

**BY ORDER OF THE COMMANDER  
SHAW AFB**



**AIR FORCE INSTRUCTION 36-2903  
SHAW AIR FORCE BASE  
Supplement  
21 SEPTEMBER 2016**

**Personnel**

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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AFI 36-2903, dated 18 July 2011 and AFI 36-2903\_ACCSUP, dated 19 April 2013, is supplemented as follows. This supplement provides further clarification and guidance regarding dress and appearance standards of Shaw Air Force Base (AFB) personnel. This supplement applies to all personnel attached or assigned to Shaw AFB, including the Air Force Reserve and Air National Guard members who are on extended duty at Shaw AFB that are serviced by the 20th Force Support Squadron (20 FSS). Ensure that all records created as a result of process prescribed in this publication are maintained in accordance with (IAW) AF Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to 20 FSS/FSMPS, 504 Shaw Drive, Suite 2129, Shaw AFB SC 29152 using Air Force Form 847, *Recommendation for Change of Publication*.

**2.6.8. Personal hydration systems are authorized for wear with ABUs, FDUs, PTUs and IPTUs from 1 May thru 30 September.** Only black, ABU-patterned, olive drab and Air Force sage green personal hydration systems are authorized for wear while performing duties on the flightline, when wearing weight/load bearing (PPE) equipment, and as directed by the Squadron Commander during physical training. Personal hydration systems use will be authorized as directed by the Squadron Commander from 1 October thru 30 April.

2.8.11. Approved “No Hat/No Salute” areas are designated at Attachment 9.

6.2.7. Black Watch Cap. Between 1 October and 30 April of each year, personnel may wear the watch cap only when wearing authorized outer garments, service dress, or PTU. Watch caps will not be worn with sleeves rolled up.

6.2.8. Sage Green Watch Cap. Between 1 October and 30 April of each year, personnel may wear the watch cap only when wearing ABU authorized outer garments or PTU. Watch caps will not be worn with sleeves rolled up.

6.5.2.3. Thermal undergarments (all without pockets) in desert tan, white, or cream colored may be worn under the ABU shirt between 1 October and 30 April of each year. None of these may be worn by themselves as an outer garment, outside of authorized work area and must not be visible under the ABU/Flight Duty Uniform (FDU) trouser legs and/or coat except at the neck. All must be tucked into the trousers. (EXCEPTION: tucking of t-shirt or turtleneck is not required if wearing maternity ABUs).

8.4.5.1. Flight Suit Name Tags: Name tags on flight suits will be in Wing, Group, or Squadron colors IAW Attachment 11. Name tags may also include squadron commander approved logo or aircraft silhouette. On Fridays or the last duty day of the week, aircrew are authorized to wear call-sign nametags IAW Attachment 11. Call sign nametags will only be worn in squadron operational areas to include the Carolina Skies Club for applicable morale and social events.

8.4.7. The wear of the U.S. flag on the FDU is prescribed for wear by those individuals who perform flying, parachutist, space and missile crew duties.

8.4.10. Neckwear is authorized IAW Attachment 10. Neckwear will only be worn with the FDU when not flying.

9.1.1.2. Personnel are authorized to wear coveralls (white, blue, or green) as Personal Protective Equipment (PPE) gear when working in industrial areas.

9.1.1.2.1. **(Added)** Coveralls will only be worn in the immediate work area facility or the designated “NO HAT/NO SALUTE” areas. Commuting through unauthorized areas wearing coveralls is prohibited. NOTE: Personnel are authorized to wear coveralls to obtain food and/or beverage from the Afterburner only.

9.1.1.2.2. **(Added)** Coveralls must be in good repair, zipped, buttoned or Velcro. Sleeves may be tailored or neatly rolled for summer wear. If tailored, the sleeves will barely touch or come within one inch of the forearm with the elbow bent at 90 degrees. Half coveralls are authorized.

9.1.1.2.3. **(Added)** Name tapes may be worn on the right side and contain the last name of the individual in standard, all caps block lettering.

9.1.1.2.4. **(Added)** USAF tape or Occupational tapes may be worn on the left side and contain standard all caps block lettering. Dedicated Crew Chiefs and Assistant Dedicated Crew Chiefs

may also include their assigned aircraft number (i.e., DCC 2056, ADCC 2056).

9.1.1.2.5. **(Added)** Green coveralls will use subdued tapes and insignia as authorized for the ABU uniform. Blue coveralls will have blue tape with white lettering. If chevrons are used, they must be 4-inch. Unless otherwise stated, position and format will conform as closely as possible to requirements for ABUs in AFI 36-2903.

9.1.1.2.6. **(Added)** Squadron commanders are responsible for standardizing, within their respective units, coverall wear and PPE options outlined within paragraph 9.1.1.2. of this supplement.

9.1.1.3. The Flight Jacket will not be issued to non-flying personnel and will only be worn with the FDU. The short parka is not authorized for wear.

9.1.1.4. Wear of specialized Winter Flight Clothing, issued as required, is authorized for wear from 1 October thru 30 April and only while performing flight duties.

