

Army Regulation 640–30

**Personnel Records and Identification of
Individuals**

Photographs for Military Human Resources Records

**Headquarters
Department of the Army
Washington, DC
18 September 2008**

UNCLASSIFIED

SUMMARY of CHANGE

AR 640-30

Photographs for Military Human Resources Records

This major revision, dated 18 September 2008--

- o Changes the title of the regulation from Photographs for Military Personnel Files to Photographs for Military Human Resources Records.
- o Updates the Department of Army Photo Management Information System Web site and e-mail addresses (paras 4f(6), 4g(1), and 4g(5)).
- o Establishes the requirement to match the name on the photograph with the name on the Common Access Card (para 5f).
- o Updates general officers points of contact (paras 5h(1)(a), (b), and (c)).
- o Adds Reserve Component grades to photographs that will be maintained (paras 5h(3)(a), (b), (c)).
- o Requires an Army Knowledge Online account to establish a Department of Army Photo Management Information System account (para 5n).
- o Adds standard for reshoots (para 5p).
- o Eliminates the requirement for paper copy on all official photographs except for the troop program unit Reserve Soldiers (para 5q).
- o Changes the fourth line of the enlisted official Department of the Army photograph to show a 3-digit primary military occupational specialty (para 8c(5)(d)).
- o Makes administrative changes (throughout).

Personnel Records and Identification of Individuals

Photographs for Military Human Resources Records

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:



JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision.

Summary. This regulation prescribes Army policies, responsibilities, and procedures for taking, selecting, submitting, and maintaining current photographs for military personnel files.

Applicability. This regulation applies to the Active 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 higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army management control process. This regulation does not contain management control provisions.

Supplementation. Supplementation of

this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief Staff, G–1 (DAPE–ZA), 300 Army Pentagon, Washington, DC 20310–0300.

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 Office of the Deputy Chief Staff, G–1 (AHRC–FSA–P), 200 Stovall Street, Alexandria, VA 22332–0474.

Distribution. This publication is available in electronic media only and is intended for command level C for Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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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) for promotions.

2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

3. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

4. Responsibilities

a. All commanders will ensure that—

(1) Soldiers make an appointment to be photographed. Soldiers report to the photographer on time and in proper uniform.

(2) Official photographs are taken when required by this regulation.

(3) Photograph requirements are determined and excused prior to every deployment.

(4) When travel at government expense (temporary duty (TDY)) is used to comply with this regulation that there are no other means to successfully complete the mission.

b. Installation commanders will ensure that—

(1) Funds are available to the photographic facilities annually to provide the photographs required by this regulation.

(2) 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.

(3) An installation's photographic facility will photograph personnel who are assigned, attached, and TDY to their installation, as well as provide photographic support to Soldiers who are geographically dispersed from their assigned installation, such as recruiters, Reserve Officers' Training Corps cadre personnel, Title 10 Soldiers, and deployed personnel.

(4) Travel at Government expense to comply with this regulation is authorized for photographic personnel on assignment.

(5) Contracted officers for contracted Army multimedia/visual facilities must contact their contracting office representative to modify their existing contract to include these new requirements in statements of work.

c. Commander, U.S. Army Human Resources Command (USAHRC) will—

(1) Manage DAPMIS.

(2) Provide oversight and resolve issues with photograph errors and photograph standards.

(3) Monitor quality and standards of photographs from authorized users.

(4) Maintain official electronic photographs for all Soldiers authorized an official photograph except general officers, Regular Army second lieutenants, and warrant officer 1 (WO1).

(5) Provide official photographs for each centralized selection board held at HRC–Alexandria, HRC–St. Louis, HRC–Indianapolis, and Army National Guard.

(6) Act as sponsor for other Services (Air Force, Navy, and Marine) to establish guest Army Knowledge Online (AKO) accounts.

(7) Ensure the “date last photo” updates the Soldier's record.

(8) Provide access to official photographs to the Officer Personnel Management Directorate and Enlisted Personnel Management Directorate to support career management.

(9) Notify Soldiers 90 days in advance of their photo expiration via AKO.

(10) Purge photographs that have expired (older than 5 years) and remove photographs of separated Soldiers from the database.

(11) Ensure TDY orders for Reserve Component (RC) officers en route to Basic Officer Leader Course (BOLC) Phase III (Branch Training), Captains Career Course (CCC), and the Warrant Officer Basic Course (WOBC) include the requirement to schedule an appointment and be photographed during this training.

(12) Publish photograph business process for the Defense Integrated Military Human Resources Systems (DIMHRS).

d. Commander, U.S. Army Training and Doctrine Command (TRADOC) will ensure installations responsible for BOLC phase III (branch training), CCC, and the WOBC support the requirement of RC officers to schedule an appointment and be photographed during this training.

e. Chief Information Officer/G–6 (CIO/G–6) will—

(1) Establish, develop, and publish procedures for photographic facilities to support DAPMIS.

