

**BY ORDER OF THE COMMANDER  
UNITED STATES AIR FORCES IN  
EUROPE- UNITED STATES AIR  
FORCES AFRICA**



**UNITED STATES AIR FORCES IN  
EUROPE-UNITED STATES AIR  
FORCES AFRICA INSTRUCTION  
36-729**

**30 MARCH 2016**

**Personnel**

**UNIFORM WORK CLOTHING FOR  
NON-US CITIZEN PERSONNEL,  
GERMANY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 36-7, *Employee and Labor-Management Relations*. It establishes standards and conditions for issuing Uniform Work Clothing (UWC) to non-United States (US) citizen employees paid from appropriated funds and administered by a United States Air Forces in Europe United States Air Forces Africa (USAFE-AFAFRICA) Civilian Personnel Staff (CPS) in Germany. It does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. 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*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

***SUMMARY OF CHANGES***

**This document is substantially revised and must be completely reviewed.** This revision updates organization names. It clarifies the procedure for requesting exceptions to the table of allowances of authorized UWC and updates the tables of allowances.

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**1. Responsibilities.**

1.1. **Headquarters USAFE-AFAFRICA.** Establishes standards for UWC and identifies the groups of employees who are required to wear UWC. It approves UWC items and issue allowances and coordinates the requirements with other Department of Defense components.

1.2. **Organizational Commanders.** Determine the UWC standard for each occupational group wearing UWC in accordance with this instruction. Ensure that all affected employees are issued UWC and enforce compliance with this instruction. Establish standards for issuing protective and special occupational clothing and equipment that is not considered UWC.

1.3. **Unit Supervisors.** Identify positions under their supervision that require the wear of UWC and inform incumbents of the conditions and requirements for wearing, maintaining, and returning UWC items.

1.3.1. Determine in accordance with Attachment 3 the authorized issue quantities.

1.3.2. Designate a supply official responsible for maintaining stocks.

1.3.3. Ensure funding and payment for procurement of items with suppliers such as the Army and Air Force Exchange Service (AAFES) Military Clothing Sales Store (ACSS), local Individual Equipment Units (IEU), or other local or US commercial procurement (CP) sources, and maintain the appropriate records of such acquisitions.

1.3.4. Ensure employees wear their UWC in accordance with the standards set forth in this instruction.

1.4. **Unit Supply Officials.** Procure and issue authorized UWC. They determine and maintain sufficient stock levels and ensure efficient use of available supplies. They maintain records of issue and return of all UWC items.

1.5. **CPS Representatives.** Advise managerial staff on the provisions of this instruction as appropriate. They inform applicants for positions with organizations covered in this instruction about the conditions of employment and the requirement to wear UWC.

1.6. **Non-US Citizen Employees Required To Wear UWC.** Personnel employed under Appendices Z or P of the Collective Tariff Agreement (CTA II) with a USAFE-AFAFRICA Civilian Service Unit (CSU) or a Fire Department in Germany are required to wear UWC in accordance with this instruction. In particular, this applies to employees with the 52nd Security Forces Squadron (SFS), the 86th SFS, the 569th US Forces Police Squadron (USFPS), the 435th Construction and Training Squadron (CTS), the 52nd Civil Engineer Squadron Fire Department (CES/CEF), and the 86th CES/CEF.

## 2. Conditions for Wear and Issue of UWC.

2.1. **When UWC is Worn.** Employees wear UWC if a clear identification is required for the performance of their duties. They wear UWC while on official duty and may wear it while traveling to and from official duty stations, unless precluded by local instructions. It is however prohibited to wear removable insignia that indicate a certain function or authority, like brassards, when in an off-duty status.

2.2. **Personal Appearance.** Military grooming standards may not be imposed on civilian employees wearing UWC. Still, they should maintain a professional, neat appearance. For employees with the Security Forces, their mission and role as law enforcement agency representatives require that they maintain a professional appearance similar to that of the military personnel in their units. Prospective employees are to be advised on this requirement during the recruitment process.

