ANP 4426-1203
UNIFORM INSTRUCTIONS FOR THE ROYAL AUSTRALIAN NAVY



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FORWARD

1 This publication prescribes Royal Australian Navy uniform and orders of dress and provides detailed instructions for the wearing of uniforms (and civilian clothing in certain circumstances) by members of the Permanent Navy and the Naval Reserve, and personnel granted approval to wear uniform in accordance with this publication.

2 These uniform instructions are to be used as a guide for the wearing of uniform by members of the Australian Navy Cadets in conjunction with Australian Book of Reference (ABR) 5128—*Policy and Operating Instructions Manual for the Australian Navy Cadets*.

3 This publication is to be interpreted as positive instructions, meaning if a situation is not specified in the publication, it is therefore prohibited; however, elements of this publication provide specific direction to the reader.

4 In this publication any reference to a male applies also to a female unless otherwise specified; reference to a ‘member’ or ‘personnel’ applies to both males and females.

5 In this publication any reference to the Permanent Navy applies to Officers appointed to, and Sailors enlisted as, SERCAT 6-7. Any reference to the Naval Reserve applies to Officers appointed to, and Sailors enlisted as, SERCAT 2-5. Naval Reserve personnel engaged under SERVOP C (Service Option Continuous Full Time Service) are considered Permanent Navy unless otherwise specified.

6 Should further clarification be required for any matter relating to Royal Australian Navy uniforms, formal advice is to be sought from the Navy Uniforms section of the Directorate of Navy Logistic Support within the Navy Logistics Branch.

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CHAPTER 1 – RESPONSIBILITIES AND WEARING OF THE ROYAL AUSTRALIAN NAVY UNIFORM

Introduction

1.1. The wearing of the Royal Australian Navy uniform is a privilege and thus should be a matter of personal pride to all Naval personnel. Naval uniforms are important symbols of military rank and reflect organisational history. Naval uniforms contribute to morale, pride, discipline and public perception of the RAN.

1.2. It is incumbent on commanders, supervisors, peers and the individual, to ensure dress, deportment and grooming of Naval personnel is in accordance with this publication and maintained at the highest possible standard.

RESPONSIBILITIES

Responsibilities of Administrative Authorities and Commanding Officers

1.3. Administrative Authorities and Commanding Officers (CO) are to ensure that:

a. Members under their command maintain uniforms in accordance with the scales laid down in Supplements 1 and 2 (Permanent Navy) and Scales 5 (Naval Reserve and SERVOP C) of ANP 3426-1203 – *Royal Australian Navy Scales of Uniform Clothing.* Uniforms are to be well fitting, in good order with the member's name and Employee ID inconspicuously notated. Uniforms are to be inspected on parade for correct pattern, cleanliness, repair and appearance.

b. The guidelines on Occasions for Wear contained in the Annexes to Chapter 3 are adhered to. The term optional means the item may be purchased by the member and worn, when approved by Administrative Authorities and COs, with uniforms as indicated in this publication.

1.4. Where several independent units or detachments are situated in the same locality, the Senior Officer is to consult with other COs to standardise dress requirements for standing orders, and to seek endorsement of the agreement from the Commands.

1.5. **Wearing of Uniform.**

a. COs are to ensure that only authorised patterns of uniform and accessories are worn by members under their command, and are to promulgate dress rules for Service messes, clubs and institutions within their area of responsibility. Local restrictions, if any, on the wearing of certain dress options or items of dress are to be promulgated in standing orders.

b. COs are to be cognisant of their Work Health and Safety (WH&S) responsibilities in determining the Dress of the Day.

c. **Civilian Court attendances.** The CO is to decide whether it is appropriate to wear uniform for court attendance being cognisant of the guidelines at paragraph 1.21.

d. **Special occasions.** COs may give permission to wear uniform at special non-Service occasions such as christenings, weddings, funerals and balls, with the exception that current uniforms as described in these regulations are not to be worn at fancy dress balls.

e. **Mourning.** COs may approve the wearing of marks of mourning being cognisant of requirements at paragraphs 1.26-1.28.

1.6. **Civilian Clothing.**

a. The CO is to promulgate standards for civilian clothes in Standing Orders cognisant of the guidelines at Chapter 10. The CO may grant permission to wear civilian clothing:

1. in HMA ships and establishments.

2. by members proceeding ashore or returning to HMA ships and establishments subject to instructions issued by administrative authorities that may permit plain clothes to be worn on other occasions.

3. by pregnant members whilst on duty on advice from a Medical Officer.

b. The CO may suspend the wearing of plain clothes for any individual or group of individuals whose personal dress and appearance is considered to present a poor image of the Service.

c. **Dress outside the Australian Station.** COs are to ensure that members ashore in a foreign country respect the dress customs of that country.

1.7. **Grooming.**

a. Where members desire to significantly change elements of their grooming, they are to make application to their CO or delegate who may approve the request subject to a further review after a three-week period.

b. **Beards.** A CO or their delegate may direct a member to trim or adjust the styling of a beard if it is in contravention to this publication or deemed in their judgement to be of an unacceptable appearance. A CO or their delegate may direct members to remove facial hair if it is deemed to be of an unacceptable appearance or where its presence significantly reduces the effectiveness of respiratory protective equipment.

c. **Hairstyles.** The CO may approve:

1. a ‘0’ or No1 cut where reasons of a medical or hygiene nature dictate, or

2. the use of a razor where significant natural hair loss is considered justification to warrant the complete removal of remaining hair from the scalp.

d. **Body Embellishments.** COs are to consult Chapter 5 of this publication and CDF Directive 05/2019 – *ADF Body Embellishment Policy* when providing direction regarding body embellishments.

1. COs may determine if a member’s body embellishment is in contravention to the CDF Directive or this publication.

2. COs may direct members to temporarily remove items associated with body embellishments, such as body piercing jewellery or adornments, where it presents a risk to WH&S or if in contravention with this publication. Where temporary removal is not possible, COs may consider removing the

individual from the workplace, or having them conduct duty in an alternative location until a solution can be determined.

3. COs are not to direct members to permanently remove / rectify their non-compliant body embellishment. It is a matter for the individual to decide whether or not they wish to undertake such removal or rectification. This does not, however, prevent the initiation of administrative action (including termination of service) against the member should they elect not to remove or rectify their non-compliant body embellishment. COs are to counsel members on the potential consequences of their decision.

1.8. **Specific Uniform Items.**

a. **Court Shoes.** When promulgating standing orders for mess functions on board sea going platforms, the CO is to consider WH&S implications and the specific nature of the platform prior to authorising the wearing of the mess skirt and court shoes by female members for the occasion.

b. **Sandals.** COs may authorise sandals (with back strap) in lieu of shoes and socks in ships and on establishments in areas north of the Tropic of Capricorn.

c. **Rib Knit Sweater.** COs may authorise the wearing of the Rib Knit Sweater in lieu of the 'Jacket, Utility'.

d. **Combat Clothing.** COs may approve the removal of the DPNU coat to relax the uniform although this is not to occur whenever personnel are ashore or in a public environment.

e. **Balaclavas and beanies.** COs have the discretion to authorise the wearing of balaclavas and beanies in cold working areas; when promulgating such authorisation COs are to specify a period of use (start / end dates) and the specific locations approved for wear.

f. **Patches, T-Shirts and Ball Caps.** COs are to ensure that personnel under their command wear only DPNU Patches, DPNU T-Shirts and Ball Caps that have been approved in accordance with this publication.

g. **Service Readiness Badge (SRB).** COs are the approving authority for the initial issue of the SRB and may withdraw the right to wear the SRB. A CO may grant temporary waivers from the relevant IR provisions for members who cannot maintain the required degree of IR for reasons beyond their control.

1.9. **Issue.**

a. A CO may authorise loan or repayment issue in accordance with ANP3426-1203 to recovered or returned absentees or deserters who are to be retained by the service, and whose kits are not available on their return.

Responsibilities of the member

1.10. All RAN personnel are obliged to ensure that their uniform is worn correctly on all occasions. Unless otherwise specified personnel are not to wear service and civilian clothing simultaneously. Personnel are not to wear unauthorised combinations of RAN uniforms.

1.11. Personnel are not to be groomed or wear uniform in such a manner, or under such circumstances, as likely to bring discredit upon themselves, the RAN or Australia.

1.12. It is the member's responsibility to ensure that uniform kit is maintained in good repair and replaced when necessary. ANP 3426-1203 details uniform items that members of each rank are required to maintain as kit. Permanent Navy personnel are to ensure that their kits are maintained in accordance with the scales laid down in ANP 3426-1203 at Supplements 1 and 2; Naval Reserve and SERVOP C personnel are to comply with Scale 5 of ANP 3426-1203.

Member's Dress and Grooming Requirements

1.13. Members identifying as the male gender are to adhere to the dress and grooming requirements of males as specified in this publication.

1.14. Members identifying as the female gender are to adhere to the dress and grooming requirements of females as specified in this publication.

1.15. Members recognised by Navy as transgender are to adhere to the dress and grooming requirements of their transitioned gender as specified in this publication.

1.16. Members recognised by Navy as gender x (indeterminate / intersex / unspecified) are to be issued with either a male or a female uniform entitlement they identify with; members are to adhere holistically to the dress and grooming requirements associated with the issued uniform entitlement as specified in this publication. The combination of male and female dress and grooming standards is not to occur.

WEARING OF THE RAN UNIFORM

Wearing of the RAN uniform on specific occasions

1.17. **General.** Uniform is to be worn at all times in HMA ships and establishments, except when permission not to do so has been given by the respective CO. The CO may permit civilian clothes to be worn by members proceeding ashore or returning to HMA ships and establishments subject to instructions issued by administrative authorities that may permit plain clothes to be worn on other occasions.

1.18. **Rallies and demonstrations.** When in uniform members are not to attend any rally or demonstration unless permission has been obtained through their chain of command for Deputy Chief of Navy (DCN) approval. Applications are to be submitted to NHQ via the Navy Uniforms section.

1.19. **Special occasions.** COs may give permission to wear uniform at special non-Service occasions such as christenings, weddings, funerals and balls, with the exception that current uniforms as described in these regulations are not to be worn at fancy dress balls. Prevailing seasonal dress requirements are to be adhered to unless the express permission from the Navy Uniforms section has been provided in writing.

1.20. **Outside the Australian Station.** As a general rule, uniform is not to be worn by members when on shore in a foreign country, except in a port where the member's ship is berthed. If there is uncertainty as to any prohibition on the wearing of uniform when travelling inland, advice is to be sought from the local authorities and necessary permission obtained. COs are to ensure that members ashore in a foreign country respect the dress customs of that country.

1.21. **Civilian Court attendances.** The CO is to decide whether it is appropriate to wear uniform for court attendance depending on local conditions and based on the following guidelines:

a. Uniform should be worn by a witness attending in an official capacity or by an escort.

b. Uniform may be worn by a member accompanying another member at the CO's discretion.

c. Uniform should not be worn by a plaintiff, defendant or respondent.

1.22. **Defence Force Magistrate's Trials and Court Marshall attendances.** These are formal military justice proceedings which are open to the public and media to attend. Civilian attire is to be worn by personnel who are involved in these proceedings when travelling to and from the court location. Personnel are to wear uniform as required while inside the confines of the court's location.

1.23. **Naval Reserve.** Members of the Naval Reserve are permitted to wear uniform in the same circumstances as their Permanent Navy counterparts; the uniform is to be worn as a full ensemble in accordance with the instructions contained in this publication. Approval to wear uniform in itself is not to be construed as the member being deemed to be on duty for the purpose of remuneration, compensation or provision of medical assistance.

1.24. **Discharged Personnel / Retired List.** Former members of the Permanent Navy and Naval Reserve who are now fully separated from the ADF and were not discharged under adverse terms, or have been placed on the Retired List, are entitled to wear uniform on the following occasions:

a. ANZAC Day

b. Remembrance Day

c. Memorial Services including Service Funerals

d. Official functions and parades as prescribed by the coordinating authority, and

e. Special non-Service occasions such as christenings, weddings, funerals and balls if approved in accordance with paragraph 1.19 of this chapter.

1.25. The uniform must be worn as a full ensemble in accordance with the instructions contained in this publication. Applications to wear the uniform by those who have discharged outside the aforementioned occasions are to be submitted to the Navy Uniforms section and will be considered on a case-by-case basis.

Funerals

1.26. A member attending a State or Service funeral in an official capacity is to wear uniform in accordance with the directions contained in this publication. A member attending a funeral in a private capacity may wear uniform or civilian attire.

1.27. **Mourning brassards.** A mourning brassard is to be worn by all uniformed Officers and by Sailors (when ordered) when attending Service Mourning. The brassard is 60-80mm wide, made of black crepe and is available for loan from most RAN loan clothing stores. It is to be worn on the left sleeve half way between the elbow and the shoulder. A mourning brassard is to be worn by all Officers (as directed in the promulgating message) attending State or Service funerals in an official representative capacity. The mourning brassard is not to be worn at a memorial service or ceremony such as the unveiling of a memorial or the observance of ANZAC Day and Remembrance Day. Further details concerning Court, Service and private mourning are as follows:

a. **Court mourning.** The RAN does not observe Court mourning. However, a member who attends a Court or Vice Regal function in uniform during a period of Court mourning is to wear a mourning brassard.

b. **Service mourning.** Special instructions regarding the application and duration of Service mourning will be issued when Service mourning is ordered. If a tie is worn with civilian clothing whilst on duty during Service mourning it is to be black.

c. **Private mourning.** Officers and sailors may also wear a mourning brassard on the left upper arm when in private mourning.

1.28. No other mark of mourning is to be worn unless approved by an administrative authority or CO.

Wearing Uniform on Bicycles or Motor Cycles

1.29. A member travelling in uniform on a bicycle or motor cycle is to wear individual safety or protective equipment required by civil law and may wear additional protective outer clothing as considered necessary. All civilian items of clothing are to be removed when there is no longer a civilian legal requirement to wear the items. The prescribed order of dress is to be restored as soon as practicable at the completion of the journey.

Academic dress

1.30. Academic robes may be worn with service uniform on the following occasions:

a. At graduation ceremonies by participating naval graduate and graduate naval guests.

b. On all other occasions by naval graduates attending in a naval capacity, where academic dress is decreed the 'dress of the day' by the organising body.

c. The correct naval dress worn is dictated by the civilian dress suggested for the academic occasion, e.g. Lounge Suit - W3 or S3, and Evening Dress - W5 or S5.

Maternity

1.31. Pregnant members may commence wearing the maternity uniforms in accordance with the instructions prescribed in this publication at any date after the pregnancy is confirmed and once their CO has been notified of the pregnancy. The wearing of maternity uniforms is to cease once the member has returned to work from maternity leave. Personnel requiring a change in sizes of service uniform are required to purchase items using their UA.

1.32. On advice from a Medical Officer the CO may approve the wearing of civilian clothing by pregnant members whilst on duty. Such approval is only to be granted in exceptional circumstances.

1.33. Nursing undershirts. A grey nursing undershirt can be worn by female members with S/W12 DPNU in lieu of the grey T-Shirt. The grey nursing undershirts must be worn tucked in and personnel are not to remove their DPNU coat while wearing the undershirt. The initial procurement costs of these items, limited to two shirts, will be reimbursed to the member upon their application through their Divisional Staff to the Navy Uniforms section. Subsequent and ongoing maintenance and replacement will be at the member's own expense through the utilisation of UA. Examples of acceptable nursing undershirt design are shown in Figure 1.1.

Figure 1.1: Example of acceptable nursing undershirt design



Religious / Cultural dress or grooming

1.34. RAN members who have a requirement to wear specific religious items with the RAN uniform as an integral part of their faith are approved to do so. These specific items include turbans for men of the Sikh faith and hijabs, long sleeved white smocks and full body swimming attire for female Muslim members. These items are approved in order to allow members of different faiths the opportunity to meet their religious practices that enables all Australians, regardless of their cultural or religious backgrounds, to make a valued contribution to Australia's prosperity and security through service in the RAN.

1.35. **Turbans.** Turbans for men of the Sikh faith are to be white in colour when wearing RAN service dress uniform and black when worn with DPNU. When wearing a turban, the appropriate beret rank badge is to be affixed at the apex of the triangle of the headband. Initial procurements costs will be reimbursed to the member upon their application, through their Divisional Staff, to the Navy Uniforms section. Subsequent and ongoing maintenance and replacement will be at the member's own expense through the utilisation of UA.

1.36. **Female Islamic Dress.**

a. **Hijab.** Hijabs for women of the Islamic faith are to be white in colour when wearing RAN service dress uniform and black when worn with DPNU. The hijab is to be worn under the hat applicable to the associated service uniform. Initial procurements costs of these items will be reimbursed to the member upon their application, through their Divisional Staff, to the Navy Uniforms section. Subsequent and ongoing maintenance and replacement of these items will be at the member's own expense through the utilisation of UA.

b. **Smock.** In accordance with guidance for Islamic female clothing, a smock may be worn by female members with uniform dress S/W6 and S/W7 in lieu of the fitted RAN white female shirt. As the smock is not to be tucked into the slacks it is to be of adequate length to cover a women's hip area. The initial issue of the smocks will be provided at Commonwealth expense with future replacements to be paid for by the member utilising UA. The replacement cost of the smock will be the same as the standard female white shirt in the Defence Transaction Processor price list. Application for the procurement of a smock in the first instance should be made by the member or their Divisional Staff through the member's local clothing store to the Navy Uniforms section. Navy Uniforms will arrange for the manufacture of this clothing item through the member's local ADF clothing store.

c. **Long Sleeve Military Shirt.** If female Islamic members choose not to wear the smock they may be issued with white long sleeve military shirts in lieu of their white short sleeve military shirt entitlement; unlike the smock the long sleeve military shirt is to be tucked into the slacks.

d. **Swimwear.** Full body swimwear for women of the Islamic faith must be black or navy blue in colour with no embellishments and minimal motifs. Initial

procurements costs will be reimbursed to the member upon their application, through their Divisional Staff, to the Navy Uniforms section. Subsequent and ongoing maintenance and replacement will be at the member's own expense through the utilisation of UA.

RAN personnel serving outside the RAN

1.37. RAN personnel serving with either Army or Air Force or when working in a Tri-Service environment, are to dress according to the provisions of this publication. Tri-Service equivalent orders of dress are at paragraph 1.39.

1.38. RAN personnel serving with foreign Defence Forces, or attending official ceremonial events in a foreign country, are to wear the RAN uniform (as prescribed in these instructions) which most closely conform to the dress prescribed by the Foreign Service.

Occasions for Wear – Tri-Service Equivalents

1.39. Table 1.1 to Table 1.3 contains the dress equivalents of service dress; these equivalents are guidance only and the Army Dress Manual and the Air Force Dress Manual should be consulted to confirm the order of dress and occasions for wear.

Table 1.1: Tri-Service Equivalent Ceremonial Uniform

Navy	Army	Air Force	Notes
S1	2A / 2C / SO2	CD2 CD3	Ceremonial Parades Courts-Martial Escorts Funerals Guards Official Guests at Investitures Levees Military Weddings (if approved)
S2	2C / 3A / SO1	CD2 CD3	
W1	1A / 2A / 2B / 2C / 2D / SO2	CD1 CD2	
W2	1B / 2B / 2D / SO1	CD1 CD2	
S3	1C	SD3 SD5	Memorial Services (Indoor) Memorial Services (Outdoors) Private Audiences Calling Church Services Vice-Regal Day Function Investiture Recipients Receptions for National Days Official Public Functions Service Functions Attended by the Public (e.g. Navy Open Days)
W3	1C	SD2	

Table 1.2: Tri-Service Equivalent Mess Dress

Navy	Army	Air Force	Notes
S4	6B / 6D	MD1	Official or Public Balls Dinners Evening Receptions Formal Dining-In (Dinner when uniform is worn and Two Star Officers, of any Service, are guests)
W4	6A / 6C / 6D	MD1	
S5	6B / 6D	MD1	Informal Dining-In Normal Evening Wear
W5	-	MD1	
S6	6D	MD2	S6- Night clothing W6- Informal Evening Wear
W6	6D	MD2	

Table 1.3: Tri-Service Equivalent Non-Ceremonial Day Dress / Working Dress

Navy	Army	Air Force	Notes
W6	2F / 4A	SD3	Normal working dress in office environment
S7	2E / 2F / 3A / 4A	SD3 SD4	
W7	1C / 2F / 4A	SD1 SD2	
S8	2E / 2F / 3A / 4A	SD3 SD4	
S/W12	4A / 4B / 4C	GPU	Working dress

Uniform Changeover Dates

1.40. Uniform changeover dates are in accordance with Table 1.4.

1.41. The Senior Naval Commander in each State has the authority to vary the promulgated changeover date by up to 14 days depending on local ceremonial requirements and climatic conditions. Accordingly, personnel intending to travel interstate should confirm changeover dates prior to travelling.

1.42. While deployed HMA ships may, under the authority of the Commander Australian Fleet, change uniforms appropriate to the local climate.

1.43. Personnel participating in an official ANZAC Day march that transits the Queensland - New South Wales state border are to wear the summer uniform.

Table 1.4: Uniform change over dates

AREA	CHANGE TO WINTER DRESS	CHANGE TO SUMMER DRESS
Australian Capital Territory	Monday preceding ANZAC Day	Third Monday in October
New South Wales	Monday preceding ANZAC Day	Third Monday in October
Queensland *a. South of Tropic of Capricorn* *b. North of Tropic of Capricorn*	Third Monday in May Tropical Dress worn throughout the year	Third Monday in September
South Australia	Monday preceding ANZAC Day	Third Monday in October
Tasmania	Third Monday in March	Second Monday in November
Victoria	Monday preceding ANZAC Day	Third Monday in October
Western Australia a. *South of Tropic of Capricorn* *b. North of Tropic of Capricorn*	First Monday in May Tropical Dress worn throughout the year	Last Monday In September
Northern Territory	Tropical Dress worn throughout the year	

Foreign Defence Force Personnel serving with the RAN

1.44. Personnel from overseas Defence Forces, when serving with the RAN, are to wear the uniforms prescribed by their own service which most closely conform with the uniforms prescribed for the occasion by these instructions.

1.45. Foreign military trainees and cadets may be issued items of clothing in accordance with the relevant ANP3426-1203 scale on an as required basis; the issue of clothing items beyond the relevant scale is to be approved by the Navy Uniforms section on a case-by-case basis.

1.46. Personnel posted on exchange with the RAN from overseas Defence Forces are to be gratuitously issued a ‘Navy Wide Brimmed Hat’, ‘Puggaree’ and ‘Chinstrap’ to satisfy WH&S requirements; in the case of Naval personnel from other Commonwealth countries, a ‘Badge, Beret’ is also to be gratuitously issued.

CHAPTER 2 - ENTITLEMENTS, RETURNS, DISPOSAL AND CLOTHING SPECIFICATIONS

ENTITLEMENTS

Uniform Allowance

2.1. Uniform Allowance (UA) is paid to assist members to maintain their approved scale of uniform in good order and condition. The allowance does not cover laundry, dry cleaning or the maintenance of personal items such as towels, pyjamas and underwear. See the ADF Pay and Conditions manual for further information.

Entitlements

2.2. Entitlements for gratuitous and loan issue of uniform / protective clothing items are contained in ANP 3426-1203.

2.3. The Navy Uniforms section may approve alterations or gratuitous issue (or personal loan) of uniform clothing on a case by case basis on behalf of Director General Logistics – Navy (DGLOG-N).

Gratuitous issue

2.4. Members are entitled to gratuitous issue of clothing in accordance with the appropriate ANP 3426-1203 scale on the following occasions:

a. First entry or appointment.

b. On re-entry.

c. On promotion, categorisation or attainment of specialisation.

d. On granting of, or reversion from acting rank.

e. When taking up specific appointments as listed in ANP 3426-1203.

Issue to Naval Reserve Personnel

2.5. The issue of uniforms and their subsequent exchange for fair wear and tear (for those not in receipt of UA) is to be in accordance with the scales of issue provided in ANP 3426-1203.

2.6. Uniforms that are issued to Naval Reserve members at Commonwealth expense are issued on loan, therefore they remain the property of the RAN. Uniforms issued to Naval Reserve members are to be returned on full separation from the ADF, however, should a member wish to retain kit items applications may be made to the Navy Uniforms section. See paragraphs 2.25-2.29 for more detail.

2.7. In addition to the articles of uniform supplied at Commonwealth expense, a member of the Naval Reserve may, if so desired, obtain at personal expense any articles of uniform authorised for a member of the corresponding rank and qualifications in the Permanent Navy.

Made to Measure Clothing and Footwear

2.8. Clothing and Loan Clothing Stores may arrange made to measure clothing and footwear for Permanent Navy, Naval Reserve and Australian Navy Cadets members in the following circumstances:

a. **The member elects to have their clothing and / or footwear made to measure.** The member is to pay full tailoring / boot making costs (not Defence Transaction Processor prices). Unless the item is part of initial kit up in which case the difference between the Defence Transaction Processor price and cost of tailoring / boot making costs is paid by the member.

b. **The member wishes to replace an item of clothing and that garment is a made to measure item only.** If not reflected in the Defence Transaction Processor price, the member is to pay the full price for the item.

c. **The member is entitled to gratuitous issue / loan but cannot be fitted from sizes contained in the RAN Clothing Inventory:**

1. **Footwear.** The member is to download the made to measure paperwork from the Clothing SPO intranet site, self-measure and submit in accordance with the paperwork's instructions.

2. **Clothing.** A tailor is to confirm that current RAN clothing inventory stock cannot be altered to fit. If this is confirmed, a made to measure garment may be ordered.

d. **The member cannot be fitted from sizes contained in the RAN Clothing Inventory and needs to purchase new footwear or uniforms.** In this instance sub-paragraph c above applies, however the member will be charged Defence Transaction Processor prices only.

Tailoring costs

2.9. The following tailoring costs will be met at Commonwealth expense, where the services of contract tailors / seamstresses are used:

a. **Officers.** Preparation of uniforms for attaching aiguillettes. Lacing and re-lacing for (including invisible mending) of uniforms on first entry, promotion or granting / reversion of acting rank for Midshipman to Captain will be met to the value applied for affixing by machine sewing. Commodores and above are to receive hand sewn lacing.

b. **Sailors.** Removal and attachment of badges and buttons (including invisible mending) on approved items of ceremonial uniform items, for first entry, categorisation, award of Long Service badge, promotion or granting / reversion of acting rank.

c. **All members.** All alterations (including hemming) required to achieve a good level of fit for all off the shelf items purchased in RAN and Tri-Service Clothing Stores.

d. **Naval Reserve personnel.** In addition to the above circumstances, Naval Reserve personnel may have removal and affixing of lacing / badges / buttons (including invisible mending) carried out by contract tailors / seamstresses when exchanging ceremonial items of uniform in accordance with ANP 3426-1203.

e. **Australian Navy Cadet Officers and Instructors.** As described in sub-paragraph 2.9d.

Members under 17 years of age

2.10. Members under the age of 17 may exchange uniform items of clothing that have been outgrown, providing they have Divisional Officer confirmation that:

a. the item is being exchanged because of growth and not damage due to fair wear and tear or poor maintenance, and

b. the member can prove full expenditure of UA through Clothing Stores for the financial year concerned.

Exchange due to Medically Supervised Weight Loss / Gain

2.11. RAN personnel who have significantly altered their body mass due to a medically supervised weight loss program, and cannot have their uniform items altered to fit by a clothing store tailor / seamstress, can apply for a one off exchange of uniform items at Commonwealth expense.

2.12. Members must submit a minute to the Navy Uniforms section through their Divisional Officer and have their request endorsed by an ADF Medical Officer. The Medical Officer must declare that the member has been on a medically supervised weight loss program and that the member should be considered for an entitlement to a free exchange of uniform clothing items affected by the weight loss. Certification must be given that the member's weight loss is now stabilised.

2.13. The above guidelines may also be applied where a member undergoes a significant weight gain or loss solely for medical reasons or as a medical requirement. Any such applications must be fully supported by an ADF Medical Officer.

Reversion / Reduction and Re-Promotion

2.14. Gratuitous issues of clothing will not be made to members being reduced or reverted in rank. All costs associated with obtaining uniform relevant to rank in these circumstances (and on subsequent re-promotion) are to be met by the member.

2.15. The two exceptions to paragraph 2.14 are as follows:

a. Where a member has been granted Acting rank. In this circumstance clothing issue is to be made in accordance with the relevant scale contained in ANP 3426-1203.

b. Where a member is reverted in rank upon successful completion of a new category course and thus where a service requirement exists to revert them in rank e.g. reduction to Leading Seaman from Petty Officer upon completion of Imagery Specialist category training. In this circumstance clothing issue is to be made in accordance with the relevant scale contained in ANP 3426-1203.

Absentees

2.16. Recovered or returned absentees or deserters who are to be retained in the Service, and whose kits are not available on their return may, at the discretion of their CO, be issued loan or repayment items of uniform in accordance with the appropriate scale contained in ANP 3426-1203.

Honorary Appointments

2.17. An individual accepting an honorary appointment as a Naval Officer is entitled to gratuitous issue of clothing in accordance with the appropriate ANP 3426-1203 scale. Honorary appointees are to wear the RAN uniform in accordance with this publication.

Junior Sailor's Cap Ribbons

2.18. Junior Sailors are to be issued gratuitously with one cap ribbon on each occasion they are posted to a ship or establishment. Subsequent maintenance of the items is to occur through the repayment clothing system.

2.19. **Cap ribbons for non-commissioned ships, establishments and RAN Bands.** Sailors posted to non-commissioned ships, establishments (such as new ships and recruiting centres) and RAN Bands are to wear the 'Royal Australian Navy' cap ribbon. Members posted to non-commissioned submarines are to wear 'HMA Submarines' cap ribbons.

Mounting of Medals

2.20. The costs associated with court mounting original medals will be met for Permanent Navy and Naval Reserve personnel by the Commonwealth where the services of contract clothing stores are used. The service is available on initial and subsequent receipt of awards of medals / clasps and will also be permitted in respect of bona-fide replacement medals where loss / damage has occurred to original items.

2.21. Miniature medals are also to be court mounted as outlined above for Officers, Senior Sailors, Musician branch Junior Sailors and Leading Seaman on promotion to Petty Officer. Two sets of medal ribbon bars are also to be gratuitously provided.

2.22. Subsequent repair and replacement of court mounted medals, both original and miniature, other than on receipt of a further award, is to be at the individual Officers / Sailors expense using UA. The service is not available in respect of replica medals.

2.23. Fully separated personnel and Australian Navy Cadets do not have an entitlement to court mounting at Commonwealth expense and may continue to wear medals either swing mounted or court mounted.

Personal Clothing Repayment Purchases

2.24. Sales of RAN uniforms, embellishments and accoutrements from ADF Clothing Stores are subject to the following conditions:

a. Only Permanent Navy personnel, Naval Reserve personnel, retired Navy members (with proof of previous service) and Australian Navy Cadets and Officers / Instructors are authorised to make purchases.

b. The member making the purchase must be entitled to receive / wear the item(s) concerned.

c. Only an amount deemed necessary for reasonable personal use may be purchased. Any queries or disputes in this regard should be forwarded to the Navy Uniforms section for initial resolution.

RETURN AND DISPOSAL

Return of Loan Clothing and Equipment on Separation

2.25. All clothing and equipment issued to personnel on loan remain the property of the Commonwealth. Examples of loan clothing items are as follows:

a. all disruptive / multi-cam pattern uniforms

b. 'BOOTS, Fireman's'

c. 'JACKET, RAN Cold Weather, Black', and

d. 'WATCH, Divers'.

2.26. Loan clothing and loan equipment items are detailed in ANP 3426-1203. All loan items are to be returned by personnel prior to full separation from the ADF. Personnel transitioning to SERCAT 2 and intend no further service are to return all loan items prior to transition.

Gifting or Sale of Loan Clothing and Equipment

2.27. The gifting or sale of loan clothing and loan equipment items is prohibited and may result in disciplinary or administrative action and / or referral to the relevant authorities.

Disposal of Gratuitously Issued Items on Separation

2.28. Items of uniform gratuitously issued to personnel (not loan items) remain the property of the member upon full separation from the ADF. Members wishing to dispose of uniform items should ensure that all distinguishing marks (Australia flashes, rank, category, long service etc.) are removed from the clothing prior to disposal.

2.29. Members are encouraged to consider gifting serviceable gratuitously issued or self-purchased uniform items to the Australian Navy Cadets. Cadet Liaison Officers in each region should be contacted for assistance in this matter.

Disposal of Returned Items by Clothing Stores

2.30. Items returned to clothing stores by members either as a direct return or an exchange is to be actioned as follows:

a. Items of footwear, headwear and body contact clothing that have previously been worn and returned to the clothing store are to be disposed of in accordance with current disposal directives, regardless of the condition of the item. Items which have obviously not been worn and are unmarked are to be returned to stock.

b. All Disruptive Pattern Navy Uniform (DPNU) items are not to be returned to stock and are to be disposed of in accordance with current disposal instructions.

c. Other disruptive pattern uniforms are to be assessed for serviceability and, if serviceable, returned to stock; if deemed unserviceable they are to be disposed of in accordance with current disposal instructions.

d. All items of serviceable service badges, insignia, buttons and similar items are to be transferred to the base tailor for use as repair stocks.

e. All other items of serviceable public clothing are to be returned to stock as appropriate.

CLOTHING SPECIFICATIONS

Clothing specifications

2.31. Uniform items referred to in this publication are based on approved designs and materials. No other designs or materials are to be used without the approval of the Navy Uniforms section. Patterns are prescribed in written specifications held by the ADF Clothing SPO along with sealed samples of all garments.

2.32. Personnel are responsible for the cost of replacing or restoring (to the approved pattern) any article that has been altered without authority.

2.33. Uniforms purchased from non-service sources such as naval outfitters or tailors may only be worn if identical in appearance and specifications to the corresponding item available through RAN and Tri-Service Clothing Stores unless specified in this publication.

2.34. Adornments not authorised in this publication, or not approved in accordance with procedures outlined in this publication, are not to be worn.

Approved materials

2.35. Details of approved materials used for RAN uniforms may be obtained from the ADF Clothing SPO, through the Navy Uniforms section.

Clothing - Hazards

2.36. All personnel should be aware of burn hazards associated with the wearing of clothing made with some synthetic fibres content. Serious injuries can result when certain synthetic materials are worn next to the skin and a member is exposed to excessive heat, either directly or indirectly, or to direct electrical discharge. Personnel should also be aware of the dangers of electrostatic build up on synthetic materials.

2.37. The wearing of leather soled footwear which is non-conductive will assist with the discharge of electrostatic charges. Anti-static safety footwear is available on a loan basis.

RECORDS AND FORMS

Personal Electronic Clothing Card

2.38. All loan issue, exchange and gratuitous issues of uniform / protective clothing items are to be captured on the member's Personal Electronic Clothing Card within the Personal Inventory Management System.

Stitch in Time

2.39. Stitch-In-Time is the mechanism by which Service personnel can comment on the suitability, or otherwise, of equipment that is supplied to them and that they are required to use during the performance of their duties. Personnel are encouraged to provide comment on uniforms using the A Stitch in Time web form (AC 420) and forward to the Navy Uniforms section.

RODUM

2.40. Reflecting the Army's responsibility as the Lead Capability Manager for clothing, the RODUM system is available to report faults or instances of unsatisfactory materiel in order for remedial action to be taken to repair modify or replace defective or unsatisfactory uniform items.

2.41. Instances of defective or unsatisfactory materiel that should be reported include::

a. an incident which affects safety or health

b. an incident which affects operational performance

c. faulty design, material or workmanship, or

d. is inadequate in its intended role.

2.42. Navy personnel experiencing problems with uniform items, and do not have access to the RODUM system, should complete a 'Defective Clothing Application' located on the Navy Uniforms intranet site and post the application and affected item(s) to the Navy Uniforms section.

2.43. Reporting of uniform defects is encouraged no matter how insignificant a problem may seem or whether it has previously been reported.

CHAPTER 3 – UNIFORM ITEMS AND ORDERS OF DRESS

3.1. Descriptions used in this publication may vary slightly from those given in the Defence Transaction Processor price list. A more detailed description of any given item, along with the relevant specifications, may be found in the Military Integrated Logistics Information System. Additionally, stock numbers of repayment items may be found in the Defence Transaction Processor price list.

Order of Dress - Numbering system

3.2. For convenience of reference a letter and a number is assigned to each uniform, 'W' indicates winter and 'S' indicates summer.

Bags

3.3. The only bags that may be carried whilst in uniform are as follows:

a. Approved bags available through RAN and ADF Clothing Stores, such as the duffel bag, black back packs and issued travelling bags. Black back packs may be purchased through ADF Clothing Stores or commercially. If purchased commercially they are to be black in colour while brand motifs are to be no larger than 50mm and are not to deflect from the uniform appearance of the bag.

1. Backpacks are to be worn on both shoulders correctly (i.e. they are not to be slung over one shoulder) and are not to obscure badges of rank. They are not to be carried in the left hand.

2. Duffel bags are to be carried in the left hand. In the event that the duffel bag is too heavy to be carried in the left hand it may be carried on the back with handles looped over both shoulders or on the left shoulder with the shoulder strap; if carrying over the shoulders cognisance is to be taken of the weight of the bag for WH&S reasons.

3. Issued Travelling Bags are to be carried in the left hand.

b. Black handbags (females only) can be purchased commercially. Commercially available handbags must be black in colour and conservative in style.

c. Plain black or brown brief cases, attaches, camera bags and laptop computer cases. These items may be carried on the left shoulder where a strap is provided and the requirement exists to do so.

d. Items bearing approved Navy motifs are also permissible.

Belts

3.4. There are four types of belts worn with uniform. These are:

a. **Belts worn with trousers, slacks and female skirts.** This belt is initially threaded through the first loop on the trousers on the wearer's left side. A means of adjusting the length of the belt is provided at the rear of the buckle. The adjustment should be such that only the metal tip of the belt protrudes from behind the front of the buckle as shown in Figure 3.1. Should the length of the residual tail be excessive, it can be cut and the end heat- sealed to prevent fraying. The tail should at no time be visible. Belt buckles with adornments of any kind are not to be worn whilst in uniform.

Figure 3.1: Secured Belt



b. **Sword Belts.** Worn in conjunction with sword drill.

c. **Belt, Webbing.** Worn as part of DPNU ensemble or in conjunction with rifle drill.

d. **Belt, Rigging.** Issued to Executive Branch personnel for part of ship activities.

Braces

3.5. White braces may be worn with uniform, provided they are not visible.

Brassards

3.6. Brassards of an approved design are to be worn on the right sleeve except for members protected under the Geneva Convention who are to wear the Red Cross brassard on the left sleeve.

Buttons, Gold

3.7. Officers, Warrant Officers, Chief Petty Officers and Petty Officers (also Junior Sailors when wearing the ‘Dress, White’) wear raised, round gold buttons. These buttons have an outer rope encircling an inner, plain, rim within which is a crown above a fouled, stockless anchor with cable and the word 'AUSTRALIA' below the base of the anchor as shown in Figure 3.2.

Figure 3.2: Gold Button (non-Flag Officer)



3.8. Flag Officers wear raised, round gold buttons of the style in paragraph 3.7 however the word ‘AUSTRALIA’ is below a wreath of laurel surrounding an anchor and cable as shown in Figure 3.3.

Figure 3.3: Gold Button (Flag Officer)



3.9. Gold Buttons come in two types, those being shanked and shankless:

a. **Shanked:** Secured to the uniform with a split ring or pin. Rear design of the shanked button is shown in Figure 3.4.

b. **Shankless:** Sewn to the uniform with thread. Rear design of the shankless button is shown in Figure 3.5.

Figure 3.4: Gold Button rear view (Shanked)

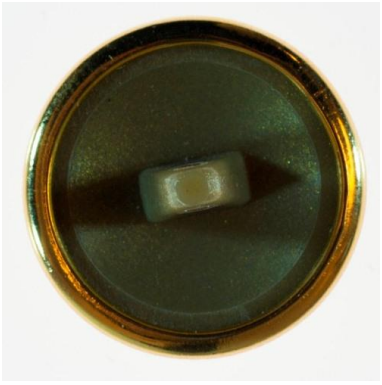


Figure 3.5: Gold Button rear view (Shankless)



3.10. Table 3.1 identifies which button type are worn with which uniform item / ensemble.

Table 3.1: Buttons, Gold

Size	Diameter	Type	Use
1	23mm	Shanked	Greatcoat Black Overcoat Coat, White Coat, Black Dress, White
1	23mm	Shankless	Coat, White (CPO sleeves) Coat, Black (CPO sleeves)
2	19mm	Shanked	Jacket, Mess, White (forepart of jacket) Jacket, Mess, Black (forepart of jacket) Black Overcoat Gilt Chain
2	19mm	Shankless	Jacket, Mess, White (CPO sleeves)
3	17mm	Shanked	Vest, Marcella, White Black Mess Vest
3	17mm	Long Shank	Shoulder boards
3	17mm	Shankless	Coat, Black (PO cuffs)

Figure 3.6: Gold Buttons on S4 Male Commissioned Officer Mess Jacket and Marcella Vest



Charity Badges / Accoutrements

3.11. Members may wear badges, tie pins, poppies etc., sold by recognised charitable institutions such as Legacy and the RSL. Such items are only to be worn in the period of the activity. The charity badge is to be positioned on the lower left corner of the left breast pocket flap or equivalent placement on the short sleeve shirt; if the item is in the form of a flower the stem is to be placed through the button hole of the left breast pocket flap where applicable. One charity wristband may be worn on the wrist where a watch is not worn. Such items are to be removed if a member is required to participate in ceremonial or representative activities, unless the items are an integral part of the event e.g. rosemary sprigs on ANZAC Day.

Coats and Jackets

3.12. Only RAN approved coats and jackets are to be worn with RAN uniform, i.e. coats and jackets available through RAN and ADF Clothing Stores. All coats and jackets are to worn with buttons and zips correctly fastened.

3.13. **Greatcoat.** The Greatcoat is a one off issue available to Officers and Sailors gratuitously on certain postings overseas in accordance with ANP 3426-1203. It is an optional item of uniform and may also be worn in Australia. Within Australia the Greatcoat is not to be worn when participating in ceremonial activities. Shoulder Boards for Officers and Warrant Officers and Soft Rank Insignia for Sailors are the only embellishments to be worn on these coats. Greatcoats may be purchased by members directly from the manufacturer, Berensen Tailors Melbourne, not through the clothing system.

Figure 3.7: Great Coat



3.14. **Black Overcoat.** The Black Overcoat is an optional item of uniform for males and females of all ranks that may be worn with W7. Soft Rank Insignia are the only embellishments to be worn. Gold buttons are worn by all ranks.

Figure 3.8: Black Overcoat



3.15. **Utility Jacket.** The Utility Jacket is an integral part of W7 for all ranks and may also be worn with W6, S7 and S8. When worn with W6, S7 and S8 the shirt collar is to overlay the jacket collar. The RAN Name Badge, Specialist Badges, RAN Service Readiness Badge, Commendation Badges, Soft Rank Insignia and ribbon bars / citations are to be worn on the jacket. The Utility Jacket is to be worn with zip fastened at all times. Aiguillettes are not worn with the Utility Jacket.

Cummerbund

3.16. Official cummerbunds are made of black material and is symmetrical in shape. The cummerbund is worn around the waist overlapping the trouser / skirt top by at least 30mm with the straight edge of the cummerbund facing down.

3.17. ‘Unofficial’ cummerbunds, bearing Ship / Squadron / Qualification motifs may only be worn at ship specific functions, with the approval of the CO; only the ‘Unofficial’ cummerbund pertaining to the ship / establishment may be worn.

Footwear

3.18. Only footwear that is available through service sources or identical to service issue footwear is to be worn unless otherwise specified within this publication.

3.19. Resin, rubber soled footwear is not to be worn in compartments containing explosives due to electrostatic hazard. Special footwear is available for loan issue for personnel working in the vicinity of electrically initiated explosive devices.

3.20. Footwear with metal protectors on the sole, or on heels, are not to be worn in ships.

3.21. Footwear must be clean, in good repair and polished at all times.

3.22. Only black or white socks / stockings that are available through service sources or identical to service issue are to be worn. Ankle socks are not to be worn with RAN uniform.

3.23. **Hosiery.** Only 'Black' or 'Beige' stockings or pantyhose (depending on the season and the uniform) are to be worn by females. Stockings or pantyhose are to be between 15 and 30 denier. Tights are not to be worn with uniform. Hosiery worn with uniform is to be in good repair, and if damaged, is to be replaced as soon as possible.

3.24. **Court Shoes.** Female members may wear black or white court shoes depending on rank and uniform ensemble worn. Patent leather can be worn. Occasions for wearing court shoes is detailed in the annexes to this chapter. Court shoes are not to be worn by members when participating in Ceremonial Divisions.

3.25. The style of the court shoes are to adhere to the following:

a. They are to be of one colour (not two toned).

b. They must be a 'classic' style, and rounded along the edging at the top of the shoe (no scalloped edges).

c. There are to be no metal trimmings on the toe or heel, nor any adornments on the shoe such as bows, clasps, or buttons.

d. The heel is to be between 20mm and 60mm high.

3.26. Where court shoes are worn with 'Slacks, Black', personnel are to ensure that the hem length is 30mm above the ground at the rear of the shoe.

3.27. WH&S implications should be considered before wearing court shoes at certain workplaces ashore and aboard ships. COs of ships are to consider these implications and the specific nature of the platform prior to authorising the wearing of court shoes with uniform S/W 4 and S/W 5 at functions on board.

3.28. Appropriate hosiery / foot coverings are detailed in the annexes to this chapter.

3.29. **Flats.** Female members may purchase at their own expense and wear flat shoes as an alternative to court shoes with S/W 11 Maternity Uniform only. Flat shoes are to be fully enclosed and free of any adornments such as bows, clasps, or buttons. Black flat shoes must be manufactured from plain black or patent leather and are to have a black or natural leather sole. White flats are to have a tan coloured or natural leather sole. The court shoe hosiery and foot cover requirements are also applied to flat shoes. Acceptable flat shoe design examples are shown at Figure 3.9.

Figure 3.9: Acceptable flat shoe design for wear with Maternity Uniform S/W 11



3.30. **Patent Leather shoes (Black).** Patent Leather shoes are optional and may be worn in lieu of the black 'full grain leather' shoe except when participating in Divisions or a formed squad. Patent leather shoes are mandatory to be worn by male Officers with S/W4 and S/W5.

