

CHAPTER TWO

GROOMING STANDARDS

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SECTION 1: GENERAL INFORMATION

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2101. GENERAL INFORMATION

1. GENERAL. **The primary consideration is to have a neatly groomed appearance while wearing naval uniforms.** Grooming standards are based on several elements including neatness, cleanliness, safety, military image and appearance. The standards established here are not intended to be overly restrictive nor are they designed to isolate Navy personnel from society. The limits set forth are reasonable, enforceable, and insure that personal appearance contributes to a favorable military image. The difference between men's and women's grooming policies recognizes the difference between the sexes; sideburns for men, different hairstyles and cosmetics for women. Establishing identical grooming and personal appearance standards for men and women would not be in the Navy's best interest and is not a factor in the assurance of equal opportunity.

2. NAVY PERSONNEL ASSIGNED TO MARINE CORPS. Navy personnel assigned to Marine Corps units who elect to wear and are issued Marine Corps **service uniforms** at no expense, will abide by grooming standards established for Marines. Navy personnel assigned to Marine Corps units who do not elect to wear Marine Corps service uniforms will be issued only utilities and shall abide by grooming standards for Navy personnel.

3. SMARTNESS

a. Image. United States Navy personnel must set and maintain the high standards of smartness in uniform appearance. The military image reflected by attention to detail, while wearing your uniforms, is a key element in the public image of the Navy.

b. Cleanliness. Uniforms shall be kept scrupulously clean, with lace, devices and insignia bright and free from

tarnish and corrosion.

c. Articles

(1) NO ARTICLES SHALL PROTRUDE FROM OR BE VISIBLE ON THE UNIFORM, including such items as, pencils, pens, watch chains, key chain fobs, pins, jewelry, combs, large wallets, cigars, cigarettes, pipes, or similar items (Jewelry, tie clasps, cuff links, shirt studs and earrings shall be worn as prescribed elsewhere in these regulations). Communication devices issued for official business may be worn on the uniform in the manner prescribed below:

(a) Working and service uniforms: one wireless communications device (e.g., cell phone, personal digital assistant (PDA), pagers, etc.) may be worn on the belt, either side of the body and aft of the elbow. Devices will not be visible from the front and worn in such a manner as to impede the normal wear and appearance of the uniform (e.g., sagging, bunching, etc.).

(b) Service dress and above uniforms: wireless communication devices are not to be worn in such a manner as to be visible (i.e., front, side or rear, bulging, or protruding) when wearing dress uniforms.

(c) Use of these devices will not interfere with the proper rendering of military courtesies and honors.

(d) Whenever there is a concern for operational security, the authorized wearing of these devices will be at the commanding officer's discretion.

(2) Civilian bags (e.g., computer bags/briefcases, gym bags, garment bags, etc., this does not include women's handbags/purses) may be worn with the working and service uniforms as prescribed in the manner below:

(a) Backpacks may be worn over either the left shoulder or both shoulders while wearing service working uniforms. Authorized colors of backpacks include black, navy blue, and when available the matching NWU pattern (Blue/Grey/Black). The matching NWU pattern backpack is only authorized for wear with the NWU. No personal ornamentation shall be attached on or to the backpack.

(b) Computer bag and brief case: may be worn across the left shoulder of service and working uniforms to

facilitate saluting. When wearing a bag, the strap must be worn across the left shoulder (fore and aft) with the bag hanging on the same side of the body. The case or bag will not be worn with the strap and bag on the opposite sides of the body (diagonally)

(c) All bags/brief cases worn with the uniform must conceal its contents and be either solid black or navy blue in color. There shall be no personal ornamentation attached on or to the bag/brief case.

(d) While in dress uniform, civilian bags will be hand carried only.

d. Glasses

(1) Prescription Glasses. No eccentric or faddish glasses are permitted. Retainer straps are authorized for FOD prevention and safety only. If retainer straps are required, they shall be plain, black and worn snugly against the back of the head.

(2) Sunglasses. Conservative sunglasses are permitted, except in military formations. Retainer straps are authorized for FOD prevention and safety only. If retainer straps are required, they shall be plain, black and worn snugly against the back of the head.

