



Marine Corps Air Station Iwakuni  
**COMMSTRAT** Administrative Photo  
 Verification Form

Bldg 1  
 Hours of Operations: Monday - Friday 0800-1100,  
 1300-1600



Photo Studio Website  
 (APV Form)

**\*\*Requester fills out boxes 1-12 \*\*Verifier fills out boxes 12-16**

1. Photo Type: OMPF  Command Board  Official (Bio)  Official No Fee Passport   
\*\*only CO, XO, SgtMaj, CMC \*\*\* Not Tourist Passport

Marine of the Quarter/Year  Sailor of the Quarter/Year   
\*\*\* Awarded, not nominated \*\*\* Awarded, not nominated

2. Name (Last, First, MI.):

3. Rank: 4. Primary MOS:

5. DoD ID: Billet Description:

6. Height (in inches): OMPF/Photo Only 7. Waist (in inches): OMPF/Photo Only

8. Waist and Height Ratio OMPF/Photo Only 9. Date Taped (Valid within 30 days): OMPF/Photo Only

10. Unit DSN:

11. Major Command:

12. Within Body Composition Standards Y N 13. Purpose of Photo:

14. Verified By (Choose One): SEL\* CO XO CHRO Dir. MCCS Dir. Superintendent  
\*Defined as an enlisted Marine serving in a command leadership billet in the place of a 1stSgt or SgtMaj or CMC. \*\*\* OMPF Photos can only be verified by the command senior leadership, must be within 30 days of H&W. (SEL, CO, or XO) \*\*DODEA

15. Verifier's Name (Rank, Last, First, MI.):

16. Verifier's justification including references (e.g., MCO, MARADMIN, Award Certificate, CO Req Ltr to SIA, LOE, PCS order, DD1614 etc.) for all photos other than OMPF:

17. Verifier's Signature:  
\*\*No signature need for official visa/passport but must provide travel orders/ SIA  
\*\*GS, DoDEA, NAF Employees and Dependents must call for supporting documents

- Per MCO 3104.1B, the uniform for **OMPf photos is Service C. Command/Official photo is Service A.** OMPF photos will not be emailed to customer. Once submitted photos may take 7-10 business days to populate.  
 - Command Board Photos are printed for slated command billets only (i.e. CO, XO, SgtMaj, CMC).  
 - MoQ, NCOoQ, Junior/Senior SoQ/SoY, PoQ/PoY photos are **only provided to board winners. (Unless proper justification is provided)**  
 - NAVPERS 15665J, prescribed uniform for command board photo is Service Dress Blues.  
 - Official No-Fee Passport Photo for Government Travel, references must include official documentation.  
 - Photos for U.S. visas or permanent resident cards (Green Cards) for dependents are **NOT** provided because these are regular fee-based applications.  
 - GS, NAF, and DoDEA Employees and Dependents must call for supporting documents  
**\*\*After submitting your requests, if you do not receive a confirmation email, please call to confirm your appointment.**  
**\*\*Your appointment is not booked until you receive a confirmation email.**

Submit all completed forms to:  
 mcascommstrat@gmail.com

To schedule an appointment call 253-6835 or visit  
 www.mcasiwakuni.marines.mil/Orginizations/Station/COMMSTRAT/

For Special Requests call 253-6835