



Officer Foundation Course Block II

Officership
July 2014



Objective

The objective of this block of instruction is to provide foundational principles of Officership. It provides information on how to look, sound, and behave in the manner appropriate to Air Force officers.





Overview

- The Profession of Arms
- Dress and Appearance Standards
- Drill and Ceremonies
- AF Communication
- Military Customs and Courtesies
- Etiquette and Decorum
- Professional and Unprofessional Relationships
- Standards and Accountability





The Profession of Arms





The Nature of a Profession

- **Profession** – *A vocation or occupation characterized by special knowledge and skills applied and dedicated to the improvement of society.*
- Some basic requirements are:
 - Ethical Behavior
 - Preparation through training & education
 - Continued development
 - Dedication to public service above personal achievement





Officership

- Expectations of Officers
 - Patriotism
 - Honor
 - Integrity
 - Loyalty to service above all else
 - Competence
 - Self-sacrifice





Oath of Office

- Remember key phrases in the oath of office that you swore upon your commissioning:
 - solemnly swear that I will ***support and defend the constitution of the United States***
 - that I will ***bear true faith and allegiance*** to the same
 - that I ***take this obligation freely***, without any mental reservation or purpose of evasion
 - that I will ***well and faithfully discharge the duties*** of the office





Dress and Appearance Standards





Standards of Appearance

- AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, lists all requirements for uniform wear
 - Can be found at <http://www.e-publishing.af.mil/>
- You are responsible for maintaining uniforms that are in a serviceable condition at all times
- Every Airman has a responsibility to maintain an acceptable military image and high standard of dress
 - Neat/Clean/Safe
 - Uniformity
 - Professional image





Grooming – Hair Males

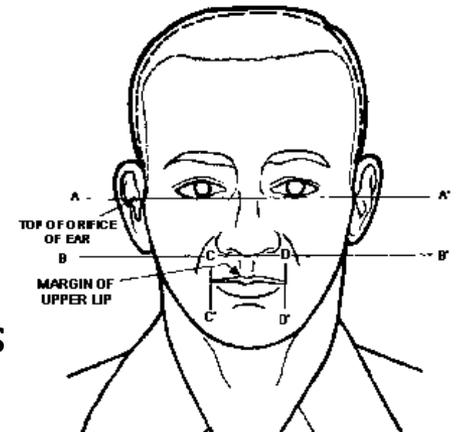
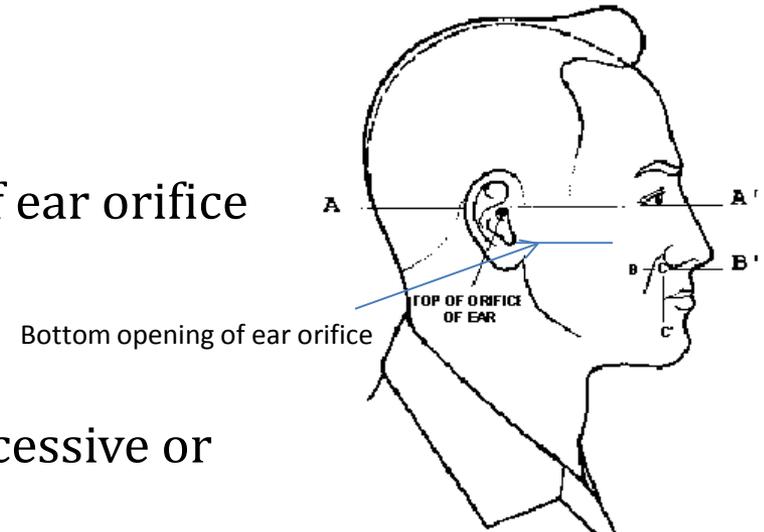
- Hair standards
 - Must be clean, well groomed, no excessive grooming aids or foreign items
 - Dye should look natural
 - Hair will not touch eyebrows or ears, or be visible below the front of cap
 - Hair must have tapered appearance, block cut, shaved or high and tight
 - Will not exceed 1¼” bulk and must be no more than ¼” at the termination point
 - Hair extensions are not authorized
- Hair-nets
 - Only authorized when performing related duties
 - Must be conservative
 - Must be similar color to member’s hair color





