

MARYLAND NATIONAL GUARD

HOW TO GET YOUR DA PHOTO

OR COMMAND PHOTO OR PASSPORT PHOTO

WHO NEEDS A DA PHOTO?

All Officers, Warrant Officers, and NCOs rank E6 and above. If you have been promoted, received a major award, or your photo is more than 5 years old than it needs updating. Soldiers of ALL ranks may get a DA Photo for AGR Packets and other authorized needs. Soldiers will receive a physical copy of their photo, and the image will be uploaded to DAPMIS and become your official photo in IPERMS. Command Photos and Passport Photos will receive physical copies as appropriate.

WHAT DO I WEAR?

DA Photo Officers: The new ASU

DA Photo Enlisted: The new ASU or the Class A Greens (till 4Q of FY2014)

Command Photos: The new ASU

Passport Photos: Business Casual, no uniforms, guidance found at <http://travel.state.gov>

Uniform Notes: Shoes and Headgear are not needed. All PERMANENT awards, including state awards, are to be worn. Soldiers are responsible for making sure 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's changing facilities. Official guidance for wear of uniforms can be found at www.army.mil/asu

WHERE DO I GO?

The DOIM Photo Lab has moved to the Fifth Regiment Armory, 219 W Hoffman Street, Baltimore MD 21201, Room M-20. Room M-20 is in the SW corner of the Mezzanine level (2nd floor) by the men's room.

HOW DO I GET AN APPOINTMENT?

It is mandatory for all soldiers to get an appointment in the VIOS system prior to arrival, we do not accept walk-ins. Go to www.vios.army.mil Click anywhere on the Eastern US portion of the map to sign in with your CAC card and PIN, or click the 'AKO-EAST' button to sign in with your AKO user-name and password. First time users should select "Maryland ARNG" as their installation. Fill out a work order and select an appointment. Any questions or cancellations may contact 410.576.6100
Note: This facility is for MDNG soldiers only; however, all active duty, reserve, and NG soldiers can use the VIOS system to make an appointment at their nearest base, just select your installation.

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