

## *DoD OFFICIAL DA PHOTO DOS AND DON'TS*

### **DO:**

- Schedule your appointment a minimum of two weeks in advance. Per AR 640-30 paragraph 7(a) 1-4, **all appointments must be taken by appointment only.**
- Ensure that alterations are completed prior to appointment. Per AR 640-30 7(a)4 and AR 640-34, **it is the Soldier's responsibility** to insure that their uniforms and authorized permanent accessories, decorations and insignia are worn per AR 670-1.
- Come 10 minutes prior to appointment.
- Call 512-782-5125 in order to schedule or cancel an appointment.
- Keep in mind that as a DoD DA Photo Official Studio, we are obligated to service Guard Members, as well as Regular Army, Reserves, Navy and Marine military members; all branches, all components.

### **DO NOT:**

- Attempt to walk-in to get your photo taken. Per AR 640-30 paragraph 7(a) 1-4, **all appointments must be taken by appointment only.**
- Wear your green tabs or cords UNLESS it is your Infantry Cord and you are still currently in an infantry unit.
- Attend your appointment unless your uniform is already put together. The Soldier is responsible for ensuring that his or her uniform fits properly, is pressed and that all ribbons/medals/badges/rank are correctly displayed for official military photographs. This is the point of taking the photo; so the members of the board may observe if said Soldier is 'squared-away'.
- Ask anyone to alter your photo in any way. This is in violation of AR 640-30.

(read further below for FAQ)

## **FAQs**

### **What can I wear for my D.A. Photograph?**

Effective 1 JUL 2009 Soldiers may wear either the (green) Class A Uniform or the NEW (blue) Army Service Uniform. The green uniform is authorized until the fourth quarter of the year 2014. Soldiers cannot wear the old dress blues. The Soldier is responsible for ensuring that his or her uniform fits properly, is pressed and that all ribbons/medals/badges/rank are correctly displayed for official military photographs. \*\* IAW Army regulation, Soldiers, anyone assisting the soldier or D.A. Photo Studio photographers cannot not pin, clip, stuff, or otherwise change or alter the appearance of the uniform to make it fit properly. \*\* Female service members may wear either the skirt or slacks for their photo. Wear Distinctive Unit Insignia (Unit Crests). Unit crests and your unit patch are the only exceptions to the permanent rule. Soldiers who are regimentally affiliated should wear their Regimental Distinctive Insignia. Wear only those unit citations that you have permanent orders for and are listed on your ERB, ORB, or other personnel records. The wearing of one (1) foreign award is authorized. Do not wear French Fourrageres. Do not wear blue Infantry cords or discs. Do not wear green leadership tabs. The photograph is a ¾ length photo; shoes will not show in the photo, but you are required to have something on your feet other than socks.

### **Where can I find a descriptive diagram of the placement of awards on the uniform?**

[http://usarmy.vo.llnwd.net/e2/rv5\\_other/soldiers/archives/pdfs/2011\\_Uniforms\\_Ribbons.pdf](http://usarmy.vo.llnwd.net/e2/rv5_other/soldiers/archives/pdfs/2011_Uniforms_Ribbons.pdf)

### **What Regulations govern D.A. Photos?**

The following Army Regulations govern Official Photographs: AR 640-30 - Photographs for Military Human Resources Records; AR 670-01 - Wear and Appearance of Army Uniforms and Insignia; AR 600-8-22 - Military Awards; DA PAM 25-91- Visual Information Procedures; FBDAPS SOP

## **APPOINTMENTS:**

Service members have three options available to them in order to get their photo taken:

1. Studio Hours: Available Mon-Fri: 0800-1600 Appointments are scheduled daily, one every 30 minutes. Because of the large number of Soldiers that we serve, our appointment schedule may run as long as 2-3 weeks out, so plan ahead. To schedule an appointment please call 512-782-1173 or you may schedule an appointment in person.

2. Standby Call-back list: Soldiers may be seen as a standby Mon-Fri on a strict first-come, first-served basis as time and space allow as scheduled appointments either fail to show, or are cancelled. As a standby there is no guarantee you will be seen by our photographers, however the D.A. Photo Studio staff will do its best to try to accommodate you. Simply call and request to be prioritized on the standby list.

