

local procurement procedures, will purchase only from manufacturers certified by TIOH. Commanders may forward a sample insignia to TIOH for quality assurance inspection if the commander feels the quality does not meet standards.

## **2–9. Director and Chief Executive Officer, U.S. Army and Air Force Exchange Service**

Director and Chief Executive Officer, U.S. AAFES will—

*a.* Operate, manage, and supervise the military clothing sales stores (MCSS) Program worldwide, in accordance with the terms of a memorandum of understanding between DA and AAFES, Dallas, Texas.

*b.* Be responsible for the control, storage, and distribution of “issue” MCSS inventories and optional-wear military clothing items from certified manufacturers, according to DA specifications and as developed by PEO Soldier, 5901 Putnam Road, Building 328, Fort Belvoir, VA 22060–5852, in conjunction with the textile technology team at the CCDC Soldier Center, Natick, MA 01760. (Optional-wear items are those not considered “issue” items.) Responsibility does not include war reserve stock management.

## **2–10. Soldiers**

*a.* Soldiers purchasing uniforms, uniform items, or heraldic items from establishments other than the MCSS must ensure that the items are authorized for wear and that they conform to appropriate military specifications or are manufactured in accordance with the UQCP or the heraldic quality control system. When items appear deficient, Soldiers should submit a Standard Form (SF) 368 (Product Quality Deficiency Report) through their servicing MCSS, where forms are available. Commercially purchased items that are authorized for wear in lieu of military-issued items must conform to the basic specification of the military-issued item, unless otherwise specified in this regulation.

(1) All Army uniforms, uniform items, and heraldic items procured by the Defense Logistics Agency Troop Support and sold in the MCSS are produced in accordance with appropriate military specifications and are authorized for wear. However, in those MCSS with multi-service support agreements, some items are sold that are authorized for wear by members of other Services, but not by Army personnel. Soldiers are responsible for verifying with their chain of command which items are authorized for wear by Army personnel. Uniform items with defects in workmanship or material should be returned to the MCSS for replacement or repair.

(2) Optional uniforms and other uniform clothing items sold in the MCSS, in exchanges, or by commercial sources will contain a label, stamp, or certificate issued by the textile technology team at the CCDC Soldier Center. Components of some optional uniforms (such as men’s commercial white shirts, studs, and cuff links) are not included in the UQCP.

(3) All heraldic items purchased from an exchange, MCSS, or commercial source will contain a hallmark or label certifying that the item was produced in accordance with the appropriate military specification by a manufacturer certified by TIOH.

(4) All individuals purchasing uniform or insignia items from commercial sources must ensure that the items conform to the requirements in paragraphs 2–10a(1) through 2–10a(3).

*b.* All enlisted personnel will—

(1) Maintain their clothing bag items and any supplemental clothing items they are issued, as prescribed in AR 700–84 or CTA 50–900.

(2) Ensure that their uniforms and insignia conform to this regulation and DA Pam 670–1.

*c.* All officers will—

(1) Procure and maintain the uniforms and accessories appropriate to their assigned duties. See DA Pam 670–1.

(2) Ensure that their uniforms and insignia conform to this regulation, and in DA Pam 670–1.

*d.* Soldiers will comply with all standards for uniforms and grooming for the Soldier’s gender. The Army recognizes a Soldier’s gender by the Soldier’s gender marker in the Defense Enrollment Eligibility Reporting System.

## **Chapter 3**

### **Appearance and Grooming Policies**

#### **3–1. Personal appearance policies**

*a.* Soldiers will present a professional image at all times and will continue to set the example in military presence, both on and off duty. Pride in appearance includes Soldiers’ physical fitness and adherence to acceptable weight standards in accordance with AR 600–9.

