



Officer Photo Submission - Automated

2020

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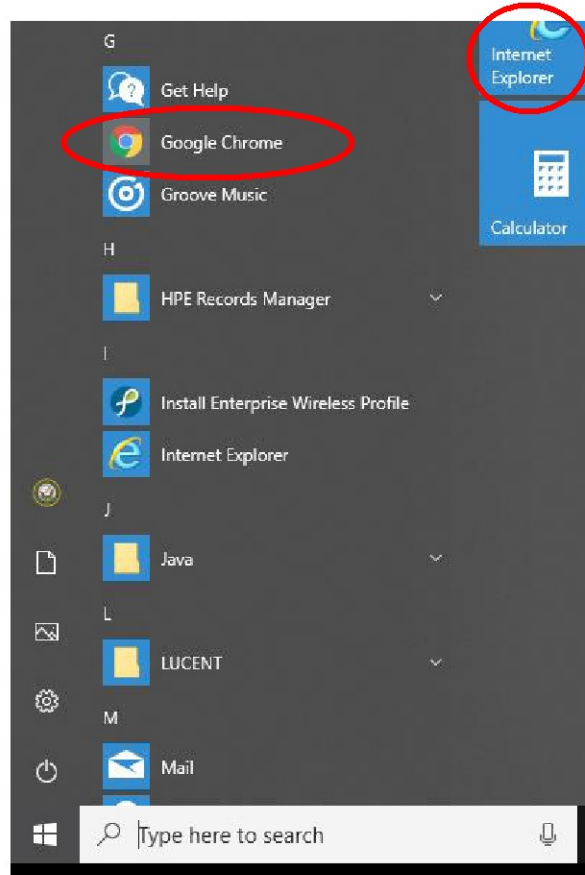


1. Introduction

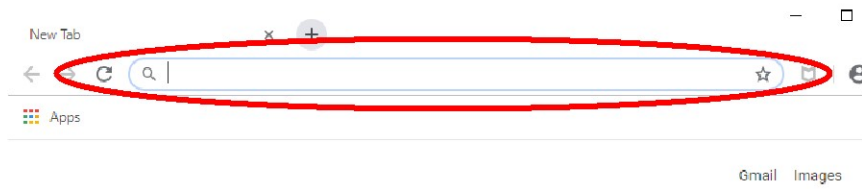
This document is intended to serve as a tutorial in support of the requirement for all officers to submit color photographs for inclusion in the Official Military Personnel File (OMPF) maintained on the Electronic Military Personnel Records System (EMPRS). Digital photo submissions are the preferred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

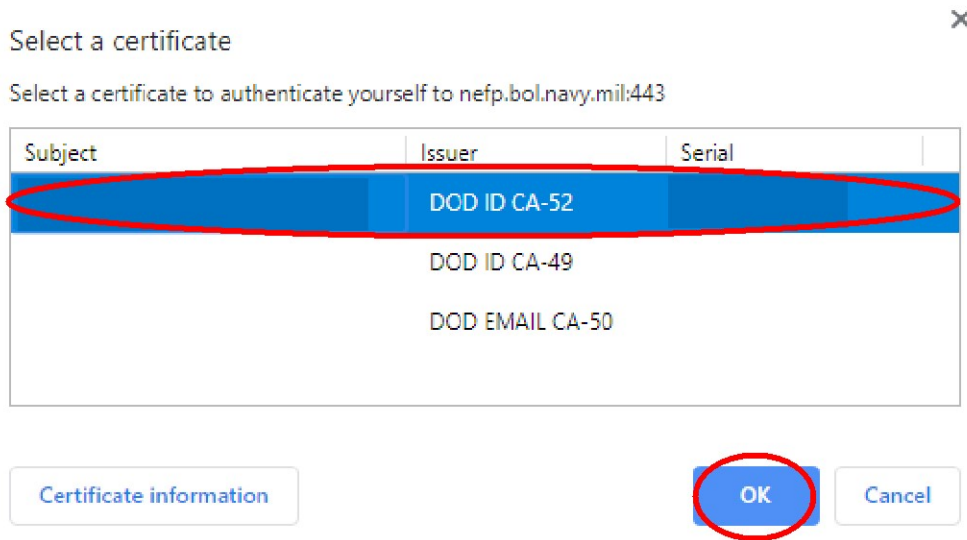


Web Store



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.

