

**Army Regulation 640-30**

**Personnel Records and Identification of  
Individuals**

# **Photographs for Military Personnel Files**

**Headquarters  
Department of the Army  
Washington, DC  
1 October 1991**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 640-30

Photographs for Military Personnel Files

This revision--

- o Eliminates official photographs for second lieutenants and warrant officers (WO1S) (paras 4b and 6a)
- o Changes all official DA photographs to color (para 5a).
- o Changes frequency for officers and noncommissioned officers for periodic photographs to every 5 years (para 6b).
- o Authorizes female soldiers due photographs during pregnancy a deferment until 6 months after termination of the pregnancy (para 6f).
- o Exempts soldiers with approved retirements from having scheduled photographs taken (para 6g).
- o Authorizes regimental insignia to be worn on uniforms for official photographs (para 7).

Effective 1 November 1991

## Personnel Records and Identification of Individuals

### Photographs for Military Personnel Files

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By Order of the Secretary of the Army:

GORDON R. SULLIVAN  
General, United States Army  
Chief of Staff

Official:



MILTON H. HAMILTON  
Administrative Assistant to the  
Secretary of the Army

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**History.** This UPDATE printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

**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, Army National Guard officers, and the U.S. Army Reserve. Internal control systems. This regulation is not subject to the requirements of AR 11–2. It does not contain internal control provisions.

**Proponent and exception authority.** The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel.

**Army management control process.** Not applicable.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAPE–MPE), WASH DC 20310–0300.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by The Administrative Assistant to the Secretary of the Army.

Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (TAPC–PDO), ALEX VA 22332–0474.

**Distribution.** Distribution of this publication is made in accordance with the requirements on DA Form 12–09–E, block number 2272, intended for command level B for the Active Army, D for the Army National Guard, and B for the U.S. Army Reserve.

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\* This regulation supersedes AR 640–30, 16 October 1985



## 1. Purpose

This regulation establishes policy, procedures, and tasks for taking, selecting, submitting, and maintaining current photographs for military personnel files.

## 2. Reference

Required publications and referenced forms are listed in appendix A.

## 3. Explanation of abbreviations and terms

Abbreviations used in this regulation are explained in the glossary.

## 4. Responsibilities

*a. Commanders* Commanders will ensure that—

- (1) Soldiers make an appointment to be photographed and report to the photographer on time in proper uniform.
- (2) Funds are available to the photographic facilities annually to provide the photographs required by this regulation.
- (3) Each post, camp, station, or unit photographic facility provides the support required to comply with this regulation. If it cannot supply, it must arrange for support from another facility or by commercial contract.
- (4) An installation's photographic facility will photograph its own personnel.
- (5) Travel at Government expense to comply with this regulation is not authorized except for photographic personnel on assignment.

*b. Commander, U.S. Total Army Personnel Command (PERSCOM).* Commander, PERSCOM, will—

- (1) Maintain hard copy photographs for all active duty officers except general officers, second lieutenants, and warrant officers (WO1s), and provide the official photographs to each selection board.
- (2) Ensure the date last photo for officers is top loaded on the Officer Master File (OMF).
- (3) Maintain hard copy photographs for active duty noncommissioned officers staff sergeant (SSG) and above, and in their career management individual files (CMIF's).

*c. Commander, Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN (EREC).* Commander, EREC, will maintain hardcopy photographs for all enlisted active duty personnel in the rank of SSG and above, providing the official photographs to each selection board.

*d. Military Personnel Division (MPD)/Personnel Service Company (PSC)/Personnel Service Support Team (PSST).* The MPD/PSC/PSST having custody of Military Personnel Records Jacket (MPRJ) will—

- (1) Maintain a suspense for photographs per AR 600–8–104 and DA Pam 600–8–2. (Unit or BNSI with Tactical Army Combat Service Support (CSS) Computer System (TACCS) capability may control their own suspense system in lieu of the MPD/PSC.)
- (2) Notify each soldier in advance by memorandum of the date a new photograph is required (para 6). Memorandum will advise how to get an appointment to be photographed, to include the building number and telephone number of the photo facility. (Unit or BNSI with TACCS capability may notify each soldier with the memorandum produced through TACCS.)
- (3) Upon receipt of hardcopy photographs submit the appropriate Standard Installation/Division Personnel System (SID-PERS) transaction “YMPS” (year and month of photograph) per DA Pam 600–8–2 and paragraph 9 of this regulation.
- (4) Review and forward the finished photograph to the proper Department of the Army (DA) address in paragraph 9 of this regulation.

