

GO HERE

<https://www.vios-west.army.mil>

TABLE OF CONTENT

FIRST TIME LOG IN	PAGE 1
3903	PAGE 2
BASIC INFO/ PHOTORAPHY REQUEST	PAGE 3
REQUEST DA PHOTO	PAGE 5
REQUEST HEAD AND SHOULDER/PASSPORT	PAGE 9
REQUEST EVENT PHOTOGRAPHY	PAGE 13
CANCEL APPOINTMENT	PAGE 16
CONTACT INFO	PAGE 21

Common Access Card [CAC] Authentication

New User

Users that have never been registered with VIOS before. Such users should select "a new VIOS user?" option on the right.

Existing VIOS User WITH AKO

Users that have been registered with VIOS using their AKO login / password but never logged into VIOS using their CAC card. Such users should select "an existing VIOS user With AKO?" option on the right and enter AKO Login/Password.

Existing VIOS User WITHOUT AKO

Users that have been registered with VIOS by the Installation Administrator and have been provided a login / password and never logged into VIOS using their CAC card. Such users should select "an existing VIOS user Without AKO?" option on the right and enter Login/Password provided by the Installation Administrator.

NOTE:

This is a onetime process for those users that have never been logged into VIOS using CAC Card.

1. First time user click new VIOS user



Are you

- a new VIOS user?
- an existing VIOS user With AKO?
- an existing VIOS user Without AKO?

Select your installation and click Continue

Select Installation...

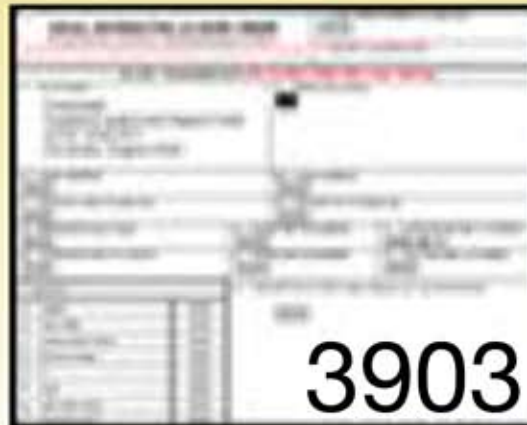
Continue



2. SELECT SCHOFIELD/ FT SHAFTER
THE CLICK CONTINUE.

CLICK THIS

Work Request

A thumbnail image of a 'Work Request' form. The form contains various fields for details such as location, date, and description. A large black number '3903' is overlaid on the bottom right corner of the form thumbnail.

Work Request

Customer Contact Information

If request for Other, Enter User Name:

Select Request For:

First Name:

M. Initial:

Last Name:

Organization:

Grade:

Your Telephone:

DSN:

Your DoD E-Mail Address:

Address:

City:

State:

Zip:

Alternate POC Name:

Alternate POC Grade:

Alternate POC Telephone:

Alternate POC E-Mail:

FILL OUT BASIC INFORMATION,
ONCE YOU GET TO ORGANIZATION
KEEP GOING DOWN TILL YOU GET
TO YOUR LEVEL (THERE ARE UP TO 4 LEVELS
ALL THE WAY TO BATTALION LEVEL)

EXAMPLE: USARPAC >25TH>2BCT>1-14TH

OR USARPAC>8TSC > 8TSC G6
(IGNORING THE LAST LEVEL)

Pickup Ship

Note: Ship option is restricted to off-site customers

Shipping Address same as above:

Address:

City:

State:

Zip:

CHECK BOX AND CLICK NEXT

Next Cancel

Type of Product & Service

Unclassified

Classified

1. TYPE JUSTIFICATION



Justification

2. CLICK HERE



Please click on Service for Description

Photography

Video / Audio

Audiovisual Events (Presentation Support)

Audiovisual Equipment & Support

Jump to Comments

Previous

Next

Cancel



3. CLICK HERE

DA PHOTO

REQUIREMENTS:

2LT/WO1/E5 AND BELOW NEED A MEMORANDUM FROM THEIR COMMANDER STATING THE REASON FOR THE PHOTO.

IF YOU NEED DA PHOTO (Monday to Thursday)

Photography

File containing Sensitive Information SHOULD NOT be attached.

