

**Army Regulation 640–30**

**Personnel Records and  
Identification of Individuals**

# **Official Army Photographs**

**Headquarters  
Department of the Army  
Washington, DC  
6 December 2019**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 640–30  
Official Army Photographs

This regulation is certified current as of 6 December 2019. Aside from the following administrative changes, no other changes were made to certify the currency of this regulation—

- o Updates applicability and distribution statements and signature authority (title page).
- o Lists the responsibilities in protocol order (para 4).
- o Adds new recordkeeping paragraph (para 5).
- o Updates e-mail address for the General Officer Management Office (para 5).

Effective 29 April 2017

**Personnel Records and Identification of Individuals**

**Official Army Photographs**

By Order of the Secretary of the Army:

**JAMES C. MCCONVILLE**  
General, United States Army  
Chief of Staff

Official:

  
**KATHLEEN S. MILLER**  
Administrative Assistant  
to the Secretary of the Army

**Applicability.** This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see app B).

**Supplementation.** Supplementation of this regulation and establishment of agency, command, and installation forms are prohibited without prior approval from the Commander, U.S. Army Human Resources Command (AHRC–PDR–R) 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5402.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, U.S. Army Human Resources Command (AHRC–PDR–R), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5402.

**Distribution.** This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

**History.** This regulation is certified current as of 6 December 2019. Aside from the changes listed on the summary of change page no other content has been changed.

**Summary.** This regulation prescribes policies, responsibilities, and procedures for taking, selecting, submitting, and maintaining current photographs for Army Military Human Resource Records.

**Contents** (Listed by paragraph and page number)

- Purpose • 1, *page 1*
- References and forms • 2, *page 1*
- Explanation of abbreviations and terms • 3, *page 1*
- Responsibilities • 4, *page 1*
- Records management (recordkeeping) requirements • 5, *page 2*
- Policy • 6, *page 2*
- Frequency • 7, *page 3*
- Photograph requirements • 8, *page 4*

**Appendixes**

- A. References, *page 10*
- B. Internal Control Evaluation Process, *page 12*

**Figure List**

- Figure 1: Example of a commissioned officer DA official photograph, *page 5*
- Figure 2: Example of a warrant officer and DA official photograph, *page 6*
- Figure 3: Example of enlisted male official DA photograph, *page 7*

\*This regulation supersedes AR 640-30, dated 18 September 2008.

## **Contents—Continued**

Figure 4: Example of a female official DA photograph, *page 8*

## **Glossary**

## 1. Purpose

This regulation establishes policy and procedures for taking, selecting, submitting, and maintaining current Department of the Army (DA) official photographs in the DA Photograph Management Information System (DAPMIS).

## 2. References and forms

See appendix A.

## 3. Explanation of abbreviations and terms

See the glossary.

