

# JOINT TASK FORCE LONE STAR



## STANDARDS BOOK

**"Discipline is not instinctive.  
It must be taught, reinforced, and required!"**

*Author Unknown*

18 FEB 2025

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## **OPERATION LONE STAR**

In 2021, the Texas Military Department (TMD) deployed over 10,000 Texas National Guard (Army, Air, and State Guard) service members to support the Texas Department of Public Safety (DPS) in preventing, detecting, and interdicting transnational criminal activity and illegal migrant crossings between the ports of entry along the Texas-Mexico Border. In a matter of weeks, TMD deployed all required personnel and coordinated their logistical support and training to gain operational capability rapidly.



TMD's Joint Task Force Lone Star has forces arrayed across the southern border to maintain security points, conduct mobile land and maritime patrols, and construct temporary barriers to deter criminal activity and illegal migrant crossings. During the past two decades, TMD has supported operations along the border in Operation Jump Start, Operation Secure Texas, and Operation Guardian Support. In addition to these well-publicized missions, smaller operations are continuously taking place in the region.

Historically, state response missions have been occasional and of relatively short duration. In the past several years, state response missions have become longer and continued with little interruption. The recent operational tempo has reached unprecedented levels for TMD, with the addition of approximately 10,000 military and federal TMD employees serving on or in support of the long-term border mission.





**TEXAS MILITARY DEPARTMENT  
TEXAS ARMY NATIONAL GUARD  
JTF-LS HQ  
2901 NORTH 23<sup>RD</sup> STREET  
MCALLEN, TEXAS 78501**

NGTX-LS-CG

26 January 2025

MEMORANDUM FOR JOINT TASK FORCE LONE STAR

SUBJECT: OLS STANDARDS HANDBOOK

**1. PURPOSE:** The purpose of this publication is to inform the OLS service members of basic standards of appearance, conduct, military courtesy, and general military knowledge. The standards presented in this handbook prescribe the level of discipline expected of each service member while serving on OLS. Good organizations diligently enforce standards and discipline. These standards are reviewed annually and updated as required to remain current and relevant. We aim to maintain and implement these standards and strive for the highest level of discipline. In meeting this goal, OLS service members remain a highly disciplined and well-respected unit entrusted with the State and nation's most challenging missions.

**2. RESPONSIBILITIES:** All Officers, Noncommissioned Officers, and service members are responsible for maintaining a neat, professional, and military appearance while on duty. Individual service members are responsible for adhering to proper regulations and standards and professionally making on-the-spot corrections as required. All service members are expected to adhere to the standards outlined in the OLS Standards Book.

**3. GENERAL:** OLS service members always present a professional military image while on duty. A common standard binds us. Leaders are responsible for maintaining military order and discipline within our ranks.

**4. MISSION:** Success depends on the ability of task force units to perform the tasks required to safeguard our border, turn back illegal immigrants, and stop the smuggling of people, weapons, and deadly drugs. All service members must develop an instinct for action and focus on exploiting opportunities.

**5. VISION:** We will plan, refine, and execute based on clear intent and visualization. Mission orders will support this, while designated task force commanders will handle the detailed execution.

Dale E. Williams  
CSM, TXARNG  
Command Sergeant Major

Mark A. Gunn  
COL, TXARNG  
Commanding

UNCLASSIFIED





# **MILITARY COURTESY**

## **Military Traditions**

Courtesy is respect for and consideration of others in the Military. The various forms of courtesy have become customs and traditions. It is essential to perform these courtesies correctly. Service members will salute in garrison and at entry control points (ECPs). In a field environment, with specific instructions only. The exchange of greetings while wearing civilian clothes is encouraged.

The exchange of a salute is a visible sign of good discipline, mutual respect, unit pride, and esprit de corps. Service members who recognize an officer or senior officer in the Army or Air Force physical fitness uniform will salute and respond appropriately. Salute all standards and flags for senior officers displayed on military vehicles IAW AR 600-25, DAFI 36-292903, and AFI 34-2401. When you recognize an officer in a vehicle, you should salute. The operator of a vehicle or bicycle is not required to salute.

When a unit company/troop/battery/battalion/brigade commander or a command sergeant major enters a building, the appropriate courtesy is given. This courtesy also applies to visiting dignitaries or senior leaders outside the organization IAW AR600-25 and AFI 34-2401. Attention for officers and at ease for CSM/SGM. The common courtesy in the DFAC or an operations center (COIC) floor within a command post is "at ease" for both officer/senior enlisted advisor. However, all personnel in the room (COIC, Chow Hall) should remain seated. Upon arrival, the senior officer or NCO in the COIC or chow hall should greet the senior leader(s).



# **SOLDIER APPEARANCE**

## **Uniform Policy**

This policy is designed to clearly explain basic standards and highlight Army regulations that prevent unacceptable behaviors or appearances. Military uniforms must be worn according to respective component regulations and guidelines. OLS soldiers must feel empowered and are required to make on-the-spot corrections as necessary.

Army/Air Force/TXSG personnel must acknowledge that other services' uniform policies and regulations are different and are encouraged to become familiar with those regulations.

### References:

- a) Army Regulation (AR) AR600-20
- b) AR 670-1, Wear and Appearance Army Uniforms and Insignia
- c) DA PAM 670-1, Guide to the Wear and Appearance of Army Uniforms and Insignia
- d) DAFI 36-2903, Dress and Personal Appearance of United States Air Force

The Texas Army National Guard has a proud history in which soldiers are respected for their service to the State of Texas and their nation. Army customs, courtesies, and traditions sustain and develop this legacy, enhancing our esprit-de-corps and reinforcing our commitment to protecting the Army profession.

It is the responsibility of commanders to ensure that military personnel under their command present a neat and soldierly appearance. Therefore, in the absence of specific procedures or guidelines, commanders must determine a soldier's compliance with the standards in this regulation. Leaders are required to read and understand this policy.



# **SOLDIER APPEARANCE**

## **Hair and Grooming**

1. **General.** Hair grooming standards are required to maintain uniformity within a military population. Many hairstyles are acceptable as long as they are neat and conservative. Leaders at all levels are responsible for exercising good judgment when enforcing Army policy. All soldiers will comply with hair, fingernail, and grooming policies in any military uniform or civilian clothes on duty.
  - a) Leaders will judge the appropriateness of a particular hairstyle by the guidance in this chapter and by the ability to properly wear all types of headgear (such as a patrol cap, or service cap/hat) and any protective equipment (such as a protective mask or combat helmet). Hairstyles (including bulk and length of hair) that do not allow soldiers to wear any headgear properly or interfere with the proper wear of protective equipment are prohibited. The headgear will fit snugly and comfortably, without bulging or distortion from the intended shape and without excessive gaps between the headgear and the head. Hairstyles that pose a health or safety hazard are not authorized.
  - b) Extreme, eccentric, or faddish haircuts or hairstyles are not authorized. If soldiers use dyes, tints, or bleaches, they must choose a natural hair color. Colors that detract from a professional military appearance are prohibited. Therefore, soldiers must avoid using colors that result in an extreme appearance. Applied hair colors that are prohibited include but are not limited to purple, blue, pink, green, orange, bright (fire-engine) red, and fluorescent or neon colors. Leaders must use good judgment in determining if applied colors are acceptable based on the overall effect on a soldier's appearance.
  - c) Soldiers with a hair texture that does not part naturally may cut a part into the hair or style the hair with one part. The part will be one straight line, not slanted or curved, and will fall where the soldier usually parts the hair. Soldiers will not shape or cut designs into their hair or scalp.



## SOLDIER APPEARANCE

2. **Male.** The hair on top of the head must be neatly groomed. The length and bulk of the hair may not be excessive and must present a neat and conservative appearance. The hair must present a tapered appearance. A tapered appearance is one where the outline of the soldier's hair conforms to the shape of the head, curving inward to the natural termination point at the base of the neck. When the hair is combed, it will not fall over the ears or eyebrows or touch the collar, except for the closely cut hair at the back of the neck. The block-cut fullness in the back is permitted to a moderate degree as long as the tapered look is maintained. Males are not authorized to wear braids, cornrows, twists, dreadlocks, or locks while in uniform or in civilian clothes on duty. Haircuts with a single, un-tapered patch of hair on the top of the head (inconsistent with natural hair loss) are considered eccentric and not authorized. Examples include but are not limited to when the head is shaved around a strip of hair down the center of the head (mohawk), around a u- shaped hair area (horseshoe), or around a patch of hair on the front top of the head (teardrop). Hair that is completely shaved or trimmed closely to the scalp is authorized.
- a) Sideburns. Sideburns are hair growing in front of the ear and below the point where the top portion of the ear attaches to the head. Sideburns will not extend below the bottom of the ear's opening. Sideburns will not be styled to taper, flair, or come to a point. The length of the individual hairs of the sideburn will not exceed 1/8 inch when fully extended.

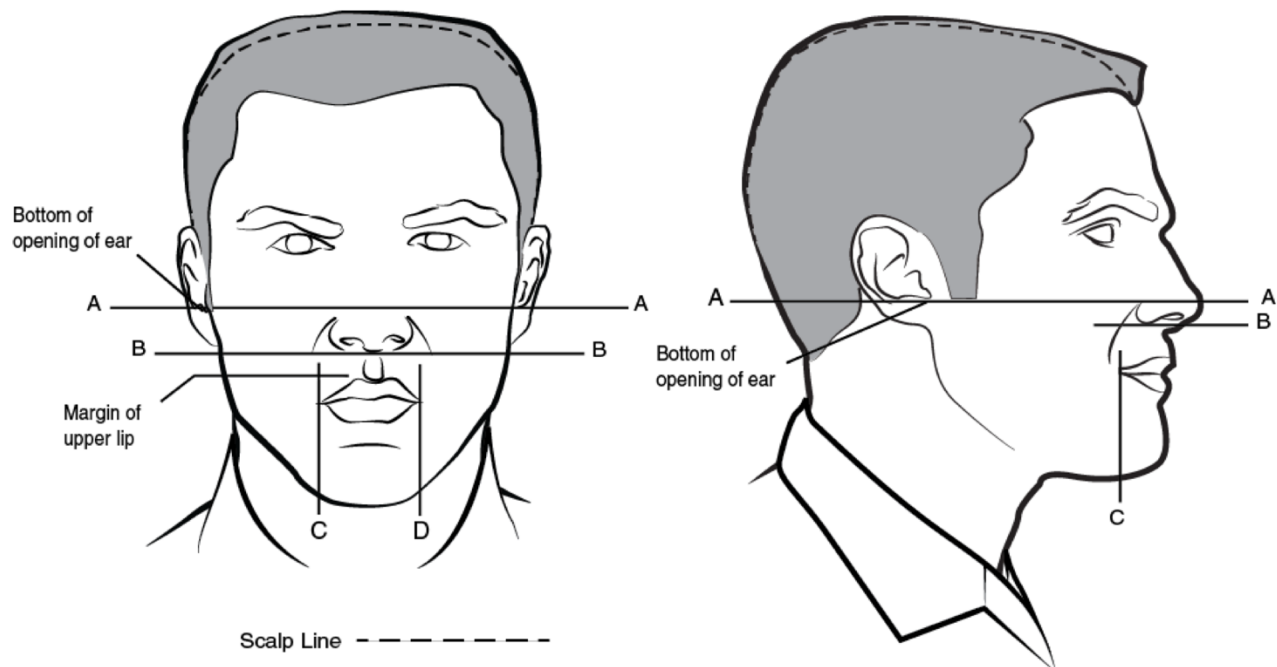


Figure 3-1. Male grooming standards



## **SOLDIER APPEARANCE**

- b) Facial hair. Males will keep their faces clean-shaven when in uniform or civilian clothes on duty. Mustaches are permitted. If worn, males will keep mustaches neatly trimmed, tapered, and tidy. Mustaches will not present a chopped-off or bushy appearance, and no portion of the mustache will cover the upper lip line, extend sideways beyond a vertical line drawn upward from the corners of the mouth, or extend above a parallel line at the lowest portion of the nose. Handlebar mustaches, goatees, and beards are not authorized. If appropriate medical authority allows beard growth, the maximum length permitted for medical treatment must be specific. For example, "The length of the beard cannot exceed 1/4 inch." Soldiers will keep the growth trimmed to the level specified by the appropriate medical authority but are not authorized to shape the hair growth (examples include, but are not limited to, goatees, "Fu Manchu," or handlebar mustaches).



- c) Wigs and hairpieces. Males are prohibited from wearing wigs or hairpieces while in uniform or civilian clothes on duty except to cover natural baldness or physical disfiguration caused by an accident or medical procedure. When worn, wigs or hairpieces will conform to the standard haircut criteria, as stated within this regulation.





## **SOLDIER APPEARANCE**

3. **Religious accommodations.** The following uniform and grooming standards apply only to soldiers with an approved religious accommodation request.

