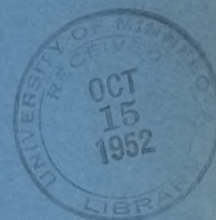


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SHIP'S SERVICEMAN  
**BARBER**  
HANDBOOK



**BUREAU OF NAVAL PERSONNEL**

NAVPERS 10290



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**BARBER**  
**HANDBOOK**



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**NAVPERS 10290**

**UNITED STATES**  
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## PREFACE

This book has been prepared as a supplement to the Navy Training Course for *Ship's Serviceman 3 & 2*, NavPers 10286, for those men who want to specialize as barbers. The Qualifications for Advancement in Rating for barbers are given on page 38. In addition to these a man must meet the general requirements for ship's serviceman as listed in the *Qualifications Manual* and covered in *Ship's Serviceman 3 & 2*, Navy Training Course, NavPers 10286.

This Barber's Handbook should be kept in a convenient place in the barber shop. It will serve as a useful reference in all phases of the barber's work.



## INTRODUCTION

DOWN through the years barbers have played an important role in the lives of Navy men afloat. However, it is difficult to establish how far back Naval vessels carried barbers. An article entitled "The Inner Life of a Man-of-War" which appeared in an 1863 edition of *Cornhill's Magazine*<sup>1</sup> includes the statement, "And up and down the crew, there are scattered unlucky adventurous professors of all kinds of accomplishments,—strolling players, barbers, and so forth." A singular photograph, copyrighted 1898, entitled "Morning Shave on the Texas" accompanies the article "The New Navy at Work" in a 1903 edition of *World's Work*.<sup>2</sup> Here is depicted the barber and patron standing on deck as a shave is being administered.

Ship's barber, R. A. Griffiths, of the U.S.S. INDIANA records the conditions under which barbers of the early period worked, in an article published in the *Barber's Journal* in 1903.<sup>3</sup>

"In former times, so the old salts tell me, the man-o'-war barber had only one or two rusty razors and a like number of rusty towels with which to butcher and swipe the faces of all hands. In those days there were no barber chairs at all; it was a case of sitting upon a box and resting your head against a stanchion or any old thing that would give support. But now the barber has modernized his shop just the same as Uncle Sam has modernized his warships."

In those days the ratio of patrons to barbers greatly exceeded that which now prevails. Griffiths stated,<sup>4</sup>

"... I was only able to allow two or three minutes for a shave, the time depending altogether on the amount of beard. For a hair cut, the limit was five minutes."

The speed with which it was necessary to serve the crew can be gathered from another article in the *Barber's Journal*.<sup>5</sup>

"H. E. Rand, the ship's barber on the monitor PURITAN claims a record of 252 men shaved in nine hours, about two minutes and ten seconds to a man. With his men in a row and an assistant to swab the bristly sailor chins, the barber passes down the line, robbing the crew of hirsute appendages at the rate of 28 an hour. Rand has shaved as high as thirty men an hour, but this clip is too fast to be long sustained. He claims a record of sixty hair-cuts in eight hours."

Perhaps the speed with which these barbers turned out their work could be attributed as much to their system of remuneration as to the barber-

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<sup>1</sup>The Inner Life of a Man-of-War, *Cornhill's Magazine*, v. 7, p. 173, February, 1863.

<sup>2</sup>Morning Shave on the Texas, *The New Navy at Work*, *World's Work*, v. 5, p. 3076, February, 1903.

<sup>3</sup>Griffiths, R. A., *The Barber Afloat*, *Barber's Journal*, v. 2, p. 21, February, 1903.

<sup>4</sup>*Ibid.*

<sup>5</sup>*Barber's Journal*, v. 2. March. 1903.

patron ratio. In those days the crew paid for their barber services. Reported Griffiths,<sup>6</sup>

“If you will consider everything, a Navy barber’s job is not so bad after all. In money he often makes as much as \$100 or more per month. Each man pays for his own shave. But the price is not the same on all ships. The prices aboard the INDIANA are as follows:

2 shaves each week and a haircut once a month—30 cents per month.

3 shaves each week and a haircut once a month—50 cents per month.

5 shaves each week and a haircut once a month—75 cents per month.

For single haircuts, I charge fifteen cents, single shaves five cents, for honing razors twenty-five cents and for trimming the beard in the Vandyke fashion fifteen cents.”

Regarding special services rendered the ship’s officers, the INDIANA barber commented as follows:<sup>7</sup>

“The officers I have to attend in their staterooms, and this is a very inconvenient place to work. However, I don’t have to give them any attention on my busy days, which are Wednesdays and Saturdays. . . .”

Apparently there was a time when ships carried civilian barbers. However, at the turn of the century,<sup>8</sup>

“... A Navy barber has to enlist just the same as any other man, the term being four years.”

The barber of the modern Navy finds conditions such as described almost inconceivable. Certainly it would be impossible to turn out work at the rate these early barbers found necessary, as men will not tolerate that type of service.

The barber in the modern Navy enjoys all the prestige and privileges of a petty officer once he has earned his rate.

The pages which follow, it is hoped, will be of value to the rated barber. As a reference and study guide, it is believed that helpful suggestions and information can be obtained from this Handbook by the striker taking up the trade. It is realized that the experienced barber is a better teacher than a textbook.

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This manual is not intended to replace formalized schooling as a means of learning. Rather, if properly used, it is hoped that the hand book can be a valuable adjunct to personalized training and a source of practical information relative to the skills and operation of the Navy barber shop.

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<sup>6</sup>Griffiths, R. A., *The Barber Afloat*, Barber’s Journal, v. 2, 1903.

<sup>7</sup>Ibid.

<sup>8</sup>Ibid.



# CONTENTS

	<i>Page</i>
INTRODUCTION .....	7
I BARBER SHOP MANAGEMENT AND OPERATION.....	9
Hours of Operation	
Scope of Work	
Scheduling	
II SANITATION AND HYGIENE .....	11
Advice of Medical Officer	
Recommended Practices	
III SKIN DISEASES .....	12
Tinea (Ringworm), Scalp and Face	
Seborrhoea (Dandruff)	
Impetigo	
Eczema	
Head Lice	
Alopecia (Bald Spots)	
IV EQUIPMENT AND TOOLS .....	14
Barber Chairs	
Clippers, Hand	
Clippers, Electric	
Shears	
Razors	
Hones and Use of Hones	
Strops and Use of Strops	
Miscellaneous Additional Equipment	
Guide to Basic Requirements	
V STERILIZATION METHODS .....	23
Physical Agents	
Chemical Agents	
VI SHAVING .....	25
Free Hand Stroke	
Back Hand Stroke	
Reverse Free Hand Stroke	
Reverse Back Hand Stroke	
Procedure	
VII HAIRCUTTING METHODS .....	32
Short Cut	
Medium or Conservative	
Neckshave	
VIII PERSONNEL .....	36
Appearance	
Conduct	
IX QUALIFICATIONS FOR ADVANCEMENT IN RATING.....	38
X RULES AND REGULATIONS, SAMPLE .....	39
Procurement of Supplies	



# CHAPTER I

## BARBER SHOP MANAGEMENT AND OPERATION

### Hours of Operation

Ship's Store Barber Shops are operated during such hours as the Commanding Officer may direct.

### Scope of Work

The Commanding Officer may determine the permitted length or type of haircut available to patrons of the Ship's Store Barber Shop. He may, on the other hand, simply insist on a neat and trim haircut leaving it to the discretion of the patron and the barber to determine the haircut best adapted to the individual.

Traditionally, Navy barber shops offer two types of haircuts—the short haircut and the conservative haircut.

The **short haircut** commonly known as the "crew haircut" or "regulation haircut" will be offered by the Ship's Store barber and will be the only haircut available to the crew when so directed by the Commanding Officer. Often the barber shop is so overburdened that such a haircut offers the only means of serving the entire crew. It has the further advantage of being more hygienic and more easily groomed than longer haircuts.

In the "regulation haircut" clippers are used all around. The number one (1) clipper (coarse) is used on the sides and back, and the triple 0 (000) clipper (fine) may be used on the lower part of the neck. Top hair is cut short and feathered to blend into the clipper work and when combed forward, should not exceed eye level. No matter what type of haircut is given, the chief purpose is to improve the appearance of the patron. Properly given, the "regulation" or "crew cut" will provide a neat and trim haircut.

The **conservative** or **medium haircut** is not as adaptable to mass production as the short

haircut. Traditionally it is the type given in the Officer's Barber Shop. However, where adequate barber facilities are available, many ships and stations permit such haircuts to all personnel.

Supposedly, the conservative haircut is an all-around scissors cut. However, many experienced barbers achieve the same effect in less time using the clipper over the comb. The triple 0 (000) clippers may be used low on the neck, and if facilities are available, a neck shave may be given.

As the name implies, the conservative haircut is neither long nor short. Rather it is a medium length haircut tailored to fit the head.

A fast and experienced barber can finish such a haircut in from twelve to twenty minutes.

Ordinarily the Ship's Store Barber Shop afloat will offer no services other than haircuts. In special cases, usually at the recommendation of the Medical Officer, it may be necessary for the barbers to give shaves to specified personnel. Where this is necessary, it is probably best to allocate a scheduled hour of the day for such services.

### Scheduling

The availability of barber services has as much to do with the extent to which such services are appreciated as does the quality. Men do not enjoy waiting in line, nor does a scheduling system necessitating such a condition reflect an efficient administration.

Whatever the system of scheduling, it should provide haircuts for all personnel within a two-week period. Thus, the ratio of barbers to personnel must be considered in composing a schedule. Similarly, the proficiency of the barbers must be determined on a time-per-man basis. Available space should

determine the number of men permitted to wait. Usually seating space on a basis of two waiting customers per barber is the maximum advisable.

Various scheduling arrangements have been used, such as the "appointment system", the "division schedule" and "order of waiting".

The **appointment system** of scheduling requires each barber to maintain a schedule sheet. The sheet divides the working day into a given number of haircuts. Thus the schedule will permit fifteen or twenty minutes per haircut depending upon the proficiency of the barber. If the schedule is prepared on a twenty minute basis, three haircuts may be turned out each hour, or twenty-four each eight-hour day. Patrons may sign for an appointment at any convenient open hour.

The schedule sheets are posted for appointment signatures either the day previous to the appointment date or early on the day they apply. Thus, personnel requiring haircuts need not wait in line, but instead appear at the scheduled time for haircuts. Persons missing an appointment lose all claim to services on the scheduled day, though the open period may be claimed by an unscheduled patron seeking an appointment.

While the advantages of this system are apparent, there are administrative problems which should be anticipated. When a patron fails to appear for a scheduled appointment, it usually means no haircut will be given that period. Appropriate disciplinary action can be

invoked to minimize such occurrences. Such a procedure would require each barber to turn in to the Supply Officer the name of anyone failing to claim an appointment. The Supply Officer in turn would report the offender to his cognizant division officer for necessary action.

The **division schedule** has met with varying degrees of success. Each division is allocated a certain number of hours. The division petty officer may send the men through by appointments, in small groups of a few at a time, or by sending individual replacements. Because it is difficult to prepare and maintain such a scheduling system, there has been a tendency for the appointment system to replace division scheduling. Division scheduling does, however, eliminate loss of barber services due to failure in keeping appointments, such as can occur under the system previously discussed.

