## 102nd Intelligence Wing Public Affairs

# STUDIO GUIDE



### **BOOK AN APPOINTMENT:**

102nd IW Public Affairs Office uses SETMORE to book all appointments during the week.



#### **DRILL WEEKENDS:**

Visit the studio during open hours.

Hours: RSD Sunday 0800-1000

#### **DURING THE WEEK:**

Scan the QRC to the left from your mobile phone or visit this link to book a time slot.

Hours: Tuesday 0830 - 1130 Thursday 0830 - 1130

#### WHEN TO TAKE AN OFFICIAL PHOTO:

- Official Portraits
- Special Duty Assignment Applications
- Official Passport Applications
- Citizenship Applications
- Chain-of-command
- Quarterly/Annual Award Winners at group-level and above

#### **STUDIO SERVICES:**

- USAF Head and Shoulders Portrait
- USAF Full Length Portrait
- Passport Photo
- ISOPREP Photo
- USCG Head and Shoulders

+508-968-7200
Public Affairs Office
RM 219, 170 Grandville Ave
Otis ANGB
102ndiwpa@gmail.com

#### WHAT TO BRING WITH YOU:

- Service Dress Coat
- Light Blue Shirt
- Service Dress Tie/Tab
- Full Service Dress Uniform for Full-Length Portrait only
- All updated ribbon rack and required accoutrements





Please review DAFI 36-2903 prior to your appointment to ensure your uniform is photo ready!

Figure 4.6 Male Service Dress Uniform Figure 4.7 Female Service Dress Uniform