- a) Beards (which include facial and neck hair) must be maintained to a length not to exceed 2 inches when measured from the bottom of the chin. Beard hair longer than 2 inches must be rolled and/or tied to achieve the required length. Beards must be worn in a neat and conservative manner that presents a professional appearance. Soldiers may use styling products to groom or hold the beard in place but may not use petroleum-based products if wearing a protective mask during training. The bulk of a Soldier's beard may not impair the ability to operate an assigned weapon, military equipment, or machinery.

**Beards longer than 2 inches must receive approval with a religious exemption.**





## **SOLDIER APPEARANCE**

**4. Female.** Female hairstyles may not be eccentric or faddish and will present a conservative, professional appearance. For these regulations, female hairstyles are categorized into short-length, medium-length, and long-length hair.

- a) Short length. Short hair is defined as hair length that extends no more than 1 inch from the scalp (excluding bangs). Hair may be no shorter than 1/4 inch from the scalp (unless due to a medical condition or injury) but may be evenly tapered to the scalp within 2 inches of the hairline edges. Bangs, if worn, may not fall below the eyebrows, may not interfere with the wear of all headgear, must lie neatly against the head, and must not be visible underneath the front of the headgear. The width of the bangs may extend to the hairline at the temple.
- b) Medium length. Medium hair is defined as hair length that does not extend beyond the lower edge of the collar (in all uniforms) and extends more than 1 inch from the scalp. Medium hair may fall naturally in uniform and is not required to be secured. Graduated hairstyles are acceptable when worn loose, but the length, as measured from the end of the total hair length to the base of the collar, may not exceed a 1-inch difference in length from the front to the back. Layered hairstyles are also authorized, so long as each hair's length, as measured from the scalp to the hair's end, is generally the same length, giving a tapered appearance. No portion of the bulk of the hair, as measured from the scalp, will exceed 2 inches.
- c) Long length. Long hair is defined as hair length that extends beyond the lower edge of the collar. Long hair will be neatly and inconspicuously fastened or pinned above the collar's lower edge, except that bangs may be worn. No portion of the bulk of the hair, as measured from the scalp as styled, will exceed 2 inches (except a bun, which is worn on the back of the head and may extend a maximum of 3 1/2 inches from the scalp and be no wider than the width of the head).
- d) Additional hairstyle guidelines. Faddish and exaggerated styles, including shaved portions of the scalp other than the neckline, designs cut in the hair, unsecured ponytails (except during physical training), and unbalanced or lop-sided hairstyles are prohibited. Hair will be styled to avoid interfering with the proper wear of all uniform headgear.



## **SOLDIER APPEARANCE**

- e) All headgear will fit snugly and comfortably around the most significant part of the head without bulging or distortion from the intended shape of the headgear and without excessive gaps. When wearing headgear, hair should not protrude at distinct angles from under the edges. Hairstyles that do not allow the headgear to be worn this way are prohibited. Examples of hairstyles considered to be faddish or exaggerated and thus not authorized for wear while in uniform or civilian clothes on duty include but are not limited to hair sculpting; eccentric texture or directional flow of any hairstyle to include spiking; buns with loose hair extending at the end; hairstyles with severe angles or designs; and loose unsecured hair (not to include bangs) when medium and long hair are worn up.
  
- f) Hair-holding devices are authorized only to secure the hair. Soldiers will not place hair-holding devices in the hair for decorative purposes. All hair-holding devices must be plain and colored as close to the Soldier's hair as possible or straightforward. Authorized devices include, but are not limited to, small plain scrunchies (elastic hair bands covered with material), barrettes, combs, pins, clips, rubber bands, and hair/headbands. Such devices should conform to the natural shape of the head. Devices that are conspicuous, excessive, or decorative are prohibited. Some examples of banned devices include but are not limited to, large, lacy scrunchies; beads, bows, or claw or alligator clips; clips, pins, or barrettes with butterflies, flowers, sparkles, gems, or scalloped edges; and bows made from hair pieces. Foreign materials (for example, beads and decorative items) will not be used in the hair. Soldiers may not wear hairnets unless required for health or safety reasons or in performing duties (such as those in a dining facility). No other type of hair covering is authorized in place of the hairnet. The commander will provide the hairnet at no cost to the Soldier.
  
- g) Medium and long hair may be styled with braids, cornrows, twists, or locks. Each braid, cornrow, twist, or lock will be of uniform dimension, have a diameter no more significant than 1/2 inch, and present a neat, professional, and well-groomed appearance. Each must have the same approximate spacing between braids, cornrows, twists, or locks. Each hairstyle may be worn against the scalp or loose (free hanging). When worn loose, such hairstyles must be worn per medium hair length guidelines or secured to the head in the same manner as described for medium or long-length hairstyles. Ends must be secured inconspicuously. When multiple loose braids, twists, or locks are worn, they must encompass the whole head.



## **SOLDIER APPEARANCE**

- h) When braids, cornrows, twists, or locks are not worn loosely and instead worn close to the scalp, they must stop at one consistent location of the head and must follow the natural direction of the hair when worn back, which is either in generally straight lines following the shape of the head or flowing with the natural direction of the hair when worn back with one primary part in the hair. Hairstyles may not be styled with designs, sharply curved or zigzag lines. Only one distinctive style (braided, rolled, twisted, or locked) may be worn simultaneously. Braids, cornrows, twists, or locks that distinctly protrude (up or out) from the head are not authorized. The bulk of the hair may not be such that it impairs the ability to wear the advanced combat helmet (ACH) or other protective equipment or impedes the ability to operate one's assigned weapon, military equipment, or machinery. A fully serviceable ACH, including all of its component parts, must be worn in accordance with its technical manual to ensure a proper fit for safety.
- i) Ponytails. Female hair will be neatly fastened or secured in either a bun, singular ponytail, two braids, or singular braid. Multiple locs, braids, and twists may come together in one or two braids or a single ponytail. The secured ponytail or braid(s) will be worn down the center of the back in all uniforms, but the length will not extend past the bottom of the shoulder blades when standing at the position of attention. There is no minimum length for the wear of a ponytail or braid(s).



\*\*\*\*Over the shoulder **NOT** authorized

\*\*\*\*Ponytails that fall below shoulder blades are **NOT** authorized



## **SOLDIER APPEARANCE**

- j) Hair extensions are authorized. Extensions must have the same general appearance as the individual's natural hair and otherwise conform to this regulation.
- k) Wigs must look natural and conform to this regulation if worn in uniform or civilian clothes on duty. Wigs are not authorized to cover up unauthorized hairstyles.
- l) Physical training. Long-length hair may be worn in a ponytail during physical training. A single ponytail centered on the back of the head is authorized in physical fitness uniforms only when within the scope of physical training, except when considered a safety hazard. The ponytail is not required to be worn above the collar. Hairstyles otherwise authorized in this chapter (such as braids, twists, and locks) may also be worn in a ponytail during physical training.
- m) Physical training in utility uniforms. Ponytails are authorized during physical training in utility uniforms using guidelines outlined in AR 670-1, paragraph 3-2a(3)(j). However, if a helmet is worn during physical training, hair must be secured using guidelines in AR 670-1, paragraph 3-2a(3)(a) through (k).





# **SOLDIER APPEARANCE**

## **General Appearance**

1. All personnel will maintain a high standard of professional dress and appearance. Uniforms will fit properly; the proper fitting of uniforms is provided in DA Pam 670–1. Personnel must keep uniforms clean and serviceable and roll-press them as necessary. Soldiers must project a professional military image that leaves no doubt that they live by a common army standard and uphold military order and discipline.
  - a) Keys or key chains will not be attached to the uniform on the belt, belt loops, or waistband if they are visible (to include making a bulky appearance under the uniform). When authorized by the commander, soldiers may attach visible keys or key chains to the uniform when performing duties such as charge of quarters, armorer, duty officer or noncommissioned officer (NCO), or other similar duties.
  - b) Soldiers may wear an electronic device on the belt, belt loops, or waistband of the uniform. Only one electronic device (a cell phone) may be worn. The body of the device may not exceed the size of a government-issued electronic device, and the device and carrying case must be black; no other colors are authorized. If security cords or chains are attached to the device, soldiers will conceal the cord or chain from view. Different types of electronic devices are not authorized to be worn on the uniform unless medically prescribed. If the commander issues and requires the use of other electronic devices in performing duties, the Soldier will carry them in the hand, pocket, briefcase, purse, bag, or some other carrying container.
  - c) Soldiers will not wear keys, key chains, or electronic devices on the uniform when the commander determines such wear is inappropriate in formation or during parades/ceremonies.
  - d) Soldiers will not walk while engaged in activities that would interfere with the hand salute and greeting of the day or detract from a professional image. Examples include, but are not limited to, walking while eating, using electronic devices, or smoking cigarettes, cigars, or pipes. Soldiers are not authorized to wear wireless or non-wireless devices/earpieces while wearing uniforms, except for headphones, as prescribed below. Hands-free devices while operating a personal, commercial, or military vehicle (including a motorcycle or bicycle) are allowed if not otherwise prohibited by policy or law in accordance with AR 385–10.



## **SOLDIER APPEARANCE**

- e) Unless the unit or installation commander otherwise prohibits, soldiers may use headphones, including wireless or non-wireless devices and earpieces, in uniform while performing individual physical training in indoor gyms or fitness centers. Soldiers may not wear headphones while taking the Army Combat Fitness Test. Soldiers may not wear headphones beyond the permitted area in any manner, including around the neck or attached to the uniform. Headphones will be conservative and discreet. Ear pads will not exceed 1 1/2 inches in diameter at the widest point. Soldiers may wear electronic devices, such as music players or cell phones, as prescribed above; Soldiers may also wear a solid black armband to store and carry electronic devices in the gym or fitness center. Soldiers may only wear the armband within the permitted area.
- f) While in uniform, personnel will only place their hands in their pockets momentarily to place or retrieve objects. Soldiers will keep uniforms buttoned, zipped, and snapped. They will ensure that metallic devices such as metal insignia, belt buckles, and belt tips are free of scratches and corrosion and properly polished or properly subdued, as applicable. Soldiers will ensure all medals and ribbons are clean and not frayed. Personnel will keep boots and shoes cleaned and/or shined, as appropriate. Soldiers will replace the insignia listed in AR 700–84 when it becomes unserviceable or no longer conforms to standards.
- g) Lapels and sleeves of service/dress, mess coats, and jackets will be roll-pressed without creasing. Skirts will not be creased. Trousers, slacks, and the sleeves of shirts and blouses will be creased. Personnel are not authorized to sew military creases into the uniform.
- h) OCP uniforms will not present a faded/bleached or torn appearance. Uniforms with holes will be replaced through supply channels. Although some uniform items are made of wash-and-wear materials or are treated with a permanent-press finish, soldiers may need to press these items to maintain a neat, military appearance. However, before pressing or rolling uniform items, soldiers should read and comply with care instruction labels attached to the items. Using starch, sizing, and any process involving dry-cleaning or steam pressing will adversely affect the treatments and durability of the wash-and-wear uniforms and is not authorized. See DA Pam 670–1 regarding specific guidance pertaining to each uniform.



# SOLDIER APPEARANCE

## Supplemental Guidance

1. **Jewelry.** Soldiers may wear a wristwatch, a wrist identification bracelet, and a total of two rings with Army uniforms unless prohibited by the commanders for safety or health reasons. Any jewelry worn must be conservative and in good taste. Identification bracelets are limited to medical alert and MIA/POW/KIA identification bracelets. Soldiers may only wear one item on each wrist. No jewelry, watch chains, thermometers, or similar items will appear exposed on uniforms. Attaching, affixing, or displaying objects, articles, jewelry, or ornamentation through, or under their skin, tongue, or any other body part is prohibited. This includes earrings for male soldiers.



**\*\*Unauthorized**

2. **Tattoos.** Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited regardless of location on the body, as they are prejudicial to good order and discipline within units. Soldiers may not cover tattoos or brands with bandages or makeup. Soldiers are prohibited from willful mutilation of the body or any body parts in any manner.



## **SOLDIER APPEARANCE**

3. **Cosmetics.** Female soldiers are authorized to wear skin and nail cosmetics only when they are applied conservatively, blend in with military colors, and are in good taste. Males are authorized to wear only clear nail polish.