The **order of waiting** procedure is satisfactory where sufficient barbers are available. An activity is fortunate, indeed, which has sufficient barbers so that men may simply take their turn without a line accumulating.

Human nature is such that haircuts are postponed until just before inspection or shore leave, when everyone turns out for a haircut. Because the "order of waiting" system fails to distribute the work load throughout the day and the week, it has been replaced, in most cases, by one of the two previously described.

## CHAPTER II

### SANITATION AND HYGIENE

The day has passed when epidemics of skin diseases need menace the health and morale of the ship's company. In almost every case the causes and manner of transmission of diseases have been diagnosed. Preventive methods are known and every barber must familiarize himself with this phase of barber work.

Sanitation and hygiene in the barber shop are necessary to avoid the spread of disease from patron to patron, to eliminate the infection of patrons as a consequence of barber services rendered, and to safeguard barber personnel. An intelligent practical knowledge of the principles and means of sanitation is necessary to prevent the inception and spread of disease. The recognition and understanding of the most common outward signs of contagious or infectious diseases are necessary so that the barber may take appropriate hygienic measures to safeguard his own health.

It is not expected that a barber's diagnostic ability be comparable to that of the Medical Officer or even serve a similar purpose. Rather the barber is expected to develop

such an ability as may lead him to suspect the presence of certain contagious or infectious diseases. Such an ability will enable him to refuse services to personnel evidencing the possibility of a skin condition which might be transmitted, and to refer such a patron to the Medical Officer. If in the midst of a haircut the barber discovers a condition that is possibly infectious, he should, after completing the haircut, refer the individual to medical personnel and be informed as to the proper precautions in sterilizing his instruments and protecting himself from infection.

Although a healthy skin is not easily penetrated by bacteria, if it has cuts, bruises, pimples, or any opening, there is danger of infecting a patron with a pathogenic type or disease-producing bacteria. A dirty towel, an unsterilized razor, comb, brush, or a shaving mug, as well as the human hand, can be likely carriers.

Before serving each patron, the barber should wash his hands, and sterilize his clippers, combs, brushes, and razors as a matter of protection for the patron and himself.

## CHAPTER III

### SKIN DISEASES

The outline of **skin condition and diseases** which follows is not intended to be complete, but it does include and describe those most likely to be transmitted because of unsanitary conditions in the barber shop.

#### 1. **Tinea** (ringworm)

a. **Tonsurans**—ringworm of the hairy skin.

Although ringworm of the hair of the scalp is most often found in children, the condition can and does occur with adults. The scalp inflammation can be seen in an area of near baldness where crusts of a varying degree of thickness are interwoven with filth. The baldness is not complete, and broken stubs of hair can be seen projecting from one-eighth to one-quarter of an inch above the scalp. The infection is spread by lack of sanitary control.

b. **Barbae**—(Barber's Itch) the invasion of the bearded face by the tinea organism assumes two forms:

There is a type of ringworm invasion of the individual hairs and portions of the associated follicles which leads to broken off hairs, inflammation, scaliness, and scarred baldness.

Any portion of the bearded face may be involved, although hairs of the mustache region are rarely attacked.

A second type of tinea invasion of facial hair has been termed tinea sycosis because of the resemblance to a ripe succulent fig. The invaded area exhibits a diffuse, boggy, subcutaneous swelling; pitted in places and raised in pustules in others. Between the hairs there is crusting, and the hairs present are easily removed by the slightest traction.

2. **Seborrhoea** of the scalp, more commonly termed **dandruff**, is one of the most prevalent of the various skin infections. It can be detected by the presence of white scales in

the hair, though the condition is by no means confined exclusively to the scalp. The scales vary considerably from waxy greasiness to branny flakiness. In any case they are usually soft and not especially adherent. Undoubtedly, the disease can be attributed to lack of scalp care in most instances. The infection may be acquired in barber shops, as the result of an exchange of hats, or from contaminated and irritating agents. The use of unclean hair-brushes, scarification from combs, or other agents destructive to the cuticle of the scalp are among the predisposing factors peculiar to the barber shop.

3. **Impetigo** is a general term designating an eruption of pustules capable of crusting. Thin roofed vesicles, varying in number from five to fifty, arise over a red blister containing a clear serous fluid. The lesions are soon surrounded by a pink areola (ring-like discoloration). Crusts, having the appearance of being plastered on the skin and extending slightly beyond the lesion, usually form in drying. The freshly formed crust is a golden, graham-yellow color, and there is no loss of blood when the crust is removed or falls off. The responsible bacterial agent, the streptococcus, spreads from one lesion to the surrounding skin area, and it has been known to encompass the entire face and scalp. More often, however, the lesions localize on certain portions of the face. Infected fingers, hat bands, collars, towels, wash basins, and particularly shaving equipment may transmit the disease.

4. **Eczema** is a term used to denote an inflammation of the skin, acute or chronic in character, generally beginning in the form of an elementary lesion and usually accompanied by itching and the discharge of scales or crusts. Although the term "eczema" implies an un-

known etiology, its causes are not entirely unknown. In general the condition is not contagious, but the barber should refer suspected victims to medical authorities and take the recommended precautions applicable to diseases known to be contagious.

5. An infestation of *pediculus humanus* or *capitus* (head lice) among the ship's company is to be guarded against both because of the discomfort resulting and the encouragement to other infections, among them *impetigo contagiosa*. The louse itself lodges among the hairs of the head and by means of a cement-like substance which it secretes, attaches its eggs near the base of the hairs. The growth of the hair carries the ova away from the scalp. The hairs close to the ears are favorite sites for the ova. The young hatch after six days and undergo three moultings before reaching maturity, a period of ten to twenty days. In addition to *impetigo*, some authorities believe *typhus* and *favus* may be carried by this parasite. Direct contact and exchange of hats are probably responsible for most transfers of the lice from person to person. Since the lice are unable to live away from their host, the possibilities of transferring them via instruments are not great where a rotation is followed in the use of tools. However, the head rest pad

and even the hands might make such a transfer possible to the patron succeeding the victim of lice. A barber detecting the condition definitely should not serve the patron until the infestation has been eliminated.

6. **Alopecia (bald spots)** may be the result of a number of conditions, and in fact, for certain manifestations, the cause is unknown. Some cases are of an infectious nature; others are non-infectious. It is not the responsibility of the barber to determine the type or to decide whether or not other patrons, and himself, are endangered. All such cases should be referred to the Medical Officer for clearance. Only after the condition is diagnosed as non-infectious is the barber justified in accepting the individual as a patron.

Since the preceding descriptions of diseases are by no means all-inclusive, the barber is certain to be confronted with various skin eruptions other than those described. In the interest of the patrons and for his own protection, he should refer all cases arousing any suspicion as to their nature, to the Medical Officer.

Only with the closest cooperation of the Medical Officer can he hope to maintain a shop which will safeguard the health of all concerned.

## CHAPTER IV

### EQUIPMENT AND TOOLS

#### 1. Barber Chairs

Barber chairs are installed in accordance with the Bureau of Ships allowance lists. A good chair given reasonable care has an in-

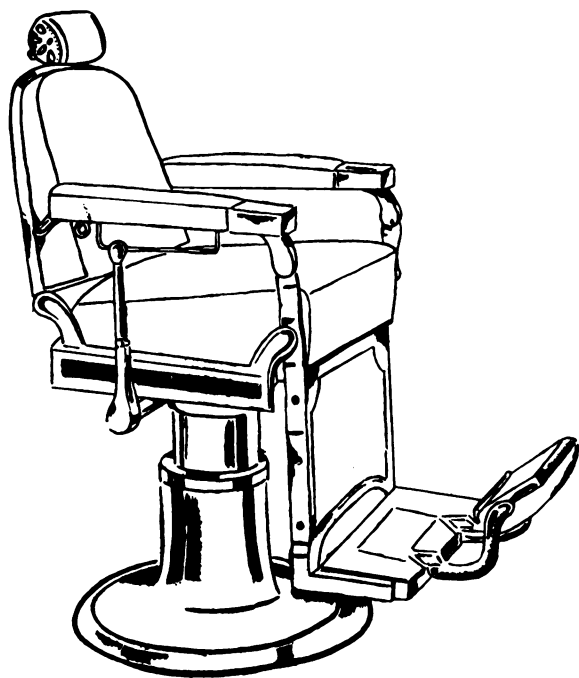


Figure 1

definite lifetime. Use the oil prescribed by the manufacturer in maintaining the hydraulic mechanism.

#### 2. Clippers

The foundation of a good haircut lies in expert clipper manipulation. Likewise, dexterity in the use of the clipper materially reduces the amount of time required to turn out a good haircut. In a Ship's Store Barber Shop there is a place and use for both the hand and electric clipper.

Although the hand clipper is much slower

than the electric, it has several advantages, particularly in shops where men will be striking for rates. Until skill is attained, a slow cutting instrument, requiring less muscular coordination, is recommended. Thus, the beginner starting with the hand clipper is less likely to spoil haircuts than if he attempted to master the electric clipper prior to acquiring fundamental cutting skills. The fact that the hand clipper may be used despite the failure of electrical power further recommends its inclusion in the shop.



Figure 2

Learning to feed the clipper into the hair properly, and at the right speed, is the most difficult part of clipper work for the student barber. Before attempting to use any hand clipper, the barber should check the instrument to be certain the handles manipulate easily and that the blades shear back to normal position without undue friction. If such is not the case, the tension of the blades and spring requires adjustment.

To hold the hand clipper properly, grasp the instrument with the thumb extended along



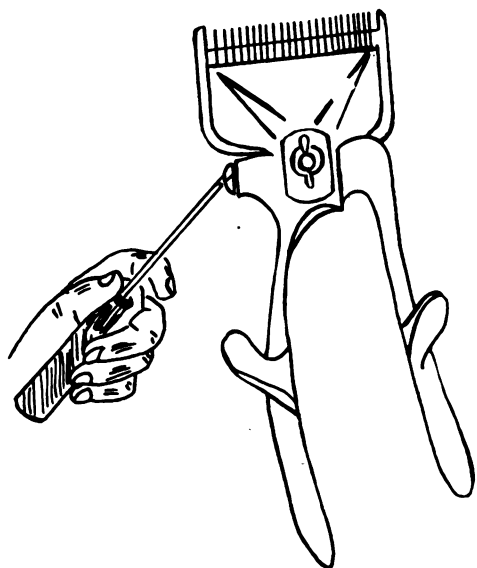


Figure 3

the stationary handle so that the brace enfolds the thumb at the joint. The fingers should grip the entire movable handle at about the first joint, in such a manner that the small projecting guide lies between the first and second fingers.



Figure 4

To help steady and guide the clipper properly, place the index finger of the left hand on the set screw.

