
OFFICIAL MILITARY PERSONNEL FILE PHOTOGRAPH GUIDANCE

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MSGID/GENADMIN/CMC WASHINGTON DC MRA MM//

SUBJ/OFFICIAL MILITARY PERSONNEL FILE (OMPF) PHOTOGRAPH GUIDANCE//

REF/A/MSGID:MSG/CMC MRA MM/060930Z JAN 2009//

REF/B/MSGID:MSG/CMC MRA MM/261405Z SEP 2013//

REF/C/MSGID:MSG/CMC MRA MM/141427Z OCT 2016//

REF/D/DESC:DOC/MCO P1400.31C/YMD:20060809//

REF/E/DESC:DOC/MCO P1400.32D/W/CH2/YMD:20060511//

REF/F/DESC:DOC/MCO P1070.12K/W/CH1/YMD:20000714//

REF/G/MSGID:MSG/CMC MRA MM/141718Z NOV 2018//

REF/H/DESC:DOC/MCO 6110.3A/W/CH1/YMD:20171012//

REF/I/MSGID:MSG/CMC/011230Z JUL 2016//

REF/J/MSGID:MSG/CMC MRA MM/110934Z JUN 14//

REF/K/DESC:DOC/MCO P3104.1B/YMD:20111025//

REF/L/DESC:DOC/MCO P5100.12E/YMD:20041208//

REF/M/MSGID:MSG/CMC MRA MP/141400Z JUN 18//

REF/N/MSGID:MSG/CMC MRA MP/041444Z OCT 18//

NARR/REF A IS MARADMIN 0003/09, TRANSMISSION AND FILING OF DIGITAL PHOTOGRAPHS TO THE OFFICIAL MILITARY PERSONNEL FILE (OMPF). REF B IS MARADMIN 498/13, OFFICIAL MILITARY PERSONNEL FILE (OMPF) PHOTOGRAPH GUIDANCE. REF C IS MARADMIN 548/16, OFFICAL MILITARY PERSONNEL FILE (OMPF) PHOTOGRAPH GUIDANCE. REF D IS MARINE CORPS PROMOTION MANUAL, VOL 1, OFFICER PROMOTIONS. REF E IS MARINE CORPS PROMOTION MANUAL VOL 2, ENLISTED PROMOTIONS. REF F IS MARINE CORPS INDIVIDUAL RECORDS ADMINISTRATION MANUAL (IRAM). REF G IS MARADMIN 657/18, INTERIM GUIDANCE REGARDING FITNESS REPORTS FOR PREGNANT MARINES. REF H IS MARINE CORPS BODY COMPOSTION AND MILITARY APPEARANCE PROGRAM. REF I IS ALMAR 022/16, CHANGES TO THE PHYSICAL FITNESS TEST (PFT), COMBAT FITNESS TEST (CFT), AND BODY COMPOSITION PROGRAM (BCP). REF J IS MARADMIN 280/14 UPDATE TO OFFICIAL MILITARY PERSONNEL FILE (OMPF) GUIDANCE. REF K IS MARINE CORPS COMBAT CAMERA PROGRAM. REF L IS MARINE CORPS POLICY CONCERNING PREGNANCY AND PARENTHOOD. REF M IS MARADMIN 331-

18 CHANGES TO PARENTAL LEAVE POLICY. REF N IS MARADMIN 570/18 CLARIFICATION TO MARADMIN 331-18 CHANGES TO PARENTAL LEAVE POLICY. POC/M. GOLONKA/GS-13/HD MMRP-60/-/TEL: (703) 784-5600 EMAIL: MACIEJ.GOLONKA@USMC.MIL// GENTEXT/REMARKS/1. This MARADMIN provides updated information regarding the submission requirements of Official Military Personnel File (OMPF) photographs to the OMPF. This MARADMIN consolidates previous guidance and cancels references (a) through (c), and provides additional guidance pertaining to displayed content and the submission of official photographs IAW references (F) through (M).

2. Photographs provide a visual representation of the Marine to selection boards. It is the Marines responsibility to ensure a digital photograph is posted to their OMPF prior to the convening date of the selection board. Paragraph 3002 of reference (D) and paragraph 3102.1B of reference (E) require those Marines eligible for consideration by a promotion board to furnish an OMPF photograph during each year of eligibility. A photograph is considered current if the photograph is no more than one year old (365 days) on the date the selection board convenes. Prior to the beginning of each fiscal year, Manpower Management Promotion Branch (MMPR) publishes a MARADMIN that provides the convening dates for officer and staff non-commissioned officer promotion boards that are scheduled for the next fiscal year. Additionally, non-promotion board sponsors publish convening dates of their respective selection boards via a MARADMIN. Guidance regarding photographs submitted to the OMPF that are provided in references (F), (J) and (K) are superseded by the guidance provided in this MARADMIN until such time references (F), (J) and (K) are updated.

