

## **CHAPTER 2**

### **GROOMING STANDARDS**

**SECTION 1: GENERAL INFORMATION**

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## CHAPTER TWO

### GROOMING STANDARDS

#### SECTION 1: GENERAL INFORMATION

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#### 2100 GENERAL INFORMATION

2101 **GENERAL.** When wearing naval uniforms, the primary consideration is to have a neatly groomed appearance. NSCC grooming standards align with sea service standards. Key grooming standards include neatness, cleanliness, safety, military image and appearance. These standards are reasonable, enforceable, and ensure that the personal appearance of NSCC members contributes to a favorable military image before the public.

#### 2102 SMARTNESS.

1. **Image.** NSCC members must set and maintain high standards of smartness in uniform appearance. While in uniform, the military bearing reflected by attention to detail to correct uniform wear helps the NSCC to maintain a favorable public image.
2. **Cleanliness.** Keep uniforms scrupulously clean. Keep 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 pencils, pens, watch chains, key chain fobs, pins, jewelry, combs, large wallets, cigars, cigarettes, or pipes.
  - b. Wear jewelry, tie clasps, cuff links, shirt studs and earrings as prescribed in these regulations. Members may use or wear communication devices while in service and working uniforms as prescribed below:
    - 1) Communication devices must be conservative in color and design.
    - 2) Wear only one communication device, on the belt, aft of the elbow.
      - (a) Unless specifically authorized to do so, do not wear communication devices on service dress uniforms.
      - (b) Communication devices will not be visible from the front, or worn in a manner that impedes normal uniform wear and appearance.

2102 **SMARTNESS (Continued)**

- (c) there is a concern for cadet safety or security, the commanding officer may use discretion to direct communications device access and usage.
  - (d) The use of portable communication devices must not interfere with the rendering of military courtesies or violate local, state and federal law.
  - (e) When not worn on the uniform carried, place communication devices at the side of the leg and in the appropriate hand when rendering military courtesies.
  - (f) Use earpieces, blue tooth technology, headsets or hands-free devices while in uniform indoors or outdoors only when authorized for safety or emergency contact purposes.
  - (g) Any use of earpieces, blue tooth technology, headsets and other hands-free devices while in a vehicle in uniform must comply with local, state and federal law. Host military facilities may further restrict on base use of hands-free devices.
4. **Bags and Briefcases.** Members may wear private purchase bags, such as backpacks, computer bags and briefcases, with working and service uniforms as prescribed below:
- a. When in working or service uniform, wear backpacks over either the left shoulder or both shoulders. Backpacks worn with service uniforms may be black only. Backpacks worn with working uniforms may be black or NWU Type III pattern only. Except for a matching regulation nametape, do not attach any personal ornamentation to the backpack.
  - b. To facilitate salutes or greetings, wear bags or briefcases across the left shoulder, with the bag hanging on the same side of the body (fore and aft). Do not wear the case or bag with the strap and bag on the opposite sides of the body (diagonally).
  - c. All bags worn with the uniform must be made of solid material that conceals the bag's contents.
  - d. While in dress uniform, hand carry private purchase bags.
  - e. While in uniform, you may carry a full sea bag on your back, using the shoulder straps.
5. **Eyewear.**
- a. **Prescription Glasses.** Wear private purchase eyeglasses that are conservative in color and design. Do not wear eccentric or faddish eyewear. Wear retainer straps only if required for FOD prevention or safety. Retainer straps must be plain, black and worn snugly against the back of the head.

- a. **Sunglasses.** Wear conservative sunglasses, except in military formations. Wear plain, black retainer straps for FOD prevention and safety only. Wear strap snugly against the back of the head.
  - c. **Contact Lenses.** Tinted contact lenses must be a natural color.
2. **Undergarments.** Wear appropriate undergarments to preserve the dignity and appearance of the uniform.
  3. **Military Creases.** On service uniform shirts, ironed military creases are optional. Do not wear shirts with glued-in or sewn-in creases. To form military creases, press 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. If shirts do not have a yoke seam across the back as a reference point for placing three evenly spaced creases, start the outboard creases at the shoulder seam. Then start the center crease at the seam that attaches the collar to the shirt. End all creases at the bottom of the shirt.
  4. **Alterations.** You may need to have your uniforms altered for a well-fitting, professional military bearing. Such alterations must not detract from a military appearance. Do not have your uniform tailored to a tight form fit.

