

NEW YORK GUARD DIRECTIVE

NUMBER 1319
1 February 2016

NYSG-G1

SUBJECT: OFFICIAL PHOTOGRAPHS

References: None.

1. PURPOSE: This publication sets forth the format and procedures to govern the need for, type, and proper format for New York Guard Official Photographs.

2. APPLICABILITY:

2-1. Format and procedures established in this publication apply to all Commissioned and Warrant Officers in the New York Guard

2-2. This publication is directive in nature. These formats and procedures will be followed, except when, in the judgment of the commander, exceptional circumstances dictate otherwise.

3. SCOPE: This publication describes the type and format for Official Photographs.

4. POLICY: All New York Guard Officers and Warrant selected for promotion must have an official color photo. The photo is a functional part of New York Guard Promotion package

5. RESPONSIBILITIES:

5.1. Commander New York Guard, will approve/disapprove all exception to the policy of this directive for all New York Guard personnel

5.2. The G-1, Deputy Chief of Staff for Personnel & Administration, will publish and periodically review NYG Official Photograph Standards

5.3. Commanders of New York Guard Components. Commanders will;

5.3.1. Assure compliance with this directive.

5.3.2. Monitor that promotion package's forwarded for processing are not without the New York Guard photograph as prescribed.

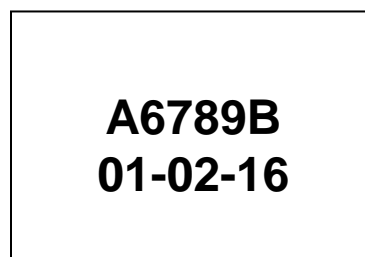
6. PROCEDURES:

6.1. When Photographs Are Required. All New York Guard Officers who are requesting and/or who have been selected for a promotion board presentation must include a color photo taken within 60 calendar days prior to the meeting of the promotion board to be eligible. Promotion packages without the required photograph will not be forwarded to the board.

6.2. Photograph Identification.

6.2.1. The officer should be holding in his or her left hand with arm fully extended down next to the leg (Camera facing) an 8 1/2 by 11-inch white paper held in landscape position i.e. long side horizontal, short side vertical.

6.2.2. Containing two (2) lines of information written in block letters using black ink and/or felt marker. Both first and second lines will be a minimum of two (2) inches in height. (See Sample)



6.2.3. The first line will contain the officer's NYG identification number (The ID Number printed on the NYG ID card.).

6.2.4. The second line will contain the date the photograph was taken. *i.e.* the date will be in standard military format, which will contain the day, month and last two digits of year with dashes in between each specific set of information. *i.e.* 01-02-16 which reads as 1 February 2016.

