

LESSON PLAN

PRIDE AND PROFESSIONALISM

Lesson 1.9 Uniform Wear

Enabling Objectives:

- 1.9.1 DEFINE terms: uniform items, prescribed items, organizational clothing, accessories, conservative dress, appropriate clothing, inappropriate clothing, pregnancy uniforms.
- 1.9.2 STATE the relationship between personal appearance and pride in wearing the uniform.
- 1.9.3 IDENTIFY the proper use of accessories (backpack cell phone, PDA, bags, earrings, jewelry) while in uniform.
- 1.9.4 DISTINGUISH between Navy uniforms and organizational clothing.

Trainee Preparation Material:

- A. Trainee Support Materials:
 - 1. Outline Sheet 1-9-1

- 2. Information Sheet 1-9-1
- B. Reference Publications:

Instructor Preparation:

- A. Review Assigned Training Material
- B. Reference Publications:
 - 1. Basic Military Requirements, NAVEDTRA 12043
 - 2. Uniform Regulations of the Navy
- C. Training Materials Required:
 - 1. Computer and Compatible Projector
 - 2. Navy Pride and Professionalism Presentation CD
 - 3. White Board or Newsprint
 - 4. Colored Markers
 - 5. Trainee Guide
 - 6. PowerPoint Slides: 1-9-1 through 1-9-15

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DISCUSSION POINT

1. Uniform Wear

2. Old and the New – The uniforms that we wear have changed many times in the over 200 plus years our Navy has been around. There are some similarities, and those are part of the traditions and heritage we carry forward.

RELATED INSTRUCTOR ACTIVITY

1. **Slide 1-9-1**, Lesson Introduction

Establish Contact. Introduce yourself, and provide any background about yourself that might be of interest.

Establish Readiness.

Motivating Statements:

Tell trainees how they will use the course material.

Briefly discuss the advantages of maintaining a high standard of military bearing and a professional appearance.

Slide 1-9-2, Lesson Overview

Give lesson overview.

2. For some interesting historical perspective, refer trainees to Information Sheet 1-9-1 (page 77 in the Trainee Guide Volume 1 and page 8 in Volume 2).

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3. Old Expression - There's an old expression that says "*you never get a second chance to make a good first impression.*" Who and what you are, or at least who and what you are perceived to be, is determined in a few moments. It may not be a correct perception, but it happens, and you do have some control over how others perceive you, your Navy, and your country.

RELATED INSTRUCTOR ACTIVITY

3. **Slide 1-9-3**, Positive Reflection

Photos of two Petty Officers, one is squared away, the other is not.

QUESTION: Applying today's standards, assuming that the technical skills of these two Sailors are equal in all respects and you had to make a choice, which one would you call on to fill a vacant work center supervisor position?

ANSWER: The squared away Sailor.
Follow up with the "Why" question. The intent here is to acknowledge that impressions, perceptions count and can make a difference, not only within the command but beyond that into the community as well.

Point out that "We are members of a military organization, and because of that there are certain expectations about how we should dress and carry out our responsibilities. The expectations in regard to how we should wear our uniforms are pretty straightforward."

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DISCUSSION POINT

- a. You **shall** wear your uniforms properly as described in these regulations. Naval personnel **must present a proud and professional** appearance that **will reflect positively** on the individual, the Navy, and the United States. The uniforms of the United States Navy and the indications of rank and specialty displayed thereon, are but outward symbols of naval organization and military rank or rating. As such, **the Navy uniform is a visibly important element in the morale, pride, discipline, and effectiveness of the organization.**
—U.S. Navy Uniform Regulations, NAVPERS 15665

RELATED INSTRUCTOR ACTIVITY

- a. **Slide 1-9-4**, U.S. Navy Uniform Regulations

Official Language - OK, here's the official language - this is what we are all responsible for. The language is strong and direct, "You shall," "personnel must present," "appearance that will reflect positively,"

QUESTION: What were some of the reasons the squared-away Sailor in the previous slide looked the way she did relative to the other Sailor, the not so squared away Sailor?

ANSWER: Look for and emphasize "Pride." Point out that these are their "perceptions" about the individual.

Bridge into the next section by pointing out that the Navy has tried to make it easier for pregnant Sailors to continue to wear their uniforms with pride during their pregnancy.

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DISCUSSION POINT

- b. Maternity Uniforms – Pride and professionalism extends to pregnant Sailors as well. At some point, to maintain a sharp image, they will have to shift to maternity uniforms. The design of these uniforms enables them to perform their duties while maintaining a sharp appearance, one that continues to demonstrate personal pride.

