

# METC

Medical Education and Training Campus



I am an  
American  
Soldier...



I am an  
American  
Airman...



I am a  
United States  
Sailor...



## Campus Reference

This is meant to be a quick reference guide regarding METC policies and uniform guidance between the services. As of November 2019.

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## **PART 1: INTRODUCTION**

### **PURPOSE**

Courtesy among members of the Armed Forces is vital to maintaining discipline and highly effective teams. For the sake of this document, courtesy is the application of good manners and politeness in dealing with other people. It is incumbent upon each member of the Medical Education and Training Campus (METC) team to perfect the art of dealing with other cultures and practicing the utmost military bearing and courtesy.

This guide is meant to be a quick reference regarding METC policies and uniform guidance between the services. This document is not meant to replace or dictate policies of the services, but to enhance the learning atmosphere by providing generalized information and guidance for service personnel to refer to when questions arise regarding acceptable behavior while visiting or attached to METC.

## **PART 2: METC HISTORY**

METC is the result of the 2005 Base Realignment and Closure Commission legislation that required the bulk of enlisted technical medical training in the Army, Air Force, and Navy to be co-located at Fort Sam Houston, Texas. As a result, four major learning institutions for Navy and Air Force relocated to Fort Sam Houston, where the Army was already training its enlisted medical force under the Army Medical Department Center and School (AMEDD C&S) Academy of Health Sciences. The Naval School of Health Sciences (NSHS) in San Diego, California; NSHS in Portsmouth, Virginia; Navy Hospital Corps School (NHCS) in Great Lakes, Illinois; and the 882d Training Group (Now the 59th TRG) at Sheppard Air Force Base moved to Fort Sam Houston. METC became the largest military medical education and training campus in the world.

METC's footprint covers more than 1.2 million square feet on Fort Sam Houston and needed more than \$1.2 billion to build up and equip. After construction began on July 21, 2008, eleven new facilities were built including three student dormitories and five instructional buildings. Other construction included a dining facility, fitness center, and a Navy and Air Force shared command building.

METC entered into its initial operating capability on June 30, 2010. Its initial training course was radiography specialist. Other courses were phased in throughout the rest of the year and into 2011. METC became fully operational capable on September 15, 2011. Then on August 10, 2014, METC was realigned and entered initial operational capability as part of the Education and Training Directorate (J7) of the newly established Defense Health Agency.

At peak capacity more than 16,500 students are projected to graduate each year, with an average daily student load of approximately 5,500. METC also employs an operating staff and faculty of 1,200. By service, the student breakdown includes approximately 51 percent Army, 32 percent Navy, and 17 percent Air Force. The longest program offered is Navy Biomedical Equipment Maintenance Technician, at 54 weeks; the shortest program offered is Healthcare Administration Specialist, at four weeks. METC offers a total of 49 medical training programs.

## **PART 3: METC STANDARDS and POLICIES**

### **SERVICEMEMBER'S RESPONSIBILITIES and EXPECTATIONS**

METC trains military medical professionals. This includes the technical training of medical skills and the continued growth of members in the profession of arms. It is expected that all members assigned to METC comprehend, comply, and enforce the standards set forth and presented in this guide.

All METC permanent party members and trainees will adhere to the highest standards of professional and personal conduct. All trainees will ensure their actions project a positive image consistent with the regulatory requirements and customs of their respective services. Permanent party members are expected to serve as role models for the thousands of trainees on campus each year.

## **CLASSROOM EXPECTATIONS**

It is expected that all members participating in METC programs perform at or above the expectations of their given service and the rules set forth in this document. The classroom is no exception to the rule. All personnel are expected to act professionally and with the utmost integrity. Violations will result in referral to the appropriate Service authority for action. Below are some rules to follow within the classroom:

- Trainees will arrive on time and in the proper uniform at their assigned classroom or training location, and shall be in their seats, silent, and fully prepared by the start of the duty day and after each break as directed by the individual program or course.
- Trainees will address all instructors by their military rank or Mr./Ms. as applicable and last name. Trainees will be addressed by their rank and last name.
- Trainees will address each other by their rank and last name. Proper military bearing will be observed toward NCOs and Trainee class leaders, regardless of service component, from non-prior service personnel and other prior service personnel.
- Trainees will raise their hand and wait to be recognized by the instructor prior to making comments or asking questions.
- Profanity or vulgarity of any type will not be tolerated in classrooms, laboratories, computer rooms, break rooms, or any other area within the METC. Trainees will treat each other with respect. Trainees should assume at all times that staff members and/or distinguished visitors can hear them speak. Strive to maintain a professional environment at all times.
- There will be no cheating. This action brings discredit upon yourself, your profession and your service. All personnel are to graduate their course on their own merits. Cheating on a test or other class work by copying the answers of another trainee and the unauthorized use of notes or other references, including electronic/web-based resources is prohibited. Knowingly permitting another student to copy answers from one's test papers, written assignments or homework or providing test answers to another trainee in an unauthorized manner is considered cheating and will not be tolerated. Copying school test material via electronic sources falls in this category. Do not receive "study" material or "test" information from previous Trainees!
- Members will not plagiarize (i.e., copying the work of another individual without properly noting the source or copying the work of another trainee, past or present).
- Sleeping in the training environment (classroom or laboratory) will not be tolerated as it is unprofessional and contrary to the education process. Sleeping in class will result in a counseling statement from the instructor.
- Trainees will not disrupt classroom or lab sessions, thereby prejudicing the opportunity of other trainees to learn.
- Trainees will meet each individual service's standards of personal appearance, grooming, and hygiene.
- Trainees will not disregard classroom safety standards resulting in potential endangerment of self and others.
- Trainees will comply with accepted standards of patient confidentiality.
- Trainees will abide by METC and service component cell phone policies.
- Trainees will comply with appropriate behavior, orderliness and language expected of a medical provider.
- Trainee class leaders, regardless of service component, are responsible for enforcing standards of conduct for all members of their class.
- Trainees will transit through hallways in single file and to the right side of the hallway.
- Trainees will not congregate in groups in hallways or stairwells.
- Conversation in hallways, when necessary, will be kept to a minimum. In all other cases trainees are not to engage in conversation while transiting through hallways in order to prevent disturbances to other classes in session.
- Trainees will not wait outside their classroom earlier than five minutes prior to the start of Specialized Individual Assistance (SIA), Plan of Instruction (POI) time, or returning from breaks or lunch.
- When assembled outside a classroom, trainees will stand single file, shoulder to the wall and face the entrance of their classroom. Talking, horseplay, leaning on walls, impeding traffic in the hallway, or any other action which may be perceived as unprofessional or that which may cause disruption to other classes in session, will not be tolerated. Trainee class leaders will be held responsible for maintaining order prior to entry into the training environment.
- Trainees will render proper respect to NCOs and Officers in hallways or stairwells.

## **INTERACTIONS WITH TRAINEES**

### **Professional/Unprofessional Relationships**

All faculty and staff personnel assigned/attached to METC will refrain from unprofessional relationships with trainees regardless of status. Professional relationships are those that contribute to the effective operation of the military. The military encourages personnel to communicate freely with their superiors regarding their careers, performance, duties and missions. This type of communication enhances morale and discipline and improves the operational environment while, at the same time, preserving proper respect for authority and focus on the mission. Relationships are unprofessional, whether pursued on- or off-duty, when they detract from the authority of superiors or result in, or reasonably create the appearance of, favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests.

The integrity and leadership of the faculty and staff in the technical training environment must not be permitted to be compromised by personal relationships with trainees. At a minimum, faculty and staff will not date or carry on a social relationship with a trainee, or seek or engage in sexual activity with, make sexual advances to, or accept sexual overtures from a trainee. In addition, faculty and staff will not use grade, position, threats, pressure or promises to attain or attempt to attain any personal benefit of any kind from a trainee, or share living quarters with, gamble with, lend money to, borrow money from or become indebted to, or solicit donations (other than for service approved campaigns) from a trainee. The same limitations govern personal relationships between faculty and staff and a trainee's immediate family members. Trainees have an independent obligation not to engage in these activities with members of the faculty and staff.

METC personnel have the duty to maintain a professional relationship with trainees at all times. This will continue throughout the entire period of training or instruction received by trainees. For Air Force personnel; outside of official social functions, faculty and staff are prohibited from engaging in personal, social contact by any means until six months after they complete initial skills training and are no longer a trainee, cadet or initial skills student. Prohibited contact includes, but is not limited to, personal social media contact, such as: e-mail, texting, Facebook, Twitter, and similar virtual social networks. This duty applies regardless of the existence of a direct instructional relationship.

### **Use of Profanity**

The use of profanity in the training environment is prohibited. As role models and professionals, members need to set a positive example of the professionalism expected and required of individuals in the respective profession trainees are striving to attain.

### **Prior Service Trainees**

Prior service trainees are service members who have previously completed technical training, worked in the operational service, and are attending training as a result of reclassification or reenlistment. Commanders may take advantage of the experience of student NCOs and personnel to assist cadre; however, the student's primary mission is to become proficient in the skill they are training in. Prior service members will not be utilized to augment or replace permanent party staff in the execution of their training mission, nor will they be allowed to assign corrective training tasks (i.e. dropping trainees for pushups).

Prior service members are required to maintain professional relationships with NPS members. Prior service personnel will not interact with NPS members after duty hours, except when approved by staff personnel for the purpose of studying in a group setting. Unprofessional relationships between prior service and NPS members, regardless of service, will not be tolerated. It is the responsibility of both parties to avoid unprofessional relationships. Prior service members are permitted to operate POVs; however, they are not authorized to transport NPS members or Initial Entry Training (IET) trainees in their POVs, regardless of service affiliation.

