

Public Affairs Productivity Portal (P3) Resource Guide

1. Access the Portal

- Click on the link provided to open the **Public Affairs Productivity Portal**.
- **Choose** "Public Affairs" from the options presented.



2. Log In

- **Enter your email** address in the designated field.
- Wait for a **temporary code** to be sent to your email.
- **Input the temporary code** you receive to continue.

A screenshot of the 'Enter your email' login screen. The header shows 'HOME PUBLIC AFFAIRS' and 'Public Affairs Productivity Portal'. The main heading is 'Enter your email'. Below it is a text input field with the placeholder 'Enter Email...'. A note below the field says 'if military, military email preferred'. A 'NEXT' button is located at the bottom right.A screenshot of the 'Enter your one time passcode' login screen. The header shows 'HOME PUBLIC AFFAIRS' and 'Public Affairs Productivity Portal'. The main heading is 'Enter your one time passcode'. Below it is a text input field with the placeholder 'Enter one time passcode...'. A message below the field states: 'An email has been sent to you with a one time passcode. Please check your spam folder if you have not received the passcode. You have 30 minutes to enter it before it expires.' There is a 'Resend Code' link below the message. A 'GO BACK' button is at the bottom left, and a 'NEXT' button is at the bottom right.

3. Create a New Request

- Under **Service Location**, select **Wright-Patterson AFB** from the dropdown.
- Under **Servicing Team**, choose **88th Air Base Wing Public Affairs**.
- Select **Studio Photography > Portrait**
- Click **“NEXT”** to continue.

The screenshot shows the 'Create a New Request' form in the Public Affairs Productivity Portal. The left sidebar contains a navigation menu with 'Email', 'Servicing Team', 'Choose Appointment', 'Additional Information', and 'Review'. The main content area is titled 'Choose Your Team' and includes a section for 'SERVICING TEAM & CAPABILITIES'. Under this section, there are two dropdown menus: 'Service Location' (set to 'Wright-Patterson AFB') and 'Servicing Team' (set to '88th Air Base Wing Public Affairs'). Below these are fields for 'Team Email' (88abw.pa@us.af.mil) and 'Team Commercial Phone' (937-522-3252). A question 'Which service does this request fall under?' is followed by a grid of service options. 'Studio Photography' is selected, indicated by a blue border and a checkmark. Other options include General PA Support, Marquee & Displays, Security & Policy Review, Media Inquiry, Tour Request, Presentation Requests, and Public Inquiries. At the bottom are 'GO BACK' and 'NEXT' buttons.

The screenshot shows the 'Create a New Request' form in the Public Affairs Productivity Portal, Step 2: Book Studio Appointment. The left sidebar is the same as in the previous step. The main content area is titled 'Book Studio Appointment' and includes a section 'What Service is Needed?'. There are two options: 'PORTRAIT' (selected) and 'PASSPORT/ID PHOTO'. At the bottom are 'GO BACK' and 'NEXT' buttons.

4. Enter Date & Time

- Select an available Date & Time
- Click **“NEXT”** to continue.

The screenshot shows the 'Create a New Request' form in the Public Affairs Productivity Portal, Step 3: Book Studio Appointment. The left sidebar is the same as in the previous steps. The main content area is titled 'Book Studio Appointment' and includes a section 'Change Service'. Below this is a message: 'Please only select one date at a time in order to view all time slots available'. There are two dropdown menus: 'Date' (set to 'January') and 'Time' (set to 'Thursday'). Below these is a table of available dates and times. The date 'Jan 13, 2026' is selected, and the time '2:30 PM-3:00 PM' is selected. To the right of the table is a box titled 'Your Portrait Appointment at Public Affairs Photo Studio' with the address '1940 Allbrook Dr, Bldg. 1, Rm. 800, Area A'. It shows the selected date and time, and a message 'You must click OK to continue' with an 'OK' button. At the bottom are 'GO BACK' and 'NEXT' buttons.

