

INFORMATION PAPER

IMSI-PL
26 September 2016

SUBJECT: Fort Sill Service Member Photographs

1. **PURPOSE.** To provide information on management of Fort Sill service member taking photographs

2. **FACTS.**

a. **Authority:** Army Regulation 640-30, Photograph for Military Human Resources Records, 18 September 2008.

b. **Background:** IAW AR 640-30, Soldiers in the rank of E4 and E5 are not required to have an official photograph for promotion to next higher pay grade. Soldiers will have an initial photograph made within 60 days of promotion to Staff Sergeant or higher. E5 and below are not Authorized a HRC Photo. See enclosed extract of AR 640-30, "Policy" and "Frequency"

3. **Requirements:**

a. Service Members (SMs) that appear before Local Unit Competition Boards (e.g., Battery/Company, Battalion, Brigade and Installation/Post, Soldier of the Month, Sergeant Audie Murphy Competition, Drill Sergeant of the Year) who win the board will be the only one to go to the photo lab and have a photo taken for display purposes.

b. The photo can be completed the same day that SMs wins the board/competition. Photos will **NOT** be taken of the other SMs competing in these boards. This will drastically cut down on cost and waste of photo paper since the photos of those that do not win are discarded. We can also email the photo to the SMs who wins the competition.

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Enclosure

f. Photographic facilities will—

- (1) Maintain a DAPMIS account for the photo facility.
- (2) Produce and upload official photographs into DAPMIS on the day the photographs are taken.
- (3) Upload into DAPMIS only official photographs taken by authorized users of the account.
- (4) Provide RC officers the support necessary to be photographed while attending their respective training: BOLC phase III, CCC, and WOBC.
- (5) Ensure that photographers in approved Department of Defense (DOD) photo facilities taking official Army photographs have an AKO account (user or a guest user).
- (6) The photographer will load photographs directly to DAPMIS using this Web site <https://www.isdrad16.army/mil.dapmis/>.
- (7) Ensure the photographers background is a solid color and true blue, Savage #75.
- (8) Ensure the photographic image is available for retrieval for 2 years.

g. Each Soldier will—

- (1) Locate the nearest authorized Visual Information Facility Profile, photographic facility, using this Web site https://vifp.afis.osd.mil/VIFP_Menu.cfm.
- (2) Arrange to have a photograph taken at approved DOD facilities when required.
- (3) Wear the proper uniform with insignia and ribbons correctly displayed per AR 670-1 and AR 640-30, paragraph 7a(3).
- (4) Review and accept or reject the photograph using the DAPMIS link via AKO within 3 days of photo.
- (5) Direct inquiries about the official photograph to DAPMIS@conus.army.mil.

5. Policy

a. The photograph is an important representation of the Soldier. It is of particular interest during DA selection boards and career management activities.

b. All official photographs for general officers, commissioned officers, WOs, and noncommissioned officers (NCOs) will be taken digitally and in color.

c. The uniform will be Class A Army Green Service uniform until the Department of the Army officially announces the use of the Army Blue Service uniform.

d. For general officers and promotable colonels only, the photograph will be taken digitally, in color, showing only head and shoulders and with dimensions 8 x 10.

e. For all Army Soldiers, commissioned officers (other than general officers and promotable colonels), WOs, and NCOs' color photographs will be taken in digital format as a (jpg file with 300 dpi, 4 x 6 inches and not larger than 350k), without a border, and in the portrait layout.

f. The name on the photograph must match the name on the common access card (CAC) or identification (ID) card. The name must be readable when reviewing the image.

g. Commanders and each Soldier must ensure that initial photographs and updates (para 6) are taken and uploaded into DAPMIS as required. This will ensure that DAPMIS and the military human resource files are properly constituted.

h. Current electronic photographs will be maintained in—

(1) General officer files at General Officer Management Office.

(a) Active Army officers only: gomo@us.army.mil.

(b) Reserve officers only: hrcsgomopers@conus.army.mil.

(c) National Guard officers only: gomailbox@ng.army.mil.

(2) The DAPMIS for all Active Army commissioned and WOs (except second lieutenants and WO1s, and sergeants (SGTs) (E-5) and all NCOs in the grade of staff sergeant (SSG) (E-6) and above.

(3) The DAPMIS for National Guard and Reserve Soldiers as outlined below—

(a) All commissioned officers.

(b) All WOs.

