

**BY ORDER OF THE COMMANDER**

**AIR FORCE INSTRUCTION 36-2903  
OFFUTT AFB SUPPLEMENT 2**

*4 September 2006*  
*Certified Current 10 May 2013*

*Medical*

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** The official version of this publication is available electronically on the Offutt AFB Intranet site at: <https://www.intra.offutt.af.mil/base/publications/indexhom.htm>. If you lack access, please contact the Base Publishing Office for an electronic copy.

**RELEASIBILITY:** There are no releasibility restrictions on this publication

---

OPR: 55 MDOS/SGOMD

Certified by: 55 MDG/CC  
(Col Dan Hansen)

Supersedes: AFI 36-2903\_OAFBSUP2, 13 Oct 00

Pages: 7

---

AFI 36-2903, 2 August 2006, *DRESS AND PERSONAL APPEARANCE OF AIR FORCE PERSONNEL*, is supplemented as follows. This supplement is to inform commanders, supervisors, and patients on what to expect from the PFB Clinic and what people enrolled in the clinic are required to do. The use of brand name products, items, or services does not constitute endorsement by the United States Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>.”

---

**Summary of Changes:** Numerous changes have taken place in this publication, please read in its entirety.

**Chapter 7 (Added)**  
**RESPONSIBILITIES OF THE PSEUDOFOLLICULITIS**  
**BARBAE CLINIC (OFFUTT AFB)**

**7.1. (Added) Definitions**

7.1.1. (Added) Pseudofolliculitis Barbae (PFB) is a common skin disorder. It is an inflammation of the skin in the hair-bearing areas of the face and neck. The condition is caused by closely trimmed hair reentering the skin rather than growing outward. There is no cure for this disease, but proper beard care and correct shaving techniques can control it.

**7.2. (Added) Air Force Standards:** “Beards must not be worn by Air Force personnel except when authorized by a commander on the advice of a medical officer for health reasons. All medically recommended facial hair will be kept trimmed so as not to exceed ¼ inch in length, and it is the commander’s responsibility to monitor a person’s progress in treatment in order to control this authority” (see AFI 36-2903). In order for an individual with PFB to obtain a waiver he must be identified as having a problem, be referred to the shaving clinic by his Primary Care Manager (PCM), enrolled in the shaving clinic and have a medical recommendation for a waiver. Individuals who have a waiver from a previous base must also have a referral from their PCM to be seen in the shaving clinic.

**7.3. (Added) Responsibilities Of Parties Involved**

7.3.1. (Added) Squadron Commander. AFI 36-2903, *Dress And Personal Appearance of Air Force Personnel*, as amended, requires that the unit commander evaluate and review each case in which the medical facility has recommended a shaving waiver. The squadron commander must concur or not concur with the recommendation and state whether the waiver is or is not granted. The commander then signs OAFB Form 183, *Stubble Growth Control* card. If the squadron commander does not concur with the recommendation, the squadron commander should first consult with the medical officer whose signature appears on the OAFB Form 183, *Stubble Growth Control*, (attachment 1). If the squadron commander and physician cannot resolve the disagreement, the physician should immediately elevate the problem through the medical chain of command.

7.3.2. (Added) Dermatologist. Manages and controls the shaving clinic. The dermatologist will sign all OAFB Form 183, *Stubble Growth Control* and evaluate any patient who is not responding to therapy or who develops complications as a result of therapy. The dermatologist will treat all patients with an acute exacerbation of PFB, and if necessary designate an alternate physician to issue OAFB Form 183, *Stubble Growth Control* s and monitor the clinic in his/her absence.

7.3.3. (Added) PFB Technician. The PFB technician will evaluate, monitor and instruct patients in the proper way to shave by the method best for him. The medical technician refers patients with specialized treatment requirements to the dermatologist. The technician prepares the OAFB Form 183, *Stubble Growth Control* for the physician's signature and makes accurate entries in the patient's medical record. The technician will maintain a log of all shaving waivers issued. The technician will ensure that each patient receives a copy of this instruction on his initial visit.

7.3.4. (Added) Patient. The patient is the key to the success of the program. The patient has the responsibility to comply with medical recommendations for treatment and maintenance of grooming standards. Patients on flying status or the Personnel Reliability Program must bring their records to their scheduled appointment. The patient must acquire all signatures and carry the OAFB Form 183, *Stubble Growth Control* at all times. The patient must obtain follow-up coordination through the Dermatology Clinic before shaving waiver expires and schedule a follow-up appointment when PFB flares. The patient is advised the responsibility for the treatment is his.

**7.4. (Added) Hours Of Operation.** The Clinic is open Monday through Friday 0730-1630; however, appointments must be made through the clinic staff by calling 232-CARE, select specialty clinic, and then Dermatology. Renewals of shaving waivers are done on a walk-in basis during these hours.

**7.5. (Added) Guidelines.** The Pseudofolliculitis Barbae Clinic (PFB)/Shaving Clinic is a one phase program.

7.5.1. (Added) All visits to the PFB clinic are of utmost importance to ensure patient compliance with the program.

7.5.2. (Added) The patient will follow all previous instructions by scheduling follow-up appointments when PFB flares and coordinating shaving waiver renewal before the waiver expires.