5. Provide Project Purpose

- **Specify how the photo will be used and justification (ie: Chain-of-command photo, special duty, annual award, etc.)**
- **Flags Required:** Yes > U.S. Flag (and additional flags **IF** required)
- **Organization:** Select service branch and specify your organization/squadron (ie: AFMC, AFLCMC, AFRL, 88 ABW, etc.)
- **Enter Personal Details** > fill out Contact information
- No attachments needed
- **Click “NEXT”** to continue.

HOMEPUBLIC AFFAIRS

Public Affairs Productivity Portal

Create a New Request! * = Required

Email

Servicing Team

Choose Appointment

Additional Information

Review

Additional Information

PURPOSE

Project Purpose *

Please specify the product size(s) needed and the reason for submitting this request...

0/1000

Flags Required? *

☐ Yes ☐ No

PERSONAL DETAILS

Grade *First Name *Last Name *

Select a Title/Grade...Enter First Name...Enter Last Name...

CONTACT

Primary Email *Contact Email *Commercial Number *

Enter Primary Email...PrimaryEnter Phone Number...

Alternate Email *Alternate *DSN

Enter Alternate Email...AlternateEnter Number...

Work Cell

Enter Number...

ATTACHMENTS

Attachments

UPLOAD Drop or paste files here

PRIMARY CUSTOMER

Is this request on behalf of someone else? *

NoYes

GO BACK

NEXT

ORLA

6. Review Your Request

- **Review all the information** you've entered to ensure it is correct and complete.
- **Check both boxes** to confirm your submission.
- **Click "SUBMIT"** to finalize your request.

The screenshot shows the 'Create a New Request!' form in the Public Affairs Productivity Portal. The form is titled 'Create a New Request!' with a 'Required' indicator. On the left, a sidebar lists the steps: Email, Servicing Team, Choose Appointment, Additional Information, and Review (which is highlighted). The main content area is titled 'Review' and contains the following information:

- SERVICING TEAM:** 88th Air Base Wing Public Affairs
- PROJECT DETAILS:**
 - Title: Project Title Here
 - Purpose: Project purpose here
 - Service: Studio Photography
 - Specific Details: Explain as much in detail as possible here
- APPOINTMENT DETAILS:**
 - Service Type: Full Length
 - Studio Name & Location: Public Affairs Photo Studio - 1940 Allbrook Dr, Bldg. 1, Rm. 800, Area A
 - Date & Time: 1/13/2026 2:30 PM - 1/13/2026 3:00 PM
- CUSTOMER:** E3 Public Affairs
- ORGANIZATION:** 88th Air Base Wing
- COMMERCIAL NUMBER:** 937-522-3252
- PRIMARY EMAIL:** 88abw.pa@us.af.mil

At the bottom, there are two checkboxes for certification:

- ☒ I certify the products and services received from this request are for official government use only.
- ☒ I certify this request is being submitted by a Customer of the Public Affairs Office.

Navigation buttons at the bottom include 'GO BACK' and 'SUBMIT'.

Helpful Tips:

- Email code not received? Double-check your spam/junk folder for the temporary code.
- Attachments: Use PDF or Word documents and ensure files are under 10MB for faster upload and processing.
- Official Photo appts will be available Mon & Wed mornings between 0830-1130 and Tue & Thurs afternoons between 1300-1600
- All Official Photo appts are 30 min blocks
- For General Officers/SES and U.S. Marine full-length photos please schedule back-to-back appts or call the Photo Studio before scheduling at 937-255-4242 to ensure studio personnel can accommodate during an available time slot
- Official Photos are available to personnel *IAW AFI 35-101/AFMAN 35-101*
 - Special duty assignments
 - Official service specific requirements for Army, Navy, Marine Corps, Coast Guard
 - Chain-of-command/leadership at the squadron-level and above (SES, General Officer, commander, deputy/vice commander and director, senior enlisted leader, and first sergeant)
 - Annual award winners at the group-level and above
- Photos for SharePoint, Teams, Outlook, internal directories, just-in-case, personal use, quarterly awards, etc. are NOT considered Official Photo requirements
- For questions/concerns, please call the Photo Studio before scheduling at 937-255-4242 to ensure studio personnel can accommodate requests.