

## Graphic Design

The graphics section provides design services, printing, laminating & mounting, and self help support for training purposes.

All graphic service needs are taken by appointment only and can be scheduled online at <http://www.vios.army.mil>  
**All products have a 2 week turn around time! If a longer time is required, you will be notified.**

If you have fabrication requests such as wooden display boards—these are forwarded to TAPC in Grafenwoehr.

For mass printing or duplication services needs you will must go to [www.documentservices.dla.mil](http://www.documentservices.dla.mil) or call DSN: 384-6485

## Lamination & Mounting

When putting in a work request remember to indicate if you need your prints laminated or mounted on foamboard or posterboard. Only permanent or reusable signs are mounted.

## Design Services

For official projects you may request the design and layout:

- Coins, plaques (design only)
- Programs, flyers, booklets, certificates (no printing—design & layout only)
- Crests, logos, patches
- Signs, displays, posters, charts, tracking boards, presentations

## Self Help

In some situations you can request or will be given the option of doing your project as a self-help with instruction by the VI Specialists. Some items include lamination of cards, spiral binding, and mounting.

## Print Sizes

Custom Sizes: Up to 36 inches Wide

### **Standard Sizes**

#### Up to 20 copies

Letter 8.5" x 11" or 8" x 10" (plain paper)  
Tabloid 11" x 17"  
A4 (8.26" x 11.69")  
A3 (11.69" x 16.53")

#### Up to 10 copies

A2 (16.53" x 23.38")

#### Up to 5 copies

A1 (23.38" x 33.11") Standard Poster Size  
A0 (33.11" x 46.81") Extra Large Size

### We do not make banners or permanent outdoor signs.

#### All requests must be official use only.

All requests must be for official use and priority is given to training items. We cannot produce items solely for decorative, unofficial, or personal use. Also, we do not do any mass production.

Some items we do not produce include, but not limited to:

Business cards, welcome home banners, gift items, metal signs, permanent weather proof signs, door signs, office signs or locators, name plates, name tents for events, or name tags.

## CONTACT INFORMATION

TSC Wiesbaden Chief: Ronald Clendenen  
DSN: 337-5370 CIV: 0611-705-5370  
Email: [Ronald.C.Clendenen.civ@mail.mil](mailto:Ronald.C.Clendenen.civ@mail.mil)

### Visual Information Specialists:

#### **Dee Crawford**

Email: [diane.g.crawford.civ@mail.mil](mailto:diane.g.crawford.civ@mail.mil)

#### **Mark Warren**

Email: [mark.warren5.LN@mail.mil](mailto:mark.warren5.LN@mail.mil)

#### **Volker Ramspott**

Email: [volker.ramspott.LN@mail.mil](mailto:volker.ramspott.LN@mail.mil)  
**VI DSN: 337-5605 CIV: 0611-705-5605**

Training Support Center

WIESBADEN

**Visual Information Services**

**Photography**

**Graphic Design**

**Videography**



Submit work requests online at:  
[www.vios.army.mil](http://www.vios.army.mil)

Clay Kaserne, Building 1032  
Across from the Post Office

Operational Hours

Monday–Friday

0730-1200 & 1230-1600

(Closed Weekends & Federal Holidays)

DSN: 337-5605 CIV: 0611-705-5605

## Photo Studio

The photo section provides photo support for training, on location, historical, Department of the Army (DA), Chain of Command, Passport/VISA and other official military photography services.

Early notice is requested for coverage of on location photography.

DA photos are taken Monday, Tuesday morning, Thursday and Friday.

Command (head & shoulders) photos are taken Tuesday afternoon and Wednesday.

All photos are taken by appointment only and can be scheduled online at <http://www.vios.army.mil>

## DA Photos

Please arrive early if you need to change into your uniform. You will only have 30 minutes for the photo appointment. Please read the policy on DA photos and *your* responsibilities.

## Command (head & shoulders) Photos

Please arrive early if you need to change clothing. You will only have 30 minutes for the photo appointment. If you require an additional flag in your photo along with the American flag you will need to let the photographers know when you make the appointment, or note it on your work request. The flag will need to be delivered at least 30 minutes prior to the appointment time.