## **PART 4: GENERAL TRAINEE INFORMATION/GUIDANCE**

### **ALCOHOL USE**

Members will not consume alcohol if under the age of 21. Trainees will not consume alcohol 12 hours prior to the training day, and only if of the legal drinking age. Army students in initial training are not authorized to consume alcohol. Navy trainees in phase "I" and "II" liberty status are not authorized to consume alcohol as per NAVMEDTRASUPCTRINST 1500.22A.

### **CIVILIAN CLOTHING WEAR**

Civilian clothing will be in good taste. Under clothing will be worn and T-shirts with explicit pictures/language that may offend others is not allowed. All clothing will be free from holes/rips/tears/frays whether they expose skin/undergarments or not. See-through garments will not be worn. Clothing that exposes cleavage is not allowed. Shorts, dresses, and skirts must be longer than the middle finger, when arms are fully extended and palms placed flat on the side of your leg, while at the position of attention. Swim wear is not authorized to be worn inside the dormitory. Pants, shorts, dresses, skirts or other clothing will not "sag" below the waist line. Footwear will be worn outside the room. Wear of sleeveless attire will be determined by each service component. Navy trainees in phase "I" liberty status are not authorized to wear civilian clothing as per NAVMEDTRASUPCTRINST 1500.22A.

### **DINING FACILITY (DFAC)**

Members entering the dining facility must wash their hands or use an alcohol-based hand sanitizer. The DFAC is designed to feed up to 2,000 people at one time. The trainee population far exceeds this number; therefore, it is incumbent on all members to understand the limitations of the DFAC and to be respectful of other Soldiers', Sailors' and Airmen's time. Books, coats, hats, or other items will not be left in chairs or used to save seats while in the serving line. After finishing meals, patrons must depart from the DFAC so that other individuals are able to sit and eat. Per 502d Air Base Wing policy, the following clothing restrictions apply when utilizing the DFAC:

1. Clothing designed as undergarments, sleepwear and spandex will not be worn as outer garments and are not authorized.
2. When wearing trousers with civilian attire, they will be worn at the waist as to prevent undergarments from being visible. Excessively undersized shorts, bathing attire, cut off shorts or any other garment that expose private areas of the body or undergarments, will not be worn.
3. No soiled physical fitness training uniforms/clothing items or clothing that is ripped or soiled or that presents an unhealthy or unclean appearance.
4. Shirts that expose the arm pits (i.e. halters, string Y-back muscle shirts, tube tops), see through clothing or shirts exposing excessive amounts of midriff and chest/cleavage area, will not be worn.
5. Shower shoes are not authorized for wear.
6. No clothing with obscene, slanderous, vulgar language or drawings, pictures, sketches, visual art, etc....depicting drugs, drug paraphernalia or advocate drug use.
7. Approved religious head coverings, food service inspectors/evaluators headgear and those of law enforcement personnel when in an official capacity are allowed for wear inside the dining facility. All other headgear will be removed once inside.

### **HEADPHONE USE POLICY**

Using listening devices impairs recognition of emergency signals, alarms, announcements, approaching vehicles, human speech, and other general noise. Therefore, the wear of headphones or earphones on all installation roads and streets (except while traversing on sidewalks, not cross walks) is prohibited. This includes, but is not limited to, those operating motorized vehicles and bicycles, joggers, walkers, and skaters. METC trainees will not wear headphones upon the ears, around the head or neck, or resting or dangling while in duty, dress, or physical fitness uniform/gear. The only exception is the wear of headphones in physical fitness uniform while actively conducting physical fitness in base gyms or on designated running tracks. Headphones will not be worn during organized physical fitness sessions.

## **MANDATORY ITEMS**

METC Form 1 or Service equivalent (AF - AETC 341 or Army - Form-1) as a trainee on the METC is the primary method for all services branches to document discrepancies and excellence for all service members attending programs affiliated with METC. All METC trainees must carry these forms with them at all times.

## **MOBILE PHONE and DEVICE POLICY**

### **Classroom**

Portable electronic devices can present distractions that negatively impact the delivery of the education mission. As such, portable electronic devices are not authorized and may not be used in METC classrooms, laboratories, auditoriums, or outdoor areas where instruction or training is being conducted.

### **Walking**

Walking and talking on cell phones is prohibited while in any uniform.

## **MOVEMENT THROUGHOUT CAMPUS**

### **Army Battle Buddy System**

The battle buddy system establishes policy for the pairing of Initial Entry Training (IET) Soldiers into teams to teach teamwork, develop a sense of responsibility and accountability for fellow Soldiers, improve safety during IET, and reduce the likelihood and opportunity for sexual harassment, misconduct, and suicidal gestures or attempts.

Soldiers are introduced to the battle buddy team system at the Reception Battalion. IET Soldiers are formed into two person teams upon arrival at the training unit, though a battle buddy team may consist of three personnel to ensure all Soldiers are part of a battle buddy team. As a minimum, commanders will establish a battle buddy system in IET following these guidelines:

1. DSS/AIT PSGs will assign battle buddy teams after the IET Soldiers arrive at the platoon, but before formal training begins. TRADOC Regulation 350-635.
2. Unit cadre will instruct IET Soldiers on the purpose and rules of the battle buddy system. Soldiers will be told never to leave their battle buddy. If they are directed or ordered to leave their battle buddy they will report this to the company leadership 1SG/Commander or XO upon returning to the unit.
3. Battle buddy teams will participate in training, CQ, and other activities together, when feasible.
4. Soldiers will have battle buddies at all times, though cadre will pair ad hoc buddy teams of the same gender for sick call, worship services, additional unit-specific training, or remedial training. Similarly, ad hoc buddy teams will be formed on family day for Soldiers without family members attending.
5. The battle buddy system also applies to cadre members. Drill Sergeants, AIT Platoon Sergeants, and cadre will never be in a closed-door counseling session with a single trainee. In the rare instances where the trainee would need privacy from his/her battle buddy, the cadre member must ensure another cadre member (preferably the same gender as the trainee) is present during the closed door counseling session.
6. Male-female battle buddy teams are only authorized when there is only one IET Soldier of a particular gender, and a same gender battle buddy is not available. Use a 2:1 ratio in these instances, team a solitary female Soldier with two male Soldiers or team a solitary male Soldier with two female Soldiers.
7. Soldiers entering a counseling session with a Chaplain, Chaplain Assistant or medical personnel are not required to have the battle-buddy present in the counseling session so as to maintain confidentiality and privileged communication status. Battle buddy will remain in the immediate area until session is complete and return to the unit as a buddy team.

### **Navy Liberty Buddy Policy**

Sailors in phase "II" and "III" liberty will have a liberty buddy at all times during off base liberty as per NAVMEDTRASUPCTRINST 1500.22A.

### **Air Force Wingman Policy**

While assigned to the 59 TRG, Airmen in training (AiT) will be provided a Wingman Card upon arrival to technical training. AiT will abide by the following:

1. While in Phase I and/or up to 30 days on station (regardless of phase period status) you will be partnered with at least one wingman when departing the dorm area for both on/off base locations.
2. The use of a wingman is mandatory for all phases who have appointments off base. At all other times/locations for Phase II, (that have exceeded the 30 days on station requirement), and Phase III AiT, the use of a wingman is highly encouraged.
3. For on/off base activities during non-duty hours, an AiT's friend or family member can serve as a wingman as long as this has been made known in advance to a Military Training Leader (MTL).
4. MTLs in concert with Airman Leaders (AL) will facilitate multiple AiT going to appointments/activities at the same location.
5. While in transit on base and during duty hours, AiTs will either be in flight formation or transit in groups of at least two.
6. Wingman assignments will be verified by an MTL or Charge of Quarters (CQ) personnel prior to AiTs departing the dorm area.
7. Issued Wingman Card will be in your possession at all times.

This wingman policy does not cover all situations; however, the intent is for each AiT to have a wingman and never be alone. Members are expected to exercise sound judgment and common sense to ensure compliance with the wingman policy. Contact your MTL for the latest rules or changes regarding wingman policy including situations which may arise where a wingman may not be feasible or practical.

### **Marching Policy**

When in uniform (physical fitness, duty uniform, dress uniform, etc.), all "A" school Navy/NPS Airmen/IET Soldiers in uniform will march to and from each location on campus and base, during normal training/workdays 0500 and 1700, (IET Soldiers will march, 24 hours a day/7 days a week), using troop walks, sidewalks or designated route-of-march streets and avenues. Formations and small marching units (members marching in columns of 2, up to 11 people) will be maximized to ensure safety. Individuals will march when walking alone or in teams/groups of 2 to 11 (small marching units). Groups of 12 or more will be in formation. When marching, members will be in the same uniform. No items will be carried in hands while marching. Members are not authorized to eat, drink, talk, or chew gum while marching in formation or small marching units. Drinks will be stowed in the backpack. If in the company of an individual in civilian clothes the individual in uniform will march until destination is reached. If unable to march while carrying packages, members will maintain military bearing and discipline. Members will not cut through grass, drill pads, parking lots, or use other shortcuts. Additionally, members will march to and from school in formation, unless given prior authorization. All NPS Airmen must be in possession of an appointment slip or validated medical waiver to be allowed to march outside of the authorized marching route.