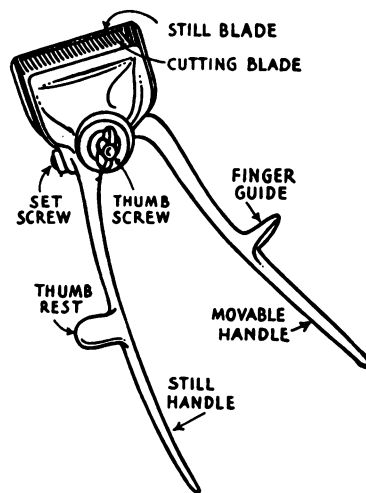
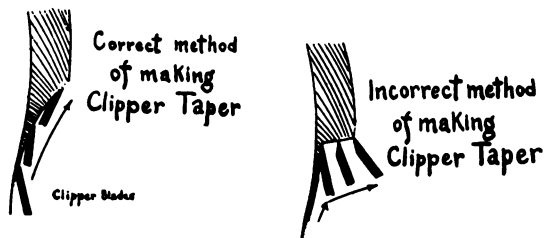


Figure 5

Holding the clipper in the fashion described assures the bottom blade riding through the hair free from any movement except in the direction of the cut. To assure smooth cutting, free from pulling, be certain that the cutting blade moves the entire distance across the stationary blade. This requires a full stroke of the moving handle as the clipper moves slowly up into the hair.

Most beginners experience difficulty in acquiring the knack of tapering the clipper line. If a gradual, even taper is cut with the clipper, instead of an abrupt line, shear and comb work is materially lessened.



Figures 6 and 7

To make a gradual taper, start the clipper with the cutting edge at the base of the neck. At the point where the taper should begin, gradually tilt the clipper handles so that the blade flattens against the surface; then gradually tilt the blade until the clipper rides on the heel as it is withdrawn from the hair.

Two types of electric clippers are used in Ship's Store Barber Shops, the motor and magnetic.

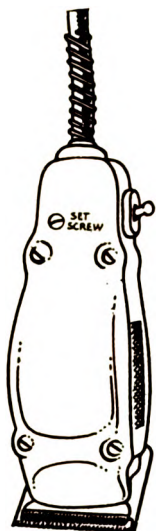


Figure 8



Figure 9

In most cases the motor driven type is preferable. Many barbers utilize the clipper over the comb in removing side and top hair. Wherever heavy cutting is encountered the motor driven clipper is more satisfactory. Such use of the clippers involves many more hours of operation per day for the machine, and the tendency of the magnetic type to overheat has caused the motor driven type to be preferable.

In using the clipper over the comb, the comb is manipulated similarly to the manner involved in ordinary shear and comb work. Of course the principles outlined for tapering with the hand clipper apply equally well to the electric clipper.

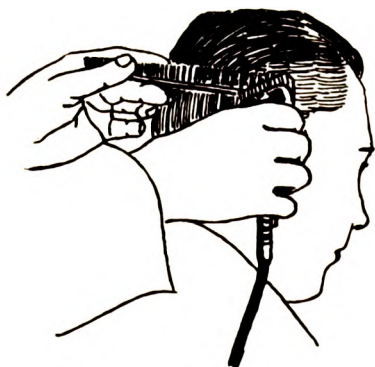


Figure 10

If possible each barber should be equipped with a hand clipper and an electric clipper. The life and service of any clipper is prolonged with proper maintenance, and cutting blades should be oiled once daily. If the blades are

dip sterilized between haircuts, oiling is necessary before **each** use. The magnetic clipper requires but a drop of oil on the motor perhaps every three or four months. The motor driven clipper requires regular once-a-week oiling. It is best to use the oil prescribed by the clipper manufacturer for this purpose. Occasionally, greasing is required and the carbon brushes will have to be replaced. Manufacturers' products and directions should be followed in this connection.

### 3. Shears

Barbers use two types of shears: the German type without finger brace and the French type with the finger brace. In general the French type is the more popular. In fact many of the younger barbers have neither seen nor used the German type.

Neither the blade length nor shear grind is standard in barber shears. However, the seven (7) and the seven and one-half (7½) inch blades are the most widely used. Among the various grinds, the medium is preferred although the polished or smooth grind (knife edge) and the coarse grind are also available.

The shears is held with the thumb and third finger in the grips, the small finger on the finger brace, and the two forefingers bracing the shank.

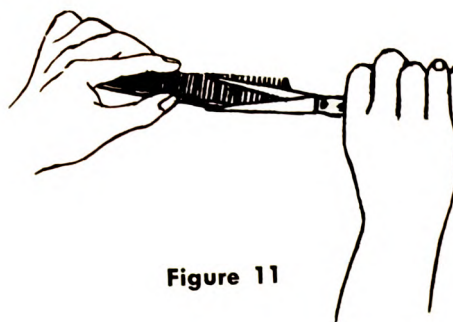


Figure 11

In shear and comb work, the comb is held in the left hand with the teeth pointing upward. The comb is held between the thumb and forefinger at about the juncture of the fine and coarse teeth with the other three fingers bent over the fine part of the comb.

The comb held in this position is easily turned to comb the hair downward, without assistance from the right hand.

In working, the barber should stand somewhat to the left of the working point of the shears with the right arm extended and the shears pointing horizontally left. Standing

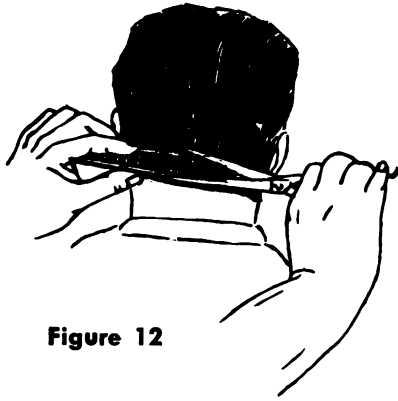


Figure 12

thus, the barber commands an easy view of the exact point of contact with the patron's hair.

Three shears per barber is an ample supply.

#### 4. Razors

In general, razors are measured in eighths, such as 4/8, 5/8, 6/8, 7/8. The 5/8 size is the most frequently used.

The type of the grind refers to the shape of the blade, and it may be either a wedge shape or hollow grind. Because it is more easily sharpened and because it is lighter, the hollow grind is preferred to the wedge shaped blade. The final polish on a razor, the finish, may be plain steel, crocus (polished), or nickel plated. Since the plated razors often conceal an inferior steel they do not find as much favor with barbers as the plain or steel polished surfaces.

To maintain a razor's cutting quality, care must be taken to prevent corrosion of the fine cutting edge. If the blade is stropped and coated after each use with a film of castor oil to prevent moisture corrosion, the life of the instrument is almost indefinite.

Each barber should be provided with at least four and preferably six razors in order that proper sterilization procedures may be

observed and to assure an ample supply in case of damage.

In a Ship's Store Barber Shop, the razor is used almost exclusively for a neck shave, which is an important part of a good haircut.

#### 5. Hones

A hone is an abrasive, impregnated, rectangular block which is capable of cutting steel and which is used to fashion the proper cutting edge on the razor blade. Two kinds of hones are used, the natural (quarried) and the synthetic (manufactured) hone.

The water hone and the Belgian hone are both natural or quarried hones.

The **water hone**, a soft clay-colored stone, is one of the oldest in use by the barber profession today. Although it is slow cutting, it has retained its popularity because of the very fine edge it can produce. Many barbers use it in combination with a faster stone, using the water hone to finish the honing process.

The **Belgian hone** is also a fine cutting stone, but it is somewhat faster than the water hone. The hone is quarried from natural rock in Belgium. The cutting surface is a light yellow-colored rock, supported on the bottom by red-colored rock. As with the preceding hone, this hone may be used with water or lather.

The **synthetic hones** have become popular because they are fast cutting. There is a wide variety of such hones available. The Swaty hone is the oldest and still the most popular of the synthetic hones. Although not as fast cutting as some, it will produce an extremely fine edge in the hands of the skilled barber.

Skillful honing requires a knowledge of the proper strokes combined with the ability to execute them properly. It is impossible to give a good shave with a dull razor. However, considerable practice is required to attain the

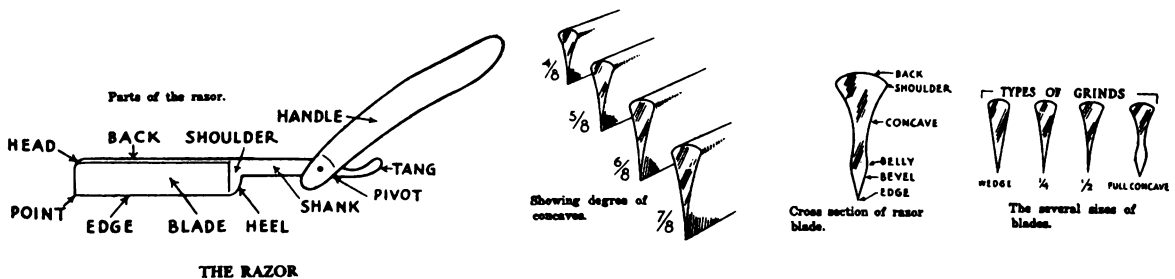


Figure 13

skill necessary to achieve a fine cutting edge on a razor. For this reason, some barbers may fail to perfect the art of honing, preferring either to let someone else in the shop maintain their razors or else to send their razors outside for honing. Good barbers, however, pride themselves on their ability to maintain their own instruments.

For the beginner, a slow cutting hone is recommended, because the use of synthetic hones by a novice often results in overhoning of the razor.

To prepare the water hone, moisten the stone with water or lather and rub it briskly in a rotary movement with the smaller stone, known as the rubber, until a pasty grit covers the surface. The Swaty stone is used with lather. The fast-cutting carborundum hones are generally used dry, but they too may be used with lather.

It is well to learn honing by using an old and useless razor, practicing the various cutting movements until some proficiency is attained. Since the main object in honing is the attainment of a perfect cutting edge, the workman must learn to use an equal number of smooth, even strokes on each side of the blade—applied at the proper angle and pressure. If both the hone and the razor are kept at room temperature better results can be expected.

The technique of turning the razor without turning the wrist should be practiced and mastered before starting the honing process, as it is almost impossible to assure that each stroke's pressure and angle duplicates the other until some expertness is attained.

Grasp the shank of the razor, as shown in the illustration, with the thumb and forefinger. The second and third fingers should encircle the handle loosely while the little finger exerts a counter-pressure, or uplift, on the lower side of the handle. A razor held thus can be rolled at the end of each stroke on the hone without turning the wrist.

Holding the razor in the manner described, lay the blade on the far end of the hone with the cutting edge pointing towards the body.

Be certain the back of the blade is parallel with the end of the hone. Keeping the blade flat on the surface of the hone, draw it diagonally across the hone toward the body. At

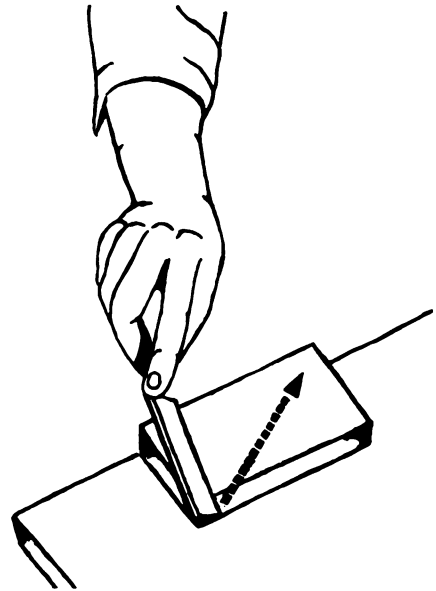


Figure 14

the end of the first stroke, the head and point of the blade should be at the right hand edge of the end of the hone closest to the body. At this point the blade is rolled over and pushed inward on the hone until the point and head of the blade approach the left edge of the hone.