4. **Electronic Devices.** Soldiers will not walk and talk or text while in uniform. Cell phones will not be attached to the APFU or worn during Physical Training. Soldiers are authorized to use headsets, headphones, IPODS, MP3 players, etc., while indoors conducting individual strength or cardio training. *Under no circumstances will soldiers wear any of these devices outdoors while training.*
5. **Smoking in Uniform.** Soldiers will not walk with a lighted cigarette. Smoking is only authorized in designated smoking areas 50 ft from any building area. Smoking in the field is only authorized by the Commanding Officer on the ground. *Electronic cigarettes will not be used indoors, in the workplace, or in any establishment on a task force camp.*



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# **AIRMEN APPEARANCE**

## **Personal Grooming Standards**

1. **General.** This chapter outlines personal grooming standards while wearing any Air Force uniform or civilian clothing in an official capacity. The commander's discretion will be used to determine if the individual's personal grooming is within the standards of this instruction. The personal grooming standards listed are minimum standards that represent common appearance issues and are not all-inclusive. Although airmen have the right, within established limits, to express their individuality through their appearance, the Air Force defines what is and what is not an acceptable, professional military image for airmen. Except for minor variations based on gender differences, all Air Force personnel must comply with the same personal grooming standards. Supervisors are responsible for determining compliance with this JTF-OLS Standards Blue Book and correcting the obvious violations regardless of whether the identified situation is clearly written in this JTF-OLS Standards Blue Book or DAFI 36-2903.
  
2. **Hair.** Will be conservative, clean, well-groomed, and present a professional appearance. Regardless of hairstyle, hair must not exceed length and bulk standards, and proper wear of headgear, helmet, or chemical mask must be ensured to conform to safety requirements. Will not contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow (Exception: female bangs), or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches, and frostings must result in natural hair colors, present a natural appearance and be complementary to facial hair, e.g., eyebrows, lashes, beards (if authorized for medical or religious reasons), etc. Examples of natural hair colors are brown, blonde, brunette, natural red, gray, or black. All airmen are authorized to wear natural color hair regardless of their natural hair color, but when highlighted or frosted, the colors must blend naturally. Example: Hair colors may be displayed as a "salt-and-pepper" look as this presents a naturally blended hair color and is, therefore, authorized.
  - a) Wigs/hairpieces/extensions. Are authorized and will meet the same standards required for natural hair, be of good quality, fit properly, and comply with safety, functionality, and professional military standards. If synthetic hair or extensions are added to hair, they will be natural hair colors and must blend with Airmen's hair so as not to create an unnatural appearance (Note: Extensions are prohibited for males). Wigs/hairpieces/extensions will not be used to cover unauthorized hairstyles. Synthetic hair or other materials are not authorized when prohibited by safety and mission requirements. Commanders may authorize airmen to wear plain (single color, without additional ornamentation, frills/ruffles, excess fabric that extends down the back) caps (black, navy, or tan) while indoors.



## **AIRMEN APPEARANCE**

- b) Wigs/hairpieces/extensions are authorized for wear due to a medical condition (e.g., alopecia, radiation, and/or chemotherapy). Airmen are still required to wear appropriate headgear while outdoors. Note: Head scarves are not authorized.
  - c) Hairnets. Worn as required for health or safety reasons. Made of natural or synthetic material, it must be conservative (plain and moderate, being within reasonable limits; not excessive or extreme), have a solid color similar to the member's hair color, be strong enough to support and control hair, and contain no metal fasteners. Hairnets are only authorized when performing related duties as determined by the applicable commander.
  - d) Unauthorized hair colors. Hair will not be burgundy, purple, orange, fluorescent, or neon (not all-inclusive). Ombre (a gradual lightening or darkening along the lengths of the hair) or black hair with blonde highlights and blonde hair with black are unnatural in appearance and not authorized for wear. Other unauthorized examples include instances where hair and facial hair drastically contrast.
  - e) Unauthorized Styles: Mohawk, mullet, or etched design. Other cultural or societal trends that reasonably appear unnatural or that display vastly different shades of natural colors, regardless of the universally applied name. Males only: dreadlocks, coils, braids, twists, designs, and/or hair extensions are not authorized. Females only: Partially shaved sides and/or back of the head with long hair on the top (requiring the wear of a ponytail, bun, or braid) is prohibited.
3. **Hair (Male).** Tapered appearance on both sides and the back of the head, both with and without headgear, so that when viewed from any angle, the member's hair conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists, or spiking. A tapered appearance is permitted for a block cut. Hair will not exceed 2 ½ inches in bulk, regardless of length, and 1/4-inch at the natural termination point, allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads and military high-and-tight or flattop cuts are authorized. Airmen may have one (cut, clipped, or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. The part will not exceed 4 inches in length or ¼ inch in width.
- a) Sideburns. If worn, sideburns will be straight and even width (not flared) and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line.



## **AIRMEN APPEARANCE**

- b) Mustaches. Male members may have mustaches; no portion of the mustache will extend below the lip line of the upper lip. The mustache will not go beyond a horizontal line extending across the corners of the mouth and no more than  $\frac{1}{4}$  inch beyond a vertical line drawn from the corner of the mouth. Mustaches must present a natural appearance to the airman's hair color of the head. Mustache handlebars, twists, curls, and goatees are prohibited.
- c) Beards. At the start of each duty day, male Airmen must be clean-shaven. Beards are not authorized unless for medical reasons when authorized by a medical official, or as authorized pursuant to a request for a religious accommodation. When authorized for medical reasons, members will keep all facial hair trimmed to the same length, and it may not exceed 1/4-inch in length. Individuals granted a shaving profile may shave or trim their facial hair to present a neat, clean, professional military image. Members may not overly shave, shape, or taper beards to achieve different styles of beard (e.g., goatees, faded beards, etc., are not authorized). Beards must present a natural appearance to the airman's hair color of the head. Beards are not authorized to be bleached or dyed.



4. **Hair (Female and Male with approved unshorn hair religious accommodations)** No minimum hair length, to a maximum bulk of 4 inches from the scalp, and allows proper wear of headgear. Minimum hair standards must present a symmetric (around the axis of the head) or tapered appearance when viewed from all angles. Hair will end above the bottom edge of the collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). When hair is pulled back and secured behind the head (will not be gathered at the crown or worn on the top of the head), the radius will not exceed 6-inches to the left or right from the point where the hair is gathered for a total of 12-inches in width, 6-inches in bulk and must allow for proper wear of headgear. One or two braids or a single ponytail or equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the underarm through the shoulder blades. The braid(s), ponytail, or equivalent shall extend down the member's back



## **AIRMEN APPEARANCE**

and cannot be worn over the shoulder or pulled in front of the body. Bangs or side-swiped hair may touch eyebrows but will not touch or cover eyes. When in doubt, assess the correct length of hair with the airman standing in the position of attention. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the underarm through the shoulder blades.

- a) Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head and may not start at the crown of the head or be worn on the top of the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. Hair must allow for proper wear of headgear.
  - b) If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must be black or match hair color. Invisible hairnets and hairnets that match hair color are authorized. Headbands or fabric scrunches will not exceed 2 inches in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).
  - c) Hair locks, braids, twists, micro-braids, French braids, Dutch braids, and cornrows are authorized. A braid or twist is two or more portions of interwoven hair. If additional hair is added, it must be a natural-looking color that matches the individual's hair color. Multiple hair locks, braids, twists, or cornrows may come together down the back in one or two braids or a single ponytail, as described in paragraph 3.1.3. When worn, all hair locks, braids, and twists will be of uniform dimension, no wider than one inch, with natural spacing between the locks, braids, and twists, and must be tightly interwoven to present a neat, professional, and well-groomed appearance. When worn, multiple locks, braids, or twists shall be of uniform dimension, no larger than a 1/4 in diameter, show no more than 1/4 inch of scalp between the locks, braids, or twists, and must be tightly interwoven to present a neat appearance.
  - d) A braid/twist must continue to the end of the hair without design and following the contour of the head. It may be worn loose or in a secured style within hair standards. Exception: Micro-braids or twists are not required to continue to the end of the hair.
5. **Fingernails.** Fingernails must not exceed 1/4-inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must refrain from interfering with the performance of assigned duties or hindering the proper fit of prescribed safety equipment or uniform items. Male airmen are not authorized to wear nail polish. If worn by females, nail polish will be clear or French or American Manicure. Do not apply designs to nails.



## **AIRMEN APPEARANCE**

6. **Cosmetics.** Male airmen are not authorized to wear cosmetics. Female airmen may wear conservatively styled cosmetics. Eyelash extensions, if worn, will be the female airman's natural eyelash color, will not exceed 14 millimeters in total length or touch the member's eyebrow, and must present a natural appearance.
7. **Eyelash extensions.** Eyelash extensions will not hinder the wear of protective eyewear or any headgear. Lipstick, if worn by female airmen, will be a conservative shade that does not detract from the uniform. Eyeliner, if worn by female airmen, cannot extend past the corners of eye-opening (i.e., winged liner not authorized). Cosmetics will not be worn during field conditions.

### **Tattoos/Brands/Body Markings**

1. **General.** For purposes of this instruction, a tattoo is defined as a picture, design, or marking made on the skin or other areas of the body by staining it with an indelible dye or by any other method, including pictures, designs, or markings only detectible or visible under certain conditions (such as ultraviolet or invisible ink tattoos). A brand is defined as a picture, design, or other marking that is burned into the skin or other areas of the body. Body markings are pictures, designs, or other markings as a result of using means other than burning to scar or mark the skin permanently.
  - a) Unauthorized content/locations. Tattoos/brands/body markings will not be on the head, face, tongue, lips, eyes, and scalp. Tattoos/brands/body markings anywhere on the body that are obscene, commonly associated with gangs, extremist, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform. Indecent tattoos/brands/body markings are grossly offensive to modesty, decency, or propriety or shock the moral sense because of their vulgar, filthy, or disgusting nature or their tendency to incite lustful thought. It is indecent if it tends reasonably to corrupt morals or incite libidinous thoughts. It must not violate community standards. Commanders should contact their servicing Air Force Office of Special Investigations (AFOSI) unit for additional information on potential gang/hate group identification, tattoos/brands/body markings. Extremist tattoos/brands/body markings are those affiliated with, depicting, or symbolizing extremist organizations or activities. Sexually discriminative tattoos/brands/body markings are those that advocate a philosophy that degrades or demeans a person based on gender. Racially discriminative tattoos/brands/body markings are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin. Religiously discriminative tattoos/brands/body markings are those that advocate a philosophy that degrades or demeans a person based on religion. Tattoos/brands/body markings with unauthorized content that are prejudicial to good order and discipline, or the content that tends to discredit the DAF, are





## **AIRMEN APPEARANCE**

prohibited both in and out of uniform. Airmen and guardians may not cover up tattoos, brands, and/or body markings with bandages or make-up in order to comply with the unauthorized content tattoo policy.

- b) Authorized content/locations. Tattoos are authorized on the chest and back (below the open collar uniform), arms, legs, feet, hands, and neck. One tattoo on the neck is authorized and will not exceed 1 inch in measurement in any direction. The neck tattoo will only be placed behind a vertical line at the opening of the ear orifice around the back to a vertical line at the opening of the other ear orifice and behind the ear. Ring tattoos are limited to a single band on one finger of each hand, no more than 3/8-inch in width below the knuckle and above the finger joint (portion closest to the palm). The neck tattoo will only be placed behind a vertical line at the opening of the ear orifice around the back to a vertical line at the opening of the other ear orifice and behind the ear. Ring tattoos are limited to a single band on one finger of each hand, no more than 3/8-inch in width below the knuckle and above the finger joint (portion closest to the palm). In addition to the ring tattoo, a single tattoo is authorized on each hand; the tattoo will not exceed the size of 1 inch measured in any direction. Hand, arm, leg, neck, and ring tattoos can be exposed and visible while wearing any uniform combination(s). Chest and back tattoos will not be visible through any uniform combination(s) or visible while wearing an open-collar uniform. Members may request an exception to policy (ETP) for the location or size of tattoos prior to receiving an applicable tattoo. Approved tattoo ETPs will be documented on the DAF Form 4428, Tattoo/brand/body Marking screening/verification. An ETP request for tattoos with unauthorized content will not be considered.
- c) Cosmetic tattooing. Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness, or injury for both men and women. When not medically directed, cosmetic tattooing is permitted for women if done to apply permanent facial makeup (i.e., eyebrows, eyeliner) and for men if for permanent cosmetics for the scalp to create a natural hair appearance. The tattooing must have a natural and conservative appearance.



# **AIRMEN APPEARANCE**

## **Body Piercing/Ornamentation**

- 1. In civilian attire (with the exception of earrings).** On official duty in uniform, on or off a military installation, all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, eyebrows, lips, or any exposed body part (includes visible through the uniform).
- 2. Dental ornamentation.** Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity is prohibited. Waivers are not required for caps that were applied as a result of dental/medical necessity.

## **Alteration/Modification**

- 1.** Intentional alterations and/or modifications to a member's body that result in a visible, physical effect that disfigures, deforms, or otherwise detracts from a professional military image are prohibited. Examples of prohibited conduct include (but are not limited to) tongue splitting or forking, tooth filing, acquiring visible, disfiguring skin implants, and gauging (piercing holes large enough to permit light to shine through). Members who intentionally alter and/or modify any part of their bodies in order to achieve a visible, physical effect that disfigures, deforms, or otherwise detracts from a professional military image may be subject to disciplinary action or involuntary separation, as determined appropriate by the member's commander.