3. Uniform for OMPF photographs:

3.a. Male Marines: Service "C" without cover, with ribbons (short sleeve khaki shirt: green poly wool trousers). Wearing of a white undershirt (T-shirt) is at the individuals option per current uniform regulations.

3.b. Female Marines: Service "C" without cover, with ribbons (short sleeve khaki shirt with green poly wool slacks). The wearing of a white undershirt (T-shirt) and/or earrings by female Marines is at the individuals option per current uniform regulations. Pregnant or postpartum Marines have the option of wearing the service "C," or service "C" maternity uniform. The Service C Maternity Uniform for postpartum Marines may be worn for OMPF Official Photographs up to nine (9) months from the date of delivery IAW reference (N). Consistent with the reporting guidance announced in reference (G), the story board will now indicate "EXMP" for pregnant and postpartum Marines. During this period a Marine is exempt from height/weight standards due to pregnancy and postpartum recovery.

3.c. Per current uniform regulations, the wearing of an inconspicuous wristwatch, ring(s), or conservative eyeglasses is authorized.

3.d. The following badges are the only badges authorized for wear in an OMPF photograph: Presidential Service, Vice Presidential Service, Office of Secretary of Defense, and the Joints Chief of Staff. The wearing of shooting badges is not authorized.

3.e. Deployed Marines: Marines deployed to a combat zone or supporting a humanitarian mission, are authorized to take their photograph in the MARPAT uniform with green T-shirt, without cover and without MARPAT blouse. Marines performing duties in a training exercise or unit deployment

away from their primary duty station are authorized to take their OMPF photograph in the MARPAT uniform described above if the unit was not directed to travel with the uniform described in paragraph 3A or 3B of this MARADMIN, and the Marine will not return to their primary duty station in sufficient time to submit a photograph prior to the convening date of a subject board that their OMPF record will appear before.

3.f. The use of shirt stays and or shirt garters is allowed, however binding clips, paper clips, or any other devices to modify the wearing of the service "C" uniform, shall not be used during the completion of the OMPF photograph.

4. OMPF Photograph Specifications:

4.a. Prepare one digital photograph, three quarter view displaying the individual standing in the prescribed uniform, with left shoulder forward. The digital image of the Marine will be color corrected and 300 dpi. The image file will be named by the Marines full EDIPI number (e.g. 1234567890), must have the extension "jpg" and be saved as a JPEG file using a 5 for image quality and baseline (standard) format option.

4.b. The photographer must use a plain, light-colored background. Do not use curtains and/or carpets as background in the finished print. Arrange lighting to avoid background shadows and to produce a light gray to white background in the finished print.

4.c. Create a title board/text box for digital photographs containing the following information as shown below. Deviations from the below examples will not be accepted and photographs will be returned to the sender.

4.c.1. LAST NAME, FIRST NAME, MIDDLE INITIAL(S), NAME SUFFIX

4.c.2. RANK, PRIMARY MOS

4.c.3. EDIPI

4.c.4. Height (in inches) / Weight (in pounds). Reference (H) governs height and weight requirements in the Marine Corps. Those Marines who exceed height/weight standards will display the body fat percentage, unless exempt per the changes announced in reference (I). After 1 July 2017, Marines scoring a 285 or above on both the PFT and CFT will be exempt from having the body fat percentage displayed on the story board (both events taken after 1 January 2017). Examples of how the story board will look are contained in paragraph 4E.

4.c.5. Abbreviated billet assignment and unit

4.c.6. Date photograph was taken (YYYYMMDD format)

4.c.7. Certification by the senior leadership. Example: COL I. M. SMITH, CO, HQBN, HQMC. Certification by the senior leadership of the command is required regardless of rank. Command leadership is CO, XO, Inspector-Instructor, SgtMaj, 1stSgt, or senior enlisted leader (defined as an enlisted Marine serving in a command leadership billet).

4.d. For deployed Marines, as defined in paragraph 3E, the title board will include the word "DEPLOYED" displayed prominently across the top of the board.

