



**DEPARTMENT OF DEFENSE
COMBINED FORCES COMMAND - AFGHANISTAN
OPERATION ENDURING FREEDOM
KABUL, AFGHANISTAN
APO AE 09356**

CFC-A COS

15 March 2005
Expires 31 March 2006

MEMORANDUM FOR All Coalition Forces Combined Forces Command-Afghanistan (CFC-A)
Service Members

SUBJECT: CFC-A Policy Memorandum #005, Standards, Standard Operating Procedure (SOP)
Change 1

1. References: See enclosure 2.
2. Purpose: The purpose of the CFC-A Standards SOP is to establish baseline standards for all U.S. military personnel, DoD Contractors, and US civilian personnel assigned attached OPCON, ADCON, or TDY, to Afghanistan or Combined Forces Command-Afghanistan CJOA.
3. Applicability. These standards are applicable to all U.S. military personnel, DoD Contractors and US civilian personnel assigned, attached, OPCON, ADCON, or TDY, to Afghanistan or Combined Forces Command-Afghanistan CJOA. This policy only applies while in the CFC-A CJOA, as it contains exceptions to service policy.
4. Adherence to standards. Adherence to standards is a matter of pride and discipline. All military and civilian personnel will follow these standards on uniform wear, appearance and conduct. All applicable service regulations remain in effect, and this policy is intended to supplement and augment those policies. All **LEADERS** and all personnel are responsible for and must enforce these standards. This memorandum does not provide an exhaustive list of standards within the CFC-A CJOA.
5. Point of contact: Forward recommended changes to this policy to the Combined Forces Command-Afghanistan Command Sergeant Major. DSN: 237-1520

FOR THE COMMANDER:

2 Encls
1. CFC-A Standards SOP
2. References

//Signed//
DAVID LAMM
COL, GS
Chief of Staff

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1. UNIFORM STANDARDS.

a. Uniform Requirement

(1) Duty Uniform. The normal duty uniform is the Advanced Camouflage Uniform (ACU), Desert Camouflage Uniform (DCU), or the Battle Dress Uniform (BDU). The Aircrew Battle Dress Uniform (ABDU) or Hospital Duty Uniform may be substituted in aviation or medical units. Sleeves will be worn down at all times. No modifications to these uniforms are authorized (sewing or removing of pockets, Arabic nametapes, Velcro, etc.) unless by name, written authorization is granted by the first General Officer in the chain of command or by COS for the CFC-A Commander. Duty uniform includes at a minimum name, rank, and branch of service. Sterilized uniforms (insignia and rank removed) may be only worn departing from or returning to FOBs and base camps for active operation and may not be worn in dining facilities, exchanges or other public gathering locations.

(2) Patrol cap or camouflaged desert (boonie) hat may be worn, but no blocking, forming, rolling, or upturning of brims is authorized. Strap will be worn secured tightly to the back of the head, under the hat or under the chin. Headgear will be worn while outdoors. Rank must be worn on the U.S. Army headgear. No embroidery is authorized.

(3) Authorized Uniforms. The only authorized uniforms to be worn by military personnel are the Duty Uniform and Improved Physical Fitness Uniform or prescribed service PT uniform. Civilian clothing may be worn as authorized by the first General Officer in the chain of command. Only those items authorized by service uniform regulation may be worn on the uniform.

b. Physical Fitness Uniform

(1) The prescribed service PT or unit PT uniform (when the entire unit wears the same uniform) will be worn for PT on any U.S. Forces compound. Civilian PT attire may be worn as authorized by the first General Officer in the chain of command and must meet the standards in paragraph 2., below.

(2) When the PT uniform is worn, it will be worn properly: shirt tucked in, plain white socks without logos, proper footwear, and not mixed with civilian PT clothing. The brown T-shirt is not authorized for wear with the PT uniform. For Soldiers, they will not roll or push up the sleeves of the long sleeve IPFU t-shirt or the IPFU jacket and they will not roll or push up the legs of the IPFU pants. If wearing the battle dress uniform, the shirt may be removed while exercising.

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(3) When conducting physical training on roadways or anywhere vehicular traffic is present during periods of limited visibility, personnel must wear a reflective vest or belt. Belt must be visible at all times and may need to be worn diagonally when wearing the jacket.

(a) Dirty or sweaty PT uniforms or civilian exercise clothing will not be worn inside the Dining Facilities.

(b) Civilian PT clothing will conform to certain acceptable standards.