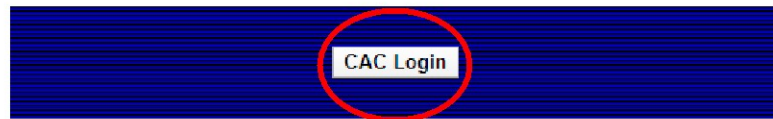


5. The US Department of Defense warning statement should appear. Read the statement, select 'OK' to acknowledge that the user understands and accepts the terms of the statement.

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

BUPERS Online

This web site is for use by Active Duty and Reserve Navy personnel,
as well as other specifically authorized personnel only.



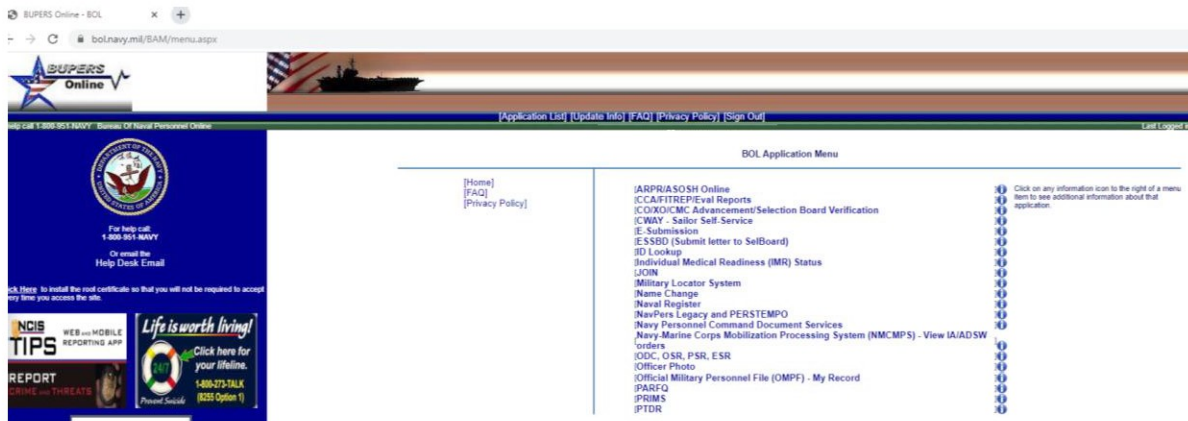
For help call 1-800-951-NAVY
Help Desk Hours of Operation
Monday - Friday, 0800 - 1700 Central

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 a vertical column of information icons is on the right. The 'Officer Photo' item 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 (NMCMP) - View IA/ADSW	[i]
orders	[i]
[ODC, OSR, PSR, ESR	[i]
[Officer Photo	[i]
[Official Military Personnel File (OMPF) - My Record	[i]
[PARFQ	[i]
[PRIMS	[i]
[PTDR	[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 'Select a certificate' dialog box. The dialog has a title bar with a close button (X). The main text says 'Select a certificate to authenticate yourself to nefp.bol.navy.mil:443'. Below this is a table with three columns: Subject, Issuer, and Serial. The first row is highlighted in blue and circled in red. Below the table are three buttons: 'Certificate information', 'OK', and 'Cancel'. The 'OK' button is circled in red.

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 Navy Personnel Command. 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 uniform standards 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. A red circle highlights the checkbox, and another red circle highlights the 'Submit' button.

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.

NAVY PERSONNEL COMMAND
DOCUMENT SERVICES WORKSPACE

Start Process To-do Tracking Preferences

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"	O5	987654321 86 2300	

Date Photo Taken Browse and Upload File name File Size (< 7 Mb)

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.

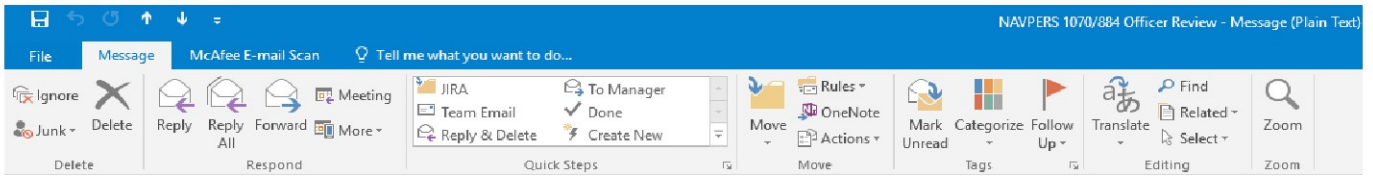
Note: Your Review will be **automatically submitted** on your behalf if you do not take action within **two weekdays**.