## Passport/VISA Photos

Passport/VISA photos are taken Mon—Fri from 0800-1500. A work request is needed, but can be done in office when you arrive. For infants: Please dress the infant in a dark color, and bring them in their carrier.

## DOD POLICY:

### **DOD 5040.5**

4.4. The alteration of official DoD imagery by persons acting for or on behalf of the Department of Defense is prohibited, except as follows:

4.4.1. Photographic techniques common to traditional darkrooms and digital imaging stations such as dodging, burning, color balancing, spotting, and contrast adjustment that are used to achieve the accurate recording of an event or object are not considered alterations

### **AR 640-30**

*a. All commanders will ensure that—*

(1) Soldiers make an appointment to be photographed. Soldiers report to the photographer **on time and in proper uniform.**

*g. Each Soldier will—*

(1) Locate the nearest authorized Visual Information Facility Profile, photographic facility, using this Web site [https://vifp.afis.osd.mil/VIFP\\_Menu.cfm](https://vifp.afis.osd.mil/VIFP_Menu.cfm).

(2) Arrange to have a photograph taken at approved DOD facilities when required.

(3) Wear the proper uniform with insignia and ribbons correctly displayed per AR 670-1 and AR 640-30, paragraph 7a(3).

(4) Review and accept or reject the photograph using the DAPMIS link via AKO within 3 days of photo.

(5) Direct inquiries about the official photograph to [DAPMIS@conus.army.mil](mailto:DAPMIS@conus.army.mil).

*i. Official photographs will only be taken at approved DOD facilities.*

*k. Photographers, Soldiers or anyone providing assistance to the Soldier while taking the official photograph will not stuff, clip, or otherwise change or alter the appearance of the uniform to make it fit properly. Pockets, lapels and the front of the jacket may be taped.*

*l. Photographers will not alter the photograph, to include adding new rank, ribbons, stars or erasing waistlines or wrinkles by using photo imaging software such as cloning or healing tools.*

*m. Soldiers will not be photographed with a frocked grade for the official photograph.*

*p. Photographers will take **reshoots** only when there is an error caused by the photographer or the equipment. Reshoots may be completed upon receipt of a digitally signed e-mail or written request signed by the company commander or equivalent in the Soldier's chain of command.*

## DOD POLICY:

### **AR 640-30 (continued)**

*q. Do not print or provide copies of the official photo except for Reserve Soldiers in a troop program unit (TPU). **Provide a paper copy to TPU Soldiers only.***

*r. Photographs taken in support of Soldier actions (officer candidate school, warrant officer applications, Active Guard Reserves packets, and Soldier of the Quarter/Year Board) will not be loaded into DAPMIS. **Provide a paper copy.***

*a. Soldiers will—*

(1) Make an appointment to be photographed.

(2) Report to the photographic facility dressed in a properly fitted and pressed Class A Army Green Service uniform. The photo will be taken in the designated Army Blue uniform upon official announcement from DA. Soldiers may also carry their uniform to the photographic facility and change on-site to avoid wrinkling or soiling the uniform en route.

(3) Wear basic branch insignia, all permanently authorized awards, decorations, combat and special skill badges and tabs. If affiliated, regimental insignia will be worn. The shoulder sleeve insignia (patch) and distinctive unit insignia (crests) will be worn and are the only exceptions from the permanent rule. (In many cases Soldiers are assigned to DOD agencies, Joint activities, and other federal agencies, with some exceptions, that are not authorized one or both of these insignia items).

(4) Ensure that their uniforms and authorized permanent accessories, decorations, and insignia are worn per AR 670-1.

*d. The DOD zero tolerance policy DODI 5040.05 on altering photographs must be strictly enforced. The multimedia visual information managers at all levels are responsible for enforcing this policy. Photographers can improve the contrast, color balance, and light levels electronically, but CANNOT alter the image in any way as to misrepresent the actual image. Active measures must be taken to ensure the accuracy and integrity of all official DA photographs. To ensure integrity of all official DA photos, a digital computer file, disk or copy WILL NOT be issued to the Soldier.*