Officer Photo Submission - Automated

2020

Contents

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).
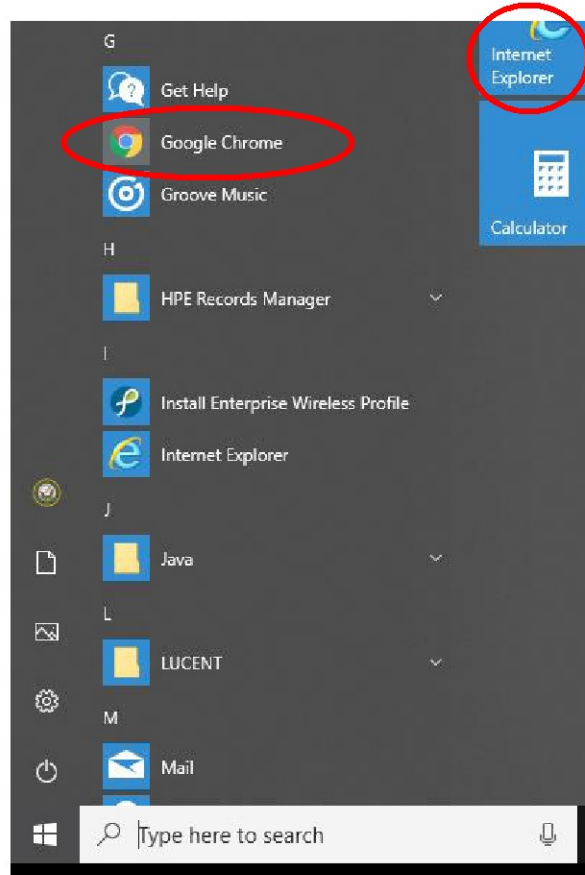
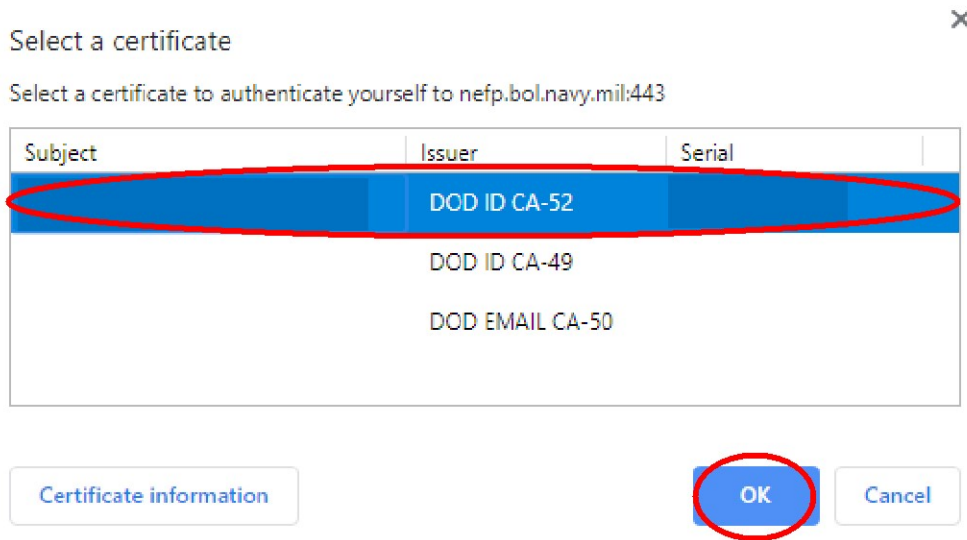2. To log in to BOL, type the following address into the chosen browser:
   https://www.bol.navy.mil/BAM/
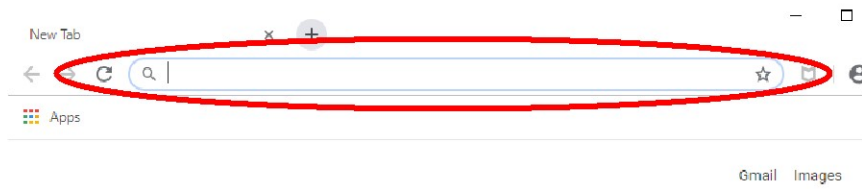
3. The Select a certificate activity window should be displayed.

