

ADMINISTRATIVE PHOTO STYLES WE SUPPORT:

References: MCO 3104.1B, MCIEAST-MCB CAMLEJO 5720.2, MARADMIN 052 19, MILPERSMAN 1070-180, <https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>

Command Board photos

- Photos identifying unit leadership, 8th & I Marines and deployed Marines for command boards and/or unit web-pages
- Service Alphas with ribbons and badges (Dress Blues for Navy and 8th & I Marines, or the prescribed uniform on upcoming/current deployment)
- U.S. flag and USMC flag (or USN flag for Navy)
- Printed copies with or without the “border” are **ONLY** available for **personnel under MCIEAST**. Digital copies with the border also available for personnel under MCIEAST.
- For printing requests, Marine’s should send an email to Mr. Samuel Roque: samuel.a.roque@usmc.mil
- Photo emailed by COB same day

Biographical photos

- Photos identifying positions of leadership, authority, billet or award that are not command specific.
- Service Alphas with ribbons and badges (Dress Blues for Navy and proper civilian attire for civilian personnel)
- U.S. flag
- Photo emailed by COB same day

OMPF/Promotion photos

- Official full-body photos for submission to Marines’ Online Military Personnel File
- Service Charlies (all year-round)
- Height & Weight form signed by a certifying official provided
- Photo will be submitted by COMMSTRAT by COB same day. The photo will never be distributed to the Marine directly, nor submitted by the Marine directly. The photo will populate in ORMA/OMPF within a few days. If not, please contact us to double check the submission status.
- Command certification of a Marine’s H&W is valid for a period of 30 days

No-Fee Passport photos

- Photos for Marines and families deploying or PCSing who require passports
- Provided proof of official need for the passport, which can be provided by showing web orders, physical orders or approved DD form 1056 (obtainable from the Passport Office)
- Full civilian attire (No white-colored shirts, no military uniforms to include skivvy shirts visible underneath civilian shirts, no glasses, no large jewelry that obstructs view of face, no non-religious headwear)
- No open mouth expressions, to include smiling with teeth visible
- Physical copies of photos will be available for pick-up at COMMSTRAT the **NEXT BUSINESS DAY**. Photos are NOT available for immediate printing. Photo prints are maintained for up to 1 month.

Naturalization photos

- Guidelines are the same as for No-fee Passport photos, but the only documentation needed is a Studio Photo Request Form (see link at the bottom) stating the photo requirement for an official Application for Naturalization.
- Straight, non-smiling expression

*Note: passport photos and naturalization photos taken at the MCAS New River photo studio will need to be picked up at the COMMSTRAT shop at Bldg. 54, Lucy Brewer Ave, Camp Lejeune

Tattoo photos

- Close-up photos of tattoos against white background to identify locations and subject of the tattoo on Marine's body
- Green-on-green
- Photos emailed by COB same day

Green-on-Green photos

- Full body photos, at attention
- Green-on-green
- 4 photos facing each direction
- Photos emailed by COB same day

ISO Prep photos

- For Marines preparing for deployment
- Full military uniform
- One photo of Marine's face straight on, one photos of Marine's left side profile
- Photos emailed by COB same day

U.S. Navy Enlisted and Officer Profile photos

- Service Khaki uniform. Per MILPERSMAN 1070-180, if Service Khaki uniform is not available, any regulation uniform is acceptable
- Full body, white background
- Photo emailed by COB same day

U.S. Army Promotion photos

- Dress Blues
 - Photo emailed by COB same day
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Personnel with studio photo requests outside of these authorized SOP guidelines must bring the photographer a Studio Photo Request Form, which is available on our website (<https://www.lejeune.marines.mil/COMMSTRAT/Photo-Studio/>) as well as physical copies here.