

**CHAPTER 6
UNIFORMS AND GROOMING**

| | <u>Article</u> |
|--|----------------|
| General | 601 |
| Grooming | .602 |
| Conduct While in Uniform | .603 |
| Prohibitions When in Uniform. | 604 |
| Care of the Uniform. | .605 |
| Replacement. | .606 |
| Alteration and Marking | .607 |
| Summer Training Uniforms. | 608 |
| Unauthorized Wearing of the Uniform. | .609 |
| Midshipmen Insignia. | .610 |

601. WEARING OF THE UNIFORM - GENERAL

a. The composition of male and female uniforms is presented in Appendix B.

b. The midshipman uniform will be worn for all laboratories, drills, ceremonies, and inspections unless otherwise directed. **Midshipmen are required to wear their uniforms to Naval Science Class and Naval Science Laboratory on Thursday. Midshipmen are required by the Commanding Officer, NROTC Unit to wear their uniforms all day on Thursdays (0730 to 1730).** All laboratory and drill periods are published at the beginning of each semester, so all midshipmen should be able to prepare prescribed uniforms for wear.

c. Smartness

(1) Image. United States Navy and Marine Corps personnel must set and maintain the highest standards of smartness in uniform appearance. The military image reflected by attention to detail, while wearing your uniforms, is a key element in cultivating positive public perception of the Navy and Marine Corps.

(2) Cleanliness. Uniforms shall be kept scrupulously clean, with lace, devices and insignia bright and free from tarnish and corrosion.

(3) Articles

(a) NO ARTICLES SHALL PROTRUDE FROM OR BE VISIBLE ON THE UNIFORM, including such items as personal electronic pagers/cellular phones, 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 within these regulations.)

(b) Bags (i.e. briefcases, gym bags, backpacks, lunch bags, suitcases, garment bags, etc.) shall be hand carried with the following exceptions:

(1) Back-packs/gym bags may be worn when riding a bicycle or motorcycle, but shall be hand carried upon dismounting.

(2) Women's Navy certified handbags shall be carried over the left shoulder or forearm, placing the top of the handbag at waist level.

(3) A full seabag may be carried/worn on the shoulders. Bags should be carried in the left hand to facilitate saluting.

(4) Glasses

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

(b) 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.

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

(5) Undergarments. Appropriate undergarments shall be worn to preserve the dignity and appearance of the uniform.

(6) Military Creases. **Military creases on shirts are required.**

(7) Tailoring of Uniforms. Uniforms must be tailored to facilitate the appearance and maintenance of 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.

d. Uniforms will be kept scrupulously clean. Devices and insignia will be polished. Covers shall be worn squarely on the head. Shoes will be kept clean, well shined, and in good repair. Incomplete uniforms or mixed civilian/military attire are specifically forbidden as is wearing of the uniform on any occasion not approved by the Commanding Officer. No ornamentation, device or award not authorized in these regulations will be worn as part of the midshipman uniform.

e. Overall appearance in or out of uniform is of the utmost importance. When in uniform a midshipman is expected to provide exemplary appearance for two reasons.

(1) First, he or she will be wearing a uniform that, in itself, is a badge of distinction. That uniform must be neat, clean, well fitted and worn with erect posture and pride.

(2) Second, the young man or woman inside the uniform must be so well groomed that his or her wearing of the uniform appears entirely fitting to an observer. When not in uniform, a midshipman will undoubtedly still "stand out". He or she will be noted because of the same neatness, cleanliness, immaculate

grooming, erect posture and aura of pride and confidence that go with wearing the uniform.

f. WEARING UNIFORM ARTICLES WITH CIVILIAN CLOTHES.
Personnel may wear the military uniform articles listed below with civilian clothing. Wear of items not listed is strictly prohibited.

All-Weather Coat/Raincoat (without insignia)

Belts with civilian buckles

Cap, Knit Watch

Command/Navy Ball Cap (w/o insignia)

Gloves

Handbag

Jacket, Black Knit (w/o insignia)

Jacket, Blue Windbreaker (w/o insignia)

Jacket, Khaki Windbreaker (w/o insignia)

Necktie, Four-in-Hand

Shoes

Socks/Hosiery

Sweaters Cardigan and Pullover Jersey

Sweater, Black V-Neck Pullover (w/o nametag)

Underwear

g. On certain occasions the PNS will authorize the wearing of appropriate civilian attire. Appropriate civilian attire will be defined as the situation arises, but will generally be of the same cut and quality as the military uniform.

h. The cost of cleaning and laundering of midshipman uniforms and clothing during the academic year as well as during summer training periods shall be the responsibility of the midshipman.

i. Every week, the web page (<http://nrotc.cmu.edu/>) will inform battalion personnel as to the uniform of the day for drill and any other occasions that week. The most common uniforms on the plan of the week will be Summer White (also known as CNT White), Summer Khaki, Winter Blue, Service Dress Blue, and appropriate civilian attire.

j. Seasonal Uniform Periods

(1) Summer White is normally the uniform of the day in this area from the first Monday in May to the first Monday in October. Summer Khaki may also be prescribed as a uniform for naval science drill during this time of year.

(2) Khaki uniform is normally the uniform of the day from the first Monday in October to the first Monday in May. Service Dress Blues may also be prescribed as an alternate uniform during this time of year. Service Dress Blues is an authorized uniform year round, and may be worn in the absence of any other guidance.

