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**AAC STANDING ORDERS  
VOLUME 2  
CHAPTER '2RAN'**

**RANKS OF THE AUSTRALIAN ARMY CADETS**

Version List

Version	Comment	Date	Status	Print Copy (incl Annex)
01	Update from previous approved COMD AAC Directive dated 22 Jul 13	01 May 15		 01

Introduction

1. The Australian Army Cadets (AAC) is a program of youth development activities conducted within the "character and values of the Australian Army"<sup>[Note 1]</sup>. To the extent that it is appropriate to do so, the AAC adopts for its members a system of ranks that emulates that of the [Army's rank structure](#).
2. Each member of the AAC is allocated a rank, and may be promoted and / or reduced in rank in accordance with AAC policy and procedures. Ranks are provided to each person for the purpose of:
  - a. Cadets:
    - (1) providing an experience of the military environment and a hierarchical structure,
    - (2) rewarding good performance,
    - (3) recognising potential, and / or
    - (4) contributing to their development by gradually increasing their responsibility.
  - b. Army Cadets Staff (ACS):
    - (1) contributing to the experience for cadet members by displaying how a hierarchical military-style structure operates, and
    - (2) facilitating the efficient and effective conduct of the program by providing a system of legal authority to direct and control subordinate members.

Authority and Precedence of AAC Ranks

3. ACS and Cadets hold rank and precedence only within the AAC.
4. While the badge of an AAC rank may be similar or the same as the badge of an Army rank, there is no legal correlation or equivalence between the AAC and Army ranks. There is also no legal correlation or equivalence between ranks of the AAC, Australian Navy Cadets (ANC) or Australian Air Force Cadets (AAFC). However, the rank equivalence used between the services of the ADF is to be used, as a matter of courtesy, by ACS when interacting with members of the ADF, ANC and AAFC. Within the AAC, ACS and members of the ADF posted to the AAC are to interact with each other as if there was a formal equivalence between the same worn ranks.
5. To avoid confusion, all cadet ranks rate below all:
  - a. OOC and IOC ranks (including UA and Recruit (AAC)) in the AAC;
  - b. OOC and IOC ranks in the ANC and AAFC; and
  - c. ADF ranks (including the rank of PTE (or equivalent)).
6. In summary, regardless of the badge of rank worn by a cadet, the cadet never "out-ranks" an OOC / IOC of the AAC, ANC or AAFC, or a member of the Army.

Cadet Ranks

7. The ranks applicable to cadet members of the AAC are detailed in table 1 below, in order of seniority from top to bottom.

Serial	AAC Rank	Rank Abbreviation	Remarks
10	National Cadet Under Officer	NCUO	Holding the position of National Cadet Under Officer.
9	Cadet Under Officer	CUO	Includes cadets holding the position of regional CUO or sub-regional Battalion CUO.
8	Cadet Warrant Officer	CDTWO	Holding the position of National Cadet Regimental Sergeant Major.
7	Cadet Warrant Officer Class One	CDTWO1	
6	Cadet Warrant Officer Class Two	CDTWO2	
5	Cadet Sergeant	CDTSGT	
4	Cadet Corporal	CDTCPL	
3	Cadet Lance Corporal	CDTLCPL	
2	Cadet	CDT	

1	Cadet Recruit	CDTREC	
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Table 1 - Ranks of Cadets

Officer and Instructor Ranks

8. The ranks applicable to OOC and IOC members of the AAC are detailed in table 2 below, in order of seniority from top to bottom.

Code	AAC Rank	Rank Abbreviation	Similar ANC Rank	Similar AAFC Rank
	Officers of Cadets			
O6	Colonel (AAC)	COL(AAC)	Captain (ANC)	Group Captain (AAFC)
O5	Lieutenant Colonel (AAC)	LTCOL(AAC)	Commander (ANC)	Wing Commander (AAFC)
O4	Major (AAC)	MAJ(AAC)	Lieutenant Commander (ANC)	Squadron Leader (AAFC)
O3	Captain (AAC)	CAPT(AAC)	Lieutenant (ANC)	Flight Lieutenant (AAFC)
O2	Lieutenant (AAC)	LT(AAC)	Sub Lieutenant (ANC)	Flying Officer (AAFC)
O1	Second Lieutenant (AAC)	2LT(AAC)	Acting Sub Lieutenant (ANC)	Pilot Officer (AAFC)
	Instructors of Cadets			
E9	Warrant Officer Class 1 (AAC)	WO1(AAC)	Warrant Officer (ANC)	Warrant Officer (AAFC)
E8	Warrant Officer Class 2 (AAC)	WO2(AAC)	Chief Petty Officer (ANC)	Flight Sergeant (AAFC)
E7	Staff Sergeant (AAC) [Note 2]	SSGT(AAC)	---	---
E6	Sergeant (AAC)	SGT(AAC)	Petty Officer (ANC)	Sergeant (AAFC)
E5	Corporal (AAC)	CPL(AAC)	Leading Seaman (ANC)	Corporal (AAFC)
E4	Lance Corporal (AAC)	LCPL(AAC)	Able Seaman (ANC)	Leading Aircraftman (AAFC) or Leading Aircraftwoman (AAFC)
E2	Private (AAC) [Note 3]	PTE(AAC)	Seaman (ANC)	Aircraftman (AAFC) or Aircraftwoman (AAFC)
E1	Recruit (AAC)	REC(AAC)	---	---

Table 2 - Ranks of AAC Officers / Instructors

9. Although there is no formal direct equivalence of AAC rank to the ranks of the ADF, ANC or AAFC, it is expected that OOC / IOC will demonstrate the following behaviour:

- a. Within the AAC, OOC, IOC and members of the ADF posted to the AAC are to interact with each other as if the rank worn by the OOC / IOC was an Army rank.
- b. When OOC / IOC are interacting with members of the ADF who are not posted to the AAC, they are to observe the protocols and customs as if their worn rank was an Army rank (eg, OOC / IOC are to salute Commissioned Officers of the ADF who wear a higher rank).
- c. For the purpose of administration, direction, control and protocol during the conduct of joint AAC / ANC / AAFC activities, OOC / IOC are to interact with members of the ANC and AAFC as if there was an equivalency between the similar ranks in the AAC, ANC and AAFC (as shown in Table 2).

Badges of Rank

10. The badges of rank for the AAC are shown in [annex A](#).

Addressing Members Of A Different Worn Rank

11. The AAC follows the customs of the Australian Army in relation to addressing people holding a different worn rank. Therefore, in general, all:

- a. Cadets will refer to a:
  - (1) Cadet of a higher worn rank of CDTL CPL, CDT CPL or CDT SGT by the higher Cadet's rank (surname may be added after the rank - eg, CPL Bloggs);
  - (2) Cadet of a higher worn rank of CDTWO2, CDTWO1, CDTWO, CUO or NCUO as "Sir" or "Ma'am" (as applicable to the WO / CUO's gender);
  - (3) UA as "Mr", "Ms" or "Mrs" (as applicable to the UA's gender and preference);
  - (4) IOC - LCPL(AAC), CPL(AAC), SGT(AAC) or SSGT(AAC) by the IOC's rank (surname may be added after the rank);
  - (5) IOC - WO2(AAC) or WO1(AAC) as "Sir" or "Ma'am" (as applicable to the WO's gender);
  - (6) OOC - as "Sir" or "Ma'am" (as applicable to the OOC's gender);
  - (7) member of the ADF, ANC or AAFC in the same way as the AAC examples in (1) - (6) above.
- b. IOC and OOC are to refer to other IOC and OOC of the AAC, ANC and AAFC, and members of the ADF, as applicable from the list in sub-paragraph 11.a. Note that no IOC or OOC is to refer to any cadet as 'Sir' or 'Ma'am'.
- c. members of the AAC will usually refer to other members of a lower worn rank by the lower member's rank (surname may be added after the rank), or position (eg, CSM, RSM).

12. Further details on Forms of Address within the Australian Army (and therefore, the AAC) are contained in the Army Ceremonial and Protocol Manual, [Chapter 1 - Protocol](#),

paragraphs 1.18 - 1.35, inclusive.

#### Paying of Compliments

13. As a matter of courtesy, all members of the AAC are to salute (or otherwise extend compliments as appropriate) to Officers of the AAC, ANC, AAFC and ADF of a higher worn rank.
14. The saluting of Officers of the ADF is actually the custom of saluting the Commission granted to that ADF Officer. As OOC do not hold a Commission, there is no expectation for members of the ADF to salute OOC. However, should a member of the ADF afford an OOC the compliment of a salute, it is expected that the OOC will return that salute in accordance with Army customs and protocols.
15. Members of the ADF posted to an Army establishment position with the AAC Group are required to work within the concept of the AAC and Army components of the AAC Group working as a single organisation. Therefore, regardless of the lack of a Commission or Warrant being held by ACS, these ADF personnel are to observe all normal protocols between members of different ranks, whether ADF or ACS, noting that the act of saluting an OOC is not compulsory.

#### Annex:

- A. [Badges of Rank for the AAC.](#)

#### Notes:

1. Extract from the [AAC 'Vision' statement.](#)
2. This rank is to be phased-out of the AAC. For IOC who held this rank until 31 Sep 11, they may continue to wear the rank until they finish their continuous periods of appointment as an IOC. However, from 01 Oct 11, any person of Army SSGT rank who is appointed to the AAC in either the ADFIOC or FTIOC category is to receive the AAC rank of SGT(AAC). No IOC is to be promoted into this rank.
3. IOC holding this rank are to be referred to as 'Unit Assistant'. Other arrangements for Unit Assistant level IOC are contained in other relevant AAC Standing Orders.

#### Status Legend



Current  
and Promulgated



Cancelled / Expired

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**BADGES OF RANK FOR THE AUSTRALIAN ARMY CADETS**

**Officers of Cadets**

COL(AAC)	LTCOL(AAC)	MAJ(AAC)	CAPT(AAC)	LT(AAC)	2LT(AAC)
					

**Instructors of Cadets**

WO1(AAC)	WO2(AAC)	SSGT(AAC)	SGT(AAC)	CPL(AAC)	LCPL(AAC)	UA
						

**Cadets**

NCUO	CUO		CDTWO	CDTWO1	CDTWO2	CDTSGT	CDTCPL	CDTLCPL	CDT	CDTREC
	Regional CUO <sup>1</sup>	Other CUO								
									No Badge or Rank Slide	No Badge or Rank Slide

**Notes:**

1. <sup>1</sup>'Regional CUO' is an appointment for which there is a unique badge, however it is not a rank. The rank held by a person in the position of 'Regional CUO' is CUO.

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AAC Dress Policy Standing Instruction: Items of Dress

# AUSTRALIAN ARMY CADETS

## AAC DRESS POLICY - STANDING INSTRUCTIONS: ITEMS OF DRESS

### References:

- A. *AAC Dress Policy*
- B. *Army Dress Manual*
- C. *AAC Dress Policy - Standing Instruction: Orders of Dress*
- D. *AAC Dress Policy - Standing Instruction: Specific to Unit Items of Dress*
- E. *AAC Standing Orders Honours and Awards*

## INTRODUCTION

1. This Standing Instruction (SI) is issued in accordance with the Australian Army Cadets (AAC) Dress Policy and is to be read in conjunction with the policy and with reference to other SIs issued under the policy.

## AIM

2. This SI is designed to provide comprehensive details of all items of uniform that may be worn by AAC participants. It is to read in conjunction with Ref A and includes directions on how, when and with the manner in which the items are to worn.

## ITEMS OF DRESS

### AUSTRALIAN MULTI-CAM UNIFORM

3. The Australian Multi-cam Camouflage Uniform (AMCU) worn by the AAC is identical that of the Australian Army. It consists of trousers, shirt, general purpose jacket (GP Jacket) and field hat.

4. It is important to understand that the AMCU is the uniform of the Australian Army and an important part of Army's brand. The AAC is privileged to be permitted to wear the uniform.

5. To enable both Defence members and the public to identify AAC participants from Defence members it is important that AAC participants ensure that the either or both the AAC Shoulder Badge, and AAC Rank Insignia are always worn and are visible as is practically possible.

6. It is important for the reason of displaying the upmost respect to the Australian Army Uniform that items of dress not specifically identified as part of the dress, are not attached or worn with the uniform.

#### AMCU Shirt and Trousers

7. The AMCU shirt and trousers are to be matching in colour, style and age (within reason). It is to be clean and lightly pressed to remove wrinkles with the collar ironed flat. No creases are to be ironed into sleeves or to the back of the uniform, and under no circumstances are AMCU garments to be starched. AMCU trouser legs are worn bloused over the tops of the cadet boots. When wearing AAC Field Dress during water activities the trousers are to be unbloused for safety reasons.

#### AMCU General Purpose Jacket

8. The GP Jacket is the preferred jacket for cold and wet weather activities. It is acknowledged that supply of the item may be limited and AAC participants not issued or provided with a GP Jacket are permitted to wear any previously issued or provided Australian Army cold/wet weather

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## AAC Standing Instruction: Items of Dress

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jumpers/sweaters/jackets. If the AAC is unable to provide any of the above items, AAC participants may wear similar style privately acquired items (excluding non-Australian Army camouflage patterned items).

9. The AMCU cloth name tag and AAC shoulder badge is not to be sewn on the jacket.
10. The GP Jacket or any other cold and wet weather clothing is to be worn as top layers on the body. When worn in public, jackets are to be zipped and/or buttoned up to collar or breast pocket height. During activities in the field, the GP Jacket may be worn as required.

### **AMCU Combat and other Camouflage Uniforms – Not permitted.**

11. AAC participants are not authorised to wear the AMCU Combat Trousers or AMCU Combat Shirt, as issued to Australian Army personnel or privately acquired.
12. AAC participants are not permitted to wear any other forms of camouflage uniform.

## **BELTS**

### **Ceremonial Belt**

13. The ceremonial belt is worn by Cadet Warrant Officer Class Two (CDTWO2) ranks and below and is only worn with ceremonial orders of dress. The belt is black with brass buckles and keepers, which are to be highly polished. In order to ensure uniformity in appearance the belt is not to be painted or otherwise treated to produce a higher gloss finish. The belt is worn on the waist, with the tongue section of the buckle on the wearer's right hand side as shown in Figures 1-1 and 1-2.
14. Specific to unit historic belts may only be worn in lieu of the ceremonial belt in accordance with authorisations detailed in Ref D.
15. To fit the belt to the AMCU trousers at least one buckle and keeper may need to be removed and the belt passed through the trouser hoops before the buckle and keepers are reattached.
16. If the belt is too wide to fit through the hoops, the belt may be worn over the trouser hoops utilising four AAC special brass hooks as shown in Figures 1-4 and 1-5.
17. When not worn with AMCUs the ceremonial belt is worn outside the garments.

**Figure 1-1: The Ceremonial Belt**



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**Figure 1-2: Wearing the Ceremonial Belt**



### **White Ceremonial Belt**

18. The white belt is to be worn in same manner as the ceremonial belt with ceremonial orders of dress. When worn it is also worn with white gloves. The Sam Browne belt is not worn when wearing the white belt. The white belt is only to be worn under the following circumstances:

- a. Ensigns carrying the ANF or unit flags
- b. Escorts to the ANF, Duke of Edinburgh Banner and unit flags. If escorts are armed with the F88i a white sling is to be placed on the weapon.
- c. Escorts to the Duke of Edinburgh Banner wear a white belt fitted with the Australian Army Rising Sun buckle.

**Figure 1-3: White Ceremonial belt worn by escorts to the Duke of Edinburgh Banner**



### **Sam Browne Belt**

19. The Sam Browne belt is a brown leather belt with polished brass or gold plated fittings, detachable shoulder strap and frog and is worn with ceremonial orders of dress orders. Black leather belts with chrome fittings are not to be worn

20. The belt when worn with AMCU's may be worn through the trouser hoops of the trousers or if it is too wide to fit through the hoops it may be worn over the trouser hoops utilising four special AAC special brass hooks. The shoulder strap is not to be passed behind the rank slide of the AMCU shirt.

21. The Sam Browne belt is not worn when wearing white slung equipment or Drum Major's Sash.

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22. The only participants authorised to wear the Sam Browne belt are:
- a. ACS
  - b. Cadet Under Officers (CUOs)
  - c. National Cadet RSM (CDTWO) or Cadet WO1 (CDTWO1)
  - d. ACS and Cadets under training for the above ranks

**Standard Army Belt Hooks**

23. Standard Army belt hooks are to be worn on polyester trousers when either the ceremonial belt, white belt or the Sam Browne belt are worn. The hooks are worn so that they face downwards, with the outer portion of the hook over the front of the belt.
24. There is no provision for wearing hooks with the Service Dress Jacket. Belt hooks are to be highly polished.

**Special AAC Belt Hooks for AMCU**

25. The Special AAC brass hooks for AMCUs as shown in Figures 1-4 and 1-5 are a different design to the Army issue belt hooks and come in sets of 4. The hooks may be required on smaller sized trousers.
26. If using the AAC brass hooks for AMCUs it is recommended that that a discrete narrow belt (e.g. 32mm waist belt ('polyester belt')) may be worn to hold up the trousers and the black belt or Sam Browne is placed over the belt and belt hoops passing under the brass hooks.
27. The hooks are an interim measure pending AAC selecting an alternative arrangement.

**Figure 1-4: AAC Special Belt Hooks**



**Figure 1-5: Brass Hooks with Ceremonial belt**



**Duke of Edinburgh Banner Belt**

28. When a CUO is carrying the Duke of Edinburgh Banner as shown in Figure 1-6 the Duke of Edinburgh Banner Belt is to be worn together with white slung equipment and white gloves (the Sam Browne belt is not worn).
29. The Duke of Edinburgh Banner belt is worn over the left shoulder. It is not secured by wearing it under a waist belt, but may be fastened on the by an improvised attachment, that cannot be seen.

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Figure 1-6: Duke of Edinburgh Banner Belt



### Field Belt

30. AAC Participants may wear any suitable (green/olive/beige/camouflage) field belt with AMCU trousers when not wearing ceremonial orders of dress.

## BOOTS

### Cadet Boots

31. The cadet boot is the normal footwear for all AAC participants worn with AMCUs. Cadet boots are to be maintained in good repair and kept clean, and not to be polished but treated IAW the manufacturer's instructions.

32. AAC participants may wear privately procured boots in the same colour range as the cadet boot consistent with Ref B, from the Chief of Army (CA) endorsed range of boots at their own expense except when wearing AAC Ceremonial Dress.

33. Boots are to be laced IAW the manufacturer's instructions. In the absence of any instructions all footwear is to be laced as follows:

- a. the initial lace is to be horizontal across the inside of the footwear, through the lowest eyelets on each side of the boot.
- b. subsequent laces are to continue diagonally, outside over inside, upwards through all eyelets, to the top of the boot.
- c. laces are tied neatly at the top of the boot and shoe after having been passed through all eyelets

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34. An Officer in Charge (OIC) of an activity may authorise the wearing of special footwear on medical grounds or for safety reasons (e.g., runners for water activities, or participants with foot injuries).

## CANES

35. A qualified CDTWO2 appointed as a Company Sergeant Major (CSM) or cadets attending Warrant Officer or Sergeant promotion courses may carry a cane with Barracks Dress or Ceremonial Dress. The cane is to be of a polished brown or natural timber colour and fitted with brass fittings.

36. The cane is not to be carried on a formal parade.

## CEREMONIAL DRESS

37. Ceremonial orders of dress are to detailed in Ref C and include:

- a. AAC Ceremonial Dress (*AMCUs*)
- b. AAC Scottish Dress: Ceremonial
- c. Service Dress and 'Polyesters'

38. The authority to wear Service Dress and 'Polyester' orders of dress is detailed in Ref C

39. Details of each item of dress worn with Ceremonial Dress are specified within the relevant section of this manual.

### The Kings School Cadets Corps

40. The Kings School Cadets Corps, Parramatta New South Wales is authorised to wear the school uniform in lieu of the AAC Ceremonial uniform as shown in Figure 1-7. All other AAC embellishments may be worn with the uniform. The uniform is not provided at public expense.

Figure 1-7: Kings School Cadet Corps Ceremonial Dress (Sergeant)



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### Monivae College Cadet Unit

41. The Monivae College, Hamilton, Victoria is authorised to wear the school's tartan winter uniform skirt in lieu of wearing AMCU Ceremonial uniform as shown in Figure 1-8. When wearing this order of dress, cadets are to wear the shirt polyester and slouch hat with all authorised embellishments. The uniform is not provided at public expense.