### **Pedestrian Traffic and Street Crossing**

METC trainees will only use marked crosswalks while traversing JBSA roadways. Before crossing roadways, METC trainees will pause at each crosswalk to ensure a safe crossing. All Texas state transportation laws are fully applicable on JBSA. Texas State Transportation Code (Title 7, Subtitle C, Chapter 552) states the following:

#### **"Sec. 552.003. PEDESTRIAN RIGHT-OF-WAY AT CROSSWALK."**

- (a) The operator of a vehicle shall yield the right-of-way to a pedestrian crossing a roadway in a crosswalk if:
  - (1) no traffic control signal is in place or in operation; and
  - (2) the pedestrian is:
    - (A) on the half of the roadway in which the vehicle is traveling; or
    - (B) approaching so closely from the opposite half of the roadway as to be in danger.
- (b) Notwithstanding Subsection (a), a pedestrian may not suddenly leave a curb or other place of safety and proceed into a crosswalk in the path of a vehicle so close that it is impossible for the vehicle operator to yield."

### **Reflective Belts**

During hours of darkness and limited visibility, all METC trainees will wear a reflective belt at all times, whether in military uniform or civilian attire. Trainees will carry or wear with the physical fitness uniform/gear, except when directed by trainer, during the activity.

### **Use of the Garden Avenue Footbridge (aka Troop Bridge)**

Individuals, small groups, and student-led formations will utilize the footbridge between the hours of 0445 and 1730 during normal training/workdays. At all other times, individuals will use designated-marked cross walks.

### **NOISE POLICY**

Military personnel will not operate vehicles with radios or other sound systems at a volume that impairs the driver's ability to hear outside sounds, another vehicle's horn or at a volume that disturbs others. Anyone playing a radio, CD player, stereo or any type of sound system too loudly, whether in a vehicle, walking on the street, or in the dorms/ships/barracks, is subject to adverse administrative action or punishment under the Uniform Code of Military Justice (UCMJ).

### **PHASING PROGRAMS**

#### **Army Trainees**

Refer to TRADOC Regulation.

#### **Navy Trainees ("A" School/"C" School)**

Though phasing may not be the appropriate terminology for this group, it is important to understand the differences in the Navy populations at METC. "A" school - Provides basic knowledge and skills required to prepare Sailors with certain job functions. This training period can last anywhere from a few weeks to a few months. "A" schools are considered Basic Operator or Basic Training for a particular rating. "C" schools are the Navy's Advanced Training schools. "C" schools go further in that they go above and beyond the basic rate training given in "A" schools. Those who wish to get "C" school training typically are required to OBLISERVE to the Navy, which varies by school. The differences in these populations are significant in that many more restrictions are placed on "A" school trainees. As the Army continues to grow trainees early in their careers, "A" school trainees are treated in a similar manner. "C" school trainees are in advanced courses and as such are given many more liberties. Navy "A" school students will adhere to NAVMEDTRASUPCTRINST 1500.22A regarding the three phases of liberty.

#### **Air Force Trainees (NPS)**

All Airmen are required to carry their phase cards with the exception of Phase III trainees who must wear their orange badge/phase card. Phase requirements include the following: Phase I- Except for official appointments, will remain on-station. Will not purchase, possess or consume alcohol or tobacco products at any time. Will wear uniform on/off duty. Will march or use other authorized transportation to and from all training locations and appointments. Will march to and from all locations during duty hours. Phase II- In uniform and except for official appointments, will remain on station during duty hours. Will not purchase, possess or consume tobacco products at any time while in uniform. Will not consume alcohol within 12 hours of duty hours. Will not depart base during duty hours. Will march or use authorized transportation to and from all locations during duty hours. Phase III. Except for official appointments, remain on station during duty hours. Wear UOD during duty hours. Remedial Training (RT) is a short term training tool used to correct tangible infractions (e.g. dress and appearance, timeliness, room standards, etc.) when there is a departure from established standards. (Note: AETC Form 341s may be pulled by METC faculty and staff for "Excellence" in order to properly reward Airmen. These forms should be given to Air Force faculty and staff members, who will forward them to the Air Force Military Training Leaders (MTLs) (equivalent to Army Platoon Sergeants).

### **TRAINEE LEADERSHIP PROGRAMS**

#### **Navy Student Leaders**

The purpose of the Navy student leaders program is to give sailors the opportunity to develop leadership qualities early in their military career. These individuals act as a liaison between the instructors, the Navy Military Training Instructors, and the students in their program. The student leaders wear an identification badge above their right breast pocket. The student leaders (LPO) volunteer their time in order to help other sailors adjust to a new style of living. The class leader is responsible for leading the class as well as carrying out the instructions of the class instructors and NMTI. The assistant LPO (ALPO) serves as an assistant to the LPO and assumes the role of the LPO in their absence. The Master at Arms oversees class accountability at all times and assists the LPO and ALPO by maintaining good order and discipline within the class. The Educational Petty Officer holds after hours study sessions and assists classmates with proper note taking

skills and study habits. The command PASS (Pay/Personnel Administrative Support System) coordinator (CPC) is responsible for the administrative tasks concerning Sailors within the class which include, but are not limited to, recall rosters, muster reports, special requests, and other administrative assistance.

### **Airmen Leaders (AL)**

The purpose of an AL is to provide peer-to-peer mentorship and assistance to other AiTs; report health, morale and welfare concerns to MTLs; and develop foundational leadership skills. ALs are Airmen who have chosen to take on an advanced leadership role early in their development as Airmen. They have added responsibilities, but are also afforded progressively increasing levels of leadership depending on their ability, drive and the recommendation of commanders, MTLs and instructors/staff. Their level of responsibility is designated by rope color. The order of precedence in ascending order is: green, yellow, and red. ALs are authorized to pull AETC Form 341s, Excellence/Discrepancy Report, from any AiT for excellence or discrepancies. Other rope colors include white, teal and black. The white rope represents an individual working with chapel programs, teal rope represents peer advisors for change and the black rope represents Airmen performing as military drill leaders.

### **TOBACCO USE**

METC prohibits tobacco smoking (cigar, cigarette, pipe, etc.) and use of smokeless tobacco (spit/loose tobacco, electronic cigarettes, etc.) products inside the DoD buildings making up the METC workplace to protect the health of all staff, students, and visitors. Smoking is also prohibited on all outdoor METC grounds, except designated outdoor smoking areas (if any). In addition to the location-specific prohibitions discussed above, the use of tobacco and smokeless tobacco is not authorized for any METC student during the academic duty day (0800-1700). This includes academic related installation and non-installation settings.

## **PART 5: CUSTOMS AND COURTESIES**

Members will conduct themselves in accordance with the rules of military customs and courtesies at all times.

### **GENERAL CUSTOMS**

A custom is an established practice. Many military customs compliment procedures required by military courtesy. The breach of some customs merely brands the offender as ignorant, careless, or ill bred. Violations of other customs, however, will bring official censure or disciplinary action. The customs of the military are its common law. Below are a few examples:

- Never criticize the military Services or a leader in public.
- Never go "over the heads" of superiors (aka jumping the chain of command); you can ask/request to see your higher leadership if issues cannot be resolved at the lower leadership level.
- Never offer excuses.
- Never "wear" a superior's rank by saying something like, "the first sergeant wants this done now," when in fact the first sergeant said no such thing. Speak with your own voice.
- Never turn and walk away to avoid giving the hand salute or greeting of the day.
- If you don't know the answer to a superior's question, you will never go wrong with the response, "I don't know sir/ma'am, but I'll find out."

### **GENERAL COURTESY**

"Military" courtesy shows respect and reflects self-discipline. Consistent and proper military courtesy is an indicator of unit discipline, as well. Military members demonstrate courtesy in the way we address officers or NCOs of superior rank. Military courtesy is also the respect shown to each other by members of the same profession. Some of the military's more common courtesies include:

- Rendering the hand salute to an officer or greeting of the day to a more senior enlisted member.
- When talking to an officer of superior rank, stand at attention until ordered otherwise.
- When an officer enters or exits an area, the first person to recognize the officer will call the area to "attention" unless there is an officer of equal or higher rank present.
- Members will stand when a SNCO enters the room. Assume the position of parade rest until ordered otherwise.

- Trainees will stand when speaking with all NCOs/officers, except when receiving classroom instruction.
- When trainees are dismissed, or when the officer departs, come to attention and salute (if service requires).
- When an officer or NCO of superior rank enters a room, the first individual to recognize the officer calls personnel in the room to attention but does not salute, at ease for NCOs. Salute indoors only when reporting.
- Walk on the left of an officer or NCO of superior rank.
- When entering or exiting a vehicle, the junior ranking soldier is the first to enter, and the senior in rank is the first to exit.

## **RENDERING FLAG HONORS**

### **Reveille**

When in uniform, upon hearing music (0530 daily) there is no action per AFI 34-1201. Reveille on Fort Sam Houston is not accompanied with raising of the flag. However, other service branches may follow service specific guidance.

### **Retreat**

At retreat (1730 daily), when in uniform and not in formation, come to the position of attention facing the flag (or sound of the music if flag is not visible). Render the hand salute upon the playing of "To the Colors." The salute is held through the last note of the music. While in formation, bring group to parade rest at first note of music, then attention. Bring to present arms when "To the Colors" is played. If in civilian clothes, Air Force and Navy come to attention and place the hand over the heart upon the playing of "To the Colors." Army Soldiers remain at the position of attention.

### **POV Use During Reveille and Retreat**

Personnel driving motor vehicles will pull over and stop. Air Force and Navy personnel will sit quietly in vehicle. Army personnel will exit the vehicle safely and comply with the established procedures listed above.

