



Officer Photo Submission - Automated

2020

Contents

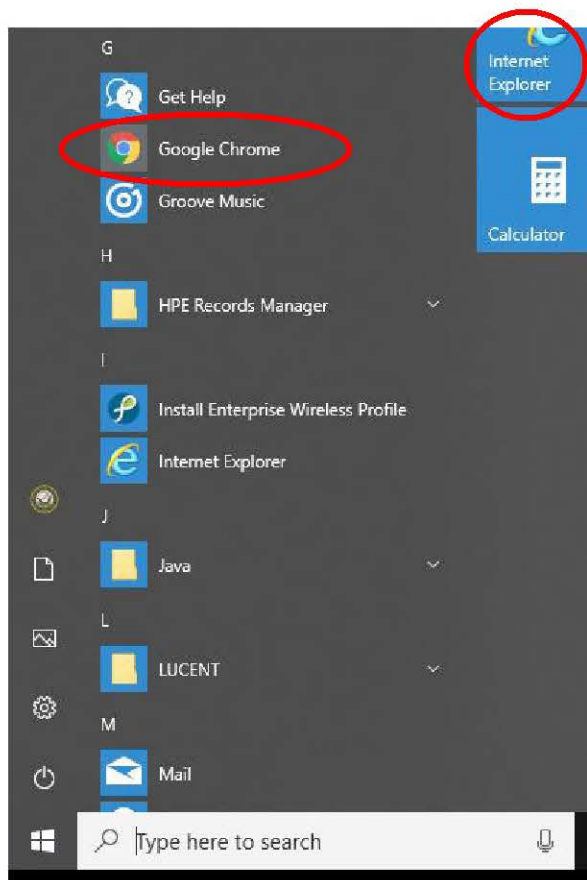
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1. Introduction

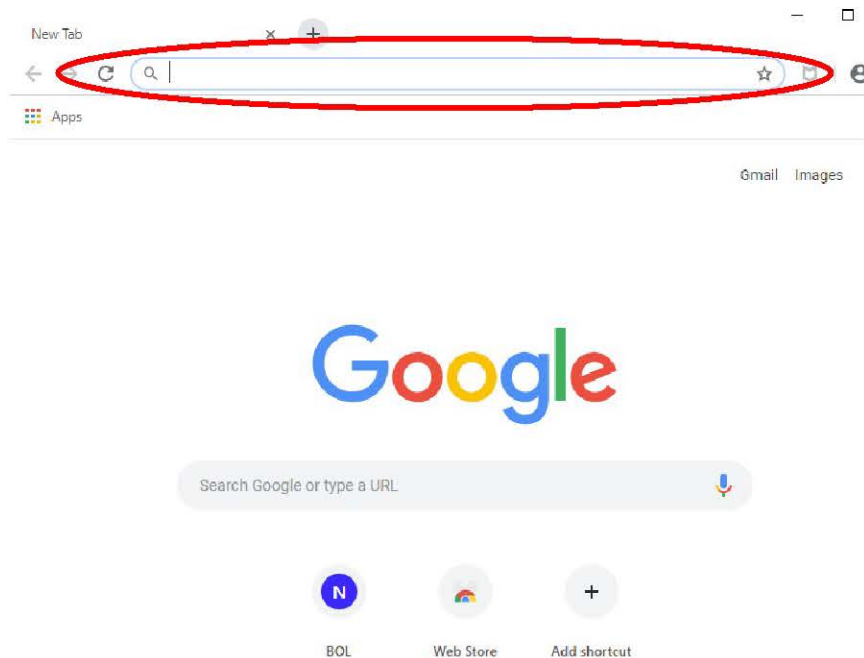
This document is intended to serve as a tutorial in support of the requirement for all officers to submit color photographs for inclusion in the Official Military Personnel File (OMPF) maintained on the Electronic Military Personnel Records System (EMPRS). Digital photo submissions are the preferred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