- c. Certified maternity uniforms are mandatory for all pregnant women in the Navy when a uniform is prescribed, and regular uniforms no longer fit. Personnel are expected to wear regular uniforms upon return from convalescent leave; however, commanding officers may approve the wear of maternity uniforms up to six months from the date of delivery based on medical officer diagnosis/recommendation.

- d. Representing the Navy – Regardless of where we are, what our jobs may be, how we are perceived by others has an impact upon how they perceive the Navy as a whole, and when in foreign countries or ports, how they perceive the United States.

RELATED INSTRUCTOR ACTIVITY

- b. **Slide 1-9-5**, Maternity Uniforms

QUESTION: At what point during a Sailor’s pregnancy is she required to wear the maternity uniform?

ANSWER: It depends, the regulations say:
“Certified maternity uniforms are mandatory for all pregnant women in the Navy when a uniform is prescribed and regular uniforms no longer fit.”

Make a comment here that while male Sailors are not exempt when it comes to changing into new uniforms when the old ones no longer fit!

- d. **Slide 1-9-6**, Representing the Navy

Photos of Sailors in and out of uniform on liberty. Make a point of noting that some of the Sailors in the slide are dressed in civilian clothes.

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DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

QUESTION: Who has the “Right” to wear civilian clothes on liberty?

ANSWER: No one, wearing civilian clothes on liberty is a “Privilege” granted by the command. Recalling our discussion from the Equal Opportunity lesson, uniform regulations state that “Commands are authorized to suspend the wear of civilian clothing for individuals who fail to wear civilian clothing as outlined in this section. The civilian clothes privilege may also be suspended for those whose appearance may bring discredit upon the Navy, or who fail to maintain adequate uniforms or sea bag requirements properly.”

Impress upon the attendees that when in uniform, Sailors represent the United States, and their appearance and conduct matters; it helps to shape the attitudes and opinions of people about our Navy and our country. Note that whether in uniform or on liberty, Sailors should avoid any “Detractors” that would cause others to think less about them as Sailors or citizens of the United States.

Refer back to the “you never get a second chance to make a good first impression” comment.

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DISCUSSION POINT

- e. Detractors – those things that might lead to forming an unfavorable perception of a Sailor or the Navy.

RELATED INSTRUCTOR ACTIVITY

- e. **QUESTION:** What are some of the kinds of things you have seen being worn in uniform by other Sailors that present a negative impression?

ANSWER: Pocket protectors, non-Navy ball caps, civilian jackets, wrinkled or dirty shirts, hats, tattoos, etc.

Cover the lens on the projector. Instruct from the white board or chart pack.

Use the white board or chart pack to record responses. At a minimum, make sure all of the following are brought out. If any are missed, reframe as another question for example:

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DISCUSSION POINT

- (1) **Sloppy Uniforms** – Probably the most obvious of the detractors is a sloppy looking uniform. Recalling an excerpt from Navy Uniform Regulations we saw earlier, “Naval personnel **must present** a proud and professional appearance **that will reflect positively** on the individual, the Navy, and the United States.”
- (2) **Fingernails**

RELATED INSTRUCTOR ACTIVITY

QUESTION: What are some of the obvious “detractors?”

ANSWER: See list below

Use your imagination; get each of the following listed.

- ◆ Sloppy uniforms
- ◆ Fingernails
- ◆ Cosmetics and makeup
- ◆ Tattoos
- ◆ Jewelry
- ◆ Cell phones
- ◆ Backpacks or bags
- ◆ Organizational clothing

After compiling the list walk through the items discussing what impact they have and what the requirements are.

- (1) **Slide 1-9-7**, Positive Reflection

Recall the quote about never getting a second chance to make a good first impression, and that portion of the excerpt from Uniform Regulations that states Naval personnel must present a . . . that will reflect positively.

- (2) **Slide 1-9-8**, Fingernails

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DISCUSSION POINT

(a) Length

(b) Color

(3) **Cosmetics**

(4) **Tattoos/Body Art/Brands** – Four Criteria are used to determine whether tattoos/body art/brands are permitted for Navy personnel while wearing civilian clothing: content, location, size, and cosmetic.

RELATED INSTRUCTOR ACTIVITY

(a) **QUESTION:** How long can fingernails be and still conform to regulations?

ANSWER: Fingernails must not exceed 1/4 inch measured from the tip of the finger for a female. For males, they must not extend beyond the fingertip.

