



CCI 412.01  
EFFECTIVE DATE: 1 May 2018

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**By Order of the Assistant Secretary for Health:**

**ADM Brett Giroir, M.D.**

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SUBJECT: Uniforms and Appearance

1. PURPOSE: The Instruction prescribes the official policy governing uniform regulations for officers of the Commissioned Corps of the U.S. Public Health Service (Corps). This Instruction provides information of a general or miscellaneous nature, while other uniform related Instructions deal with certain specific uniform topics.
2. APPLICABILITY: This Instruction applies to all Corps officers on active duty and applicants to the Corps.
3. AUTHORITY:
  - 3-1. [42 USC 216\(a\)](#), "Regulations"
  - 3-2. [42 USC 217](#), "Use of Service in Time of War or Emergency"
  - 3-3. [42 USC 238g](#), "Wearing of Uniforms"
  - 3-4. [18 USC 702](#), "Uniform of Armed Forces and Public Health Service"
  - 3-5. [Executive Order 11140](#), "Delegating Certain Functions of the President Relating to the Public Health Service"
  - 3-6. [68 FR 70507](#), "Statements of Organizations, Functions, and Delegations of Authority"
  - 3-7. CCD 131.01, "Uniform Regulations"
4. PROPONENT: The proponent of this Instruction is the Assistant Secretary for Health (ASH). The responsibility for assuring the day-to-day management of the Corps is the Surgeon General (SG).
5. SUMMARY OF REVISIONS AND UPDATES: This is the fourth issuance of this Instruction within the electronic Commissioned Corps Issuance System (CCIS) and replaces CCI412.01, "Uniforms and Appearance," dated 21 June 2013.
  - 5-1. Amended and clarified subsection 6-7(l), on tattoos.

## 6. POLICY:

- 6-1. Purpose. The uniform, with its various insignia and devices, is designed primarily to identify Corps officers on sight. It also indicates at a glance the wearer's grade. It serves as a visual indication of the authority and responsibility imposed by law on a commissioned officer.

Except as may be authorized by regulations of the President, the insignia, devices and uniforms of Commissioned Corps of the U.S. Public Health Service, or any distinctive part of such, shall not be worn, by any person other than a commissioned officer of the Service.

## a. Definitions:

- (1) Conspicuous. Obvious to the eye, attracting attention, striking, bright in color. Should blend with (not stand out from) a professional appearance in uniform. What is conspicuous on one person may not be noticeable on another. If attention is naturally drawn to or distracted from the professional appearance, it is conspicuous.
- (2) Conservative. Not conspicuous or detracting from the professional appearance while in uniform.
- (3) Faddish. A style followed for a short period of time with exaggerated zeal. Styles are enduring; fads are generally short in duration and frequently started by an individual or event in the civilian community. Fads are generally conspicuous and detract from a professional appearance.
- (4) Complements Skin Tone. A conservative color which contributes to the wearer's natural skin tone. Conservative colors are generally inconspicuous and do not detract from a professional appearance in uniform.

## 6-2. Authorized Uniforms are Worn. All officers in uniform shall wear:

- a. Only the uniform and rank insignia appropriate to his/her pay grade, as annotated in his/her official personnel orders;
- b. Only authorized and regulation uniform items; and
- c. No badges, ribbons, medals, insignia or other accoutrements not specifically authorized in accordance with Corps policies, or that have not been annotated in an officer's electronic Official Personnel Folder (OPF).

## 6-3. National Uniform Authority.

The SG is designated as the National Uniform Authority (NUA) for all Regular Corps and Ready Reserve Corps officers on active duty. The SG may further delegate this uniform authority to a Local Uniform Authority (LUA), as appropriate.

- a. This includes officers on detail or deployment under orders from the Office of the Surgeon General (OSG), and Ready Reserve Corps officers serving on tours of extended active duty and short tours of duty.