Grooming – Hair Males

- Side burns
 - Straight and even (not flared)
 - Cannot extend below bottom opening of ear orifice
- Mustaches
 - Male Airmen may have mustaches
 - Must be conservative (moderate, not excessive or extreme)
 - Will not extend downward beyond lip line of the upper lip or extend sideways beyond vertical line drawn upward from both corners of mouth
- Beards
 - Beards are not authorized unless for medical reasons
- Male Airmen will shave daily





Grooming – Hair Females

- Hair standards
 - Must be clean, well groomed, no excessive grooming aids
 - Present a professional image and allow for proper wear of headgear
 - Dye should look natural
 - Hair will not touch eyebrows
 - Minimum 1” length; maximum 3” bulk from scalp
 - No shaved heads; no ornaments; no scrunches
 - Hair will end above the bottom edge of collar
 - Hairpins, clips, combs, headbands, elastic bands, and barrettes must match the hair color and comply with bulk standards
 - Long hair must be secured above collar with no loose ends; no rooster tails
 - Braids, micro-braids and cornrows are authorized
 - Body Hair: Female Airmen will remove visible leg hair





Grooming – Hair Females

Longest hair - 1-inch
from scalp

Shortest hair
1/4-inch from scalp,
but may be graduated
to the hair line

Bottom edge of collar

Short Hair Length



Bottom edge of collar

Less than 1-inch
difference in length
from front to back

Medium Hair Length



Bottom edge of collar

Long Hair Length



Max. 2 Inches

Scalp

Max. 3
Inches

Bottom edge of collar

Bulk of Hair

Buns may be no
wider than the
width of the head





Grooming Standards

- **Fingernails**

- Male Airmen are not authorized to wear nail polish
- Nail polish will be a single color that does not contrast with complexion, detract from the uniform, or be extreme colors
- White tip French manicures are authorized
- Must not exceed ¼” length, must be clean and well-groomed

- **Cosmetics**

- Male Airmen are not authorized to wear cosmetics
- Conservative and in good taste
- Cannot contrast with complexion, detract from uniform, be of extreme colors
- Are not authorized during field conditions





Grooming Standards

- Tattoos/brands/body markings
 - Cannot contain unauthorized content
 - Cannot cover more than 25% of exposed body part while in uniform
 - Cannot be above the collarbone
- Body Ornamentation (only exception is earrings for women)
 - No piercings in uniform, on or off a military installation
 - No piercings out of uniform on a military installation
 - No piercings out of uniform on official duty on or off a military installation
 - No dental ornamentation
- Body Alteration/Modification
 - Intentional alterations or modifications to a member's body are prohibited





Uniform Standards

- Uniforms will be neat, clean, pressed, properly fitted, and in good condition.
- Uniforms will be zipped, snapped, and buttoned appropriately.
- Uniform clothing may be altered to improve fit; however, alterations must not change the intended appearance of the garment.
- Hands are not authorized in pockets while standing or walking in uniform.
- Drinking, eating, smoking, or using smokeless tobacco while walking in uniform is prohibited.





Uniform Wear – ABU

Airman Battle Uniform (ABU)

- ABU Coat
 - All buttons except top most will be buttoned
 - Bottom of ABU coat will rest at the hips
 - Pockets will be secured with no items visible
 - Exception – pens stowed in pen pocket on sleeve
 - Sleeves may be rolled with cuffs visible
 - Sand T-shirt worn under ABU coat (long or short sleeved)
- Trousers
 - Waistband will rest at the waist
 - Pockets will be secured and items stowed in pockets will not be visible except pens stowed in the pen pocket
 - Will be bloused





Uniform Wear - ABU

- Officer rank worn on collar
 - Subdued metal or cloth
 - Centered, 1" from bottom of collar
- Worn immediately above pocket
 - Nametape on wearer's right
 - "U.S. AIR FORCE" tape on left
- Badges
 - No more than 4; ABU cloth
 - 1st and 2nd centered above "U.S. AIR FORCE" ½" spacing
 - 3rd and 4th on right pocket or above nametape
 - Duty shields worn centered on left pocket