### **Can I have my D.A. Photo Redone ? (Reshoots)**

IAW Army policy, effective 18 SEP 2008, Soldiers will only be granted re-shoots if there was a mistake caused by the photographer or the equipment. Per AR 670-1, **The Soldier is responsible for ensuring that his or her uniform fits properly and that all ribbons/medals are correctly displayed for official military photographs.** D.A. Photographers will not tape, stuff, or otherwise change or alter the appearance of the uniform to make it fit properly. Requests for reshoots may reviewed on a case by case basis by the Sr. photographer or the V.I. Chief and will only be done if - 1. Electronic images are damaged or if major discrepancies are identified, such as unacceptable levels of moiré or stair stepping in digital photographs within three days of the soldier's photo being taken. 2. Promotion to next higher rank since last photo. 3. When photograph on file no longer represents the soldier's present appearance, i.e., weight control. 4. Receipt of new award that is ARCOM or higher in the order of precedence. The Soldier must provide a memorandum from their unit commander stating the reason for the reshoot (IE: wore the wrong

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ribbon, did not have the correct badge, etc.) Simply stating that a reshoot is needed 'because of a board' is not sufficient. No exceptions. Natural wrinkles from wearing of the uniform are acceptable and are not justification for a reshoot. Rejecting your electronic photo in DAPMIS does not guarantee a Soldier the chance to have their photo retaken. Again, the Soldier is responsible for proper grooming, ensuring that his or her uniform fits properly and that all ribbons/medals are correctly displayed for official military photographs. Reasons such as these are not justification for a reshoot. Soldiers should FIRST check their ERB/ORB, and then set up their uniform accordingly, followed by scheduling their appointment.

### **Command Photos for General Officers, Brigade-level commanders and CSMs and Air Force personnel?**

The D.A. Photo Facility is authorized to photograph General Officer Management Office (GOMO) photographs for all General Officers and Chain of Command Board head & shoulder photographs for all brigade-level commanders and command sergeant majors. These are also done by appointment only. Appropriate Class A, Army Service Uniform or Army Combat Uniform, with or without beret is acceptable for command photos.

The D.A. Photo Studio provides photographic support for TXARNG, ARMY, NAVY, MARINE, AIRFORCE, CID, OCS, DOD Employees, Technicians, Contractors and Passport PHOTOS. Air Force chain of command-type photos at the Wing and Group level only. We are not authorized to take squadron-level chain of command photos.

### **How often should I update my Photo?**

In accordance with Army Regulation 640-30 photos are valid for five **(5) years**. If you have added a new award to your uniform since your last photo, **it must be ARCOM or higher to justify a reshoot within a year of your previous photo. New shoulder sleeve insignia (unit patch), added service stripes or added overseas service stripes (combat stripes) are not justification or reason to have another photo within one year from your previous photo.** Unless you have had a significant change to your uniform, there is no reason to have one taken more frequently. TXARNG D.A. Photo Facility policy does allow for Soldiers to be photographed ONCE per year and recommends that Soldiers be photographed at least two months prior to their annual promotion board or on the anniversary date of their previous photo. AR 640-30 Photographs for Military Personnel Human Resources Files, defines the requirement for Official Military Photographs as follows: A. The following personnel will have an initial photograph made within 60 days: 1. Each officer promoted to first lieutenant (includes officers accessed into active duty as first lieutenant or a higher rank.) 2. Warrant officers promoted to Chief Warrant Officer (CW2). 3. Noncommissioned officers promoted to SSG. 4. Initial appointment to Command Sergeant Major (CSM). 5. Selection for promotion to brigadier general or higher. B. Each soldier will have a periodic photograph taken (during the anniversary month of the previous photograph) per the following schedule: (1)General officers: every third year. (2)Officers and noncommissioned officers: every fifth year. C. Soldiers will update photographs when photographs on file no longer represent their present appearance. Promotion since last photo and weight control issues are examples of such representations. If you have not had any major changes to your uniform, you may only be photographed once per calendar year. Exceptions are granted on a case-by-case basis and approved by the D.A. Photo Studio Sr. Photographer or the V.I. Chief only when accompanied by a memorandum requesting a reshoot. If you have questions, please feel free to ask the senior photographer.

### **What is DAPMIS?**

The Department of the Army Photograph Management Information System (DAPMIS) is a web-enabled, e-business system that receives digitized official photographs from DOD worldwide photo studios. DAPMIS photos give greater ownership to individual Soldiers and ease of use to the personnel management system. This system supports all Soldiers, SSG thru COL (excluding WO1s and 2LTs) and is available for

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the Active Duty, Reserve Component and Army National Guard Soldiers. \*\* Effective 15 August 2005, photo studios will no longer issue hard-copy prints for records update/promotion to soldiers SSG thru COL, except soldiers in Troop Program Units. Once the DA Photo is uploaded into DAPMIS, such members will already have immediate access to the same digital file and will access their DA Photo file electronically via their AKO after logging in with their own CAC card. Members can print hardcopies after accessing their DA Photo through AKO. Photo studios will upload all official photos taken of soldiers Staff Sergeant through Colonel, excluding second lieutenants and WO1s into DAPMIS.