*b.* A vital ingredient of the Army’s strength and military effectiveness is the pride and self-discipline that American Soldiers bring to their Service through a conservative military image. 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 standards in this regulation.

c. The Army uniform regulations for standards of personal appearance and grooming are as specific as is practicable in order to establish the parameters with which Soldiers must comply.

d. Soldiers may wear religious apparel, articles, or jewelry with the uniform, to include the physical fitness uniform, as authorized by paragraph 3–15 of this regulation. Requests for other religious accommodations related to the wear and appearance of the uniform, personal appearance, and personal grooming practices must be submitted in accordance with AR 600–20. Wear and appearance standards for Soldiers with approved religious accommodations for hijabs, beards, and turbans are provided in paragraph 3–16.

e. Portions of this chapter are punitive. Violation of the specific prohibitions and requirements set forth in this chapter may result in adverse administrative action and/or charges under the provisions of the UCMJ.

### **3–2. Hair and fingernail standards and grooming policies**

*Note.* This paragraph is punitive with regard to Soldiers. Violation by Soldiers may result in adverse administrative action and/or charges under the provisions of the UCMJ.

#### *a. Hair.*

(1) *General.* The requirement for hair grooming standards is necessary to maintain uniformity within a military population. Many hairstyles are acceptable, as long as they are neat and conservative. It is the responsibility of leaders at all levels to exercise good judgment when enforcing Army policy. All Soldiers will comply with hair, fingernail, and grooming policies while in any military uniform, or in 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 wear all types of headgear (such as beret, patrol cap, or service cap/hat) and any protective equipment (such as protective mask or combat helmet) properly. Hairstyles (including bulk and length of hair) that do not allow Soldiers to wear any headgear properly, or that interfere with the proper wear of any protective equipment, are prohibited. Headgear will fit snugly and comfortably, without bulging or distortion from the intended shape of the headgear 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. It is the responsibility of leaders to use good judgment in determining if applied colors are acceptable, based upon the overall effect on a Soldier's appearance.

(c) Soldiers who have a texture of hair 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 in the area where the Soldier would normally part the hair. Soldiers will not shape or cut designs into their hair or scalp.

(2) *Male haircuts.* 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 (see scalp line in fig 3–1), 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, untapered patch of hair on the top of the head (not consistent with natural hair loss) are considered eccentric and are 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 (tear drop). Hair that is completely shaved or trimmed closely to the scalp is authorized. (See figs 3–1 and 3–2.)

(a) *Sideburns.* Sideburns are hair grown 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 opening of the ear (see line A of fig 3–1). 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.

(b) *Facial hair.* Males will keep their face clean-shaven when in uniform, or in 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 (see lines C and D of fig 3–1), or extend above a parallel line at the lowest portion of the nose (see line B of fig 3–1). Handlebar mustaches, goatees, and beards are not authorized. If appropriate medical authority allows beard growth, the maximum length authorized for medical treatment must be specific. For example, “The length of the beard cannot exceed 1/4 inch” (see TB Med 287). 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 in civilian clothes on duty, except to cover natural baldness or physical disfigurement caused by accident or medical procedure. When worn, wigs or hairpieces will conform to the standard haircut criteria, as stated within this regulation.

(3) *Female haircuts and hairstyles.* The illustrations provided in figure 3–4 are intended only to clarify language regarding authorized hair lengths and bulks. The requirements for hair regulations are to maintain uniformity within a military population for female Soldiers while in uniform, or in civilian clothes on duty, unless otherwise specified. Female hairstyles may not be eccentric or faddish and will present a conservative, professional appearance. For the purpose of these regulations, female hairstyles are organized into three basic categories: short length, medium length, and long length hair (see fig 3–3).

