

**BY ORDER OF THE COMMANDER
KIRTLAND AIR FORCE BASE**



AIR FORCE INSTRUCTION 36-2903

**KIRTLAND AIR FORCE BASE
Supplement**

**21 JANUARY 2020
Certified Current, 30 June 2020
Personnel**

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on the publication

OPR: 377 FSS/FSP

Certified by: 377 FSS/CC
(Lt Col Daniel C. Rigsbee)

Supersedes: AFI 36-2903_KIRTLANDAFB SUP,
5 April 2016

Pages: 6

This publication supplements Air Force Instruction (AFI) 36-2903, *Dress and Personal Appearance of Air Force Personnel*. This publication applies to all units on Kirtland Air Force Base (KAFB), including attached and associate units as depicted in host tenant support agreements. This publication does apply to the Air National Guard (ANG). This publication does apply to the Air Force Reserve Command (AFRC). This supplement is designed to establish authorized wear for military personnel. The omission of a specific item or appearance standard does not automatically permit its wear. 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 Form 847s from the field through the appropriate functional's chain of command. This publication may not be supplemented or further implemented/extended. Submit requests for waivers through the chain of command to the Publication OPR. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

Updated because previous Command supplement was rescinded. Changed to remove tenant organization specific items to allow individual parent command rules to apply.

1.2.13. The installation commander designates the areas/buildings (Bldg) listed in [Table 1.1 \(Added\)](#) as No hat – No salute areas:

Table 1.1. (Added) No Hat – No Salute Areas.

Location:	Description:
Bldg 47, 377th Medical Group	Ambulance Bay
All flight lines areas	Designated no-hat areas IAW AFMAN 91-203, <i>Air Force Occupational Safety, Fire, and Health Standard</i> , paragraph 24.4.1. Also no salutes are required in these areas.
Bldgs 381 and 376 58th Special Operations Wing (SOW)	All flight line areas inside the fence, the Aerospace Ground Equipment (AGE) yard access to the flight line.
Bldg 413, SMC/AD	Outdoor dining area adjacent to cantina and nearby shaded picnic area south of the building
Bldg 415A-419, SMC/AD	Gazebo between buildings
Bldgs 937/939/941/943/945/19088 and 19100; Detachment 1, 342d Training Squadron, (TRS)	Student training areas
Bldg 975, Detachment 16, 373d TRS	Student training areas
Bldgs 996 and 1037, Pavilion picnic area	Covered picnic area
Bldg 24499, Headquarters Air Force Inspection Agency (HQ AFIA) & Headquarters Air Force Safety Center (HQ AFSC),	"Mary Lou Hernandez Pavilion," located on the north side
	West side open/walled patio
Bldg 62866, AFSC Crash Lab 62866	Inside the fence
Bldgs 20338, 20348, 20341, 20344, 20345, and 20349; 377th Logistics Readiness Squadron (LRS)	Vehicle maintenance compound and areas in boundaries of vehicle maintenance compound
Bldgs 07777 and 485 377 LRS	Refueling maintenance compound, including areas in the compound fence. In addition, the Cargo Deployment Function (CDF) area (flight line) located in the fence line
Test Cell, 3550 Cell Drive, 58th Maintenance Squadron (MXS)/Propulsion Flight	All areas within the Test Cell compound fenced boundaries
Bldg 1038, 58 MXS	Within the AGE sub pool/work area
Bldgs 20362, 20363, and 20364 The Defense Threat Reduction Agency (DTRA)	Compound common area within the fence
Bldg 20676, The Department of Defense	Compound common areas within the fence

(DoD) Nuclear Information Analysis Center/Computer Network	
Bldgs 37506-37509 and 37513, Advanced Systems and Development Directorate (SMC/AD), buildings	Manzano Mountain deployable common area inside the fence
Bldg 22000, Mountain View Club	Patio off of the Mountain View Bar
Bldg 20200, Missile Defense Agency (MDA)	Picnic pavilion area designated CR-4 located on the east side and area transiting directly between CR-4 and the two east side entrances

1.2.14. **(Added)** The duty uniform during 377th Air Base Wing (ABW) exercises and inspections will be OCP. The Airman Battle Uniform (ABU) with ABU cap or other prescribed head gear IAW this instruction may also be worn until phase-out date.