**Figure 1-8: Monivae College Cadet Unit Ceremonial Dress (Cadet Under Officer)**



### COLLAR BADGE

42. The AAC collar badges are miniature versions of the AAC hat badge and are worn with the Service Dress Jacket and Mess Jacket. The positioning of the collar badges on the Service Dress Jacket can be found in Ref B. A specific to unit historic collar badge may be worn in lieu of the AAC collar badge in accordance with authorisations detailed in Ref D.

43. On the mess dress jacket collar badges are positioned centrally and level on the lapel collar with the top of the badge 18cm (in a direct vertical line) to where the centre top of epaulette touches the collar.

### Gorget Patch

44. ACS holding the rank of Colonel (AAC) are to wear a Royal Blue gorget patch IAW with the requirements of Ref B.

## COMMENDATIONS AND AWARDS

### Commendations

45. Official Australian Defence Commendation badges and the AAC Commendation badges as shown in Figure 1:9, may worn by AAC participants with orders of dress IAW Ref C. The badge is worn central and 10mm above the name badge on AMCUs as shown in Figure 1:10 (less Field Dress) right pocket or 10mm above pocket on polyesters shirt of Service Dress jacket. If in possession of

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more than one commendation a maximum of 3 are to be worn with the highest award on the right with a 10mm gap between commendations.

Figure 1:9 Image of AAC Commendations (Gold, Silver and Bronze)



Figure 1:10 Image of AAC Silver Commendation on AMCU Shirt



**Adventure Training Award**

46. The Adventure Training Award (ATA) badge shown in Figure 1-11 is worn by eligible cadets and by ACS who were previously awarded the ATA as a cadet participant with orders of dress IAW Ref C. The ATA Badge is worn with the lower tip of the badge positioned centrally 10mm above the top of the left pocket as shown in Figure 1-12.

Figure 1-11: Adventure Training Award



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**Figure 1-12: Adventure Training Award - AMCU Shirt**



47. On the Mess Dress Jacket badges are positioned centrally and level on the left lapel collar with the base of the badge being 10mm (in a direct vertical line) above the collar badge or above any medals.

#### **Duke of Edinburgh Award**

48. Although this award is not an AAC award it may be won by AAC Participants. The highest awarded Duke of Edinburgh awards as shown in Figure 1-13 may be worn with orders of dress Ref C. The badge is worn 10mm from the top and 10mm from the inside corner of the right pocket.

**Figure 1-13: Duke of Edinburgh Award (Gold)**



#### **Trade, Qualifications and Achievement Badges**

49. ACS who are current and former members of the Australian Army that are currently entitled to wear (or were entitled to wear on discharge) Australian Defence Force Commendations, trade, qualification and achievement badges (excluding the Army Individual Readiness Notice Badge) may wear the appropriate badges on the Service Dress Jacket, Polyester Shirt or the AAC Mess Dress. They are to be worn in accordance with Ref B.

50. When wearing AAC Ceremonial uniform (AMCU Shirt) participants listed in para 49 may wear the following badges:

- a. Australian Defence Force Commendations and Soldiers Medallion Badge
- b. Aircrew Badges
- c. Infantry Combat Badge
- d. Army Combat Badge
- e. Parachute Instructor brevet badges

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- f. Military or Recruit Instructor Badge (only one is worn) – (worn on USP)
- 51. Cadets may wear AAC Cadet Trade badges on orders of dress in accordance with *SI: Orders of Dress*
- 52. No other commendations or awards are to be worn.

## GLOVES

### White Cotton Gloves

- 53. White cotton gloves are to be worn by:
  - a. Ensigns carrying the ANF, Duke of Edinburgh Banner or Unit Flags
  - b. Escorts and the CDTRSM when a member of the escorting party to the above.

### White Gauntlet gloves

- 54. White gauntlet gloves may be worn by drum majors and bass drummers.

### Field Gloves

- 55. Suitable privately acquired gloves complementary to the colours of AMCU's may be worn in the field for the purpose of sun protection and warmth.

## HEADDRESS

- 56. The signature headdress of the Australian Army and the AAC is the **Hat Khaki Fur Felt (KFF) or Slouch Hat**. The Slouch Hat is known and respected around the world and across the Australian community and is the principle headdress of the AAC in its various forms since the establishment of Commonwealth Military Cadet Corps (CMCC) on 16<sup>th</sup> July 1906.

- 57. Figure 1:14 is one of the earliest images of an cadet unit after the establishment of the CMCC showing the Southport School Cadet Unit proudly wearing the Slouch Hat.

**Figure 1:14 The Southport School Cadet Unit (CMCC) November 1907**



Reference: *Southportonian* 2015

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58. Correct headdress is to be worn at all times whilst wearing the Army Cadet uniform on Defence establishments and in public, including: shopping centres and airport common area, carparks and outdoor areas.
59. Headdress is not to be worn in the following circumstances:
- when entering the office environment
  - when in a vehicle, unless participating in a ceremonial parade
  - when attending an indoor or outdoor church service, unless participating in a ceremonial role
  - when entering messes, clubs, restaurants, cafeterias, eateries and individual shops but must be worn when exiting
  - when awaiting and/or boarding any public transport asset.

**Hat Khaki Fur Felt**

60. The Hat KFF is worn with, puggaree, hat badges, AAC Unit Colour Patch (UCP) and chinstrap.
61. When worn with Barracks Dress the brim is to be flat and turned down, the Australian Rising Sun is not worn. The maximum natural fall of the hat at the front and rear is not to exceed 20mm below the natural horizontal level of the brim as shown in Figure 1-15.

**Figure 1-15: - Wearing the Hat KFF with AAC Barracks DRess**



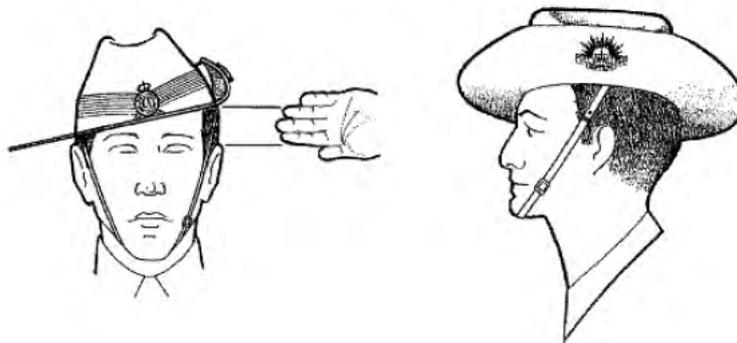
62. When worn with Ceremonial orders of dress the Australian Rising Sun Badge is to be worn on the left hand side with the brim turned up. The Hat KFF is to be worn as in Figures 1-16 and 1-17

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**Figure 1-16: - Wearing the Hat KFF with AAC Ceremonial Dress**



**Figure 1-17: - Wearing the Hat KFF – Showing correct positioning**



### **Australian Army Rising Sun Hat Badge**

63. The Australian Army Rising Sun Badge, Figure 1-18 is traditionally worn by members of the Australian Army and Australian Army Cadets and is the authorised emblem of the Australian Army. The large Australian Army Rising Sun Badge is worn on the left side of the by all AAC participants. The Australian Army Rising Sun Badge is not to be worn on the Hat KFF when the brim is worn down.

**Figure 1-18: Australian Rising Sun Badge**

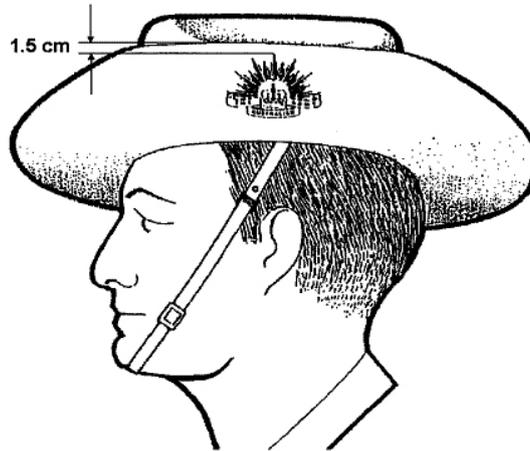


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### Positioning the Australian Rising Sun Badge on the Slouch Hat

64. The badge is positioned centrally on the left side brim, facing outward when the brim is turned up. The highest point of the badge is to be 1.5 cm below the edge of the brim, as shown in Figure 1-19.

**Figure 1-19: Positioning the Australian Rising Sun Badge on the Hat KFF**



### Australian Army Cadets Hat Badge

65. The AAC Hat Badge as shown in figure 1-20 is worn centrally on the front and touching the brim of the Hat KFF. The badge features the emblem of the AAC. The AAC Hat Badge is worn by all ACS and Cadets A specific to unit historic Hat Badges may be worn in lieu of the AAC Hat Badge in accordance with authorisations detailed in Ref D

**Figure 1-20 AAC Hat Badge**



### Chinstrap

66. The chinstrap is to be of brown leather. It is to be worn at the point of the chin with the lower buckle positioned on the left cheek so that it is level with the corner of the mouth when the hat is worn with the brim up. When the brim is worn down and the hat is worn level on the head, the chinstrap buckle will be positioned slightly below the corner of the mouth. The metal fittings are not to be polished.

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## AAC Standing Instruction: Items of Dress

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### Puggaree

67. The puggaree is khaki in colour with seven folds and is fitted to the Hat KFF centrally on the brim. Specific to unit historic puggarees may be worn in lieu of the AAC puggaree in accordance with authorisations detailed in Ref D.

### AAC Unit Colour Patch

68. The official colours of the AAC are blue and gold. The colours selected were based on the heraldic colours of Australia. The colours of the wreath in the Commonwealth Coat of Arms granted by royal warrant in 1912 were described as *Or and Azure (Or being French for Gold and Azure being a mid shade of blue)*. The colours were also selected as the colours for the Order of Australia and ribbons for Defence Force Long Service Medals.

69. The AAC Unit Colour Patch (UCP) is a blue and gold square and is worn centrally on the right side of the puggaree of the Hat KFF. The blue faces towards the front and uppermost. They are not approved for wear on other forms of headdress or other items of clothing. The correct positioning of a UCP on the puggaree of the Hat KFF is shown in Figure 1-21.

**Figure 1-21: Positioning the Unit Colour Patch on the Hat Khaki Fur Felt**



### Field Hat

70. The field hat (AMCU) is worn with field dress and may be worn when participating in physical training with physical training clothing. The issued field hat must not be cut, shortened or amended in way to alter its appearance. The issued field hat may be worn with cordage and locking plunger.

### AMCU Field Cap (Baseball cap)

71. The AMCU Field Cap (baseball cap) is not to be worn.

### Berets

72. Berets are not authorised to be worn in the AAC.

### Scottish Headdress

73. Units with a Scottish heritage may wear Scottish Headdress with orders of dress IAW Ref C in accordance with authorisations detailed in Ref D..

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### Turbans or Patka

74. Turbans or patkas may be worn by members of the Sikh religion with all orders of dress. The colour of the turban or patka is to be black, tan to mid brown in colour. The material used is to be the standard currently worn by a Sikh religious member. The hat badge is to be worn at the front of the turban, central to the head, 1 cm above the turban overlap. The hat badge is not worn with Field Dress. When ACS participants are required to remove their headdress the turban or patka is not removed.

### Hijab or Jibab

75. The Hijab and Jibab and similar styles of headdress worn for cultural and religious reasons is a valid item of dress. These items are not to be worn in a way that conceals the identity of the person. The majority of the face forward of the ears, to the top of the neck below the chin and above the eyes is to be exposed. The head covering material is to be tucked neatly inside the collar of the uniform. The AAC does not specify any particular colour that this headdress must be as by custom the colours are designed not to bring attention to the item and are hence usually dark or dull in colour. A hat badge is not worn with the Hijab or Jibab. The wearer may wear headdress over the item.

### Sun Safety

76. Regardless of the headdress being worn, individuals and supervisors have a responsibility to ensure that adequate sun protection/sun screen is applied based on the relevant risk of sun exposure.

## LANYARD

77. The AAC lanyard is Royal Blue and is worn on the polyester shirt and service dress jacket on the right shoulder. Specific to unit historic lanyards may be worn in lieu of the AAC lanyard if in accordance with authorisations detailed in Ref D. If worn they are worn on the left shoulder and tied in mirror image of the AAC lanyard.

78. The lanyard is worn around the shoulder, passing under the epaulette and under the arm, with the ball of the loop to the rear and with the loose end, which terminates with the larger loop, passing beneath the breast pocket button and secured on the inside of the pocket. The method of knotting and wearing the lanyard can be located in Ref B.

## MESS DRESS

79. Mess Dress is an optional order of dress that may be worn by Cadets of the rank of CDTSGT and above and ACS at formal mess dinners. Details of Mess Dress are provided in Ref C.

80. When formal mess functions are held ACS Participants and Cadets may wear 'civilian mess dress equivalent' or 'black tie'. As 'Civilian mess dress equivalent' or 'black tie' is not a strictly defined dress, AAC participants may wear a white mess jacket, black trousers or cummerbund (etc) 'similar in style' to the army mess dress purchased from a retail supplier as acceptable dress.

81. Under these circumstances it is permitted for AAC participants to wear AAC embellishments on a white civilian mess-type jacket in civilian mess dress equivalent.

Example
<i>An AAC unit has used its own funding to source a supply of civilian mess white-type jackets (similar in style if not identical to the mess jacket) and burgundy cummerbunds (consistent with its unit historical colour). Cadets of the rank of CDTSGT and above wear these items with plain black trousers or skirts, white shirt and black bow tie along with standard embellishments including a unit collar badge provided by the unit to create a uniform appearance. This is considered an acceptable form of 'civilian mess dress equivalent'.</i>

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AAC Standing Instruction: Items of Dress

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**NAME TAGS**

82. A name tag, with embroidered black uppercase characters 15 mm high, on an AMCU background is to be worn on AMCU shirts. The specifications for name tags are in Figure 1–22. Names are not to be embroidered directly onto shirts.

**Figure 1–22: Name tag specifications**



83. Name tags are sewn onto shirts, centrally above the right pocket with the lower edge of the name tag immediately above the pocket seam, as shown in Figure 1–23.

**Figure 1–23: Position of name tag above right pocket**



**NATIONAL DISTINGUISHING SIGN  
AUSTRALIAN NATIONAL FLAG PATCH**

84. The high visibility distinguishing sign– Australian National Flag (ANF Hi Vis) as shown in Figure 1-24, is worn by all AAC Participants when wearing AMCU. The patch is worn on the velcro patch on the left sleeve under the Australian Army Cadets Badge.

85. As AAC Participants do not participate in operations or in military field training the low visibility sign distinguishing-ANF or any other form of the ANF is not permitted to be worn.

**Figure 1-24: Authorised ANF Patch**



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## NECKTIE

### Necktie khaki polyester

86. A khaki polyester necktie is worn with service dress and polyester shirt (long sleeve). The knot is to be tied as a Windsor knot IAW Ref B. The khaki polyester tie mounted on elastic bands may also be worn.

## ORDERS DECORATIONS AND MEDALS

87. Policy regarding Honours and Awards within the AAC is detailed in Ref E. The document is to be read and applied in conjunction with this instruction.

88. AAC participants may wear orders decorations and medals on the left breast only with the orders of dress in accordance with Ref C.

89. Foreign orders decorations and medals may only be worn if approved in accordance with Ref E.

90. The Australian states and territories and some Commonwealth government departments, such as the Australian Federal Police and the Australian Border Protection Forces, have instituted a range of awards to recognise service and achievement, these include long service and bravery awards for police, ambulance, emergency service and corrective service participants and in Western Australia, a Cadet Service Medal. These honours and awards are not considered as part of the *Australian Honours and Award System*. Approval must be sought in accordance with Ref E for these honours and awards to be worn. If approved, they are worn on the right breast.

91. On all orders of dress with pockets (including AMCUs) medals are to be positioned so that the medal(s) is central with top of the medal 16mm above the top of the pocket.

92. Medals worn on Mess Dress are to be miniatures and are to be positioned centrally and level on the left lapel with the bottom of the medals 10mm above the top of collar badges.

### Wearing Medals of a Deceased Family Member

93. Army has a strict policy as detailed in Ref B that prohibits the wearing of medals of a deceased family member on any Army uniform. AAC participants are provided a special exemption from this policy and are privileged to do so. Strict compliance is to be maintained for this privilege to remain in place.

94. AAC participants when authorised in orders of dress in accordance with Ref C may wear the medals of a deceased family member. The requirements for wearing medals of a deceased family member are as follows:

- a. the family member must be deceased.
- b. the deceased person was to have been a family member of the participant's family. The interpretation of 'family' is left to the participant and their family to determine as appropriate.
- c. only the medals of a single family member may be worn.
- d. only official *Australian Honours and Awards System* issued medals (or foreign medals that were approved to be worn by the deceased member) whilst serving in the ADF may be worn.
- e. medals are to be worn as a single band and in the correct order of precedence.
- f. medals must be worn on the right breast pocket.
- g. medals may only be worn at ceremonial activities associated with significant memorial services (eg ANZAC Day and Remembrance Day)

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**Note:** It is an offence under the Defence Act 1903 to wear a service decoration if the person wearing the medal is not the person on whom the decoration was conferred, However, if that person on whom the decoration was conferred is deceased and the person wearing the decoration is a family member, no offence is committed.

## PACE STICKS

95. Pace sticks may only be carried with orders of dress in accordance with Ref C by an appointed Cadet Regimental Sergeant Major. The pace stick is to be of polished brown or natural timber colour and fitted with brass fittings.

## SASHES

### Scarlet shoulder Sash

96. The Scarlet shoulder sash is worn with orders of dress as specified in Ref C by CDTWO2s and CDTSGTs. The scarlet shoulder sash is worn diagonally over the right shoulder, discreetly pinned to the shoulder if required, (or under the shoulder epaulette) with the tassels hanging from the left side. The front is worn under the belt and the rear is worn over the belt. Only units authorised in accordance with Ref D may wear a different coloured shoulder sash.

## SHOULDER and SLEEVE BADGES

### AAC Shoulder Badge

97. The AAC Shoulder Badge embroidered on appropriate backgrounds as shown in Figure 1-25 is sewn and worn on the left sleeve of the following garments:

- a. A gold badge on a blue background is worn on the following garments:
  - (1) AMCU Shirt
  - (2) Polyester Shirt
  - (3) Service Dress
- b. A gold badge on a white background is worn on the following garments:
  - (1) Mess Dress White Jacket

**Figure 1-25 The Australian Army Cadets Shoulder Badges**



**Blue**



**White**

98. The AAC Shoulder Badge is positioned on left sleeve of shirts and jackets with the centre of the top edge of the badge 1 cm below the centre of the top of the sleeve and 2cm below the centre of

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## AAC Standing Instruction: Items of Dress

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the top of the jacket as shown in Figure 1–20. The badge is to be aligned on a vertical line from the centre of the shoulder to the centre of the cuff. The badge may not be parallel to the shoulder seam.

**Figure 1-26: Positioning the AAC Shoulder Badge on AMCU Shirt**



### Shoulder Patch

99. The shoulder patch is a rectangular velcro backed patch affixed to the right sleeve of the AMCU shirt, it is not to be confused with oval AAC shoulder badge, sewn on the left sleeve (para 98), There are three (3) types of shoulder patches worn by AAC Participants:

- a. AAC unit shoulder patches (USP)
- b. Activity Patches
- c. Identification Arm Patches

**Figure 1-27: Positioning the AAC Shoulder Patch**



### AAC Unit Shoulder Patches (USP)

100. The authorised AAC USPs are detailed in Annex A and is worn on the velcro patch on the right sleeve of the AMCU shirt.

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### Activity Patches

101. The authorised authority for the approval of an AAC activity, in consultation with the respective RSM, may approve specific activity badge(s) to be worn for specific activities conducted within its own authority. The purpose of these patches are:

- a. to encourage team identity and esprit de corps
- b. for ease of identification of respective team members
- c. for ease of control and supervision across inter/intra unit/battalion/brigade or national activities
- d. as a token of recognition for participation in the activity

102. The design must be respectful and consistent with Army and Army Cadet values. Designs should not include:

- a. emblems of death, destruction, killing, cross hairs or any inappropriate objects
- b. the use of cartoon characters or any designs that may have a registered trade mark over it
- c. military weapons presented in an aggressive nature, (crossed rifles or standard swords are acceptable)
- d. the use of the Crown (as it requires approval from Army Ceremonial)
- e. altered, modified or defaced versions of the Rising Sun or Army Corps/Unit badges
- f. altered, modified or defaced versions of the AAC Badge
- g. a predominantly camouflaged low visibility design

103. authority to wear the badge is to made in the activity instruction and the wearing of activity patches is only permitted during the conduct of the relevant activity.

