



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

USNAINST 6240.10C

1/DANT

28 MAR 2014

USNA INSTRUCTION 6240.10C

From: Superintendent

Subj: BODY ALTERATION POLICY AND PROCEDURES

Ref: (a) Navy Uniform Regulations, Article 2201
(b) Marine Corps Uniform Regulations
(c) MARADMIN 029/10

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

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

2. Discussion. References (a) through (c) contain the U.S. Navy and Marine Corps' policies regarding body alterations-tattoos, body art, brands, body piercing, and dental ornamentation. The Commandant of Midshipmen is responsible for ensuring compliance with this policy and has waiver authority for all Naval Academy Midshipmen and NAPS Midshipman Candidates (M/C). The Naval Academy strongly supports Navy and Marine Corps' policies prohibiting tattoos/body art located anywhere on the body that are prejudicial to good order, discipline, and morale, or are of a nature to bring discredit on the Naval Service.

3. Cancellation. USNAINST 6240.10B

4. Policies

a. Midshipmen and Midshipman Candidates will garner permission via chain of command prior to receiving any new body alterations while they are enrolled at USNA (from Plebe Summer through Graduation) or NAPS (to include the time they are in transit from NAPS to USNA for instruction). Violating the policies of this instruction may lead to conduct action and/or separation from the Naval Academy and NAPS.

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

c. Midshipman Candidates/applicants will be advised of the details of this policy in the Medical Conditions for Admissions section of the USNA Catalog. Each Candidate who is offered an appointment is required to complete enclosure (1) and return it to USNA. The written description and photograph must accurately describe the nature, type, location, size and content of the alteration. It must also translate any foreign language or symbol contained in the alteration. Prior enlisted candidates with pre-existing waivers will attach a copy of the waiver to enclosure (1). The Candidate will also acknowledge in this documentation that acquiring any new body alteration without written permission via chain of command may cause

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their disqualification of induction, revocation of any offer of appointment, or their agreement to remove/repair the alteration as required.

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

e. Midshipmen and Midshipman Candidates who have prohibited body alterations and refuse to comply with the BARB/Commandant/CO NAPS direction will be considered unsuitable for commissioning or induction and may be separated and/or required to remove the alteration as a condition of graduation.

5. Body Alteration Guidelines

a. Tattoos/Body Art:

(1) Content. Tattoos that are obscene, sexually explicit, anti-American, anti-social, and/or advocate discrimination based on sex, race, religious, or ethnic origins are prohibited. In addition, tattoos/body art that symbolize affiliation with gangs, supremacist or extremist groups, or advocate illegal drug use are prohibited. Tattoos/body art that violate the content portion, but can only be seen with a black light, are prohibited as well.

(2) Location. No tattoos/body art are allowed on the head, face, neck, or hands. No tattoos will be visible on the portion of the arms and legs visible in regulation PE gear that is proportional to the wearer's body and worn in the proper manner. For the purposes of this regulation, the neck is described as the area above the collar bone on the front of torso and above the first cervical vertebrae on the back of torso. The hands include the wrist bone to the finger tips. The head includes the inside of the mouth to include the tongue and lips. In addition, otherwise permissible tattoos/body art on the torso area of the body shall not be visible through white uniform clothing. Permissible tattoos/body art located on the feet shall not be visible when wearing appropriate uniform footwear that reveals the top portion of the foot.

(3) Size. Sleeve, half-sleeve, quarter-sleeve and large tattoos are also prohibited. A sleeve tattoo is defined as a large tattoo, or a collection of smaller tattoos, that covers or almost covers a person's entire arm or leg. Half-sleeve or quarter-sleeve tattoos are large tattoos, or a collection of smaller tattoos that cover, or almost cover the entire portion of an arm or leg above or below the elbow or knee. For this instruction, a large tattoo is defined as a tattoo that is larger than the wearer's hand with fingers extended and joined with the thumb touching the base of index finger. Bands shall not exceed more than two inches in width.

(4) Cosmetic Tattoos. Cosmetic tattooing to correct medical conditions requiring such treatment is not prohibited provided it is conducted by licensed qualified medical personnel and prior permission has been granted.

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

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

c. Dental Ornamentation. The use of gold, platinum, or other veneers/caps for purpose of dental ornamentation and unnatural shaping of teeth for non-medical purposes are prohibited.

