

**BY ORDER OF THE COMMANDER  
42D AIR BASE WING (AETC)**



**AIR FORCE INSTRUCTION 36-2903**

**AIR EDUCATION AND TRAINING  
COMMAND Supplement**

**MAXWELL AIR FORCE BASE  
Supplement**

**6 JUNE 2013**

*Incorporating Change 1, 10 JULY 2015*

**Personnel**

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

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## SUMMARY OF CHANGES

This interim change: updates the Certifying and Approving Authorities; adds guidance on Morale Undershirts; and updates guidance on wear of earphones.

**1.2.13.** Authorized headgear will be worn while outdoors unless in an area designated as a no-hat area by the installation commander or equivalent. See Attachment 8 for designated no-hat areas.

1.2.14. **(Added)** Military members are required to be in uniform for all in- and out-processing appointments. (Reference AFI 36-2102, *Base-Level Relocation Procedures*.)

5.1.3. Military members are authorized to wear squadron-approved morale undershirts with their ABUs on Fridays (only one color per squadron). Morale undershirts are individual purchase only, not unit-funded.

6.2.7. *Black Watch Cap.* Wear authorized from 1 October – 31 March or as extended by the installation commander.

6.2.8. *Sage Green Watch Cap.* Wear authorized from 1 October – 31 March or as extended by the installation commander.

6.5.2.1. See Attachment 7 for approved unit emblems.

7.1.7.1. The wear of an optional solid black or dark blue baseball/sport cap with the Air Force symbol or “U.S. Air Force” printed/embroidered on the front during organized PT; also authorized during individual PT. If authorized, caps are to be worn outdoors only.

7.1.13. See AFI 91-207\_AETCSUP\_MAXWELLAFBSUP, *The US Air Force Traffic Safety Program*, paragraph 3.6.6. for guidance on wearing headphones and earphones.

9.6.10. **(Added)** Vest. Security Forces Base Entry Controllers are authorized to wear the yellow/blue reflective vest during inclement weather and from dusk until daylight.

10.3.27. Exercise Evaluation Team Badges (with “EET” identifier). Authorized for wear by base exercise evaluation team members during exercise periods. Team members may wear base exercise evaluation team badges and vest with the acronym “EET”.

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

AFI 36-2102, *Base-Level Relocation Procedures*, 18 September 2006

***Adopted Forms***

AF Form 847

***Abbreviations and Acronyms***

**ACSC**—Air Command and Staff College

**AFHRA**—Air Force Historical Research Agency

**AFLOA/AFJAGS**—Air Force Legal Operations Agency/Air Force Judge Advocate Generals School

**AFRI**—Air Force Research Institute

**AU**—Air University

**AWC**—Air War College

**CAP**—USAF—Civil Air Patrol-United States Air Force

**CCAF**—Community College of the Air Force

**ECPD**—Eaker Center for Professional Development

**EET**—Exercise Evaluation Team

**ESS**—Education Support Squadron

**SASS**—School of Advance Air and Space Studies

**SOC**—Squadron Officer College

**SOS**—Squadron Officer School

**Attachment 7 (Added)****APPROVED UNIT EMBLEMS FOR WEAR ON DESERT SAND (TAN) T-SHIRTS**

**A7.1. (Added)** Figure A7.1 lists unit emblems approved for wear on desert sand (tan) T-shirts:

**Figure A7.1. (Added) Approved Unit Emblems**

Headquarters Air University (AU)
Spaatz Center
Air Force Research Institute (AFRI)
Air Force Senior NCO Academy (AFSNCOA)
Air War College (AWC)
Air Command and Staff College (ACSC)
Jeanne M. Holm Center
Squadron Officer College (SOC)
Squadron Officer School (SOS)
LeMay Center
National Security Space Institute (NSSI)
Officer Training School (OTS)
Thomas N. Barnes Center for Enlisted Education
Community College of the Air Force (CCAF)
Civil Air Patrol-United States Air Force (CAP-USAF)
Eaker Center for Professional Development (ECPD)
School of Advanced Air and Space Studies (SAASS)
Education Support Squadron (ESS)
42d Air Base Wing
42d Force Support Squadron
42d Security Forces Squadron
42d Communications Squadron
42d Contracting Squadron
42d Medical Group
42d Medical Operations Squadron
42d Medical Support Squadron
42d Aeromedical Dental Squadron
22d Training Support Squadron

23d Training Squadron

24th Training Squadron

29th Student Squadron (SOC)

30th Student Squadron (SOS)

31st Student Squadron (SOS)

32d Student Squadron (SOS)

33d Student Squadron (SOS)

36th Student Squadron (SOC)

Det 12 Academy of Military Science

908th Airlift Wing

908th Civil Engineer Squadron

908th Operations Support Flight

908th Security Force Squadron

First Sergeant Academy

**Attachment 8 (Added)****APPROVED NO-HAT/NO-SALUTE AREAS****A8.1. (Added)** Designated no-hat/no-salute areas.

A8.1.1. **(Added)** For safety considerations, the flight line, CATM range and skeet range are no-hat and no-salute areas.

A8.1.2. **(Added)** To facilitate mission effectiveness and efficiency, the open-air quadrangles within the confines of ACSC, SOC, AFLOA/AFJAGS, and 42 ABW headquarters building are no-hat and no-salute areas.

A8.1.3. **(Added)** The LeMay Center enclosed connector between Bldgs 1400 and 1400A and the Maxwell Clinic courtyard are authorized no-hat and no-salute areas.

A8.1.4. **(Added)** The Blue Thunder/Leadership Reaction Course (Project X, Combatives area and Cultural Leadership area) facility is a no-salute area during warrior training events—hats will be worn.

A8.1.5. **(Added)** At Gunter Annex, the patio behind Bldg 1143 is a no-hat and no-salute area.

A8.1.6. **(Added)** Bldg 205, the area to include the AFLMA picnic area, adjacent to southeast wing of Bldg 205, enclosed parking area, and door-to-door building access is a no-hat and no-salute area.

A8.1.7. **(Added)** The breezeway between Bldg 892 and Bldg 892 auditorium is a no-hat and no-salute area.

A8.1.8. **(Added)** The Leadership Reaction Course area is a no-salute area during training events—hats will be worn.

A8.1.9. **(Added)** The breezeway between Bldg 1487 and Bldg 1487A is a no-hat and no-salute area.

**A8.1.10.** Bldg 501, Education Center courtyard is a no-hat and no-salute area.

A8.1.11. **(Added)** 908 AW: The courtyard area and sidewalks transitioning between buildings 1050 and 1052. Aircrew transitioning to and loading into crew transportation adjacent to buildings 1050 and 1051.

A8.1.12. **(Added)** Maxwell Fire Station #1, Bldg. 1092, the vehicle ramp facing Maxwell Blvd. and the picnic tables/patio area on the west side facing the refueling yard.

A8.1.13. **(Added)** Maxwell Fire Station #2, Bldg. 834 on Gunter Annex, the vehicle ramps facing Turner Blvd., and the backside ramp connecting to Computer Loop Road and near picnic tables and patio area.

**A8.2. (Added)** No-hat and/or no-salute areas will be visibly marked and unit commanders will brief their personnel on the designated areas with particular emphasis on the limits of such an area. Commandants and commanders seeking additional designated no-hat and/or no-salute areas may seek approval—in writing—from the installation commander.