104. The patches are not provided at public expense.

### Identification Arm Patches (IAP)

105. When necessary, identification arm patches of the approved design are worn to identify the wearer with a specific role only during the specific activity. A sample is shown in Figure 1- 28. Only one patch is to be worn and is worn on the right sleeve.

**Figure 1-28: Identification Patches**



Food Management Officer Identification Patch

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**AAC Standing Instruction: Items of Dress**

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106. Other designs of identification arm patches e.g., Duty Student, Directing Staff, Medical Staff, Chaplain etc., may be worn.

107. Due to the protections provided under the Geneva Convention, a Red Cross on White Background is not permitted to be used under any circumstances, dedicated medical or first aid staff may be identified by other means.

**Shoulder Flash - Embroidered**

108. Only units with authorisations detailed in Ref D are to wear a specific to unit historical shoulder flash embroidered and sewn on the right sleeve above the unit colour patch central and 10mm from the top of the shoulder seam. The item is not to be provided at public expense.

**Shoulder Titles "AUSTRALIA"**

109. Gold shoulder titles 'AUSTRALIA' are worn in pairs and are to be worn as follows:

- a. When wearing
  - (1) Service Dress Jacket
  - (2) Mess Jacket
  - (3) Scottish Ceremonial Jacket
- b. ACS and CUOs, on shoulder boards when wearing the khaki shirt.
- c. Cadets below the rank of CUO, on the epaulette when wearing the khaki shirt.

**Shoulder Boards**

110. Khaki detachable shoulder boards are worn in pairs by ACS and CUOs with the khaki shirt. Shoulder boards are worn with metal badges of rank.

**RANK INSIGNIA**

**AMCU Rank Insignia**

111. Appropriate AAC woven AMCU rank (and appointment) insignia is to be worn by all AAC participants whilst wearing the AMCU uniform. Images of the AAC rank insignia are located in Annex B. Only units with authorisations detailed in authorised IAW Ref D may wear a specific to unit historic rank insignia in lieu of the AAC rank insignia.

112. Cadet Recruits are to wear the same rank insignia ("ARMY CADET") as a Cadet. The epaulette should not be left blank.

113. When AMCU slides are not available it is acceptable to wear DPCU slides as a short term alternative.

114. Units are authorised to make minor temporary variations to authorised AMCU rank slides notwithstanding paragraphs 105-107.

Example 1.
New cadets may be provided a simple coloured band/stripe placed around the rank slide or epaulette to indicate their status and to assist in easy identification.
Example 2
At activities with a significant number of cadets groups of like cadets may be identified with a disguising band/stripe placed around the rank slide

115. The funds required for the variations to rank slides are not provided at public expense.

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AAC Standing Instruction: Items of Dress

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**Service Dress, 'polyesters' and Mess Dress**

116. When wearing Service Dress, 'polyesters' or Mess Dress, rank insignia is to be the same as the Army gold coloured insignia IAW Ref B.

**Chaplain Insignia**

117. An ACS appointed Chaplain may wear the following insignia:

- a. Ordained Chaplains may wear on their uniform the same collar insignia as for Army Chaplains
- b. Chaplains who are not ordained may wear an appropriate identification patch.

**Australian Defence Force Rank**

118. AAC Participants with past or current Australian Defence Force rank must only wear the rank identification of their AAC position when performing any AAC role.

**RELIGIOUS AND CULTURAL ITEMS**

119. Adherents of the Sikh religion are permitted to observe a number of symbolic requirements which includes the wearing of an iron bangle (Kara) and other customs. The AAC acknowledges the importance of these symbols, however, due to the potential risks and to enable strict safety requirements to be established, permission must be obtained from HQ AAC before any AAC participants may carry a symbolic dagger (Kirpan).

120. When wearing Scottish orders of dress it is often customary for the Dirk and Sgian Dubh to be worn. The AAC acknowledges the importance of these symbols, however, due to the potential risks and to enable strict safety requirements to be established, permission must be obtained from HQ AAC before any AAC participants may carry a bladed Dirk and bladed Sgian Dubh.

**SWORDS**

121. The primary sword to be used in the AAC is the Infantry sword. The sword is only to be carried by the following:

- a. ACS
- b. CUOs
- c. CDTWO (National Cadet RSM) and CDTWO1
- d. Drum Majors
- e. AAC participants under training for the above positions

122. When swords are to be worn the following items are to be worn except as otherwise stated:

- a. Sam Browne belt with sword frog
- b. sword with leather scabbard
- c. leather sword knot

123. An RSM does not carry a pace stick when wearing an Infantry Sword; however, a pace stick is carried when wearing white slung equipment.

124. Swords are only to be carried when participating in a parade or as a reviewing or host officer or when under training.

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AAC Standing Instruction: Items of Dress

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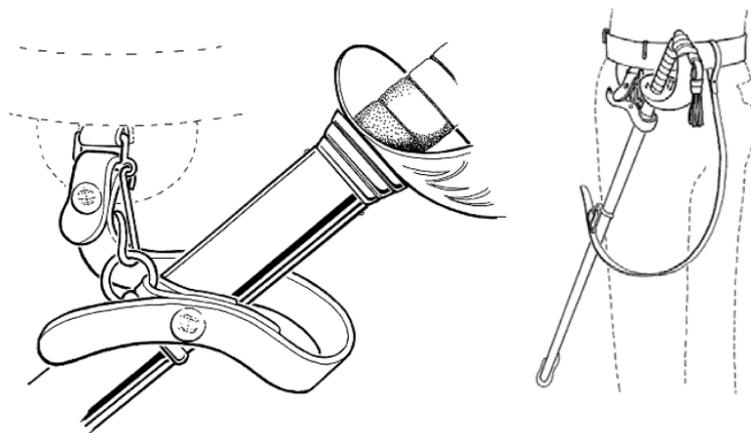
125. AAC units with a Scottish heritage as authorised in accordance with Ref C may carry the Scottish basket hilt broad sword in lieu of the Infantry Sword.

**Ensigns of the Duke of Edinburgh Banner, Regimental Sergeant Major and Drum Major**

126. The ensigns of the Duke of Edinburgh Banner, RSM and Drum Majors are to wear the following equipment (white slung) on ceremonial parades IAW Figure 1-29:

- a. Sword
- b. Steel Scabbard
- c. White leather sword knot
- d. White sword belt
- e. White Gloves (Drum major wear gauntlets)
- f. Duke of Edinburgh Banner Belt (Ensign)

**Figure 1-29: Wearing sword equipment (slung)**



**PHYSICAL TRAINING AND SPORTS DRESS**

127. The AAC does provide a physical training or sports uniform for participants. When conducting physical training or sports, participants are to wear practical and publically acceptable civilian sports attire that may include; t-shirts, collared shirts, polo shirt, singlets, football style tops, hoodies, shorts, sports skirts, compression pants/shorts, active wear, sports socks, running shoes or specific to sport items of clothing. All items are to be of a non-revealing nature.

128. Any logo or markings on any sports attire must not be offensive.

129. Units or higher authorities may approve a specific to unit/activity t-shirt, polo tops or sports tops with unique designs. Designs are to be constant with the design principles as specified in para 103 as for Activity Patches.

130. When AAC Field Dress is worn for appropriate physical or sporting activities (eg representative drone racing teams) a specific to unit/activity shirt may be worn in lieu of the cadet issued t-shirt and AMCU shirt.

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AAC Standing Instruction: Items of Dress

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131. Physical and sporting attire is not provided at public expense.

**ANCILLARY ITEMS**

132. A list of authorised ancillary items that may be worn or used in conjunction with AAC uniform is detailed at Annex C.

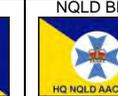
**SPECIFIC TO UNIT HISTORIC ITEMS OF DRESS**

133. Items of dress authorised in Ref D may be worn by the respective AAC participants posted to those units in lieu of the item of dress identified in this SI.

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AAC UNIT SHOULDER PATCHES

TABLE A-1 AAC Unit Shoulder Patches

HQ AAC								
								
 HQ NT AAC BN	 HQ TAS AAC BN	 HQ SA AAC BDE	 HQ WA AAC BDE	 HQ QLD AAC BDE	 HQ NSW AAC BDE	 HQ VIC AAC BDE	 HQ QLD AAC BDE	 HQ NSW 2ND BDE
 NT AAC BN	 TAS AAC BN A COY	 SA AAC BDE 40	 WA AAC BDE 50	 QLD AAC BDE 10	 NSW AAC BDE 20	 VIC AAC BDE 31	 QLD AAC BDE 80	
	 TAS AAC BN B COY	 SA AAC BDE 41	 WA AAC BDE 51	 QLD AAC BDE 11	 NSW AAC BDE 21	 VIC AAC BDE 32	 QLD AAC BDE 81	
		 SA AAC BDE 42	 WA AAC BDE 52	 QLD AAC BDE 12	 NSW AAC BDE 22	 VIC AAC BDE 33		
			 WA AAC BDE 53	 QLD AAC BDE 13	 NSW AAC BDE 23	 VIC AAC BDE 34		
				 QLD AAC BDE 14	 NSW AAC BDE 24			
				 QLD AAC BDE 15	 NSW AAC BDE 25			
				 QLD AAC BDE 16				

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AAC Standing Instruction: Items of Dress

ANNEX B TO  
AAC DRESS POLICY  
SI: ITEMS OF DRESS

IMAGES OF AAC RANK SLIDES

NATIONAL  
CUO



NATIONAL  
ADJUTANT &  
TRAINING OFFICER  
(CUO) (Appointment)



REGIONAL (CUO)  
(Appointment)



CUO



NATIONAL CDT RSM  
WO



WO1



WO2



SGT



CPL



LCPL



CADET



CADET RECRUIT



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AAC Standing Instruction: Items of Dress

ANNEX B TO  
AAC DRESS POLICY  
SI: ITEMS OF DRESS

COL (ACS)  
NATIONAL  
ASSISTANT  
COMMANDER



LT COL (ACS)



MAJ (ACS)



CAPT (ACS)



LT (ACS)



2 LT (ACS)



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**AUTHORISED ANCILLARY ITEMS**

1. Ancillary items that are authorised to be worn and/or used in conjunction with the authorised uniforms are listed in table C-1.

**Table C-1 Authorised Ancillary Items**

Description	Comments
Backpacks	Plain Black, Plain Beige, AMCU/DPCU, may be carried as per ADM. School Based Units Cadets may carry an approved official school bag with uniform. Not issued at Public expense.
Camel Backs	Black, Brown, Khaki, Green or AMCU/DPCU, may be worn as per ADM. Not issued at Public expense.
PC Cases / Briefcases	Black, Brown or Silver, –may be carried as per ADM. Not issued at Public expense.
Gloves	Field Dress – Approved Not Issued at Public Expense Ceremonial Dress – White Gloves for selected participants as per Chapter 2 White Gauntlet Gloves – Bandmaster, Bass Drummers
Hand Bags/Clutch Bags	Black Leather – May be carried as per ADM. Not issued at Public expense.
Stockings/Pantyhose	May be worn as per ADM. Not issued at Public expense.
Umbrella	Black – May be carried as per ADM. Not issued at Public expense.
Sunglasses	May be worn as per ADM. Not issued at Public expense.

**Policy Sponsor – Regimental Sergeant Major Australian Army Cadets**

**Current Version Change**

**Released Oct 2024**

No.	Ver 01	Authorised by COMD AAC
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CN/IN/2021/ 133

OCN ID: BS17484942  
Object ID: BS17473634  
Date Registered: 04 Feb 21  
Registered By: CN Secretariat

**Document Title** 133 - 210204 - Brief for CN - Changes in the Administration of the Australian Navy Cadets BS17484942

Name/ Appointment	Code/ Response Req'd	Comments
PSO DCN  9/2/21	s22  s22	Returned for corrections and resubmitted 06 Feb 20 s22
DCN	s/c Response Req'd	
s22 CN	s22 Response Req'd 15/2	Good work!
100-cn	I/A Response Req'd	
OGANC	A Response Req'd	
	Response Req'd	
	Response Req'd	

A - Action    I - Information    C - Comment    D - Draft Reply    E - For Signature    F - File    G - Discuss

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	<b>NOTING BRIEF FOR CN</b>	
	<b>CHANGES IN THE ADMINISTRATION OF THE AUSTRALIAN NAVY CADETS</b>	
	Division / Directorate: DGANC	Reference: BS17473634
Timing: Routine	Action required by:	
Copies: DGFNW, DGNP, ASFIN-N		

**Recommendations:**

That you:

s22



- vii. **note** a change to ANC uniform for cadets who will be issued a black brassard to wear on their left shoulder to display youth development achievements with procurement and distribution managed within current approved budget allocation

NOTED / PLEASE DISCUSS

s22



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CN / DCN SUPPORT 08/2  
CDR / Bk No.  
Incoming No. 2021/133.  
Id No. BS17484942

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**Consultation**

s22

9. Further consultation will take place over the coming months to assess progress of the reform, progress into the next phases, and make changes if necessary.

s22

Approved by: s47E(c) Digitally signed by s47E(c) Date: 2021.02.08 3:42:11 +11'00'	
<b>MK Slattery</b> CDRE, RAN DGANC	
04 Feb 21	
Contact Officer: CMDR s47E(c)	Phone: s47E(c)

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DCN Comments:

s22

s22

**CE Smith, CSM**  
RADM, RAN  
DCN

Feb 21

CN Comments:

s22

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**MJ Noonan, AO**  
/ADM, RAN  
DN

15 Feb 21

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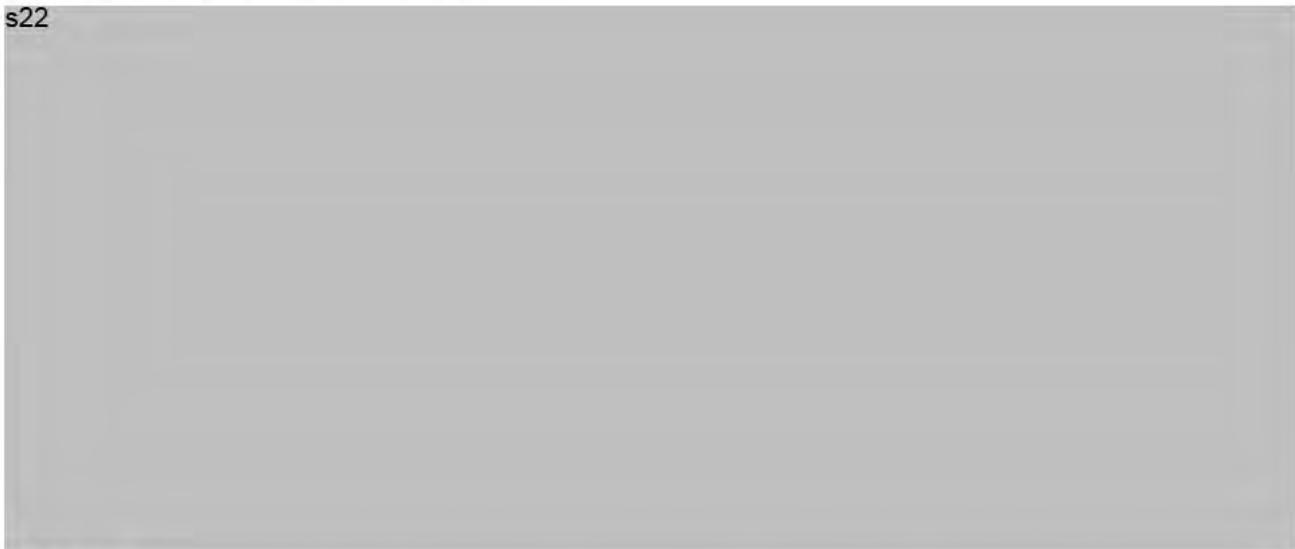
**Annex B to  
Australian Navy Cadets SLG  
01/21 Minutes**

**Training Brief**

**Agendum Paper:** Agenda Item 3  
**Title:** Training Update  
**Sponsor:** Deputy Director Training (DDT)

**Deputy Director Training Update:**

s22



**Tasking**

5. On 4 Feb 21, DGANC tasked DDT *‘to develop and produce a national ANC Cadet guide that can be used by the ANC to progress cadets through a range of tasks, which will result in awards and promotions in rank. The intention is to have cadets develop personally, including investing time to tasks within their community and learning life and vocational skills. Tasks will be grouped and linked to an award (badge) that can be sewn onto a brassard that will be worn on their DPNU. The guide will be developed in a manner that allows cadets to take positive control of their own progression.’*

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9. LEUT s47E(c) has made good progress with LMS designers and different suppliers and provided some forecast estimates as part of a Business Case for RYD consideration (attached)

10. LEUT s47E(c) and CPO s47E(c) continue to build a range of Learning Outcomes to align with the Bronze level proficiencies of Cooking, Navigation and Physical Fitness & Well-being *Special Awards* courses. It is anticipated a draft LMS demonstrator will be available for SLG comment/feedback in due course. Furthermore, the development of a draft National Training Guide (NTG) for Cadets continues to be a priority however, given much of the training material was sourced from RAN schools and the ANC Training Reference Manual (and written for an adult audience) it is necessary to re-shape the content and context for use by 12-15 year Cadets. This work will ensure the NTG is fit-for-purpose in all respects and the Guide supports a coherent, useful and challenging range of life-skilling activities.

11. DDT is working towards a time-line that delivers a draft NTG to cover the Bronze level proficiencies in Cooking, First Aid, Navigation, Physical Fitness & Wellbeing by **30 Jun 21**. The production of Learning Outcomes and the attendant Silver and Gold level proficiencies will require ANC training development assistance to ensure the program remains aligned with the intent of the ANC *Special Awards* program and harnesses the effective use of the MTC and other commercial providers – see diagram (ii)

**Youth Development Program – Special Awards**

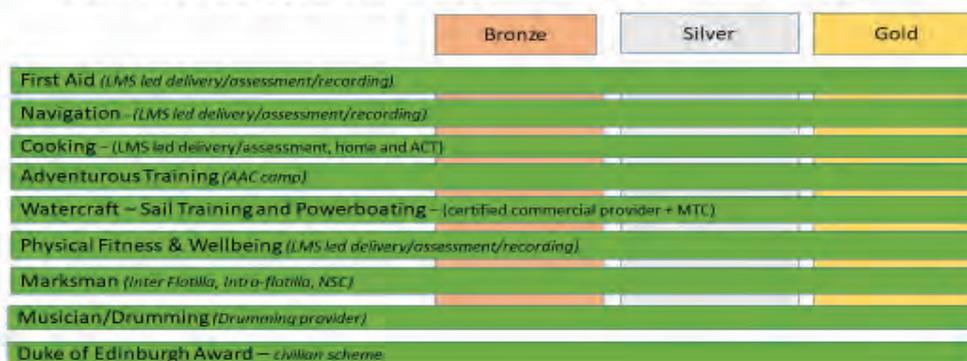


Diagram (ii)

s22



s47E(c)

CMDR RAN  
DDT

12 Apr 21

Enclosure

s22





## **AUSTRALIAN NAVY CADETS HR PROCEDURAL INSTRUCTION**

The HR Procedural Instruction is approved for use on receipt.

Where procedures may be at variance to policy contained in ANP3700 the inconsistency is to be brought to the attention of the National Commander.

