

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

**AIR FORCE PERSONNEL CENTER  
INSTRUCTION 36-147**



**26 AUGUST 2025**

**Personnel**

**CIVILIAN DRESS AND APPEARANCE  
STANDARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Department of the Air Force Instruction (DAFI) 36-147, *Civilian Conduct and Responsibility*. The purpose of this publication is to provide guidance and procedures on Air Force Personnel Center (AFPC) civilian attire. It applies to all federal civilian employees assigned or attached to AFPC. Where appropriate, this instruction references dress and appearance standards specified in DAFI 36-147. In the event of a conflict between this instruction and the DAFI, the guidance of DAFI 36-147 takes precedence. 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 listed above for informational purposes only.

AFPC Civilian Personnel Management Branch (AFPC/DSHC) and AFPC Staff Judge Advocate (AFPC/JA) have accepted roles assigned to them. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction 33-322, *Management of Records and Information Governance Program* and disposed of IAW the Air Force Records Information Management Systems Records Disposition Schedule. 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 does not apply to the Air National Guard. This publication does not apply to the Air Force Reserves. This publication does not apply to the uniformed members of the United States Air Force. No waivers may be granted for any part of the publication. Refer to [attachment 1](#) for Glossary of References and Supporting Information.

## Chapter 1

### OVERVIEW

**1.1. Background.** This instruction supplements DAFI 36-147, Civilian Conduct and Responsibility, providing guidance to implement standards of dress and appearance for management officials, supervisors, and employees. Maintaining a productive and respectful work environment in which these standards are followed is essential to AFPC's mission.

**1.2. This instruction is not intended to be all-inclusive, but will establish general parameters for appropriate attire, establish consistency, and allow employees and supervisors to use good judgment and common sense about items not specifically addressed.**

**1.3. Management disagreement with styles, modes of dress, and grooming currently in fashion is not an adequate criterion for making a determination. All dress and appearance determinations must be based on objective criteria and not on personal preferences.**

**1.4. To accommodate the specific needs of various activities, individual directorates retain the authority to establish dress and appearance standards for meetings, special events (e.g., sports days, morale events), and other occasions.**

**1.5. An employee's violation of any provision in this instruction may be cause for disciplinary action IAW DAFI 36-148, *Discipline and Adverse Actions of Civilian Employees*.**

## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. AFPC Commander.** Establish AFPC civilian dress standards and procedures consistent with DAFI 36-147.

**2.2. AFPC Directors and Special Staff Chiefs.** Review and approve recommendations from Supervisor and Management Officials for workplace-specific civilian dress standard modifications, after coordinating with the AFPC/JA and the servicing Civilian Personnel Section (CPS). Approved modifications will focus on job-specific requirements while remaining consistent with the overarching DAFI and this instruction.

**2.3. Civilian Personnel Management Branch (AFPC/DSHC).**

2.3.1. Advise and assist managers and employees with the provisions of this instruction.

2.3.2. Provide a copy of the instruction (or web link) to new employees during AFPC Newcomer's Orientation.

**2.4. Office of the Staff Judge Advocate (AFPC/JA).**

2.4.1. Provides guidance and legal review on all policy issues covered by this instruction to the AFPC Commander, AFPC Directors, Special Staff Chiefs, supervisors, and management officials.

2.4.2. Provides legal support and guidance regarding all matters involving discipline and adverse actions of civilian employees under this instruction.

**2.5. Supervisor and Management Officials.**

2.5.1. Ensure all current employees are informed of any updates or changes and are provided a copy of the AFPC Civilian Dress and Appearance Standards.

2.5.2. Address inappropriate attire and/or appearance with counseling and handle repeated violations IAW DAFI 36-148.

2.5.3. Identify and recommend, through the respective chain of command, workplace-specific dress standard modifications when necessary to meet job-specific requirements, ensuring consistency with this instruction and the overarching DAFI.

**2.6. Employee.**

2.6.1. Adhere to dress, appearance, grooming, and personal hygiene standards suitable for the work environment.

2.6.2. Maintain a respectful and professional work environment. Report concerns regarding a coworker's attire or appearance to the employee's supervisor who will address the matter IAW established procedures.

## Chapter 3

### DRESS AND APPEARANCE STANDARDS

**3.1. Professional Public Image.** Employees are expected to comply with dress and grooming standards that project a professional image based on comfort, productivity, health, safety, and position type. Work attire should complement an environment that reflects an efficient, orderly, respectful, and professional organization.

**3.2. Civilian Dress.** Business Casual is the standard dress for AFPC civilian employees and is defined as attire that is in good condition, free from holes, rips, or excessive wear, unoffensive, not disruptive, or unsafe. Attire should be evaluated based on its professionalism, neat appearance, courtesy, and respect for coworkers. For safety reasons, avoid wearing loose clothing or jewelry that could become entangled in machinery, open-toed shoes in areas where foot protection is required, and clothing made of highly flammable materials.