## **CORE VALUES**

### **Army**

8. Loyalty - Bear true faith and allegiance to the U.S. Constitution, the Army, your unit and other Soldiers.
9. Duty - Fulfill your obligations.
10. Respect - Treat people as they should be treated.
11. Selfless Service - Put the welfare of the nation, the Army and your subordinates before your own.
12. Honor - Live up to Army values.
13. Integrity - Do what's right, legally and morally.
14. Personal Courage - Face fear, danger or adversity (physical or moral).

### **Navy**

1. Honor - "I will bear true faith and allegiance ..." Accordingly, we will: Conduct ourselves in the highest ethical manner in all relationships with peers, superiors and subordinates; Be honest and truthful in our dealings with each other, and with those outside the Navy; Be willing to make honest recommendations and accept those of junior personnel; Encourage new ideas and deliver the bad news, even when it is unpopular; Abide by an uncompromising code of integrity, taking responsibility for our actions and keeping our word; Fulfill or exceed our legal and ethical responsibilities in our public and personal lives twenty-four hours a day. Illegal or improper behavior or even the appearance of such behavior will not be tolerated. We are accountable for our professional and personal behavior. We will be mindful of the privilege to serve our fellow Americans.
2. Courage - "I will support and defend ..." Accordingly, we will have: courage to meet the demands of our profession and the mission when it is hazardous, demanding, or otherwise difficult; Make decisions in the best interest of the navy and the nation, without regard to personal consequences; Meet these challenges while adhering to a higher standard of personal conduct and decency; Be loyal to our nation, ensuring the resources entrusted to us are used in an honest, careful, and efficient way. Courage is the value that

gives us the moral and mental strength to do what is right, even in the face of personal or professional adversity. - Not just courage when the battle is in front of you... Courage to do the right thing when no one is watching- Courage to acknowledge that no matter how many times you tell yourself you not a role model, that you are recognize that you are.

3. Commitment - "I will obey the orders ..." Accordingly, we will: Demand respect up and down the chain of command; Care for the safety, professional, personal and spiritual well-being of our people; Show respect toward all people without regard to race, religion, or gender; Treat each individual with human dignity; Be committed to positive change and constant improvement; Exhibit the highest degree of moral character, technical excellence, quality and competence in what we have been trained to do. The day-to-day duty of every Navy man and woman is to work together as a team to improve the quality of our work, our people and ourselves.

### **Air Force**

1. Integrity First - An Airman is a person of integrity, courage and conviction. They must be willing to control their impulses and exercise courage, honesty and accountability in order to do what is right even when no one is looking.
2. Service Before Self - An Airman's professional duties take precedence over personal desire. Every Airman is expected to have the discipline to follow the rules, exhibit self-control and possess respect for the beliefs, authority and worth of others.
3. Excellence In All We Do - An Airman strives for continual improvement in self and service in order to propel the Air Force further and to achieve greater accomplishment and performance for themselves and their community.



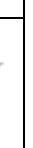
*Rank Insignia of the United States Armed Forces*

**ENLISTED**

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8		E-9		SEA
<b>AIR FORCE</b>											
No Insignia											
Airman Basic (AB)	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSgt)	First Sergeant (FS)	Senior Master Sergeant (SMSgt)	First Sergeant (FS)	Chief Master Sergeant (CMSgt)	First Sergeant (FS)
<b>ARMY</b>											
No Insignia											
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Corporal (CPL)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	First Sergeant (1SG)	Sergeant Major (SGM)	Command Sergeant Major (CSM)	Sergeant Major of the Army (SMA)
<b>MARINES</b>											
No Insignia											
Private (PVT)	Private First Class (PFC)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunner Sergeant (GySgt)	Master Sergeant (MSgt)	First Sergeant (1stSgt)	Master Gunnery Sergeant (MGySgt)	Sergeant Major (SgtMaj)	Sergeant Major of the Marine Corps (SgtMajMC)
<b>NAVY</b>											
No Insignia											
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SA)	Petty Officer 3rd Class (PO3)	Petty Officer 2nd Class (PO2)	Petty Officer 1st Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (CPO)	Master Chief Petty Officer (MCPO)	Force Command Master Chief Petty Officer (FORMC)	Fleet Command Master Chief Petty Officer (FLTMC)	Master Chief Petty Officer of the Navy (MCPON)
<b>COAST GUARD</b>											
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SA)	Petty Officer 3rd Class (PO3)	Petty Officer 2nd Class (PO2)	Petty Officer 1st Class (PO1)						

# Rank Insignia of the United States Armed Forces

## OFFICERS

O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	Special
<b>AIR FORCE</b>										
										
Second Lieutenant (2d Lt)	First Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)	Brigadier General (Brig Gen)	Major General (Maj Gen)	Lieutenant General (Lt Gen)	General (Gen)	General of the Air Force (GAF)
<b>ARMY</b>										
										
Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA)
<b>MARINES</b>										
										
Second Lieutenant (2ndLt)	First Lieutenant (1stLt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (LtCol)	Colonel (Col)	Brigadier General (BGen)	Major General (MajGen)	Lieutenant General (LtGen)	General (Gen)	
<b>NAVY</b>										
										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RDML)	Rear Admiral Upper Half (RADML)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (FADM)
<b>COAST GUARD</b>										
										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RDML)	Rear Admiral Upper Half (RADML)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (FADM)
<b>WARRANT OFFICERS</b>										
<b>ARMY</b>					<b>MARINES</b>					
										
Warrant Officer (WO1)	Chief Warrant Officer (CW2)	Chief Warrant Officer (CW3)	Chief Warrant Officer (CW4)	Chief Warrant Officer (CW5)						
<b>NAVY</b>					<b>COAST GUARD</b>					
The grade of Warrant Officer (WO) is no longer in use.					The grade of Warrant Officer (WO) is no longer in use.					The grade of chief Warrant Officer (CWO-5) is no longer in use.
Chief Warrant Officer (CWO-2)	Chief Warrant Officer (CWO-3)	Chief Warrant Officer (CWO-4)	Chief Warrant Officer (CWO-5)		Chief Warrant Officer (CWO-2)	Chief Warrant Officer (CWO-3)	Chief Warrant Officer (CWO-4)			

## **PART 7: UNIFORMS**

### **GENERAL UNIFORM GUIDANCE**

#### **FOOD AND BEVERAGES**

Members are prohibited from walking and drinking and/or eating.

#### **GENERAL UNIFORM APPEARANCE AND GUIDANCE**

Trainees will keep uniforms buttoned, zipped, and snapped. While in uniform, no personnel from any service may place their hands in their pockets, except momentarily to place or retrieve objects.

#### **BACKPACKS, GYM BAGS, AND HANDBAGS**

##### **Army**

Soldiers may carry civilian gym bags, civilian rucksacks, or other similar civilian bags while in uniform. Soldiers may carry these bags by hand, on one shoulder using a shoulder strap, or over both shoulders using both shoulder straps. If the Soldier opts to carry a bag over one shoulder, the bag must be carried on the same side of the body as the shoulder strap; therefore, Soldiers may not carry the bag slung across the body with the strap over the opposite shoulder. If Soldiers choose to carry a shoulder bag while in uniform, the bag must be **black with no other colors** and no logos, unless issued. The contents of the bag may not be visible; therefore, see-through plastic or mesh bags are not authorized. There is no restriction on the color of civilian bags **carried by hand**.

##### **Navy**

Backpacks may be worn over either the left shoulder or both shoulders while wearing service and working uniforms. Authorized colors of backpacks include black, navy blue, and the matching Navy Working Uniform (NWU) pattern. The matching NWU pattern backpack is only authorized for wear with the NWU. No personal ornamentation shall be attached on or to the backpack. All bags/brief cases worn with the uniform must conceal its contents and be either solid black or navy blue in color. While in dress uniform, civilian bags will be hand-carried only.

##### **Air Force**

Trainee backpacks will be solid black. Small logos are authorized. Airmen may wear a backpack on the left shoulder or both shoulders (not to interfere with rendering the proper salute). Backpacks will not have ornamentation, a high-gloss, designs, or hanging/dangling objects. Exception: water bottles may be attached to the outside of the bag. Small gold or silver clasp authorized, but chains are not authorized. Gym bags will be solid dark-blue, black, olive drab, Air Force sage green or Airman Battle Uniform (ABU) pattern with matching stitching and carried in the left hand. Use of a shoulder strap is authorized on the left shoulder and the strap may cross the body as long as it does not interfere with rendering the proper salute. Small logos are authorized.

#### **BODY ALTERATIONS (BODY PIERCING/ALTERATIONS)**

##### **Army**

When on any Army installation or other places under Army control, Soldiers may not attach, affix, or display objects, articles, jewelry, or ornamentation to or through the skin while they are in uniform, in civilian clothes on duty, or in civilian clothes off duty (this includes earrings for male Soldiers). The term "skin" is not confined to external skin, but includes the tongue, lips, inside the mouth, and other surfaces of the body not readily visible.

##### **Navy**

Not authorized while in uniform. No articles, other than earrings for women (as specified later), shall be attached to or through the ear, nose, or any other body part. Body piercing is not authorized in civilian attire when: in a duty status, aboard a ship, in any military vehicle, within any base, within a place under military jurisdiction, or while participating in any organized military recreational activities. Intentional mutilation of any part of the body is prohibited.

##### **Air Force**

Cannot attach, affix or display objects/jewelry to or through the ear, nose, tongue, or any exposed body part (includes visible through the uniform). Exception, women may wear 1 pair of earrings as described in

earrings section of this guide.