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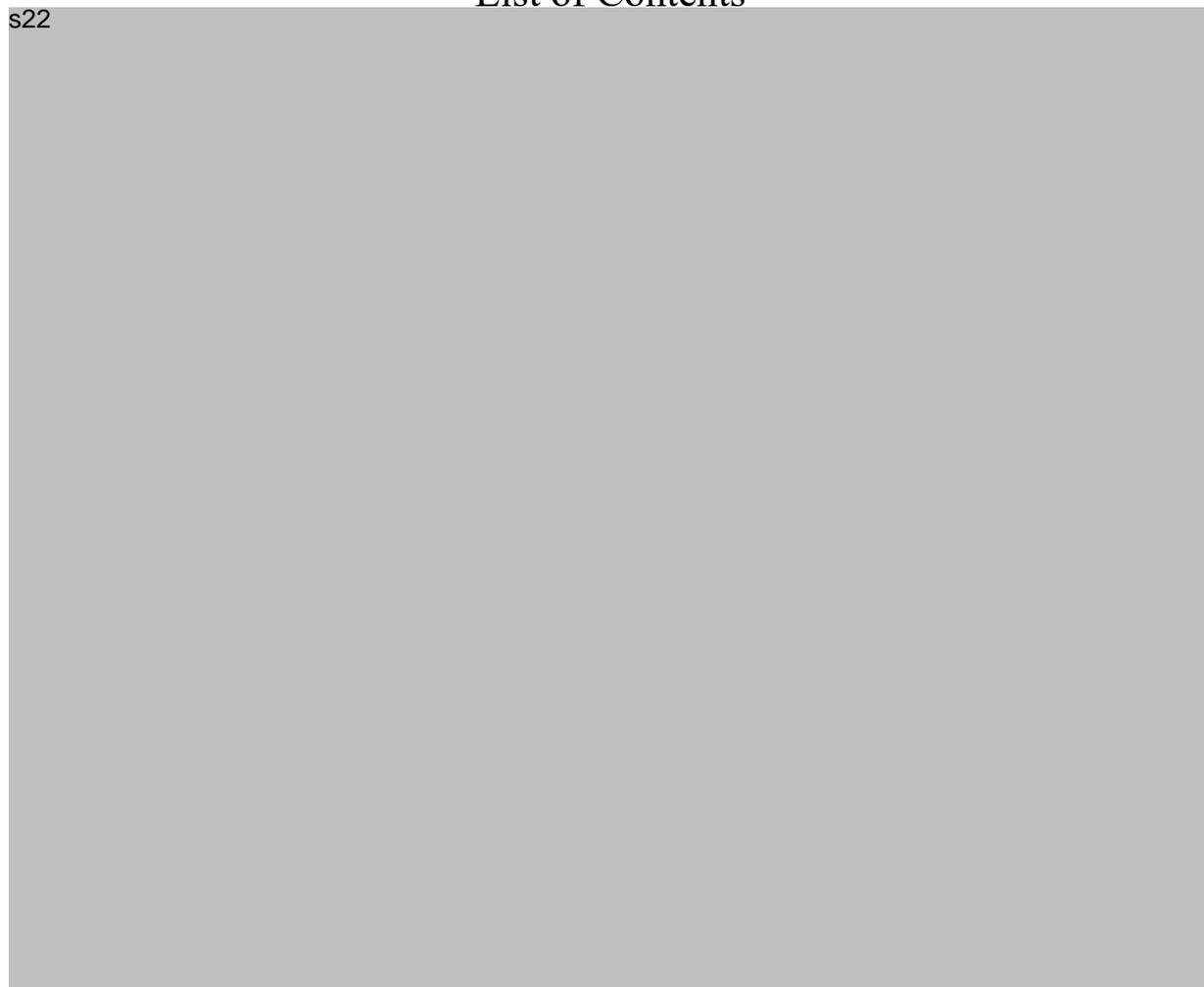
Captain, ANC  
National Commander  
12 February 2022

## DOCUMENT MANAGEMENT

Created	26 January 2022
Sponsor	DPS
Approved	12 February 2022
Review date	31 December 2022
Submissions for change	DPS
Version	1.0

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## CHAPTER 11

### Commendations, Awards & Citations

1. This policy provides a national and consistent framework and process for all Australian Navy Cadets (ANC) commendations, awards and citations given by all levels of the ANC hierarchy to ANC adult members and cadets in recognition of individual service, contribution, action and achievement.
2. This policy does not cover:
  - a. Awards issued by the Australian Honours and Awards System
  - b. Other awards and commendations given outside of the ANC
  - c. ANC Flotilla issued awards (except Flotilla Citations, which is standardised in this policy)
  - d. ANC Units issued awards (except Unit Command Officer Citations, which is standardised in this policy)
3. This policy is to be read in conjunction with ANP 3700, Chapter 12 and YOUTHPOLMAN Part 2, *ADFC – Honorarium*.

#### ADO Commendations

4. In accordance with ANP 3700, section 12.17, ANC members and volunteers may be awarded Commendations by other Australian Defence Services or Group IAW the relevant Defence Instruction (General). Nominations are to be submitted through the ANC chain of command in the first instance.

#### ANC Commendations

5. In accordance with ANP 3700, section 12.18, there are two categories of ANC Commendations with each category being divided into Gold, Silver and Bronze to reflect the recipient's level of service. DGANC and NCANC Commendation recipients will also be awarded an ANC Plaque commensurate to the category of award being issued, in recognition of their service:
  - a. Commendation Plaque



b. DGANC Commendations – for extraordinary meritorious service.

	<p><b>DGANC Commendation - Gold</b></p>
	<p><b>DGANC Commendation - Silver</b></p>
	<p><b>DGANC Commendation - Bronze</b></p>

c. NCANC Commendations – for meritorious service.

**(NOTE: Photos for gold and silver to be updated in due course)**

	<p><b>NCANC Commendation - Gold</b></p>
	<p><b>NCANC Commendation - Silver</b></p>
	<p><b>NCANC Commendation - Bronze</b></p>

18. The Commendation is to formally recognise exceptional, outstanding or meritorious service in isolated instances or over an extended period.

19. The Commendation is not to be used as recognition of long service.

8. ANC Commendations can be awarded to all ANC adult members, cadets, DAHs and members of the USCs. Individuals are ineligible for the award if:

- a. The member is subject to an ongoing investigation or performance management at the time of nomination.

- b. The member has been issued with a disciplinary sanction within the last 12 months.
9. Nominations for ANC Commendations can be made at any time through the ANC chain of command in the first instance. Refer to Schedule 1 for nomination process and form.
10. The approving body for nominations is:
- a. DGANCR or delegated representative for all nominations relating to DGANC Commendations.
  - b. NCANC or a delegated representative for all nominations relating to NCANC Commendations
11. The approving body should consult the nomination with the Executive Management Board (EMB) prior to final approval.

### **ANC Citations**

12. Citations can be awarded to all ANC adult members, cadets, DAHs, a Unit, and members of the USCs. Citations can be awarded for outstanding service in the ANC by nomination from a Directorate Director, FLOTCOM or Unit CO. A Citation can be awarded to multiple recipients for the recognition of a team's outstanding service in a particular area. Individuals are ineligible for the award if:
- a. The member is subject to an ongoing investigation or performance management at the time of nomination.
  - b. The member has been issued with a disciplinary sanction within the last 12 months.
13. All nomination requires the completion of a nomination form under Schedule 1 of this policy, before being submitted to the Director of Business for processing. Prior to processing and recording, the Professional Standards Directorate must be consulted to confirm 4.2.1 of this policy.
14. The approving body for all citation nominations will be the Director of the area issuing the citation (e.g. DFLOT will approve a DFLOT, FLOTCOM or CO citation). The approving Director must ensure there is sufficient justification to demonstrate outstanding service by the nominated member.

### **Recognition of Length of Service Awards**

15. In accordance with ANP 3700, Chapter 12, length of service is recognised by an award of:
- a. 5 Year Service Certificate – NCANC may, on application through the ANC Business Directorate, award a Certificate of Service to an ANC adult member who has completed 5 years of satisfactory service in the ANC.
  - b. 10 Year Service Certificate – NCANC may, on receipt of an application through the ANC Business Directorate, award a Certificate of Service to an ANC adult member who has completed 10 years of satisfactory service in the ANC

- c. Australian Cadet Forces Service Medal (ACFSM) - in accordance with ANP 3700 Chapter 12, adult members who have completed 15 years of service in the ADFC are entitled to apply for the award of the ACFSM. Applications for the ACFSM are made in accordance with procedure outline in ANP 3700 Chapter 12.

### **Recognition of Service upon Resignation**

16. Upon retirement or resignation from the ANC, eligible members may to be recognised publicly for their contribution to the ANC.

17. Certificate of Service - All ANC Adult members upon leaving the ANC will receive a certificate that acknowledges their service to the organisation. The certificate will feature the member's name, rank at the time of resignation, and dates of service. The certificate will be generated and provided by the ANC Business Directorate after processing the adult member's request for resignation.

18. For resignations received from 1 January 2022, ANC adult members who have served in the ANC for at least four years will be eligible to receive an award, in accordance with the length of service in the ANC. The award will feature the adult member's name, rank held at the time of departure, and service dates engraved on:

- a. An ANC Discharge Medallion (Gold) – for adult members who have served 20 years plus in the ANC.
- b. An ANC Discharge Medallion (Silver) – for adult members who have served 10 - 20 years in the ANC.
- c. An ANC Discharge Medallion (Bronze) – for adult members who have served 4 - 10 years in the ANC.

19. A member will not be eligible to receive their award of service, medallion under the following circumstances:

- a. A member has had their appointment terminated for performance or conduct related matters.
- b. A member has had their services terminated due to being absent without approved leave.

20. Time spent on the Unattached List will not count towards an ANC member's length of service

21. The ANC Business Directorate will notify ANC Stores (or area responsible) of eligible adult members for the ANC Discharge Medallion after processing the adult member's request for resignation. ANC Stores (or area responsible) will be responsible for engraving the adult member's name, rank at the time of departure, and dates of service, before sending it to the adult member's immediate superior officer or other delegate for presentation.

22. A ceremony conducted by the departing member's immediate superior officer prior to the member leaving is an opportunity to provide timely recognition of service by members. Ideally, there should be an opportunity to invite family members to attend the ceremony and receive thanks for their indirect support to the organisation

23. Where it is not possible to conduct a ceremony, or have the member's superior officer or other delegate issue the award, the award will be posted directly to the member.

**Discharge Medallions (85mm double-sided in presentation box)**

	<p><b>Discharge Medallion - Gold</b></p> <p>Member must have had served at least 20 years of service</p>
	<p><b>Discharge Medallion - Silver</b></p> <p>Member must have had served between 10 and 20 years of service</p>
	<p><b>Discharge Medallion - Bronze</b></p> <p>Member must have had served at least 4 years of service</p>

## ANNEX A to- Chapter 11

### Application Process

A person making a nomination is required to complete **Parts 1-5** of this form and then forward it to his/her supervisor for consideration and processing.

When completing **Part 4** please ensure sufficient detail is provided to enable full and proper consideration of the merits of the nomination. The grounds for the nomination must be clearly set out and include supporting evidence and/or examples of the work or achievements of the person.

**Part 5** should list any other awards presented to the person while serving in the ANC and include the approximate date and reasons for each award. Once completed, the nomination should be forwarded in a confidential envelop marked to the relevant Flotilla Commander.

**Part 6** is to be completed by a FLOTCOM, Manager or Deputy Director who is in the chain of command and requires details of why a nomination is, or is not, supported. Once completed the nomination should be forwarded to the Directorate's Director marked 'In Confidence'.

**Part 7** is to be completed by the Directorate's Director by circling either "yes" or "no". The comments section is only required to be completed if the nomination is **NOT** supported. The nomination is then forwarded to the Director of Business marked "In Confidence".

**Part 8** is to be signed by each individual who is involved in the nomination approval process.

Where a nomination is not approved, the Director of Business will advise the grounds for non-approval to enable the originator of the nomination to be briefed on the outcome. In certain circumstances, it may not be appropriate to disclose the reasons of a nomination not being supported to the nominating person.



<b>Yes/No (circle applicable word)</b>
<b>Details:</b>

**PART 6: FLOTILLA COMMANDER / MANAGER / DEPUTY DIRECTOR COMMENTS**

<b>Is this nomination supported?</b>
<b>Yes/No (circle applicable word)</b>
<b>Comments (must be completed):</b>

**PART 7: DIRECTOR OF DIRECTORATE COMMENTS**

<b>Is this nomination recommended?</b>
<b>Yes/No (circle applicable word)</b>
<b>Only give reasons if you circled "No":</b>

**PART 8: SIGN OFF**

<b>As applicable in each instance</b>	
<b>Commanding Officer</b>	<b>Signature</b>
	Date / /
<b>FLOTCOM / Manager / Deputy Director</b>	<b>Signature</b>
	Date / /
<b>Director of Directorate</b>	<b>Signature</b>
	Date
<b>Director of Business</b>	All nominations must be submitted via ANC Business Directorate
<b>National Commander</b>	Is this nomination approved (circle applicable word)      Yes/No
	<b>Signature</b>
	Date / /

~~OFFICIAL~~



**Australian Navy Cadets  
Senior Leadership Group Meeting 01-24**



08 Apr 24

MINUTES

**In Attendance:**

CDRE David Greaves, RAN	Director General ANC (DGANC) - Chair
CMDR s47E(c), RAN	Director ANC (DANC)
CMDR s47E(c), RAN	National Support Commander (NSC)
LCDR s47E(c), RAN	Deputy Director ANC (DDANC)
LCDR s47E(c), RAN	Staff Officer Projects (SOPROJ)
Ms s47E(c)	Facilities Strategic Manager (FACMAN)
CAPT s47E(c), ANC	National Commander ANC (NCANC)
CMDR s47E(c), ANC	Director Flotillas (DFLOT)
CMDR s47E(c), ANC	Director Professional Standards (DPS)
CMDR s47E(c), ANC	Director Business (DBS)
CMDR s47E(c), ANC	Director Safety, Environment & Wellbeing (DSEW)
Mr s47E(c)	R&CSD Admin Support Officer – Secretariat

**Apologies:**

CMDR s47E(c), ANC	Director Learning & Development (DL&D)
Ms s47E(c)	Youth Safety Assurance Manager (YSAM)

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13. **Action Item 04 of 03/23 – Duke of Edinburgh International Award program in the ANC.** DBS noted work is underway to map the ANC program to the Duke of Edinburgh International Award. Early progress indicated that the Bronze level of the Award is achievable solely within the ANC program. It is noted that the Silver and Gold level are unlikely to be achievable using the ANC activities and program alone. DBS reported there are very few ANC adult staff who are accredited Award Leaders with the Duke of Edinburgh International Award program and work will need to be done to accredit sufficient numbers to deliver the program. DANC reported that they have not received a response from the Duke of Edinburgh International Award organisation about a limited licencing agreement, no information on costings of the licence.

14. DDANC raised the prospect of badges and patches being worn on ANC uniform. Options exist for patches to be made to appear on the brassard component and that the pin award could be worn on ceremonial uniforms pending the appropriate approval. DGANC stated he would have to speak to DCN on the use of the badges. It was noted that the current badge has the old cipher of the Duke of Edinburgh and could possibly be updated.

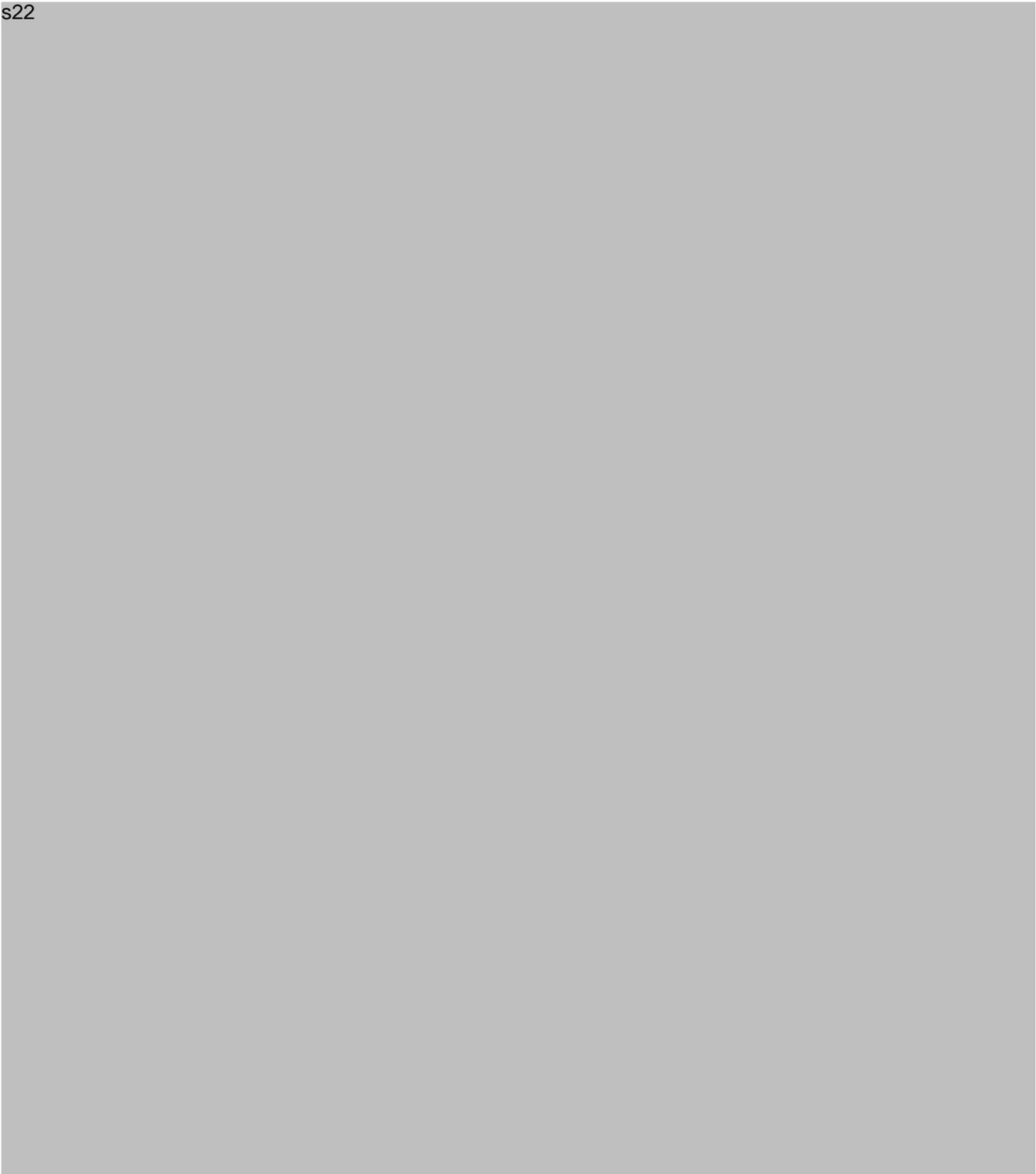
15. DGANC agreed that cadets who achieve the award outside of the ANC should be able to wear the appropriate accoutrement. DGANC also agreed for an ANC staff position to be created as an ancillary duty, with a review to determine if a standalone position needs to be created.

**UPDATE ACTION ITEM 04 of 03/23.** Action item ongoing. The SLG approved a new ancillary position. DBS to provide an update at the next meeting.

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22. The SLG discussed ANC ambassador ceremonial uniform as they may be asked to attend ceremonial events. Key considerations discussed were the ambassador's wishes, the cost of the uniform and value for money on frequency of use of the uniforms. Another consideration was the military skills required to wear the uniform and act appropriately in them. The requirement for ceremonial uniform will be reviewed on a case-by-case basis with consultation with the ambassador, DBS and DANC.

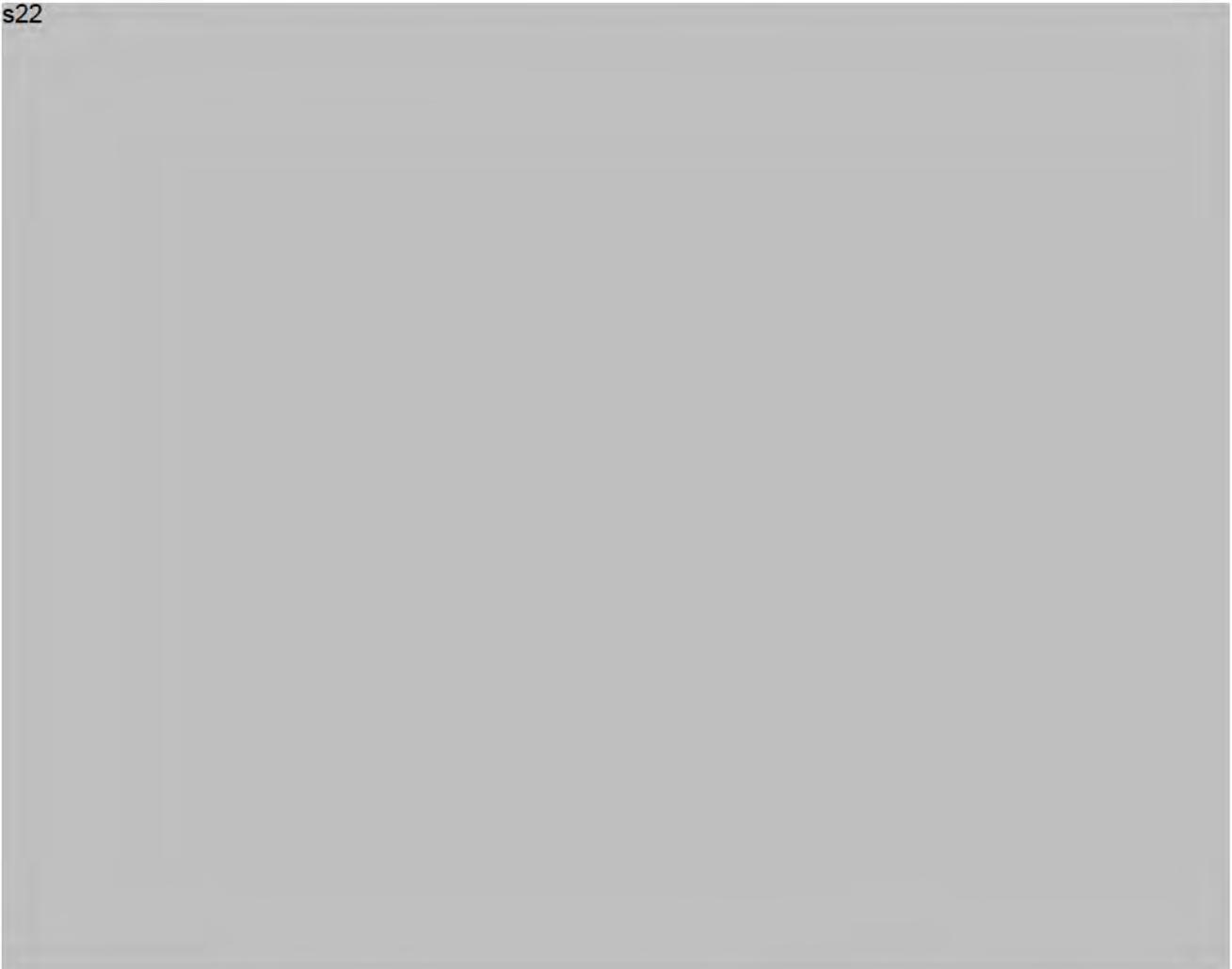
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39. DGANC raised the prospect of the Adventure Training Award in the ANC program. NCANC reported that DL&D is working on this concept and is looking to include a maritime component. DGANC is keen to embed the award into the program.