(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 medical condition or injury), but may be evenly tapered to the scalp within 2 inches of the hair line 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 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. When worn loose, graduated hair styles are acceptable, but the length, as measured from the end of the total hair length to the base of the collar, may not exceed 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. The regulations for the wear of bangs detailed in paragraph 3–2a(3)(a), apply. 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 lower edge of the collar (except when worn in accordance with para 3–2a(j)), except that bangs may be worn. The regulations for the wear of bangs detailed in paragraph 3–2a(3)(a) apply. 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, to include shaved portions of the scalp other than the neckline, designs cut in the hair, unsecured ponytails (except during physical training), and unbalanced or lopsided hairstyles are prohibited. Hair will be styled so as not to interfere with the proper wear of all uniform headgear. All headgear will fit snugly and comfortably around the largest part of the head without bulging or distortion from the intended shape of the headgear and without excessive gaps. When headgear is worn, hair should not protrude at distinct angles from under the edges. Hairstyles that do not allow the headgear to be worn in this manner are prohibited. Examples of hairstyles considered to be faddish or exaggerated and thus not authorized for wear while in uniform or in 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; hair styles with severe angles or designs; and loose unsecured hair (not to include bangs) when medium and long hair are worn up.

(e) *Devices.* Hair holding devices are authorized only for the purpose of securing the hair. Soldiers will not place hair holding devices in the hair for decorative purposes. All hair holding devices must be plain and of a color as close to the Soldier’s hair as is possible or clear. 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 or head bands. Such devices should conform to the natural shape of the head. Devices that are conspicuous, excessive, or decorative are prohibited. Some examples of prohibited 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 hairpieces. Foreign material (for example, beads and decorative items) will not be used in the hair. Soldiers may not wear hairnets unless they are required for health or safety reasons, or in the performance of duties (such as those in a dining facility). No other type of hair covering is authorized in lieu of the hairnet. The commander will provide the hairnet at no cost to the Soldier.

(f) *Braids, cornrows, twists, and locks.* Medium and long hair may be styled with braids, cornrows, twists, or locks (see glossary for definitions). Each braid, cornrow, twist, or lock will be of uniform dimension, have a diameter no

greater than a 1/2 inch, and present a neat, professional, and well-groomed appearance. Each must have the same approximate size of spacing between the 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 hair styles. Ends must be secured inconspicuously. When multiple loose braids, twists, or locks are worn, they must encompass the whole head. 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 general 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 (see para 3–2a(1)(c)). Hairstyles may not be styled with designs, sharply curved lines, or zigzag lines. Only one distinctive style (braided, rolled, twisted, or locked) may be worn at one time. 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.

(g) *Hair extensions.* Hair extensions are authorized. Extensions must have the same general appearance as the individual's natural hair and otherwise conform to this regulation.

(h) *Wigs.* Wigs, if worn in uniform or in civilian clothes on duty, must look natural and conform to this regulation. Wigs are not authorized to cover up unauthorized hairstyles.

(i) *Physical training.* Long length hair, as defined in paragraph 3–2a(3)(c), may be worn in a ponytail during physical training. A single pony tail 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 pony tail is not required to be worn above the collar. When hair securing devices are worn, they will comply with the guidelines set in paragraph 3–2a(3)(e). Hairstyles otherwise authorized in this chapter (such as braids, twists, and locks) may also be worn in a ponytail during physical training.

(j) *Physical training in utility uniforms.* Pony tails are authorized using guidelines set forth in paragraph 3–2a(3)(j), while conducting physical training in utility uniforms. However, if the helmet is worn during physical training, hair must be secured using guidelines in paragraph 3–2a(3)(a) through (j).

*b. Cosmetics.*

(1) Standards regarding cosmetics are necessary to maintain uniformity and to avoid an extreme or unprofessional appearance. Males are prohibited from wearing cosmetics, except when medically prescribed. Females are authorized to wear cosmetics with all uniforms, provided they are applied modestly and conservatively, and that they complement both the Soldier's complexion and the uniform. Leaders at all levels must exercise good judgment when interpreting and enforcing this policy.