## CHAPTER 2

### GROOMING STANDARDS

#### **SECTION 2: PERSONAL APPEARANCE**

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#### 2200 **PERSONAL APPEARANCE**

2201 **GENERAL.** The good judgment of leaders at all levels is key to enforcement of NSCC grooming policy. Hair, grooming, and personal appearance while in uniform shall present a neat, professional appearance. The primary considerations are a neatly groomed appearance for the hairstyle and the type of hair that the member has.

#### 2202 **HAIR**

1. **Males.** This policy applies to male members in uniform or when wearing civilian clothes in the performance of duty. Keep hair neat, clean and well groomed. Members may wear varying hairstyles if they meet the criteria of maximum length and bulk, tapered neck and sides, and correct wear of military headgear.
  - a. Taper hair above the ears and around the neck from the lower natural hairline upwards at least 3/4 inch and outward not greater than 3/4 inch to blend with hairstyle.
  - b. Hair must not be longer than four inches. It must not touch the ears, collar, extend below eyebrows when uncovered, show under front edge of headgear, or interfere with properly worn military headgear.
  - c. Bulk is the distance that the mass of hair protrudes from the scalp. It must not exceed two inches.
  - d. Hair coloring must look natural and complement the individual. Do not wear faddish styles or outrageous multicolored hair.
  - e. The NSCC recognizes the unique quality and texture of curled, waved, and straight hair. Where the 3/4 inch taper at the back of the neck is not practicable, cut for a graduated appearance. This may combine the taper with a line at the back of the neck.

- f. Members may cut, shave, or clip one natural, narrow, fore and aft part.
  - g. Do not wear plaited or braided hair in uniform or in a duty status.
  - h. If worn, 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 and shall end with a clean-shaven horizontal line. Do not wear flared sideburns, "muttonchops", "ship's captain", or similar styles.
2. **Females.** This policy applies to female members in uniform or when wearing civilian clothes in the performance of duty. Hairstyles must present a professional, balanced appearance. Do not wear styles with shaved portions of the scalp (other than the neckline), those with designs cut, braided, or parted into the hair, or those dyed using unnatural colors.
- a. Hairstyles must not interfere with the proper wearing of headgear, protective masks or equipment. Headgear must fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hair must not show from under the front edge of the headgear.
  - b. Except when wearing a bun or ponytail hairstyle, hair must not protrude from the opening in the back of the ball cap. For properly fitting headgear, wear buns and ponytails on the back of the head.
  - c. Do not wear lopsided or extremely asymmetrical hairstyles. Angled hairstyles have no more than a 1-1/2 inch difference between the front and the back length of hair.
  - d. Members may wear layered hairstyles that present a smooth and graduated appearance. Hair length, when in uniform, 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.
  - e. Keep long hair, including braids, neatly fastened, pinned, or secured to the head. Bangs must not extend below the eyebrows. Do not wear widely spaced or protruding braids. Do not wear pigtails.
  - f. Except for documented medical conditions, hair length must prevent the scalp from being readily visible. Minus the bun, hair bulk as measured from the scalp must not exceed 2 inches.
  - g. The bulk of the bun must not exceed 3 inches when measured from the scalp. Bun diameter must not extend beyond the width of the back of the head.
  - h. Wigs, hairpieces, and extensions must be of a natural hair color and match the current color of hair.