1. At all times, all personnel conducting physical training must wear shirts.

2. Biker shorts, aerobic attire, sleeveless t-shirts, and tank tops are only appropriate inside a recreational facility. Sports bra as an outer garment is not authorized indoors or outdoors. Appropriate undergarments will be worn at all times. When enroute to or returning from a recreational facility, personnel must conform to standards for the wear of civilian clothing. This may require them to cover up before leaving the facility.

c. Rapid Fielding Initiative issue items.

(1) Black fleece. The black fleece jacket and trousers were issued to serve as liners for the extended cold weather clothing system (ECWCS) and were not intended as outer garments. However, soldier comfort is first and foremost. As an exception, the black fleece jacket may be worn in Afghanistan as an outer garment. OD Green sewn on rank and OD Green nametape may be sewn on the right side of the black fleece jacket. The rank will be sewn on centered above the nametape.

(2) Ballistic eyewear. Ballistic glasses save eyesight. To that end, soldiers are required to wear the issued ballistic eyewear at all times when performing duties requiring IBA and helmets. The retention straps are authorized for wear while in Afghanistan.

(3) Issued gloves may be interchanged at the soldier's discretion. Civilian gloves of comparable design will have no logos, writing, or stripes.

(4) Hydration systems. All issued hydration systems (i.e., Camel Back) may be worn at individual discretion, or as directed by commanders.

(5) U.S. Flag Cloth Replica. Soldiers will wear the full-color U.S. Flag cloth replica on the DCU and BDU. Chapter 1, Title 4, United States Code, provides for the design of the U.S. Flag and specifies the colors as red, white and blue. Colors other than red, white and blue violate the U.S. Code; therefore, subdued-colored flags are not authorized for wear. The only exception is the reflective colored or infrared subdued flag replicas authorized on the ACU in the CJSOTF-A field uniform. The flag is worn on the right sleeve with the field or stars forward.

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d. Other uniform items

(1) Personnel may wear a small clip-on flashlight on the top left buttonhole of their uniform; the color will be determined by the installation commander. Ear plug cases may be worn on the uniform.

(2) Only rank and name may be worn on helmet covers, hats and IBA. No other writing, embroidery or sewing is authorized. Names will be in block letters or 3 ½ inches long and 1/2-inch wide, with ¼-inch block lettering nametape for the camouflage band. On the patrol cap/HW hat the nametape is a strip of olive-green or sand colored cloth, 1 inch wide, with the individual's last name in block letters, ¾ inch in height. Last names consisting of 11 letters or more are constructed using Franklin gothic extra-condensed print (48 point), ½ inch high. The nametape insignia is 4 ½ inches in length.

(3) The Black Watch Cap may be worn on the flight line (no hat areas) while working. It may be worn under the helmet. When worn, it will be pulled down snugly on the head. It will not be worn as substitute headgear or in the "boonie" or patrol cap while in Garrison (BAF, KAF, Salerno, Kabul, etc...) FOB Commanders may modify its wear.

(4) The neck gaiter is authorized for wear with the DCU, ACU, BDU, PT uniforms, and other cold weather uniforms. It may be worn as a neck warmer, hood or balaclava, or ear band in cold, windy, or dusty environments. It will not be substituted as headgear.

(5) The Parka, DCU, BDU field jacket, black fleece and Gortex jacket will be worn zipped or buttoned with the shirt collar inside the parka or jacket. The parka, field or gortex jacket may be worn with civilian clothes without rank. It may not be worn with the Army IPFU.

(6) For US personnel, only U.S. military issued scarves may be worn with military uniforms. Civilian scarves will not be worn with any military uniforms.

(7) Field jackets must have name, rank and branch of service. The ECWCS jacket (Gortex) must have rank and nametape per service requirements.

(8) SAPI plates will be worn at all times in the individual body armor (IBA). Commercially designed **NON ISSUED** body armor is not authorized for wear. SAPI plate holders purchased at the local bazaar are not authorized for wear.

2. Wear of Civilian Clothing on U.S. Installations.

a. Civilian clothing may be worn as authorized by the first General Officer in the chain of command. U.S. forces represent their commands, service components, and the United States as

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unofficial ambassadors to CJOA. As such, personnel will avoid wearing attire that is offensive or inappropriate for Afghan/CJOA cultural norms. This specifically means that individuals should dress conservatively when in civilian clothes on and off of a U.S. military post.

b. When on any military installation, all personnel will conform to the following civilian attire guidelines:

(1) T-shirts with sports logos or graphics on them are authorized for wear on the installation, but must be in good taste and be sleeved, long or short. All blouses and t-shirts will cover the body above the trouser line and not expose the abdomen. Shorts are authorized but will not be higher than mid-thigh. While wearing jeans or slacks, no skin will be seen through the material and no cuts, tears, or modifications are authorized. All trousers or shorts will be worn around the waist, not the hips or buttocks, and underwear will not be exposed between the trousers and the shirt.