Type of Photography: ← **1. SELECT DA PHOTO**

Promotion Board School Requirements Special Requirements Warrant Officer Package

Last Name: ← **3. TYPE NAME**

First Name:


Middle Initial:

Enlisted Officers ← **4. SELECT ENLISTED OR OFFICER
OFFICER: RANK AND BRANCH
ENLISTED: TYPE MOS**

Select Rank:

Select Branch:

Studio: ← **5. SELECT STUDIO WHERE YOU WANT
YOUR PHOTO TO BE TAKEN**

Appointment Date:  ← **6. CLICK TO SELECT
DATE AND TIME
(see next page)**

Quantity:

SELECT DATE & TIME YOU WANT YOUR APPT.

click here to see next month



Sep		October 2011					Nov
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5	6	7	8	
	0830 AVAILABLE	0830 AVAILABLE	0830 AVAILABLE	0830 AVAILABLE			
	0900 AVAILABLE	0900 AVAILABLE	0900 AVAILABLE	0900 AVAILABLE			
	0930 AVAILABLE	0930 AVAILABLE	0930 AVAILABLE	0930 AVAILABLE			
	1000 AVAILABLE	1000 AVAILABLE	1000 AVAILABLE	1000 AVAILABLE			
	1030 AVAILABLE	1030 AVAILABLE	1030 AVAILABLE	1030 AVAILABLE			
	1100 AVAILABLE	1100 AVAILABLE	1100 AVAILABLE	1100 AVAILABLE			
	1130 AVAILABLE	1130 AVAILABLE	1130 AVAILABLE	1130 AVAILABLE			
	1330 AVAILABLE	1330 AVAILABLE	1330 AVAILABLE	1330 AVAILABLE			
	1400 AVAILABLE	1400 AVAILABLE	1400 AVAILABLE	1400 AVAILABLE			
	1430 AVAILABLE	1430 AVAILABLE	1430 AVAILABLE	1430 AVAILABLE			
	1500 AVAILABLE	1500 AVAILABLE	1500 AVAILABLE	1500 AVAILABLE			
	1530 AVAILABLE	1530 AVAILABLE	1530 AVAILABLE	1530 AVAILABLE			
9	10 Columbus Day	11	12	13	14	15	
		0830 AVAILABLE	0830 AVAILABLE	0830 AVAILABLE			
		0900 AVAILABLE	0900 AVAILABLE	0900 AVAILABLE			
		0930 AVAILABLE	0930 AVAILABLE	0930 AVAILABLE			
		1000 AVAILABLE	1000 AVAILABLE	1000 AVAILABLE			
		1030 AVAILABLE	1030 AVAILABLE	1030 AVAILABLE			
		1100 AVAILABLE	1100 AVAILABLE	1100 AVAILABLE			
		1130 AVAILABLE	1130 AVAILABLE	1130 AVAILABLE			
		1330 AVAILABLE	1330 AVAILABLE	1330 AVAILABLE			
		1400 AVAILABLE	1400 AVAILABLE	1400 AVAILABLE			
		1430 AVAILABLE	1430 AVAILABLE	1430 AVAILABLE			
		1500 AVAILABLE	1500 AVAILABLE	1500 AVAILABLE			
		1530 AVAILABLE	1530 AVAILABLE	1530 AVAILABLE			

CLICK "NEXT" ON THE MAIN PAGE TO GO TO COMMENTS

ADD ADDITIONAL COMMENT IF NEEDED
CLICK: NEXT
CLICK: SUBMIT

Special Instructions

Additional Comments: [MAX 1024 Characters]



Would you like a Cost Estimate ? No Yes

Previous

Next

Cancel

HEAD AND SHOULDER PASSPORT PHOTO

REQUIREMENTS:

HEAD AND SHOULDER:

- **MEMORANDUM FROM COMMANDER (OR HIGHER) REASON FOR PHOTOGRAPHY AND HOW MANY COPIES**

PASSPORT PHOTO

- **MEMORANDUM FROM COMMANDER (OR HIGHER), OFFICIAL TRAVEL ORDERS,
OR EMAIL FROM THE COMMANDER**

IF YOU NEED HEAD AND SHOULDER/ PASSPORT PHOTO (FRIDAYS)

Photography

File containing Sensitive Information SHOULD NOT be attached.

Type of Photography: ← **1. SELECT HEAD & SHOULDER/ PASSPORT**

Type of Portrait: ← **2. SELECT ONE**

Portrait Size: ← **3. 8x10 FOR HEAD AND SHOULDER
2x2 FOR PASSPORT**

Studio: ← **4. SELECT STUDIO WHERE YOU
WANT YOUR PHOTO TAKEN**

Appointment Date: ← **5. CLICK TO SELECT
DATE & TIME
(see next page)**

Quantity:

SELECT DATE AND TIME OF APPT.