## **CELL PHONES AND PERSONAL ELECTRONIC DEVICES**

### **Army**

NPS trainees are not authorized cell phones during Plan of Instruction (POI) time. At the discretion of the commander, and when required in the performance of duties, Soldiers may wear an electronic device on the belt, belt loops, or waistband of the uniform. Only one electronic device may be worn; it may be either a pager or a cell phone. The body of the device or case may not be seen while in uniform, and the carrying case must be black; no other colors are authorized. The use of blue tooth technology, headsets and other hands-free devices are not allowed in uniform. Hands-free devices are only allowed in uniform in a vehicle.

### **Navy**

Communication devices shall be conservative in color and design and shall not distract from appearance of the uniform. Only one device is authorized for wear and can only be worn on the belt of working and service uniforms aft of the elbow. Communication devices will not be visible from the front and worn in such a manner as to impede normal wear and appearance of the uniform. The use of blue tooth technology, headsets and other hands-free devices are only allowed in uniform in a vehicle.

### **Air Force**

Trainees are allowed their personal electronic devices during the academic duty day; however, they may not have them in the classroom. Handheld electronic devices, if worn on the belt/waistband, or clipped to a purse will be plain black, silver, dark blue, or gray. Handheld electronic devices that are not worn on the belt/waistband/or clipped to a purse can be any color. Holster and other storage devices used to attach handheld electronic devices to the uniform or purse will be plain black, silver, dark blue, or gray. One handheld electronic device may be attached to a belt/waistband on either side or clipped to a purse. Wear/use of an earpiece, any Bluetooth technology or headphones, while in uniform, indoors or outdoors, is prohibited (unless operating a vehicle). While walking in uniform use of personal electronic media devices, including ear pieces, speaker phones or text messaging is limited to emergencies or when official notifications are necessary. Military customs and courtesies take precedence.

## **COSMETICS**

### **Army**

Males may not wear cosmetics. Females may wear cosmetics if they are conservative and complement the uniform and their complexion. Eccentric, exaggerated, or trendy cosmetic styles and colors, to include makeup designed to cover tattoos, are inappropriate with the uniform and are prohibited. Females will not wear lipstick that contrasts with their complexion, detracts from the uniform, or is extreme. Examples of extreme colors include, but are not limited to: purple, gold, blue, black, white, bright (fire-engine) red, khaki, camouflage colors, and fluorescent colors.

### **Navy**

Males may not wear cosmetics. Cosmetics must be applied in good taste so colors blend with natural skin tone and enhance natural features. Exaggerated or faddish styles are not authorized. Lipstick colors shall be conservative and complement the individual. Cosmetic Permanent Makeup is authorized for eyebrows, eyeliner, lipstick, and lip liner only.

### **Air Force**

Males may not wear cosmetics. Females may wear cosmetics that are conservative (not excessive or extreme) and in good taste. Lipstick will not contrast with their complexion, detract from the uniform, or be extreme colors. Examples of extreme colors include, but not limited to: purple, gold, blue, black, bright red and fluorescent colors. Cosmetics will not be worn during field conditions.

## **EARMUFFS**

### **Army**

Not authorized. See Neck Gaiter.

### **Navy**

May wear plain, Navy-blue cloth earmuffs with black elastic retainer. Wear earmuff retainer underneath the cap/hat.

## **Air Force**

Must be black. May be worn with all authorized outer garments and may wrap around either the top or rear of the head.

## **EARRINGS**

### **Army**

Females are not authorized to wear earrings with any class C (utility) uniform. In other uniforms earrings may be screw-on, clip-on, or post-type earrings, in gold, silver, white pearl, or diamond. The earrings will not exceed 6 mm or 1/4 inch in diameter, and they must be unadorned and spherical. When worn, the earrings will fit snugly against the ear. Females may wear earrings only as a matched pair, with only one earring per ear lobe.

### **Navy**

Males will not wear earrings at any time while on post. Females can wear one earring per ear (centered on earlobe). Earrings shall match and be a 4mm to 6mm ball (approximately 1/2" to 1/4"). Plain silver with shiny or brushed matte finish. Gold can be worn for officers/CPOs.

### **Air Force**

Male Airmen are not authorized to wear earrings while in uniform or in civilian attire for official duty, but are authorized to wear earrings in civilian attire while off duty on a military installation. Female Airmen may wear small (not exceeding 6 mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings.

## **EYEGLASSES/SUNGGLASSES/CONTACTS**

### **Army**

Eyeglasses or sunglasses that are trendy, or have lenses or frames with initials, designs, or other adornments are not authorized for wear, unless issued by unit when in the field environment. Soldiers may not wear lenses with extreme or trendy colors, which include but are not limited to: red, yellow, blue, purple, bright green, or orange. Lens colors must be traditional gray, brown, or dark green shades. Personnel will not wear lenses or frames that are so large or so small that they detract from the appearance of the uniform. Personnel will not attach chains, bands, or ribbons to eyeglasses. Personnel will not hang eyeglasses or eyeglass cases on the uniform, and may not let glasses hang from eyeglass restraints down the front of the uniform. Sunglasses are not authorized in formation.

### **Navy**

No eccentric or faddish glasses are permitted. Sunglasses and photo gray lenses are not to be worn unless prescribed by medical. Eye glass straps are optional. For those not in "A" school, conservative sunglasses are permitted, except in military formations. Retainer straps are authorized for FOD prevention and safety only. If retainer straps are required, they shall be plain, black and worn snugly against the back of the head.

### **Air Force**

Will be worn in the manner for which they are made. Will not be worn around the neck, on top/back of head or exposed hanging on the uniform. Eyeglasses and sunglasses may have conservative ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses. Logo may contrast with frame color or lenses (conservative colors/small logos; black, brown, matte silver/gold). Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted or photosensitive lenses are authorized. Faddish styles and mirrored lenses are prohibited. Sunglasses (to include darkened photosensitive lenses) are *not* authorized in formation. **Exception:** Sunglasses are not authorized in formation, unless for medical reasons, e.g., PRK/losik surgery and when authorized by a commander or commandant on the advice of a medical official. Contact lenses that change the natural eye color are not authorized.

## **FACIAL HAIR (BEARDS)**

### **Army**

Males will keep their face clean-shaven when in uniform or in civilian clothes on duty. Beards are not authorized. If appropriate medical authority prescribes beard growth, the length required for medical treatment must be specified.

### **Navy**

The face and neck shall be clean-shaven. "Peach fuzz" is considered facial hair and will be shaved. Trimming or shaping while in possession of a no-shave chit is not allowed. If a shaving waiver is authorized, no facial/neck hair shall be shaved, nor manicured, styled or outlined, nor exceed 1/4" in length.

### **Air Force**

Not authorized, unless for medical reasons. If authorized for medical reasons, members will have a valid shaving waiver signed by their Commander on their person and facial hair will be trimmed, not to exceed 1/4" in length. Hair will not be sculpted.

## **FACIAL HAIR (MUSTACHES)**

### **Army**

Mustaches will not present a chopped off or bushy appearance, and no portion of the mustache will cover the upper lip line or extend sideways beyond a vertical line drawn upward from the corners of the mouth (see figure 1-1 of AR 670-1). Handlebar mustaches, goatees, and beards are not authorized except for medical reasons. Soldiers will keep the growth trimmed to the level specified by a medical authority, but they are not authorized to shape the growth into goatees, "Fu Manchu" or handlebar mustaches.

### **Navy**

The length of an individual mustache hair fully extended shall not exceed approximately ½ inch. It shall not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth. Handlebar mustaches, goatees, beards or eccentricities are not permitted.

### **Air Force**

Will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth.

## **FINGERNAILS**

### **Army**

All personnel will keep fingernails clean and neatly trimmed. Males will keep nails trimmed so as not to extend beyond the fingertip unless medically required and are not authorized to wear nail polish. Females will not exceed a nail length of 1/4 inch as measured from the tip of the finger. Females will trim nails shorter if the commander determines that the longer length detracts from a professional appearance, presents a safety concern, or interferes with the performance of duties. Females may only wear clear polish when in uniform or while in civilian clothes on duty. Females may wear clear acrylic nails, provided they have a natural appearance and conform to Army standards.

### **Navy**

Trim even with the end of the fingers (males). Trim 1/4 of an inch from the end of the fingers (females). They shall be kept clean. Nail polish may be worn, but colors shall be conservative and complement the skin tone.

### **Air Force**

Males may not wear nail polish. If worn by females, nail polish will be a single color that does not distinctly contrast with the female Airman's complexion, detract from the uniform, or be extreme colors. Fingernails cannot exceed 1/4" beyond tip of finger and must be clean and well groomed. White-tip French manicure is authorized.

## **FLEECE**

### **Army**

Part of the ACU Generation III Extended Cold Weather Clothing System (ECWCS). The olive-green fleece

is authorized to be worn as a stand-alone outer garment or as part of the ECWCS system. Rank insignia is attached by hook and loop either on the left or right above the plates depending on how the garment was manufactured. Name and US Army plates will also be attached with hook and loop. When wearing as the outer garment, the fleece will be worn over the ACU blouse, zippered at least 3/4 of the way. Sleeves will not be rolled up.

#### **Navy**

The 100% polyester, detachable Black Fleece Liner provides extra comfort and protection during extremely cold conditions. The accompanied black fleece liner is the only liner authorized to be worn with the NWU. The Black Fleece Liner 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 3/4 of the way and must have a sewn on center chest tab. Sleeves will not be rolled up.