(b) **QUESTION:** What about color?

ANSWER: Nail polish must be a soft shade, complementary to the skin tone. A French manicure, in acceptable length is allowable.

(3) **QUESTION:** How about makeup and cosmetics, such as lipstick?

ANSWER: Should be conservative in color and applied sparingly. – Point out that this is a bit vague, and the individual Sailor is responsible for making the decision regarding what is “conservative” and applied “sparingly” Talk about individual responsibility.

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DISCUSSION POINT

- (a) Content - Tattoos/body art/brands located anywhere on the body that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the naval service are prohibited.

- (b) Location - No tattoos/body art/brands on the head, face, neck, or scalp.

- (c) Size – Individual tattoos/body art/brands exposed by wearing a short sleeve uniform shirt shall be no larger in size than the wearer’s hand with fingers extended and joined with the thumb touching the base of the index finger. Those that are larger than this are waivable provided they do not violate content and/or location criteria.

RELATED INSTRUCTOR ACTIVITY

- (a) Cite some examples such as: obscene, sexually explicit, and/or advocate discrimination based on gender, race, religion, ethnic, or national origins are prohibited. In addition, tattoos/body art/brands that symbolize affiliation with gangs, supremacist or extremist groups, or advocate illegal drug use are prohibited.

- (b) Note that the regulations say that the “neck area” referred to in the regulations refers to any portion of the tattoo that is visible when wearing a crew neck T-shirt or open collar uniform shirt. And any otherwise permissible tattoos/body art/brands on the torso area of the body **shall not** be visible through white uniform clothing.

- (c) **Slide 1-9-9, Tattoos**

Note that there is a waiver available for pre-existing conditions that existed prior to 24 January 2003. But, the tattoo or body art must not be prejudicial to good order, discipline, and morale or of a nature to bring discredit upon the naval service.

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DISCUSSION POINT

- (d) Cosmetic – This refers to medical or surgical procedures conducted by licensed, qualified medical personnel to correct medical conditions requiring such treatment.
- (5) **Mutilations** - 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.
 - (a) Split or forked tongue
 - (b) Foreign objects inserted under the skin to create a design or pattern
 - (c) Enlarged or stretched out holes in ears (other than a normal piercing)
 - (d) Intentional scarring on neck, face, or scalp
 - (e) Intentional burns creating a design or pattern

RELATED INSTRUCTOR ACTIVITY

- (d) If the situation requires removal, and/or alteration and it is determined that it is not medically feasible, the individual may be processed for involuntary separation if the CO deems it appropriate.
- (5) **QUESTION:** What are we talking about when we say “mutilations?”

ANSWER: Listen to student replies then discuss (a) through (e) making note that these would not show up in uniform regulations if someone, somewhere hadn't had to deal with such. These types of mutilations while certainly not mainstream, do show up in the civilian community.

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DISCUSSION POINT

(6) Jewelry

(a) No oddness or faddishness of dress, jewelry, or grooming is permitted.

(b) No pencils, pens, pins, handkerchiefs, or jewelry may be worn or exposed **on the uniform**

(7) **Earrings for Women in Uniform**

RELATED INSTRUCTOR ACTIVITY

(6) **QUESTION:** What's the rule for rings, watches, or bracelets? How many can you wear at one time?

ANSWER: While in uniform all jewelry must be conservative. Jewelry shall not present a safety or FOD (Foreign Object Damage) hazard.

Rings – one per hand (no thumb rings), plus wedding/engagement ring set; watches, and bracelets – one of each – no ankle bracelets in uniform; one necklace or choker, but it must not be visible while in uniform. Earrings are discussed below.

(a) Gold teeth, “Grill Work,” or ornamental dental work are also disallowed. Point out that the waiver for pre-existing conditions mentioned during the tattoo discussion applies here also.

(b) Articles such as pencils, pens, watch chains/fobs, pins, jewelry, handkerchiefs, combs, cigars, cigarettes, or pipes must not be worn or carried exposed on the uniform.

(7) **QUESTION:** Anyone wearing earrings?

ANSWER: Use any yes responses to discuss requirements.

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- (a) Must be the 6 mm-ball (approximately 1/4 to 1/8th inch) type with a plain brushed matte finish or a shiny finish; either the screw-on or post type.
 - (b) E-6 and below must wear silver earrings.
 - (c) CPOs and officers must wear gold earrings.
 - (d) Small single pearl earrings are authorized for dinner or formal dress uniforms.
- (8) **Earrings for Men** - are not authorized while in uniform. Additionally, earrings are not authorized in civilian attire when in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction, or while participating in any organized military recreational activities. When considered appropriate by the prescribing authority under article 7201.2 Navy Uniform Regulations, earrings may be prohibited while in foreign countries.