2. Procedures

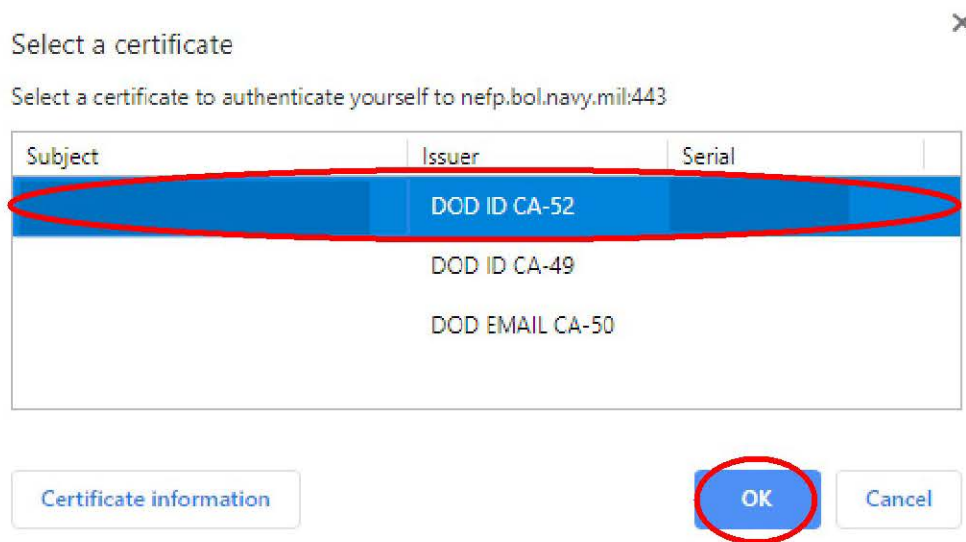
1. From the Start menu, open desired browser by utilizing Google Chrome or Internet Explorer (IE).



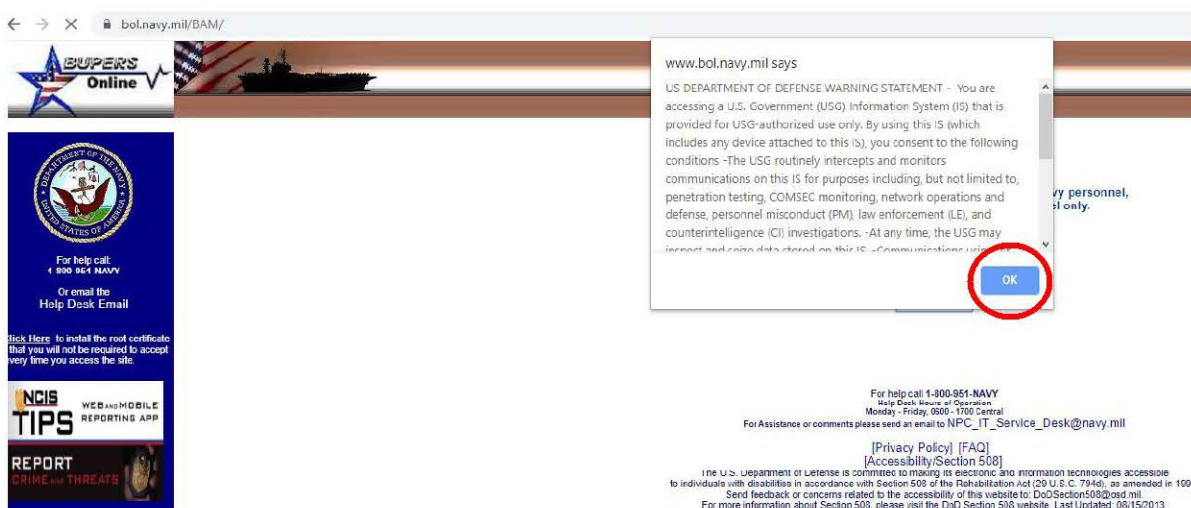
2. To log in to BOL, type the following address into the chosen browser:
<https://www.bol.navy.mil/BAM/>



