



**DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND**

17 April 2020

MEMORANDUM FOR ALL SHEPPARD AFB COMMANDERS

FROM: Sheppard AFB Installation Commander

SUBJECT: Guidance on Use, Wear, and Purchase with Appropriated Funds of Cloth Face Coverings

- References:
- (a) Secretary of Defense Memorandum, "Department of Defense Guidance on the Use of Cloth Face Coverings", 5 April 2020
  - (b) AFCAT Director Message, "Guidance Related to Department of the Air Force Guidance on use of Cloth Face Coverings", 7 April 2020
  - (c) Air Force Surgeon General Memorandum, "Medical Guidance on 3D Printed N-95 Respirators, Face Masks, and N-95 Mask Shields/Covers", 1 April 2020
  - (d) AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 7 February 2020
  - (e) AFI 10-2604, *Disease Containment Planning*, 6 April 2007
  - (f) AFI 36-128, *Pay Setting and Allowances*, 17 May 2019
  - (g) CS316353B, Center for Disease Control Face Covering Fact Sheet, 4 April 2020
  - (h) AF/A1 Memorandum, "Department of the Air Force Guidance on Use of Cloth Face Coverings," 5 April 2020
  - (i) Sheppard AFB Public Health Emergency Declaration, 27 March 2020

1. Effective immediately per the Secretary of Defense's direction in Reference a, to the extent practical without significantly impacting mission, all individuals on Sheppard Air Force base are required to wear cloth face coverings when they cannot maintain six feet of physical distance in public areas or work centers (this does not apply to a service member/family member's personal residence on a military installation). This includes military personnel, DoD civilian employees (to include Non-Appropriated funded (NAF) civilians), DoD contractors, all family members, and all other individuals on Sheppard Air Force Base (AAFES, DECA, international military students and families, etc.). Security checkpoints may require the lowering of face coverings to verify identification.

2. For civilian employees (Appropriated Fund and NAF), use of a cloth face covering is strongly encouraged. Commanders who wish to mandate cloth face covering for civilian employees under this memo must either furnish them or provide a uniform allowance per AFI 36-128, *Pay Setting and Allowances*, 17 May 2019.

3. Commanders are authorized to utilize unit O&M funds to procure cloth face coverings that cover the mouth and nose pursuant to the below guidelines, so long as those face coverings comport with CDC guidelines:

- a. Active Duty military personnel, DoD civilian employees, and contractor personnel; and
- b. Member is deemed Operationally Critical; and
- c. Due to the nature of their mission, members are unable to maintain six feet of physical distance; and
- d. Commander must document in writing who is required to wear cloth face coverings; and
- e. Initial distribution is one face covering is issued per person.

4. To remain consistent with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, dated 7 February 2020, for non-medical issued face coverings, the following face covering colors are authorized to wear in uniform on Sheppard Air Force Base: solid white, dark-blue, black, olive drab, desert sand, coyote brown, Air Force sage green, ABU or OCP patterned. If ABU or OCP patterns are used, they must match the UOD worn by the Airman. When out of uniform, masks should be conservative, professional, and in keeping with dignity and respect.

5. Distribution of cloth face masks will flow in a phased approach determined by senior leadership. As an interim measure, all individuals need to fashion face coverings that cover the mouth and nose from household items or common materials in accordance with CDC guidelines and the standards set in paragraph 4 above. See also guidance on the use of cloth face coverings in Reference g.

6. This policy may be delegated no lower than squadron commanders. If delegated, exceptions to this policy must be in writing and submitted to 82 TRW/CCE for situational awareness.

7. All personnel should continue to maintain six feet between themselves and others whenever possible. The use of a cloth face covering does not prevent the wearer from getting sick or eliminate the need to continue the primary mitigation efforts to stop the spread of COVID-19. The cloth face covering is not a substitute for physical distancing. The cloth face covering is to help prevent those who are asymptomatic from transmitting, more than protecting oneself from potentially contracting the virus. Please,

8. This is effective until rescinded by me or a superior commander. Please direct any questions or concerns to 82 FSS/CC, Lt Col Colleen Schaelling, at DSN 734-2331.

  
KENYON K. BELL, Colonel, USAF  
Installation Commander