

## How To Get DA/Command Photo

Location: Joint Force Headquarters - GA  
UPDATED 08 December 2025

Photo appointment slots are available via calendar slots  
Walk-ins are no longer available.

Soldiers: Please review AR 640-30 for any further guidance, including soldier responsibilities.

All users are required to log onto [https://www.aesmp.army.mil/csm?id=csm\\_index](https://www.aesmp.army.mil/csm?id=csm_index) in order to register for a Head shot (Command/Official), Passport, DA Photo(For packet). Step by Step instructions follow:

DAPMIS will sunset 31 July 2025 at 0900 EST, after which photographic photo facilities will no longer be able to fulfill the requirements for Department of the Army (DA) official photographs or upload DA photos to the Army Military Human Resource Record (AMHRR).

\*Note: Users are required to select the location of the VI Photo lab within VIOS, not where their unit is located.

1. Insert CAC card and go to [https://www.aesmp.army.mil/csm?id=csm\\_index](https://www.aesmp.army.mil/csm?id=csm_index)
2. Click on the "Get Something" Tab to the right
3. Select "Visual Information Ordering System (VIOS) Services", and click "VIOS Photography (Visual Information Ordering System)"
4. Under Duty Station search for JFHQ-GA studio by typing " \*W00HAA "  
(You need to add an Asterisk symbol before the UIC above)
  - 4a. select your Physical Location/Reserves FAC ID (input your unit)
  - 4b. select your building number (NA if applicable)
  - 4c. select your Room/Cubicle (NA if applicable)
  - 4d. select your Normal Business Hours (NA if applicable)
  - 4e. input your best contact number
  - 4f. select your region (CONUS)
  - 4g. select your Installation and input (Georgia ARNG)
  - 4h. input the purpose of this request (Justification would be Photo)
  - 4i. select the purpose of this request (Update Official Photo)
  - 4j. select your type of photography (head and shoulders)
  - 4k. select your preferred appointment time
  - 4l. select delivery type (digital or print) and fill out digital info below
  - 4m. add additional details if applicable (if you need to take in OCP and AGSU for example)
  - 4n. submit your request

You are now registered for a Photo!

Print Services (VIOS Graphic Design and Production) follows the same process, you'll just need to add your documents or email to the distro below after submitting your request.

POC: SFC Mykal Zimmerman  
Email: [ng.ga.gaarnng.mbx.ngga-g6-visual-information@army.mil](mailto:ng.ga.gaarnng.mbx.ngga-g6-visual-information@army.mil)  
Phone: 943-282-9944

### Categories

All Army Users

AESMP Service Requests

Accessions (Recruiting Services Network)

ARNG (Army National Guard)

DACID (Dept of the Army Criminal Investigation Division)

ECMA (Enterprise Cloud Management Agency)

HQ T2COM ITaaS (Training and Transformation Command)

HRC (Human Resources Command)

Supported Cmd

Supporting Tech Cmd

T2COM (Training and Transformation Command)

Visual Information Ordering System (VIOS) Services

**Start with RITA**

How can I help you?

**RITA** **U.S. Army**

**aRmy IT Assistant**  
Army Enterprise Service Desk

**CLICK HERE**

**Get | Fix | Learn**

The banner features a central illustration of a female customer service representative wearing a headset and a blue uniform. The text is arranged in a clear hierarchy, starting with the main heading 'Start with RITA' in a large, bold font. Below the illustration, the text 'aRmy IT Assistant' and 'Army Enterprise Service Desk' identifies the service. A large, prominent 'CLICK HERE' button is positioned at the bottom of the central graphic, and the slogan 'Get | Fix | Learn' is displayed in a smaller font at the very bottom of the banner.





