

Naval Academy Preparatory School Midshipman Candidate Uniform Instruction

NAPSINST 1020.1B

11 Jul 2019

Department of the Navy

THIS PAGE INTENTIONALLY LEFT BLANK



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
440 MEYERKORD AVENUE
NEWPORT, RI 02841-1519

NAPSINST 1020.1B
11 Jul 19

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 1020.1B

Subj: NAVAL ACADEMY PREPARATORY SCHOOL MIDSHIPMAN CANDIDATE
UNIFORM REGULATION

Ref: (a) NAPSINST 1610.1

1. Purpose. To promulgate standards of wear for all NAPS uniforms and uniform components.
2. Cancellation. NAPSINST 1020.1. This instruction has been extensively revised and should be reviewed in its entirety.
3. Action. This instruction serves as the Battalion's mechanism for upholding standards of wear of all uniforms. All members of the NAPS faculty and staff are responsible for ensuring that the instructions and regulations set forth are understood and followed.
4. Information. All instances that state Midshipman Candidate will also apply to Coast Guard Cadet Candidates.
5. Review. Per OPNAVINST 5215.17A, the NAPS Supply Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.


C. R. HOWES

TABLE OF CONTENTS**MIDSHIPMAN CANDIDATE UNIFORM REGULATIONS****CHAPTER ONE – GENERAL UNIFORM REGULATIONS**

1101	OUTFIT	1-1
1102	REPLACEMENT AND MAINTENANCE OF UNIFORMS	1-1
1103	DISPOSAL OF UNIFORMS	1-1
1104	MINIMUM REQUIREMENTS	1-1
1105	UNIFORM REGULATIONS VERBIAGE	1-2
1106	WEARING OF UNIFORM	1-2

CHAPTER TWO – DESCRIPTION OF UNIFORMS

2100	TYPES OF UNIFORMS	2-1
2101	DINNER DRESS BLUE (MEN)	2-3
2102	DINNER DRESS BLUE (WOMEN)	2-4
2103	SERVICE DRESS BLUE (MEN)	2-5
2104	SERVICE DRESS BLUE (WOMEN)	2-6
2105	WORKING BLUE (MEN/WOMEN)	2-7
2106	NAVY WORKING UNIFORM (TYPE III)	2-8
2107	NAVY WORKING UNIFORM (NWU TYPE III WITH BLACK LINER)	2-9
2108	NAPS TRACK SUIT (MEN/WOMEN)	2-10
2109	PHYSICAL EDUCATION GEAR (MEN/WOMEN)	2-11
2110	ALL WEATHER COAT	2-12
2111	JACKET, RELAXED FIT, BLACK	2-13
2112	SERVICE DRESS WITH EISENHOWER-STYLE JACKET (MEN)	2-14
2113	SERVICE DRESS WITH EISENHOWER-STYLE JACKET (WOMEN)	2-15
2200	WEAR OF UNIFORM COMPONENTS	2-16
2300	THERMAL NECK WARMER (GAITER) STANDARDS	2-23

CHAPTER THREE – INSIGNIA AND DECORATIONS

3101	COAT COLLAR NAPS INSIGNIA	3-1
3102	RANK INSIGNIA	3-1
3103	RIBBONS AND MEDALS	3-2
3104	BREAST INSIGNIA	3-4
3015	MIDSHIPMAN CANDIDATE BREAST INSIGNIA	3-8
3106	HEADGEAR	3-9

CHAPTER FOUR – CIVILIAN CLOTHING

4101	GENERAL INFORMATION	4-1
4102	STANDARDS OF DRESS	4-1

CHAPTER FIVE – HYGIENE STANDARDS

5101	GENERAL INFORMATION	5-1
5102	PERSONAL APPEARANCE	5-2

CHAPTER SIX LAUNDRY/ROOM PROCEDURES

6101	MARKING OF UNIFORMS	6-1
6102	LAUNDRY PROCEDURES	6-2
6103	FOLDING AND STORAGE PROCEDURES	6-2
6104	ROOM INSPECTIONS	6-8
6105	CLASS BRAVO ROOM INSPECTION CHIT	6-10
6106	CLASS SUPER BRAVO ROOM INSPECTION CHIT	6-11
6107	CLASS ALPHA ROOM INSPECTION CHIT	6-12
6108	MATERIAL ROOM INSPECTION CHIT	6-13

CHAPTER ONE

GENERAL UNIFORM REQUIREMENTS

1101. OUTFIT

1. General. The Naval Academy Preparatory School (NAPS) and the NAVSTA Newport Uniform Store will issue Midshipman Candidates their initial set of uniforms and accessories during Indoctrination Training (INDOC). The cost of the uniforms and uniform items will be charged against each Midshipman Candidate's pay account.
2. Proper Fit. All uniforms requiring proper fit will be inspected by a NAPS staff member before final acceptance of the initial set by Midshipman Candidates. Midshipman Candidates shall not mark or stencil uniform items before this inspection. The Uniform Store will not exchange marked or stenciled uniforms. It is important for Midshipman Candidates to be checked for a proper fit since many of these uniform items will also be worn at the Naval Academy.
3. Uniform Inspection. NAPS staff will conduct various mandatory uniform inspections throughout the year to ensure that Midshipman Candidates maintain a sharp uniform appearance.

1102. REPLACEMENT AND MAINTENANCE OF UNIFORMS

1. Uniform Store. Midshipman Candidates shall purchase all uniform articles from the NAVSTA Newport Uniform Store. When access to the store is unavailable, Midshipman Candidates are authorized to purchase uniform items from an authorized U.S. Navy vendor.
2. Gear Inspection. Company Officers/Senior Enlisted Leaders shall inspect uniforms of the Midshipman Candidates in their companies for fit, quantity, condition, and legibility of markings. Uniforms that are excessively worn shall be replaced. Repairing or altering uniforms will be done by the Uniform Store Tailor Shop or a specified contracted vendor. A Midshipman Candidate may utilize an alternative U.S. Navy authorized tailor with Company Officer or SEL approval.

1103. DISPOSAL OF UNIFORMS

1. Trade of Uniforms. Exchange of uniforms between Midshipman Candidates either by trade or resale is prohibited unless special request approval is obtained from the Company Officer.
2. Separated Midshipman Candidates. Involuntarily/DOR separated Midshipman Candidates should keep all items they were issued. They will have to settle/pay in full their uniform bill at the Navy Exchange before departing NAVSTA Newport and may have the opportunity to return unopened/unused items. They may donate any military clothing at their choosing to the Navy Marine Corps Relief Society Thrift Shop or to the Uniform Closet at NAPS.

1104. MINIMUM REQUIREMENTS: Uniform Serviceability. Midshipman Candidates shall maintain the minimum serviceable outfit of uniforms and uniform accessories as listed under

quantity required for their sea bag. Borrowing or lending uniforms among Midshipman Candidates is not authorized.

1105. UNIFORM REGULATIONS VERBIAGE

1. Conspicuous. Items that are obvious to the eye, attracting attention, striking, bright in color. Items 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. Complimentary to 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.

1106. WEARING OF UNIFORMS

1. Working Day Attire. The primary uniform during the working day (reveille to liberty call or TAPS) shall be uniform of the day (UOD). UOD will be promulgated through the Plan of the Day (POD). All Midshipman Candidates are required to read the POD daily and comply with the UOD. Changes to UOD or additional components, e.g. fleece jackets or gloves, shall be promulgated as needed by announcement. Exceptions to the UOD require a medical chit or specific approval by the Company Officer / SEL.

2. Sports Period Attire. The primary uniform for sports period is regulation NAPS PT gear to include sweatpants and sweatshirts as needed. During individual workouts, t-shirts may be untucked. When engaged in organized PT as a group (e.g. Remedial or Battalion PT) to include an official PRT, t-shirts will be tucked in. For varsity and club sports, team athletic attire may be worn during team practices or competition per the direction of the coach. When appropriate, Midshipman Candidates shall transit to and from Ripley Hall in UOD and change into their athletic gear in the team locker room. For teams whose practice may involve activities on or off NAVSTA Newport, the coach is responsible for ensuring that all team members are wearing the approved practice attire and everyone is uniform in appearance.

3. Study Period Attire. The primary attire for evening study period is the Uniform of the Day.

4. Liberty Attire. The primary attire for liberty, on or off base, is appropriate civilian clothing.

11 Jul 19

a. On base liberty. Midshipman Candidates may wear UOD or regulation PT gear when remaining on base during liberty, but civilian attire is preferred. However, if on liberty but choosing to remain in Ripley Hall, Midshipman Candidates shall wear UOD or NAPS PT Gear.

(1) UOD or civilian attire is required at the NAVSTA Newport Officer's Club or the Naval War College Museum (no PT gear).

(2) PT gear may be worn for occasions such as shopping at the Commissary or NEX, but it shall be clean and dry. Midshipman Candidates shall never wear soiled or sweaty PT gear outside of Sports Period.

(3) UOD is always required for meals in Ney Hall, even when on liberty.

b. Off base liberty. The only authorized liberty uniform when going off base is Service Dress Blue; however, Midshipman Candidates are expected to primarily wear civilian attire during liberty off base.

5. Special Events. The uniform for special events shall be promulgated through the POD or movement order. When attending weeknight (Mon-Thurs) varsity sporting events, Midshipman Candidates may wear UOD or PT Gear with sweat suit or track suit as needed. When attending weekend varsity sporting events (Fri-Sun) Midshipman Candidates may wear UOD, PT Gear, or civilian attire (Navy spirit gear preferred) if on liberty.

CHAPTER TWO

DESCRIPTION OF UNIFORMS

2100. TYPES OF UNIFORMS

1. General. Midshipman Candidate Uniform Regulations are a reflection of U.S. Navy Uniform Regulations NAVPERS 15665 and are intended to train Midshipman Candidates to properly wear and understand uniform requirements. Midshipman Candidates are required to follow the uniform guidelines outlined below. For any uniform that is not covered in Midshipman Candidate Uniform Regulations, a Midshipman Candidate will adhere to U.S. Navy Regulations.

2. Categories of Uniform. When making official reference to categories of uniforms or requirements for wear, the terms set forth in these regulations shall be used.

a. Dinner Dress (Formal Dress). Dinner Dress is the most formal category of uniforms. They are the equivalent of civilian “black-tie.”

b. Service Dress Uniforms. Service dress uniforms are worn for official functions that do not warrant dinner dress uniforms. They are the equivalent to a civilian business suit.

c. Service Uniforms. Service uniforms are the Navy’s daily wear uniforms. Midshipman Candidate Service Uniform is Working Blues. They are intended for everyday wear to class and watch.

d. Working Uniforms. Working uniforms typically are worn when other uniforms may become unduly soiled or are otherwise inappropriate for a task. Midshipman Candidate Working Uniform is the Type III. Working uniforms may also be worn as a daily wear uniform for class and watch.

3. Standard Phraseology for Uniforms. When making official references to the uniforms, insignia, and grooming standards in any official publication, the terms set forth in these regulations shall be used.

a. Required Items (Basic Uniform Components). Uniform items required as part of the basic uniform. These are the minimum items which must be worn unless the prescribing authority directs otherwise.

b. Prescribable Items. Uniform items which may be directed or authorized to wear with the basic uniform. Prescribable items may be worn with the basic uniform at the individual or unit commander’s discretion unless otherwise directed.

c. Optional Items. Uniform items purchased at the wearer’s expense, which may be worn with the basic uniform, but which are not prescribable. Optional items may be worn with basic uniform at the individual’s discretion unless otherwise directed.

4. Uniform of the Day. The Uniform of the Day or the Working Uniform is the prescribed dress and will be worn at all times outside of Ripley Hall unless specifically dictated otherwise in this instruction, NAPSINST 5400.1 (series), the POD or by notice. Midshipman Candidates may relax their uniform only when in their own rooms or inside the classrooms in Perry Hall.

11 Jul 2019

2101. DINNER DRESS BLUE**CATEGORY: DINNER DRESS****MEN**

<u>(1) Required:</u>	<u>Article</u>
Coat, Service Dress, Blue	2200.8
Shirt, Dress, White	2200.22
Trousers, Dress, Blue	2200.29
Shoes, Service, Black	2200.25
Socks, Dress, Black	2200.31
Undershirt, Crew Neck, White	2200.39
Undershorts	2200.38
Belt, Poly-cotton, Black w/Gold Clip	2200.1
Buckle, Gold	2200.1
Necktie, Bow, Black	2200.19
Shoulder Boards, Soft	3102.2
NAPS Lapel Pins	3101.1
Miniature Medal(s)	3103.4
Name tag	3104.2

(2) Prescribable:

Coat, All-Weather, Blue	2200.6
Scarf (with coat only)	2200.20
Gloves, Leather, Black (with coat only)	2200.15
Gloves, Stretch, White	2200.15
Midshipmen Candidate Insignia	
Miniature Breast Insignia	3104.1B

(3) Optional:

Cuff Links, Gold	2200.11
------------------	---------

(4) Occasions for Wear:

Worn to official functions when civilians normally wear
Black Tie.

Dinning-In event, Grad Ball, Navy Ball, USMC Ball.

11 Jul 2019

2102. DINNER DRESS BLUE**CATEGORY: DINNER DRESS****WOMEN**

<u>(1) Required:</u>	<u>Article</u>
Coat, Service Dress, Blue	2200.8
Shirt, Dress, White	2200.22
Slacks, Unbelted, Blue	2200.29
Shoes, Service, Black	2200.25
Socks, Dress, Black	2200.31
Undershirt, Crew Neck, White	2200.39
Undershorts	2200.38
Brassiere	2200.38
Necktab, Cross Over, Black	2200.17
Shoulder Boards, Soft	3102.2
NAPS Lapel Pins	3101.1
Miniature Medal(s)	3103.4
Name Tag	3104.2

(2) Prescribable:

Coat, All-Weather, Blue	2200.6
Scarf (with coat only)	2200.20
Gloves, Leather, Black (with coat only)	2200.15
Gloves, Stretch, White	2200.15
Midshipmen Candidate Insignia	
Miniature Breast Insignia	3104.1B

(3) Optional:

Earrings, Pearl or Gold	2200.13
Skirt, Unbelted, Blue	2200.30
Shoes, Dress, Black (Pump)	2200.24
Hosiery, Flesh Tone	2200.31
Cuff Links, Gold	2200.11
Handbag, Black (Liberty Only)	2200.16

(4) Occasions for Wear:

Worn to official functions when civilians normally wear Black Tie.

Dinning-In event, Grad Ball, Navy Ball, USMC Ball.

11 Jul 2019

2103. SERVICE DRESS BLUE**CATEGORY: SERVICE DRESS****MEN**

<u>(1) Required:</u>	<u>Article</u>
Coat, Service Dress, Blue	2200.8
Shirt, Dress, White	2200.22
Trousers, Dress, Blue	2200.29
Cover, Combination, White	2200.9
Shoes, Service, Black	2200.25
Socks, Dress, Black	2200.31
Undershirt, Crew Neck, White	2200.39
Undershorts	2200.38
Belt, Poly-cotton, Black w/Gold Clip	2200.1
Buckle, Gold	2200.1
Necktie, Windsor, Black	2200.18
Tie Clasp/Tack	2200.35
Shoulder Boards, Soft	3102.2
NAPS Lapel Pins	3101.1
Name Tag	3104.2
Ribbon(s)	3103.1

(2) Prescribable:

Coat, All-Weather, Blue	2200.6
Overcoat, Blue	2200.6
Scarf (with Overcoat only)	2200.20
Gloves, Leather, Black	2200.15
Gloves, Stretch, White	2200.15
Earmuffs, Black	2200.12
Large Breast Insignia	3104.1B
Midshipmen Candidate Insignia	

(3) Optional:(4) Occasions for Wear:

Prescribed for wear year-round to official NAPS functions.