9.1.1.5. Reflective tape (belts around waist), jackets, and arm band must be worn when prescribed by a safety directive and may be worn at the individual's discretion during periods of reduced visibility. When worn, the item must be zipped, snapped, or buttoned to present a neat appearance. Arm bands may be worn on the left arm, halfway between the elbow and shoulder, when performing duties requiring identification.

9.1.1.6. Protective hair and head coverings are authorized for wear. Wearing these head coverings is authorized only when performing actual work which requires protection from the elements of work (paint, oil, grease, sprays, and so forth).

9.11.18. Demonstration Teams. Attachment 12 identifies the member uniform for the Ninth Air Force Demonstration Team.

DANIEL T. LASICA, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References (Added)***

AFI 36-2903, IC 3, *Dress and Personal Appearance of Air Force Personnel*, 17 January 2014

***Prescribed Forms***

No prescribed forms are implemented by this publication.

***Adopted Forms***

None.

***Abbreviations and Acronyms (Added)***

**20 FW**—20th Fighter Wing

**20 FSS**—20th Force Support Squadron

**AFRIMS**—Air Force Records Information Management System

**FDU**—Flight Duty Uniform

**PPE**—Personal Protective Equipment

**RDS**—Records Disposition Schedule

**Attachment 9 (Added)****APPROVED “NO HAT/NO SALUTE” AREAS**

**A9.1. (Added)** The vehicle maintenance operations compound, bldgs 325, 329, 298, the VIP vehicle prep facility, and the Government Owned Vehicle service station.

**A9.2. (Added)** The flightline area which is defined as the area from the east side of the buildings located adjacent to the flightline; it also includes surrounding areas of buildings 1696 and 1697 (Hush House) and within the immediate area of Hangars 702, 1200 and 1614; the fenced-in area around bldg 160; the Aerospace Ground Equipment (AGE) compound; the immediate area surrounding Hangars 113, 114, and 115; within the fenced boundaries of the 682 ASOS motor vehicle maintenance compound to include bldgs 1850, 1851, 1855, and 1858, and munitions storage area.

**A9.3. (Added)** For BITC personnel when delivering mail between BITC vehicle and building entrance, except 9 AF HQ and 20 FW HQ.

**A9.4. (Added)** Prime RIBS bldg 1516, the loading dock area of the dining facility, and the Honor Guard at 1039 Crane Street. This is limited to a ten foot radius around the building and only applies when entering and exiting the restroom. The loading dock is a no hat area only when loading and offloading trucks.

**A9.5. (Added)** Ambulance or emergency room personnel while responding to an emergency.

**A9.6. (Added)** The Civil Engineer compound; immediate area surrounding bldg 706 to include ramp area; rear of bldgs 1861, 1981/1982 EOD storage yard; bldgs 300/304 utility storage yard; Bldg 302 power production storage yard; bldg 350 storage yard; bldg 399 equipment/material storage yard; and bldg 1897 EOD proficiency range.

**A9.7. (Added)** The Carolina Skies Club, bldg 922, Enlisted and Top Gun Lounge outside decks only.

**A9.8. (Added)** CATMs Complex, bldgs 1833, 1843, and 1865.

**A9.9. (Added)** Bldg 1725, to include the walkway between bldg 1725 and the refueling unit parking area personnel gate.

**A9.10. (Added)** Bldg 112, to include the fenced in Bulk Storage area.

**Attachment 10 (Added)**  
**APPROVED UNIT SCARVES**

**Table A10.1. (Added) Approved Unit Scarves.**

<u>UNIT</u>	<u>COLOR</u>
9AF	BLACK/BLUE W/9AF EMBLEM
77 FS	RED/GRAY
79 FS	GOLD WITH BLACK STRIPES
55 FS	BLUE/YELLOW
20 OSS	GRAY/NAVY BLUE
20 OG	ROYAL BLUE

## Attachment 11 (Added)

## AUTHORIZED FLIGHT SUIT NAME TAGS

Table A11.1. (Added) Authorized Flight Suit Name Tags.

Agency	Name Tape	Trim	Name	Badges
9AF	Royal Blue	Gold	White	White
77 FS	Red	Silver	Silver	Silver
79 FS	Black	Rlds Gold	Rlds Gold	Rlds Gold
55 FS	Royal Blue	Gold	Gold	White
20 OSS	Silver	Royal Blue	Royal Blue	Royal Blue
20 OG	Royal Blue	Silver or Gold	Silver or White	Silver or White
20 AMDS	Royal Blue	Gold	Gold	Gold

**Attachment 12 (Added)****NINTH AIR FORCE DEMONSTRATION TEAM ENLISTED MEMBER UNIFORM**

**A12.1. (Added)** Black flight suit with 1 inch lettering, centered on the back of the uniform, in a circular fashion, 9th AIR FORCE DEMONSTRATION TEAM and a head-on view of an F-16.

**A12.2. (Added)** Accouterments will be attached in accordance with the ACC FDU supplements to AFI 36-2903. Exception: Velcro will be black.

**A12.3. (Added)** Name Tags: Blue with gold trim, white lettering.

**A12.4. (Added)** Neckwear: Enlisted members are not authorized neckwear.

**A12.5. (Added)** Hat: Color of cap: Black. Lettering/Emblem: F-16 Demo Team.

**A12.6. (Added)** Undergarments: A yellow, crew neck, undershirt will be worn with the FDU.