

# OFFICIAL PHOTO WORKSHEET

9TH MARINE CORPS DISTRICT HEADQUARTERS  
NAVAL STATION GREAT LAKES (847) 887-8324

## PRIVACY ACT STATEMENT

**Reference and Authority:** MARADMIN 548/16. Transmission and filing of digital photographs to the Official Military Personnel File (OMPF).

**PURPOSE AND ROUTINE USERS:** The 9th Marine Corps District Communication Strategy Office will use the below information to assist in the production of a digital title board for the Marine's official photo. The official photo will then be uploaded, electronically, to Headquarters, U.S. Marine Corps (MMSB) for your Official Military Personnel File. This form will be kept until it is sent to MMSB, after which it will be shredded.

**LAST NAME:**

**FIRST NAME:**

**MIDDLE INITIAL:**

**RANK:**

**PRIMARY MOS:**

**EDIPI:**

**HEIGHT (inches):**

**WEIGHT:**

**BODY FAT % (if applicable):**

**BILLET DESCRIPTION:**

**COMMAND:**

**VERIFYING OFFICIAL: FIRST, LAST, MI, BILLET:**

## HEIGHT AND WEIGHT SCREENING

This section is to be completed ONLY by the District HQ and/or Parent Command

**Note:** Per MARADMIN 548/16, certification by the senior leadership (CO/XO/SgtMaj/1stSgt) of the command is required regardless of rank and body fat percentage. The CO or XO will certify all officers. The SgtMaj will certify all enlisted Marines.

**Height (Inches):**

**Weight:**

**Body Fat %:**

Training Representative Signature

Printed Name

Date