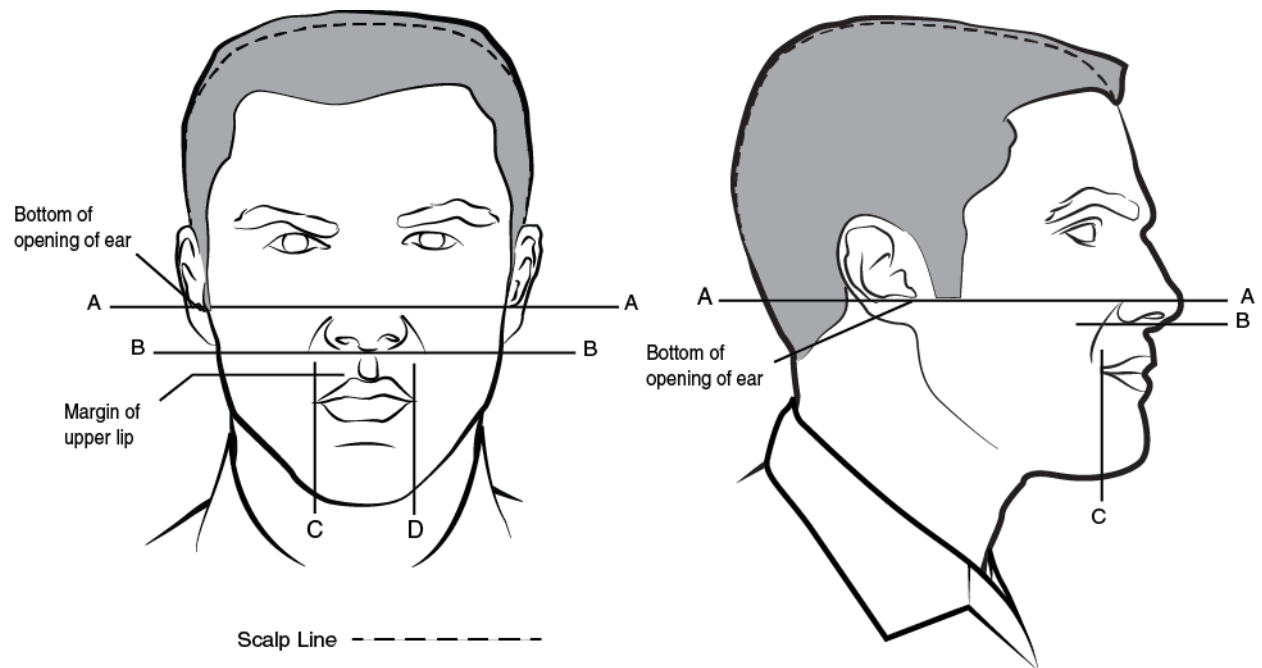
(2) Eccentric, exaggerated, or faddish cosmetic styles and colors, to include makeup designed to cover tattoos, are inappropriate with the uniform and are prohibited. Permanent makeup, such as eyebrow or eyeliner, is authorized as long as the makeup conforms to the standards outlined above. Eyelash extensions are not authorized unless medically prescribed.

(3) Females will not wear shades of lipstick that distinctly contrast with the natural color of their lips, that detract from the uniform, or that are faddish, eccentric, or exaggerated.

(4) Females will comply with the cosmetics policy while in any military uniform or while in civilian clothes on duty.

*c. Fingernails.* All personnel will keep fingernails clean and neatly trimmed. Males will keep nails trimmed so as not to extend beyond the fingertip unless medically required and are not authorized to wear nail polish. Females will not exceed a nail length of 1/4 inch as measured from the tip of the finger. Females will trim nails shorter if the commander determines that the longer length detracts from a professional appearance, presents a safety concern, or interferes with the performance of duties. Females may only wear clear polish when in uniform or while in civilian clothes on duty. Females may wear clear acrylic nails, provided they have a natural appearance and conform to Army standards.

*d. Hygiene and body grooming.* Soldiers will maintain good personal hygiene and grooming on a daily basis and wear the uniform so as not to detract from their overall military appearance.