*e. Army photographic facilities* Army photographic facilities will produce and forward or deliver official photographs to the MPD/PSC/PSST having custody of the MPRJ.

*f. Individuals* Each soldier must arrange to have a photograph taken when required. He or she must wear the proper uniform with insignia and ribbons correctly displayed per AR 670–1 and must notify the servicing MPD/PSC of the date the photograph was taken to clear the suspense file. (Soldiers in units or BNSI serviced by TACCS will notify their unit or BNSI of the date the photograph was taken to clear the suspense.)

## 5. Policy

*a.* All official photographs for general officers, commissioned officers, warrant officers, and noncommissioned officers will be taken in color.

*b.* The photograph is an important part of the soldier's military personnel file. It is of particular interest to DA selection boards and career management activities.

*c.* Commanders, MPD/PSC/PSST's, and each soldier must ensure that initial photographs and updates (para 6) are taken and sent to DA on time. This will assure that military personnel files are properly constituted.

*d.* Current hardcopy photographs will be kept in the—

- (1) General officer files at General Officer Management Office (GOMO) and the Official Military Personnel File (OMPF) microfiche for general officers only.

- (2) CMIF for all commissioned and warrant officers except second lieutenants and warrant officers (WO1s).
- (3) PERSCOM (CMIF) and EREC for all noncommissioned officers in the rank of SSG and above.
- e.* Reserve Component soldiers (to include sergeant (SGT)) are authorized to have official photographs taken as needed when—
  - (1) Notified that their file will appear before a duly authorized DA selection board for promotion, professional development education, unit vacancy promotion, command selection, and special recognition for an award or similar accolade.
  - (2) Instructed by their military personnel records custodian that a new official photograph is required.
  - (3) Active Guard Reserve (AGR) soldiers are notified that they are being considered by a DA AGR Continuation Board.
  - (4) Being reviewed by a quantitative or qualitative retention board.
  - (5) Applying for Officer Candidate School (OCS), entry on active duty, and entry into certain Individual Mobilization Augmentee (IMA) or other highly visible positions.
  - (6) Required by major U.S. Army Reserve Command (MU-SARC) and below boards.

## 6. Frequency

- a.* The following personnel will have an initial photograph made within 60 days:
  - (1) Each officer promoted to first lieutenant (includes officers accessed into active duty as first lieutenant or a higher rank.)
  - (2) Warrant officers promoted to Chief Warrant Officer (CW2).
  - (3) Noncommissioned officers promoted to SSG.
  - (4) Initial appointment to Command Sergeant Major (CSM).
  - (5) Selection for promotion to brigadier general or higher.
- b.* Each soldier will have a periodic photograph taken (during the anniversary month of the previous photograph) per the following schedule:
  - (1) General officers: every third year.
  - (2) Officers and noncommissioned officers: every fifth year.
- c.* Soldiers will update photographs when photographs on file no longer represent their present appearance.
- d.* Soldiers will be required to submit a new photograph when directed by the first commander, lieutenant colonel, (LTC), or higher (includes majors (MAJs) in LTC positions), in the soldier's chain of command. 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; direction must be on an individual basis.
- 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 in *b* above. Such individuals 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 termination of the pregnancy.
- g.* Soldiers with approved retirements are exempt from having photographs taken. However, if an application for withdrawal or retirement is approved, photo will be updated per paragraphs *a* and *b* above.

## 7. Soldier procedures for taking photographs

Soldiers will make an appointment to be photographed and will report to the photographic facility dressed in a properly fitted and pressed class A Army green service uniform. Alternatively, soldiers may carry their uniform to the photographic facility and change on-site to avoid wrinkling or soiling the uniform enroute. Basic branch insignia, all permanently authorized awards, decorations, combat and special skill badges, tabs, and 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.) Males will wear their black oxford shoes or chukka boots. Females will wear pumps with their skirts; however, the black oxford shoe or jodhpur boot may be worn with the slacks. Soldiers must ensure that their uniforms and authorized permanent accessories, decorations, and insignia are worn per AR 670-1.