(2) Act as sponsor for other Service (Air Force, Navy, Marine) to establish AKO accounts.

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.

- (3) Take photographs in a digital and raw format. Save this format along with the prepared jpg image. The format for the image will be— mode=RGB; 8-bits; image option=high quality (9); and format option=progressive.
- (4) Review photograph and administrative information with the Soldier.
- (5) Upload photographs into DAPMIS.
- (6) Review and correct the error report daily.
- (7) Do not reload photographs with a critical error without making the required correction.
- (8) Destroy all devices that contain the Soldier's social security number (SSN), that is, hard copies, hard drives, and printer cartridges upon completion of life cycle in accordance with AR 380-5, paragraphs 3-16, 4-27, and 4-32. This information is considered "For Official Use Only."

8. Photographic facility procedures to process and forward official photographs

a. For general officers 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 dpi. The pose preferred by the individual will be marked "Official Selection," in the caption, which will include the officers' full name, grade, and SSN, and the date the photograph was taken. Type the caption in the body of e-mail. Digitally send encrypted photographs to the respective Army component general officer branch.

b. For frocked general officers, a digital image file (300 dpi or better at 8 x 10 inches) will be e-mailed to the respective general officer branch listed in 5(h)1, with sufficient information to permit them to assign each image a separate Visual Information Record Identification Number for historical documentation and subsequent accessioning.

c. 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 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.

(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.

(3) The print lettering is white, the style is Arial (do not use Arial Black), and 8 point font size.

(4) Type the name board information (while the Soldier is present) in the upper left corner of the image approximately 1/8th inch from the top and left margins via the photo imaging software. Soldier must verify the accuracy of this information prior to departing the photo lab.

(5) Hyphenated names must be typed together, for example, if name is Rodriguez-Mendez, it must be typed RODRIGUEZMENDEZ. The name board information must consist of the following elements:

(a) First line – LAST NAME, FIRST NAME MIDDLE INITIAL, SUFFIX.

(b) Second line – SSN.

(c) Third line – PHOTO DATE (YY MM DD) with a space between each group.

