

How to Schedule a DA Photo:

<https://vios-east.army.mil/>

- If you are a new user, you will be taken to the user setup page.
 - Click on the radio button for a new V.I.O.S. user.
 - Select your installation (Illinois ARNG).
 - Click Continue.
 - Complete the "Customer Contact Information" page and click "Next" to continue.
- Once you have setup your account, follow the steps below to request a work order for a DA Photo Appointment
 - Select Work Request – 3903
 - Complete any missing Customer Contact Info
 - Select "Pickup"
 - Select "Unclassified"
 - Enter Justification - This does not need to be very specific
 - Examples: Initial, Promotion Board, QRB, SRB, AGR Packet, WO Packet, etc...
 - Select – Photography
 - Type of Photography – Fill in Information
 - Select "DA Photo" from the drop-down box
 - Select "Promotion Board, School Requirements, Special Requirements, or Warrant Officer Package"
 - Make sure your first and last name is correct and enter a middle initial if you have one.
 - Select Enlisted or Officers then enter your MOS or Branch respectively
 - Select DA Photo Studio from the next dropdown box
 - Click on the calendar icon to the right of the "Appointment Date" field, and select a date and time that is listed as "Available". If the time you want is not listed, then it is not available.
 - Type in number of photos required if you need them printed. We can only print out copies if you are required to have one for a packet. If you are applying for multiple AGR positions, we can print you out one for each job you are applying for. Click "Next" to continue.
 - Special Instructions Page- Please make any notes or remarks in the "Additional Comments" section. Click "Next" to continue.
- Check all information to verify it is correct. If changes are needed, select "Previous" to go back.
- If all information is correct, select "Submit".

Note: Your request will be submitted for review. This is not a guarantee that your request will be approved. Your request will be reviewed and will either be approved or disapproved on case-by-case capabilities and needs basis. Once the request has been approved, you will receive an automated message stating that your work order has been approved.

If you have any questions or concerns, please feel free to contact the DA Photo Lab.