- i. Fit and quality of wigs, hairpieces and extensions must present a natural appearance and conform to grooming standards. Tints and highlights must be natural and similar to the current base color.
3. **Hairstyles.** The NSCC recognizes the unique quality and texture of curled, waved and straight hair. All hairstyles must minimize scalp exposure. Members may wear the following styles according to hairstyle guidelines, see interactive web site for hairstyles examples (<https://allhands.navy.mil/Features/Hair/>) .
  - a. **Twists.**
  - b. **Multiple braids.**
  - c. **Two individual braids.**
  - d. **French braid.**
  - e. **Cornrows.**
  - f. **Rolls.**
  - g. **Locks.**
  - h. **Ponytails.**
4. **Hair Accessories.** Wear accessories consistent with the hair color. Members may use a maximum of two small barrettes, similar to hair color, to secure the hair to the head. Members may use bun accessories if completely concealed. If necessary, members may use additional hairpins, bobby pins, small rubber bands, or small thin fabric elastic bands to hold hair in place. Pin up hair to prevent ends from extending upward or outward from the head.
  - a. When using barrettes or hairpins, hair must not extend loosely from the head.
  - b. When hair is in a bun, tuck in and secure all loose ends.
  - c. Hair accessories must present a safety or foreign object damage (FOD) hazard.
  - d. Do not wear hairnets unless authorized for a specific type of duty, such as food service.
  - e. Do not wear unauthorized accessories, to include headbands, combs, claws, or and butterfly clips.
5. **Grooming Standards Exception.**
  - a. Commanding Officers may standardize unit policy to relax female hair grooming standards for physical training with regard to securing hair, such as ponytails. If worn, restraining devices must be consistent with the current hair color.

2203 **FACIAL HAIR.**

1. **Cadets.** Unless granted a waiver or religious accommodation, male cadets must be clean-shaven. Exercise reasonable discretion with younger cadets.
2. **Uniformed Officers (including Instructors and Midshipmen).** These members may wear mustaches. If worn, keep mustaches kept neatly and closely trimmed, so no part extends below the lip line of the upper lip. Do not wear handlebar mustaches, goatees, beards or eccentricities.
3. **Non-Uniformed Instructors and Auxiliary Members.** These members may wear mustaches or beards. If worn, keep facial hair neatly groomed and trimmed for a smart professional appearance. Do not wear eccentric styles.
4. **Waivers.** If a granted a shaving waiver, do not shave or style facial hair. Trim facial hair so it does not exceed 1/4 inch in length. Members with medical waivers must comply with prescribed treatment regimen.

2204 **HAIRPIECES.** Members may wear wigs or hairpieces of good quality and fit. They must present a natural appearance and conform to grooming standards. They must not interfere with the proper performance of duty nor present a safety or FOD hazard.

5. **Males.** May wear wigs or hairpieces while in uniform or duty status only to cover natural baldness or physical disfigurement.
6. **Females.** May wear wigs or hairpieces meeting grooming standards while in uniform or duty status.

2205 **COSMETICS (Females).** Female members may wear cosmetics. Apply in good taste. Use colors that blend with natural skin tone and enhance natural features. Do not wear exaggerated or faddish cosmetic styles in uniform or on duty. Take care to avoid an artificial appearance. Lipstick colors must be conservative and complement the individual. Do not wear long false eyelashes when in uniform.

2206 **FINGERNAILS**

7. **Men.** Keep nails clean and closely trimmed so they do not extend past fingertips.
2. **Women.** Keep nails clean and trimmed or manicured so their length does not exceed ¼ inch measured from the fingertip. Tips may be round, oval, or square. Members may wear conservative, inconspicuous nail polish colors that complement a professional appearance.

2207 **JEWELRY.** If worn, jewelry must be conservative and in good taste. Do not wear eccentric, faddish jewelry. Jewelry must not present a safety or FOD hazard. Wear within the following guidelines:



8. **Rings.** While in uniform, members may wear one ring per hand, and a wedding or engagement ring set. Members may stack a wedding ring with a service or school ring on one hand. Do not wear thumb rings.