Hearings with the Commanding Officer
 Performance Boards
 Movement Orders
 Leave Travel

11 Jul 2019

2104. SERVICE DRESS BLUE**CATEGORY: SERVICE DRESS****WOMEN**

(1) <u>Required:</u>	<u>Article</u>
Coat, Service Dress, Blue	2200.8
Shirt, Dress, White	2200.22
Slacks, Unbelted, Blue	2200.29
Cover, Combination, White	2200.9
Shoes, Service, Black	2200.25
Socks, Dress, Black	2200.31
Brassiere	2200.38
Undershirt, Crew Neck, White	2200.39
Underpants	2200.38
Necktab, Cross Over, Black	2200.17
Shoulder Boards, Soft	3102.2
NAPS Lapel Pins	3101.1
Name Tag	3104.2
Ribbon(s)	3103.1

(2) Prescribable:

Coat, All-Weather, Blue	2200.6
Scarf (with coat only)	2200.20
Gloves, Leather, Black	2200.15
Gloves, Stretch, White	2200.15
Large Breast Insignia	3104.1B
Midshipmen Candidate Insignia	

(3) Optional:

Earrings, Ball, Gold	2200.13
Handbag, Black	2200.16
Skirt, Unbelted, Black	2200.30
Shoes, Dress, Black (Pump)	2200.24
Hosiery, Flesh Tone	2200.31
Slip	2200.31

(4) Occasions for Wear:

Prescribed for wear year-round to official NAPS functions.

Hearings with the Commanding Officer

Performance Boards

Movement Orders

Leave Travel

11 Jul 2019

2105. WORKING BLUE**CATEGORY: SERVICE****MEN/WOMEN**

<u>(1) Required:</u>	<u>Article</u>
Shirt, Working Blue	2200.23
Trousers, Working, Blue	2200.29
Cover, Combination, White	2200.9
Shoes, Service, Black	2200.25
Socks, Dress, Black	2200.31
Undershirt, Crew Neck, White	2200.39
Undershorts	2200.38
Belt, Nylon, Black w/Gold Clip	2200.1
Buckle, Gold	2200.1
Collar Insignia	3102.2
Name Tape	3104.2
Brassiere (Woman)	2200.38

(2) Prescribable:

Coat, All-Weather, Blue	2200.6
Scarf (with overcoat only)	2200.20
Gloves, Leather, Black	2200.15
Jacket, Relaxed Fit, Black	2200.14
Large Breast Insignia	3104.1B
Earmuffs, Black	2200.12
Midshipmen Candidate Insignia	

(3) Optional:

Sweater, V-Neck, Black	2200.34
Earrings, Gold, Ball (Woman)	2200.13

(4) Occasions for Wear:

Classes
 EI Sessions
 Formations
 Appointments with Company and Battalion Officer.

*Only difference between male and female wear is the direction of the gig line and belt.

2106. NAVY WORKING UNIFORM (TYPE III)

CATEGORY: WORKING

MEN/WOMEN



(1) <u>Required:</u>	<u>Article</u>
Blouse, NWU Type III	2200.2
Trousers, NWU Type III	2200.37
Cover, Eight Point, Type III	2200.10
Boot, Black, Steel-toe	2200.3
Sock, Boot, Black	2200.31
Straps, Blousing	2200.32
Undershirt, Crewneck, Brown	2200.40
Undershorts	2200.38
Brassiere (Woman)	2200.38
Belt, Khaki, Webbed, Gold Tip	2200.1
Buckle, Gold	2200.1
NAPS Insignia	3102.2
Name Tape	3104.2
U.S. NAVY Tape	3104.2
Flag Patches	

(2) <u>Prescribable:</u>	
Coat, Parka (Black Fleece Liner)	2200.07
Cap, Knit, Black	2200.5
Large Breast Insignia, Embroidered	3104.1B
Midshipmen Candidate Insignia	

(3) <u>Optional:</u>	
Earmuffs (with outer garment only)	2200.12
Earrings, Gold, Ball (Woman)	2200.13
Gloves, Black, Leather	2200.15
Mock Turtle Neck, Black	

(4) Occasions for Wear:

Worn when prescribed for specific training or evolutions
or as directed by CO

2107. NAVY WORKING UNIFORM (NWU TYPE III WITH BLACK FLEECE LINER)

CATEGORY: WORKING

MEN/WOMEN



(1) Required: Article

Coat, Parka, NWU Type III Fleece Liner, Black	2200.07
Rank Tab, Black, Sewn-in NAPS Insignia	3102.2
Cover, Eight Point, Type III	2200.10

(2) Prescribable:

Cap, Knit, Black	2200.5
------------------	--------

(3) Optional:

Earmuffs (with outer garment only)	2200.12
Gloves, Leather, Black	2200.15

(4) Occasions for Wear:

Worn when prescribed for specific training or evolutions
or as directed by CO.

2108. NAPS TRACK SUIT

CATEGORY: WORKING

MEN/WOMEN



<u>(1) Required:</u>	<u>Article</u>
Track Suit, NAPS Issued	2200.36
Shirt, Blue Rim	2200.21
Shorts, Gym, Blue NAPS	2200.28
Shoes, Athletic	2200.26
Socks, Athletic, White	2200.31
Undershorts	2200.38
Brassiere, Athletic (Woman)	2200.38

(2) Prescribable:

None

(3) Optional:

Sweatshirt, Navy Issued, Blue	2200.33
Cap, Ball, NAPS	2200.4
Cap, Knit, Black	2200.5
Gloves, Leather, Black	2200.15

(4) Occasions for Wear:

When rewarded M/C's may use this uniform.

Team Travel

Battalion Travel

Athletic Events

*Not prescribed for PT, despite the name



2109. PHYSICAL EDUCATION GEAR (PEP)

CATEGORY: WORKING

MEN/WOMEN

(1) <u>Required:</u>	<u>Article</u>
Shorts, Gym, Blue NAPS	2200.28
Shorts, Compression, Blue	2200.27
Shirt, Blue Rim	2200.21
Shoes, Athletic	2200.26
Socks, Athletic, White	2200.31
Undershorts/Underpants	2200.38
Brassiere, Athletic (Women)	2200.38

(2) Prescribable:

None

(3) Optional:

Sweatshirt, Navy Issued, Blue	2200.33
Sweatpants, Navy Issued, Blue	2200.33
Cap, Ball, NAPS	2200.4
Cap, Knit, Black	2200.5
Gloves, Leather, Black	2200.15
Team Related Sports Gear	N/A

(4) Occasions for Wear:

During Sports Period
Hygiene Time
TAPS to Reveille



2110. ALL WEATHER COAT

MEN/WOMEN

(1) Required: Article

All Weather Coat, Black	2200.6
Cover, Combination, White	2200.9
Metal Shoulder Insignia	3102.2

(2) Prescribable:

Gloves, Leather, Black	2200.15
Scarf, White	2200.20
Earmuffs, Black	2200.12

(3) Optional:

Gloves, Stretch, White	2200.15
Earrings, Gold, Ball (Woman)	2200.13

(4) Occasions for Wear:

When weather conditions dictate with all uniforms.

2111. JACKET, RELAXED FIT, BLACK

MEN/WOMEN



(1) <u>Required:</u>	<u>Article</u>
Jacket, Relaxed Fit, Black	2200.14
Metal Shoulder Insignia	3102.2

(2) <u>Prescribable:</u>	
Gloves, Leather, Black	2200.15

(3) Optional:

(4) Occasions for Wear:

When weather conditions dictate with Working Blues

11 Jul 2019

**2112. SERVICE DRESS WITH RELAXED FIT
STYLE JACKET****CATEGORY: WORKING****MEN****(1) Required:****Article**

Jacket, Relaxed Fit, Black	2200.14
Metal Shoulder Insignia	3102.2
Shirt, Dress, White	2200.22
Slacks, Belted, Blue	2200.29
Belt, Nylon, Black, Gold Clip	2200.1
Buckle, Gold	2200.1
Cover, Combination, White	2200.9
Shoes, Service, Black	2200.25
Socks, Dress, Black	2200.31
Undershirt, Crew Neck, White	2200.39
Underpants	2200.38
Necktie, Windsor, Black	2200.18
Tie Clasp/Tack	2200.35
Shoulder Boards, Soft	3102.2

(2) Prescribable:

Gloves, Leather, Black	2200.15
------------------------	---------

(3) Optional:

Coat, Service Dress, Blue	2200.8
---------------------------	--------

(4) Occasions for Wear:

May be prescribed for wear on days where Midshipman Candidates will travel in SDBs.



**2113. SERVICE DRESS WITH RELAXED FIT
STYLE JACKET**

CATEGORY: WORKING

WOMEN



<u>(1) Required:</u>	<u>Article</u>
Jacket, Relaxed Fit, Black	2200.14
Metal Shoulder Insignia	3102.2
Shirt, Dress, White	2200.22
Slacks, Unbelted, Blue	2200.29
Brassiere	2200.38
Cover, Combination, White	2200.9
Shoes, Service, Black	2200.25
Socks, Dress, Black	2200.31
Undershirt, Crew Neck, White	2200.39
Underpants	2200.38
Necktab, Cross Over, Black	2200.17
Shoulder Boards (Soft)	3102.2

(2) Prescribable:

Gloves, Leather, Black	2200.15
------------------------	---------

(3) Optional:

Coat, Service Dress, Blue	2200.8
Earrings, Gold, Ball (Woman)	2200.13

(4) Occasions for Wear:

May be prescribed for wear on days where Midshipman Candidates will travel in SDBs.

2200. WEAR OF UNIFORM COMPONENTS

1. Belts, All

- a. Authorized Wear. As required in Chapter 2, Section 1.
- b. Correct Wear. Wear the belt through all loops. Men wear the belt with clip to the LEFT of the buckle and women wear the belt with clip to the RIGHT of the buckle. Belt Buckles will be plain Navy brass buckles. Gold tip will be worn flush with metal on the belt buckle.

2. Blouse, NWU Type III

- a. Authorized Wear. Type III blouse is intended to be worn with the trousers at all times. Commanding Officer is authorized to modify uniform for specific physical training evolutions. When transiting between evolutions, Midshipman Candidates will remain bloused.
- b. Correct Wear. Normal wear of the Type III blouse is outside the waistband of the Type III trousers. All closures shall be secured with sewn buttons through holes. Sleeves are not to protrude past the wrist.

3. Boot, Black

- a. Authorized Wear. As prescribed in Chapter 2, Section 1.
- b. Correct Wear. Keep clean, well blackened, shined and in good repair. Lace shoes from inside out through all eyelets and tie. Tuck excess laces into the top of the boot.

4. Cap, Ball NAPS

- a. Authorized Wear. Ball caps are authorized for wear with the following uniforms only: Physical Education Uniform and NAPS track suits.
- b. Correct Wear. Wear squarely on the head, with bottom edge parallel to the deck and 1-1/2 inch above the eyebrows. Females may wear bun through the adjustment strap area or below. Hair bulk will not impede with the wear of the cover.

5. Cap, Knit, Black

- a. Authorized Wear. Knit Caps are authorized for wear as required in Chapter 2, Section 1.
- b. Correct Wear. The cap will be double folded approximately 2-1/2 inches to 3 inches, and worn diagonally from the base of the back of the head, across the ears and on the forehead. Rank/Rate insignia is not authorized to be worn on the watch cap. Hair bulk will not impede with the wear of the cover.

6. Coat, All Weather, Black

a. Authorized Wear. As prescribed in Chapter 2, Section 1.

b. Correct Wear. Buttons all button except the collar button. Collar button may be buttoned in inclement weather. NAPS Insignia will be worn on each shoulder epaulet; the bottom edge of the device $\frac{3}{4}$ inch from the shoulder seam. For insignia detail, see Chapter 3, Section 3102. If weather permits, white scarf and black leather gloves may be worn with coat.

7. Coat, Parka (NWU Type III with Black Fleece Liner)

a. Authorized Wear. As prescribed in Chapter 2, Section 1

b. Correct Wear. Parka is authorized outer wear worn with the NWU. Close zipper at least $\frac{3}{4}$ of the way. It is designed to be worn with or without the detachable black fleece liner. The black fleece liner is the only liner authorized to be worn with the NWU, but is authorized to be worn as a stand-alone outer garment. When wearing as an optional outer garment, the fleece will be worn over the NWU shirt/blouse, zippered at least $\frac{3}{4}$ of the way and have a sewn-on center chest rank tab.

8. Coat, Service Dress, Navy Blue

a. Authorized Wear. Unlike the all-weather coat or relaxed fit jacket, the coat for the Service Dress Blue (SDB) uniform is integral to the uniform. It is not a protective layer to be taken off when the wearer comes inside from out of the doors or sits down in a social environment. Midshipman Candidates shall wear their SDB coats in Ney Hall and in the classrooms. Midshipman Candidates shall not remove the SDB coat in public (e.g. in restaurants, theaters, airplanes, and other public or social settings).

b. Correct Wear. Button all buttons to include the inside button on male coats. Coat may be removed in immediate office space.

9. Cover, Combination

a. Authorized Wear. Covers should not be worn indoors except when on watch, during indoor formations, under arms, or for CO level boards. When in uniform, Midshipman Candidates shall remove covers indoors (to include ball caps and watch caps when transiting inside buildings or other enclosed areas). A Midshipman Candidate standing a watch normally remains covered and will only uncover in areas where food is being served, such as Ney Hall, in the chapel, and where religious services are being conducted. Midshipman Candidates shall uncover and stow their covers in proper stowage when provided, i.e. coat hooks in Perry Hall. When outdoors, personnel remain covered at all times unless ordered to uncover, or during religious services not associated with a military ceremony. Personnel remain covered during invocations or other religious military ceremonies such as changes of command, commissioning ceremonies, launchings, and military burials, etc. Personnel on crutches shall be covered outside and handle their covers once indoors in accordance with instructions above. A cover is

mandatory when entering or within NAVSTA Newport, unless wearing the cover is impractical or hazardous.

b. Correct Wear. Wear squarely on the head, with bottom edge parallel to and 1-1/2 inch above the eyebrows. Chin strap and elastic band are not to be used to secure cover to head.

10. Cover, Eight-Point, NWU Type III

a. Authorized Wear. As required in Chapter 2, Section 1

b. Correct Wear. The cover will be worn squarely on the head so that the visor is on a line and just above the level of the eyes.

11. Cuff Links, Gold

a. Authorized Wear. Midshipman Candidates are not required to wear cuff links for use with SDBs. If purchased, cuff links may be worn with Dinner Dress during special events or dinners.

b. Correct Wear. Wear with the face of the cuff link directed outboard from the wearer.

12. Earmuffs, Black

a. Authorized Wear. Authorized for wear with all winter uniforms as prescribed in Chapter 2, Section 1 with the exception of when in formation or directed.

b. Correct Wear. Wear earmuff retainer underneath the cap/hat.

13. Earrings

a. Authorized Wear. Earrings shall be 4 mm – 6 mm ball (approximately 1/8 inch to 1/4 inch), plain with shiny or brushed matte gold finish, screw on or with posts. Single pearl earrings of the same dimensions are authorized for wear with SDB and Dinner Dress uniforms.

b. Correct Wear. One earring per ear (centered on earlobe) may be worn in uniform or while on liberty status.

c. Men are not authorized to wear earring(s) on or off duty.

