



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 6240.10B
1/Dant

USNA INSTRUCTION 6240.10B

JUN 25 2008

From: Superintendent

Subj: BODY ALTERATION POLICY AND PROCEDURES

Ref: (a) NAVADMIN 110/06
(b) Navy Uniform Regulations, Article 2201

Encl: (1) USNA Midshipmen Applicant Statement of Understanding Regarding Body Alterations
(2) NAPS Statement of Understanding Regarding Body Alterations

1. Purpose. To publish the United States Naval Academy (USNA) guidelines regarding body alterations and establish procedures for communicating and enforcing these standards. The policies contained herein apply to both USNA and the Naval Academy Preparatory School (NAPS).

2. Discussion. References (a) and (b) contain the U. S. Navy's Policy regarding body alterations – tattoos, body art, brands, body piercing, and dental ornamentation. The Commandant, USNA, is responsible for ensuring compliance with this policy and has waiver authority for all Naval Academy Midshipmen and NAPS Midshipman Candidates (M/C).

3. Cancellation. USNAINST 6240.10A

4. Policy

a. Tattoos/Body Art/Brands.

(1) Content: The Naval Academy strongly supports the Navy's policy prohibiting tattoos/body art/brands located anywhere on the body that are prejudicial to good order, discipline, and morale, or are of a nature to bring discredit on the Naval Service. For example, tattoos that are obscene, sexually explicit, and/or advocate discrimination based on sex, race, religious, or ethnic origin are prohibited. In addition, tattoos/body art/brands that symbolize affiliation with gangs, supremacist or extremist groups, or advocate illegal drug use are prohibited.

(2) Location: Tattoos/body art/brands that meet the "content" requirements above will not be visible in the Summer White Uniform – either on the skin that shows outside of the uniform or through the fabric. All tattoos/body art/brands on the head, face, neck or scalp are prohibited.

b. Mutilation. Intentional mutilation of any part of the body is prohibited. Mutilation is defined as the intentional, radical alteration of the body, head, face or skin for the purpose of and/or resulting in an abnormal appearance. Examples include, but are not limited to:

- (1) Split, forked, or pierced tongue.
- (2) Pierced nose, lip, eyebrow or other areas of the face or body.
- (3) Foreign objects inserted under the skin or intentional burns to create a design or pattern.
- (4) Enlarged or stretched holes in ears (other than normal pierced earlobe for women).
- (5) Intentional scarring on neck, face, scalp, or anywhere on the body.

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c. Dental Ornamentation. The use of gold, platinum, or other veneers/caps for purposes of dental ornamentation is prohibited.

d. Pre-existing body alteration must comply with the policies listed above. All alterations that do not comply with the above must be removed/replaced unless a waiver is granted by the Naval Academy Body Alterations Review Board (BARB). Prior enlisted Sailors and Marines with pre-existing waivers will be addressed on a case-by-case basis by the BARB.

e. Midshipmen or M/Cs are prohibited from acquiring ANY body alterations while a member of the Brigade of Midshipmen or Naval Academy Preparatory School, to include summer training or leave between the end of an academic year and report date (i.e. induction at USNA or reform of the Brigade).

f. Midshipmen Candidates/applicants will be advised of the details of this policy in the Medical Conditions for Admissions section of the USNA Catalog. Each candidate who is offered an appointment is required to complete enclosure (1) and return it to USNA. The written description and photograph must accurately describe the nature, type, location, size and content of the alteration. It must also translate any foreign language or symbol contained in the alteration. Prior enlisted candidates with pre-existing waivers will attach a copy of the waiver to enclosure (1). The Candidate will also acknowledge in this document that acquiring any new body alterations after submission of the enclosure may cause their disqualification for induction, revocation of any offer of appointment, and their agreement to remove/repair the alteration is required.

g. Midshipmen or M/Cs directed to remove a body alteration are expected to do so at their own expense. Military treatment facilities may not have sufficient appointments to treat Midshipmen, and treatment at a civilian facility may be required in order to meet waiver timeline requirements.

5. Action

a. Dean of Admissions:

(1) Shall inform all appointed Candidates by distributing enclosure (1) with any offers of appointment. Once enclosure (1) is received, USNA Admissions shall also inform any Candidate that has body alterations that they are being reviewed for compliance with USNA policies.

(2) Shall collect all returned enclosure (1) disclosure forms and turn them over to the Commandant of Midshipmen for review by the BARB.

(3) After the BARB has reviewed a package, USNA Admissions will relay the Commandant's decision to the appointee. Admissions will clearly delineate any requirements the appointee must meet prior to Induction Day or reporting to NAPS.