## 8. Photographic facility procedures for taking and printing photographs

- a.* For general officers and promotable colonels only, the photograph will be color, showing only head and shoulders, with the subject seated. Portraits will be the traditional chain of command variety without cap. Finished prints will be 8 by 10 inches. The pose preferred by the individual will be marked "Official Selection" in the caption, which will include the subject's full name, grade, and Social Security Administration Number (SSAN), and the date the

photograph was taken. Type or stamp the caption on a separate piece of paper or on a self-adhesive file label and affix it to the reverse side of the photograph. Never type the caption directly onto the back of the picture. Photographic facilities will deliver 10 copies of the finished print and the original negative to the general's servicing MPD/PSC.

b. For commissioned officers (other than general officers and promotable colonels), warrant officers, and noncommissioned officers, color photographs will be taken full length.

(1) Pose the individual at the position of attention, modified by turning the head and eyes directly facing the camera. Turn the subject's body approximately 30 degrees from the lens axis, placing the left shoulder nearer to the camera. (See fig 1-1).

(2) Use an evenly illuminated untextured white, off-white, beige, or light-gray background. A reflectance light meter reading of the background must be at least two stops higher than a reflectance reading of the Army green uniform shade #344/#489. Studios may use a curved seamless join between the floor and back wall if desired. However, the normal seam between the floor and back wall is acceptable as long as the floor and wall are the same color and similar texture. (For example, a white wall and black floor are not acceptable.) A slight tonal contrast in the print between the floor and wall due to the effect of lighting is acceptable. Subject lighting should be low contrast (no more than a 2:1 lighting ratio) and provide even illumination from head to foot. Arrange the lighting to avoid background shadows. Make no more than three exposures and do not retouch the negatives or prints.

(3) A "menu board" or other marker containing the soldier's last name, first name, and middle initial, SSAN, date photograph was taken (in numeric year, month, day sequence) grade, and branch (officer only) or primary military occupational specialty (PMOS) (enlisted only will be placed at or near the soldier's right foot so that it will be legible in the photograph. It is the soldier's responsibility to ensure that the data is correct on the "menu board.")

*Examples:*

JONES JOHN P.  
000-00-0000  
91 01 09  
CPT IN

BROWN PAUL W.  
000-00-0000  
91 04 03  
CW2 420A

SMITH MARY A.  
000-00-0000  
91 02 19  
MSG 75Z50

Ensure all required data are in the sequence shown because this information is needed for control and suspense purposes. If other than a "menu board" marker is used, be careful to ensure that the soldier's identifying data are clearly readable in the finished print.

(4) For finished prints, use 4-by 10-inch vertical paper. The prints will have a ¼-inch border on all edges. However, borderless prints will be accepted. Adjust image size during enlarging so that the head and feet are approximately ¼ inch from the top and bottom of the image area (such as, ½ inch from the top and bottom edge of the print paper).

(5) The individual may select the record photograph or authorize the photographic facility personnel to make the selection.

(6) Make two points of the selected photograph for commissioned officers (other than general officers and promotable colonels), warrant officers, and noncommissioned officers. Deliver prints to the soldier's servicing MDP/PSC/PSST.

## **9. Task: Forward official photographs**

a. Rules for forwarding official photographs.

(1) For general officers and promotable colonels only, send 10 prints and the original negative enclosed by memorandum to HQDA (GOMO), Room 2E749, The Pentagon, WASH DC 20310-0300.

(2) For commissioned officers and warrant officers of the Army National Guard of the United States (ARNGUS) (other than general officers not on the active list and candidates (colonel) for Federal recognition as general officers) the following disposition of photographs applies:

(a) Send one print to the appropriate State Adjutant General, ATTN: MILPO.

(b) For title 10 ARNG AGR officers and noncommissioned officers, send one print to the Army National Guard Center, ATTN: NGB-ARP-CT, 4501 Ford Avenue, ALEX VA 22302-1450 and one print to the appropriate State Adjutant General, ATTN: SPMO.

(c) For title 32 ARNG AGR officers and noncommissioned officers, send one print to the appropriate State Adjutant General, ATTN: SPMO.

(3) Photographs should be reviewed for a “quality check” by the MPD/PSC prior to forwarding to HQDA per AR 670/1 and paragraph 7 of this regulation.

