

Photo Guide

DA Style Photo

Step 1: Download the "Photo Template" to your desk top and open it. Do not make any formatting changes to the document.

Step 2: Insert your photo, using either of the two methods below. If necessary resize your photo to fit into the photo box. Any resizing must be proportional.

Method 1 - Using the Insert function from within MS Word:

1. Ensure your cursor is located above the red lettering in the Photo Template document.
2. Click on "Insert"
2. Select "Pictures"
3. Navigate to your photo and select it, then click on "Insert"
4. Complete the information block with required information.
5. Using the save as function, save the document to your desktop. Name the file using your rank_last name_date of photo. i.e., ltc_smith_16jun2015

Method 2 – Drag and Drop

1. Navigate to your photo then place your mouse over the photo and left click the mouse and hold it while dragging the photo to the photo box in the Photo Template.
2. Complete the information block with required information.
3. Using the save as function, save the document to your desktop. Name the file using your rank_last name_date of photo. i.e., ltc_smith_16jun2015

Do not copy and paste your photo. Using this method does not allow for automatic resizing. If your photo fails to auto size, right click the photo, select size and enter the correct size.

Step 3: Email the completed photo document to Mr. Art James at:
arthur.w.james2.civ@mail.mil

Additional Information:

1. Photos not in the "Photo Template" format or not in compliance with the below guidance will not be accepted.
2. Photos must be 3/4 length. Top of pants or skirt must be visible. Full length photos or photos shorter than 3/4 length will not be accepted.
3. Photo size is 4"x6" (To insure proper size, right click on the photo, select size and enter the correct size.

4. Use a solid color background. White background is preferred, however, any contrasting solid color is acceptable. No flags, personnel, trees, etc. in the background. Use solid color only.
5. No hats.
6. Wear all accoutrements.

You are responsible for submitting an updated photo every 5 years. This is your responsibility. Do not expect to be notified when your next photo is due.

See next page for an example of a photo ready to submit.



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Richmond, VA
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