Officer rank



Nametape

U.S. AIR
FORCE tape

Duty Shield



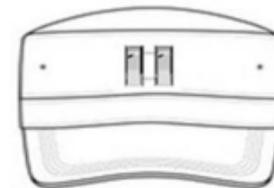
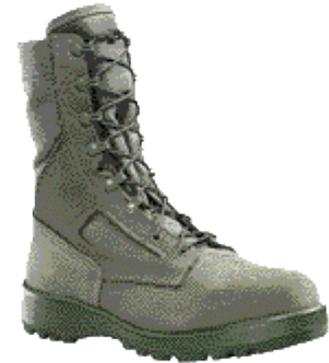
1st and 2nd badges





Uniform Wear - ABU

- A sand colored belt will be worn at all times
- Sage green boots will be worn with ABU
- Sage green socks will be worn under the sage green boots
- ABU Patrol Cap
 - Headgear will be worn outdoors at all times, unless in a designated “no hat” area
 - Cap will rest squarely on the head
 - Bottom of cap will be parallel to the ground
 - Center rank on front of cap
 - May wear subdued metal or cloth rank





Uniform Wear – Service Dress (Class A)



- Coat and trousers are of the same material
- All buttons of coat must be buttoned
- ½" blue sleeve braid placed 3" from end of sleeve
- Sleeves will end ¼" to ½" below the wrist
- Bottom of coat will extend 3 to 3½" below top of thigh
- No creases in sleeves





Uniform Wear – Service Dress (Class A)

- Blue shirt must be worn under coat (long or short sleeve)
 - Blue shirt must be worn as described in Blue Service Uniform
- White v-neck t-shirt must be worn under blue shirt
- Men will wear neck-tie; women will wear tie-tab
- Rank and Accoutrements
 - Center rank on epilets 5/8" from end and parallel with sleeve seem
 - US lapel insignia is placed halfway up the seam, and touching the seam (but not over it); US letters are parallel to the ground
 - Nametag is centered on wearer's right between sleeve seam and lapel; bottom of nametag is parallel to bottom of ribbons
 - Ribbons on centered and resting on top edge of pocket
 - Badges must not exceed four; badges are centered 1/2" above ribbons
 - Cuff links are optional and must be silver





Uniform Wear – Service Dress (Class A)

Male Service Dress



Female Service Dress



Officer rank

Badges

Ribbons

Nametag

U.S. insignia

Badges

Ribbons

Touching seam

U.S. insignia





Uniform Wear – Blue Service Uniform (Class B)

- Blue Service Uniform consists of:
 - Shirt, long or short sleeve
 - Trousers, slacks, or skirt
 - Footwear
 - Appropriate headgear





Uniform Wear – Blue Service Uniform (Class B)

- Long and Short Sleeve Shirt
 - Tie and tie-tab will be worn with the long sleeve shirt; optional with short sleeve
 - A tie tack or clasp may be worn with tie
 - Tip of tie must fall between top and bottom of belt buckle
 - Cuff links are optional with long sleeve shirt
 - A white v-neck undershirt will be worn
 - Officers wear shoulder mark insignia
 - A blue plastic nametag with white lettering will be worn on the right
 - Ribbons are optional to wear
 - Badges must not exceed four; and should be centered on the left
 - For women, the bottom of the badge should be parallel to the bottom of the nametag





Uniform Wear – Blue Service Uniform (Class B)

- Shirts for Women
 - Women have the option of wearing either tuck in shirts or princess style untucked shirts





Uniform Wear – Class A & B

- Trousers
 - Back hem is 7/8” longer than front
 - Slight break in crease
- Women may wear a skirt
 - Must be hemmed between top and bottom of kneecap
- Belt and buckle
 - The belt will be blue and have a silver tip and buckle
 - Gig line – belt buckle must align with button seam of shirt (as shown)
 - Worn with both trousers and skirt in both service dress and blue service uniform





Uniform Wear – Class A & B

- Footwear

- Socks must be black and plain; women may wear hosiery with no patterns
- Low Quarters are worn with Service Dress and Blue Service Uniform; oxford style shoes with no more than ½” soles and 1” heel
- Shoes will be shined; high gloss or patent finish is optional
- Women may wear plain, no ornament, black pumps with no more than 2½” heel



- Flight Cap

- Worn slightly to the right; 1” above eyebrows
- Rank is worn on left, 1½” from front edge
- When not worn, may be carried in belt on left