2.13.8. **(Added)** Appropriate protective equipment (and/or reflective garments during night) is required when operating bicycles, motorcycles, or all-terrain vehicles (ATV), and performing duties requiring safety considerations. Personnel must adhere to proper dress and appearance standards when no longer operating a two-wheeled vehicle, ATVs, or performing duties that require safety equipment.

5.1.1. The installation commander authorizes the sleeves on the ABU coat (shirt) and the OCP coat to be rolled up.

5.1.8.1. The installation commander authorizes wear of polypropylene sleeper.

5.3. **OCP Coat.** Commander authorizes sleeves to be rolled up on the OCP coat (shirt); however, the cuffs will remain visible and the sleeves will rest at, or within 1 inch of the forearm when the arm is bent at a 90-degree angle. The OCP coat may be removed in the immediate work area as determined appropriate by local leadership. However, the OCP coat will be worn while interacting with customers/clients.

6.2.7. The installation commander authorizes the black watch cap when worn with outer garments, service dress, or physical training uniform (PTU). However, this item may only be worn between 1 October and 30 April.

6.2.8. The installation commander authorizes the sage green watch cap when wearing ABU authorized outer garments or PTU. However, this item may only be worn between 1 October and 30 April.

6.3.5. Wear of the Department of Veteran Affairs/United States Air Force (VA/USAF) Health Care System Identification badge is authorized for wear anywhere on the medical campus, both indoors and outdoors.

9.1.1. The wear of organizational gear, such as cold weather items, is authorized when issued IAW prescribed allowance standard (AS) codes and authorized for wear during cold weather. Cold weather wear of items in **Table 9.1 (Added)** is authorized for wear while performing official duties:

Table 9.1. (Added) Authorized Cold Weather Wear.

Description:	Wear Times:
Coveralls	1 October - 30 April
Parkas, Massif, or Extended Cold Weather Clothing System (ECWCS)	1 October - 30 April
Protective hair/head coverings (these coverings are authorized only when work is being performed which requires the protection from the elements of work, (e.g., paint, oil, grease, sprays))	All year
Reflective tape, jackets, arm bands	All year
Note: Trips to the Base Exchange (BX), Commissary, Military Personnel Section (MPS), clinic, as well as trips in transit to and from place of residence and going to and from vehicles in parking lots, are not considered "in performance of official prescribed duties."	

9.1.1.2. **(Added) Sun Hat.** The Airman Battle Uniform (ABU) or Operation Enduring Freedom-Camouflage Pattern commonly referred to as Multicam or OCP sun hat is authorized during operations on Pad 5, the Pad 5 Taxiway, Parking Spot D-7, and in the 377 MXS Munitions Storage Area (MSA) in order to provide protection from intense sun.

DAVID S. MILLER, Colonel, USAF
Commander

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

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

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standard*, 11 Dec 2018

Article 92, *Uniform Code of Military Justice (UCMJ)*

Prescribed Forms

No forms are prescribed by this publication

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Acronyms and Abbreviations

ABW—Air Base Wing

AFRIMS—Air Force Records Information Management System

AGE—Aerospace Ground Equipment

AS—Allowance Standard

ATV—All Terrain Vehicles

Bldg—Building

BX—Base Exchange

CDF—Cargo Deployment Function

DTRA—Defense Threat Reduction Agency

ECWCS—Extended Cold Weather Clothing System

HQ AFIA—Headquarters Air Force Inspection Agency

KAFB—Kirtland Air Force Base

LRS—Logistics Readiness Squadron

MDA—Missile Defense Agency

MPS—Military Personnel Section

MXS—Maintenance Squadron

RDS—Records Disposition Schedule

SMC/AD—Advanced Systems and Development Directorate

SOW—Special Operations Wing

TRS—Training Squadron

VA/USAF—Veterans Affairs/United States Air Force