**NEW ACTION ITEM 05 of 01/24.** Action item raised. DL&D to develop an Adventure Training Award.

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s47E(c)

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**DWC Greaves**  
CDRE RAN  
DGANC

23 May 24

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s47E(c)

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Date: 2024.05.17  
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CAPT ANC  
NCANC

17 May 24

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~~OFFICIAL~~



Australian Navy Cadets  
Senior Leadership Group Meeting 02-24



15 Jul 24

MINUTES

**In Attendance:**

CDRE David Greaves, RAN	Director General ANC (DGANC) - Chair
CMDR s47E(c), RAN	Director ANC (DANC)
LCDR s47E(c), RAN	A/National Support Commander (NSC)
LCDR s47E(c), RAN	Deputy Director ANC (DDANC)
Ms s47E(c)	Youth Safety Assurance Manager (YSAM)
CAPT s47E(c), ANC	National Commander ANC (NCANC)
CMDR s47E(c), ANC	Director Flotillas (DFLOT)
CMDR s47E(c), ANC	Director Business (DBS)
LCDR s47E(c), RAN	SO PROJ Offr & Secretariat

**Apologies:**

CMDR s47E(c), RAN	Deputy Director ANC - Training
CMDR s47E(c), ANC	Director Learning & Development (DL&D)
CMDR s47E(c), ANC	Director Professional Standards (DPS)

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19. **Action Item 04 of 03/23 – Duke of Edinburgh International Award program in the ANC.** DBS noted work is underway to map the ANC program to the Duke of Edinburgh International Award, however, progress has slowed. DBS outlined some communications with Duke of Edinburgh (DoE) staff that outline they are working on a peak body National Partnership Agreement. The DoE work also is to determine a pricing model. DBS cited concerns about all Cadet forces being in the same agreement based on demographics and needs, but the outcome of DoE work remains to be seen.
20. DG noted the update and advised work to continue, and highlighted no commitments surrounding funding to be given to DoE at this juncture. AI remain OPEN.
21. **AI 05 of 1/24 – Adventure Training Award.** SLG was advised of ongoing work that outlines the process is mostly complete.
22. DG noted the update and advised he is especially keen to have an award of this nature available. The matter remains OPEN.
23. **Uniform Cadet WO.** Provided brief was taken as read. NCANC briefed the SLG. Some elements of technicality surrounding the already produced “scale of issue” assisted in progressing this matter. NCANC showed a physical WO rank slide and what it would look like. To progress, the scale of issue was noted, and that the WO boards would need to be codified.

**NEW ACTION ITEM 02 of 02/24.** Cadet WO Uniform. DDANC as lead. Arrange codification of WO boards, and confirm Scale of Issue.

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24. The discussion into the Cadet WO uniform highlighted the desire by ANC for a National WO. Resultantly, NCANC offered to lead that body of work.

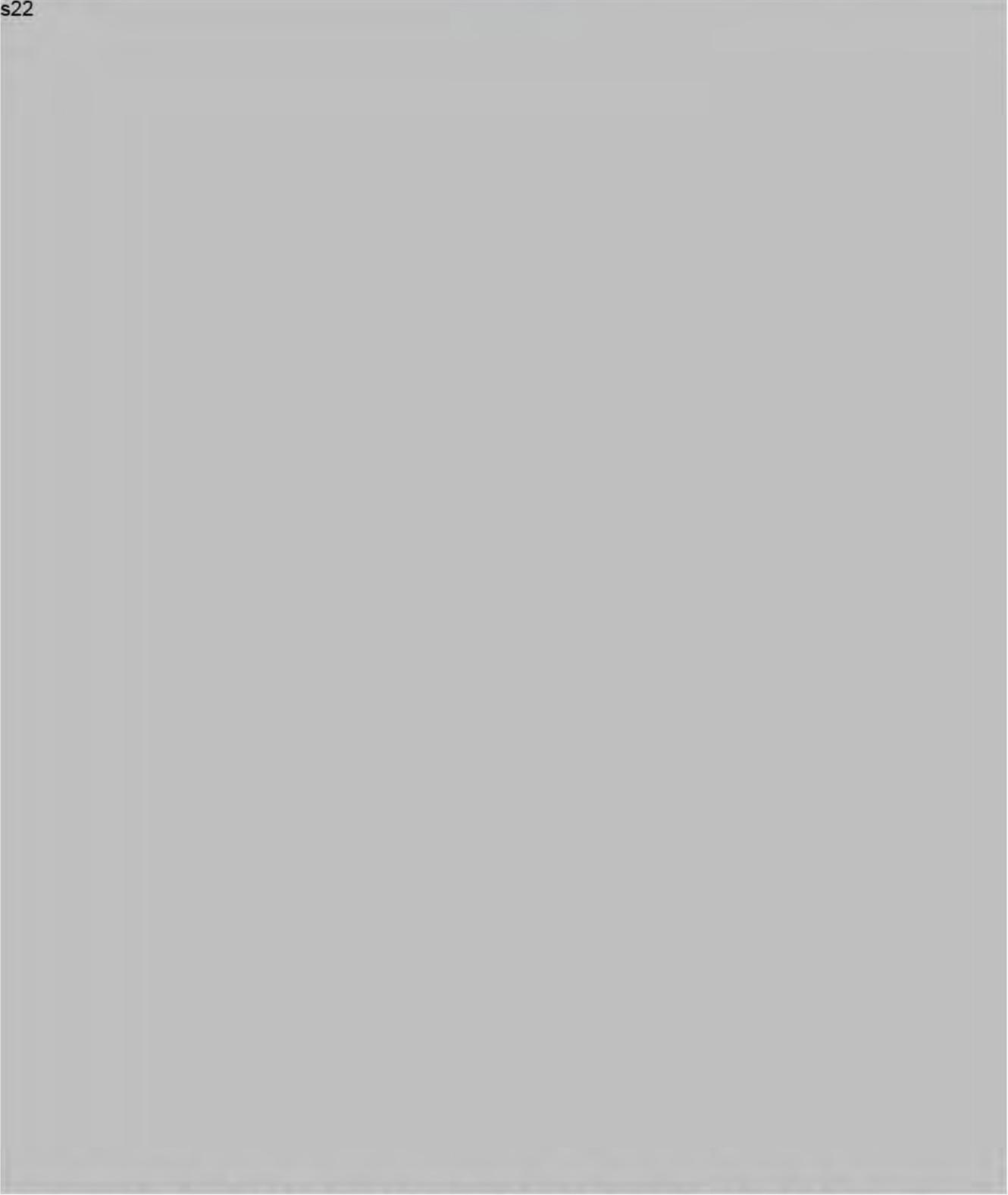
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46. **Uniform S/W 6&7.** Brief taken as read. NCANC briefed the SLG and discussion was had. Of note the discussion maneuvered around various uniform items, their applicability, to whom, whether they were already in an approved scale of issue. Some elements of what is in the issue of scale and what is not require clarification.

47. The SLG noted recommendation "a", and did not approve recommendations "b" and "c". Recommendations "d" and "e" were agreed with the main effort around recommendation "e" – *ANCD LOG to undertake the necessary next steps to have the ANC Uniform Scale of Issue*

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*approved though RAN Uniforms*. Confirmation of what is in the scale of issue to occur, and then adjustments can be made if warranted and within budget constraints to achieve.

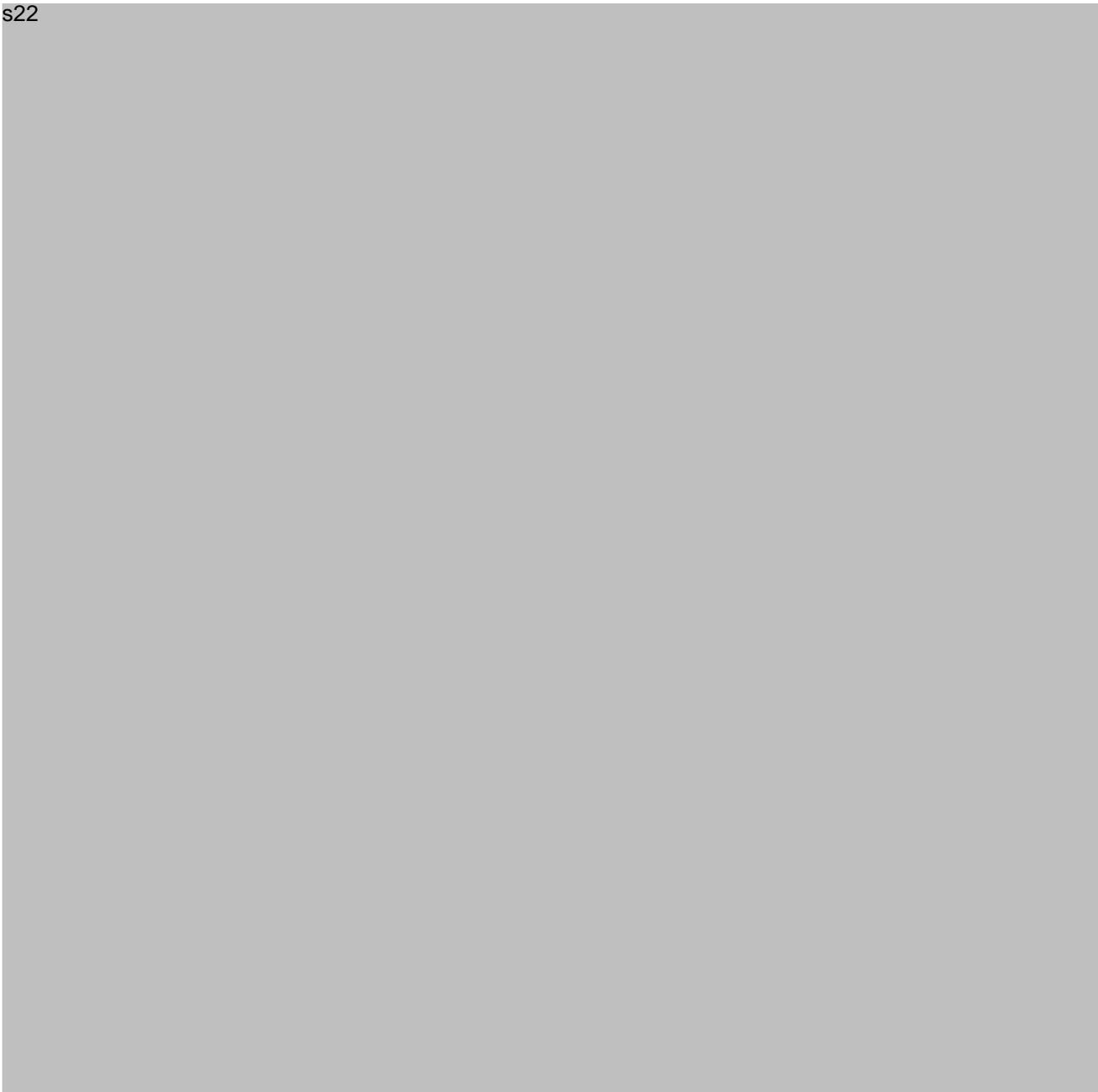
48. The DG confirmed the above and noted the actions are within BAU functions and no action item was needed.

49. **TS Mersey name change.** Brief was taken as read. NCANC briefed the SLG. The main point is the action to change TS Mersey name to TS Sheean which has received overwhelming support from all stakeholders. The SLG agreed with the briefs recommendations.

50. DG advised he approves the name change, but will ensure the matter and Badge approval is passed via CN.

51. The DG confirmed the above and noted the actions are within BAU functions and no action item was needed.

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s47E(c)

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by s47E(c)  
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**DWC Greaves**  
CDRE RAN  
DGANC

10 Sep 24

s47E(c)

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by s47E(c)  
Date: 2024.09.12  
10:36:24 +10'00'

s47E(c)

CAPT ANC  
NCANC

Sep 24

s22



~~OFFICIAL~~

s47E(c)

MS

**From:** Greaves, David CDRE s47E(c)  
**Sent:** Thursday, 19 September 2024 8:53 AM  
**To:** s47E(c) LCDR s47E(c) CMDR  
**Cc:** s47E(c) LCDR  
**Subject:** RE: ANC WO Shoulder Board User Requirement [SEC-OFFICIAL]

~~OFFICIAL~~

s47E(c),

My apologies, I did look at this when sent but I had a two questions, which I have failed to follow up on:

1. Is the rank not Cadet Warrant Officer vice Warrant Officer ANC (and Cadet Chief Petty Officer also) – lets be consistent with our own policy
2. Do we also have an issue with the winter uniform badge?

Regards

DG

s47E(c)

CDRE, RAN  
DGANC

s47E(c) | Brindabella Business Park CANBERRA ACT 2610  
(W) s47E(c) (M) s22

**IMPORTANT:** This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

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**From:** s47E(c) LCDR s47E(c) @defence.gov.au  
**Sent:** Wednesday, 18 September 2024 2:15 PM  
**To:** Greaves, David CDRE s47E(c) @defence.gov.au  
**Cc:** s47E(c) CMDR s47E(c) @defence.gov.au; s47E(c) LCDR s47E(c) @defence.gov.au  
**Subject:** FW: ANC WO Shoulder Board User Requirement [SEC-OFFICIAL]

~~OFFICIAL~~

Sir,

The attached User requirement for WO Should boards has previously been sent to you for your endorsement. Are you happy to sign or is there an issue you would like to discuss?

The WO boards are part of the ANC Uniform scale, but they have never been catalogued.

Cheers s47E(c)

LCDR s47E(c), RAN  
Deputy Director Australian Navy Cadets

Ph: s47E(c) | Mb: s22  
s47E(c) Brindabella Business Park | ACT 2601  
s47E(c) @defence.gov.au

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From: s47E(c) CMDR s47E(c) @defence.gov.au>  
Sent: Monday, 15 July 2024 11:18 AM  
To: Greaves, David CDRE s47E(c) @defence.gov.au>  
Cc: s47E(c) LCDR s47E(c) @defence.gov.au>  
Subject: FW: ANC WO Shoulder Board User Requirement ~~[SEC-OFFICIAL]~~

~~OFFICIAL~~

Sir, please find user requirement request to catalogue the ANC WO Shoulder boards, requesting your signature.

Regards

s47E(c)  
Commander MA Cohayne, RAN  
Director Australian Navy Cadets

Ph s47E(c) | Mb: s22  
s47E(c) | Brindabella Business Park | ACT 2601  
s47E(c) @defence.gov.au

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---

From: s47E(c) LCDR s47E(c) @defence.gov.au>  
Sent: Monday, 15 July 2024 10:31 AM  
To: s47E(c) CMDR s47E(c) @defence.gov.au>  
Cc: s47E(c) LCDR s47E(c) @defence.gov.au>  
Subject: ANC WO Shoulder Board User Requirement ~~[SEC-OFFICIAL]~~

~~OFFICIAL~~

Sir,

As discussed, attached is Steve's draft User Requirement for your endorsement and DG's approval, for creating a S/N for the ANC WO Boards. Due to time delays in this approval process and the requirement to provide the shoulder boards now, s47E(c) has proposed, which I endorse, for ANCD to fund the initial creation of 50 boards (\$3822.50) and to request future sustainment is provided by the Clothing SPO.

For your consideration.

Cheers s47E(c)

**LCDR s47E(c)**, RAN  
Deputy Director Australian Navy Cadets

Ph: s47E(c) | Mb: s22  
s47E(c) | Brindabella Business Park | ACT 2601  
s47E(c) | [@defence.gov.au](mailto:s47E(c)@defence.gov.au)

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	<b>DECISION BRIEF FOR CN</b>	
	<b>AUSTRALIAN NAVY CADETS – NATIONAL CADET YOUTH DEVELOPMENT CONTINUUM INITIATIVES</b>	
	Division / Directorate: DGANC	Reference: BS69226014
	Timing: Routine	Action required by: 08 Aug 25
Copies: DGLOG-N, COS NHQ, DNRM, Manager of Navy Badges, Navy Uniforms		

**Recommendations:**

That you:

- i. **note** a new Excellence Award has been added to the ANC Cadet Youth Development Continuum.

NOTED / ~~PLEASE DISCUSS~~

- ii. **approve** the ANC Excellence Award Patch [Annex A]

APPROVED / ~~NOT APPROVED / PLEASE DISCUSS~~

- iii. **note** the Duke of Edinburgh Award Program has granted the ANC a non-exclusive licence to deliver the DoE framework using the Cadet Youth Development Continuum.

NOTED / ~~PLEASE DISCUSS~~

- iv. **approve** the wearing of the Duke of Edinburgh Pin [Annex B]

APPROVED / ~~NOT APPROVED / PLEASE DISCUSS~~

- v. **note** DGANC has approved the establishment of a Cadet Warrant Officer – National

NOTED / ~~PLEASE DISCUSS~~

- vi. **approve** the Cadet Warrant Officer – National SRI design [Annex C]

APPROVED / ~~NOT APPROVED / PLEASE DISCUSS~~

**Background**

s22

**ANC Excellence Award**

2. The ANC has reinvigorated its National Sailing and National Shooting competitions as annual showcase events. These represent the highest achievement within their respective CYDC elective streams - Sailing and Skills at Arms. Each event brings together top-performing cadets from across all Flotillas to compete for national honours, foster camaraderie, and refine their sportsmanship and technical proficiency.

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3. To formally recognise elite performance in these national competitions, the ANC has developed an Excellence Award Patch. Initially, this will be awarded to the winning teams in the Sailing and Shooting Competitions; and recognise the champion shot if not on the winning team; with scope to expand to other CYDC electives when national level competitions are introduced in the future (e.g. Drones, Robotics and Bridge Sim).
4. The Excellence Award Patch serves as a prestigious and visible form of recognition, inspiring cadets to strive for excellence and reinforcing the value of sustained commitment and skill development. It also incentivises units to strengthen CYDC delivery and support for national events.
5. The preferred design at Annex A, features the Navy's seven-pointed star of excellence, symbolising high standards and personal achievement. On the DPNU the patch will be worn on the Elective Arm Brassard and worn on the cuff of the Cadet Ceremonial Uniform. It will be worn in the senior position on the brassard and the cuff.

### **Duke of Edinburgh Award**

6. The Duke of Edinburgh (DoE) has granted the ANC and Australian Army Cadets a non-exclusive licence to deliver the DoE framework using the CYDC. The ANC will commence delivering the DoE program to *Moreton* and *Waratah* Flotillas and *TS Coral Sea* (Townsville) from term 3. The remainder of the ANC is expected to take up the program in 2026.
7. To recognise cadet achievement, it is proposed cadets who complete a DoE (Bronze, Silver or Gold) levels be authorised to wear the official DoE Award Pin on their uniform. This pin will be worn in accordance with Navy Commendation Badge protocol on their Ceremonial Uniform and on the right breast pocket on DPNU. Displaying their DoE achievement provides a visible point of engagement with community stakeholders. The three levels of DoE Award Pins are shown at Annex B.