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

Back Next Submit

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

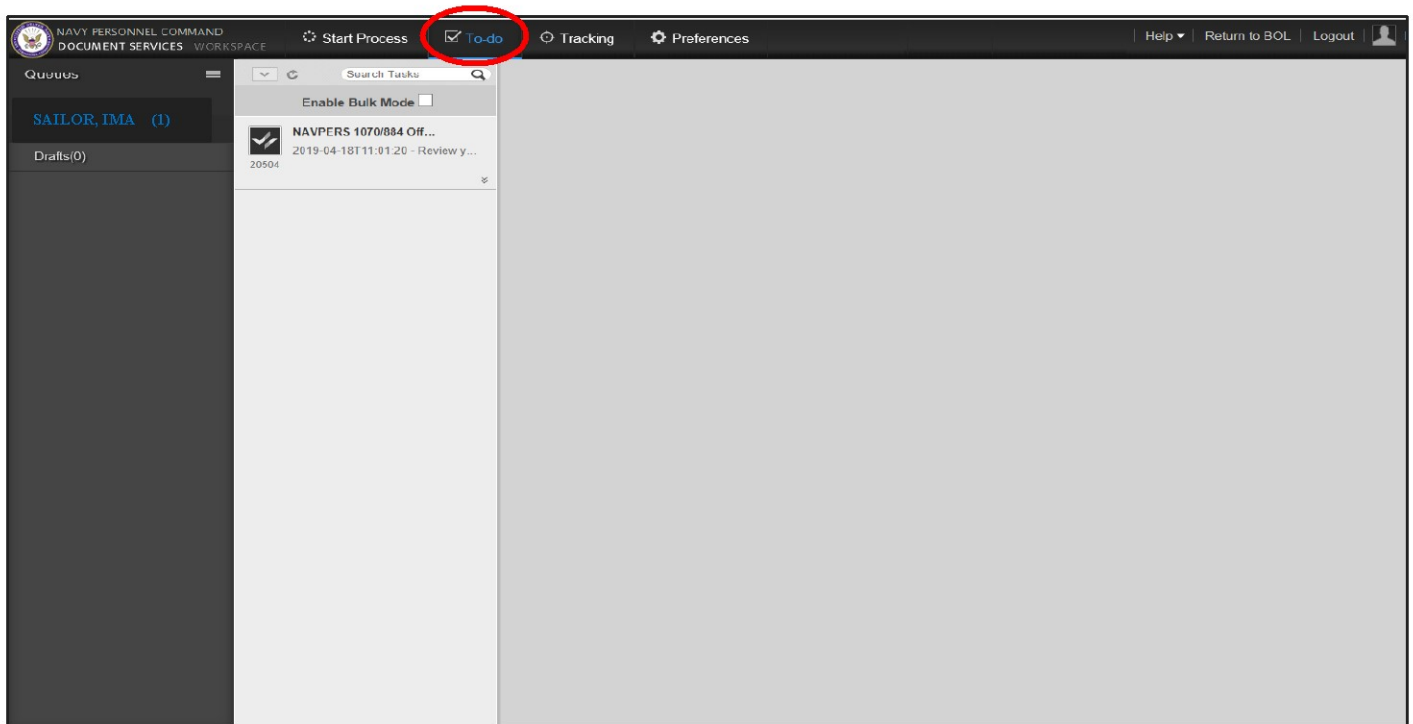
19. The user will then receive a “no-reply” email with instructions to return to the ‘To-Do’ in Document Services.