2.3. **Maintenance of UWC.** Employees must keep all UWC items clean and neat and obtain replacements when initial issue items are no longer serviceable. All items of clothing and equipment issued under this instruction are organizational property.

2.4. **Initial and Replacement Allowances.** The initial allowance is issued at no charge to employees upon their assignment to positions requiring the wear of UWC. The same applies to the replacement of items that became unserviceable by normal wear and tear. Employees who willfully damage UWC items will be held financially liable.

2.5. **Establishment and Adjustment of Allowances.** Allowances prescribed in Attachment 3 are the maximum allowances. Commanders may decrease the amounts depending on requirements and circumstances, e.g. in the case of short-term temporary employees. An employee who transfers to another position requiring UWC may only be issued those items not previously issued under the initial allowance authority. UWC items not authorized for the new position will be returned to the losing activity prior to the transfer. Employees whose employment ends or who transfer to positions that do not require the wear of UWC must return all items except underwear, shoes, and socks regardless of condition.

2.6. **Processing Special UWC Requests.** Requests for exceptions to UWC standards outlined in Attachment 3 to this instruction will be directed through the chain of command including the functional directorate at this Headquarters to the Chief, Personnel Division (HQ USAFE-AFAFRICA/A1K) for review, coordination, and determination.

2.6.1. Requests to make the wear of UWC mandatory for groups of employees currently not covered by this instruction will be staffed the same way as above. Requests must contain the following information:

2.6.1.1. The occupational group of employees affected.

2.6.1.2. The conditions that make UWC necessary.

2.6.1.3. The specific UWC requirements and allowances proposed.

2.6.1.4. Proposed procurement sources for UWC items.

2.6.1.5. Proposed design of distinctive markings or insignias to be worn for proper identification.

2.6.2. Likewise, commanders may request the rescission of the UWC wear requirement for certain groups of employees. Requests have to include all relevant details and full justification for the proposed action.

### 3. Miscellaneous.

3.1. **Laundry and Dry-Cleaning Service.** All items of clothing issued under this instruction, except stockings, socks, and underwear will be processed without reimbursement as organizational property.

3.2. **Items not Considered UWC.** Clothing such as coveralls worn by painters or mechanics, special protective clothing worn by firefighters, or safety clothing such as asbestos gloves, are not considered UWC. The same applies to tactical equipment like holsters, pouches, and suchlike for Security Forces personnel.

3.2.1. **Physical Training (PT) Gear.** PT is not a primary work function of the occupational groups covered by this instruction. Therefore, PT gear is not considered UWC.

3.2.2. **PT Shoes.** Non-US employees who are required to perform PT during official duty are eligible to be reimbursed for the actual cost of privately procured PT shoes up to € 100.00 every two years.

3.3. **Changes in UWC Items.** When UWC items or specifications are revised by this instruction, affected employees may continue to wear the previously prescribed items as long as they remain serviceable unless the local commander directs these employees to convert to the new UWC standard by a certain date.

SCOTT A. ARCURI, Colonel, USAF  
Director, Manpower, Personnel, and Services

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 36-7, *Employee and Labor-Management Relations*, 29 April 2015

Collective Tariff Agreement (CTA II)

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AAFES**—Army and Air Force Exchange Service

**ABU**—Airman Battle Uniform

**ACSS**—AAFES Clothing Sales Stores

**CES**—Civil Engineer Squadron

**CP**—Commercial Procurement

**CPS**—Civilian Personnel Staff

**CSU**—Civilian Service Unit

**CTS**—Construction and Training Squadron

**GSA**—General Services Administration

**IEU**—Individual Equipment Unit

**PT**—Physical Training

**SF**—Security Forces

**SFS**—Security Forces Squadron

**US**—United States

**USAFE-AFAFRICA**—United States Air Forces in Europe United States Air Forces Africa

**USFPS**—United States Forces Police Squadron

**UWC**—Uniform Work Clothing

## Attachment 2

### UWC INSIGNIA

**A2.1. Identification Insignia.** To distinguish UWC from military uniforms, distinctive markings and insignia will be worn on outer garments. With the exception of functional insignia required for mission accomplishment, like the Security Forces badge, these insignia and badges must not resemble those worn by military personnel.

