



## DEPARTMENTS OF THE ARMY AND THE AIR FORCE

HEADQUARTERS, MINNESOTA NATIONAL GUARD  
OFFICE OF THE ADJUTANT GENERAL  
20 WEST 12<sup>TH</sup> STREET  
SAINT PAUL, MN 55155-2004

### Visual Information, Minnesota National Guard DA Photo Studio Standing Operating Procedure (15 March 2018)

**Purpose:** This SOP outlines the procedures for scheduling and taking DA and/or command photos.

**Applicability/Scope:** This SOP applies to any Servicemembers requiring a Department of the Army, command and other official photographs. Unless a photo is required for a warrant officer board or competition, **DA photos are only authorized for Servicemembers E6 and above.**

**Responsibilities:** Studio managers have pre-established photo studio hours and scheduling guidelines for their respective installation, and all photo appointments will be scheduled in advance (no walk-ins). DA Photos will not be uploaded to DAPMIS without a Work Request submitted by the Servicemember through the Visual Information Ordering Site.

#### Studio Locations and Hours:

<b>Cottage Grove Armory</b> 8180 Belden Blvd. Cottage Grove, MN 55016 651-282-4040  <b>Tuesday:</b> 0900-1200 <b>Thursday:</b> 1100-1400 <b>Friday:</b> 0900-1300	<b>Camp Ripley TACC</b> 15000 Highway 115 Little Falls, MN 56345 320-616-3122  <b>Hours of operation based on mission requirements</b>
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### Requirements:

1. Servicemember requesting a DA or command Photo will submit a work request through the Visual Information Ordering Site at <https://www.vios-east.army.mil/>  
Appointment slots are open during normal business hours. If a Servicemember needs a different time, they have to call and make special arrangements. **It is advised that Servicemembers make an appointment a minimum of 5 business days prior to the date they need the photo.**
  - Click on AKO EAST
  - Enter CAC card PIN # when prompted
  - Select “New User”, “Existing User w/AKO”, or “Existing VIOS User Without AKO”
  - Select installation Minnesota ARNG regardless of your state or branch.
    - Existing Non-Minnesota users may need to select “New User” in order to find Minnesota photo studios.
    - Click “Continue”
  - Click on “Work Request”
  - Enter your information (ignore Pickup / Ship buttons, but check the box Shipping Address same as above)
  - Click “Next”
  - Select Photography and enter a justification. What is the photo for? Enter the information and click “Next”
  - Select “DA Photo” for any type of studio photo. This includes command photos, GOMO photos, passport photos, etc. **Note: We do not print photos or other materials for non-Minnesota National Guard members. We have most common flags. We do not have unit guide-ons.**
  - Click “Next”
  - Fill in each field and select appropriate boxes
  - Next to the Appointment Date field, click on the calendar
  - The calendar opens in a new window (you may need to disable your browser’s pop up blocker)
  - Calendar box will open. Select the date and time to schedule an appointment
  - When returned to previous screen, click “Next”
  - Enter any additional comments. Do not request a Cost Estimate. Click “Next” (If your last name does not match your email, please note that)
  - Review and submit
  - To cancel or reschedule your appointment contact the VIOS Manager



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2. On the day of the appointment the Servicemember is responsible for bringing their CAC card and the following:
  - Be on time. If the Servicemember is more than 15 minutes late, their slot will be moved behind the next customer scheduled
  - The Servicemember's uniform should be put together prior to arriving at the studio
  - Check that the awards are spaced and positioned properly and slightly adjust awards so they appear straight if the error is marginal – the photographer will NOT remove and reattach any element on the Servicemember's uniform, have the Servicemember break the pose and adjust his/her uniform if the error is egregious
  - Ensure the lapel covers no more than half of any award – lapel can be pinned or taped if necessary, or Servicemember can move awards as allowed in AR 670-1. All oak leaves, stars etc. must be visible
  - The photographer will NOT stuff, clip or otherwise change or alter the appearance of the uniform to make it fit properly
3. DA photos are uploaded to DAPMIS NLT 1500 on the day of the session. The Servicemember will have a notification in AKO prompting them to accept their new DA photo. Servicemembers without AKO should go to <https://dapmis.hrc.army.mil/> to accept their photo. After the Servicemember accepts the photo it will populate to their ORB/ERB, usually within 1-3 business days. In the event the Servicemember does not receive a notification or the photo has not populated within 3 business days, call 651-282-4040 for assistance.
4. If the Servicemember is not satisfied with their photo, they should ask the photographer to take another picture immediately. Appointments for retakes are not permitted without a memo from the Servicemember's commander.

### References:

- AR 640-30
- AR 670-1
- Minnesota National Guard Visual Information web page:  
[www.MinnesotaNationalGuard.org/vi](http://www.MinnesotaNationalGuard.org/vi)

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