7.5.3. (Added) Shaving waiver renewals are on a walk-in basis, therefore they may have to wait if a technician is with a scheduled appointment. To possibly ease the wait time patients may call ahead to inform the technician that their waiver is due to expire and that they will be coming in.

7.5.4. (Added) If the patient is to be on leave, TDY, or deployed it is the responsibility of the patient to ensure the waiver will not expire while he is gone.

7.5.5. (Added) Patients are reminded that follow-up care is mandatory, regardless if it is scheduled or a shaving waiver renewal. If the individual fails to cancel the scheduled appointment, a No Show letter may be sent to the individual's First Sergeant.

7.5.6. (Added) If the waiver has been expired greater than 30 days, the patient will need to be reevaluated by the Dermatologist.

7.5.7. (Added) Patients are instructed to follow their individual regimen even while on leave.

**7.6. (Added) Face Care Tips:** Everyone will follow these steps daily.

- a. Wash face with a Buf Puf pad against the grain twice a day.
- b. Place a hot towel on face once a day for a few minutes.
- c. Release ingrown hairs without plucking them.
- d. Shave same time of day.
- e. Do not use deodorant soaps (use Dove, Tone or Pernox).
- f. Apply moisturizing cream twice a day.

**7.7. (Added) Types Of Shaving Methods.**

7.7.1. (Added) The Electric Clippers:

7.7.1.1. (Added) Follow face care tips. (7. a-c)

7.7.1.2. (Added) Hold clippers horizontally.

7.7.1.3. (Added) Start by shaving the sideburns downwards.

7.7.1.4. (Added) Shave other areas upward with strokes overlapping one another slightly.

7.7.1.5. (Added) Do not press down hard against the skin or irritation could result.

7.7.1.6. (Added) Do not stretch the skin. Stretching causes the hair to protrude outward. Upon skin relaxation, the hair retracts below the surface.

7.7.1.7. (Added) Wash face to remove any loose hair.

7.7.1.8. (Added) Apply moisturizing lotion.

7.7.2. (Added) The Electric Razor:

7.7.2.1. (Added) Follow face care tips. (7. a-c)

7.7.2.2. (Added) Start by shaving the sideburns downward in an overlapping circular motion.

7.7.2.3. (Added) Do not press down hard against the face or irritation could result.

7.7.2.4. (Added) Shave other areas in same overlapping circular motion.

7.7.2.5. (Added) Wash face to remove any loose hair.

7.7.2.6. (Added) Apply moisturizing lotion.

7.7.3. (Added) The Adjustable/Disposable Razor:

7.7.3.1. (Added) Follow face care tips (7. a-c)

7.7.3.2. (Added) Apply shaving foam/gel thickly.

7.7.3.3. (Added) Set adjustable razor to setting 3 or 4.

7.7.3.4. (Added) Hold razor firmly and make smooth strokes using a wrist type motion, 1-1/2" to 2" in length. Avoid jerky and sloppy strokes.

7.7.3.5. (Added) Do not stretch skin. Stretching causes the hair to protrude outward. Upon skin relaxation, the hair retracts below the surface.

7.7.3.6. (Added) When shaving with a blade, make sure all strokes lead into the shaving foam/gel.

7.7.3.7. (Added) Check for missed paths of hair, especially in the corners of the mouth, chin, jaw and neck. These are the most common areas of PFB.

7.7.3.8. (Added) Wash face to remove loose hair and shaving foam/gel.

7.7.3.9. (Added) Apply moisturizing lotion.

**7.8. (Added) Manual Release Of Ingrown Hair.** This process is accomplished with a surgical needle or tweezers. The hairs are lifted from the skin line or the shaving bumps to allow them to grow out and away from the skin. Some bumps may need to be opened for the same purpose. When releasing hairs at home, use a needle or tweezers and lift the hair from the skin surface. Do not pull hairs out of face. This may result in hairs growing under the surface of the skin, which will aggravate the problem. Manual release of the embedded hair can sometimes be difficult and will require both practice and persistence.

6

AFI36-2903\_OFFUTTAFB SUP2, 4 SEPTEMBER 2006

7.9. (Added) Forms Prescribed: OAFB 183, *Stubble Growth Control*.

OFFICIAL

DAN R. HANSEN, Colonel, USAF, MC  
Commander, 55th Medical Group

Attachments: 1

Attachment 1- Memorandum For First Sergeant, No Show

**Attachment 1 (Added)**  
**MEMORANDUM FOR FIRST SERGEANT,**  
**NO SHOW LETTER**

Date \_\_\_\_\_

MEMORANDUM FOR FIRST SERGEANT

FROM: 55th Medical Group/SGOMD/Dermatology Clinic

SUBJECT: No Show Letter

1. \_\_\_\_\_ failed to keep his scheduled shaving waiver appointment on \_\_\_\_\_.
2. It is imperative that the member participates and complies with guidelines given in order to expect a successful treatment.
3. Your attention in this matter is needed to enhance member's compliance. Please remind this individual of his requirement to cancel appointments as directed by AFI36-2903\_OFFUTTAFBSUP2.
4. If you have any questions and/or problems, please call the Dermatology Clinic at 294-3469.

\_\_\_\_\_  
Dermatology Clinic Technician

\_\_\_\_\_  
Chief, Dermatology Clinic