

Website Access and Photo Submission Instructions

Membership Instructions

How to sign up to use the Department of Defense Natural Resources Photo Share Site.

1. Send an email to website administrators, paul.a.block6.civ@us.navy.mil and/or christopher.e.petersen4.civ@us.navy.mil to request access. If you work outside one of DoD services please put a brief explanation as to your need for use of the websites. In other words, what is your nexus to DoD and how will photos be used. Administrators may decline membership request if no appropriate or sufficient DoD nexus is given.
2. Please allow a few days for administrators to process your requests.
3. Once processed, you will receive an email from SmugMug website with instructions.
4. You will need to establish a free account.

A couple of additional notes and usage tips.

1. You can use your DoD email or a personal email address for your membership.
2. CAC card is not required for access.
3. Like many things, different services have periodic issues with access and slow loading through your DoD computer. Using with a personal computer is the preferred way to access to avoid this issues.
4. SmugMug has an app that is downloadable free and works very well.
5. Photos are searchable. Using the file name format of common name, scientific name, location, photographer as the only Meta data. Use one of these for the search key words.

Photo Submission

1. Photo must be the property of the submitter. If you do not own it, please do not submit it. If the photo is from a third party, an email from the photographer giving administrators permission to post is acceptable.
2. **Do not submit any photo that contains sensitive or classified information.**
3. Photo format must be JPG or JPEG.
4. Photo must be of an animal or plant with the exception of: 1) field work photos showing management and conservation in action; and 2) habitat photos.
5. Photos taken on DoD installations are preferred but other locations are acceptable. Photos from any country are accepted.
6. Photo's subject should be in-focus. Photos should not be grainy or ambiguous in content.
7. Send the largest file size you have that can be emailed.
8. Every photo sent must have the correct file name format. This is vital for them to be searchable. Without correct file name, we will ask these to be corrected and resent. These instructions are below.
 - a. Species Photo File Name must follow this format: **common name-scientific name-location (name of installation if applicable)-State (or country)-photographer name.jpg**
Example: American Kestrel- Falco sparverius-Naval Station Guantanamo Bay-Cuba-Jane Phototaker.jpg
 - b. Common and scientific names used for photographs shall follow that listed in the most current "Common and Scientific Name List" for the photo subject taxa.
 - c. No abbreviation in photographer's name. Full first and last name please.
 - d. Field Work Photo File Name must follow this format: **brief keyword description-location (name of installation if applicable)-State (or country)-photographer name.jpg**
Example: Christmas Bird Count-Naval Weapons Station Yorktown-VA-Jill Photoshooter.jpg

e. Habitat Photo File Name must follow this format: **brief keyword description-location (name of installation if applicable)-State (or country)-photographer name.jpg**

Example: Mixed Woodlands-Naval Weapons Station Yorktown-VA-Joe Photographer.jpg

9. EMAIL submissions should be emailed to Paul Block at paul.a.block6.civ@us.navy.mil . In addition, DoD PARC can be sent to Chris Petersen at christopher.e.petersen4.civ@us.navy.mil and DoD PIF can be sent to tburr@san.rr.com. Please do not send more than 20MB in one email; it will likely be rejected by the system.
10. You can also send submissions via [DoD SAFE \(apps.mil\)](https://apps.mil) to either DoD email above.
11. Or you can mail submissions on CD/DVD or thumb drive (will be used on personal computer) to:
Paul Block, NAVFAC Atlantic, 6506 Hampton Blvd, Norfolk, VA 23508
12. Site administrators maintain the right to reject any photo due to quality or content or other reasons deemed applicable.
13. See Photo Policy for further guidance.