

Official Photos at Camp Robinson

are by appointment only

Monday thru Friday 0800 - 1430

as well as

**SATURDAY of JFHQ Drills
ONLY**

(In half hour blocks)

Currently located in Bldg. 5301 (across from the Canteen), Camp J. T. Robinson, N. Little Rock

Types of Photos Provided

DA Official Photography
Command Official Photography
Military Passport Photography*

PROCEDURE:

STEP 1. Please call 501-212-5920 to schedule an appointment time.

Please specify, when making an appointment, which type of photo you need. In order for your appointment to be valid, be sure that you have spoken with the photographer at least one day before your desired appointment date and before the VIOS Work Request is submitted. Do not submit a work request before you speak with the photographer.

Appointments can be scheduled by the soldier or the unit. Appointments are scheduled first come first served. In order for the appointment to be accepted, be sure that you have spoken with and received confirmation from the photographer at least one day before your desired appointment date and before the VIOS work request is submitted.

STEP 2. Submit a Work Request through VIOS.

[Click Here for directions to submitting a Work Request](#)

[Click Here to submit a Work Request in VIOS](#)*Military Passport Photos are restricted to official military business and are processed at DSCPER. You must provide proof that the photo is for official military business. Please bring a civilian shirt for the photo. You will receive two small Polaroid photos.

We do not provide ID CAC card photos.

THE SOLDIER OR UNIT MUST CALL THE PHOTO STUDIO IF THEY CANNOT MAKE THE APPOINTMENT SO THAT THE TIME SLOT CAN BE MADE AVAILABLE TO ANOTHER SOLDIER.

E6s and above should anticipate needing an official photo for their promotion board and have their photo taken well in advance of the expected due date. Soldiers should be aware of the board due dates each year. Remember that online photos must be accepted with use of a CAC card; otherwise it will take four days to automatically show up in your online account. Keep this in mind, as well as the available photo dates above, when planning your photo appointment time.

Official DA Photos

Official photos are available to members of the Army National Guard and those in direct support of the Arkansas Army National Guard, its units and AC personnel in direct support of the AR ARNG units. Appointment priority goes to Arkansas Guard members. DA photos are uploaded to DAPMIS which will allow the soldier to view it through their AKO account. The process for DA photos will take approximately 1/2 hour. By current regulation, you will need your "Class A" uniform. Hats, shoes, and green tabs (per AR 670-1, 28-21, d.) will not be needed. **It is very important that all soldiers schedule time with their unit admin section to review all of their awards and decorations on their uniform before their appointment to ensure their uniform is up-to-date and correct.** We have a dressing room on site. Soldiers should be dressed in their uniform and ready to go at their appointment time. Late or missed photos will need to be rescheduled. Please call to cancel if you cannot make your appointment. OFFICIAL DA PHOTOS CAN BE TAKEN IN EITHER THE ARMY GREEN SERVICE UNIFORM OR THE ASU UNTIL THE MANDATORY POSSESSION DATE OF 1 OCT 2015.

For U.S. Army Service Uniform information (regulations, ALARACT, images, etc.) visit <http://www.army.mil/asu/index.html> or click [here](#) to view the AR 670-1.

Standards/Policy

Photographs are taken in compliance with AR 640-30 and AR 25-1 (Ch. 8). "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, labels and the front of the jacket may be taped." (AR 640-30, Ch.5, g.) Any and all taping will be solely through the effort of the soldier and not of the VI office. All photographs are digital and are archived. By regulation, official DA photos cannot be released to customers on disk or by email, but will be uploaded to DAPMIS and available to view online through the soldier's AKO.

Viewing Your DA Photo Online

AKO requires soldiers to use their CAC card to accept their online photo. You will have to use your armory's computer or a computer with a CAC card reader to accept your photo. Otherwise, it will be four days before your new photo will automatically appear in your online account. By regulation, only official DA photos taken by this VI office can be uploaded to the DAPMIS system by this office. Privately taken photos or photos taken at another VI shop cannot and will not be uploaded by this office. DAPMIS will only accept DA photos taken by authorized DOD facilities.

Other DA Photo Locations

Ft. Smith - Arkansas Air National Guard, 188th FW Multimedia Support Center - Takes DA photos Tuesdays 1300 - 1500 and Thursdays 0900 - 1100. Call 479-573-5604 or 1-800-446-8373 ext. 5604 and leave a message stating only your name and the date you plan to come by for your photo. They are first come first serve. Phone call will not be returned. Someone will be there to take your photo and upload it to DAPMIS on the date you state you will be there.

Pine Bluff - Pine Bluff Arsenal - Takes DA photos Monday - Friday. Call 501-375-6003 ext. 3422 to schedule a time. Closed every other Friday. Photo studio located in bldg. 16040.
Texarkana - Red River Army Depot - Takes DA photos Monday - Thursday 0630 - 1700. Call 903-334-4010 to schedule a time.

Uniform Information for DA Photos

First, visit www.armyawards.com/ and click on Rackbuilder. Check off the federal ribbons that you have. This will allow you to see your ribbons in order. The site also includes Arkansas state ribbons under National Guard. Compare this with your 201 file to make sure everything is up-to-date. All soldiers should check with their unit to make sure their awards and decorations are up-to-date. **It is very important that all soldiers schedule time with their unit admin section to review all of their awards and decorations on their uniform before their appointment to ensure their uniform is up-to-date and correct.** Consult Army Reg. 670-1 for further instructions.

Also, see the [2006 army ribbons and badges printout](#) and the [2006 army uniform printout](#). Green tabs are not worn for DA photos per 28-21(d) of AR 670-1. Also, the infantry cord will only be worn if the soldier carries it to their current Infantry MOS. Our office has a poster listing ribbons as well, but the soldier is ultimately responsible for placement of all ribbons, devices, etc. Each soldier should check their jacket to make sure everything is correct before they pose for their photo.