14. Eisenhower Jacket, Relaxed Fit, Black

a. Authorized Wear. As prescribed in Chapter 2, Section 1.

b. Correct Wear. Close zipper at least 2/3 of the way. May be worn with liner. NAPS Insignia will be worn on each shoulder epaulet; the bottom edge of the device 3/4 inch from the shoulder seam. For insignia details, see section 3102.4. Patches and name tags are not authorized for wear on jackets. Authorized when wearing Service Dress Blues without jacket.

15. Gloves, Black and White

a. Authorized Wear. As prescribed in Chapter 2, Section 1.

b. Correct Wear. Black leather gloves shall be worn with all-weather coats (optional with black relaxed fit jacket). Black leather gloves are worn, never carried. White gloves (when required) may be worn or carried with uniforms. Gloves are removed to shake hands. It is authorized to salute with gloves on.

16. Handbags

a. Authorized Wear. Women may wear civilian handbags while in uniform in the manner prescribed below, while on liberty or for special events. The handbag must be of plain black or synthetic leather, rectangular in shape and design with a flap. Dimensions must be between 7-1/2 to 12 inches in width, 5-1/2 to 8 inches in height, and 2 to 3-1/2 inches deep. Exotic materials such as eel, alligator, or ostrich skin are not authorized. The handbag may not have any visible ornamentation, decorative stitching, embossed design, or manufacturer's logo. The closure hardware will be brass-plated or gold-colored. If the flap has a closure, it must be a clasp (no buckles, zippers, or string ties are allowed). The strap will be of the same material as the purse and may have a gold-colored or black-colored buckle. The black dress handbag is the only handbag authorized when wearing the Dinner Dress Blue uniform. The dress handbag is a small clutch type black handbag. A collapsible inside handle is optional. Midshipman Candidates who decide to use the dress handbag with dinner uniforms shall carry it.

b. Correct Wear. Carry handbags over the left shoulder or forearm placing the top of the handbag at waist level.

17. Necktabs, Crossover and Formal

a. Authorized Wear. As required in Chapter 2, Section 1

b. Correct Wear. Wear under the collar with the front slightly above the top of the shirt. Necktab is to be tightly secured so it is not lose and does not move around.

18. Necktie, Black

a. Authorized Wear. Wear hand tied knotted with a four-in-hand or a Windsor knot. Windsor knots are required in Service Dress Blue uniform.

b. Correct Wear. Wear the top of the knot parallel to and slightly above the top of the shirt collar closure, hiding the shirt button. The bottom hangs within 1 inch of the top of the belt buckle. The tie does not cover the belt buckle. Neckties are worn knotted so a "dimple" is formed in the tie centered just below the knot. The top of the knot is always worn parallel with and slightly above the top of the shirt collar closure (two blocked) hiding the shirt (e.g., shirt will

not be visible above the knot). Midshipman Candidates shall NEVER loosen their ties or unbutton their top button while in class or in public.

19. Necktie, Bow, Black

- a. Authorized Wear. As required in Chapter 2, Section 1.
- b. Correct Wear. Bow tie should cover the top shirt button.

20. Scarf, White

- a. Authorized Wear. As prescribed in Chapter 2, Section. Scarf is required to be worn with All-Weather Coat.
- b. Correct Wear. Center back, inside and folded lengthwise twice with one inch of the folded side protruding above the collar of the all-weather coat. The scarf will follow the contour of the all-weather coat allowing the white shirt collar and necktie to show.

21. Shirt, Blue Rim

- a. Authorized Wear. As required in Chapter 2, Section 1.
- b. Correct Way. Wear right side out, front of shirt to front of body with sleeves rolled down. Sleeves are not to be cut off of the shirt body.

22. Shirt, Dress, White

- a. Authorized Wear. As required in Chapter 2, Section 1.
- b. Correct Wear. Button all buttons. Sleeves will terminate at the wrist and not protrude past the coat end of sleeve. Midshipman Candidates wear appropriate soft shoulder boards on the epaulettes.

23. Shirt, Working Blue

- a. Authorized Wear. As required in Chapter 2, Section 1.
- b. Correct Wear. Button all buttons. Sewn nametags located on the right side.

24. Shoes, Dress, Black (Pump)

- a. Authorized Wear. Plain black pumps made of smooth leather or synthetic leather, with closed heels and toes. Heels shall be no higher than 2-5/8 inches nor less than approximately 5/8 inch measured from the forward edge, and no wider than approximately 1-3/4 inches at the base. Sole shall be no thicker than approximately 1/4 inch. Wedge heels are not authorized.

b. Correct Wear. Keep well shined and in good repair.

25. Shoes, Service, Black

a. Authorized Wear. As required in Chapter 2, Section 1.

b. Correct Wear. Keep well blackened, shined and in good repair. Lace shoes from inside out through all eyelets and tie.

26. Shoes, Athletic

a. Authorized Wear. As required in Chapter 2, Section 1.

b. Correct Wear. Athletic shoes will be conservative in appearance. Laces will be tied.

27. Shorts, Compression

a. Authorized Wear. Any commercially available compression short designed to support planned exercise. Shall be navy blue or black in color.

b. Correct Wear. Will be worn fully on the waist. May not extend beyond the length of the short and must not be visible while standing.

28. Shorts, Gym, Blue NAPS

a. Authorized Wear. As required in Chapter 2, Section 1.

b. Correct Wear. Shorts will be worn fully on the waist. The length of the shorts will not extend below the top of the knee.

29. Slacks, Unbelted, Belted and Working Blue

a. Authorized Wear. As required in Chapter 2, Section 1

b. Correct Wear. Button all buttons, close all fasteners and wear a belt through all loops when applicable. Slacks shall hang approximately 1 inch from the floor at the back of the shoe. Slacks should be tailored to include a 2-inch hem to provide material for adjustments.

30. Skirts, Service

a. Authorized Wear. Midshipman Candidate women have the option to wear skirts when departing on leave and at formal events such as the Dining In and Graduation Ball. Skirts will be worn with flesh toned stockings as prescribed in Chapter 2.

b. Correct Wear. Length may range from 1-1/2 inches above to 1-1/2 inches below the crease behind the knee. Unbelted skirts wear the zipper on the left side and belted skirts wear the zipper

centered on the back. Belted skirts are to be "A" lined in design and are not to be tailored as a straight skirt.

31. Socks and Hosiery

- a. Authorized Wear. As required in Chapter 2, Section 1.
- b. Correct Wear. Wear right side out. For Midshipman Candidates, socks will be solid black. When wearing skirts, flesh toned hosiery is required instead of socks.

32. Straps, Blousing

- a. Authorized Wear. As required in Chapter 2, Section 1.
- b. Correct Wear. Place blousing strap three eyelets down from top of the boot and fasten to boot. Tuck pant leg up under the strap to present a neat tucked in appearance.

33. Sweat Suit, Navy

- a. Authorized Wear. As prescribed in Chapter 2, Section 1.
- b. Correct Wear. Sweatpants and sweatshirts are not required to be worn as a pair. A sweatshirt may be worn underneath a full tracksuit but should not be mixed otherwise. Sleeves and pant legs will be worn all the way down. Sweatpants legs shall not be tucked into socks.

34. Sweater, V-Neck, Black

- a. Authorized Wear. As prescribed in Chapter 2, Section 1.
- b. Correct Wear. Midshipman Candidates wear NAPS pins on the soft shoulder boards on the epaulets. Shirt collar is worn inside the sweater. Soft leather velcro nametag will need to be made and worn on this sweater.

35. Tie Clasp/Tack

- a. Authorized Wear. As required in Chapter 2, Section 1.
- b. Correct Wear. The tie clasp shall be plain (no accompanying insignia) and gold; 1/8 inch wide. It shall be worn 1 inch below the center of the tie in a horizontal position. If wearing the Service Dress Blue jacket, the tie clasp should not be visible.

36. Track suit

- a. Authorized Wear. As prescribed in Chapter 2, Section 1.

b. Correct Wear. Close jacket zipper at least 2/3 of the way. Sleeves shall be rolled down and zippers on pant legs will be closed at least 3/4 of the way. Only athletic shoes are authorized for wear. Flip-flops, sandals, or boat shoes are not to be worn. Worn with NAPS blue rim. Females must secure hair in a ponytail or braid if long enough to secure. Track suit legs shall not be tucked into socks. Navy issued sweatshirt can be worn underneath the tracksuit jacket if weather permits.

37. Trousers, NWU Type III

a. Authorized Wear. Unit commanders are authorized to modify uniform for specific physical training evolutions. When transiting between evolutions, Midshipman Candidates shall still remain bloused.

b. Correct Wear. Trousers will be worn fastened fully on the waist with belt buckled centered over the trouser fastener. The trouser legs shall be bloused with blousing straps so the blouse covers the top three rows of boot eyelets. When authorized to wear the trousers unbloused, the trouser leg length will not extend below the bottom of the safety boot heel.

38. Undergarments

a. Authorized Wear. As required in Chapter 2, Section 1.

b. Correct Wear. Wear right side out. Appropriate undergarments will be worn with all uniforms to preserve their dignity and appearance. Underwear, including boxer shorts, briefs, brassieres, athletic brassieres, and panties shall never be visible when in uniform or civilian clothes. Gym shorts are not authorized to be worn as undergarments. Personally purchased thermal underwear is authorized to be worn underneath uniforms. Thermal underwear will not be visible when worn.

39. Undershirts, White

a. Authorized Wear. Crew neck undershirts are worn with all uniforms.

b. Correct Wear. Wear right side out, front of shirt to front of body.

40. Undershirts, Crew Neck, Brown (NWU Type III)

a. Authorized Wear. As required in Chapter 2, Section 1.

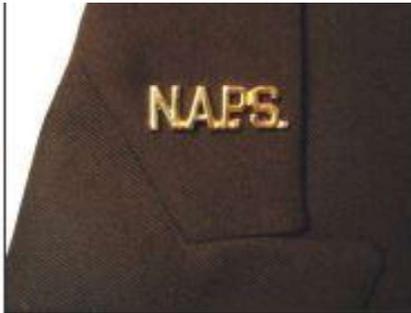
b. Correct Wear. Wear right side out, front of shirt to front of body. Organization issue or personally purchased thermal underwear is authorized to be worn underneath undershirt and trousers. Thermal underwear will not be worn visible when worn underneath the undershirt.

CHAPTER THREE

INSIGNIA AND DECORATIONS

3101. COAT COLLAR “N.A.P.S” INSIGNIA

1. Lapel N.A.P.S pin. Pin it on each collar tip of the coat so the bottom is one inch above the notch of the lapel and centered. Females will wear devices parallel to the deck (Figure 3-A). Males will wear devices parallel to the bottom edge of the color (3-B). If a Midshipman Candidate is a striper their right collar N.A.P.S pin will be replaced by appropriate bars.



**Male Service Dress Blue
Figure 3-A**



**Female Service Dress Blue
Figure 3-B**

3102. RANK INSIGNIA

1. Shirt Collar Insignia. Shirt collar insignia consists of a N.A.P.S. pin and bar (for class stripers) worn on the collar tips of blue shirts and NWU Type III blouse.

a. Insignia Indicating Midshipman Candidate Rank

(1) Gold Metal Bars. Consists of gold metal bars, on the collar tips or lapel to indicate the wearer's rank.

(2) Manner of Wear. On open collar shirts, all Midshipman Candidates, center insignia one inch from the front and lower edges of the collar and position it with the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point.

(a) Brigade Commander. Wear four parallel bars each 3/4 inch wide, and spaced 1/8 inch apart and connected by a thin strip of wire or metal.

(b) Battalion Staff, Company Commander. Wear three parallel bars each 3/4 inch wide, and spaced 1/8 inch apart and connected by a thin strip of wire or metal.

(c) Platoon Commanders, Company Staff. Wear two parallel bars each 3/4 inch wide, and spaced 1/8 inch apart and connected by a thin strip of wire or metal.

(d) Platoon Staff, and Squad Leaders. Wear one bar.



N.A.P.S. Pin

2. Shoulder Insignia. Consists of enlarged versions of the N.A.P.S. collar insignia worn centered on the shoulder straps of Navy All Weather Coat or Relaxed Fit jacket.

a. Manner of Wear. Shall be worn centered on the shoulder straps of All-Weather coat and Relaxed Fit Jacket. The outer edge of the devices will be placed 3/4 inch from the squared end of the shoulder strap. Seen in Figure 3-C.



**Shoulder Insignia
Figure 3-C**

b. Soft Shoulder Boards. Midshipman Candidates shall wear soft shoulder boards on their white dress shirt. The fouled anchor should be pointed toward the collar with the fouled section pointing aft.

3103. RIBBONS AND MEDALS

1. Ribbons. Ribbons are worn on uniforms as designated in Chapter 2 of these Regulations. Ribbons are not authorized on dinner dress or summer working uniforms.

a. Manner of Wearing. Wear up to three ribbons in a single row. When more than three ribbons are authorized, wear them in horizontal rows of three each. If ribbons are not in multiples of three, the top row contains the lesser number, and the center of this row sits over the center of the one below it. Wear ribbons without spaces between ribbons or rows of ribbons.

Wear ribbons with the lower edge of the bottom row centered 1/4 inch above the left breast pocket and parallel to the deck. To prevent coat lapels from covering ribbons, ribbons may be aligned so the border to wearer's left is aligned with left side of pocket. Rows of ribbons where more than 50% of the ribbon is covered by the coat lapel may contain two ribbons each and be aligned with left border.

(1) Placement on Ribbon Bar. Ribbons shall be arranged on a bar(s) and attached to uniforms. Ribbons shall not be impregnated with preservatives which change their appearance, or have any transparent covering.

(2) Arrangement. Arrange ribbons in order of precedence in rows from top down, inboard to outboard. Wear all ribbons if you have earned three or more.

(3) Ribbons with Breast Insignia. When you wear ribbons with breast insignia, comply with Section 2 and Table 3-1 of this Chapter.

2. Ribbons with Medals

a. Manner of Wearing. Wear both large medals and ribbons that do not have corresponding large medals on Full Dress Uniforms. Center ribbons on the right breast in the same relative position as the holding bar of the lowest row of medals. Arrange ribbons in order of precedence in rows from top down and inboard to outboard. Wear either the senior ribbon or all ribbons. Personnel awarded only ribbons that do not have corresponding large medals shall wear the ribbons on the right side as mentioned above.

b. Correct Uniform. Do not wear ribbons on uniforms requiring miniature medals.

3. Large Medals

a. Manner of Wearing. Large medals are worn on the service coat. When wearing more than one medal, suspend them from a holding bar that supports the medal's weight. Place the holding bar of the lowest row of medals in the same position as the lowest ribbon bar. The bar measures 4-1/8 inches wide, and each row of medals is 3-1/4 inches long from top of the suspension ribbons to bottom of medals, so that bottom of medals dress in a horizontal line. Multiple rows of medals should be grouped with the same number of medals in each row, with the lesser number in the top row if necessary. A maximum of three medals may be worn side by side in a single row with no overlap. Arrange four or more medals (maximum of five in a single row) following the layout in Table 3-1. Overlapping shall be proportional and the inboard medal shall be shown in full. Mount the medals so they cover the suspension ribbons of the medals below.

b. Arrangement. Arrange medals in order of precedence in rows from top down, inboard to outboard, within rows. Service members possessing more than five medals may either wear the five senior medals or all of them.

c. Polishing Medals. Plating or polishing medals is prohibited.

d. Medals with Breast Insignia. When wearing large medals with breast insignia, comply with Section 2 and Table 3-1 of this chapter.