**A2.2. CSU Identification Tapes.** For identification purposes, CTS employees under the ZA tariff wear a name tape with the added indicator “**USAFE CIVILIAN SERVICE**”. SF employees wear a tape with the words “**SECURITY POLICE**” centered 12 mm (~½ inch) above the edge of the left breast pocket of outer garments or in a similar position on garments without such a pocket.

**A2.3. CSU Shoulder Patch.** CSU personnel will wear the patch on the left sleeve of outer garments, centered 12 mm (~½ inch) from the top seam. This requirement does not apply to CTS employees under the ZB tariff.

**Figure A2.1. CSU Shoulder Patch (regular/subdued).**



**A2.4. 435th CTS Shoulder Patch.** CTS employees under the ZA tariff wear the shoulder patch centered 12 mm (~½ inch) below the top seam of outer garments’ right sleeves.

**Figure A2.2. 435th CTS Shoulder Patch.**

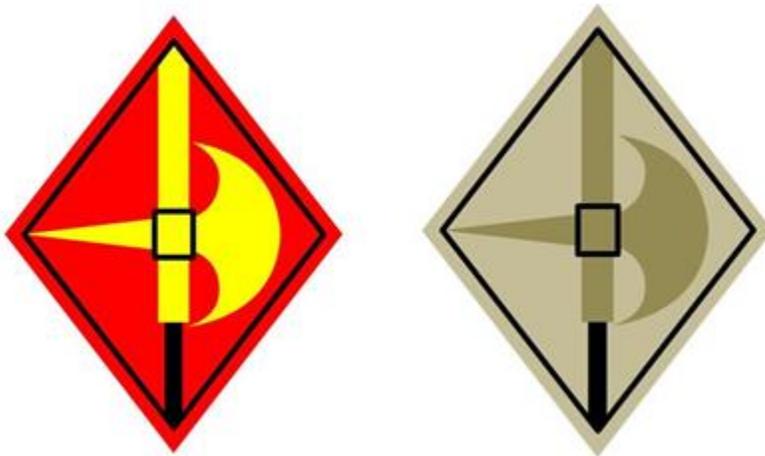


**A2.5. Security Forces Shoulder Patches.** Non-US SF personnel wear a distinctive shoulder patch on the right sleeve of their outer garments. Subdued versions to match the ABU color pattern are authorized.

**Figure A2.3. 52nd SFS Shoulder Patch.**



**Figure A2.4. 86th SFS Shoulder Patch (regular/subdued).**



**Figure A2.5. 569th USFPS Brassard.**



**A2.6. Headgear.** To distinguish them from US Military Security Forces, non-US SF Personnel wear the royal blue beret as the regular duty cover. Temporary exceptions, like wear of a watch cap for mission-related reasons may be authorized by local commanders.

**A2.7. Grade and Supervisory Insignia.** Prescribed grade insignia for SF personnel and fire fighters will be worn as outlined below. If no grade insignia are worn but an identification of an employee's job category or function is necessary, tapes or labels such as "**Fire Fighter**", "**Policeman**", "**Foreman**", "**Crew Chief**", or "**Unit Supervisor**" may be worn.