click here to see next month



Sep		October 2011					Nov
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5	6	7	8	
					0830 AVAILABLE 0900 AVAILABLE 0930 AVAILABLE 1000 AVAILABLE 1030 AVAILABLE 1100 AVAILABLE 1130 AVAILABLE 1330 AVAILABLE 1400 AVAILABLE 1430 AVAILABLE 1500 AVAILABLE 1530 AVAILABLE		
9	10 Columbus Day	11	12	13	14	15	
					0830 AVAILABLE 0900 AVAILABLE 0930 AVAILABLE 1000 AVAILABLE 1030 AVAILABLE 1100 AVAILABLE 1130 AVAILABLE 1330 AVAILABLE 1400 AVAILABLE		

CLICK "NEXT" ON MAIN PAGE TO GO TO COMMENTS

ADD ADDITIONAL COMMENT IF NEEDED
CLICK: NEXT
CLICK: SUBMIT

Special Instructions

Additional Comments: [MAX 1024 Characters]



Would you like a Cost Estimate ? No Yes

Previous

Next


Cancel


EVENT PHOTOGRAPHY

IF YOU NEED EVENT PHOTOGRAPHY

Photography


File containing Sensitive Information SHOULD NOT be attached.


Type of Photography: Photography of Special Event  **1. SELECT PHOTOGRAPHY OF SPECIAL EVENT**


Name of Event: ...Select...  **2. SELECT NAME OF EVENT AND LOCATION**

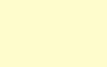
Location: ...Select...


Estimated Attendance:

Start Date: 

Start Time: 0000  **3. SELECT DATE / TIME OF EVENT**

End Date: 

End Time: 0000 

<u>Media</u>	<u>Quantity</u>
CD <input type="checkbox"/>	 4. CHECK THIS AND CLICK NEXT
Print <input type="checkbox"/>	(IF YOU NEED PRINTS JUST CHECK THE PRINT BOX TOO
File <input type="checkbox"/>	IT COST EXTRA PLEASE CALL DA PHOTO STUDIO FOR
Send File via Email <input type="checkbox"/>	MORE INFO)

ADD ADDITIONAL COMMENT IF NEEDED
CLICK: NEXT
CLICK: SUBMIT

Special Instructions

Additional Comments: [MAX 1024 Characters]