4. Miniature Medals

a. Manner of Wearing. Wear miniature medals with dinner dress uniform. Each row of miniatures is 2-1/4 inches long, from top of the suspension ribbons to bottom of medals, so the bottom of medals dress in a horizontal line. Position medals so they cover the suspension ribbons of the medals in the rows below. On blue service coats, center the holding bar 5/8 inch above the left breast pocket parallel to the deck. Females On blue coats, center the holding bar 1/4 inch above the left pocket flap parallel to the deck.

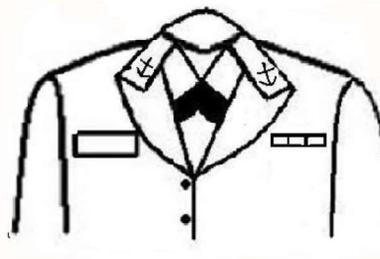
b. Arrangement. Wear up to five miniature medals in a row with no overlap. Arrange six or more miniature medals following the layout in Table 3-1. Arrange medals in order of precedence in rows from top down, inboard to outboard, within rows. Service members possessing five or more medals may either wear the five senior medals or all of them.

WEARING LARGE OR MINIATURE MEDALS					
Number of Medals Per Row					
Number of Medals to be worn	Prescribed Number of Rows	Top Row	2nd Row	3rd Row	4th Row
1-5	1 row only	1-5	0	0	0
6	2	3	3	0	0
7	2	3	4	0	0
8	2	4	4	0	0

WEARING OF RIBBONS ILLUSTRATED



SDB (Men)



SDB (Women)

Table 3-1

3104. BREAST INSIGNIA

1. Warfare and Other Qualification Insignia

a. Authorized Insignia. The listing below constitutes those breast insignia, alphabetically by category, authorized for wear on the Midshipman Candidate uniform. Breast or qualification insignia of other services shall not be worn.

- (1) Aviation Warfare Insignia
 - Enlisted Aviation Warfare Specialist
 - Naval Aircrew Warfare Specialist
- (2) Explosive Ordnance Disposal Warfare Insignia
 - Master Explosive Ordnance Disposal
 - Senior Explosive Ordnance Disposal
 - Basic Explosive Ordnance Disposal
- (3) Fleet Marine Force Enlisted Warfare Specialist
- (4) Seabee Combat Warfare Specialist Insignia
- (5) Special Warfare Insignia
 - Special Warfare Insignia (SEAL)
 - Special Warfare Combatant Craft Crewman (SWCC)
- (6) Submarine (Dolphins) Enlisted Warfare Specialist
- (7) Enlisted Surface Warfare Specialist
- (8) Marine Corps Combat Aircrew
- (9) Integrated Undersea Surveillance System Insignia
- (10) Officer in Charge/Petty Officer in Charge
 - Small Craft
 - Craftmaster
- (11) Parachutists Insignia
 - Naval Parachutist
 - Basic Parachutist
- (12) Submarine Patrol Insignia
 - Submarine Combat Patrol
 - SSBN Deterrent Patrol
- (13) Underwater Insignia
 - Master Diver

- Diving (Medical Technician)
- Diving, First Class
- Diver, Second Class
- Diver, Scuba
- Deep Submergence

(14) Presidential or Joint Staff

b. Provisions for Wear

(1) Wear pin-on breast insignia on the following uniforms. When two sizes of insignia exist, the miniature size insignia is normally worn on uniforms requiring miniature medals.

Exception: Miniature Small Craft insignia is worn on all uniforms except full dress uniforms. Miniature insignia should be worn on Dinner Dress Blues while large insignia should be worn on Service Dress Blues and Working Blues.

(2) One or two earned warfare devices or breast insignia may be worn on the following working uniforms in the same relative positions as described below. Insignia may be pin-on or embroidered. The background material for embroidered devices shall match the uniform on which it is worn. This will be relevant with Working Blues.

(3) One or two earned warfare devices or breast insignia embroidered on tape strips may be worn on the following working uniforms. Tape strips fabric, color and length shall be in the same relative positions as described below. This will be relevant with NWU Type III.

(4) Pin-on devices shall not be worn on working uniforms when metal devices might present a FOD or safety hazard.

(5) Breast Insignia. Pin on anodized (shiny) or oxidized (pewter in appearance) silver breast insignia may be worn in the manner prescribed below:

(a) Silver breast insignia will have either an anodized or oxidized finish. Personnel qualified to wear multiple breast insignia are authorized to wear devices of the same finish (anodized or oxidize). Wearing breast insignia of different finishes (e.g., anodized and oxidized) is prohibited.

(b) Hand polishing of breast insignias is authorized but not to the degree of altering the general appearance, finish or detail of the device.

c. Manner of Wearing Warfare and Other Qualification

(1) Breast insignia are worn on the left side of the uniform in a primary position, or a primary and secondary position.

(a) Primary position with ribbons or medals. The insignia is centered above ribbons or medals with the lower edge of the device 1/4 inch above the top row of ribbons or medals as stated in Table 3-2.

11 Jul 2019

(b) Primary position without ribbons or medals. The insignia is centered above the left pocket with the lower edge of the device 1/4 inch above the top of the pocket as stated in Table 3-2.

(c) Secondary position with ribbons or medals. The insignia is centered below ribbons with the top of the device 1/4 inch below the top of the pocket or pocket flap, or centered below medals with the top of the device 1/4 inch below the lowest row of medals as stated in Table 3-2.

(d) Secondary position without ribbons or medals. The insignia is centered 1/4 inch below the top of the pocket or pocket flap.

(2) If wearing only one device, place it in the primary position.

(3) Personnel with multiple qualifications may wear two insignia, placing one in the primary position and the second in the secondary position, within the following guidelines:

(a) Warfare qualification insignia take precedence over other qualification insignia and are placed in the primary position.

(b) Two warfare insignia, each from separate warfare categories, are authorized. Midshipman Candidates will wear the warfare insignia earned first in the primary position.

(4) If no longer designated as a warfare specialist, continue wearing the earned warfare insignia, following the guidelines of this chapter, unless prohibited from doing so by administrative action.

WEARING OF METAL BREAST INSIGNIA ILLUSTRATED (MEN AND WOMEN)

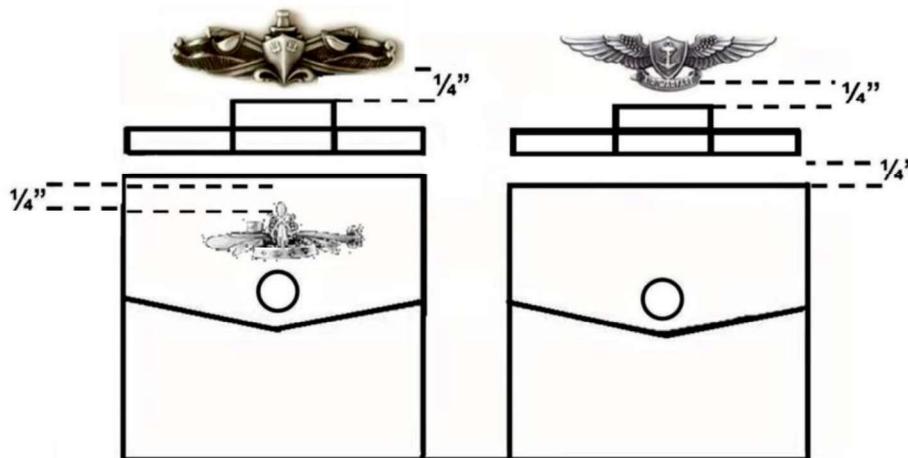


Figure 3-D

2. Nametags

a. Nametags. Center nametags 1/4 inch above the right breast pocket. Nametags worn on all other uniforms above the right breast pocket, place nametags on the right front in a position corresponding to ribbons on the left. Nametags are rectangular not exceeding dimensions of 1 inch by 3-1/2 inches.

b. Plastic Name Tags. Plastic name tags will be worn on uniforms which do not have a sewn on cloth badge. A plastic name tag will be engraved with the Midshipman Candidate's last name. Plastic name tags will always be worn on SDB uniforms.

c. Working Blue Name Badges. Cloth name badges listing the Midshipman Candidate's initials and last name will be sewn on all Working Blue uniform shirts above the right breast pocket.



NAMETAG ON SERVICE DRESS BLUES
Figure 3-E

3105. MIDSHIPMAN CANDIDATE INSIGNIA

1. Types of Devices.

a. Superintendent's List. Midshipman Candidates achieving this recognition are authorized to wear the NAPS issued "silver star device".

b. Commanding Officer's List. Midshipman candidates achieving this recognition are authorized to wear the NAPS issued "gold star device".

c. Rowan Award Aiguillette. Recipient will be selected by each platoon at the end of every Marking Period and given a yellow aiguillette to be worn on all uniforms.

2. Proper Wear of Stars.

a. Service Dress Blue (SDB) and Dinner Dress: centered 1/2" above "N.A.P.S" collar device on the wearer's collar/lapel, worn on the wearer's left lapel.

b. Navy Working Uniform (NWU): centered, 1/4" below top of wear's left breast pocket flap.

c. Working Uniform: centered 1/4" below top of wear's left breast pocket flap.

3. Proper Wear of Aiguillette. Centered at the top of the wear's left shoulder/sleeve seam, 1/4" above the seam.

3106. HEADGEAR

1. Combination Cover

a. Insignia. On the combination cover shall be a gold pin-on fouled anchor 1-13/16 inches in length attached to the mount of the cover band, unfolded arm of the stock shall be to the wearer's right.

b. Chin Strap. Shall be 3/8 inch wide faced with gold lace and secured at each end by Navy eagle gilt buttons.

c. Manner of Wear. Worn squarely on the head, bottom edge horizontal approximately 1 and 1/2 inches above the eyebrows. The cover shall be of white nylon and remain clean.

2. Religious Headgear. Navy personnel may wear religious headgear while in uniform if the headgear meets the following criteria.

a. It must be black or hair colored.

b. It must be of a style and size that can be completely covered by standard military headgear.

c. It cannot interfere with the proper wear or functioning of protective clothing or equipment.

d. It cannot bear any writing, symbols, or pictures.

e. It will not be worn in place of military headgear when military headgear is required (outdoors, or indoors when required for duties or ceremonies).

3. 8-point cover. Covers will be worn squarely on the head, not resting on the ears. The visor will rest just above eye level and parallel to the deck. The visor will have a natural bend and will not be creased or folded.

CHAPTER FOUR

CIVILIAN CLOTHING

4101. GENERAL INFORMATION

1. **Civilian Clothing.** Midshipman Candidates are permitted to have civilian clothing in their possession in Ripley Hall per NAPSINST 5400.1(series). Such clothing may be authorized for wear while leaving or returning to Ripley Hall, while awaiting transportation, while on authorized leave, liberty, or in any off duty status as delineated by NAPSINST 5400.1(series).
2. **Casual Civilian Attire.** Midshipman Candidates shall ensure that their dress and personal appearance are appropriate for the occasion and will not discredit the Naval Academy Preparatory School or the Navy. Current styles and fashions which are conservative and in good taste are authorized. Appropriate civilian attire for liberty is required on and off the NAVSTA Newport at all times by Midshipman Candidates.
3. **Advocating Substance Abuse Prohibited.** Wearing or displaying clothing, jewelry, tattoos, etc., depicting marijuana or any other controlled substance or advocating drug abuse or alcohol abuse is prohibited at all times on NAVSTA Newport, any other military installation, in public, on social media, or under any circumstances which is likely to discredit the Navy.
4. **Personal Statements Prohibited.** Wearing of clothing bearing political slogans, statements of a socially provocative or sexual nature, or which otherwise may be perceived as offensive, are not authorized.
5. **Earrings.** Earrings are prohibited on male Midshipman Candidates at all times. Women may wear one earring on each ear while on liberty. Piercings of any other body part are not authorized at any time per USNA body alteration standards.
6. **Wearing of Uniform Articles with Civilian Clothes.** Midshipman Candidates are not authorized to wear military uniform articles in combination with or in the place of civilian clothing. The only exception is when specifically authorized by the NAPS CO to combine the Navy issued sweatshirt or NAPS Track Suit jacket with civilian attire for Navy Spirit gear during special occasions, e.g. Denim Day, pep rallies, or home sports events.
7. **Displays of National Ensign.** Displays of National Ensign will be respectful and IAW Navy Regulations. Midshipman Candidates are not authorized to wear the national ensign as clothing, head gear, or as a pattern on clothing items.

4102. STANDARDS OF DRESS

1. **Wear.** Midshipman Candidates take part in a wide variety of activities while on liberty; therefore, a wide range of clothing styles are acceptable. Naval personnel shall ensure that their dress and personal appearance are appropriate for the occasion and in accordance with proper

9 Jul 19

dress code requirements. A Midshipman Candidate confronted with the choice of civilian clothing should always “dress up” consistent with the high standards of the Officer Corps.

a. Dress Code. When civilian clothing is worn, Midshipman Candidates shall ensure that their dress and personal appearance are appropriate for the occasion and will not discredit the Naval Academy Preparatory School or Navy. The following dress code classification will be followed by Midshipman Candidates when civilian clothes are authorized:

<u>Occasion</u>	<u>Men</u>	<u>Women</u>
Formal Dress	Dark business Suit or Tuxedo	Long Formal/Cocktail or Formal Pant Suit
Business/Informal	Business suit or Conservative Sports Jacket (blazer) with Tie. (Sweater with Shirt/Tie without Jacket is not informal).	Short or Long Dress, Dress slacks and Jacket, Skirt with blazer or Blouse/Sweater.
Business Casual	Collared Shirt, Trousers, modest shoes with socks, Blazer or Business Jacket may be added.	Skirt (not mini), Trousers, Dress Shirt/Sweater Set, or Dress of appropriate length.
Smart Casual	Dress Trousers or Shorts with pockets, Collared Shirt/Sweater, Loafers, socks, Sports Coat or Blazer when appropriate.	Casual Dress, Dress Slacks or Shorts with pockets and Blouse/Collared Shirt/Sweater, Jacket.
Casual	Jeans or Shorts with pockets, Collared shirt/T-Shirt, sweater and shoes.	Jeans or shorts with pockets, skirt (Not mini), Shirt, and casual shoes or casual dresses.

b. Minimum Standard. The minimum acceptable standard for Midshipman Candidates casual civilian attire is described below. Midshipman Candidates shall be mindful that they are Navy members 24 hours per day and their appearance will reflect the high standards of the Officer Corps. This is especially important giving the prevalence of social media. Midshipman Candidates not dressed to these standards will not be permitted to depart on liberty.

(1) Men: Trousers (to include jeans) or shorts (NO gym shorts or shorts that extend above mid-thigh), belt (when loops are present), clean shirts tucked in or sweaters that are neat in appearance, and appropriate shoes. Civilian T-Shirts are authorized if they are free of wrinkles and worn in good taste. Sandals without a back are authorized; shower shoes are not sandals. On occasions when jeans are appropriate attire, the jeans will be neat in appearance, clean, serviceable, and without holes, tears, frays, stains, or varying patterns of color/dye. Hats (caps) in good taste may be worn on liberty (with brim always forward) but shall be removed when indoors.