RELATED INSTRUCTOR ACTIVITY

- (a) **Slide 1-9-10**, Earrings

One per ear; centered on earlobe.

- (8) **QUESTION:** (ask it and keep the tone “tongue in cheek.”): Any of the guys present wearing any earrings?

ANSWER: NO. Follow-up with more questions – Any of the guys present wear earrings on liberty?

QUESTION: Are you aware of when the regulation forbids the wearing of earrings by males in certain instances?

ANSWER: Men must not wear earrings while in uniform or while in civilian clothes on a military installation or when attending a military function.

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- (a) Art 7201.2: WEAR OF CIVILIAN CLOTHES IN FOREIGN FORTS. Personnel traveling in a foreign country may wear civilian clothes, but wearing civilian clothes shall not conflict with Article 1301.4. Prescribing authorities are responsible for setting civilian clothes guidelines appropriate for foreign countries.

RELATED INSTRUCTOR ACTIVITY

Some examples: Use the following or provide examples of your own.

A CPO, who was in civilian cloths and wearing an earring was returning to his ship from liberty late one evening. When he was passing through the gate he displayed his ID card and promptly received a severe verbal correction from the gate guard.

In another incident, a Marine Staff Sergeant was given non-judicial punishment for the same type of offense.

Don't attempt to attribute blame at this point to those who violate the regulation. Instead, stress the aspects of pride, professionalism, and presenting a sharp appearance while in uniform and civilian attire.

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DISCUSSION POINT

- (b) Art 1301.4: COMMERCIAL TRANSPORTATION. When traveling on commercial international flights, Navy personnel in a duty, leave, or liberty status will wear an appropriate uniform or civilian clothing as required by the USAF Foreign Clearance Guide. For travel in the United States, Navy personnel using a commercial mode of transportation may wear appropriate uniform or civilian clothing.

(9) **Body Piercing**

RELATED INSTRUCTOR ACTIVITY

Point out that - Given today's political climate, there are also other reasons for complying with uniform regulations such as not dressing in a manner that would draw undue attention to oneself in a foreign country.

- (9) Without getting too personal, discuss the regulations relative to body piercings.

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DISCUSSION POINT

These are not authorized while in uniform. No articles, other than earrings for women specified above, shall be attached to or through the ear, nose, or any other body part. Additionally, body piercing is not authorized in civilian attire when in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction, or while participating in any organized military recreational activities. When considered appropriate by the prescribing authority under Art 7201.2, body piercing may be prohibited while in foreign countries.

(10) **Cell Phones and PDAs**

- (a) When in working or service uniforms **one wireless communications device** (e.g., cell phone, personal digital assistant (PDA), pagers, etc.) may be worn on the belt, either side of the body and aft of the elbow. Devices will not be visible from the front or worn in such a manner as to impede the normal wear and appearance of the uniform (e.g., sagging, bunching, etc.).

RELATED INSTRUCTOR ACTIVITY

- (10) **QUESTION:** What about cell phones/pagers or PDAs, are they authorized to be worn in uniform?

ANSWER: Yes

- (a) **Slide 1-9-11**, Communications Devices

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DISCUSSION POINT

- (b) Service dress and above uniforms: wireless communication devices are not to be worn in such a manner as to be visible (i.e., front, side or rear, bulging, or protruding) when wearing dress uniforms.

RELATED INSTRUCTOR ACTIVITY

QUESTION: What about “Bluetooth” devices, are they excluded also?

ANSWER: Yes!

Note that, there is a Navy-wide restriction on the use of cell phones while driving on base, and this includes the use of Bluetooth devices.

- (b) Point out also that the rule is: if these devices interfere with the proper rendering of military courtesies and honors they are NOT to be worn! Whenever there is a concern for operational security, the CO has the last word as to whether they can be worn or not.

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DISCUSSION POINT

- (11) **Computer Bags and Backpacks** - Uniform Regulations say that civilian bags (e.g., computer bags/briefcases, gym bags, backpacks, garment bags, etc.) may be worn with the working and service uniforms as prescribed in the manner below:
- (a) Computer bag/brief case and backpacks: may be worn across the left shoulder of service and working uniforms.
- (b) When wearing a bag, the strap must be worn across the left shoulder (fore and aft) with the bag hanging on the same side of the body.
- The case or bag **will not be** worn with the strap and bag on the opposite sides of the body (diagonally).

