

MILPERSMAN 1070-180

OFFICER PHOTOGRAPHS

Responsible Office	NAVPERSCOM (PERS-312E)	Phone:	DSN	882-3406
			COM	(901) 874-3406
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NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC
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References	(a) SECNAVINST 5211.5E (DON Privacy Act (PA) Program) (b) SECNAVINST 5720.42F (DON Freedom of Information Act (FOIA) Program) (c) NAVPERS 15665I, U.S. Navy Uniform Regulations
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1. **Policy**. Photographs are required for all officers of the Navy and the Navy Reserve, regardless of status, within 3 months after acceptance of each promotion.
2. **Ownership of Photographs**. Photographs submitted 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 shall be Service Khaki, uncovered. When Service Khaki is unavailable, any regulation uniform is acceptable.
4. **Photograph Requirements**. The photograph shall
 - 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. **Title Board Specifications**. 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: APILOT, IRA M.
LCDR/1234/1310
17 APR 07

6. **Photo Services**. Naval activities with an established photographic facility are authorized to produce photographs for this purpose. Additionally, 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. Commands are authorized to reimburse officers that use commercial sources to produce photographs.

7. **Command Reimbursement**. Commands are authorized to reimburse officers for the cost of the official photograph. Officers will complete **SF 1164 (Rev. 11-77), 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.

8. **Distribution**

a. Complete **NAVPERS 1070/884 (04-07), Officer Photograph**, and attach the unaltered photograph. The preferred method of attachment is to print the photograph directly on the form. Taping or stapling the photograph to the form is acceptable should printing directly on the form not be available. Ensure this form contains the member's complete social security number for Official Military Personnel File (OMPF) identification purposes. The member must sign the form. Carefully secure against damage in the mail and forward to Navy Personnel Command (NAVPERSCOM) (PERS-312C) for inclusion in the OMPF. Mail to:

NAVY PERSONNEL COMMAND
PERS-312C
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-3120

b. Photographs that do not meet the specifications of this article will not be processed for inclusion to the OMPF and will be returned to the issuing member for proper submission.

9. **Form**. NAVPERS 1070/884 can be obtained from the following links:

<http://www.npc.navy.mil/ReferenceLibrary/Forms/>

<https://forms.daps.dla.mil/search/>

http://buperscd.technology.navy.mil/bup_updt/new_forms/N1070_884.pdf