Would you like a Cost Estimate ? No Yes

Previous

Next

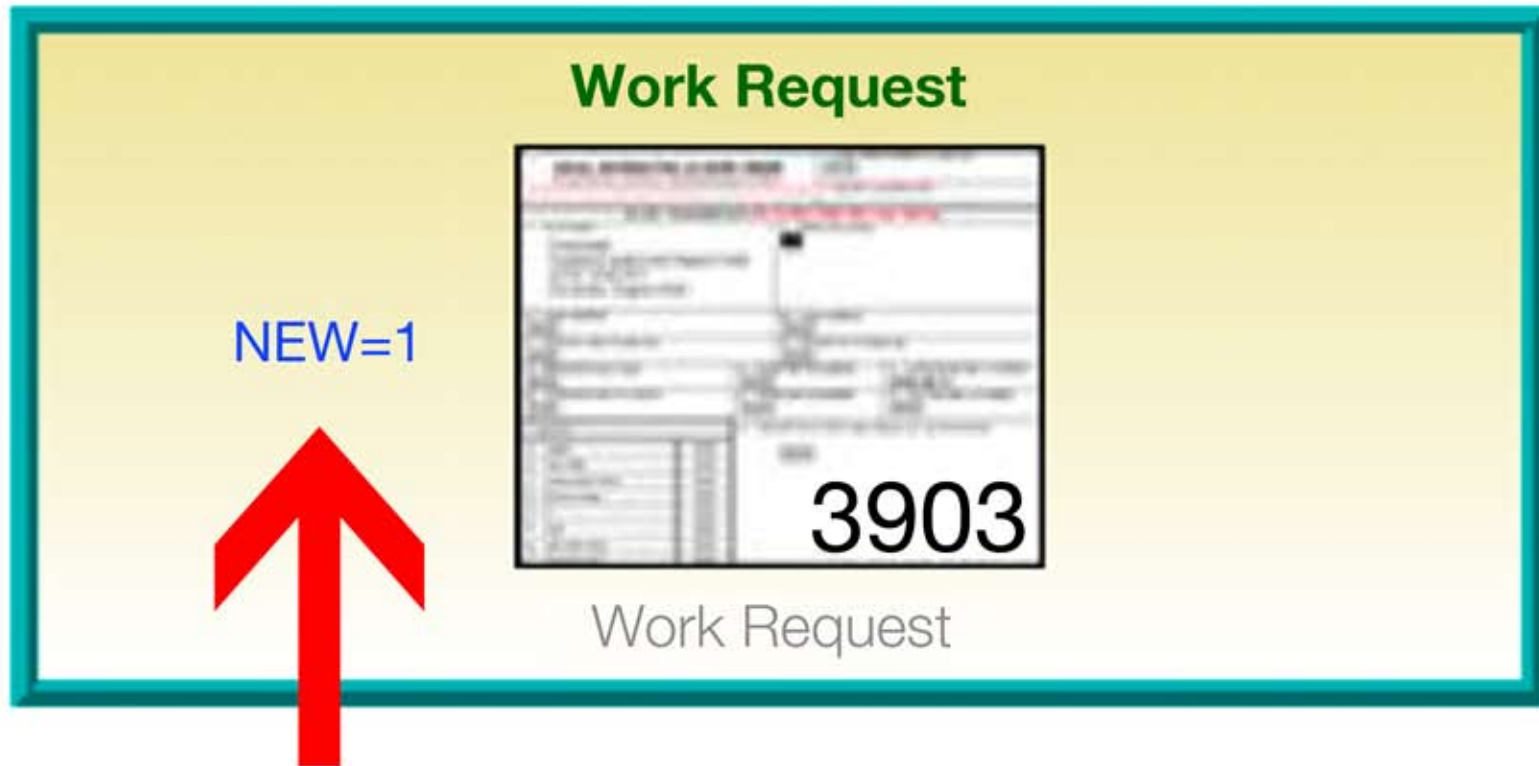
Cancel

CANCELLING REQUEST

*** VIOS WON'T ALLOW YOU TO MAKE
A NEW PHOTO APPOINTMENT UNTIL
THE OLD ONE IS CANCELLED**

1. LOG BACK IN TO VIOS

<https://www.vios-west.army.mil>



2. CLICK THIS

**(IF YOU DON'T SEE THIS, CALL
THE PHOTO STUDIO WHERE YOU
MADE YOUR APPOINTMENT
AND THEY CAN CANCEL IT FOR YOU)**

DA-3903 Request Viewer

Page Size: 20

Request #	Service	VIEW ALL	Status	NEW
Start Date	09/25/2011	End Date	10/01/2011	<input type="checkbox"/> Search by Date

Requested By	Service	Sub_Service	Status	SubmittedBy	Submitted Date	RequestID	Sort	Detail
Joe.Snuffy	Photography	DA Photo	NEW	vanessa.m.forbine	09/27/11 10:42	2011000414		

[Back to Home Page](#)



3.CLICK THIS
This will open up your
Work Request (3903)

MULTI-MEDIA/VISUAL INFORMATION (M/VI) WORK REQUEST For use of this form, see AR 25-1; the proponent agency is CIO/G-6.		1. WORK REQUEST #2011000414	Status: CANCEL	Change
		2. SECURITY CLASSIFICATION Unclassified	Cost: \$0	

SECTION I - REQUIREMENT

3. TO (M/VI Activity Name) Schofield Bks - Ft Shafter 391 Mathews Ave, Bldg 2038 Schofield Barracks, HI 96857-5000		4. FROM (Customer Name) Bldg 2038 Mathews Ave. Schofield Barracks, HI 96857-5000		(Delivery Info.)
6a. REQUESTOR'S NAME JOE SNUFFY		6b. GRADE PVT	6c. REQUESTOR'S ORGANIZATION OR APO	
6d. REQUESTOR'S EMAIL ADDRESS		6e. PHONE NUMBER 808-	7. [unclear] 09	
8a. ALTERNATE POC NAME		8b. GRADE N/A	8c. ALTERNATE'S ORGANIZATION OR APO	
8d. ALTERNATE'S EMAIL ADDRESS N/A		8e. PHONE NUMBER N/A	9. DATE REQUIRED 09/28/2011 0930	

4. MAKE SURE IT SAYS CANCEL THEN CLICK CHANGE

DA PHOTO

FIRST NAME	MIDDLE NAME N/A	LAST NAME PARRONE	
RANK Enlisted	MOS/BRANCH	QUANTITY 1	STUDIO Ft Shafter
PROMOTION BOARD No	SCHOOL REQUIREMENTS Yes	SPECIAL REQUIREMENTS No	WARRANT OFFICE PACKAGE No

M/VI APPROVAL

COMMENTS
N/A

CONTACT INFO

FT SHAFTER STUDIO
248 YOKOTA ST
BLDG 220
808.438.7532

SCHOFIELD BARRACKS
391 MATHEWS AVE
BLDG 2038
808.655.1905

DA PHOTO MANAGER:
MARC PARRONE
marc.a.parrone.ctr@mail.mil