6. Roles and Responsibilities

a. The Dean of Admissions shall:

- (1) Inform all appointed Candidates by distributing enclosure (1) with any offers of appointment.
- (2) Collect all returned enclosure (1) disclosure forms and forward to the Commandant of Midshipmen for review by the BARB.
- (3) Inform any Candidate that has body alterations that they are being reviewed for compliance with USNA policies.
- (4) Relay the Commandant's decision, obtained through the BARB, to the appointee. Admissions will clearly delineate any requirements the appointee must meet prior to Induction Day or reporting for NAPS.
- (5) Ensure current policy is published in the USNA Catalog.
- (6) Provide training on this policy to Blue and Gold Officers.

b. The Commandant of Midshipmen has overall responsibility for compliance with this program and holds waiver authority per references (a) and (b). The Commandant shall:

- (1) Establish a six member BARB in order to effectively apply this policy.
- (2) Ensure a body alteration inspection is conducted on I-Day.
- (3) Ensure a body alteration inspection is conducted during fall and spring semester Reform by the Company Officer/Senior Enlisted Leader.
- (4) Ensure progress in meeting a removal order is monitored by the Company Officer/Senior Enlisted Leader a minimum of once each semester.
- (5) Ensure the appropriate NAVPERS 1070/613 is prepared for waiverable and non-waiverable conditions. Upon commissioning, the Midshipmen Personnel Officer will forward a copy of the 1070/613 to COMNAVPERSCOM (PERS 312) for inclusion in the member's electronic service record.

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c. The Body Alteration Review Board (BARB) is established by the Commandant of Midshipmen. The BARB will review all body alteration disclosure forms and photographs, as well as any other alteration that comes to the Academy's attention, and apply the policy stated in this instruction in order to determine the appropriateness of body alterations.

(1) The BARB shall include: Deputy Commandant, One Battalion Officer, Deputy Athletic Director, Admission Candidate Guidance Officer or Head of Nominations and Appointments, USNA Command Master Chief, and one Company Officer/Senior Enlisted Leader to serve as recorder.

(2) The BARB will make recommendations to the Commandant regarding the acceptability of alterations. Such recommendations will be approved or disapproved by the Commandant, and provided to the Dean of Admissions and appointee. Recommendations include:

(a) The appointee's body alteration(s) is/are acceptable for admission/appointment.

(b) The appointee's body alteration(s) is/are granted a waiver, and no further action is required by the appointee.

(c) The appointee's body alteration(s) is/are not waiverable, and that the appointee must have it/them removed/repared by a specific date.

(d) The appointee's body alteration(s) is/are not waiverable, and are grounds for withdrawal of appointment.

(3) The BARB will meet each semester to review each Midshipman's progress in meeting requirements (e.g., tattoo removals). Those not showing sufficient progress may receive a letter of instruction, conduct action, and/or a recommendation for separation from the Naval Academy. The Commandant's Conduct Officer will provide the BARB guidance for disposition of such cases. In the case of a Midshipman not on track to meet their requirements before the commencement of 2/C year, the BARB may recommend to the Commandant that the Midshipman not be allowed to sign their commitment papers. All new tattoos gained by Midshipmen will be tracked by the BARB recorder. The BARB recorder shall:

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

(b) Provide, each spring, the Midshipmen Personnel Officer with the final disposition of waivers for the graduating class to facilitate preparation of the NAVPERS 1070/613.

d. Commanding Officer, Naval Academy Preparatory School

(1) Ensure a body alteration inspection is conducted on NAPS Induction Day.

(2) Ensure all Midshipman Candidates complete enclosure (1), which will then be forwarded to the USNA BARB for review. For Midshipman Candidates with body alterations, the BARB will review each case and make recommendations to the CO of NAPS regarding the acceptability of the alterations.

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(3) Inform the M/C of the results of the BARB review, and if any action is required prior to USNA Induction Day.

(4) Ensure Midshipman Candidates understand that violating the policies of this instruction may lead to conduct action and/or separation from the Naval Academy and NAPS.

7. Action

a. Body Alteration Prior to Arrival at USNA/NAPS

(1) All Midshipmen Candidates and appointees entering NAPS or USNA will complete enclosure (1), acknowledging their agreement to adhere to the USNA body alteration policy.

(2) All Midshipmen Candidates and appointees who have body alterations upon entering NAPS or USNA will have photographs taken of those alterations on Induction Day for documentation purposes.

(3) Midshipmen Candidates and appointees who arrive at NAPS or USNA with unintentionally undeclared body alterations will be given the opportunity to agree to the terms of the body alteration statement of understanding (enclosure (1)). If they refuse to agree, they will be considered unsuitable for induction or separated.

(4) Midshipmen Candidates and appointees who arrive at NAPS or USNA with intentionally undeclared body alterations may be considered unsuitable for induction and may be separated on Induction Day.

b. Removal of Body Alterations

(1) After the BARB review and Commandant's decision, the Midshipmen and Midshipman Candidates will be informed whether or not the body alterations are acceptable. In the event a waiver is required, the conditions of the waiver will be outlined in a letter to the Midshipman or Midshipman Candidate, with a copy to his/her chain of command. Photographs will be retained by the BARB Recorder for record purposes.