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

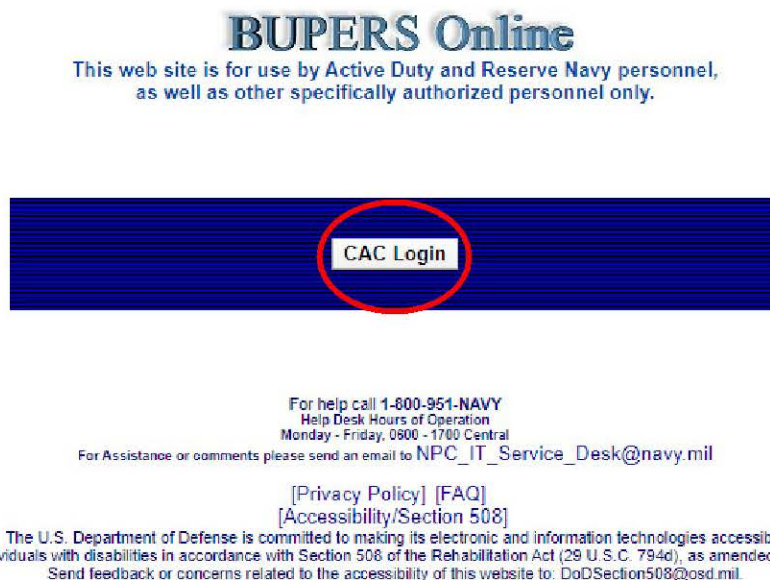


4. Select the associated DoD certificate (not email certificate) and select 'OK' to proceed.



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.

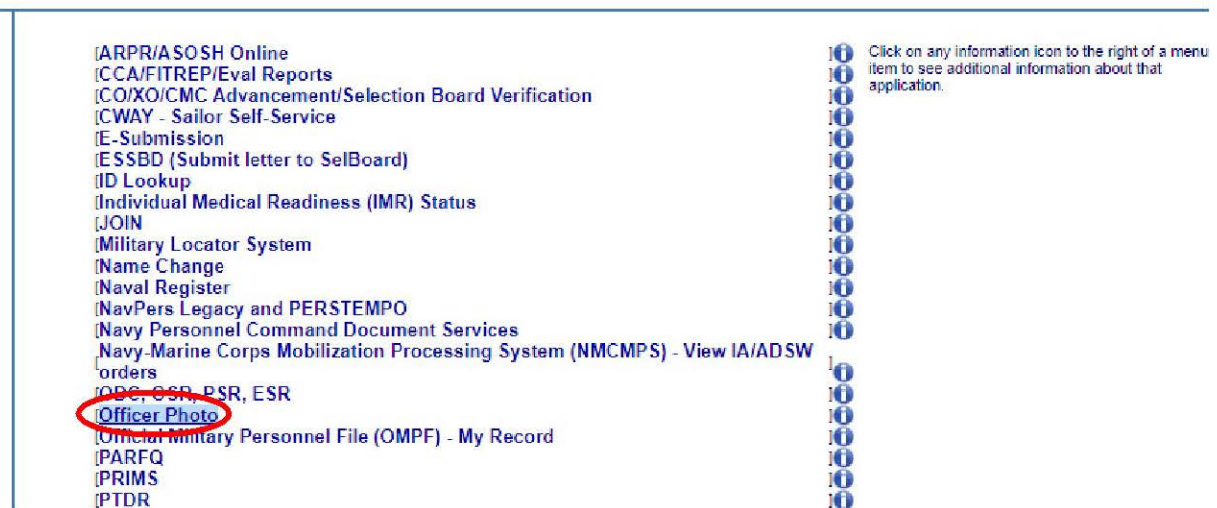
6. The BUPERS Online CAC Login page should be displayed. The User will click the CAC Login button to proceed.



