

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**



**AIR FORCE INSTRUCTION 36-2903**

**AIR FORCE DISTRICT OF  
WASHINGTON  
Supplement**

**24 JULY 2019**

**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, 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. Other than the paragraphs identified above, this supplement does not apply to NCR visitors, HAF and SAF assigned Airmen, or members of the U.S. 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).

### **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 Headquarters Air Force (both Air Staff and Secretary of the Air Force Staff) and HQ AFDW (and subordinate units) in the NCR. All HAF and AFDW Airmen will wear the Airman Battle Uniform (ABU), Operational Camouflage Pattern (OCP) or, if authorized, the Flight Duty Uniform (FDU) or the Two-Piece Flight Duty Uniform (2PFDU), Monday through Friday. Commanders, directors, or equivalent may approve an exception to policy to meet unique organizational needs. NOTE: Air Force Elements administratively assigned to AFDW and who are not located in the NCR will adhere to their local operational command policies.

1.2.14.1. **(Added)** Wear of morale undershirts for HAF and AFDW assigned personnel in the NCR. When authorized by the commander, director or equivalent, Airmen may wear morale undershirts on Friday or during special events, IAW AFI 36-2903. However, in order to standardize the Air Force image, only desert sand, sage green, or slate blue morale undershirt colors are authorized. Morale undershirts are not authorized in OCPs.

1.2.15. 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 or appropriate public affairs or protocol office within the NCR) in appropriate circumstances. Some examples include but are not limited to: when officially visiting Congress or congressional offices; the White House or Supreme Court; when officially visiting high ranking executive branch, legislative branch or judicial branch employees or when officially hosting same; when attending memorial honors at Arlington National Cemetery.

1.2.16. **(Added)** Events hosted by other than an official Air Force entity. When Airmen represent their military organization or the Air Force at an event not hosted by the Air Force or attend such an event in uniform, appropriate/commensurate uniform combination will be worn unless directed otherwise by a competent authority (i.e. AF/CC, AF/CV, AF/CVA, AFDW/CC or appropriate public affairs or protocol office within the NCR). ABUs, OCPs, FDUs and 2PFDU will normally not be worn.

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. **(Added)** HQ AFDW and subordinate units are permitted to wear the sage green fleece with the ABU or Coyote Brown Fleece with OCP while indoors.

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

8.1.2. Wear of the Multi-Climate Protection System (MCPS) as a functional uniform is authorized for aircrew personnel assigned to HQ AFDW and subordinate units. Airmen are directed not to sew into or otherwise attach rank insignia to the MCPS GORE-TEX jacket.

Nametags meeting the FDU criteria in paragraph 8.4.5 (with rank) are worn on the left breast and AFDW emblem is worn on the right breast. The U.S. flag is worn on the left sleeve.

8.4.5. (AFDW) FDU/Nomex Flight Jacket Nametags. Ensure cloth nametags are in unit-designated colors and standardized within the unit. Ensure nametags are centered, in block letters and are on one line. Enlisted personnel must include abbreviated rank (e.g., SSgt, TSgt, and MSgt). Both officer and enlisted Airmen may include their initial(s) (e.g. officers may use "SAMUEL P. JONES" or "SAMUEL JONES"; enlisted personnel may use "TSGT SAMUEL P. JONES" or TSGT SAMUEL JONES"). 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. **DELETED**

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. Add-on patches worn on the pen pocket flap velcro, when the flap is removed, are 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.

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 and 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.

JAMES A. JACOBSON  
Major General  
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*, 13 December 2018

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

***Abbreviations and Acronyms***

**2PFDU**—Two-Piece Flight Duty Uniform

**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 Capital Region

**OCP**—Operational Camouflage Pattern

**OPR**—Office of Primary Responsibility

**PTU**—Physical Training

**RDS**—Records Disposition Schedule

**SAF**—Secretary of the Air Force

**UOD**—Uniform of the Day