DD Month YYYY

MEMORANDUM FOR SBD 1/PA

FROM: ORG/ SYMBOL

SUBJECT: Official Photo Request for RANK & NAME

1. I understand authorized uses include official portraits, applications for special duty assignments, and citizenship applications as required by AFI. Command portraits for leadership at the squadron level and above (commander, deputy/vice commander, senior enlisted leader, and first sergeant) are authorized, as well as annual award winners at the group-level and above.
	1. Exceptions to the above stipulations are permitted with proper justification annotated within DoDI, AFI, and/or package descriptions explaining the need for an official photo.
2. I understand photos not supported include photos for promotions, retirements, SharePoint pages, official biographies without regulation-directed requirement, to have on file for future use, and unit-specific taskers. Please review our policy here to confirm your member’s request is justified: <https://www.petersonschriever.spaceforce.mil/Photo-Studio/>
3. RANK & NAME needs an official photo for the purpose of \_\_\_\_. This photo will be used for \_\_\_\_\_\_\_\_ (Justification may include AFI reference).
4. Customers who do not show up for their scheduled appointment without 2-hours’ notice or are more than 10 minutes late will be considered a “no-show.” Squadron commanders, or equivalent, will be notified of all no-shows for scheduled appointments and the appointment will be rescheduled at the discretion and availability of the studio manager. Appointments may be canceled in advance by calling 556-4154 from 7:30 a.m. to 4:30 p.m.
5. Please feel free to contact myself at PHONE or via email at EMAIL with any questions or concerns related to this subject.

FIRST M. LAST, Rank, USSF/USAF

Commander