(2) Women's blouses, suit tops, jackets, sweaters, or dresses need not be collared, but must have sleeves, long or short, but will cover the shoulders and trunk i.e. the area below the neck, above the knees, and inside the shoulder. Dresses and skirts will be at least knee length.

(3) Clothing may not display obscenities or offensive pictures or words.

(4) All personnel must wear appropriate clothing to and from personal hygiene areas. The wearing of only towels or wraparounds is not authorized. Personnel may wear shower shoes or flip-flops to and from personal hygiene areas.

c. For guidance on authorized athletic clothing, see the section on wear of the Physical Training uniform in the previous section.

3. Off Post Travel and Dress Code

a. Travel off post is for official military business. When traveling off of an installation on official business, all personnel will adhere to the Force Protection (FP) measures in effect at a given time. These measures include restriction on off-post travel, minimum number of personnel traveling in vehicles, arming level, and arming stance. It is the responsibility of the individual soldier to seek out the current approved FP measures and to follow them. Units will publicize these measures to their personnel to the maximum extent possible, highlighting changes in the FP posture. Guards at the entrance and exits to the U.S. installations will check adherence to FP measures and report violations to the installation commander. Installation commanders will establish policies for travel between safe houses and their compounds.

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b. The wear of civilian clothes off post for military personnel is not authorized unless approved by the first General Officer in the chain of command for official military business. Civilian clothes are not authorized for community relations, or other humanitarian visits unless approved by COM CFC-A. All personnel will be sensitive to the cultural norms of Afghan society that is largely Islamic with deep-rooted attitudes toward clothing and appearance. Clothing must conform to guidance in paragraph 2, above. In addition, the CJOA is not a safe haven for U.S. citizens. Precautions must be taken to safeguard U.S. personnel while off post.

c. If personnel are detained or questioned by the Afghan Police, they must remain calm and courteous, follow directions, and not sign anything they cannot read or understand. Immediately contact U.S. authorities and advise them of the circumstances.

4. Wear of the Uniforms by Civilians

a. The ACU, DCU, and BDU are military uniforms, and are authorized for civilians accompanying the armed forces in the field. This uniform is issued to civilian personnel and contractors when deemed necessary by the commander or when required by contract. It is imperative that civilian personnel understand the importance of portraying a professional image while wearing the military uniform. Boots must be bloused, all buttons buttoned, and zippers and snaps properly fastened. Additionally, when the protective posture requires wear of IBA, mask, and helmet, these items must be properly worn, not carried.

b. Civilians wearing the uniform must comply with the standards established in paragraph 30-10, AR 670-1. The uniform must have a nametape above the right breast pocket. Although not required, the component or service designator (for example, "Ordnance Technician," "Safety" or "DOD Contractor") may be worn above the left breast pocket. Insignia for civilians, which consists of an equilateral triangle printed on an olive-green, khaki, or tan cloth background, may be worn directly above the left breast pocket or on the left shoulder. Additionally, individuals may wear their unit (1ID, 1CD, etc.) or affiliation (AAFES, AMC, etc.) patch one-half inch below the left shoulder seam.

c. Variations of these standards are not authorized. Personnel are not authorized to mix civilian attire with military attire. The DCU, BDU is to be worn as a complete uniform. The wearing of trousers or coat alone, along with other clothing not associated with DCU, and BDU is specifically prohibited. The use of civilian baseball caps designating a specific company or branch may be authorized by the terms of the contract or on a case-by-case basis by the first General Officer in the chain of command. Other insignia, badges, patches, or accoutrements, attached or affixed to the uniform, are not authorized.

d. Failure to follow these general guidelines may result in the loss of the privilege for civilians to wear the uniform.

