



How to schedule DA photo appointments using VIOS

01 May 2017

Brandon Stai

G1 - Records



TEXAS MILITARY DEPARTMENT STRATEGY

VISION:

America's premier state military comprised of mission-ready professionals fully engaged with our communities, and relevant through the 21st century.

MISSION:

Provide the Governor and President with ready forces in support of state and federal authorities at home and abroad.

PEOPLE FIRST – Invest in our human capital

- Diverse & Engaged Force Sustained Through Effective Retention & Recruiting
- Trained Ethical Professionals
- Resilient Professionals & Families, Supported By Robust Services
- Clearly Communicated Opportunities For Professional & Personal Development

RELEVANT & READY – Provide right force at the right time

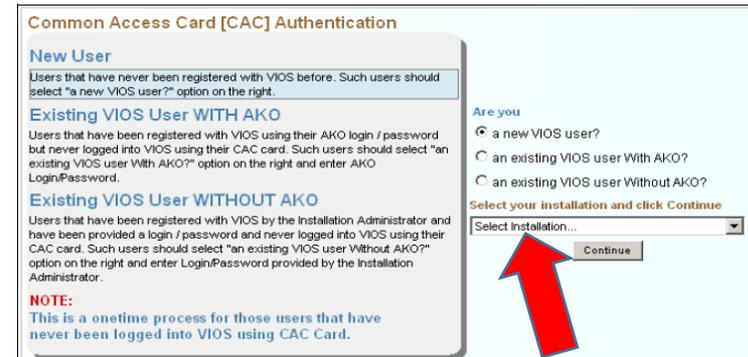
- Force Structure Optimized For Federal & State Missions
- Modern Training Areas & Facilities That Support Our Mission
- Effective Resource Management & Protection
- Enhanced Joint, Interagency, Intergovernmental & Multinational Capabilities

COMMUNICATE & PARTNER – Deliver our message and build lasting relationships

- Effective Communication Assets & Channels
- Partnered & Informed Communities
- Engaged & Educated Government Partners
- Strong Department of Defense Relationships



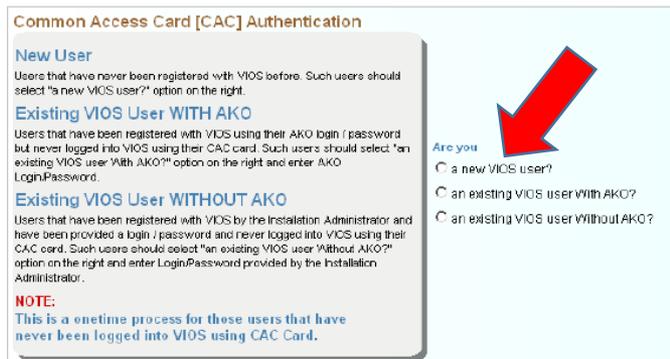
VIOS new user instructions to request a DA photo



1. Go to <http://www.vios.army.mil>

a. Click on “US west”

3. Select installation: “TX ARNG”



2. Select “a new VIOS user”



4. Click on “Work Request”



TEXAS ARMY NATIONAL GUARD

VIOS new user instructions to request a DA photo

Customer Contact Information

First Name
M Initial
Last Name
Organization Level
Your Telephone
DSN
Your DOD E-Mail Address
Address
City
State
Zip
Alternate POC Name
Alternate POC Phone
Alternate POC E-Mail

Active National Guard Reserve

Pickup Ship

Next Cancel

5. Fill in highlighted fields

Photography

File containing Sensitive Information SHOULD NOT be attached.

Type of Photography:

- DA Photo
- Head & Shoulders Portrait
- Event Photography - Historically Significant

Previous Next Cancel

7. Select Type of Photography

Type of Product & Service

Unclassified Classified

Justification

Please click on Service for Description

- Photography
- Prints, Photos, Signs and Charts
- Design/Graphic Services
- Video / Audio
- Audiovisual Events (Presentation Support)
- Audiovisual Equipment & Loan Media Item Support

Jump to Comments

Previous Next Cancel

6. Add justification and click
"Photography"

Photography

File containing Sensitive Information SHOULD NOT be attached.

Type of Photography: DA Photo

Promotion Board School Requirements Special Requirements Warrant Officer Package

Last Name: Doe
First Name: John
Middle Initial:

Enlisted Officers

Enter MOS:
Studio: DA Photo Studio

Appointment Date: [Calendar Icon]
Quantity: 1

Previous Next Cancel

8. Fill in MOS, Select Enlisted or Officer
select "Studio" then click on "Calendar."



VIOS new user instructions to request a DA photo

Installation: Fort Eustis Enterprise Multimedia Center
DAPhotos In Studio: DA Photo Studio

Dec		January 2017					Feb
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16 Martin Luther King, Jr. Day	17	18 0740 AVAILABLE 0800 AVAILABLE 0820 AVAILABLE 0840 AVAILABLE 0900 AVAILABLE 0920 AVAILABLE 0940 AVAILABLE 1000 AVAILABLE 1020 AVAILABLE 1040 AVAILABLE	19 0740 AVAILABLE 0800 AVAILABLE 0820 AVAILABLE 0840 AVAILABLE 0900 AVAILABLE 0920 AVAILABLE 0940 AVAILABLE 1000 AVAILABLE 1020 AVAILABLE 1040 AVAILABLE	20 0740 AVAILABLE 0800 AVAILABLE 0820 AVAILABLE 0840 AVAILABLE 0900 AVAILABLE 0920 AVAILABLE 0940 AVAILABLE 1000 AVAILABLE 1020 AVAILABLE 1040 AVAILABLE	21	

9. Select Available date and time

Summary

Customer Contact Information
Name: John Doe Organization: Enterprise Multimedia Center (formerly TASC) AIL POC Name: Pickup Address: 2715-C McMahon Street
Grade: G-6 Address: 2715-C McMahon Street City: Fort Eustis City: Fort Eustis
Phone: 212-555-1111 City: Fort Eustis State: VA State: VA
DSN: State: VA Phone: Zip Code: 23604
Email: YourEmail@army.mil Zip Code: 23604 Email: Delivery Type: Pickup
Charge#: A0137 (expires 1 Oct 12)

Justification Justification: test Security Classification: Unclassified

Service - DA Photo
First Name: John Last Name: Doe Middle Initial: Appointment Date: 01/19/2017 1100 Quantity: 1
Rank: CHIEF WARRANT OFFICER 2 (CW2) Branch: Air Defense Artillery Studio: DA Photo Studio

Previous **Submit** Cancel

10. Submit appointment request

11. Soldier will receive an email confirmation with work order information.



DUTY

BEAR TRUE FAITH & ALLEGIANCE TO THE STATE AND NATION. CULTIVATE AN ENVIRONMENT FOR ALL TO EXCEL. PREPARE MENTALLY, PHYSICALLY AND SPIRITUALLY TO DEPLOY AT HOME AND ABROAD. BE READY WHEN CALLED.

HONOR

HOLD THE PUBLIC TRUST IN THE HIGHEST REGARD, EXCEED STANDARDS AND EXPECTATIONS. ACT WITH UNDERSTANDING, INNOVATION, RESOURCEFULNESS, FLEXIBILITY AND URGENCY. DO ALL YOU CAN, WHERE YOU ARE, WITH WHAT YOU HAVE & ALWAYS PLACE THE WELFARE OF THOSE YOU LEAD FIRST.

TEXAS

EMBRACE THE COURAGEOUS SPIRIT OF OUR PEOPLE, HISTORY & CULTURE.