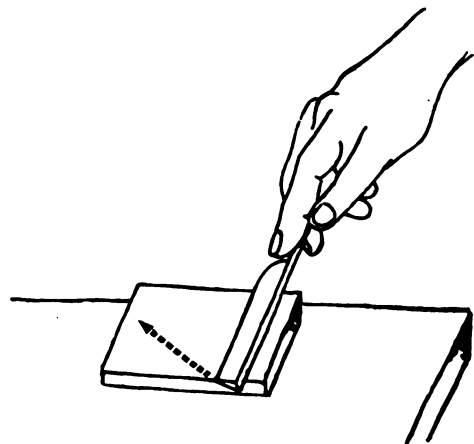
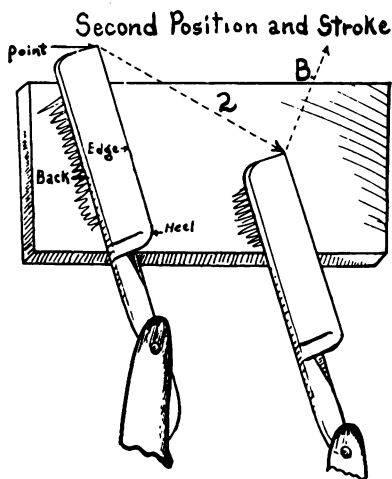
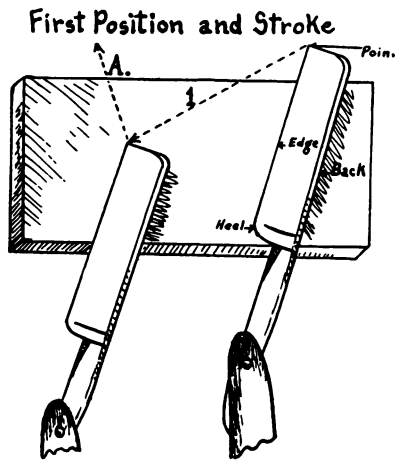


Figure 15

The back of the blade should be parallel with the end of the hone closest to the body at the start of the second stroke. The second stroke duplicates the first except that the direction of the diagonal is reversed, as shown in the illustration.



Figures 16 and 17

Be certain that an even pressure is maintained from the heel to the point of the blade in each stroke.

If the razor is extremely dull, the first strokes in honing should be executed with some pressure. In succeeding strokes, the pressure should be gradually reduced as the razor takes an edge. However, a razor which has been maintained properly will require little or no pressure in the honing process.

Whether or not the razor has been well or sufficiently honed is determined by **testing the cutting edge of the blade**. Through practice, a delicate sense of touch must be acquired to test the cutting edge.

Most barbers test a honed razor by moistening the thumb nail with water or lather and passing the blade across.

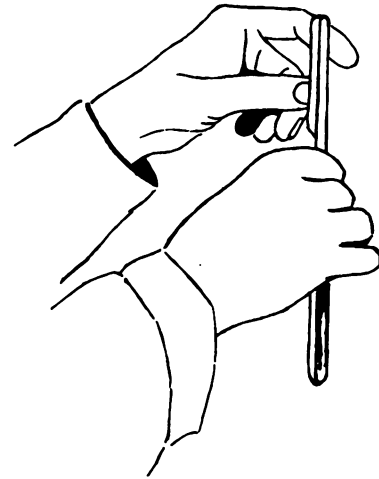


Figure 18

Saliva is not sanitary and must never be used. Some barbers test a honed razor the same as a stropped razor, i.e. by passing it gently across the moistened ball of the thumb.

A keen edge is denoted by a dragging, though smooth, sensation; a coarse edge by considerable dragging and a grating sensation; an over-honed or rough edge by sticking and extreme grittiness; a blunt edge by smoothness without any sensation.

After a razor has been keenly honed, it is ready for stropping. A razor should not be used for shaving unless it has been stropped.

## 6. Strops and Stropping

The purpose of stropping is to smooth the whetted edge of the razor prior to the shaving process.

The double strop, consisting of canvas and leather, is used by most barbers. While the canvas strop is not indispensable, it aids in finishing the edge of the razor when used as a companion to some of the coarser hones.

A strop may improve or deteriorate with use and age depending upon the care it is given. It is advisable to use strops in pairs, canvas and leather.

Although **canvas strops** are machine-finished at the factory, they generally require additional work to put them in first-class condition. The strop should be conditioned by rubbing a bar of soap over its surface with enough pressure to force the soap into the grain. Then polish with the flat side of a bottle. Repeat the process until the soap begins to flake off. Unless it is necessary to

remove grit accumulations on an old strop, it is not advisable to use lather in conditioning a canvas strop since moisture causes swelling and roughness. The conditioning process described should be continued daily, or as often as the strop becomes rough until it is well broken in.

The **leather strop** is made of several different kinds of leather; the heavy Russia, the lighter weight shell, Russia Shell and the horsehide. Despite the name, strop leather is no longer imported from Russia. Instead, a heavy American leather, such as cowhide, is given the Russia tanning which brings out the typical red corrugated finish.

The Russia Shell is made from the hide over the rump of a horse. Since few strops can be cut from a hide, it is more expensive. However, no work is required in conditioning or breaking in the strop, as it remains smooth throughout service. This makes the Russia Shell a first choice with barbers.

The ordinary horsehide strop is unsuited for barber's use, and is intended only for private use. It lacks the grain essential to drawing out the edge of a razor, and the surface is not sufficiently smooth to produce a fine edge.

Lather, bar soap, or saddle soap can be used to finish a leather strop. If lather is used, it should be rubbed into the strop until the moisture disappears. If the strop becomes hard, dry soap or saddle soap should be used.

A strop is sanitary if it is maintained properly. A razor should never be stropped unless it has first been sterilized. If dirt becomes imbedded in the strop, soften it with lather and scrape with the back side of the shear blade.

The **procedure in stropping** differs from honing in that the direction of the blade is reversed as it is plied across the surface.

Ordinarily, the strop is attached to the arm of the chair. Grasp the strop firmly with the left hand so that it cannot sag, holding it close to the side and at hip height.

Take the razor well up in the hand with the side of the thumb resting on the shank and the first and second fingers on the opposite side of the shank. The remainder of the fingers should circle the handle. Held in this manner, it is possible to roll the razor much as a lead pencil is turned in the fingers.

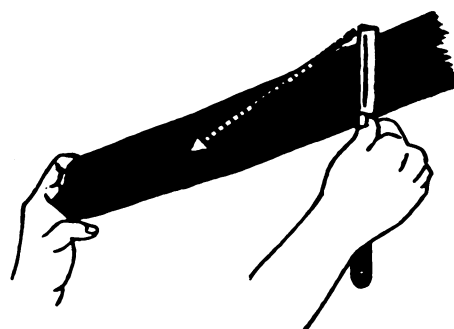


Figure 19

Start the first stroke at the farthest end of the strop and draw the razor perfectly flat toward the back of the blade, straight over the surface of the strop. As the first stroke is completed, roll the razor between the fingers so that it turns on the back of the blade. Do not lift the razor from the strop and do not turn the hand over. The other side of the thumb is then on the shank and the fingers continue to grasp the handle so that it cannot open or close.

The second stroke is away from the body and duplicates the first on the opposite edge.

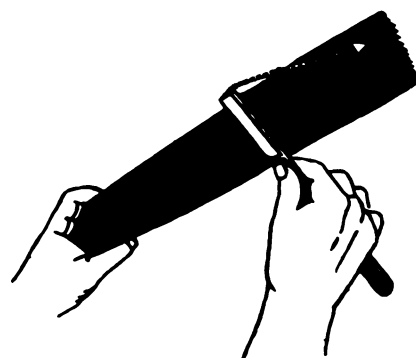


Figure 20

Be certain to apply equal pressure to both sides of the razor. See that the back as well as the edge of the blade is perfectly flat on the surface with equal pressure at the point and heel.

Start stropping by making a few strokes on the canvas strop, and then finish with ten or twenty strokes on the leather strop. Learning to roll the blade without turning the hand over requires practice, but until the skill is acquired, it is impossible to strop a razor expertly.

A razor may be tested for shaving by lightly drawing the moistened thumb or finger over the edge. A rough edge indicates insufficient stropping. An edge not inclined to cut into the flesh is too smooth and requires more canvas stropping followed by a few strokes on the leather strop.

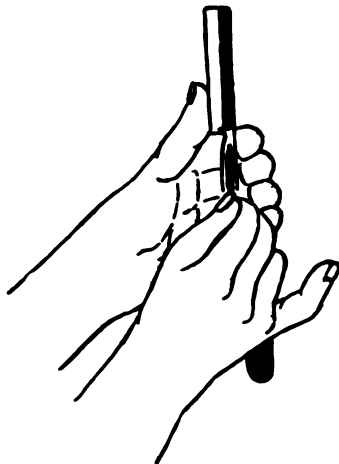


Figure 21

### 7. Miscellaneous Additional Equipment Lather Equipment

The shaving mug and brush have been used extensively in mixing lather from soap, powder, or cream.



Figure 22

While the resultant lather and water is satisfactory for softening the beard, this method is not the recommended means of producing lather. If it must be used, however, be certain to rinse the mug and brush thoroughly under hot water after shaving each patron.

An electric lather machine is more sanitary than the mug and brush, and because it maintains ready lather at all times it is preferred by most barbers.

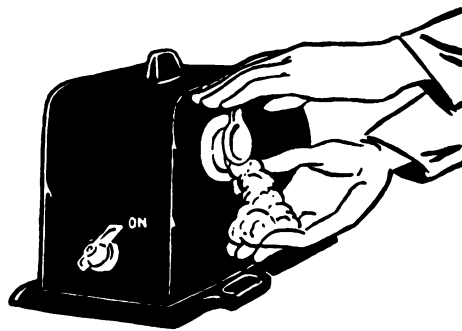
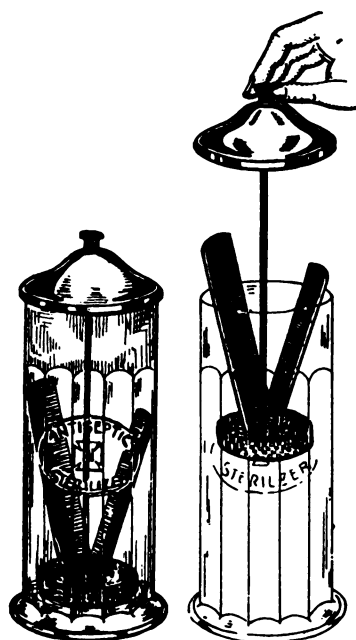


Figure 23

When operating in tropical climates, a tendency of the heating element to overheat the soap has been reported. To prevent such overheating, some barbers have had an electrician install a hand-operated switch which controls the heating element without interfering with the operation of the machine. Thus, there is power on the machine at all times so that lather continues to be available, and it is possible, at the same time, to control the temperature of the soap solution.

