

ATZQ-XXX

DATE

MEMORANDUM FOR Fort Rucker Multimedia Visual Information Service Center, TSC, Bldg 535

SUBJECT: Reshoot of Official Photograph

1. Request (*Soldier's Name, Rank*) be provided the opportunity to reshoot his Official Photograph due to *discrepancy on uniform, receipt of a new award that is ARCOM or higher, wore the wrong ribbon, incorrect badge, or promotion.*
2. *JUSTIFICATION: (Natural wrinkles from wearing are not reasons for a reshoot. The Soldier is responsible for proper grooming; ensuring that his or her uniform fits properly and all ribbons/medals are correctly displayed. Simply stating that a reshoot is needed because you don't like the way you look is not a justification for a reshoot.)*
3. *POC information.*

Commander Signature Block