#### **Air Force**

Only worn outdoors and over ABU blouse. Must have Velcro ABU print name tape with dark blue lettering centered between zipper and sleeve seam on wearer's right. Must also have 2" squared Velcro subdued cloth rank with solid sage green background centered above the last name tape on right of chest. A Velcro ABU U.S. Air Force printed tape with dark blue lettering on it will be worn on wearer's left, even with the level of name tape. Will be zipped to no lower than the level of the top of the name tape. Sleeves will not be rolled up, collar will be folded over when not zipped all the way and fleece will be zipped to the level of the outer jacket when worn.

### **GLOVES**

#### **Army**

Gloves are a five-finger design in a slip-on style. An adjustable strap and buckle is provided on the back of gloves. The inserts are black wool and are worn inside the black leather shell gloves. Green wool inserts may be worn until stocks are exhausted or until unserviceable. Gloves are authorized for wear with or without cold-weather outer garments. May wear gloves with utility uniforms without cold-weather outer garments, provided sleeves are rolled down. May not wear the inserts without the leather shell gloves when worn with utility uniforms and cold weather outer garments.

#### **Navy**

Black leather gloves are worn with NWU and never carried. White gloves (when required) may be worn or carried with uniforms. Gloves are removed to shake hands. Glove stitching is the same color as the basic glove material.

#### **Air Force**

May be worn with authorized outer garments. Black or sage green (with ABU uniform) gloves may be worn. Trainees, when in formation, are required to wear the same colored gloves. Only black gloves may be worn with the service dress uniform and all approved outer garments worn with the blue service dress uniforms.

### **HAIR GENERAL**

#### **Army**

Extreme, eccentric, or trendy haircuts or hairstyles are not authorized. If Soldiers use dyes, tints, or bleaches, they must choose those that result in natural hair colors. Colors that detract from a professional military appearance are prohibited. Soldiers should avoid using colors that result in an extreme appearance. Prohibited hair colors include, but are not limited to, purple, blue, pink, green, orange, bright (fire-engine) red, and fluorescent or neon colors.

#### **Navy**

Hair/grooming/personal appearance while in uniform shall present a neat, professional appearance.

#### **Air Force**

Clean, well-groomed and not contain excessive grooming aids, appear lopsided, or touch either eyebrow. Hair may be dyed, but must be a natural color.

## **HAIR (FEMALE)**

### **Army**

Females will ensure their hair is neatly groomed, that the length and bulk of the hair are not excessive, and that the hair does not present a ragged, unkempt, or extreme appearance. Likewise, trendy styles that result in shaved portions of the scalp (other than the neckline) or designs cut into the hair are prohibited. Females may wear braids and cornrows as long as the braided style is conservative, the braids and cornrows lie snugly on the head, and any hair holding devices comply with standards. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during normal activity or when standing in formation. Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned, so no free-hanging hair is visible. Styles that are lopsided or distinctly unbalanced are prohibited. Ponytails, pigtails, or braids that are not secured to the head (allowing hair to hang freely), widely spaced individual hanging locks, and other extreme styles that protrude from the head are prohibited. Extensions, weaves, wigs, and hairpieces are authorized; however, these additions must have the same general appearance as the individual's natural hair. Any wigs, extensions, hairpieces, or weaves must comply with grooming policies set forth in Army Regulation 670-1. When headgear is worn, the hair will not extend below the bottom edge of the front of the headgear, nor will it extend below the bottom edge of the collar. All hair-holding devices must be plain and of a color as close to the soldier's hair as possible or clear. Authorized devices include, but are not limited to, small, plain scrunchies (elastic hair bands covered with material), barrettes, combs, pins, clips, rubber bands, and hair bands. Devices that are conspicuous, excessive, or decorative are prohibited.

### **Navy**

Hair shall be trimmed so as to ensure no greater than 2" of bulk. Hair care items must be greaseless and present a greaseless appearance. Lopsided and extremely asymmetrical styles are not authorized. Ponytails, pigtails, widely spaced individual hanging locks and braids that protrude from the head are not authorized. When a hairstyle of multiple braids is worn, braids shall be of uniform dimension, small in diameter (approx. 1/4"), and tightly interwoven to present a neat, professional well-groomed appearance. Short hair may be braided in symmetrical fore and aft rows (corn rowing) which minimize scalp exposure. Cornrow ends shall not protrude from the head and shall be secured only with inconspicuous rubber bands that match the color of the hair. Appropriateness of a hairstyle shall also be judged by its appearance when headgear is worn. All headgear shall fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hair shall not show from under the front of the brim of the combination hat, garrison or command ball caps. Hair may be inconspicuously fastened, pinned or secured to the head. A maximum of two barrettes may be used to keep hair out of the facial area. Additional bobby pins or rubber bands matching hair color may be used to hold hair in place if necessary. When in uniform, the hair may touch, but not fall below a horizontal line level with the lower edge of the back of the collar.

### **Air Force**

No minimum hair length to a maximum bulk of 3 ½" from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar on any side of an invisible line drawn parallel to the ground. Hair must not have loose ends. Hair will not touch eyebrows. If worn, scrunchies, hairpins, combs, headbands, elastic bands and barrettes must match hair color or may be black in color regardless of hair color. Ornaments are not authorized. The intent is for hair to be styled in a manner that prevents loose ends from extending upward on the head. When in a bun all loose ends must be secured. When hair is in a ponytail, it must be pulled all the way through the elastic band and may hang naturally downward and not extend below the bottom edge of the collar. Locs, braids, twists, micro-braids, French Braids, Dutch Braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar. All locs, braids/twists, when worn, will be of uniform dimension, no wider than one inch with natural spacing between the locs, braids/twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs/braids shall be of uniform dimension, small in diameter (approx. ¼ inches), show no more than ¼ inch of scalp between the braids and must be tightly fused/interwoven to present a neat, professional appearance. A loc, braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards in paragraph 3.1.3 above. **Exception:** Micro-braids or twists are not required to

continue to the end of the hair. Unauthorized: Mohawk, mullet or etched design- Headgear must fit properly. Hair color highlights, and frosting will not be faddish and will be natural looking hair.

## **HAIR (MALE)**

### **Army**

The length and bulk of the hair may not be excessive or present a ragged, unkempt appearance. When the hair is combed, it will not fall over the ears or eyebrows, or touch the collar, except for the closely cut hair at the back of the neck. Not authorized to wear braids, cornrows, or dreadlocks (unkempt, twisted, matted, individual parts of hair) while in uniform or in civilian clothes on duty. Hair that is clipped closely or shaved to the scalp is authorized.

### **Navy**

Taper the hair above the ears and around the neck from the lower natural hairline upwards at least 3/4" and outward not greater than 3/4" to blend with hairstyle. Hair on the back of the neck must not touch the collar. Hair shall be no longer than 4" 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. The bulk of the hair shall not exceed 2". Bulk is defined as the distance that the mass of hair protrudes from the scalp. Varying hairstyles, including the afro, are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides and do not interfere with the proper fit of military headgear.

### **Air Force**

Must have tapered appearance. Will not exceed 1 1/4" in bulk, regardless of length and 1/4" at termination point; allowing only closely cut or shaven hair on the back of the neck to touch the collar. Hair will not touch ears or protrude under front band of headgear. Cleanly shaven, high-and-tight and flat-top cuts are authorized. Men are not authorized mohawks, mullets, cornrows, dreadlocks, etched designs, or hair extensions.

## **HAIR (SIDEBURNS)**

### **Army**

Sideburns may not be tapered, flared, or come to a point; the base of the sideburn will be a clean-shaven, neatly trimmed, and not exceed 1/8 inch. Sideburns will not extend below the lowest part of the exterior ear opening.

### **Navy**

"A" School: Sideburns shall be trimmed to the top of the ear opening. It is understood that some recruits do not have facial hair in this area, in which case sideburns will be kept evenly trimmed at the point where growth stops. "C" School: Sideburns shall not extend below a point level with the middle of the ear, shall be of even width (not flared) and shall end with clean shaven horizontal line.

### **Air Force**

Will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening.

## **JACKETS**

### **Army**

The Parka (Gortex) is the outer shell of the ECWCS. It can be worn separately or with other ECWCS items. Rank is worn on tab and nametape will be on left shoulder pocket flap. The Gortex must be zipped and buttoned at least 3/4 of the way when worn. The hood of the Gortex must be tucked in, zipped and closed when not in use.

### **Navy**

Close zipper at least 3/4 of the way. The parka is authorized outer wear worn with the NWU type I and II. It was designed to be worn with or without the detachable black fleece liner.

### **Air Force**

Rank will be worn on the rank tab. Trainees' jacket will be fully zipped, snapped and buttoned when outdoors and will be removed when entering buildings. Permanent party will zip jacket at least to mid-point. Outer garments will only be worn outdoors.

## **ID TAGS/LANYARDS**

### **Army**

Personnel will wear ID tags/lanyards around the neck when in duty uniform. ID tags are not required during PT for safety reasons.

### **Navy**

Not required for training.

### **Air Force**

Not authorized for Airmen in training.

## **NECK GAITERS**

### **Army**

Neck gaiters are either dark brown or tan knitted cylindrical tubes of approximately 10x15 inches, consisting of 90 percent polypropylene and 10 percent Lycra. They may be worn as a neck warmer, hood, balaclava, ear band, or hat in cold, windy, or dusty environments.

### **Navy**

When prescribed as Uniform of the Day, wear mock turtlenecks under Navy Working Uniform shirt only. The mock turtleneck will not be worn under any other uniform item.