# AIRMEN APPEARANCE

## Operational Camouflage Pattern Uniform

1. **Duty Identifier Patches** (i.e., Career Field Identifier patches) are no longer authorized for wear. Duty Identifier Tabs, as identified in paragraph 12.8.1, commander insignia, and USAF Graduate patches, as identified in paragraph 5.1.6.2.4 are still authorized for wear.





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# **TEXAS STATE GUARD APPEARANCE**

## **Personal Grooming Standards**

1. **General.** The Commanding General is the only approved authority for deviation to the following instructions. AR 670-1 and DA PAM 670-1 provide overall guidance for uniform wear, appearance, and grooming. The TXSG is authorized to wear only the U.S. Army Operational Camouflage Pattern (OCP) and Army Blue Service Uniform (ABSU).
  - a) The only headgear authorized for ABSU is the beret and service cap (E5 and higher).
  - b) The patrol cap is the only authorized headgear with the OCP Uniform.
  - c) No beret, Stetsons, ball caps, or similar organizational headgear is authorized for wear in the OCP uniform.
  - d) Boonie caps, bump caps, hard hats, etc., are authorized in a field environment when required and authorized by the OIC/NCOIC while performing missions.
  - e) No morale patches, unit tabs, or unauthorized brassards are allowed. The only items authorized on the OCP are rank, nametape, TXSG tape, TXSG shoulder sleeve insignia (T Patch), and Texas Flag.
  - f) Any patch or tab issued on active duty is authorized if it appears on your DD214, NGB22, or similar document.
  - g) SSI-MOHC, formerly called SSI-FWTS (combat patch), is only authorized for personnel who earned it while on active duty with the Army or were assigned to an Army unit as a member of another service. It must appear on DD214, NGB22, or a similar document.
  - h) Authorized brassards are "MEDIC and/or "INSTRUCTOR" while serving in those positions at the Recruiting Training Center (RTC) event.
  - i) The Explosive Ordnance Disposal (EOD) brassard is authorized for personnel who earned it on active duty. It must appear on DD214, NGB 22, or a similar document.
  - j) Personnel can wear the following nonfederal "rockers": Governors 20, MEMS Academy, and SGAUS Medical Academy if authorized. The TXSG Honor Guard rocker is NOT authorized for wear on the TXSG uniform.
  - k) Ranger rolls on hats are prohibited. AR 670-1 or DA PAM 670-1 clearly states that patrol caps may not be rolled or blocked.





## **TEXAS STATE GUARD APPEARANCE**

- l. According to AR 670-1, only sunglasses that meet the standards outlined in the regulation are authorized for wear in uniform. Sunglasses should be military and not feature large logos, bright colors, or mirrored lenses. No eccentric or faddish styles. No decoration, including ribbons, bands, or chains.
- m. The wearing of tactical equipment is only authorized while in a specific mission or training requirement.
- n. The wear of plate carriers, i.e., “Body armor,” plates, holsters, and other tactical firearm equipment, is not authorized except by the CG.
- o. Open carry of a firearm is not authorized for the TXSG unless required during a training event or approved shooting competition.



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# **UNIFORM WEAR AND APPEARANCE**

## **CTA50 Standards and Configuration**

- 1. General.** The Commanding General is the only approved authority for deviation to the following instructions. AR 670-1 and DA PAM 670-1 provide overall guidance for uniform wear, appearance, and grooming. The TXSG is authorized to wear only the U.S. Army Operational Camouflage Pattern (OCP) and Army Blue Service Uniform (ABSU). The field uniform standards aim to ensure that the unit is optimally prepared for combat operations. How a unit looks makes an impression on friend and foe; the standard for all OLS service members is to look like a professional, skilled Warrior. Standards on wear, uniformity, and maintenance depend on leader involvement and inspections. The tactical uniform will be worn anytime a service member enters an operational or training area or is otherwise directed by their chain of command. The tactical uniform is OCP, complete with authorized boots and load-bearing equipment IAW, the approved standard. FLC, TAPS, plate carrier, or IOTV will include ACH, APEL-approved eye protection, flame-retardant tactical gloves, and knee pads (optional for wear but should be included on the packing list). The tan micro-fleece cap may be worn under the ACH or as a standalone head gear when the temp is 45 degrees or below.

*(Modifications are reserved for approval at the task force command level)*

- 2. Advanced Combat Helmet (ACH).** The (ACH) will be worn complete with camouflage cover, pad suspension system, retention system (chinstrap) always fastened, camouflage band, and NVG mount (if issued). The camouflage band will have the soldier's name visible when worn. The name will either be centered on the ACH (without NVG mount) or over the wearer's right eye (with NVG mount).
- 3. Ballistic Eyewear.** (Z87) Tinted or clear lenses will be part of PCC/PCI and, as a general rule, transitioned 1 hour before EENT and BMNT. The use of other colored lenses is authorized, as long as they are IAW AR 670-1, but should never degrade the service members' ability to see during hours of limited visibility. Service members may not wear lenses with extreme or trendy colors, which include, but are not limited to red, yellow, blue, purple, bright green, or orange. Lens colors must be traditional gray, brown, or dark green shades. Glasses may not be worn on top of the head at any time.



## **UNIFORM WEAR AND APPEARANCE**

4. **ID Tags.** Service members will always wear identification tags while on duty in uniform unless otherwise directed by the commander. Personnel will wear identification tags around the neck, NOT AFFIXED TO THE BELT OR BELT LOOP. Commanders may authorize service members not to wear ID tags when safety considerations apply (such as during physical training).
5. **Gloves.** Either issued or commercially purchased flame-resistant gloves, fingerless gloves are not authorized.
6. **Body Armor.** Ballistic protection will be worn while operating any military vehicle during all live-fire training and tactical training scenarios with an opposing force. When body armor is required, service members are authorized to wear the improved outer tactical vest (IOTV) with SAPI or ESAPI ballistic plates. The IOTV will be set up at a minimum to allow the wearer to carry the basic load for their assigned weapon and any other mission essential equipment. An improved First Aid Kit (IFAK) will be worn on the wearer's non-firing side.
7. **Issued Plate Carrier.** After-market or commercial off-the-shelf load-bearing Vests (LBVs) and pouches are authorized in OCP and coyote tan color only with the configuration requirements listed below. The unit will not compensate or replace any commercial products that are damaged and must always be in serviceable and clean condition.
8. **Fighting Load Carrier (FLC) or Tactical Assault Panel (TAP).** The FLC/TAP will be set up to allow the wearer to carry the basic load for their assigned weapon and any other mission essential equipment. An improved First Aid Kit (IFAK) will be worn on the wearer's non-firing side. Administrative pouches, dump bags, flash bangs, water bottle pouches, radio pouches, etc., may be worn to enhance the capabilities of the service member. All pouches worn on the FLC or IOTV should have the OCP or coyote tan pattern and be appropriate for combat operations. No additional patches, morale, or "drive-on" badges, Velcro, or sewn except for name tapes and rank where the equipment has dedicated hook/pile tape fasteners. *This includes but is not limited to U.S. flags, blood type, and state flags.*



# **UNIFORM WEAR AND APPEARANCE**

- 9. Army Combat Boots.** Standard-issue Army and/or Air Force combat boots (coyote-hot weather and temperate weather) boots are authorized. Service members may wear commercial boots of a design similar to that of the Army combat boot (coyote), 8-10 inches in height, as authorized by the commander. The boots must be made of coyote rough side-out cattle hide leather with a plain toe and have a coyote rubber outsole.
- 10. Hearing Protection.** Appropriate hearing protection will be worn at any time when service members are exposed to potential hazardous noise levels. Ranges, generators, and vehicles are a few examples.
- 11. Combat Uniform (sew-on or pin-on).** When personnel sew on badges, the following must also be sewn on the combat uniform coat: Nametape, U.S. Army tape, rank (grade insignia), nametape, U.S. Airforce tape, rank (grade insignia), or nametape, Texas State Guard tape, rank (grade insignia).
- 12. Combat Shirt/Pants.** The combat shirt is authorized to be worn on points, training events, deployments, or specifically designated by the task force commander (missions requiring body armor to be worn). They are only authorized for wear in the training/operational area. At no time will service members purchase/wear after-market combat shirts. The combat pants will only be worn for training events and deployments, or they will be specifically designated by the commander. They are only authorized to wear them in the training/operational area. At no time will service members purchase/wear after-market combat pants. During field training or in a deployed environment, task force commanders may authorize service members to cuff the OCP coat sleeves one or two times. The coat sleeves will be cuffed inside the coat.
- 13. Class C Uniform.** The class C uniform consists of combat, utility, field, garrison culinary, physical fitness, and other organizational uniforms. These uniforms are designed to fit loosely, and alternations to make them form-fitting are not authorized. These uniforms will be clean, serviceable, and worn in accordance with AR 670-1 and DA PAM 670-1, along with any published ALARACT, MILPER, or other authorization unless specified below. These uniforms may not be worn in establishments that primarily sell alcohol and are not considered appropriate for any social or official functions.





# **UNIFORM WEAR AND APPEARANCE**

## **14. Accessories**

- a) Headgear. Service members will wear appropriate headgear when outdoors, except when it interferes with safety. The patrol cap is the primary headgear for daily use. The sun hat or boonie cap is authorized for points, brush operations, or construction (Engineer) functions only.
  
- b) Reflective safety belt. Leaders at every level are charged with the safety of their service members. As such, company commanders and above will evaluate situations and determine the need for wearing reflective belts to mitigate risk. The reflective belt will be worn from the right shoulder to the left hip when worn with the OCP uniform.
  
- c) Sunglasses. Conservative prescription and nonprescription sunglasses are authorized for wear in a garrison environment, except indoors. Service members who are required by medical authority to wear sunglasses for medical reasons other than refractive error may wear them, except when health or safety considerations apply. Commanders may authorize sunglasses in formations or field environments, as applicable. (Reference Appendix A1).
  
- d) Neck gaiter. Neck gaiters will only be worn if the temperature is 45 degrees or below or in dusty conditions. Tan neck gaiters are the only authorized color for wear.



# **UNIFORM WEAR AND APPEARANCE**

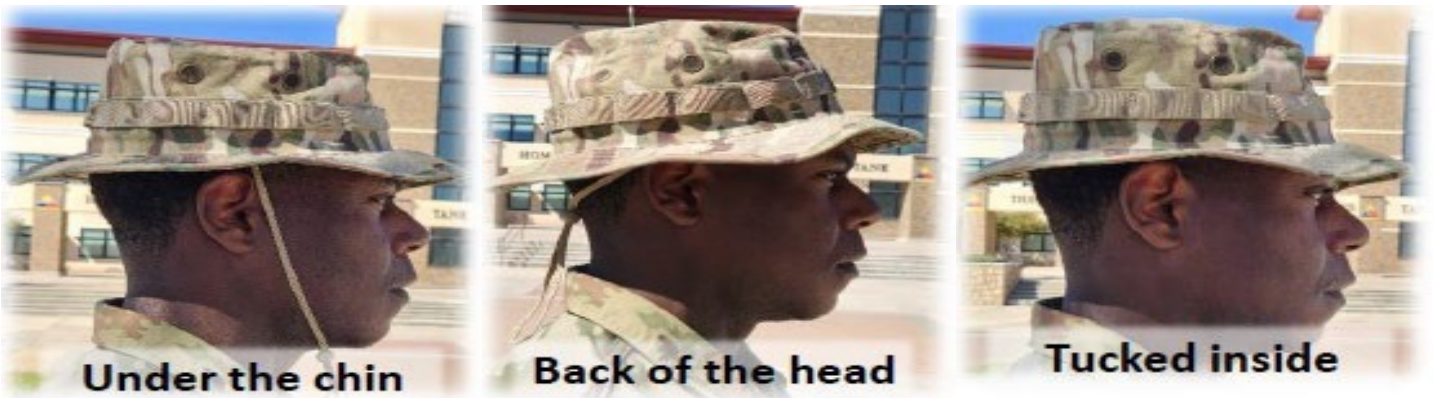
## **Sun “Boonie” Hat**

- 1. General.** IAW DA PAM 670-1, The sun hat “Boonie hat” is an OCIE item authorized for wear with the combat uniform in field environments when the advanced combat helmet is not worn, on work details, or in other environments where wearing the patrol cap is impractical, as determined by the commander. Only OCIE-issued sun hats are authorized for wear; no commercial look-alike hats are authorized.
- 2. Authorization.**
  - a) It can be worn by personnel conducting operations in a “field environment” or exposed to extended periods of sunlight while on work details anywhere within the AO, except indoors.
  - b) It is only worn during formation if all personnel are wearing the sun hat.
  - c) It can be used as the primary headgear during unit outdoor ceremonies if all personnel have the sun hat, but there is no combination of sun hats and patrol caps.
  - d) Temperature is not a determining factor in the wear of the sun hat.
- 3. Standards.**
  - a) Personnel will wear the sun hat straight on the head so that the web band creates a straight line around the head, parallel to the ground.
  - b) The sun hat is worn so that no hair is visible on the forehead beneath the hat.
  - c) Drawstring
    - (1) It can be worn under the chin, drawn snugly using the cord fastener to the bottom of the chin.
    - (2) Around the back of the head and neck, drawn snugly to the back of the head.
    - (3) Tucked into the hat.



