



Self-Service Submission of the Name Change Request

2020



DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
INFORMATION ASSURANCE BRANCH
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

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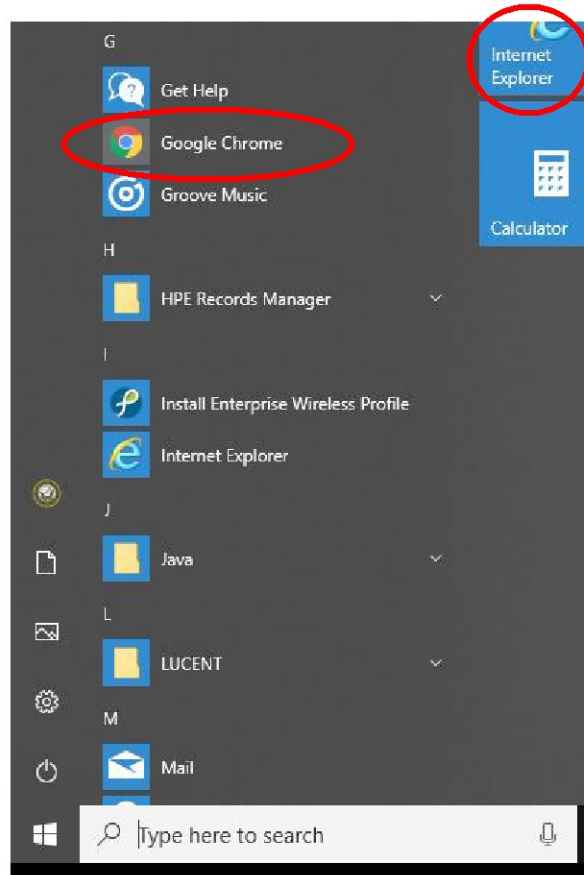
1. Introduction

This document is intended to serve as a tutorial in support of the requirement for self-service submission of name change requests.

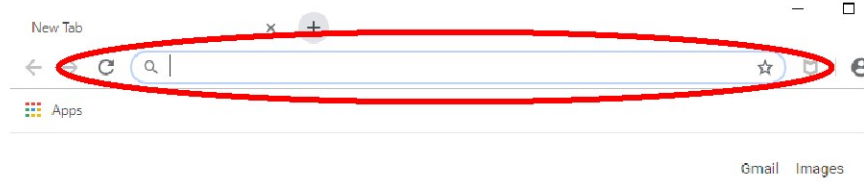
The purpose of this procedure serves as a method to record a change of personal information in a service member's official records. The information becomes a part of the subject's military personnel records which are used to document the promotion, reassignment, training, medical support, and other personnel management actions. The purpose of soliciting this information is for positive identification, and to ensure all official service records are corrected to reflect identical information. All items may not be applicable.