(2) Women: Casual type dresses or skirts, slacks (to include jeans) or shorts (NO gym shorts or shorts that extend above mid-thigh), belt (when slacks or shorts are designed to be worn with a belt), a top that is neat in appearance, and appropriate shoes. T-Shirts and tank tops are authorized if they are free of wrinkles, worn in good taste and not revealing. They will NOT be

of a sheer or transparent fabric and will not be immoderately low cut, show cleavage, and the shoulder straps of the shirt will be a minimum of one inch wide (no spaghetti straps). Sandals without a back are authorized. On occasions when jeans are appropriate attire, the jeans will be neat in appearance, clean, serviceable, and without holes, tears, frays, stains, or varying patterns of color/dye. Hats (caps) in good taste may be worn on liberty (with brim always forward) but shall be removed when indoors.

(3) The following are NOT considered casual attire and are inappropriate for wear on liberty/leave:

- (a) Dirty, frayed, ripped, or torn clothing.
- (b) Cut-off shorts or shirts.
- (c) Miniskirts or shorts above mid-thigh.
- (d) Clothing that bares midriffs.
- (e) Shower shoes or barefoot.
- (f) Any clothing that is revealing and clearly inappropriate for wear.
- (g) Plain white undershirts (sleeved or tank-tops) as outer garments.
- (h) Bandanas or any other head gear that is not a ball cap or hat.
- (i) Any military / NAPS issued attire.

CHAPTER FIVE

HYGIENE STANDARDS

5101. GENERAL INFORMATION

1. General. The primary consideration is to have a neatly groomed appearance while wearing naval uniforms. Grooming standards are based on several elements including neatness, cleanliness, safety, military image, and appearance. The standards established are not intended to be overly restrictive nor are they designed to detach Midshipman Candidates from society. The limits set forth are reasonable, enforceable, and ensure the personal appearance contributes to a favorable military image. The differences between men's and women's grooming policies recognize the difference between the sexes; such as sideburns for men or different hairstyles and cosmetics for women. Establishing identical grooming and personal appearance standards for men and women would not be in the Naval Academy Preparatory School's or Navy's best interests and is not a factor in assuring equality of opportunity.

2. Neatness.

a. Articles. No articles shall protrude from or be visible on the uniform, including such items as pencils, pens, watch chains, key chain fobs, pins, jewelry, combs, large wallets, cigars, cigarettes, pipes, or similar items (ID Cards, Jewelry, tie clasps, cuff links, shirt studs and earrings) shall be worn as prescribed elsewhere in these regulations. No communication devices are authorized for wear on the uniform.

b. Cleanliness. Uniforms shall be kept clean, with laces, devices, insignia and belt buckles bright and free from tarnish and corrosion.

c. Image. Midshipman Candidates must set and maintain high standards of smartness in uniform appearance. The military image reflected by attention to detail, while wearing the uniform, is a key element in the public image of the Naval Academy Preparatory School and the U.S. Navy.

(1) Lanyards are not authorized for wear.

(2) Civilian bags (e.g. gym bags, garment bags, etc., this does not include women's handbags/purses) may be worn with working and service uniforms as prescribed in the manner below:

(a) Backpacks may be worn over both shoulders or hand carried in the left hand to facilitate saluting while wearing Type III or Working Blue Uniforms. Midshipman Candidates are authorized to wear backpacks with Relaxed Fit Jacket when worn over Working Blue. Backpacks must be solid black in color. No personal ornamentation shall be attached on or to the backpack. Midshipman Candidates are authorized to carry one water bottle in the side pocket of the backpack.

11 Jul 19

(b) All bags/brief cases worn with the uniform must conceal its content and be either solid black or navy blue in color. The only exception is team issued sports bags and must be hand carried. There shall be no personal ornamentation attached on or to the bag/brief case.

(c) While in dress uniform (e.g., Service Dress Blue), civilian bags will be hand carried only.

(d) Sea bags may be worn with all uniforms with the exception of Dinner Dress Uniforms. The Sea bag is the only bag that can be worn with Service Dress Uniforms and it must be at least half-full.

d. Glasses.

(1) Prescription Glasses. No eccentric or faddish glasses are permitted.

(2) Sunglasses. Conservative sunglasses are permitted, except in military formations. Frames may be conservatively colored, subdued and complementary in nature to the uniform. The lenses cannot be mirrored or multi-colored. Manufacturer logos should be small and inconspicuous. Glasses will not interfere with proper wear of military headgear. Oversize sunglasses that cover significant portions of the face are not authorized. Photochromic (transition) lenses are acceptable for use, even in formation.

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

e. Undergarments. Appropriate undergarments shall be worn to preserve the dignity and appearance of the uniform.

f. Tailoring of Uniforms. Uniforms may be tailored to provide a well-fitting, professional military bearing. They shall not be altered to the extent of detracting from the military appearance, nor shall they be tailored to the point of presenting a tight form fit.

3. Care of the Uniform. Carrying large or heavy objects in pockets will destroy the shape of the best uniform. Uniforms shall be stored on hangers. If uniforms are to be stored for a long time, they should be cleaned thoroughly, then packed away in an airtight plastic bag with a packet of desiccant (drying agent) for maximum preservation. Uniforms that need dry cleaning should be done well before the required events, payed for by personal expense.

5102. PERSONAL APPEARANCE

1. Personal appearance. 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 Naval Academy Preparatory School grooming policy. Therefore, hair/grooming/personal appearance while in uniform shall present a neat, professional appearance.

2. Hair.

a. Men. Keep hair neat, clean and well groomed. Hair will normally be cut at least once per pay period, more often if necessary to maintain standards.

(1) Tapering. Hair above the ears and around the neck shall be tapered from the lower 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.

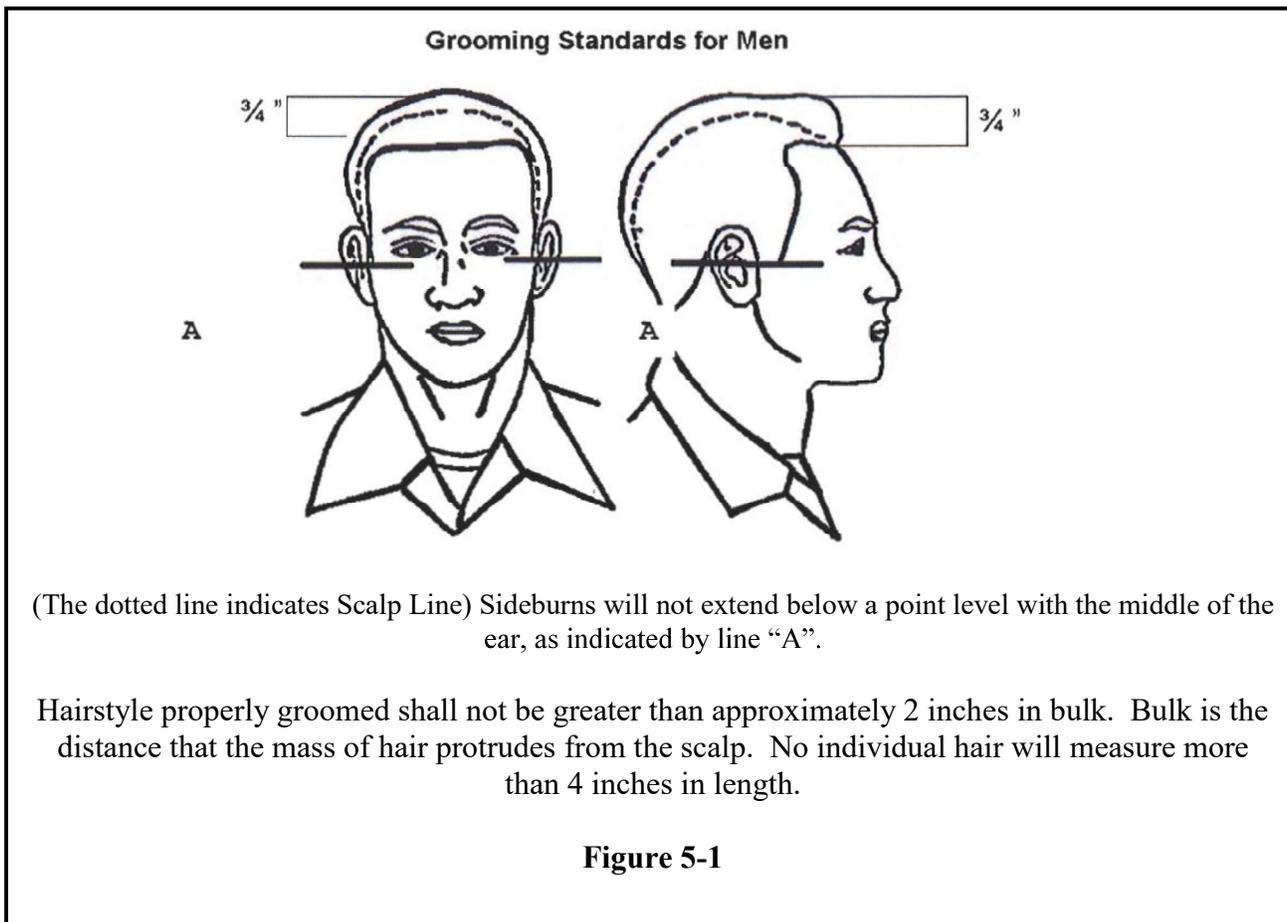
(2) Bulk. The bulk of the hair shall not exceed approximately two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp.

(3) Hair Style. Hair coloring must look natural and complement the individual. Faddish styles and outrageous multicolored hair are not authorized. The unique quality and texture of curled, waved, and straight hair are recognized, and in some cases the 3/4 inch taper at the back of the neck may be difficult to attain. In those cases hair must present a graduated appearance and may combine the taper with a line at the back of the neck. One natural, narrow, fore and aft part (cut, clipped or shaved) is authorized. Varying hairstyles, including afro, are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with properly wearing military headgear. Plaited or braided hair is not authorized while in uniform or in a duty status.

(4) Sideburns. 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 even width (not flared) and shall end with a clean shaven horizontal line. Figure 5-1 refers. "Muttonchops," blocked haircuts, and rounded or square back haircuts are not authorized.

(5) On Induction Day, all male Midshipman Candidates will have their hair removed to a close "buzz cut." After INDOC, Midshipman Candidates will be required to comply with Navy hair grooming standards.

(6) Marines at NAPS will maintain Marine Corps grooming standards.



b. Women. Hairstyles will be conservative, inconspicuous, and neat in appearance.

(1) Style. Hairstyles and haircuts shall present a professional and balanced appearance. Appropriateness of a hairstyle shall be evaluated 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. Hairstyles will not interfere with the proper wearing of headgear, protective masks, or equipment. When headgear is worn, hair shall not show from under the front of the headgear. Hair is not to protrude from the opening in the back of the ball cap, except when wearing a bun or ponytail hairstyle. All buns and ponytails shall be positioned on the back of the head to ensure the proper wearing of all headgear. Lopsided and extremely asymmetrical hairstyles are not authorized. Angled hairstyles will have no more than a 1-1/2 inch difference between the front and the back length of hair. Layered hairstyles are authorized provided layers present a smooth and graduated appearance

(2) Hair. Hair length, when in uniform, may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. With jumper uniforms, hair may extend a maximum of 1-1/2 inches below the top of the jumper collar. Long hair, including braids, shall be neatly fastened, pinned, or secured to the head. When bangs are worn, they shall not extend

below the eyebrows. Hair length shall be sufficient to prevent the scalp from being readily visible (with the exception of documented medical conditions).

Hair bulk (minus the bun) as measured from the scalp will not exceed 2 inches. The bulk of the bun shall not exceed 3 inches when measured from the scalp and the diameter of the bun will not exceed or extend beyond the width of the back of the head. Loose ends must be tucked in and secured.

Hair, wigs, or hair extensions/pieces must be of a natural hair color (i.e. blonde, brunette, brown, red, gray, or black). Hair extensions/pieces must match the current color of hair. Wigs, hairpieces and extensions shall be of such quality and fit so as to present a natural appearance and conform to the grooming guidelines listed herein. Tints and highlights shall result in natural hair colors and be similar to the current base color of the hair.

(3) Hairstyles. Hairstyles shall not detract from a professional appearance in uniform. Styles with shaved portions of the scalp (other than the neckline), those with designs cut, braided, or parted into the hair, as well as dyed using unnatural colors are not authorized. The unique quality and texture of curled, waved and straight hair are recognized. All hairstyles must minimize scalp exposure. While this list shall not be considered all inclusive, the following hairstyles are authorized.

a. Three strand braids and two strand braids (also referred to as twists) are authorized. Braided hairstyles shall be conservative and conform to the guidelines listed herein.

b. Multiple braids. Multiple braids consist of more than two braids and encompass the whole head. When a hairstyle of multiple braids is worn, each braid shall be of uniform dimension, small in diameter (no more than 1/4 inch), and tightly interwoven to present a neat, professional, well groomed appearance. Foreign material (e.g., beads, decorative items) shall not be braided into the hair. Multiple braids may be worn loose, or may be pulled straight back into a bun, within the guidelines herein.

c. Two individual braids. One braid worn on each side of the head, uniform in dimension and no more than one inch in diameter. Each braid extends from the front to back of the head near the lower portion of the hair line (i.e., braids are closer to the top of the ear than the top of the head to prevent interference with wearing of headgear). A single French braid may be worn starting near the top of the head and be braided to the end of the hair. The end of the braid must be secured to the head and braid placement shall be down the middle of the back of the head.

d. Corn rows. Must be in symmetrical fore and aft rows, and must be close to the head, leaving no hair unbraided. They must be no larger than 1/4 inch in diameter and show no more than approximately 1/8 inch of scalp between rows. Corn row ends shall not protrude from the head. Rows must end at the nape of the neck and shall be secured with rubber bands that match the color of the hair. Corn rows may end in a bun conforming to the guidelines listed herein, if hair length permits.

e. Rolls. Two individual rolls, one on each side of the head, must be near the lower portion of the hair line (i.e., rolls are closer to the top of the ear than the top of the head and will not interfere with wearing of headgear). Rolls must be of uniform dimension and no more than one inch in diameter.

f. Locks. Lock hairstyle (Locks) for the purpose of Navy Uniform Regulations grooming standards consists of one section of hair that twists from or near the root to the end of the hair and creates a uniform ringlet or cord-like appearance. Locks may be worn in short, medium, and long hair lengths in the following manner:

(1) Locks must continue from the root to the end of the hair in one direction (no zig-zagging, curving, or ending before the end of the lock to dangle as a wisp or loose hair) and should encompass the whole head. Locks partings must be square or rectangle in shape in order to maintain a neat and professional appearance.

(2) Locks can be loose (free-hanging where no hair is added to the lock once it is started other than hair extensions that are attached to natural hair). When worn loose, locks will be spaced no more than three-eighths of an inch apart, diameter/width will not exceed three-eighths of an inch, and locks will be tightly interlaced to present a neat and professional military appearance. Locks may also be worn in a bun provided all hair grooming requirements are met. Faux locks are authorized provided the hairstyle worn is in compliance with female hair grooming requirements. Locks may not be worn in combination with other hair styles (e.g. twists, braids).

(3) New growth (defined as hair that naturally grows from the scalp and has not yet been locked) will not exceed one-half inch at any time.