Soldiers below the rank of staff sergeant as well as 2LTs & WO1s who need an official photo for reasons other than promotion will receive a hard copy print for their application. They will not be loaded into DAPMIS. DAPMIS is only for promotions for SSG-COL. (Excluding 2LTs and WO1s)

### **I do not see my photo on DAPMIS. Does this mean that my photo is not on file?**

No, it just means that a copy of your electronic photo is not in the DAPMIS photo repository. It does not mean that HDQA does not have a photo of you on file. It is important to understand that the preview of the photo is optional. If you do not login to the web site to review and accept/reject your photo within three business days, the new photo will automatically be accepted as your Official D.A. Photo. This new photo will be exactly the same as the photo you previewed at the photo studio. Rejecting your electronic photo at a later time does not guarantee the chance to have your photo retaken. To confirm receipt of electronic photo via DAPMIS, contact HRC at: (502)613-7777. If HRC has not yet received your electronic file, please notify the D.A. Photo Studio and we will be happy to re submit the electronic file for you.

### **What happens if I do not Accept/Reject the photo within 3 business days?**

It is important to understand that the preview of the photo is OPTIONAL. If you do not login into the website to review and or accept/reject your photo within three business days, the new photo will automatically be accepted as your Official Photo. This new photo will be exactly the same photo you previewed and accepted at the photo studio. There should be no cogent reason to reject the photo online.

Rejecting your electronic photo online at a later time does not guarantee the chance to have the photo retaken. Requests for reshoots of Official D.A. Photos will be reviewed on a case by case basis by the Sr. Photographer or the V.I. Chief and will only be done if they meet the above mentioned criteria for reshoots and accompanied by a memorandum from the Soldier's unit commander. If you accidentally rejected your current photo, please notify the D.A. Photo Studio, and they will be happy to resubmit it for you.

### **Submitting a Special Application and or Nominative Packet?**

All Soldiers completing special application packets that require an official military photo will be issued only the required number of hardcopy photographs for their packets. Soldiers below the rank of SSG will NOT have their photo uploaded into DAPMIS, as DAPMIS will reject such upload, per AR 640-30

Airmen requiring official Air Force full-length photos for various applications will receive hard-copy prints only.

### **Does the D.A. Photo Studio take Passport photos?**

Yes. The TXARNG takes both passport photos and ISOPREP photographs.

### **Can I have my Official Photo taken off post?**

NO. The Department of the Army regulates the content and format of the Official Military Personnel File (OMPF). There are distinct parameters of what can and cannot be submitted for inclusion in the OMPF. The D.A. Photo is an official part of the OMPF. Only Defense Visual Information Activity facilities, such as the Fort Hood Official DA Photo Dept, Fort Sam Official DA Photo Dept or Camp Mabry Official DA Photo, may produce official D.A. Photos. Official photos are marked with a federally assigned Defense Visual Information Activity number, which may not be duplicated or used in any way by another facility or

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establishment by law. D.A. Photos taken at off post establishments are a violation of the Army policy and will be rejected for inclusion in the Soldier's records.

### **Can you upload a photo into DAPMIS for me that I had taken at another facility?**

NO. In accordance with Army Regulation AR 640-30 dated 18 September 2008, the Camp Mabry Photo Studio can only upload images taken at our own facility. Photos taken at other studios must be uploaded by the studio it was taken at. If you had a photo taken at a facility that is not authorized to upload images into DAPMIS, you will have to have your photo re-done at our studio if you want it sent to DAPMIS.

### **Can I wear my (OLD) Dress Blues for my D.A. Photo?**

NO. Soldiers can only wear the (NEW) Army Service Uniform for their official photo or the current (green) Class A Uniform. Soldiers cannot wear ACUs for their photo either. The Class A uniform is acceptable for wear until fourth quarter 2014 when the new Army Service Uniform will become the only authorized dress uniform.

### **Where do I get information on how to wear my awards and decorations on the new Army Service Uniform?**

According to SGM Katrina Easley, Army Sergeant Major on Army uniform wear and policy, information on how to wear awards and badges is contained in AR 670-1 specifically in the portion on the Dress Blue uniform. Other information can be accessed online on the Army's website on the ASU.

### **Customer Hours and Location?**

Customer hours are Monday thru Friday 0800-1430 for scheduled appointments. Phones are answered until 1600. The studio is closed weekends, federal holidays and many training holidays. On some training holidays there may be limited staffing. Please call a few days in advance of training holidays to see if the facility will be open.

We are located on Camp Mabry @ 2200 W. 35<sup>th</sup> Street, Austin TX 78703 in Building 34, Room 111. (same building as the ID Card Section). Park in the back of that building on the side facing the PX, enter side door and make a left as you enter the building. You will immediately see the DA Photo studio on your right.