Public Affairs Productivity Portal (P3) Resource Guide

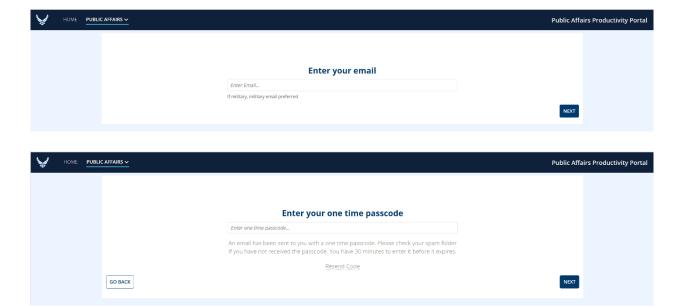
1. Access the Portal

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



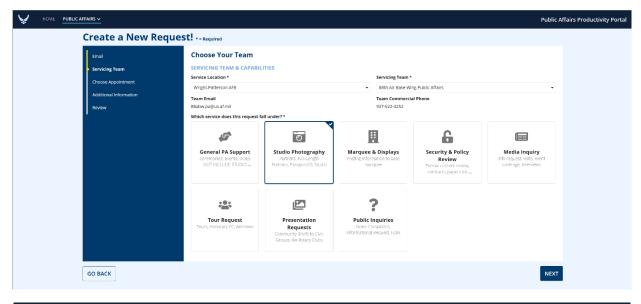
2. Log In

- 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

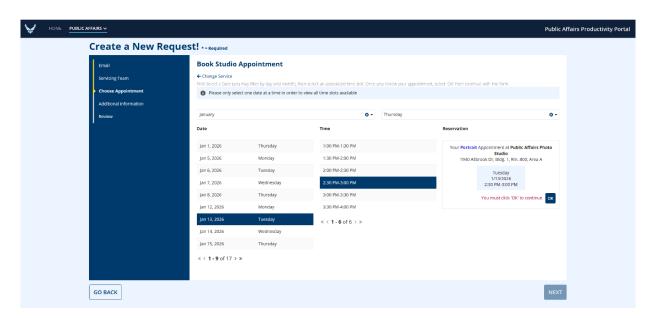
- Under Service Location, select Wright-Patterson AFB from the dropdown.
- Under Servicing Team, choose 88th Air Base Wing Public Affairs.
- Select Studio Photography > Passports
- Click "NEXT" to continue.





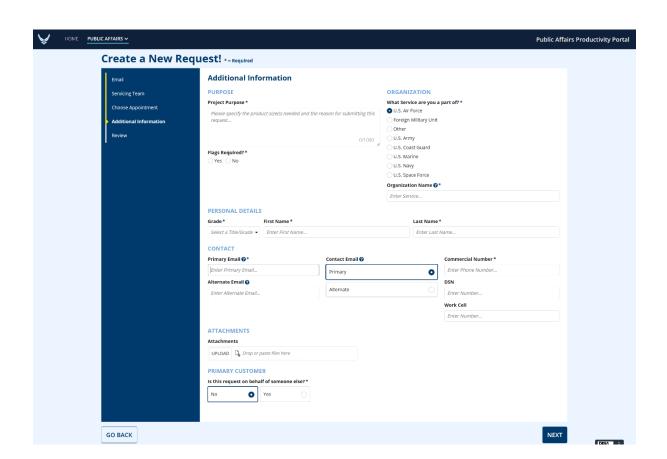
4. Enter Date & Time

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



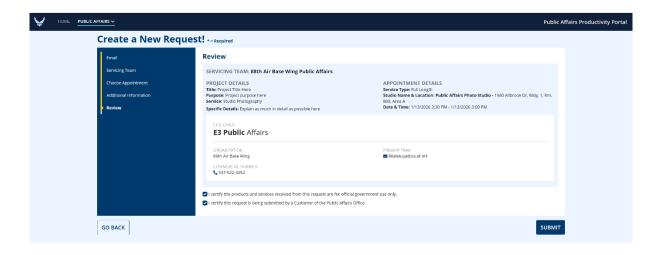
5. Provide Project Purpose

- 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.



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.
- 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