

MILPERSMAN 1070-181

OFFICER PHOTOGRAPHS

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|---------------------------|--------------------------|------------------|---|----------------------------|
| Responsible Office | NAVPERSCOM (PERS-313) | Phone: | DSN COM | 882-3418 (901) 874-3418 |
| MyNavy Career Center | | Phone: Toll Free | 1-833-330-MNCC (6622) | |
| | | E-mail: | askmncc@navy.mil | |
| | | MyNavy Portal: | https://my.navy.mil/ | |

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| References | (a) SECNAVINST 5211.5F (b) SECNAVINST 5720.42G (c) NAVPERS 15665J, U.S. Navy Uniform Regulations (d) BUPERSINST 1070.27E |
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1. **Policy.** Photographs are required for all officers of the Navy and the Navy Reserve, regardless of status, within 12 months after acceptance of each promotion. Department of Defense (DoD) and Navy policy prohibit the use of officer photographs during the selection board process.
2. **Ownership of Photographs.** Submitted photographs become the property of the United States Navy and are generally releasable under references (a) and (b).
3. **Uniform Requirements.** Per reference (c), the preferred uniform will be service khaki, uncovered. When service khaki is unavailable, any regulation uniform is acceptable.
4. **Photograph Requirements.** Photographs will:
 - a. Be in color;
 - b. Display a full-length, three-quarter view of the member, left shoulder forward;
 - c. Have a plain, flat background to provide sufficient contrast to highlight details of the uniform; and
 - d. Be 4 inches in width and 6 inches in height.

5. **Photograph Services**. Naval activities with an established photographic facility are authorized to produce photographs for this purpose. Commercial sources are authorized. When Navy or DoD photographic facilities, or suitable commercial sources are unavailable, any photograph which complies with the requirements will be accepted.

6. **Command Reimbursement**. Commands are authorized to reimburse officers who use commercial sources to produce photographs. Officers will complete an [OF 1164](#) Claim for Reimbursement for Expenditures on Official Business or similar reimbursement document and submit the form with official documentary evidence (e.g., receipts, affidavits, or other statement as to the unavailability of government photo facilities) to their commanding officer (or designated representative) for approval and reimbursement.

7. **Submission**

a. The preferred method for officer photo submission is using the electronic self-service feature within the [BUPERS Online \(BOL\)](#) tab labeled "Officer Photo." This application may also be accessed by selecting the "Command Document Services" link within [BOL](#), then selecting the "NAVPERS 1070/884 Officer Photograph" form. The electronic submission process provides the most accurate and timely method for submitting the officer photo for filing into the member's official record. A tutorial for navigating the application may be found on the "Details tab." Questions should be directed to the MyNavy Career Center Human Resources Service Center at 1-833-330-6622 or the BOL Helpdesk at [BUPERS07 IT EOC.fct@navy.mil](mailto:BUPERS07_IT_EOC.fct@navy.mil) or (901) 874-4700. Personnel unable to access [BOL](#) should complete a hard-copy [NAVPERS 1070/884 Officer Photograph](#), attach the photograph, wet-sign the document, and mail documentation to:

NAVY PERSONNEL COMMAND ATTN PERS 313
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055

b. Helpful mailing information:

(1) Double packaging the documents is highly recommended.

(2) The inner package should be 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.

c. Per reference (d), photographs that do not meet the requirements of this article will not be processed for inclusion into the official military personnel file and will be destroyed without notification.