**3.3. Personal Hygiene and Grooming.** Maintaining good personal hygiene and grooming is fundamental to professional dress. Employees are expected to present a clean, fresh, neat, and presentable appearance respectful of a professional work environment. Note: Military grooming and appearance standards do not apply to civilian employees.

**3.4. Virtual Employees.** Virtual employees are required to adhere to the same dress and appearance standards outlined in this instruction when participating in video calls or meetings. In addition, camera backgrounds are expected to present a professional image. The background must be neat, clean, well lit, and free from distractions (e.g., clutter, inappropriate images, excessive noise) that may detract from the meeting. A virtual background that fits these criteria is acceptable.

**3.5. Reasonable Accommodation.** Requests for dress code accommodation based on medical or religious needs should be submitted through the appropriate channels IAW DAFI 36-2710, *Equal Opportunity Program*, for supervisory review and implementation of the most appropriate accommodation for both the employee and the Department of the Air Force.

## Chapter 4

### AUTHORIZED AND UNAUTHORIZED

**4.1. Authorized attire:** Employees must wear clean, neat, and properly fitted business casual attire during duty hours that cover the midriff and undergarments. Acceptable attire may include:

#### 4.1.1. Tops.

4.1.1.1. Dress shirts, blouses, sweaters, collared shirts (e.g., polo/golf shirts), button downs, and turtlenecks.

4.1.1.2. Collared shirts featuring Directorate-approved logos.

4.1.1.3. Sport/team t-shirts or jerseys may only be worn on days approved at the Director level, or higher.

4.1.1.4. Suit, blazers or business-style jackets.

4.1.1.5. Cardigans and similar layering options.

#### 4.1.2. Bottoms.

4.1.2.1. Dress pants/trousers, chinos, khaki pants, skirts (e.g., pencil, A-line, pleated).

4.1.2.2. Jeans free of holes, rips, fraying, or extreme fading.

4.1.2.2.1. Jeans are not permitted in meetings, briefings, or scheduled interactions with distinguished visitors or external mission partners. Jeans are acceptable in internal meetings without distinguished visitors.

4.1.2.2.2. Jeans are not authorized during official Temporary Duty Travel except on travel days, during off-duty periods, or when specifically authorized by the hosting organization.

4.1.2.3. Skirts and dresses must be knee-length or longer (i.e., reaching at or just above the knee). Skirts and dresses should not be excessively tight.

#### 4.1.3. Footwear.

4.1.3.1. Dress shoes, flats, ankle boots, loafers, oxfords, dress boots, mules or heels. Heel height should be moderate (generally no higher than three inches) for comfort and professionalism.

4.1.3.2. Casual shoes, including sneakers, are permissible. Dressy sandals (e.g., those with leather or fabric straps and a supportive sole) may be worn, but flip-flops and athletic sandals are prohibited. All footwear must be clean, in good condition, and ensure safety and stability throughout the workday.

#### 4.1.4. Accessories.

4.1.4.1. Accessories and jewelry should be worn in good taste, complementing a professional and respectful workplace environment. Items that are overly distracting, excessive, or pose safety concerns are not appropriate. Personal comfort is recognized; however, accessories must align with a neat, clean, and workplace-appropriate appearance.

4.1.4.2. Hats or head coverings are not permitted indoors, except when worn for reasonable accommodation or religious purposes.

**4.2. Unauthorized attire:** During employee's duty hours, clothing should not be excessively wrinkled, torn, or soiled. Inappropriate attire includes, but is not limited to:

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. This includes imagery or messages related to extremist or supremacist organizations, gang affiliation, sexually explicit content, violence, drugs or drug paraphernalia, and language or graphics that promote hate or discrimination based on race, ethnicity, sex, religion, or similar categories.

4.2.3. Shorts.

4.2.4. Mini skirts.

4.2.5. Ripped or Distressed Jeans.

4.2.6. Spaghetti strap tank tops.

4.2.7. Cropped tops.

4.2.8. Workout or athleisure attire (such as yoga pants, sweatpants, leggings, or jeggings).

4.2.9. Unsafe footwear (such as thong-style flip flops and slides).

4.2.10. Excessively worn and/or unclean shoes.

JEFFERSON J. O'DONNELL  
Major General, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 36-147, *Civilian Conduct and Responsibility*, 11 January 2023

DAFI 36-148, *Discipline and Adverse Actions of Civilian Employees*, 27 September 2022

DAFI 36-2710, *Equal Opportunity Program*, 23 May 2024

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFPC**—Air Force Personnel Center

**IAW**—In accordance with

**DAFI**—Department of the Air Force Instruction

***Office Symbols***

**AFPC/DS**—Directorate of Staff

**AFPC/DSHC**—AFPC Civilian Personnel Management

**AFPC/JA**—AFPC Staff Judge Advocate

**CPS**—Civilian Personnel Section