- b. This does not include officers on extended active duty who are in the Commissioned Officer Student Training and Extern Program (COSTEP); full-time students and faculty of the Uniformed Services University of the Health Sciences; officers assigned to the U.S. Coast Guard (USCG); or officers detailed to any Department of Defense (DOD) component.
- 6-4. Unauthorized Wearing of the Uniform. Wearing the Corps uniform is prohibited under any of the following circumstances:
- a. At any meeting or demonstration which is a function of, or sponsored by an organization, association, movement, group, or combination of persons which the Attorney General of the United States has designated, pursuant to [Executive Order 10450](#) as amended, as totalitarian, fascist, communist, or subversive, or as having adopted a policy of advocating or approving the commission of acts of force or violence to deny others their rights under the Constitution of the United States by unconstitutional means or to violently overthrow the United States government;
  - b. During or in connection with political activities, private employment, or commercial interest that implies official sponsorship by the Corps of the activity or interest. Corps officers are expected to follow the guidelines and regulations in 45 C.F.R. Part 73, as amended;
  - c. When participating in activities which are not part of an officer's official duties such as picket lines, marches, rallies, or any public demonstration which implies Corps support of the principles of the demonstration or activity (unless authorized in advance by the SG or his/her designee);
  - d. When wearing of the uniform would discredit any or all of the Uniformed Services, the Federal Government, and/or the Department of Health and Human Services (Department or HHS);
  - e. Using the inherent prestige and traditions represented by the uniform to promote privately held convictions on public issues or for personal gain; and
  - f. While attending or participating in a demonstration, assembly, or activity knowing that a purpose of attending the demonstration, assembly, or activity is to support personal or partisan views on political, social, economic, or religious issues. Exceptions are:
    - (1) When the activity is authorized in advance by the SG or his/her designee; and
    - (2) When incident to attending or participating in a bona fide religious service or observance.
- 6-5. Officers' Appearance.
- a. General. The primary consideration is to have a neatly groomed appearance while wearing Corps uniforms. Grooming standards are based on several elements including neatness, cleanliness, safety, image and appearance. The standards established here are not intended to be overly restrictive nor are they designed to isolate Corps officers from society. The limits set forth are reasonable and ensure that personal appearance contributes to a favorable uniformed 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 Corps' best interest and is not a factor in the assurance of equal opportunity. 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 this instruction. Therefore, hair/grooming/personal appearance while in uniform shall present a neat, professional appearance.

- b. Smartness and Image. Corps personnel must set and maintain high standards of smartness in uniform appearance. The Uniformed Service image reflected by attention to detail while wearing the uniform is a key element in the public image of the Corps. With the exception of the Coveralls, the Battle Dress Uniform and the Operational Dress Uniform, sleeves of any long sleeved shirt or sweater must be worn down at all times. Shirt or sweater sleeves shall not be scrunched or pushed up from the wrist area.
  - (1) Officers shall not eat, drink or chew gum while walking in uniform.
  - (2) Officers shall not place hands in his/her pockets of any uniform component with the exception of obtaining/storing an item within.
  - (3) Items stored in pockets shall not produce a bulky appearance.
- c. Cleanliness. Uniforms shall be kept scrupulously clean, with lace, devices, and insignia bright and free from tarnish and corrosion. All uniforms must be in a serviceable condition at all times. A uniform is considered unserviceable if it is or has, but not limited to: missing buttons, defective zippers, broken laces, obvious stains, tears, holes, pilling of uniform material or rips.
- d. Military Creases. Military creases on shirts are an individual option. Sewn-in creases that are added by the officer are not authorized. Military creases are formed on the shirt by pressing two vertical creases on the front of the shirt, midline of the front pockets, and three evenly spaced vertical creases on the back of the shirt.
- e. Tailoring of the Uniforms. Uniforms may be tailored to provide a well-fitting, professional uniformed or military appearance. They shall not be altered to the extent of detracting from a uniform or military appearance, nor shall they be tailored to the point of presenting a tight or form fit.
- f. 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 cared for 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, and then packed away in a cloth garment bag with a packet of desiccant (drying agent) for maximum preservation. Dry cleaning and/or machine-washing uniforms should occur frequently. A highly pressed uniform looks best. Uniforms should never be worn with visible stains. Embroidered insignia may be kept bright by occasional scrubbing with a nailbrush and a diluted ammonia solution. This should be done as soon as a tarnished look is noted. Metal insignia should be cleaned with regular soap to look bright. Uniforms that have a "shiny" appearance due to over-starching or being ironed or

dry cleaned at the improper temperature are considered unserviceable.

- g. Lanyards and/or identification card/badge holders (lanyards) shall be conservative and inconspicuous in nature. Lanyards may not display commercial logo (e.g., Pharmaceutical brand name or logo, logo of a government contractor etc.) which may give the appearance of endorsement of a product or service, by the federal government. Lanyards may be constructed in a manner to allow for an easy "break-away" clasp or tab.
- h. Waivers for wear. If an officer has a medical waiver to not wear a specific component, to wear a modified component or to not wear a uniform (e.g., shoe waiver, uniform waiver due to cast or splint etc.) the waiver must be on file with the Medical Affairs/Division of Commissioned Corps Personnel and Readiness (MA/DCCPR). The officer shall also produce a copy of the waiver upon request. Allergies to all uniform materials will not be a waivable condition.