3.31. **Elastic sided boots.** The style of the boot is to be plain leather, black in colour, with no additional embellishments. Brand names on the pull on tabs are acceptable. Elastic sided boots may only be worn when wearing trousers or slacks. Elastic sided boots are not to be worn when:

a. participating in parade, divisions or as part of a formed squad, or

b. wearing S/W4, S/W5 or S8.

3.32. Personnel may purchase, at their own expense, the following approved range of elastic sided boots:

a. R.M. Williams: Dress Comfort Craftsman, Dress Craftsmen, Dress Tambo, Adelaide (shown in Figure 3.10).

b. Baxter – Henry Baxter, Drover and Horseman.

3.33. Other brands may be worn if they conform to paragraph 3.31.

Figure 3.10: R.M. Williams Dress Craftsman



3.34. **Fireman's Boots.** Service issued Fireman's Boots are worn with DPNU. The boot with zip insert is to be laced in accordance with the instructions provided however the zip insert may be removed when ashore only if working in a non-safety critical area. Personnel may purchase at their own expense boots that are of a similar appearance to service issued boots and wear them subject to the following conditions:

a. Self-purchased boots worn at sea must comply with AS/NZS 4821:2014.

b. Self-purchased boots worn ashore must comply with either AS/NZS 4821:2014 or AS/NZS 2210:2010.

3.35. There is no entitlement for compensation for loss or damage claims on commercially purchased boots.

3.36. **Lacing.** All footwear is to be laced as follows:

a. initial lace is to be horizontal across the inside of the footwear, and

b. subsequent laces are to continue diagonally, upwards through all eyelets, to the top of the shoe / boot.

Gloves

3.37. Naval personnel in uniform may wear gloves with winter uniforms when a RAN approved coat or jacket is worn. The gloves are to be of a conservative style, black in colour and to accord with those available in ADF Clothing Stores. Black knitted or black leather gloves may be worn on ceremonial occasions such as parades and funerals by those attending as a spectator. In the case of parades the Senior Navy Officer present may authorise the wearing of these items by participants. Skiing / motorcycle gloves or fingerless gloves are not permitted.

Head Dress

3.38. **General.** Members in uniform are to wear headdress when out of doors, unless otherwise ordered. Caps and hats are not to be distorted nor is the natural shape to be changed in any way.

3.39. Caps and hats are not to be worn in the vicinity of aircraft with engines running or on the flight deck of ships when flying operations are being conducted. Caps and hats are not required to be worn in service vehicles unless required for ceremonial purposes.

3.40. There are occasions when Officers may not wish to be saluted e.g. on informal occasions, or in crowded areas when personnel are not in formed bodies. On these occasions the RAN tradition is for Officers to place their cap under the upper part of their left arm with the peak facing forward.

3.41. **Religious Ceremonies.** Caps and hats are not normally to be worn in church (this includes females) however where the wearing of head dress in church is required by religious custom it should be worn. When members attend religious services held outdoors, head dress should not be removed, except at the request of the officiating Chaplain.

3.42. **Indoor Ceremonial.** Head dress should be removed indoors, except for indoor ceremonial requirements at the CO's discretion.

3.43. **Junior Sailor's Cap.** Worn by both male and female Junior Sailors, the cap is worn level on the head 25mm above the eyebrows. No fringe is to be visible under the cap line. An example of how to wear the Junior Sailor's cap is shown in Figure 3.11.

Figure 3.11: Wearing the Cap, Junior Sailor



3.44. **Cap Tallies.** The middle letter of the name on the tally is placed on line with the centre front seam of the cap. The tally is tied with a bow to be centred between the two eyelets on the left side of the cap with the width of the bow not extending beyond the outside edge of the eyelets. The ends of the bow are to face towards the top of the cap with the inner edges following the cap side seam for 40mm. These ends should be cut to a 45 degree angle and the tally ribbon replaced when frayed.

3.45. **Male Officer / Senior Sailor Cap.** Peaked cap worn by male Officers and Senior Sailors. An embroidered cap badge centred on the join on the front of the cap band is worn. The peak of the cap is black patent leather or suitable alternate, and is worn without embroidery. In each case, the peak should droop at an angle of 45 degrees. The cap is to be worn level on the head, with the centre of the peak above the bridge of the nose. No fringe is to be visible under the hat line. An example of how to wear the peaked cap is shown in Figure 3.12.

Figure 3.12: Wearing the Cap, Peaked



3.46. **Tricorne.** Worn by female Officers and Senior Sailors. An embroidered cap badge centred on the join on the front of the cap band is worn. The hat is to be worn level on the head with the centre of the peak over the bridge of the nose. No fringe is to be visible under the hat line. An example of how to wear the tricorne hat is shown in Figure 3.13.

Figure 3.13: Wearing the Hat, Tricorne



3.47. **Officers of Flag Rank (Male and Female).** The peak of the cap is embroidered all around with oak leaves in gold 19mm wide. The peak of the cap for males is covered in black cloth and bound with patent leather.

3.48. **Commodores, Captains, Commanders (Male and Female).** Wear the same cap as Flag Officers, but oak leaves are only embroidered around the front of the hat brim.

3.49. **Principal Chaplains.** Principal Chaplains wear peaked caps in accordance with paragraph 3.48 but with the Chaplain's cap badge.

3.50. **Chaplains (Male).** Wear peaked caps with the peak covered in black cloth and edged in black worsted braid.

3.51. **Chaplains (Female).** Wear the female Tricorne with the Chaplain Badge.

3.52. **Navy Wide Brim Hat.** Worn by all members with all uniforms subject to CO's direction. A blue Puggaree is placed around the base of the crown, to which a beret badge of the appropriate rank is to be attached. No other form of embellishment or accoutrements are permitted on the Puggaree. The following are guidelines for maintaining and wearing the Navy Wide Brim Hat:

a. If not pre-bashed, hats are to be wetted and bashed on a bashing block prior to wearing. The recommended procedure to form the crown of the hat utilising the bashing block is:

1. Invert the hat and pour boiling water into the crown.

2. Allow the water to penetrate the crown and then empty any excess water out.

3. Place the hat on bashing block with the aid of a metal spoon. Mould the crown into the contours of the bashing block.

4. Remove hat from block, allow to dry completely before use.

b. Chinstraps are to be worn on the point of the chin, with the buckle level with the left corner of the mouth. When not in use the chinstrap is to be tucked up into the hat out of sight.

c. A slight dip will form naturally on the front and rear brim of the hat. The dip of the brim is not to be further accentuated. The left and right sides of the brim are to remain as flat as possible.

d. No fringe is to be visible under the hat line.

3.53. An example of how to wear the Navy wide brim hat is shown in Figure 3.14.

Figure 3.14: Wearing the Navy Wide Brim Hat (Akubra)



3.54. **Beret.** Military berets are not designed to be worn off the rack. They must first be shaved and shaped to present the sharpest military image. The following are guidelines for the shaping and maintenance of the beret:

a. Using a disposable razor, shave the beret (with care) until it has a very smooth surface.

b. Pull the headband drawstring tight and tie it off in a square knot. (Do not cut it yet.)

c. Take the beret and submerge it in warm (not hot) water.

d. Once soaking wet, put the beret on the head and pull the stiffener over the left eye and smooth the material over the head and pull it down towards the right ear. It should just touch the ear or go just below that. Wear the beret until it is nearly dry.

e. Carefully removed the beret and set it down to dry. The beret may need to be shaped several times to get it right.

f. Once happy with the shape, cut the excess drawstring off.

3.55. A Navy Blue beret may be worn by all members with S/W 12 (DPNU). No other coloured berets are to be worn. The beret is to be worn with the band level on the forehead and level from front to rear on the left side. The lower edge of the band is to be 20-30mm above and parallel to the eyebrows. The crown of the beret is to be pulled down on the right side allowing the metal cap badge (of appropriate rank) to be positioned on the front of the beret, over the internal stiffener. The beret is to be worn so that the ventilator eyelets are on the right side of the head, with the badge over the left eye.' No fringe is to be visible under the hat line.

3.56. An example of how to wear the beret is shown in Figure 3.15.

Figure 3.15: Wearing the Beret



3.57. **Balaclava / Beanie.** COs have the discretion to authorise the wearing of balaclavas and beanies in cold working areas; when promulgating such authorisation COs are to specify a period of use (start / end dates) and the specific locations approved for wear.

3.58. The balaclava / beanie may only be worn with W12 (DPNU), W17 (DPCU / AMCU) and W20 (Flying Working Dress) by personnel employed at sea or by personnel working in outdoor locations, hangers or warehouses where low temperatures are experienced. The following policies apply to the balaclava / beanie:

a. Only balaclavas issued through the ADF supply system are permitted to be worn with uniform; balaclavas are to be either black, navy blue or green in colour.

b. Under no circumstances is the balaclava / beanie to be worn in public.

c. The balaclava / beanie is only to be worn in the immediate workplace where cold conditions are experienced.

d. The balaclava / beanie is not to be worn on parade.

e. No badges or other embellishments are to be placed on the balaclava.

f. Beanies are to be navy blue in colour, except for beanies worn by submarine units which are to be black.

g. Beanies may have an embroidered official badge / logo positioned in the centre of the front section of the beanie; there are to be no other embellishments. The badge / logo is to adhere to the composition specified for 'Front - Ball Cap' within the RAN Ball Cap policy at Appendix 3E1 of this publication. An example of an approved design is shown in Figure 3.16.

h. Corporate logos and fashion labels are not to be visible on beanies.

i. Beanies with additional features such as pom poms, tie strings etc. are not approved for wear with uniform.

Figure 3.16: Example of an approved style beanie



3.59. **Ball Caps.** Policy on Navy ball caps and their respective design, layout, specifications and approval process can be found Annex 3E.

3.60. Approved ship, command, etc., ball caps can optionally be worn with DPNU and are acceptable to wear when travelling outside of Defence establishments. All Navy personnel are to ensure that their ball cap is in good condition at all times, in line with dress and military bearing standards. As the ball caps are a 'self-purchase' item, Navy personnel are responsible for replacing worn or damaged items at their own expense. No fringe to be visible under the hat line.

3.61. Joint Service ball caps are worn by Navy members posted or appointed to non-Service groups and Joint Service positions. See Annex 3E for greater detail.

3.62. **Ship / Establishment / Unit Wide Brim Hat.** COs have the discretion to authorise the wearing of Ship / Establishment / Unit specific wide brim hats, also known as 'surf hats'. The wide brim hat may only be worn with DPNU within the confines of ships and establishments; under no circumstances are the hats to be worn in public.

3.63. The wide brim hat is to be navy blue in colour, except for those worn by personnel posted to submarines or in direct support roles within SUBFORHQ, TA-SM and FSU whose hats may be black. The badge / logo is to adhere to the composition specified for 'Front - Ball Cap' within the RAN Ball Cap policy at Appendix 3E1 of this publication. No other insignia is to be displayed. An example of an approved design is shown in Figure 3.17.

Figure 3.17: Approved wide brim hat example



Hem Lengths

3.64. Hem lengths on uniform garments are to be as follows:

a. **Dresses and skirts** (excluding Skirt, Long, Black worn by female Officers with Mess Dress). A minimum of 25mm below centre of the knee and maximum of 50mm below centre of the knee.

b. **Trousers** (black and white) and Skirt, Long, Black. 30mm above the ground, measured at the rear of the shoes.

c. **Shorts.** To be no shorter than 115mm above the centre of the knee cap.

Identity Lanyards

3.65. Normally lanyards are to be black or navy blue in colour, of the 'break away' style. At the CO's discretion the lanyard can identify the Ship / Squadron / Unit / Headquarters to which the member is posted to. Personnel posted outside the Navy group may wear lanyards in the colour specific to that Group, e.g. purple for CIOG. Lanyards depicting commercial design, including sporting teams and colours, are not permitted at any time whilst in uniform.

Kilts

3.66. Female and Male Officers, Warrant Officers and Senior Sailors, if so entitled, may optionally wear a kilt with appropriate socks, shoes and accoutrements at mess functions with S/W5.

3.67. The wearing of the kilt with Navy uniform outside of service messes and establishments is prohibited unless express permission from Navy Uniforms is obtained.

Personal Identification Tags (Dog Tags)

3.68. All RAN personnel are to be issued with two personal identity tags worn around the neck (or in a zipped closed or buttoned-up top pocket, if working near rotating machinery). Two anodised brass identity tags with neck chains and connectors are to be both embossed with owner's nationality, name, PMKeyS number, religion and blood group. Further information can be found in ANP 2702 - *Royal Australian Navy Shipboard Combat Survivability*.

Sweaters

3.69. **Sleeveless Sweater - with epaulettes.** All personnel may wear the sleeveless, V-necked sweater at any time when wearing the long sleeved military style shirt and tie. The name badge is the only badge or accoutrement to be worn on the sleeveless sweater. The name badge is to be worn at all times positioned centrally on the right breast approx. 130-150mm from the shoulder.

Figure 3.18: Sleeveless Sweater with Name Badge



3.70. **Sweater, Rib Knit.** The rib knit sweater is an optional uniform item with W6, S/W7, S8 and S/W12 at the CO's discretion. When wearing with W6, S7, S8's and S/W12's the collar of the shirt is to overlay the sweater. The name badge is the only badge or accoutrement to be worn on the rib knit sweater. The name badge is to be worn at all times positioned centrally on the right breast approx. 130-150mm from the shoulder.

3.71. **Sweater, Submariner.** The White Submariner Sweater was originally introduced as PPE for Submariner's at the time of the 'O' class submarines due to this class of submarine not having heating aboard. It has remained in the inventory for use as PPE and is only to be worn whilst aboard and around the confines of the submarine.

Sunglasses / Spectacles

3.72. **Style.** Sunglasses and spectacles are to be of a conservative style with minimal motifs and the frames / arms are to be of one of the following colours:

a. Gold

b. Silver

c. Pewter/Gunmetal

d. Brown / Tortoise Shell, or

e. Black.

3.73. Claims for compensation for loss / damage of commercially available sunglasses or spectacles that personnel elect to wear, instead of service issue items, will be restricted to the liability associated with the service issue items.

3.74. **Retainer Straps.** If retainer straps are attached to glasses, they are to be plain, black and worn snugly against the back of the head. Glasses are not to be hung around the neck when not used.

3.75. **Sunglasses.**

a. **Type of Sunglasses.** The approved type of sunglasses are available from Clothing Stores. Service issued tinted spectacles for Aircrew personnel are also provided for use in the operational area. Personnel may wear commercially available sunglasses providing they have the same protective qualities of RAN issued items. Mirrored or multi-coloured lenses are not to be worn

b. **Non-Ceremonial Wear.** Service Issue or acceptable styles of optically corrected sunglasses should be worn whenever there is exposure to UVR and / or glare from the sun. Sunglasses are not to be worn on the top of the head, placed on top of

the headwear, nor hung from the uniform, unless during activities where the sunglasses need to be temporarily removed (e.g. pilotage).

c. **Ceremonial Wear.** On some ceremonial occasions the wearing of sunglasses will not be appropriate. On other occasions, for example on ceremonial duties not in the public view, it may be acceptable for personnel to wear sunglasses. COs should consider this when formulating local policy. Sunglasses are not to be worn on the top of heads, placed on top of the headwear nor hung from the uniform unless during activities where the sunglasses need to be temporarily removed (e.g. pilotage).

3.76. **Prescription Eye wear.** Members who require spectacles to correct visual impairment, and who are issued with those items by the Service following medical referral, are exempt from the requirement to wear the service issued sunglasses. Provision of prescription, tinted, glasses are to be in accordance with the Defence Health Manual.

Ties

3.77. **Bow Tie (Tie, Evening Black).** Bow Ties are to be plain, black, polyester or other material of silk appearance. Hand tied or pre-tied Bow Ties may be worn.

3.78. **Day Ties (Tie, Day, Black).** Ties should be worn knotted at all times with either a Four-in-Hand Knot, Windsor Knot or half Windsor Knot. The top of the knot is always to be parallel with, and slightly above, the top of the shirt collar closure. The top button should remain done up at all times. The bottom of the tie should be within 20mm of the belt buckle as shown in Figure 3.19. Ties bearing embroidered motifs, such as category badges, are not to be worn whilst in uniform.

Figure 3.19: Tie Length and Tie Bar Placement



Tie Pins / Bar / Tacks / Cufflinks / Shirt Studs

3.79. Tie Pins / Bar / Tacks may be worn by members who wear ties with W7. Tie Pins and Tacks are to be conservative and must not detract from the uniform's 'business like' appearance. If worn, tie pins / tacks are to be placed about two thirds of the way down the tie as shown in Figure 3.19. Conservative cufflinks may be worn with the white military and mess dress shirts only. Dress shirt studs may also be worn with mess dress shirts.

Umbrellas

3.80. Naval personnel in uniform may carry an umbrella in inclement weather, provided:

a. The style of the umbrella is conservative in design and coloured black or dark blue. Umbrellas bearing RAN motifs are also permissible.

b. Umbrellas are not to be carried:

1. on ceremonial occasions

2. by personnel in formed bodies

3. by personnel tending berthing lines, or

4. on other such occasions when it would be inappropriate or impractical.

Undergarments

3.81. **All members.** White or flesh coloured undergarments are to be worn with the white components of the uniform. Where undershirts are worn with short sleeve shirts the undershirt may be visible at the neck but not at the sleeves. Undershirts that are worn with white long and short sleeve shirts are to have no visible motifs. Thermal undergarments may be worn to provide the member additional insulation and warmth by utilising the layering system.

3.82. A long sleeved natural fibre (wool or cotton) grey T-Shirt may be worn with DPNU as an undergarment in lieu of the short sleeved grey T-Shirt. The DPNU coat is not to be removed if wearing thermal undergarments or a long sleeved T-Shirt.

3.83. Personnel are to wear natural fibre (wool or cotton) or fire retardant undergarments; for safety purposes synthetic undergarments are not to be worn.

3.84. **Females.** Female personnel are to wear a brassiere at all times while in uniform. A petticoat or half-slip is to be worn with the white dress. Pantyhose and stockings are to be worn as directed at the annexes to this chapter. See paragraph 3.23 for reference to hosiery.

Wet / Foul / Cold Weather Gear

3.85. Supplementary Wet / Foul / Cold Weather gear is occasionally issued as Personal Protective Clothing for specific duties, as temporary loan from a Supply Customer Account or on personal loan under the provisions of ANP 3426-1203. The following guidance is provided with regard to these items.

3.86. **Cold Weather Jacket (‘Stanley’).** Is only to be worn with Dress W12, W13 and W14, when undertaking duties where the RAN Cold Weather Jacket (Black) is considered inappropriate. The Cold Weather Jacket is assessed as suitable for working dress only and may only be worn ashore when wearing W12. Wearing of the Cold Weather Jacket is at CO’s discretion.

3.87. **RAN Cold Weather Jacket (Black).** May be worn with Dress W12, W13 and W14 when undertaking duties where the Cold Weather Jacket is considered appropriate. The jacket may also be worn optionally with S/W 6/7. This garment does not have anti-static or flame retardant properties and is not to be worn whilst conducting the following or similar activities:

a. on aircraft in conjunction with flying clothing

b. PET OPS, EOD or liquid oxygen handling duties

c. conducting thermal welding / cutting, or

d. any other activities where there is a heat / flame threat, an electrostatic discharge threat environment or whilst working on equipment which may be sensitive to electrostatic discharge.

3.88. When conducting the duties outlined above (or similar) the correct Personal Protective Clothing / Personal Protective Equipment is to be worn.

3.89. **PTI Over Jacket / Over trousers.** Are only to be worn when conducting training outdoors in wet weather. The Jacket is not to be worn separately from the over trousers

3.90. **Cold and Wet Weather Jacket, Trouser DPCU / AMCU**. Only to be worn with DPCU / AMCU uniforms.

3.91. **'Flying Jacket, Leather', and 'Flying Jacket, Lightweight'** are only to be worn with flying clothing when conducting flying duties.

3.92. **Wet / Foul Weather Jackets and Trousers.** Are held on a Supply Customer Account and are to be used as directed, and only for the duration of the operational requirement. They are not to be worn in the normal course as part of uniform. Generally, the environmental uses are as follows:

a. Blue with reflective tape – Surface units.

b. Orange with reflective tape – Submarines.

c. Red, anti-static, with reflective tape – All members were there is a requirement for anti-static.

Annexes:

3A. Ceremonial Orders of Dress
3B. Mess Orders of Dress
3C. Informal Evening / Non-Ceremonial Day Orders of Dress
3D. All Ranks and Category Specific Ensemble Orders of Dress
3E. Patch, T-Shirt and Ball Cap Policy

CHAPTER 3 ANNEX A – CEREMONIAL ORDERS OF DRESS

S/W1 – Occasions for wear

1. State occasions.
2. When receiving the Sovereign or other Crowned Heads of State.
3. Exchanging Visits of Ceremony.
4. By the Officer of the Guard when boarding foreign ships of war.
5. Funeral.
6. Inspections by Senior Officers.
7. Ceremonial Divisions.
8. Court Martials.

S/W2 – Occasions for wear

1. As for Dress S/W1 where the wearing of a sword is inappropriate e.g. ANZAC Day.
2. State occasions.
3. When receiving the Sovereign or other Crowned Heads of State.
4. Exchanging Visits of Ceremony.
5. By the Officer of the Guard when boarding foreign ships of war.
6. Funeral.
7. Inspections by Senior Officers.
8. Ceremonial Divisions.
9. Court Martials.

S/W3 – Occasions for wear

1. When being invested with an honour / award by the Governor General or State Governor.
2. Memorial services unless specifically ordered to the contrary.
3. On semi-formal occasions that do not require the wearing of S/W1 or S/W2.
4. S/W3 for ordinary occasions of duty.
5. In the evening at functions as civilian lounge suit equivalent.
6. S3 in the evening by Officers not in possession of S4/5.
7. W3 in the evening, with evening tie, by Officers not in possession of W4/5 with miniature medals on left lapel, and Service Readiness Badge and miniature Commendation on the right lapel.

Ceremonial Dress Notes

1. Navy Wide Brim Hat may be worn, when ordered.

2. Members participating as a part of a formed guard are exempt from the policy on the mandatory wearing of the name badge with S/W1 and S/W2 due to WH&S requirements.

3. 'Shoes, Black, Patent Leather' may be worn optionally with Winter Ceremonials and by Junior Sailors but are not to be worn when participating at Divisions or in a formed squad.

4. When attending an investiture by the Governor-General or State Governor as a guest dress is S/W2.

5. Female Officers, Warrant Officers and Senior Sailors may wear the following with W3, however only ashore or in establishments and not in ships:

   a. 'Court Shoes, Black' and 'Hosiery, Black' with 'Slacks, Black'.

   b. 'Skirt, Short, Black' with 'Court Shoes, Black' and 'Hosiery, Black'.

   c. 'Skirt, Short, Black' with 'Shoes, Black, Full Grain' and 'Hosiery, Black'.

6. When involved in Band duties Junior Sailor Musicians wear white socks and white shoes when S1/2/3 ordered.

COMMISSIONED OFFICER

S1/2 – Commissioned Officer – Female and Male



Figure 3A.1: S1/2 Commissioned Officer

Summer Ceremonial		
Serial	**Principal Items**	**Remarks**
1	Coat, White	
2	Belt, White, Gilt Buckle	
3	Socks, White	
4	Shoes, White	
5	Buttons, Gold, Size 1	
6	Shoulder Board, Insignia	
7	Hat, Tricorne / Cap, Peaked	
8	Slacks / Trousers, White	
9	Stars of Orders	Maximum of two
10	Neck Decoration	Maximum of one
11	Medals & Citations	
12	Specialisation Badge	
13	Service Readiness Badge	
14	Commendation Badges	Maximum of two
15	Name Badge, RAN	RAN Name Badge only name badge to be worn with medals
16	Sword	S1 only
17	Sword, Belt	S1 only

Table 3A.1: S1/2 Commissioned Officer

S3 – Commissioned Officer – Female and Male



Figure 3A.2: S3 Commissioned Officer

Summer Ceremonial		
Serial	**Principal Items**	**Remarks**
1	Coat, White	
2	Belt, White, Gilt Buckle	
3	Socks, White	
4	Shoes, White	
5	Buttons, Gold, Size 1	
6	Shoulder Board, Insignia	
7	Hat, Tricorne / Cap, Peaked	
8	Slacks / Trousers, White	
9	Ribbon Bars & Citations	
10	Specialisation Badge	
11	Service Readiness Badge	
12	Commendation Badges	Maximum of two
13	Name Badge, RAN	

Table 3A.2: S3 Commissioned Officer

W1/2 – Commissioned Officer – Female and Male

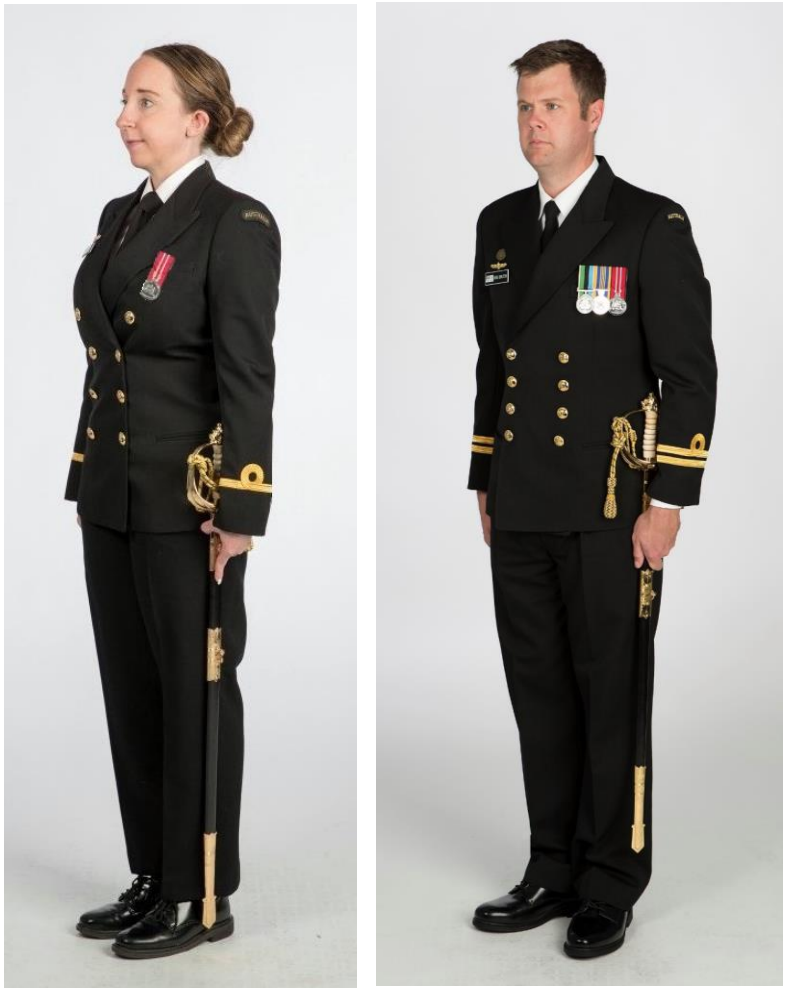


Figure 3A.3: W1/2 Commissioned Officer

Winter Ceremonial		
Serial	**Principal Items**	**Remarks**
1	Coat, Black (Laced to rank)	
2	Belt, Black, Gilt Buckle	
3	Socks, Black	
4	Shoes, Black, Full Grain	
5	Shirt, White Military Style	
6	Necktie, Day wear	
7	Hat, Tricorne / Cap, Peaked	
8	Slacks / Trousers, Black	
9	Stars of Orders	Maximum of two
10	Neck Decoration	Maximum of one
11	Medals & Citations	
12	Specialisation Badge	
13	Service Readiness Badge	
14	Commendation Badges	Maximum of two
15	Name Badge, RAN	RAN Name Badge only name badge to be worn with medals
16	Sword	W1
17	Sword, Belt	W1

Table 3A.3: W1/2 Commissioned Officer

W3 – Commissioned Officer – Female



Figure 3A.4: W3 Commissioned Officer Female

Winter Ceremonial		
Serial	**Principal Items**	**Remarks**
1	Coat, Black (Laced to rank)	
2	Belt, Black, Gilt Buckle	
3	Black, Socks	
4	Shoes, Black, Full Grain	Black Court Shoes alternate
5	Shirt, White Military Style	
6	Necktie, Day wear	
7	Hat, Tricorne	
8	Slacks, Black	Black Skirt alternate
9	Ribbon Bars & Citations	
10	Specialisation Badge	
11	Service Readiness Badge	
12	Commendation Badges	Maximum of two
13	Name Badge, RAN	

Table 3A.4: W3 Commissioned Officer Female

W3 – Commissioned Officer – Male

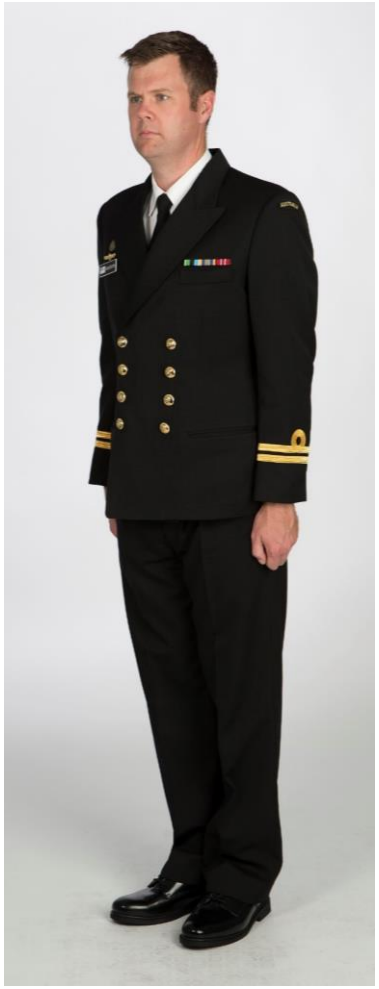


Figure 3A.5: W3 Commissioned Officer Male

Winter Ceremonial		
Serial	**Principal Items**	**Remarks**
1	Coat, Black (Laced to rank)	
2	Belt, Black, Gilt Buckle	
3	Black, Socks	
4	Shoes, Black, Full Grain	
5	Shirt, White Military Style	
6	Necktie, Day wear	
7	Cap, Peaked	
8	Trousers, Black	
9	Ribbon Bars & Citations	
10	Specialisation Badge	
11	Service Readiness Badge	
12	Commendation Badges	Maximum of two
13	Name Badge, RAN	

Table 3A.5: W3 Commissioned Officer Male

WARRANT OFFICER AND SENIOR SAILOR

S1/2 – Warrant Officer and Senior Sailor – Female and Male



Figure 3A.6: S1/2 Warrant Officer and Senior Sailor

Summer Ceremonial		
Serial	**Principal Items**	**Remarks**
1	Coat, White	
2	Belt, White, Gilt Buckle	WO
3	Belt, White, Silver Buckle	CPO / PO
4	Socks, White	
5	Shoes, White	
6	Buttons, Gold, Size 1	
7	Buttons, Gold, Size 1 Shankless	CPO
8	Shoulder Board, Insignia	WO
9	Badge, Rank, Blue	PO
10	Badge, Branch, Blue	PO
11	Badge, Long Service, Blue	PO
12	Hat, Tricorne / Cap, Peaked	
13	Slacks / Trousers, White	
14	Medals & Citations	
15	Specialisation Badge	
16	Service Readiness Badge	
17	Commendation Badges	Maximum of two
18	Name Badge, RAN	RAN Name Badge only name badge to be worn with medals

Table 3A.6: S1/2 Warrant Officer and Senior Sailor

S3 – Warrant Officer and Senior Sailor – Female and Male



Figure 3A.7: S3 Warrant Officer and Senior Sailor

Summer Ceremonial		
Serial	**Principal Items**	**Remarks**
1	Coat, White	
2	Belt, White, Gilt Buckle	WO
3	Belt, White, Silver Buckle	CPO / PO
4	Socks, White	
5	Shoes, White	
6	Buttons, Gold, Size 1	
7	Buttons, Gold, Size 1 Shankless	CPO
8	Shoulder Board, Insignia	WO
9	Badge, Rank, Blue	PO
10	Badge, Branch, Blue	PO
11	Badge, Long Service, Blue	PO
12	Hat, Tricorne / Cap, Peaked	
13	Slacks / Trousers, White	
14	Ribbon Bar & Citations	
15	Specialisation Badge	
16	Service Readiness Badge	
17	Commendation Badges	Maximum of two
18	Name Badge, RAN	

Table 3A.7: S3 Warrant Officer and Senior Sailor

W1/2 – Warrant Officer and Senior Sailor – Female and Male



Figure 3A.8: W1/2 Warrant Officer and Senior Sailor

Winter Ceremonial		
Serial	**Principal Items**	**Remarks**
1	Coat, Black	
2	Belt, Black, Gilt Buckle	WO
3	Belt, Black, Silver Buckle	CPO / PO
4	Socks, Black	
5	Shoes, Black, Full Grain	
6	Buttons, Cuff, Size 1	CPO
7	Buttons, Sleeve, Size 3	PO
8	Badge, Rank, Gold	WO / PO
9	Badge, Branch, Gold	CPO / PO
10	Badge, Long Service, Gold	PO
11	Hat, Tricorne / Cap, Peaked	
12	Shirt, White Military Style	
13	Necktie, Day wear	
14	Slacks / Trousers, Black	
15	Medals & Citations	
16	Specialisation Badge	
17	Service Readiness Badge	
18	Commendation Badges	Maximum of two
19	Name Badge, RAN	RAN Name Badge only name badge to be worn with medals

Table 3A.8: W1/2 Warrant Officer and Senior Sailor

W3 – Warrant Officer and Senior Sailor – Female and Male



Figure 3A.9: W3 Warrant Officer and Senior Sailor

Winter Ceremonial		
Serial	**Principal Items**	**Remarks**
1	Coat, Black	
2	Belt, Black, Gilt Buckle	WO
3	Belt, Black, Silver Buckle	CPO / PO
4	Socks, Black	
5	Shoes, Black, Full Grain	Court Shoes alternate for female dress
6	Buttons, Cuff, Size 1	CPO
7	Buttons, Sleeve, Size 3	PO
8	Badge, Rank, Gold	WO / PO
9	Badge, Branch, Gold	CPO / PO
10	Badge, Long Service, Gold	PO
11	Hat, Tricorne / Cap, Peaked	
12	Shirt, White Military Style	
13	Necktie, Day wear	
14	Slacks / Trousers, Black	Skirt alternate for female dress
15	Ribbon Bars & Citations	
16	Specialisation Badge	
17	Service Readiness Badge	
18	Commendation Badges	Maximum of two
19	Name Badge, RAN	

Table 3A.9: W3 Warrant Officer and Senior Sailor

JUNIOR SAILOR

S1/2 – Junior Sailor – Female and Male



Figure 3A.10: S1/2 Junior Sailor

Summer Ceremonial		
Serial	**Principal Items**	**Remarks**
1	Jacket / Jumper, White	
2	Panel, Dickey Front / Shirt, White Front, Flannel	
3	Belt, White, Silver Buckle	
4	Socks, Black	
5	Shoes, Black, Full Grain	
6	Collar, Blue	
7	Scarf, Black	
8	Lanyard	
9	Tape, Ceremonial, White	
10	Badge, Rank, Blue	
11	Badge, Branch, Blue	
12	Badge, Long Service, Blue	
13	Cap, Junior Sailor	
14	Slacks / Trousers, White	
15	Medals & Citations	
16	Specialisation Badge	
17	Service Readiness Badge	
18	Commendation Badges	Maximum of two
19	Name Badge, RAN	RAN Name Badge only name badge to be worn with medals

Table 3A.10: S1/2 Junior Sailor

S3 – Junior Sailor – Female and Male



Figure 3A.11: S3 Junior Sailor

Summer Ceremonial		
Serial	**Principal Items**	**Remarks**
1	Jacket / Jumper, White	
2	Panel, Dickey Front / Shirt, White Front, Flannel	
3	Belt, White, Silver Buckle	
4	Socks, Black	
5	Shoes, Black, Full Grain	
6	Collar, Blue	
7	Scarf, Black	
8	Lanyard	
9	Tape, Ceremonial, White	
10	Badge, Rank, Blue	
11	Badge, Branch, Blue	
12	Badge, Long Service, Blue	
13	Cap, Junior Sailor	
14	Slacks / Trousers, White	
15	Ribbon Bars & Citations	
16	Specialisation Badge	
17	Service Readiness Badge	
18	Commendation Badges	Maximum of two
19	Name Badge, RAN	

Table 3A.11: S3 Junior Sailor

W1/2 – Junior Sailor – Female and Male



Figure 3A.12: W1/2 Junior Sailor

Winter Ceremonial		
Serial	**Principal Items**	**Remarks**
1	Jacket / Jumper, Black	
2	Panel, Dickey Front / Shirt, White Front, Flannel	
3	Belt, Black, Silver Buckle	
4	Socks, Black	
5	Shoes, Black, Full Grain	
6	Collar, Blue	
7	Scarf, Black	
8	Lanyard	
9	Tape, Ceremonial, Blue	
10	Badge, Rank, Gold	
11	Badge, Branch, Gold	
12	Badge, Long Service, Gold	
13	Cap, Junior Sailor	
14	Slacks / Trousers, Black	
15	Medals & Citations	
16	Specialisation Badge	
17	Service Readiness Badge	
18	Commendation Badges	Maximum of two
19	Name Badge, RAN	RAN Name Badge only name badge to be worn with medals

Table 3A.12: W1/2 Junior Sailor

W3 – Junior Sailor – Female and Male



Figure 3A.13: W3 Junior Sailor

Winter Ceremonial		
Serial	**Principal Items**	**Remarks**
1	Jacket / Jumper, Black	
2	Panel, Dickey Front / Shirt, White Front, Flannel	
3	Belt, Black, Silver Buckle	
4	Socks, Black	
5	Shoes, Black, Full Grain	
6	Collar, Blue	
7	Scarf, Black	
8	Lanyard	
9	Tape, Ceremonial, Blue	
10	Badge, Rank, Gold	
11	Badge, Branch, Gold	
12	Badge, Long Service, Gold	
13	Cap, Junior Sailor	
14	Slacks / Trousers, Black	
15	Ribbon Bars & Citations	
16	Specialisation Badge	
17	Service Readiness Badge	
18	Commendation Badges	Maximum of two
19	Name Badge, RAN	

Table 3A.13: W3 Junior Sailor

JUNIOR SAILOR CEREMONIAL UNIFORM COMPONENTS

1. **Collar, Seaman's, Blue.** A rectangular collar with vertical button holes at the back neck and on each side of the collar front to enable attachment to the uniform jumper. The collar is a mid-blue dungaree, and the sides and top are edged with white tape. The white tape has two 3mm wide blue stripes sewn on it.

2. **Flannel (White Front).** A collarless, pull on shirt with a blue edged square neck and short one piece sleeve. A dickey front may be worn in lieu with the white or blue Junior Sailor's ceremonial jumper. No creases are ironed on the flannel.

3. **Jacket (Female), Jumper (Male), Ceremonial Junior Sailor.** Jackets / jumpers are either black or white depending on season and should fit comfortably across the shoulders without binding the armholes when the arms are moved, and hang straight at the side. The sleeves should be sufficiently long so that the bottom edge of the cuff covers the wrist bone when the elbow is bent across the front of the body.

Figure 3A.14: Junior Sailor Ceremonial Ensemble



4. **Lanyard.** The Lanyard is made of cable laid white cotton yarn and worn with Junior Sailor's ceremonial uniform. It is 910mm long and is three stranded with three yarns. There is a neck loop at one end with sliding Turk's Head Knot, and a small fixed loop at the other end spliced with one Turk's Head Knot. Lanyards are to be worn under both collars and the silk and led around in a bight from port to starboard with the Turk's Head 25mm above the 'V' in the silk.

5. **Scarf, Black (Silk).** The 'Scarf, Black' is made of a silk material and is approximately 1.2m long and 40mm wide. It is worn on the Junior Sailor's ceremonial jumper. The scarf needs to be twisted by half and then stitched together at the ends. It is then worn under the jumper and collar with the bight of the scarf tied with the tape. The bight of the scarf is to be 50mm long.

6. **Tapes / Ribbons.** May be white or blue (depending on season) and are 25mm wide. The overall length is approximately 560mm. A bow is tied 70mm from the bottom of the silk and is 50mm across. After the bow is tied, the tapes are 150mm in length and fishtailed.

7. When Junior Sailors have gained CO's approval to wear Naval uniform at weddings, the wedding party are permitted to use white bows on winter uniforms and blue bows on summer uniforms for the occasion. The running ends of the bows may be extended to 250mm.

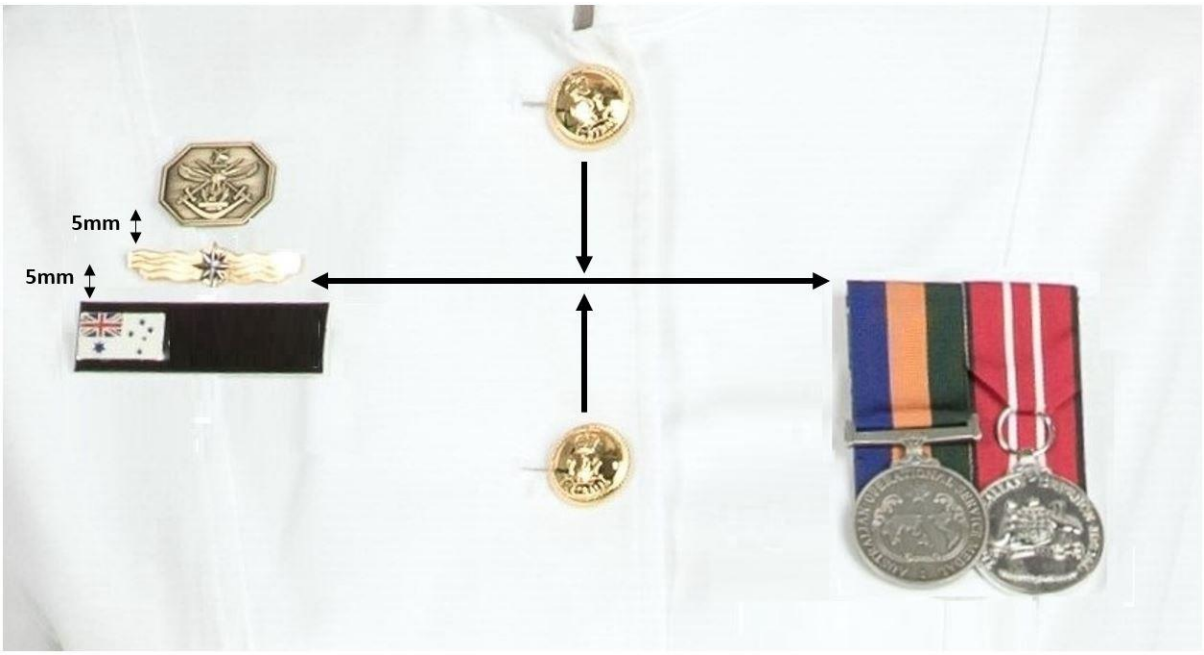
SUMMER CEREMONIAL ACCOUTREMENTS POSITIONING GUIDE

S1/2 Female Commissioned Officers, Warrant Officers and Senior Sailors

Table 3A.14: S1/2 Female Officers, WO and Senior Sailors Accoutrements positioning guide

Medals	Top edge of the medal's ribbon to be positioned centrally and horizontally on the left breast in line midway between the top and second button.
Service Readiness Badge	Positioned centrally on the right breast, bottom of badge is to be in line with the top of the medal ribbon. For members not entitled to wear medals the bottom edge of the badge is to be positioned centrally and horizontally on the right breast in line midway between the top and second button.
Name badge	Positioned centrally on the right breast 5mm below Service Readiness Badge. (RAN Name Badge only name badge to be worn with medals)
Specialisation badge	Positioned centrally 5mm above medal's ribbon.
Unit Citation	Positioned centrally 20mm below medals.
Commendations	Worn centrally 5mm above Service Readiness Badge. If 2 badges, senior badge positioned closest to the centre of the chest with a 3mm space separating them.
CWO Badge	Worn centrally below name badge.
RI Badge	Worn centrally below name badge.

Figure 3A.15: S1/2 Female Officers, WO and Senior Sailor Accoutrements graphic



S1/2 Male Commissioned Officers, Warrant Officers and Senior Sailors

Table 3A.15: S1/2 Male Officers, WO and Senior Sailors Accoutrements positioning guide

Medals	Top edge of the medal's ribbon is to be positioned centrally and horizontally above the left breast pocket midway between the top and second button.
Specialisation badge	Positioned centrally 5mm above medal's ribbon.
Unit Citation	Positioned centrally 20mm below medals.
Name badge	Positioned centrally on the right breast 5mm above top of pocket. (RAN Name Badge only name badge to be worn with medals)
Service Readiness Badge	Worn centrally 5mm above name badge.
Commendations	Worn centrally 5mm above Service Readiness Badge. If 2 badges, senior badge positioned closest to the centre of the chest with a 3mm space separating them.
CWO Badge	Worn centrally below name badge.
RI Badge	Worn centrally below name badge.

Figure 3A.16: S1/2 Male Officers, WO and Senior Sailors Accoutrements graphic



S1/2 Junior Sailors

Table 3A.16: S1/2 Junior Sailors Accoutrements positioning guide

Medals	The top edge of the medal's ribbons to be positioned approx. 130-150mm vertically below the shoulder, positioned centrally on the left breast. Note: Medals and specialisation badge not to be obscured by silk.
Specialisation badge	Positioned centrally 5mm above medal ribbons.
Unit Citation	Positioned centrally 20mm below medals.
Name badge	Positioned centrally on the right breast. Top edge of the name badge is to be in line with the top edge of the of the medal's ribbon. For members not entitled to wear a medal the top of the name badge is to be positioned approx. 130-150mm below the shoulder line. (RAN Name Badge only name badge to be worn with medals)
Service Readiness Badge	Worn centrally 5mm above name badge.
Commendations	Worn centrally 5mm above Service Readiness Badge. If 2 badges, senior badge positioned closest to the centre of the chest with a 3mm space separating them.
RI Badge	Worn centrally below name badge.

