| DEPARTMENT OF HOMELAND SECURITY  U.S. COAST GUARD  **ADMINISTRATIVE REMARKS** |
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| **PRIVACY ACT STATEMENT**  Pursuant to 5 U.S.C. §552a(e)(3), this Privacy Act Statement serves to inform you of why DHS is requesting the information on this form.  **AUTHORITY**: 14 U.S.C. § 505  **PURPOSE**: To document a USCG service member’s achievements, accomplishments, Uniform Code of Military Justice (UCMJ) infraction(s), or any other USCG military pay or personnel activity.  **ROUTINE USES:** Authorized USCG officials will use this information to validate a USCG service member’s achievements, accomplishments, UCMJ infraction(s) or any other USCG military pay or personnel activity. Any external disclosures of information within this record will be made in accordance with DHS/USCG-014, Military Pay and Personnel, 76 Federal Register 66933 (October 28, 2011).  **CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:** Providing this information is voluntary. However, failure to provide this information may result in a delay in administrating this form. |
| Entry Type: Accession (ACC-21)  Reference: Coast Guard Recruiting, COMDTINST 1100.2 (series); Tattoo, Branding, Body Piercing, and Mutilation Standards, COMDINST 1000.1 (series)  Responsible Level: Recruiter  Entry: In accordance with the Coast Guard's Tattoo, Branding, Body Piercing, and Mutilation Standards, COMDTINST 1000.1 (series):  Tattoos or brands promoting racism, discrimination, indecency, extremism, supremacist philosophies, lawlessness, violence, or containing sexually explicit material are prohibited, regardless of their location on the body.  Body Piercing: No piercing (other than those for earrings, as described below) shall be made through the ear, nose, tongue, chin, eyebrow, or any other body part that would be visible while in any uniform. This prohibition applies to male and female members alike. Other piercings concealed by the uniform (such as navel and nipples) are strongly discouraged due to the potential for infection and medical complications. Under no circumstance shall such concealed piercing(s) and accompanying jewelry be visible through, or interfere with, the professional appearance of the member in uniform, nor shall such jewelry be visible at any time while onboard a Coast Guard unit. For females, piercing in the ear must not exceed two per ear lobe and must be small and inconspicuous. Additional piercing in the ear lobes and cartilage are prohibited.  Branding: A brand is defined as a picture, design, or other marking that is purposefully burned into the skin through application of heat, cold, or chemicals. Applicants may have multiple brands, subject to content and location restrictions listed in Tattoo, Branding, Body Piercing, and Mutilation Standards, COMDINST 1000.1 (series). All brands promoting racism, discrimination, indecency, extremism, supremacist philosophies, lawlessness, violence, or containing sexually explicit material are prohibited, regardless of their location on the body. No brand, of any type, is authorized on the head, face, inside the mouth, neck, and hands. Any applicant admitted to the Coast Guard with more than one brand must have all brands documented below on page 3. Current Coast Guard members with no brands may receive no more than one brand, not to exceed 4"x4", subject to content and location restrictions.  Tattoos: Tattoos promoting racism, discrimination, indecency, extremism, supremacist philosophies, lawlessness, violence, or containing sexually explicit material are prohibited, regardless of their location on the body. No tattoos, of any type, are authorized on the head, face (including inside the mouth), neck, or hands, except as described below: |

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| Entry*: (Continued from previous page)*  (1) Neck. No tattoo will be visible above the uppermost edge of the standard crew neck t-shirt when viewed from the front. The reference point for tattoos on the back of the neck is the top collar edge of the tropical blue shirt. Excluding permitted behind the ear tattoos described below, no tattoo will be visible above the top collar of the standard tropical blue shirt.  (2) Behind the Ear. One tattoo behind each ear, no larger than one inch in measurement in any dimension (height/width/diameter), is authorized. The reference line for a tattoo behind the ear must begin from a horizontal plane between the top of the ear and lowest point of the earlobe. No tattoo, in whole or in part, is authorized on or in front of the ear. No tattoo may extend into the natural hairline. Members without natural hair lines, such as those experiencing hair loss, must use a maximum distance of one inch from the point where the ear attaches to the head.  (3) Chest. No tattoo may be visible above the uppermost edge of a standard crew neck T-shirt.  (4) Hands. A single tattoo per hand, no larger than two- and one-half inches in any direction (height/width/diameter), is authorized on the back of the hand. No tattoo is authorized on the palm of the hand excluding ring tattoos as described in Paragraph 12.d. of Tattoo, Branding, Body Piercing, and Mutilation Standards, COMDINST 1000.1 (series). The authorized location for a tattoo on the back of the hand is within an area bound by an imaginary line drawn across the finger and thumb knuckles closest to the wrist, and an imaginary line drawn between the wrist bones.  (5) Fingers. A single finger tattoo per hand, between the first knuckle (closest to the wrist) and the fingertip, on the top or side of the finger, is authorized and may be visible at the position of attention. A ring tattoo is the equivalent of a finger tattoo and must be between the first and second knuckle if it encircles the finger. Excluding a single ring tattoo, no tattoo is authorized on the palm-side of the fingers.    (6) Face. Cosmetic tattooing as described below is authorized. No other permanent face  makeup or tattoo is authorized on the face. Permitted cosmetic tattoos:  (a) Permanent Makeup: Permanent eyeliner and eyebrow makeup in the form of cosmetic tattooing is authorized for female members. Permanent eyeliner must be conservative, in good taste, and complementary to the wearer’s complexion and uniform. Eyeliner makeup must not be brightly colored, no more than 1/8-inch width, and not extend past the outer corner of the eye.  (b) Eyebrow Microblading: Eyebrow microblading is authorized for all members. It is a cosmetic tattooing procedure that typically creates shorter term tattooing results (less permanent). Eyebrow microblading results must blend naturally and match the member’s own natural appearance. No other permanent face makeup is authorized.  Body Mutilation or Modification: Other forms of intentional body mutilation or modification (e.g. scarring, excessive ear piercing/stretching, tongue splitting, beneath the skin decorative implants, decorative tooth plating/engraving, etc.) are not authorized. This does not include traditional elective medical procedures (e.g., teeth straightening, breast augmentation, cosmetic plastic surgery, etc.). |

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| Entry*: (Continued from previous page)*  Disqualifying Tattoos, Brands, Piercings, or Mutilations: Applicants for enlistment or appointment with prohibited tattoos, brands, or mutilations described above shall not be permitted to join the Coast Guard or Coast Guard Reserve.  The tattooing/branding that you currently have has been evaluated and determined to be within the bounds of the Coast Guard's current Tattoo, Branding, Body Piercing, and Mutilation Standards, COMDTINST 1000.1(series). However, any tattooing/branding in violation of Coast Guard policy will result in administrative action.  Tattoo and Branding Documentation (Use this page to document location and dimensions of tattoos or brands with approved service waivers).  DDMMMYYYY: I acknowledge the above entry.  First MI. Last  Signature of Enlistee | | |
| 1. NAME OF PERMANENT UNIT | 2. NAME OF UNIT PREPARING THIS FORM | |
| 3. NAME OF MEMBER (Last, First, Ml) | 4. EMPLOYEE ID NUMBER | 5. GRADE/RATE |

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