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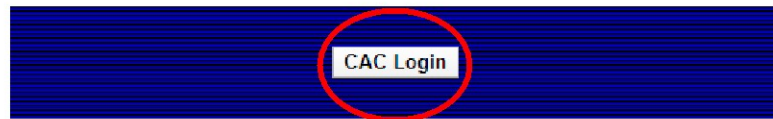

5. The US Department of Defense warning statement should appear. Read the statement, select 'OK' to acknowledge that the user understands and accepts the terms of the statement.

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

7. The BOL Application Menu should then be displayed.
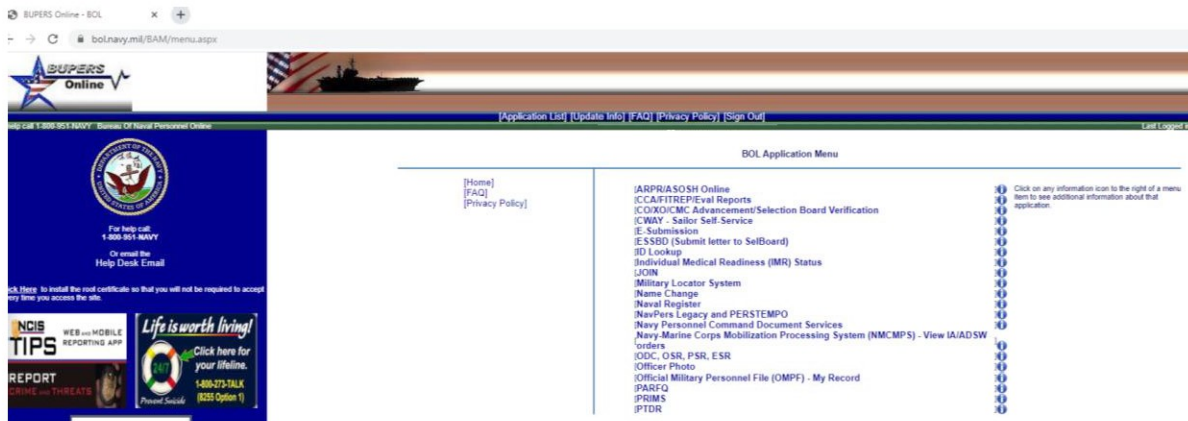
8. The User will select 'Officer Photo' from the Application Menu to proceed.

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".

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.

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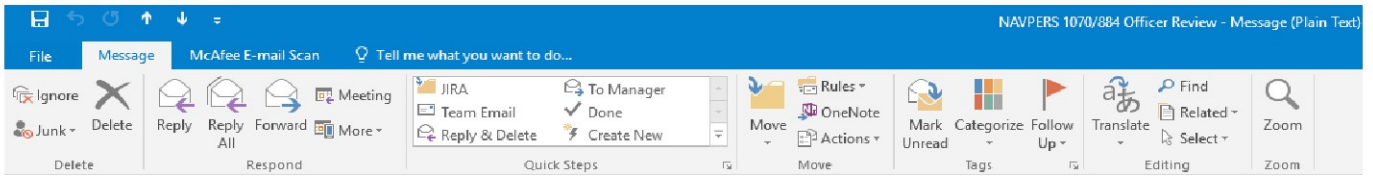
Thu 4/18/2019 11:01 AM
donotreply@test.npc.navy.mil
NAVPERS 1070/884 Officer Review

