

HOW TO GET YOUR DA/COMMAND PHOTO

Joint Force Headquarters
2002 South Holt Road
Building 3, Room 1760
Indianapolis, IN 46241
1-317-247-3300 ext. 77078

Monday, Wednesday, Friday: 0900 -1100 and 1300-1500

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

All users are required to log onto www.vios.army.mil in order to register for a DA Photo. Step by Step instructions follow:

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

1. Insert CAC and navigate to www.vios.army.mil
2. Click on the Eastern side of the United States, enter CAC Pin
3. Select "New User", if you are a new user and then select Indiana ARNG from the dropdown.
4. Select work request and fill in required information
 - 4a. for organizational level, select Indiana National Guard
 - 4b. for organizational level 2, select JFHQ
 - 4c. check the box that says "shipping address is same as above"
5. Justification = DA Photo, check "photography" radio button, type of photography = DA Photo, fill in additional requirements (i.e. promotion board, etc)
6. Select Studio, "Stout Field Photo Lab", and then Appointment date and time, click next
7. Leave special instructions blank, click next
8. Click "Submit", and then close

You are now registered for a DA Photo!

Updated 23 June 2016