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

JONES, CHERI L.
111-11-1111
05 05 11
CPT, AV

A0555

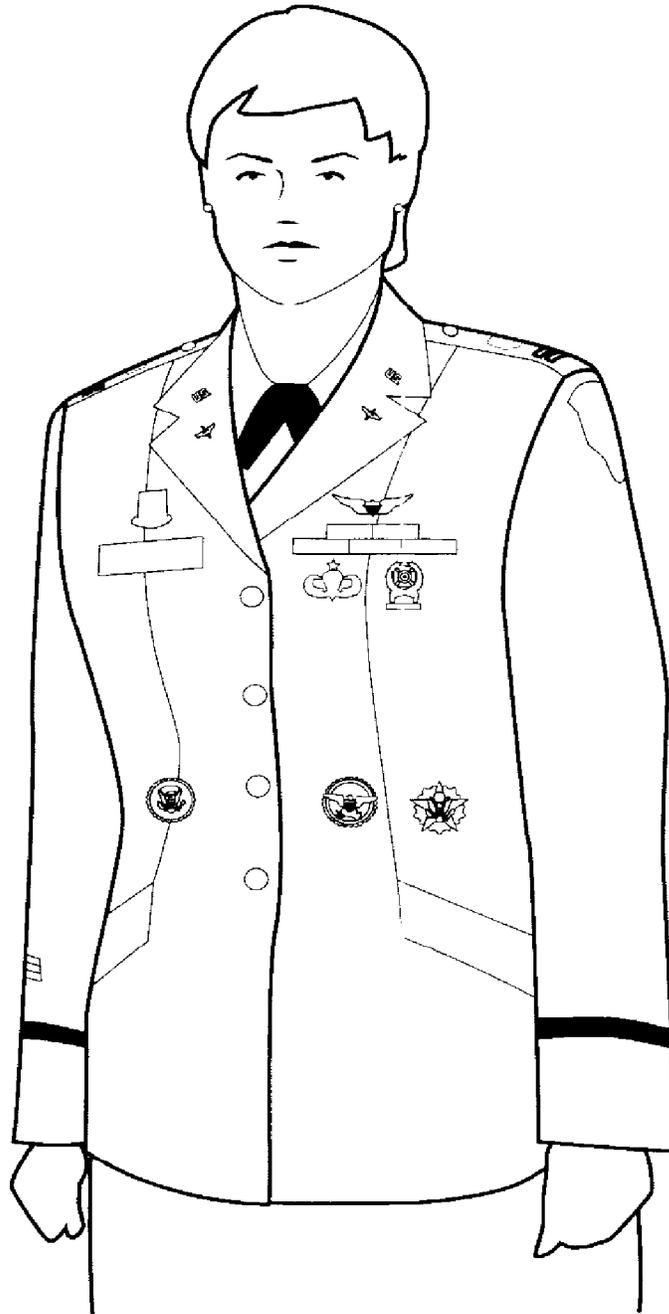


Figure 1. Example of a commissioned officer DA official photograph

SADDLE, SHAMUS M.
111-11-1111
05 05 11
CW2, AV

A0555M

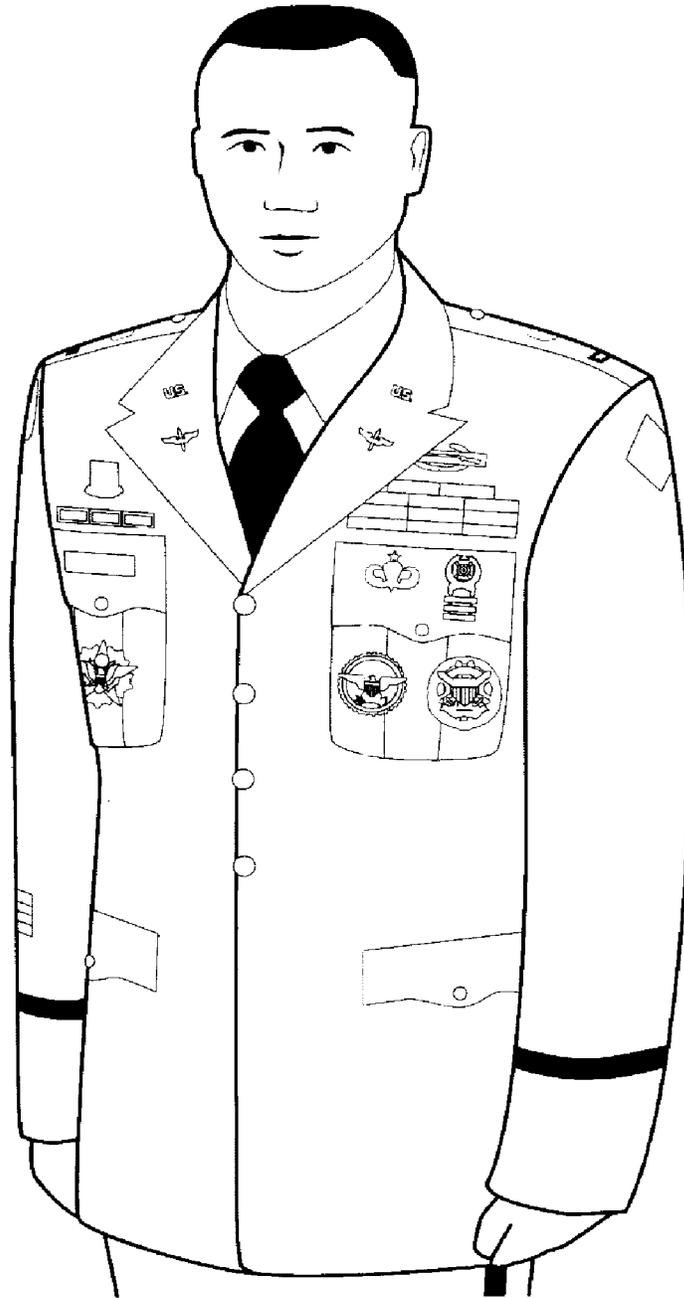


Figure 2. Example of a warrant officer DA official photograph

BECK, JOHN A.
111-11-1111
05 05 11
SFC 42A

A0555M



Figure 3. Example of an enlisted male official DA photograph

MORNINGSTAR, LUCY J.
111-11-1111
05 05 11
SFC 42A

A0555

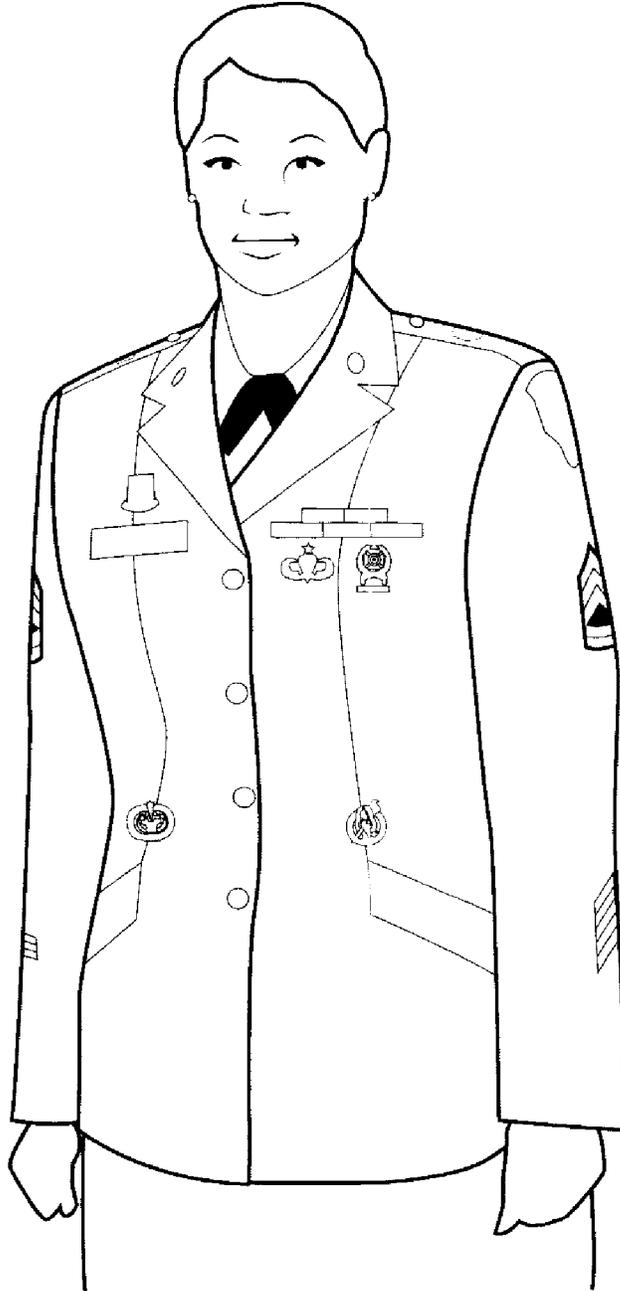


Figure 4. Example of an enlisted female DA official photograph

(6) Type the Defense Visual Information Activity Number (DVIAN) in the upper right corner approximately 1/8th inch from the top and right margins via the photo-imaging software. The DVIAN authenticates the use and dissemination of official photos. No photo is accepted without this number in the upper right corner of the photograph. Garrison and direct reporting units have the option to add a letter identifier at the end of the 5-digit DVIAN to internally identify their satellite activities.

(7) These graphic illustrations in figure 1 through figure 4 must be used to properly present the administrative information on all photographs.

d. The DOD zero tolerance policy DODI 5040.05 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. To ensure integrity of all official DA photos, a digital computer file, disk or copy WILL NOT be issued to the Soldier.

Appendix A References

Section I Required Publications

AR 25–55

The Department of the Army Freedom of Information Act Program (Cited in para 5s.)

AR 340–21

The Army Privacy Program (Cited in para 5s.)

AR 380–5