(4) Locks that do not meet the above standards and do not present a neat and professional military appearance will not be worn in uniform. Commanding Officers have the ultimate responsibility for determining when hairstyles are eccentric, faddish, or out of standards.

g. Ponytails. A ponytail is a hairstyle in which the hair on the head is pulled away from the face, gathered and secured at the back of the head with an approved accessory. Hair extending beyond the securing accessory may be braided or allowed to extend naturally. The wear of a single braid, French braid, or a single ponytail in Service, Working, and PT uniforms is authorized. Ponytail hairstyles will not interfere with the proper wearing of military headwear and equipment nor extend downward more than three inches below the lower edge of the collar (shirt/blouse, jacket or coat) while sitting, standing or walking. Additionally, ponytails will not extend outward more than three inches behind the head as measured from the securing accessory, nor shall the width exceed the width of the back of the head or be visible from the front. In spaces or environments where there are operational hazards such as rotating gear, etc., the hair may not be worn below the bottom of the collar. Ponytails of any length are authorized during PT.

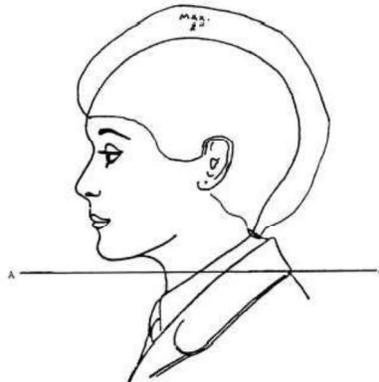
11 Jul 19

h. During group Command/Unit physical training, Commanding Officers are authorized to standardize unit policy for the relaxation of female hair grooming standards with regard to having hair secured to head (e.g., ponytails). Hair restraining devices, if worn, will be consistent with the current hair color.

i. Relaxed Hair Requirement with Dinner Dress Uniforms. Female Sailors are authorized to wear their hair below the lower edge of the collar of the blouse, jacket, or coat of the Dinner Dress Uniform being worn. All other Navy grooming requirements will remain in effect per the guidance promulgated by this instruction.

(5) Hair Accessories. When hair accessories are worn, they must be consistent with the hair color. A maximum of two small barrettes, similar to hair color, may be used to secure the hair to the head. Bun accessories (used to form the bun), are authorized if completely concealed. Additional hairpins, bobby pins, small rubber bands, or small thin fabric elastic bands may be used to hold hair in place, if necessary. The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward or outward from the head. For example, when using barrettes or hairpins, hair will not extend loosely from the head; when hair is in a bun, all loose ends must be tucked in and secured. Hair accessories shall not present a safety or foreign object damage (FOD) hazard. Hair nets shall not be worn unless authorized for a specific type of duty. Headbands, scrunchies, combs, claws and butterfly clips, are examples of accessories that are not authorized; this list is not to be considered all inclusive.

(6) Induction. On Induction Day, all female Midshipman Candidates will have the option to receive a haircut above her chin. Midshipman Candidates will be authorized the use of two small barrettes similar to natural hair color, and elastic bands that match her natural hair color.



Hair bulk (minus the bun) as measured from the scalp will not exceed 2 inches.

Figure 5-2

c. Shaving and mustaches (Men). The face shall be clean shaven at all times, unless authorized for medical reasons. Facial hair permitted for medical reasons shall not exceed 1/4 inch in length and will present a neat and overall appearance. Midshipman Candidates that are medically exempt from shaving must still comply with reference (a).

d. Hairpieces. Wigs or hairpieces shall be of good quality and fit, present a natural appearance and conform to the grooming standards set forth in these regulations. They shall not interfere with the proper performance of a duty nor present a safety hazard.

(1) Men. Wigs or hairpieces may be worn by Midshipman Candidates while in uniform or duty status only for cosmetic reasons to cover up natural baldness or physical disfigurement.

(2) Women. Wigs or hairpieces meeting women's grooming standards are authorized for wear by personnel while in uniform or duty status.

3. Cosmetics (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 are not authorized in uniform and shall not be worn. Care should be taken to avoid an artificial appearance. Lipstick colors shall be conservative and complement the individual. False eyelashes shall not be worn when in uniform.

4. Fingernails

a. Men. Fingernails shall not extend past fingertips. They shall be kept clean.

b. Women. Fingernails shall not exceed 1/4 inch measured from the fingertip. They shall be kept clean. Nail polish may be worn, but colors shall be conservative and complement the skin tone. Metallic and iridescent colors are not authorized.

5. Jewelry. Conservative jewelry is authorized for all personnel and shall be in good taste while in uniform. Eccentricities or faddishness are not permitted. Jewelry shall not present a safety hazard. Jewelry shall be worn within the following guidelines:

a. Body Piercing. Body piercings are not authorized.

b. Bracelets. While in uniform, medical and POW/MIA bracelets are authorized. Plastic colored bracelets are specifically prohibited.

c. Earrings.

(1) Men. Earrings are prohibited on male Midshipman Candidates at all times, including while in a liberty or leave status.

(2) Women. One earring per ear (centered on earlobe) may be worn in uniform as described in Chapter 2. One earring per ear may be worn in civilian attire.

d. Necklaces. While in uniform, only one necklace may be worn and it shall not be visible.

e. Rings. While in uniform, only one ring per hand is authorized. Rings are not authorized for wear on thumbs.

f. Wristwatch. While in uniform, only one may be worn. The style and color of the watch should complement the uniform. Faddish colors and styles (e. g. multiple diamonds) are not authorized for wear. Non-faddish colors include black, navy blue, green or tan khaki, silver toned, and gold-toned.

CHAPTER SIX**LAUNDRY/ROOM PROCEDURES****6101. MARKING OF UNIFORMS**

1. Markings. Articles of clothing issued by or purchased from the Uniform Store shall be legibly marked with the owner's last name and first initial. Markings shall be made with their marking kit using black ink for light items and white ink for dark items. If garment labels are provided, the name and company number shall be legibly printed.

2. Marking Placement. Clothing and accessories shall be marked as indicated below. Where the words "right" and "left" appear, it shall be taken to mean the wearer's "right" or "left." The name, alpha number, and company-platoon on all articles when properly rolled or laid out for sea bag inspections will appear upright to the inspecting officer.

a. Bag, Sea Bag, Green. Last Name will be along the short strap on the outer side and on the opposite side from the carrying strap, centered one from the top.

b. Belt. Last name inside near clip.

c. Blue Rims. Name, alpha code, and company-platoon number will be on inside of the front, along the internal hem at waist and at right of the center.

d. Coat, All Weather, Navy Blue. Name will be on designated name plates on both the coat and lining.

e. Cover, Combination. Name and company-platoon number will be written on the name plate in the top of the cap for the male cover and on the fabric tab for the female cover.

f. Gloves. Initials only on the inside near the top, parallel to the edge of the glove.

g. Jacket, Eisenhower Relaxed Fit, Black. Name will be on designated name plates on both the coat and lining.

h. Necktab. Last Name, center back, inside.

i. Necktie. Center last name in white ink on the center back, inside.

j. NWU Blouse. Name will be on name plate.

k. Shirt, Working Blue. Name will be on name plate in and base of front shirt panel.

l. Shirt, SDB. Name will be on name plates and base of front shirt panel.

m. Trousers (Male/Female). Name will be on name plate in rear pocket.

11 Jul 19

- n. Socks. Initials will be on bottom of toes, when worn should be towards the ground.
- o. Sweatshirts. Name on back, internal, parallel and 1 inch from top.
- p. Sweatpants. Name will be on internal waistband, parallel and 1 inch from top.
- q. Undershirts. Name will be on inside of the front, along the internal hem at waist and at right of the center.
- r. Shorts. Name, alpha code, and company-platoon number will be on the internal waistband.
- s. Undershorts/Underpants. Initials will be on the outside of the right half of the waistband, or immediately underneath the waistband.

6102. LAUNDRY PROCEDURES

1. Large laundry carts are located on the first floor of Ripley Hall for all linens.
2. All personal laundry must be done by Midshipman Candidates at least weekly or as necessary in their platoon space laundry rooms. Midshipman Candidates may hang soiled and wet clothes on hangars to dry, but shall otherwise place soiled laundry in laundry hampers. Midshipman Candidates shall not allow laundry hampers to overflow or create any other unhygienic condition in Ripley Hall. Failure to maintain hygienic conditions may result in disciplinary actions. Midshipman Candidates shall take proper steps to ensure that the laundry machines are not being overloaded by excessive volumes of clothing in a single laundry load.
3. NAPS Linen Exchange Program. Do NOT mark items that are a part of the NAPS Linen Exchange Program. The purpose of this Program is to meet the daily bed linen needs of the NAPS Battalion, and facilitate WEEKLY exchange of linens. These items are NOT MARKED with identifying information. The following items are a part of the NAPS Linen Exchange Program: blankets, flat sheets, pillow cases, and spreads.

6103. FOLDING AND STORAGE PROCEDURES

1. Folding and Storage Procedures. After labeling all items with the proper information, issued clothing will be folded in accordance with the following instructions:
 - a. Underwear (male and female). Divide into thirds; fold right third and then left third back; fold bottom up to form a square with waistband at the top; stack in locker with rounded

ends flush and facing out (Figure 6-A).

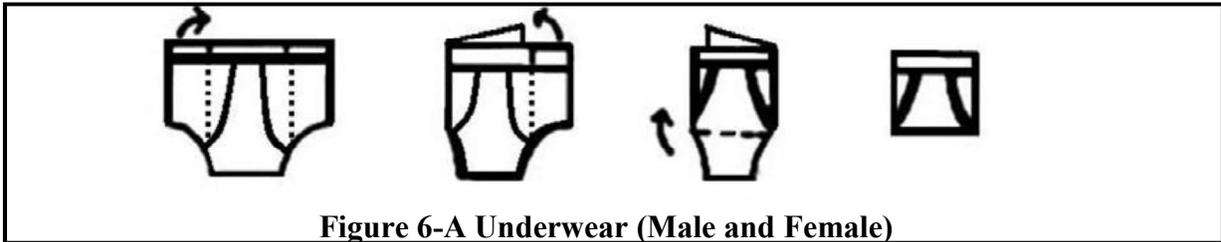


Figure 6-A Underwear (Male and Female)

b. Brassieres. Divide into thirds; fold right third and then left third back; fold top straps down to form a square; stack in locker with bottom sweatbands flush and facing out (Figure 6-B).

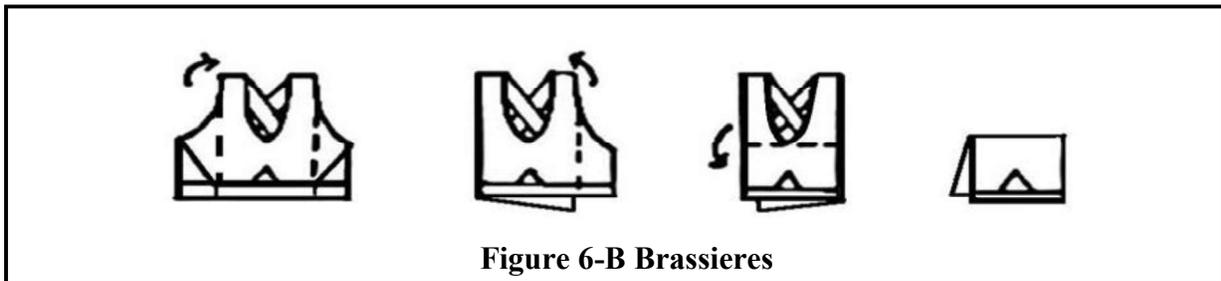


Figure 6-B Brassieres

c. Socks. Pair up one sock on top of the other; beginning at the toes, roll the pair into one tight ball until the tops of the socks are reached; pinch free ends to the ball while pulling the edge of the outside sock back around the ball in the opposite direction of the roll; resulting enclosed ball should form a “smile;” line balled socks up from the front of the locker to the back, smiles facing up (Figure 6-C).

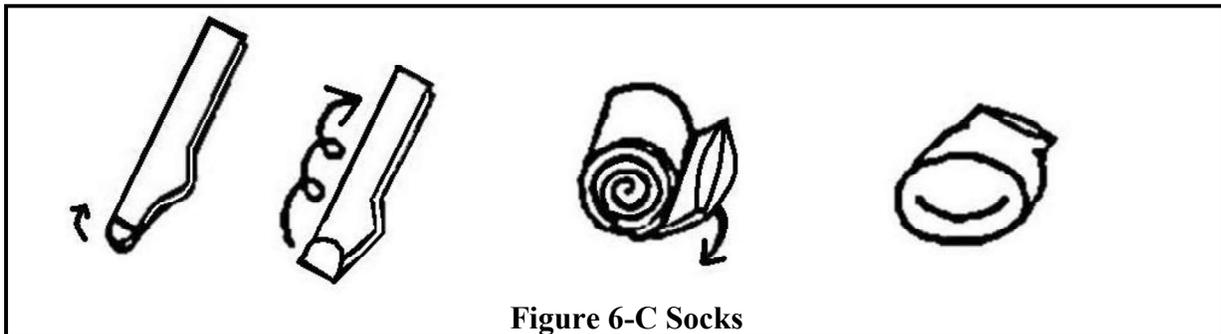
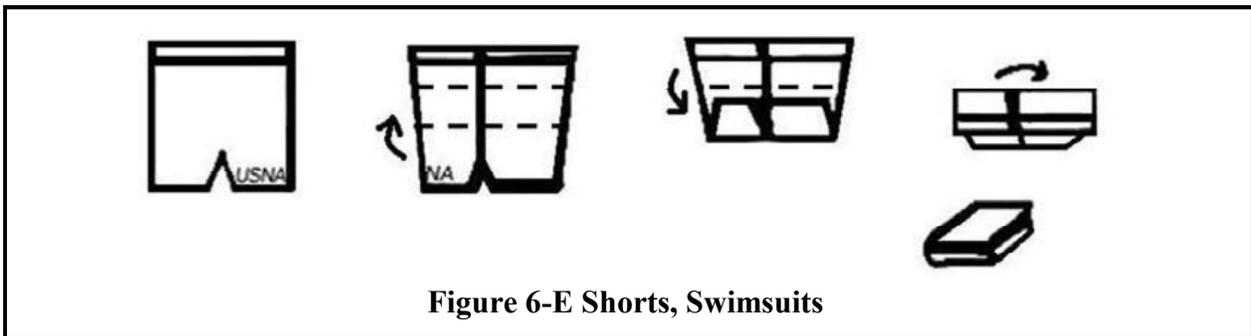


Figure 6-C Socks

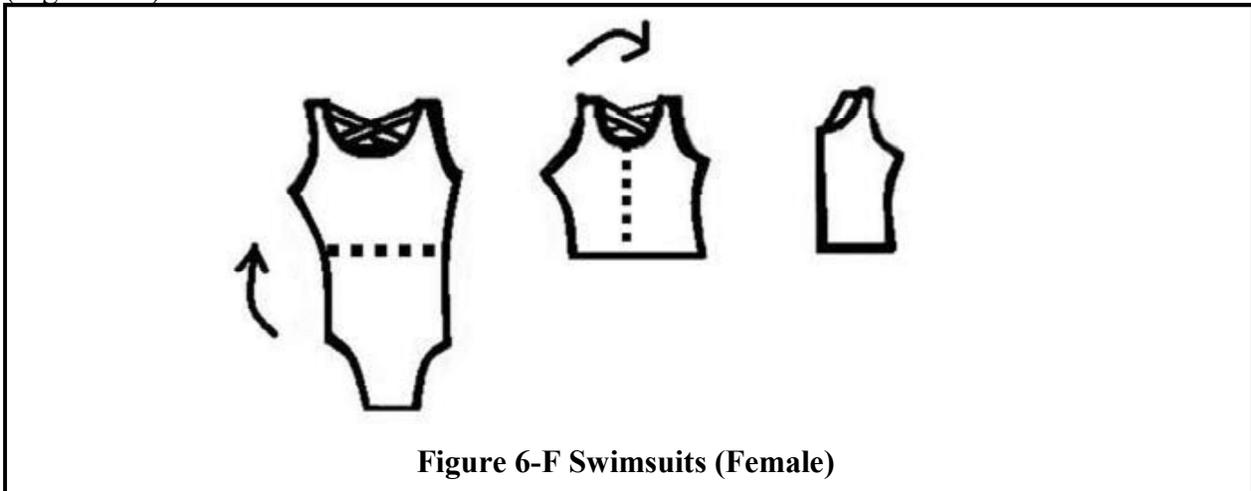
d. T-shirts (blue rims, intramural jerseys, white T-shirts, Vnecks). With shirt face down on a hard surface, fold bottom half of shirt back until the bottom edge lines up with the shoulders; fold both sleeves back to form a rectangle; fold bottom third of resulting rectangle back (crest should still be face down); fold top third back; fold this new rectangle in half lengthwise so that crest is now face up; stack shirts in locker with rounded ends flush and facing out and all crests facing up (Figure 6-D).



e. Shorts. Holding waistband, bring yellow side-stripes together; fold bottom third of shorts up; fold top third of shorts down; fold resulting rectangle in half lengthwise so that yellow stripe runs across the rounded end; stack in locker with yellow stripes flush and facing out (Figure 6-E).



f. Swimsuits (female). Fold bottom half back; fold resulting form in half width-wise (Figure 6-F).



g. Trousers (sweatpants). Fold pants in half so that legs line up; fold bottom third up; fold top third down; stack in locker with waistbands facing up and rounded ends flush and facing out (Figure 6-G).