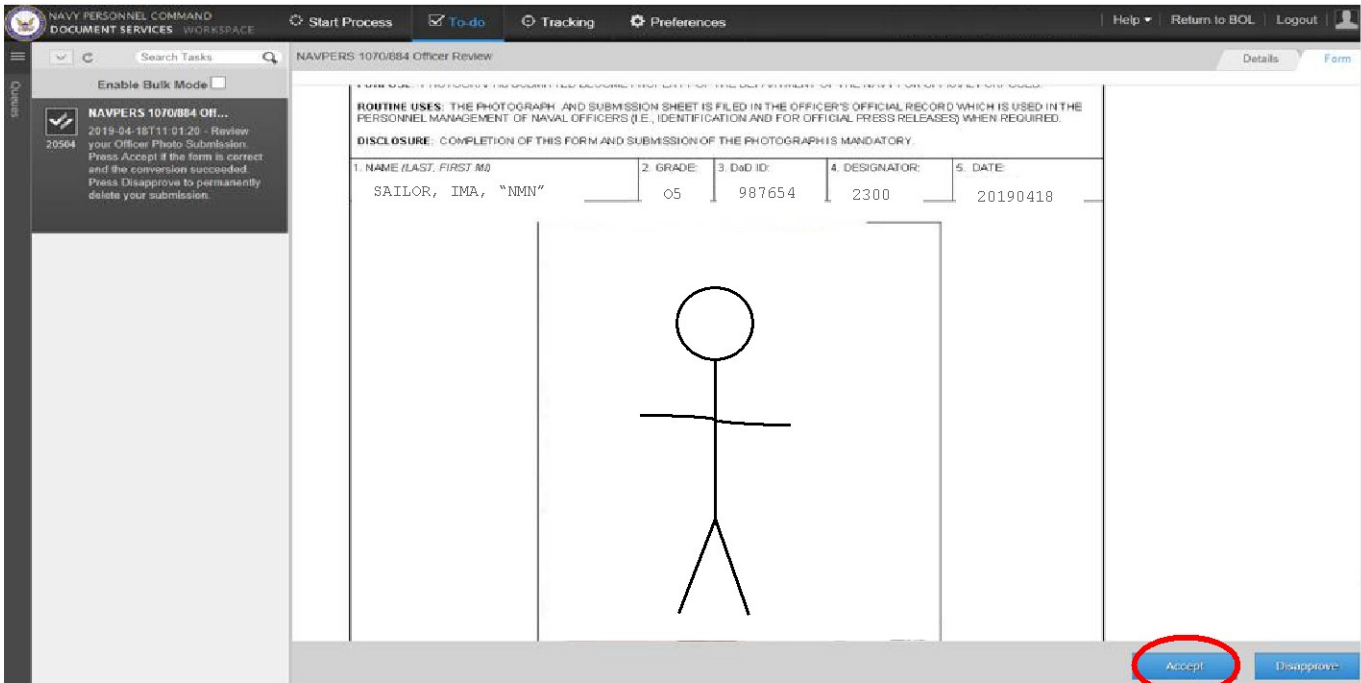
Thu 4/18/2019 11:01 AM
donotreply@test.npc.navy.mil
NAVPERs 1070/884 Officer Review
To: Sailor, Ima (USA)

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.

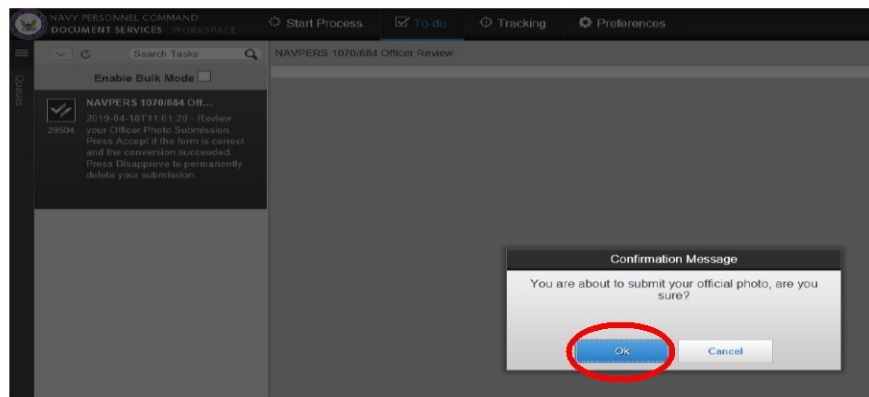


21. The Officer Photo Submission form should be displayed with the photograph chosen from the previous process step.



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