4.e. The text box should be placed at or near the Marines feet on the right side of the digital image. Ensure the identifying data is clearly readable in the finished print. For digital photographs, either a title board or a text box on the photograph is acceptable. Examples include:

4.e.1. Standard format

SMITH, JASON I

SSGT 0111
1234567890
73/182
ADMIN CHIEF, H&HS, MCAS BEAUFORT
20160930
MAJ J. A. SMITH, XO, H&HS, MCAS BEAUFORT
4.e.2. Pregnant / postpartum format

SMITH, DORIS A
SSGT 3043
1234567890
65/EXMP
SUPPLY CHIEF, HQ CO, HQSVCBN, MCB QUANTICO
20160930
CAPT J. A. SMITH, CO, HQ CO, HQSVCBN, MCB QUANTICO

4.e.3. Body fat format
SMITH JASON I
SSGT 0111
1234567890
73/219 BF 17 Percent
ADMIN CHIEF, CLR-4
20160930
LTCOL I. A. SMITH, I&I CLR-4
4.e.4. 285 or higher PFT/CFT after 1 July 2017

SMITH JASON I
SSGT 0111
1234567890
73/219 BF N/A (PFT/CFT)
ADMIN CHIEF, CLR-4
20160930
LTCOL I. A. SMITH, I&I CLR-4

4.e.5. Deployed
DEPLOYED
SMITH JASON I
SGT 0372
1234567890
69/172
EAC NCOIC
20160930
1STSGT J. A. SMITH, MSOC A 1STSGT, 1ST MSOB

4.e.6. IRR
SMITH JASON I
SSGT 0111

1234567890

67/155

IRR

20160930

IRR MARINE

5. Marines have a personal responsibility to ensure their photograph is submitted and processed by CMC (MMRP) prior to their respective board convening. Verification of photograph processing into the OMPF can be accomplished by the Marine via the OMPF tab in MOL. If a Marine has taken a photograph, and it has not processed into their OMPF within 2-3 working days after submission to MMRP, Marines should contact MMRP-60 at (703) 784-3738 to verify the photograph has been received. It is the responsibility of the command submitting the photograph, to ensure that the photograph has all required information on the title board and it has not been altered.

Command certification of the Marines height/weight shall be valid for a period of 30 days for the purpose of taking OMPF photographs. The EXMP code in place of weight for Marines will also be verified by the command. Command certification can be completed by the CO, XO, Inspector-Instructor, SgtMaj, 1stSgt, or senior enlisted leader (defined as an enlisted Marine serving in a command leadership billet). Any photographs that do not follow the guidelines of this MARADMIN will not be placed into the OMPF and will be returned to the combat camera or unit for correction.

6. Marines are advised to have their photographs taken at one of the COMCAM sections or DOD photographic units. Combat cameras will email OMPF photographs to the MMRP-60 organization mailbox at: smb.manpower.mmrp.ph@usmc.mil for processing into the OMPF. Photographs taken at a location not authorized to submit digital photographs electronically to CMC (MMRP), must be submitted by either the Marines Commanding Officer (CO), Executive Officer (XO), Inspector-Instructor, Sergeant Major (SgtMaj), First Sergeant (1stSgt), senior enlisted leader (defined as an enlisted Marine serving in a command leadership billet), from the commands organizational mailbox, or from the MARFORRES COMCAM office in the case of IRR Marines. Such photographs will be reviewed prior to inclusion in the OMPF. Marines are not authorized to submit their own photographs. COMCAM sections or DOD photographic support facilities should be used to the maximum extent possible. IRR Marines who are not able to utilize a COMCAM section or DOD photographic unit should contact the MARFORRES COMCAM office at (504) 697-9887 or through the MARFORRES COMCAM organizational mailbox at: omb_mfr_combatcamera@usmc.mil.

7. If submission of a digital photograph is not possible, follow the guidance provided in the respective selection board MARADMIN in regards to submission of a hard copy photograph. The guidance provided in this MARADMIN regarding photograph preparation will be followed in regards to hard copy photographs. Hard copy photographs are sent directly to the president of the applicable board and are not filed in the OMPF. If due to extenuating circumstances, the Marine is unable to take an OMPF photograph, electronic or hard copy, the Marine may submit a letter to the president of their respective board. The correspondence to the board must adhere to the letter correspondence requirements prescribed in the MARADMIN pertaining to the promotion or selection board.

8. Release authorized by MajGen Craig C. Crenshaw, Director, Manpower Management Division.//