

**BY ORDER OF THE COMMANDER  
HQ AIR FORCE PERSONNEL CENTER**



**AFPC INSTRUCTION 36-117**

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**Personnel**

**DRESS AND APPEARANCE  
STANDARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Mr. Louis A. Foehrkolb)

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This publication implements AFI 36-703, *Civilian Conduct and Responsibility*. The purpose of this publication is to provide guidance and procedures on AFPC Civilian Airmen attire. It applies to all AFPC assigned Civilian Airmen. Where appropriate, this instruction references dress and appearance standards specified in AFI 36-703. In the event of a conflict between this instruction and the AFI, the guidance of the AFI is controlling. This publication may not be supplemented; however, it may be modified at the directorate level, e.g., when unusual environmental/industrial factors make the standards impractical. All modifications must be routed to the Office of Primary Responsibility (OPR) listed above for informational purposes only.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of IAW the Air Force Records Information Management Systems (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended.

This publication does not apply to Air Force Reserve Command Units. This publication does not apply to the Air National Guard (ANG). Refer to attachment 1 for Glossary of References and Supporting Information.

## **Chapter 1**

### **OVERVIEW**

- 1.1. Maintaining a productive and respectful work environment in which all Civilian Airmen comply with standards is essential to the effective functioning of the Air Force.
- 1.2. This instruction provides guidance to implement those standards and directs that Civilian Airmen comply with dress and appearance standards.
- 1.3. A Civilian Airman's violation of any provision in this instruction may be cause for disciplinary action.
- 1.4. AFPC will ensure this instruction is communicated and prescribed without unlawful discrimination.

## **Chapter 2**

### **AUTHORITIES AND RESPONSIBILITIES**

- 2.1. AFPC/DSHC will advise/assist all on provisions of this instruction and provide a copy of this instruction on AFPC SharePoint.
- 2.2. Airmen in leadership roles (Directors, Division/Branch Chiefs, Managers, and Supervisors) will ensure all Airmen are kept informed of this instruction, provide direction for adhering to these standards, and take timely and appropriate action in accordance with this instruction and related guidelines to ensure Civilian Airmen meet the intent of proper dress and appearance standards.
- 2.3. All Civilian Airmen will comply with prescribed standards of dress and appearance.

## Chapter 3

### DRESS AND APPEARANCE STANDARDS

**3.1. Professional Public Image.** Civilian Airmen are expected to comply with reasonable dress and grooming standards based on comfort, productivity, health, safety, and type of position occupied. Work attire should complement an environment that reflects an efficient, orderly, respectful, and professional organization. This instruction is not intended to be all-inclusive, but should help set general parameters for appropriate attire, establish consistency, and allow employees to use good judgment and common sense about items not specifically addressed.

**3.2. Civilian Dress.** Civilian Airmen attire will be in good repair (no holes or rips), and should not be considered offensive, disruptive, or unsafe. Although attire may meet the definition of appropriate, it could be deemed inappropriate if, excessively worn/torn or otherwise detracting from the desired image. Courtesy and respect to co-workers and maintenance of a professional image will be the factors used to assess whether attire is business-like and appropriate. Military grooming and appearance standards do not apply to civilian employees.

## Chapter 4

### AUTHORIZED, UNAUTHORIZED, CASUAL FRIDAY ATTIRE

**4.1. Authorized attire:** Should be adhered to during duty days and work hours of employee and may consist of:

- 4.1.1. Suit.
- 4.1.2. Sports coat.
- 4.1.3. Dress.
- 4.1.4. Skirt.
- 4.1.5. Shirt (such as dress, polo/golf (collared), button down, long/short sleeve, solid, print).
- 4.1.6. Blouse (such as collared/un-collared, with sleeves, sleeveless fully covering under garment).
- 4.1.7. Sweater/cardigan.
- 4.1.8. Tie.
- 4.1.9. Belt.
- 4.1.10. Pants/Slacks (such as dress, casual, khaki, capris).
- 4.1.11. Shoes (such as dress, casual, sandals, closed, heeled, strapped).
- 4.1.12. Hats or head coverings can be worn indoors for medical or religious purpose.
- 4.1.13. Jeans.

4.1.13.1. Jeans must be in compliance with the standards discussed in chapter 3. In addition, they must be tasteful; absent of holes, rips, or excessive fading; and those that are respectful of co-workers.

4.1.13.2. When representing AFPC in meetings, briefings, or scheduled contacts with distinguished visitors or outside mission partners, jeans will NOT be worn. Other than travel days or on off-duty leisure, jeans will not be worn when representing AFPC on official TDYs. Internal AFPC meetings, to include meetings with Front Office Leadership (e.g. staff meetings or meetings with no distinguished visitors or outside mission partners present), will be considered appropriate for jeans that meet the standards and expectations of being permissible.

**4.2. Unauthorized attire:** During employee's duty days and duty hours shall not consist of:

- 4.2.1. Any article of clothing that does not maintain respect for co-workers or present a professional image.
- 4.2.2. Any article of clothing that contains disruptive or obscene verbiage or graphics.
- 4.2.3. (Such as, extremist/supremacist organizations, gang-related, sexually explicit, depictions of violence, drugs or drug paraphernalia, racial, ethnic, gender, religious hate, discrimination) .
- 4.2.4. Shorts.

- 4.2.5. T-shirts.
- 4.2.6. Tank top.
- 4.2.7. Sweatshirts.
- 4.2.8. Workout or at-leisure attire (such as yoga pants, leggings/jeggings).
- 4.2.9. Unsafe footwear (such as flip flops, sliders).
- 4.2.10. Overworked, unclean shoes.
- 4.2.11. Hats cannot be worn indoors (see exception 4.1.12.).
- 4.2.12. Sport or team t-shirts or jerseys (unless authorized IAW paragraph 4.3.1.).

**4.3. Casual Friday attire** . Ensure dress is appropriate for any meetings, briefings, or contacts with customers. Attire may consist of:

- 4.3.1. Sport or team t-shirts and jerseys (only when approved in advance).
- 4.3.2. Athletic shoes (no overworked, unclean or torn shoes).
- 4.3.3. Any attire listed in 4.1.
- 4.3.4. Paragraph 4.2. remains in effect on Casual Fridays.

## Chapter 5

### EMPLOYEE RESPONSIBILITIES

**5.1. Civilian Airmen Responsibilities.** It is the responsibility of each Civilian Airmen to be aware of dress and appearance standards and ensure their dress, grooming, and personal hygiene are appropriate for the work situation. Any employee who feels uncomfortable with a co-worker's appearance, will report his/her concern(s) to the appropriate supervisor to be addressed through proper channels.

**5.2. Manager/Supervisor Responsibilities.** It is the responsibility of every manager/supervisor to ensure all Airmen are informed or provided a copy of the AFPC Civilian Airmen Dress & Appearance Standards. Violations may be handled under AFI 36-704, *Discipline and Adverse Actions*. Management disagreement with styles, modes of dress, and grooming currently in fashion is not an adequate criterion for making a determination. As needed, individual directorates will set requirements for dress at meeting and other activities.

BRIAN T. KELLY, Maj General, USAF  
Commander

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

AFI 36-703, *Civilian Conduct and Responsibility*, 18 February 2014

AFI 36-704, *Discipline and Adverse Actions*, 22 July 1994

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

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFMAN**—Air Force Manual

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

**ANG**—Air National Guard

**IAW**—in accordance with

**RDS**—Records Disposition Schedule