6-6. Articles.

- a. No articles shall protrude from or be visible through the uniform, including such items as electronic pagers, cellular phones, or personal digital assistants (communication devices). Other items such as but not limited to, pencils, pens, watch chains, key chain fobs, pins, jewelry, combs, large wallets, cigars, cigarettes, pipes, or similar items. (Note: Jewelry, tie clasps, cuff links, shirt studs, and earrings shall be worn as prescribed).

When a communication device is worn, it shall be worn neatly, conservative in color and design and shall not distract from the appearance of the uniform. When wearing a service or working uniform, that item must be worn on either side of the hip behind the elbow so as not to be visible from the front. When wearing a dress uniform, the devices should not be visible (i.e., front, side or rear, bulging, or protruding). In addition, the wear and use of these devices shall not interfere with proper rendering of military courtesies and honors nor violate local, state or federal laws. When not being worn and in use, the device will be placed at the side of the left leg in the left hand when rendering salutes or proper military courtesies or honors.

Unless an officer is in a response or emergency preparedness billet, officers are restricted to the wear of only one electronic device. If multiple communication devices are authorized by the NUA, no more than two electronic devices shall be worn. Officers shall not talk, text or otherwise use their communication device while walking, except in performance of official duties, and in a safe manner (i.e., not crossing the street, operating a motor vehicle or machinery etc.)

The use of an earpiece, Bluetooth technology, headsets or others hands-free devices while in uniform, indoors or outdoors is prohibited unless specifically authorized for the execution of official duties. However, hands-free devices are allowed in uniform in a vehicle when authorized/required by local, state and federal law. Use of hands-free devices may be further restricted at the local duty station level or at the discretion of military installation commanders. Department of Defense (DoD) regulations requires hands free devices when driving on a military installation.

- b. Bags. Bags (e.g., briefcases, gym bags, backpacks, laptop bags, lunch bags, suitcases, and garment bags, etc. (this does not include women's handbags or purses)) shall be hand carried with the following exceptions:

- (1) Bags may be worn when riding a bicycle or motorcycle;
- (2) Bags may be worn on the left shoulder when wearing service or working uniforms; and
- (3) Backpacks may be worn over both or either shoulder when wearing service or working uniforms. Backpacks will be carried in the left hand when in a dress uniform (i.e., Service/Full Dress Blue, Service/Full Dress White).

All hand carried bags and other bags, to include luggage, when possible, shall be carried or placed on the left side to facilitate saluting. All bags must conceal their contents (officers in correctional settings are excluded if local policy dictates differently) and be in a serviceable condition. All bags must be black, brown (optional when wearing a khaki uniform) or navy blue, except for the olive drab GI Duffel Bag. No ornamentation on the bags is allowed except an official Corps logo in yellow or the bag manufacturer's logo, (provided the bag manufacturer's logo is small and does not detract from the uniform). Commercial and OPDIV/STAFFDIV/non-HHS organizations to which officers are assigned logos are not authorized except that a bag issued by the Commissioned Officers Association of the USPHS, the Association of Military Surgeons of the United States, Society of American Military Engineers or the Reserve Officers Association may be carried only to their annual meetings, but not on a routine daily basis. All bags used while in dress uniform must be hand carried. Women's handbags shall be carried over the left shoulder or forearm, placing the top of the handbag at waist level with all uniforms (see CCI 421.02, "Uniforms for Female Officers," for handbag description).

- c. Glasses, Prescription. No eccentric or faddish glasses are permitted. Retainer straps are authorized for foreign object damage risk and safety only. If retainer straps are required, they shall be plain, black, and worn snugly against the back of the head.
- d. Sunglasses. Conservative sunglasses are permitted, except indoors (with exception for medical reasons, in which documentation must be on file with MA/DCCPR), or in organized formations. Retainer straps are authorized for foreign object damage risk and safety only. If retainer straps are required, they shall be plain, black, and worn snugly against the back of the head.
- e. Contact lenses. Tinted contact lenses must be of a natural eye color (blue, green, brown, etc.). Designs, faddish colors or ornamentation of the lenses is not authorized.
- f. Undergarments. Appropriate undergarments shall be worn to preserve the dignity and appearance of the uniform. When wearing a white uniform, white or skin toned undergarments shall be worn. Undergarments must be plain and design free.

