For DA Photo and/or other Visual Information work request please use VIOS (Visual Information Ordering System)

Follow the instructions below to submit a service or product work request.

1. Using you CAC you may log on to VIOS at this web address.

www.vios.army.mil or using your AKO log in www.vios-akowest.army.mil

2. Select the Western region.

3. You will be a new user the first time. Select how you will log in (CAC or AKO) Select Installation (Kansas ARNG) and Continue.
4. The next screen shows the Work Request Icon. Click on the 3903.

5. Next you will be asked to enter your personal contact information.

You may need to check the “Shipping Address same as above” box. Click Next.
6. Next select the type of Product or Service and enter Justification and click next.

**Photography**
Select Photography using the radio button on the Type of Product and Service screen.

Select the type of photography from the drop down list. The types of photography listed are dependent upon the privileges the user is allowed. Different screens will automatically open for each selection.
DA Photo - Check the appropriate box and radio button.

Select an appointment date and time. Click the icon to open the calendar feature.

A new Calendar screen will open showing the current month and year along with the available time slots for each day.

Note: Days with no time slots showing are not available for selection. Time slots marked as ‘Reserved’ are also not available. Only the time slots shown as ‘Available’ may be booked. Other times are either not available or taken by other customers.
• Proceed with filling out the rest of the Work request form.
• Enter Quantity required.
• Click the next button.

This screen offers you an opportunity to give us any specifics or information pertinent to your request.

This next screen gives you a summary of your request. Click Submit.

Next you will see option to preview/print, click Close.
The same process works for Head and Shoulder Portrait and Photography of Special Event with slight variations. Special Event Photography requires coordination and is dependent upon manpower resources.

7. The VIOS system generates emails throughout the process to keep you informed on the status of your request. Once you see Work Request PENDING APPROVAL you can rest assured we have accepted your request and unless otherwise advised, everything with us is tracking.

The next time you login, VIOS will remember you and take you directly to the Work Request screen.

Again if you need assistance with any part of the process, or have general questions concerning our products or services, or changes to your original request please contact the Work Order office @ 785-274-1032.

Other questions are answered in the FAQ part of VIOS.