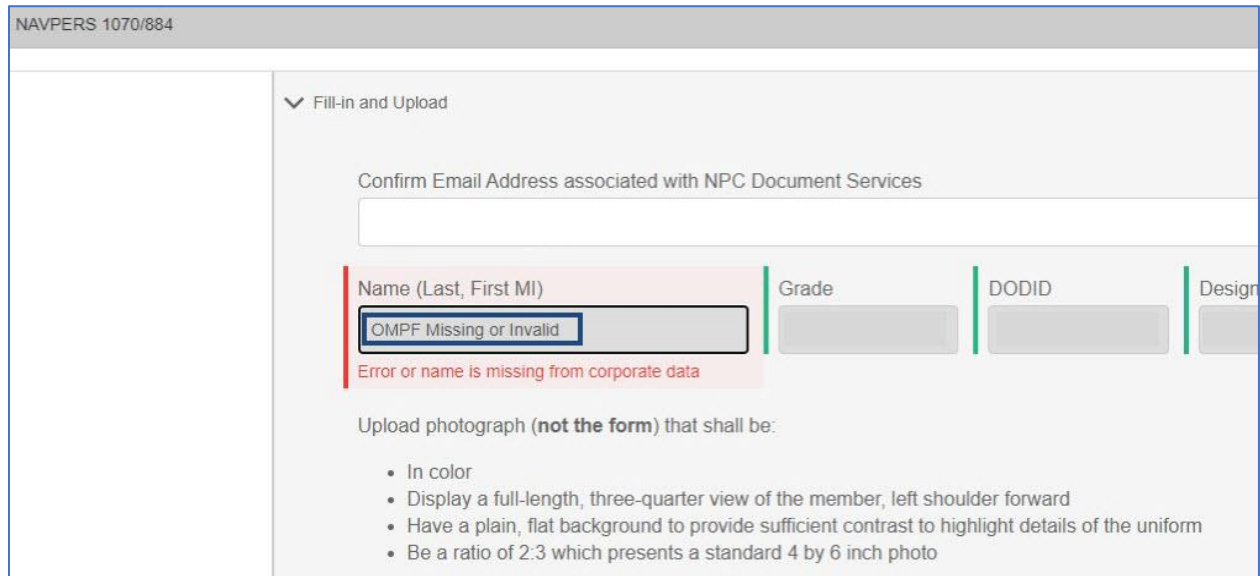


## OMPF Missing or Invalid Error – Officer Photograph

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 form titled "NAVPERS 1070/884". Under the "Fill-in and Upload" section, there is a field for "Confirm Email Address associated with NPC Document Services". Below this is a table with columns for "Name (Last, First MI)", "Grade", "DODID", and "Designation". 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, there 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", and "Be a ratio of 2:3 which presents a standard 4 by 6 inch photo".

The following recommendations is provided to fix this issue.

1. Review your record under BOL “OMPF – My Record”, if you do not see any documents listed then it’s because no record exists.
2. 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”.

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 back once your record is corrected and then you can upload and submit your photograph.

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:

## OMPF Missing or Invalid Error – Officer Photograph

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.

It is the member's responsibility to contact the POR's that initiated their accession paperwork to get required documents submitted.

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/>

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.

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.

The following online files can assist you with what documents are filed to the OMPF.

- [Essential Document Listing](#)
- [Retain/Delete Listing](#)

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).

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.