6-7. Personal Appearance.

- a. Hair. 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 the grooming policy. Therefore, hair/grooming/personal appearance while in uniform shall present a neat, professional appearance.

- (1) 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 hair-style. 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. No portion of the bulk of the hair shall exceed approximately two inches in depth as measured from the scalp. Hair coloring must look natural and complement the individual. Varying hairstyles, 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. 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.
  - (2) Women. Keep hair neat, clean and well groomed. Hair coloring must look natural and complement the individual. Haircuts and styles shall present a balanced appearance. Ponytails, pigtailed, 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. 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 authorized covers. 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. No portion of the bulk of the hair shall exceed approximately two inches in depth as measured from the scalp. 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.
- b. Facial Hair. All Corps officers are expected to be either clean shaven or be free of all extraneous facial hair while in uniform.
- (1) Unless a waiver that states the officer may have facial hair for medical reasons is obtained from the officer's medical provider, and is on file in MA/DCCPR, the face will be free of facial hair at all times while in uniform. A copy of the shaving waiver must be kept with the officer and must be presented for inspection upon request.
  - (2) Authorized facial hair, for male officers only, is a mustache.
    - (a) If a mustache worn, it must be neatly and closely trimmed.
    - (b) No portion of the mustache shall extend beyond the lip line of the upper lip.
    - (c) The mustache will not go beyond a horizontal line extending

across the corners of the mouth, and no more than ¼ inch beyond a vertical line drawn from the corner of the mouth.

- (d) The length of a mustache shall not exceed ½ inch.
  - (3) Handlebars, goatees, or other eccentric or faddish facial hairstyles are not permitted at any time.
  - (4) If a shaving waiver is authorized, no facial/neck hair shall be shaved, neither manicured or outlined, nor exceed ¼ inch in length.
- c. Hairpieces. Wigs or hairpieces shall be of good quality and fit, natural in appearance and conform to the male or female natural hair grooming standards set forth in this policy. They shall not interfere with the proper performance of duty nor present a safety or foreign object damage risk hazard.

Active duty personnel while in uniform may wear wigs or hairpieces for cosmetic reasons to cover natural baldness or physical disfigurements.

d. Cosmetics.

- (1) Men. Cosmetics are not authorized for men.
- (2) 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, to include cosmetic or body glitter, 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 skin tone. 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 officer.
  - (b) Requesting Procedures for Cosmetic Permanent Makeup. A female officer shall submit a special request to MA/DCCPR 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. As this is an elective procedure, the cost of such procedure may be at the cost to the requesting officer.



- e. Fingernails.
  - (1) Men. Fingernails may not extend past fingertips and shall be kept clean. Nail polish is not authorized.
  - (2) Women. Fingernails shall not exceed  $\frac{1}{4}$  inch, measured from the fingertips and shall be kept clean. Nail polish may be worn, but colors shall be conservative and complement the skin tone. A conservative color is one which contributes to the wearer's natural skin tone. Conservative colors are generally inconspicuous and do not detract from the professional appearance while in uniform. Ornate decoration or ornamentation of the fingernail polish is not authorized.
    - (a) Artificial nails are authorized as long as they meet the natural fingernail criteria.
    - (b) Artificial nails may be restricted if infection control or other safety issues are a concern.
- f. Jewelry. Conservative jewelry is authorized for all personnel and shall be in good taste while in uniform. Eccentricities, items which draw undue attention or faddishness are not permitted. Jewelry shall not present a safety, health or foreign object damage risk hazard.
- g. 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.
- h. Earrings.
  - (1) Men. Not authorized while in uniform. Additionally, earrings are not authorized in civilian attire when in a duty status or while participating in any organized Corps activity. Earrings are not permitted while in/aboard any ship, craft, aircraft, or in any military vehicle or visiting any base or other place under military jurisdiction while in a duty status.
  - (2) Women. One gold ball earring per ear (centered on the earlobe) may be worn while in uniform. Earrings shall be 4mm-6mm (approximately  $\frac{1}{8}$ - $\frac{1}{4}$  inch), plain with shiny or brushed matte finish, screw-on or with posts. Single white pearl earrings or diamond earrings are authorized for wear with Dinner Dress or Service Dress uniforms in lieu of gold ball earrings, the dimensions for the pearl or diamond earring remain the same.
- i. Body Piercing/Jewelry. Not authorized while in uniform. No articles, other than the earrings for women specified in Subsection 6-6.h., shall be attached to or through the ear, nose, tongue, eyebrow or any other visible body part. Body piercing/jewelry is not authorized in civilian attire when in a duty status or while participating in any organized Corps activity. In addition, body piercing/jewelry is not permitted while in/aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction or visiting any base or other place under military jurisdiction while in a duty status.
- j. Necklaces/Choker. While in uniform, only one necklace may be worn and it shall not be visible.