9. **EARRINGS**

- a. **Men.** May not wear earrings while in uniform. Additionally, do not wear earrings in civilian attire when in a duty status or while aboard any ship, craft, or 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.
- b. **Women.** May wear one earring per ear, centered on earlobe, while in uniform. Earrings must be 4mm - 6mm ball, plain with shiny or brushed matte finish, screw on or with posts. With working or service uniforms, female officers and cadet CPOs wear gold earrings. Female PO1 and below wear silver earrings. Members may wear white pearl earrings with dress uniforms. Synthetic variants are acceptable if they meet color and size requirements.
- c. **Body Piercing.** Not authorized while in uniform, except for one earring per earlobe for female members. Otherwise, members may not attach any articles that pass 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, while aboard any military or NSCC conveyance, or within any base or other place under military jurisdiction, or while participating in any organized NSCC or military activities.
- d. **Necklaces/Choker.** While in uniform, members may wear one necklace. If worn, it must not be visible.
- e. **Bracelets.** Members may wear one bracelet while in uniform. Bracelets must be conservative and in good taste. Do not wear ankle bracelets in uniform. Bracelets must not present a safety or FOD hazard.
- f. **Wristwatch.** Members may wear one wristwatch while in uniform. Wristwatches must be conservative and in good taste. Do not wear eccentric or faddish watches.

2208 **TATTOOS, BODY ART, AND BRANDS.** NSCC Regulations strictly prohibit tattoos, body art, or brands for NSCC/NLCC cadets. Four criteria determine whether adult NSCC members may wear or display tattoos, body art, or brands: content, location, size and cosmetic. Any failure to comply with these criteria violates uniform policy and may be subject to disciplinary or administrative action.

1. **Content:** Any tattoos, body art, or brands located anywhere on the body that are prejudicial to good order, discipline, and morale or tend to bring discredit upon the NSCC are prohibited. For example, do not have tattoos, body art, or brands that are obscene or sexually explicit, or that advocate drug or alcohol use. Additionally, do not have tattoos, body art, or brands that symbolize affiliation with gangs, supremacist or extremist groups, or advocate any form of discrimination prohibited by NSCC Regulations.

2. **Location:** Have no tattoos, body art, or brands on the head, face, outer ear, or scalp. Members may have one tattoo on the neck or behind the ear, within the size criterion specified below. Permissible tattoos, body art, brands on the torso must not show through white uniform clothing.
3. **Size:** A tattoo on the neck or behind the ear must not exceed one inch in measurement in any dimension. Leg and arm tattoos can be of any size.
4. **Cosmetic:** Members may have cosmetic tattooing to correct medical conditions requiring such treatment. Licensed, qualified medical personnel must conduct the procedure.

2209 **MUTILATION.** Defined as the intentional radical alteration of the body, head, face, or skin that results in an abnormal appearance, NSCC Regulations prohibit intentional mutilation of any part of the body.

1. **Examples.**

- a. A split or forked tongue.
- b. Foreign objects inserted under the skin to create a design or pattern.
- c. Enlarged or stretched out holes in ears other than a normal piercing.
- d. Intentional scarring on neck, face, or scalp.
- e. Intentional burns creating a design or pattern.

2. **Restrictions.**

- a. Do not enroll applicants with any form of intentional body mutilation. Immediately separate for cause any member that acquires or displays any form of intentional body mutilation.

2210 **DENTAL ORNAMENTATION.** Whether natural, capped, or veneered, do not ornament teeth with designs, jewels, initials, or other markings.

2211 **WAIVERABLE CONDITIONS.** NSCC officer or instructor applicants who have visible tattoos, body art, brandings or dental ornamentation **must** request an enrollment waiver.

2212 **NON-WAIVERABLE CONDITIONS.** NSCC Regulations prohibit visible tattoos, body art, or brands that are obscene, sexually explicit, or advocate discrimination prohibited by the NSCC. Do not enroll applicants with these conditions. Separate for cause at the earliest opportunity any member acquiring these conditions.