(3) Contact Lenses. Tinted contact lenses must be a natural color (blue, green, brown, etc).

e. Undergarments. Appropriate undergarments shall be worn to preserve the dignity and appearance of the uniform.

f. Military Creases. Military creases on shirts are an individual option. Sewn-in creases are not authorized. Military creases are formed by pressing two vertical creases in the front of the shirt, from the shoulder seam through the center of each pocket to the bottom of the shirt, and three evenly spaced vertical creases in the back of the shirt, from the yoke seam to the bottom of the shirt. Shirts which do not have a yoke seam across the back of the shirt as a reference point for placing three evenly spaced creases, start the outboard creases at the shoulder seam and the center crease at the seam where the collar is attached to the shirt, ending all at the bottom of the shirt.

g. Tailoring of Uniforms. Uniforms may be tailored to provide a well-fitting, professional military bearing. They

shall not be altered to the extent of detracting from a military appearance, nor shall they be tailored to the point of presenting a tight form fit.

4. CARE OF THE UNIFORM. The longest service of the various uniform articles can be attained only by proper care and maintenance. This information is presented to help prolong the useful life and distinguished appearance of uniforms and equipment. Even new, properly fitted uniforms will not continue to look their best or keep their shape unless you care for them properly. Carrying large or heavy objects in pockets will quickly destroy the shape of the best uniform. Uniforms should be stored on hangers. If uniforms are to be stored for a long time, they should be cleaned thoroughly, then packed away in an airtight plastic bag with a packet of desiccant (drying agent) for maximum preservation.

5. CLEANING

a. Buttons. Buttons may turn green when the pewter plating wears off and the copper base becomes covered with green copper carbonate due to exposure to moist air. You can remove the green coloring by rubbing gently with acetic acid or any substance containing this acid such as vinegar or Worcestershire sauce, followed by a thorough washing in clean water.

b. Embroidered Insignia. Embroidered insignia may be kept bright by occasional scrubbing with a nail brush and a diluted ammonia solution. Do this as soon as there are signs of tarnish or corrosion. If corrosion has been allowed to continue after it has gained a foothold, the device may not be restorable.

c. Gold Lace. Gold bullion lace will tarnish rapidly and may deteriorate when in contact with or hung near any substance containing sulphur, such as rubber or ordinary manila or kraft wrapping paper. Gold bullion lace should be cleaned by an experienced tailor although liquid nontoxic preparations and certain liquid cleaners available commercially may be used if applied according to manufacturer's instruction.

d. Metal Insignia. Clean the gold filled and sterling silver rhodium finished parts of metal insignia by washing with soap and water. **Insignia will not be polished to the degree that the basic details of the standard insignia are defaced, removed, or altered in general appearance.**

CHAPTER TWO

GROOMING STANDARDS

SECTION 2: PERSONAL APPEARANCE

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2201. PERSONAL APPEARANCE. Because it is impossible to provide examples of every appropriate or unacceptable hairstyle or of "conservative" or "eccentric" grooming and personal appearance, the good judgment of leaders at all levels is key to enforcement of Navy grooming policy. Therefore, hair/grooming/personal appearance while in uniform shall present a neat, professional appearance.

1. HAIR

a. Men. Keep hair neat, clean and well groomed.

Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4 inch and outward not greater than 3/4 inch to blend with hairstyle. Hair on the back of the neck must not touch the collar. Hair shall be no longer than four inches and may not touch the ears, collar, extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with properly wearing military headgear. The bulk of the hair shall not exceed approximately two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp. Hair coloring must look natural and complement the individual. Faddish styles and outrageous multicolored hair are not authorized. The unique quality and texture of curled, kinked, waved, and straight hair are recognized, and in some cases the 3/4 inch taper at the back of the neck may be difficult to attain. In those cases hair must present a graduated appearance and may combine the taper with a line at the back of the neck. **One** (cut, clipped or shaved) natural, narrow, fore and aft part is authorized. Varying hairstyles, including afro, are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not inter-

fere with properly wearing military headgear. Plaited or braided hair shall not be worn while in uniform or in a duty status. Keep sideburns neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend below a point level with the middle of the ear, shall be of even width (not flared) and shall end with a clean shaven horizontal line. <Figure 2-2-1> refers. "Muttonchops", "ship's captain", or similar grooming modes are not authorized.