- k. Wristwatch/Bracelets. While in uniform, only one of each may be worn and may be worn on the same or different arm. Ankle bracelets are not authorized while in uniform.
  
- l. Tattoos/Body Art (tattoos). Tattoos on the head, face, neck above the collar bone, scalp, or exposed skin are not permitted. A wedding band tattoo, not to exceed 3/8 inch in width, is authorized on left hand ring finger. Tattoos elsewhere on the body that are prejudicial to good order, discipline and morale or are of a nature to bring discredit upon the Corps are prohibited., such as, but not limited to:
  - (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;
  - (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; and/or
  - (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.

Tattoos will not be visible through or outside of uniform clothing. The neck area for purposes of this instruction is any portion visible when wearing a crew neck T-shirt or open collar uniform shirt. This instruction does not prohibit cosmetic tattooing to correct medical conditions requiring such treatment. Cosmetic tattooing refers to medical or surgical procedures conducted by licensed, qualified medical personnel. Officers will not cover tattoos with bandages, make up, or other coverings in order to comply with this policy. Multiple visible tattoos and/or full arm "sleeve" tattoos are not permitted. Temporary tattoos, (e.g. henna) are not authorized at any time on visible skin. Four criteria will be used to determine whether tattoos are permitted for Corps officers: content, location, size and cosmetic. Waivers may be requested from the OSG for prior uniformed service and existing tattoos that do not exceed 6.14 inches x 2.61 inches (156mm x 66mm). These dimensions are the same as a United States one-dollar bill. Officers who have already received a permanent waiver from the OSG will not need to reapply for a new waiver if the current tattoo(s) exceed the size and/or number of tattoos now authorized. An officer who wishes to get a tattoo after commissioning on exposed skin, must have authorization from the OSG before the tattoo will be permitted. Officers who violate this policy may be subject to disciplinary action and/or other administrative proceedings, that may include involuntary separation from the Corps.

- m. Mutilation. Intentional body mutilations, piercing/branding/intentional scarring or adding decorative implants on the head, face, neck, scalp, tongue or exposed skin are prohibited. Some examples are:

- (1) Split or forked tongue;
- (2) Foreign objects inserted under the skin to create a design or pattern;
- (3) Enlarged or stretched out holes on ears (other than a normal piercing);
- (4) Intentional body mutilation, piercing/branding/intentional scarring that is visible through or outside the uniform clothing such as but not limited to the scalp, neck or face; and
- (5) Intentional burning/branding creating a design or pattern.

Waivers may be requested from the OSG for prior service and existing body mutilation, piercing/branding/intentional scarring or decorative implants.

- n. Dental Ornamentation. The use of gold, platinum, other veneers or caps for purposes of ornamentation is prohibited. Teeth, whether natural, capped or veneer, will not be ornamented with designs, jewels, initials, etc. Waivers may be requested from the OSG for prior service and existing dental ornamentation.

6-8. Wear of the Uniform by Retired and Ready Reserve Corps Officers.

- a. Retired and Ready Reserve Corps officers not on active duty may wear the prescribed uniform of the rank held on the retired or ready reserve/inactive list:
  - (1) On occasions of ceremony, military funerals, memorial services, weddings and inaugurals;
  - (2) Patriotic parades or ceremonies in which any active or reserve Uniformed Service is taking part; and
  - (3) Wearing the uniform does not entitle the retired or Ready Reserve Corps officer to any change in duty status, entitlements, benefits, compensation, or privileges. Wearing of the uniform for other purposes is prohibited. In all cases, see the restrictions on wearing the uniform outside the United States in Subsection 6-13.
- b. The uniform worn by Retired and Ready Reserve Corps officers shall conform to current regulations or to the regulations that were in effect at the time of his/her retirement. However, this does not include personal appearance or grooming standards. Retired or Ready Reserve Corps who choose to wear a uniform in situations as described in subsection 6-8(a)(1-3) must comply with current personal appearance and grooming standards (e.g., beards are not authorized unless as described in subsection 6-7(b)). Retired and Ready Reserve Corps officers called to active duty must wear the appropriate uniform, accoutrements or articles as directed by the NUA or LUA, and must abide by the current uniform regulations, as of the date of activation.