Figure 3A.17: S1/2 Junior Sailors Accoutrements graphic

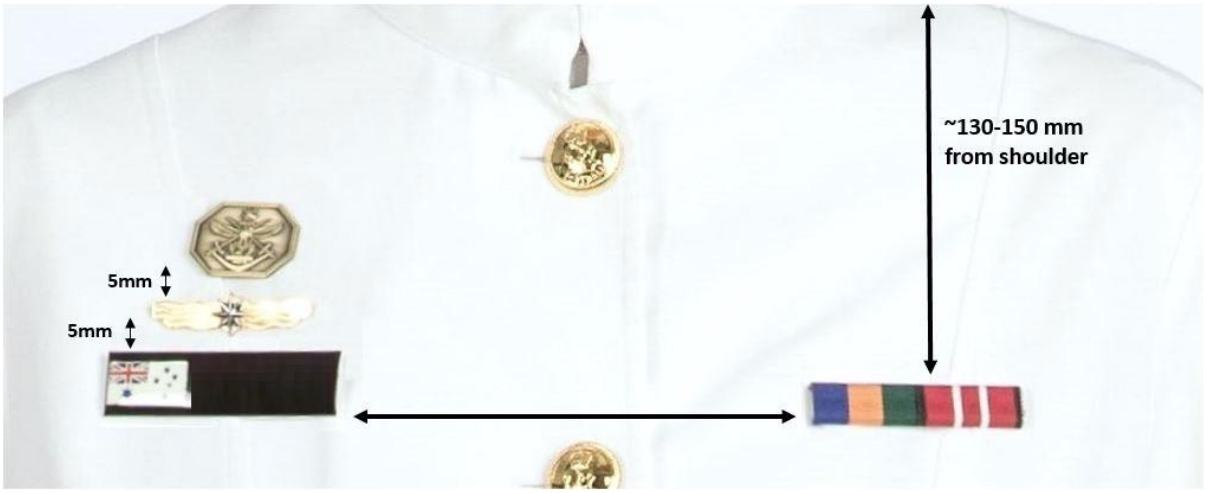


S3 Female Commissioned Officers, Warrant Officers and Senior Sailors

Table 3A.17: S3 Female Officers, WO and Senior Sailors Accoutrements positioning guide

Ribbons	The top row of ribbons is to be positioned with the top edge of the top row approx. 130-150mm vertically below the shoulder, centrally on the left breast.
Specialisation badge	Positioned centrally 5mm above ribbons.
Unit Citation	Positioned centrally on the left breast as for the first row of ribbons. Following row of ribbons positioned 5mm above the citation's top edge.
Name badge	Centrally on the right breast, the bottom edge of the name badge is to be in line with bottom edge of the bottom row of ribbons / unit citation. For members not entitled to wear a ribbon the top of the name badge is to be positioned approx. 130-150mm below the shoulder line.
Service Readiness Badge	Worn centrally 5mm above name badge.
Commendations	Worn centrally 5mm above Service Readiness Badge. If 2 badges, senior badge positioned closest to the centre of the chest with a 3mm space separating them
RI Badge	Worn centrally below name badge.

Figure 3A.18: S3 Female Officers, WO and Senior Sailors Accoutrements graphic



S3 Male Commissioned Officers, Warrant Officers and Senior Sailors

Table 3A.18: S3 Male Officers, WO and Senior Sailors Accoutrements positioning guide

Ribbons	Positioned centrally on the left breast with the bottom edge of the ribbon 5mm above pocket.
Specialisation badge	Positioned centrally 5mm above ribbons.
Unit Citation	Positioned centrally on the left breast as for the first row of ribbons. Following row of ribbons positioned 5mm above citation top edge.
Name badge	Positioned centrally 5mm above right pocket.
Service Readiness Badge	Worn centrally 5mm above name badge.
Commendations	Worn centrally 5mm above Service Readiness Badge. If 2 badges, senior badge positioned closest to the centre of the chest with a 3mm space separating them
CWO Badge	Worn centrally below name badge
RI Badge	Worn centrally below name badge.

Figure 3A.19: S3 Male Officers, WO and Senior Sailors Accoutrements graphic



S3 Junior Sailors

Table 3A.19: S3 Junior Senior Sailors Accoutrements positioning guide

Ribbons	The top row of ribbons is to be positioned with the top edge of the top row approx. 130-150mm vertically below the shoulder placed centrally on the left breast. Note: Ribbons and specialisation badge not to be obscured by silk.
Specialisation badge	Positioned centrally 5mm above ribbons.
Unit Citation	Positioned centrally on the left breast as for the first row of ribbons. Following row of ribbons positioned 5mm above citation top edge.
Name badge	Centrally on the right breast, the bottom edge of the name badge is to be in line with bottom edge of the bottom row of ribbons/unit citation. For members not entitled to wear a ribbon the top of the name badge is to be positioned approx. 130-150mm below the shoulder line.
Service Readiness Badge	Worn centrally 5mm above name badge.
Commendations	Worn centrally 5mm above Service Readiness Badge. If 2 badges, senior badge positioned closest to the centre of the chest with a 3mm space separating them
RI Badge	Worn centrally below name badge.

Figure 3A.20: S3 Junior Sailors Accoutrements graphic



WINTER CEREMONIAL ACCOUTREMENTS POSITIONING GUIDE

W1/2 Commissioned Officers, Warrant Officers and Senior Sailors

Table 3A.20: W1/2 Officers, WO and Senior Sailors Accoutrements positioning guide

Medals	Medals are to be positioned centrally above the left breast pocket with the top edge of the ribbon 15mm above the pocket's top line (at the centre). Note: Medals and specialisation badge not to be obscured by lapel.
Specialisation badge	Positioned centrally 5mm above medal ribbons.
Unit Citation	Positioned centrally 20mm below medals.
Name badge)	Positioned centrally on the right breast. Top edge of the name badge is to be in line with the top of the of the medal's ribbon. For members not entitled to wear a medal the name badge is to be positioned centrally on the right breast with the top edge of the name badge aligning horizontally to 15mm above the centre of the pocket on the left breast. (RAN Name Badge only name badge to be worn with medals
Service Readiness Badge	Worn centrally 5mm above name badge.
Commendations	Worn centrally 5mm above Service Readiness Badge. If 2 badges, senior badge positioned closest to the centre of the chest with a 3mm space separating them.
CWO Badge	Worn centrally below name badge.
RI Badge	Worn centrally below name badge.

Figure 3A.21: W1/2 Officers, WO and Senior Sailors Accoutrements graphic

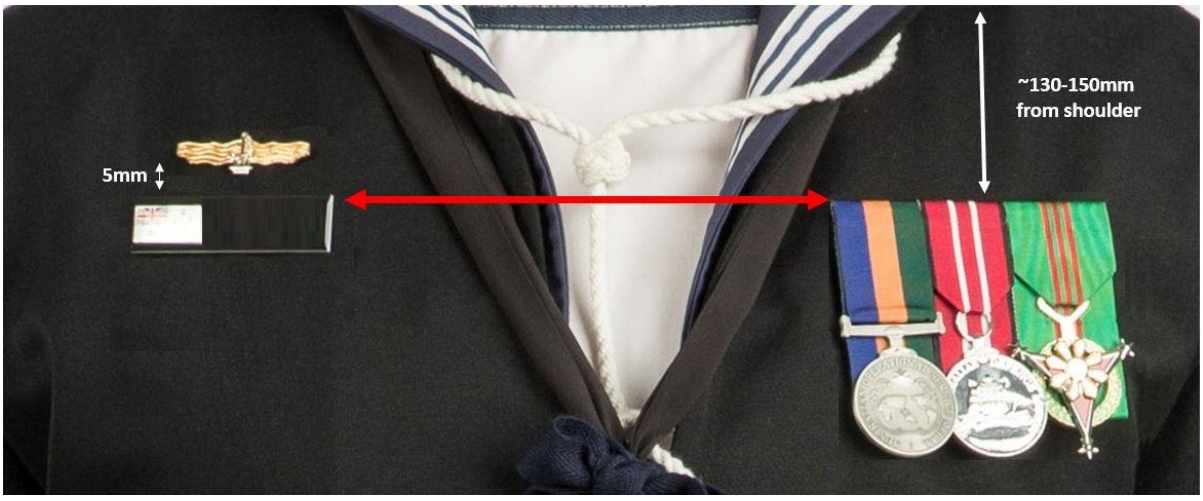


W1/2 Junior Sailors

Table 3A.21: W1/2 Junior Sailors Accoutrements positioning guide

Medals	Medals to be positioned with the top edge of the medal's ribbons approx. 130-150mm vertically below the shoulder, positioned centrally on the left breast. Note: Medals and specialisation badge not to be obscured by silk.
Specialisation badge	Positioned centrally 5mm above medal ribbons.
Unit Citation	Positioned centrally 20mm below medals.
Name badge	Positioned centrally on the right breast. Top edge of the name badge is to be in line with the top edge of the of the medal's ribbon. For members not entitled to wear a medal the top of the name badge is to be positioned approx. 130-150mm below the shoulder line on the right breast. (RAN Name Badge only name badge to be worn with medals)
Service Readiness Badge	Worn centrally 5mm above name badge.
Commendations	Worn centrally 5mm above Service Readiness Badge. If 2 badges, senior badge positioned closest to the centre of the chest with a 3mm space separating them.
CWO Badge	Worn centrally below name badge.
RI Badge	Worn centrally below name badge.

Figure 3A.22: W1/2 Junior Sailors Accoutrements graphic

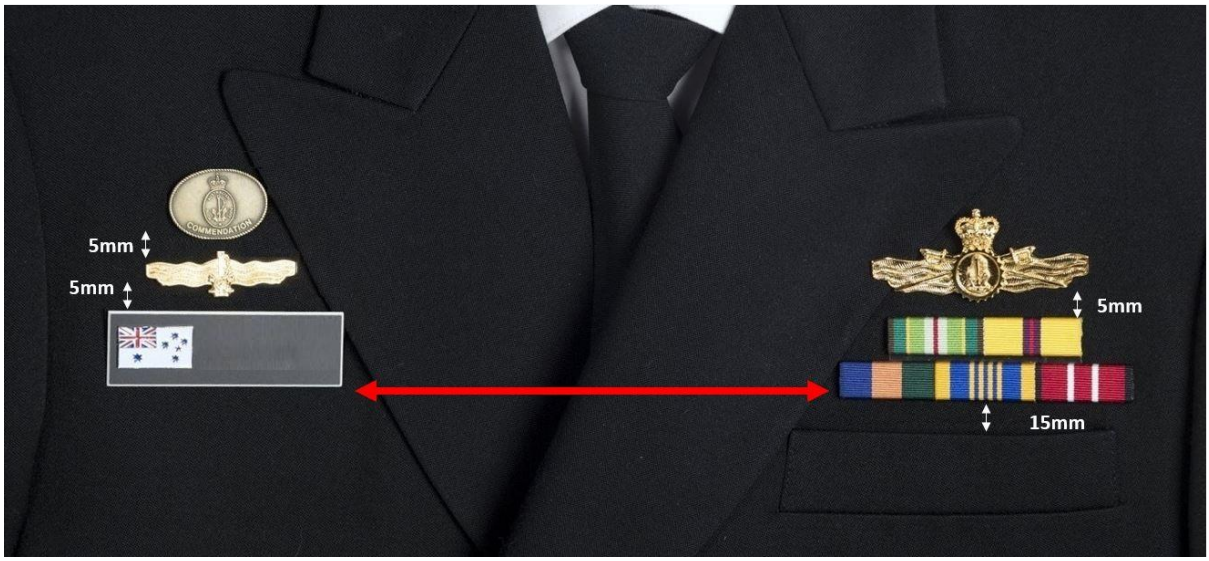


W3 Commissioned Officers, Warrant Officers and Senior Sailors

Table 3A.22: W3 Officers, WO and Senior Sailors Accoutrements positioning guide

Ribbons	Ribbons to be positioned centrally above the left breast pocket with the bottom edge of the bottom row 15mm above the pocket's top line (at the centre). Note: Ribbons and specialisation badge not to be obscured by lapel.
Specialisation badge	Positioned centrally 5mm above ribbons.
Unit Citation	Positioned centrally on the left breast as for the first row of ribbons. Following row of ribbons positioned 5mm above citation top edge.
Name badge	Centrally on the right breast, the bottom of the name badge is to be in line with the bottom of the first row of ribbons/unit citation. For members not entitled to wear a ribbon the name badge is to be positioned centrally on the right breast with the bottom edge of the name badge aligning horizontally to 15mm above the centre of the pocket on the left breast.
Service Readiness Badge	Worn centrally 5mm above name badge.
Commendations	Worn centrally 5mm above Service Readiness Badge. If 2 badges, senior badge positioned closest to the centre of the chest with a 3mm space separating them.
CWO Badge	Worn centrally below name badge.
RI Badge	Worn centrally below name badge.

Figure 3A.23: W3 Officers, WO and Senior Sailors Accoutrements graphic



W3 Junior Sailors

Table 3A.23: W3 Junior Sailors Accoutrements positioning guide

Ribbons	Ribbons to be positioned with the top edge of the top row approx. 130-150mm vertically below the shoulder, positioned centrally on the left breast. Note: Ribbons and specialisation badge not to be obscured by silk.
Specialisation badge	Positioned centrally 5mm above ribbons.
Unit Citation	Positioned centrally on the left breast as for the first row of ribbons. Following row of ribbons positioned 5mm above citation top edge.
Name badge	Positioned centrally on the right breast, the bottom edge of the name badge is to be in line with bottom edge of the bottom row of ribbons / unit citation. For members not entitled to wear ribbons the top edge of the name badge is to be positioned approx. 130-150mm below the shoulder line on the right breast.
Service Readiness Badge	Worn centrally 5mm above name badge.
Commendations	Worn centrally 5mm above Service Readiness Badge. If 2 badges, senior badge positioned closest to the centre of the chest with a 3mm space separating them.
CWO Badge	Worn centrally below name badge.
RI Badge	Worn centrally below name badge.

Figure 3A.24: W3 Junior Sailors Accoutrements graphic



CHAPTER 3 ANNEX B – MESS ORDERS OF DRESS

S/W4 – Occasions for wear

1. Official or public ball, dinners and evening receptions of a formal nature.
2. Dinner when uniform is worn and Two Star Officers (of any service) are guests.
3. Evening dances and entertainments.

S/W5 – Occasions for wear

1. Formal evening wear in HMA ships and establishments.

Mess Dress Notes

1. Officers not in possession of S4/5 wear S3.
2. Officers not in possession of W4/5 wear W3 (with 'Tie, Evening, Black', and mess orders of dress accoutrements and minature medals).
3. Naval Reserve Officers may wear S5 in lieu of W4/5 (with 'Shoes, Black').
4. WO-N and Tier C Command Warrant Officer wear W4/5 in accordance with W4/5 Comissioned Officer Orders of Dress.
5. S/W4 and S/W5 is optional for Senior Sailors otherwise S/W3 is worn.
6. Junior Sailor equivalent is S/W3.
7. When promulgating standing orders for mess functions on board sea going platforms, the CO is to consider WH&S implications and the specific nature of the platform prior to authorising the wearing of the mess skirt and court shoes by female members for the occasion.
8. Mess Dress / Undress may be ordered to be worn negative Neck Decorations and Stars of Orders.
9. Officers of CAPT rank and above may, at their option, wear gold laced slacks / long skirt.
10. Evening shirt with wing collar may be worn when S/W4 ordered.
11. Female and Male Officers, Warrant Officers and Senior Sailors, if so entitled, may optionally wear a kilt with appropriate socks, shoes and accoutrements at mess functions with S/W5. Female Officers, Warrant Officers and Senior Sailors, if so entitled, may optionally wear an equivalent long skirt at mess functions with S/W5.
12. Female Officers may optionally wear 'Slacks, Black' on any occasion when S/W4 is ordered with either:
    a. 'Court Shoes, Black' with 'Hosiery, Black'.
    b. 'Shoes, Black, Full Grain' or 'Shoes, Black, Patent Leather' with 'Socks, Black'.

13. Female Officers may optionally on any occasion wear when S/W5 is ordered:

    a. ‘Skirt, Short, Black‘, ‘Shoes, Black, Full Grain’ with ‘Hosiery, Black’.

    b. ‘Slacks, Black’ on any occasion with either:

        1. ‘Court Shoes, Black’ with ‘Hosiery, Black’.

        2. ‘Shoes, Black, Full Grain’ with ‘Socks, Black’.

14. Female Officers may, at their option wear ‘Shoes, Black, Patent Leather’ in lieu of ‘Shoes, Black, Full Grain’.

15. Female Warrant Officers and Senior Sailors may optionally wear:

    a. ‘Skirt, Short, Black‘, ‘Shoes, Black, Full Grain’ with ‘Hosiery, Black’.

    b. ‘Slacks, Black’ on any occasion with either:

        1. ‘Court Shoes, Black’ with ‘Hosiery, Black’.

        2. ‘Shoes, Black, Full Grain’ with ‘Socks, Black’.

16. Warrant Officers and Senior Sailors may, at their option wear ‘Shoes, Black, Patent Leather’ in lieu of ‘Shoes, Black, Full Grain’.

COMMISSIONED OFFICER

S/W4 – Commissioned Officer – Female



Figure 3B.1: S/W4 Commissioned Officer Female

Mess Dress		
Serial	**Principal Items**	**Remarks**
1	Jacket, Mess, White (S4)	Jacket, Mess, Black (W4)
2	Shirt, Evening, White	
3	Tie, Evening, Black	
4	Chain, Mess, Gilt	
5	Buttons, Gold, Size 2, Shanked	Attach to Chain, Mess, Gilt Forefront of Jacket
6	Shoulder Board, Insignia	S4
7	Hat, Tricorne	
8	Skirt, Long, Black	Black Slacks alternate
9	Cummerbund	
10	Hosiery, Black	
11	Court Shoes, Black	Black Shoes alternate
12	Riband Broad	
13	Stars of Orders	Maximum of four
14	Neck Decoration	Maximum of one
15	Medals & Citations	Miniatures
16	Specialisation Badge	Miniature
17	Service Readiness Badge	
18	Commendation Badges	Maximum of two. Miniatures.

Table 3B.1: S/W4 Commissioned Officer Female

S/W4 – Commissioned Officer – Male



Figure 3B.2: S/W4 Commissioned Officer Male

Mess Dress		
Serial	**Principal Items**	**Remarks**
1	Jacket, Mess, White	Jacket, Mess, Black (W4)
2	Shirt, Evening, White	
3	Tie, Evening, Black	
4	Chain, Mess, Gilt	
5	Buttons, Gold, Size 2, Shanked	Attach to Chain, Mess, Gilt Forefront of Jacket
6	Buttons, Gold, Size 3, Shanked	Attach to Vest, Marcella, White
7	Cap, Peaked	
8	Trousers, Black	
9	Shoulder Board, Insignia	S4
10	Socks, Black	
11	Shoes, Black, Patent Leather	
12	Vest, Marcella, White	
13	Riband Broad	
14	Stars of Orders	Maximum of four
15	Neck Decoration	Maximum of one
16	Medals & Citations	Miniatures
17	Specialisation Badge	Miniature
18	Service Readiness Badge	
19	Commendation Badges	Maximum of two. Miniatures.

Table 3B.2: S/W4 Commissioned Officer Male

S/W5 – Commissioned Officer – Female



Figure 3B.3: S/W5 Commissioned Officer Female

Mess Undress		
Serial	**Principal Items**	**Remarks**
1	Jacket, Mess, White	Jacket, Mess, Black (W5)
2	Shirt, Evening, White	
3	Tie, Evening, Black	
4	Chain, Mess, Gilt	
5	Buttons, Gold, Size 2, Shanked	Attach to Chain, Mess, Gilt Forefront of Jacket
6	Shoulder Board, Insignia	S5
7	Hat, Tricorne	
8	Skirt, Short, Black	Black Slacks alternate
9	Cummerbund	
10	Hosiery, Black	
11	Court Shoes, Black	Black Shoes alternate
12	Riband Broad	
13	Stars of Orders	Maximum of four
14	Neck Decoration	Maximum of one
15	Medals & Citations	Miniatures
16	Specialisation Badge	Miniature
17	Service Readiness Badge	
18	Commendation Badges	Maximum of two. Miniatures.

Table 3B.3: S/W5 Commissioned Officer Female

S/W5 – Commissioned Officer – Male



Figure 3B.4: S/W5 Commissioned Officer Male

Mess Undress		
Serial	**Principal Items**	**Remarks**
1	Jacket, Mess, White	Jacket, Mess, Black (W5)
2	Shirt, Evening, White	
3	Tie, Evening, Black	
4	Chain, Mess, Gilt	
5	Buttons, Gold, Size 2, Shanked	Attach to Chain, Mess, Gilt Forefront of Jacket
6	Shoulder Board, Insignia	S5
7	Cap, Peaked	
8	Trousers, Black	
9	Cummerbund	
10	Waistcoat, Black	Optional. Worn in lieu of Cummerbund (W5)
11	Socks, Black	
12	Shoes, Black, Patent Leather	
13	Riband Broad	
14	Stars of Orders	Maximum of four
15	Neck Decoration	Maximum of one
16	Medals & Citations	Miniatures
17	Specialisation Badge	Miniature
18	Service Readiness Badge	
19	Commendation Badges	Maximum of two. Miniatures.

Table 3B.4: S/W5 Commissioned Officer Male

WARRANT OFFICER AND SENIOR SAILOR

S/W4 and S/W5 – Warrant Officer and Senior Sailor – Female



Mess Dress / Mess Undress		
Serial	**Principal Items**	**Remarks**
1	Jacket, Mess, White	
2	Shirt, Evening, White	
3	Tie, Evening, Black	
4	Chain, Mess, Gilt	
5	Buttons, Gold, Size 2, Shanked	Attach to Chain, Mess, Gilt Forefront of Jacket
6	Buttons, Gold, Size 2, Shanked	
7	Shoulder Board, Insignia	WO
8	Buttons, Gold, Size 2, Cuff, Shankless	CPO
9	Badges, Rank, Gold, Cuff	PO
10	Hat, Tricorne	
11	Skirt, Short, Black	Black Slacks alternate
12	Hosiery, Black	
13	Court Shoes, Black	Black Shoes alternate
14	Medals & Citations	Miniatures
15	Specialisation Badge	Miniature
16	Service Readiness Badge	
17	Commendation Badges	Maximum of two. Miniatures.

Table 3B.5: S/W4 and S/W5 Warrant Officer and Senior Sailor Female

Figure 3B.5: S/W4 and S/W5 Warrant Officer and Senior Sailor Female

S/W4 and S/W5 – Warrant Officer and Senior Sailor – Male



Figure 3B.6: S/W4 and S/W5 Warrant Officer and Senior Sailor Male

Mess Dress / Mess Undress		
Serial	**Principal Items**	**Remarks**
1	Jacket, Mess, White	
2	Shirt, Evening, White	
3	Tie, Evening, Black	
4	Cummerbund	
5	Chain, Mess, Gilt	
6	Buttons, Gold, Size 2, Shanked	Attach to Chain, Mess, Gilt Forefront of Jacket
7	Shoulder Board, Insignia	WO
8	Buttons, Gold, Size 2, Shankless	CPO
9	Badges, Rank, Gold, Cuff	PO
10	Cap, Peaked	
11	Trousers, Black	
12	Socks, Black	
13	Shoes, Black, Full Grain	
14	Medals & Citations	Miniatures
15	Specialisation Badge	Miniature
16	Service Readiness Badge	
17	Commendation Badges	Maximum of two. Miniatures.

Table 3B.6: S/W4 and S/W5 Warrant Officer and Senior Sailor Male

MESS DRESS ACCOUTREMENTS POSITIONING GUIDE

S4/5 Mess Dress

Table 3B.7: S4/5 Accoutrements positioning guide

Miniature Medals	Worn centrally on the left lapel with the top edge the medal's ribbons aligned horizontally to the second button of the shirt (collar button counted as the first). Miniature medals may extend over the lapel towards the shoulder but not over the edge the lapel on the inner side.
Specialisation badge	Positioned centrally 5mm above medals.
Unit Citation	Positioned centrally on the left lapel 10mm below the bottom of the medals.
Name badge	Not worn.
Service Readiness Badge	Worn centrally on the right lapel with the bottom edge aligned horizontally with the top of the medal's ribbons. For members not entitled to wear medals the badge is worn centrally on the right lapel with the bottom edge aligned horizontally to the second button of the shirt (collar button counted as the first).
Commendations	Worn centrally 5mm above Service Readiness Badge. If 2 badges, senior badge positioned closest to the centre of the chest with a 3mm space separating them.
CWO Badge	Worn centrally below Service Readiness Badge.

Figure 3B.7: S4/5 Accoutrements graphic

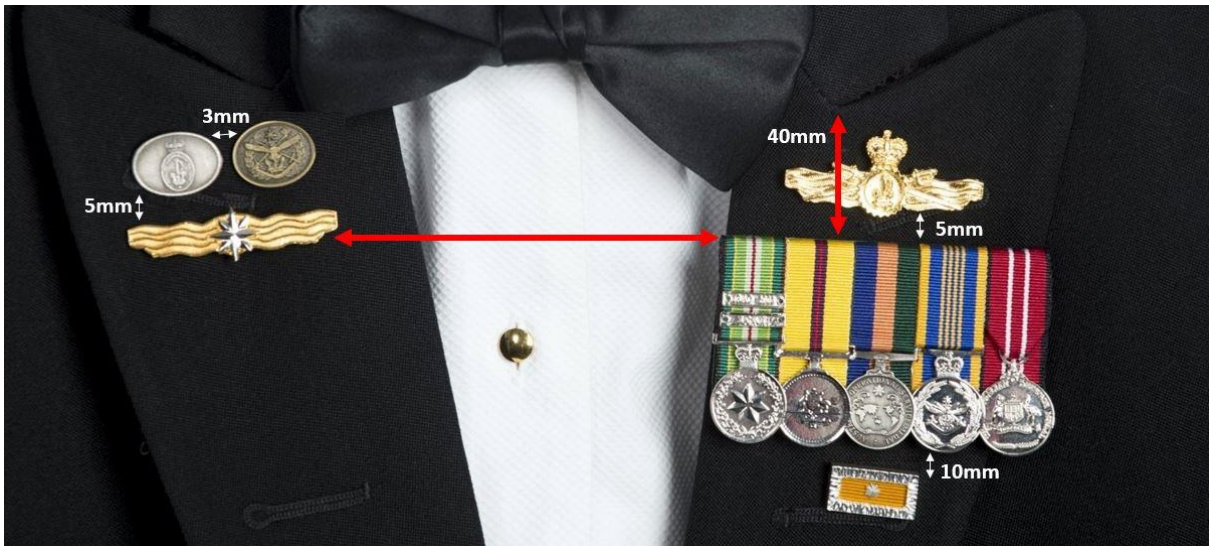


W4/5 Mess Dress

Table 3B.8: W4/5 Accoutrements positioning guide

Miniature Medals	Worn centrally on the left lapel 40mm below the point of the lapel. Miniature medals may extend over the lapel towards the shoulder but are not to extend beyond the inner edge of the lapel over the shirt.
Miniature Specialisation badge	Positioned centrally 5mm above medals.
Unit Citation	Positioned centrally 10mm below the bottom of the medals.
Name badge	Not worn.
Service Readiness Badge	Worn centrally on the right lapel aligned with the top of the medal ribbons. For members not entitled to wear medals the badge is worn centrally on the right lapel with the top edge of the badge to be positioned 40mm below the point of the lapel
Commendations	Worn centrally 5mm above Service Readiness Badge. If 2 badges, senior badge positioned closest to the centre of the chest with a 3mm space separating them.
CWO Badge	Worn centrally below Service Readiness Badge.

Figure 3B.8: W4/5 Accoutrements graphic



CHAPTER 3 ANNEX C – INFORMAL EVENING / NON-CEREMONIAL DAY ORDERS OF DRESS

S6 – Occasions for wear

1. Informal evening wear may be ordered for wear in winter also.

S6 Notes

1. To be worn as night clothing only.
2. May be worn as informal duty ashore dress (Shore Patrol).
3. Navy Wide Brimmed Hat may be worn.
4. ‘Shoes, Black, Patent Leather’ may be worn optionally in lieu of ‘Shoes, Black, Full Grain’.
5. Females may wear the following ashore or in establishments:
   a. ‘Court Shoes, Black’ and ‘Hosiery, Black’ with ‘Slacks, Black’.
   b. ‘Skirt, Short, Black’ with ‘Court Shoes, Black’ and ‘Hosiery, Black’.
   c. ‘Skirt, Short, Black’ with ‘Shoes, Black, Full Grain’ and ‘Hosiery, Black’.
6. The RAN Cold Weather jacket may optionally be worn.
7. Category Badge worn by Petty Officer, Leading Seaman and Able Seaman Naval Police Coxswains

W6 – Occasions for wear

1. Alternative Winter Day dress.

W6 Notes

1. Utility Jacket may be worn or the Rib Knit Sweater may be worn in lieu of the Utility Jacket at CO’s discretion. The RAN Cold Weather jacket may optionally be worn.
2. Navy Wide Brim Hat may be worn.
3. ‘Shoes, Black, Patent Leather’ may be worn optionally in lieu of ‘Shoes, Black, Full Grain’.
4. Females may wear the following ashore or in establishments:
   a. ‘Court Shoes, Black’ and ‘Hosiery, Black’ with ‘Slacks, Black’.
   b. ‘Skirt, Short, Black’ with ‘Court Shoes, Black’ and ‘Hosiery, Black’.
   c. ‘Skirt, Short, Black’ with ‘Shoes, Black, Full Grain’ and ‘Hosiery, Black’.
5. Category Badge worn by Petty Officer, Leading Seaman and Able Seaman Naval Police Coxswains

S7 – Occasions for wear

1. On non-ceremonial occasions.

2. From sunrise to sunset.

S7 Notes

1. Utility Jacket may be worn or the Rib Knit Sweater may be worn in lieu of the Utility Jacket at CO's discretion. The RAN Cold Weather jacket may optionally be worn.

2. Navy Wide Brim Hat may be worn.

3. Female Officers, Warrant Officers and Senior Sailors may wear the following ashore or in establishments:

    a. 'Court Shoes, White' with 'Slacks, White'.

        1. Beige hosiery is optional. If footlets / sockettes are worn they are not to be visible.

    b. 'Skirt, White' or 'Dress, White' with 'Court Shoes, White'.

        1. Beige hosiery is optional. If footlets / sockettes are worn they are not to be visible.

    c. 'Skirt, White' or 'Dress, White' with 'Shoes, White'.

        1. Beige hosiery is optional. If footlets / sockettes are worn they are not to be visible.

4. Female Junior Sailors may wear the following ashore or in establishments:

    a. 'Court Shoes, Black' with 'Slacks, White'.

        1. Beige hosiery is optional. If footlets / sockettes are worn they are not to be visible.

    b. 'Skirt, White' or 'Dress, White' with 'Court Shoes, Black'.

        1. Beige hosiery is optional. If footlets / sockettes are worn they are not to be visible.

    c. 'Skirt, White' or 'Dress, White' with 'Shoes, Black'.

        1. Beige hosiery is optional. If footlets / sockettes are worn they are not to be visible.

5. All ranks wear gold buttons with the 'Dress, White'. A petticoat or half-slip is to be worn.

6. Category Badge worn by Petty Officer, Leading Seaman and Able Seaman Naval Police Coxswains

7. When involved in Band duties Junior Sailor Musicians wear white socks and white shoes.

8. 'Shoes, Black, Patent Leather' may be worn optionally by Junior Sailors in lieu of 'Shoes, Black, Full Grain'.

W7 – Occasions for wear

1. On non-ceremonial occasions in lieu of W3.
2. May be worn as informal evening wear in winter also.

W7 Notes

1. The RAN Cold Weather jacket or Black Overcoat may optionally be worn.
2. ‘Sleeveless Sweater, Blue’, may be worn with the ‘Shirt, Military, White’.
3. Rib Knit Sweater may be worn in lieu of ‘Jacket, Utility’ optionally at CO’s discretion.
4. Name Badge to be worn at all times (including on Rib Knit Sweater and Sleeveless Sweater).
5. Where WH&S and / or safety are of concern COs may permit the wearing of W7 (negative tie).
6. Navy Wide Brim Hat may be worn.
7. ‘Shoes, Black, Patent Leather’ may be worn optionally in lieu of ‘Shoes, Black, Full Grain’.
8. Females may wear the following, however only ashore or in establishments and not in ships:
    a. ‘Court Shoes, Black’ and ‘Hosiery, Black’ with ‘Slacks, Black’.
    b. ‘Skirt, Short, Black’ with ‘Court Shoes, Black’ and ‘Hosiery, Black’.
    c. ‘Skirt, Short, Black’ with ‘Shoes, Black, Full Grain’ and ‘Hosiery, Black’.
    d. ‘Dress, Black’ with ‘Court Shoes, Black’.
        1. Beige, Black or no hosiery is optional. If footlets / sockettes are worn they are not to be visible.
    e. ‘Dress, Black’ with ‘Shoes, Black, Full Grain’.
        1. Beige, Black or no hosiery is optional. If footlets / sockettes are worn they are not to be visible.

S8 – Occasions for wear

1. On non-ceremonial occasions.

2. From sunrise to sunset.

S8 Notes

1. COs may authorise sandals (with back strap) in lieu of shoes and socks in ships and on establishments in areas north of the Tropic of Capricorn.

2. Utility Jacket may be worn.

3. Rib Knit Sweater (with CO approval) may be worn.

4. Name Badge is to be worn at all times (including on the Rib Knit Sweater).

5. Navy Wide Brim Hat may be worn.

6. Category Badge worn by Petty Officer, Leading Seaman and Able Seaman Naval Police Coxswains

7. ‘Shoes, Black, Patent Leather’ may be worn optionally by Junior Sailors in lieu of ‘Shoes, Black, Full Grain’.

COMMISSIONED OFFICERS

S6 – Commissioned Officer – Female and Male

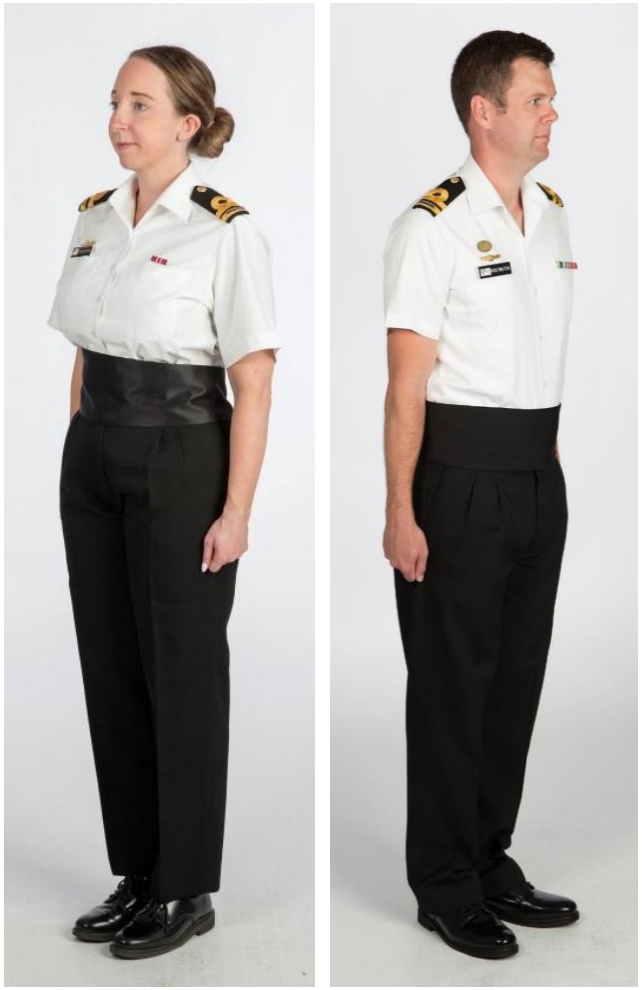


Figure 3C.1: S6 Commissioned Officer

Summer Informal Evening Wear		
Serial	**Principal Items**	**Remarks**
1	Shirt, White, Short Sleeve	
2	Cummerbund	
3	Belt, Black, Gilt Buckle	
4	Socks, Black	
5	Shoes, Black, Full Grain	Black Court Shoes female alternate
6	Slacks / Trousers, Black	Black Skirt female alternate
7	Hat, Tricorne / Cap, Peaked	
8	Shoulder Board, Insignia	
9	Ribbon Bars & Citations	
10	Name badge	
11	Specialisation Badge	
12	Service Readiness Badge	
13	Commendation Badges	Maximum of two

Table 3C.1: S6 Commissioned Officer

W6 – Commissioned Officer – Female and Male



Figure 3C.2: W6 Commissioned Officer

Alternative Winter Day Dress		
Serial	**Principal Items**	**Remarks**
1	Shirt, White, Short Sleeve	
2	Belt, Black, Gilt Buckle	
3	Socks, Black	
4	Shoes, Black, Full Grain	Black Court Shoes female alternate
5	Slacks / Trousers, Black	Black Skirt female alternate
6	Hat, Tricorne / Cap, Peaked	
7	Shoulder Board, Insignia	
8	Ribbon Bars & Citations	
9	Name badge	
10	Specialisation Badge	
11	Service Readiness Badge	
12	Commendation Badges	Maximum of two

Table 3C.2: W6 Commissioned Officer

S7 – Commissioned Officer – Female



Figure 3C.3: S7 Commissioned Officer Female

Summer Non Ceremonial Day Dress		
Serial	**Principal Items**	**Remarks**
1	Shirt, White, Short Sleeve	
2	Belt, White, Gilt Buckle	
3	Socks, Short, White	
4	Shoes, White	White Court Shoes alternate
5	Slacks, White	Skirt / White Dress alternate
6	Hat, Tricorne	
7	Shoulder Board, Insignia	
8	Ribbon Bars & Citations	
9	Name badge	
10	Specialisation Badge	
11	Service Readiness Badge	
12	Commendation Badges	Maximum of two

Table 3C.3: S7 Commissioned Officer Female

S7 – Commissioned Officer – Male



Figure 3C.4: S7 Commissioned Officer Male

Summer Non Ceremonial Day Dress		
Serial	**Principal Items**	**Remarks**
1	Shirt, White, Short Sleeve	
2	Belt, White, Gilt Buckle	
3	Socks, Short, White	
4	Shoes, White	
5	Trousers, White	
6	Cap, Peaked	
7	Shoulder Board, Insignia	
8	Name badge	
9	Ribbon Bars & Citations	
10	Specialisation Badge	
11	Service Readiness Badge	
12	Commendation Badges	Maximum of two

Table 3C.4: S7 Commissioned Officer Male

W7 – Commissioned Officer – Female and Male



Figure 3C.5: W7 Commissioned Officer

Winter Non Ceremonial Day Dress		
Serial	**Principal Items**	**Remarks**
1	Shirt, Military, White	
2	Jacket, Black, Utility	
3	Tie, Day wear, Black	
4	Belt, Black, Gilt Buckle	
5	Socks, Black	
6	Shoes, Black, Full Grain	Black Court Shoes female alternate
7	Slacks / Trousers, Black	Black Skirt and Black Dress female alternate
8	Hat, Tricorne / Cap, Peaked	
9	Soft Rank Insignia	
10	Ribbon Bars & Citations	
11	Name badge	
12	Specialisation Badge	
13	Service Readiness Badge	
14	Commendation Badges	Maximum of two

Table 3C.5: W7 Commissioned Officer

S8 – Commissioned Officer – Female and Male



Figure 3C.6: S8 Commissioned Officer

Summer Non Ceremonial Dress		
Serial	**Principal Items**	**Remarks**
1	Shirt, White, Short Sleeve	
2	Shorts, White	
3	Socks, Long, White	
4	Shoes, White	
5	Hat, Tricorne / Cap, Peaked	
6	Shoulder Board, Insignia	
7	Ribbon Bars & Citations	
8	Name badge	
9	Specialisation Badge	
10	Service Readiness Badge	
11	Commendation Badges	Maximum of two

Table 3C.6: S8 Commissioned Officer

WARRANT OFFICER AND SENIOR SAILOR

S/W6 – Warrant Officer and Senior Sailor – Female and Male



Figure 3C.7: S/W6 Warrant Officer and Senior Sailor

S6 – Informal evening wear W6 – Alternative Winter Day Dress		
Serial	**Principal Items**	**Remarks**
1	Shirt, White, Short Sleeve	
2	Belt, Black, Gilt Buckle	WO
3	Belt, Black, Silver Buckle	CPO / PO
4	Socks, Black	
5	Shoes, Black, Full Grain	Black Court Shoes female alternate
6	Slacks / Trousers, Black	Black Skirt female alternate
7	Hat, Tricorne / Cap, Peaked	
8	Shoulder Board, Insignia	WO
9	Collar Badges	CPO
10	Badge, Rank, Blue	PO
11	Name Badge	
12	Ribbon Bars & Citations	
13	Specialisation Badge	
14	Service Readiness Badge	
15	Commendation Badges	Maximum of two.

Table 3C.7: S/W6 Warrant Officer and Senior Sailor

S7 – Warrant Officer and Senior Sailor – Female and Male



Figure 3C.8: S7 Warrant Officer and Senior Sailor

Summer Non Ceremonial Day Dress		
Serial	**Principal Items**	**Remarks**
1	Shirt, White, Short Sleeve	
2	Belt, White, Gilt Buckle	WO
3	Belt, White, Silver Buckle	CPO / PO
4	Socks, Short, White	
5	Shoes, White	White Court Shoes female alternate
6	Slacks / Trousers, White	Skirt / White Dress female alternate
7	Hat, Tricorne / Cap, Peaked	
8	Shoulder Board, Insignia	WO
9	Collar Badges	CPO
10	Badge, Rank, Blue	PO
11	Name Badge	
12	Ribbon Bars & Citations	
13	Specialisation Badge	
14	Service Readiness Badge	
15	Commendation Badges	Maximum of two

Table 3C.8: S7 Warrant Officer and Senior Sailor

W7 – Warrant Officer and Senior Sailor – Female and Male



Figure 3C.9: W7 Warrant Officer and Senior Sailor

Winter Non Ceremonial Day Dress		
Serial	**Principal Items**	**Remarks**
1	Shirt, Military, White	
2	Jacket, Black, Utility	
3	Tie, Day wear, Black	
4	Belt, Black, Gilt Buckle	WO
5	Belt, Black, Silver Buckle	CPO / PO
6	Socks, Black	
7	Shoes, Black, Full Grain	Black Court Shoes female alternate
8	Slacks Trousers, Black	Black Skirt and Black Dress female alternate
9	Hat, Tricorne / Cap, Peaked	
10	Soft Rank Insignia	
11	Name Badge	
12	Ribbon bars & Citations	
13	Specialisation Badge	
14	Service Readiness Badge	
15	Commendation Badges	Maximum of two

Table 3C.9: W7 Warrant Officer and Senior Sailor

S8 – Warrant Officer and Senior Sailor – Female and Male



Figure 3C.10: S8 Warrant Officer and Senior Sailor

Serial	Principal Items	Remarks
1	Shirt, White, Short Sleeve	
2	Shorts, White	
3	Socks, Long, White	
4	Shoes, White	
5	Shoulder Board, Insignia	WO
6	Collar Badges	CPO
7	Badge, Rank, Blue	PO
8	Hat, Tricorne / Cap, Peaked	
9	Name Badge	
10	Ribbon bars & Citations	
11	Specialisation Badge	
12	Service Readiness Badge	
13	Commendation Badges	Maximum of two

Table 3C.10: S8 Warrant Officer and Senior Sailor

JUNIOR SAILOR

S/W6 – Junior Sailor – Female and Male



Figure 3C.11: S/W6 Junior Sailor

S6 – Summer Informal Evening Wear W6 – Alternative Winter Day Dress		
Serial	**Principal Items**	**Remarks**
1	Shirt, White, Short Sleeve	
2	Belt, Black, Silver Buckle	
3	Socks, Black	
4	Shoes, Black, Full Grain	Black Court Shoes female alternate
5	Slacks / Trousers, Black	Black Skirt female alternate
6	Badge, Rank, Blue	
7	Cap, Junior Sailor	
8	Name Badge	
9	Ribbon bars & Citations	
10	Specialisation Badge	
11	Service Readiness Badge	
12	Commendation Badges	Maximum of two.

Table 3C.11: S/W6 Junior Sailor

S7 – Junior Sailor – Female and Male



Figure 3C.12: S7 Junior Sailor

Summer Non Ceremonial Day Dress		
Serial	**Principal Items**	**Remarks**
1	Shirt, White, Short Sleeve	
2	Belt, White, Silver Buckle	
3	Socks, Black	
4	Shoes, Black, Full Grain	Black Court Shoes female alternate
5	Slacks / Trousers, White	Skirt / White Dress female alternate
6	Badge, Rank, Blue	
7	Cap, Junior Sailor	
8	Name Badge	
9	Ribbon Bars & Citations	
10	Specialisation Badge	
11	Service Readiness Badge	
12	Commendation Badges	Maximum of two.

Table 3C.12: S7 Junior Sailor

W7 – Junior Sailor – Female and Male



Figure 3C.13: W7 Junior Sailor

Winter Non Ceremonial Day Dress		
Serial	**Principal Items**	**Remarks**
1	Shirt, Military, White	
2	Jacket, Black, Utility	
3	Tie, Day wear, Black	
4	Belt, Black, Silver Buckle	
5	Socks, Black	
6	Shoes, Black, Full Grain	Black Court Shoes female alternate
7	Slacks / Trousers, Black	Black Skirt and Black Dress female alternate
8	Cap, Junior Sailor	
9	Soft Rank Insignia	
10	Name Badge	
11	Ribbon Bars & Citations	
12	Commendation Badges	Maximum of two

Table 3C.13: W7 Junior Sailor

S8 – Junior Sailor – Female and Male



Figure 3C.14: S8 Junior Sailor

Summer Non Ceremonial Day Dress		
Serial	**Principal Items**	**Remarks**
1	Shirt, White, Short Sleeve	
2	Shorts, White	
3	Socks, Blue	
4	Shoes, Black, Full Grain	
5	Cap, Junior Sailor	
6	Badge, Rank, Blue	
7	Ribbon bars & Citations	
8	Name badge	
9	Specialisation Badge	
10	Service Readiness Badge	
11	Commendation Badges	Maximum of two

Table 3C.14: S8 Junior Sailor

INFORMAL EVENING / NON-CEREMONIAL DAY DRESS ACCOUTREMENTS POSITIONING GUIDE

Table 3C.15: S/W6, S/W7, S8 Accoutrements positioning guide

Ribbons	Positioned centrally on the left breast with bottom of the ribbon 5mm above pocket. White / Black Dress: The top row of ribbon bars is to be positioned with the top edge approx. 130-150mm vertically below the shoulder, positioned centrally on the left breast.
Specialisation badge	Positioned centrally 5mm above ribbons.
Unit Citation	Positioned centrally on the left breast as for the first row of ribbons. Following row of ribbons positioned 5mm above citation's top edge.
Name badge	Positioned centrally on the right breast 5mm above pocket. White / Black Dress: Centrally on the right breast, the bottom edge of the name badge is to be in line with bottom edge of the bottom row of ribbons / unit citation. For members not entitled to wear ribbons the top edge of the name badge is to be positioned approx. 130-150mm vertically below the shoulder.
Service Readiness Badge	Worn centrally 5mm above name badge.
Commendations	Worn centrally 5mm above Service Readiness Badge. If 2 badges, senior badge positioned closest to the centre of the chest with a 3mm space separating them.
CWO Badge	Centrally on right shirt pocket. Worn centrally below name badge on white dress and utility jacket.
RI Badge	Positioned on the top left hand corner of the right pocket.