(c) All NCOs in the grade of E-6 and above.

i. Official photographs will only be taken at approved DOD facilities.

j. Official photographic images will be available for retrieval for 2 years.

k. Photographers, Soldiers or anyone providing assistance to the Soldier while taking the official photograph will not stuff, clip, or otherwise change or alter the appearance of the uniform to make it fit properly. Pockets, lapels and the front of the jacket may be taped.

l. Photographers will not alter the photograph, to include adding new rank, ribbons, stars or erasing waistlines or wrinkles by using photo imaging software such as cloning or healing tools.

m. Soldiers will not be photographed with a frocked grade for the official photograph.

- n. All authorized photo facilities will upload photographs directly to DAPMIS. All authorized users must have an AKO or a guest AKO account to load photographs directly into DAPMIS.
- o. Photo facilities will upload into DAPMIS only official photographs taken by authorized users of the account.
- p. Photographers will take reshoots only when there is an error caused by the photographer or the equipment. Reshoots may be completed upon receipt of a digitally signed e-mail or written request signed by the company commander or equivalent in the Soldier's chain of command.
- q. Do not print or provide copies of the official photo except for Reserve Soldiers in a troop program unit (TPU). Provide a paper copy to TPU Soldiers only.
- r. Photographs taken in support of Soldier actions (officer candidate school, warrant officer applications, Active Guard Reserves packets, and Soldier of the Quarter/Year Board) will not be loaded into DAPMIS. Provide a paper copy.
- s. The DAPMIS users must be familiar with AR 340-21 and AR 25-55 adhere to these policies.

6. Frequency

- a. The following Soldiers will have an initial photograph made within 60 days of—
 - (1) Selection for promotion to brigadier general or higher.
 - (2) Promotion to first lieutenant or higher (includes officers accessed into active duty as first lieutenant or higher grade).
 - (3) Promotion to chief warrant officer 2 (CW2) or higher.
 - (4) Initial appointment to command sergeant major (CSM)
 - (5) Promotion to SSG or higher.
 - (6) All other photographs will be taken as needed for announced by selection board zones of consideration.
- b. Soldiers will update their photograph at a minimum per the following schedule:
 - (1) General officers – every 3rd year.
 - (2) Officers and NCOs – every 5th year.
 - (3) Reserve Component officers will be photographed during their respective training – BOLC phase III, CCC, and WOBC.
- c. A new photograph is required when there is an award of the Army Commendation Medal or above.
- d. Soldiers will be required to submit a new photograph when directed by the lieutenant colonel (LTC) commander or equivalent in the Soldier's chain of command. This authority is extended to majors (MAJs) serving in LTC command positions. Direction to submit a new photograph will be based on cogent reason (such as commander determines there has been a significant change in the Soldier's appearance). Commanders may not direct their entire unit to submit new photographs.
- e. Soldiers assigned to an area (including hostile fire areas) where photographic facilities are not available or conditions prevent them from being photographed are temporarily exempt from the requirements of this paragraph. These Soldiers will be photographed within 90 days after reassignment to an area where photographic facilities are available.
- f. Female Soldiers due photographs during pregnancy are required to accomplish this action within 6 months after the pregnancy.
- g. Soldiers with approved retirements are exempt from having photographs taken. However, if an application for withdrawal of retirement is approved, the photographs will be updated per paragraphs 4 through 6.

7. Procedures for taking Department of the Army official photographs

- a. Soldiers will—
 - (1) Make an appointment to be photographed.
 - (2) Report to the photographic facility dressed in a properly fitted and pressed Class A Army Green Service uniform. The photo will be taken in the designated Army Blue uniform upon official announcement from DA. Soldiers may also carry their uniform to the photographic facility and change on-site to avoid wrinkling or soiling the uniform en route.
 - (3) Wear basic branch insignia, all permanently authorized awards, decorations, combat and special skill badges and tabs. If affiliated, regimental insignia will be worn. The shoulder sleeve insignia (patch) and distinctive unit insignia (crests) will be worn and are the only exceptions from the permanent rule. (In many cases Soldiers are assigned to DOD agencies, Joint activities, and other federal agencies, with some exceptions, that are not authorized one or both of these insignia items).
 - (4) Ensure that their uniforms and authorized permanent accessories, decorations, and insignia are worn per AR 670-1.
- b. Photographers will—
 - (1) Schedule Soldiers to take official photographs.
 - (2) Ensure a full-length mirror is available.