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/>



Search Google or type a URL



BOL

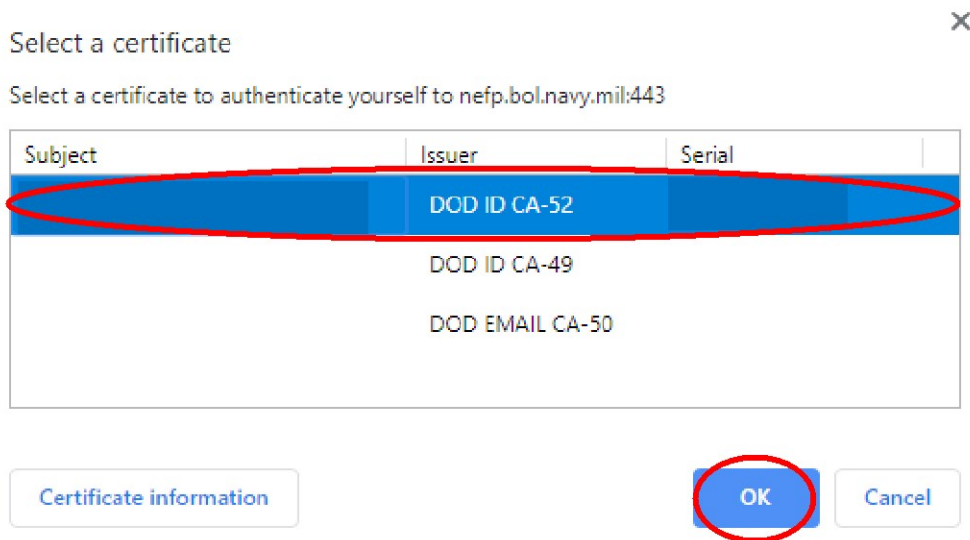


Web Store



Add shortcut

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

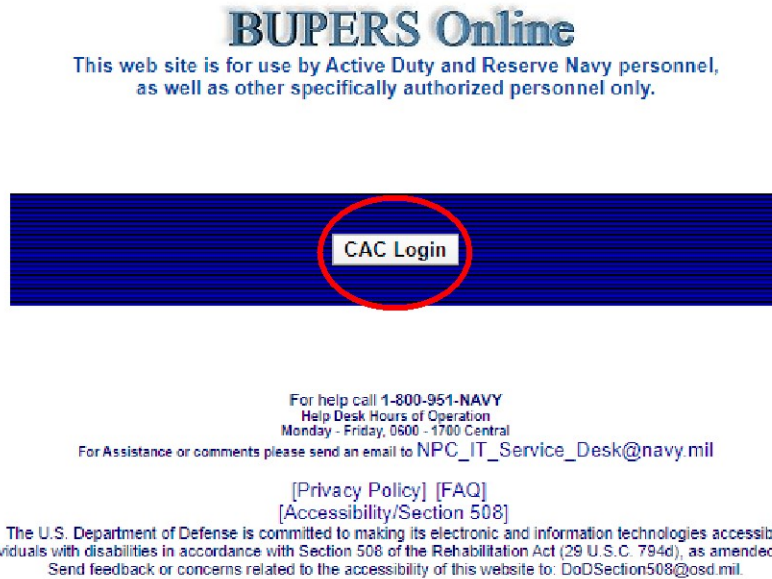


- 4. Select the associated DoD certificate (not email certificate) and select 'OK' to proceed.



- 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.

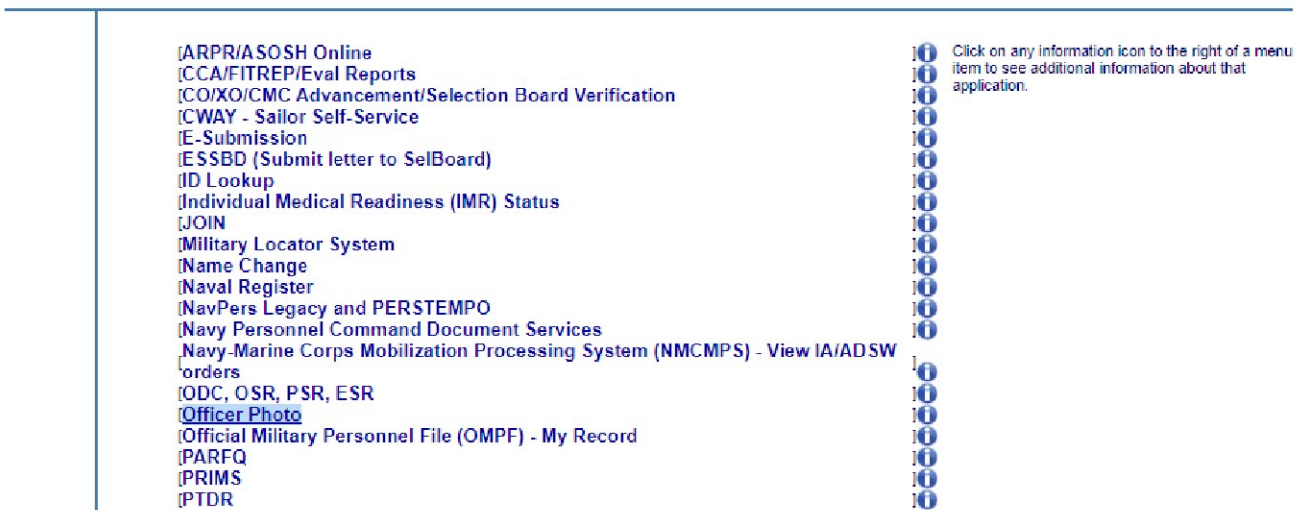
- The BUPERS Online CAC Login page should be displayed. The User will click the CAC Login button to proceed.