## 4. Responsibilities

- a. Chief Information Officer/G-6 will—
  - (1) Establish, develop, publish, and monitor procedures for photographic facilities to support DAPMIS.
  - (2) Publish policy guidance detailing the equipment sets required at authorized photographic facilities to execute the requirements of this regulation. Photographic facilities must use Army Gold Master compliant equipment and software.
  - (3) Assign Defense visual information activities numbers to authorized photographic facilities.
- b. On behalf of the Deputy Chief of Staff, G-1, the Commander, U.S. Army Human Resources Command (HRC) will—
  - (1) Manage DAPMIS.
  - (2) Provide functional and technical oversight of DAPMIS.
  - (3) Maintain official electronic photographs for all Soldiers authorized an official photograph except general officers (GOs), Regular Army second lieutenants and warrant officers (WO) one.
  - (4) Provide official photographs for each centralized selection board.
  - (5) Provide official photograph access to support career management.
  - (6) Notify Soldiers 120 days in advance of their photo expiration.
  - (7) Purge expired photographs of currently serving Soldiers (older than 5 years). For Soldiers required to have a photo by this regulation, file the latest photo in the Army Military Human Resource Record (AMHRR) as part of the permanent record upon separation from service.
  - (8) Publish information for commanders, Soldiers, and photographic facilities regarding policies and procedures for DA Photos on the HRC web page: <https://www.hrc.army.mil>.
  - (9) Monitor quality and standards of photographs from authorized users.
- c. The Deputy Chief of Staff, G-9 will—
  - (1) Program annual funds and make available those funds to all authorized photographic facilities to provide the photographs and support the policies required by this regulation.
  - (2) Ensure that each installation, camp, station, or unit photographic facility provides the support required to comply with this regulation. If the photographic facility cannot supply the required support, it must arrange for support from another facility or by commercial contract.
- d. Commander, U.S. Army Training and Doctrine Command will coordinate with installations where BOLC phase III, CCC, and WOBC are conducted to support the requirement of RC officers to schedule an appointment and be photographed during training.
- e. The senior commander will—
  - (1) Ensure that an installation's photographic facility will photograph personnel who are assigned, attached, and TDY to their installation, as well as provide photograph support to Soldiers who are geographically dispersed from their assigned installation to include but not limited to recruiters, Reserve Officers' Training Corps (ROTC) cadre personnel, Title 10 Soldiers, and deployed/mobilized personnel. The facility will also provide services to other Department of Defense (DOD) components when such services are included in support agreements in accordance with DOD instruction (DODI) 4000.19.
  - (2) Ensure that travel at Government expense to comply with this regulation is authorized for photographic personnel on assignment.
  - (3) For installations utilizing contracted photographic services, ensure the servicing contracting officer (CO) representative is monitoring performance and relating any changes necessitated by this regulation to the CO administering the subject contract. The CO administering the contract is the only official authorized to modify the contract.
  - (4) Photographic facilities will—
    - (a) Maintain a DAPMIS account for the photographic facility. Photographers must renew their DAPMIS access every three years. Requirements for gaining or renewing access and additional information about DAPMIS photographer instructions can be found at <https://www.hrc.army.mil>.

(b) Support all Soldiers who are assigned, attached, and TDY to their installation, as well as provide photographic support to geographically dispersed Soldiers, including, but not limited to recruiters, ROTC cadre personnel, Title 10 Soldiers, and deployed/mobilized personnel. The facility will also provide services to other DOD components when such services are included in support agreements that are in accordance with DODI 4000.19.

(c) Schedule Soldiers to take official photographs.

(d) Provide reserve component (RC) officers the support necessary to be photographed while attending their respective training: Basic Officer Leadership Course (BOLC) phase III, Captain Career Course (CCC), and Warrant Officer Basic Course (WOBC).

(e) Ensure a full-length mirror is available.

(f) Review photograph and administrative information with the Soldier. Do not reload photographs with a critical error without making the required correction.

(g) Ensure photographs uploaded into DAPMIS are only taken by authorized users of the account. Photographs will be uploaded into DAPMIS on the day they are taken.

(h) Review and correct the error report daily.

(i) Ensure the photograph image is retained locally and available for retrieval for 2 years.

(j) The photographer will ensure the visual information ordering site work request is properly recorded and closed out when the photograph has been accepted by the Soldier.

(k) Destroy all devices that contain the Soldier's social security number, that is, hard copies, hard drives, and printer cartridges upon completion of life cycle in accordance with AR 380–5. This information is considered "For Official Use Only."

f. Commanders of Soldiers at all levels will—

(1) Emphasize to Soldiers the importance of scheduling an appointment to take official photographs and reporting to the photographer on time and in proper uniform when required by this regulation.

(2) Ensure no other means are available prior to authorizing temporary duty (TDY), which is travel at government expense, to comply with this regulation.

(3) Emphasize the importance of Soldiers reviewing their photographs prior to final submission for file.

g. Each Soldier will—

(1) Locate the nearest authorized Army photographic facility, using the Web site <http://www.vios.army.mil>.

(2) Arrange to have a photograph taken when required by this regulation.

(3) Ensure any changes to personal data are correct in the appropriate human resources (HR) system prior to taking a photo. Any discrepancy in name, rank, primary military occupational specialty (PMOS) or branch may result in the rejection of the photo. These types of errors cannot be resolved until the personal data is corrected in the appropriate HR system.