### **Air Force**

Not Authorized. See earmuffs.

## **RINGS**

### **Army**

May wear a total of two rings (a wedding set is considered one ring).

### **Navy**

While in uniform, only one ring per hand is authorized, plus a wedding/engagement ring set. Rings are not authorized for wear on thumbs.

### **Air Force**

No more than 3 will be worn. Wedding sets count as 1 ring. Rings will be worn at the base of the finger and may not be worn on the thumb.

## **SCARVES**

### **Army**

May be dress, black or utility, olive green. The material is wool, flat-jersey knit, silk, or rayon, of a commercial design, about 12 by 52 inches for black, 51 1/2 to 55 1/2 inches long by 8 1/2 to 9 1/2 for olive green. Authorized for wear: (black) by all personnel with the Army black, all-weather coat and the windbreaker; (olive green) with the cold-weather utility coats (field jackets and parkas). The scarf is worn with the lengths folded in half lengthwise and crossed left over right at the neck, with the ends of the scarf tucked neatly into the neckline of the outer garment. When worn properly, the folded portion of the scarf may be slightly visible above collar of the outer garment.

### **Navy**

Must be plain white scarf made of knitted or woven silk or synthetic fabric. May be worn under reefers/peacoats, all-weather coats, overcoats, or jackets. Wear scarf around neck area covering nose, mouth and neck. Tie single overhand knot and tuck excess material inside outer garment. The top button of the pea coat or raincoat may not button when wearing scarf.

### **Air Force**

Must be black or dark blue. May be worn with all outer garments except the pullover and cardigan sweaters. The scarf must be tucked in. The scarf will not exceed 10" in width and can be knit, all wool or cotton simplex.

## **SWEATERS (SERVICE UNIFORM ONLY)**

### **Army**

Worn with service uniform only. Black Cardigan Sweaters- May wear the cardigan indoors or outdoors. When worn indoors, personnel may wear the cardigan buttoned or unbuttoned; when outdoors, personnel, except for pregnant Soldiers, must button all five buttons. Members may wear the collar of the shirts inside or outside the cardigan and may cuff the sleeves of the cardigan, but they may not roll or push up the sleeves. Personnel will not wear the nameplate and may wear the cardigan without rank insignia when wearing civilian clothes. Black Pullover - The black pullover sweater is authorized for wear by all with the class B uniform. Personnel will wear the collar of shirts outside pullover if they do not wear a necktie or neck tab. Personnel may cuff sleeves of the pullover, but they may not roll or push up sleeves. Officers/enlisted in rank of corporal or higher will wear shoulder marks on the epaulets. Nameplate is worn centered 1/4 inch above the bottom of the chest patch. Personnel may wear the black pullover under the black all-weather coat and black windbreaker. When worn under the windbreaker, the pullover must not be visible below the windbreaker. Personnel may wear the pullover without insignia when wearing civilian clothes.

### **Navy**

The sweater is authorized for daily wear to and from work, in public places, onboard ship, on base and station, and for attending working level meetings/briefings. Officers/CPOs wear soft shoulder boards on the epaulets. E6 and below personnel wear no insignia on the sweater. Shirt collar is worn inside the sweater when a tie is worn and outside the sweater when no tie is worn.

### **Air Force**

The cardigan sweater is authorized for outdoor and indoor use. Will be buttoned outdoors, but may be unbuttoned indoors. Collar of shirt can be worn outside or inside of sweater. Sleeves may not be pushed up. No name tag is worn. Enlisted Airmen will wear metal rank insignia  $\frac{1}{8}$  inch from the shoulder/sleeve seam of the epaulet. The wool pullover sweater can be worn indoors or outdoors. Sleeves may not be pushed up. No name tags are affixed. Enlisted Airmen will wear metal rank insignia  $\frac{1}{8}$  inch from the shoulder/sleeve seam of the epaulet.

## **TATTOOS**

### **Army**

Tattoos or brands anywhere on the head, face, and neck above the T-Shirt neckline are prohibited, including on/inside the eyelids, mouth and ears. Permanent makeup, such as eyebrow or eyeliner, is authorized as long as the makeup conforms to the standards outlined in policy. Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body, as they are prejudicial to good order and discipline within units. Tattoos are prohibited on wrists and hands, except Soldiers may have one ring tattoo on each hand, below the joint of the bottom segment (closest to palm) of the finger. Soldiers may not cover tattoos or brands with bandages or make up.

### **Navy**

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. No tattoos/body art/brands on the head, face, neck, or scalp. The neck area for purposes of this reference is any portion visible when wearing a crew neck T-shirt or open collar uniform shirt. 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. Tattoos/body art/brands that exceed size criteria are waivable provided they do not violate the content and/or location criteria.

### **Air Force**

Obscene, commonly associated with gangs, extremist, or advocate sexual, racial, ethnic or religious discrimination are prohibited in and out of uniform. Tattoos above the collarbone, (on the neck, face, head, tongue, lips, and/or scalp) are prohibited. Tattoos on the hand are restricted to one single-band ring on one finger on one hand. Cosmetic tattooing is authorized for women if done to apply permanent facial makeup (i.e. eyebrows, eye liner); the cosmetic tattooing must have a natural appearance and be conservative.

## Services Duty Uniform



### Operational Camouflage Pattern Army Combat Uniform (ACU)

- Soldiers are authorized to wear the Operational Camouflage Pattern ACU starting 1 July 2015. Sales will begin July 2015. Centralized issue for incoming Soldiers will begin January 2016 (2QFY16). Mandatory possession date is 1 October 2019.

- Soldiers are authorized to wear the sand or the Tan 499 T-shirt, sand or Tan 499 belt, and tan or Coyote Brown boots during the transition period which ends 30 SEP 2019.

- Tan 499 T-shirt color: Available starting July 2015.

- Tan 499 belt color: Available starting July 2015.

- Coyote Brown boot color: Available starting August 2015.



**NOTE:** Soldiers may only wear OEF-CP headgear with the OEF-CP Flame Resistant Army Combat Uniform and Operational Camouflage Pattern headgear with the Operational Camouflage Pattern Army Combat Uniform.

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### Navy NWU



**Headgear:** The cap shall be worn with the bill to the front squarely on the head, with the bottom edge parallel to and 1 ½" above the eyebrows. At no time shall hair protrude from under the bill of the cap or through the adjustment strap opening. When the cap is removed while away from the compartment, place it with the bill tucked in between the trousers and shirt at the small of the back. The word "RECRUIT/NAVY" will be away from the recruit.

**Necklace:** While in uniform, only one necklace may be worn and it shall not be visible.

**T-shirt:** Navy blue, cotton, quarter-length sleeve, with an elliptical (crew-neck) collar. Thermal underwear is authorized to be worn underneath the NWU undershirt. Thermal underwear will not be visible when worn underneath the undershirt.

**Blouse:** Normal wear of the NWU shirt is outside the waistband of the NWU trousers. When directed by appropriate authority, the shirt will be worn inside the trouser waistband (tucked in). Sleeves may be worn rolled up as directed by appropriate authority. When authorized, NWU sleeves will be rolled (cuff right-side out) forming a 3 inch wide band covered by the cuff of the shirt (the outside digital camouflage pattern of the NWU will show). The termination point of the roll is approximately 2 inches above the elbow. This manner of sleeve roll presents a short sleeve appearance and facilitates expeditious unrolling and fastening during emergent situations. All closures shall be secured with sewn buttons/holes.

**Bracelet:** Medical Alert ID Tags and Chains. Wear on the small ID tag chain or on the wrist when prescribed. While in uniform, only one of each (watch/bracelet) may be worn. Ankle bracelets are not authorized while in uniform.

**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. Organization issued or personally purchased thermal underwear is authorized to be worn underneath the NWU trousers. Thermal underwear will not be visible when worn.

**Socks:** Black socks with drill boots.

**Boots:** Smooth leather boots will be blackened and buffed. The optional 9-inch rough-out leather safety boot (steel toe) is authorized for wearing ashore only. This optional boot will not require polishing but must be cleaned and maintained to present a well-kept manner. Bootlaces will be tucked in a manner to present a well-kept appearance.

### AF ABU



**Headgear:** ABU cap will rest squarely on head with bottom of cap parallel with the ground. The brim of the cap will face forward. Cap will not be pushed, rolled, folded or tucked in. Headgear will be worn outdoors at all times.

**Necklace:** Must be concealed at all times.

**T-shirt:** Tan, Crew Neck.

**Blouse:** Pockets will be secured and items stowed in pockets will not be visible except pens stowed in the pen pocket on the sleeve. Sleeves can be rolled up on the ABU coat; however, the cuffs will remain visible and the sleeve will rest at, or within 1" of, the forearm when the arm is bent at a 90-degree angle. Regardless as to whether the sleeves are rolled up or unrolled, the cuffs will remain visible at all times. The ABU coat may be removed in immediate work area as determined appropriate by local leadership.

**Watch/Bracelet:** Ankle bracelets not authorized. 1 (1/2" in width) may be worn around wrist. Must be conservative gold or silver in color and will not have inappropriate pictures or writing.

**Trousers:** The trouser waistband will rest on the Airman's waist. Pockets will be secured and items stowed in pockets will not be visible except pens stowed in the pen pocket. Tucking the ABU trouser into the boot is optional. The trouser must be evenly bloused (gathered in and draped loosely) over the top of the combat boot and must present a bloused appearance.