(2) The removal timeline shall be established in the BARB's letter, and will be as expeditious as possible with a goal of meeting the 180 day requirement set forth in reference (a). Normally, any required removal must be completed no later than the start of the Midshipman's Second Class academic year, with removal treatments commencing no later than January of Plebe year or the year at NAPS.

(3) Midshipmen will comply with all waiver requirements, including removal/repair by a given date, keeping the alteration covered until the BARB determines the actions required by the waiver are met.

(4) Documentation of all treatments will be maintained and provided by the Midshipmen to their chain of command. Midshipmen will inform their chain of command if they are having difficulty in meeting the required timeline for removal.

(5) Progress inspections will be conducted a minimum of once per semester by the Midshipman's Company Officer/Senior Enlisted Leader. Once the Company Officer feels the requirements of the removal have been met, they

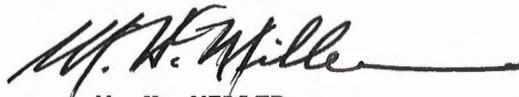
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will contact the BARB recorder in order to set up a final BARB review and ruling.

c. Body Alterations while at USNA/NAPS

(1) Midshipmen and Midshipman Candidates will garner permission via their chain of command prior to receiving any new body alterations while they are enrolled at the USNA (from Plebe Summer through Graduation) or NAPS (to include the time they are in transit from NAPS to USNA for instruction).

(2) All members of the Brigade/Battalion will be subject to a body alteration inspection in regulation PE gear during Reform of the fall and spring semesters. The Commandant and CO of NAPS may carry out additional body alteration inspections as they deem necessary.



M. H. MILLER

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

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USNA AND NAPS APPLICANT STATEMENT OF UNDERSTANDING REGARDING BODY ALTERATIONS
(TATTOOS/BODY ART/BRANDS/BODY PIERCING/DENTAL ORNAMENTATION)

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

a. Tattoos/Body Art:

(1) Content. The Naval Academy strongly supports Navy and Marine Corps' policies prohibiting tattoos/body art located anywhere on the body that are prejudicial to good order, discipline, and morale, or are of a nature to bring discredit on the Naval Service. For example, tattoos that are obscene, sexually explicit, anti-American, anti-social, and/or advocate discrimination based on sex, race, religious, or ethnic origin are prohibited. In addition, tattoos/body art that symbolize affiliation with gangs, supremacist or extremist groups, or advocate illegal drug use are prohibited. Tattoos that violate the content portion, but can only be seen with a black light, are still prohibited.

(2) Location. No tattoos/body art are allowed on the head, face, neck, or hands. No tattoos will be visible on the portion of the arms and legs visible in regulation PE gear proportional to the wearer's body and worn in the proper manner. For the purposes of this regulation, the neck is described as the area above the collar bone on the front of torso and above the first cervical vertebrae on the back of torso. The hands include the wrist bone to the finger tips. The head includes the inside of the mouth to include the tongue and lips. In addition, otherwise permissible tattoos/body art on the torso area of the body shall not be visible through white uniform clothing. Permissible tattoos/body art located on the feet shall not be visible when wearing appropriate uniform footwear that reveals the top portion of the foot.

(3) Size. Sleeve, half-sleeve, quarter-sleeve and large tattoos are also prohibited. A sleeve tattoo is defined as a large tattoo, or a collection of smaller tattoos, that covers or almost covers a person's entire arm or leg. Half-sleeve or quarter-sleeve tattoos are large tattoos, or a collection of smaller tattoos that cover, or almost cover the entire portion of an arm or leg above or below the elbow or knee. A large tattoo in this instance is defined as a tattoo that is larger than wearer's hand with fingers extended and joined with the thumb touching the base of index finger. Bands shall not exceed more than two inches in width.

(4) Cosmetic Tattoos. Cosmetic tattooing to correct medical conditions requiring such treatment is not prohibited provided it is conducted by licensed qualified medical personnel and prior permission has been granted.

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

(1) Split, forked, or pierced tongue.

(2) Pierced nose, lip, eyebrow, or other areas of the face or body.

(3) Foreign objects affixed to and inserted under the skin or intentional burns to create a design or pattern.

(4) Enlarged or stretched holes in ears (other than normal pierced earlobe for women).

Enclosure (1)

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(5) Intentional scarring on neck, face, scalp, or anywhere on the body to include branding.

c. Dental Ornamentation. The use of gold, platinum, or other veneers/caps for purpose of dental ornamentation and unnatural shaping of teeth for non-medical purposes are prohibited.

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

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

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

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

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

7. I understand the policies stated above, and I agree to not receive any body alteration without prior permission after the signing of this statement or while at the U.S. Naval Academy or the Naval Academy Preparatory School. I understand that violating these body alteration policies or application requirements may result in disqualification from consideration for an appointment to the U.S. Naval Academy or the Naval Academy Preparatory School.

Witness Signature/Date

Appointee Signature/Date

Print Name

Print Name