b. Women. Hairstyles shall not be outrageously multicolored or faddish, to include shaved portions of the scalp (other than the neckline), or have designs cut or braided into the hair. Hair coloring must look natural and complement the individual. Haircuts and styles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized. Ponytails, pigtails, widely spaced individual hanging locks, and braids which protrude from the head, are not authorized. Multiple braids are authorized. Braided hairstyles shall be conservative and conform to the guidelines listed herein. When a hairstyle of multiple braids is worn, braids shall be of uniform dimension, small in diameter (approx. 1/4 inch), and tightly interwoven to present a neat, professional, well groomed appearance. Foreign material (i.e., beads, decorative items) shall not be braided into the hair. Short hair may be braided in symmetrical fore and aft rows (corn rowing) which minimize scalp exposure. Corn row ends shall not protrude from the head, and shall be secured only with inconspicuous rubber bands that match the color of the hair. Appropriateness of a hairstyle shall also be judged by its appearance when headgear is worn. All headgear shall fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hair shall not show from under the front of the brim of the combination hat, garrison, or command ball caps. Hairstyles which do not allow headgear to be worn in this manner, or which interfere with the proper wear of protective masks or equipment are prohibited. When in uniform, the hair may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. With jumper uniforms, hair may extend a maximum of 1-1/2 inches below the top of the jumper collar. Long hair, including braids, which fall below the lower edge of the collar shall be neatly and inconspicuously fastened, pinned, or secured to the head. No portion of the bulk of the hair as measured from the scalp will exceed approximately 2 inches. <Figure 2-2-2> refers. A maximum of two small barrettes/combs/clips, similar to hair color, may be used in the hair. Additional bobby pins or rubber bands matching hair color may be used to hold hair in place, if necessary. Fabric elastics and colored rubber bands/pins are not authorized. Hair ornaments shall not present a safety or FOD (Foreign

Object Damage) hazard. Hair nets shall not be worn unless authorized for a specific type of duty.

2. SHAVING AND MUSTACHES (Men). The face shall be clean shaven unless a shaving waiver is authorized by the Commanding Officer per <BUPERSINST 1000.22>. Mustaches are authorized but shall be kept neatly and closely trimmed. No portion of the mustache shall extend below the lip line of the upper lip. It shall not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended shall not exceed approximately 1/2 inch. <Figure 2-2-1> refers. Handlebar mustaches, goatees, beards or eccentricities are not permitted. If a shaving waiver is authorized, no facial/neck hair shall be shaved, manicured, styled or outlined nor exceed 1/4 inch in length. **Supervisors of individuals with shaving waivers shall actively monitor and ensure treatment regimen is followed.** The following personnel are not authorized to wear any facial hair except for valid medical reasons:

- a. Brig prisoners.
- b. Brig awardees.
- c. Personnel in a disciplinary hold status (i.e., who are serving restriction or hard labor without confinement or extra duties as a result of a court-martial or NJP).
- d. Personnel assigned to a transient personnel unit who are awaiting separation:
 - (1) By reason of a court-martial sentence.
 - (2) To benefit the service <(MILPERSMAN 1910-164)>.
 - (3) Pursuant to the recommendation or waiver of an administrative discharge board, for misconduct <(MILPERSMAN 1910-140)>.

3. HAIRPIECES. Wigs or hairpieces shall be of good quality and fit, present a natural appearance and conform to the grooming standards set forth in these regulations. They shall not interfere with the proper performance of duty nor present a safety or FOD (Foreign Object Damage) hazard.

a. Men. Wigs or hairpieces may be worn by active duty personnel while in uniform or duty status only for cosmetic reasons to cover natural baldness or physical disfigurement. Wigs may be worn by Naval Reserve personnel engaged in inactive duty for training.

b. Women. Wigs or hairpieces meeting women's grooming standards are authorized for wear by personnel while in uniform or duty status.