**Socks:** Must be sage green

**Boots:** Boots will be sage green, lace up with plain rounded toe or rounded capped toe with or without a perforated seam. A zipper or elastic inserts may be worn; however, if worn, they will be without design. Green boots can be either with or without a safety toe.

## Service's Dress Uniform

### ALL ENLISTED

Distinctive Unit Insignia (enlisted personnel only)  
Enlisted personnel wear the DUI on the ASU coat, centered on the shoulder loops an equal distance from the outside shoulder seam to the outside edge of the button, with the base of the insignia toward the outside shoulder seam.

### ALL ENLISTED

Center rank insignia between the shoulder seam and the elbow on both sleeves.

### ALL SOLDIERS

Center unit awards 1/8 inch above the top of the pocket flap (males), and center unit awards with the bottom edge 1/2 inch above the top of the nameplate (females).

### ALL SOLDIERS

OSBs - If authorized for wear:

The overseas service bar is worn centered on the outside bottom half of the right sleeve of the Army Service Uniform coat. The lower edge of the overseas service bar is placed 1/4 inch above the right sleeve braid of the coat for officer personnel, and 4 inches above and parallel to the bottom of the sleeve for enlisted personnel. Each additional bar is spaced 1/16 inch above, and parallel to the first bar.

## Army Service



### ALL ENLISTED

Center service stripes on the outside of the left sleeve 4 inches from the bottom. Place the service stripe at a 45-degree angle with the lower end toward the inside seam of the sleeve.

### ALL SOLDIERS

The front crease of the slacks or trousers will reach the top of the instep and be cut on a diagonal line to reach a point approximately midway between the top of the heel and the top of the standard shoe in the back. The slacks or trousers may have a slight break in the front.

### ENLISTED BRAID

Trouser leg (males) enlisted corporal and above have one 1-1/2 inch gold-colored nylon or rayon braid.

Trouser leg (females) enlisted corporal and above have one 1-inch gold-colored nylon or rayon braid.

The Army uniform is authorized for year-round wear. This poster is a guide and does not include every accessory available for wear on the uniform. For a more detailed discussion of proper wear of the uniform and accessories, consult Army Regulation 670-1 or visit the Uniform Policy Website at [www.army.mil/asu/index.html](http://www.army.mil/asu/index.html).

## AF Service



**Headgear:** Males wear flight cap slightly to wearer's right with vertical creases of the cap in line with the center of the forehead and in a straight line with the nose. Females center cap. The cap extends approximately 1 inch from the eyebrows in the front and the opening of cap is to the rear. If not worn, tuck under the belt on wearer's left side, between the first and second belt loops (cap will not fold over belt or be visible below service coat).

**Necklace:** Must be concealed at all times.

**T-shirt:** Wear the white V-neck style undershirt when wearing opened collar service uniforms only. Members may wear the white V-neck, athletic or crew-neck style undershirt when wearing closed collar formal service uniforms. Undershirt will be tucked into trousers. Undershirts will not have pockets.

**Blouse:** With arms hanging naturally, sleeves will end 1/4 to 1/2 inch below the wrist on the long-sleeved shirt. With arms bent at a 90 degree angle, the short-sleeved shirt should barely touch or come within 1 inch of the forearm. Shirt will be neatly tucked into trousers. The shirt may be altered for a tapered fit. Name tag will be blue plastic with the last name engraved in white lettering. Name tag and ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearer's right. Tie or the tab will be worn with the long-sleeved shirt, but is optional with short-sleeved shirt. Tip of the must cover a portion of the belt buckle, but cannot extend below the bottom of the belt buckle. A tie tack or clasp may be worn with the tie.

**Watch/Bracelet:** Ankle bracelets not authorized. 1 (1/2" in width) may be worn around wrist. Must be conservative gold or silver in color and will not have inappropriate pictures or writing.

**Trousers:** Will be blue and trim-fitted with no bunching at the waist or bagging at the seat. Trousers will be full cut, straight hanging and without cuffs or additional alterations to further taper the leg. The front of the trouser legs will rest on the front of the shoe or boot with a slight break in the crease. The back of the trouser legs will be 1/4 inch longer than the front. The silver tip of the belt will extend beyond the buckle facing the wearer's left; however, no blue fabric will be visible between the silver tip and silver buckle. The skirt will be no shorter than the top of the kneecap and no longer than the bottom of the kneecap when standing at attention.

**Socks:** Black socks will be worn with low quarters & boots. For females hosiery will be worn with service dress uniform (skirt). Hosiery will be plain commercial, sheer, nylon in neutral, dark brown, black or off-black, or dark blue shades that complement uniform & Airman's skin tone

**Shoes:** Low quarter, oxford style, lace-up with a plain rounded toe or a plain rounded-capped toe. Soles will not exceed 1/2 inch in thickness and the heel will not exceed 1 inch in height. Black combat boots & dress boots are an option with the service uniform. Black pumps will be low cut and rounded throat (the top opening) with a raised heel no higher than 2-1/2 inches (measured from the inside sole of the shoe to the end of the heel lift). The tip of the heel cannot be less than 1/2 inch in diameter or larger than the body of the shoe. Faddish styles will not be worn.

## Navy Service



**Headgear:** Fore and aft cap made from same fabric and color as uniform with which worn. Wear squarely on the head, with fore and aft crease centered vertically between the eyebrows and the lowest point approximately 1 inch above the eyebrows.

**Necklace:** While in uniform, only one necklace may be worn and it shall not be visible.

**T-shirt:** White and made of white cotton or poly/cotton. May be sleeveless, V-neck, or crew neck.

**Blouse:** Khaki in color. Women: The overblouse shall be worn outside the slacks or skirt and shall hang comfortably over the hips and chest. The length shall be long enough to fall approximately one inch above the bottom of the side pocket opening. The point of origin is the lower horizontal area of the ribbons and name tag when worn shall be approximately 61/4 inches down from the bottom intersection of the front seam and shoulder seam and centered over the front seam. Nametags shall be placed in the same manner on the right side of the overblouse. Ribbons shall be placed on the left side of the overblouse. All buttons shall be fastened. Men: Blouse shall be tucked into the trousers and shall be

**Watch/Bracelet:** Medical Alert ID tags and Chains. Wear on the small ID tag chain or on the wrist when prescribed. While in uniform, only one of each (watch/bracelet) may be worn. Ankle bracelets are not authorized while in uniform.

**Trousers:** Will be worn fully on the waist. Close all fasteners and wear a belt through all loops. Trousers shall fit comfortably with side pockets and center front closures lying flat. Trousers shall hang approximately 1 to 2 inches above the floor at the back of the shoe. Trousers should be tailored to include a 1 inch hem to provide material for adjustment. Black in color. (Khakis for CPOs)

**Socks:** Made of undecorated, plain or ribbed knitted material. Knee length or mid calf socks are authorized. Wear right side out. (Black/Khaki/White)

**Shoes:** Keep well shined and in good repair. Lace shoes from inside out through all eyelets and tie. Males - Plain toed, oxford style black, brown, or white, low quarter, lace shoe, made of smooth leather or synthetic leather. The heel shall be an outside heel 3/4 inch - 7/8 inch high with a flat sole. Females - Plain black, brown or white dress pumps made of smooth leather or synthetic leather, with closed heels and toes. Heels shall be no higher than approximately 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.

## Physical Fitness Uniforms/Gear

All METC personnel will wear physical fitness attire in a manner which brings credit upon and is representative of each branch of service. (Note: The Army's physical fitness uniform is known as the Physical Fitness Uniform (PFU) or Improved Physical Fitness Uniform (IPFU). The Navy's physical fitness uniform is referred to as the Physical Training Uniform (PTU). The Air Force's physical fitness gear is commonly known as the Physical Training Gear (PTG) (referred to as PTU/IPTU within the pictures below).

**Army Physical Fitness Uniform APFU**

**What DESIGN changes do I expect to see?**

**Long Sleeve T-shirt**

- Adjust pattern fit
- Add tagless label
- Reduce fabric weight
- Add quick dry
- Remove reflective "A" and Army
- Remove mock collar
- Remove sleeve cuff

**Trunks**

- Add 4-way stretch boxer short
- Adjust key pocket size
- Make ID pocket more secure
- Add side stretch panel
- Remove reflective feature
- Adjust pattern fit
- Reduce fabric weight
- Add tagless label
- Possible female sizing

**Short Sleeve T-shirt**

- Adjust pattern fit
- Add tagless label
- Reduce fabric weight
- Add quick dry
- Remove reflective feature
- Possible female sizing

**Pant**

- Half elastic on leg bottom
- Taper leg
- Remove liner
- Possible female sizing

**U.S. ARMY**



## PART 8: SERVICE CREEDS

### **SOLDIER'S CREED**

I am an American Soldier.

I am a Warrior and a member of a team.

I serve the people of the United States, and live the Army Values.

I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills.

I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage, and destroy, the enemies of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

I am an American Soldier.

### **SAILOR'S CREED**

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage and Commitment.

I am committed to excellence and the fair treatment of all.

### **AIRMAN'S CREED**

I am an American Airman.

I am a Warrior.

I have answered my Nation's call.

I am an American Airman.

My mission is to Fly, Fight, and Win.

I am faithful to a proud heritage,

A tradition of honor,

And a legacy of valor.

I am an American Airman.

Guardian of freedom and justice,

My Nation's sword and shield,

Its Sentry and avenger.

I defend my Country with my Life.

I am an American Airman,

Wingman, Leader, Warrior.

I will never leave an Airman behind,

I will never falter,

And I will not fail.