## **UNIFORM WEAR AND APPEARANCE**

- d) The sun hat will not be worn rolled, formed, shaped, blocked, or with an upturned brim.
- e) Rank insignia (exception to wear of rank insignia is ANG enlisted personnel).
  - (1) Minimum pin on.
  - (2) It may be sewn on.
  - (3) Worn centered on the front of the hat, left to right and top to bottom.





# UNIFORM WEAR AND APPEARANCE

## 1. Unauthorized Items

- a) Balaclava, keffiyeh, shemagh, or any other form of wrap/scarf.
- b) Non-issued patches (morale patches).
- c) Ball caps or other non-issued head gear (Air Force only approved per AFI).
- d) An exception is the religious exemption.

## 2. Most encountered uniform deficiencies

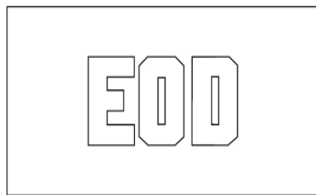
- a) Headgear. The patrol cap is the primary day-to-day headgear unless the threat level increases and ACH becomes mandatory. The sun hat or boonie cap is authorized on points, brush ops, or construction (Engineer) functions only (not on camps or garrison). When service members are working outdoors, they will always have approved headgear.
- b) Neck Gaiter. IAW AR670-1, tan, is only authorized when temperatures are 45 degrees or below and during dusty conditions. Balaclava, bandanas, etc... are not authorized.
- c) Patches. Colored American patches are authorized on the right shoulder sleeve only. Subdued American patches are **not authorized** for Army personnel. Air Force personnel are authorized to wear subdued American flags on the right shoulder. Morale patches are not authorized (blood type, American flag, Texas flag, Mexican flag, colleges, etc...).
- d) Combat shirts. Only authorized for wear in the training / operational area requiring the wear of body armor. At no time will service members purchase/wear after-market combat shirts.
- e) Trousers. Will be bloused IAW AR670-1. No baseball-type blousing.
- f) OCP's. Uniforms will not be worn if they are extremely faded, have a grey/bleached-out appearance, are torn, have holes, or are tight fitting to body contour. Patrol Caps will present a clean appearance; oil/grease stained PC's do not present a professional appearance. PC's will not be torn, or damaged.



# UNIFORM WEAR AND APPEARANCE

## Brassard Regulations

- 1. General.** Brassards are worn as IDs to designate personnel who are required to perform a special task or to interact with the public. *Brassards are authorized for wear only while actively engaged in the duty associated with the brassard, and the ID of personnel is required, such as field operations and event response. Brassards are not intended for wear while performing daily or routine job-related activities. The brassard is not worn while conducting staff activities, routine maintenance and preparations, or while on-call or standing by.*



- a) *Explosive ordnance disposal brassard.* The EOD brassard is a subdued brassard consisting of three black letters "EOD" 1-5/16 inches in height. The EOD brassard is authorized for full-time wear.



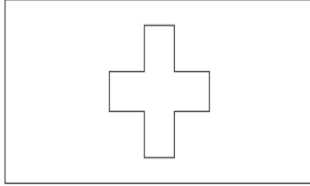
- b) *Chemical, biological, radiological, and nuclear brassard.*
  - (1) Non-subdued. The non-subdued chemical, biological, radiological, and nuclear (CBRN) brassard consists of the letters "CBRN" in golden orange-black letters on a cobalt blue background.
  - (2) Subdued. The subdued BCRN brassard consists of four black letters "CBRN" 1-11/32 inches in height.



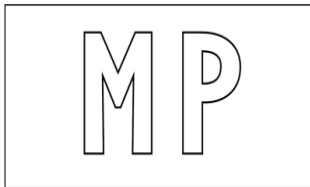


# UNIFORM WEAR AND APPEARANCE

## Brassard Regulations



- c) *Medical Services Geneva Convention brassard.* This non-subdued brassard consists of a red Geneva cross on a white background.



- d) *Military police brassard.* The MP brassard is a subdued brassard consisting of two black letters "MP" 1-5/16 inches in height with a dimension of 1-13/16 inches.

**The EOD brassard is the only authorized brassard for full-time wear. Per AR 670-1 / DA PAM 670-1, all other brassards are unauthorized unless they are on orders to perform their specific special duties.**



# **CIVILIAN ATTIRE**

## **Civilian Attire**

1. **General.** In any area of operation, a high standard of appearance should be included in your selection of civilian attire. Wear appropriate clothing avoids public embarrassment and promotes a sense of community. Off-duty service members are encouraged to dress casually and comfortably. However, there are legal, moral, safety, and sanitary criteria that require a dress code. Civilian clothing must be in good taste, i.e.,
  - a) Service members should not go in public with their shirts off or unbuttoned down the front without a T-shirt.
  - b) Sagging or wearing trousers or shorts where underwear becomes visible is not appropriate for Army personnel and is not permitted.
  - c) Items intended as undergarments are not acceptable as outer garments in any public place.
  - d) Clothing that is excessively dirty or contains holes is torn, adorned with vulgar and obscene slogans, or designs that make disparaging comments concerning the U.S. Government is not authorized.
  - e) Short shorts and sleeveless tops are also not permitted in any public space.
  - f) Articles of apparel, which include, but are not limited to, T-shirts or hats that depict drugs or drug paraphernalia or that advocate the use of drugs, will not be worn.



# MILITARY EQUIPMENT

## Medical Equipment

### Individual First Aid Kit (IFAK)

The IFAK location will be worn on the non-firing side of the Service Members IBA/IOTV/Plate carrier.

The IFAK should contain, at a minimum:

- 1 X Hemorrhage control compression bandage
- 1 X Compressed gauze
- 1 X Roll of adhesive surgical tape
- 1 X Pair of surgical gloves
- 1 X CAT (combat application tourniquet)
- 1 X Nasopharyngeal airway (28 FR)
- 1 X Ziploc bag with DA Form 1155 and 1156
- 1 X Quick clot gauze (not for use during training)
- 1 X Buzz saw for MEDEVAC PZ marking (chem-lite on 550 cord)





# MILITARY EQUIPMENT

FLC



MINIMUM 3x30 RD MAGS  
90 ROUNDS TOTAL 5.56mm

IFAK W/  
TOURNIQUET







# MILITARY EQUIPMENT

Front

Back







# **COLD WEATHER UNIFORM**

## **Cold Weather Uniform**

1. **General:** A multi-layered insulating system that allows soldiers to adapt to varying mission requirements and environmental conditions. Commanders and leaders will use ambient temperatures and wind-chill factors to prescribe and adjust uniforms as environmental conditions change. (see appendix B2 and B3)
2. **Extended Cold Weather Clothing System (ECWCS):** Generation III ECWCS is a 12-piece kit that enables soldiers to utilize seven different layers, depending on the mission and environment. By mixing and matching the components, soldiers can protect themselves from temperatures ranging from 40° F to -60°.

**Layer 1: Lightweight Undershirt & Drawers (Silk Weights).** The base layer is worn next to the skin by itself or in conjunction with other layers for added insulation and to aid in moisture transfer. It is designed to wick moisture and provide protection from the elements.

**Layer 2: Mid-Weight Shirts & Drawers (Waffle Top & Bottom).** Worn next to the skin or in conjunction with other levels for added insulation and aid in the transfer of moisture. It provides light insulation in mild climates and serves as a base layer in cold climates.

**Layer 3: High Loft Fleece Jacket.** Primary insulation layer for use in moderate to cold climates. Designed to be worn under shell layers. It is not authorized to be worn as an outer garment while on points or in a tactical environment. However, it can be worn as an outer garment in garrison with the commander's approval.

**Layer 4: Wind Jacket.** Designed to be worn with base and insulating layers in transitional environments to provide wind and sand protection. Designed to act as a low-volume shell layer that optimizes the moisture-wicking properties of base / insulating layers.

**Layer 5: Soft Shell Cold Weather Jacket & Trousers.** The shell layer is designed to be worn with other base and insulation layers in moderate to cold conditions. It is a soft shell combined with other bases and insulating layers.

**Layer 6: Extreme Wet/Cold Weather Jacket & Trousers.** The shell layer is a waterproof barrier designed to be worn over other layers in moderate to cold, wet conditions, alternating between freezing and thawing. It is designed for use in moderate to cold wet conditions as a hard-shell layer combined with other base and insulating layers.

**Layer 7: Extreme Cold Weather Parka & Trousers.** The insulating layer, the outermost protection in the system, is designed for use during static operations in extreme cold and dry conditions.

3. **Neck Gaiter:** Description- The neck gaiter is a dark brown knitted cylindrical tube approximately 10 inches by 15 inches, consisting of 90 percent polypropylene and 10 percent Lycra.. One size fits all soldiers.
  - a) How worn- The neck gaiter is authorized for optional wear with combat, maternity work, and other cold weather uniforms. It may be worn as a neck warmer, hood, balaclava, ear band, or hat in cold, windy, or dusty environments. (REF DA PAM 670-1).



# COLD WEATHER UNIFORM

## ECWCS Quick Reference

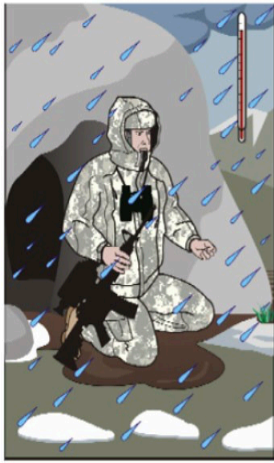


Figure 6. Static, Wet: Above 45°F.



**LEGEND**  
**Items to be Worn at this Temperature (Wet Above 45°F):**  
 1-2 Light-Weight Cold Weather Undershirt and Drawers  
 3 Mid-Weight Cold Weather Shirt  
 4-5 Extreme Cold/Wet Weather Jacket and Trousers



Figure 4. Active, Extreme Cold: -25° to 0°F.



**LEGEND**  
**Items to be Worn at this Temperature (Extreme Cold -25° to 0°F):**  
 1-2 Light-Weight Cold Weather Undershirt and Drawers  
 3-4 Mid-Weight Cold Weather Shirt and Drawers  
 5 Fleece Cold Weather Jacket  
 6-7 Soft Shell Jacket and Trousers



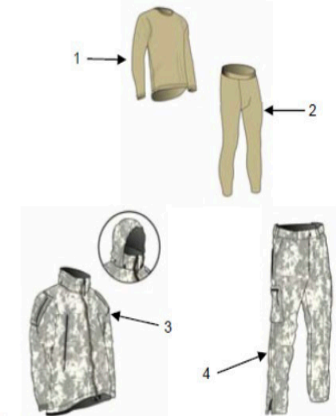
Figure 5. Static, Cold/Wet: 30° to 45°F.



**LEGEND**  
**Items to be Worn at this Temperature (Cold/Wet 30° to 45°F):**  
 1-2 Light-Weight Cold Weather Undershirt and Drawers  
 3 Fleece Cold Weather Jacket  
 4-5 Extreme Cold/Wet Weather Jacket and Trousers



Figure 3. Active, Cold/Wet: 35° to 45°F.



**LEGEND**  
**Items to be Worn at this Temperature (Cold/Wet 35° to 45°F):**  
 1-2 Light-Weight Cold Weather Undershirt and Drawers  
 3-4 Soft Shell Jacket and Trousers



Figure 7. Static, Cold: 0° to 30°F.



**LEGEND**  
**Items to be Worn at this Temperature (Cold 0° to 30°F):**  
 1-2 Mid-Weight Cold Weather Shirt and Drawers  
 3-4 Soft Shell Jacket and Trousers  
 5 Extreme Cold Weather Parka

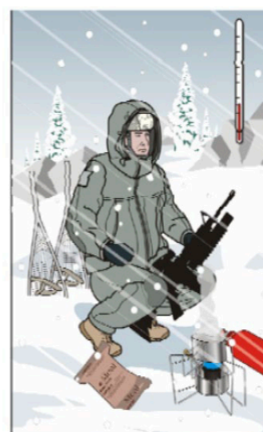


Figure 8. Static, Extreme Cold: -50° to 0°F.