4. COSMETICS (Women). Cosmetics may be applied in good taste so that colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are not authorized with the uniform and shall not be worn. Care should be taken to avoid an artificial appearance. Lipstick colors shall be conservative and complement the individual. Long false eyelashes shall not be worn when in uniform.

a. Cosmetic Permanent Makeup. Cosmetic Permanent Makeup is authorized for eyebrows, Eyeliner, lipstick and lip liner only. Permanent makeup shall be in good taste and blend naturally with the skin tone to enhance a natural appearance. Exaggerated or faddish cosmetic styles are not authorized and shall not be obtained. Approved permanent makeup colors are as follows: Eyebrows shall be shades of black, brown, blonde or red that matches the individual's natural hair color. Eyeliner shall be shades of black, brown, blue or green that matches the individual's natural eye color and shall not extend past the natural corner of the eye. Lip liner and lipstick shall be the color of the natural lip or shades of pink and moderate reds only. Permanent Makeup is considered an elective medical procedure that is accomplished by qualified medical professionals to enhance natural features and requires careful planning and consideration of associated risks and liabilities to the Sailor.

b. Requesting Procedures.

(1). Female Service Members assigned to their permanent duty station shall submit a Special Request Authorization Form (NAVPERS 1336/3) to their Commanding Officer expressing their desire to obtain permanent makeup. Included with the special request form shall be a description of the procedure facility and desired feature enhancements.

(2). Commanding Officers are to review permanent makeup notification requests to ensure description of enhancements is in compliance with cosmetic policy requirements and that requesting Sailors are counseled prior to obtaining permanent makeup. Additionally, Commanding officers will ensure requests for permanent makeup are annotated in member's medical record and medical entries are made after permanent makeup is

obtained. Counseling of Sailors should include and might not be limited to the following topics: Personal financial impact of obtaining procedure. Qualification of provider of permanent makeup such as a qualified, licensed electrologist, esthetician or state board certified technician. The permanency and risks associated with procedures. The procedure cannot interfere with performance of military duties; planned leave to facilitate healing and return to full duty. The possible Non-availability of Military Treatment Facilities. The possibility of administrative separation if permanent makeup is non-compliant with Cosmetic Policies.

(3) Commanding Officers of members who have obtained Permanent Makeup that is not in accordance with existing policies shall document the condition on a NAVPERS 1070/613. Submit enlisted personnel's NAVPERS 1070/613 to the local Personnel Support Detachment for inclusion in the Field Service Record. Submit Officer personnel's NAVPERS 1070/613 to COMNAVPERSCOM (PERS 312) for inclusion in the Electronic Service Record. Members not complying with Permanent Makeup policy requirements may be subject to administrative or disciplinary action. If removal or alteration of non compliant Permanent Makeup condition is not feasible, the member may be processed for involuntary separation, if deemed appropriate by the Commanding officer.

5. FINGERNAILS

a. Men. Fingernails shall not extend past fingertips. They shall be kept clean.

b. Women. Fingernails shall not exceed 1/4 inch measured from the fingertip. They shall be kept clean. Nail polish may be worn, but colors shall be conservative and complement the skin tone.

6. JEWELRY. Conservative jewelry is authorized for all personnel and shall be in good taste while in uniform. Eccentricities or faddishness are not permitted. Jewelry shall not present a safety or FOD (Foreign Object Damage) hazard. Jewelry shall be worn within the following guidelines:

a. Rings. While in uniform, only one ring per hand is authorized, plus a wedding/engagement ring set. Rings are not authorized for wear on thumbs.

b. Earrings

(1) Men. Not authorized while in uniform. Additionally, earrings are not authorized in civilian attire when in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction, or while participating in any organized military recreational activities. When considered appropriate by the prescribing authority under article 7201.2, earrings may be prohibited while in foreign countries.

