



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, D.C.

REPLY TO
ATTN OF: Your Supervisor

SUBJECT: Personal Appearance

TO: A New Lieutenant

When I think of personal appearance, I am reminded of a sign that hung in the window of the barber shop I grudgingly went to as a child. It read simply, "It pays to look good." In the Air Force that sign has a special meaning. The first impression you make on many people results from your personal appearance. While it is true that you can't tell a book by its cover, it is also true that the tattered volume is frequently the last selected for reading. If you look sharp, you predispose those around you to anticipate equally sharp performance. A super shoe shine, proper hair cut, and a crisp uniform are very positive indicators of how you feel about yourself and the Air Force.

Superb personal appearance is no substitute for high quality duty performance, but poor personal appearance could deprive you of the opportunity to show what you can do in those highly visible, important, and demanding positions upon which successful careers are built. It will pay you to look good!

A handwritten signature in cursive script that reads "Paul G. Patton".

Paul G. Patton, Colonel, USAF
AN OLD LIEUTENANT