(4) Wear the proper uniform with insignia and ribbons per AR 670–1. Soldiers may also carry their uniform to the photographic facility and change on-site to avoid wrinkling or soiling the uniform en route.

(5) Bring their common access card (CAC) to the photographic facility.

(6) Review and accept or reject the photograph using the DAPMIS link via Army Knowledge Online within three duty days of photo being taken.

(7) For additional information or inquiries about the official photograph, go to <https://www.hrc.army.mil>.

## **5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS - A, see DA Pam 25–403 for guidance

## **6. Policy**

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

b. All official photographs will be taken digitally and in color.

c. The uniform will be the Army Service uniform (ASU) for all official DA photographs.

d. The name board information must consist of the following elements:

(1) First line - LAST NAME, FIRST NAME MIDDLE INITIAL, SUFFIX. Name may continue to second line for long last names. This may push subsequent lines lower.

(2) Second line - PHOTO DATE (YY MM DD) with a space between each group.

(3) Third line - RANK, BRANCH (officers and WOs) or RANK, THREE DIGIT PMOS (enlisted) (see figure 1 through figure 4).

*e.* Current electronic photographs will be maintained in—

(1) GO files at the GO Management Office.

(a) Regular Army officers only: usarmy.pentagon.hqda-gomo.mbx.gomo@mail.mil.

(b) Reserve officers only: usarmy.usarc.ocar.mbx.gomo-ar-pers@mail.mil.

(c) National Guard officers only: ng.ncr.arng.mbx.gomailbox@mail.mil.

(2) The DAPMIS for authorized Regular Army commissioned officers, first lieutenants, and above, two (CW2) and above and noncommissioned officers (NCOs), staff sergeant (SSG) and above.

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

(a) All commissioned officers.

(b) All WOs.

(c) All NCOs, SSG and above.

(4) The AMHRR in the interactive Personnel Electronic Records Management System.

*f.* Official photographs will only be taken at approved DOD facilities.

*g.* Official photographic images will be available for retrieval in DAPMIS for five years.

*h.* 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. However, photographers will make reasonable accommodations for Wounded Warriors that require alternate poses. Examples include, but are not limited to, allowing the Soldier to use crutches or sit in wheel chairs.

*i.* 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.

*j.* Soldiers will not be photographed wearing a frocked rank for the official photograph. Exceptions to this policy include:

(1) Frocked GOs.

(2) Soldiers officially frocked to sergeant major (SGM) and/or command sergeant major (CSM) by orders issued from HRC. Soldier information on the name board will reflect the Soldier's actual rank, not the frocked rank.

*k.* Photographers will reshoot 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.

*l.* Do not print or provide copies of the official photo except for Reserve Soldiers in a troop program unit or National Guard Soldiers when required.

*m.* Photographs taken in support of Soldier actions (that is, Officer Candidate School, WO applications, Active Guard Reserve packets, DA level nominative position packets and Soldier of the Quarter/Year Board) will not be uploaded into DAPMIS, when the Soldier would otherwise be ineligible to take a photo. Paper copy photos will be provided to the Soldier for these purposes; digital files will not be provided.

*n.* The DAPMIS users must be familiar with and adhere to AR 25–22 and AR 25–55. These photographs contain personally identifiable information which will be protected in accordance with DODD 4500.11 and DOD 5400.11–R.

## **7. Frequency**

*a.* The following Soldiers will have a photograph taken within 60 days from the date of events listed below.

(1) Selection for promotion to brigadier general or higher.

(2) Promotion to first lieutenant or higher.

(3) Promotion to CW2 or higher.

(4) Initial appointment to CSM.

(5) Promotion to SSG or higher.

(6) Soldiers officially frocked to SGM/CSM by orders issued from HRC.

(7) All other photographs will be taken as needed when announced by selection board zones of consideration.

*b.* Soldiers will update their photograph at a minimum per the following schedule:

(1) GOs - every three years.

(2) Officers and NCOs - every five years.

(3) RC officers will be photographed during their respective training (that is, BOLC phase III, CCC, and WOBC).

