



**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH**  
**290 GRANT AVENUE UNIT 1**  
**FORT LEAVENWORTH, KANSAS 66027-1292**

IMLV-ZA

22 April 2016

MEMORANDUM FOR Customers, Fort Leavenworth Garrison Photo Studio

SUBJECT: DA Photo Appointment Policy.

1. The purpose of this memorandum is to establish policies for No Call / No Show for DA Photography appointments.
2. Soldiers self-schedule appointments for a specific date and time via Visual Information Ordering System (VIOS). If the Soldier is unable to keep the scheduled appointment, the Multi Media Visual Information Service Center (MVISC) expects the Soldier, as soon as possible, to contact the DA Photo Studio to cancel the appointment; if this is not accomplished, before the scheduled appointment, the Soldier is considered a No Call / No Show.
3. The following are the procedures for a No Call / No Show (for Command and General Staff College (CGSC) students also please read section 4).
  - a. First No Call / No Show: The Soldier's appointment is cancelled. The Soldier must schedule another appointment using VIOS and the Soldier loses wait list privileges. They must also bring an official memorandum signed by their Commander explaining why they missed their previous appointment.
  - b. Second No Call / No Show: Same as above, but the Soldier must also be escorted to their appointment by their supervisor (1SG or above).
  - c. Third No Call / No Show: The Soldier with their supervisor, will schedule an appointment with the DPTMS Chief of Operations, SAAF & MVISC, to explain why they have reached the Third No Call / No Show and also explain why they should be allowed to have another DA Photo Appointment. If the request is not approved the Soldier will be required to select another location to obtain their DA Photo.
4. CGSC students will be required to have a DA Photo form fully signed prior to their next appointment. The form is obtained from the CGSC Student Division. Additionally, 3.b. and 3.c. above, apply as well.
5. Point of contact is DPTMS Chief of Operations, SAAF & MVISC, (913) 684-0060.

//Original Signed//  
THOMAS A. SHOFFNER  
COL, AR  
Garrison Commander