

## SUBMISSION FORMAT OF PROPOSAL TO VARY DRESS

Originator's File No or Reference

Army Headquarters (Personnel Branch—Army)  
through Superior Headquarters and Head of Corps (HOC) or in the Royal Australian Artillery Head of  
Regiment

Subject: (State item or order of dress and the proposed change)

### Introduction

1. The following proposal is submitted for consideration by the Director-General  
Personnel—Army.

### Aim

2. (Briefly state the aim of the submission. Explanation or reasons are not included.)

### Background

3. (Provide a brief history or background to the subject.)

### Consultation

4. (List any authorities consulted and their comments—attached as annexes if appropriate.  
These may include organisations such as historical authorities, manufactures or corps/regiment  
associations.)

### Considerations

5. (provide justification for change, including advantages and disadvantages of the proposal.  
Illustrations are to be included if appropriate. Include estimated costs and funding arrangements.  
Assistance in estimating costs may be sought from Defence Material Organisation.)

### Recommendations

6. (Briefly list recommendations.)

(Signature, Rank and Appointment of Originator)

(Date of Submission)

**Recommendations and comments of each Superior Headquarters (and HOC).** (This may be an  
endorsement on the submission or a separate attachment as appropriate.)