**Figure 3-1. Male grooming standards**

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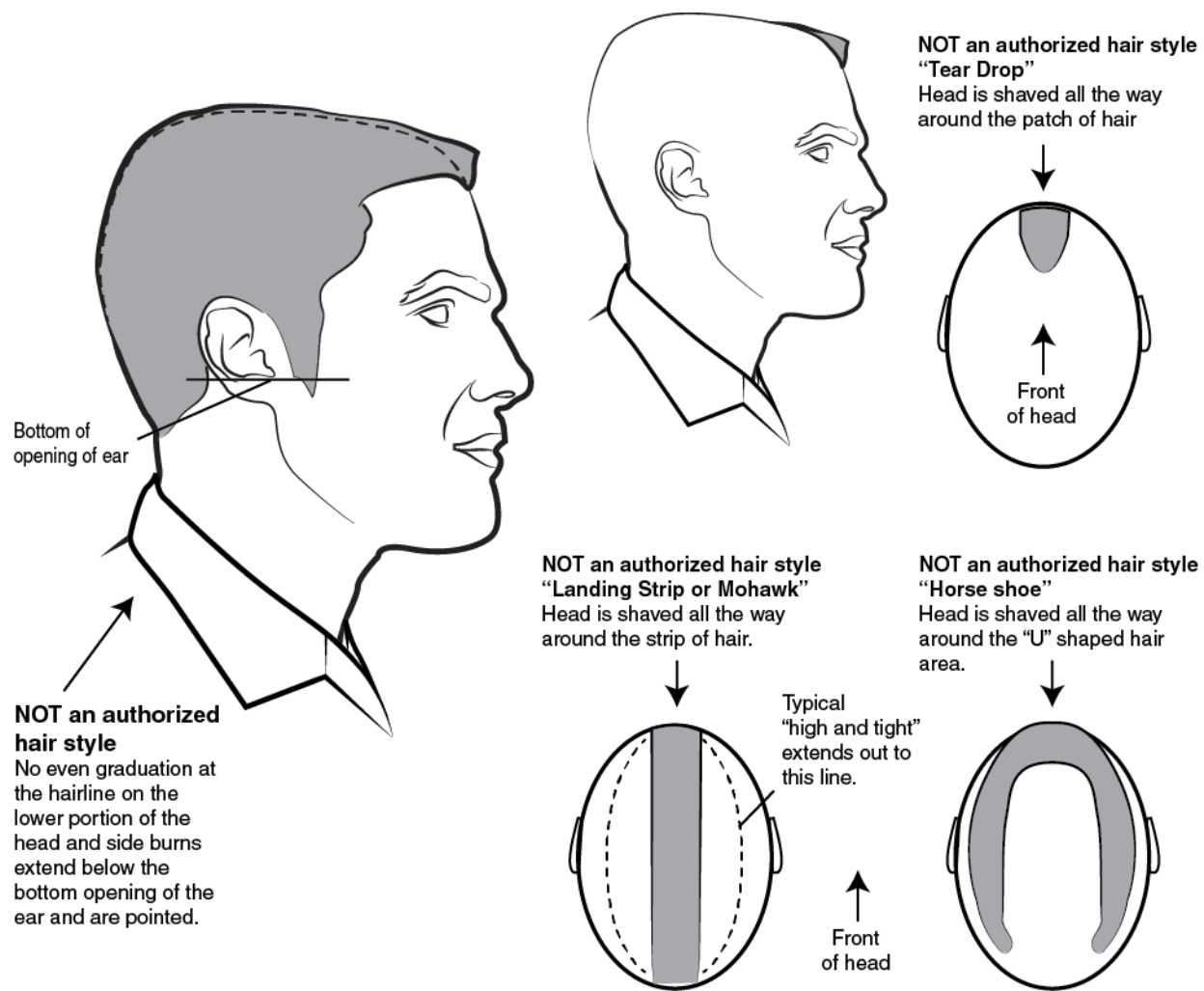