*c.* A new photograph is required when an award of the Army Commendation Medal or above, a new badge, or a unit award authorized for permanent wear has been awarded.

*d.* Soldiers will be required to submit a new photograph when directed by a lieutenant colonel (LTC) or equivalent in the Soldier's chain of command. This authority is extended to majors serving in LTC command positions. Direction to

submit a new photograph will be based on cogent reason (such as the commander has determined 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 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.* Pregnant Soldiers who are due to take an official photograph are exempt from the requirements of this paragraph until 6 months post-partum. However, this does not prevent pregnant Soldiers from taking a photo.

*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 in accordance with this regulation.

## **8. Photograph requirements**

*a.* Ensure the photograph background is Savage #75, true blue.

*b.* Take photograph in the joint photographic group (JPG) format. Save original (uncropped, non-adjusted) JPG image and also save the prepared image as a JPG copy. The original will be, mode=red, green, and blue (RGB), 8-bit; Image Option Quality = 10 (Maximum); Format Option = Baseline. The prepared image will be saved as a JPG copy, mode=RGB, 8-bit; Image Option Quality = 9 (high); Format Option=Progressive.

*c.* For GOs and promotable colonels only, the photograph will be taken digitally, in color, showing only head and shoulders, with the subject seated, the U.S. flag behind and to the officer's right side with the appropriate general officer's flag behind and to the officer's left side. Portraits will be the traditional chain of command variety without headgear. The digital image must be saved at a resolution that will produce a finished print of 8 x 10 inches and 300 dots per inch (DPI). Type the officers' full name, grade, and the date the photograph was taken in the body of an e-mail. Digitally send encrypted photographs to the respective Army component GO branch listed in paragraph 51 of this regulation.

*d.* For authorized Army Soldiers, commissioned officers (other than GOs and promotable colonels), WOs, and NCOs, color photographs will be taken in accordance with paragraph 7*b* (300 DPI, 4 x 6 inches and not larger than 350k), without a border, and in the portrait layout using the following procedures:

(1) Pose the Soldier with head and eyes facing the camera and body turned 15 degrees to the right. The left side of the Soldier's body is closer to the camera. If necessary, adjust position to allow overseas service bars to be visible in the photo.

(2) Frame the image to the right of the camera center as seen through the camera view approximately 2 inches above the top of the head to approximately 2 inches below the jacket line with both the subject's hands visible.

*e.* The Soldier's name board information will be added to the photo using the following procedures:

(1) The photographer must enter the Soldier's DOD identification from the CAC. DAPMIS will automatically populate the name and date on the photo. If the name is not correct, ensure the correct identification was entered into DAPMIS. If the name is still not correct, the Soldier must coordinate with their HR specialist to ensure their name is correct in the appropriate HR system.

(2) The photographer will select the rank and branch/PMOS from the drop down menus in DAPMIS.

(3) It is the Soldier's responsibility to ensure the name, rank, and branch/PMOS are correct on the photo.





Figure 1. Example of a commissioned officer DA official photograph

---



Figure 2. Example of a warrant officer and DA official photograph



Figure 3. Example of enlisted male official DA photograph



Figure 4. Example of a female official DA photograph

---

(4) These graphic illustrations in figure 1 through figure 4 are intended to assist photographers in following the standards outlined in paragraph 7. The illustrations are not necessarily intended to demonstrate to Soldiers proper wear of the ASU. Soldiers must refer to AR 670–1 regarding proper wear of the ASU.

*f.* DODI 5040.02 zero tolerance policy on altering photographs must be strictly enforced. The multimedia visual information managers at all levels are responsible for enforcing this policy. Photographers can improve the contrast, color balance, and light levels electronically, but CANNOT alter the image in any way as to misrepresent the actual image. Active measures must be taken to ensure the accuracy and integrity of all official DA photographs. Therefore, a digital computer file, disk, or electronic copy WILL NOT be issued to the Soldier.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

**AR 25–22**

The Army Privacy Program (Cited in para 6*n*.)

**AR 25–55**

The Department of the Army Freedom of Information Act Program (Cited in para 6*n*.)

