

**BY ORDER OF THE COMMANDER
AIR FORCE DISTRICT OF
WASHINGTON**



**AIR FORCE INSTRUCTION 36-2903
AIR FORCE DISTRICT OF WASHINGTON
Supplement**

25 SEPTEMBER 2013

Personnel

**DRESS AND PERSONAL APPEARANCE OF
AIR FORCE PERSONNEL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 36-2903, Dress and Appearance of Air Force Personnel, 18 July 2011, is supplemented as follows. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication, to AFDW/A1, 1500 Perimeter Road, Suite 5300, Joint Base Andrews/NAF-W, MD, 20762. Deviations from the procedures described herein are prohibited without written approval from the OPR. These supplemental requirements apply to all active duty Air Force personnel within the Headquarters, Air Force District of Washington (AFDW) and its subordinate units (11th Wing, 79th Medical Wing, 844th Communications Group, and the Joint Base Anacostia-Bolling AF Element). The portion of this supplement that pertains to Headquarters Air Force (HAF) and the Office of the Secretary of the Air Force (SAF) assigned Air Force members is identified in paragraphs 1.2.14., 1.2.15., and 1.2.16. Additionally, only paragraphs 1.2.15. and 1.2.16. of this supplement apply to visitors to the National Capital Region (NCR). The NCR, as described in the National Capital Planning Act (Title 40 U.S. Code, Sec 7.1(b)), is Washington D.C. and its surrounding counties, to include: Arlington, Fairfax, Loudoun, Montgomery, Prince George, and Prince William. This supplement does not apply to NCR visitors, HAF and SAF assigned Airmen, or members of the US Air Force Reserve and Air National Guard units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) and the Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This supplement implements new AFDW guidance directing uniform wear by AF members within the NCR.

1.2.14. **(Added)** Uniform of the Day (UOD) for personnel in the NCR assigned to HQ AFDW and subordinate units (11th Wing, 79th Medical Wing, 844th Communications Group, and Air Force Elements at Joint Base Anacostia-Bolling), as well as the 320th Air Expeditionary Wing (unless otherwise directed by HHQ). For all AFDW Airmen, the standard UOD Monday through Friday is the utility uniform to include Airmen Battle Uniforms (ABUs) and Flight Duty Uniforms (FDUs), except when directed by a commander, director, or equivalent to meet unique organizational needs. AFDW Airmen visiting or working in the Pentagon will wear any combination of the Air Force blue service uniform, Monday through Thursday and the alternate duty uniform (ABUs, FDUs, etc.) on Friday. Note: Air Force Elements administratively assigned to AFDW and who are not located in the NCR will adhere to their local operational command policies.

1.2.15. **(Added)** Mandatory wear of the Service Dress Uniform. Airmen will wear the Service Dress Uniform, unless directed otherwise by competent authority (i.e., AF/CC, AF/CV, AF/CVA, AFDW/CC) in the following circumstances: when officially visiting Congress, the White House, the Supreme Court, hosting executive, legislative or judicial branch employees and when attending military funeral honors at Arlington National Cemetery.

1.2.16. **(Added)** National Capital Region events hosted by other than an official Air Force entity. All Airmen will wear the Service Dress Uniform when representing the military at an event hosted by a non-Air Force organization unless directed otherwise by competent authority (i.e., AF/CC, AF/CV, AF/CVA, and AFDW/CC).

2.7. Numbered Air Force (NAF), Direct Reporting Unit (DRU) and Field Operating Agency (FOA) Commanders. HQ AFDW and subordinate units' Base-level supplements are not authorized for publication without prior written coordination with AFDW/A1.

6.1.10. HQ AFDW and subordinate units' Airmen are permitted to wear the sage green fleece with the ABU while indoors.

6.2.7. HQ AFDW and subordinate units' Airmen are permitted to wear the black Watch Cap with the PTU/IPTU uniform during the months of October through April or when the temperature is below 40 degrees.

6.2.8. HQ AFDW and subordinate units' Airmen are permitted to wear the sage green Watch Cap with the ABU when outer garments are worn and with the PTU/IPTU uniform during the months of October through April or when the temperature is below 40 degrees.

6.5.2.3. HQ AFDW and subordinate units' Long-sleeved turtlenecks, dickies, and thermal undershirts are permitted with the FDU as weather warrants.