(2) Women. One earring per ear (centered on earlobe) may be worn while in uniform. Earrings shall be 4mm - 6mm ball (approximately 1/8 - 1/4 inch), plain with shiny or brushed matte finish, screw on or with posts. Gold for Officers/CPOs, and silver for enlisted personnel. Small single pearl earrings are authorized for wear with Dinner and Formal Dress uniforms.

c. Body Piercing. Not authorized while in uniform. No articles, other than earrings for women specified above, shall be attached to or through the ear, nose, or any other body part. Additionally, body piercing is not authorized in civilian attire when in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction, or while participating in any organized military recreational activities. When considered appropriate by the prescribing authority under <article 7201.2>, body piercing may be prohibited while in foreign countries.

d. Necklaces/Choker. While in uniform, only one necklace may be worn and it shall not be visible.

e. Wristwatch/Bracelets. While in uniform, only one of each may be worn. Ankle bracelets are not authorized while in uniform.

7. TATTOOS/BODY ART/BRANDS. Four Criteria will be used to determine whether tattoos/body art/brands are permitted for Navy personnel: content, location, size and cosmetic.

a. Content. Tattoos/body art/brands located anywhere on the body that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the naval service are prohibited. For example, tattoos/body art/brands that are obscene, sexually explicit, and or advocate discrimination based on sex, race, religion, ethnic, or national origin are prohibited. In addition, tattoos/body art/brands that

symbolize affiliation with gangs, supremacist or extremist groups, or advocate illegal drug use are prohibited.

b. Location. No tattoos/body art/brands on the head, face, neck, or scalp. The neck area for purposes of this regulation is any portion visible when wearing a crew neck T-shirt or open collar uniform shirt. In addition, otherwise permissible tattoos/body art/brands on the torso area of the body shall not be visible through white uniform clothing.

c. Size. Individual tattoos/body art/brands exposed by wearing a short sleeve uniform shirt shall be no larger in size than the wearer's hand with fingers extended and joined with the thumb touching the base of the index finger. Tattoos/body art/brands that exceed size criteria are waivable provided they do not violate the content and/or location criteria.

d. Cosmetic. This regulation does not prohibit cosmetic tattooing to correct medical conditions requiring such treatment. For the purpose of this regulation, cosmetic tattooing refers to medical or surgical procedures conducted by licensed, qualified medical personnel.

8. MUTILATION. Intentional mutilation of any part of the body is prohibited. Mutilation, is defined as the intentional radical alteration of the body, head, face, or skin for the purpose of and or resulting in an abnormal appearance.

a. Examples of mutilation include, but are not limited to:

- (1) A split or forked tongue;
- (2) Foreign objects inserted under the skin to create a design or pattern;
- (3) Enlarged or stretched out holes in ears (other than a normal piercing);
- (4) Intentional scarring on neck, face, or scalp; or
- (5) Intentional burns creating a design or pattern.

9. DENTAL ORNAMENTATION. The use of gold, platinum, or other veneers or caps for purposes of dental ornamentation is prohibited. For purposes of this regulation, ornamentation is defined as decorative veneers or caps. Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc.

10. NAVY PERSONNEL WITH WAIVERABLE PRE-EXISTING CONDITIONS. Tattoos/body art/brands/mutilation/dental

ornamentation may be waived if they existed prior to 24 January 2003 and are not prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the naval service.

