

# 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 > Passports**
- 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, there are two text fields: '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. The 'Studio Photography' option is selected, indicated by a blue border and a checkmark. The other options are: General PA Support, Marquee & Displays, Security & Policy Review, Media Inquiry, Tour Request, Presentation Requests, and Public Inquiries. At the bottom of the form, there 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 screenshot. The main content area is titled 'Book Studio Appointment' and includes a section for 'What Service is Needed?'. There are two options: 'PORTRAIT' and 'PASSPORT/ID PHOTO'. The 'PASSPORT/ID PHOTO' option is selected, indicated by a blue border and a checkmark. At the bottom of the form, there 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 screenshots. The main content area is titled 'Book Studio Appointment' and includes a section for 'Change Service'. Below this, there 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, there is a table of available dates and times. The table has three columns: 'Date', 'Time', and 'Reservation'. The 'Date' column shows dates from Jan 1, 2026 to Jan 15, 2026. The 'Time' column shows time slots from 1:00 PM-1:30 PM to 3:30 PM-4:00 PM. The 'Reservation' column shows the reservation details for the selected date and time. The '2:30 PM-3:00 PM' slot for 'Tuesday, 1/13/2026' is selected, indicated by a blue border and a checkmark. At the bottom of the form, there are 'GO BACK' and 'NEXT' buttons.

## 5. Provide Project Purpose

- Specify “For official gov’t passport/visa, or PCS travel”, the quantity of prints needed (typically 2 unless instructed otherwise), and photo sizes required (typically 2x2 unless instructed otherwise)
- **Flags Required:** No
- **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 \*

Select a Title/Grade

First Name \*

Enter First Name...

Last Name \*

Enter Last Name...

CONTACT

Primary Email \*

Enter Primary Email...

Alternate Email \*

Enter Alternate Email...

Contact Email \*

Primary

Alternate

Commercial Number \*

Enter Phone Number...

DSN

Enter Number...

Work Cell

Enter Number...

ATTACHMENTS

Attachments

UPLOAD Drop or paste files here

PRIMARY CUSTOMER

Is this request on behalf of someone else? \*

No

Yes

GO BACK

NEXT

DESA

## 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 Ailbrook 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.

At the bottom of the form, there are two buttons: '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.
- Passport/visa appts will be available Mon & Wed afternoons between 1300-1600 and Tue & Thurs mornings between 1000-1200
- **Photo Studio does not support personal/tourist passport requests**
- All passport/visa appts are 15 min blocks
- For families/groups larger than 4, 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
- A dark-colored shirt is required (no white or light-colored shirts)
- Military uniform attire is **prohibited**