Figure 3-2. Prohibited male haircuts

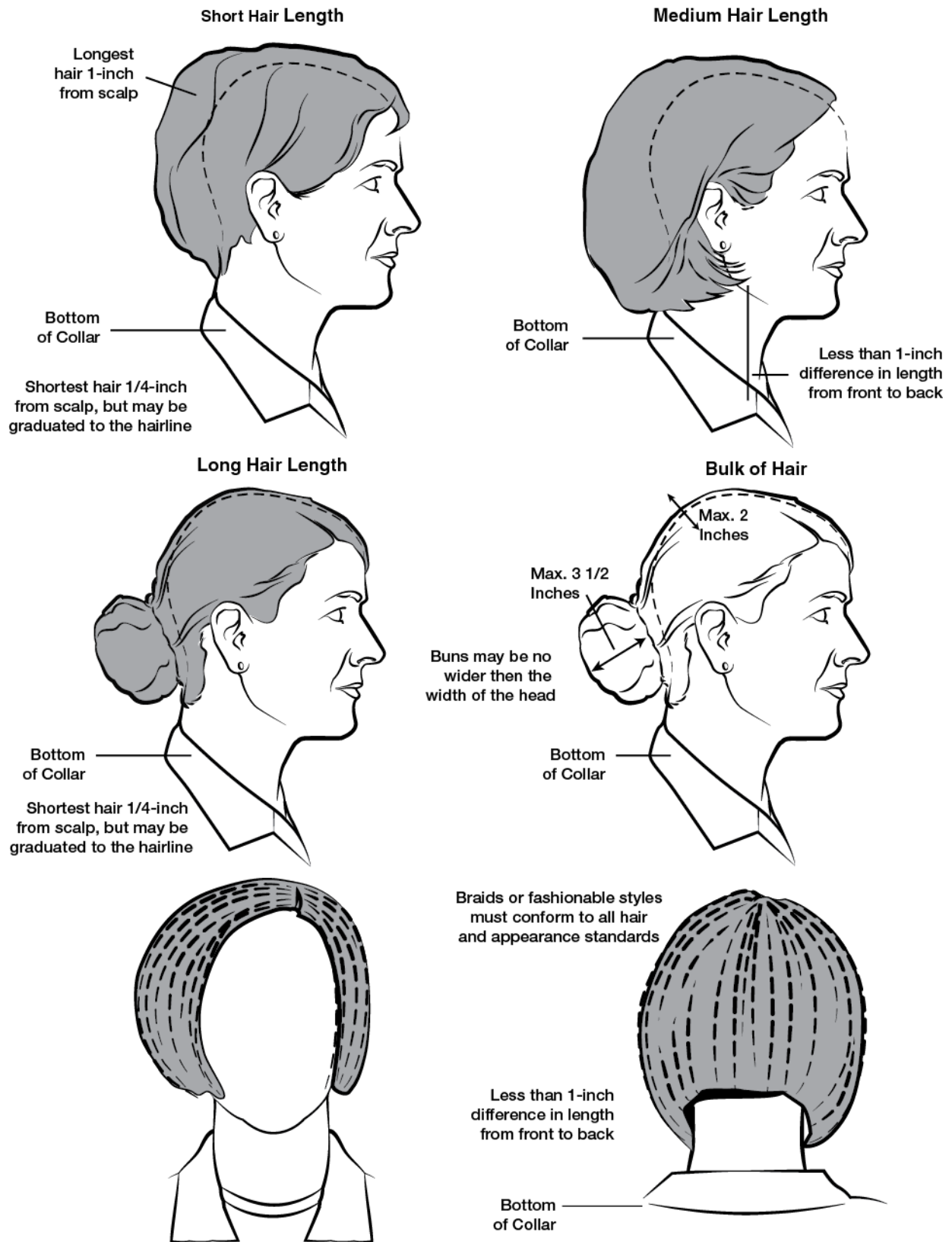


Figure 3-3. Female hairstyle standards

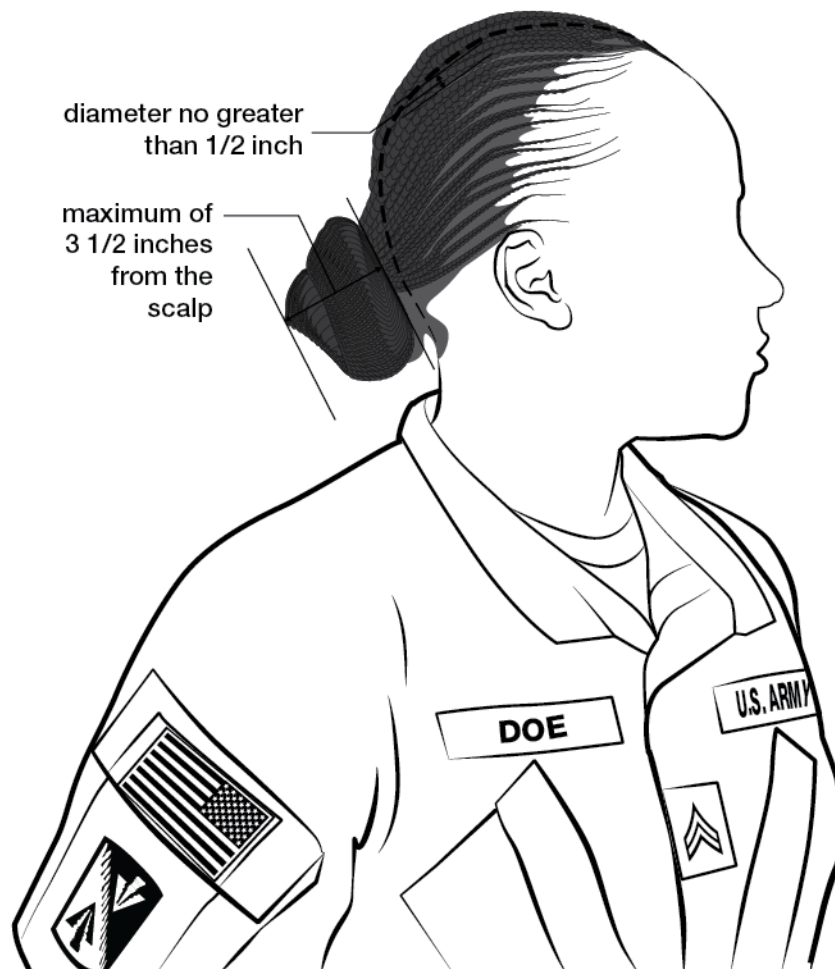


Figure 3-4. Measurement figure

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### 3-3. Tattoo, branding, and body mutilation policy

*Note.* This paragraph is punitive with regard to Soldiers. Violation by Soldiers may result in adverse administrative action and/or charges under the provisions of the UCMJ.

*a.* Tattoos and brands are permanent markings that are difficult to reverse (in terms of financial cost, discomfort, and effectiveness of removal techniques). Before obtaining either a tattoo or a brand, Soldiers should consider talking to unit leaders to ensure that they understand the Army tattoo and brand policy. The words tattoo and brand are interchangeable in regards to this policy.

*b.* The following types of tattoos or brands are prejudicial to good order and discipline and are, therefore, prohibited anywhere on a Soldier's body:

(1) *Extremist.* Extremist tattoos or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are those which advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, and Federal or State law (see AR 600-20).

(2) *Indecent.* Indecent tattoos or brands are those that are grossly offensive to modesty, decency, propriety, or professionalism.

(3) *Sexist.* Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender.



(4) *Racist*. Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.

c. Tattoos or brands, regardless of subject matter, are prohibited on the head, face (except for permanent makeup, as provided in para 3-2b(2)), neck (anything above the t-shirt neckline to include on or inside the eyelids, mouth, and ears), below the wrist bone, and hands, except Soldiers may have one ring tattoo on each hand, below the joint of the bottom segment (portion closest to the palm) of the finger. The wrist bone is defined as the joint that bridges the hand to the forearm. Previously documented tattoos on the neck or hands, for which Soldiers have a tattoo validation memorandum, continue to be grandfathered. Accessing applicants must adhere to this same policy.

d. Soldiers and applicants, for enlistment or appointment, may not cover tattoos or brands with bandages or make up in order to comply with the tattoo policy.