### **National Cadet Warrant Officer of ANC (WO ANC)**

8. The Cadet Warrant Officer (CDTWO) rank was re-introduced in 2023 with 19 cadets currently holding the rank. Expanding upon this initiative, DGANC has approved the establishment of a Cadet Warrant Officer – National (CDTWO-N), serving as the most senior Navy cadet appointed by National Commander ANC.
9. The CDTWO-N will represent cadet views at a national level, contribute to policy development, and support leadership across the organisation. The role provides a highly aspirational goal for cadets and strengthens youth representation in strategic discussions.
10. The CDTWO-N will serve a 12 month term commencing in January and will be selected following the Annual CDTWO Course in November/December each year. Candidates will be selected from among eligible CDTWO based on demonstrated leadership potential, experience and contribution to the program. Selection will prioritise individuals who exemplify ANC values and commitment.
11. A unique rank insignia has been designed to distinguish the CDTWO-N from other CDTWO appointments. The proposed insignia at Annex C mirrors Navy styling and is based on the Warrant Officer of the Navy.

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**Resources**

12. The initial set up fees and sustainment costs for the Excellence Award patch and CDTWO-N rank insignia will be funded through the ANCD Budget.

13. The DoE Award Pins is not a Commonwealth expense and will be managed externally through the DoE Program.

**Consultation**

14. The ANC National Commander and Executive Member Board support the initiatives outlined in this brief. Manager of Navy Badges and Navy Uniforms have been consulted during the design and development process and support this proposal.

**Annexes:**

- A. ANC Excellence Award Patch design.
- B. DoE Award Pins
- C. CDTWO-N Badge design

<p>Approved by: s47E(c)</p> <p><b>DWC Greaves, OAM</b> CDRE, RAN DGANC</p> <p>24 Jul 25</p>	<p>Digitally signed by s47E(c)</p> <p>Date: 2025.07.24 10:02:05 +10'00'</p>	<p>The proposals are sensible additions to the visual symbols and recognition of the CYDC in working and ceremonial uniform. By convention most awards of the gold DoE level are done at vice regal events through respective Commonwealth and State Government Houses. AAFC permits the wearing of the DoE Badges.</p>
<p>Contact Officer: LCDR s47E(c)</p>		<p>Phone: s22</p>
<p>DNRM Comments:</p> <p>s47E(c)</p> <p>Digitally signed by s47E(c)</p> <p>Date: 2025.07.28 14:37:08 +08'00'</p> <p>CMDR, RAN DNRM</p> <p>Jul 25</p> <p>Signed on behalf of CMDR s47E(c) This proposal is supported with nil reputational issues identified.</p>		

~~OFFICIAL~~

COS NHQ Comments:		Supported. Signing as A/COSNHQ
s47E(c)	Digitally signed by s47E(c) Date: 2025.07.29 09:00:27 +10'00'	
<b>ES Young, CSC</b> CDRE, RAN COS NHQ		
Jul 25		
DGLOG-N Comments:		
s47E(c)	Digitally signed by s47E(c) Date: 2025.08.05 14:01:45 +10'00'	Sir, i note there are no costings in this brief - although i imagine it will be small. I acknowledge that DGANC will pay however this is still an impact to Navy's sustainment budget somewhere and another inventory item being introduced into our clothing system. It may be an important introduction for morale however. We can support the request if you approve it.
<b>C Rhodes</b> CDRE, RAN DGLOG-N		
Aug 25		
DCN Comments:		
s47E(c)	Digitally signed by s47E(c) Date: 2025.08.06 16:48:13 +10'00'	
<b>MP Buckley, AM, CSC</b> RADM, RAN DCN		
Aug 25		

~~OFFICIAL~~

~~OFFICIAL~~

**ANNEX A TO  
BS69226014  
Dated 24 Jul 25**

**ANC EXCELLENCE AWARD PATCH DESIGN**



**Figure 1**  
Brassard and Winter Ceremonial Uniform Cuff Rate



**Figure 2**  
Summer Ceremonial Uniform Cuff Rate

~~OFFICIAL~~

~~OFFICIAL~~

**ANNEX B TO  
BS69226014  
Dated 24 Jul 25**

**DUKE OF EDINBURGH AWARD PINS**



**Bronze**



**Silver**



**Gold**

~~OFFICIAL~~

~~OFFICIAL~~

**ANNEX C TO  
BS69226014  
Dated 24 Jul 25**

**CADET WARRANT OFFICER – NATIONAL BADGE**



~~OFFICIAL~~

~~OFFICIAL~~



**Australian Navy Cadets  
 Senior Leadership Group Meeting**



01- 25

05 May 25

**MINUTES**

**In Attendance:**

CDRE David Greaves, RAN	Director General ANC (DGANC) – Chair
CMDR s47E(c) [redacted], RAN	Director ANC (DANC)
CMDR s47E(c) [redacted], RAN	National Support Commander (NSC)
LCDR s47E(c) [redacted], RAN	Deputy Director ANC (DDANC)
LCDR s47E(c) [redacted], RAN	Fleet Liaison Officer (FLO)
CAPT s47E(c) [redacted], ANC	National Commander ANC (NCANC)
CMDR s47E(c) [redacted], ANC	Director Flotillas (DFLOT)
CMDR s47E(c) [redacted], ANC	Director Professional Standards (DPS)
CMDR s47E(c) [redacted], ANC	Director Learning & Development (DL&D)
LCDR s47E(c) [redacted], RAN	SO PROJ Officer & Secretariat
Mrs s47E(c) [redacted]	Secretariat

**Apologies, Observers and Guest Speakers:**

Ms Melinda Richardson	Youth Safety Assurance Manager (YSAM)
-----------------------	---------------------------------------

s22



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~~OFFICIAL~~

s22



18. **AI 01 of 03/23 – Duke of Edinburgh (DoE) International Award Program in the ANC (DBS).** NCANC cited the licence agreement remains outstanding on some minor elements within the licence, to be amended to reflect the ADFC and ANC's positions.

19. NCANC outlined mapping of the CYDC across the DoE program has been finalised and accepted. A workshop for stakeholders was held on 7 Apr 25 to establish how DoE will be rolled out across ANC and AAC. Current plan is for the DoE pilot to occur within ANC and rolled out across Moreton and Waratah Flotillas, including TS Coral Sea due to the number of ANC volunteers who are DoE qualified.

20. **AI Outcome:** Recommendation is for the AI to remain OPEN pending finalisation of licence agreement and pilot rollout of DoE across ANC. Report to SLG 03/25. ENDORSED

21. **AI 05 of 1/24 – Adventure Training Award (DL&D).** NCANC briefed the SLG that there is still considerable body of work to be completed on AI, since the former DL&D stood aside from the role and CMDR <sup>s47E(c)</sup> was newly appointed into position. NCANC outlined competing priorities within the ANC Learning and Development space.

22. **AI Outcome:** Recommendation is for AI to be SUSPENDED for 12 months, reporting back to SLG 01/26. ENDORSED

s22



~~OFFICIAL~~

~~OFFICIAL~~

s22

s22

s47E(c) Digitally signed  
by s47E(c)  
s47E(c)  
Date: 2025.05.29  
09:27:38 +10'00'

**DWC Greaves**  
CDRE RAN  
DGANC

28 May 25

s22

s47E(c) Digitally signed  
by s47E(c)  
Date: 2025.05.28  
14:51:39 +10'00'

s47E(c)  
CAPT ANC  
NCANC

28 May 25

~~OFFICIAL~~

**From:** [CAPT ANC s47E\(c\)](#)  
**To:** [Williams, s47E\(c\)](#)  
**Subject:** Fw: SITREP - ANC Cuff & WO HRI ETR EOM Oct 25 ~~[SEC=OFFICIAL]~~  
**Date:** Sunday, 14 September 2025 4:57:03 PM  
**Attachments:** [image001.png](#)

---

**EXTERNAL EMAIL:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Good afternoon s47E(c)

Below from s47E(c) indicating that there is some quality control issues with our Cadet WO cuff ranks and boards.

This may (or may not) be an issue for our December 2025 course for the new cohort in 2026.

With kind regards,

s47E(c)

Captain ANC

National Commander

ANC National Headquarters

p: s22

E: s47E(c)@navycadets.gov.au

Service | Courage | Respect | Integrity | Excellence

Working together as one ANC, we will achieve so much more.

**SAFETY FIRST - SAFETY LAST - SAFETY ALWAYS**

---

**From:** s47E(c) LCDR s47E(c)@defence.gov.au>

**Sent:** Thursday, September 11, 2025 9:36 AM

**To:** CMDR ANC s47E(c) MA JP; CAPT ANC s47E(c)

**Subject:** FW: SITREP - ANC Cuff & WO HRI ETR EOM Oct 25 ~~[SEC=OFFICIAL]~~

~~OFFICIAL~~

FYSA

Yours aye,

s47E(c)

s47E(c), CertAOD DipWHS MMgmt MAHRI AFAIM JP (Qld & Vic)

Lieutenant Commander, RAN

Officer in Charge Maritime Logistics School

Skype: s47E(c)

MOB (Pers): s22



*Preparing our People and Teams for the Fight*  
[Training Force Website](#)

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**From:** s47E(c) LEUT s47E(c) @defence.gov.au>  
**Sent:** Wednesday, 3 September 2025 11:56 AM  
**To:** s47E(c) LCDR s47E(c) @defence.gov.au>  
**Cc:** s47E(c) LCDR <s47E(c) @defence.gov.au>; s47E(c) LCDR <s47E(c) @defence.gov.au>  
**Subject:** SITREP - ANC Cuff & WO HRI ETR EOM Oct 25 [~~SEC OFFICIAL~~]

~~OFFICIAL~~

Good afternoon Sir,

**SITREP** – Have received advice back from contractors that they will re-work the ANC Cuff Ranks and WO HRI samples that failed tech inspection. The contractor has indicated **Estimated Time of Repair/Resubmission is end of October 2025.**

As working with this particular on other projects, will continue to engage with them to get an update on repair/resubmission status.

If there are any further issues associated with these items, or areas that I have overlooked, please contact me at points below.

Yours aye

s47E(c)

Lieutenant – Royal Australian Navy  
SO3 Navy Uniforms Product Development Program Manager

---

VBM H4 | Victoria Barracks Melbourne | 256-308 St Kilda Road Melbourne VIC 3001

ALW: s47E(c) HMAS *Cerberus* VIC 3920

**T:** s47E(c) **M:** s22 **E:** s47E(c) @defence.gov.au

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s47E(c)

**MS**

**From:** s47E(c) SBLT  
**Sent:** Friday, 19 September 2025 10:18 AM  
**To:** s47E(c) LCDR s47E(c) PO  
**Subject:** RE: Warrant Officer SRI [SEC=OFFICIAL]  
**Attachments:** WO Shoulder Boards + SRI.jpg

**OFFICIAL**

Good Morning Ma'am,

As requested, PFA image of WO Shoulder boards and SRI's currently held at *Penguin Stores*.

Kind Regards,

s47E(c)  
Sub Lieutenant, RAN  
ANC Directorate - Logistics

---

M: s22 | E: s47E(c) [@defence.gov.au](mailto:s47E(c)@defence.gov.au)

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**From:** s47E(c) PO s47E(c) @defence.gov.au>  
**Sent:** Wednesday, 17 September 2025 1:55 PM  
**To:** s47E(c) SBLT s47E(c) @defence.gov.au>  
**Cc:** s47E(c) LCDR s47E(c) @defence.gov.au>  
**Subject:** Warrant Officer SRI [SEC=OFFICIAL]

**OFFICIAL**

Good afternoon Sir,

Could you kindly confirm the total amount of Warrant Officers SRI available at *Penguin Stores*?

Kind Regards,

**Petty Officer** s47E(c)  
Logistics Support Officer / USO

Australian Navy Cadet Directorate  
s47E(c)  
Brindabella Circuit | CANBERRA AIRPORT ACT 2609

T: s47E(c) | M: s22

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s22

s47E(c) MS

**From:** s47E(c) LCDR 1  
**Sent:** Thursday, 19 September 2024 3:55 PM  
**To:** Navy Uniforms  
**Cc:** s47E(c) MS s47E(c) LCDR  
**Subject:** RE: WO Shoulder Boards for ANC ~~[SEC-OFFICIAL]~~  
**Attachments:** BM77174168.pdf

~~OFFICIAL~~

Good Afternoon,

Please find attached a User Requirement request, endorsed by DGANC to codify ANC Cadet WO Shoulder boards as per the ANC Uniform scale in ANP3426-1203 CH32 Scale 6D.

Cheers s47E(c)

LCDR s47E(c), RAN  
Deputy Director Australian Navy Cadets

Ph s47E(c) | Mb: s22  
s47E(c) | Brindabella Business Park | ACT 2601  
s47E(c) | [@defence.gov.au](mailto:s47E(c)@defence.gov.au)

---

**From:** s47E(c) MS s47E(c) [@defence.gov.au](mailto:s47E(c)@defence.gov.au) > On Behalf Of Navy Uniforms  
**Sent:** Wednesday, 18 September 2024 12:40 PM  
**To:** s47E(c) LCDR s47E(c) [@defence.gov.au](mailto:s47E(c)@defence.gov.au) >  
**Cc:** Navy Uniforms s47E(d) [@defence.gov.au](mailto:s47E(d)@defence.gov.au) >  
**Subject:** FW: WO Shoulder Boards for ANC ~~[REDACTED]~~

~~OFFICIAL~~

Afternoon s47E(c)

I believe the action is on ANC to provide a User Requirement to Navy Uniforms.

Warmest regards.

s47E(c), Manager Navy Uniforms  
Navy Uniforms | Navy Logistics and Infrastructure Branch | Navy Headquarters  
s47E(c) | Campbell Park Canberra ACT

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**From:** s47E(c) LCDR s47E(c) [@defence.gov.au](mailto:s47E(c)@defence.gov.au) >  
**Sent:** Tuesday, 9 July 2024 3:17 PM  
**To:** Navy Uniforms s47E(d) [@defence.gov.au](mailto:s47E(d)@defence.gov.au) >  
**Cc:** s47E(c) LCDR s47E(c) [@defence.gov.au](mailto:s47E(c)@defence.gov.au) >  
**Subject:** RE: WO Shoulder Boards for ANC ~~[SEC-OFFICIAL]~~

~~OFFICIAL~~

Hi s47E

Thank you I shall raise the User Requirement, please note this is already an approved item of uniform as per ANP3426-1203 Scale 33. Please note the extract below from the ANP. Please do not hesitate to contact me if you require any additional information.

**Table 32: SCALE 6 DELTA - AUSTRALIAN NAVY CADET MIDSHIPMEN AND WARRANT OFFICERS - ON PROMOTION**

Description	Unit	A	B	C	
BADGE, Rank, Gold - WO Only	EA	1	1		
BADGE. Cuff, Sub-Specialist, Blue/White	EA	1	1	1	1
BADGE, Cuff, Sub-Specialist, Gold/Black	EA	1	1		
BELT, Trousers, Black, Gilt Buckle	EA	1	1	1	1
BELT, Trousers, White, Gilt Buckle	EA	1	1	1	1
BUTTONS, Insignia, Gilt, Size 1	EA	5	13	5	5
CAP, Peaked, Officer / Warrant Officers	EA	1		1	
COAT, Wool/Poly, Black	EA	1	1		
COAT, White, Officer, P/V	EA	1	1	1	1
CUMMERBUND, Black, Silk - MIDN Only	EA	1	1	1	1
FASTENER, Button, Split Ring/Pin	EA	5	13	5	5
HAT, Service Tricorne	EA		1		1
INSIGNIA, Gorget Patch - MIDN Only	PR	1	1		
INSIGNIA, Service Cap, Officer / WO	EA	1	1	1	1
INSIGNIA Shoulder, Gold/Black, ANC	PR	1	1		
INSIGNIA, Shoulder Strap, Soft Rank Insignia	PR	2	2	2	2
NECKTIE, Day, Black	EA	1	1	1	1
SHIRT, RAN, White, Long Sleeve	EA	1	1		
SHIRT, RAN, White, Short Sleeve, Officer	EA	1	1	1	1
SHOES, White, Leather	PR	1	1	1	1
<b>SHOULDER BOARD</b>	<b>PR</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

Kindest Regards;

s47E(c), CSM

**LCDR, RAN**

Deputy Director – Logistics

Directorate - Australian Navy Cadets

Email: s47E(c) @defence.gov.au

Mob: s22

Note: s47E(c)

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From: s47E(c) LEUT s47E(c) @defence.gov.au> On Behalf Of Navy Uniforms

Sent: Tuesday, 9 July 2024 10:06 AM

To: s47E(c) LCDR s47E(c) @defence.gov.au>

Cc: Navy Uniforms s47E(d) [redacted] @defence.gov.au>  
Subject: WO Shoulder Boards for ANC [SEC-OFFICIAL]

~~OFFICIAL~~

Good Afternoon Sir,

Please see below response from s47E(c) [redacted] from the CLOSPO regarding the WO Shoulder Boards for ANC. As outlined by Sienna, in order to create and codify new shoulder boards for Cadet Warrant Officers a development activity will need to be conducted.

The first part of this process will be the submission of a User Requirement. Please let us know if you require any further assistance with starting this process.

Kind Regards,

s47E(c) [redacted]

s47E(c) [redacted]  
Lieutenant, RAN  
Staff Officer Navy Uniforms

Navy Logistics and Infrastructure Branch | Navy Capability Division | Department of Defence  
s47E(c) [redacted]  
Navy Uniforms: s47E(d) [redacted] @defence.gov.au

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**From:** s47E(c) [redacted] Miss s47E(c) [redacted] @defence.gov.au>  
**Sent:** Tuesday, 9 July 2024 10:35 AM  
**To:** Navy Uniforms s47E(d) [redacted] @defence.gov.au>  
**Cc:** s47E(c) [redacted] MRS s47E(c) [redacted] @defence.gov.au>  
**Subject:** RE: WO [SEC-OFFICIAL]

~~OFFICIAL~~

H s47E(c) [redacted]

As this item is different to the in service item, we cannot codify it because we have not got any samples or specifications.

If they are wanting a new shoulder board it will have to go through a development activity first to eventually be codified.

Kind Regards,

s47E(c) [redacted]

CA39 - Clothing Systems Program Office | Product Development

---

**Department of Defence** | Capability Acquisition and Sustainment Group  
Victoria Barracks, s47E(c) [redacted] | 256 - 310 St Kilda Rd | SOUTHBANK VIC 3006  
**Work:** s47E(c) [redacted]

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**From:** s47E(c) MS47E(c) @defence.gov.au > **On Behalf Of** Navy Uniforms  
**Sent:** Monday, 8 July 2024 11:13 AM  
**To:** s47E(c) Miss s47E(c) @defence.gov.au >  
**Cc:** Navy Uniforms s47E(d) @defence.gov.au >  
**Subject:** FW: WO ~~[SEC-OFFICIAL]~~

~~OFFICIAL~~

Good morning s47E(c)

Please see the below query from LCDR s47E(c) regarding WO Shoulder Boards for ANC. Please let me know if you require additional information.

Hope you have a lovely week.

Warmest regards.

s47E(c), Manager Navy Uniforms  
Navy Uniforms | Navy Logistics and Infrastructure Branch | Navy Headquarters  
s47E(c) Campbell Park Canberra ACT

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**From:** s47E(c) LCDR s47E(c) @defence.gov.au >  
**Sent:** Wednesday, 3 July 2024 5:40 PM  
**To:** Navy Uniforms s47E(d) @defence.gov.au >  
**Cc:** s47E(c) @HQAustralianNavyCadets.onmicrosoft.com >; LCDR ANC s47E(c) (Qual) s47E(c) @navycadets.gov.au >; s47E(c) LCDR s47E(c) @defence.gov.au >; s47E(c) Miss s47E(c) @defence.gov.au >  
**Subject:** RE: WO ~~[SEC-OFFICIAL]~~

~~OFFICIAL~~

Thanks s47E(c)

Appreciate you support and response, noting these are already approved for gratuitous issue as per ANP 3426-1203 Chapter 33 Scale 6. Can you please arrange for the codification of the Shoulder Boards WO ANC (basically the same as the RAN WO however without the Australia insignia) for future sustainment with an annual usage of 30 pair.

We shall local purchase the initial outfit to meet immediate requirements and then once we have a codified number replenish via the established supply chain using AABD Warehouse (Bandiana).

Please let me know if you require anymore form our side and standing by for an update.

Kindest Regards;

s47E(c), CSM  
**LCDR, RAN**  
Deputy Director – Logistics  
Directorate - Australian Navy Cadets

---

Email: s47E(c) [redacted] @defence.gov.au  
Mob: s47E(c) [redacted]  
Note: s47E(c) [redacted]

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---

**From:** s [redacted] MS s47E(c) [redacted] @defence.gov.au > On Behalf Of Navy Uniforms  
**Sent:** 4 Tuesday, 2 July 2024 5:22 AM  
**To:** s47E(c) [redacted] LCDR s47E(c) [redacted] @defence.gov.au >  
**Cc:** Navy Uniforms s47E(d) [redacted] @defence.gov.au >  
**Subject:** FW: WO [SEC-~~OFFICIAL~~]

~~OFFICIAL~~

Good morning,

Please see the below correspondence from the SPO regarding WO Shoulder Boards. Mereesha will provide specs when back at work.