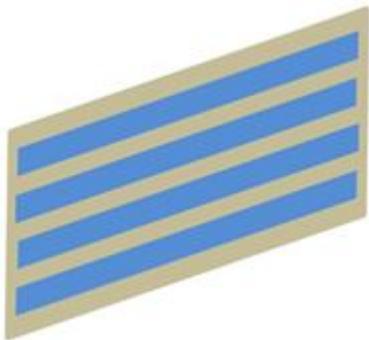
**A2.8. Grade Insignia for Security Forces Personnel.**

A2.8.1. SF employees in pay grades ZB-1/ZP-1 through ZB-6/ZP-5 wear diagonally arranged light blue cloth stripes on all outer garments. The cloth stripes are worn approximately 50 mm (~2 inches) below the tip of the left shoulder patch. The number of stripes will correspond to the assigned pay grade as follows:

**Table A2.1. Security Forces Grade Insignia (Grades 1 to 6).**

ZB-1	ZP-1	one stripe
ZB-2	ZP-2	two stripes
ZB-3	ZP-3	three stripes
ZB-4	ZP-4	four stripes
ZB-5	ZP-5	five stripes
ZB-6		six stripes

**Figure A2.6. Security Forces Grade Insignia Sample ZB-4/ZP-4 subdued.**



A2.8.2. Employees in the ZP-tariff who have been employed prior to the tariff change No. 22, effective 15 Sep 05, are authorized to retain the number of stripes.

A2.8.3. Employees in pay grades ZB-7 through ZB-11 wear the following grade insignia on both shoulder loops or on both sides of the collar on outer garments.

**Table A2.2. Security Forces Grade Insignia (Grades ZB-7 to ZB-11).**

ZB-7	one light blue stripe or bar
ZB-8	two light blue stripes or bars
ZB-9	one gold shield
ZB-10	one silver shield
ZB-11	one silver shield bordered in gold serration

**Figure A2.7. Security Forces Grade Insignia Sample ZB-7 & ZB-8 subdued.**



**A2.9. Grade Insignia for Fire Fighter Personnel.**

A2.9.1. Non-US Fire Fighters wear the following insignia:

**Table A2.3. Grade Insignia for Fire Fighter Personnel.**

P-1	none
P-2	silver fire department scramble
P-3	one silver bugle
P-5 Crew Chief	two parallel silver bugles
P-5 Station Chief	two crossed silver bugles
P-6 Station Chief	two crossed silver bugles
P-7 District Chief	two crossed gold bugles
C-4a	silver fire department scramble
C-5a	two crossed silver bugles
C-6a	two crossed gold bugles
C-8	four crossed gold bugles inside a gold wreath

**A2.10. Name Tags.** If organizational commanders prescribe wearing of name tags or name tapes, they will be procured commercially.

**A2.11. Decorations.** Pins, badges, insignia or medals, other than those approved for wear by non-US civilian employees of the Air Force will not be worn with the UWC.

## Attachment 3

## ALLOWANCE TABLES

**A3.1. Authorized UWC Allowances – CTS Personnel.** The standard UWC allowances for salaried employees and wage earners with the CTS are listed below.

**Table A3.1. UWC Allowance Table – CTS PERSONNEL.**

	<b>UNIFORM WORK CLOTHING ITEM</b>	<b>ZB</b>	<b>Z A</b>	<b>Remarks</b>	<b>Supply Source</b>
1	Fleece Vest, Black	2		all office workers	CP
2	Jacket, Black (Functional)	1		all office workers	CP
3	Polo Shirt, Anthracite w. CTS Patch	10		all office workers	CP
4	Shoes, Black (Functional), Pair per Season	2		all office workers	CP
5	Trousers, Black (Functional)	4		all office workers	CP
6	Winter Jacket, Black (Functional)	1		all office workers	CP
7	Belt, Safety	1	1	all employees	CP
8	Belt, Leather, Black	1		all office workers	CP
9	Blouse, Long Sleeve, Blue	1		all female office workers	CP
10	Blouse, Short Sleeve, Blue	1		all female office workers	CP
11	Necktie	1		all office workers	CP
12	Scarf	1		all female office workers	CP
13	Shirt, Long Sleeve, Blue	1		all male office workers	CP
14	Shirt, Short Sleeve, Blue	1		all male office workers	CP
15	Shoes, Dress, Black, Pair per Season	0.5			CP
16	Suit, Jacket, Black	1		all office workers	CP
17	Trousers, Black	1			CP
18	Apron, Food Handler		3	all mess hall employees	CP
19	Cap, Food Handler		3	all mess hall employees	CP
20	Cap, Wool, Black		1		CP
21	Cap, Unit, Black	1	1		CP