7.1.12. HQ AFDW and subordinate units' Airmen are not authorized wear of the PTU/IPTU with civilian or personal attire except with the following: PTU/ITU jacket may be worn with conservative personal attire during individual or personal PT or while off-duty.

8.1.2. Wear of the Multi-Climate Protection System (MCPS) as a functional uniform is authorized for HQ AFDW and subordinate units' aircrew personnel. Airmen are directed not to sew into or otherwise attach rank insignia to the MCPS GORE-TEX jacket. Nametags meeting the FDU criteria in 8.4.5. (with rank) are worn on the left breast and AFDW emblems are worn on the right breast. US flag emblems are worn on the left sleeve.

8.4.5. FDU/Nomex Flight Jacket Nametags. Ensure cloth nametags are in unit-designated colors and standardized within the unit. Ensure that nametags are centered, in block letters and are on one line. For officers, the last name is mandatory; as well as first name, initial(s) (e.g., member may use "SAMUEL P. JONES," "SAM JONES," or "S. JONES." For enlisted personnel, use same name criteria and include abbreviated rank (e.g., SSgt, TSgt, and MSgt). Aeronautical wings are mandatory wear and must be approximately 2 3/4 inches by 5/8 inch in size. One additional badge is authorized (e.g. parachutist badge). Emblems or silhouettes are permitted if they are standardized within the unit and represent the unit's current or historical mission. HQ AFDW staff will utilize cloth nametags with royal blue background, white lettering/badges and yellow border.

8.4.7. HQ AFDW and subordinate units' Members may wear the Weapons School Patch or USAF Test Pilot School (graduate or instructor) upon completion of the appropriate school.

8.4.8. A vivid emblem, not to exceed 3 1/2 inches in diameter, of the squadron assigned is authorized. Ensure unit emblems are IAW AFI 84-101, *Historical Products, Services, and Requirements*. HQ AFDW staff personnel may wear directorate-developed and AFDW/CV-approved patches.

8.4.9. Flying hour milestone, instructor, flight examiner scrolls, etc. above the AFDW Command Emblem are not authorized. Add-on patches worn on the pen pocket flap velcro, when the flap is removed, is authorized at the discretion of and approved by the unit commander. Ensure authorized patches are 1" x 2" or 3/4" x 1 3/4" with a background and embroidered letters and/or numerals and border matching the unit nametag. Implemented patches will represent the unit's mission or historical significance and worn unit wide.

8.4.10. Neckwear is authorized for HQ AFDW and subordinate unit Airmen who are authorized wear of the FDU. Ensure neckwear is in distinctive unit (squadron or wing) colors and worn unit wide.

8.5.2. Leather A-2 Flying jacket is authorized for AFDW personnel while performing flight duties.

9.1.1. Wear of the MCPS as a functional uniform is authorized for aircrew in AFDW.

10.3.4. HQ AFDW personnel assigned to qualifying positions are authorized wear of the HAF badge after completing the minimum requirement of one year assigned.

Note: refer to AFDW policy memorandum titled "AFDW Qualifying Position for Wear of the HAF Badge", which provides the list of qualifying positions.

10.3.5. Ceremonial Guardsmen assigned to the USAF Honor Guard (HG) are eligible for permanent wear of the HAF badge after successful completion of their HG tour. Successful completion of tour includes member serving 24 months, a review of member's record with the HG/CC endorsement. Awardees will receive a certificate documenting authorization for permanent wear of the badge. Wear of the badge is not authorized while member is serving as a Ceremonial Guardsman.

SHARON K. G. DUNBAR
Major General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2903, *Dress and Appearance of the Air Force Personnel*, 18 July 2011

AFI 84-101, *Historical Products, Services, and Requirements*, 30 July 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

Abbreviations and Acronyms

ABU—Airmen Battle Uniform

AEW—Air Expeditionary Wing

AFDW—Air Force District of Washington

AFRIMS—Air Force Records Information Management System

FDU—Flight Duty Uniform

HAF—Headquarters Air Force

HHQ—Higher Headquarters

IPTU—Improved Physical Training Uniform

MCPS—Multi-Climate Protection System

NAF-W—Naval Air Facility-Washington

NCR—National Capitol Region

OPR—Office of Primary Responsibility

PTU—Physical Training Uniform

RDS—Records Disposition Schedule

SAF—Secretary of the Air Force

UOD—Uniform of the Day