Figure 3C.15: W7 Ribbon Accoutrements graphic



CHAPTER 3 ANNEX D – ALL RANKS AND CATEGORY SPECIFIC ENSEMBLE ORDERS OF DRESS

S/W10—MUSICIAN CONCERT PLATFORM UNIFORM

S/W10 – Occasions for wear

1. When undertaking Band activities at official or public balls, dinners and evening indoor receptions of a formal nature.

2. When undertaking Band activities at evening dances and entertainments.

3. Sailors posted to the offices of CDF, VCDF, CN, CJOPS and COMAUSFLT performing formal retinue duties.

S/W10 Notes

1. Females may optionally wear on any occasion:

   a. ‘Skirt, Long Black’ with ‘Court Shoes, Black’ and ‘Hosiery, Black’ or

   b. ‘Slacks, Black’ with either:

      1. ‘Court Shoes, Black’ with ‘Hosiery, Black’, or

      2. ‘Shoes, Black, Full Grain’ or ‘Shoes, Black, Patent Leather’ with ‘Socks, Black’.

2. All personnel may, at their option, wear ‘Shoes, Black, Patent Leather’ in lieu of ‘Shoes, Black, Full Grain’.

S/W10 – All Ranks



Figure 3D.1: S/W10 All Ranks

Musician Concert Platform Uniform		
Serial	**Principal Items**	**Remarks**
1	Jacket, Mess, White	
2	Shirt, Evening, White	
3	Tie, Evening, Black	
4	Cummerbund	
5	Chain, Mess, Gilt	
6	Buttons, Gold, Size 2, Shanked	Attach to Chain, Mess, Gilt Forefront of Jacket
7	Shoulder Board, Insignia	Officers / WO
8	Buttons, Gold, Size 2, Cuff, Shankless	CPO
9	Badges, Rank, Gold, Cuff	PO
10	Badge, Long Service, Blue	LS / AB
11	Badge, Rank, Blue	LS / AB
12	Badge, Branch, Blue	LS / AB / SMN
13	Hat, Tricorne / Cap, Peaked / Cap, Junior Sailor	
14	Slacks, Black / Trousers, Black	Black Long Skirt female alternate
15	Socks, Black	
16	Shoes, Black	Black Court Shoes female alternate
17	Medals & Citations	Miniatures
18	Specialisation Badge	Miniature
19	Service Readiness Badge	
20	Commendation Badges	Maximum of two. Miniatures.

Table 3D.1: S/W10 All Ranks

S/W10 ACCOUTREMENTS POSITIONING GUIDE

S/W10

Table 3D.2: S/W10 Accoutrements positioning guide

Miniature Medals	Worn centrally on the left lapel with the top edge the medal's ribbons aligned horizontally to the second button of the shirt (collar button counted as the first). Miniature medals may extend over the lapel towards the shoulder but not over the edge the lapel on the inner side.
Specialisation badge	Positioned centrally 5mm above medals.
Unit Citation	Positioned centrally on the left lapel 10mm below the bottom of the medals.
Name badge	Not worn.
Service Readiness Badge	Worn centrally on the right lapel with the bottom edge aligned horizontally with the top of the medal's ribbons. For members not entitled to wear medals the badge is worn centrally on the right lapel with the bottom edge aligned horizontally to the second button of the shirt (collar button counted as the first).
Commendations	Worn centrally 5mm above Service Readiness Badge. If 2 badges, senior badge positioned closest to the centre of the chest with a 3mm space separating them.
CWO Badge	Worn centrally below Service Readiness Badge.

Figure 3D.2: S/W10 Accoutrements graphic



S/W11—MATERNITY UNIFORM

S11 – Occasions for wear

1. On non-ceremonial occasions where S7, S8 is ordered.

2. On ceremonial occasions where S2, S3 is ordered.

S11 Notes

1. Female Officers, Warrant Officers and Senior may wear the following ashore or in establishments:

    a. ‘Court Shoes, White’ with ‘Slacks, White Maternity’’.

        1. Beige hosiery is optional. If footlets / sockettes are worn they are not to be visible.

    b. ‘Maternity Skirt, White’ with ‘Court Shoes, White’ OR ‘Shoes, White’.

        1. Beige hosiery is optional. If footlets / sockettes are worn they are not to be visible.

2. Female Junior Sailors may wear the following ashore or in establishments:

    a. ‘Court Shoes, Black’ with ‘Slacks, White Maternity’.

        1. Beige hosiery is optional. If footlets / sockettes are worn they are not to be visible.

    b. ‘Maternity Skirt, White’ with ‘Court Shoes, Black’ or ‘Shoes, Black, Full Grain’.

        1. Beige hosiery is optional. If footlets / sockettes are worn they are not to be visible.

3. Court Shoes and the Maternity Skirt is not to be worn during ceremonial occasions.

4. Flats may be worn in lieu of court shoes.

5. ‘Navy Wide Brim Hat’ may be worn in lieu of Tricorn / Cap except during ceremonial occasions unless ordered.

6. ‘Maternity Cardigan’ may be removed. The cardigan may be worn on ceremonial occasions; in these circumstance medals are not to be worn on the cardigan.

7. On occasions when W2 is ordered badges are worn as for W7. Medals are worn with the top edge of the medal ribbons aligned horizontally with the top edge of the name badge, and positioned centrally on the left breast.

    On occasions when S3 is ordered the wearing of ribbon bars and badges are worn as for S7.

8. For evening wear in lieu of S6 ‘Slacks, Black. Maternity’ and ‘Shoes, Black, Full Grain’ should be worn.

W11 – Occasions for wear

1. On non-ceremonial occasions where W6, W7 is ordered.
2. On ceremonial occasions where W2, W3 is ordered.
3. On occasions when S/W4, S/W5 is ordered.

W11 Notes

1. 'Shirt, White, Maternity, Short Sleeve' may be worn in lieu of long sleeve shirt with black trousers / skirt during winter periods except during ceremonial / mess occasions.
2. Personnel may wear the following, however only ashore or in establishments and not in ships:
   a. 'Court Shoes, Black' and 'Hosiery, Black' with 'Slacks, Black'.
   b. 'Skirt, Short, Black' with 'Court Shoes, Black' and 'Hosiery, Black'.
   c. 'Skirt, Short, Black' with 'Shoes, Black, Full Grain' and 'Hosiery, Black'.
3. 'Shoes, Black, Patent Leather' may be worn optionally in lieu of 'Shoes, Black, Full Grain'.
4. Court Shoes and the Maternity Skirt is not to be worn during ceremonial occasions.
5. Flats may be worn in lieu of court shoes.
6. 'Navy Wide Brim Hat' may be worn in lieu of Tricorn / Cap except during ceremonial occasions unless ordered.
7. 'Maternity Cardigan' may be removed. The cardigan can be worn on ceremonial occasions; in these circumstance medals are not to be worn on the cardigan.
8. On occasions when W2 is ordered badges are worn as for W7. Medals are worn with the top edge of the medal ribbons aligned horizontally with the top edge of the name badge, and positioned centrally on the left breast.

   On occasions when W3 is ordered the wearing of ribbon bars and badges are worn as for W7.

   On occasions when W6 or W7 is ordered the wearing of ribbon bars and badges are to be in accordance with those order of dress.

   On occasions when S/W4 or S/W5 is ordered badges are worn as for W7 however miniature medals are worn on the left breast positioned with the outer edge of the first ribbon parallel to the inner edge of the pocket and the top of the miniature ribbons 5mm above the pocket. The miniature specialisation badge is worn centrally above ribbons and citations centrally below miniature medals.

S/W11 – DPNU Occasions for wear

1. Optionally on non-ceremonial occasions where DPNU is classified dress of the day.

S/W11 DPNU Notes

1. Maternity Cardigan may be worn.
2. See DPNU policy within S/W12 entry.

S11 – All Ranks



Figure 3D.3: S11 All Ranks

Summer Maternity Uniform		
Serial	**Principal Items**	**Remarks**
1	Shirt, White, Maternity, Short Sleeved	
2	Slacks, White, Maternity	White Maternity Skirt alternate
3	Socks, Short, White	Officer, WO, CPO, PO
4	Shoes, White	Officer, WO, CPO, PO. Court Shoes or Flats alternate
5	Hat, Tricorne	Officer, WO, CPO, PO
6	Cap, Junior Sailor	LS, AB, SMN
7	Socks, Black	LS, AB, SMN
8	Shoes, Black, Full Grain	LS, AB, SMN. Court Shoes or Flats alternate
9	Shoulder Board, Insignia	Officer, WO
10	Collar Badges	CPO
11	Badge, Rank, Blue	PO, LS, AB
12	Cardigan, Maternity	
13	Ribbon Bars & Citations	Medals as required
14	Name badge	
15	Specialisation Badge	
16	Commendation Badges	Maximum of two

Table 3D.3: S11 All Ranks

W11 – All Ranks



Figure 3D.4: W11 All Ranks

Winter Maternity Uniform		
Serial	**Principal Items**	**Remarks**
1	Shirt, White, Maternity, Long Sleeved	
2	Slacks, Black, Maternity	Black Maternity Skirt alternate
3	Socks, Black	
4	Shoes, Black, Full Grain	Court Shoes or Flats alternate
5	Hat, Tricorne	Officer, WO, CPO, PO
6	Cap, Junior Sailor	LS, AB, SMN
7	Soft Rank Insignia	
8	Cardigan, Maternity	
9	Ribbon Bars & Citations	Medals as required
10	Name badge	
11	Specialisation Badge	
12	Commendation Badges	Maximum of two

Table 3D.4: W11 All Ranks

S/W11 – Maternity DPNU



Figure 3D.5: S/W11 Maternity DPNU All Ranks

Maternity DPNU		
Serial	**Principal Items**	**Remarks**
1	Coat, DPNU, Maternity	
2	Trousers, DPNU, Maternity	
3	T-Shirt, Grey	
4	Socks, Combat, Blue	
5	Boots, Fireman's (with zip insert)	
6	Soft Rank Insignia, Gold on Black	
7	Badge 'RAN Badge'	
8	Badge, 'AWE'	
9	Badge, Name, Gold on Black	
10	Badge, Ship/Establishment	
11	Hat, Wide Brimmed, DPNU	See paragraph 12.h. in DPNU Policy section for a list of appropriate headwear.

Table 3D.5: S/W11 Maternity DPNU All Ranks

S/W12—DISRUPTIVE PATTERN NAVY UNIFORM

S/W12 – Occasions for wear

1. On operations (other than as specified below).
2. When a ship is in State 2 or higher.
3. Working on or near machinery, in warehouses or other potentially dirty work environments.
4. Undertaking boarding party activities.
5. When participating in strenuous training activities at sea and ashore.
6. In Tri-service environments where DPCU / AMCU is classified as ‘Dress of the Day’.

S/W12 – All Ranks



Figure 3D.6: S/W12 All Ranks

Disruptive Pattern Navy Uniform		
Serial	**Principal Items**	**Remarks**
1	Coat, DPNU	
2	Trousers, DPNU	
3	T-Shirt, Grey	
4	Socks, Combat, Blue	
5	Boots, Fireman's (with zip insert)	
6	Soft Rank Insignia, Gold on Black	
7	Badge 'RAN Badge'	
8	Badge, 'AWE'	
9	Badge, Name, Gold on Black	
10	Badge, Ship/Establishment	
11	Hat, Wide Brimmed, DPNU	See paragraph 12.h. in DPNU Policy section for a list of appropriate headwear.

Table 3D.6: S/W12 All Ranks

DISRUPTIVE PATTERN NAVY UNIFORM POLICY

Wearing of DPNU

1. The DPNU is the approved two-piece operational fire-retardant uniform to be worn by RAN personnel in the following circumstances:

   a. On operations (other than as specified below).

   b. Working on / near machinery, in warehouses or other potentially dirty work environments.

   c. Undertaking boarding party activities.

   d. Participating in strenuous training activities at sea and ashore.

2. DPNU is to be worn by RAN personnel as standard dress of the day where appropriate and must be worn when a ship is in State 2 or higher, and at the COs discretion when a ship is at State 3.

3. **Wearing in Navy Headquarters.** Within Navy Headquarters DPNU is not to be worn as the dress of the day in an office environment. Directors have authority to allow wearing of DPNU in Navy Headquarters when required as working dress outside of office environments and for short periods in support of manual tasks.

4. **Wearing in Fleet Headquarters.** Fleet Command elements in Naval Headquarters Tasmania and South Australia, DEFPLAZA Sydney and at least the command or administrative elements of those establishments that are not waterfront (fleet bases) or airfield facing (HMA Ships *Harman, Watson, Penguin, Moreton, Cerberus* and *Creswell*) are expected not to have DPNU as normal dress of the day.

5. Within Fleet Command however, particularly in those organisations and staffs that routinely interface with fleet units and squadrons, the waterfront and workshop environments, the wearing of DPNU as dress of the day is appropriate.

6. **Joint Service Units.** In mixed Service environments, such as Joint Operations Command, the Federation Guard, and Force Preparations etc. where DPCU / AMCU is classified as standard dress Navy personnel are to wear the DPNU.

7. **Wearing in Public.** DPNU is an appropriate uniform for use in the public environment and may be worn (as a complete ensemble) off base when travelling to and from the place of duty. DPNU can be worn at civilian led education training courses where attendance is classified ‘on duty’ and DPNU is considered appropriate dress for its PPE properties. DPNU may also be worn in public environments such as supermarkets, petrol stations, etc. en route to and from the place of duty, and is authorised for duty travel on public transport excluding commercial aircraft. When proceeding ashore in DPNU, the uniform (including the approved headwear and boots) is to be of a high standard and worn as a full ensemble i.e. the DPNU coat is not to be removed. The DPNU is not to be worn at non-sanctioned social events or functions ashore including at clubs, bars and public rallies.

8. Variations to the circumstances when the DPNU can be worn are at the discretion of local Commanders cognisant of this overarching policy.

Replacement / Exchange

9. Exchange of DPNU can only be made on the surrender of the previous item in an unserviceable condition due to fair wear and tear. 'Light fading' will not be accepted as a reason for exchange.

10. The fire retardant properties of the DPNU are guaranteed for between 100 – 140 washes. As a general rule there should be no requirement for personnel to replace their DPNU within 12 months of issue on the basis of the garment having lost its fire retardant properties. Members are encouraged to write the date of issue of the uniform to assist in estimation of approximate washings. Only personnel posted to sea going billets may exchange on the proviso of the uniform potentially having lost the fire retardant properties. Personnel posted from shore to a sea going billet are to ensure that their DPNU has adequate protective properties prior to their sea posting commencing. Advice for washing the DPNU and limiting the degradation of the fire retardant properties of the DPNU is outlined in paragraph 14.

Rank Insignia, Badges and Distinguishing Marks

11. Badges, rank insignia and distinguishing marks are to be worn as follows:

    a. Soft-Rank Insignia (gold on black) on epaulettes on both shoulders.

    b. Approved category / name badges (gold on black) are to be worn on the left breast. Name badges reflecting 'surname' and category (sailors) or primary qualification may be added at the member's expense. No other embellishments are to be added to the name badge without the appropriate approval i.e. the Queen's crown.

    c. Royal Australian Navy badge (gold on black) is worn on right breast.

    d. Australian White Ensign is worn on left shoulder.

    e. Badges (e.g. ADFIS, Ship's badges) may be locally provided to accord with the hook and loop fastener patch on the right shoulder.

    f. Brassards depicting functional positions such as Ship's Medical Emergency Team and Standing Sea are to be locally provided by Navy, and worn on either arm as dictated by policy and legal principles such as the Geneva Convention. Only authorised brassards are to be worn with the DPNU. Brassards are only to be worn in the confines of the ship/establishment or when participating in an exercise.

Wearing the DPNU

12. The following instructions are to be observed for correct wearing of the DPNU:

    a. All rank insignia, badges and distinguishing marks must be correctly displayed.

    b. The coat is not to be tucked into the trousers unless there are safety implications if left untucked, i.e. whilst welding.

    c. The coat sleeves may be neatly folded (not rolled) to just above the elbow and displaying a cuff between 80-100mm, to permit utility in warmer weather conditions.

Figure 3D.7: DPNU Sleeve fold



d. Only grey T-Shirts are to be worn with the DPNU ensemble with the exception of Submariners who have approval to wear a black T-Shirt.

e. Undergarments and T-Shirts (see note d.) are to be worn to permit utility in a range of temperatures / conditions. These items are to be tucked neatly into the trousers at all times. A grey nursing undershirt can be worn by female members as required in lieu of the T-Shirt.

f. Trousers are to be worn over the top of the Fireman's Boot.

g. Fireman's boot, with zip insert, is to be laced in accordance with the instructions provided. The zip insert may be removed when ashore only if working in a non-safety critical area. See paragraph 3.34-3.35 of this publication for policy on wearing boots not supplied through the ADF inventory.

h. The following headwear is approved for wear with the DPNU ensemble:

1. Hat, Wide Brimmed, DPNU
2. Cap, Ships / Establishment etc. (approved baseball style only)
3. Service Cap
4. Beret
5. Hat, Wide Brimmed (Akubra)
6. Hat, Wide Brimmed (Ship/Establishment, blue / black), and
7. Beanie / Balaclava.

i. The choice of headwear listed is optional (unless specified for designated activities) and may be worn both within the confines of the ship / establishment and ashore unless otherwise specified. Headwear is to be worn at all times when outside of Defence establishments.

j. Submariners may wear a black baseball style cap or black wide brim hat with DPNU.

k. For comfort, personnel are permitted to keep the bottom button of the DPNU coat unfastened as appropriate to operational / WH&S circumstances (as directed by Command).

l. Trousers and coat may be issued as separate components to cater for different size requirements.

m. In cold weather environments, the RAN Cold Weather Jacket, Stanley Jacket and the Rib Knit Sweater may be worn with the DPNU both within the ship or establishment and ashore. When wearing the Rib Knit Sweater the DPNU coat is to be tucked neatly into the DPNU trouser.

n. The DPNU does not replace personal protective equipment / clothing and is not to be used in place of the full fire-fighting ensemble.

o. DPNU trousers may be worn during 'Battle PT' when no entitlement exists for DPCU / AMCU.

13. Variations to the instructions on wearing the DPNU are as follows:

a. Only in the risk of heat injury (i.e. overheating), the DPNU coat may be removed, provided the grey T-Shirt is worn. The DPNU coat is not to be removed when working within an office environment.

b. When on duty and unless specific WH&S requirements exist, the CO may approve the removal of the coat to relax the uniform although this is not to occur whenever personnel are ashore or in a public environment.

c. The DPNU coat may be tucked into the trouser to minimise risk of a WH&S incident (i.e. reduce snag hazards).

d. In circumstances where the wearing of the grey T-Shirt under the DPNU coat could cause overheating, but the protection afforded by the coat is still required, the T-Shirt may be removed for safety reasons (i.e. working in machinery spaces).

e. Trousers may be tucked into boots by personnel undertaking Boarding Party operations.

f. The hook and loop tabs on the cuffs of the coat and the trousers legs are to be fastened to fit comfortably and are not to be left hanging loose.

g. Boatswain Mates / personnel on parade may blouse the trouser legs when wearing DPNU during ceremonial duties only.

h. The only bags that may be carried whilst wearing DPNU are to be in accordance with this publication.

Caring for the DPNU

14. The fire retardant properties of the DPNU will be affected by the type of laundry detergent used to wash them. Soap based detergents such as Lux and Sunlight are not to be used as they may adversely affect the fire retardant properties of the garment. Synthetic detergents such as Omo, Drive and Cold Power are suitable for use. Personnel are to read the instructions on their detergent bottle to ensure it is a synthetic detergent prior to washing their DPNUs.

15. DPNU may be lightly pressed to remove wrinkles. No creases are to be ironed into the garment and under no circumstances are DPNU garments to be starched as the starch will also interfere with the fire retardant properties of the garment.

Alterations / mending of DPNU

16. DPNU items are permitted to be altered or mended by Defence contractor tailors only in accordance with the ESCM. Only minimal alterations are permitted, this includes the shortening of sleeves or trouser lengths so they sit within 50mm of the member's wrist or ankle and hem lengths of the jacket when the thigh pocket of the trouser is covered by the jacket. If a member requires tailoring/alterations outside the conditions set down in the ESCM, a request for made to measure is to be submitted to DLOG-A through the members chain of command. Badges are to be attached to the uniform by use of the hook and loop fasterner patches provided.

Remaining Coveralls

17. Only the general purpose blue and grey combat coveralls remain in the inventory until further notice. The use of blue and grey Coveralls is encouraged for members participating in 'dirty work' and are issued in accordance with ANP 3426-1203 or a temporary loan basis if required.

S/W13—CHEF WORKING DRESS

S/W13 – Occasions for wear

1. When on duty in a galley or food service environment.

S/W13 Notes

1. Chef working dress is not to be worn outside Naval ships and establishments except as authorised by local administrative authorities.

2. The following headwear may be worn in lieu of the service cap:

   a. Navy Wide Brim Hat may be worn; or

   b. Cap, Working, Baseball type.

3. The Cold Weather Jacket (Black), Rib Knit Sweater or Jacket Cold Weather (Stanley) may be worn outside the galley environments.

4. Embodied name label to be worn on the right chest just above the second button hole on the Food Handler's Jacket. To be replaced at member's expense after initial issue.

S/W13 – Warrant Officers, Senior Sailors and Junior Sailors



Figure 3D.8: S/W13 Warrant Officers, Senior Sailors and Junior Sailors

Chef's Working Dress		
Serial	**Principal Items**	**Remarks**
1	Cap, Chef's (Cloth) White	To be worn whilst in galley area
2	Cap, Service, Dress	To be worn outside of Galley area
3	Buttons, Jacket	Black, WO–PO, White LS–SMN
4	Jacket, White, Chefs	
5	Trousers, Chequered	
6	Neckerchief	Black WO–PO, White LS–SMN
7	Socks, Black	
8	Boots, Safety Black	
9	Soft Rank Insignia	Gold on Black
10	Embroidered Name Label	

Table 3D.7: S/W13 Warrant Officers, Senior Sailors and Junior Sailors

S/W14—MEDICAL AND DENTAL WORKING DRESS

S/W14 – Occasions for wear

1. On normal working days.

S/W14 Notes

1. Working dress is not to be worn outside naval ships and establishments except as authorised by local administrative authorities.

2. Navy Wide Brim Hat may be worn

3. ‘Shirt, Long Sleeve, White’ is an alternative shirt as determined by the Senior Medical / Dental Officer.

4. The Cold Weather Jacket (Black), Rib Knit Sweater or Jacket Cold Weather (Stanley) may be worn outside treatment areas.

S/W14 – Warrant Officers, Senior Sailors and Junior Sailors



Figure 3D.9: S/W14 Warrant Officers, Senior Sailors and Junior Sailors

Medical and Dental Working Dress		
Serial	**Principal Items**	**Remarks**
1	Shirt, Short Sleeve, White	
2	Slacks / Trousers, White	
3	Belt, White, Gilt Buckle	WO
4	Belt, White, Silver Buckle	CPO / PO / LS / AB / SMN
5	Socks, Black	
6	Shoes, Black	
7	Shoulder Board, Insignia	WO
8	Collar Badge	CPO
9	Badge, Rank, Blue	PO / LS / AB
10	Badge, Branch, Blue	PO / LS / AB / SMN
11	Hat, Tricorne / Cap, Peaked	WO / CPO / PO
12	Cap, Junior Sailor	LS / AB / SMN
13	RAN Name Badge	

Table 3D.8: S/W14 Warrant Officers, Senior Sailors and Junior Sailors

S/W15—PHYSICAL TRAINER WORKING DRESS

S/W15 – Occasions for wear

1. On normal working days.

S/W15 Notes

1. PT Badge Rank insignia is to be worn on the left breast and surname on the right breast. The insignia and name badge is to be positioned so that the inside edge of the badge is 60mm away from the button seam and the base of the badge is level with the lower edge of the button seam. Surname and PT insignia may be embroidered at members own expense.

2. Shorts and Polo shirts variant (S15) may be worn during winter.

3. 'Shoes, Sport' (indoor and outdoor) are to be predominately blue and white in colour where available or of conservative colouring.

4. 'Socks, White' are to be without any colour bands, striping or insignia (brand names). Socks are to be visible above the shoe and sit a minimum of 30mm above the ankle bone. No ankle socks are to be worn.

5. After initial issue, name badges are to be purchased by members using their UA.

6. The 'Ball Cap Mesh, PT, Navy Blue' is not to be worn with DPNUs. Purchased at members own expense. The following headwear may be worn in lieu of the Ball Cap:

   a. Cap, Peaked (Male, Senior Sailor)

   b. Cap, Tricorne (Female, Senior Sailor)

   c. Cap, Junior Sailor; or

   d. Navy Wide Brim Hat.

7. 'T-Shirt, Athlete's Grey, PTI' only to be worn when participating in arduous activities, including PT classes. May be worn with DPNU trousers when conducting adventure training. Not to be worn as a working dress uniform.

8. 'Trousers, Wet Weather, PTI' and 'Jacket, Wet Weather, PTI' to be worn as wet or extreme weather garment and is not to be worn as an alternative to the tracksuit. May be worn when required for activities conducted ashore.

9. 'Singlet, White' worn under Shirt, Polo, Short Sleeve (purchased at members own expense).

10. 'Swimming Costume, Navy Blue' only to be worn when participating in swimming activities. This includes when conducting these duties ashore.

11. PT uniform items may be worn ashore with the exception of the optional mesh ball cap, grey T-Shirt and swimming costume.

S/W15 – All Ranks



Figure 3D.10: S/W15 Warrant Officers, Senior Sailors and Junior Sailors

Physical Trainer Working Dress		
Serial	**Principal Items**	**Remarks**
1	Shirt, Polo, Short Sleeve, Gym	
2	Tracksuit Jacket	
3	Tracksuit Pants or Shorts, PT, Blue	
4	Shoes, Sport	
5	Socks, White	
6	Badge, Rank/Category, Blue	
7	Badge, Surname	
8	Ball Cap, PT, Navy Blue	
9	Ball Cap Mesh, PT, Navy Blue	Common item
10	T-Shirt, Athlete's Grey, PTI	Common item
11	Trousers, Wet Weather, PTI	Common item
12	Jacket, Wet Weather, PTI	Common item
13	Singlet, White	Common item
14	Swimming Costume, Navy Blue	Common item

Table 3D.9: S/W15 Warrant Officers, Senior Sailors and Junior Sailors

S/W17—LAND WARFARE WORKING DRESS

S/W 17 – Occasions for wear

1. As tactical working dress in the land environment, where a degree of personal camouflage is required.

2. For Clearance Divers on land based operations, tactical exercises, IED disposal and EOD tasks where a degree of personal camouflage, body armour or low magnetic uniform is required.

3. When approved by DDNU.

S/W 17 Notes

1. There is to be no mixing of General Duty Dress items and Combat / Field Dress items.

2. The uniforms are loan issued to RAN members in the following instances:

   a. When the member is operating in the field with the Australian Army, where a degree of personal camouflage is required.

   b. When issued in accordance with the relevant scales in ANP 3426-1203 and employed on the duties for which the scale was established.

   c. DDNU approval is required in all circumstances when no RAN uniform is appropriate.

3. Due to their flammable nature DPCU / AMCU are not to be worn as intermediate fire-fighting rig whilst at sea or when fighting bush fires.

4. DPNU is to be worn when working dress is required, unless personnel are serving in conditions outlined at note 2. COs of Joint Service units / establishments or other Services do not have authority to counteract these instructions unless this is expressly provided for in the MOU or other RAN agreed instructions for operation of the unit / establishment.

5. DPCU / AMCU may be worn when travelling in public however Navy members are not authorised to wear DPCU / AMCU on civilian aircraft.

6. Refer to the Army Dress Manual for more detail.

7. In most circumstances Navy personnel will not have access to the full kit when requesting access to DPCU / AMCU. Instead the following items will be issued:

   a. DPCU / AMCU Coat

   b. DPCU / AMCU Trousers

   c. Undershirt, T-Shirt

   d. Hat, Camouflage pattern

   e. Boots, Combat

   f. Socks, khaki, heavyweight

   g. Embroidered Label, DPCU / AMCU ‘NAVY’, and

   h. Embroidered Label, DPCU / AMCU ‘NAME’.

S/W17 Alpha – DPCU Notes

1. Worn by personnel in the barracks environment.
2. Beret may be worn in place of the Navy Wide Brimmed Hat.
3. Army dress order No 4A General Duty Dress (DPCU).

S/W17 Alpha – AMCU Notes

Notes:

1. Worn by personnel in the barracks environment.
2. Beret or Service Cap may be worn in place of the Navy Wide Brimmed Hat.
3. For safety reasons, AMCU is not to be worn on activities such as firefighting where more visible and appropriate protective clothing is required.
4. S/W17 Alpha – AMCU may be worn in public places such as supermarkets and petrol stations when travelling to and from the place of duty. S/W17 Alpha – AMCU may be worn on public transport excluding commercial aircraft for authorised duty travel. When proceeding ashore S/W17 Alpha – AMCU, including hat and boots, are to be of a high standard.
5. S/W17 Alpha – AMCU can be worn in Defence establishments but cannot be worn in Parliament House, when visiting other government departments or when undertaking representational duties at foreign embassies and High Commissions both in Australia and Overseas.
6. Undershirt / T-Shirt are to be worn under the AMCU Jacket except in the circumstances where the wearing of the undershirt / T-Shirt may cause overheating or there are safety implications.
7. In the risk of heat injury (i.e. overheating), the AMCU coat may be removed, provided the undershirt / T-Shirt is worn. Office environments are considered a suitable temperature in which the AMCU coat is not to be removed.
8. Trousers are to be worn over the top of the combat boot.
9. Army dress order No 4A General Duty Dress (AMCU).

S/W17 Bravo – DPCU Notes

Notes:

1. Worn by personnel engaged in field exercises, training activities or whilst on operations.
2. For safety reasons, DPCU is not to be worn on activities such as firefighting where more visible and appropriate protective clothing is required.
3. Beret or Navy Wide Brimmed Hat may be worn in place of field hat.
4. Army dress order No 4B Field Dress (DPCU).

S/W17 Bravo – AMCU Notes

Notes:

1. Worn by personnel engaged in field exercises, training activities or whilst on operations when S/W17 Charlie –AMCU (Combat Dress) is not appropriate.

2. For safety reasons, AMCU is not to be worn on activities such as firefighting where more visible and appropriate protective clothing is required.

3. Beret, Service Cap, legionnaire's headwear (camouflage) or Wide / Short Brimmed Hat may be worn in place of field hat / helmet.

4. Jacket sleeves may be worn folded up above the elbow to permit utility in warmer weather. Trousers are to be worn over the top of the combat boot with the exception of personnel undertaking boarding party operations.

5. Undershirt / T-Shirt are to be worn under the AMCU Jacket except in the circumstances where the wearing of the undershirt / T-Shirt may cause overheating or there are safety implications.

6. In the risk of heat injury (i.e. overheating), the AMCU coat may be removed, provided the undershirt / T-Shirt is worn. Office environments are considered a suitable temperature in which the AMCU coat is not to be removed.

7. The coat is not to be tucked into the trousers except in the circumstances to minimise risk of any WH&S incident e.g. snag hazards.

8. Army dress order No 4B Field Dress (AMCU).

S/W17 Charlie – AMCU Notes

Notes:

1. Worn by personnel engaged in field exercises, training activities or whilst on operations where the combat ensemble or body armour is required to be worn.

2. S/W17 Charlie–AMCU is not to be worn in Navy establishments, Parliament House, when visiting other government departments or when undertaking representational duties at foreign embassies and High Commissions both in Australia and Overseas.

3. S/W17 Charlie–AMCU is not to be worn in an office or mess.

4. For safety reasons, AMCU is not to be worn on activities such as firefighting where more visible and appropriate protective clothing is required.

5. Beret, Service Cap, legionnaire's headwear (camouflage) or Wide / Short Brimmed Hat may be worn in place of field hat / helmet.

6. Jacket sleeves may be worn folded up above the elbow to permit utility in warmer weather. Trousers are to be worn over the top of the combat boots, with the exception of personnel undertaking boarding party operations.

7. The All Purpose Jacket, wet weather gear and elbow and knee pads are an optional choice but can be worn when the circumstances are required

8. Army dress order No 4C Combat Dress (AMCU).

S/W17 Alpha – DPCU (General Duty Dress)



Figure 3D.11: S/W17 Alpha (DPCU) All Ranks

Serial	Principal Items	Remarks
1	Boots combat	
2	Jacket shirt DPCU	
3	Navy Wide Brimmed Hat	
4	Issued T-Shirt brown or purchased prescribed colour	
5	Rank Insignia DPCU	
6	Label, Embroidered, DPCU Name	
7	Label, Embroidered, DPCU ‘NAVY’	
8	AWE patch and unit identification patch	
9	Socks khaki	
10	Trousers DPCU	

Table 3D.10: S/W17 Alpha (DPCU) All Ranks

S/W17 Alpha – AMCU (General Duty Dress)



Figure 3D.12: S/W17 Alpha (AMCU) All Ranks

Serial	Principal Items	Remarks
1	Boots combat	
2	Jacket, AMCU field	
3	Navy Wide Brimmed Hat	
4	Issued combat undershirt, issued T-Shirt brown or purchased prescribed colour	
5	Label Embroidered, AMCU ‘NAVY’	
6	Label Embroidered, AMCU ‘NAME’	
7	Rank Insignia AMCU	
8	AWE patch and unit identification patch	ANF or low visibility ANF worn when operationally deployed.
9	Socks khaki	
10	Trousers AMCU field	

Table 3D.11: S/W17 Alpha (AMCU) All Ranks

S/W17 Bravo – DPCU (Field Dress)



Figure 3D.13: S/W17 Bravo (DPCU) All Ranks

Serial	Principal Items	Remarks
1	Boots combat	
2	Jacket, DPCU	
3	Field hat/helmet	
4	Issued T-Shirt brown or purchased prescribed colour	
5	Rank Insignia DPCU	
6	Label, Embroidered, DPCU Name	
7	Label, Embroidered, DPCU ‘NAVY’	
8	AWE patch and unit identification patch	
9	Socks khaki	
10	Trousers DPCU	

Table 3D.12: S/W17 Bravo (DPCU) All Ranks

S/W17 Bravo – AMCU (Field Dress)



Figure 3D.14: S/W17 Bravo (AMCU) All Ranks

Serial	Principal Items	Remarks
1	Boots combat	
2	Jacket, AMCU field	
3	Field hat/helmet	
4	Issued combat undershirt, issued T-Shirt brown or purchased prescribed colour	
5	Rank Insignia AMCU	
6	AWE patch and unit identification patch	ANF or low visibility ANF worn when in the field, operationally deployed.
7	Socks khaki	
8	Trousers, AMCU field	
9	Label Embroidered, AMCU 'NAVY'	
10	Label Embroidered, AMCU 'NAME'	
11	Combat Belt	May be worn with or without a combat belt. Trousers are bloused over boots, it may be un-bloused when operational tasking or duty permits.

Table 3D.13: S/W17 Bravo (AMCU) All Ranks

S/W17 Charlie – AMCU (Combat Dress)



Figure 3D.15: S/W17 Charlie (AMCU) All Ranks

Serial	Principal Items	Remarks
1	Boots combat	
2	Combat ensemble / body armour	
3	Field hat/helmet	
4	Jacket, AMCU combat	
5	Issued combat undershirt, issued T-Shirt brown or purchased prescribed colour	
6	Rank patch AMCU	
7	Low visibility ANF	ANF / AWE patch / unit identification patch worn as required.
8	Socks khaki	
9	Trousers AMCU combat	
10	Label Embroidered, AMCU ‘NAVY’	
11	Label Embroidered, AMCU ‘NAME’	
12	Combat Belt	May be worn with or without a combat belt. Trousers are bloused over boots, it may be un-bloused when operational tasking or duty permits.

Table 3D.14: S/W17 Charlie (AMCU) All Ranks

S/W19—SPORTING UNIFORM

S/W19 – Occasions for wear

1. Whilst undertaking organised sporting activities.

S/W19 Notes

1. The RAN logo ‘Bike Shorts, Blue’ must be worn under the RAN logo ‘Running Shorts, Blue’.

2. Tracksuit only for use during winter period.

S/W19 – All Ranks



Figure 3D.16: S/W19 All Ranks

Sporting Uniform		
Serial	**Principal Items**	**Remarks**
1	T-Shirt, Grey	
2	Shorts, Bike, Blue, RAN logo	
3	Shorts, Running, Blue, RAN logo	
4	Socks, Athletic, White	
5	Shoes, ADF Sport	
6	Cap, Working, Baseball	
7	Tracksuit, RAN	

Table 3D.15: S/W19 All Ranks

S/W20—FLYING WORKING DRESS

S/W20 – Occasions for wear

1. Flying dress for all ranks on flying duties.

S/W20 Notes

1. ‘Suit, Flying’ is available in one or two piece suit. One piece is available in summer and winter weight. When wearing the two piece ensemble, the shirt is to be tucked into trousers when flying.

2. Name badge is worn over left breast pocket. Optional badges include:

   a. Squadron Badge (worn on right breast pocket)

   b. Australian White Ensign (worn on upper left sleeve)

   c. Course Badge (worn on upper right sleeve)

3. Thermal undergarments (100% cotton) may be worn for cold weather operations. Squadron colour T-Shirt may be worn at CO’s discretion.

4. Service dress cap or beret may be worn in lieu of ball cap.

5. Jacket, Flying is available in summer weight (nomex) or winter weight (leather).

6. DPCU, AMCU or Tan Flying Suits may be worn in operational theatres as directed by HQJOC.

S/W20 – All Ranks



Figure 3D.17: S/W20 All Ranks

Flying Working Dress		
Serial	**Principal Items**	**Remarks**
1	Suit, Flying, Sage Green	
2	Soft Rank Insignia – Gold on Black	
3	Badge, Name, Embroidered, Black or Green	
4	Undershirt, Cotton, Green	
5	Socks, Cotton, Green	
6	Belt, Cotton, Sage Green	2 piece suit only
7	Boots, Flying	
8	Cap, Ball	
9	Jacket, Flying	
10	Gloves, Flying, Green	

Table 3D.16: S/W20 All Ranks

CHAPTER 3 ANNEX E – PATCH, T-SHIRT AND BALL CAP POLICY

Introduction

1. This annex provides the policy on DPNU patches, DPNU T-Shirts and Navy Ball Caps and their respective design, layout, specifications and approval process.

Definitions

2. The following definitions will be used in this annex:

   a. **Badge / logo design.** The layout, type style and colouring of the badge / logo.

   b. **Copyright.** A set of exclusive rights granted to the author or creator of an original work, including the right to copy, distribute and adapt the work. Copyright does not protect ideas, only their expression or fixation. In most jurisdictions copyright arises upon fixation and does not need to be registered. Copyright owners have the exclusive statutory right to exercise control over copying and other exploitation of the works for a specific period of time, after which the work is said to enter the public domain. Uses which are covered under limitations and exceptions to copyright, such as fair use, do not require permission from the copyright owner. All other uses require permission and copyright owners can license or permanently transfer or assign their exclusive rights to others.

   c. **Drill.** The stout durable cotton fabric with a strong bias (diagonal) in the weave. It forms the background of the badge.

   d. **Embroidery.** Machine decorating the drill with thread to reproduce the insignia.

   e. **Hook and Loop.** Consists of two layers: a ‘hook’ side, which is a piece of fabric covered with tiny hooks, and a ‘loop’ side, which is covered with even smaller and ‘hairier’ loops. When the two sides are pressed together, the hooks catch in the loops and hold the pieces together. When the layers are separated, the strips make a characteristic ‘ripping’ sound.

   f. **Insignia.** An emblem / symbol / graphic used as an emblem of a specific or general identifier.

   g. **Merrow.** Machine stitching used to reinforce the edge of the badge.

   h. **Navy Ceremonial Badge.** The official emblem of the RAN and is also referred to as the Navy crest or RAN crest.

   i. **Official Badge / logo.** The officially approved Navy insignia that is embroidered on the font of the commissioned establishment and non-commissioned Navy Ball Cap. Officially approved badges / logos are those approved for use by Chief of Navy (CN). This approval authority is exercised through Director Navy Reputation Management (DNRM) and is the responsibility of the Manager Navy Badges (MNB).

   j. **Patch Design.** The layout, type style and colouring of the patch.

   k. **Patch.** The hook and loop patch that is displayed on the DPNU. The patch has: a ‘hook’ side, which is a piece of fabric covered with tiny hooks, and a ‘loop’ side, which is covered with even smaller and ‘hairier’ loops. When the two sides are

pressed together, the hooks catch in the loops and hold the pieces together. When the layers are separated, the strips make a characteristic 'ripping' sound.

l. **Pennant Number.** The designated numbers / letters assigned to a vessel or aircraft if applicable.

m. **Silhouette.** The image of a person, an object or scene consisting of the outline and a featureless interior, with the silhouetted object usually being black or one single colour.

n. **Trademark or trade mark.** A distinctive sign or indicator used by an individual, business organization, or other legal entity to identify that the products or services to consumers with which the trademark appears originate from a unique source, and to distinguish its products or services from those of other entities. A trademark is a type of intellectual property, and typically a name, word, phrase, logo, symbol, design, image, or a combination of these elements. The owner of a registered trademark may commence legal proceedings for trademark infringement to prevent unauthorized use of that trademark.

Approval Authority

3. Deputy Chief of Navy is the approving authority for all DPNU patches, DPNU T-Shirts and Navy Ball Caps. This approval authority is exercised through:

a. Policy – Director Navy Logistics Support and is the responsibility of the Deputy Director Navy Uniforms.

b. Design – DNRM and is the responsibility of the MNB

Approval Process

4. All DPNU patch, DPNU T-Shirt and Navy Ball Cap designs, including the embroidery of insignia and amendments to previously approved designs, must be submitted to the MNB for registration and approval prior to manufacture and / or procurement. The submission must include:

a. Endorsement by the CO

b. A justification for its introduction or amendment

c. History or origin of insignia

d. A high resolution digital image of the proposed design.

5. If a requirement exists for the use of a DPNU Patch, DPNU T-Shirt or Navy Ball Cap that does not meet this policy contact with the MNB must be made in writing seeking approval for, and / or clarification of, the design. Sound and full justification needs to be provided with any supportive documentation where applicable, including potential reputation and trademark / copyright issues.

6. For full specifications, assistance in the design (insignia), and further information on procurement and manufacturing of DPNU patches, DPNU T-Shirts and Navy Ball Caps please contact MNB. MNB contact details details are available at the DNRM website.

Responsibilities of Commanding Officers

7. COs are to ensure that personnel under their command wear only approved DPNU patches, DPNU T-Shirts and Navy Ball Caps.

8. COs, Officers in Charge or delegated detachment commanders of Navy Ships, Submarines, Squadrons, Units, and Sub-Units who have authorised patches and Ball Caps are to provide two samples of the finished manufactured patch or ball cap to MNB. These items are to be accompanied by a brief of what the patches / ball caps signifies and how it was chosen to be representative of the Navy unit involved. Following registration, record keeping and quality assurance by MNB these items will then be on-distributed to both the Sea Power Centre – Australia and the Navy Heritage Centre collections. The cost of the patches and ball caps is to be borne by each unit.

9. The above requirement also exists in the case of joint exercises and operations where a distinct Navy unit or element has a Joint Task Force Commander endorsed patch relevant to the exercise or operation in question, such as RIMPAC or Operation Manitou, regardless of whether the patch is worn on DPNU, Flying Overalls or AMCU.

DPNU PATCHES

Wearing of patches

10. The wearing of patches on the right sleeve of the DPNU is mandatory. The Australian White Ensign and official RAN badge patches are standard and are to be displayed without compromise. Navy personnel are to ensure that their patches are in good condition at all times, in line with dress and military bearing standards.

Right arm shoulder patch

11. Navy members posted or appointed to Navy group headquarters, commands and units are eligabile to wear approved right arm shoulder patches whose design is in accordance with this annex. For members with no immediate or direct affiliation with a ship / establishment / command / headquarters / unit etc. the use of a generic RAN patch design is available.

12. Navy members posted to Joint Service positions and Joint Service operations are to wear a Joint Service patch in accordance with the ADF Brand Manual or the generic RAN patch. Navy members posted or appointed to non-Service groups (e.g. a system program office within CASG) are not eligible to wear a Navy approved right arm shoulder patch (except the generic RAN patch) and are to consult their respective groups branding policy and the ADF Brand Manual.

13. The right arm shoulder patch is to adhere to the following design and specifications:

    a. 100% embroidered with hook and loop backing.

    b. 100mm x 50mm (rectangle style).

    c. Display the relevant ship / establishment / command / headquarters / unit etc. design.

    d. All symbols, emblems and or iconography used must align with the Navy values of Honour, Honesty, Courage, Integrity and Loyalty.

    e. If a trademark / copyright insignia is displayed then written approval from the appropriate authority must be obtained prior to manufacture. A copy of this written approval must be forward to MNB and Navy Brand for record keeping and / or reference; this includes corporate logos and city / town Achievement of Arms / Seals.

f. All right arm shoulder patches are to be approved in accordance with paragraph 4 of this annex.

