



Date: 10 January 2013

From: H.M. Jacobs, DIR-H
Human Resources Directorate

Reply to DIR-H Jacobs
Attn of: (562) 947-0928

To: All DSO-HRs

Subj: Auxiliary Grooming Standards

Ref: Director's Clarifying Administrative Memorandum 13-01

The new AUXMAN **Chapter 10, Section C, Paragraph C.3.n, Page 10-13**, states that the goal is for men's hair to be neat and clean, not touch the collar, and be away from the ears. Beards, sideburns, or mustaches if worn, shall be well groomed and neatly trimmed at all times in order not to present a ragged appearance. No portion of a mustache will extend below the lip line of the upper lip. Handlebar mustaches or other eccentric styles are not appropriate while in uniform. Full and partial beards, van dykes, and goatees are authorized. In uniform, patches and spotty clumps of facial hair are not considered beards and are not authorized. The bulk of the beard (distance that the mass of facial hair protrudes from the skin on the face) shall not exceed 1 inch. The length of individual hair shall be limited to 1½ inches. The wearing of beards and mustaches shall not interfere with the operation of oxygen masks, gas masks, or other safety/survival gear. As such, the wearing of beards and moustaches may be prohibited for those participating in certain operational missions as deemed necessary by the Director or a Coast Guard Commanding Officer supervising that mission. For uniformity during public appearances as a distinctive element of the Auxiliary, personnel assigned to a Ceremonial Honor Guard shall be clean-shaven. Women's hair should not be below the collar or extend below the eyebrows when the hat is removed.

I would like to encourage all our elected and appointed leaders, as well as our Qualification Examiners, to ensure full compliance of our membership with the standards of grooming documented above in order to achieve a uniform appearance in the Coast Guard Auxiliary, the Coast Guard and the public eye.

For additional information and guidance, please contact the Branch Chief-Uniform Division appointed for your Area. They are: **Atlantic-East**, Commodore Mary T. Larsen, mtlarsen@bellsouth.net; **Atlantic-West**, William Strawn, bstrawan@stx.rr.com; and, **Pacific**, Brett Bigelow - brett.c.bigelow@gmail.com.