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.
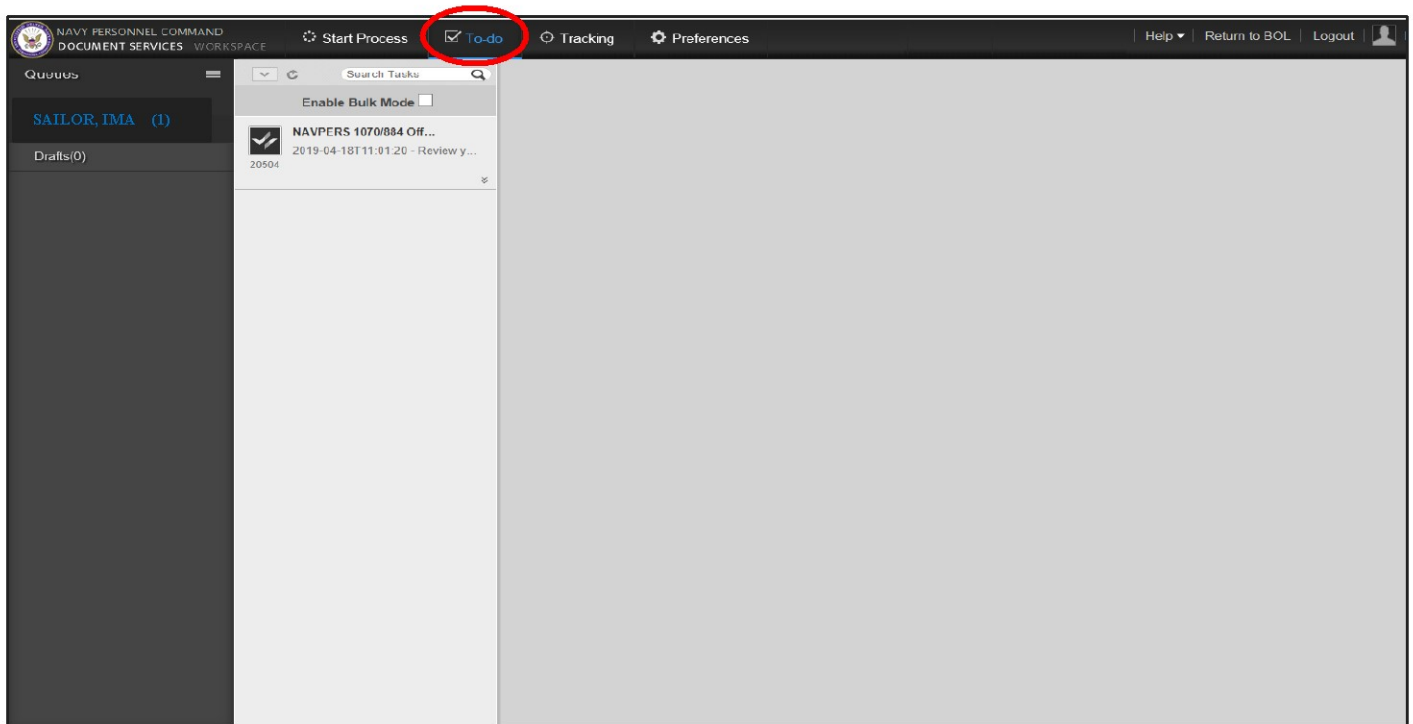
21. The Officer Photo Submission form should be displayed with the photograph chosen from the previous process step.
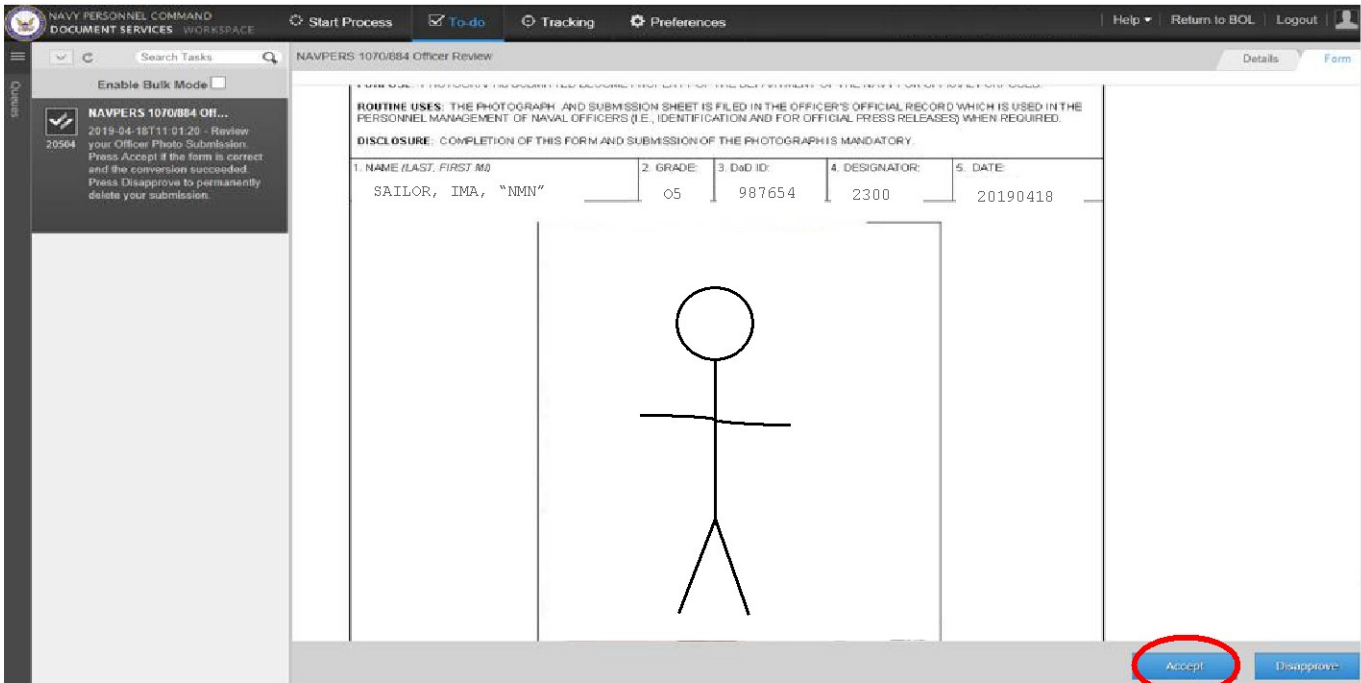
