

# G6 Photo Studio Guide



## PHOTO STUDIO OPERATIONS

**Scheduled Photos:  
Wednesdays**

**Closed Weekends  
and Holidays**

**Joint Force HQ-CO, G6  
6848 S. Revere Pkwy.,  
Centennial, CO 80112**

**Phone: 720-250-1133**



The DA Photo Studio mission is to provide Soldiers with Official Department of the Army photographs, upload and track the status of official DA photos on the Department of the Army Photo Management Information System (DAPMIS), provide photographs for special packets and Soldier actions (Officer Candidate School, AGR jobs, Warrant Officer Application, Recruiting, and Soldier/NCO of the Month/Qtr. Boards, etc.) and provide Command Photos (head and shoulders) as needed.

The CONG JFHQ Photo Studio has set aside Wednesday as the preferred day for all photos, however, other timeslots on other days can be scheduled on an as-needed basis to accommodate the Soldier. Appointments can be made by calling 720-250-1133 during normal work hours. **Cancelling and rescheduling of appointments MUST be done by visiting [www.vios.army.mil](http://www.vios.army.mil) or contacting the DA Photo Studio at (720) 250-1133.**

Please note that the CONG has another satellite photo studio located in Colorado Springs at the Newport Space & Missile Defense complex. Call 720-250-3808 to schedule an appointment there. The Fort Carson Active Duty Photo Studio is in building 1230, call 719-526-1500 to reach them.

The CONG DA Photo studio does not provide ID Card photos -- those are located on the 3rd floor of the 3-story building at JFHQ, call 720-250-1315.

All National Guard, Active Duty and Reserve Commissioned Officers, Warrant Officers and NCO's E-6 and above are authorized to have an Official Photo loaded into DAPMIS.

The DA Photo begins with the Soldier. Taking the time to ensure your uniform is properly fitted and reflects only the awards and citations annotated on your ERB/ORB is the first step in creating a good DA Photo. Our photographers and staff can assist you by inspecting your uniform and pointing out obvious flaws, i.e. wrinkles, improper fit, damage...but it is YOUR responsibility to ensure awards, decorations, unit crests and badges are worn correctly and match your ERB/ORB.

Army Regulation 640-30 states that Officer and NCO's photos are valid for five (5) years. Three (3) years for General Officers. Policy allows Soldiers to update their photo when they are awarded an Army Commendation Medal or higher or there has been a significant change to the Soldier's appearance as outlined in AR 640-30. New unit patches, service stripes or awards lower than an ARCOM are not justifiable reasons for a new photo.

Reshoots will only be done if images are damaged or if major discrepancies are identified in the photo itself. 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.

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. Digital files of "Official DA Photos" WILL NOT be sent to the customer.

**DO NOT WEAR:** INFANTRY CORDS, BLUE DISKS, FLASHES, LEADERSHIP TABS, OR FRENCH FOURRAGERE.

**FOR TAG UNIT CITATION:** IF YOU WERE AWARDED IT INDIVIDUALLY, THEN YOU MAY WEAR IT ON THE LEFT SIDE WITH YOUR RIBBON RACK. IF YOUR UNIT WAS AWARDED, ONLY WEAR ABOVE THE NAMETAG (RIGHT SIDE) IS AUTHORIZED AND MUST BE WORN WITHOUT THE GOLD FRAME.

AR 670-1 WEAR AND APPEARANCE OF ARMY UNIFORMS  
AR 640-30 PHOTOGRAPHS FOR MILITARY PERSONNEL FILES  
Department of the Army Photo Management Information System (DAPMIS)  
PERSCOM (MILPER MESSAGES 08-123 AND 10-078)  
VISUAL INFORMATION ORDERING SYSTEM (VIOS)