It is suggested that the lather machine aboard ship be secured to the shelf on which it rests. Otherwise vibration can dislodge the machine, causing considerable damage.

Even though an electric machine is available.



Figures 24 and 25

in the shop, a mug and brush should be retained for use in emergencies of electrical failure or machine breakdown.

Various sterilizing equipment is required in the Ship's Barber Shop. Since the proper use of such equipment has been outlined previously, only a description will be included here.

**Sterilizing jars and trays** are adapted to sterilizing shears, combs and razors, provided they contain appropriate solutions.

The jar is advantageous for combs since the tray upon which the combs stand is attached to the cover, raising the combs from the solution when the top is lifted.

**Sterilizing cabinets** depending upon formaldehyde vapor for their effectiveness are included in most shops. Although the cabinets must be constructed of steel in shops afloat, the wood cabinets are satisfactory for use ashore.

Shops afloat should be equipped with metal **bottle racks** in which can be stored bottles of lotions and tonics that are used in

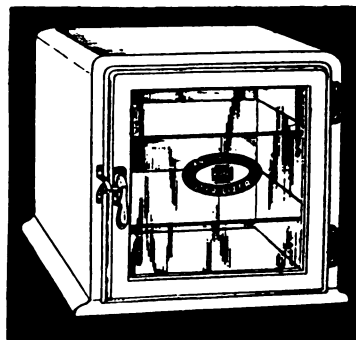


Figure 26

the shop.

The use of such a rack practically eliminates breakage as it is impossible for bottles to be shaken off the shelf by vibration.

A summary of requirements in commissioning a barber shop is listed hereafter. It is not intended that this listing be adapted to all situations. Rather, the compilation should serve as a guide as to amounts and kinds of equipment to procure subject to local needs.

**COMMISSIONING REQUIREMENTS OF SHIP'S STORE BARBER SHOP  
TOOLS AND EQUIPMENT**

ITEMS	ORIGINAL ISSUE				
	Unit of Issue	One Man Shop	Two Man Shop	Three Man Shop	Four Man Shop
BLADES, Detachable, for Electric Clipper, Size #1, #000.....	Set	2	3	5	6
BRUSHES, Barber, Hair.....	No.	2	3	4	5
BRUSHES, Shaving, Bristle-Set.....	No.	2	3	5	6
CLIPPERS, Hair, Electric with 2 Blades, #000 and #1, detachable head.....	No.	2	3	5	6
CLIPPERS, Hair, Hand, Blade #0.....	No.	1	2	3	4
CLIPPERS, Hair, Hand, Blade #000.....	No.	1	2	3	4
CLOTHS, Hair, Barbers'.....	No.	10	16	24	32
HONE, Razor.....	No.	2	3	4	5
JACKETS, Barbers', Smock Type, Knee Length.....	No.	6	12	18	24
LATHER MACHINE, Electric.....	No.	1	1	2	2
MUGS, Shaving.....	No.	2	3	5	6
RAZORS, Straight, Barber Type.....	No.	6	12	18	24
SHAKER, Talcum, Nickel Plated.....	No.	2	3	5	6
SHEARS, Barbers', Regular.....	No.	6	10	15	20
SHEARS, Barbers', Thinning.....	No.	2	3	5	6
STERILIZERS, Chemical, for Combs, Razors, etc. (jar or tray)	No.	2	3	5	6
STROPS, Razor, Leather—Barber Type.....	No.	2	4	5	6

**CONSUMABLE SUPPLIES**

	1,000 Men REQUIREMENT FOR 90 DAYS	
BANDS, Neck, Paper (720 Per Box).....	Box	9
COMBS, Barbers', Dressing, Heavy Duty, 7½.....	No.	24
COMBS, Barbers', Tapered, Rubber, 7½.....	No.	24
CREAM, for electric lather machine, 1 lb. jar.....	Ea.	18
GREASE, Electric Clipper.....	Tube	3
POWDER, Talcum, 5 lb. container.....	Ea.	3
SOAP, Shaving, 1 lb. pkg. (8 cakes per lb.).....	Ea.	5
TABLETS, Antiseptic (72 to bottle).....	Bottle	1
TOWELS, Barber.....	Ea.	400



## CHAPTER V

### STERILIZATION METHODS

The barber is obliged to protect his personal health and that of his patrons. Fulfillment of this obligation necessitates an understanding of the various physical and chemical agents used in the barber shop for sterilizing purposes.

The physical agents which might be used for this purpose are moist heat (boiling or steaming), dry heat (oven baking), or ultra-violet irradiation (germicidal light).

Boiling in water to a temperature of 212 degrees Fahrenheit for a twenty minute period will destroy most bacteria. If instruments are to be so sterilized, a small quantity of sodium carbonate (washing soda) should be added to the water to prevent rusting. This method is not recommended, however, because of the time and attention required.

An effective method of sterilization is the twenty minute exposure of instruments to steam in a pressure sterilizer. An equivalent of 250 degrees Fahrenheit is attained if the objects are subjected to 15 pounds of steam pressure. Thus all forms of bacteria, including spores, are destroyed. This method, however, is subject to the same criticisms as made of the boiling water process and it is therefore seldom used. However, barber shops on certain of the commercial passenger liners do employ this method.

Dry heat (oven baking) is totally unadapted for use in the barber shop at the present time. The objects to be sterilized must be wrapped in gauze and baked at a temperature of 320 to 338 degrees Fahrenheit for at least an hour. The equipment, wrapping requirement, and time consumed in the process make it impractical as a method of sterilizing.

Ultra-violet irradiation offers an effective method of sterilization. A germicidal lamp

provides the effective ray. A construction permitting all instrument surfaces to contact the ray is necessary if this method is to be employed.

Antiseptics, disinfectants, and fumigants are chemical agents used for sterilizing purposes in the barber shop. Antiseptics are chemical agents which inhibit or retard the growth of bacteria without killing them. Disinfectants are chemical agents which destroy bacteria. (The terms germicides and bactericides may be used synonymously with disinfectants.) Fumigants consist of vapors capable of maintaining sterilized objects in a sterile condition.

The choice of a sterilizer depends upon the object to be sterilized as well as the effectiveness of the agent. For example:

(1) Instruments subject to corrosion, such as shears, will not corrode if given a ten minute immersion sterilization in 25% formalin solution to which glycerine has been added.

(2) Instruments with a fine cutting edge will not become dull if sterilized by immersion in 70% alcohol.

(3) Electrical appliances are effectively sterilized by rubbing the exposed surfaces with cotton which is moistened in 70% alcohol.

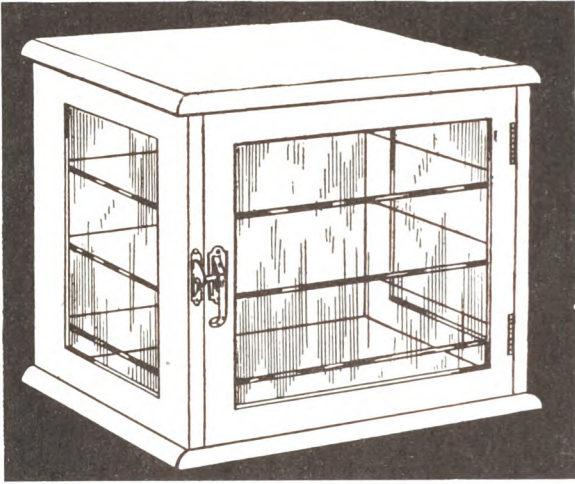
(4) Combs and brushes may be completely sterilized by a twenty minute immersion in a 10% formalin solution.

(5) Clipper blades must be cleaned with ether, gasoline, or kerosene before immersing them in a disinfectant solution.

(6) Any instrument so constructed that the critical area can be exposed to ultra-violet irradiation is sterilized effectively with a germicidal lamp.

The sterilizing cabinet has become standard equipment in almost all barber shops.

Generally formaldehyde vapor is the effec-



**Figure 27**

tive agent. The cabinet is most successfully used to keep sterilized objects in a sterile condition. To be effective as a sterilizer more

time is required than is generally supposed. Instruments should remain in the fumigated cabinet for a minimum of sixty and preferably ninety minutes before each using.

The vapor is produced by placing one tablespoon of 40% formalin on a blotter or tray which has been sprinkled with a tablespoon of borax. To be effective as a fumigant, the chemicals must be replaced sufficiently often to insure a strong vapor at all times.

If the cabinet is to be used as a sterilizer, each barber must be equipped with six serviceable razors which will be used in rotation. After each use, the razor should be rinsed and dried before being placed in the cabinet.

Where the cabinet is used as a means of keeping a sterilized instrument sterile, an instrument such as a razor is first sterilized in alcohol or a similar solution, and then retained in the cabinet until required.

## CHAPTER VI

### SHAVING

The service of shaving will be confined only to certain of the shore stations, and therefore is not a problem aboard ship. Unless properly given, the shave can be the cause of more complaints than haircutting. Shaving is a knack that can be acquired by any man willing to learn the fundamentals and to exercise the care and alertness required.

Mastery of the fundamentals of shaving necessitates a knowledge of the parts of the razor and the various positions and strokes, as well as the practice involved to attain a skillful technique.

To learn the parts, lay an open razor on a table and compare it with the diagram.

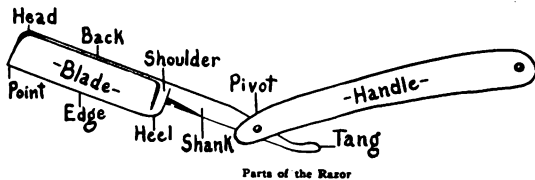


Figure 28

Make certain of the nomenclature, then study the positions and strokes for giving a shave.

The four so-called standard strokes in the proper handling of a razor are:

#### 1. Free Hand Stroke

This stroke is used in shaving the right side of the customer's face, the left side of his chin, and the upward movements for both the right and left sides of his neck.

It is the easiest and generally the most frequently used stroke in shaving.

a. First take the razor in the right hand with the handle between the 3rd and 4th fingers.

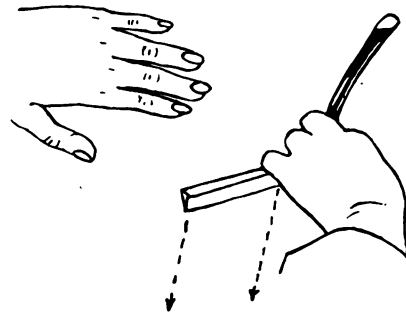


Figure 29a

b. The tip of the little finger will rest on the TANG.

c. The thumb rests on the side of the SHANK near the SHOULDER of the BLADE.

d. The third finger rests at the PIVOT of the SHANK and the HANDLE.

e. The first and second fingers rest on the back of the SHANK ahead of the PIVOT. Avoid letting the thumb slide up on the BLADE.

f. Hold the elbow shoulder high with the wrist bent slightly outwards. Place the left hand in back of the BLADE as if stretching the skin on the customer's face.

g. Use saw-like cutting strokes drawn toward you. These strokes are about four to six inches in length.