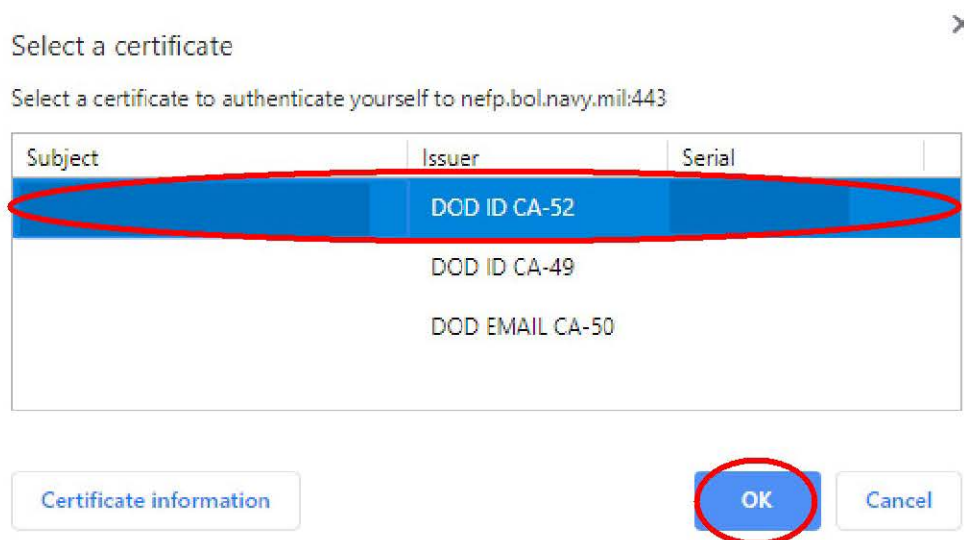
7. The BOL Application Menu should then be displayed.



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”.

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

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 4 inches in width and 6 inches in height.

A menu or hand-lettered title board shall be placed at or near the member's left foot so it is clearly readable in the finished photograph. The title board shall contain the following identifying data in 2-inch high letters:

- a. Member's last name, first name, and middle initials).
- b. Grade, last four digits of the social security number, and designator,
- c. Date photograph was taken (day, month, year).

Example:
APLOT, IRA M.
LCDR/1234/1310
17 APR 97

☐ I acknowledge that I have read the above statements.

Back Next Submit

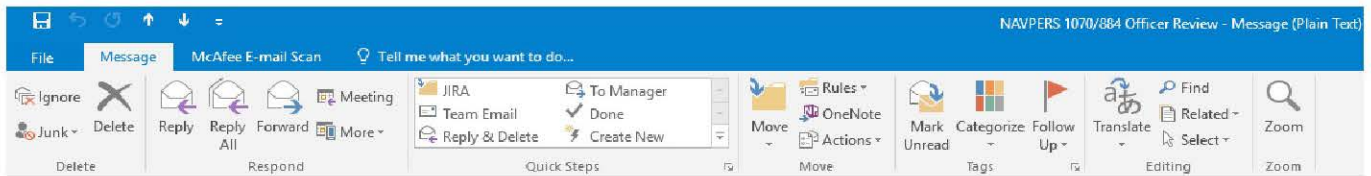
13. Using the mouse, click on the ‘Submit’ button to proceed.

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.

The screenshot displays the NAVPERS 1070/884 Officer Photograph Form within the Navy Personnel Command Document Services Workspace. The interface includes a top navigation bar with links for 'Start Process', 'To do', 'Tracking', and 'Preferences'. A left sidebar lists categories, with 'NAVPERS 1070/884 Officer Photograph Form' selected. The main form area is titled 'NAVPERS 1070/884' and contains a 'Fill-in and Upload' section. This section includes a text input field for 'Confirm Email Address associated with NPC Document Services' with a red border and a message 'This Field is a required field.' Below this are pre-populated fields for 'Name (Last, First MI)' (SAILOR, IMA, "NMN"), 'Grade' (OS), 'DODID' (9876545321), and 'Designator' (36 2300). There is also a 'Date Photo Taken' field and a 'Browse and Upload' button. A 'Next Steps' section provides instructions: 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. A note states: Your Review will be automatically submitted on your behalf if you do not take action within two weekdays. At the bottom, there is a 'Submit' button circled in red, and a 'To-do' tab highlighted with a yellow box in the navigation bar.