Uniform Wear – PT Uniform

- Commanders determine required PTU configuration during organized PT events
- PTU consists of:
 - Reflective footwear
 - Socks
 - PTU running shorts
 - PTU shirt
 - PTU running pants
 - PTU jacket
- Dress and appearance and grooming standards apply
 - Pony tails may be worn





Accessories – Jewelry

- Earrings

- Male Airmen are not authorized to wear earrings on a military installation, or while in uniform or in civilian attire for official duty
- Female Airmen may wear earrings that are:
 - Small (not exceeding 6 mm in diameter)
 - Spherical
 - Conservative (moderate; not excessive or extreme)
 - White diamond, gold, white pearl, or silver
 - As a set (must match; must only be one hole per ear)
 - With any uniform combination
 - Worn on lower earlobe

- Necklaces

- Cannot be visible at any time





Accessories – Jewelry

- Bracelets

- Ankle bracelets are not authorized
- Must be conservative; can only wear one
- Must be worn on wrist
- Must be gold/silver in color; No wider than ½”
- Cannot support a cause, person, philosophy, or group

Exceptions:

- Medical alert/ID bracelets
- Traditional metal POW/MIA/KIA bracelets

- Watches

- Must be conservative; can only wear one
- Must be worn on wrist
- Cannot exceed 1” width

- Rings

- A total of no more than three rings (across both hands)
- Must be worn at base of finger
- May not be worn on thumb





Accessories – Eyewear

- Glasses
 - May not be worn around the neck
 - Must be conservative; Black, brown, or gold/silver wire frames
 - Small logo is authorized; must be same color as frames
- Sunglasses
 - May not be worn around neck, on head, or hanging from uniform
 - Must be conservative; Black, brown, or gold/silver wire frames
 - Small logo is authorized; must be same color as frames
 - Faddish styles and mirrored lenses are prohibited
 - May not be worn in formation
- Contact lenses
 - Must be natural looking in shape and design
 - Must be clear in color; cannot change Airman's eye color





Accessories – Bags

- Back Packs

- Solid black with all uniform combinations (or ABU-patterned while in ABUs)
- Carried over both shoulders, over left shoulder, or in left hand



- Gym Bags

- Solid dark blue or black in color (may carry ABU patterned bag while in ABUs)
- Carried in left hand
- Small logos are authorized



- Purses/Attaché Case

- Conservative; Solid black in color
- Carried in left hand or over left shoulder





Accessories – Miscellaneous

- Handheld Electronic Devices
 - Devices clipped to belts or purses must be plain black, silver, dark blue, or gray
 - Use of an earpiece of any kind while in uniform is prohibited
 - Use of a hands-free device is authorized while in uniform operating a motor vehicle if local policy permits
 - While walking in uniform, use of these devices is for emergency only
 - Military customs and courtesies take precedence
- Umbrella – Plain, solid black color; carried in left hand
- Lanyards
 - Must be conservative, dark colors, silver small chain or clear plastic
 - Green lanyards are authorized with ABU
 - Access badges/IDs will be worn on front of body above the waist and below the neck





Drill and Ceremonies





Drill and Ceremonies

- AFMAN 36-2203, *Drill and Ceremonies*,
 - Reference with any questions
 - Can be found at <http://www.e-publishing.af.mil/>
- Drill you should know well (you will use daily) are:
 - Position of Attention
 - Position of Parade Rest
 - Facing Movements
 - Salute