e. Commanders will perform an annual check for new tattoos or brands above the neckline, wrists, and hands. If any unauthorized tattoos are found, the Soldier must be processed in accordance with paragraph 3-3f. Tattoos on the face or head (to include on or inside the eyelids, mouth, and ears) were never authorized locations for tattoos. Soldiers with tattoos on the head or face must be processed in accordance with paragraph 3-3f, unless the Soldier received a written waiver upon entry into the Army. Commanders will also conduct a simultaneous check for extremist, indecent, sexist, and racist tattoos. If such tattoos exist, the Soldier must be processed in accordance with paragraph 3-3f.

f. Commanders will ensure that Soldiers understand the tattoo policy. If a Soldier has any tattoo or brand that is prohibited under paragraph 3-3b, has any tattoo or brand that is not authorized (such as a tattoo or brand on the face or head, or a tattoo on the neck or hand that is not grandfathered), or acquires any new tattoo or brand in violation of paragraph 3-3c, the commander will—

- (1) Counsel the Soldier in writing. The DA Form 4856 (Developmental Counseling Form) will state that the Soldier is not in compliance with AR 670-1, paragraph 3-3, and will explain how the tattoo or brand violates the specific prohibition in the policy (for example, the tattoo is extremist because it is a known symbol for a specific hate group; or the new tattoo is in a prohibited location).

- (2) Provide the Soldier with no less than a period of 15 calendar days to seek medical and/or legal advice, fully consider all available options, and respond to the counseling, in writing, by informing the commander that they will appeal the finding that the tattoo or brand is in violation of policy, pursue medical procedure(s) to have the tattoo or brand removed (or changed, if applicable), or not have the tattoo or brand removed (or changed, if applicable).

- (a) If the Soldier elects to appeal the finding that the tattoo or brand is in violation of policy, the commander will forward the matter to the first O-6 commander in the chain of command for a final determination.

- (b) If the Soldier elects to have the tattoo or brand removed, the commander will counsel the Soldier on a plan for scheduling the medical procedure(s). Soldiers will receive a reasonable amount of time to schedule the necessary medical procedure(s) and pay for such procedure(s) (if not available at a military treatment facility). Commanders must also determine if operational requirements will delay the medical procedure(s).

- (c) If the Soldier declines to have the tattoo or brand removed, the commander will counsel the Soldier in writing. The DA Form 4856 will state that the Soldier's refusal to remove extremist, indecent, sexist, or racist tattoos or brands anywhere on the body, or refusal to remove any unauthorized tattoo or brand in accordance with paragraph 3-3b constitutes a violation of a lawful order and will result in adverse action. The commander will then initiate administrative separation proceedings.

- (d) Company-level commanders will make determinations for current Regular and Reserve Component Soldiers that tattoos or brands comply with this policy. This authority will not be delegated further. If a tattoo or brand is discovered to violate this policy, or the Soldier wishes to appeal the determination, the commander must submit the Soldier's request to the first O-6 commander in the chain of command for decision.

g. Appropriate authorities for accession determinations are listed in paragraphs 3-3g(1) through 3-3g(5). These determinations are related to tattoos or brands prejudicial to good order and discipline. Requesting exceptions to policy are outlined in paragraph 3-3i.

- (1) Accessions recruiting battalion commanders (O-5 or above), or the recruiting battalion executive officer (O-4) who has been appointed as acting commander via assumption of command orders in the absence of the battalion commander, will make initial entry determinations for new accessions that tattoos or brands comply with this policy for Regular Army (RA) and U.S. Army Reserve (USAR) Soldiers. This authority will not be delegated further.

- (2) Commanders (O-5 or above) of Soldiers applying for officer accession programs including Reserve Officers' Training Corps (ROTC), State and Federal officer candidate programs, and warrant officer candidate programs will make initial determinations for their Soldiers that their tattoos and brands comply with this policy including the provision listed in paragraph 3-3g.

- (3) Professors of military science (O-5 or above) will make determinations for ROTC cadets, prior to contracting and prior to commissioning, that tattoos or brands comply with this policy. This authority will not be delegated further.