I will keep you updated.

Warmest regards.

s47E(c) [redacted], Manager Navy Uniforms  
Navy Uniforms | Navy Logistics and Infrastructure Branch | Navy Headquarters  
s47E(c) [redacted] Campbell Park Canberra ACT

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**From:** s47E(c) [redacted] Miss s47E(c) [redacted] @defence.gov.au >  
**Sent:** Monday, 1 July 2024 2:54 PM  
**To:** Navy Uniforms s47E(d) [redacted] @defence.gov.au >  
**Subject:** RE: WO [SEC-~~OFFICIAL~~]

~~OFFICIAL~~

Hi s47E(c) [redacted]

I have been able to find the following, but I'm unsure if there is something else for Cadets. I couldn't find anything if there is.

661438583	Shoulder Board	WARRANT OFFICER, NAVY
-----------	----------------	--------------------------

There is currently 119 held at AABD and 18 at 7033 (JLU-Canberra).

Mareesha is currently off on a work commitment, but I will see if Tech can give me a spec.

Kind Regards,

s47E(c)

s47E(c) - Clothing Systems Program Office | Product Development

**Department of Defence** | Capability Acquisition and Sustainment Group  
Victoria Barracks, s47E(c) | 256 - 310 St Kilda Rd | SOUTHBANK VIC 3006

**Work:** s47E(c)

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---

**From:** s47E(c) MS s47E(c) <s47E(c)@defence.gov.au> **On Behalf Of** Navy Uniforms  
**Sent:** Thursday, 27 June 2024 9:59 AM  
**To:** s47E(c) Miss s47E(c) <s47E(c)@defence.gov.au>  
**Cc:** Navy Uniforms s47E(d) <s47E(d)@defence.gov.au>  
**Subject:** FW: WO [SEC - OFFICIAL]

~~OFFICIAL~~

Good morning s47E(c)

Hope you're well. Grateful if you can please provide guidance on the below request. If you're not the correct POC, grateful if you can please point me in the right direction.

As always, thank you for your ongoing support to Navy Uniforms.

Warmest regards.

s47E(c), Manager Navy Uniforms

Navy Uniforms | Navy Logistics and Infrastructure Branch | Navy Headquarters

s47E(c) Campbell Park Canberra ACT

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**From:** s47E(c) LCDR <s47E(c)@defence.gov.au>  
**Sent:** Wednesday, 26 June 2024 2:20 PM  
**To:** CAPT ANC s47E(c) <s47E(c)@navycadets.gov.au>; s47E(c) <s47E(c)@gmail.com>; s47E(c) <s47E(c)@defence.gov.au>; s47E(c) <s47E(c)@defence.gov.au>; PO s47E(c) <s47E(c)@defence.gov.au>; s47E(c) <s47E(c)@defence.gov.au>; MRS <s47E(c)@defence.gov.au>; s47E(c) <s47E(c)@defence.gov.au>; MS s47E(c) <s47E(c)@defence.gov.au>  
**Cc:** s47E(c) <s47E(c)@defence.gov.au>; CMDR <s47E(c)@defence.gov.au>  
**Subject:** RE: WO [REDACTED]

~~OFFICIAL~~

Hi Team;

This an odd one as the shoulder boards are an approved item in the scales listed below in the ANP. However I can find no record of them being catalogued in MILIS (Cris can you please do a check to see confirm this).

Hence we have approval for our CDTWO to be issued with the item just not approval for the item to be catalogued or potentially worn. If we can confirm with SO-Navy Uniforms for the design, we could have the items procured using local suppliers and in the meantime have the item catalogued.

s47E(c), can you please provide guidance regarding if there is a spec as I cannot locate any guidance in RAN Uniform Instructions ANP4426-1203 for the WOANC shoulder boards and also if there is a NSN? If not can you please advise a way ahead so we can procure these shoulder boards noting we already have promoted 20 CDTWO's.

I have the funds available to procure the immediate requirements (40 pair) and will arrange once we have guidance on the way ahead from SO – Navy Uniforms.

## AUSTRALIAN NAVY CADET MIDSHIPMEN AND WARRANT OFFICERS - ON PROMOTION

### Column Description

Male MIDN / Warrant Officers - Units South of the Tropic of Capricorn

Female MIDN / Warrant Officers - Units South of the Tropic of Capricorn

Male MIDN / Warrant Officers - Units North of the Tropic of Capricorn

Female MIDN / Warrant Officers - Units North of the Tropic of Capricorn

SHOULDER BOARD	PR	1	1	1	1	6
----------------	----	---	---	---	---	---

Kindest Regards;

s47E(c), CSM  
**LCDR, RAN**  
Deputy Director – Logistics  
Directorate - Australian Navy Cadets

Email: s47E(c) @defence.gov.au  
Mob s22  
Note: s47E(c)

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From: CAPT ANC s47E(c) @navycadets.gov.au>  
Sent: Friday, 21 June 2024 11:19 AM  
To: s47E(c) LCDR s47E(c) @defence.gov.au>; s47E(c) @gmail.com; s47E(c) LCDR 1 s47E(c) @defence.gov.au>  
Subject: Re: WO [REDACTED]

**⚠ EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe. ⚠**

Good afternoon all,

<sup>s47E(c)</sup> I trust your course is going well and understand you'll far from interested in ANC emails.

The attached is the WO Boards that I purchased from <sup>s47E(c)</sup> @ \$89 each for <sup>s47E(c)</sup>  
<sup>s47E(c)</sup> Supply was about 4 weeks.

They had RAN WO Boards, but indicated in cutting off the 'Australia' would simply leave large noticeable holes in the Boards.

In reference to our ANC 'officer' boards, there is NO 'navy cadets' or 'ANC' on the board and makes a very clear distinctions between RAN and ANC.

s22

With kind regards,

<sup>s47E(c)</sup>

Captain ANC

National Commander

ANC National Headquarters

P: <sup>s22</sup>

E: <sup>s47E(c)</sup> [@navycadets.gov.au](mailto:navycadets.gov.au)

**Service | Courage | Respect | Integrity | Excellence**

Working together as one ANC, we will achieve so much more.

**SAFETY FIRST - SAFETY LAST - SAFETY ALWAYS**

---

**From:** CAPT ANC <sup>s47E(c)</sup>

**Sent:** Friday, March 8, 2024 11:01 AM

**To:** <sup>s47E(c)</sup> LCDR; <sup>s47E(c)</sup> LCDR 1

**Subject:** Re: WO ~~[SEC - OFFICIAL]~~

Good morning all,

Thank you for including me in the email chains.

It may (or may not) be helpful, but last year at Stirling Clothing Store (April 2023) when we kitted out <sup>s47E(c)</sup>  
<sup>s47E(c)</sup> the shoulder boards did not have Australia on them at all (and to be honest didn't give that a<sup>c)</sup>  
thought). My question being, are they actually issued with Australia on them or do you have get that put  
on - meaning that this may not be an issue at all.

We also didn't put ANC underneath them either - possibly an error - but again, didn't think anything of that either.

Then again, maybe we just got lucky on the day?

With kind regards,

s47E(c)

Captain ANC

National Commander

ANC National Headquarters

p: s22

E: s47E(c) [@navycadets.gov.au](mailto:s47E(c)@navycadets.gov.au)

**Service | Courage | Respect | Integrity | Excellence**

Working together as one ANC, we will achieve so much more.

**SAFETY FIRST - SAFETY LAST - SAFETY ALWAYS**

---

**From:** s47E(c) LCDR s47E(c) [@defence.gov.au](mailto:s47E(c)@defence.gov.au)>

**Sent:** Friday, March 8, 2024 10:52 AM

**To:** s47E(c) LCDR 1

**Cc:** CAPT ANC s47E(c)

**Subject:** RE: WO ~~[SEC-OFFICIAL]~~

~~OFFICIAL~~

Hi s47E(c)

We need to have the WO Shoulder Boards manufactured using the Clothing SPO. This will take months, so will have to find a short term solution.

I have no problem demanding the WO RAN shoulder boards, selected WO shall have to make local arrangements to break down and old set of other rank boards and use the Australian Navy Cadet from them????? Not ideal but I don't have another option just yet.

Kindest Regards;

s47E(c)

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---

**From:** s47E(c) [@gmail.com](mailto:s47E(c)@gmail.com)>

**Sent:** Friday, 8 March 2024 7:21 AM

**To:** s47E(c) LCDR s47E(c) [@defence.gov.au](mailto:s47E(c)@defence.gov.au); s47E(c) LCDR 1

s47E(c) [@defence.gov.au](mailto:s47E(c)@defence.gov.au)>

**Cc:** s47E(c), CAPT ANC s47E(c) [@navycadets.gov.au](mailto:s47E(c)@navycadets.gov.au)>

**Subject:** WO

**⚠ EXTERNAL EMAIL:** Do not click any links or open any attachments unless you trust the sender and know the content is safe. **⚠**

I found this in the old ABR 5128 - note in red.

## Ranks of Cadets

7.14 The ranks of cadets, in order of seniority are as follows:

- a. Cadet Recruit (CDT RCT).
- b. Cadet Seaman (CDT SMN).
- c. Cadet Able Seaman (CDT AB).
- d. Cadet Leading Seaman (CDT LS).
- e. Cadet Petty Officer (CDT PO).
- f. Cadet Chief Petty Officer (CDT CPO).
- g. Cadet Warrant Officer (CDT WO).
- h. Cadet Midshipman (MIDN ANC).

## Cadet Status

7.15 A MIDN ANC is not a staff member and does not have 'Wardroom Status'.

7.16 A MIDN ANC is not to be saluted by staff members of the ANC, but is to be saluted and addressed as 'Sir/Ma'am' by cadets. Staff may preface the surname of a MIDN ANC with 'Mister and/or 'Miss' when addressing them instead of using their rank.

## Cadets

21.25 The uniform to be worn by MIDN ANC and CDT WO is to be that of Officers and Warrant Officers in the RAN, with the following exceptions:

- a. **shoulder boards are to have the metal 'AUSTRALIA' badge removed,**
- b. shoulder flashes bearing the words 'Australian Navy Cadets' are to be worn as indicated in the *ANC Dress Grooming and Ceremonial Manual*, and
- c. **the WO Badges to be worn on the ceremonial winter coat are to be ANC and not RAN.**

21.26 The uniform to be worn by CDT CPO and below is to be that of RAN junior sailors,

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~~OFFICIAL~~

## USER REQUIREMENT – CADET WARRANT OFFICER SHOULDER BOARDS

Originating Unit: Australian Navy Cadets  
Originator's UR Reference: BM77174168

### Introduction:

1. ANP 3426-1206 Chapter 33 Scale 6 Delta details the approved uniforms for issue to Officer Of Cadets Midshipman and Cadet Warrant Officers (WO). This scale includes approval for issue of one pair of shoulder boards to Cadet WO on promotion from Cadet CPO.
2. However further investigation with Navy Uniforms and the CLOSPO indicates Cadet WO Shoulder Boards have never been catalogued and there are no specifications despite the approved scale for this accoutrement.
3. This user requirement seeks to have the Cadet WO shoulder board specifications developed, catalogued and sustainment procurement action taken by the CLOSPO as required to meet demand.

### Requirements – CADET WO SHOULDER BOARDS SPECIFICATION AND CODIFICATION

2. The Cadet WO Shoulder Board should be developed using the same specifications and design as the RAN WO Shoulder Boards negative the Australia badge. ANCD shall procure the initial outfit via local supplier noting the long lead times for the development of specifications and initial procurements and the requirement for these Cadet WO Shoulder Boards immediately to kit up recently promoted Cadet WO's.

### Sample of Proposed ANC Badge Name

3. Diagram of the proposed Cadet WO Shoulder Boards is as follows:



~~OFFICIAL~~

~~OFFICIAL~~

**Logistic Considerations**

4. The Cadet WO Shoulder boards will be maintained as an individual accoutrement in accordance with the approved allowance of one per member. The shoulder boards shall be sourced via demands submitted by the Logistic Support Cell at HMAS Penguin to regional clothing stores for sourcing as per the current established process for all catalogued ANC uniforms.
5. Replacements for lost Cadet WO Shoulder Boards should be at the members' expense, where damaged on duty the boards shall be replaced at Commonwealth expense using the sourcing process as detailed at para 4.
6. The initial procurements will be for ongoing sustainment of Cadet WO Shoulder Boards approximately 25 pair annually.

**Procurement:**

7. An estimated usage for sustainment and recommended fund codes are detailed as follows.

- a. Sustainment Requirements: Ongoing Per FY

Usage Cadet WO Shoulder Board	25 Pair Per Year Annually
-------------------------------	---------------------------

- b. Funding source and codes: As this is an approved item of kit supported by an approved scale funds should already be available using Navy Uniforms sustainment funding codes.

8. The ANC POC is LCDR s47E(c) [redacted], CSM via email s47E(c) [redacted]@defence.gov.au.

	Position	Name	Sign
Prepared by:	Deputy Director Australian Navy Cadets - Logistics	LCDR s47E(c) [redacted], CSM	s47E(c) [redacted] Digitally signed by s47E(c) [redacted] Date: 2024.09.19 09:50:17 +08'00'
Endorsed by:	Director Australian Navy Cadets	CMDR s47E(c) [redacted]	s47E(c) [redacted] Digitally signed by s47E(c) [redacted] Date: 2024.09.19 14:30:51 +10'00'
Approved by:	Director General Australian Navy Cadets	CDRE David Greaves	s47E(c) [redacted] Digitally signed by s47E(c) [redacted] Date: 2024.09.19 15:24:51 +10'00'

~~OFFICIAL~~

s47E(c)

MS

**From:** s47E(c) LCDR 1  
**Sent:** Monday, 27 October 2025 1:51 PM  
**To:** s47E(c) MRS 1  
**Subject:** RE: Invoice from Navy Uniforms (T/A s47G [SEC-OFFICIAL])  
**Attachments:** Invoice\_2021\_from\_NAVY\_UNIFORMS.pdf

~~OFFICIAL~~

Hi s47E(c)

Please take this email as S23 approval for the purchase of ANC Cadet Rank Insignia using the following codes:

**ANC Finance Register Number:** ANC182FY25-26\_Navy Uniforms for SOFT RANK INSIGNIA  
WARRANT OFFICER-ANC and RANK BADGE WO-ANC

**Merchant:** Navy Uniforms

**WBS:** C-0001249-01-01-03 DG/DANC GOVERNANCE

**GL Code:** 211413 - Clothing, laundry & dry cleaning

**Cost:** \$ 275 inc GST + merchant fees

**S23 Approver:** DDANC

Cheers s47E(c)

**LCDR s47E(c)**, RAN  
Deputy Director Australian Navy Cadets

Ph: s47E(c) | Mb: s22  
s47E(c) | Brindabella Business Park | ACT 2601  
s47E(c) | [@defence.gov.au](mailto:s47E(c)@defence.gov.au)

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**From:** s47E(c) MRS s47E(c) @defence.gov.au>  
**Sent:** Thursday, 23 October 2025 4:09 PM  
**To:** s47E(c) LCDRS47E(c) @defence.gov.au>  
**Cc:** s47E(c) PO s47E(c) @defence.gov.au>  
**Subject:** FW: Invoice from Navy Uniforms (T/A s47G [SEC-OFFICIAL])

~~OFFICIAL~~

Good Afternoon,

Please find attached Invoice 2021 received today from Navy Uniforms for **SOFT RANK INSIGNIA WARRANT OFFICER – ANC** and **RANK BADGE WO-ANC**.

Below advises this delivery occurred today.

Requesting S23 Approval for payment.

**ANC Finance Register Number:** ANC182FY25-26\_Navy Uniforms for SOFT RANK INSIGNIA WARRANT OFFICER-ANC and RANK BADGE WO-ANC

**Merchant:** Navy Uniforms

**WBS:** C-0001249-01-01-03 DG/DANC GOVERNANCE

**GL Code:** 211413 - Clothing, laundry & dry cleaning

**Cost:** \$ 250.00 + GST \$25.00 = **Total Invoice Cost \$ 275.00**

**S23 Approver:** DDANC to approve request

*Kind Regards,*

s47E(c) [redacted], Mrs  
Finance Officer  
Department of Defence  
Australian Navy Cadet Directorate

---

Australian Navy Cadet Directorate  
s47E(c) [redacted] | PO Box 7927  
Brindabella Business Park | CANBERRA ACT 2610  
Outposted | s47E(c) [redacted] | Bulimba QLD 4171  
E: s47E(c) [redacted] @defence.gov.au  
P: s47E(c) [redacted]  
M: s22 [redacted]



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**From:** NAVY UNIFORMS s47G [redacted] .com.au>  
**Sent:** Thursday, 23 October 2025 2:30 PM  
**To:** s47E(c) [redacted] MRS s47E(c) [redacted] @defence.gov.au>; s47E(c) [redacted] PO s47E(c) [redacted] @defence.gov.au>  
**Subject:** Fwd: Invoice from Navy Uniforms (T/A s47G [redacted])

**⚠ EXTERNAL EMAIL:** Do not click any links or open any attachments unless you trust the sender and know the content is safe. **⚠**

Hi s47E(c) [redacted]

These were also delivered today... I don't think any such paperwork has been raised on these yet ... was a verbal from s47E(c) [redacted]

Best Regards,

Navyuniforms Team (Warren)

s47G  
s47G | Phs22  
s47G



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s47G

s47G INVOICE NO. 2021 DETAILS

**A\$275.00**

**Review and pay**

Powered by QuickBooks

Dear AUSTRALIAN NAVY CADETS,

Please find enclosed an Invoice as discussed. We would appreciate your payment as by the date indicated. Please note we're unable to commence custom orders without such.

If you have any questions, please contact us at s47G [redacted] or s47G [redacted]

We appreciate your business and look forward to working with you.

Sincerely,

s47G [redacted]

<b>Invoice to</b>	AUSTRALIAN NAVY CADETS BRINDABELL BUSINESS PARK CANBERRA ACT
<b>Ship to</b>	AUSTRALIAN NAVY CADETS BRINDABELL BUSINESS PARK CANBERRA ACT
<b>Ship date</b>	23/10/2025
<b>Ship via</b>	HAND
<b>Terms</b>	Due on receipt

23/10/2025

**SOFT RANK INSIGNIA**

A\$150.00

WARRANT OFFICER - ANC

15 X A\$10.00

23/10/2025

**RANK BADGE**

A\$100.00

WO-ANC

10 X A\$10.00

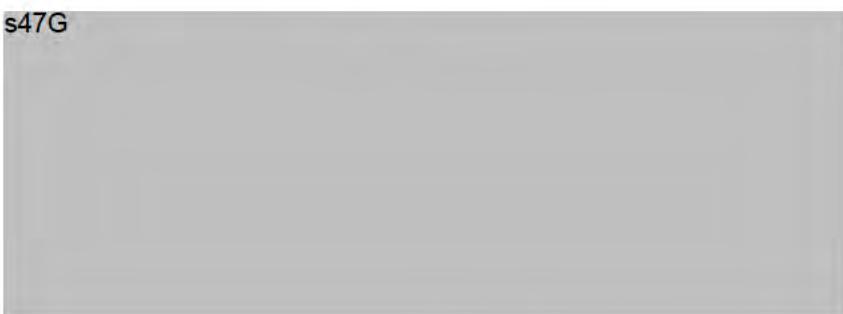
---

Subtotal	A\$250.00
GST total	A\$25.00
Total	A\$275.00
Balance due	A\$275.00

DEFENCE VENDOR: 1201221

DEFENCE PURCHASING CARD (ONLY)

PH <sup>s22</sup> 

s47G 

---

[Review and pay](#)

s47G



s22



s47G



---

If you receive an email that seems fraudulent, please check with the business owner before paying.