Position of Attention

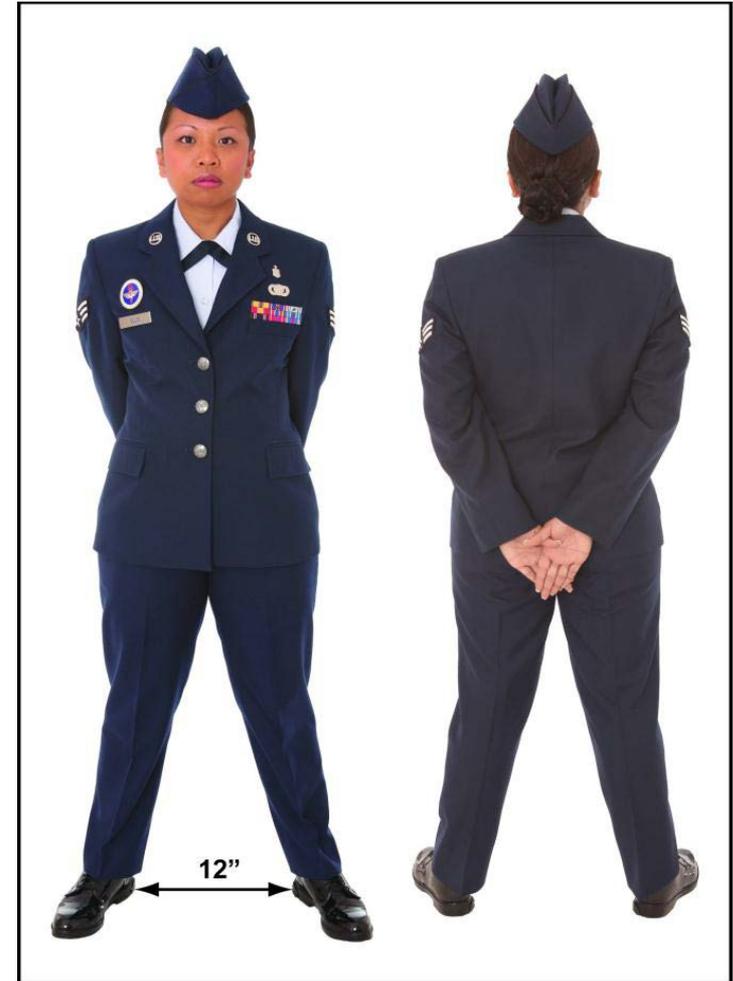
- Bring heels together with feet at a 45-degree angle
- Legs straight, body is erect with chest lifted, back arched, and shoulders square
- Arms hang straight down side of body
- Hands are cupped (like holding a roll of quarters) with palms facing legs
- Thumbs are placed along seams of trousers or side of skirt
- Eyes face front with line of sight parallel to the ground





Position of Parade Rest

- Feet are positioned 12" apart
- Arms are held at the back of the body
- Palms face outward and overlap
- Thumbs form an X (right thumb over left)
- Head and eyes are straight ahead
- Remain silent and immobile





Facing Movements

- Right Face
 - Raise the right toe and the left heel
 - Pivot 90 degrees to the right on the right heel and ball of left foot
 - Bring left foot smartly forward until even with right foot (heels together)
 - Upper body remains at position of attention throughout movement
- Left Face
 - Perform same but opposite movement as right face





Facing Movements

- About Face

- Keeping leg straight, lift the right foot barely off the ground and place the ball of the right foot approximately half a shoe length behind and slighting to the left of the heel
- Pivot 180 degrees to the right on the ball of the right foot and heel of the left foot
- Upper portion of body remains at attention
- On completion, both heels should be together and feet are at 45-degree angle





Hand Salute

- Begin with hand cupped at side
- Move right hand up center seam of body
- End with right hand, palm flat, touching the outside corner of right eyebrow, right front corner of bill of ABU cap, or right top corner of glasses/sunglasses
- Upper arm should be horizontal and parallel to ground
- To complete the salute, bring the arm smoothly and smartly downward, retracing the path used to raise the arm





AF Communication





AF Communication

- Refer to the Tongue and Quill for all AF communication guidance (AFH 33-337)
- When given a tasker, be sure you understand which format is required for your deliverable
- Email communication
 - Be as respectful in email as you would in person
 - Many emails will end with “respectfully” or “very respectfully”; sometimes “r/” or “vr”
 - Other email protocol is often set by your unit
 - Standard practice is to have a signature block with your pertinent professional information
 - Be cautious with how you use the “reply all” function





AF Communication

- **Bullet Statements**
 - Brief “bottom line” of an idea
 - Used in summarizing information
 - Used in talking papers and other communications
 - Accomplishment (action) + Impact Bullets
 - Used in EPRs, OPRs, and award packages
 - Accomplishment:
 - What did the person do?
 - How well did the person do it?
 - What was the result?
 - Impact
 - What level was impacted?
 - Why was accomplishment important?





