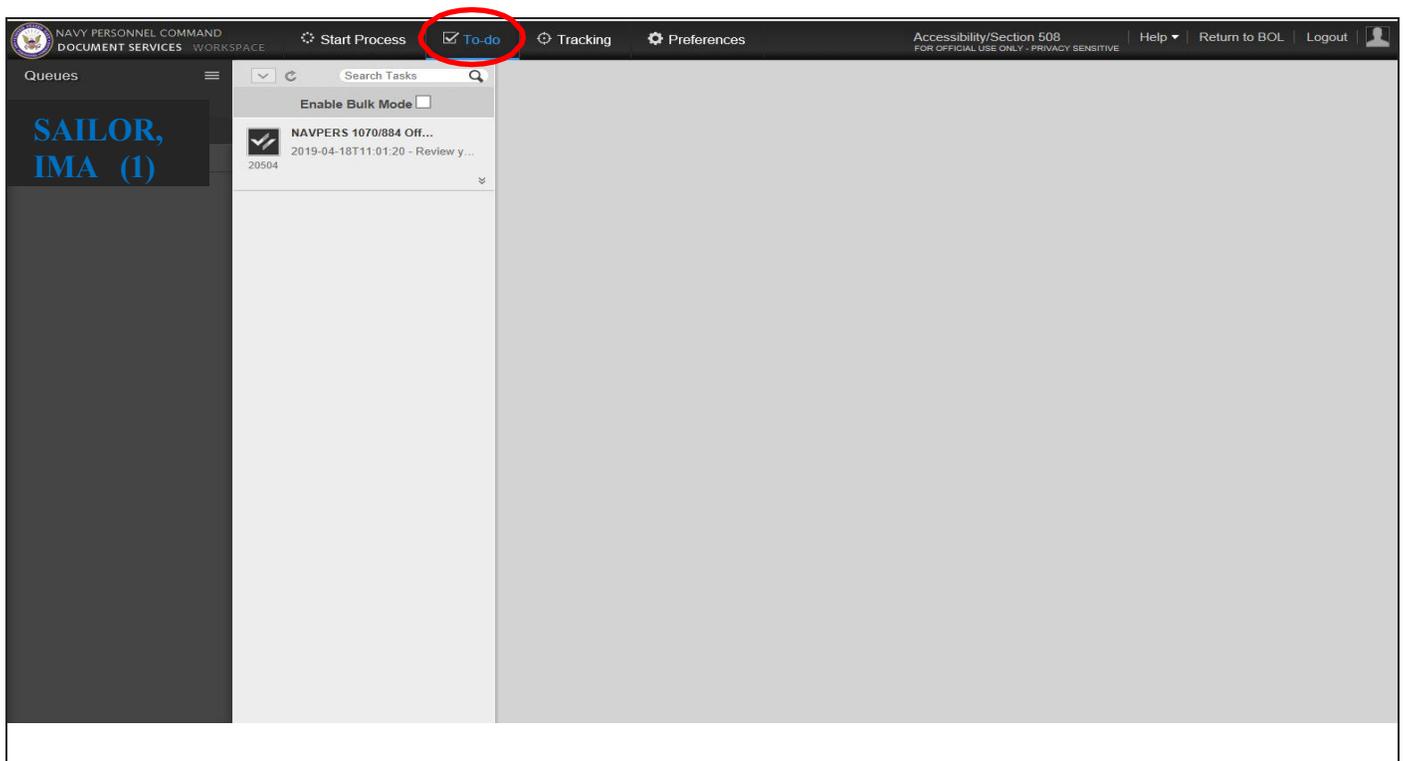
The screenshot displays the 'Officer Photograph' form within the Navy Personnel Command Document Services workspace. The form is titled 'Officer Photograph' and is part of the 'NAVPERS 1070/884' activity. The form is divided into sections: 'Acknowledge' and 'Fill-in and Upload'. The 'Fill-in and Upload' section contains a 'Confirm Email Address associated with NPC Document Services' field, which is highlighted with a red border and has a red error message below it: 'This Field is a required field.' Below this are four input fields: 'Name (Last, First MI)', 'Grade', 'DODID', and 'Designator'. Each of these fields has a red error message: 'Error or name is missing from corporate data', 'Grade is missing from corporate data', and 'Designator is missing from corporate data' respectively. Below the input fields is a section titled 'Upload photograph (not the form) that shall be:' with a list of requirements: '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 a ratio of 2:3 which presents a standard 4 by 6 inch photo'. Below the list are three input fields: 'Date Photo Taken', 'File name', and 'File Size (< 7 Mb)'. The 'Date Photo Taken' field has a calendar icon. Below the input fields is a 'Browse and Upload Photo' button, which is highlighted with a red border. Below the form is a 'Next Steps' section with three numbered instructions. At the bottom of the form is a navigation bar with buttons for 'Start Process', 'To-do', 'Tracking', and 'Preferences'. The 'To-do' button is highlighted with a yellow border. At the bottom of the page are three buttons: 'Back', 'Next', and 'Submit'. The 'Submit' button is highlighted with a red border.