2 2	Coat, Food Handler		7	all mess hall employees	CP
2 3	Coverall, Gray	0	2		CP
2 4	Gloves, Shell, Leather, Pair	1			CP
2 5	Jacket, Safety, Yellow	0	1		CP
2 6	Nametag, Cloth		6		CP
2 7	Shoes, Food Handler, Pair		2		CP
2 8	Shoes, S3 Safety Standard, Pair	1	2	where required	CP
2 9	Socks, Cotton, Black	6	6		AAFES/CP
3 0	Socks, Wool, Black	6	6		AAFES/CP
3 1	Trousers, Utility, Gray & Blue		6		CP
3 2	Shirt, Utility, Gray & Blue		6		CP
3 3	Trousers, Food Handler		7	all mess hall employees	CP
3 4	Undershirt, Cotton, White/Brown/Black	6	6		AAFES/CP
3 5	Underwear, Winter (Set)		3	all wage grade employees	AAFES/CP
3 6	Winter Jacket, Long, Gray & Blue		2		CP

**A3.2. Authorized UWC Allowances – Security Forces Personnel.** The standard UWC allowances for employees with USAFE-AFAFRICA Security Forces in Germany are listed below.

**Table A3.2. UWC Allowance Table – SF PERSONNEL.**

	<b>UNIFORM WORK CLOTHING ITEM</b>	<b>Qty.</b>	<b>Supply Source</b>
1	Shirt, Airman Battle Uniform (ABU)	3	ACSS/IEU
2	Trousers, ABU	3	ACSS/IEU
3	Jacket, Gore-Tex	1	ACSS/IEU
4	Trousers, Gore-Tex	1	ACSS/IEU
5	Shirt, Polypro	3	ACSS/IEU
6	Trousers, Polypro	3	ACSS/IEU
7	T-Shirt, Black/Tan	6	IEU/CP
8	Sweater, Brown/Black	1	ACSS/IEU
9	Jacket, Wet Weather	1	ACSS/IEU
10	Trousers, Wet Weather	1	ACSS/IEU
11	Fleece Jacket	1	ACSS/IEU
12	Liner, Field Jacket	1	ACSS/IEU
13	Face Mask / Watch Cap	1	ACSS/IEU/CP
14	Gloves, Cold Weather, Pair	1	ACSS/IEU
15	Gloves, Summer, Pair	1	ACSS
16	Socks, Wool, Pair	6	ACSS/IEU
17	Boots, Combat, Pair	1	ACSS/IEU
18	Boots, Cold Weather, Pair	1	IEU
19	Beret, Royal Blue	1	CP
20	Tactical Vest	1	GSA
21	Duty Belt, Nylon	1	GSA
22	Name Tape, Cloth	3	CP
23	Security Police Tape, Cloth	3	CP
24	Badge, Length in Service, Cloth	3	CP
25	Badge, Security Police, Cloth	3	ACSS/IEU
26	Insignia CSU/Shoulder Patch, Cloth	3	CP
27	Insignia SP/Shoulder Patch, Cloth	3	CP
28	Insignia, Grade, Cloth	3	CP
29	Insignia, Grade, Cloth, ABU Jacket	1	CP
30	Brassard (569th USFPS only)	1	CP
<b>Uniform, Blue</b>			
1	Jacket, Blue	1	ACSS
2	Trousers, Blue	1	ACSS
3	Skirt Blue (Female)	1	ACSS
4	Jacket, Security Police, Blue, Winter	1	ACSS
5	Sweater, Blue	1	ACSS
6	Shirt, Long Sleeve, Male/Female	3	ACSS
7	Shirt, Short Sleeve, Male/Female	3	ACSS
8	Necktie, Dark Blue, Male/Female	1	ACSS
9	Shoes, Low Quarter, Black, Male/Female, Pair	1	ACSS