5. GENERAL CONDUCT STANDARDS

a. Saluting. Saluting is the most basic form of respect between two service members and is a sign of discipline and respect. "No hat" and "No salute" areas are unauthorized. U.S. military personnel will exchange salutes when outside except in combat or outside a secure compound and will exchange salutes with military personnel of friendly foreign nations. When in physical fitness uniform US military personnel will render the proper courtesy by service regulations.

b. Headgear. Headgear will be removed by all personnel when indoors. Military police and Force protection personnel on duty can remain under cover in the performance of their duties.

c. Smoking area. Smoking is not permitted within 50 feet of any entrance to any building occupied by U.S. Forces, and then only in authorized and designated smoking area.

d. Soldiers will not walk with a cigarette, cigar, pipe, tooth pick, or any other object in their mouths. Smoking while operating motor vehicles or equipment (forklifts, generators, etc.) is prohibited by all service regulations.

e. Posters. Posters which contain, depict, or display any obscene, pornographic, lewd or lascivious words, characters, pictures, or symbols are prohibited.

f. Entertainment devices. Any entertainment device that requires headphones will not be used or worn while conducting outdoor physical training, whether individually or in formation. Installation commanders may modify wear for individuals on compounds where there is limited or no vehicle traffic. Additionally, entertainment devices with headphones will not be used at any time when operating or serving a crew member in a vehicle or aircraft.

g. Male U.S. military personnel will be clean-shaven on and off duty, except for those with valid shaving profiles. Mustaches will be worn in accordance with applicable service regulations. Beards and goatees are not authorized. A relaxed grooming standard for operational missions is authorized IAW written authorization by the CJSOTF-A Commander.

h. Body piercing of any kind is not authorized for military personnel. Female military personnel may wear earrings in accordance with their service uniform policy.

i. USCENTCOM General Order 1A is in effect in Afghanistan. Alcohol possession and consumption is prohibited and punishable under the Uniform Code of Military Justice.

j. The Installation Commander will establish the living standard (specifically numbers of soldiers housed in each housing unit) for their living areas and the Command Senior Enlisted Leader (CSM, SGM, CCM, CMC) will validate that standard.

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k. As a force protection measure, no bags, brief cases, or back packs will be allowed in installation dining facilities. Aides to General Officers and civilian equivalents will be allowed to carry one bag into the DFAC in execution of their official duties.

l. When driving tactical or civilian vehicles, service members will be in complete DCU including, at a minimum, a Kevlar helmet, body armor, and individual weapon. All military members in a convoy should be in the same uniform, established by the chain of command and based on the threat conditions. Installation Commanders will use METT-C and higher headquarter guidance when modifying requirements.

m. Within all camps and nodes, measures will be taken to ensure the safety and security of all personnel.

n. In hours of limited visibility, all personnel will have a “battle buddy” in remote or poorly lit areas.

o. Commanders must provide adequate lighting in areas of the camps where personnel must operate during limited visibility.

p. Commanders must maintain noise reduction measures around living areas. While there is occasion for unit events, recognition ceremonies, parties, etc., we must remember that we are at war and in a war zone. They must conclude prior to 2200 hours and meet all standards of attire/conduct in this SOP.

q. Any music played in the public domain will be appropriate and not offensive and at a discrete noise level and not disturb personnel in surrounding areas.

6. Combat Readiness During Sustained Operation.

a. To keep ourselves combat effective we must be physically fit, emotionally connected, mentally focused, and spiritually aligned.

b. To attain this balance, all commanders will establish one reduced battle rhythm day per calendar week. This is a day of reduced activity while keeping mission essential operations minimally manned. On this day commanders will allow personnel to wear PT and/or civilian clothes as their duty uniform. Subordinate Commanders will establish a reduced battle rhythm policy throughout their command. HQ CFC-A will execute their reduced battle rhythm day on Fridays.

c. Allowing individuals to disengage and seek renewal is critical to maintaining combat readiness; downtime is productive time. Commanders must be committed to having programs in place that will enhance combat readiness and mission accomplishment.

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References

CFC-A Standards Standard Operating Procedure (SOP) References

1. Army Regulation 670-1 Wear and Appearance of Army Uniforms and Insignia, 1 Jul 02
2. Central Command 670-1, Dress and Personal Appearance of Air Force Personnel, 1 Feb 99
3. Air Force Instruction (AFI) 36-2903, Dress and Personal Appearance of Air Force Personnel, 1 Feb 99
4. Marine Corps Order (MCO) P 1020.4G, Marine Corps Uniform Regulations, 31 Mar 03.
5. OPNAVINST (Chief of Naval Operations Instruction) 6110.1G, Naval Uniform Regulations, 10 Oct
6. Field Manual 21-20 Physical Fitness Training, 1 Oct 98
7. Army Regulation 600-8-105, Military Orders, 28 Oct 94
8. Army Regulation 525-13, Military Operations Antiterrorism, 10 Sep 98
9. U.S. Army Forces Central Command Operations Order 02-099 Antiterrorism 15 Sep 02
10. DOD Foreign Clearance Guide 4500-54G