Royal Australian Navy patch (right arm)

14. The generic RAN patch is to adhere to the following design and specifications:

a. 100% embroidered with hook and loop backing.

b. 100mm x 50mm (rectangle style).

c. Drill black in colour with a gold merrow.

d. Display an Australian Naval Crown encircled by a gold single rope surround in full colour on the left; with the words ‘Royal Australian Navy’ in gold on the right.

Official Navy ceremonial badge (right breast) – RAN Badge

15. The official Navy ceremonial badge patch is to adhere to the following design and specifications:

a. 100% embroidered (full colour) with hook and loop backing.

b. Drill black in colour.

c. Display a full colour St Edwards Crown (Queens Crown) upon a gold oval rope surround; with the words ‘Royal Australian Navy’, a chained stockless anchor and a seven pointed star all in gold within the oval rope surround.

Australian White Ensign (left arm)

16. The AWE is to be worn on the left shoulder of the DPNU. The patch is to be displayed without compromise and or alteration; the AWE is not to be defaced or disfigured in any way.

17. The AWE patch is to adhere to the following design and specifications:

a. 100% embroidered with hook and loop backing.

b. 100mm x 50mm (rectangle style).

c. Drill white in colour with a white merrow.

d. Display the Union Jack (full colour) in the top right hand corner.

e. The 'Commonwealth Star' (blue) directly below.

f. The constellation known as the 'Southern Cross' (blue) displayed on the right side.

Category / Name badge (left breast)

18. The category / name badge patch is to adhere to the following design and specifications:

    a. 100% embroidered with hook and loop backing.

    b. Drill black in colour.

    c. Display the respective gold personnel name. Type to fit as required.

    d. Type style is to be Maderia (News Gothic or equivalent).

19. Initial issue name badges are provided with ‘Surname only’. After initial issue, ‘Surname only’ badges are available to purchase through clothing stores at members own expense.

20. Navy personnel may elect to purchase from commercial outlets, at own expense, name badges that feature embellishment/s including:

    a. Category badge and / or Charge / Specialisation / Qualification badge, and

    b. ‘Surname only’ or ‘First Name and Surname’.

21. Embellishments such as initials, crowns, position title and rank are not to be displayed on name badges.

22. When displayed on the name badge the category badge is placed to the left of the name and the charge badge is placed above the name. In the case of a Sailor with a specialisation e.g. LSETSM, both the category badge and charge / specialisation badge may be displayed on the same name badge.

23. The name badge shown in Figure 3E.1 depicting the image of a submarine above the surname is approved for wear on DPNU by direct entry submariners and those personnel approved by NPCMA for transfer of stream/category to submarines only.

24. The submarine image is no longer permitted to be worn on the members qualification to submariner or if the member is removed from the stream.

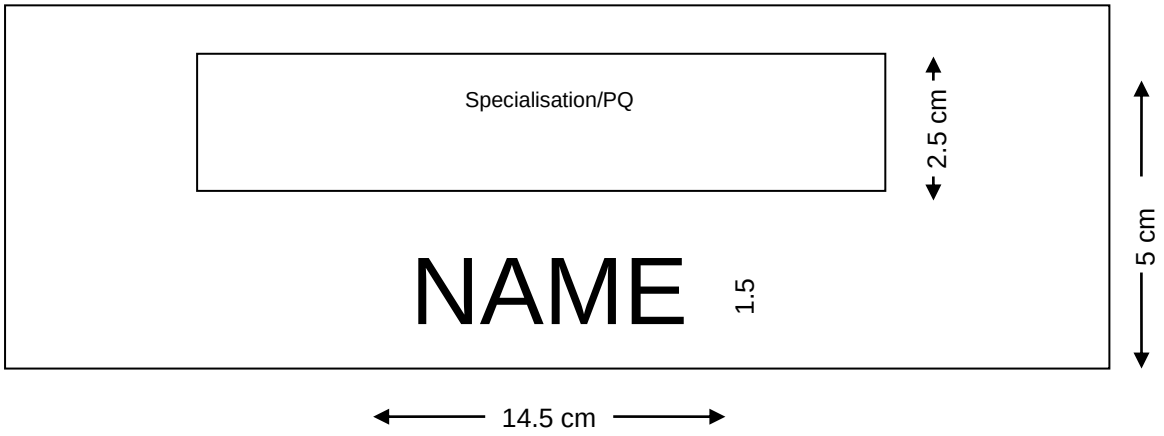
Figure 3E.1: Unqualified Submariner patch



Name / Category / Specialisation Badge – Specifications

25. Officers and specialised Sailors name badge specifications are shown in Figure 3E.2.

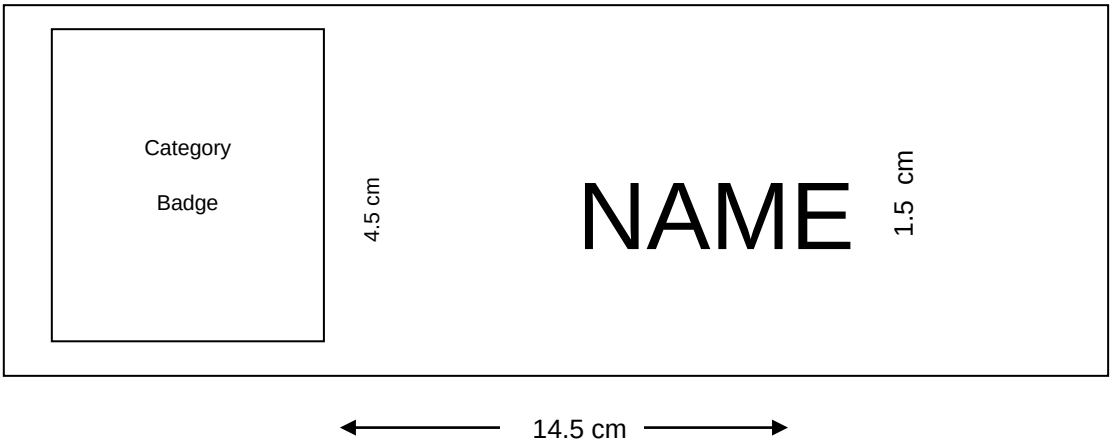
Figure 3E.2: Officers and specialised Sailors name badge specifications



Length: 14.5 cm
Width: 5 cm
Specialisation/PQ: 2.5 cm height
Name: 1.5 cm (font height)
Name location: Centred and under specialisation

26. Sailor name badge specifications are shown in Figure 3E.3.

Figure 3E.3: Sailor name badge specifications



Length: 14.5 cm
Width: 5 cm
Name location: To the right and centre of the Name/Category Badge.
Name: 1.5 cm (font height)
Category Badge: 4.5 cm height

Note:

Colour: Gold on Black
Case: All in Upper Case
Unusually long names: Reduce font size to fit.
Hyphenated names: Reduce font size to fit. If still too long, split over two lines.

DPNU T-SHIRTS

General T-Shirt Design Requirements

27. DPNU T-Shirt designs are to adhere to the following:

a. DPNU T-Shirts may be embellished with officially approved Navy insignia (e.g. 'ships' badges or RAN badge) or approved unit generated insignia.

b. All symbols, emblems and or iconography used must align with the Navy values of Honour, Honesty, Courage, Integrity and Loyalty.

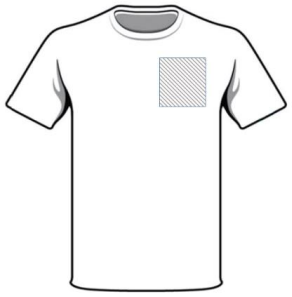
c. If a trademark / copyright insignia is displayed then written approval from the appropriate authority must be obtained prior to manufacture. A copy of this written approval must be forward to MNB and Navy Brand for record keeping and or reference; this includes corporate logos and city / town Achievement of Arms / Seals.

d. All insignia and on the DPNU T-Shirt are to be approved in accordance with paragraph 4 of this annex.

Left Breast T-Shirt Design

28. Insignia placement on the front of the T-Shirt is limited to the area indicated in Figure 3E.4 below.

Figure 3E.4: T-Shirt design placement - Front



BALL CAP POLICY

Wearing of Ball Caps

29. The Navy Ball Cap can be optionally worn with DPNU and is acceptable to wear when travelling outside of Defence establishments.

30. All Navy personnel are to ensure that their ball cap is in good condition at all times, in line with dress and military bearing standards.

Eligibility under this policy

31. Navy members posted or appointed to Navy group headquarters, commands and units are eligabile to wear approved Navy Ball Cap whose design is in accordance with this annex.

32. Navy members posted or appointed to non-Service groups (e.g. a system program office within CASG), joint service positions, and joint service operations are to wear a Joint Service Ball Cap in accordance with the ADF Brand Manual or a generic Navy ball cap in accordance with Appendix 3E1.

33. Non-Navy group units and commands are not entitled to a ball cap designed in accordance with this annex and are to consult their respective groups branding policy and the ADF Brand Manual.

General Navy Ball Cap Requirements

34. The Navy Ball Cap is to adhere to the following design and specifications:

    a. Made of heavy brushed cotton or a polyester-cotton blend.

    b. Structured 6 panel ball cap.

    c. Navy blue (PMS289) in colour.

    d. Easy care and hand washable with soap and water.

35. The cap is to be either:

    a. a fully adjustable cap via the strap at the back of the cap to accommodate all size requirements, or

    b. a fully enclosed non-adjustable fitted cap.

36. The badges, insignia and pennant numbers displayed on the front, back, left and right side of the cap must comply with the sizing specifications at Appendix 1.

37. **Front.** Details on what may be displayed on the front of the ball cap, plus graphic examples, is provided at Appendix 1.

38. **Right Side.** The display of an insignia on the right hand side of the ball cap is optional but if displayed it must be approved by MNB IAW paragraph 4 of this annex prior to manufacturer.

    a. If a trademark / copyright insignia is displayed then written approval from the appropriate authority must be obtained prior to manufacture. A copy of this written approval must be forward to MNB for record keeping and or reference; this includes corporate logos and city/town Achievement of Arms / Seals.

    b. All symbols, emblems and or iconography used must align with the Navy values of Honour, Honesty, Courage, Integrity and Loyalty.

39. **Back.** The display of names, nicknames and any other titles on the ball cap is prohibited other than the respective 'position' which may only be displayed on the back of the ball cap. The position may be in full or abbreviated to suit, e.g. COMMANDING OFFICER or CO.

40. **Peak.** The peak of the ball cap for Flag Officers is embroidered all around with oak leaves while the peak of the ball cap for Commodores, Captains, and Commanders is embroidered with oak leaves around the front of the hat brim, as for traditional service caps.

Replacement

41. As ball caps are a ‘self-purchase’ item, Navy personnel are responsible for replacing worn or damaged items at their own expense.

Promotional / Marketing Ball Cap

42. The RAN promotional / marketing ball cap can be worn at the discretion of the CO for appropriate events.

43. The RAN promotional / marketing ball cap is to adhere to the current style, design and specifications as instructed by DNRM and is the responsibility of Brand Navy Manager in consultation with MNB.

Appendix

1. Size Specifications for RAN Ball Cap Badges

CHAPTER 3 APPENDIX 3E1 – SIZE SPECIFICATIONS FOR ROYAL AUSTRALIAN NAVY BALL CAP BADGES

Table 3E1.1: Specifications - Commissioned Ship Ball Cap

Front	Position	Item	Size	Comment
	Front	Complete Badge (Silhouette, Name, Pennant Number)	60mm x 115mm	Top of name to bottom of pennant number
	Front	Name	15mm height	
	Front	Silhouette		
	Front	Pennant No	10mm height	
	Back	Position or equivalent	10mm height	Curved to suit
	Left Side	Navy Ceremonial Badge	60mm x 34mm	Top of naval crown to bottom of oval rope
	Right Side	Insignia	60mm height	

Table 3E1.2: Specifications - Commissioned Establishment Ball Cap

Front	Position	Item	Size	Comment
	Front	Establishment name	10mm height	Curved to suit
	Front	Establishment Badge	60mm x 60mm	
	Back	Position or equivalent	10mm height	Curved to suit
	Left Side	Navy Ceremonial Badge	60mm x 34mm	Top of naval crown to bottom of oval rope
	Right Side	Insignia	60mm height	

Table 3E1.3: Specifications - Commissioned / Non-Commissioned Clearance Diver's Ball Cap

Front	Position	Item	Size	Comment
	Front	Clearance Dive Team Name	15mm height	Curved to suit
	Front	Divers Helmet Silhouette	60mm x 40mm	
	Back	Position or equivalent	10mm height	Curved to suit
	Left Side	Navy Ceremonial Badge	60mm x 34mm	Top of naval crown to bottom of oval rope
	Right Side	Insignia	60mm height	

Table 3E1.4: Specifications - Commissioned Squadron Ball Cap

Front	Position	Item	Size	Comment
	Front	Squadron Name	10mm height	Curved to suit
	Front	Silhouette		
	Front	Aircraft Type	10mm height	
	Back	Position or equivalent	10mm height	Curved to suit
	Left Side	Navy Ceremonial Badge	60mm x 34mm	Top of naval crown to bottom of oval rope
	Right Side	Insignia	60mm height	

Table 3E1.5: Specifications - Commissioned Submarine Ball Cap

Front	Position	Item	Size	Comment
	Front	Unit Name	15mm height	
	Front	Insignia (Dolphin Charge)	35mm x 110mm	
	Front	Pennant	10mm height	
	Back	Position or equivalent	10mm height	Curved to suit
	Left Side	Navy Ceremonial Badge	60mm x 34mm	Top of naval crown to bottom of oval rope
	Right Side	Insignia	60mm height	

Table 3E1.6: Specifications - Crewing Division and Minehunter Coastal Ball Cap

Front	Position	Item	Size	Comment
  	Front	Crewing Unit Name	15mm height	
	Front	Silhouette	43mm width	
	Front	Class Motto	10mm	
	Back	Position or equivalent	10mm height	Curved to suit
	Left Side	Navy Ceremonial Badge	60mm x 34mm	Top of naval crown to bottom of oval rope
	Right Side	Insignia	60mm height	

Table 3E1.7: Specifications - Non-Commissioned Ball Cap

Front	Position	Item	Size	Comment
	Front	Non Commissioned Name	10mm height	
	Front	Non Commissioned Badge/logo	60mm x 60mm	Single roped motif section only
	Back	Position or equivalent	10mm height	Curved to suit
	Left Side	Navy Ceremonial Badge	60mm x 34mm	Top of naval crown to bottom of oval rope
	Right Side	Insignia	60mm height	

Table 3E1.8: Specification - Non-Commissioned Submarine Group Ball Cap

Front	Position	Item	Size	Comment
	Front	Non Commissioned Name	10mm height	
	Front	Non Commissioned Badge/logo	60mm x 60mm	Single roped motif section only
	Back	Position or equivalent	10mm height	Curved to suit
	Left Side	Navy Ceremonial Badge	60mm x 34mm	Top of naval crown to bottom of oval rope
	Right Side	Insignia	60mm height	

Table 3E1.9: Specifications - Navy Ball Cap – Generic

Front	Position	Item	Size	Comment
	Front	Navy Ceremonial Badge	60mm	Top of naval crown to bottom of oval rope
	Back	Blank		
	Left Side	Blank		
	Right Side	Blank		

CHAPTER 4 – CARE AND MAINTENANCE OF UNIFORM

Care of uniform

4.1. **General.** Proper care and maintenance can increase the life / usability of the various articles of prescribed uniform. No matter how well fitting a uniform is when new, especially a coat, it will not continue to look its best or keep its shape unless it is carefully put on and kept buttoned. Carrying large or heavy objects in the pockets will affect the shape of the best uniform. Uniforms should always be kept on hangers when not in use and where space is available. If uniforms are to be stored for a long time and left undisturbed, they should be thoroughly cleaned and packed in an airtight plastic bag with a moth proofing agent enclosed to afford maximum protection.

4.2. **Maintenance.** All uniforms are to be free of 'Irish Pennants' (loose threads) and are to be maintained in a good state of repair (e.g. hems are not to be pinned). Care is to be taken to remove lint from dark garments. Whites are to be replaced when they become excessively discoloured.

Cleaning

4.3. **Buttons.** Buttons sometimes turn green when the gold plating has worn off and the copper base is exposed. Copper becomes covered with green copper carbonate as a result of exposure to moist air. This can be removed by rubbing the buttons gently with acetic acid or any substance containing this acid (acetic acid can be found in Worcestershire sauce and Vinegar), followed by thorough washing in warm soapy water.

4.4. **Gold wire badges.** Gold wire badges (i.e. cap badges) may be kept bright by occasional scrubbing with a nailbrush and ammonia which has been diluted with water. This should be done as soon as there are any signs of tarnishing or corrosion. If corrosion has been allowed to continue after it has gained hold, the insignia cannot be restored to its original condition.

4.5. **Gold lace.** Gold lace will rapidly tarnish and deteriorate if in contact with, or hung near any substance containing Sulphur such as rubber and ordinary manila or craft wrapping paper. An experienced tailor or dry cleaner should normally clean gold lace. Dry cleaning of laced uniform should however be kept to a minimum, with aftercare confined as much as possible to brushing and spot cleansing. Full commercial dry cleaning is known to adversely affect appearance of lace both by the action of the dry cleaning chemicals and the distortion of the sleeves in the dry cleaning process.

4.6. **Gilt Belt Buckles.** Household surface spray may be used to remove fingerprints. Under no circumstances should BRASSO be used, as this will remove the gilt. Once cleaned a lacquer, such as clear finger nail polish may be applied to provide a protective coat.

Laundering

4.7. Most items of RAN clothing contain manufacturers cleaning instructions. Members are advised to launder and maintain items in accordance with these instructions.

Ironing

4.8. Garments are to be ironed in the following manner:

a. **White front.** This item is to be ironed flat, free of wrinkles.

b. **Dickey front (female).** This item is to be ironed flat, free of wrinkles.

c. **Seaman's collar.** This item is to be ironed flat then with 'two hills and a valley'.

d. **Jumper, male ceremonial Junior Sailor.** This item is turned inside out, folded lengthwise with the front of the jumper to the inside. The crease running down the centre line will display an inverted crease (valley) on the front of the garment when worn and a crease (hill) on the back. The sleeves will also have an inverted crease when worn.

e. **Jacket, female ceremonial Junior Sailor.** This item is turned inside out and ironed flat. When dry cleaned, the garment is to be pressed as per a coat, with no crease down the face of the sleeve.

f. **Shirts.** All shirts are to be ironed flat and free of wrinkles.

1. Creases are permitted along the length of the sleeve, to ensure the upper crease is in the correct position the lower crease is to run along the underarm seam and the sleeve ironed flat from that point.

2. One crease may also be ironed 5mm below and parallel to the yoke seam (on the back of the shirt).

3. Collars on shirts worn without a tie are ironed flat to remove creases, after which the collar is naturally folded; at no stage is the collar permitted to be worn flat. The collar is to sit underneath the shoulder boards or epaulets.

g. **Trousers, shorts and slacks.** All of these articles are to be pressed so that each leg has a single straight crease from top to bottom, both front and rear.

h. **Dresses and skirts.** These articles are to be pressed at the pleats and are to be free of wrinkles and other creases.

i. **DPNU.** The DPNU may be lightly pressed to remove wrinkles. No creases are to be ironed into the garment and under no circumstances is starch to be used.

Kit musters

4.9. A kit muster may be ordered by Officers, Warrant Officers and Senior Sailors when dress and appearance fall below the required standard. Kit musters are to be inspected by any member of the rank of Officer, Warrant Officer or Senior Sailor.

4.10. All items of a kit should be clean and ironed. Junior Sailors items should be ironed and folded to a width of 250mm with the exception of S/W 1/2/3 which are folded to the width of the dry-cleaned trousers. Silks should be sewn, cap chin stays securely sewn in place and all items of kit must be clearly marked with the member's name and Employee ID. Shoes and boots must be highly polished, with the soles in good repair.

Steaming kit

4.11. Steaming kits are the only kits that should be mustered for personnel serving at sea. Steaming kit for Officer, Senior Sailors and Junior Sailors are detailed in Annex 4A, 4B and 4C and due to weight constraints and limited stowage at sea these steaming kits are recommended as a minimum when posted at sea.

4.12. Personnel who wear S/W 13, 14, 15 and 20 are required to include them in their steaming kit.

Annexes:

4A. Steaming Kit – Officers
4B. Steaming Kit – Warrant Officers and Senior Sailors
4C. Steaming Kit – Junior Sailors

CHAPTER 4 ANNEX A – STEAMING KIT – OFFICERS

Table 4A.1: Steaming Kit – Officers

Summer	Winter
1 coat, ceremonial, white c/w buttons	1 coat, ceremonial, black, laced to rank
1 pr shorts, white	1 shirt, white, long sleeve
1 pr trousers, white	1 belt, black with gilt buckle
1 pr trousers, black	1 cummerbund, black
1 pr shoes, white	1 tie, Day wear, black
1 mess jacket, white c/w accoutrements	1 pr shoes, black
2 pr shoulder boards	1 jacket, mess, black c/w accoutrements
2 pr socks, white	1 shirt, white, evening
2 pr stockings, white	1 tie, black, evening
1 shirt, short sleeve, white	1 pr trousers, black, wool/poly
1 belt, white with gilt buckle	2 pr socks, black
	1 jacket, black, utility
Additional Items	
1 cap/tricorne	bag - duffel
1 hat, wide brimmed, Navy (complete)	underwear
1 hat, wide brimmed, DPNU	personal hygiene items
2 pr soft rank insignia	padlock
1 vest, white, Marcella (males only)	sewing kit
1 jacket, RAN Cold Weather (Black)	civilian clothing
1 pr sandals (with back strap)	towels
1 pr sunglasses	laundry bag
3 undershirts, grey	shoe cleaning gear
3 pr socks, blue, combat,	loan items peculiar to branch/category
4 sets of DPNU Coat and Trousers	
1 pr boots, fireman's	

CHAPTER 4 ANNEX B – STEAMING KIT – WARRANT OFFICERS AND SENIOR SAILORS

Table 4B.1: Steaming Kit – Warrant Officers and Senior Sailors

Summer	Winter
1 ceremonial coat, white (complete to rank)	1 ceremonial coat, black (complete to rank)
1 pr shorts, white	1 shirt, white, long sleeve
1 pr trousers, white	1 belt, blue with SS buckle (gilt for WO)
1 pr trousers, black	1 tie, Day wear, black
1 pr shoes, white	1 pr shoes, black
2 pr shoulder boards (WO only)	1 pr trousers, black, wool/poly
2 pr socks, white	2 pr socks, black
1 pr stockings, white	1 jacket, black, utility
1 shirt, short sleeve, white (complete to rank)	
1 belt, white with SS buckle (gilt for WO)	
Additional Items	
1 cap/tricorne	bag - duffel
1 hat, wide brimmed, Navy (complete)	underwear
1 hat, wide brimmed, DPNU	personal hygiene items
2 pr soft rank insignia	padlock
1 pr sunglasses	sewing kit
1 pr sandals (with back strap)	civilian clothing
4 sets of DPNU Coat and Trouser	towels
3 Undershirts, Grey	laundry bag
3 pr socks, blue, combat	shoe cleaning gear
1 jacket, RAN Cold Weather (Black)	loan items peculiar to branch/category
1 pr boots, fireman's	

CHAPTER 4 ANNEX C – STEAMING KIT – JUNIOR SAILORS

Table 4C.1: Steaming Kit – Junior Sailors

Summer	Winter
1 ceremonial top - white	1 ceremonial top - black
1 collar, blue, seaman's	1 tie, Day wear, black
1 pr trousers, white	1 pr trousers, black, wool/poly
1 pr trousers, black	1 belt, blue with SS Buckle
1 belt, white with SS Buckle	1 shirt, white, long sleeve
1 pr shorts, white	1 jacket, utility, black
1 shirt, white front (males)	1 silk, lanyard & tape
1 shirt, short sleeve, white (complete to rank)	
2 pr socks, black	
1 pr stockings, blue	
1 silk, lanyard & tape	
1 pr shoes, black	
Additional Items	
1 cap	bag - duffel
1 hat, wide brimmed, Navy (complete)	underwear
1 hat, wide brimmed, DPNU	personal hygiene items
2 pr soft rank insignia	padlock
1pr sunglasses	sewing kit
1 pr sandals (with back strap)	civilian clothing
1 jacket, RAN Cold Weather (Black)	towels
4 sets of DPNU Coat & Trouser	laundry bag
3 undershirts, grey	shoe cleaning gear
1 pr boots, fireman's	loan items peculiar to branch/category
3 pr socks, blue, combat	bed linen (where issued on entry)

CHAPTER 5 – GROOMING INSTRUCTIONS

Introduction

5.1. This chapter prescribes the grooming and deportment standards for Royal Australian Navy personnel, and provides instruction for the care and maintenance of the uniform.

General

5.2. Grooming standards are based on several elements including: neatness, cleanliness, safety, military image and appearance. The standards described in this chapter are not intended to be overly restrictive, nor to isolate Navy members from society, but are designed to present a favourable military image. The limits set forth are reasonable and enforceable, but require common sense and good judgement to be used in their implementation.

Personal Deportment

5.3. Members are to pay particular attention to bearing, demeanour and manner, especially when in public. In particular the following examples of poor deportment are not to occur while in RAN uniform:

a. Slouching, walking or standing with hands in pockets.

b. Lounging, squatting or leaning against objects.

c. Smoking, eating, drinking or using a mobile phone or audio device with headphones while walking.

d. Smoking, eating, drinking or using a mobile phone or audio device with headphones while wearing a uniform hat or cap.

e. Using obscene, indecent or offensive language.

f. Behaving in a manner likely to bring discredit to the Service.

Appearance

5.4. **Personal Effects.** All members are to ensure that personal effects such as wallets, pens, mobile phones, spectacle cases, combs, cigarettes or similar objects are not visible nor appear unduly bulky when carried in pockets.

Body Embellishments

5.5. The ADF policy on body embellishments (i.e. body art, body modification and body mutilation) is contained at CDF Directive 05/2019 – *ADF Body Embellishment Policy*. COs may determine if a member's body embellishment is in contravention to the CDF Directive or this publication. Waivers for body embellishments is a service specific managed process; the RAN policy on waivers for body embellishments is at Annex 5A and the waiver application for body embellishment is at Appendix 5A1.

5.6. The RAN standard when wearing uniform is that no exposed / visible body piercing jewellery or adornments are to be worn with the exception of female members who may wear one earring in each ear lobe IAW paragraph 5.11.d.

5.7. COs may direct members to temporarily remove items associated with body embellishments, such as body piercing jewellery or adornments, where it presents a risk to WH&S or is in contravention of this publication. Where temporary removal is not possible, COs may consider removing the individual from the workplace, or having them conduct duty in an alternative location until a solution can be determined.

5.8. COs are not to direct members to permanently remove / rectify their non-compliant body embellishment. It is a matter for the individual to decide whether or not they wish to undertake such removal or rectification. This does not, however, prevent the initiation of administrative action (including termination of service) against the member should they elect not to remove or rectify their non-compliant body embellishment. COs are to counsel members on the potential consequences of their decision.

Jewellery

5.9. **Males.** The only items of jewellery which may be worn with uniform and are as follows:

a. one watch

b. one wedding ring, and

c. one signet ring.

5.10. Earrings may be worn when not in uniform.

5.11. **Females.** The only items of jewellery that may be worn with uniform are as follows:

a. one watch

b. wedding, engagement and eternity rings

c. one other ring on the right hand, and

d. one pair of gold, silver, clear stone or pearl studs (one in the lower hole of each ear lobe) or plain sleepers, either gold or silver colour. Studs are to be either circular of 4mm or less in diameter, or square, no more than 4mm from corner to opposite corner. Sleepers are to be round and no larger than 10mm diameter. To be designated a sleeper; the ring must be able to rotate fully through the hole in each ear lobe.

5.12. Rings are only to be worn on two of the eight fingers (no thumb rings). When a ring is worn on the right hand it is to be of subdued appearance and design and of a moderate size. Where there is a risk of injury rings should be removed or taped.

5.13. **Medic Alert Bracelets / Necklaces**. Personnel are encouraged to wear Medic Alert bracelets and necklaces where appropriate. The formal approval of a Medical Officer is required prior to wearing of medic alert jewellery with uniform; this approval should be noted on the member's personnel file. Necklaces are to be worn in such a way that they are not visible with uniform.

5.14. **Watches.** Brightly coloured watches or watch bands are not permitted. Watches are to be of a conservative style and are to be of the following colours:

a. gold

b. silver

c. pewter / gunmetal

d. white

e. navy blue

f. brown, or

g. black.

5.15. **Activity / fitness tracker.** An activity / fitness tracker may be worn when wearing non-ceremonial uniforms; the overall appearance of the activity / fitness tracker is not to be ornate or brightly coloured but of a subdued colour (i.e. black, white or blue).

5.16. **Ceremonial Parades / Armed Platoons.** On ceremonial parades or when in an armed platoon the following jewellery may be worn:

a. a wedding ring (all members)

b. gold, silver or pearl stud earrings (females only)

c. medic alert jewellery

d. personal ID tags (Dog Tags).

5.17. Items such as wallets, large key rings, spectacle cases, mobile phones and cigarettes are not to be carried on ceremonial parades or in armed platoons. Watches are not to be worn on ceremonial parades or in armed platoons.

5.18. **Religious symbols.** All members are permitted to wear religious symbols on a necklace / chain whilst in uniform, providing the necklace / chain is not visible.

Safety

5.19. **Jewellery.** Personnel are reminded that the wearing of jewellery poses a safety hazard in many workplace situations. Supervisors are to be vigilant that those under their charge are not exposed to increased risk by the wearing of jewellery. Members are responsible for assessing such risks and are to remove jewellery where safety hazards are evident.

5.20. **Ultraviolet light.** Administrative Authorities and CO are reminded of the need to ensure that members are adequately protected from exposure to UVR. Use of headwear and sunglasses to screen members from UVR exposure is to be encouraged.

Hairpieces

5.21. Wigs or hairpieces may be worn whilst on duty, only for cosmetic reasons to cover natural baldness or physical disfigurement. When worn, they will be a good quality fit, present a natural appearance, not interfere with the proper performance of duty, nor present a safety hazard, and conform to grooming standards. The hairpiece should be a good colour match with natural hair.

Administration procedure

5.22. Where members desire to significantly change elements of their grooming, they are to make application to their CO or delegate who may approve the request subject to a further review after a three-week period. Once the changes are approved they are to be maintained for at least three months and ID cards are to be renewed to reflect this change.

GROOMING STANDARDS—MALE

Hair

5.23. Hair is to be neat, of one colour or lightly tipped and clean. Hair colouring must be complementary to the individual and to military image. Hair is to be gradually tapered to the neckline with the back, sides and above the ears blending. Hair is not to touch the ears or collar, or extend below eyebrows when head dress is removed and is not to interfere with the proper wearing of service headdress; headdress is not to be adapted to suit hair style.

a. **Bulk.** The bulk of hair shall not exceed 50mm. Bulk is defined as the distance that the mass of hair protrudes from the scalp when groomed (as opposed to the length of hair). The primary consideration remains a neatly groomed appearance for the hairstyle and the type of hair that the individual has.

b. **Styles.** Exaggerated hair styles such as shaven or partially shaven heads or outrageously coloured / tinted hair are not permitted. Hair style generally must be adapted to permit the correct wearing of headdress. Examples of acceptable styles are shown in Figure 5.1. The minimum cut is a No 2 comb, however COs may approve the following exceptions:

1. ‘0’ or No1 cut where reasons of a medical or hygiene nature dictate, and

2. the use of a razor where significant natural hair loss is considered justification to warrant the complete removal of remaining hair from the scalp.

Figure 5.1: Male Grooming examples



Sideburns

5.24. Sideburns are not to extend below the lines level with the points where the bottom of the ear joins the face. They must be neatly trimmed and must be less than 30mm wide. ‘Mutton Chops’ and flared styles or similar grooming styles are not permitted.

Beards

5.25. Unless personnel have permission to grow a beard or wear an approved beard, they are (in normal circumstances) expected to be clean-shaven prior to commencement of their duty. Moustaches are not to be worn without the beard, or the beard without the moustache. Examples of acceptable beard styles are shown in Figure 5.1.

5.26. When permission to grow a beard is given, the use of the razor is to be discontinued except for the removal of shaggy growth at the extremities of the beard, in particular on the neck. Patchy, spotty clumps of facial hair are not considered full beards and as such are not permitted.

5.27. Beards and moustaches are to be kept neat and trim and closely cropped, to a minimum bulk of 4mm (a No 2 comb) and a maximum acceptable bulk of 50mm. The sideburns of the beard are to be tapered to blend with the hairstyle. A CO or their delegate may direct a member to trim or adjust the styling of a beard if it is in contravention to this publication or deemed in their judgement to be of an unacceptable appearance.

5.28. Hazards relating to beard length may also exist; in all work practices there is a risk of hair being caught in moving or rotating equipment, being hooked on protruding or sharp objects or being ignited by flammable source. For these reasons, beards that are not kept clipped short pose an unacceptable risk to all Navy personnel during most operational and / or industrial employment and other tasks where the risks identified in this paragraph may exist.

5.29. CO or their delegate may direct members to remove facial hair if it is deemed to be of an unacceptable appearance or where its presence significantly reduces the effectiveness of respiratory protective equipment.

GROOMING STANDARDS—FEMALE

Hair

5.30. Hair is to be clean, of one colour or lightly streaked, neatly arranged and neatly groomed.

5.31. Acceptable hair colouring shall be as determined by the CO. Hair colouring must be complementary to the individual and to military image.

5.32. When in uniform, hair is not to extend below the lower edge of the buttoned shirt collar, and may be worn in a bun, French roll or braid (single central braid). Hair may be pinned with a hairnet if required. The bulk of hair must not interfere with the correct wearing of headdress.

5.33. Female members may wear their hair in a single plain or braided / plaited 'Pony Tail' whilst embarked in RAN vessels at sea, on field exercises, deployments and / or operations and whilst wearing sports dress (including Dress S/W15).

5.34. **Styles.** Exaggerated hairstyles such as shaven or partially shaven heads (where the use of a razor occurs) and those with excessive fullness or extreme height, are not permitted. Examples of acceptable styles are shown in Figure 5.2. The minimum cut is a No 2 comb, CO may approve the following exceptions:

a. '0' or No1 cut where reasons of a medical or hygiene nature dictate, or

b. the use of a razor where significant natural hair loss is considered justification to warrant the complete removal of remaining hair from the scalp.

5.35. **Hair ornaments.** Hair ornaments such as ribbons, headbands and 'scrunchies' are not to be worn. Plain pins, combs or hairnets similar in colour to the hair and brown or black rubber bands may be worn. Unadorned tortoise shell or clear hair slides may also be worn.

Figure 5.2: Female Hair Grooming example



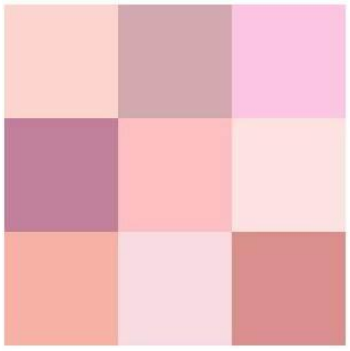
Cosmetics and Perfume

5.36. Female members who wish to wear facial make up and perfume may do so in moderation.

Nail Polish

5.37. Nail polish is permitted providing the same shade is used for each fingernail. Colourless, neutral and shades of light / pale pink in clear, frosted or pearlised lacquer are permitted; the choice of nail polish is to be subtle and is to complement the member's skin tones. Red, grey, silver, blues, greens and other hues are not permitted. Indicative colours are shown in Figure 5.3. French nails (a pale pink base and bright white tips) may be worn. Chipped nail polish is not to be worn.

Figure 5.3: Example of acceptable nail polish colours dependent on skin tones



Eyelashes

5.38. False eye lashes or eye lash extensions are not to be worn by female members when wearing RAN uniform.

Annex:

5A. RAN Body Embellishments Waiver Policy

CHAPTER 5 ANNEX A – RAN BODY EMBELLISHMENTS WAIVER POLICY

1. All RAN members with existing non-compliant body embellishments (whether obtained prior to or after enlistment / appointment) or who wish to obtain non-compliant body embellishment in the future are to seek a waiver from the Director General Navy People (DGNP) (or their authorised delegate), through their Commanding Officer (CO).

2. An applicant presenting at Defence Force Recruitment (DFR) seeking to join the RAN with non-compliant body embellishments may also seek a waiver from DGNP (or their authorised delegate), through their recruiter.

3. A waiver for future non-compliant body embellishment must be approved prior to it being obtained. A waiver is unlikely to be approved for body embellishment that is prescribed as being prohibited in accordance with CDF Directive 05/2019—*ADF Body Embellishment Policy*.

4. Members with existing non-compliant body embellishment who, prior to promulgation of CDF Directive 05/2019 have received a waiver or whose body embellishment has been the subject of administrative or disciplinary action, are not required to obtain a waiver from DGNP (or their authorised delegate). However, all records of previous waivers or administrative or disciplinary action are to be forwarded by the member to dnppg.corro@defence.gov.au.

5. In deciding whether or not to approve a waiver for non-compliant body embellishment, DGNP (or their authorised delegate) may consider, among other things:

   a. the nature, location and appearance of the body embellishment

   b. the date the body embellishment was obtained

   c. any supporting reasons provided by the member or DFR applicant

   d. the recommendation of the member's CO or applicant's recruiter and any associated comments

   e. whether the body embellishment is for established religious or cultural reasons, and

   f. the roles and responsibilities the member or DFR applicant will likely be required to undertake in their career, cognisant of their chosen category or primary qualification.

6. The application of the criteria in paragraph 5 may mean similar body embellishment will be approved for some members and not approved for others. For example, a member who is required to perform representational duties on a regular basis may have a request for waiver for visible body embellishment considered more strictly than a member who is unlikely to be required to perform such duties. Accordingly, members should not assume a waiver request will be approved on the basis of another member having been granted a waiver for similar body embellishment.

Administrative Consequences

7. Where:

   a. a waiver is not approved by DGNP / their authorised delegate and the member does not undertake to have the non-compliant body embellishment removed / rectified within a reasonable timeframe, or

   b. an RAN member obtains non-compliant body embellishment without a waiver,

   DGNP or their authorised delegate are to consider issuing the member with a notice of termination of service (NTS).

Record Keeping

8. DGNP is to maintain a record of all waiver decisions made and a copy of the waiver decision is to be placed on the member's unit personnel record and service file.

Other Matters

9. All RAN members are reminded that the displaying of body embellishment regardless of its location or whether a waiver has been approved, may render them ineligible for representational and ceremonial duties.

10. COs may direct members to temporarily remove items associated with body embellishments, such as body piercing jewellery or adornments, where it presents a risk to WH&S or is in contravention of this publication. Where temporary removal is not possible, COs may consider removing the individual from the workplace, or having them conduct duty in an alternative location until a solution can be determined.

11. COs are not to direct members to permanently remove / rectify their non-compliant body embellishment. It is a matter for the individual to decide whether or not they wish to undertake such removal or rectification. This does not, however, prevent the initiation of administrative action (including termination of service) against the member should they elect not to remove or rectify their non-compliant body embellishment. COs are to counsel members on the potential consequences of their decision.

12. Members who voluntarily elect to remove / rectify their non-compliant body embellishment are responsible for making arrangements for this to occur. Where the removal / rectification involves surgical or other medical procedures to their body, members must consult with a Service Medical Officer prior to the procedure to ensure Defence is aware of the associated risks and potential effect of the procedure on the member's ability to provide unrestricted service.

CHAPTER 5 ANNEX A APPENDIX 1 – APPLICATION FOR WAIVER FOR BODY EMBELLISHMENT

Name: .....**Rank:**.....

Unit: ..... **PMKeyS:** ..... **Date of Birth:** .....

Section 1 – Application for waiver for body embellishment *(Applicant to complete)*

Details of waiver request *(include a photograph of the body embellishment (or a description for future body embellishment), its dimensions, its placement on your body, the date it was (or is proposed to be) obtained, and reasons why the waiver should be approved)*

Australian Privacy Principle 5 – To be presented to and signed by the waiver applicant

Australian Privacy Principle 5 - Notification of the collection of personal information

Information you provide in this application for waiver for body embellishment may include personal information about you. The following information is to notify you of the matters outlined in Australian Privacy Principle 5.

Purpose of collecting personal information

The purpose of collecting this information is to enable DGNP (or their authorised delegate) to determine whether a waiver for non-compliant body embellishment should be approved and:

[For RAN members] support other decision-makers in Defence in their management of you, including consideration of potential administrative action.

[For DFR applicants] support other decision-makers in Defence in their recruitment of you.

Authority to collect personal information

Your personal information is collected in accordance with Defence's authority to make decisions about you and manage you/recruit you. For RAN members, this includes command authority under the Defence Act 1903 (Cth).

Consequences if personal information is not collected

If Defence is not able to collect all relevant information about your body embellishment, including your personal information, then Defence may not be able to make the best decisions to manage you/recruit you.

Disclosure of personal information to other entities

Defence may disclose the personal information to other entities, including ministers in the Defence portfolio and external agencies with legitimate reasons for requiring the personal information.

Privacy policy

Defence's privacy policy is available at the public Department of Defence internet site. The privacy policy contains information about how you may access personal information about you that is held by Defence and seek correction of that information. It also details how you can complain about any breach of the Australian Privacy Principles and how Defence will deal with such a complaint.

Disclosure to overseas recipients

Defence is unlikely to disclose your personal information to overseas recipients.

Acknowledgment of notification

I acknowledge that I have received a copy of this notification of the collection of personal information.

Name: .....**Rank:**.....

Signature: .....**Date:**.....

Section 2 – Commanding Officer / Recruiter's Recommendation *(CO/Recruiter to complete)*

The application for waiver for body embellishment is:

Supported / Not Supported

Comments:

Name: .....**Rank:** .....

Email:.....**Telephone Number:**.....

Signature:.....**Date:** .....

Action:
This form is to be forwarded to DNPPG (on behalf of DGNP) for a waiver determination via email to dnppg.corro@defence.gov.au

Section 3 – Waiver Determination *(DGNP or their authorised delegate to complete)*

The application for waiver for body embellishment is:

Approved / Not Approved

Comments:

Name: .....**Rank:** .....

Email:.....**Telephone Number:**.....

Signature:.....**Date:** .....

Action:
The applicant and their CO / recruiter are to be provided a copy of the waiver determination, including the supporting reasons. Where the applicant is an RAN member, the waiver determination is also to be placed on their unit personnel record, service file and a copy retained by DGNP.

CHAPTER 6 – RANK INSIGNIA AND BADGES

Introduction

6.1. This chapter prescribes the size, position and manner of wearing rank insignia, badges and distinguishing marks by members of the Royal Australian Navy whilst in uniform.

Design of the crown in badges/buttons

6.2. The St. Edward's Crown is used in the designs of badges and buttons whilst the Queen is monarch.

Nationality markings—Australia shoulder flashes and badges

6.3. Nationality is denoted on RAN uniforms in three ways:

a. by the use of metal 'AUSTRALIA' badges on shoulder boards

b. by embroidered 'AUSTRALIA' into Soft Rank Insignia (SRI), and

c. by the use of 'AUSTRALIA' shoulder flashes.

6.4. Only one method of notating nationality is utilised on each uniform (i.e. if shoulder boards or SRI are worn then shoulder flashes are not to be worn). Nationality markings are worn on all RAN uniforms with the exception of raincoats and coveralls.

6.5. Where possible, all uniforms requiring flashes are supplied with flashes attached. If not already on the uniform or shoulder boards, flashes and badges are to be positioned as follows:

a. A shoulder flash is to be sewn on each sleeve of the garment, with the mid-point of the upper edge of the flash 12mm below the mid-point of the sleeve head.

b. Metal badges are to be attached to shoulder boards as follows:

1. For Commodores and above - with the lower edge 6mm above the lower edge of the gold lace.

2. For Officers of the rank of Sub Lieutenant up to and including the rank of Captain - in the centre of the lowest or only row of lace.

3. For Midshipmen, WOs and Chaplains - with the lower edge 10mm above the bottom edge of the shoulder board.

6.6. Flashes in the various colours are worn as follows:

a. Gold on black - all personnel on blue uniform.

b. Blue on white - by CPOs and below on all garments on which blue badges are worn.

DISTINCTION BY RANK—OFFICERS

Cap badges

6.7. **Officers (excluding Chaplains).** An Officer's cap badge is made up of a wreath of gold embroidered laurel leaves surrounding a silver foul anchor on a black cloth ground, with a crown above embroidered in gold and silver. The lining of the crown is red velvet.

Beret badges

6.8. The beret badge is the same design as the cap badge, but of gilt metal and without the cloth background. This badge may be worn with the beret and the wide brim hat only.

Sleeve lacing

6.9. Officers above the rank of Midshipmen wear lacing on the sleeves of black winter coats and black winter mess jackets to identify rank. The lacing consists of rows of gold lace around each cuff with an executive curl on the top or only row.

6.10. **Executive curl.** All curls are 44mm in diameter. For Commodores the curl is immediately above the centre of the broad band and for other Officers the curl is formed out of the top row of lace with the upper part of the curl leading to the rear. Details of the style of curl for Australian Navy Cadets Officers is contained in ABR 5128.

Lacing of Officers uniforms

6.11. The correct procedure for lacing naval uniforms is as follows:

a. Curls (for sleeves):

1. Curls are made from 14mm (9/16 inch) lace. 118cm of lace are required.

2. Curls are to be completely circular, drawn in by thread to a size of 44mm in diameter, and comprise 38–40 crimps.

3. Once shaped, curls are to be sewn onto a circular piece (trimmed so that it is slightly smaller than the curl) of the base cloth of the uniform (wool/polyester barathea) which shall have a stiffened backing fabric. The backing pieces (barathea and stiffening) are attached to the curl by hand with a stitch between each second crimp. Note that the curls are to be formed in such a way that the shorter end of the lace leads to the rear of the curl.

b. Sewing lace to sleeves:

1. Lace is to be sewn to the sleeves at the regulation level from the bottom of the sleeve with rows of lace spaced as set out in paragraphs 6.13-14.

2. Lace is to be sewn with a matching gold colour polyester thread with 2 -3mm between stitches with each stitch sewn so as to blend in with the outer rib edge of the gold lace. For Commodore and above the lace is to be hand sewn only, other Officers may elect to have lacing affixed by hand but will be required to pay the difference between machine and hand sewing charges.