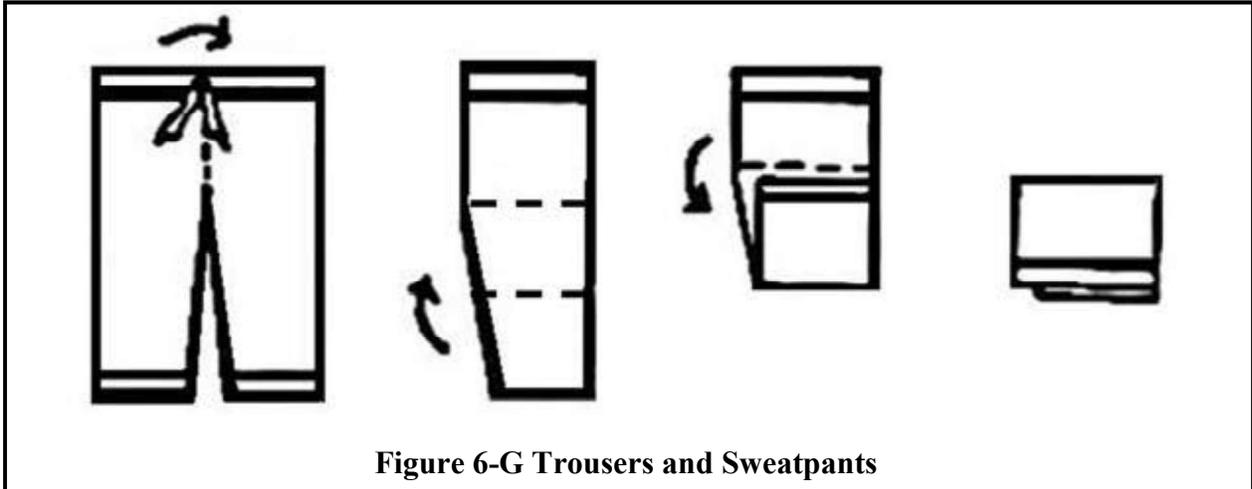


Figure 6-G Trousers and Sweatpants

h. Sweatshirts. With jumper face down on a hard surface, fold right third back and fold sleeve down behind; do the same with the left third to form a rectangle; fold bottom half of rectangle back; stack in locker with rounded ends flush and facing out and front of jumper facing up.

2. Locker Stowage. Proper locker stowage should be uniform and in accordance with the following guidelines in Figure 6-H.

a. The general rule for uniforms is always black to white, left to right, top to bottom.

b. The expectations for a Midshipman Candidate's rack can be found in Figure 6-I. It should be inspection ready from reveille until taps, daily. There should be a 6" fold back with a total of 18" of white showing at the top of the rack. A hospital corner will be made at the bottom of the rack showing a 45 degree angle.

c. Expectations for Midshipman Candidate's nightstand and computer desk can be found in Figure 6-J. Books should always be stacked highest to smallest. Pictures placed on a desk's corkboard should be in good taste.

d. The NAPS Regulation book should be placed on top the refrigerator at the front of the room. There shall be one book placed in each room throughout the course of the school year.

e. The NAPS Mission and the "CO's Philosophy" shall be framed and hung above every refrigerator in every Midshipman Candidate Room in Ripley Hall. Midshipman Candidates shall report any room discrepancies to the 1st LT shop.

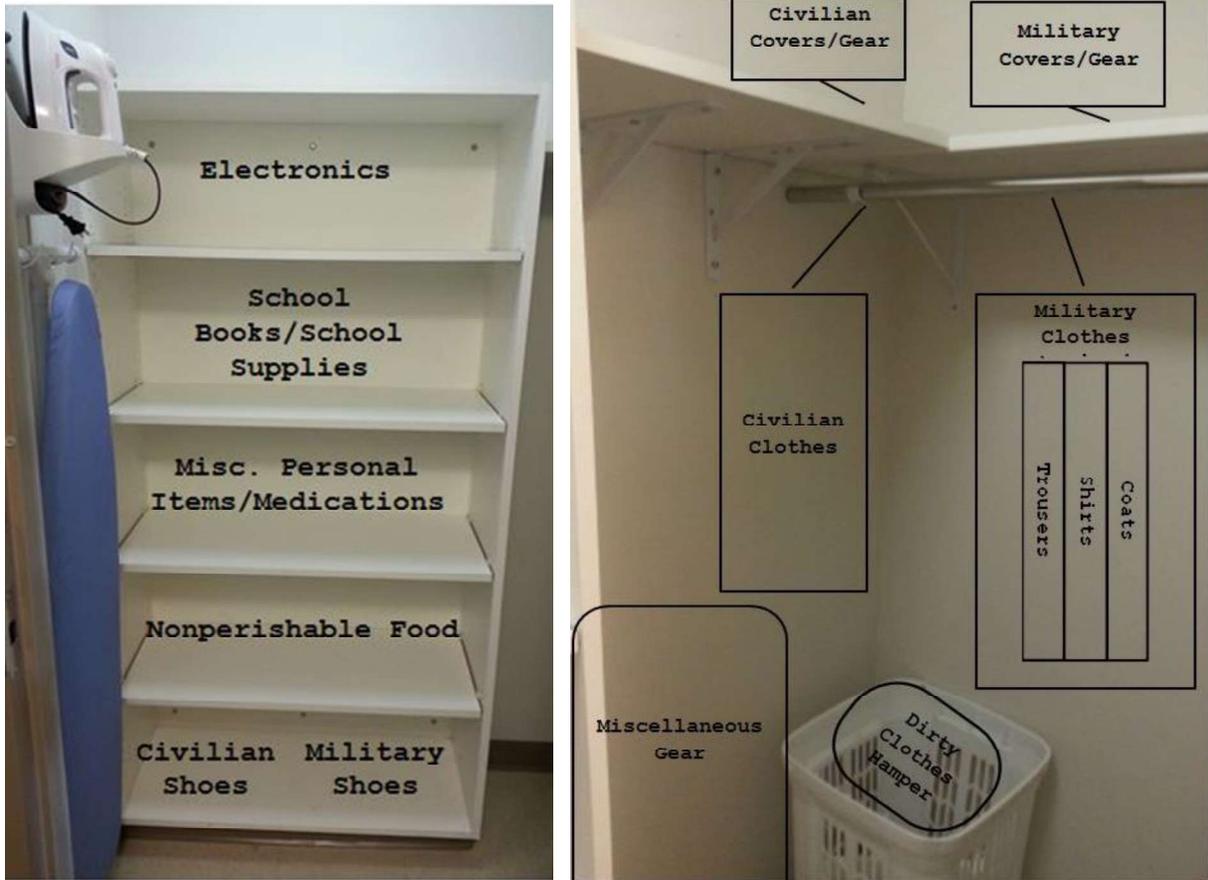


Figure 6-H Closets



Figure 6-I Rack



Figure 6-J Nightstand and Desk

6104. Room Inspections

1. All rooms shall be kept in the same arrangement throughout the year. Students are not allowed to rearrange or relocate any furniture. Midshipman Candidates will be responsible for the room inventory. Discrepancies will be routed to the 1st LT via the Platoon MAA.

a. Suites are two adjoining rooms that share a shower and a head. Normally four Midshipman Candidates are assigned to each suite with two assigned per room. All Midshipman Candidates assigned to a suite are jointly responsible for the cleanliness of the head and shower area.

b. Room cleanliness is the responsibility of both personnel assigned to the room.

c. Midshipman Candidates are responsible for having their rooms inspection ready at all times.

2. There are three type of room inspections for Midshipman Candidates. Each of these inspections are specifically defined in their chits below.

a. Bravo Inspection may be completed daily. Midshipman Candidates shall keep their room in at least Bravo condition at all times when not in the room. These inspections will be random in nature.

b. Super Bravo Inspection will be a set date and time as prescribed by Company Officer's/SELs or the CMC, XO, or CO. A Super Bravo is a more intense Bravo room inspection that involves opening all closet door and drawers. Super Bravo inspections occur approximately once a month but can be increased in periodicity based on the performance of the Midshipman Candidates. These should not be scheduled on days of tests. Super Bravo's include Company and Platoon common spaces.

c. Alpha Inspections will occur no more than once a marking period. These are the most intense room inspections. The purpose of an Alpha inspection is to ensure complete cleanliness and done in coordination with a zone inspection. Alpha inspections will be pre-planned and briefed by military staff. Alpha inspections include Company and Platoon spaces. Midshipman Candidates will be in Service Dress Blues on the day of Alpha inspections and be able to answer standard rates.

3. Room inspections will be completed by the following people:

a. CDOs may inspect at least three rooms (one in each company) every day they stand duty.

b. Company Officers and SELs will inspect at least three rooms in each platoon each week.

c. The Battalion Drill Instructor will inspect at least three rooms (one in each company) every week.

d. The Commanding Officer, Executive Officer, and Command Senior Chief may inspect rooms whenever they see fit.

e. Two copies of the bravo chit should be filled out, one left on an inspected room's fridge and one copy placed in the box of the respective Company Officer or SEL.

f. Health and Welfare Inspections may take place at any time, as directed by the Commanding Officer or Executive Officer.

4. Below are copies of the Bravo Chit, Super Bravo Chit, and Alpha Chit.

CLASS BRAVO ROOM INSPECTION CHIT			
Room Number:			
ICOR:			
A grade of UNSAT on any of the following items constitutes an overall UNSAT for the inspection:			
SAT	UNSAT		
[]	[]	Deck mopped clean, swept	
[]	[]	Shower and/or shower curtain free of mold	
[]	[]	Clean toilet	
[]	[]	No trash in trash can	
[]	[]	Rack made in proper condition	
[]	[]	Door open at a 90 degree angle when the room is unoccupied	
A total of three or more UNSAT's on any of the following items constitutes an overall UNSAT for the inspection:			
SAT	UNSAT		
[]	[]	All lights and electrical equipment shut off	
[]	[]	All surfaces clean and dusted	
[]	[]	Nothing hung from bulkheads, overheads, racks, or doors	
[]	[]	Racks neatly made with clean linen/pillow in place/no blankets on rack	
[]	[]	Rack has 45 degree corner	
[]	[]	No unauthorized furniture or appliances present	
[]	[]	No gear adrift	
[]	[]	Closet Lockets locked	
[]	[]	Curtains drawn open	
[]	[]	All boxes and plastic containers are in closet or on shelves	
[]	[]	Cork board/desk material appropriate and neatly arranged	
[]	[]	Computer screensavers are appropriate and in good taste	
[]	[]	Regulations and booked instructions on refrigerator	
[]	[]	Medicine cabinets clean and neatly arranged	
[]	[]	Sink completely clean and free besides soap	
[]	[]	Bright work and mirrors cleaned	
[]	[]	Refrigerator gasket clean	
[]	[]	Outside and behind refrigerator clean	
Overall:			
SAT _____	UNSAT _____	Score: _____	/24
Remarks:			
Inspector (Print Name):			
Inspector's Signature/Date:			
Copies: One on Room Refrigerator and One in CO/SEL Door Box.			

CLASS BRAVO ROOM INSPECTION CHIT			
Room Number:			
ICOR:			
A grade of UNSAT on any of the following items constitutes an overall UNSAT for the inspection:			
SAT	UNSAT		
[]	[]	Deck mopped clean, swept	
[]	[]	Shower and/or shower curtain free of mold	
[]	[]	Clean toilet	
[]	[]	No trash in trash can	
[]	[]	Rack made in proper condition	
[]	[]	Door open at a 90 degree angle when the room is unoccupied	
A total of three or more UNSAT's on any of the following items constitutes an overall UNSAT for the inspection:			
SAT	UNSAT		
[]	[]	All lights and electrical equipment shut off	
[]	[]	All surfaces clean and dusted	
[]	[]	Nothing hung from bulkheads, overheads, racks, or doors	
[]	[]	Racks neatly made with clean linen/pillow in place/no blankets on rack	
[]	[]	Rack has 45 degree corner	
[]	[]	No unauthorized furniture or appliances present	
[]	[]	No gear adrift	
[]	[]	Closet Lockets locked	
[]	[]	Curtains drawn open	
[]	[]	All boxes and plastic containers are in closet or on shelves	
[]	[]	Cork board/desk material appropriate and neatly arranged	
[]	[]	Computer screensavers are appropriate and in good taste	
[]	[]	Regulations and booked instructions on refrigerator	
[]	[]	Medicine cabinets clean and neatly arranged	
[]	[]	Sink completely clean and free besides soap	
[]	[]	Bright work and mirrors cleaned	
[]	[]	Refrigerator gasket clean	
[]	[]	Outside and behind refrigerator clean	
Overall:			
SAT _____	UNSAT _____	Score: _____	/24
Remarks:			
Inspector (Print Name):			
Inspector's Signature/Date:			
Copies: One on Room Refrigerator and One in CO/SEL Door Box.			

CLASS SUPER BRAVO INSPECTION CHIT		
Room Number:		
ICOR:		
A grade of UNSAT on any of the following items constitutes an overall UNSAT for the inspection:		
SAT	UNSAT	
[]	[]	Deck mopped clean, swept
[]	[]	Shower and/or shower curtain free of mold
[]	[]	Clean toilet
[]	[]	No trash in trash can
[]	[]	Rack made in proper condition
[]	[]	Door open at a 90 degree angle when the room is unoccupied
A total of three or more UNSAT's on any of the following items constitutes an overall UNSAT for the inspection:		
SAT	UNSAT	
[]	[]	All lights on, except desk light
[]	[]	All lockers, drawers, and medicine cabinet open
[]	[]	All surfaces clean and dusted
[]	[]	Nothing hung from bulkheads, overheads, racks, or doors
[]	[]	Racks neatly made with clean linen/pillow in place/no blankets on rack
[]	[]	Rack has 45 degree corner
[]	[]	No unauthorized furniture or appliances present
[]	[]	No gear adrift
[]	[]	Curtains drawn open
[]	[]	All boxes and plastic containers are in closet or on shelves
[]	[]	Cork board/desk material appropriate and neatly arranged
[]	[]	Computer screensavers are appropriate and in good taste
[]	[]	Regulations and booked instructions on refrigerator
[]	[]	Medicine cabinets clean and neatly arranged
[]	[]	Sink completely clean and free besides soap
[]	[]	Bright work and mirrors cleaned
[]	[]	All closets clean and organized as per regulations
[]	[]	All food labeled with date item was bought
[]	[]	No excessive laundry in hamper
[]	[]	Refrigerator gasket clean
[]	[]	Outside and behind refrigerator clean
Overall:		
SAT _____	UNSAT _____	Score: /27
Remarks:		
Inspector (Print Name):		
Inspector's Signature/Date:		
Copies: One on Room Refrigerator and One in CO/SEL Door Box.		

