# **Public Affairs Productivity Portal (P3) Resource Guide**

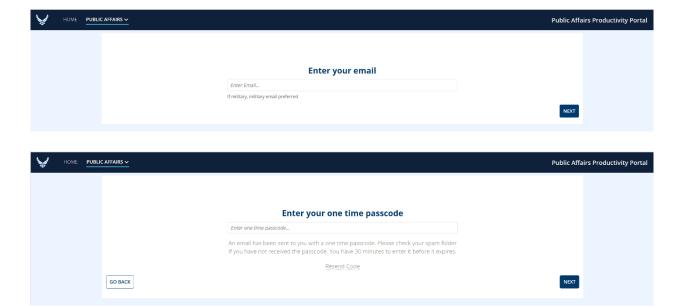
#### 1. Access the Portal

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



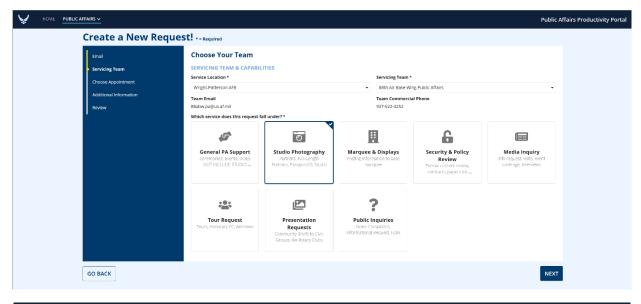
# 2. Log In

- 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.



### 3. Create a New Request

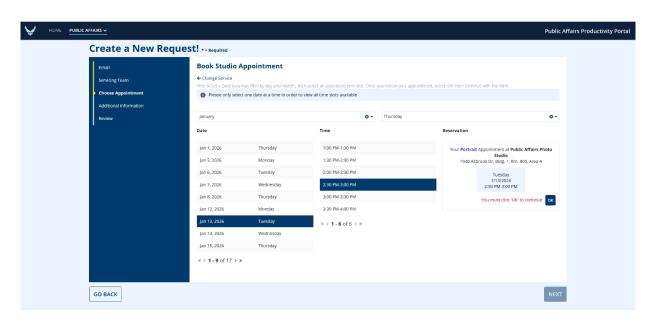
- Under Service Location, select Wright-Patterson AFB from the dropdown.
- Under Servicing Team, choose 88th Air Base Wing Public Affairs.
- Select Studio Photography > Portrait
- Click "NEXT" to continue.





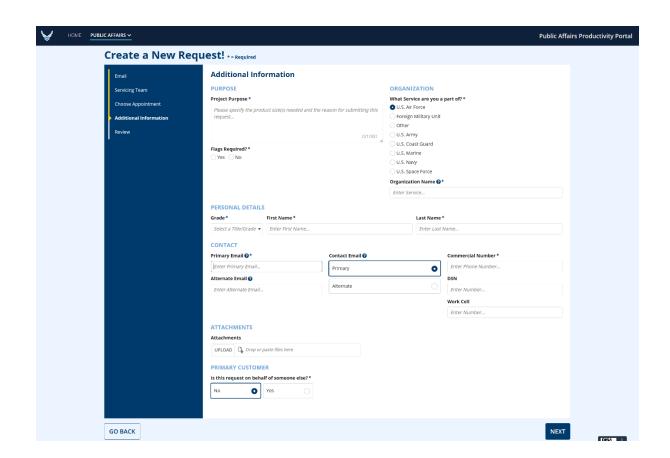
#### 4. Enter Date & Time

- Select an available Date & Time
- Click "NEXT" to continue.



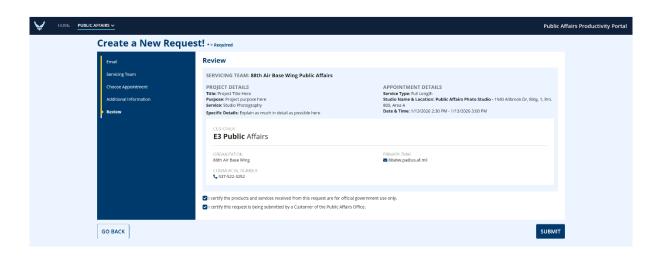
### 5. Provide Project Purpose

- 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.



### 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.



## **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.