**LEGEND**  
**Items to be Worn at this Temperature (Extr Cold -50° to 0°F):**  
 1-2 Light-Weight Cold Weather Shirt and Drawers  
 3-4 Mid-Weight Cold Weather Shirt and Drawers  
 5 Fleece Cold Weather Jacket  
 6-7 Soft Shell Jacket and Trousers  
 8-9 Extreme Cold Weather Parka and Trousers



# COLD WEATHER UNIFORM

## ECWCS Quick Reference

### Application of the 7-Layer System in a Static environment

	Temp (Degrees F)	Environmental Conditions		L1	L2	L3	OCP Pant	L4	L5	L6	L7
Static Mission	>45	Dry/Moist	X			X	X				
		Wet	X			X	X		X		
	30 to 45	Dry/Moist	X		X				X		
		Wet	X		X				X	X	
	0 to 30	Dry/Moist		X	X				X		X
-40 to 0	Dry/Moist	X	X	X				X		X	

### Highly Active Operations Requires Few Layers Due to Natural Heat Production from Your Body

	Temp (Degrees F)	Environmental Conditions		L1	L2	L3	OCP Pant	L4	L5	L6	L7
Active Mission	>45	Dry/Moist	X			X	X				
		Wet	X							X	
	30 to 45	Dry/Moist	X						X		
		Wet	X								X
	0 to 30	Dry/Moist	X	And Or	X				X		
-40 to 0	Dry/Moist	X	And Or	X				X		As X Needed	





# **SENSITIVE ITEMS**

## **Tie-Downs**

1. **General.** All sensitive items, including optics, night vision devices, lasers, and weapons, will always be tied down (secured).
  - a) Each task force will use a gutted 550 cord and/or wire as the primary securing material. The anchoring and free-running ends of the 550 cord will be burned. This will prevent fraying and display a neat and orderly appearance during PCC/PCIs at the leader level.
  - b) When worn on the hip by a lanyard, 9mm pistols are secured to the pistol belt or waist belt.
  - c) All NVDs carried in the MOLLE, assault pack, or directly on the person in the utility pouch on the right side of the individual will be secured. The tie-down is attached to the actual device (not the bag) and the frame of the MOLLE or the carrying handle/equipment hanger of the assault pack. NVDs carried physically with the service member are tied down with 550-cord to a portion of the FLC/TAP or a gated snap link using an end of the line bowline.

## **The following slides illustrate proper tie-downs**



Take the cable and wrap it around the CCO Base. After one full rotation around the cross, the two free running ends over each other. Twist the wires at a minimum of three turns.

Attach the CCO to the Picatinny rail. Take the two free-running ends of the wire after the three minimum twists and run them through the first vent hole of the front grip in opposite directions. Join them and twist them multiple times to create a two-inch free-running end. Tuck that ends into the front grip vent hole.



On the opposite side, secure the two ends to the front grip vent hole as described in the example for the CCO.

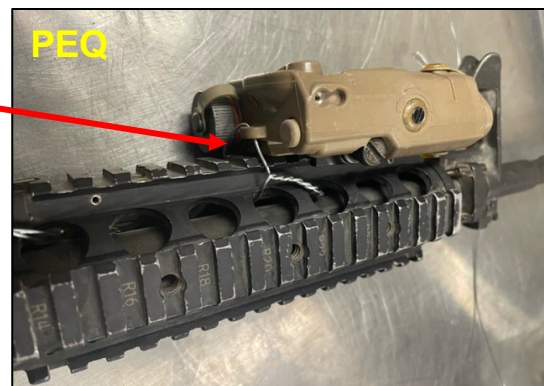


## **SENSITIVE ITEMS**



Take the Cable and run one end through the eyelet hole at the base of the ACOG. Next, bring the two free running ends together in front of the ACOG. Twist the two ends together a minimum of three times.

Take the PEQ Laser and attach it to the front grip Picatinny rail. Either the side or the top, as per the shooter's preference. Take the wire through the tie-down ring of the PEQ and route it through the front grip vent hole. Twist the two free running ends together, creating a 2-inch tail, and tuck it back into the vent hole.



### **Night Vision Devices**



Wrap a length of gutted 550 cord around the battery compartment of the NVD. Secure with an end-of-the-line bowline knot. The running end will be secured to the webbing of your FLC while stored in your 1-Quart canteen cover pouch with a canteen cup. While worn on your ACH, the running end will be secured around the band or with a small snap link. The end of the running back of the 550-cord will be connected with a Bowline knot. Tighten the 550-cord around the NVD and secure the two ends together using either a square knot (tying with an overhand knot on both sides of the square knot) or an end-of-the-line bowline. Use the long end of the 550 cord and form a loop using an end-of-the-line bowline. Use the loop to secure the NVD to the ACH. Flip the NVD over so the battery compartment is facing up. Bring the two ends of the 550 cord together, so there is a "V" shape formed with the apex between the eye's pieces.



# **SENSITIVE ITEMS**

## **Night Vision Devices**



NVDs carried physically with the Soldier are tied down with 550-cord to a portion of the FLC or a gated snap link using an End of the Line Bowline.





# PACKING LIST

Service members have the potential to be called away from their typical area of operations for training or other operational needs. Service members should prepare a well-packed rucksack or assault pack with any necessary essentials. Having a well-prepared bag ensures soldiers are equipped for various scenarios and can focus on training without disruptions. Both your assault pack and rucksack/duffle bag should be prepped with the necessary equipment and ready to go at all times. The following lists are guidelines to ensure service members have the appropriate gear for each situation and all types of weather. Changes to these standards are delegated to task force commanders.

All OLS service members should have a ruck/duffle bag and an assault pack, which should be packed and ready to go at all times. Due to operational needs, service members must be able to move with minimal notice.

RUCKSACK OR DUFFLE BAG	AMT
MOLLE RUCKSACK	1
PONCHO/WET WEATHER GEAR	1
WEAPONS CLEANING KIT	1
WATERPROOF BAG	1
SOFT SHELL COLD WEATHER JACKET / TROUSERS (AS NEEDED)	1
COLD WEATHER JACKET / TROUSERS (AS NEEDED)	1
KNEE PADS (OPTIONAL)	1
ELBOW PADS (OPTIONAL)	1
SHOWER SHOES	1
LAUNDRY BAG	1
SEWING KIT	1
550 CORD (OPTIONAL)	50'
FLEECE CAP (TAN OR BLACK, AS NEEDED)	1
WAFFLE TOP / BOTTOM (AS NEEDED)	2 PR
FLEECE JACKET (AS NEEDED)	1
OCP TOP/BOTTOMS	1
TAN T-SHIRTS (SS)	7
TAN T-SHIRTS (LS) (AS NEEDED)	7
UNDERWEAR	7
NECK GATOR	1
GREEN SOCKS	7 PR
BOOTS	1 PR
SLEEPING BAG COMPLETE (OR BEDDING)	1 SET
WOOBIE (OPTIONAL)	1
SILKIES TOP/BOTTOM (AS NEEDED)	1 PR
PILLOW	1
HYGIENE KIT	15 DAYS
TOWEL	1
MEDICATIONS	EA
FEMALE PERSONAL HYGIENE ITEMS	AS NEEDED

ASSAULT PACK	AMT
HEAD LAMP	1
ZIPLOCK BAGS (OPTIONAL)	6
SUNSCREEN	1
BUG SPRAY	1
BATTERIES	ASSORTED
COLD WEATHER GLOVES (AS NEEDED)	1 PR
TAN T-SHIRT (SS)	1
TAN T-SHIRT (LS) (AS NEEDED)	1
EAR PRO (EXTRA)	2 PR
WET WIPES (OPTIONAL)	2 PKGS
UNDERWEAR	1
SOCKS	1
CELL PHONE CHARGER	1
WET WEATHER COAT / PANTS	1

WORN	AMT
OCP TOP/BOTTOM	1
T-SHIRT	1
SOCKS	1
BOOTS	1
TACTICAL GLOVES W/ FINGERS	1
UNDERWEAR (OPTIONAL)	1
EYEPRO	1
IOTV W/PLATES / PLATE CARRIER W/PLATES	1
ID CARD	1
EAR PRO	1
ASSIGNED WEAPON W/SLING	1
PEN/PAPER	2
WATER SOURCE	1
ID TAGS	1
DRIVERS LIC MIL/CIV	1
ACH W/ OCP PATTERN	1
NVG MOUNT W/ BASE PLATE & J ARM	1
IFAK	1



## **CONCLUSION**

The Soldiers, Airmen, and State Guardsmen of Operation Lonestar serve the State of Texas and their country daily. The commitment of Texas Military Forces makes the difference between the success and failure of Operation Lonestar, the southwest border mission of Texas. The Texas Army National Guard, Air National Guardsmen, and State Guardsmen are expected to accomplish whatever mission they are assigned, regardless of circumstances, location, funding, or priority. When the Texas Military Forces are deployed, the world knows Texas means business.

The strength of our nation is our military, the strength of our military is our service members, and the strength of our service members are the families!

# Workers Compensation Network Acknowledgement

I have received information that tells me how to get health care under workers' compensation insurance.

**If I am hurt on the job and live in the service area described in this information, I understand that:**

1. I must choose a treating doctor from the list of doctors in the network.
2. I may ask my HMO primary care physician to agree to serve as my treating doctor.
3. I must go to my treating doctor for all health care for my injury. If I need a specialist, my treating doctor will refer me. If I need emergency care, I may go anywhere.
4. The insurance carrier will pay the treating doctor and other network providers.
5. I might have to pay the bill if I get health care from someone other than a network doctor without network approval.