(3) The above described uniforms and dates may vary with the Commanding Officer's discretion. When in doubt, check the Battalion Plan of the Week for the appropriate uniform.

k. Military and civilian attire will present a neatly groomed and socially acceptable appearance. Public displays of affection (e.g., holding hands, embracing, etc.), placing hands in pockets, smoking, eating and/or drinking beverages while a pedestrian in uniform detracts from military smartness and as such, is inappropriate. Wearing earphones, playing radios, tape decks, or other noise producing devices while walking in uniform is not permitted.

l. CASUAL CIVILIAN ATTIRE. Naval personnel shall ensure that their dress and personal appearance are appropriate for the occasion and will not discredit the Navy or the Marine Corps. Current styles and fashions that are conservative and in good taste are authorized. Tank-top shirts, white undershirts worn as

outhergarments, cut-off shorts and shower sandals are appropriate civilian attire for occasions such as picnics, athletic events, and other casual daytime activities, otherwise the above items are not acceptable attire for prospective Naval officers.

m. DRUG ADVOCATION PROHIBITED. Wearing or displaying clothing, jewelry, tattoos, etc., depicting marijuana or any other controlled substance or advocating drug abuse is prohibited at all times on any military installation or under any circumstance which is likely to discredit the Navy or Marine Corps.

602. GROOMING

a. 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 or are they designed to isolate Navy or Marine Corps 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 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.

b. PERSONAL APPEARANCE. Because it is impossible to provide examples of every appropriate or unacceptable hairstyle of "conservative" or "eccentric" grooming, the good judgment of leaders at all levels is key to enforcement of Navy grooming policy. Therefore, hair/grooming standards 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 interfere 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 past the middle of the ear (not flared) and shall end with a clean-shaven horizontal line. Figure 6-1 refers. "Muttonchops," "ship's captain," or similar grooming modes are not authorized.

(b) Women. Hairstyles shall not be multicolored or faddish, to include shaved portions of the scalp (other than the neckline), or have designs cut or braided into the hair. 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. Cornrow 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 6-2 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. Hairnets 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 6-1 refers. Handlebar mustaches, goatees, beards or eccentricities are not permitted.

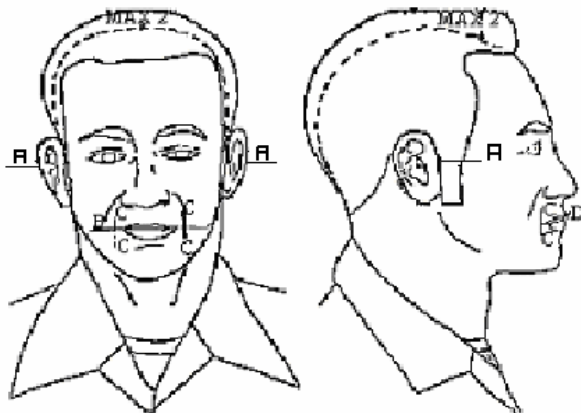
(3) HAIRPIECES. Wigs or hairpieces shall be of good quality and fit, present a natural appearance and conform to the grooming standards set forth in these regulations. They shall not interfere with the proper performance of duty nor present a safety or FOD (Foreign Object Damage) hazard.

(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.

GROOMING STANDARDS FOR MEN

Figure 6-1



----- (INDICATES SCALP LINE) Sideburns shall not extend past 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.

(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.

(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 of U.S. Navy Regulations, 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 6mm ball (approximately 1/4 inch), plain with 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. No articles, other than earrings for women specified above, shall be attached to or through the ear, nose, or any other body part.

(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.

603. CONDUCT WHILE IN UNIFORM. The uniform should always be worn with pride. It sets apart the wearer as a member of a proud and honorable profession. When in uniform, the wearer must exert every effort to conduct himself/ herself in a manner that will never bring discredit on the uniform; any act which degrades the uniform lessens respect for the country it represents.

604. PROHIBITIONS WHEN IN UNIFORM. These prohibitions apply equally to male and female members.

a. Midshipmen in uniform shall avoid the display of affection including holding the arm or hand of ladies, except where courtesy or safety demands.

b. Midshipmen will not chew gum, chewing tobacco or snuff while in uniform.

c. Midshipmen, whether in uniform or not, will observe the highest standard of conduct and sportsmanship at athletic events.

d. Midshipmen **shall not** wear the uniform to any political type of gatherings, such as protests, unless specifically approved by the PNS.

605. CARE OF THE UNIFORM

a. GENERAL. Only proper care and maintenance can attain the longest service of the various uniform articles. 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.

b. CLEANING

(1) 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 thoroughly washing in clean water.

(2) 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 and will have to be replaced.

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

(4) 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.

(5) For specific instruction on the care and cleaning of other uniform components, refer to Appendix C.

606. REPLACEMENT. In general, the uniform issue is considered sufficient to last through the NROTC Training Program when it is properly cared for and worn only as directed. Provision is made to replace articles of clothing, which have become outgrown, or which are no longer serviceable **and neglect is not involved**. Replacement is made under these conditions through the Unit Supply Officer.

607. ALTERATION AND MARKING

a. Authorized alterations of the uniform are made on initial issue at government expense. The Unit Supply Officer must be consulted prior to any subsequent alterations.

b. Marking or stenciling of the uniform will not be undertaken by midshipmen until directed to do so by separate instruction. All articles must be marked specifically as directed by the instruction.

608. SUMMER TRAINING UNIFORMS. Items of uniform required for summer training are not issued until the spring quarter and then only to those midshipmen required to cruise. Instructions concerning the issuance of training uniforms will be promulgated separately each spring quarter.

609. UNAUTHORIZED WEARING OF THE UNIFORM. The uniform is authorized to be worn primarily when engaged in unit activities and on summer indoctrination training. It is not to be worn on other occasions without the expressed approval of the appropriate class instructor. Hitchhiking in the uniform is specifically prohibited.

610. MIDSHIPMEN INSIGNIA. Midshipman rank and class insignia will be affixed to the uniform as prescribe in Appendix B to this instruction.