6-9. Officers Assigned to Other Uniformed Services.

- a. Officers assigned to the USCG for extended active duty (i.e., duty other than temporary duty) shall wear the uniform prescribed for wear by USCG officers as required by USCG directives, regulations, and memorandums of agreement or understanding; the insignia and distinctive markings of the USCG uniforms thus worn shall be as follows with:

- (1) PHS shoulder boards or marks
- (2) PHS cap and Corps devices
- (3) PHS sleeve insignia
- (4) PHS buttons on the uniform jacket and cover

Ready Reserve Corps officers, who participate in USCG activities by invitation from the USCG and with the permission of the OSG, may wear the USCG uniform as described above when so participating.

- b. Officers assigned to a Uniformed Service other than USCG for extended active duty (i.e., duty other than temporary duty) shall, if required under the provisions of the detail agreement, wear the uniform of that service which is appropriate to the officer's grade. In this instance, the uniform shall be worn as prescribed in the regulations of the service concerned.

If the detail agreement does not specifically provide that the officer is not to wear the Corps uniform, or the uniform of the service to which the officer is assigned, the Corps officer shall wear the Corps uniform during the assignment; choosing the Corps uniform which corresponds or most closely corresponds to the type of uniform prescribed for wear by officers of that service in similar assignments.

- 6-10. Wear of Civilian Clothing on Military Installations. When visiting military installations (including facilities of the USCG and the National Oceanic and Atmospheric Administration), whether on official business or on personal business, officers not wearing a uniform shall wear neat, tasteful clothing appropriate to the activity. Except when participating in sporting or exercise activities, gym shorts, exercise suits, tank tops and similar clothing are generally inappropriate for officers on military installations.

#### 6-11. Travel Uniform.

- a. Travel by Non-Military Conveyances. For official travel within the United States, an officer may wear the uniform prescribed in Subsection 6-12, or appropriate civilian attire. For official travel outside the United States, appropriate civilian attire will normally be worn (see Subsection 6-13).
- b. Travel by Military Conveyance. When traveling in military-owned or military-controlled conveyances, active duty officers are authorized to wear civilian clothing; however, officers are also authorized and strongly encouraged to wear the Corps uniform, as prescribed in Subsection 6-12, except in the following circumstances:

- (1) The officer shall not wear the uniform when military officials advise that entry requirements into a foreign area of destination prohibit wearing the uniform (contact the local Air Mobility Command terminal for status of the country, as given in the Air Force Foreign Clearance Guide);
- (2) The officer shall not wear the uniform when military officials or the U.S. Department of State advise that the traveler will be passing through high-risk areas with respect to terrorist activities or social or political unrest;
- (3) The officer shall wear the uniform when travelers belonging to the service that are providing the conveyance are required to travel in uniform; or,

- (4) Officers shall wear the uniform when the officer in charge of a group (two or more) of Corps officers traveling together specifies, in accordance with all rules and regulations, that the uniform will be worn.

6-12. Prescribed Uniforms.

- a. Official Travel. Service Dress Blue (SDB) or as specified in orders (see CCI712.05, "Space-Required Travel on Military Aircraft").
- b. Unofficial Travel.
  - (1) SDB, or
  - (2) Corps uniform of the day for the area of destination.

6-13. Wear of Uniform Outside the United States. In accordance with international agreements on the status of forces, Corps officers are generally not permitted to wear the uniform outside the United States unless assigned to another Uniformed Service whose regulations permit wearing the uniform. However, the SG may authorize officers to wear the Corps uniform outside the United States under certain circumstances. Authorization must be obtained in advance by writing to:

Office of the Surgeon General  
1101 Wootton Parkway  
Plaza Level – Suite 100  
Rockville, MD 20852

The request for authorization should include:

- a. The identification of the officer(s) involved;
- b. The nature of the assignment;
- c. The places and dates the uniform is to be worn; and
- d. The reasons why wearing the uniform would be helpful in the performance of duties or otherwise appropriate.

6-14. Use of Tobacco and/or Tobacco Products is Prohibited while in Uniform.