---

**Signature**

---

**Date**

---

**Printed name**

---

**Street Address**

---

**City**

---

**State**

---

**Zip code**

---

**County**

---

Texas Military Department

**Name of employer**

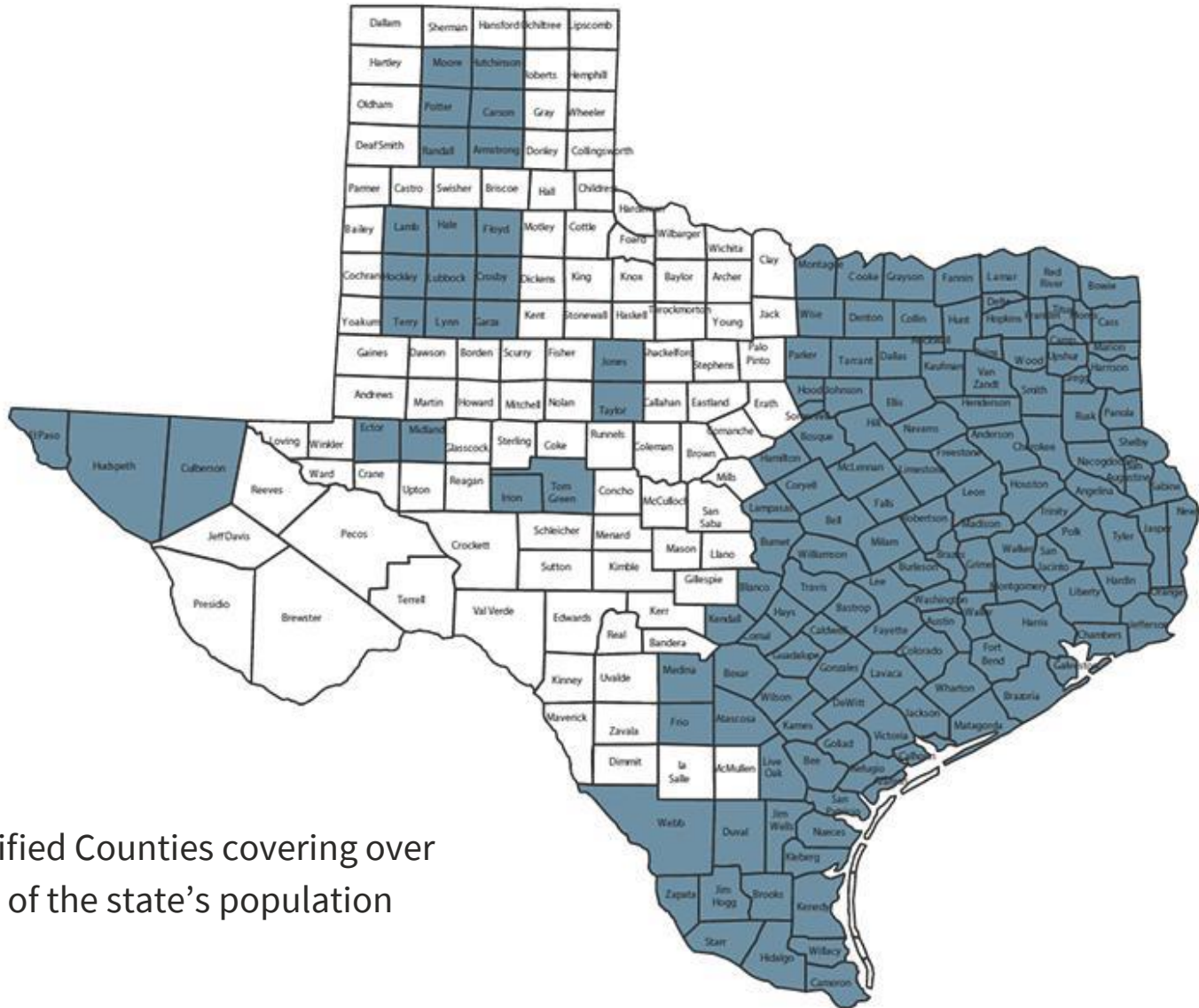
CAREWORKS HCN

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**Name of network**

SERVICE AREA , JUNE 2019

# CompKey Plus TX HCN Network Area



Certified Counties covering over  
96% of the state's population

# CompKey Plus TX HCN Certified Counties List

Anderson	Carson	Floyd	Hockley	Lampasas	Newton	Tarrant
Angelina	Cass	Fort Bend	Hood	Lavaca	Nueces	Taylor
Aransas	Chambers	Franklin	Hopkins	Lee	Orange	Terry
Armstrong	Cherokee	Freestone	Houston	Leon	Panola	Titus
Atascosa	Collin	Frio	Hudspeth	Liberty	Parker	Tom Green
Austin	Colorado	Galveston	Hunt	Limestone	Polk	Travis
Bastrop	Comal	Garza	Hutchinson	Live Oak	Potter	Trinity
Bee	Cooke	Goliad	Irion	Lubbock	Rains	Tyler
Bell	Coryell	Gonzales	Jackson	Lynn	Randall	Upshur
Bexar	Crosby	Grayson	Jasper	Madison	Red River	Van Zandt
Blanco	Culberson	Gregg	Jeerson	Marion	Refugio	Victoria
Bosque	Dallas	Grimes	Jim Hogg	Matagorda	Robertson	Walker
Bowie	Delta	Guadalupe	Jim Wells	McLennan	Rockwall	Waller
Brazoria	Denton	Hale	Johnson	Medina	Rusk	Washington
Brazos	Dewitt	Hamilton	Jones	Midland	Sabine	Webb
Brooks	Duval	Hardin	Karnes	Milam	San Augustine	Wharton
Burleson	Ector	Harris	Kaufman	Montague	San Jacinto	Willacy
Burnet	El Paso	Harrison	Kendall	Montgomery	San Patricio	Williamson
Caldwell	Ellis	Hays	Kenedy	Moore	Shelby	Wilson
Calhoun	Falls	Henderson	Kleberg	Morris	Smith	Wise
Cameron	Fannin	Hidalgo	Lamar	Nacogdoches	Somervell	Wood
Camp	Fayette	Hill	Lamb	Navarro	Starr	Zapata



# **Employee Notice of Network Requirements**



# Important Medical Care Information for Work-Related Injuries and Illnesses

An employer that subscribes to workers' compensation must pay for medical care if you are injured at work. Your employer provides this medical care by using a certified workers' compensation health care network called CareWorks CompKey Plus HCN. This notice explains what you need to know about the CareWorks CompKey Plus HCN including how to get care if you are injured on the job. If you are injured, you will receive this information again along with a current list of providers.

If you have questions, please contact CareWorks HCN by mail, phone, fax, or email. The toll free number is available 24 hours a day. You can call the Network during regular work hours. The Network Assistant will be your contact person for questions or assistance.

*CareWorks CompKey Plus HCN*

10535 Boyer Blvd., Ste 100 Austin, TX 78758

**p:** 800.580.1314

**f:** 800.580.3123

**e:** [compkey@careworksmcs.com](mailto:compkey@careworksmcs.com)

*The following questions and answers should help you understand the Network program.*

1. **What is a certified workers' compensation health care network?** It is a program certified by the state of Texas. Your employer uses the CareWorks HCN to provide medical care for work injuries. The medical providers in the Network have agreed to provide quality care according to network treatment and return-to-work guidelines. These providers have agreed to bill the insurance carrier or your employer. The provider should not ask you for payment.
2. **Do I have to receive all of my medical care for my work injury from the Network no matter where I live?** Yes, if you live within a "service area" of the Network. If a specialist is needed but not available in your area, your treating doctor will contact the Network for approval for treatment outside of the Network. Appointments with Network specialists must be arranged on a timely basis within the time appropriate to the circumstances and conditions of the injured employee, but not later than 21 days after the date of the request.
3. **What is a service area?** A service area is a geographical area. Where you live depends on what service area applies. A service area must have enough different types of medical providers in that region. Enclosed with this notice is a map showing the service area(s) by county.
4. **How do I know if I live in a service area or not?** The Network can help you. You have to receive care from a network provider if you live within a service area. Treating doctors and hospitals should be available within 30 miles if you live in a non-rural area. If you live in a rural area, the treating doctor and hospital must be within 60 miles. A specialist or specialty hospital should be available within 75 miles.
5. **What if I do not live in a network service area?** Contact your insurance carrier and explain that you do not live in a service area. If the carrier disagrees, you can ask for a review. You can send any information to support your claim. The carrier must make a decision in 7 days and provide the decision in writing. The carrier must tell you the reasons for the decision. If you disagree, you may file a complaint with the Texas Department of Insurance. Instructions for filing a complaint are included in the decision. If you choose to use an out-of-network provider while waiting for the decision, you may have to pay for the medical services received. You might want to use a network provider while you are waiting for a decision. By using the network provider, you will not be responsible for payment if it is decided that you do live in a network service area.
6. **Do I have to pay for my medical care if I don't receive care from a network provider?** Possibly. If you live in a service area, your care should come from network providers unless it is an emergency. There may be times when a certain type of specialist is not available in your service area. Your treating doctor must get approval from the network before sending you to an out-of-network provider. So, if your care is provided by network doctors or you have approval for out-of-network care, you will not be

billed. If it is an emergency, you will not be billed. But, if you decide to get treatment from an out-of-network provider without getting approval from the CareWorks HCN, except in emergencies, you may have to pay for the services.

7. **Does the certified workers' compensation health care network cover the entire state?**

Although some networks may cover the entire state, many do not. Some of the rural areas don't have enough providers. For those areas that do not have enough providers, an out-of-network provider may be approved.

8. **How do I find medical care if I am hurt at work?** If you have a medical emergency or need care after normal work hours, please refer to questions 12 and 13. As soon as possible, tell your employer that you have had an injury at work. If you do not have an emergency, you need to pick a treating doctor in the network. The employer or insurance carrier will give you a list of all of the treating doctors in your service area. You must pick a doctor off of the list.

You can also obtain a listing of medical providers at [www.careworks.com](http://www.careworks.com). Select "Managed Care for TPAs" Select "Find a Provider" Select "CompKey Plus TX HCN". Select to search by Specialty, Address, County, or State.

9. **How do I pick a treating doctor?** Except for emergency care, your treating doctor will provide all of your care. The treating doctor will make referrals to specialists as needed. You may pick a treating doctor from the list of network doctors where you live. This list will be given to you by your employer or insurance carrier at the time of injury. A current list of network providers in your service area is enclosed. This list is updated quarterly.

If you need help finding a treating doctor, you may contact the CareWorks HCN at 800.580.1314 and state that you are a member of the CareWorks HCN. The network will assist with helping you pick a treating doctor and/or providing you a list of providers within your service area.

You may also use your HMO primary care doctor for your work injury. Your HMO doctor must agree to follow the network guidelines. If you decide you want to change your treating doctor, you must pick a doctor that is in the network.

If you become dissatisfied with an alternate treating doctor you must obtain authorization from the network to select any subsequent treating doctor. You may contact the network to begin this process.

10. **What if I need to get other health care services or see a specialist?** Except for emergencies, your treating doctor will provide all of your care. If needed, the treating doctor will send you for other services. The treating doctor may also send you to a specialist. Specialist referrals must be arranged on a timely basis within the time appropriate to the circumstances and conditions of the injured employee, but not later than 21 days after the date of the request.

11. **What if there are no doctors in my area?** Please see the answer to question 5. There may be times when you can get approval for care with an out-of-network doctor. The reasons out-of-network care may be approved include: an employee who needs a different medical service or specialist not currently available to the employee, or if the employee decides to temporarily live outside the network service area. If you have questions regarding provider availability in your area, contact your adjuster or contact the CareWorks HCN at 800.580.1314.
12. **How do I obtain emergency care?** If you have a medical emergency, you should call 911 or go to the closest emergency room or urgent care center, which may be a non-contracted provider/facility.
13. **How do I obtain after hours care?** If it is not an emergency, but you need after hours care, you can obtain a listing of hospitals and urgent care centers at [www.careworks.com](http://www.careworks.com). If you do not have an emergency, but simply need care after normal work hours and you go to the nearest emergency room or urgent care center, which may be a non-contracted provider/facility, then you may be responsible for payment of services received.
14. **What medical treatment or services must be pre- approved?** The following treatment and services must be approved before the care is provided.
- All surgeries
  - All inpatient admissions to any facility
  - All psychological/psychiatric services after the initial evaluation
  - All physical and occupational therapy after the first six visits
  - All physical and occupational therapy after the first six visits of therapy following the evaluation when such treatment is rendered within the two weeks immediately following:
    - the date of injury, or
    - a surgical intervention previously pre-authorized by the carrier
  - All work hardening/conditioning regardless of CARF status
  - All chiropractic manipulations after two weeks of services
  - All chronic pain management programs
  - All services outside the ODG-TWC and/or ACOEM treatment guidelines unless a treatment plan was previously approved
  - All stimulators, including TENS, for rental or purchase
  - Any treatment for an injury or diagnosis that is not accepted by the carrier as a result of a treating doctor examination to define the compensable injury(ies)
  - Preauthorization for claims subject to the Division's closed formulary. Preauthorization is only required for:
    - drugs identified with a status of "N" in the current edition of the ODG Treatment in Workers' Comp (ODG) / Appendix A, ODG Workers' Compensation Drug Formulary, and any updates;

- any compound that contains a drug identified with a status of “N” in the current edition of ODG Treatment in Workers’ Comp (ODG) / Appendix A, ODG Workers’ Compensation Drug Formulary, and any updates; and
- any investigational or experimental drug for which there is early, developing scientific or clinical evidence demonstrating the potential efficacy of the treatment, but which is not yet broadly accepted as the prevailing standard of care

15. **What happens if the services above are not pre- approved?** You and your doctor will receive a letter telling you why it was denied. The letter will give you specific instructions on how to file a reconsideration. You, a person acting on your behalf, or your doctor may file a request for reconsideration. A reconsideration request must be made within 30 days of the denial. To request a reconsideration, you, the person acting on your behalf, or your doctor can contact CareWorks HCN.

*CareWorks CompKey Plus HCN*  
10535 Boyer Blvd., Ste 100  
Austin, TX 78758

**p:** 800.580.1314

**f:** 800.580.3123

**e:** [compkey@careworksmcs.com](mailto:compkey@careworksmcs.com)

**attn:** Reconsiderations

A different doctor will review the reconsideration than did the first review. The network will send the requestor a letter confirming the date the reconsideration request was received. The letter will be sent within 5 calendar days of receiving the request. It will include a list of the documents that must be submitted to complete the review.

The review will be completed within 30 days of the request. The network will send you or a person acting on your behalf, and your doctor a letter telling you the outcome of the review. It will list the specific medical reasons and basis for the decision. Any provider who was contacted during the review, their specialty and the state where they are licensed will be given.

You have the right to an expedited reconsideration of an adverse determination for post-stabilization, continued in- patient hospital stays, or a life-threatening condition. The expedited review shall be completed and the requestor notified within 1 calendar day of the decision. You are entitled to an immediate review of an adverse determination if you have a life-threatening condition. In this case, you are not required to comply with the procedures for a reconsideration. You may request an independent review organization review directly.

You have the right to request an independent review of a reconsideration determination by an independent review organization. A request for an independent review must be made within 45 days of the reconsideration being denied. You may get an independent review form from the Texas Department of Insurance website at [www.tdi.state.tx.us](http://www.tdi.state.tx.us). You may also mail a request to the Managed Care Quality Assurance Office, MC 111-1A, Texas Department of Insurance, PO Box 149104, Austin, TX 78714-9104.

16. **What happens if my doctor leaves the Network?** The Network has a “Continuity of Care” plan to make sure you receive the necessary care if your provider leaves the network. There are two main reasons for providers leaving.

- At the doctor’s request.
- At the network’s request because of quality concerns or criminal activity that could cause harm to you.

If your doctor is terminated, you will be contacted to discuss your options. If a condition exists in which changing doctors could harm you, the network will let you continue treatment with the terminated doctor for 90 days. The Network will assist you in this process.