10	Belt, Waist, Blue w. Buckle	1	ACSS
11	T-Shirt, White	6	ACSS
12	Insignia, Grade, Cloth	6	CP
13	Insignia, Grade, Metal, Pair	3	CP
14	Insignia CSU/Shoulder Patch, Cloth	7	CP
15	Insignia SP/Shoulder Patch, Cloth	7	CP
16	Nameplate, Plastic	1	ACSS/CP
17	Nameplate, Metal	1	ACSS/CP
18	Badge, Length in Service, Metal	1	CP
19	Badge, Security Police, Metal (Chrome)	2	ACSS/IEU

**A3.3. Authorized UWC Allowances – Firefighter Personnel.** The standard UWC allowances for employees with the Spangdahlem AB and Ramstein AB Fire Departments are listed below.

**Table A3.3. UWC Allowance Table – 52 CES/CEF.**

	<b>UNIFORM WORK CLOTHING ITEM</b>	<b>Firefighter Personnel</b>	<b>Admin. Personnel</b>	<b>Supply Source</b>
1	Jacket, All Weather, with Liner, Navy Blue	1		CP
2	Jacket, All Weather, with Liner, Black		1	CP
3	Waistcoat	1	1	CP
4	Trousers, Navy Blue	4		CP
5	Trousers, Black		4	CP
6	Shirt, Long Sleeve, White		5	CP
7	Shirt, Long Sleeve, Navy Blue/Light Blue	3		CP
8	Shirt, Short Sleeve, White		5	CP
9	Shirt, Short Sleeve, Navy Blue/Light Blue	3		CP
10	Necktie, Black	1	1	CP
11	Polo Shirt, Navy Blue	1		CP
12	T-Shirt, Navy Blue	3		CP
13	T-Shirt, White		5	CP
14	Belt, Black	1	1	CP
15	Coverall	1	1	CP
16	T-Shirt, Long Sleeve, Downtime, Black	2	2	CP
17	T-Shirt, Short Sleeve, Downtime, Black	2	2	CP
18	Sweat Shirt, Downtime, Black	1	1	CP
19	Shorts, Downtime, Black	2	2	CP
20	Sweatpants, Downtime, Black	2	2	CP
21	Safety Boots, Black, Pair	1		CP
22	Shoes, Low Quarter, Black, Pair		2	CP
23	Gloves, Cold Weather, Black, Pair	1	1	CP
24	Cap, Wool, Black	1	1	CP
25	Name Tape, Cloth	3		CP
26	Nameplate, Metal		3	CP
27	Badge, Firefighter, Cloth	6	10	CP
28	Badge, Firefighter, German, Cloth	6	10	CP
29	Badge, Firefighter, Metal (Chrome)		3	CP
30	Insignia, Grade, Metal, Pair		5	CP
31	Jacket, Class A Uniform, Black	(if requested)	(if requested)	CP
32	Trousers, Class A Uniform, Black	(if requested)	(if requested)	CP

**Table A3.4. UWC Allowance Table – 86 CES/CEF.**

	<b>UNIFORM WORK CLOTHING ITEM</b>	<b>Qty.</b>	<b>Supply Source</b>
1	Coat, Winter	1	CP
2	Work Pants	3	CP
3	Work Shirt, Short Sleeve	3	CP
4	Work Shirt, Long Sleeve	3	CP
5	Boots, Steel-Toe, Pair	1	CP
6	T-Shirt, Down Time, Blue	5	CP
7	T-Shirt, Down Time, Grey	2	CP
8	Shorts, Down Time, Blue	2	CP
9	Sweatpants, Down Time, Blue	1	CP
10	Sweater, Down Time, Blue	1	CP
11	Sweater, Down Time, Grey	1	CP
12	Reflective Belt	1	CP