Department of the Army Information Security Program (Cited in para 7b(8).)

AR 670–1

Wear and Appearance of Army Uniforms and Insignia (Cited in paras 4g(3) and 7a(4).)

Title 10

Armed Forces (Cited in para 4b(3).) (Available at <http://www.gpoaccess.gov/uscode/browse.html>.)

DODI 5040.5

Alteration of Official DOD Imagery (Cited in para 8d.) (Available at <http://www.dtic.mil/whs/directives/>.)

Section II Related Publications

This section contains no entries.

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

This section contains no entries.

Glossary

Section I Abbreviations

AKO

Army Knowledge Online

AR

Army regulation

BOLC

Basic Officer Leader Course

CAC

Common Access Card

CCC

Captains Career Course

CIO/G-6

Chief Information Officer/G-6

CSM

command sergeant major

CW2

chief warrant officer 2

DA

Department of the Army

DAPMIS

Department of the Army Photograph Management Information System

DIMHRS

Defense Intergrated Military Human Resources System

DOD

Department of Defense

DODI

Department of Defense Instructions

DPI

dots per inch

DVIAN

Defense Visual Information Activity Number

ID

identification

JPG

joint photographic experts group

LTC

lieutenant colonel

MAJ

major

NCO

noncommissioned officer

RC

Reserve Components

RGB

red, green, blue

SSN

social security number

SGT

sergeant

SSG

staff sergeant

TDY

temporary duty

TPU

troop program unit

TRADOC

U.S. Army Training and Doctrine Command

USAHRC

U.S. Army Human Resources Command

WO

warrant officer

WO1

warrant officer 1

WOBC

Warrant Officer Basic Course

Section II**Terms**

This section contains no entries.

Section III**Special Abbreviations and Terms**

This section contains no entries.

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