(4) Ensure current policy is published in the USNA Catalog.

(5) Provide training on this policy to the Blue and Gold Officers.

b. Commandant of Midshipmen:

(1) Is responsible for compliance with this program and holds waiver authority per reference (a).

(2) Will establish a six member Body Alteration Review Board in order to effectively apply this policy. Board members are: Deputy Commandant, one Battalion Officer, Deputy Athletic Director, Admission Candidate Guidance Officer or Head of Nominations and Appointments, USNA Command Master Chief, and one Company Officer/Senior Enlisted Leader to serve as recorder.

(3) For appointees, the Commandant's Board will review all body alteration disclosure forms and photographs, as well as any other body alteration that comes to the Academy's attention and apply the

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policy stated in this instruction in order to determine the appropriateness of body alterations. The Board will make recommendations to the Commandant regarding the acceptability of the alterations. Such recommendations will be approved or disapproved by the Commandant, and provided to the Dean of Admissions and appointee. Recommendations include:

- (a) The appointee's body alterations are acceptable for admission/appointment.
- (b) The appointee's body alteration(s) is/are granted a waiver, and no further action is required by the appointee.
- (c) The appointee's body alteration(s) is/are not waiverable, and that the appointee must have it/them removed/repaired by a specific date.
- (d) The appointee's body alteration(s) is/are not waiverable, and are grounds for withdrawal of appointment.

(4) The Commandant's Board will meet each semester to review each Midshipman's progress in meeting waiver requirements (generally speaking, tattoo removals). Those not showing sufficient progress may receive a letter of instruction, conduct action, and/or a recommendation for separation from the Naval Academy. In the case of a Midshipman not on track to meet their requirements before the commencement of 2/C year, the BARB may recommend to the Commandant that the Midshipman not be allowed to sign their commitment papers. Although it is not permissible for Midshipmen/Candidates to obtain tattoos while a member of NAPS/the Brigade, the Board will also review any "new" tattoos obtained by a Midshipman in the Brigade, and make recommendations to the Commandant regarding disposition if a midshipman is retained through the Conduct system.

- (5) The Commandant shall ensure:
 - (a) A body alteration inspection is conducted on I-Day.
 - (b) A body alteration inspection is conducted during fall semester Reform by the Company Officer/Senior Enlisted Leader.
 - (c) Progress in meeting waiver requirements is monitored by the Company Officer/Senior Enlisted Leader a minimum of once each semester.
 - (d) That the appropriate NAVPERS 1070/613 is prepared for waiverable and non-waiverable conditions. Upon commissioning, the Midshipmen Personnel Officer will forward a copy of the 1070/613 to COMNAVPERSCOM (PERS 312) for inclusion in the electronic service record.

c. Commanding Officer, Naval Academy Preparatory School. Ensure a body alteration inspection is conducted on NAPS Induction Day. All Candidates will complete enclosure (2), which will then be forwarded to the USNA BARB for review. For Candidates with body alterations, the BARB will review each case and make recommendations to the CO of NAPS regarding the acceptability of the alterations. The CO of NAPS will inform the Candidate of the results of the BARB review, and if any action is required prior to USNA Induction day.

d. Midshipmen and Midshipman Candidates.

(1) Will not get any new body alterations while they are enrolled at USNA (from Plebe Summer through Graduation) or NAPS (to include the time they are in transit from NAPS to USNA for Induction).

(2) Will comply with all waiver requirements, if applicable. This includes removal/repair by a given date at their own expense, and keeping the body alteration covered until the BARB determines the

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actions required by the waiver are met. Midshipmen are required to document all treatments and inform their chain of command if they are having difficulty in meeting the required timeline for removal.

(3) Midshipmen and M/Cs who violate the policies of this instruction are subject to conduct action and/or separation from the Naval Academy and NAPS.

6. Procedures

a. All M/Cs and appointees entering USNA or NAPS will complete enclosure (1) or (2), acknowledging their agreement to adhere to the USNA body alteration policy and that they are prohibited from obtaining any body alterations while they are enrolled at either institution.

b. All M/Cs and appointees who have body alterations upon entering NAPS or USNA will have photographs taken of those alterations on Induction Day for documentation purposes. After the BARB review and Commandant's decision, the Midshipman and M/Cs will be informed whether or not the body alteration is acceptable. In the event a waiver is required, the conditions of the waiver will be outlined in a letter to the Midshipman or M/C, with a copy to his/her chain of command. Photographs will be maintained by the BARB Recorder for records purposes.