#### 2. Back Hand Stroke

This stroke is used in shaving the right side of the chin, the left side of the neck shaving downwards, the left side of the upper lip, and the left side of the face.

A more difficult stroke to learn than the free hand, it is equally important since it is used as frequently.

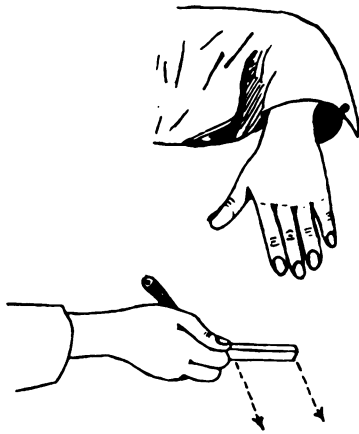


Figure 29b

a. Take the razor in the right hand with the thumb tip on the back of the SHANK at the PIVOT.

b. Place the first joint of the first finger in front of the SHANK next to the SHOULDER of the BLADE.

c. The second finger braces the PIVOT below the thumb.

d. The third and fourth fingers should brace the HANDLE just alongside the TANG.

e. Keep the elbow about shoulder height.

f. Now turn the razor so that the end of the HANDLE points toward you. The palm should face towards you and the fingers will be pointing upwards.

g. Place the left hand in back of the razor as if stretching the skin of the customer's face.

h. Use saw-like cutting strokes drawn away from you. These strokes are about four to six inches in length.

### 3. Reverse Free Hand Stroke

This stroke is sometimes called the reverse hand stroke and is used to shave upwards on either the right side or the left side of the neck.

It is one of the most difficult strokes to master and is not used as often as either of the two strokes previously described.

a. Grasp the razor as for the free hand stroke.

b. The movement in this stroke, however, is upward rather than downward.

c. Draw the razor toward you with a slight upward movement. Use a wrist motion so that the blade cuts in small arcs. The length of the stroke is from four to six inches.

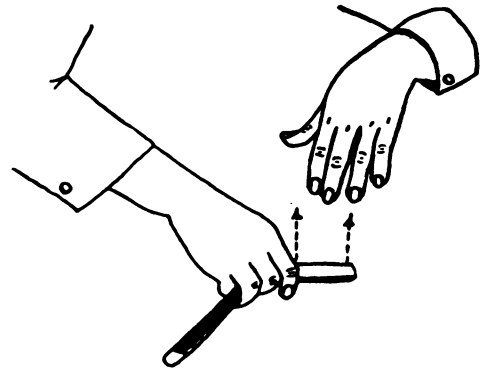


Figure 29c

### 4. Reverse Back Hand Stroke

This stroke is sometimes referred to as the double back hand stroke. It is used to

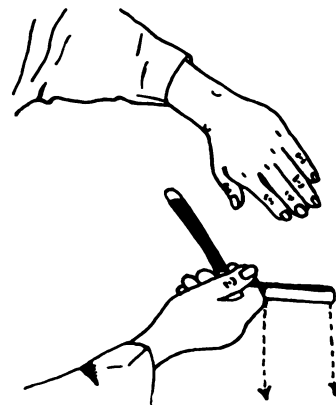


Figure 29d

make a smooth hairline at the completion of a haircut, on the left side of the neck in back of the ear. Considerable practice is necessary before proficiency is attained.

a. Grasp the razor as for the back hand stroke.

b. The forearm is held high, but the elbow is dropped close to the side.

c. With the fingers and palm pointing towards you, permit the wrist to swing outward and to the right.

d. Hold the razor in such a position that the POINT will be down.

e. Take short saw-like cutting strokes in a downward direction and slightly away and toward your right in executing the stroke.

The four strokes pictured and explained in the preceding paragraphs are fundamental in handling a razor. Constant and continued

practice is required to attain proficiency in their use. However, the fine touch necessary in giving a truly satisfactory shave comes only with complete mastery of these strokes.

#### Procedure

After seating the customer, cover him properly with the chair cloth. In placing the chair cloth, grasp one side of the neckpiece with each hand and place it over the patron from the front making certain the customer's clothing is entirely covered.



Figure 30

Then wash your hands in soap and warm water. Dry hands thoroughly and pull a clean surface of paper over the head rest. Adjust the head rest so that the lower portion of the rest is level with the patron's shoulder. Tilt the chair to a position comfortable for the patron, and place a clean towel diagonally over his chest. The left corner of the towel should be at the right side of the patron's neck. Tuck the edge of the towel inside the shirt neck. Cross the lower end of the towel over to the left side of the neck, and tuck the edge under the shirt neck.

Proper lathering is important for a comfortable shave. Most Ship's Store, Barber Shops use a latherizer. When these machines are used in accordance with the manufacturer's directions, proper temperature and creaminess are assured.

Shaving lather serves a twofold purpose: the physical action, as the lather packs between the hair shafts holds the beard erect, detaches dirt and foreign substances, and provides a smooth surface; the chemical action,

due to the alkalinity of the soap, partially dissolves the grease on the skin, softens the hairs for easy cutting, and suspends the dirt and foreign matter in a soap film.

Draw the lather into the hand from the machine. Apply it to the beard, using the cushion tips of the fingers in a rotary motion to work it into the beard. Rub gently, but long enough to soften the beard thoroughly. One to two minutes, depending upon the stiffness of the beard, may be required.



Figure 31

After the beard is sufficiently lathered, prepare a steam towel. To do so, fold a clean turkish towel lengthwise, then fold it again by bringing both ends of the towel together. Soak the towel in hot water until it is thoroughly and evenly heated.

Wring the towel and then unfold the towel near the point of the patron's chin, folding the left end down on the forehead and the right end overlapping as illustrated.

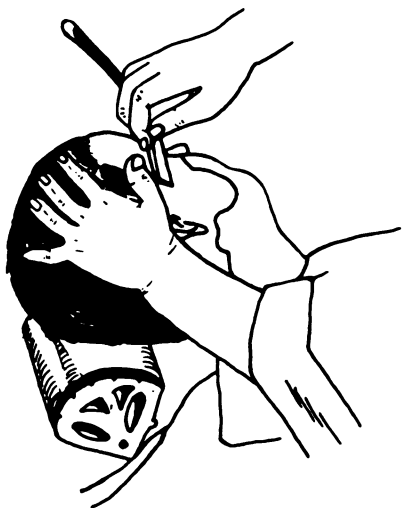
Cover the whole face excepting the nose, with the towel. Towel steaming expedites the action of the lather in loosening the beard, causing face oils to rise to the surface and lubricating the face and beard.

While the towel is on the customer's face, strop your razor, dip it into a sterilizing solution, and replace it in the sterilizing cabinet to remain until required. Remove the towel and wipe off the remaining lather. Then relather the beard, place a piece of lather paper on the patron's chest, and proceed with the shave.

The fourteen recognized movements in shaving are as follows:

1. Turn the customer's head to the left, and with your finger clear away the lather at

the lower edge of the hairline in front of the ear. This is done in order to see that a straight and proper cut is made of the sideburn. Using a **FREE HAND STROKE**, take short strokes down the right side of the face to the jawbone, stretching the skin before the blade with your left hand. The point of the razor must lead.



**Figure 32**

2. With a **BACK HAND STROKE**, shave the area from the corner of the mouth to the right tip of the chin, keeping the skin stretched as before.



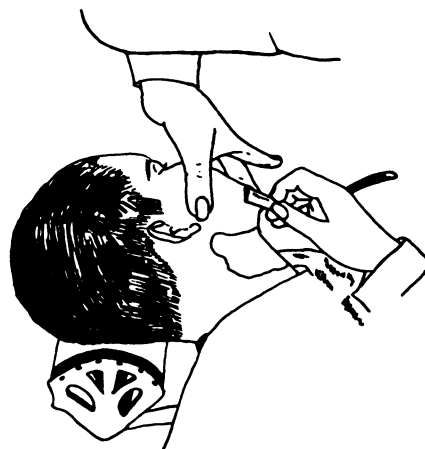
**Figure 33**

3. Hold the razor in the **FREE HAND POSITION** and shave the right side of the upper lip.



**Figure 34**

4. Continue with the free hand stroke and shave beneath the right jaw bone near the chin. Shave down with the grain of the beard until the point is reached where the direction of growth of the beard is reversed.



**Figure 35**

5. Step to the back of the chair and using the **REVERSE FREE HAND POSITION**, shave the right side of the lower part of the neck with an upward stroke.



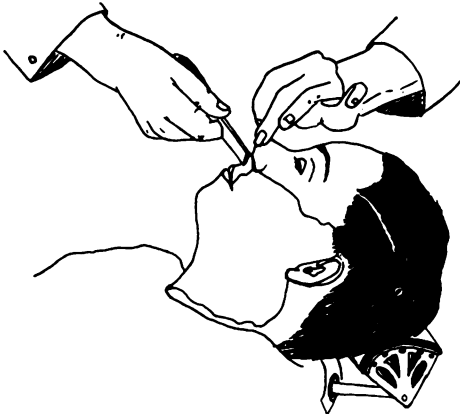
**Figure 36**

6. Strop and sterilize the razor again. Holding the razor in the **BACK HAND POSITION** shave the center and one-half of the left side of the upper lip.



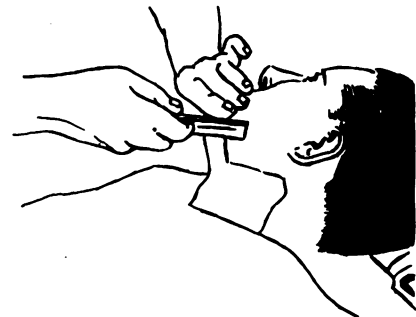
**Figure 39**

9. Shift the razor to the **BACK HAND POSITION** and shave down until you meet the grain of the beard growing upwards.



**Figure 37**

7. Turn the customer's head to the right and re-lather the left side of his face. With the razor still in the back hand position, stretch the skin and shave the left side of the face. Stand behind the chair for this portion of the shave.



**Figure 40**

10. Return to a position behind the chair. Using the **REVERSE FREE HAND POSITION**, shave upward on the left side of the neck.



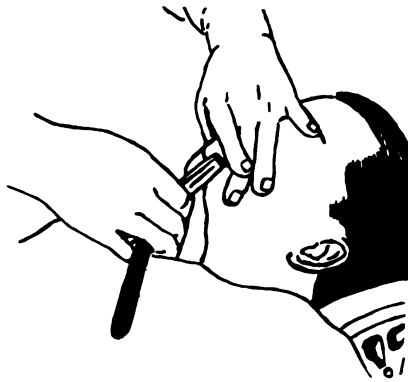
**Figure 38**

8. Move to the right side of the chair. Holding the razor in the **FREE HAND POSITION** shave the rest of the left side of his face down to the tip of his chin.