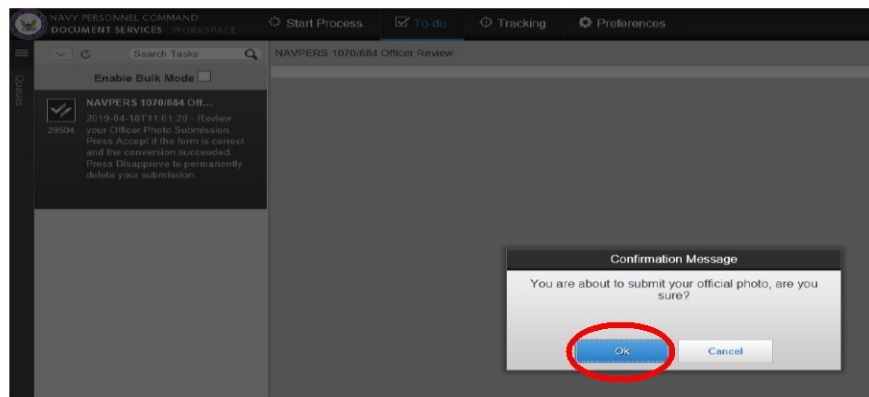22. If the photograph displayed is acceptable, select by using the mouse to click on the 'Accept' button. If not, use the mouse to click on 'Disapprove' to remain on the form.

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