- a. Tobacco or tobacco products include, but not limited to, cigars, cigarettes, electronic cigarettes (e-cigarettes), stem pipes, water pipes, hookahs, and smokeless products that are chewed, dipped or snuffed.
- b. Active duty Corps officers shall abide by the regulations of the Department, OPDIV, STAFFDIV, non-HHS organization to which assigned or other Uniformed Services when on an installation, base, post, station, military medical treatment facility or other Federal, State, Local, Tribal, Department of Defense, Department of Homeland Security or Department of Commerce controlled activity in regards to tobacco use and designated tobacco use areas when not in uniform.
- c. Information on how to stop smoking or using tobacco products can be found on the Surgeon General's webpage at <http://www.surgeongeneral.gov>

## 7. RESPONSIBILITIES:

- 7-1. The ASH is responsible for establishing policies related to uniforms.
- 7-2. The SG is responsible for the day-to-day operations of the Corps and may issue Personnel Operations Memorandums (POM), as necessary, to clarify this instruction.
- 7-3. All officials of OPDIVs/STAFFDIVs/non-HHS organizations to which officers are assigned, having responsibility for the supervision of Corps officers shall assure that officers under their direction wear the uniform, wear the uniform properly and adhere to the grooming standards contained herein.
- 7-4. All officers are responsible for adhering to the Corps' uniform policies and procedures. Officers who wear the uniform improperly, or who exhibit a careless attitude toward their personal appearance bringing discredit to themselves, to the Department, to the Corps, are subject to disciplinary action, including involuntary separation. Therefore, individual officers and officials should exert their personal influence, where necessary, as a means of encouraging fellow officers to wear the uniform properly.

## 8. PROCEDURES:

- 8-1. Guidance to Local Uniform Authorities. The SG is the NUA and may designate LUAs as appropriate.
  - a. LUAs operate within the limitations of Corps rules involving uniforms, and the LUA operates within the framework of the NUA's Uniform of the Day listing. Each LUA shall designate uniforms from the NUA's Uniform of the Day listing that are appropriate for the associated climate, and the types of work conducted in that LUAs area of authority.
  - b. Uniform authority is to be exercised on a regional basis, ensuring that no officer comes under the authority of more than one LUA within the same regional area.
  - c. The LUA determines policy for all OPDIV/STAFFDIV/non-HHS organizations and officers within the assigned area. If a LUA's area includes multiple towns or installations in different environmental areas, the LUA may prescribe different requirements for the various areas involved.
  - d. In all cases, the NUA retains final authority in the designation of uniforms, and uniform wear for the Corps.
  - e. Supervisors at the local field level may petition the LUA, through the Commissioned Corps Liaison, for specific uniform requests or needs for a temporary fixed period of time for a specific event or occasion.
- 8-2. Selection of Uniforms.
  - a. Generally, one uniform of the day should be chosen for each duty station location. The uniform of the day must be selected from among the "General Purpose Service Uniforms". This will be the uniform used for general office work and travel within the local area. The SDB is always acceptable in a normal office setting. The NUA determines when a shift is made between the summer and a winter uniform, if a shift is appropriate for the area involved. The Dinner Dress, and Ceremonial uniforms are used on an occasional basis and the LUA may designate functions at which these uniforms are prescribed.