Military Customs and Courtesies





Customs and Courtesies

- Military customs and courtesies are acts of respect and courtesy
- Show mutual respect
- Show sense of fraternity that exists among military personnel
- Custom is an act or ceremony stemming from tradition
- Courtesies are guidance in written form
- Customs and courtesies can vary by service
- Important to quickly recognize officer and enlisted rank
- ***These are mandatory and expected of all Air Force Airmen***





Some Common Occurrences

- Saluting
 - Render salute to a senior officer or return a salute to a junior officer/enlisted person when outdoors
 - Render salute to the flag during Retreat (National Anthem will play)
 - Face music or flag; typically at 1700 on all bases
 - If in car, stop car until music ends
 - If in civilian clothes, stop and face the music and place your hand over your heart (remove ball caps)
 - Render a salute to an official staff car on base marked with an O-6 and above placard (front license plate position)
 - Salute when accepting awards or presentations from your Commander or senior officer





Some Common Occurrences

- Position of Attention
 - Stand up and come to attention when a room is called to attention
 - Stand up and come to attention when indoors and your Commander or an O-6 and above enter your cubical, office, or work area
 - Stand at attention while saluting
 - Stand at attention and face the General officer during Ruffles and Flourishes
 - Stand at attention and face the Flag during colors ceremonies
 - Stand at attention while singing or playing the Air Force Song
- Reveille
 - Face the music, come to the position of Parade Rest





Some Common Occurrences

- Formal reporting
 - When ordered to report to your Commander, a board, or an O-6 and above, use facing movements, stand at attention, and salute smartly
 - Use a reporting statement such as: “Sir/Ma’am, Rank Name reports as ordered.”
 - When finished, stand at attention and salute; drop salute when senior officer does; and exit the room in the most direct route
- Place senior officers to the right as a position of honor
- Address senior officers as Sir or Ma’am
- Use appropriate titles with all personnel
- Use good manners at all times
- Behave like a gentleman or lady at all times





Etiquette and Decorum





Etiquette and Decorum

- Officers are expected to maintain high standards of conduct, both socially and militarily, at all times.
- AFI 1-1, *Air Force Culture and Air Force Standards*, is an excellent source for quick reference of the Air Force environment, conduct and appearance standards.





Professional and Unprofessional Relationships





Definitions

- Professional Relationships
 - Those that contribute to the effective operation of the Air Force
- Unprofessional Relationships (UPRs)
 - Any personal relationship, whether pursued on or off-duty, that detracts from the authority of superiors or result in, or reasonably create the appearance of, favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests
- AFI 36-2909, *Professional and Unprofessional Relationships*, governs this topic





Unprofessional Relationships

- Unprofessional relationships can exist between:
 - Officers
 - Enlisted members
 - Officers and enlisted members
 - Military members and civilian workers
- Personal Relationships between AF members become matters of official concern when they adversely affect morale, discipline, respect for authority, unit cohesion, or mission accomplishment.





Fraternization

- Fraternization is a specific instance of an unprofessional relationship
- Fraternization is:
 - A personal relationship between an officer and enlisted member which violates the customary bounds of acceptable behavior in the Air Force and prejudices good order and discipline, discredits the armed services, or operates to the personal disgrace or dishonor of the officer involved.





Specific Prohibitions

- Officers Will Not:
 - Gamble with enlisted members.
 - Borrow money from enlisted members.
 - Engage in sexual relations with or date enlisted members.
 - Share living accommodations with enlisted members
 - Engage, on a personal basis, in business enterprises with enlisted members, or solicit sales to/from enlisted members.





Personal Responsibility

- All officers are expected to exhibit the highest standards of professional conduct and lead by example.
- Members should expect to be and must be held accountable for the impact of their conduct on the Air Force as an institution.
- The senior member in a relationship is primarily responsible for maintaining the professionalism of that relationship.
- The perception of misconduct can often be just as damaging as the misconduct itself.





Standards and Accountability





Definitions

- **Accountability**
 - To be answerable or responsible
 - Taking ownership of your responsibilities
 - Be responsible for your actions and willingly face the consequences
- **Standards**
 - The morals, ethics, habits, and principles established by authority, custom, or an individual as accepted
 - Standards must be:
 - Uniformly known (people must know the standards)
 - Consistently applied (leaders apply standards every time)
 - Non-selectively enforced (hold everyone to the same standard)