(4) Personnel photo suspense roster will be processed per AR 600–8–104 and DA PAM 600–8–6. (HQDA procedures require only two notifications memos, original and one follow-up, notifying soldiers that they are due an official photograph.)

b. The steps for forwarding official photographs are listed in table 1–1 below:

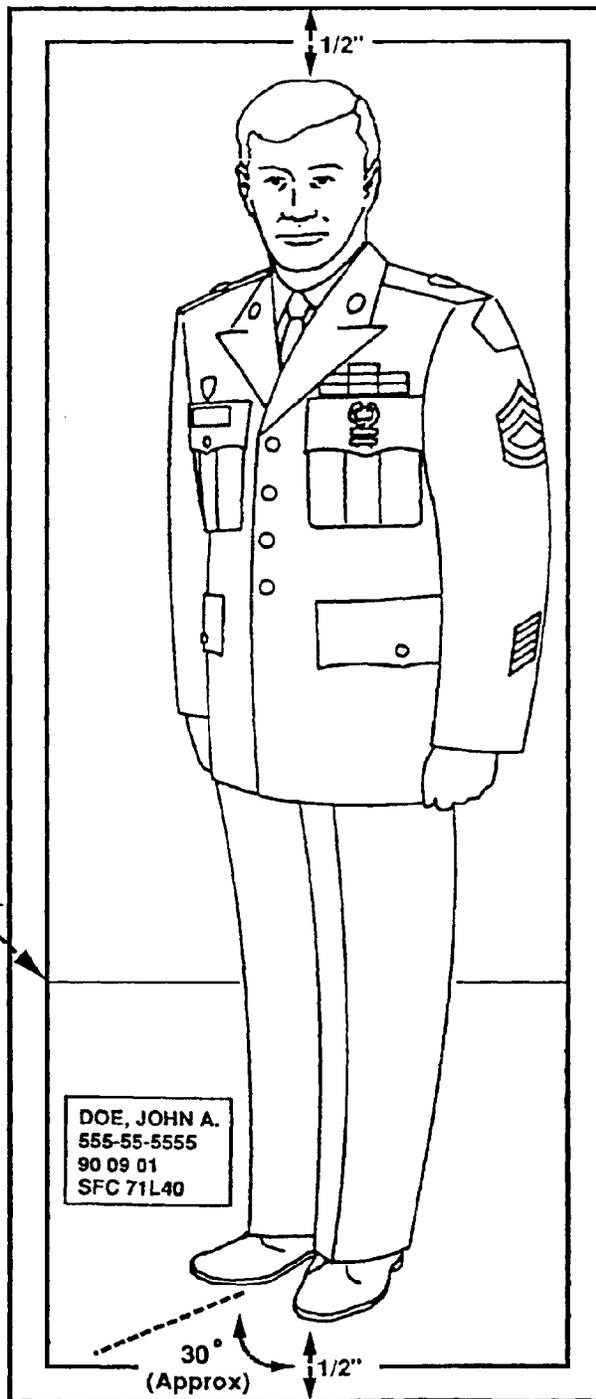
<b>Table 1–1 Forwarding official photographs</b>		
Step	Work Center	Required action
1	UNIT	Soldier reviews photograph. (Retake if necessary.)
2	PHOTO LAB	Forward two copies of photographs to MPD/PSC/PSST.
3	OFRC/ENRC CUST	Receive two copies of photograph and submit SIDPERS transaction, year and month of photograph (YMPS) (DA Pam 600–8–2) to update DA Form 2A/2B (Personnel Qualification Record I) and SIDPERS Personnel File (SPF.)
4	OFRC/ENRC CUST	Forward two copies of photograph for active duty officers to—Commander, PERSCOM, ATTN: TAPC–MSE–R, ALEX VA 22332–0400. <sup>1</sup>
		For active duty noncommissioned officers (SSG–CSM/SGM) forward two copies of photograph to—Commander, USAEREC, ATTN: PCRE–BA, Fort Benjamin Harrison, IN 46249–5301. <sup>2</sup>
		For AGR (USAR) personnel forward two copies of photograph to—(for officers) Commander, ARPERCEN, ATTN: DARP–ARO, 9700 Page Boulevard, St. Louis, MO 63132–5200. (for noncommissioned officers) Commander, ARPERCEN, ATTN: DARP–ARE, 9700 Page Boulevard, St. Louis, MO 63132–5200.
		For Army National Guard (ARNG) personnel forward one copy to the appropriate State National Guard, ATTN: MILPO.
		For title 10 AGR (ARNG) personnel forward one copy to—Army National Guard Personnel Center, ATTN: NGB–ARP–CT, 4501 Ford Avenue, ALEX VA 22302–1450 Ford Avenue, ALEX VA 22302–1450. Forward one copy to—Appropriate State Adjutant General, ATTN: SPMO.
		For title 32 AGE (ARNG) personnel forward one copy to—Appropriate State Adjutant General, ATTN: SPMO.