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

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



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

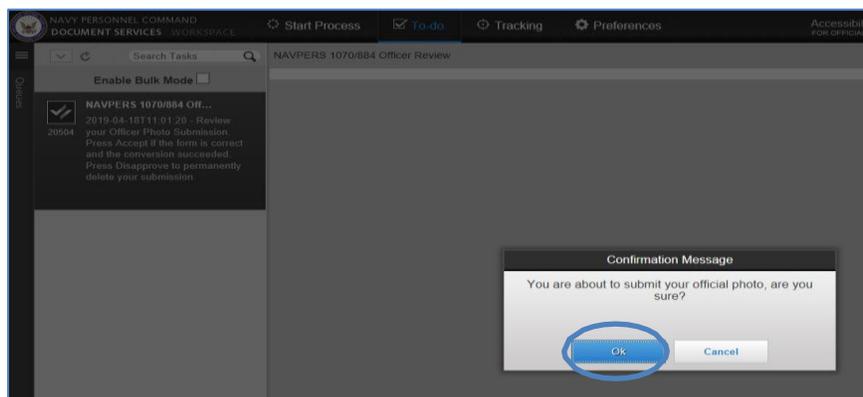


22. The Officer Photo Submission form should be displayed with the photograph chosen from the previous process step.



23. 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.

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

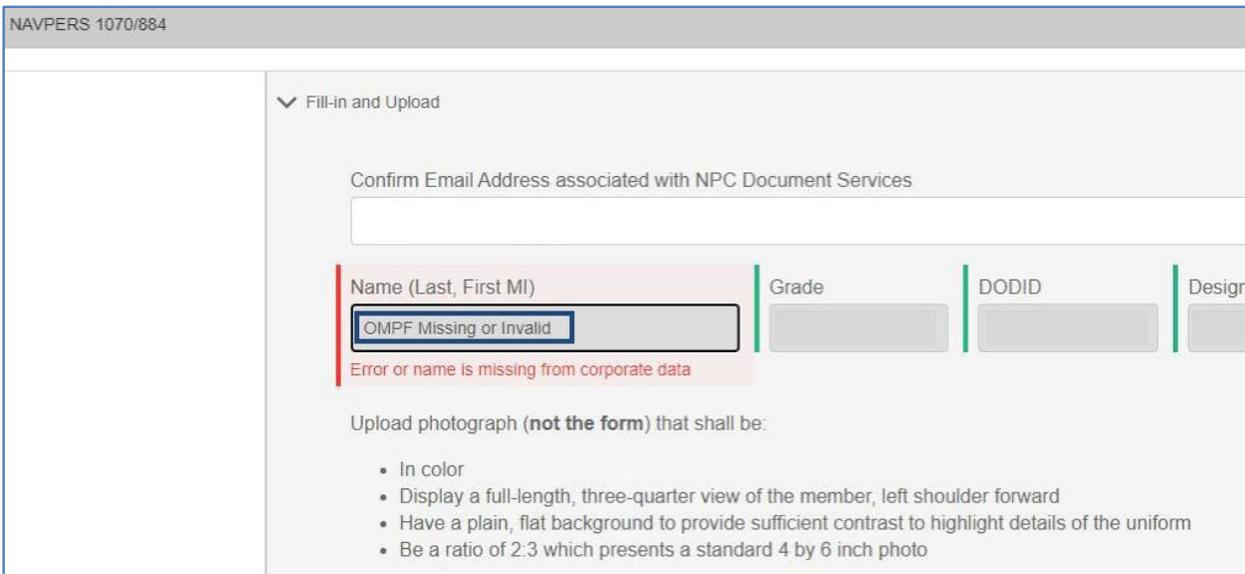


25. Using the mouse, click the 'OK' button to proceed.

26. The Officer Photo submission to OMPF is complete.

3. OMPF Missing or Invalid Error

1. If you are receiving an error “**OMPF Missing or Invalid**” when trying to upload your photo it is because of one of the following:
 - OMPF Missing - No record exists;
 - OMPF Invalid - An OMPF exists but it is flagged as an Enlisted record (the NAVPERS 1070/884 is an officer document, and the system will not accept it into an enlisted record).