CLASS SUPER BRAVO INSPECTION CHIT		
Room Number:		
ICOR:		
A grade of UNSAT on any of the following items constitutes an overall UNSAT for the inspection:		
SAT	UNSAT	
[]	[]	Deck mopped clean, swept
[]	[]	Shower and/or shower curtain free of mold
[]	[]	Clean toilet
[]	[]	No trash in trash can
[]	[]	Rack made in proper condition
[]	[]	Door open at a 90 degree angle when the room is unoccupied
A total of three or more UNSAT's on any of the following items constitutes an overall UNSAT for the inspection:		
SAT	UNSAT	
[]	[]	All lights on, except desk light
[]	[]	All lockers, drawers, and medicine cabinet open
[]	[]	All surfaces clean and dusted
[]	[]	Nothing hung from bulkheads, overheads, racks, or doors
[]	[]	Racks neatly made with clean linen/pillow in place/no blankets on rack
[]	[]	Rack has 45 degree corner
[]	[]	No unauthorized furniture or appliances present
[]	[]	No gear adrift
[]	[]	Curtains drawn open
[]	[]	All boxes and plastic containers are in closet or on shelves
[]	[]	Cork board/desk material appropriate and neatly arranged
[]	[]	Computer screensavers are appropriate and in good taste
[]	[]	Regulations and booked instructions on refrigerator
[]	[]	Medicine cabinets clean and neatly arranged
[]	[]	Sink completely clean and free besides soap
[]	[]	Bright work and mirrors cleaned
[]	[]	All closets clean and organized as per regulations
[]	[]	All food labeled with date item was bought
[]	[]	No excessive laundry in hamper
[]	[]	Refrigerator gasket clean
[]	[]	Outside and behind refrigerator clean
Overall:		
SAT _____	UNSAT _____	Score: /27
Remarks:		
Inspector (Print Name):		
Inspector's Signature/Date:		
Copies: One on Room Refrigerator and One in CO/SEL Door Box.		

CLASS ALPHA ROOM INSPECTION CHIT		
Room Number:		
ICOR:		
A grade of UNSAT on any of the following items constitutes an overall UNSAT for the inspection:		
SAT	UNSAT	
<input type="checkbox"/>	<input type="checkbox"/>	Deck mopped clean, swept
<input type="checkbox"/>	<input type="checkbox"/>	Shower and/or shower curtain free of mold
<input type="checkbox"/>	<input type="checkbox"/>	Clean toilet
<input type="checkbox"/>	<input type="checkbox"/>	No trash in trash can
<input type="checkbox"/>	<input type="checkbox"/>	No excessive dirt build-up in corners/around edges
<input type="checkbox"/>	<input type="checkbox"/>	Deck stripped and waxed properly
<input type="checkbox"/>	<input type="checkbox"/>	Rack made in proper condition
<input type="checkbox"/>	<input type="checkbox"/>	Refrigerator Defrosted
<input type="checkbox"/>	<input type="checkbox"/>	Door must be open at a 90 degree angle when the room is unoccupied
A total of four or more UNSAT's on any of the following items constitutes an overall UNSAT for the inspection:		
SAT	UNSAT	
<input type="checkbox"/>	<input type="checkbox"/>	Black sock, pen, and completed chit on desk
<input type="checkbox"/>	<input type="checkbox"/>	All lights on, except desk light
<input type="checkbox"/>	<input type="checkbox"/>	All lockers, drawers, and medicine cabinet open
<input type="checkbox"/>	<input type="checkbox"/>	All surfaces clean and dusted
<input type="checkbox"/>	<input type="checkbox"/>	Nothing hung from bulkheads, overheads, racks, or doors
<input type="checkbox"/>	<input type="checkbox"/>	Racks neatly made with clean linen/pillow in place/no blankets on rack
<input type="checkbox"/>	<input type="checkbox"/>	Rack has 45 degree corner
<input type="checkbox"/>	<input type="checkbox"/>	All 1st LT issued items present (chair, desk, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	No unauthorized furniture or appliances present
<input type="checkbox"/>	<input type="checkbox"/>	No gear adrift
<input type="checkbox"/>	<input type="checkbox"/>	All closets clean and organized
<input type="checkbox"/>	<input type="checkbox"/>	Closets organized dark to light, left to right
<input type="checkbox"/>	<input type="checkbox"/>	Folded clothing neat, aligned to shelf edge
<input type="checkbox"/>	<input type="checkbox"/>	Shower clean and dry
<input type="checkbox"/>	<input type="checkbox"/>	Shower and bathroom floor clean
<input type="checkbox"/>	<input type="checkbox"/>	curtains drawn open
<input type="checkbox"/>	<input type="checkbox"/>	Window sills and blinds dust and dirt free
<input type="checkbox"/>	<input type="checkbox"/>	All boxes and plastic containers are in closet or on shelves
<input type="checkbox"/>	<input type="checkbox"/>	Cork board/desk material appropriate and neatly arranged
<input type="checkbox"/>	<input type="checkbox"/>	Computer screensavers are appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	Drawers dusted, contents neat and orderly
<input type="checkbox"/>	<input type="checkbox"/>	Regulations and booked instructions on refrigerator
<input type="checkbox"/>	<input type="checkbox"/>	Medicine cabinets clean and neatly arranged
<input type="checkbox"/>	<input type="checkbox"/>	Sink completely clean and free besides soap
<input type="checkbox"/>	<input type="checkbox"/>	Bright work and mirrors cleaned and unspotted
<input type="checkbox"/>	<input type="checkbox"/>	Washbasin clean and dry
<input type="checkbox"/>	<input type="checkbox"/>	Clean towels and face clothes folded neatly
<input type="checkbox"/>	<input type="checkbox"/>	All food labeled with date item was bought
<input type="checkbox"/>	<input type="checkbox"/>	No dirty laundry in hamper
<input type="checkbox"/>	<input type="checkbox"/>	Refrigerator gasket clean
<input type="checkbox"/>	<input type="checkbox"/>	Outside and behind refrigerator clean
<input type="checkbox"/>	<input type="checkbox"/>	Material Discrepancy Inspection Chit filled out
Overall:		
SAT _____	UNSAT _____	Score: _____ /40
Remarks:		
Inspector (Print Name):		
Inspector's Signature/Date:		
Copies: One on Room Refrigerator and One in CO/SEL Door Box.		

CLASS ALPHA ROOM INSPECTION CHIT		
Room Number:		
ICOR:		
A grade of UNSAT on any of the following items constitutes an overall UNSAT for the inspection:		
SAT	UNSAT	
<input type="checkbox"/>	<input type="checkbox"/>	Deck mopped clean, swept
<input type="checkbox"/>	<input type="checkbox"/>	Shower and/or shower curtain free of mold
<input type="checkbox"/>	<input type="checkbox"/>	Clean toilet
<input type="checkbox"/>	<input type="checkbox"/>	No trash in trash can
<input type="checkbox"/>	<input type="checkbox"/>	No excessive dirt build-up in corners/around edges
<input type="checkbox"/>	<input type="checkbox"/>	Deck stripped and waxed properly
<input type="checkbox"/>	<input type="checkbox"/>	Rack made in proper condition
<input type="checkbox"/>	<input type="checkbox"/>	Refrigerator Defrosted
<input type="checkbox"/>	<input type="checkbox"/>	Door must be open at a 90 degree angle when the room is unoccupied
A total of four or more UNSAT's on any of the following items constitutes an overall UNSAT for the inspection:		
SAT	UNSAT	
<input type="checkbox"/>	<input type="checkbox"/>	Black sock, pen, and completed chit on desk
<input type="checkbox"/>	<input type="checkbox"/>	All lights on, except desk light
<input type="checkbox"/>	<input type="checkbox"/>	All lockers, drawers, and medicine cabinet open
<input type="checkbox"/>	<input type="checkbox"/>	All surfaces clean and dusted
<input type="checkbox"/>	<input type="checkbox"/>	Nothing hung from bulkheads, overheads, racks, or doors
<input type="checkbox"/>	<input type="checkbox"/>	Racks neatly made with clean linen/pillow in place/no blankets on rack
<input type="checkbox"/>	<input type="checkbox"/>	Rack has 45 degree corner
<input type="checkbox"/>	<input type="checkbox"/>	All 1st LT issued items present (chair, desk, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	No unauthorized furniture or appliances present
<input type="checkbox"/>	<input type="checkbox"/>	No gear adrift
<input type="checkbox"/>	<input type="checkbox"/>	All closets clean and organized
<input type="checkbox"/>	<input type="checkbox"/>	Closets organized dark to light, left to right
<input type="checkbox"/>	<input type="checkbox"/>	Folded clothing neat, aligned to shelf edge
<input type="checkbox"/>	<input type="checkbox"/>	Shower clean and dry
<input type="checkbox"/>	<input type="checkbox"/>	Shower and bathroom floor clean
<input type="checkbox"/>	<input type="checkbox"/>	curtains drawn open
<input type="checkbox"/>	<input type="checkbox"/>	Window sills and blinds dust and dirt free
<input type="checkbox"/>	<input type="checkbox"/>	All boxes and plastic containers are in closet or on shelves
<input type="checkbox"/>	<input type="checkbox"/>	Cork board/desk material appropriate and neatly arranged
<input type="checkbox"/>	<input type="checkbox"/>	Computer screensavers are appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	Drawers dusted, contents neat and orderly
<input type="checkbox"/>	<input type="checkbox"/>	Regulations and booked instructions on refrigerator
<input type="checkbox"/>	<input type="checkbox"/>	Medicine cabinets clean and neatly arranged
<input type="checkbox"/>	<input type="checkbox"/>	Sink completely clean and free besides soap
<input type="checkbox"/>	<input type="checkbox"/>	Bright work and mirrors cleaned and unspotted
<input type="checkbox"/>	<input type="checkbox"/>	Washbasin clean and dry
<input type="checkbox"/>	<input type="checkbox"/>	Clean towels and face clothes folded neatly
<input type="checkbox"/>	<input type="checkbox"/>	All food labeled with date item was bought
<input type="checkbox"/>	<input type="checkbox"/>	No dirty laundry in hamper
<input type="checkbox"/>	<input type="checkbox"/>	Refrigerator gasket clean
<input type="checkbox"/>	<input type="checkbox"/>	Outside and behind refrigerator clean
<input type="checkbox"/>	<input type="checkbox"/>	Material Discrepancy Inspection Chit filled out
Overall:		
SAT _____	UNSAT _____	Score: _____ /40
Remarks:		
Inspector (Print Name):		
Inspector's Signature/Date:		
Copies: One on Room Refrigerator and One in CO/SEL Door Box.		

MATERIAL DISCREPANCY INSPECTION CHIT

Company _____ Platoon _____

Room _____

Door		W/O #
Sat ()	Unsat ()	Door will lock and unlock
Sat ()	Unsat ()	Opens and closes smoothly
Sat ()	Unsat ()	Automatic door closer closes door fully
Sat ()	Unsat ()	Mirror secured to back of door
Sat ()	Unsat ()	Door stop present in room
Sat ()	Unsat ()	
Lighting		
Sat ()	Unsat ()	In room overhead light(s) all work/ diffusion cover(s) in place
Sat ()	Unsat ()	Above sink light works/diffusion cover in place
Sat ()	Unsat ()	Shower light works cover in place
Sat ()	Unsat ()	Desk light works
Sat ()	Unsat ()	Closet Light works/diffusion cover in place
Electrical Outlets		
Sat ()	Unsat ()	Outlets under desk work
Sat ()	Unsat ()	Outlets behind nightstand work
Sat ()	Unsat ()	Outlets near sink work
Closet		
Sat ()	Unsat ()	All shelves present
Sat ()	Unsat ()	Four shelf pegs per shelf
Sat ()	Unsat ()	Hook on wall for ironing board
Sat ()	Unsat ()	Ironing board and iron
Sat ()	Unsat ()	Hanging clothes bar secure
Sat ()	Unsat ()	Door opens and closes smoothly
Nightstand		
Sat ()	Unsat ()	All drawers open and close smoothly
Sat ()	Unsat ()	Lamp present on top, light works
Bunk and Desk		
Sat ()	Unsat ()	Mattress (1 per rack)
Sat ()	Unsat ()	Four drawers present (bunk)
Sat ()	Unsat ()	Drawers open and close smoothly
Sat ()	Unsat ()	Chair for desk (in good repair)
Sat ()	Unsat ()	Bulletin board not damaged or missing
Sat ()	Unsat ()	All desk drawers present
Windows		
Sat ()	Unsat ()	Window open and closes fully
Sat ()	Unsat ()	Screen in place and in good repair
Sat ()	Unsat ()	Window stops in place and functional
Sat ()	Unsat ()	Curtains open and close fully
Sat ()	Unsat ()	Curtain closing rod installed

Ceiling		W/O #
Sat ()	Unsat ()	No holes or damage
Sat ()	Unsat ()	No items stowed on overhead
Sat ()	Unsat ()	Fan works and in good repair
Shower		
Sat ()	Unsat ()	Hot and Cold water
Sat ()	Unsat ()	Flow control lever operates
Sat ()	Unsat ()	No leaks when turned off
Sat ()	Unsat ()	Shower basin drains
Sat ()	Unsat ()	Shower curtain with curtain hooks
Sink area		
Sat ()	Unsat ()	Hot and Cold water
Sat ()	Unsat ()	No leaks around faucet
Sat ()	Unsat ()	No leaks when turned off
Sat ()	Unsat ()	Drain stopper operates
Sat ()	Unsat ()	No leaks in drain line (below)
Sat ()	Unsat ()	Doors open and close
Sat ()	Unsat ()	Medicine Cabinet doors open and close smoothly
Sat ()	Unsat ()	Medicine cabinet has shelves
Sat ()	Unsat ()	Two bath towel bars
Sat ()	Unsat ()	Mirror not cracked/scratched
Deck		
Sat ()	Unsat ()	No stains
Sat ()	Unsat ()	No loose or missing tiles
Sat ()	Unsat ()	Computer internet works
Bathroom		
Sat ()	Unsat ()	Two toilet paperroll holders
Sat ()	Unsat ()	Toilet in good condition
Sat ()	Unsat ()	Toilet flushes properly
Misc		
Sat ()	Unsat ()	Thermostat in good repair
Sat ()	Unsat ()	Trash can in room
Sat ()	Unsat ()	Recycling can in room

Use this form for the Zone/Alpha Inspection. Each area will receive a Sat or Unsat. If Unsat, look for the appropriate Work Order (W/O) number in the appropriate column. If one is not there, it counts as a discrepancy.

Total Discrepancies _____