3. The curl of the uppermost row of lace is to be sewn in the centre of the sleeve width with stitching similar to the straight lace, but with the stitches placed in the indent of each crimp of the lace curl.

4. The ends of each row of lace are to be inserted in the hind arm sleeve seam.

Note:

The stitches attaching the rows of lace and the curl must be neither tight nor loose. Care should be taken to ensure that the two ends of each row of lace are inserted in the hind arm sleeve at the same point (i.e. ends match up). The lace must not be marked, twisted or otherwise damaged in the course of attaching it to the sleeves.

c. Stiffening of sleeves:

1. Coat sleeves should be stiffened to provide a correct balance between the base uniform cloth and the gold lace. The importance of this cannot be over emphasised. Use of the recommended stiffeners will provide support to the lace, reducing damage caused by distortion of the sleeve during service use (wear, storage and cleaning etc.). The recommended stiffening fabrics are readily available from all reputable cloth wholesalers and are available to contractors and private individuals alike.

2. If a fusing is preferred by the made to measure contractor, ORMFUSE 1600F CP is to be used. The fusing is attached prior to joining of the forearm seams. This will allow the sleeve to lay flat without twist or distortion.

3. For non-fused stiffening, two canvas types are to be used. The light canvas is P35/60 CUFF CANVAS and the second fabric is F14/105 cm FLEXHAIR. When combined, these products provide a firm, even sleeve finish with the inherent feature of recovery, which will assist the laced sleeves to retain evenness of appearance.

4. The lighter canvas is to be placed immediately against the uniform base cloth, with the heavier fabric on top. In order to prevent movement and wrinkling, it is recommended that the two be tacked/basted as one prior to insertion in the sleeve.

6.12. **Lacing of evening trousers and full length mess skirts.** Officers of the rank of Captain and above may, at their own expense, wear evening trousers with a 32mm gold stripe down each side seam for Mess Dress wear. Female Captains and above may also affix 32mm gold lace down each side seam of the full length Mess Skirt.

6.13. **Lacing specifications**. Lacing specifications are as follows:

a. **Admiral of the Fleet:** Four rows of 14mm lace above a band of 44mm lace

b. **Admiral:** Three rows of 14mm lace above a band of 44mm lace

c. **Vice Admiral:** Two rows of 14mm lace above a band of 44mm lace

d. **Rear Admiral:** One row of 14mm lace above a band of 44mm lace

e. **Commodore:** 44mm curl above a band of 44mm lace

f. **Captain:** Four rows of 14mm lace

g. **Commander:** Three rows of 14mm lace

h. **Lieutenant Commander:** Two rows of 14mm lace with a row of 6mm lace between

i. **Lieutenant:** Two rows of 14mm lace

j. **Sub Lieutenant:** One row of 14mm lace.

6.14. The space between the rows of lace is 6mm. The distance of the bottom edge of the lace from the bottom of the sleeve depends on the length of sleeve and the amount of lace. The following distances are suitable for sleeves of average length:

a. **Admiral of the Fleet:** 35mm

b. **Admiral:** 45mm

c. **Vice Admiral:** 55mm

d. **Rear Admiral and Captain:** 65mm

e. **Commodore and Commander:** 75mm

f. **Lieutenant Commander:** 70mm

g. **Lieutenant and Sub Lieutenant:** 80mm.

Distinction cloth

6.15. Medical, Dental and Nursing Officers, including Sub-Lieutenants and undergraduates, wear a strip of distinction cloth, 6mm wide, in conjunction with the rows of lace on the cuffs. The distinction cloth fills the intervals between two or more rows of lace or is placed below a single row of lace. The following Distinguishing Cloth colours are prescribed:

a. Medical Officers: Scarlet

b. Dental Officers: Orange

c. Nursing Officers: Maroon.

Midshipman's turn backs

6.16. Midshipmen wear a turn back to identify rank on each collar end of the black winter coat and black mess jacket. A turn back is a rhomboid shape patch of white cloth, 38mm long, 20mm wide, bearing a small (size 3) gilt button at the top end with a 25mm twist of white cord leading down from it.

Insignia, rank, shoulder board

6.17. Shoulder boards are worn by Officers on the White Coat, the White Mess Jacket, the White Short Sleeve Shirt, the Greatcoat and the White Dress.

6.18. **'Star' Officers**. Commodores and above wear the following devices in silver on shoulder boards:

a. **Admiral of the Fleet:** Crown (32mm) above crossed batons set on a wreath of laurel above the Royal Cypher, with metal silver on black 'AUSTRALIA' device affixed 6mm above the bottom of the board.

b. **Admiral:** Crown (32mm) above crossed sword and baton (44mm across) above four stars (16mm) disposed in a diamond, with a metal silver on black 'AUSTRALIA' device affixed 6mm above the bottom of the board.

c. **Vice Admiral:** Crown (32mm) above crossed sword and baton (44mm) above three stars (16mm) disposed in a triangle, one above two with a metal silver on black 'AUSTRALIA' device affixed 6mm above the bottom of the board.

d. **Rear Admiral:** Crown (32mm) above crossed sword and baton (44mm) above two stars (16mm) disposed vertically with a metal silver on black 'AUSTRALIA' device affixed 6mm above the bottom of the board.

e. **Commodore:** Crown (32mm) above anchor (25mm), one star (16mm) with a metal silver on black 'AUSTRALIA' device affixed 6mm above the bottom of the board.

6.19. Admiral's shoulder boards consist of size three 'Flag Officer' buttons. The sword and baton device on Admirals' shoulder boards is worn, such that the sword is on top with the hilt towards the forward edge of the shoulder board. The anchor device on Commodores' shoulder boards is to be worn, such that the last link of the fouled cable leads towards the forward edge of the shoulder board.

6.20. Shoulder boards worn by Commodores and above have the top completely covered with 51mm gold lace except for a 3mm margin of base cloth all round. For Medical, Dental and Nursing Officers of flag rank this base cloth is distinctively coloured. The silver rank devices are super imposed.

6.21. Other Officers (excluding Midshipmen). Other Officers above the rank of Midshipmen wear the same gold lace and distinction cloth on shoulder boards (where appropriate) as on the sleeve. Shoulder board specifications are as follows:

a. **Acting Sub Lieutenant and Sub-Lieutenant:** This rank consists of one row of 14mm lace. The shoulder board is worn with the upper part of the curl leading to the rear.

b. **Lieutenant:** This rank consists of two rows of 14mm lace with the distance between the rows of lace being 6mm. The shoulder board is worn with the upper part of the curl leading to the rear.

c. **Lieutenant Commander:** This rank consists of two rows of 14mm lace with a row of 6mm lace in between. The distance between each row of lace is 6mm. The shoulder board is worn with the upper part of the curl leading to the rear.

d. **Commander:** This rank consists of three rows of 14mm lace with the distance between the rows of lace being 6mm. The shoulder board is worn with the upper part of the curl leading to the rear.

e. **Captain:** This rank consists of four rows of 14mm lace with the distance between the rows of lace being 6mm. The shoulder board is worn with the upper part of the curl leading to the rear.

6.22. **Midshipmen.** Midshipmen's shoulder boards have, at the button end, a turn back 38mm long and 20mm wide with a 25mm twist.

Insignia, rank, shoulder, soft cloth

6.23. **General**. Officers wear several variations of SRI on items of uniform that feature epaulettes:

a. Black Cloth slide, embroidered with 'old gold' coloured thread.

b. DPCU / AMCU Cloth slide, embroidered with black coloured thread.

6.24. All SRIs have the word 'AUSTRALIA' embroidered from yarn 5mm in width, with 5mm between the base of the insignia and base of the word. Rank variations on commissioned officer's SRIs are as follows:

a. **Admiral of the Fleet:** Four rows of 10mm embroidered yarn with curl on top band above a band of 30mm embroidered yarn.

b. **Admiral:** Three rows of 10mm embroidered yarn with curl on top band above a band of 30mm embroidered yarn.

c. **Vice Admiral:** Two rows of 10mm embroidered yarn with curl on top band above a band of 30mm embroidered yarn.

d. **Rear Admiral:** One band of 30mm embroidered yarn with curl on top band above a band of 30mm embroidered yarn.

e. **Commodore:** A band of 30mm embroidered yarn with a curl of 10mm embroidered yarn.

f. **Captain:** Four rows of 10mm embroidered yarn with curl on top band.

g. **Commander:** Three rows of 10mm embroidered yarn with curl on top band.

h. **Lieutenant Commander:** Two rows of 10mm embroidered yarn with a row of 5mm yarn between. Curl on top band.

i. **Lieutenant:** Two rows of 10mm embroidered yarn with curl on top band.

j. **Sub Lieutenant:** One row of 10mm embroidered yarn with curl on band.

k. **Midshipman:** Turn back embroidered on the shoulder insignia commencing 2mm from the top of the shoulder insignia.

DISTINCTIVE CLOTHING—CHAPLAINS

Badge, Specialist

6.25. **Christian Chaplains.** A gilt cross is worn by Christian Chaplains of all denominations.

6.26. **Islamic Chaplains.** A gilt Islamic crescent and star is worn by Islamic Chaplains.

6.27. **Positioning.** The Chaplain specialist badge is to be worn in accordance with special qualification badges positioning instruction at paragraph 6.101.

Cap and cap badge

6.28. A Chaplain's cap badge is of the same design as an Officer's cap badge except that the laurel leaves are embroidered in black silk, edged and veined in gold. The peak of the cap is covered with black cloth.

Collar, Clerical

6.29. A clerical collar stock and/or black military style clerical shirt may be worn instead of white shirt and tie (including dress shirt and bow tie) with W1, W2, W3, W4, W5, W7, S4 and S5.

Honorary Chaplain to the Sovereign

6.30. Honorary Chaplain to the Sovereign wear a red cassock and a special bronze badge consisting of the Royal Cypher and crown within an oval wreath. The badge is worn above medal ribbons or miniature medals during the conduct of religious services. On the left side of the scarf by Chaplains, who wear the scarf and on academic or ordinary clerical dress by other Chaplains. When an Honorary Chaplain to the Sovereign ceases to hold the appointment, they may continue to wear the red cassock and may wear the badge in miniature.

Insignia, rank, shoulder board

6.31. **Christian Chaplains.** The badge worn by Christian Chaplains on shoulder boards consists of a gold embroidered foul anchor on a Maltese cross of embroidered silver. The overall length and width is 50mm; the anchor cable is transposed for left and right shoulders so that it starts on the forward side of the anchor on each shoulder. The badge is worn positioned 12mm above the base of the shoulder board except for honorary Chaplains to the Sovereign who wear the Royal Cypher positioned centrally on the shoulder board immediately above the metal 'AUSTRALIA' badge and the Chaplain's badge 3mm above the Royal Cypher.

6.32. **Islamic Chaplains.** The badge worn by Islamic Chaplains on shoulder boards consists of a gold embroidered foul anchor on an Islamic crescent and star of embroidered silver. The overall length and width is 50mm; the anchor cable is transposed for left and right shoulders so that it starts on the forward side of the anchor on each shoulder. The badge is worn positioned 35mm above the base of the shoulder board except for honorary Chaplains to the Sovereign who wear the Royal Cypher positioned centrally on the shoulder board immediately above the metal 'AUSTRALIA' badge and the Chaplain's badge 3mm above the Royal Cypher.

Soft Rank Insignia

6.33. **Christian Chaplains.** On uniform garments which feature epaulettes Christian Chaplains wear SRI. The insignia consists of a band of cloth with gilt and silver embroidered yarn representing the gold and silver of cross and anchor.

6.34. **Islamic Chaplains.** On uniform garments which feature epaulettes Islamic Chaplains wear SRI. The insignia consists of a band of cloth with gilt and silver embroidered yarn representing the gold and silver of crescent, star and anchor.

DISTINCTION BY RANK—WARRANT OFFICERS AND SAILORS

Cap badges

6.35. A Senior Sailor's cap badge is made up of a circle and wreath embroidered in gold wire on a black cloth background; the crown is embroidered in gold and silver wire, with a red velvet lining; the anchor is silver metal. Rank specifics on caps are as follows:

a. **WO.** A double circle and broad laurel wreath, crown above, enclosing a fouled anchor.

b. **CPO.** A single circle of rope and narrow laurel wreath, crown above, enclosing a fouled anchor.

c. **PO.** A double circle of rope, crown above, enclosing a fouled anchor.

d. **LS and below.** Wear cap ribbons (tallies) on their caps.

Beret badges

6.36. Beret badges are worn both on berets and the Navy Wide Brimmed Hat. These badges are similar design to cap badges for WO, CPO and PO but made of gilt metal. A blue lacquered metal badge the same design as the PO's Badge is worn by Junior Sailors.

Insignia, rank, shoulder board

6.37. WO shoulder boards are the same design as Officers with a gilt metal rank badge in the form of the Australian Coat of Arms above the word 'AUSTRALIA'.

Badges, gold and blue embroidered indicating rank

6.38. Rank badges (gold and blue embroidered) are worn by sailors to indicate their rank as follows:

a. **WO.** The Australian Coat of Arms:

1. Gold embroidered. Worn on cuffs of black winter jacket.

2. Blue embroidered. Only worn by Physical Training Instructors on left breast of the tracksuit.

b. **CPO.** CPO do not wear rank badges. Buttons and collar badges are worn to indicate rank.

c. **PO.** Consists of crossed fouled anchors surmounted by a crown:

1. Gold embroidered. Worn on the left sleeve of the black winter jacket.

2. Blue embroidered. Worn on the left sleeve of the white summer ceremonial jacket, summer white shirt and white dress.

d. **LS.** Consists of a vertical fouled anchor:

1. Gold embroidered. Worn on the left sleeve of the black winter jumper.

2. Blue embroidered. Worn on the left sleeve of the white summer jumper the white summer shirt and white dress.

e. **AB.** Consists of a vertical reef knot:

1. Gold embroidered. Worn on the left sleeve of the black winter jumper

2. Blue embroidered. Worn on the left sleeve of the white summer jumper, the white summer shirt and white dress.

f. **SMN.** Do not wear embroidered badges to indicate rank.

Positioning of badges

6.39. Badges are positioned as follows:

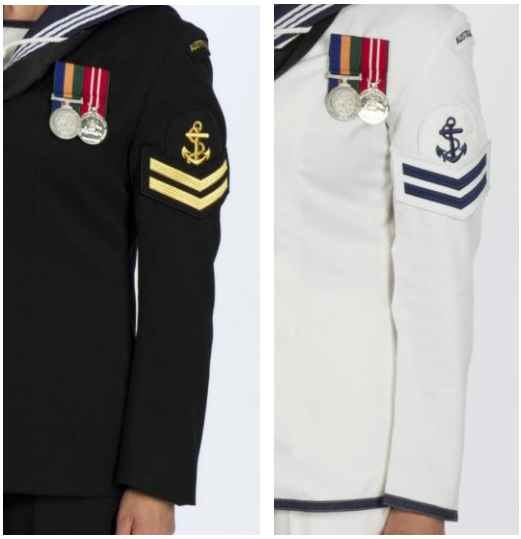
a. **WO.** 90mm above the bottom edge of each sleeve, positioned centrally.

b. **PO.** The badge is to be positioned on the front of the sleeve with the rear edge of the badge as close as possible to an imaginary crease running down the centre of the sleeve, midway between the point of the shoulder and the point of the elbow.

c. **LS and AB.** The badge is to be positioned on the front of the sleeve as close as possible to the crease, with the centre of the badge midway between the point of the shoulder and the point of the elbow. On the female coat, which does not have a crease down the facing of the sleeve, the badge is to be in a corresponding position.

6.40. When the rank badge is worn together with the long service badge(s) the base of the rank badge is to be in line with the mid-point of the first long service badge. The centre of the total device is to be midway between the point of the shoulder and the point of the elbow.

Figure 6.1: LS Rank and Long Service Badges



Collar badges

6.41. The design of the gilt collar badges for CPO is a fouled anchor surrounded by a laurel wreath.

6.42. The collar badge is to be positioned with its vertical axis along on imaginary line bisecting the angle at the point of the collar. The base of the badge is positioned 25mm from the point of the collar.

Figure 6.2: CPO Collar Badges W2



Figure 6.3: CPO Collar Badge S8



Gold metal rank badges

6.43. Gold metal representation of crossed anchors surmounted by a crown. Worn by PO only on both sleeves of the ‘Jacket, Mess’, White’ 90mm above the bottom edge of each sleeve, positioned centrally.

Figure 6.4: PO Gold Metal rank badges on S/W4 Jacket



Sleeve buttons

6.44. Sleeve buttons are worn to denote rank as follows:

a. **CPO.** On both sleeves of black and white uniform coats (three size 1 shankless gold buttons worn 40mm apart across the cuff and 90mm above the bottom of the sleeve (size 2 shankless buttons are worn on white mess jackets in similar position).

b. **PO.** On both sleeves of the black winter jacket, two size 3 short shanked gilt buttons worn on the hind seam of each sleeve, disposed vertically 25mm and 55mm above the bottom of the sleeve.

Figure 6.5: CPO Sleeve Buttons on S2 and S4 Jackets



Figure 6.6: PO Sleeve Buttons W2



Soft Rank Insignia

6.45. Worn as a pair by all sailors on uniforms with epaulettes.

a. **WO.** Soft Rank Insignia are identical and may be worn on either shoulder.

b. **CPO.** Soft Rank Insignia are a mirror image to be worn with the trailing end of the rope on the fouled anchor leading to the front.

c. **PO.** Soft Rank Insignia are a mirror image to be worn with the dominant anchor leading forward.

d. **LS.** Soft Rank Insignia are a mirror image to be worn with the trailing end of the rope on the fouled anchor leading to the front.

e. **AB.** Soft Rank Insignia are identical and may be worn on either shoulder.

f. **SMN.** Soft Rank Insignia are identical and may be worn on either shoulder.

6.46. When wearing AMCU or DPCU with the single epaulette on the front of the coat the corresponding left Soft Rank Insignia is to be worn.

OTHER BADGES AND DISTINGUISHING MARKS

Name Badge

6.47. The RAN Name Badge is a common 'all ranks' style of badge, issued to Permanent Navy and Naval Reserve personnel. The badge is made of black plastic with bevelled edges, featuring an Australian White Ensign on the left hand side and the member's names engraved in white lettering in a single line on the right. The name engraved on the badge is to consist of the member's surname and preferred given name, which may be in full or shortened (i.e. Catherine or Cathy). Assumed or 'nick' names are not to be used. Other details such as rank and billet description are not to be displayed. The name badge is to be worn on the occasions and in the manner indicated in this publication.

6.48. Ship / Squadron / Unit / Headquarters name badges may be worn in lieu of the RAN name badge at the discretion of the CO. Personnel may also be permitted to wear name badges bearing other organisations' logo, where they are posted to these unique areas (e.g. CASG, DCO). These badges are 'unofficial' and personnel are not obliged to purchase or wear them. The Commonwealth will not incur this cost.

6.49. To ensure uniformity, the RAN Name Badge should be worn during inspections, walk-arounds, conferences and receptions if there are Officers or Sailors from other ships / establishments present.

6.50. The RAN Name Badge is the only name badge to be worn with S/W 1 and 2.

6.51. **Positioning.** The annexes to Chapter 3 specify when the name badge is to be worn. The positioning of the name badge on specific uniform items is as follows:

a. 'Coat, Black' (winter ceremonial coat for Officers and Senior Sailors).

1. W1/2. Positioned centrally on the right breast. Top edge of the name badge is to be in line with the top of the of the medal's ribbon.

(a). For members not entitled to wear a medal the name badge is to be positioned centrally on the right breast with the top edge of the name badge aligning horizontally to 15mm above the centre of the pocket on the left breast.

2. W3. Centrally on the right breast, the bottom edge of the name badge is to be in line with the bottom edge of the bottom row of ribbons / unit citation.

(a). For members not entitled to wear a ribbon the name badge is to be positioned centrally on the right breast with the bottom edge of the name badge aligning horizontally to 15mm above the centre of the pocket on the left breast.

b. 'Coat, White' (summer ceremonial coat for male Officers and Senior Sailors with pockets); White Shirts and Utility Jackets (All ranks).

1. Positioned centrally on the right breast 5mm above top of pocket.

c. 'Coat, White' (summer ceremonial coat for female Officers and Senior Sailors with no pockets).

1. S1/2. Positioned centrally on the right breast 5mm below the Service Readiness Badge.

2. S3. Centrally on the right breast, the bottom edge of the name badge is to be in line with bottom edge of the bottom row of ribbons/unit citation. For members not entitled to wear a ribbon the top edge of the name badge is to be positioned approx. 130-150mm below the shoulder line.

d. 'Jumper, White and Black' (winter and summer ceremonial jumpers for Junior Sailors), 'Dress, White' and 'Dress, Black' (female all ranks).

1. S/W 1/2. Positioned centrally on the right breast. Top edge of the name badge is to be in line with the top edge of the of the medal's ribbon.

2. S/W 3. Centrally on the right breast, the bottom edge of the name badge is to be in line with bottom edge of the bottom row of ribbons/unit citation.

3. For members not entitled to wear a medal or medal ribbon the top edge of the name badge is to be positioned centrally on the right breast approx. 130-150mm below the shoulder line.

e. Rib Knit Sweater or Sleeveless Sweater.

1. The top edge of the name badge is to be positioned centrally on the right breast approx. 130-150mm below the shoulder line.

Royal Australian Navy Service Readiness Badge

6.52. The RAN Service Readiness Badge consists of a gilt background depicting waves, with a small anchor (silver level 1 and gold level 2) or star (silver level 3 and gold level 4) in the centre, which indicates the length of completed sea service.

6.53. Wearing of the badge is mandatory for qualified personnel who meet the RAN Individual Readiness requirements. The badge is to be worn as follows:

a. 'Coat, Black' (winter ceremonial coat for Officers and Senior Sailors).

1. W1/2/3. Positioned centrally on the right breast 5mm above name badge.

b. 'Coat, White' (summer ceremonial coat for male Officers and Senior Sailors with pockets); White Shirts and Black Utility Jackets (All ranks).

1. Positioned centrally on the right breast 5mm above the name badge.

c. 'Coat, White' (summer ceremonial coat for female Officers and Senior Sailors with no pockets).

1. S1/2. Positioned centrally on the right breast, bottom edge of badge to be in line with the top of the medal ribbon.

(a). For members not entitled to wear medals the bottom edge of the badge is to be positioned centrally and horizontally on the right breast in line midway between the top and second button.

2. S3. Centrally on the right breast 5mm above name badge.

d. 'Jumper, White and Black' (winter and summer ceremonial jumpers for Junior Sailors), 'Dress, White' (female all ranks).

1. S/W 1/2/3. Centrally on the right breast 5mm above name badge.

e. Mess Dress. Worn centrally on the right lapel with the bottom edge aligned horizontally with the top of the medal's ribbons.

1. For members not entitled to wear medals:

(a). S4/5. Worn centrally on the right lapel with the bottom edge aligned horizontally to the second button of the shirt (collar button counted as the first).

(b). W4/5. Worn centrally on the right lapel with the top edge of the badge to be positioned 40mm below the point of the lapel

6.54. Details on the entitlement and issue of the Service Readiness Badge can be found in Annex 6A.

6.55. The badge is not to be worn on coveralls, DPNU, DPCU / AMCU, overcoats, raincoats or greatcoats.

Warrant Officer of the Navy

6.56. Warrant Officer of the Navy (WO-N) insignia consist of the following:

a. Shoulder boards. A gilt badge consisting of the Australian Coat of Arms surrounded by a broad laurel wreath.

b. Soft Rank Insignia. An embroidered device, similar to shoulder boards.

c. Embroidered badge. Colourised embroidered badge consisting of the Australian Coat of Arms surrounded by a broad laurel wreath, worn on the sleeves of the winter ceremonial coat, in lieu of WO rank devices.

6.57. WO-N also wears a gold and black bevelled edge 40mm round badge with the Australian Coat of Arms surrounded by a broad laurel wreath as shown in Figure 6.7.

Figure 6.7: WO-N Round Badge



6.58. **Positioning.** The badge is worn on the right hand side pocket of both the summer and winter shirt in a centralised position. The badge is worn under the name badge when wearing the Utility Jacket. When in ceremonial uniform the badge is worn in a central position below the name badge, and in mess dress the badge is worn in a central position on the right lapel below the Service Readiness Badge.

Command Warrant Officer's Badge

6.59. Tier C Command Warrant Officers (CWO) wear a silver bevelled edge round badge with a Navy Badge in the centre donating the wording 'Command Warrant Officer' at the bottom as shown in Figure 6.8.

Figure 6.8: Tier C CWO Badge



6.60. Tier B CWOs wear a bronze bevelled edge round badge with a Navy Badge in the centre donating the wording 'Command Warrant Officer' at the bottom as shown in Figure 6.9.

Figure 6.9: Tier B CWO Badge



6.61. **Positioning.** The CWO badge is worn on the right hand side pocket of both the summer and winter shirt in a centralised position. The badge is worn under the name badge when wearing the Utility Jacket. When in ceremonial uniform the badge is worn in a central position below the name badge, and in mess dress the badge is worn in a central position on the right lapel below the Service Readiness Badge.

Long Service Badges

6.62. Long Service Badges are worn by PO and below who are qualified by service.

6.63. The periods of qualifying service are:

a. First badge: Four years

b. Second badge: Eight years

c. Third badge: 12 years.

6.64. All service counts as qualifying service except time forfeited. In the case of Naval Reserve personnel, qualifying service is actual years engaged in the Navy Reserve, and is not indicative of periods of Non Continuous Training / Active Continuous Training / Full-time Service / Continuous Full-time Service.

6.65. Divisional Officers may approve requests for Long Service Badges. When a request for a Long Service Badge has been approved, a gratuitous issue of the badge is to be made.

6.66. Service in other elements of the Australian Defence Force or other Commonwealth forces may be considered towards the award of Long Service Badges. Applications are to be forwarded to Navy People Career Management Agency, Attention: SO Transfers.

6.67. The Long Service Badge is a chevron 13mm wide, angled at 135 degrees and 130mm in width at the top. It is worn point downwards, and a maximum of three Long Service Badges may be worn only.

6.68. Long Service Badges are worn on the left sleeve of ceremonial uniforms only. When worn alone, the centre of the device is to be midway between the point of the shoulder and the point of the elbow. When more than one long service badge is worn, the distance between each badge is to be 13mm.

Category Badges

6.69. Only Sailors wear Category Badges, with the exception of WO, as follows:

a. **CPO.** On each lapel of the black winter jacket.

b. **PO.** Worn on the right sleeve of the summer and winter ceremonial. The badge is to be positioned on the front of the sleeve as close as possible to an imaginary crease running down the centre of the sleeve, midway between the point of the shoulder and the point of the elbow.

c. **LS and below.** Worn on the right sleeve of the summer and winter ceremonial jumper. The badge is to be positioned on the front of the sleeve as close as possible to the crease running down the centre of the sleeve, midway between the point of the shoulder and the point of the elbow. On the female jacket, which does not have a crease down the facing of the sleeve, the badge is to be in a corresponding position.

6.70. Category Badges are not ordinarily worn on Mess Jackets (with the exception of Junior Sailor Musicians and retinue staff to Senior Officers), white military style shirts, summer shirts or flannels. PO, LS and AB Naval Police Coxswains wear a Category Badge on summer shirts and on the white dress. Physical Training Instructors wear a blue Category Badge on the left breast of the tracksuit jacket and the Polo Neck Physical Training Shirt.

Leading trainees at training establishments

6.71. Leading trainees at training establishments may wear distinctive badges or other marks as directed by the CO. Distinctive badges or other marks must be prescribed in the appropriate standing orders.

COMMENDATION BADGES

6.72. Australian Defence Force Commendation Badges are issued by the Chief of the Defence Force (CDF), the Secretary, Principal Awarding Authorities (e.g. Service Chiefs) and Appointed Awarding Authorities under the auspice of the Defence Commendation Scheme. Commendation Badges are available to all ADF and APS personnel of Defence, and can be awarded to individuals or groups, units or teams. The Defence Commendation Scheme is administered under the Defence Honours and Award Manual Chapter 39. Commendation Badges are to be worn with the Naval uniform as prescribed in this publication.

6.73. **Navy Commendation Badges.** Navy Commendation Badges are elliptical in shape and bear a rope border surrounding the RAN Badge and the word ‘Commendation’ (full size only). The full size badge is 24mm x 30mm and the miniature 16mm x 21mm. Colours are:

a. CN - ‘antique gold’

b. DCN / COMAUSFLT / Appointed Awarding Authorities – ‘antique silver’ or ‘bronze’

Wearing instructions for Commendation Badges

6.74. **General.** Personnel are permitted to wear a maximum of two Commendation Badges at any one time regardless of level. If two badges are worn, the senior badge (in accordance with this publication) is to be positioned closest to the centre of the chest with a 3mm space separating the badges.

6.75. Navy personnel awarded a Defence Commendation for service rendered while a Defence Civilian wear the awarded Commendation Badge when in uniform.

6.76. Commendation Badges are provided in two sizes, full size and miniature

a. **Full size Commendation Badge**. Worn on uniforms S/W1, S/W2, S/W3, S/W6, S/W7, S8 and S/W11. The badge is to be placed centrally 5mm above the Service Readiness Badge or 5mm above Name Badge if the Service Readiness Badge is not being worn.

b. **Miniature Commendation Badge.** Worn on S/W4 and S/W5. The badge is to be worn on the right lapel of the mess jacket, 5mm above the Service Readiness Badge. If no Service Readiness Badge is worn, the badge is to be in placed as if the Service Readiness Badge was being worn.

Figure 6.10: Full sized Commendation Badges positioning on S2 Coat



Figure 6.11: Miniature Commendation Badge positioning on lapel of S4 Jacket



6.77. **Civilian attire.** Service personnel are not to wear Commendation Badges with civilian attire.

6.78. **Precedence**. The precedence of Commendation Badges on the Naval uniform is in descending order as shown below from Figure 6.12 to Figure 6.29. An individual commendation takes precedence over a group commendation from the same level.

Figure 6.12: Secretary and Chief of the Defence Force Commendation



Individual **Group**

Figure 6.13: Chief of the Defence Force Commendation



Individual **Group**

Figure 6.14: Secretary Commendation



Individual **Group**

Figure 6.15: Australian Defence Force (Level 3 – Gold Level) Commendation



Individual **Group**

Figure 6.16: Royal Australian Navy (Level 3 – Gold Level) Commendation



Individual



Group

Figure 6.17: Australian Army (Level 3 – Gold Level) Commendation



Individual



Group

Figure 6.18: Royal Australian Air Force (Level 3 – Gold Level) Commendation



Individual



Group

Figure 6.19: Department of Defence (Level 3 – Gold Level) Commendation



Individual



Group

Figure 6.20: Australian Defence Force (Level 2 – Silver Level) Commendation



Individual

Figure 6.21: Royal Australian Navy (Level 2 – Silver Level) Commendation



Individual

Figure 6.22: Australian Army (Level 2 – Silver Level) Commendation



Individual

Figure 6.23: Royal Australian Air Force (Level 2 – Silver Level) Commendation



Individual

Figure 6.24: Department of Defence (Level 2 – Silver Level) Commendation



Individual

Figure 6.25: Australian Defence Force (Level 1 – Bronze Level) Commendation



Individual

Figure 6.26: Royal Australian Navy (Level 1 – Bronze Level) Commendation



Individual

Figure 6.27: Australian Army (Level 1 – Bronze Level) Commendation



Individual

Figure 6.28: Royal Australian Air Force (Level 1 – Bronze Level) Commendation



Individual

Figure 6.29: Department of Defence (Level 1 – Bronze Level) Commendation



Individual

SPECIAL QUALIFICATION BADGES

6.79. Specialisation badges are issued for the achievement of specialist qualifications or acquisition of skills. The following badges indicate these skills and qualifications:

a. Badge, Flying (including pilot, observer, aircrew and flight test engineers badges)

b. Badge, Principal Warfare Officer

c. Badge, Submarine Sea Qualification

d. Badge, Parachutist

e. Badge, Special Duties Unit Parachutist

f. Badge, Mine Clearance Diving Officer

g. Badge, Mine Warfare Officer

h. Badge, Maritime Logistics Charge Officer

i. Badge, Engineering Charge, Officer

j. Badge, Maritime Geospatial

k. Badge, Fighter Control

l. Badge, Technical Charge, Sailor

m. Army Combat Badge

n. Infantry Combat Badge

o. Badge, Diver (Cuff Rate)

p. Badge Marksman (Cuff Rate)

q. Champion Technician (Cuff Rate).

6.80. All badges are gold plated moulded metal with the exception of the Sailor's Technical Charge Badge which is bronze plated and the Diver, Marksman and Champion Technician badges (cuff rates) which are embroidered cloth badges.

Flying Badge

6.81. Naval Flying Badges are worn by Officers and Sailors qualified as:

a. Pilots:

1. Fixed wing aircraft—on successful completion of advanced flying training.

2. Helicopters—on successful completion of helicopter flying training.

b. Observers. On successful completion of operations flying training, part 1.

c. Aircrew. To Leading Seaman Aircrew and Search and Rescue divers on successful completion of the appropriate course.

d. Flight Test Engineers. On successful completion of flight test engineer course.

6.82. For Pilots and Observers the initial award of the badge is on a provisional basis and the award is not confirmed until the holder has successfully completed Operational Flying Training Part 2.

6.83. The badges consist of gold plated, moulded metal brooches, depicting wings and having in the centre a distinctive design as follows:

a. Pilots. Stockless fouled anchor surrounded by a laurel wreath surmounted by a crown.

b. Observers. Stockless fouled anchor inside the letter ‘O’ surrounded by a rope circle, the whole surmounted by a crown.

c. Aircrew. Stockless fouled anchor inside a rope circle.

d. Flight Test Engineers. The letters ‘FTE’ surrounded by rope circle, the whole surmounted by a crown.

6.84. Flying Badges may be worn continuously during service whether or not the member continues to be employed in flying duties. The right to wear a Flying Badge may only be withdrawn at the direction of CN. It is likely to be withdrawn if the holder has:

a. been removed permanently from flying duties for disciplinary or other reasons within their own control, or

b. failed to undertake successful productive flying duties in a front line, training or miscellaneous unit.

6.85. Observers who have qualified as Pilots will normally wear the pilot’s badge. Should an Officer so qualified become incapable of carrying out the duties of a pilot and be employed only on observer duties, they will wear the Observer’s Badge. The two badges are not to be worn together.

Principal Warfare Officer Badge

6.86. The Principal Warfare Officer badge consists of gold-plated moulded metal brooch depicting crossed swords, overlaid with a ship’s bow surmounted by a crown. The Principal Warfare Officer Badge is worn by Officers who have qualified by passing one of the following courses:

a. Royal Navy (RN) Long Course

b. RN Principle Warfare Officer Course

c. RAN Principle Warfare Officer Course

d. RAN Surface Warfare Officer Course, or

e. completion of other courses or experience in command of a combat ship.

Parachutist Badge

6.87. The Parachutist badge may be worn by Officers or Sailors who have successfully completed a basic parachute course at a recognised military parachute training school. The badge consists of moulded metal, gold vertical wings with a parachute in the centre.

Special Duties Unit Parachute Badge

6.88. The Special Duties Unit Parachute badge is awarded to personnel who have successfully completed the Special Air Service Regiment (SASR) Selection Course, the Basic Parachute Course and have been accepted for service in the RAN Special Duties Unit attached to the Special Air Service Regiment. The badge consists of a gold-plated, moulded metal brooch depicting rounded wings and having an open parachute in the centre.

Submarine Sea Qualification Badge

6.89. The Submarine Sea Qualification badge (Dolphins) is worn by those Officers and Sailors who have successfully completed the Submarine Sea Qualification. Wearing of the badge is compulsory for the duration of RAN service. If a member is returned to General Service because of inefficiency, unsatisfactory conduct or for medical unsuitability, due to a cause within the individual's control, consideration will be given to withdrawing the member's entitlement to wear the badge. The badge consists of a gold plated, gilded metal brooch depicting two dolphins, nose to nose, supporting a crown.

Maritime Logistics Charge Badge

6.90. The Maritime Logistics Charge badge is worn by those Officers who have successfully completed the Maritime Logistics Charge board. The badge is gold plated stamped metal featuring a background of waves and crossed swords; it comprises a star engraved on the oval base with a stockless fouled anchor standing proud surmounted by a crown.

Engineering Charge Badge

6.91. The Engineering Charge badge is worn by those Officers who have successfully completed the Engineering Charge board. The badge is gold plated stamped metal featuring a background of waves and crossed swords; it comprises a 22 tooth gear wheel as the centre device with a stockless fouled anchor surmounted by a crown.

Maritime Geospatial Badge

6.92. The Maritime Geospatial badge is worn by Military Geospatial Officer – Hydrographic (MGO-H) and Military Geospatial Officer – Meteorological (MGO-M) Officers and Hydrographic Surveying (HS) category Sailors. The badge is gold plated stamped metal featuring a background of waves with a crossed sword and scabbard; it comprises a sextant proud on an oval disk with a rope surround surmounted by a crown.

6.93. The badge is awarded to MGO-H Officers and HS Sailors on completion of the H2 Hydrographic Course. Officers must have gained a Bridge Watchkeeping Certificate and Sailors must have completed the Small Ships Navigation Course (as well as the H2 course) to be eligible to wear the badge. The badge is awarded to MGO-M Officers on completion of the Military Meteorological and Oceanographic (METOC) Course.

Fighter Control Badge

6.94. The Fighter Control badge is worn by those Officers and Senior Sailors who have successfully completed the AWACS Conversion Course. The badge is gold plated stamped metal featuring a background of wings; it comprises a stockless fouled anchor with the lettering FC beneath the anchor inside a rope circle and surmounted by a crown.

Technical Sailor Charge Badge

6.95. The Technical Charge badge is worn by those Sailors who currently hold or who have successfully completed the Marine Technical Charge Certificate (MTCC), Electronic Technician's Certificate of Competence (ETCC) or the Aircraft Maintenance Charge Certificate (AMCC) Board. The badge is a bronze stamped metal featuring a background of waves and crossed swords; it comprises a 22 tooth gear wheel as the centre device with a stockless fouled anchor surmounted by a crown.

Mine Warfare and Clearance Diving Officer Badge

6.96. The Mine Warfare and Clearance Diving Officer badge is awarded to Officers who have passed the Mine Clearance Diver Officer and Mine Warfare Officers qualifying course. The badge is made in gilt and features a background of waves, similar to the PWO badge; it comprises crossed tridents vice swords, and a mine with diver's helmet surmounted in the centre in lieu of a prow.

Mine Warfare Officer Badge

6.97. The Mine Warfare Officer badge is awarded to Officers who have passed the Mine Warfare Officers course. The badge is made in gilt and features a background of waves, similar to the PWO badge; it comprises crossed tridents vice swords, and a mine surmounted in the centre in lieu of a prow.

Combat Badges – Infantry and Army

6.98. The Infantry Combat Badge (ICB) and the Army Combat Badge (ACB) is worn by eligible personnel on the left breast one centimetre above the medals or ribbon bars. If a PQ or charge badge is worn the ICB / ACB is worn one centimetre above this badge. The ICB and ACB are not worn on DPNU, DPCU, sweaters, raincoats, overcoats or any form of protective dress. The ACB is not worn if the individual has been awarded the ICB.

Regulations for wearing special qualification badges

6.99. Special qualification badges are not worn on coveralls, overcoats, raincoats, greatcoats, or working dress jackets.

6.100. **Dual / Multi specialist.** Only one gilt metal specialist badge may be worn at any one time. An Officer or Sailor eligible for more than one specialist gilt metal badge is to wear the badge awarded for the latest specialist qualification gained. However, should an occasion / employment arise where the badge from an earlier specialisation would be more appropriate the member may elect, with CO's concurrence, to wear the most appropriate of the specialist badges.

6.101. **Positioning.** Specialisation badges are available in two sizes, large and miniature. The badges are to be worn as follows:

a. **Officers / Senior Sailors – Large badge**

1. Coat, Black Winter

(a). No ribbons / medals / unit citations are worn. Positioned centrally on the left breast 15mm above the pocket.

(b). With ribbons / medals / unit citations. Bottom of badge positioned centrally of the left breast 5mm above the top row of ribbons or medal ribbons.

2. Coat, White Summer Ceremonial / White Shirts with pockets.

(a). No ribbons / medals / unit citations are worn. Bottom of the badge positioned centrally 5mm above the top of the pocket.

(b). With ribbons / medals / unit citations. Positioned centrally 5mm above the top row of ribbons or medal ribbons.

3. Coat, White Summer Ceremonial with no pockets.

(a). No ribbons / medals / unit citations are worn. Top of the badge positioned centrally and horizontally on the left breast in line midway between the top and second button.

(b). With ribbons / medals / unit citations. Positioned centrally 5mm above the top row of ribbons or medal ribbons.

4. White Dress, Black Dress (all ranks)

(a). No ribbons / medals / unit citations are worn. Positioned centrally and horizontally on the left breast in line with the name badge.

(b). With ribbons / medals / unit citations. Positioned centrally 5mm above the top row of ribbons.

b. **Officers / Senior Sailors – Miniature badge**

1. Jacket, Mess, Black

(a). No medals / unit citations are worn. Positioned centrally on the left lapel. Top of the badge positioned 40mm below the point of the lapel.

(b). With medals / unit citations. Positioned centrally 5mm above the top edge of medal ribbons.

2. Jacket, Mess, White

(a). No medals / unit citations are worn. Positioned centrally on the left lapel with the bottom of the badge aligned to the second shirt button (collar button being the first).

(b). With medals / unit citations. Positioned centrally 5mm above the top edge of medal ribbons.

c. **Junior Sailors – Large badge**

1. Jumper, Black / Jumper, White

(a). No ribbons / medals / unit citations. Top of the badge is approx. 130-150mm from top of shoulder.

(b). With ribbons / medals / unit citations. Positioned centrally 5mm above the top edge of medal ribbons.

2. White shirts with pocket

(a). No ribbons / unit citations. Bottom of badge positioned centrally 5mm above the top of the pocket.

(b). With ribbons / unit citations. Positioned centrally 5mm above the top row of ribbons or medal ribbon.

Badges previous service

6.102. The holder of a Pilot, Observer, Flight Test Engineer, Submariner, Principal Warfare Officer, Mine Clearance Diving Officer, Mine Warfare Officer, Maritime Logistics Charge, Engineering Charge, Maritime Geospatial, Fighter Control, Technical Sailor Charge, Parachutist or Sailor Aircrew specialist badge may continue to wear it after they have ceased to carry out the relevant duties and/or in the case of a sailor who has been commissioned. The appropriate badge may, therefore, be worn by a member whilst serving in the Permanent Navy, Naval Reserve or by Officers on the Retired List, provided they have qualified for it in the RAN or another Service, and provided the award has not been withdrawn.

Embroidered Sub-specialist qualification badges (Cuff Rate Badges)

6.103. The following are Cuff Rate Badges:

a. **Diver.** Awarded to Sailors capable of diving to a depth of 20 metres using compressed air breathing apparatus to which a lifeline is attached. To remain qualified, a diver must remain current in accordance with ABR 155—RAN Diving Manual. The badge is made of embroidered cloth depicting a diver's helmet.

b. **Marksman.** The badge is awarded for a first class score in part one of the Standard Rifle Range Course at the nominated shoot during the year. The badge may be worn for two years from the date of qualification and if the member has not requalified within two years, the badge is to be removed. The badge is made of embroidered cloth depicting a pair of crossed rifles.

c. **Champion Technician.** The badge is awarded to sailors who are afforded the title of Champion Technician of the Navy (PMKeyS Proficiency NCOMM0026). These are normally members of the teams who win their category National Final event of the annual Navy Engineering Challenge. The badge is made of embroidered cloth depicting a Federation Star.

6.104. Sailors (other than WO) wear embroidered qualification badges on the right cuff of ceremonial uniform coats and jumpers. On ceremonial uniform coats and jumpers the badges are to be positioned 6mm above the centre gilt button by CPO and 30mm from the bottom of the sleeve by other sailors to align with the member's category badge.

6.105. **Multiple sub-specialist qualifications.** If two badges are worn they are positioned side by side and separated by a space of 10mm, with the senior badge to the front. If all three badges are worn, the third is to be worn in a corresponding position on the left cuff. Order of precedence is:

a. Diver

b. Marksman, and

c. Champion Technician.

Recruit Instructor Badge

6.106. The Recruit Instructor (RI) is bronze in colour depicting a kellick with the lettering R and I on either side with 'Navy' written beneath. The RI badge is awarded and issued by Training Authority – Initial Training, Leadership and Management (TA-ITLM). This authority may be delegated to the Command Officer of the RAN Recruit School (CO RAN RS) for RAN RS instructors. To qualify for the badge the member must:

a. Successfully complete the Recruit School Instructor Course or Officer Recruit Instructor Course.

b. Be assessed as competent as an Initial Entry Training (IET) instructor.

6.107. The right to wear the metal RI badge in perpetuity requires the member to:

a. Demonstrate satisfactory performance as an IET instructor with a minimum performance assessment of 'satisfactory' and a recommendation that the member is either suitable or highly suitable for promotion.

b. Complete a period of twelve months service as an IET instructor.

c. Be assessed, on a case-by-case basis, as eligible to wear the RI badge in instances where IET's posted on short-notice did not complete twelve months service.

6.108. Personnel who previously qualified for the RI badge in accordance with the preceding paragraphs may submit an application to TA-ITLM for consideration and approval. TA-ITLM may rescind the right to wear the RI badge in perpetuity if an IET instructor is removed from their position due to poor performance or behaviour, disciplinary or administrative action, or other non-service reasons.

6.109. The RI brassard is not to be worn perpetuity and is to be worn only whilst posted to the RAN College or RAN RS on Disruptive Pattern Uniforms in accordance with HMAS *Creswell* and *Cerberus* administrative orders. Members who qualify for wearing the RI badge may wear the metal badge with service dress S/W1, S/W2, S/W3, S/W6, S/W7, S8 and S/W 11.

6.110. **Positioning.** When worn with S/W6, S/W7 and S8 the badge is to be positioned on the top left hand corner of the right pocket and in the corresponding position when wearing S/W11. When worn with S/W1, S/W2 and S/W3 the badge is to be positioned centrally 5mm below the Name Badge.