17. **If I am not satisfied with the Network or a Network decision, how do I file a complaint?** If you have a complaint about any network services or providers, you can file a complaint by calling, writing, or emailing the CareWorks HCN. The network cannot retaliate against you, your employer, doctor, or any person filing for you regarding a complaint or appeal a decision of the network.

**To file a complaint, you must contact the CareWorks HCN within 90 days after the event.**

*CareWorks CompKey Plus HCN*  
10535 Boyer Blvd., Ste 100  
Austin, TX 78758

**p:** 800.580.1314

**f:** 800.580.3123

**e:** [compkey@careworksmcs.com](mailto:compkey@careworksmcs.com)

When a complaint is received, you will be sent an acknowledgement letter within 7 days. The letter will describe the complaint procedures and deadlines. The CareWorks HCN will review and resolve the complaint within 30 days of receipt. You will receive a letter explaining the outcome.

If you disagree with the network’s resolution of your complaint, you may file a complaint with the Texas Department of Insurance (TDI). You can obtain a copy of the complaint form at [www.tdi.state.tx.us](http://www.tdi.state.tx.us). You



can also request the form from the TDI at Managed Care Quality Assurance Office, MC 111-1A, Texas Department of Insurance, PO Box 149104, Austin, TX 78714-9104.

The Texas legislature has made workers' compensation health care networks available to you and your employer. These networks should increase the quality of care provided to injured workers. This will help injured workers recover and return to work as soon as medically approved. If you have any questions, complaints' or suggestions about this program, please contact the CareWorks HCN at 800.580.1314.



**AUTHORIZATION FOR RELEASE OF INFORMATION**

Patient: \_\_\_\_\_

TO WHOM IT MAY CONCERN:

You are hereby expressly authorized to release and furnish to the State Office of Risk Management (SORM), and/or any associate, assistant, representative, agent, or employee thereof, any and all desired information (including, but not limited to, office records, medical reports, memos, hospital records, laboratory reports, including results of any and all tests including alcohol and/or drug tests, X-rays, X-ray reports, including copies thereof) pertaining to the physical and/or mental condition which is the basis of my workers' compensation claim. This includes not only all current and/or future information but also all past medical information which is related to the injury or injuries which form the basis of my claim.

(Print name) \_\_\_\_\_

Photostatic copies of this signed authorization will be considered as valid as the original. This is not a release of claims for damages.

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_

*PLEASE SIGN THE ABOVE MEDICAL AUTHORIZATION AND RETURN IT, SO WE MAY SECURE RELEASE OF YOUR MEDICAL RECORDS.*

THANK YOU.  
STATE OFFICE of RISK MANAGEMENT

## **Instructions Authorization for Release of Information**

### **Required:**

This document is required immediately after sustaining a work-related injury. The injured employee should complete this release form. This enables SORM to obtain, from healthcare providers, copies of relevant medical documents that will assist in the handling of the claim.

### **Filing Deadline:**

The form must be received by SORM not later than the **5th calendar day** after the first notice of injury is reported to the agency.

### **Completed by:**

The employee must complete this form. If the employee is incapacitated the spouse, child, or legal guardian may sign the form. **THIS FORM MUST BE SIGNED AND DATED.** The Claims Coordinator should make this form available for all injuries.

### **Instructions:**

1. The injured employee must clearly print his or her name on the patient line.
2. The injured employee must clearly print his or her name on the second line.
3. The injured employee must sign and date the form.

### **Distribution:**

The Claims Coordinator shall retain the original for the agency file and fax or mail a copy to:

State Office of Risk Management  
PO Box 13777  
Austin, TX 78711  
Fax: (512) 370-9025

**Notice:** With few exceptions, an individual is entitled, upon request, to be informed about the information a state governmental body collects about the individual. Under Sections 552.021 and 552.023 of the Government Code the individual is entitled to receive and review the information and under Section 559.004 of the Government Code the individual is entitled to have the state governmental body correct any information about the individual that is incorrect.



## EMPLOYEE'S REPORT OF INJURY

Dear Employee:

We received a report that you were injured in the course of your employment. To process your claim efficiently, please fill in all lines completely and print legibly. **Attach additional sheets if necessary.**

Name: \_\_\_\_\_ Social Security: \_\_\_\_\_ Gender:  M  F  
Last First M.I. Maiden  
 Address: \_\_\_\_\_ Date of Injury: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Primary Phone Number: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Secondary Phone Number: \_\_\_\_\_ Work Schedule: \_\_\_\_\_  
 Email address: \_\_\_\_\_

1) What was the exact location of the accident? Include street address if possible:

2) What was happening at the time? What was going on around you, what were you doing, what were other people doing?:

3) Briefly describe what exactly caused the injury:

4) What areas of your body were injured?

5) When and to whom did you report your injury? Date \_\_\_\_\_ Time \_\_\_\_\_  
 Name: \_\_\_\_\_ Title \_\_\_\_\_ Phone Number: \_\_\_\_\_

6) List all known witnesses (continue on back if necessary): 1. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
 2. Name \_\_\_\_\_ Phone: \_\_\_\_\_ 3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

7) Who is your Primary Care Physician or family doctor? Name: \_\_\_\_\_ Phone: \_\_\_\_\_

8) Please list the names and phone numbers of all doctors or treatment providers you have seen for your injury:  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_

9) Has a doctor taken you off work?  Yes  No If Yes, when was the first day you missed work? \_\_\_\_\_

10) If the doctor took you off of work, have you returned to work?  Yes  No If No, when do you think you will return to work? \_\_\_\_\_

11) Date of Last Appointment: \_\_\_\_\_ Date of Next Appointment: \_\_\_\_\_

12) Have you had previous workers compensation injuries?  Yes  No If Yes, please enter injury dates and body parts injured:

*By affixing my signature, I attest that all information on this form is accurate and true:*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Instructions**

### **Employee's Report of Injury**

#### **Purpose of Form:**

The injured employee completes this form to provide the State Office of Risk Management (SORM) with information pertaining to the circumstances surrounding the injury and what has happened since the date of injury. This will help to expedite benefits in a more timely manner.

#### **Filing Deadline:**

The form must be received by SORM not later than the 5th calendar day after the *First Report of Injury or Illness Form* (DWC-1S) is reported by the agency.

#### **Completed by:**

This form shall be completed by the injured employee with assistance from the Claims Coordinator, if needed.

#### **Instructions:**

1. The employee will address each of the questions completely and use additional pages if necessary. The adjuster needs a complete picture of the events surrounding the injury and how the injury occurred. Witnesses' names and phone numbers, physicians/treatment provider's names and phone numbers and work status is needed. The employee should enter any previous workers compensation claims information including body parts injured.
2. The injured employee will sign and date the form thereby attesting that all information on the form is true and complete.

#### **Distribution**

The Claims Coordinator shall retain the original for the agency file and fax or mail a copy to:

State Office of Risk Management  
P.O. Box 13777  
Austin, TX 78711  
Fax: (512) 370-9025

**Notice:** With few exceptions, an individual is entitled, upon request, to be informed about the information a state governmental body collects about the individual. Under Sections 552.021 and 552.023 of the Government Code the individual is entitled to receive and review the information and under Section 559.004 of the Government Code the individual is entitled to have the state governmental body correct any information about the individual that is incorrect.





# Workers' Compensation Witness Packet

You have been named as a witness in a work-related incident. A witness is someone who may have seen, heard, or been told about a potential work-related incident or injury. Please complete the attached form with as much detail as possible.

## Instructions for Completing the Witness Form

1. Be as specific and complete as possible.
2. Except for the witness signature, the statement should be typewritten, if possible. If it must be handwritten, PLEASE PRINT to ensure legibility.
3. Please provide the SORM claim number, if known.
4. The witness may have seen the incident or may have acquired knowledge about the accident from another source. The witness information may relate to how the incident occurred or to something else that is relevant. Sometimes you will be given a witness name but, when asked, the witness may deny any knowledge of the incident. In such a case the third box should be checked.
5. If the space provided on the form is insufficient, please attach additional information.

**This form should be returned to the Workers' Compensation Coordinator within 5 calendar days from when you receive it.**

CONTACTS	
<b><u>Workers' Compensation Coordinator (WCC)</u></b> Jamaika McAdams <a href="mailto:Jamaika.McAdams@military.texas.gov">Jamaika.McAdams@military.texas.gov</a> 512-782-5306	<b><u>BACKUP</u></b> Albany Siam <a href="mailto:Albany.Siam@military.texas.gov">Albany.Siam@military.texas.gov</a> 512-782-3830
<b>Alternate Methods of Contact</b>	
<a href="mailto:benefits@military.texas.gov">benefits@military.texas.gov</a>	FAX: 512-374-0299



**WITNESS STATEMENT**  
***MUST BE TYPED OR PRINTED***

Injured Employee Name: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

SORM Claim Number: \_\_\_\_\_ Statement Taken By: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness Email Address: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Primary Telephone: \_\_\_\_\_ Secondary Telephone: \_\_\_\_\_

Witness Employer: \_\_\_\_\_

On \_\_\_\_\_, at about \_\_\_\_\_ in the  a.m. /  p.m., I was in or at  
\_\_\_\_\_ when an accident involving the above employee is reported to have occurred.

**SELECT CHOICE A, B, OR C BELOW:**

---

A.  **I saw the incident.** The accident occurred in the following manner:

Other pertinent information and source:

B.  **I did not see the incident.** Information given to me by (name of person):

Indicate how it occurred:

Other pertinent information and source:

C.  **I know nothing whatsoever about the incident.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Instructions Witness Statement

## Required:

Immediately after receiving notice of any injury, the Claims Coordinator should determine the names, addresses, and telephone numbers of all witnesses to the incident. A statement should be taken from each witness and forwarded to SORM.

## Filing Deadline:

The form must be received by SORM not later than the 5th calendar day after the first notice of injury is reported to the agency.

## Completed by:

This form should be completed by the person giving the statement with assistance from the Claims Coordinator.

## Instructions:

1. Be as specific and complete as possible.
2. Except for the witness signature, the statement should be typewritten, if possible. If it must be handwritten, PLEASE PRINT to ensure legibility.
3. Please provide the SORM claim number, if known.
4. The witness may have actually seen the incident or may have acquired knowledge about the accident from another source. The witness information may relate to how the incident occurred or to something else that is relevant. Sometimes you will be given a witness name but, when asked, the witness may deny any knowledge of the incident. In such a case the third box should be checked.
5. If the space provided on the form is insufficient please attach additional information.

## Distribution:

The Claims Coordinator shall retain the original for the agency file and fax or mail a copy to:

State Office of Risk Management  
PO Box 13777 Austin, TX 78711  
Fax: (512) 370-9025

**Notice:** With few exceptions, an individual is entitled, upon request, to be informed about the information a state governmental body collects about the individual. Under Sections 552.021 and 552.023 of the Government Code the individual is entitled to receive and review the information and under Section 559.004 of the Government Code the individual is entitled to have the state governmental body correct any information about the individual that is incorrect.

**State Office of Risk Management  
Incident/Accident Investigation Form 703**

<b>A. Employee Data</b>		Claim # (if known):	
Date of incident:		Time:	A.M. P.M.
Employee Name:			
Working Title:		Dept.	
Employee Contact #:	Hm.	Wk.	Other
Supervisor Contact:		Wk	
<b>B. Incident Description</b>			
<p><i>Obtain written and/or recorded statements from injured employee. What happened? What caused the accident? What were the contributing factors? Reconstruct the sequence of events that led to the injury. Attach additional sheets if necessary. This document becomes a legal accounting of the facts surrounding the incident/accident. When documenting the facts, include answers to the following questions:</i></p>			
<ol style="list-style-type: none"> <li>1. Where did the incident happen? Provide a full description of the surroundings of the location.</li> <li>2. What was happening at the time of the incident? What were the events leading up to the incident?</li> <li>3. What exactly caused the physical injury? What were the mechanics involved? Or, if a physical injury was avoided, what could have happened to cause an injury?</li> <li>4. Describe any injury incurred by the employee, what body part/s and what kind/s of injury/ies. If there are no injuries, so state.</li> </ol>			

<b>C. Incident Findings</b>		
After review of all facts, what was the hazardous condition, unsafe work practice or other root cause of the incident/ injury?		
<b>D. Corrective Action</b>		
What is recommended to prevent this type of incident/accident from occurring again?		
Actions taken to ensure recommendations are considered:		
<b>Signature of Accident Investigator</b>	<b>Date</b>	<b>Time</b>

**Internal Distribution:** Original: Agency Risk Manager or Risk Management Contact

Copies: Agency Safety Officer  
Employee's Supervisor  
Director/Manager of Department or Section

**Maintain one copy in any retrievable format in the site file for a minimum of 3 years, or in the case of an occupational illness or injury, for 30 years.**

**Note: If a workers' compensation claim is filed, send:**

- Fax a copy to the State Office of Risk Management (SORM) Claims Department at 512-472-0237.