**AR 380–5**

Department of the Army Information Security Program (Cited in para 4*c*(4)(k).)

**AR 670–1**

Wear and Appearance of Army Uniforms and Insignia (Cited in para 4*g*(4).)

**DODI 4000.19**

Support Agreements (Cited in para 4*c*(1).) (Available at <https://www.esd.whs.mil/>.)

**DODI 5040.02**

Visual Information (VI) (Cited in para 8*f*.) (Available at <https://www.esd.whs.mil/>.)

**10 USC**

Armed Forces (Cited in para 4*c*(1).) (Available at <http://www.gpoaccess.gov/uscode/browse.html>.)

#### **Section II**

##### **Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication. DOD publications are available at <https://www.esd.whs.mil/>.

**AR 11–2**

Managers' Internal Control Program

**AR 25–30**

Army Publishing Program

**DA Pam 25–403**

Guide to Recordkeeping in the Army

**DOD 5400.11–R**

DOD Privacy Program

**DODD 4500.11**

DOD Transportation Engineering

#### **Section III**

##### **Prescribed Forms**

This section contains no entries.

#### **Section IV**

##### **Referenced Forms**

Unless otherwise indicated, DA forms are available on the APD website (<https://armypubs.army.mil>), DD forms are available on the Office of the Secretary of Defense website (<https://www.esd.whs.mil/>); SFs are available on the GSA website (<http://www.gsa.gov>).

**DA Form 11–2**

Internal Control Evaluation Certification

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

## **Appendix B**

### **Internal Control Evaluation Process**

#### **B-1. Function**

The function covered by this evaluation is ensure proper procedures are being followed per DODI 5040.02 and this regulation in regards to taking official Army photographs. Adherence to these standards protects the integrity of the photographs and reduces cost associated with retaking photos.

#### **B-2. Purpose**

The purpose of this evaluation is to assist local management in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

#### **B-3. Instructions**

Answers must be based on the actual testing of key internal controls (for example, photo analysis, direct observation, and sampling). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key internal controls must be formally evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

#### **B-4. Test questions**

- a.* Are photo labs only taking photos of authorized personnel?
- b.* Are all photos being taken and saved in the correct format per this regulation?
- c.* Is the standard background being used on all photos Savage #75, true blue?
- d.* Is the Soldier being correctly positioned in the photo?
- e.* Is the top of the Soldier's head a ½ inch from top of photo?
- f.* Is the Soldier properly rotated in the photo (approximately 15 degrees to the right while ensuring overseas service bars are visible)?
- g.* Did the photographer ensure the visual information ordering site work request is properly recorded and closed out when the photograph has been accepted by the Soldier?

#### **B-5. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to The Adjutant General Directorate, U.S. Army Human Resources Command (AHRC-PDR-R), 1600 Spearhead Division Avenue, Department 420, Fort Knox, KY 40122-5420.



## **Glossary**

### **Section I**

#### **Abbreviations**

**AMHRR**

Army Military Human Resource Record

**AR**

Army Regulation

**ASU**

Army Service uniform

**BOLC**

Basic Officer Leaders Course

**CAC**

common access card

**CCC**

Captain Career Course

**CO**

contracting officer

**CSM**

command sergeant major

**CW2**

chief warrant officer two

**DA**

Department of the Army

**DAPMIS**

Department of the Army Photograph Management Information System

**DOD**

Department of Defense

**DODD**

Department of Defense Directive

**DODI**

Department of Defense instruction

**DPI**

dots per inch

**HR**

human resources

**HRC**

U.S. Army Human Resources Command

**JPG**

joint photographic group

**LTC**

lieutenant colonel

**NCO**

noncommissioned officer

**PMOS**

primary military occupational specialty

**RC**

reserve component

**RGB**

red, green, blue

**ROTC**

Reserve Officers' Training Corps

**SGM**

sergeant major

**SSG**

staff sergeant

**TDY**

temporary duty

**WO**

warrant officer

**WOBC**

warrant officer basic course

**Section II****Terms**

This section contains no entries.

**UNCLASSIFIED**

**PIN 006476-000**