Figure 6.30: Recruit Instructor Badge positioning on S2



Figure 6.31: Recruit Instructor Badge positioning right pocket W7



Other Services / Foreign Badges

6.111. Only approved Navy badges and patches are to be worn on the Navy uniform. Personnel who have qualified for an award of a badge or other accoutrement during service with the Army, Air Force or other forces (including foreign armed forces) may be granted permission to wear the Navy equivalent of that qualification. Note that if there is no equivalent Navy badge the original badge may not be worn. Inquiries in the first instance should be directed to the Navy Uniforms section.

Annexes:

6A. Policy on Entitlement and Issue of RAN Service Readiness Badge
6B. Authorisation for Issue of Service Readiness Badge
6C. Notice of Revocation or Temporary waiver on wearing of Service Readiness Badge

CHAPTER 6 ANNEX A – ENTITLEMENT AND ISSUE OF THE ROYAL AUSTRALIAN NAVY SERVICE READINESS BADGE

Introduction

1. The ability of the Royal Australian Navy to deploy personnel on operations within Australia, at sea and overseas, is predicated on the individual readiness (IR) of its uniformed members both Permanent Navy and Naval Reserve. IR refers to the ability of an individual to be deployed on operations to perform specific skills within a specified readiness notice. Service at sea is considered an integral part of being a member of the RAN, and the ability of the Navy to deploy members to sea is fundamental to IR.

2. The Service Readiness Badge (SRB) provides visible recognition of RAN personnel who are ready in all respects to be deployed on operations at sea and ashore or in support of such operations. The badge also recognises the cumulative amount of time served in seagoing ships or seagoing submarines.

3. This annex describes the policy for the entitlement, issue, wearing and removal of the SRB in the RAN.

Definitions

4. Member means a currently serving member of the RAN, either in the Permanent Navy or the Naval Reserve.

5. Maritime Sustainability Allowance (MSA) is a tiered financial allowance that applies to member of the Permanent Forces and Naval Reserves.

Application

6. A member's SRB level is determined by the member's MSA tier which is in turn determined by the number of years of cumulative sea service. Guidance for the calculation of cumulative sea service for the purposes of determining MSA tier, and consequently a member's SRB level, is contained in the ADF Pay and Conditions Manual (PACMAN).

Description of the Service Readiness Badge

7. The badge comprises a gilt background device depicting waves, with either a small anchor or star located in the centre of the badge.

8. The symbol in the centre of the badge indicates the period of accumulated sea service. The extent of sea service and corresponding symbol / colour is as follows:

   a. Silver Anchor - Meet IR requirements.

      1. MSA Tier 1 - completed less than three years of cumulative sea service.

   b. Gold Anchor - Meet IR requirements.

      1. MSA Tier 2 - completed three but less than six years of cumulative sea service.

   c. Silver Star - Meet IR requirements.

      1. MSA Tier 3 - completed six but less than 11 years of cumulative sea service.

d. Gold Star - Meet IR requirements.

1. MSA Tier 4 - completed more than 11 years of cumulative

Entitlement to the Service Readiness Badge

9. All currently serving Permanent Navy and Naval Reserve personnel who meet IR requirements are entitled to wear the SRB. Although the SRB level is determined by the member's MSA tier, the member does not have to be serving at sea to wear the SRB.

Approving authority

10. A member's CO is the approving authority for the initial issue of the SRB. The member is to advise their CO of their SRB entitlement level on the 'Authorisation for Issue of Service Readiness Badge' form (Annex 6B). Should the SRB entitlement level be disputed, the CO is to, where possible, determine the appropriate level. Where the CO is unable to resolve the discrepancy NPCMA assistance is to be sought to determine the level of entitlement.

Issue of the Service Readiness Badge

11. The members SRB will be issued on initial achievement of IR. Upgrades will be gratuitously issued as members achieve the necessary qualifying period.

12. Initial gratuitous issue and subsequent requests for upgrades of badges should be made through Ships' Offices with validation by the member's CO. Requests for the badge are to be made using the 'Authorisation for issue of Service Readiness Badge' form (Annex 6B) and submitted to the local Clothing Store with a copy retained on the member's personal file.

13. Two badges at the appropriate level will be issued at Commonwealth expense. Stocks of SRBs are available in clothing stores on a repayment basis for replacement or additional badges.

Removal of Service Readiness Badge

14. A CO is to withdraw the right to wear the SRB if the member:

a. is not individually ready, or

b. is undergoing a period of detention.

15. A CO may grant temporary waivers from the relevant IR provisions for members who cannot maintain the required degree of IR for reasons beyond their control. A temporary waiver describes circumstances where the member may be able to comply with IR requirements after a reasonable period of time. A reasonable period of time will vary depending on circumstances. Individuals granted such waivers will continue to wear the SRB for the specified period of the waiver.

16. A notice of revocation and waiver is at Annex 6C. COs are to issue this notice to the member on notification of withdrawal of the right to wear the SRB or of the temporary waiver from IR provisions.

Requalification

17. Where the right to wear the SRB is withdrawn, the member must satisfy all IR criteria to subsequently requalify to wear the badge. As soon as the member can satisfy all IR requirements the entitlement to wear the appropriate level badge will be reinstated.

Dispute resolution

18. As the SRB is determined by a member's MSA tier, disputes involving SRB level are to be dealt with as for disputes involving MSA. Once the appropriate MSA tier is determined in accordance with the PACMAN, the SRB level may be confirmed.

CHAPTER 6 ANNEX B – AUTHORISATION FOR ISSUE OF SERVICE READINESS BADGE

Name: ..... **Rank:** ..... ……

PMKeyS: ..... **Unit:** ……..……..……..…

SRB level requested: (tick one)

□ Silver Anchor (0–3 years) □ Gold Anchor (3–6 years) □ Silver Star (6–11 years)

□ Gold Star (over 11 years)

Reason: (tick one) □ Initial entitlement □ Upgrade of level

Current MSA tier: □ One □ Two □ Three

Sea Service as recorded in PMKeyS:

Total: ..... years ..... days

Declaration by requesting member:

I declare that the information contained on this request form to be true and correct.

Signed: ……..……..... Rank: ……..... Date: .....

Verification by Divisional Officer / Supervisor:

I have consulted with the member and endorse the SRB level applied for is correct. The member meets Royal Australian Navy individual readiness requirements or has been granted a temporary waiver.

Signed: ……..……..... Name:……..... Rank: …… Date: ……..…

Commanding Officer signature: Approved/ Not approved

Signed: ……..……..... Name:……..... Rank: …… Date: ……..…

Acknowledgment of uniform receipt

I acknowledge receipt of the requested Service Readiness Badge(s)

Signed: ……..……..... Name:……..... Rank: …… Date: ……..…

Completed form to be placed on members Pers file.

CHAPTER 6 ANNEX C – NOTICE OF REVOCATION OR TEMPORARY WAIVER ON WEARING OF SERVICE READINESS BADGE

Revocation

Having failed to meet the Individual Readiness (IR) requirements the right of the following member to wear the Service Readiness Badge (SRB) is hereby revoked.

…… …….. ……..……..…
Name Rank PMKeyS No:

The member must satisfy all IR criteria to subsequently requalify to wear the badge. As soon as the member is able to satisfy all IR requirements the entitlement to wear the badge will be reinstated.

Signed:…… Name:…… Rank:…… Date:……

I acknowledge that I have been advised of the revocation of my right to wear the SRB.

Signed:…… Name:…… Rank:…… Date: ……..……

Temporary waiver

Having failed to meet the IR requirements, the right of the following member to wear the Royal Australian Navy SRB would ordinarily be revoked:

…… …….. ……..
Name Rank PMKeyS No:

A temporary waiver from the strict application of the IR provisions is granted for the period ending

……..…. During this period the member may continue to wear the SRB. Should the member still fail to meet the IR requirements after this period has expired, the right to wear the SRB will be revoked unless another waiver has been granted.

Signed:…… Name:…… Rank:…… Date:……

I acknowledge that I have been advised of the temporary waiver permitting me to continue wearing the SRB.

Signed:…… Name:…… Rank:…… Date:……

Completed form to be placed on members Pers file.

CHAPTER 7 – MEDALS AND RIBBONS

Introduction

7.1. This chapter provides detailed instructions for the wearing of insignia of orders, decorations medals and unit citations by Royal Australian Navy members.

7.2. **General.** The wearing of orders, decorations, medals and unit citations is in accordance with the instructions in this chapter.

Definitions

a. **Award.** Throughout this chapter, the term ‘Award’ is used as a collective term for orders, decorations, medals and unit citations.

b. **Bar.** This indicates the granting of a second or subsequent award of the same medal, e.g. ‘VC and Bar’.

c. **Clasp.** A clasp consists of a full width strip of the same metal as the original medal and is attached to the ribbon of the original medal to indicate:

1. The geographical area of a campaign, e.g. ‘KUWAIT’ for the Australian Active / Australian Service Medals.

2. A further period of qualifying service, e.g. for the National Medal.

3. The date of award, e.g. for the Antarctic and Champion Shots Medals.

d. **Decorations.** Generally anything that is not an order or a medal is a decoration. Decorations can be in the form of a cross or star and may have an associated medal, which is lower in the Order of Precedence.

e. **Emblem.** The term ‘emblem’ denotes surcharges affixed to ribbons. These include the miniature cross on the Victoria Cross and George Cross ribbons; the silver Tudor Rose denoting the award of a bar; the ‘1’ and ‘8’ for the Africa Star and the bronze sprig of oak leaves signifying the award of a Mention-in-Dispatches.

f. **Foreign award.** Awards from all countries other than Australia are foreign awards. Wearing of foreign awards is detailed in paragraphs 7.17-18.

g. **Insignia set.** The complete set of insignia presented to the recipient of an award.

h. **Lapel badge/brooch.** A small replica in full or part of the major piece of the insignia set.

i. **Major piece.** The full size piece of insignia in the set.

j. **Medal.** An award (other than an order or decoration) made to an individual in one of the following categories:

1. medals for gallantry in action or for bravery in peacetime

2. medals for meritorious service and long service

3. medals for special service or achievement in peacetime

4. medals for war service, or

5. to recognise commemorative occasions.

k. **Miniature.** The smaller piece in the insignia set is a reduced replica of the major piece. The miniature piece is usually, but not always, half the size of the major piece.

l. **Neck decoration.** Insignia worn by male recipients on miniature widths ribbon under the shirt collar and suspended just below the knot of the tie. Females appointed to equivalent levels in the order are presented with their insignia on a bow and tails mounting.

m. **Neck ribbon.** Part of the insignia of the higher levels of orders, the full size neck ribbon is used only for the investiture ceremony when the award is presented to the recipient. On all subsequent occasions recipients wear a neck ribbon made from the miniature width ribbon.

n. **Official award.** A national award instituted by the Sovereign under Letter Patent to accord recognition to an individual or group of people. A number of Australian organisations and institutions have their own awards, which may confer some kind of medal upon their recipients. Such awards include those for bravery or lifesaving or for long/or meritorious service. As the Sovereign did not institute these awards, any insignia associated with them should be worn on the right breast after approval from CN.

o. **Ribbon bar.** Consists of a strip of ribbon of the relevant award attached to a bar of metal, which is pinned or sewn on the uniform in accordance with instructions contained in this chapter.

p. **Unit citation.** The Queen instituted the Unit Citation for Gallantry and the Meritorious Unit Citation on 15 January 1991 to recognise gallantry in action or outstanding service in operations where it would be appropriate to recognise collectively the performance by all members of a unit.

Order of Precedence

7.3. The order of precedence is promulgated by Government House and shows official awards in order of seniority. The order of precedence to the wearing of orders, decorations and medals is shown in Defence Honours and Awards Manual, Volume 1, Chapter 4. The Order of Precedence is reviewed regularly by the Governor-General's office.

Members appointed to more than one Order

7.4. Members appointed to more than one Order usually wear the most senior neck decoration with medal bar, but there are occasions when the recipient may find it more appropriate to wear the insignia of a junior or foreign Order. For example, a member appointed to both the Order of Australia (AO) and the Order of the British Empire when attending a function organised in its honour, even if the recipient holds a higher award within the AO. The same applies to the Order of St John.

7.5. A single miniature of an Order or decoration is not to be worn if the neck decoration is worn; for example an AO miniature would not be worn by itself simultaneously with the wearing of the AO neck decoration. However, if the recipient holds one or more additional awards, the miniature of the AO would be worn with the miniature(s) of the other awards(s), suspended on a medal bar in the Order of Precedence, simultaneously with the wearing of the neck decoration insignia.

WEARING OF AWARDS

Australian Honours and Awards

7.6. The guide to the wearing of insignia of the Order of Australia with civilian clothing is contained in the Order of Australia Handbook, together with the letter patent, constitution, insignia ordinance, and the Australian Order of Precedence of Honours and Awards. Copies of these are issued to all recipients at the time of their investiture. Additional copies may be obtained from the Governor-General's internet site.

Bravery awards

7.7. Mention in Despatches, King's Commendations and Queen's Commendations are worn as follows:

a. **1939–1945.** The single bronze oak leaf emblem signifying either a Mention in Dispatches or a King's Commendation for brave conduct, if granted for service in World War II 1939–1945, is worn on the War Medal, 1939–45. If the War Medal has not been granted the emblem is worn directly on the coat, after any medal ribbons. If there are no medal ribbons, the emblem is worn in the position in which a single ribbon would be worn.

b. **1945 and subsequently.** The single bronze oak leaf emblem, if granted for service in operations after the cessation of hostilities in World War II, is worn on the ribbon of the General Service or Campaign Medal. If such a medal has not been granted, the emblem is worn directly on the coat after any medal ribbons. If there are no medal ribbons, the emblem is worn in the position in which a single ribbon would be worn. The single oak leaf emblem is also used to denote a King's or Queen's Commendation for brave conduct granted since the cessation of hostilities in World War II.

7.8. Appointments to, or promotions in, the Order of the British Empire and awards of the British Empire medal (BEM) granted after the 14 January 1958, for gallantry, are so described, and a silver oak leaf emblem is worn in miniature. A person appointed to the Order after 14 January 1958 for gallantry, and subsequently promoted in the Order, retains and wears the emblem whether promoted for gallantry or otherwise. A holder of the BEM for gallantry granted since 14 January 1958, if subsequently appointed to the Order, continues to wear the emblem on the ribbon of the medal and wears the emblem also on the ribbon of the Order only if appointed to the Order for gallantry.

Insignia of Orders

7.9. The insignia of the various British Orders are as follows:

a. **First Class—Knights of the Garter and Thistle and Knights and Dames Grand Cross:** broad riband (with badge attached); collar when ordered.

b. **Second Class—Knight and Dame Commander:** Staff; neck decoration, i.e. badge suspended on full width or miniature ribbon, normally worn around the neck.

c. **Third Class—Companion and Commander:** Neck decoration but the badges of Companions of the Distinguished Service Order and Imperial Service Order are worn as medals only.

d. **Fourth and fifth Classes—Officers and members**: Badge worn as a medal.

Broad Riband

7.10. The broad riband of Knights of the Garter and Thistle is worn over the left shoulder, the bow from which the badge is suspended resting on the right hip. The broad riband of other orders is worn over the right shoulder, with the badge on the left hip.

7.11. In outfits that do not include shoulder straps the wearing procedure is as follows:

a. If an aiguillette is worn on the right shoulder, the broad riband, other than that of the Garter and Thistle, is worn under the aiguillette shoulder board; for the Garter and Thistle, an additional aiguillette shoulder board is worn on the left shoulder.

b. If an aiguillette is not worn on the right shoulder, the broad riband is worn under a blue, cloth, shoulder board ornamented with gold and blue cord, of the pattern worn with 'Staff' type aiguillettes.

Stars of Orders

7.12. Up to four Stars of Orders may be worn on the left front of the coat or dress. When wearing more than one star, the precedence of the position of each star is (looking at the wearer):

Two Stars	Three Stars	Four Stars
1	1	1
2	2 3	2 3
		4

Neck decorations

7.13. Neck decorations are suspended on miniature ribbons.

7.14. With a turned down collar and day tie, the first or only ribbon is worn inside the collar and over the tie, with the award immediately below the knot of the tie. The second ribbon, if any, is worn immediately below the first, the lower part of the award resting on the cross of the lapel of the jacket. Chaplains may wear neck decorations in a corresponding manner with the clerical collar.

7.15. Only one neck decoration may be worn with S/W4. If the winged collar is worn with this dress, the ribbon is worn outside the collar and under the tie; with the turned down collar, it is worn under the collar. The award is to hang as close as possible below the bow of the tie.

7.16. With the white summer ceremonial jacket the first or only award is worn with the ribbon inside the tunic collar and the award emerging to hang 19mm below the collar. The other awards, if any, are worn emerging between the buttons of the coat, each 25mm below the award above.

Figure 7.1: Honours and Awards on W2 Coat



Figure 7.2: Honours and Awards on S2 Coat



Foreign awards

7.17. Foreign orders, decorations and medals are not to be worn unless the permission of the Government has been obtained. Requests to wear honours and awards earned as a member of a foreign Defence Force should be addressed to Navy Honours and Awards. The request will be considered using the Defence Force Personnel Committee guidelines, under one of five categories:

a. Long Service Awards

b. Non-operational Awards

c. Operational Awards

d. Nursing Awards, or

e. United Nations Awards.

7.18. Members of Commonwealth countries wear the ribbons of their orders, decorations and medal in certain sequence on their left breast, the position of priority being from in the centre of the chest. Medals awarded by societies for bravery in saving human life, if authorised to be worn, are worn on the right breast.

WEARING OF MEDALS, RIBBONS, AWARDS CITATIONS

Entitlement to wear orders, decorations, medals, unit citations

7.19. Personnel awarded medals (and therefore ribbons) are to wear these items, on the appropriate dress. A member can only wear orders decorations, medals, ribbon bars, and unit citations, which have been awarded to that member.

7.20. When a new award is announced or promulgated, the recipient is entitled to wear the appropriate medal / ribbon as soon as the award is promulgated, irrespective of the date of the investiture or the date the medal is received by the recipient.

Wearing Medals of Deceased Relatives

7.21. Personnel not participating in an official RAN or Tri-Service contingent or guard of honour may wear the medals of a deceased relative while in uniform on the following occasions:

a. ANZAC Day

b. Remembrance Day, or

c. other commemorative or memorial events as appropriate.

7.22. When wearing uniform the deceased relative’s medals are to be worn on the right breast, in the same way as an individual’s own insignia and awards are worn, i.e. full sized medals, correctly mounted and in the correct order of precedence. The name badge and other embellishments worn on the right breast are to be removed when the medals of a deceased relative are worn.

Ribbon Bars

7.23. When ribbons are worn without the orders, decorations and medals themselves, a ribbon is worn for each medal (the exception being the Garter and Thistle). The ribbon is the same for all classes of an order.

7.24. The length of the ribbons to be worn is 11–13mm per medal represented, but with more than five rows, ribbons 7mm long may be worn.

7.25. Ribbon Bars are to be worn horizontally on the left breast. Members may wear either a maximum of three or four ribbons per row. If three are selected for the first row then subsequent rows are to also have no more than three. The ribbons are to be arranged in one or more rows as required and in order of precedence as for medals, starting at the inside end of the top or only row.

7.26. If more than one row is worn, the second row is to be 3mm horizontally above the first / bottom row. Third and succeeding rows are to be placed centrally over the preceding row and are to be 3mm horizontally apart. The bottom rows are to be complete before succeeding rows are placed above. The rows are not to project under the lapel of the Coat, Black and are to be placed centrally between the edge of the lapel and the left-hand edge of the lower rows.

7.27. Ribbon Bars may be either sewn on or pinned to the garment by means of a detachable brooch or bar. Transparent material is not to be used to cover the ribbons.

Figure 7.3: Ribbon Bar (two rows) with Specialisation Badge on W3 Coat



7.28. Ribbon Bars are to be worn as follows:

a. ‘Coat, Black’ (winter ceremonial coat for Officers and Senior Sailors).

1. The bottom row of the ribbon bars are to be positioned centrally above the left breast pocket with the bottom edge of the ribbon 15mm above the pocket’s top line (at the centre). The rows are not to project under the lapel; if a ribbon bar is obscured then all rows may be moved outwards towards the arm a sufficient distance to reveal the ribbon.

b. ‘Coat, White’ (summer ceremonial coat for male Officers and Senior Sailors with pockets); White Shirts and Black Utility Jackets (All ranks).

1. The bottom row of ribbon bar is to be positioned centrally above the left breast pocket with the bottom of the ribbon commencing 5mm above the pocket’s top line.

c. ‘Coat, White’ (summer ceremonial coat for female Officers and Senior Sailors with no pockets).

1. The ribbon bar are to be positioned with the top edge of the top row approx. 130-150mm vertically below the shoulder centrally on the left breast.

d. ‘Jumper, White and Black’ (winter and summer ceremonial jumpers for Junior Sailors), ‘Dress, White’ and ‘Dress, Black’ (female all ranks).

1. The top row of ribbon bars is to be positioned with the top edge of the row approx. 130-150mm vertically below the shoulder centrally on the left

breast. On 'Jumper, White and Black' the rows are not to project under the silk; if a ribbon bar is obscured then all rows may be moved outwards, towards the arm, a sufficient distance to reveal the ribbon.

e. Chaplains when conducting religious services.

1. Chaplains, who by tradition wear a black scarf when conducting a religious service, are to wear ribbon bars on the black scarf over the left breast, in the same manner applicable to the uniform being worn.

Medals

7.29. Medals include badges of the 4th and 5th classes of orders, and decorations worn as medals. Badges of the 1st, 2nd and 3rd classes of orders are not worn as medals, other than miniatures.

7.30. Medals, suspended from their ribbons (except unofficial awards) are worn on the left breast in one horizontal line, with the highest in the order of precedence nearest the centre of the chest. They are worn on uniforms as follows:

a. 'Coat, Winter Black' (winter ceremonial coat for Officers and Senior Sailors).

1. Top edge of the medal ribbons are to be positioned centrally above the left breast pocket with the top edge of the ribbon 15mm above the pocket's top line (at the centre). The bar of the ribbons is not to project under the lapel.

b. 'Coat, White' (summer ceremonial coat for male Officers and Senior Sailors with pockets).

1. The top edge of the medal ribbons are to be positioned centrally and horizontally on the left breast in line midway between the top and second button.

c. 'Coat, White' (summer ceremonial coat for female Officers and Senior Sailors with no pockets).

1. The top edge of the medal ribbons are to be positioned centrally and horizontally on the left breast in line midway between the top and second button.

d. 'Junior Sailor Jumper, Black or White'.

1. The top row of the medal's ribbons to be positioned with the top edge approx. 130-150mm vertically below the shoulder, positioned centrally on the left breast. The bar of the ribbons is not to project under the silk.

e. Chaplains.

1. On occasions when medals are worn by other personnel, Chaplains, who by tradition wear a black scarf when conducting a religious service, are to wear medals on the scarf, over the left breast in the same manner applicable to the uniform being worn.

Figure 7.4: Court Mounted Medals with Specialisation badge on W2 Coat



Miniature medals

7.31. Miniature medals are half the size of the insignia which they represent on ribbon 32mm vertical length long and are worn in the same manner as full size medals. Miniature medals are worn only with S/W4 and S/W5 and the Winter Ceremonial Coat (Officers and Senior Sailors) when being worn in lieu of mess dress with the evening tie.

7.32. **Positioning.** On Winter Mess Jackets they are worn centralised on the left lapel, 40mm below the point of the lapel on blue mess jackets, and in a similar position on the Winter Ceremonial Coat when used in lieu of Mess Dress for formal evening wear. Miniature medals are to be worn centrally on the lapel of white mess jackets, at the same height as the second button of the shirt (collar button counted as the first). Miniature medals may extend over the lapel towards the shoulder but not over the edge the lapel on the inner side. The Miniature Specialist badge is to be positioned 5mm above the medal ribbon, when worn.

Figure 7.5: Court Mounted Miniature Medals with miniature Specialisation badge on S4 Jacket



Mounting of medals

2.44. Medals are to be 'court' mounted for Permanent Navy and Naval Reserve personnel. In this method, the ribbons are mounted on a frame of which the lower edge is in line with the centre of the medals. Commencing from the lower edge of the frame, each ribbon runs over the upper edge and down to the ring of the medal. The medals are stitched down to the ribbons. Fully separated personnel and Australian Navy Cadets may wear medals either swing mounted or court mounted.

7.33. **Full medals:** The total length (top to bottom) of both full size riband and medal is to be 95mm and court mounted to a base measuring 75mm in length. When two or more medals are worn, the top edge of the riband is to run parallel with the lower edge of the medals maintaining the 95mm length across the entire medal group.

7.34. Five full size medals or less are to be court mounted, side by side, with no ribbon overlap.

7.35. Six to nine full size medals are to be court mounted, on a graduating scale, with ribbon overlap. Medals groups are not to exceed the following widths:

a. 6 medals – 165mm

b. 7 medals – 170mm

c. 8 medals – 180mm

d. 9 medals – 190mm.

7.36. Ten or more, full size medals are court mounted, with ribbon overlap, and are not to exceed a width of 200mm.

7.37. **Miniature medals:** The total length (top to bottom) of both miniature riband is to be 50mm and court mounted to a base measuring 40mm in length. When two or more medals are worn, the top edge of the riband is to run parallel with the lower edge of the medals, maintaining the 50mm length across the entire medal group.

7.38. Miniature medals are court mounted side by side, in a single horizontal line and extend over the left breast towards the shoulder. Miniature medal groups are not to extend beyond the shoulder seam, or beyond the inner edge of the left lapel. There is to be ribbon overlap, unless the number of medals worn precludes compliance with this provision.

Unit Citations

7.39. The Citation Insignia (with Federation Star) is only worn on these emblems when worn by a member who was serving with the unit during the period to which the citation relates. The member may continue to wear the emblem in perpetuity after leaving the unit.

7.40. A member who joins the unit after the time for which a Citation has been awarded is not entitled to wear the insignia of the Citation with or without the Federation Star.

7.41. A member is permitted to wear a maximum of the two emblems at any one time.

7.42. **Positioning.** Approved Citations, both Australian and foreign, are to be positioned centrally on the left breast with the citations being positioned as for the first row of ribbon bars, with a 5mm space between citations, where more than one type of citation has been awarded. The first row of ribbon bars will then be centrally positioned 5mm directly above the citations. The order of precedence for citations is Unit Citation for Gallantry, Group Citation for Bravery, Meritorious Unit Citation. Australian citations have precedence over foreign citations.

Figure 7.6: Unit Citation for Gallantry



Figure 7.7: Group Citation for Bravery



Figure 7.8: Meritorious Unit Citation



7.43. When medals are worn the citation(s) is to be positioned with the top edge of the citation 20mm centrally below the bottom line of the medals. The miniature unit citation is only to be worn with miniature medals and is to be centrally positioned 10mm below the bottom line of the miniature medals.

7.44. Wearing of foreign or non-approved citations on RAN uniform is permitted only on submission to Deputy Director Navy Honours and Awards and provision of certified true copies of the citation certificate and evidence of posting history for the affected period.

Unofficial awards

7.45. Unofficial awards that are authorised to be worn on the RAN uniform are as follows:

a. Royal Humane Society Medals

b. Royal Humane Society of Australasia Medals

c. Royal Humane Society of New South Wales Medals

d. Royal National Lifeboat Institution Medals, and

e. Order of St John of Jerusalem Life Saving Medal.

7.46. These awards are to be are positioned centrally on the right breast in the same relative position as official awards that are worn on the left breast. When ribbons are worn, the ribbons of authorised unofficial awards are worn on the right breast in the same relative position as official awards that are worn on the left breast.

7.47. Approval to wear all other unofficial awards on RAN uniform not listed above are permitted only on submission to Navy Honours and Awards and provision of certified true copies of the award and related documentation.

Return from Active Service badge

7.48. The Return from Active Service badge, although issued in recognition of service, is not to be worn on uniform.

Rosettes

7.49. Rosettes, silver, in the shape of a rose, are worn on certain ribbon bars to denote clasps to the medals.

Positioning of clasps and rosettes

7.50. The positioning of clasps and rosettes is to be as follows:

a. **Clasps.** The first clasp is to be positioned with the bottom of the centrepiece 3mm above the lowest edge of the riband. The second and subsequent clasps are to be added progressively from the bottom with 1mm separation between the centrepieces of each clasp. This arrangement maximises the length of unencumbered ribbon.

b. **Rosettes.** Positioning of rosettes on the Defence Force Service Medal (DFSM), Reserve Force Decoration (RFD), Reserve Force Medal (RFM) and Defence Long Service Medal (DLSM) is as follows:

1. **DFSM.** To indicate the award of the first clasp, the rosette is positioned in the centre of the ribbon bar. For the second clasp, the rosettes are positioned centrally in the gold portions of the ribbon; the third rosette is then positioned centrally on the ribbon, between the first two rosettes. Fourth and subsequent clasp rosettes are positioned equidistant from each other and from the extremities of the ribbon.

2. **DLSM, RFD, RFM.** When only one clasp has been awarded, the rosette is to be positioned in the centre of the medal bar. When two or more clasps have been awarded, the rosettes are to be positioned equidistantly from each other and from the extremities of the medal bar.

CIVILIAN DRESS—WEARING OF AWARDS

Evening dress

7.51. When evening dress is worn, the occasions on which the insignia of orders, miniatures of orders, decorations and medals are worn are as follows:

a. At parties and dinners when any members of the Royal Family are present, Guests may expect to be informed if any such members will be present.

b. At parties and dinners given in houses of ambassadors and ministers, unless otherwise notified by the ambassador or minister concerned. (A decoration of the country concerned should be worn in preference to an Australian or a British one; and if both are worn, the former should take precedence over the latter).

c. At evening parties given by, or in the presence of a representative of the Sovereign, when within the sovereign's sphere of jurisdiction.

d. At official dinners and receptions including Navy, Army and Air Force dinners, and public dinners where the host indicates that 'decorations' should be worn.

e. On official occasions when the hosts are of high rank.

7.52. The word 'decoration' on the invitation card is the indication that the entertainment is official.

7.53. On occasions when decorations are worn, invitations will state either ‘Evening Dress, Decorations’ (for full evening dress) or ‘Dinner Jacket, Decorations’. When ‘Evening Dress, Decorations’ is prescribed, those not in possession of full evening dress may wear a dinner jacket, with decorations etc. With ‘Dinner Jacket, Decorations’, one may wear either a stiff evening collar or a soft collar.

7.54. With ‘Evening Dress, Decorations’, the following may be worn:

a. miniature riband

b. up to four stars

c. not more than one neck decoration, and

d. miniature medals.

7.55. With ‘Dinner Jacket, Decorations’, the following are worn:

a. not more than one star

b. not more than one neck decoration, and

c. miniature medals.

Day dress

7.56. The insignia of orders, decorations and medals (full size) may be worn with formal day dress on appropriate official occasions and at public functions. When decorations are worn with formal day dress, on such occasions as ex-Servicemen’s parades, it is customary to wear medals only. Stars of Orders and Neck Decorations are not to be worn.

Lounge suit

7.57. When wearing a lounge suit full size orders, decorations and medals mounted on a medal bar may be worn at appropriate daytime functions. At evening functions, the miniatures of orders, decorations and medals mounted on a medal bar may be worn. In addition, one neck badge (gentlemen) or one shoulder badge (ladies) may be worn. The ladies’ shoulder badge should be worn below the medal bar. It is not customary to wear breast badges, or broad riband and badges with lounge suit. A ribbon bar of orders, decorations and medals may be worn on all occasions, with all forms of civilian dress at the discretion of the holder.

Neck decorations

7.58. With a turned down collar and day tie, the first or only ribbon is worn inside the collar and over the tie, with the award immediately below the knot of the tie. The second ribbon, if any, is worn immediately below the first, the lower part of the award resting on the cross of the lapel of the coat. Chaplains may wear neck decorations in a corresponding manner with the clerical collar.

Positioning of decorations and medals

7.59. Medals and miniatures are worn on civilian clothing with the top of the riband positioned midway between the top of the shoulder and the jacket breast pocket. Females are to wear the medals or miniatures in a similar position, depending on the style of dress.

CHAPTER 8 – AIGUILLETTES AND SHOULDER DEVICES

Introduction

8.1. This chapter prescribes the size, position and manner of wearing aiguillettes and shoulder devices.

Aiguillettes

8.2. **Appointments Authorised to Wear Aiguillettes.** Only members exercising appointments listed in Annex 8A to this chapter may wear aiguillettes.

8.3. **Occasions for wear.** Aiguillettes are worn with ceremonial and mess uniforms (S/W1 to S/W5 inclusive and S7) as follows:

a. By Officers who hold appointments to the Sovereign or a member of the Royal Family on the following occasions:

1. When in attendance on or in the presence of the Sovereign or other members or the Royal Family.

2. When in the presence of the Governor-General.

3. Within a state when in the presence of the Governor of that State.

4. All formal occasions (i.e. when swords and/or medals are worn) and on other occasions duty or social which are not part of the ordinary day to day routine work but call for particular formality.

b. Officers who hold appointments to the Governor-General on the following occasions:

1. at Royal or Vice-Regal levees in Australia

2. when in the presence of the Governor-General

3. when representing the Governor-General

4. when detailed for duty in the capacity of honorary aide-de-camp, or

5. on other formal or public occasions as ordered by the Governor-General.

c. Officers appointed as aide-de-camp to a State Governor:

1. at royal or vice regal levees in Australia

2. when in the presence of the Governor

3. when representing the Governor

4. when detailed for duty in the capacity of aide-de-camp, or

5. on other formal or public occasions as ordered by the Governor.

d. Senior Officers of Two Star rank and above when attending regal, vice regal and Head of State occasions when insignia of orders, decorations and medals are worn.

e. Senior Officers aide-de-camp, including Staff Officers and Flag Lieutenants (or equivalent); when representing a Senior Officer at ceremonial, formal or public event.

f. Officers appointed to escort Two Star and above ranked visiting Officers (including civilian equivalents) and Officers of lesser rank with Chief of Staff status. At all times whilst wearing the appropriate uniform in attendance of the visiting Officer.

g. Other Officers as detailed in Annex 8A but not mentioned above wear aiguillettes on all occasions with appropriate uniform except:

1. at sea

2. by members mentioned in Annex 8A, schedule 6.c. to 9.a. when not in personal attendance, and

3. normal duty occasions not involving protocol or ceremony.

8.4. A Naval Attaché who is also an Aide-de-Camp to the Sovereign wears the aiguillette of the latter appointment on the prescribed occasions and the Naval Attaché's aiguillette on other occasions.

8.5. Examples of the aiguillette worn on the RAN uniform can be found in Annex 8B.

Description of aiguillettes

8.6. **General.** Aiguillettes are made with gold cord and each consists of two single plaits and two cords of unequal lengths starting from an end of each plait. The other end consists of a netted head and gilt embossed metal tag. The longer plait and cord are joined to the shorter plait and cord by a metal clasp about 38mm wide, with which the aiguillette is joined to the shoulder strap. The longer or back length is looped up on the shorter or front cord; the front cord and the short and long plaits are fastened together at a small gold braid loop. An aiguillette is worn on the appropriate shoulder with the arm being passed between the shorter and longer plaits and cords.

8.7. There are two types of aiguillettes:

a. **Palace Type Aiguillette.** Gold gimp cord 6mm thick; shoulder board fully covered with the same plaited cord.

b. **Staff Type Aiguillette.** Gold gimp cord 5mm thick flecked with blue and with gilt metal tags of special design, mounted with silver metal anchors, shoulder board ornamented at the lower end with loops of plain not plaited cord.

Figure 8.1: Palace Type shoulder board with Staff Type aiguillette

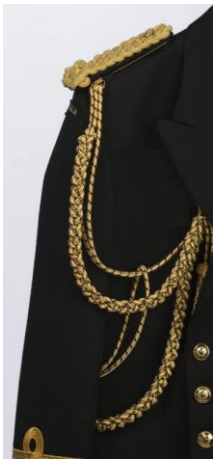


Figure 8.2: Staff Type shoulder board with Staff Type aiguillette



8.8. **Shoulder board.** The aiguillette is always worn with a shoulder board. When worn with a shoulder board that is part of the uniform the aiguillette is attached to it. With uniforms that do not incorporate a rank shoulder board, a special aiguillette shoulder board embroidered with pattern cord and a small gilt button at the apex is worn. The shoulder board is held on the uniform by a 'kidney piece attachment' that is sewn into the fabric on the shoulder of the uniform. The fitting of the attachment is to be completed at Commonwealth expense by utilising the services of an ADF Clothing Store. An aiguillette is supported at the end away from the shoulder strap by attaching the gold braid loop to a button sewn to the coat under the lapel or to the top button of a white coat without lapels.

Shoulder devices

8.9. A list of members entitled to wear shoulder devices is in Annex 8A to this chapter.

8.10. **Royal Cypher.** The Royal Cypher is worn by Admirals of the Fleet, Aides-de-Camp to the Sovereign, honorary Physicians, Surgeons, Dental Surgeons, Nursing Officers, and Chaplains to the Sovereign, as well as by Naval Equerries to the Sovereign. Naval equerries to other members of the Royal Family wear the Cypher of that member in the same manner as the Royal Cypher.

8.11. The Cypher is in dull silver and comprises Roman letters either 19mm or 13mm high, surmounted by a crown 9mm high. The Cypher with letters 19mm high is worn on aiguillette shoulder boards positioned in the centre of the board, including the additional aiguillette shoulder board worn with the broad riband or collar of orders. The Cypher with letters 13mm high is worn on both shoulder boards of a Greatcoat (if worn) and white uniforms. For Officers of Flag Rank it is placed at the base of the gold lace on the shoulder boards. For other Officers, it is superimposed centrally on the lowest row of lace with the bottom of the Cypher even with the lowest edge and immediately above an 'AUSTRALIA' badge positioned on the base cloth of the shoulder board. For Chaplains, the Cypher should be positioned centrally on the shoulder boards immediately above the metal 'Australia' badge, the Chaplain's badge being positioned 3mm above the Cypher.

Annexes:

8A. Entitlement for the wearing of aiguillettes and shoulder devices
8B. Examples of Aiguillettes on the RAN uniform

CHAPTER 8 ANNEX A – ENTITLEMENT FOR THE WEARING OF AIGUILLETTES AND SHOULDER DEVICES

Table 8A.1: Aiguillette entitlement appointment table

	Appointment	Aiguillette	Shoulder Device	Shoulder
1a.	Personal Aide-de-Camp to the Sovereign	Palace Type	Royal Cypher	Right
1b.	Honorary Aide-de-Camp to the Sovereign			
1c.	Honorary Chaplain, Physician, Surgeon, Dental Surgeon, and Nursing Sister to the Sovereign			
1d.	Equerry to the Sovereign			
2a.	Equerry to other members of the Royal Family	Palace Type	Royal Cypher	Right
3a.	Military Secretary to the Governor General	Palace Type	Palace Type	Right
3b.	Aide-de-Camp to the Governor General			
3c.	Honorary Aide-de-Camp, Physician, Dental Surgeon to the Governor General			
4a.	Senior Officers of Two Star rank and above	Staff Type	Palace Type	Right
5a.	Aide-de-Camp to State Governor	Staff Type	Staff Type	Right
6a.	Defence Attaché / Adviser and their assistant (where they are accredited)	Staff Type	Staff Type	Left
6b.	Naval Attaché / Adviser and their assistant (where they are accredited)			
6c.	Staff Officer to Head of Australian Defence Staff (HADS)			
7a.	Aide-de-Camp to the Chief of Defence Force Staff Officer (Administration) to the Chief of the Defence Force Staff Officer (Operations) to the Chief of the Defence Force	Staff Type	Staff Type	Left
7b.	Aide-de-Camp to Vice Chief of the Defence Force			
7c.	Aide-de-Camp to Chief Joint Operations			
7d.	Research Officer and Flag LEUT to CN			
7e.	Personal Staff Officer and Flag LEUT to Commander Australian Fleet			

	Appointment	Aiguillette	Shoulder Device	Shoulder
7f.	Aide-de-Camp to the Commander, Joint Logistics	Staff Type	Staff Type	Left
7g.	Aide-de-Camp to Principal Deputy Director-General ASD			
8a.	Escort Officer to Minister for Defence / Minister Assisting the Minister of Defence	Staff Type	Staff Type	Left
8b.	Officers appointed to Directorate of Protocol and Visits as Escort Officers			
8c.	Defence Advisor to the Joint Standing Committee on Foreign Affairs Defence and Trade			
9a.	Officers appointed as Escort Officers to visiting foreign Officers, officials or dignitaries of the rank or status of RADM or above or as Escort Officer to foreign Officers of lesser rank with Chief of Staff status	Staff Type	Staff Type	Left

CHAPTER 8 ANNEX B – EXAMPLES OF AIGUILLETTES ON THE RAN UNIFORM

Figure 8B.1: Aiguillette on the RAN uniform



CHAPTER 9 – SWORDS

9.1. **General.** Officers wear swords only on occasions prescribed in Annex 3A. Swords can be worn at religious ceremonies with the permission of the religious celebrant however, they are not normally drawn unless part of a colour party or as a guard Officer.

9.2. **Sword belts.** Worn around the waist with hooks and slings on the left side of the body. The belt is always worn underneath the jacket on ceremonial occasions.

9.3. **Issue.** Swords and sword belts are not provided at public expense, and therefore are not compulsory articles. Officers requiring swords may borrow them on short loan, or they may be issued vide a SCA.

9.4. **Sword description.** Solid hilted with gilt mountings. The half basket guard has raised bars, crown and anchor badge, lion head back piece and a white fish skin grip bound with three gilt wires as shown in Figure 9.1. The outside length of the sword is 146mm and the inside length is 114mm. The straight blade is 790mm long and 16mm wide at the shoulder with a flat back and the blade is ground hollow to within 280mm of the double-edged spear point.

Figure 9.1: Officer's Sword Handle and Sword Knot



9.5. **Sword knot.** Blue and gold cord with the barrel shaped mould covered with blue and gold gimp and with blue bullion at the end and is shown in Figure 9.1.

9.6. **Scabbard for all Officers except Admiral of the Fleet.** The top and middle lockets are 102mm and 89mm long respectively with ornamented fluted threads and scrolls. The cape is 165mm long and ornamented with fluted thread and scrolls around the upper part and with a honey suckle ornament at the end. The scabbard is fitted with rings on the lockets for attachment of slings. The scabbard is shown in Figure 9.2.

Figure 9.2: Officer's Scabbard



9.7. **Sword belt.** Made of black leather with slings 19mm wide. As an alternative, a lightweight sword belt of white web material with patent leather slings may be worn.

Maintenance of swords

9.8. Swords for military use have polished, but unplated blades and careless handling can soon spoil the mirror finish. The blade should be polished at regular intervals using silver plate powder and a soft cloth. The blade should be dry before being placed in its scabbard. Wooden or leather scabbards absorb moisture from the atmosphere so they must be stored in a dry place. If a sword is to be stored for any length of time it is advisable to check it periodically.

9.9. Presentation swords are chrome plated after polishing, or made of stainless steel. The only maintenance required is to occasionally wipe the blade with a slightly dampened cloth to remove any surface stains and dust then immediately polish with a soft dry cloth. Do not apply oil or grease or any type of solvent to plated blades. All metal parts of military and presentation sword hilts and metal scabbard fittings are heavily plated and will retain their bright finish when not too frequently handled. Clean with a soft cloth or chamois leather when necessary.

CHAPTER 10 – CIVILIAN CLOTHING

Personnel on special duty

10.1. Personnel attending civilian colleges or universities may wear civilian clothes at all times, according to the standards defined by the relevant CO.

Naval Police Coxswain Investigators

10.2. Naval Police Coxswain investigators may wear plain clothes whilst employed on duties involving:

a. operations, training or liaison with civilian law enforcement authorities

b. investigations of a delicate or sensitive nature where uniform is inappropriate, or

c. investigations conducted outside naval units.

Standards for civilian clothing

10.3. Civilian clothes worn on board and on leaving or returning to HMA ships and establishments are worn at the discretion of the CO. The CO will promulgate standards for civilian clothes in Standing Orders. The CO may suspend the wearing of plain clothes for any individual or group of individuals whose personal dress and appearance is considered to present a poor image of the Service.

10.4. CO will from time to time define acceptable standards, paying due regard to community standards, season and location. The following are minimum acceptable standards:

a. Clothes must be clean, laundered, pressed, and not torn in any way.

b. Jewellery is to be modest and conservative, earrings or ear studs are to be the only form of body piercing jewellery visible, and no more than two may be worn in each ear.

c. Mottos on clothing are not to be offensive to any member of the Naval or local civilian population.

d. Shoes are to be clean and in a state of good repair (including runners).

e. Thongs and ugh boots are only to be worn only in the confines of living quarters.

f. All members are to be modestly attired in public areas (i.e. no bare midriffs etc.).

10.5. No item of civilian clothing is to present a safety hazard.

Civilian clothes worn on duty

10.6. Civilian clothes worn on duty are to be of a tailored business style that will bring credit to the service. COs will promulgate standards for civilian clothes on duty in Standing Orders. Fundraising activities that require a relaxation in dress standards are permissible with CO approval. The CO is to be cognisant of any WH&S factors.

