

# Photo Formatting Services for FRA Employees

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U.S. Department  
of Transportation

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Administration

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## INTRODUCTION

The RAD Office of Business Operations offers photo formatting services and photography on-site at DOT Headquarters.

FRA Internal Communications offers one professional portrait per year to each employee. If it has been more than one year since you received your professional portrait, you may make an appointment or request formatting services by contacting [FRAInternalComms@dot.gov](mailto:FRAInternalComms@dot.gov).

Federal employees may submit a photo directly for editing to add the U.S. flag as though they are standing in front of it. Employees may also request a time to have their photo taken at DOT Headquarters.

### Benefits of Using A Photo for Your Digital Presence

**Remember Interactions:** Visual cues improve information recall. With an FRA workforce spread across the country, your profile photo helps people remember you and recall past conversations and work projects.

**Identify Speakers in Virtual Conversations:** Using a profile photo rather than initials helps meeting attendees identify who is contributing to the discussion and who is currently speaking.

**Recognize Colleagues at Work and Social Events:** More easily identify remote colleagues when working together on-site, such as at FRA town halls, conferences, and training events. When collaborating digitally, an accurate photo is recommended.

**Access Employee-Approved Profile Photos for Team Events:** Managers may use photos from Teams or Outlook when building team org charts or celebrating their teammates at events in presentations. Upload a good photo that shows your best side!

## ADD YOUR PHOTO TO MICROSOFT TEAMS AND OUTLOOK

FRA encourages employees to use their professional photo on Microsoft Teams and Outlook. This supports identification and communication in a hybrid-first environment.

- Add your photo to Microsoft Teams; [click here for instructions](#).
- Add your photo to Outlook; [click here for instructions](#).

## REQUEST YOUR PHOTO TO BE FORMATTED WITH AMERICAN FLAG

FRA employees may submit a portrait for formatting and adding the U.S. flag as the background as though they are in front of it.



Follow the instructions below to use your FRA-provided iPhone to take a photo. You will need either a tripod to hold your phone or another person to assist you. If you have an Apple Watch, [you can also use your watch to time your photo.](#)

After taking your photo and making sure that it meets these guidelines, email the photo to [FRAInternalComms@dot.gov](mailto:FRAInternalComms@dot.gov).

- If your photo needs to be retaken, a member of the team will contact you.
- If your photo can be formatted, it will be returned via email within two weeks.
- If you have any questions, please contact [FRAInternalComms@dot.gov](mailto:FRAInternalComms@dot.gov).

## Adjusting Camera Settings and Lighting

First, use a soft cloth to clean your iPhone camera lens and ensure that it is free of fingerprints and smudges.

Make sure your camera is set to Smart HDR. Open the Settings app from the Home screen, select Camera, and make sure that the toggle for Smart HDR is “on” (green).



In your Camera app, select **Portrait** mode at the bottom of the screen, as shown in the example below.



Ensure the room is well-lit. **For best results, use soft, natural lighting from a window.** Make sure your face is evenly lit and there are no dark shadows on your face.

## Choosing A Blank Background

**Stand in front of a seamless wall, preferably white or light in color.** Light switches, outlets, and other minor features can be removed through photo editing and formatting.

If you do not have access to a blank wall or background, stand in front of a well-lit, uncluttered area. This will ensure that your photo can be edited to add the U.S. flag behind you.

## Posing

When posing, position your body at a 45-degree angle with your left shoulder closest to the person taking your picture. The person taking your picture should be at least 2-3 feet away from you so that the photo includes you from the waist up. It is preferable if you stand at least four feet away from the wall behind you if possible.



## Taking Your Photo

When taking your picture, ensure that the person assisting you is holding your phone in portrait orientation (vertical) and is using Portrait mode.

Ask the person taking your photo to tap and hold on to your face on the screen to lock in the focus area. The person taking your photo will see a yellow box appear around your face, which means that the focus area is locked, and the camera is ready.

Ask the person taking your photo to take the photo from the waist up and leave some space (“negative space”) above your head. This will make it easier to edit in the U.S. flag background.



**Correct:** Waist upward, leave space above the head.



**Wrong:** Too far away.

Your photo will be edited to remove the extra space around you and will show you from the head to the midsection. Ensuring that you provide this extra space will make it easier to edit your photo.

## Submitting Your Photo

After taking your photo and making sure that it meets these guidelines, email the photo to [FRAInternalComms@dot.gov](mailto:FRAInternalComms@dot.gov).

- If your photo needs to be retaken, a member of the team will contact you.
- If your photo can be formatted, it will be returned via email within two weeks.
- If you have any questions, please contact [FRAInternalComms@dot.gov](mailto:FRAInternalComms@dot.gov).

## REQUEST AN IN-PERSON HEADSHOT AT DOT HEADQUARTERS

FRA employees may request a portrait session at DOT Headquarters in Washington, DC, by emailing FRA Internal Communications at [FRAInternalComms@dot.gov](mailto:FRAInternalComms@dot.gov).

Currently, portraits are offered on Tuesdays and Wednesdays at the availability of FRA Internal Communications. Additional sessions may be able to be accommodated; include your preferred date in your email. FRA Internal Communications also periodically offers all-day sessions which allow drop-ins.



FRA Internal Communications will try to accommodate requested dates and times. The team will work with you to identify a 15-minute time slot and will confirm the appointment through an Outlook calendar invitation with additional instructions. Before your appointment, please review the dress guidance below for recommendations.

There will be no cost incurred, and no travel expenses will be approved.

FRA is committed to providing equal access for all participants. If you need reasonable accommodations, please contact [FRAInternalComms@dot.gov](mailto:FRAInternalComms@dot.gov).

## DRESS GUIDANCE FOR PROFESSIONAL PHOTOS

Men are recommended to wear a button-down, long-sleeved shirt with a collar. Blazer, suit jacket, and tie are optional. Turtlenecks are not recommended.

Women are recommended to wear blouses or dresses, with blazers optional. V-necks, scoop necks, and button-down collared shirts photograph well. Turtlenecks are not recommended.

Solid colors photograph better than prints. Avoid busy patterns, such as houndstooth, herringbone, and tightly patterned plaids.

Darker colors usually photograph better than lighter colors; avoid bright white. Avoid clothing with visible logos, branding, or text.

Minimalist jewelry and accessories photograph better than statement pieces.

If you wear glasses, lenses with anti-reflective coating are recommended.