

# THE DOIM PHOTO LAB PRESENTS

# HOW TO GET YOUR

# DA PHOTO

**WHO Needs A DA Photo:** All Officers, Warrant Officers, and NCOs of the rank E6 and above must have a current DA Photo on file. If you have been promoted, received a major award, or your photo is more than 5 years old, than it needs updating. Most boards require that your DA Photo be an even more recent one. Soldiers may also obtain their DA Photo for AGR Packets and other authorized needs. Soldiers will receive 2 physical copies of their photo, and their image will be uploaded to the DAPMIS system. Upon acceptance, it will become your official DA Photo in your IPERMS file. For Command Photos, you will receive up to 2 physical 8x10 photos.

**WHAT Do I Wear:** Authorized uniforms for DA Photos are Class A Greens and the new ASU. Shoes and headgear are not needed. All permanent awards, including State awards, ARE to be worn. Soldiers are responsible for making sure that their uniforms are squared away. Photo Lab personnel are NOT permitted to help you with your uniform. It is highly recommended that you carry your uniform with you and change at the Lab facilities. Command Photos are taken in ACUs. Official guidance for wear of uniforms can be found at: [www.army.mil/asu](http://www.army.mil/asu)

**HOW Do I Get There:** The DOIM Photo Lab is located on the Camp Fretterd Military Reservation (CFMR) in Reisterstown. Take I-795 North to the end; when the highway splits bear to the left. Go straight to the second traffic light and turn left onto MD 30 North. Go to the first traffic light and turn left onto the base. Take the main base road straight thru the first 2 stop signs, and after that we are in the second building on the left: Building 210, 2nd Floor.

**WHERE Do I Register:** It is mandatory for all soldiers to get an appointment in the VIOS system prior to arrival, no walk-ins will be accepted. You will need either your CAC card and a valid PIN, or your AKO username and password. Go to the appropriate website listed below and sign in, then select 'New User'. From the dropdown box that appears, select 'Maryland ARNG'. Click on the work order icon and fill out the pink areas of the form. For both DA & Command Photos, request a DA Photo, select the DOIM Photo Lab, and pick an appointment time. Command Photos should be notated in the 'Additional Instructions'. Please make sure to be on time for your appointment. Any changes or cancellation of appointments should be made by calling 410.702.9638.

**CAC:** [www.vios.army.mil](http://www.vios.army.mil)

**AKO:** [www.vios-akoeast.army.mil](http://www.vios-akoeast.army.mil)