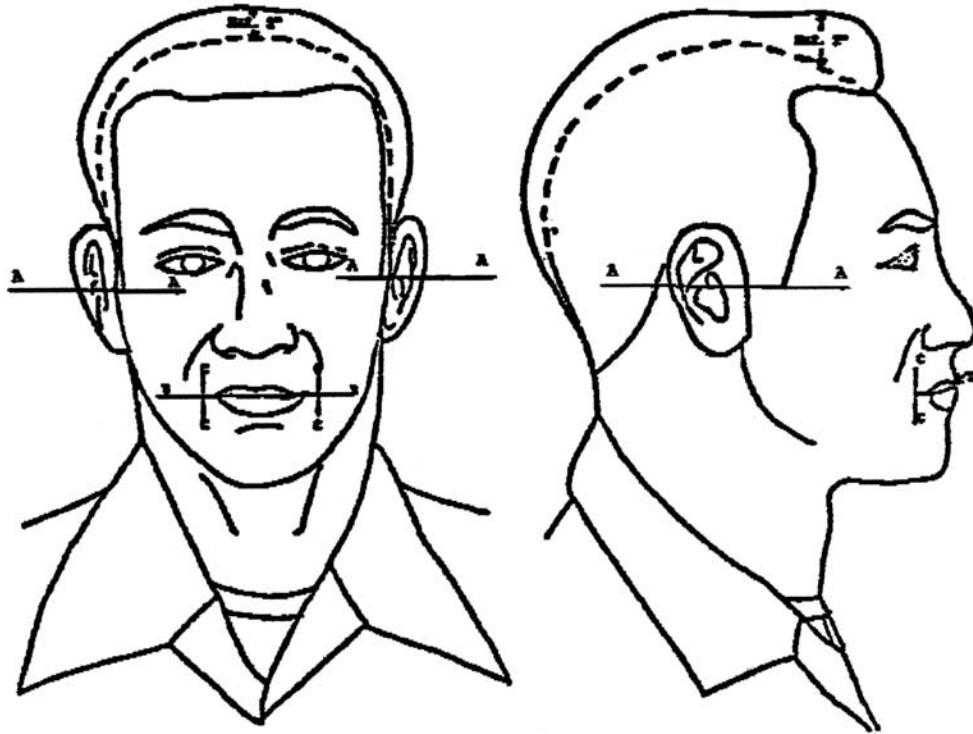
11. NAVY PERSONNEL WITH NON-WAIVERABLE PRE-EXISTING CONDITIONS. If removal or alteration of tattoos/body art/brands/mutilation/dental ornamentation is determined by a military medical healthcare provider not to be feasible, the member may be processed for involuntary separation, if deemed appropriate by the commanding officer.

GROOMING STANDARDS FOR MEN

<Figure 2-2-1>

GROOMING STANDARDS FOR MEN

Figure 2-2-1



----- INDICATES SCALP LINE) Sideburns shall not extend below a point level with the middle of the ear, as indicated by line "A". When a mustache is worn it shall not:

-- Go below a horizontal line extending across the corner of the mouth as indicated by line "B".

-- Extend more than 1/4 inch beyond a vertical line drawn upward from the corners of the mouth as indicated by line "C".

-- Protrude below the lip line of the upper lip as indicated by line "D".

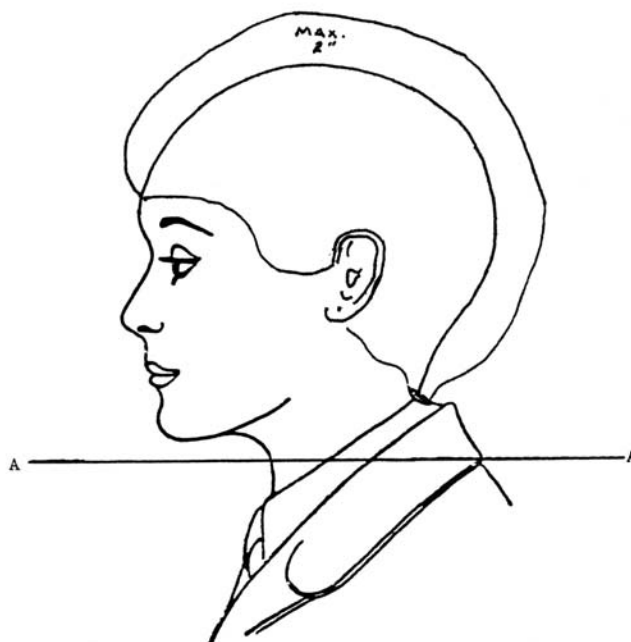
Hairstyle properly groomed shall not be greater than approximately 2 inches in bulk. Bulk is the distance that the mass of hair protrudes from the scalp. No individual hair will measure more than 4 inches in length.

GROOMING STANDARDS FOR WOMEN

<Figure 2-2-2>

GROOMING STANDARDS FOR WOMEN

Figure 2-2-2



Haircuts and styles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized. Ponytails, pigtails, widely spaced individual hanging locks, and braids which protrude from the head are not authorized. Multiple braids are authorized.

No portion of the bulk of the hair as measured from the scalp shall exceed approximately 2 inches.

Hair shall not fall below a horizontal line level with the lower edge of the back of the collar as indicated by line A. When wearing jumper uniforms, hair can extend a maximum of 1-1/2 inches below the top of the jumper collar.