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s47G

s47G

s22

s47G

<b>INVOICE TO</b>	<b>SHIP TO</b>
AUSTRALIAN NAVY	AUSTRALIAN NAVY
CADETS	CADETS
BRINDABELL BUSINESS	BRINDABELL BUSINESS
PARK	PARK
CANBERRA ACT	CANBERRA ACT

**Tax Invoice 2021**

**DATE** 23/10/2025 **TERMS** Due on receipt

**SHIP DATE**  
23/10/2025

**SHIP VIA**  
HAND

DATE	ACTIVITY	QTY	RATE	AMOUNT
23/10/2025	<b>SOFT RANK INSIGNIA</b> WARRANT OFFICER - ANC	15	10.00	150.00
23/10/2025	<b>RANK BADGE</b> WO-ANC	10	10.00	100.00

DEFENCE VENDOR: 1201221	<b>SUBTOTAL</b>	250.00
DEFENCE PURCHASING CARD (ONLY)	<b>GST TOTAL</b>	25.00
PH s22	<b>TOTAL</b>	275.00

**BANKING DETAILS:**

s47G

**PAYPAL/PAYID:** s47G

**TOTAL DUE** **A\$275.00**

~~OFFICIAL~~



**Australian Navy Cadets  
 Senior Leadership Group Meeting**



03- 25

19 November 25

**MINUTES**

**In Attendance:**

CDRE David Greaves, RAN	Director General ANC (DGANC) – Chair
CMDR s47E(c) [redacted], RAN	Director ANC (DANC)
CMDR s47E(c) [redacted], RAN	National Support Commander (NSC)
LCDR s47E(c) [redacted], RAN	Deputy Director ANC (DDANC)
LCDR s47E(c) [redacted], RAN	DANC Desig
LCDR s47E(c) [redacted], RAN	Fleet Liaison Officer (FLO)
CAPT s47E(c) [redacted], ANC	National Commander ANC (NCANC)
CMDR s47E(c) [redacted], ANC	Director of Business (DBUS)
CMDR s47E(c) [redacted], ANC	Director Flotillas (DFLOT)
CMDR s47E(c) [redacted], ANC	Director Professional Standards (DPS)
Ms s47E(c) [redacted]	Facilities Manager (FACMAN)
Mrs s47E(c) [redacted]	Secretariat

**Apologies, Observers and Guest Speakers:**

Ms s47E(c) [redacted]	Youth Safety Assurance Manager (YSAM)
-----------------------	---------------------------------------

s22



~~OFFICIAL~~

~~OFFICIAL~~

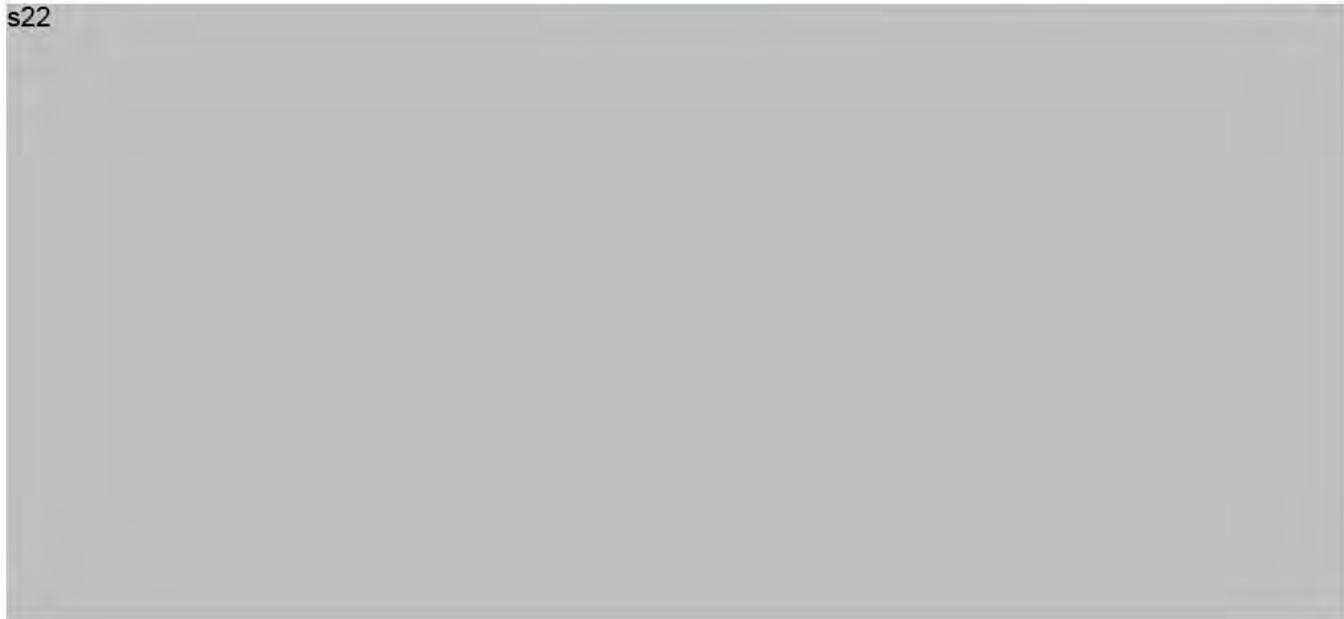
23. **Action Item 04 of 03/23 – Duke of Edinburgh (DoE) International Award Program in the ANC (DBUS).** DBUS presented the brief citing as of Nov 25 there is a total of 21 registered cadet users for the DoE Online Record Book (ORB) however, only one registered user has managed to log onto the DoE portal. He stated there are 11 registered leaders on the DoE ORB from TS *Vengeance*, TS *Diamantina*, TS *Orion* and TS *Kanimbla*. All 11 leaders have completed the DoE Award Leader Level One (DoE-L1) however cannot register their training on the portal and this is being worked through with DoE.
24. DoE are insisting ADFC use the ORB to record cadet progress, yet this was not part of the original agreement; the agreement was to accept the adoption of the records from CAEv5. This is resulting in double entry of accomplishments and remains a sticking point between DoE and ADFC.
25. DBUS explained that a larger cohort of ANC members (~50) enrolled in the DoE would provide a greater opportunity to test and adjust the processes, while providing better data. He advised LEUT ANC s47E(c), DoE National Manager is located within *Torrens* Flotilla and could engage within the flotilla to facilitate further users within the DoE award. The SLG discussed alternate possible Flotillas to include in the pilot, which may be more suitable.
26. Recommendation is for the pilot of DoE to occur with an increase to *Torrens* Flotilla prior to a wider rollout across the ANC.
27. DGANC advised AI is to remain OPEN, with the ANC determining the most suitable Flotillas to include in rollout. Report back at SLG 01/26.
28. **AI 03 of 02/25 – DCN Decision Brief – ANC National Cadet Youth Development Continuum.** DDANC advised the SLG that a DGANC DIR 05/25 has been distributed to all ANC/ANCD staff, providing recent updates to the ANC program, including wearing the DoE Award Pin on ANC uniforms, the introduction of the ANC Excellence Award Patch and the creation of the Cadet Warrant Officer – National (CDTWO-N) position.
29. DDANC cited DGANC had previously provided advice to the ANC on the wearing of DoE badges awarded outside of the ANC program. The new Directive gives further detail on wearing of the DoE Award with the DoE program now BAU coordinated by the ANC. The new Excellence Patch will be awarded by DGANC at the Annual National Sailing and Skill at Arms Competitions. Training Ships with cadets eligible for the retrospective awarding of this patch are being contacted directly by ANCD staff. The first CDTWO – N will be selected following the CDTWO Course in Dec 25 with SRI and Hard Boards in procurement.
30. DGANC advised he will update the terminology surrounding cadets wearing the DoE award pin to include OOC.
31. DGANC requested the ANC take photos of cadets in uniform wearing the retrospective awards. He advised to promulgate internally and via social media streams to bring awareness of the new awards within the ANC.
32. DGANC noted the brief and agreed this AI is CLOSED and is BAU.

s22

~~OFFICIAL~~

~~OFFICIAL~~

s22



s47E(c)

Digitally signed  
by s47E(c)  
Date: 2025.12.09  
08:59:43 +11'00'

**DWC Greaves OAM**  
CDRE RAN  
DGANC

9 Dec 25

s47E(c)

Digitally signed  
by s47E(c)  
Date: 2025.12.13  
11:04:31 +11'00'

CAPT ANC  
NCANC

Dec 25

s22



~~OFFICIAL~~



## Australian Navy Cadets Senior Leadership Group

**SLG 03-25 – Wed 19 Nov 25**

**Agendum Paper:** ANC National CYDC Initiatives

**Sponsor:** DDANC

### SECTION 1 – ACTION ITEMS

#### **Action Item – DCN Decision Brief – ANC National CYDC.**

1. **AI-03 02/25 – Recommend Closure.** DGANC DIR 05/25 has been distributed to all ANC/ANCD Staff, providing recent updates to the ANC program, including wearing the Duke of Edinburgh Award Pin on ANC uniforms, the introduction of the ANC Excellence Award Patch and the creation of the Cadet Warrant Officer – National (CDTWO-N) position. This item now falls into BAU.
2. DGANC had previously provided advice to the ANC on the wearing of DoE badges awarded outside of the ANC program. The new Directive gives further details on the wearing of the DoE Award with the DoE program now BAU coordinated by the ANC. The new Excellence Patch will be awarded by the DG at the Annual National Sailing and Skill at Arms Competitions. Training Ships with Cadets eligible for the retrospective awarding of this patch are being contacted directly by ANCD Staff. The first CDTWO – National will be selected after the CDTWO Course in December with SRI and Hard Boards in procurement. Recommend closure of this Action Item as this is now BAU.

#### **Enclosure:**

1. DGANC DIR 05/25 – ANC CYDC Initiatives dated 11 Nov 25

s47E(c) MS

**From:** CAPT ANC s47E(c) @navycadets.gov.au>  
**Sent:** Thursday, 18 December 2025 6:02 PM  
**To:** LCDR ANC s47E(c) JP (Qual); s47E(c) LCDR  
**Cc:** CMDR ANC s47E(c) MA JP; s47E(c) LCDR 1; CMDR ANC s47E(c)  
**Subject:** Re: CDTWO winter uniform rank insignia [SEC-~~OFFICIAL~~]

~~OFFICIAL~~

Thanks s47E(c)

Great chatting with you.

As discussed the DGANC's intent is to ensure that our CDTWOs have 2 rank insignia for both sleeves.

CDTWO are not wearing cuff rates on their respective uniforms.

I'll get some photos of the insignia that was provided.

With kind regards

s47E(c)  
CAPT ANC  
NCANC  
Sent via iPhone

~~OFFICIAL~~

---

**From:** s47E(c) LCDR s47E(c) @defence.gov.au>  
**Sent:** Thursday, December 18, 2025 4:07:26 PM  
**To:** CAPT ANC s47E(c) @navycadets.gov.au>; LCDR ANC s47E(c) JP (Qual)  
<s47E(c) @navycadets.gov.au>  
**Cc:** CMDR ANC s47E(c) MA JP s47E(c) @navycadets.gov.au>; s47E(c) @defence.gov.au  
s47E(c) @defence.gov.au>; CMDR ANC s47E(c) @navycadets.gov.au>  
**Subject:** RE: CDTWO winter uniform rank insignia [SEC-~~OFFICIAL~~]

~~OFFICIAL~~

Hi s47E(c)

The WO cuff badge is only for the one sleeve as the other has the cuff rate badges as required. Not sure what the issue regarding the coat of arms is without seeing the badge or a photo of the badge.

Kindest Regards;

s47E(c), CSM  
**LCDR, RAN**  
Deputy Director – Logistics  
Directorate - Australian Navy Cadets

---

Email: s47E(c) @defence.gov.au  
Mob: s22

Note: s47E(c)

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**From:** CAPT ANC s47E(c) @navycadets.gov.au  
**Sent:** Thursday, 18 December 2025 10:42 AM  
**To:** LCDR ANC s47E(c) JP (Qual) <s47E(c)@navycadets.gov.au>  
**Cc:** s47E(c) LCDR <s47E(c)@defence.gov.au>; CMDR ANC s47E(c) MA JP <s47E(c)@navycadets.gov.au>; s47E(c) LCDR s47E(c) @defence.gov.au; CMDR ANC s47E(c) @navycadets.gov.au  
**Subject:** CDTWO winter uniform rank insignia [~~SEC-OFFICIAL~~]

~~OFFICIAL~~

Good afternoon s47E(c)

The CDTWO rank insignia recieved is incorrect. The coat arms provided is not the correct coat of arms for the uniform. It is immediately noticeable that it is not correct and further, there is only 1 insignia provided, which makes it a little difficult to cover both sleeves.

The same is for the CDTWO National rank insignia, there is only the 1 as well.

Can you please take those necessary steps to ensure that the correct insignia is provided and a 'double' supply to ensure there is enough for both sleeves.

We need to resolve this sooner rather than later as it will be winter before we know it and they'll need these for their respective winter uniforms.

With kind regards,

s47E(c)

Captain ANC  
National Commander  
ANC National Headquarters

P: s22

E: s47E(c) @navycadets.gov.au

**Service | Courage | Respect | Integrity | Excellence**

Working together as one ANC, we will achieve so much more.

**SAFETY FIRST - SAFETY LAST - SAFETY ALWAYS**

~~OFFICIAL~~

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s47E(c)

**MS**

**From:** CMDR ANC s47E(c) @navycadets.gov.au>  
**Sent:** Saturday, 20 December 2025 4:44 PM  
**To:** CAPT ANC s47E(c); LCDR ANC s47E(c) JP (Qual); s47E(c)  
LCDR  
**Cc:** CMDR ANC s47E(c) MA JP; s47E(c) LCDR 1  
**Subject:** Re: CDTWO winter uniform rank insignia [~~SEC - OFFICIAL~~]  
**Attachments:** IMG\_6276.jpeg

~~OFFICIAL~~

All

This is what they received .

It is an old rank badge from when Cadet Warrant Officers stayed in Junior Sailor rig, and rank was just worn where a PO rank would be with Good Conduct Chevrons. Even the shape reflects this, not cut for the jacket cuff.

Now that they here square rig, the Warrant Badges should be same as Navy,. They need to be issued two of each. National Cadet WO received correct badges, and our Flotilla Cadet WOs should align with this.

Thanks

s47E(c)  
CMDR ANC  
Director Flotillas

~~OFFICIAL~~

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**From:** CAPT ANC s47E(c) @navycadets.gov.au>  
**Sent:** Saturday, December 20, 2025 4:31 pm  
**To:** LCDR ANC s47E(c) JP (Qual) s47E(c) @navycadets.gov.au>;  
s47E(c) @defence.gov.au <s47E(c) @defence.gov.au>  
**Cc:** CMDR ANC s47E(c) MA JP s47E(c) @navycadets.gov.au>;  
s47E(c) @defence.gov.au s47E(c) @defence.gov.au>; CMDR ANC s47E(c)  
s47E(c) @navycadets.gov.au>  
**Subject:** Re: CDTWO winter uniform rank insignia [~~SEC - OFFICIAL~~]

~~OFFICIAL~~

Our CDTWO's are not wearing cuff rates

They'll need 2 insignia

s47E(c) has the larger coat of arms for her insignia but others have this tiny shaped coat of arms - they are decidedly different

s47E(c)  
CAPT ANC  
NCANC  
Sent via iPhone

~~OFFICIAL~~

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**From:** LCDR ANC s47E(c) JP (Qual) s47E(c) @navycadets.gov.au>  
**Sent:** Saturday, December 20, 2025 3:52:09 PM  
**To:** s47E(c) @defence.gov.au <s47E(c) @defence.gov.au>; CAPT ANC s47E(c) <s47E(c) @navycadets.gov.au>  
**Cc:** CMDR ANC s47E(c) MA JP s47E(c) @navycadets.gov.au>; s47E(c) @defence.gov.au s47E(c) @defence.gov.au>; CMDR ANC s47E(c) @navycadets.gov.au>  
**Subject:** Re: CDTWO winter uniform rank insignia ~~[SEC-OFFICIAL]~~

OFFICIAL

ANC WO receive 1 badges for left arm as CYDC rates are positioned on right arm.  
I will need photo of badge to determine if it is correct

Sent from [Outlook for Android](#)

~~OFFICIAL~~

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**From:** s47E(c) LCDR s47E(c) @defence.gov.au>  
**Sent:** Thursday, December 18, 2025 3:06:15 PM  
**To:** CAPT ANC s47E(c) @navycadets.gov.au>; LCDR ANC s47E(c) JP (Qual) <s47E(c) @navycadets.gov.au>  
**Cc:** CMDR ANC s47E(c) MA JP <s47E(c) @navycadets.gov.au>; s47E(c) @defence.gov.au s47E(c) @defence.gov.au>; CMDR ANC s47E(c) @navycadets.gov.au>  
**Subject:** RE: CDTWO winter uniform rank insignia ~~[SEC-OFFICIAL]~~

~~OFFICIAL~~

Thanks s47E(c) I am not sure where these were sourced from, may have been sourced commercially by the same mob who do the elective badges????

Cheers s47E(c)

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**From:** CAPT ANC s47E(c) @navycadets.gov.au>  
**Sent:** Thursday, 18 December 2025 3:02 PM  
**To:** LCDR ANC s47E(c) JP (Qual) s47E(c) @navycadets.gov.au>; s47E(c) LCDR s47E(c) @defence.gov.au>  
**Cc:** CMDR ANC s47E(c) MA JP <s47E(c) @navycadets.gov.au>; s47E(c) LCDR 1 <s47E(c) @defence.gov.au>; CMDR ANC s47E(c) @navycadets.gov.au>  
**Subject:** Re: CDTWO winter uniform rank insignia ~~[SEC-OFFICIAL]~~

~~OFFICIAL~~

Thanks s47E(c)

Great chatting with you.

As discussed the DGANC's intent is to ensure that our CDTWOs have 2 rank insignia for both sleeves.

CDTWO are not wearing cuff rates on their respective uniforms.

I'll get some photos of the insignia that was provided.

With kind regards

s47E(c)  
CAPT ANC  
NCANC  
Sent via iPhone

~~OFFICIAL~~

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**From:** s47E(c) LCDR s47E(c) @defence.gov.au>  
**Sent:** Thursday, December 18, 2025 4:07:26 PM  
**To:** CAPT ANC s47E(c) @navycadets.gov.au>; LCDR ANC s47E(c) JP (Qual) <s47E(c) @navycadets.gov.au>  
**Cc:** CMDR ANC s47E(c) MA JP s47E(c) @navycadets.gov.au>; s47E(c) @defence.gov.au s47E(c) @defence.gov.au>; CMDR ANC s47E(c) s47E(c) @navycadets.gov.au>  
**Subject:** RE: CDTWO winter uniform rank insignia [~~SEC-OFFICIAL~~]

~~OFFICIAL~~

Hi s47E(c)

The WO cuff badge is only for the one sleeve as the other has the cuff rate badges as required. Not sure what the issue regarding the coat of arms is without seeing the badge or a photo of the badge.

Kindest Regards;

s47E(c), CSM  
**LCDR, RAN**  
Deputy Director – Logistics  
Directorate - Australian Navy Cadets

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Email: s47E(c) @defence.gov.au  
Mob: s22  
Note: s47E(c)

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**From:** CAPT ANC s47E(c) [redacted] @navycadets.gov.au>  
**Sent:** Thursday, 18 December 2025 10:42 AM  
**To:** LCDR ANC s47E(c) [redacted] JP (Qual) s47E(c) [redacted] @navycadets.gov.au>  
**Cc:** s47E(c) [redacted] LCDR s47E(c) [redacted] @defence.gov.au>; CMDR ANC s47E(c) [redacted] MA JP  
<s47E(c) [redacted] @navycadets.gov.au>; s47E(c) [redacted] LCDR s47E(c) [redacted] @defence.gov.au>; CMDR ANC  
s47E(c) [redacted] @navycadets.gov.au>  
**Subject:** CDTWO winter uniform rank insignia ~~[SEC-OFFICIAL]~~

~~OFFICIAL~~

Good afternoon s47E(c) [redacted]

The CDTWO rank insignia recieved is incorrect. The coat arms provided is not the correct coat of arms for the uniform. It is immediately noticeable that it is not correct and further, there is only 1 insignia provided, which makes it a little difficult to cover both sleeves.

The same is for the CDTWO National rank insignia, there is only the 1 as well.

Can you please take those necessary steps to ensure that the correct insignia is provided and a 'double' supply to ensure there is enough for both sleeves.

We need to resolve this sooner rather than later as it will be winter before we know it and they'll need these for their respective winter uniforms.

With kind regards,

s47E(c) [redacted]

Captain ANC  
National Commander  
ANC National Headquarters

P: s22 [redacted]

E: s47E(c) [redacted] @navycadets.gov.au

**Service | Courage | Respect | Integrity | Excellence**

Working together as one ANC, we will achieve so much more.

**SAFETY FIRST - SAFETY LAST - SAFETY ALWAYS**

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# BADGES OF RANK

## OFFICER

Australian Air Force Cadets Service Dress – Air Force Blue (SD-AFB)



Australian Navy Cadets



Australian Army Cadets



## INSTRUCTOR



## CADETS



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