The screenshot shows a web interface for NAVPERS 1070/884. The page title is "NAVPERS 1070/884". Below the title is a section labeled "Fill-in and Upload". There is a text input field for "Confirm Email Address associated with NPC Document Services". Below that is a table with columns: "Name (Last, First MI)", "Grade", "DODID", and "Design". The "Name" field contains the text "OMPF Missing or Invalid" and is highlighted with a red border. Below the table, there is a red error message: "Error or name is missing from corporate data". Below the error message is a section for "Upload photograph (not the form) that shall be:" followed by a list of requirements:

- 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
- Be a ratio of 2:3 which presents a standard 4 by 6 inch photo

2. The following recommendations is provided to fix this issue.
 - ✓ Review your record under BOL “OMPF – My Record”, if you do not see any documents listed then it’s because no record exists.
 - ✓ If you see documents listed, look for the Oath of Office (NAVPERS 1000/4), this document is used to create an officer record or to change an existing record to “Officer” vice “Enlisted”.
3. If the NAVPERS 1000/4 is filed submit an email to this office, review our [Contact Us](#) for details and email address prior to submitting. In the email state that you are receiving the error above and that you have reviewed your OMPF and the 1000/4 is filed and provide the DOCID (Document ID Number). We will reply once your record is corrected and then you can upload and submit your photograph.
4. If the NAVPERS 1000/4 is missing or there is no record on file, you must contact the Primary Office of Responsibility (POR) to submit the required documents to this office, the following info is provided to assist you:
5. Missing documents/records is not unusual, happens all the time, we are at the mercy of the Primary Office of Responsibility (POR) for sending required documents to this office to create a record and file documents.
6. It is the member's responsibility to contact the POR's that initiated their accession paperwork to get required documents submitted.

7. For accession documents POR.

- Enlisted Records: MEPS; Recruiting Office/District
- Officer Records: OTC, Newport RI; PERS-806 (For PERS-806 POC, member will need to contact the MNCC for assistance with contact information)

MyNavy Career Center (MNCC) 1-833-330-6622

Askmncc@navy.mil:

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center>

8. You must review your OMPF frequently to verify when the Oath of Office is filed, once you see the Oath of Office you can upload and submit your photograph.
9. If you are prior enlisted, you should also review if documents were submitted and filed due to your discharge such as DD-214; NAVPERS 1070/605; NAVPERS 1070/880; NAVPERS 1070/881; and NAVPERS 1070/886. If these documents are missing, you must contact your servicing PSD/Personnel Office
10. The following online files can assist you with what documents are filed to the OMPF.
- [Essential Document Listing](#)
 - [Retain/Delete Listing](#)
11. It is ultimately the member's responsibility to ensure his/her records (ESR/OMPF) is up to date. If you discover an error, you must report it to your servicing PSD/Personnel Office, or the document's primary office of responsibility (POR).
12. Prior to reporting your ESR closeout to your servicing PSD/Personnel Office you should ensure that all the data (awards; training) is correct. Once they close out the ESR they will not be able to correct any data.

4. Alternative Submission Procedures

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

OFFICER PHOTOGRAPH SUBMISSION SHEET NAVPERS 1070/884 (Rev. 09-2024)		Supporting Directive MILPERSMAN ARTICLE 1070-181		
PRIVACY ACT STATEMENT AUTHORITY: AUTHORITY TO REQUEST INFORMATION IS DERIVED FROM 5 UNITED STATES CODE 301, DEPARTMENT REGULATIONS AND FROM EXECUTIVE ORDER 9397. PURPOSE: TO MAKE PHOTOGRAPHS SUBMITTED THE PROPERTY OF THE DEPARTMENT OF THE NAVY FOR OFFICIAL PURPOSES. ROUTINE USES: THE OFFICER PHOTOGRAPH SUBMISSION SHEET IS FILED IN THE OFFICER'S OFFICIAL RECORD, WHICH IS USED FOR PERSONNEL MANAGEMENT (E.G., IDENTIFICATION AND FOR OFFICIAL PRESS RELEASES). DISCLOSURE: COMPLETION OF THIS FORM AND SUBMISSION OF THE PHOTOGRAPH IS MANDATORY.				
1. NAME (LAST, FIRST, MI)	2. GRADE:	3. SSN: <i>Full SSN</i>	4. DESIGNATOR:	5. DATE:
				
6. SIGNATURE: <i>Must contain a "wet" signature</i>			7. DATE:	
PREVIOUS EDITIONS ARE OBSOLETE				
			<input type="button" value="Reset Form"/>	<input type="button" value="Print Form"/>

NAVY PERSONNEL COMMAND
 ATTN PERS-313 OFFICER PHOTO
 5720 INTEGRITY DRIVE
 MILLINGTON TN 38055

Helpful mailing information:

- (1) Double packaging the document is highly recommended.
- (2) The inner package marked “CONTROLLED UNCLASSIFIED INFORMATION (CUI)”.
- (3) [SF 901 Controlled Unclassified Information \(CUI\) Coversheet](#) should be used to cover the documents



containing personally identifiable information.

(4) The use of a mailing service that provides tracking capability is recommended.