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)

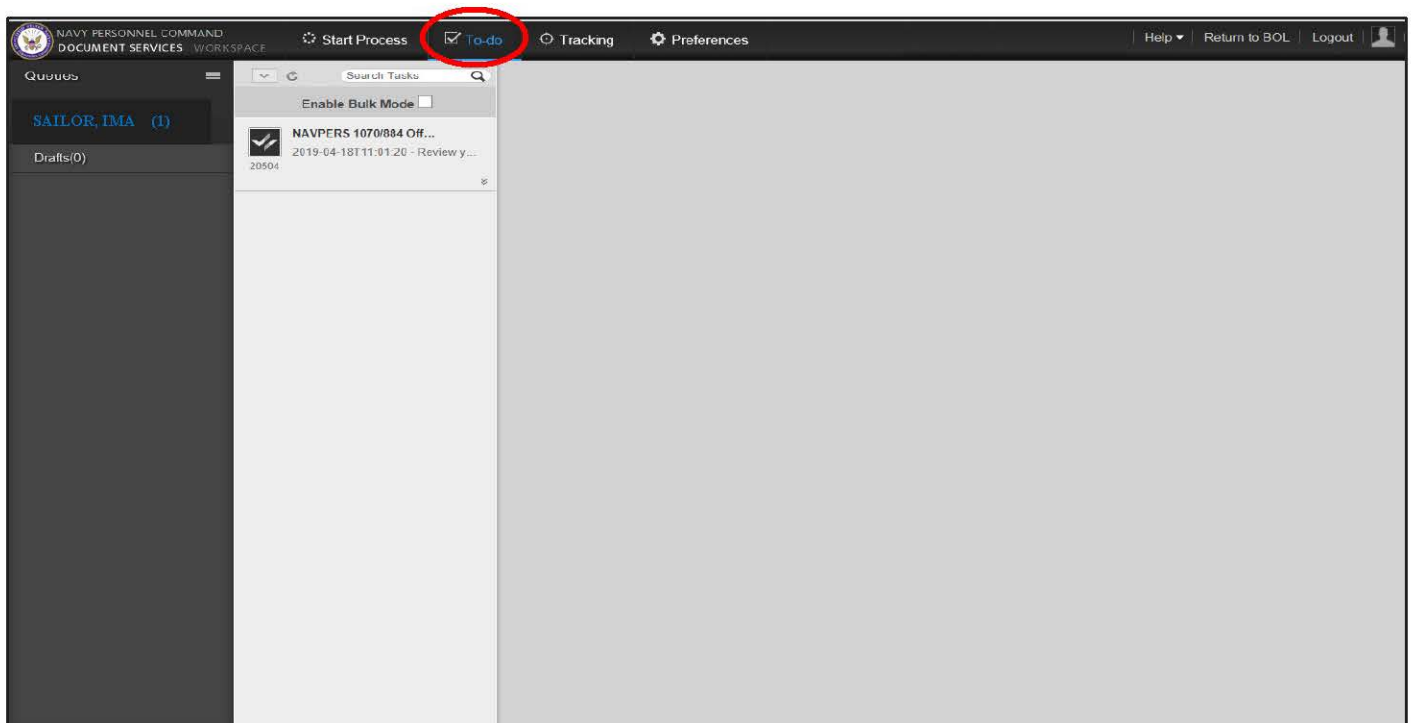
Your Officer Photograph Form has been converted and prepared. Please go to BOL, Navy Personnel Command Document Services, and then the To-Do tab.

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.

NAVY PERSONNEL COMMAND
DOCUMENT SERVICES WORKSPACE

Start Process To-do Tracking Preferences

Help Return to BOL Logout

Search Tasks

NAVPERs 1070/684 Officer Review

Details Form

Enable Bulk Mode

NAVPERS 1070/684 Offi...
2018-04-18T11:01:26 - Review your Officer Photo Submission. Press Accept if the form is correct and the conversion succeeded. Press Disapprove to permanently delete your submission.

20964

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.

1. NAME (LAST, FIRST MI) SAILOR, IMA, "NMN"	2. GRADE O5	3. DoD ID 987654	4. DESIGNATOR 2300	5. DATE 20190418
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Stick figure drawing in the photo area.

Accept Disapprove

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?"

NAV PERSONNEL COMMAND
DOCUMENT SERVICES

Start Process Tracking Preferences

Search Tasks

Enable Bulk Mode

NAVPERS 1070-884 Off...

2019-04-10T11:01:20 Review your Official Photo, Submitments Press Accept if this form is correct and the commander is successful. Press Disagree to prevent/notify delete your submission.

Confirmation Message

You are about to submit your official photo, are you sure?

OK Cancel

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