- b. A LUA may not prohibit the wearing of the SDB in normal office settings but may prohibit optional items of that uniform.
  - c. When selecting uniforms and determining policy in regard to prescribable and optional items, the LUA should consider climate, working conditions, and appropriateness of appearance. The LUA will select a uniform of the day and as many additional working uniforms as are needed, but will not authorize more uniforms than necessary. The objective is to have the fewest number of uniforms within a given area that will satisfy requirements, bearing in mind that each officer must own and maintain all required components of the SDB and Operational Dress Uniform (ODU).
- 8-3. Designation of Covered Areas. LUAs may determine those areas, such as a specific area of connected or adjacent buildings and grounds not including parking areas, which officers may transit out-of-doors but consider themselves indoors for purposes of meeting uniform requirements and/or extending service courtesy such as saluting. However, entire areas, such as but not limited to: campuses, complexes, installations, institutions, research facilities or parking areas/decks, in which interaction with the general public or other Uniformed Service members is likely, are not permitted to be considered covered.
- 8-4. Obtaining Uniforms and Accessories.
- a. The various Corps uniforms are comprised of the same articles of clothing as the corresponding uniforms of the U.S. Navy (with the exception of some optional items and special-purpose/working uniforms). Articles made for and meeting specifications for U.S. Navy officers may be worn unless specifically excluded by the applicable Instruction. Corps uniforms are made distinctive by the wearing of unique Corps insignia. These include the Corps device, cap chin strap, cap device, shoulder boards, and buttons. The insignia are described in CCI431.01, "Insignia and Devices."
  - b. Many Navy Exchange (NEX) retail stores have a uniform shop. The basic articles of uniform clothing are usually available in these shops. However, the unique Corps insignia and buttons are typically not stocked in NEX uniform shops except in the Washington, D.C. area. Insignia, as well as complete uniforms, may be ordered by mail from the Navy Uniform Support Center, Chesapeake, VA. An officer may order directly from the Uniform Support Center Web site [NEX](#) , or by calling 1-800-368-4088.
  - c. When purchasing uniform clothing items from sources outside of official military supply sources, be sure each item has a military specification (milspec) label certifying that the item meets Navy requirements, unless another Uniformed Service is specified for the particular item, then a milspec label from that Service must be attached. Shoes and/or boots may not have a specific milspec label, but must meet the criteria of the milspec (e.g., color, heel, style).
  - d. Uniform items may be obtained from any source, provided the items carry a Military Specification and/or a certification label, except the following which must be obtained from the indicated official Uniformed Service distribution sources:
    - (1) Navy.
      - (a) Shoes, Dress, Brown
      - (b) Shoes, Service, Brown

- (c) Handbag, Brown
    - (d) Sweater, Navy V-neck
  - (2) Coast Guard. Operational Dress Uniform and accoutrements.
  - (3) Army. Cardigan Sweater.
- 9. HISTORY: This is the fourth issuance of this Instruction within the electronic CCIS and replaces CCI412.01, "Uniforms and Appearance," dated 21 June 2013.



## Appendix A

## Fabric Chart

UNIFORM	COMPONENTS	AUTHORIZED FABRICS
Dinner Dress Blue Jacket (M and F)	Jacket, Trousers, Skirt	55% Polyester/45% Wool Gabardine, 11.0 oz. 55% Polyester/45% Wool Tropical, 9.0 oz.* 100% Wool Gabardine, 11.0 oz. 100% Wool Serge, 12.0 oz. 100% Wool Serge, 15.0 oz. 100% Wool Tropical, 9.0 oz.*
Dinner Dress White Jacket (M and F)	Jacket (Trousers, Skirt same as Dinner Dress Blue Jacket)	100% Polyester/Certified Navy Twill, 6.7 oz. 65% Polyester/35% Rayon Gabardine, 8.0 oz.
Dinner Dress Blue (M and F) Service Dress Blue (M and F)	Coat, Trousers, Slacks, Skirt	55% Polyester/45% Wool Gabardine, 11.0 oz. 55% Polyester/45% Wool Tropical, 9.0 oz.* 100% Wool Gabardine, 11.0 oz. 100% Wool Serge, 12.0 oz. 100% Wool Serge, 15.0 oz. 100% Wool Tropical, 9.0 oz.*
Dinner Dress White (M) Service Dress White (M)	Coat, Trousers	100% Polyester, Certified Navy Twill, 6.7 oz.
Dinner Dress White (F) Service Dress White (F)	Coat, Slacks, Shirt, Skirt	100% Polyester, Certified Navy Twill, 6.7 oz. 65% Polyester/35% Rayon Gabardine, 8.0 oz.
Service Khaki (M and F)	Shirt, Trousers, Slacks, Skirt, Belt, Cap	100% Polyester, Certified Navy Twill, 6.7 oz. 75% Polyester/25% Wool Tropical, 10 oz.*
Summer White (M and F)	Shirt, Trousers, Slacks, Skirt, Belt	100% Polyester, Certified Navy Twill, 6.7 oz.
	Shirt	65% Polyester/35% Cotton Poplin, 4.2 oz.
	Trousers, Slacks, Skirt	65% Polyester/35% Cotton Twill, 6.5 oz.

## Appendix (continued)

## Fabric Chart

UNIFORM	COMPONENTS	AUTHORIZED FABRICS
All Authorized Uniforms	Reefer	Authorized Fabric Utilized by NAVY
	Gloves, White	Authorized Uniform Gloves Used by NAVY
	Ear Flaps (band or no band)	Plain Black Fabric (any), no markings
	ODU	Authorized Fabric Utilized by the USCG