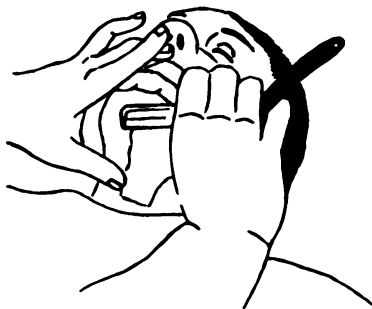
**Figure 41**

11. Move around to the right side of the chair. Stretch the skin tightly and shave across the chin.



**Figure 42**

12. With your left hand, stretch the neck skin by placing the middle finger over the chin and the thumb along the side of the Adam's Apple and forcing the skin taut. Using the **FREE HAND STROKE**, shave the area of the neck just before the chin until you meet the grain of the hair growing upwards.



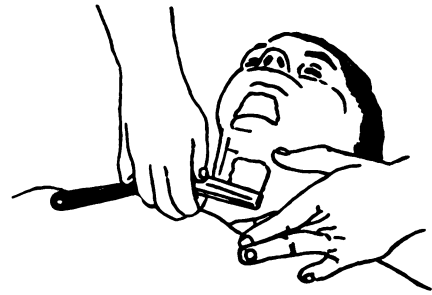
**Figure 43**

13. Move to the back of the chair and shave the lower portion of the neck with the **REVERSE FREE HAND STROKE**. Use an upward stroke until you meet the grain of the hair growing downwards.



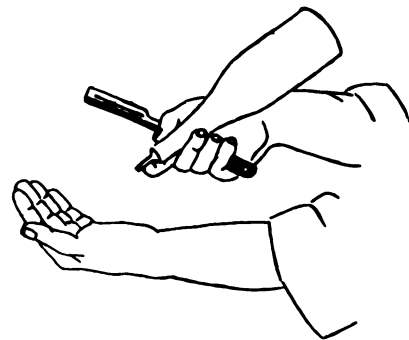
**Figure 44**

14. Stretch the skin of the lower lip down over the chin. Using a short reverse free hand stroke, complete the "once over" portion of the shave.



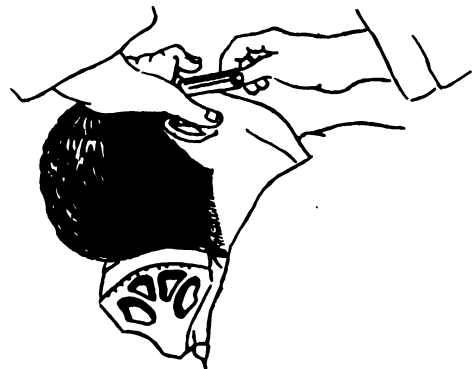
**Figure 45**

After completing the "once over" portion of the shave, the steam towel is applied again. While the towel steams on the customer's face, strop and sterilize your razor. Wipe off any excess lather from the customer's face; palm your razor; pick up the water bottle and sprinkle your left palm. Moisten the beard with this water and proceed with the "second time over."



**Figure 46**

Beginning on the right side of the face and using the **FREE HAND STROKE**, shave sidewise to the grain of the beard.



**Figure 47**

Next shave the upper lip and work downward to the lower jaw. Still using the same stroke, shave the lower part of the neck.



Using the REVERSE FREE HAND STROKE, go over the lower right portion of the neck.

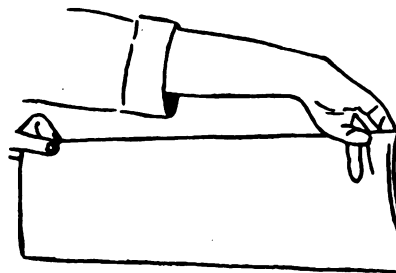
Turn the customer's head toward you and with the FREE HAND STROKE shave the left side of his face to complete the "second time over".

Only the free hand stroke and the reverse free hand stroke are used in the second time over. To assure a comfortable shave, it is essential that particular care be devoted in the second time over to avoid the danger of shaving too closely. This caution must be observed particularly on the lower part of the neck, the chin, and the lower neck—in which areas the skin is especially sensitive.

In "finishing off" a comfortable shave, the following procedure is standard:

Apply face cream to the customer's face in long smooth strokes, using the palms and cushion tips of the fingers. Apply a final steam towel. Remove almost immediately and apply

a mild astringent as an after-shave lotion. (Witch hazel can be used satisfactorily for this purpose.) Using a towel pad, pat the customer's face dry.



**Figures 48a and 48b**

## CHAPTER VII

### HAIRCUTTING METHODS

It is difficult to discuss styles of haircuts, and certainly any directions explained can make no claim of preciseness, for there are actually as many types of haircuts as there are heads to wear them. Thus, the artistry of the barber is called for in shaping the cut to the patron's head and in suiting his personal tastes. However, since all Navy haircuts will fall into two general categories, the short haircut and the medium or conservative haircut, a general pattern of procedures is applicable.

#### The Short Cut

In giving the short haircut, the number one (1) clipper is used on the sides and back of the head, running up to a gradual taper an inch or so below the crown in back and continuing forward on both sides at the same height or slightly higher.



Using clipper for full crown

Figure 49

Beginning at the left temple the clipper work should continue around the head to the right.

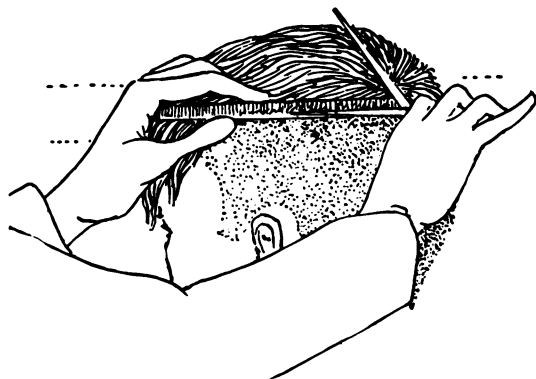


Figure 50

Whether a hand or electric clipper is used, it must be remembered that a smooth job can be performed only if the clipper teeth are tilted outward as the side and back hair is tapered into the top hair. Note the pointers given on holding and using the clipper in the section dealing with equipment.

The remainder of the cut is achieved with shear and comb work or by using the clipper over the comb. Begin shearing at the right temple at the point you left off with the clipper; and working from right to left, finish at the left temple. All shearing should be in this direction since effective shearing should always be done toward the shear points.

If after the completion of clipper work, the remaining hair is long and heavy, the coarse end of the comb should be used with the shears or clipper until the shear-and-comb work fairly well matches the clipper work.



Cutting over comb full crown

**Figure 51**

Then turn the comb, using the fine end, and shear until the upper hair evenly matches that which has been cut.

To avoid ridges in the hair, the technique of picking the hair up with the comb must be mastered.



Placing comb under shear

**Figure 52**

Hold the comb so that the teeth are turned slightly outward from the head in order to prevent the hair slipping away from the comb and to avoid a shear ridge.

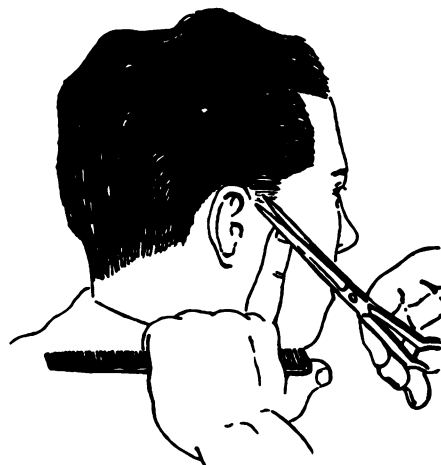
Remember that in shear-and-comb work the hair held in the comb should be severed with one cut of the shear. Several cuts not only waste time but also tend to leave an uneven appearance.

In a really short haircut, little or no finger work is required, since all the hair past the clipper work is easily cut with the shear and comb.

### **The Medium or Conservative Haircut**

The clipper work and the length of the top hair differentiate the medium haircut from the short haircut. With this cut, the clipper work extends only across the back of the neck,

tapering out near the lower tip of the ears. Using the shears, feather the hair line at the sideburns and around the ears to the desired and appropriate length.



**Figure 53**

In making the outline around the ears, rest the shears on the first finger of the left hand and cut with the point of the shears.

As in the short haircut, the shear-and-comb work is begun at the right sideburn followed by the trim around the edges of the hair line to the left sideburn. The comb must be held at a slight angle in trimming over the ears to shape the haircut properly and to avoid taking off too much hair.



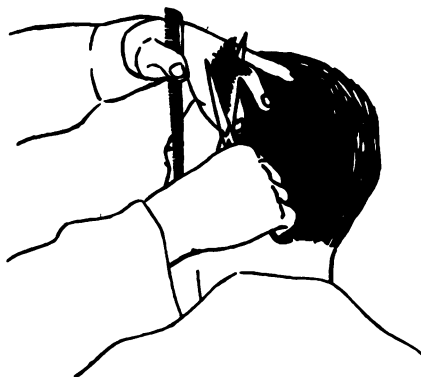
**Figure 54**

Skillful finger work not only makes it possible to reduce the amount of time required per haircut, but it is helpful in reducing ridges which might otherwise appear. In doing this work, stand in front of the patron. Starting at the left side, comb the hair from you, working from the temples up to the crown.



**Figure 55**

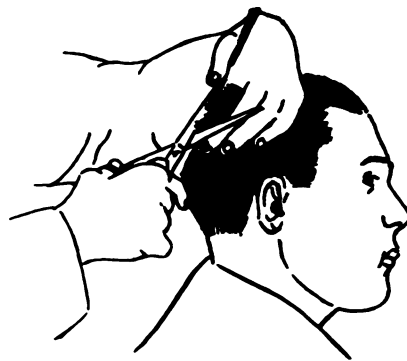
Raise the comb sufficiently to allow the first and second finger of the left hand to be placed beneath the comb and hold the hair in a position to cut. Then hold the comb between the thumb and forefinger of the left hand while cutting the hair to a length which blends with the shorter hair beneath it. Continue to hold the hair in your fingers as you place the comb beside the first finger, and comb through the hair contained in the fingers. At the same time, release the fingers and slide the comb beyond the cut just made. Again pick up the hair in your fingers and cut as before.



**Figure 56**

Continue this pattern of combing and cutting until you reach the crown.

The finger work on the right side of the head is handled the same as for the left. Stand behind the patron and work towards you, as illustrated in Figures 57 and 58.



**Figures 57 and 58**

Particular care is required that too much hair is not removed in finger working the hair, particularly over the crown of the head.

### **The Neck Shave**

The neck shave involves the outline around the top and back of the ears and the sides and back of the neck. While there may be conditions wherein it is advisable to dispense with the neck shaving and to use the clipper and shears in administering the finishing touches, this finishing touch is an important finale to a really smooth haircut.

When the haircut is complete apply warm lather along the hairline, around the ears, and down the back of the neck. Take the razor in the FREE HAND POSITION, as shown in Figure 29a.

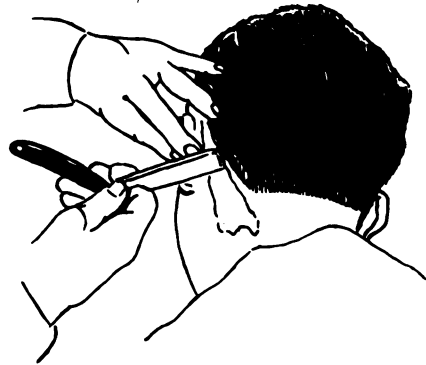
With the left hand, straighten the hairs over the outline with the fine teeth of the comb. Using the free hand stroke, start to shave at the right temple.