Notes:

<sup>1</sup> PERSCOM upon receipt of officer photograph will update OMF Officer Record Brief (ORB) of 'date last photo,' then forward to career branch for filling in the CMIF. MPD/PSC will receive an 'UPDATED–PHOTO' ORB in the next monthly ORB audit package, if not scheduled for a birth month or feedback ORB.

<sup>2</sup> For noncommissioned officers SSG and above EREC will maintain one copy of the photograph and forward the duplicate print to PERSCOM for filling in the soldier's CMIF. MPD/PSC and individuals may call the EREC Interactive Voice Response System (IVRS) at DSN 699–3714 or commercial (317) 542–3714 (push button telephone only) to obtain the date of the latest photo on file.)

SEAM WHERE  
FLOOR MEETS  
WALL IS  
ACCEPTABLE IF  
FLOOR AND WALL  
ARE THE SAME  
COLOR



DOE, JOHN A.  
555-55-5555  
90 09 01  
SFC 71L40

\* FEATURES OF THIS ILLUSTRATION UNDERLINED OR SHOWN BY DOTTED LINES ARE FOR INFORMATIONAL PURPOSES ONLY AND NOT TO APPEAR ON FINAL COMMAND PHOTO PRINTS

Figure 1-1. Sample Illustration of official DA photograph

## **Appendix A References**

### **Section I Required Publications**

#### **AR 600-8-104**

MILPER Information Management/Records. (Cited in paras 4 and 9.)

#### **AR 670-1**

Wear and Appearance of Army Uniforms and Insignia. (Cited in paras 4, 7, and 9.)

#### **DA PAM 600-8-2**

SIDPERS Personnel Service Center Level Procedures. (Cited in paras 4 and 9.)

#### **DA PAM 600-8-6**

SIDPERS PAS Level Procedure—Special Features and Command and Staff Reports. (Cited in para 9.)

### **Section II Related Publications**

There are no related references

### **Section III Prescribed Forms**

There are no prescribed forms

### **Section IV Referenced Forms**

#### **DA Form 2A/2B**

Personnel Qualification Record I

## **Glossary**

### **Section I Abbreviations**

**AGR**

Active Guard Reserve

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**CMIF**

career management individual file

**CSM**

Command Sergeant Major

**CW2**

Chief Warrant Officer

**CUST**

customer service (work center)

**DA**

Department of the Army

**DoD**

Department of Defense

**EREC**

Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN

**ENRC**

enlisted records (work center)

**GOMO**

General Officer Management Office

**IMA**

Individual Mobilization Augmentee

**IVRS**

Interactive Voice Response System

**LTC**

lieutenant colonel

**MAJ**

major

**MPD**

Military Personnel Division

**MILPER**

military personnel

**MPRJ**

Military Personnel Records Jacket

**MUSARC**

major U.S. Army Reserve Command

**OCS**

Officer Candidate School

**OFRC**

officer records (work center)

**OMF**

office master file

**OMPF**

Official Military Personnel File

**PERSCOM**

U.S. Total Army Personnel Command

**PMOS**

primary military occupational specialty

**PSC**

Personnel Service Company

**PSST**

Personnel Service Support Team

**SSAN**

Social Security Administration Number

**SPF**

SIDPERS personnel file

**SSG**

staff sergeant

**TACCS**

Tactical Army Combat Service Support (CSS) Computer System

**YMPS**

year and month of photograph

**Section II****Terms**

This section contains no entries.

**Section III****Special Abbreviations and Terms**

This section contains no entries.

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