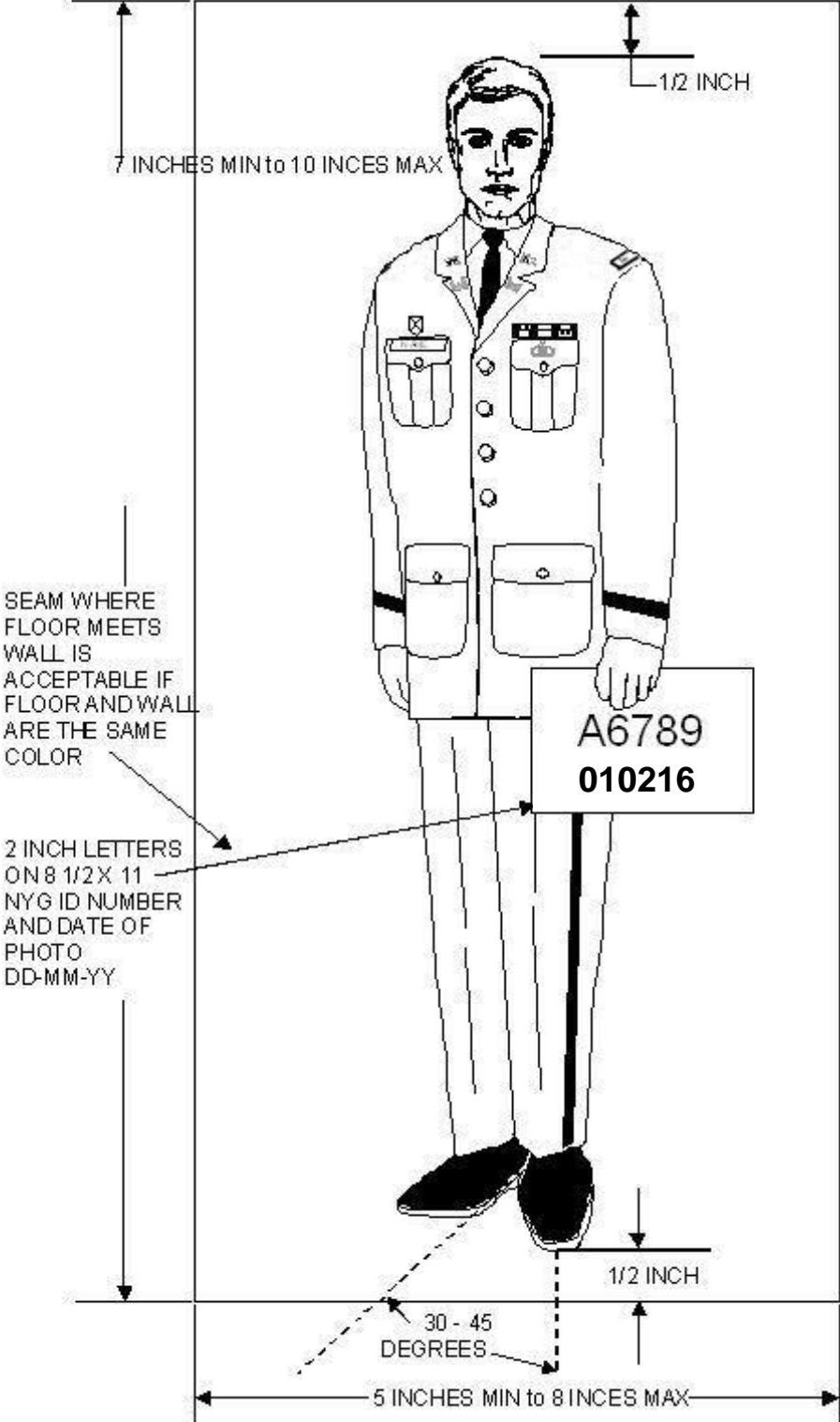
6.3. Photograph Requirements. Use the formal head, shoulders and be a full-length pose. Have the officer face the camera directly, with the body turned approximately **30 to 45 degrees to the right** (left shoulder forward to the camera). See example below for Sample. A picture of only the upper body, that is not full length, is not acceptable.

6.4. Technical and adjustments. A digital camera may be used to take the photo. Except for lighting adjustments, electronic manipulation of the image is not authorized.

6.5. Finished photos. The submitted photograph will be a minimum of 5-inches to a maximum of 8-inches in width by 10-inches to a minimum of 7-inches in height, in color, without a border. Use a self-adhesive label to place officer's name, NYG ID number, and date of photo on reverse of finished photo and any copies. A full-length 5 X 7 color photographic print is an acceptable alternative. Digital photography is acceptable if it is printed by a color laser printer to the full 8 1/2 X 11 inches. Ink jet prints of any size, or prints by a computer's printer smaller than 8 1/2 X 11, are not acceptable.

Sample Illustration of Official Photograph

Features of this illustration are for informational purposes only and are not to appear on final official photographs



6.6. Uniform Requirements

6.6.1. Junior and Company Grade Officers and Warrants (2nd Lieutenant O-1, 1st Lieutenant O-2, Captain O-3, and Warrant Officers WO1, WO2) may wear short or long sleeve shirt with or without tie or hat, ribbons and badges will be worn (Army Service Uniform is optional). The black sweater is not acceptable as it does not show ribbons and badges.

6.6.2. Field Grade Officers and upper level Warrants (Major O-4, Lieutenant Colonel O-5, Colonel O-6, and Warrant Officers WO3, WO4, WO5) will wear Army Service Uniform without hat; all ribbons, decorations and badges will be worn. The black sweater is not acceptable as it does not show ribbons and badges.

6.7. G-1 Headquarters New York Guard. Will maintain official photos in the officer's MPRJ as a part of the promotion cycle records whether individual is or not promoted.

7. DEFINITIONS: None

8. EFFECTIVE DATE AND IMPLEMENTATION: This Directive is effective immediately

FOR THE COMMANDER



OFFICIAL:



STEPHEN A. BUCARIA

Brigadier General, New York Guard
Commander

George J. De Simone
COL NYG
Chief of Staff