c. Midshipmen Candidates and appointees who arrive at USNA or NAPS with prohibited body alterations and have unintentionally not previously declared their body alterations will be given the opportunity to agree to the terms of the body alteration statement of understanding (enclosures (1) and (2)). If they refuse to agree, they will be separated on Induction Day.

d. Midshipmen Candidates and appointees who arrive at USNA or NAPS with prohibited body alterations and have intentionally not previously declared their body alterations may be considered unsuitable for induction and may be separated on Induction Day.

e. If a Midshipman has a pre-existing body alteration that is waived by the BARB, with the requirement that it be removed by some specified date, that Midshipman may be required to keep the alteration covered and out of public view until removal is complete. The removal timeline shall be established in the Board's letter (removal order), and will be as expeditious as possible with a goal of meeting the 180 day requirement set forth in reference (a). Normally any required removal must be completed no later than the start of the midshipman's 2nd class academic year, with removal treatments commencing no later than January of the Plebe year or his/her year at NAPS.

f. All members of the Brigade of Midshipman will be subject to a body alteration inspection in regulation PE gear during Reform in the fall semester. The Commandant and CO of NAPS may carry out additional body alteration inspections as they deem necessary.

g. All Midshipmen with removal orders will have a progress inspection a minimum of once per semester by their Company Officer/Senior Enlisted Leader. Once the Company Officer feels the requirements of the waiver have been met, he/she will contact the BARB Recorder in order to set up a final BARB review and ruling.

h. The BARB Recorder will maintain an up-to-date database of all Midshipmen with tattoos in the Brigade and document progress for those with removal orders, and prepare waiver letters for the Deputy Commandant's signature. Once the BARB finds a Midshipman has sufficiently met the waiver requirements, the recommendation for a final waiver will be provided to the Commandant.

i. Each spring the BARB Recorder will provide the Midshipmen Personnel Officer with the final disposition of waivers for the graduating class to facilitate preparation of the NAVPERS 1070/613.

7. Midshipmen and Midshipmen Candidates who have prohibited body alterations and refuse to comply with the BARB/Commandant/CO NAPS direction may be considered unsuitable for commissioning or

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induction and may be separated and/or may be required to remove the alteration as a condition of graduation.

/S/
J. L. FOWLER

Distribution:
All Non Mids (electronically)
All Mids in the Brigade

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U.S. NAVAL ACADEMY APPLICANT STATEMENT OF UNDERSTANDING REGARDING BODY ALTERATION (TATTOOS/BODY ART/BRANDS/BODY PIERCING/DENTAL ORNAMENTATION)

1. Naval Academy policy regarding body alterations is as follows:

a. The Naval Academy strongly supports the U.S. Navy's policy prohibiting tattoos/body art/brands located anywhere on the body that are prejudicial to good order, discipline, and morale, or are of a nature to bring discredit on the Naval service. Tattoos that are obscene, sexually explicit, and/or advocate discrimination based on sex, race, religious, or ethnic origin are prohibited. In addition, tattoos/body art/brands that symbolize affiliation with gangs, supremacist or extremist groups, or advocate illegal drug use are prohibited. Tattoos/body art/brands that meet the "content" requirements above will not be visible in the Summer White Uniform – either on the skin that shows outside the uniform or through the uniform fabric. All tattoos/body art/brands on the head, face, neck, or scalp are prohibited.

b. Intentional mutilation of any part of the body is prohibited. Mutilation is defined as the intentional, radical alteration of the body, head, face, or skin for the purpose of and/or resulting in an abnormal appearance. Examples include, but are not limited to:

- (a) Split, forked, or pierced tongue.
- (b) Pierced nose, lip, eyebrow or other areas of the face or body.
- (c) Foreign objects inserted under the skin or intentional burns to create a design or pattern.
- (d) Enlarged or stretched holes in ears (other than a normal pierced earlobe for women).
- (e) Intentional scarring on neck, face, scalp or anywhere on the body.

c. Dental Ornamentation. The use of gold, platinum or other veneers/caps for purposes of dental ornamentation is prohibited.

2. All applicants offered an appointment for admission shall complete the following statement: I DO/DO NOT (circle one) HAVE ONE OR MORE BODY ALTERATIONS. Thoroughly describe any alterations below. The written description shall accurately and completely describe the type, nature, locations, and size of the body alteration and translate any foreign language or symbology contained in the alteration, as applicable.

3. Each appointee shall also attach a photograph of any body alteration to this form and submit both with their Certificate of Acceptance of their offer for appointment. For the sake of modesty and privacy, only close-up photographs of alterations normally covered by a regulation swimsuit shall be submitted for review. Prior enlisted service members with pre-existing waiver shall also attach a signed copy of the waiver to this form.