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Visual Information Ordering System  
(VIOS) Services

**Visual Information Ordering System...**

Visual Information Ordering System (VIOS) Services



[VIOS Audiovisual Equipment...](#)

Live event, Pre-Event Planning/Coord, Equipmt Setup/Testing, On-Site Support, Post-Event Breakdown/Storage, Media Round Table Support, Live Event Direction/Floor Mgmt, Conferencing, Audio Visual Loans

View Details

[VIOS Fabrication Services \(Vis...](#)

Training aids, wood shop, metal shop, modeling, 3D printing

View Details

[VIOS Graphic Design and Prod...](#)

Infographic, Training Aid, Briefing/Presentation Material, Brochure/Flyer, Report/Publication, Social Media Graphic, Logos/Branding, 3D Design, Animation/Motion Graphic, Digital Signage, Print Service

View Details

[VIOS Photography \(Visual Info...](#)

Photography: Portraits, DA Photo, Events, Documentary, Aerial, Site & Virtual Tour, Group, Ceremony, Official Engagement, Training Activity, Military Ops, Historically Significant Event, Investigatory

View Details

[VIOS Videography and Audio...](#)

Videos (Event, Documentary, Training, Editing), Interview/Testimonial, PSA, B-roll Footage, Live Streaming/Webcast, Vodcast, TV studio, Voiceover Recording, Sound Design, Audio Editing/Mixing, Podcast

View Details



## VIOS Photography (Visual Information Ordering System)

# VIOS Photography (Visual Information Ordering System)

Photography: Portraits, DA Photo, Events, Documentary, Aerial, Site & Virtual Tour, Group, Ceremony, Official Engagement, Training Activity, Military Ops, Historically Significant Event, Investigatory

**At this time DA Photos (3/4 length) are not being scheduled/taken due to no system being available to upload them.**

**Official portraits and Command photos are available to be scheduled.**

- Portrait Photography (Studio and On-Location)
- DA Photos (3/4 photo)
- Event Photography
- Documentary Photography
- Aerial Photography
- Site Photography and Virtual Tours (RECON/AARs)
- Group Photography
- Ceremonies (Funerals, MoH, Retirements, Promotions, etc.)
- Official Engagements (Dignitary Visits, Press Conferences, etc.)
- Training Activities (Exercises, Classroom, etc.)
- Military Operations
- Historically Significant Events
- Investigatory

Submit

### Required information

Duty Station/Duty Station UIC

This determines who will receive your ticket to work it in the system.

Requester Best Contact Number

Physical Location/Reserves FAC ID

Building Room/Cubicle

Normal Business Hours

Select your region

Select your Installation

What is the purpose of this request?  
(Justification)

What is the purpose of this request?

Type of Photography Additional Details



**VIOS Photography (Visual Information Ordering System)**

\* Requester Name

\* Please provide your Service Component Type

\* Duty Station/Duty Station UIC

**Start typing "\*" (asterisk) PLUS your location, organization, or the closest IT support organization to you. For example, \*Rock Island \*Schofield \*82D \*Nashville \*W059AA**

**Note: Not all UICs have dedicated support organizations.**

**Need help? [Click here!](#)**

\* Physical Location/Reserves FAC ID

\* Building

\* Room/Cubicle

\* Normal Business Hours

\* This determines who will receive your ticket to work it in the system.

Confirm selection above is the nearest to your current physical location for support.

Requester Email Address

Requester Phone Number

\* Requester Best Contact Number

**Required information**

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Physical Location/Reserves FAC ID

Building

Room/Cubicle

Normal Business Hours

What is the purpose of this request? (Justification)

Additional Details



**VIOS Photography (Visual Information Ordering System)**

\*What is the purpose of this request?

Update Official Photo

\*Type of Photography

Head and Shoulders/Other Portrait

Appointment

Select an appointment

\*Delivery Type

Digital

\*Portrait Type

Head and Shoulders

\*Digital File Type

JPG

Disclaimer

Please do not disclose any **unnecessary Personally Identifiable Information (PII)** or any information that can be **Classified**.

If you have a SIPR related request, please contact AESD-W-SIPR at 866-335-2769.

\*Additional Details

Submit

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What is the purpose of this request? (Justification)

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