RELATED INSTRUCTOR ACTIVITY

- (11) **QUESTION:** What is the proper way to wear or carry a purse, bag, or back pack?

ANSWER: Over the left shoulder for bags, purses and backpacks or both shoulders for back packs.

Slide 1-9-12, Bags and Backpacks

Note: Point out that while the female Sailors in the photo are wearing their bags properly, the bag / purse being carried by the Sailor on the left is not an authorized uniform item.

- (a) **QUESTION:** Why the left shoulder?

ANSWER: To facilitate rendering of a proper salute.

- (b) Demonstrate the improper wear of a computer bag or purse showing a computer strap worn over left shoulder and bag portion hanging off right hip.

Slide 1-9-13, Improperly Worn Computer Bag

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DISCUSSION POINT

Backpacks may also be worn over both shoulders when wearing the working uniform (e.g., coveralls, utilities, and camouflage).

- (c) All bags worn with the uniform must conceal its contents and be either solid black or navy blue in color. There shall be no personal ornamentation attached on or to the bag.

- f. **Organizational Clothing** - Much of what has been discussed to this point in this lesson dealt with issues concerning normal working and dress uniforms, and personal appearance. In many work situations, aboard ship and ashore Sailors have to work in less than ideal working environments. If forced to wear a working uniform it might get pretty soiled or damaged. So let's briefly talk about some uniform items issued to avoid such situations.

RELATED INSTRUCTOR ACTIVITY

Point out that backpacks can be worn either off the left or both shoulders

- (c) **QUESTION:** Are there any restrictions on the colors of back packs?

ANSWER: Yes - must be solid black or navy blue, with no ornamentation attached.

Use the following to bridge into the next section on Organizational Clothing.

- f. **QUESTION:** What is organizational clothing?

ANSWER: Foul weather jackets, colored sweatshirts (aviation), foul weather jackets, green flight jackets, coveralls, etc. Get some other examples; look around the classroom for examples.

Follow up with another question –

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DISCUSSION POINT

4. Lesson Summary

RELATED INSTRUCTOR ACTIVITY

QUESTION: Where can you wear organizational clothing, off base activity, exchange, on the pier, driving home?

ANSWER: Organizational clothing is authorized for wear with working uniforms only during actual performance of special work or duties for which organizational clothing is designed. Only the brown leather flight jacket has been authorized for wear with service uniforms.

Use the specialty aspect of organizational clothing to bridge into the next section dealing with the special nature of maternity uniforms.

4. **QUESTION:** So what's the big deal?

ANSWER: Don't expect an answer to this question; use it as a lead into the slide.

Slide 1-9-14, Who You Are! (Photo of male and female Sailors in uniform – looking sharp)

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DISCUSSION POINT

- a. Naval personnel must present a proud and professional appearance that will reflect positively on the individual, the Navy, and the United States.
 - (1) You never get a second chance to make a good first impression.
 - (2) Uniform Regulations specifics are clearly stated in terms of:
 - (a) Personal appearance
 - (b) Uniform wear requirements
 - (c) Jewelry
 - (d) Bags, back packs, and cell phones
 - (3) It's all about Pride and Professionalism, representing your Navy and your country.

RELATED INSTRUCTOR ACTIVITY

- a. Touch briefly on the following items recalling points from the discussions.
 - Personal responsibility – first impressions
 - Detractors from personal appearance:
 - Fingernails
 - Cosmetics and makeup
 - Jewelry
 - Cell phones
 - Backpacks or bags
 - Organizational clothing
 - (3) Stress that it's all about Pride and Professionalism, looking sharp, setting examples, doing the right thing, being committed to our personal and Navy Core Values.

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DISCUSSION POINT

- b. Whether on duty or on liberty, in or outside of CONUS, we all have a responsibility to carry out our commitment to excellence in all we do. In a way, we are all sales men and woman. The way we dress and act, in or out of uniform is a reflection upon our Navy. We started out by saying “you never get a second chance to make a good first impression.” While no one is asking you to be a “Poster Child” for the Navy’s next recruiting campaign – although it would probably be appreciated – you *are* expected to follow established regulation and policy and to take pride in yourself, your Navy, and your country.

RELATED INSTRUCTOR ACTIVITY

- b. **Slide 1-9-15**, Summary - Wrap up discussion by stressing “proud” “professional appearance,” “reflect positively”

If appropriate, take a 10 minute break.