4. By signing below, I acknowledge that, as a condition of admission to the U.S. Naval Academy/Naval Academy Preparatory School, I voluntarily agree to undergo all body alteration treatment/removal required by the Naval Academy Body Alteration Review Board for alterations that do not comply with Naval Academy policy at my own expense. I understand that Military Treatment Facilities may not be able to provide treatment/removal services and that I may have to use a civilian facility at my own expense.

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5. I understand and agree that any required body alteration removal must be completed no later than the start of my 2nd Class Academic Year and removal treatment must begin no later than January of my Plebe Year.

6. I enter into this agreement voluntarily, of my own free will. I may void this agreement at any time by withdrawal of my application to the U.S. Naval Academy.

7. I understand the policies stated above, and I agree to not receive any body alterations after the signing of this statement or while at the U.S. Naval Academy or the Naval Academy Preparatory School. I understand that violating these body alteration policies or application requirements may result in disqualification from consideration for an appointment to the U.S. Naval Academy or the Naval Academy Preparatory School.

Witness Signature/Date

Appointee Signature/Date

Print Name

Print Name

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**NAPS CANDIDATE STATEMENT OF UNDERSTANDING REGARDING
USNA/USCGA BODY ALTERATION POLICY
(TATTOOS/BODY ART/BRANDS/BODY PIERCING/DENTAL ORNAMENTATION)**

1. Naval Academy policy regarding body alterations is as follows:

a. The Naval Academy strongly supports the U.S. Navy's policy prohibiting tattoos/body art/brands located anywhere on the body that are prejudicial to good order, discipline, and morale, or are of a nature to bring discredit on the Naval service. Tattoos that are obscene, sexually explicit, and/or advocate discrimination based on sex, race, religious, or ethnic origin are prohibited. In addition, tattoos/body art/brands that symbolize affiliation with gangs, supremacist or extremist groups, or advocate illegal drug use are prohibited. Tattoos/body art/brands that meet the "content" requirements above will not be visible in the Summer White Uniform – either on the skin that shows outside the uniform or through the uniform fabric. All tattoos/body art/brands on the head, hands, face, neck, or scalp are prohibited.

b. Intentional mutilation of any part of the body is prohibited. Mutilation is defined as the intentional, radical alteration of the body, head, face, or skin for the purpose of and/or resulting in an abnormal appearance. Examples include, but are not limited to:

- (a) Split, forked, or pierced tongue.
- (b) Pierced nose, lip, eyebrow or other areas of the face or body.
- (c) Foreign objects inserted under the skin or intentional burns to create a design or pattern.
- (d) Enlarged or stretched holes in ears (other than a normal pierced earlobe for women).
- (e) Intentional scarring on neck, face, scalp or anywhere on the body.

c. Dental Ornamentation. The use of gold, platinum or other veneers/caps for purposes of dental ornamentation is prohibited.

2. As a condition of admission to the Naval Academy Preparatory School, I acknowledge the above policy.

3. I DO/DO NOT (circle one) HAVE ONE OR MORE BODY ALTERATIONS. Thoroughly describe any alterations below. The written description shall accurately and completely describe the type, nature, locations, and size of the body alteration and translate any foreign language or symbology contained in the alteration, as applicable.

4. Attach a photograph of any body alteration to this form. For the sake of modesty and privacy, only close-up photographs of alterations normally covered by a regulation swimsuit shall be submitted for review. Prior enlisted service members with pre-existing waiver shall also attach a signed copy of the waiver to this form.

5. By signing below, I acknowledge that, as a condition of admission to the U.S. Naval Academy/Naval Academy Preparatory School, I voluntarily agree to undergo all body alteration treatment/removal required by the Naval Academy Body Alteration Review Board for alterations that do not comply with Naval Academy policy, at my own expense. I understand that Military Treatment Facilities may not be able to provide treatment/removal services and that I may have to use a civilian facility at my own expense.

6. I understand and agree that any required body alteration removal must be completed no later than the start of my 2nd Class Academic Year and that I may be required to begin removal no later than January of my NAPS year.

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7. I enter into this agreement voluntarily, of my own free will. I may void this agreement at any time by submitting my voluntary resignation from the Naval Academy Preparatory School.

8. I understand the policies stated above, and I agree to not receive any body alterations after the signing of this statement or while at the U.S. Naval Academy or the Naval Academy Preparatory School. I understand that violating these body alteration policies and regulations or breaching this agreement may result in disciplinary action or may result in disqualification from consideration for an appointment to the U.S. Naval Academy or the U.S. Coast Guard Academy.

Witness Signature/Date

Appointee Signature/Date

Print Name

Print Name