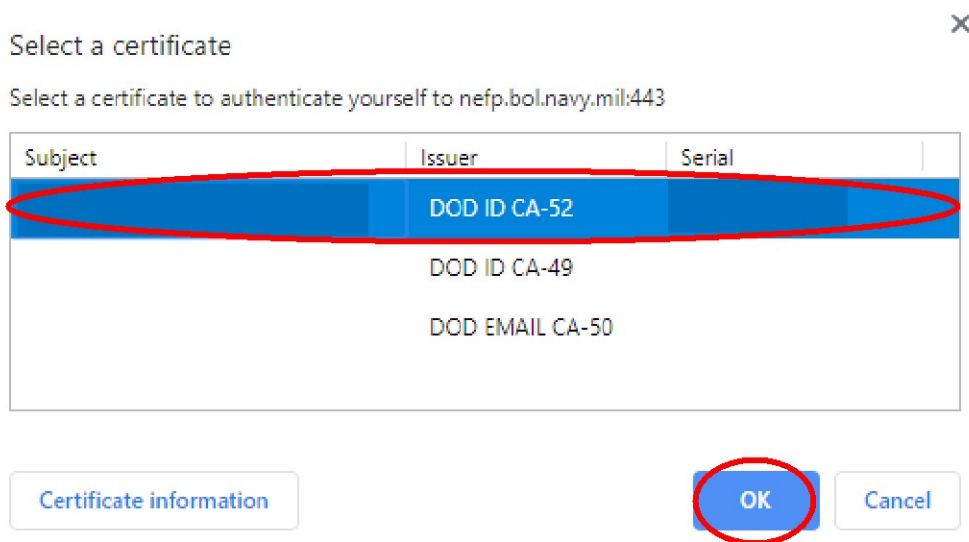
- The BOL Application Menu should then be displayed.



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”.

The screenshot shows a web interface for the Navy Personnel Command Document Services. The main content area displays a 'PRIVACY ACT STATEMENT' form. The form includes the following text:

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 initial(s).
- b. Grade, last four digits of the social security number, and designator.
- c. Date photograph was taken (day, month, year).

Example:
 APLEOT, IRA M.
 LCDR/1234/1310
 17 APR 07

At the bottom of the form, there is a checkbox with the text "I acknowledge that I have read the above statements". To the right of the checkbox is a blue "Submit" button.

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

14. The system will navigate to the NAVPERS 1070-888, Name Change Form.

The screenshot shows the NAVPERS 1070-888 Name Change Form. The form is titled "NAVPERS 1070-888 Name Change Form" and includes the following sections:

- Confirm Email Address associated with NPC Document Services:** A text input field.
- Name:** A text input field.
- Grade/Rate:** A text input field.
- Branch:** A dropdown menu with "USN" selected.
- SSN:** A text input field with asterisks.
- Date of Enl/Ind/Comm:** A text input field.
- Date of Birth:** A text input field.
- Name Change (Last, First Middle Suffix):** A text input field.
- Reason and Authority for Change:** A dropdown menu.
- Browse and Upload Signed Official Document:** A section with a "Browse and Upload" button and a "File Name" input field.

The interface also features a sidebar with navigation options and a top navigation bar with tabs for "Details", "Form", "Attachments(0)", and "Notes(0)".

15. Members will verify that the email address associated with Navy Personnel Command Document Services is correct and make any necessary modifications. *Name, Grade, Branch of Service, SSN, Date of Enl/Ind/Comm and Date of Birth are pre-populated from the Navy Personnel Database.*

16. Members will then type in their new name in last, first, mi, suffix format.

17. Select from the drop-down menu, the supporting document. Documents a member can attach to their name change request are:

- Marriage Certificate
- Final divorce decree containing provision for restoration of maiden name
- Court order authorizing name change

18. Move to the 'Browse and Upload' section of the Form tab to choose the supporting document from your local hard drive.

19. Once the desired supporting document has been selected/attached, click on 'Submit' button to submit your request.

A blank screen should appear which is indicative of a successful request submission.