**Figure 59**

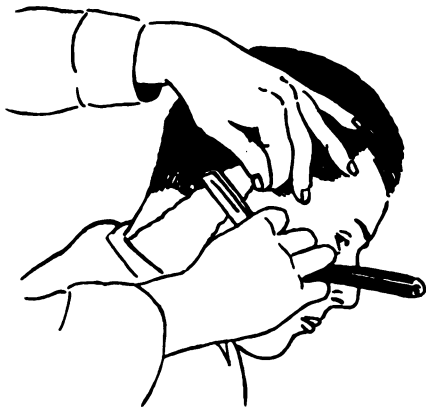
Follow through with this stroke, shaving around the ear and working down the side of the neck.

On the left side, the outline is made identically. Use the **REVERSE BACK HAND STROKE** to make the outline level with the corner of the eye, and resume the **FREE HAND STROKE** over the ear and down the back of the ear. Wipe the razor and continue down the side of the neck with the **REVERSE BACK HAND STROKE**, holding the ear gently forward.



**Figure 62**

Rinse, dry, and sterilize the razor. Remove the lather from the patron's neck. Now comb the hair carefully. Be certain the hair is parted properly and straightly. Dust off any loose excess hair before removing the chair cloth and permitting the patron to leave the chair.



**Figures 60 and 61**

## CHAPTER VIII

### PERSONNEL

#### Appearance

The nature of the work performed by a barber necessitates meticulous grooming and maintenance of wearing apparel beyond that called for in most branches of military service.

The patron notices your hands and fingernails. He is very sensitive to offending body or breath odors. The manner in which you maintain your beard and hair is an indication to the patron of what he may expect in services from you. Remember that your clothing, your mannerisms, and the things you say can be annoying to the customer.

The Navy barber with pride in his rate and the skill and ability it represents, is as conscious of the personal factors which have so much to do with his success, as is the civilian barber whose advancement in this competitive profession is wholly dependent upon the extent to which his services are appreciated.

#### Conduct

The Navy evidenced the value placed on the services of the barber and his contribution to the appearance, welfare, and contentment of the crew, when it dignified his status with a petty officer rating. In qualifying for a rate, the barber must display qualities of leadership, integrity, and skill consistent with petty officer requirements in the respective branches of service for which rates are applicable.

As a rated man, the barber's conduct at all times must be such as befits a petty officer. Military courtesy will be observed in the rendition of all services. In addition to the duties applicable to his rate, the barber will be assigned certain military duties as a petty officer which take precedence over all other obligations.

The barber is expected to conduct himself and to supervise those serving under him in such a manner as credits all concerned. Not

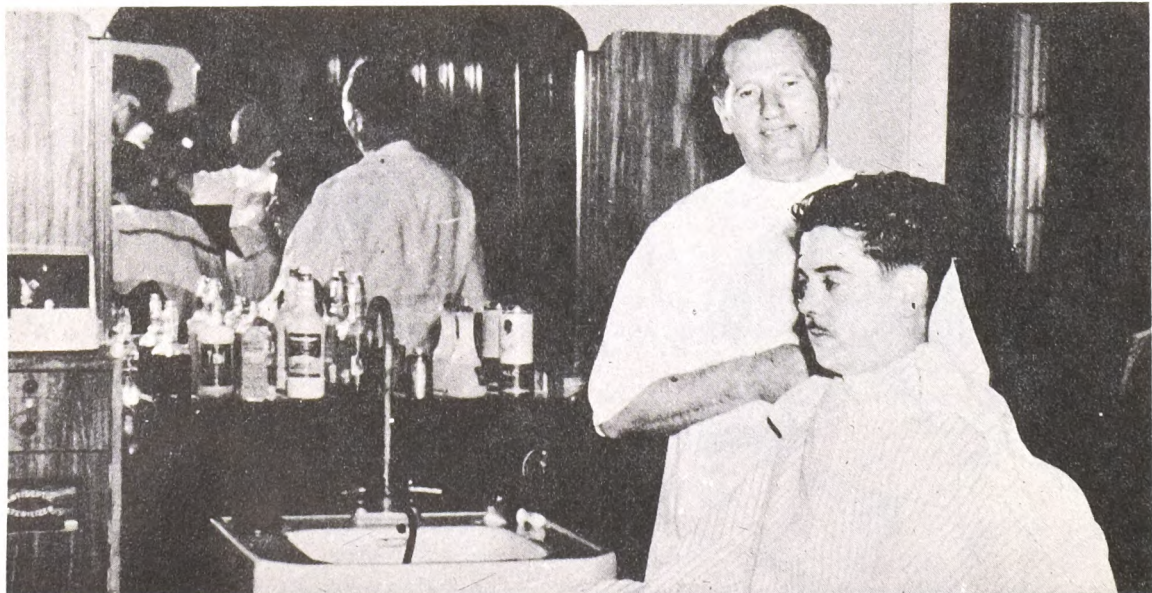


Figure 63

**only is he concerned with the quality and manner of services rendered and the physical maintenance of the shop, but he must also ascertain that his shop is frequented only by patrons. He must not tolerate loafing in the shop.**

**A Navy man should never accept tips or gratuities for the performance of duties for**

**which he has been assigned or rated. The barber should courteously but firmly refuse tips offered by any personnel who are under the assumption that in so doing they are entitling themselves to services not otherwise available. All personnel are entitled to the services of the barber. No one should feel those services must be procured by gratuities.**

## CHAPTER IX

### QUALIFICATIONS FOR ADVANCEMENT IN RATING

#### GENERAL SERVICE RATING

Ship's servicemen manage ship's service and ship's store activities afloat and ashore and may perform clerical, sales, and managerial functions in naval commissary stores. In lower pay grades, specialize as barbers, beauty operators, cobblers, laundrymen, tailors, or store clerks.

#### QUALIFICATIONS FOR ADVANCEMENT IN RATING

##### .100 PRACTICAL FACTORS

Serve as barbers in a barber shop; cut hair and perform other essential barber services, including sick bay barbering. Lubricate, maintain, and make adjustments to own equipment.

Serve as head barbers in charge of a barber shop, having responsibility for organizing and supervising its clean and efficient operation. Instruct and supervise personnel in performing essential barber services. Keep shop records and make all required reports.

##### .200 EXAMINATION SUBJECTS

##### .201 BARBERING (For barbers only)

Sanitation and hygiene as applied to a barber shop, such as the sterilization of instruments and the personnel hygiene of barbers. Regulations and practices governing the operation of a barber shop. Regulation haircuts. Type, characteristics, and uses of common barber supplies. Nomenclature.

Layout of a barber shop and the arrangement of equipment to insure prompt and efficient service. Barber shop sanitation and hygiene and the responsibilities of head barbers for maintaining a sanitary shop. Estimation of supplies and equipment required and the procedures for purchasing and accounting for supplies and equipment. Upkeep and use of common barbering equipment, including types of shear grinds, types and sizes of shearing heads and functions of each, and proper honing and stropping of razors.

#### APPLICABLE RATES

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## CHAPTER X

### SHIP'S STORE RULES AND REGULATIONS

The Supply Officer after consultation with the Commanding Officer, the Medical Officer and the barber, will post a set of rules governing and regulating the operation of the barber shop. This posted set of rules will bear

the approving signature of the Commanding Officer.

A sample set of rules for operation of the barber shop is set forth below and may be used for guidance.

#### **SUPPLY DEPARTMENT ORDER NUMBER .....**

1. The SH in charge of the Ship's Barber Shop will operate the shop in accordance with the following:

##### **GENERAL**

- a. No keys to the barber shop spaces will be carried from the station. Keys will be secured in the individual key locker maintained in the Supply Office for this purpose.
- b. All services are free. Tipping is prohibited.
- c. Hours of operation are as prescribed by the Commanding Officer.
- d. An appointment sheet will be kept by each barber and authorized personnel may sign for haircuts at any time open in the day's schedule.

##### **PERSONNEL**

- a. Barbers will be immaculately clean at all times.
- b. Each barber will wash his hands thoroughly with soap and hot water before attending each person.
- c. Barbers will be clean shaven and keep hair neatly cut and groomed.
- d. Nails will be clean and well trimmed at all times.
- e. A barber having any infections or diseases of a communicable nature will not attend any patron of the barber shop.
- f. Barbers will not smoke while attending patrons.
- g. Each barber will wear a clean, well-pressed barber's jacket and trousers at all times in the shop.
- h. Barbers will be inspected monthly by the Medical Officer.

##### **EQUIPMENT AND SPACES**

- a. All tools and implements will be kept thoroughly clean and sterilized at all times.
  - (1) The sterilizing cabinets, maintained sterile by pouring formaldehyde on a borax sprinkled blotter, will contain all metal instruments when not in use.
  - (2) Clipper heads will be sterilized, before re-use, after contacting anyone suspected of having an infectious skin condition.
  - (3) Combs will be used in rotation. After each comb is used, it will be immersed in the sterilizing solution (prescribed by the Medical Officer) and remain there while another comb is used on the next patron.

- (4) Strops and hones will be kept clean at all times. No razor will be stropped or honed without having been previously sterilized,
  - b. A clean towel will be used for each customer.
    - (1) No towel will be used twice without laundering.
    - (2) Dirty linen will be sent to the laundry daily.
  - c. No alum or other astringent in stick form will be used on any patron.
  - d. The barber shop will be kept clean at all times.
    - (1) The bulkheads, overheads, furniture, and other fixtures will be kept clean and free from dust.
    - (2) Decks will be swept or mopped thoroughly each day. Hair will be swept as often as necessary and before securing shop each night.
    - (3) A complete field day will be held, as directed, each week.

**CONDUCT**

- a. All services will be rendered in a friendly and courteous manner, and military etiquette will be maintained at all times.
- b. Any customer with a skin eruption of any type will be politely refused services until he obtains a statement from the Medical Officer that he can be served.
- c. Failure of personnel to conduct themselves in accordance with prescribed rule, will result in disciplinary action.
- d. Your signature below will signify that you have received a copy of this order, and that you have read it, understand it, and are conducting yourself in accordance with the above rules.

Submitted:

Supply Officer .....

Approved by:

Medical Officer .....

Commanding Officer .....

**PROCUREMENT OF SUPPLIES**

Supplies necessary in the operation of a barber shop are listed in the Navy Ship's Store Price Agreement Bulletin, Department J-1, and Quarterly Contracts. Procurement may be made from the manufacturer listed in the Quarterly Contracts on S&A Form 48 or any supply ship or depot on S&A Form 43 (Requisition and Invoice).

Supplies not listed should be requisitioned on S&A Form 43 in accordance with Part D, Chapter IV, Volume IV, *Bureau of Supplies and Accounts Manual*.

Barber shop equipment is installed in accordance with allowance lists issued by the Bureau of Ships. Equipment required in excess of that listed in the allowance lists should be requested on S&A Form 44, (Requisition Afloat), and submitted directly to the Bureau of Ships. A statement of need for excess equipment should be shown on the face of the requisition.