10.7. Personnel posted to Navy Headquarters are required to wear the prescribed uniform on duty, including travel on duty to Naval establishments. Exceptions to this rule are permitted where external service commitments make wearing plain clothes desirable and / or in circumstances when the wearing of uniform could cause reproach to the RAN. However, general guidelines for wearing civilian clothes on duty are as follows:

Table 10.1: Guidelines - Acceptable civilian clothing worn on duty

Male Attire	Female Attire
Tailored Business Suit	Tailored business style dress
Tailored classic style trousers	Coordinated skirt and jacket
Shirt, short or long sleeve, must be business like with collar. No obvious loud colours or patterns	Coordinated business style slacks / skirt worn with a classic style shirt and jacket
Long sleeve shirt must be worn with tie. No obvious loud colours or patterns	Classic style sweater or cardigan
Sports Jacket - Classic tailored style	Only one pair of earrings / studs
Classic style sweater or cardigan	Conservative shoes, stockings / pantyhose
Conservative shoes and socks	

Table 10.2: Guidelines - Unacceptable civilian clothing worn on duty

Male Attire	Female Attire
Jeans	Jeans,
Non tailored trousers	Non tailored slacks
Non tailored shorts	Shorts, skirts shorter than 50mm above the knee
Collarless shirts, T-Shirts, tank tops	T-Shirts, tank tops, sleeveless shirts and casual dresses.
Sandal type footwear of any type	Any item with tassels.
Ugh boots, scuffs, runners, desert boots	Backless, sheer clothing, sun dresses
Earrings	Apparel which displays a bare midriff
	Desert boots, ugh boots, scuffs, thongs or beach sandals

10.8. The appropriate dress for civilian guests invited to functions in HMA ships and establishments is as follows:

Table 10.3: Guidelines – Appropriate dress for civilian guests

DRESS	OCCASIONS FOR WEAR	CIVILIAN EQUIVALENT
S/W1 **S/W2** **S/W3**	On ceremonial occasions. with medals (swords for Officers) with medals with ribbons	**Male:** Suit and tie **Female:** Business style suit or dress. (Decorations are to be worn if ordered)
S/W4	When attending official or public balls, dinners or evening receptions of a formal nature When Officers of Flag Rank or Army or Air Force Officers of corresponding rank, wearing uniform are dinner guests	**Male:** Evening dress, or dinner jacket. **Female:** Long Ball Dress (Decorations are to be worn if ordered)
S/W5	When required as formal eveningwear for occasions other than those requiring Dress S/W4. When attending dinner in harbour at the tables of Flag Officers, Commodores, and at the tables of Army and Air Force Officers of corresponding ranks unless Dress S4/W4 is ordered	**Male:** Dinner Jacket **Female:** Cocktail Dress
S6	Informal evening wear in summer	**Male:** Open neck, collared shirt, tailored trousers. If jacket is worn, tie should also be worn. **Female:** Dress, slacks/skirt/blouse combinations (equivalent standard to male dress)
W6 **S/W7** **S8**	Non-ceremonial occasions from dawn to dusk	**Male and Female:** Tailored, business style clothing.

CHAPTER 11 – GUIDELINES ON THE CREATION OF UNIFORM POLICY

Introduction

11.1. The basic principle governing the design of Royal Australian Navy uniforms is one of functional simplicity combined with a smart military appearance. Accordingly, uniforms are to be developed taking into consideration the unique conditions of seagoing personnel, the diversity of the Australian climate, and where appropriate, overseas climatic conditions. Careful consideration is also given to the WH&S and financial implications of any uniform policy decision.

11.2. While uniform policy and development is to take into consideration uniform designs from other Australian and Allied Services and appropriate styles for the community at large, RAN uniforms should reflect the proud military history and traditions of the Service. Therefore, the quality of finished items is to be superior; RAN uniforms are to be made from high quality material with professional fitting and finish evident.

11.3. In keeping with the principle of simplicity, uniform embellishments are to be restricted to those that:

a. are required under the Geneva Convention

b. are required for safety / operational effectiveness reasons

c. are traditional

d. add to the military presentation of the uniform, and

e. engender esprit de corps in the RAN.

Responsibilities

11.4. CN is responsible for uniform clothing policy.

11.5. DGLOG-N is responsible to CN through DCN for all uniform matters.

11.6. DNLS is responsible to DGLOG-N for the management of resources and requirements necessary to deliver Navy's uniform needs.

11.7. The Navy Uniform section is responsible to DNLS for:

a. The day-to-day management of strategic policies and procedures relating to Navy uniforms.

b. Uniform and protective clothing policy for all items worn by both seagoing and shore based personnel.

c. Determining scales of issue for uniform and protective clothing worn by both seagoing and shore based personnel for DCN approval.

d. The development and implementation of new clothing specifications and changes to existing specifications. This includes items for which Commodore Warfare provides technical guidance for inclusion in specifications, such as Wet and Foul Weather Gear and Fire Fighting Personal Protective Equipment.

e. The monitoring of service delivery and ensuring the reliable supply and quality of Navy clothing.

f. Liaising with Navy and ADF/ADO stakeholders and customers to define Navy uniform and clothing specifications, including sustainment and procurement processes.

g. Policy pertaining to the Defence Transaction Processor price list.

11.8. Navy Uniforms retains functional responsibility for the development of RAN uniform and entitlement policy and the maintenance of ANP4426-1203 and ANP3426-1203, and as such is to take into account recommendations received from the Navy Uniforms Advisory Group (NUAG).

Navy Uniforms Advisory Group

11.9. The NUAG comprises representatives from Navy, CASG and JLC, who meet bi-annually to develop advice and recommendations to senior Navy decision makers and the CN on Navy uniform policy and management. The NUAG comprises of the following personnel:

a. Principal Members:

1. DNLS (Chair)
2. DDNU (Deputy Chair)
3. Navy Uniforms Manager (Secretary)
4. WO-N
5. Fleet Command Representative
6. Navy Women's Strategic Advisor
7. Director Clothing Systems Program Office
8. Director Logistics – Army Representative
9. Director Logistics – Air Force Representative

b. Specialist / Additional invitees as determined by the Chair.

11.10. The NUAG is an advisory group. The responsibility and authority for determining requirements for Navy uniforms rests with CN. NUAG's decision making authority exists within the scope of responsibilities and authority held by individual members in the normal course of their duties.

11.11. The NUAG will consider and provide advice on the following matters:

a. The capability requirement for current and future Navy uniforms.

b. The management of uniform business processes with Army (as LCM), CASG and JLC.

c. Uniform supply and demand.

d. Uniform reforms.

e. Feedback from RAN personnel on uniform issues and changes.

APPROVAL PROCESS FOR UNIFORM CLOTHING POLICY

11.12. There are three aspects of uniform policy. These include:

a. when, where and by whom proposed uniforms will be worn

b. whether to introduce new items of clothing or make changes to existing clothing items, and

c. scales of issue.

When, where and by whom uniforms will be worn

11.13. The Navy Uniforms section is responsible for administering the day to day aspects of uniform policy, subject to consultation with responsible authorities such as Commands, Training Authorities and Workgroup representatives.

11.14. As a general guideline the following points need to be considered when evaluating uniform policy:

a. financial implications

b. reform requirements

c. supply availability

d. CASG capacity

e. JLC supply chain capacity

f. equity and fairness considerations

g. effect on all elements of the RAN including Permanent Navy, Naval Reserve and Australian Navy Cadets

h. Joint policy and implications

i. WH&S responsibilities

j. effect on Navy ethos and culture, and

k. public perceptions.

Introduction process—gratuitous issue/ UA

11.15. Introduction / changes are subject to ADF CLOSPO advice and funding availability. CN is to be consulted, as considered appropriate by DCN, for uniform matters with wider and larger scale implications.

11.16. In considering changes to scales of issue, regard is given to the application of gratuitous issue versus use of UA. The following criteria are used when making a decision for gratuitous issue:

a. The requirement to provide a basic scale of uniform clothing to members on their entry to the Navy.

b. Provision of clothing items (including protective clothing) to a member on entry to a rank, class or category of employment where it is essential or mandatory for those items to be used by a member of that rank, class of employment category.

c. Where there is a pressing Service requirement to provide immediately all or a class of members with new uniform items.

Uniform trials

11.17. Uniform trials are approved by DGLOG-N with personnel only permitted to wear experimental clothing as part of an official wearer trial. DGLOG-N will seek concurrence of Administrative Authorities and COs prior to any trial commencing. Members are to wear the trial items as stipulated by the originating authority, to furnish appropriate reports as required by the originating authority and will be required to return the trial items on completion of the trial period unless otherwise specified.

CLOTHING DEVELOPMENT AND SUPPLY

11.18. The ADF CLOSPO is responsible for the supply of uniform and protective clothing items to the RAN. Inherent in this supply process is responsibility for:

a. Contract management for the procurement of in-service uniforms and protective clothing.

b. Procurement, transport, and where appropriate, warehousing (wholesale stocks only) of uniforms and protective clothing.

c. Maintenance of specifications and sealed samples.

d. Quality control arrangements.

11.19. Development of uniforms and protective clothing is undertaken in conjunction with the ADF CLOSPO Technical Support Section. Tasking of this section is at the discretion of ADF CLOSPO, but may only be initiated by DDNU.

CHAPTER 12 – UNIFORM POLICY / CHANGE OF SCALE PROPOSALS

12.1. Changes of policy and scale proposals are welcome at all times. Proposals may be initiated by any member but must be forwarded through the normal chain of command. Proposals are to be in minute form and submitted electronically to the Navy Uniforms section. Proposals will then be considered by the Navy Uniform Advisory Group and if supported sent to CN for approval.

12.2. Proposals must be completely researched and provide sufficient justification. As a guideline the following information is required:

a. The proposal should be clearly stated. The item in question must be clearly identified by name and stock number (if currently in the RAN clothing inventory). If introduction of a new item or an alternative is proposed a User Requirement is to be completed.

b. Reasons why the change is necessary must be logically argued (any WH&S implications must be stated).

c. Numbers of personnel affected by the proposal must be identified and a basic costing of the proposal provided, which is to include usage costs for introduction and two years provisioning.

d. Funding line (financial codes) or an offset (i.e. other uniform item/s) if required **must** be identified.

e. A ‘hurt statement’ must be provided to indicate consequences (if any) if the request is not approved.

12.3. **User Requirement.** A User Requirement is a comprehensive document used to define a new capability or significantly alter an in-service clothing item and is essential in ensuring that the most suitable clothing solution is provided.

12.4. A template of a User Requirement is contained at Annex 12A.

Annex:

12A. User Requirement Template

CHAPTER 12 ANNEX A – USER REQUIREMENT TEMPLATE

USER REQUIREMENT

ITEM NAME

Reference/s:

Insert reference/s here

Introduction

1. Background

Requirement Scope

2. Item / Justification

Operating Environment

3. **Mission Profile:** Information within the mission profile needs to address the following questions:

What are the functions or tasks conducted by the item?

Where is the item used?

When is the item used and how much use?

Why is the item used?

How is the item used?

4. **Climatic Conditions:** For use in the following climatic regions:

Mild Cold Australia.

Wet Warm Australia.

Other environments.

5. **Integration:** Integration with the:

Human body;

Clothing;

Equipment; and

Vehicles, plant, aircraft, weapon platforms, facilities.

6. **Hazards:**

Requirements

7. Overview of functional and performance requirements. Full list of requirements are to be detailed at Annex A.

Procurement

8. Including:

Approximate cost:

Basis of Provisioning:

Initial purchase Qty:

Sustainment Qty:

Funding source and codes (must be included):

	Position	Name	Signature	Date
Prepared by:				
Endorsed by				
Approved by[1]				

Annex:

A. Functional and Performance Requirements

[1] As this UR has financial implications, approving authority must have appropriate financial delegation for the requirement.

ANNEX A TO
User Requirement
Dated XX XXX XX

Functional and Performance Requirements

Item Name

Ser	Requirement	E	I	D	Comments
1	Item conforms to a AS/NZS or ISO Standard	x			
2	Item must be black in colour		**x**		
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

E – Essential
I – Important
D – Desirable

AIR FORCE DRESS MANUAL

Issued for use by Air Force personnel and is effective forthwith.

s22

GN Davies
Air Marshal
Chief of Air Force

Department of Defence
CANBERRA ACT 2600

20 July 2018

s22

KG Dunn
Air Commodore
Chief of Staff – AFHQ

Department of Defence
CANBERRA ACT 2600

20 July 2018

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FOREWORD

This manual is a rewrite of the previous AAP 5135.003 – *Manual of Dress* following a review of Air Force uniform requirements. This manual incorporates updates to ensure the Air Force uniform remains contemporary.

This manual describes how and when items of uniform are worn, so should be read in conjunction with *Air Force Clothing Policy and Entitlements Manual* (AFCPEMAN) that details policy, administrative procedures and entitlements relevant to the issue and sale of the Air Force uniform.

The Air Force Dress Manual is to be interpreted as a positive instruction, meaning if a situation is not specified in this manual, it is therefore prohibited. The manual does not attempt to list the infinite variations of what may not be done.

The General Purpose Uniform transition period is until 01 January 2019 and some of the images in this manual show older items of dress (eg brown safety boots) still being worn. These images will be updated in future amendments.

Members of the Australian Air Force Cadets (AAFC) are authorised to wear items of Air Force uniform, in accordance with the AAFC dress policy which is subordinate, to the Air Force Dress Manual.

This manual replaces all previous versions of AAP 5135.003 – *Manual of Dress*.

AMENDMENT CERTIFICATE

Proposals for amendment of *Air Force Dress Manual*, are to be forwarded to:

DDUNIF
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Amendment number	Volume/Part	Chapter(s)	Effected date

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CHAPTER 1

THE AIR FORCE UNIFORM

INTRODUCTION

1.1 The purpose of the Air Force uniform is to provide a distinct form of dress which identifies the wearer as a member of the Royal Australian Air Force (RAAF) and in which Air Force members may perform their various duties. The uniform should be worn with pride and dignity as it represents an organisation with a distinguished history of service to the Nation.

1.2 The Law of Armed Conflict (LOAC) requires that members of armed forces are clearly identified; as a result the Air Force uniform is only to be worn by members of the Air Force. Civilians are not to be to be issued with, or wear, any item of Air Force uniform, except where this is required for Workplace Health and Safety (WHS) purposes.

1.3 The provisions of this Manual apply to members of the Air Force regardless of their Service Category (SERCAT) and where applicable, to former Air Force members.

1.4 Dress instructions for members of the Australian Air Force Cadets (AAFC) are detailed in the AAFC Dress Manual under the Authority of Director General Cadets- Air Force.

General principles applicable to the Air Force uniform

1.5 The general principles applicable to the Air Force uniform, endorsed by the Chief of Air Force (CAF), are:

a. The uniform should have a smart military appearance and clearly identify the wearer as a member of the Air Force.

b. The uniform should be functional, have an uncluttered appearance and be comfortable to wear.

c. The uniform should have a reasonable degree of commonality between gender, rank level and musterings/categories to foster teamwork and cohesion.

d. Changes to the uniform should be kept to a minimum and should only be made for significant reasons of comfort, safety, function or necessity.

1.6 **Gender.** For most Air Force members, gender identity corresponds with their biological sex, so gender in relation to Air Force uniform refers to masculine or feminine. This is applied where certain items of uniform may only be worn by one gender (eg female and male versions of the Service Dress cap). Members undergoing gender transition or who are gender diverse are to apply through their chain of command to Director Administration and Command Support – Air Force Headquarters (DCOS-AFHQ) for approval to wear uniform items appropriate to their circumstance.

All seasons Service Dress concept

1.7 The Service Dress (SD) uniform consists of various basic items and of a number of optional items. Unless members are required to wear a specific order of SD uniform, they may choose which variation of SD uniform they wish to wear, with whichever optional items, provided it is authorised in this Manual. Members are expected to show common sense in their choice of optional items in relation to climate and the work environment. The concept of an 'all seasons' uniform is to afford members a degree of flexibility and choice and to do away with the rigidity associated with seasonal changeover dates.

1.8 **Seasonal change.** While the flexibility of the all seasons concept is to be applied to Air Force, on joint service ceremonial occasions the seasonal changeover dates for the Royal Australian Navy (RAN) are to be observed. These dates may be found at the Directorate of Navy uniforms intranet site.

PROVISION AND REPLACEMENT OF UNIFORM

Basic uniform items

1.9 On appointment, enlistment or following the completion of training, all Air Force members receive an initial free issue of basic Air Force uniform items and accessories in accordance with the *Air Force Clothing Policy and Entitlements Manual* (AFCPEMAN). These items are to be maintained in good order and replaced when necessary, throughout a member's period of service with the Air Force. SERCAT 6 and 7 members receive Uniform Allowance (UA) to make such replacements, while other SERCAT members may be entitled to free exchanges after qualifying periods.

1.10 In some cases, uniforms are laundered or dry cleaned at public expense but, regardless of whether this entitlement applies, all Air Force members are expected to wear uniforms which are clean and well maintained.

Optional items of uniform

1.11 Some items of uniform are not issued at public expense but may be purchased by members, at their own expense, for wear as optional items. These optional items are listed in AFCPEMAN and in the uniform tables. Commanders may not order members to purchase or wear such items.

Items of civilian clothing

1.12 Items of civilian clothing and Air Force uniform are not to be mixed, unless detailed in this Manual (eg civilian motorcycle safety clothing is approved; wearing football socks with GPU is not).

1.13 The following definitions are used:

a. **Air Force uniform.** These are items provided or sourced through the Australian Defence Force (ADF) logistics system and usually have a NATO Stock Number (NSN). Air Force uniform items are strictly to be used only as described in this manual.

b. **Civilian clothing.** Items sourced outside of the ADF logistics system, usually from private enterprises or unit social clubs, are items of civilian clothing. This Manual will detail when certain items are approved to be worn with uniform (eg unit caps, t-shirts, etc). Civilian clothing items remain the property of the individual and there are minimal restrictions on wearing them with other items of civilian attire.

RESPONSIBILITIES

Responsibility for policy relating to Air Force uniforms, embellishments and accoutrements

1.14 CAF has delegated to Director Administration and Command Support – Air Force Headquarters (DCOS–AFHQ) the authority to approve changes to the Air Force orders of dress, to introduce or withdraw uniforms, accoutrements and embellishments, to set out dress regulations, and to grant waivers to dress and grooming regulations as appropriate.

1.15 Wearer trials of potential Air Force uniform items are to be authorised by DCOS–AFHQ.

Base and unit executives

1.16 Officers Commanding (OCs) and Commanding Officers (COs) are to ensure that members under their command wear only authorised patterns of uniform and accessories. OCs and COs are also to promulgate dress rules and grooming instructions applicable for their units (eg authorise the wearing of Hot Weather Working Dress from 01 November to 28 February each year and the Wearing of beanies inside the warehouse from 31 May to 31 July annually, etc).

1.17 Senior Australian Defence Force Officers (SADFO) and/or the Air Base Executive Officers (ABXO) are to detail dress rules for Service messes, clubs and other common areas within their area of responsibility. When setting dress rules, commanders are to be mindful of the CAF Directive that attire worn must be neat, conservative and appropriate to both the mess environment and the occasion.

Commanders and supervisors

1.18 Commanders at all levels, by their example and personal conduct, are to set the standard of dress and bearing expected from their subordinates. Officers and non-commissioned officers (NCOs) are to ensure members under their command maintain a high standard of dress and their personnel adhere to the provisions of this Manual. Uniform inspections are to be conducted to ensure members possess uniforms which are clean, well maintained, well-fitting and of the correct pattern.

Members

1.19 Individuals are responsible for wearing their uniforms and, where applicable civilian attire, in accordance with the requirements of this Manual, on all occasions and in all localities (including social media). The wearing of unauthorised combinations of uniform items or the mixing of uniform items with unauthorised civilian attire is not permitted.

1.20 Responsibility for ensuring that uniforms are well maintained, clean and well fitting is vested in the first instance with the member.

ORDERS OF DRESS

Common orders of dress

1.21 Common orders of dress are the uniforms that may be worn by most Air Force members depending on their duties. The common orders of dress are:

a. **Service Dress.** Service Dress (SD) is worn by all members of the Air Force as working dress or on official occasions. Variations of SD are shown in Annex 1A.

b. **Ceremonial Dress.** Ceremonial Dress (CD) is worn by parade participants and spectators in uniform at ceremonial parades, guards of honour and on other official occasions, as required. Variations of CD are shown in Annex 1B.

c. **General Purpose Uniform.** General Purpose Uniform (GPU) is a camouflage pattern uniform worn by RAAF members as working dress in non-combat environments. Variations of GPU are shown in Annex 1C.

d. **Disruptive Pattern Combat Uniform.** Disruptive Pattern Combat Uniform (DPCU) and Australian Multicam Camouflage Uniform (AMCU) is a camouflage pattern uniform worn by RAAF members as working dress in operational areas. Variations of DPCU are shown in Annex 1D.

e. **Physical Training Uniform.** Physical Training Uniform (PTU) is worn by members at initial training units when undergoing PT instruction. It may also be worn when ordered by a Commander. Variations of PTU are shown in Annex 1E.

f. **Mess Dress.** Mess Dress (MD) is worn by officers, warrant officers and Senior Non-Commissioned Officers (SNCO) for formal evening functions and by musicians of all ranks as concert dress. SD uniform is worn by other members for formal evening functions as approved by the OC/CO. Variations of MD are shown in Annex 1F.

Designated employment uniforms

1.22 Designated uniforms have been developed for wear by members performing specialist duties. Designated Employment Uniforms include:

a. **Flying Dress.** Flying Dress (FD) is only to be worn by members engaged in flying duties or when authorised by a commander of a headquarters in a headquarters environment. Variations of FD are shown in Annex 1G.

b. **Hot Weather Working Dress.** Hot Weather Working Dress (HWWD) previously known as tarmac dress, is worn by members employed in hot environments. HWWD is only to be worn on base and must not be worn to and from work. Variations of HWWD are shown in Annex 1H.

c. **Physical Training Instructors Dress.** Physical Training Instructors Dress (PTID) is worn by all ranks of the PTI mustering as a working dress. Variations of PTI Dress are shown in Annex 1I.

d. **Catering Services Dress.** Catering Services Dress (CSD) is worn by members of the catering musterings when involved with the preparation and serving of food. This uniform must not be worn to and from work. Variations of CSD are shown in Annex 1J.

e. **Maternity Dress.** Maternity Dress is a uniform worn by pregnant members when they can no longer comfortably wear other orders of dress. Maternity dress is available in SD and GPU. A CO may authorise pregnant members to wear civilian maternity attire within the workplace. Variations of Maternity Dress are shown in Annex 1K.

f. **Very Important Persons Operations Dress.** Very Important Persons Operations (VIP OPS) Dress is worn by Crew Attendants and other designated aircrew employed on VIP transport aircraft. Variations of VIP OPS Dress are shown in Annex 1L.

VARIATIONS TO UNIFORM REQUIREMENTS

Exemption from dress regulations

1.23 Members may apply for exemption from stated Air Force dress regulations for health, religious or cultural reasons. Each application will be assessed on an individual basis.

1.24 Applications are to be processed through the chain of command to DCOS–AFHQ. The application is to include:

a. the exemptions to dress regulations requested.

b. supporting information from medical practitioner, chaplain, indigenous elder, etc.

c. an assessment of any potential WHS risks, deployability implications or other issues.

1.25 Exemptions granted to members can be withdrawn at anytime in accordance with Service requirements.

Former members of the Air Force

1.26 All former members who were not discharged under adverse terms may wear SD, CD, or MD where appropriate, on the following occasions, when:

a. invited to attend an official service related function where the wearing of uniform is appropriate.

b. attending a funeral where the wearing of uniform is appropriate.

c. attending Anzac Day, Remembrance Day or similar ceremonies.

1.27 The wearing of uniform by former members is not mandatory and suitable civilian clothing may be worn if desired.

1.28 When wearing Air Force uniform, former members are to adhere to Air Force grooming standards and ensure the uniform is of good fit and well maintained. Former members are permitted to purchase certain items of dress from clothing stores. However, it is acceptable for former members to wear the style of uniform and accoutrements that were in use at the time of their separation from the Air Force.

Identification card photographs

1.29 The Australian Defence Force identity card contains the personal information required to meet Article 17 of the Third Geneva Convention of 1949 "every prisoner of war, when questioned on the subject, is bound to give only his surname, first names and rank, date of birth, and army, regimental, personal or serial number, or failing this, equivalent information". When having identity card images taken, Air Force members are to wear either GPU with the Air Force blue t-shirt or SD. Flying clothing, unit t-shirts, or other dress items that may disclose information other than required by Article 17, are not to be worn (exception: Chaplain collar insignia may be displayed on GPU and chaplain or health branch insignia worn on SD rank slides by eligible members).

Disposal of uniform

1.30 Combat uniforms (GPU, AMCU, MMPU, flying suits, etc) are owned by the Commonwealth and may be authorised for exchange for new items when worn out or damaged. Combat items of uniform remain government property and are to be returned prior to separation from the Air Force. Retention, gifting or sale of these items is prohibited and may result in disciplinary or administrative action and/or referral to the Australian Federal Police.

1.31 Personal clothing items purchased from the clothing store remain the property of the individual after separation. These items may be retained or disposed of as the member feels fit. However, if disposed of or worn outside of the Air Force/ ADF, all ADF symbols such as rank insignia, brevets, badges etc must be removed. Failure to remove these symbols could lead to a contravention of section 83 of the Defence Act which makes it an offence for a person who is not a member of the Defence Force to use, possess or supply ADF emblems. It is also an offence to supply ADF emblems to others without the written permission of the Minister of Defence.

1.32 Civilian clothing items that are permitted to be worn with uniform, remain the property of the individual and may be retained, worn or disposed of however they feel fit.

Annexes:

1A Service Dress
1B Ceremonial Dress
1C General Purpose Uniform
1D Disruptive pattern Camouflage Uniform
1E Physical Training Uniform
1F Mess Dress
1G Flying Dress
1H Hot Weather Working Dress
1I PTI Dress
1J Catering Services Dress
1K Maternity Dress
1L Very Important Persons Operations Dress

ANNEX 1A

SERVICE DRESS

GENERAL

Introduction

1. Service Dress (SD) is the standard dress of the day for Air Force personnel. The variations of SD are:

a. SD1 cold weather

b. SD2 cool weather

c. SD3 hot weather

d. SD4 female working dress.

2. The all seasons concept of the SD uniform means, unless ordered for a specific event (eg unit parade), any uniform variation suitable for the conditions with optional items may be worn.

3. Occasions for wear are shown in Annex 2A. SD is to be worn when reporting for duty on the first day of a posting. SD4 is not worn by male personnel.

Descriptions

4. Detailed descriptions of the SD variations are shown below. The optional items listed may be worn with that variation of SD unless otherwise ordered, when the principal dress items must be worn.

Figure 1A–1 Service Dress 1 – female



Table 1A–1 Service Dress 1 – female

Serial	Principal dress item	Optional items	Remarks
1	Tunic SD Air Force blue		
2	• Eagle and crown badge. • Medical branch badge		• Eagle and crown badges worn on the lapel by AC to FSGT, except medical personnel. • Medical branch insignia worn on the lapel by all ranks of medical personnel.
3	Shirt blue/white long sleeve	Shirt Short sleeve	Short sleeve shirt maybe worn under the tunic. Top button to be fastened and tie worn.

Serial	Principal dress item	Optional items	Remarks
4	Tie Air Force blue		
5	Name badge silver	• Name badge gold • Unit name badge	
6	Rank insignia		On sleeves of the tunic and slides on the blue/white shirt.
7	Belt trousers dark blue		
8	Trousers Service Dress Air Force blue	Skirt Service Dress Air Force blue	
9	Socks black	Hosiery	As stated in Chapter 3
10	Cap Service Dress womens	• Garrison cap • Hat khaki fur felt • Cap Service Dress mens • Beret[(a)]	
11	RM Williams Boots	• Shoes Service Dress patent leather • Court shoes • Flat shoes.	Boots are not worn with the skirt
12	Ribbons of honours and awards. Unit citations[(a)]		
13	Commendation badges[(a)]		Maximum of two
14	Individual readiness badge[(a)]		
15	Specialist qualification badges[(a)]		
16		Aiguillette[(a)]	Worn when required
17		Overcoat	
18		Raincoat	
19		Gloves Black	Knitted or leather
20		Cuff links	Plain or military design
21		Tie Bar or Pin	Plain or military design

Notes:
(a) Worn only if entitled.

Figure 1A–2 Service Dress 1 – male



Table 1A–2 Service Dress 1 – male

Serial	Principal dress item	Optional items	Remarks
1	Tunic Service Dress Air Force blue		
2	• Eagle and crown badges. • Medical branch badge		• Eagle and crown badges worn on the lapel by AC to FSGT, except medical personnel. • Medical branch insignia worn on the lapel by all ranks of medical personnel.
3	Shirt blue/white, long sleeve	Shirt blue/white, short sleeve	Short sleeve shirt maybe worn under the tunic. Top button to be fastened and tie worn
4	Tie Air Force blue		
5	Name badge silver	• Name badge gold	

Serial	Principal dress item	Optional items	Remarks
		• Unit name badge	
6	Rank insignia		On sleeves of the tunic and slides on the blue/white shirt
7	Belt trousers dark blue		
8	Trousers Service Dress Air Force blue		
9	Socks black		
10	Cap Service Dress Mens	• Garrison cap • Hat fur felt khaki • Beret[(a)]	
11	RM Williams boots	Shoes Service Dress patent leather	
12	Ribbons of honours and awards. Unit citations[(a)]		
13	Commendation badges[(a)]		Maximum of two
14	Individual readiness badge[(a)]		
15	Specialist qualification badges[(a)]		
16		Aiguillette[(a)]	Worn when required
17		Overcoat	
18		Raincoat	
19		Gloves black	Knitted or leather
20		Cuff links	Plain or military design
21		Tie bar or pin	Plain or military design

Notes:
(a) Worn only if entitled.

Figure 1A–3 Service Dress 2 – female



Table 1A–3 Service Dress 2 – female

Serial	Principal dress item	Optional items	Remarks
1	Shirt blue/white long sleeve		
2	Tie Air Force blue	Female bow tie	
3	Name badge silver	• Name badge gold • Unit Name Badge	
4	Rank Insignia		Air Force blue rank slides
5	Belt trousers dark blue		
6	Trousers Service Dress Air Force blue	Skirt Service Dress Air Force blue	

Serial	Principal dress item	Optional items	Remarks
7	Socks Black	Hosiery	As per Chapter 3
8	Cap Service Dress Womens	• Garrison cap • Hat fur felt khaki • Cap Service Dress mens • Beret[(a)]	
9	RM Williams boots	• Shoes Service Dress • Court shoes or wedges • Flat soled shoes	Boots not worn with the skirt
10	Ribbons of honours and awards. Unit citations[(a)]		
11	Commendation badges[(a)]		Maximum of two
12	Individual readiness badge[(a)]		
13	Specialist qualification badges[(a)]		
14		Aiguillette[(a)]	Worn when required
15		Overcoat	
16		Sweater Air Force blue	
17		A2 Leather jacket	
18		Cardigan	
19		Raincoat	
20		Utility Jacket	
21		Multipurpose Jacket	
22		Gloves black, knitted or leather	Worn in conjunction with pullover, cardigan, jacket or overcoat
23		Cuff links	Plain or military design
24		Tie bar or pin	Plain or military design

Notes:
(a) Worn only if entitled.

Figure 1A–4 Service Dress 2 with skirt and court shoes



Figure 1A–5 Service Dress 2 – male



Table 1A–4 Service dress 2 – male

Serial	Principal items of dress	Optional items	Remarks
1	Shirt blue/white, long sleeve		
2	Tie Air Force blue		
3	Name badge silver	• Name badge gold • Unit name badge	
4	Rank insignia		Air Force blue rank slides
5	Belt trousers dark blue		
6	Trousers Service Dress		

Serial	Principal items of dress	Optional items	Remarks
	Air Force blue		
7	Socks black		
8	Cap Service Dress Mens	• Garrison cap • Hat fur felt khaki • Beret[(a)]	
9	RM Williams boots	Shoes Service Dress	
10	Ribbons of honours and awards. Unit citations[(a)]		
11	Commendation badges[(a)]		Maximum of two
12	Individual readiness badge[(a)]		
13	Specialist qualification badges[(a)]		
14		Aiguillette[(a)]	Worn when required
15		Overcoat	
16		Sweater Air Force blue	
17		A2 Leather jacket	
18		Raincoat	
19		Multipurpose jacket	
20		Utility jacket	
21		Gloves black, knitted or leather	Worn in conjunction with pullover. Jacket or overcoat
22		Cuff links	Plain or military design
23		Tie bar or pin	Plain or military design

Notes:
(a) Worn only if entitled.

Figure 1A–6 Service Dress 3 – female



Table 1A–5 Service Dress 3 – female

Serial	Principal dress items	Optional items	Remarks
1	Shirt blue/white short sleeve		
2	Name badge silver	• Name badge gold • Unit name badge	
3	Rank Insignia		Air Force blue rank slides
4	Belt trousers dark blue		

Serial	Principal dress items	Optional items	Remarks
5	Trousers Service Dress Air Force blue	Skirt Service Dress Air Force blue	
6	Socks Black	Hosiery	As per Chapter 3
7	Cap Service Dress Womens	• Garrison cap • Hat fur felt khaki • Cap Service Dress mens • Beret[(a)]	
8	RM Williams boots	• Shoes Service Dress • Court shoes or wedges • Flat soled shoes	Boots are not worn with the skirt
9	Ribbons of honours and awards. Unit citations[(a)]		
10	Commendation badges[(a)]		Maximum of two
11	Individual readiness badge[(a)]		
12	Specialist qualification badges[(a)]		
13		Aiguillette[(a)]	Worn when required
14		Overcoat	
15		Sweater Air Force blue	
16		A2 Leather jacket	
17		Cardigan	
18		Raincoat	
19		Multipurpose jacket	
20		Gloves black, knitted or leather	Worn in conjunction with pullover, cardigan, jacket or overcoat

Notes:
(a) Worn only if entitled.

Figure 1A–7 Example variations of Service Dress 3 – female



Figure 1A–8 Service Dress 3 – male



Table 1A–6 Service Dress 3 – male

Serial	Principal dress items	Optional items	Remarks
1	Shirt blue/white, short sleeve		
2	Name badge silver	• Name badge gold • Unit Name Badge	
3	Rank insignia		Air Force blue rank slides
4	Belt trousers dark blue		

Serial	Principal dress items	Optional items	Remarks
5	Trousers Service Dress Air Force blue		
6	Socks black		
7	Cap Service Dress Mens	• Garrison cap • Hat khaki fur felt • Beret[(a)]	
8	RM Williams boots	Shoes Service Dress	
9	Ribbons of honours and awards. unit citations[(a)]		
10	Commendation badges[(a)]		Maximum of two
11	Individual readiness badge[(a)]		
12	Specialist qualification badges[(a)]		
13		Aiguillette[(a)]	Worn when required
14		Overcoat	
15		Sweater Air Force blue	
16		A2 Leather jacket	
17		Raincoat	
18		Multipurpose jacket	
20		Gloves black, knitted or leather	Worn in conjunction with pullover. jacket or overcoat

Notes:
(a) Only worn if entitled.

Figure 1A–9 Service Dress 4



Table 1A–7 Service Dress 4 – female working dress

Serial	Principal dress items	Optional items	Remarks
1	Dress blue/white		
2	Name badge silver	• Name badge gold • Unit name badge	
3	Rank insignia		Air Force blue rank slides
4	Cap Service Dress women's	• Garrison cap • Hat khaki, fur felt • Cap Service Dress men's • Beret[(a)]	
5	Hosiery	White socks	As per Chapter 3

Serial	Principal dress items	Optional items	Remarks
6	Shoe Service Dress patent leather	• Court shoes • Flat soled shoes	
7	Ribbons of orders, decorations and medals. Unit Citations[(a)]		
8	Commendation badge[(a)]		Maximum of two
9	Individual readiness badge[(a)]		
10	Specialist qualification badges[(a)]		
11		Aiguillette[(a)]	Worn when required
12		Overcoat	
13		Pullover Air Force blue	
14		Cardigan	
15		A2 Leather jacket	
16		Multipurpose jacket	
17		Raincoat	
18		Gloves Black knitted or leather	Only worn in conjunction with pullover, cardigan, jacket or overcoat

Notes:
(a) Only worn if entitled.

Figure 1A–10 Service Dress 5 with garrison cap, cardigan and court shoes



ANNEX 1B

CEREMONIAL DRESS

GENERAL

Introduction

1. Ceremonial Dress (CD) is worn on formal occasions and usually in view of the public. For these reasons there are a minimum of optional items of wear and they are reserved for when a member is acting in an individual capacity and not part of a parade or ceremonial grouping.

2. The all season's concept applies to CD and regardless of seasonal changeover dates, the variation of CD suitable to the conditions may be ordered. The variations for CD are:

a. CD1 cold weather

b. CD2 cool weather

c. CD3 hot weather

d. CD4 trainee cold weather

e. CD5 Australian Defence Force Academy.

3. The variant of CD to be worn will normally be ordered by the organising authority. Guidance for occasions when CD should be worn can be found in Annex 2A. CD4 is worn by initial employment trainees when ordered by their Commanding Officer (CO) and CD5 is worn only at the Australian Defence Force Academy.

Descriptions

4. Detailed descriptions of the CD variations are shown below. The optional items listed may be worn with that variation of CD when a member is acting in an individual capacity. Some ceremonial accoutrements such as swords and white belts are only worn when ordered.

Figure 1B–1 Ceremonial Dress 1 – female



Table 1B–1 Ceremonial Dress 1 – female

Serial	Principal dress item	Optional items	Remarks
1	Tunic service dress		
2	• Eagle and crown badge • Medical branch badge		• Eagle and crown badges worn on the lapel by AC to FSGT, except medical personnel. • Medical branch badge worn on the lapel by all ranks of medical personnel.
3	Shirt blue/white, long sleeve		
4	Tie Air Force blue		

Serial	Principal dress item	Optional items	Remarks
5	Name badge silver	Name badge gold	Nil
6	Rank insignia		Sewn to sleeves of the tunic
7	Belt service dress dark blue		
8	Trousers, Service Dress Air Force blue	Skirt, Service Dress, Air Force blue	Skirt is only to be worn when acting in an individual capacity.
9	Socks Black	Black hosiery	As per Chapter 3
10	Cap Service Dress female	Beret (a)	
11	RM Williams boots	• Shoes Service Dress • Court shoes	• Court shoes are only worn only with skirt and black hosiery. • Boots are not to be worn with the skirt • From 01 July 2019 only RM Williams boots are to be worn with trousers
12	Insignia of orders decorations and medals, including unit citations (a)		
13	Commendation badges (a)		Maximum of two
14	Individual readiness badge (a)		
15	Specialist qualification badges (a)		
16	Aiguillette (a)		
17	Sword, air officer		Worn by AIRCDRE and above in accordance with the Air Force Drill and Ceremonial Manual
18	Sword, officer		Worn/carried by WOFF and above when ordered
19	Belt, ceremonial white		Worn by FSGT and below when ordered
20	Belt colour or ensign		Worn by colour or flag bearers only
21	Rifle fitted with white sling		Carried by FSGT and below when ordered

Serial	Principal dress item	Optional items	Remarks
22	Sash, shoulder, ceremonial, blue		Worn by WOFF and SNCO when: • Part of a colour party • Acting as a guide • Parade WOFF • Ordered.
23	Gloves, ceremonial, white		Worn by all members of a colour party.
24	Sash, waist, gold, ceremonial		Worn by AVM and above detailed at Chapter 3
25	Nil	Overcoat	
26	Nil	Raincoat	
27	Nil	Gloves Black	Knitted or leather
28	Nil	Cuff links	Plain or military design
29	Nil	Tie Bar or Pin	Plain or military design

Notes:
(a) Worn only if entitled.

Figure 1B–2 Ceremonial Dress 1 with Service Dress skirt and court shoes



Figure 1B–3 Ceremonial Dress 1 – male



Table 1B–2 Ceremonial Dress 1 – male

Serial	Principal dress item	Optional items	Remarks
1	Tunic Service Dress		
2	• Eagle and crown badges • Medical branch badge		• Eagle and crown badges worn on the lapel by AC to FSGT, except medical personnel. • Medical branch insignia worn on the lapel by all ranks of medical personnel.
3	Shirt blue/white Air Force blue, long sleeve		
4	Tie Air Force blue		
5	Name badge silver	Name badge gold	
6	Rank Insignia		
7	Belt Service Dress dark blue		
8	Trousers, Service Dress, Air Force blue		
9	Socks black		
10	Cap Service Dress, male	Beret (a)	
11	RM Williams boots	Shoes Service Dress	From 01 July 2019 only RM Williams boots are to be worn with Ceremonial Dress
12	Insignia of orders, decorations and medals, including unit citations (a)		
13	Commendation badges (a)		Maximum of two
14	Individual readiness badge (a)		
15	Specialist qualification badges (a)		
16	Aiguillette (a)		
17	Sword, air officer		Worn by AIRCDRE and above in accordance with the Air Force Drill and Ceremonial Manual.
18	Sword, officer		Worn/carried by WOFF and above when ordered
19	Belt, ceremonial white		Worn by FSGT and below when ordered
20	Belt colour or ensign		Worn by colour or flag bearers only

Serial	Principal dress item	Optional items	Remarks
	Rifle fitted with white sling		Carried by FSGT and below when ordered
21	Sash, shoulder, ceremonial, blue		Worn by WOFF and SNCO when: • Part of a colour party • Acting as a guide • Parade WOFF • Ordered.
22	Gloves, ceremonial, white		Worn by all members of a colour party.
23	Sash, waist, gold, ceremonial		Worn by AVM and above detailed at Chapter 3
24	Nil	Overcoat	
25	Nil	Raincoat	
26	Nil	Gloves Black	Knitted or leather
27	Nil	Cuff links	Plain or military design
28	Nil	Tie bar or pin	Plain or military design

Notes:
(a) Worn only if entitled.

Figure 1B–4 Ceremonial Dress 1 with blue sash, white belt and white gloves



Figure 1B–5 Ceremonial Dress 2 – female



Table 1B–3 Ceremonial Dress 2 – female

Serial	Principal dress item	Optional items	Remarks
1	Shirt blue/white Air Force blue, long sleeve		
2	Tie Air Force blue		
3	Name badge silver	Name badge gold	
4	Rank insignia		
5	Belt service dress dark blue		

Serial	Principal dress item	Optional items	Remarks
6	Trousers, Service Dress Air Force blue	Skirt, Service Dress, Air Force blue	
7	Socks Black	Black hosiery	As per Chapter 3
8	Cap Service Dress female	Beret (a)	
9	RM Williams boots	• Shoes Service Dress • Court shoes	• Court shoes are only worn only with skirt and black hosiery • Boots are not to be worn with the skirt • From 01 July 2019 only RM Williams boots are to be worn with trousers
10	Insignia of orders, decorations and medals, including unit citations (a)		
11	Commendation badges (a)		Maximum of two
12	Individual readiness badge (a)		
13	Specialist qualification badges (a)		
14	Aiguillette (a)		
15	Sword, air officer		Worn by AIRCDRE and above in accordance with the *Air Force Drill and Ceremonial Manual*
16	Sword, officer		Worn/carried by WOFF and above when ordered
17	Belt, ceremonial white		Worn by FSGT and below when ordered
18	Belt colour or ensign		Worn by colour or flag bearers only
19	Rifle fitted with white sling		Carried by FSGT and below when ordered
20	Sash, shoulder, ceremonial, blue		Worn by WOFF and SNCO when: • Part of a colour party • Acting as a guide • Parade WOFF • Ordered.
21	Gloves, ceremonial, white		Worn by all members of a colour party.

Serial	Principal dress item	Optional items	Remarks
22		Overcoat	
23		Raincoat	
24		Cuff links	Plain or military design
25		Tie Bar or Pin	Plain or military design

Notes:
(a) Worn only if entitled.

Figure 1B–6 Ceremonial Dress 2 with white belt



Figure 1B–7 Ceremonial Dress 2 – male



Table 1B–4 Ceremonial Dress 2 – male

Serial	Principal dress item	Optional items	Remarks
1	Shirt blue/white Air Force blue, long sleeve		
2	Tie Air Force blue		
3	Name badge silver	Name badge gold	
4	Rank Insignia		
5	Belt service dress dark blue		
6	Trousers, service dress, Air Force blue		
7	Socks black		

Serial	Principal dress item	Optional items	Remarks
8	Cap service dress, male	Beret (a)	
9	RM Williams boots	Shoes Service Dress	From 01 July 2019 only RM Williams boots are to be worn with Ceremonial Dress
10	Insignia of orders, decorations and medals, including unit citations (a)		
11	Commendation badges (a)		Maximum of two
12	Individual readiness badge (a)		
13	Specialist qualification badges (a)		
14	Aiguillette (a)		
15	Sword, air officer		Worn by AIRCDRE and above in accordance with the Air Force Drill and Ceremonial Manual.
16	Sword, officer		Worn/carried by WOFF and above when ordered
17	Belt, ceremonial white		Worn by FSGT and below when ordered
18	Belt colour or ensign		Worn by colour or flag bearers only
19	Rifle fitted with white sling		Carried by FSGT and below when ordered
20	Sash, shoulder, ceremonial, blue		Worn by WOFF and SNCO when: • Part of a colour party • Acting as a guide • Parade WOFF • Ordered.
21	Gloves, ceremonial, white		Worn by all members of a colour party.
22	Nil	Overcoat	
23	Nil	Raincoat	
24	Nil	Cuff links	Plain or military design
25	Nil	Tie bar or pin	Plain or military design

Notes:
(a) Worn only if entitled.

Figure 1B–8 Ceremonial Dress 3 – female



Table 1B–5 Ceremonial Dress 3 – female

Serial	Principal dress item	Optional items	Remarks
1	Shirt blue/white Air Force blue, short sleeve		
2	Name badge silver	Name badge gold	
3	Rank insignia		
4	Belt Service Dress dark blue		
5	Trousers, Service	Skirt, Service Dress, Air	

Serial	Principal dress item	Optional items	Remarks
	Dress Air Force blue	Force blue	
6	Socks Black	Black hosiery	As per Chapter 3
7	Cap Service Dress female	Beret (a)	Nil
8	RM Williams boots	• Shoes Service Dress • Court shoes	• Court shoes are only worn only with skirt and black hosiery • Boots are not to be worn with the skirt • From 01 July 2019 only RM Williams boots are to be worn with trousers
9	Insignia of orders, decorations and medals, including unit citations (a)		
10	Commendation badges (a)		Maximum of two
11	Individual readiness badge (a)		
12	Specialist qualification badges (a)		
13	Aiguillette (a)		
14	Sword, air officer		Worn by AIRCDRE and above in accordance with the *Air Force Drill and Ceremonial Manual.*
15	Sword, officer		Worn/carried by WOFF and above when ordered
16	Belt, ceremonial white		Worn by FSGT and below when ordered
17	Belt colour or ensign		Worn by colour or flag bearers only
18	Rifle fitted with white sling		Carried by FSGT and below when ordered
19	Sash, shoulder, ceremonial, blue		Worn by WOFF and SNCO when: • Part of a colour party • Acting as a guide • Parade WOFF • Ordered.
20	Gloves, ceremonial, white		Worn by all members of a colour party.
21		Overcoat	

Serial	Principal dress item	Optional items	Remarks
22		Raincoat	

Notes:
(a) Worn only if entitled.

Figure 1B–9 Ceremonial Dress 3 with Service Dress skirt and court shoes



Figure 1B–10 Ceremonial Dress 3 – male



Table 1B–6 Ceremonial Dress 3 – male

Serial	Principal dress item	Optional items	Remarks
1	Shirt blue/white Air Force blue, short sleeve		
2	Name badge silver	Name badge gold	
3	Rank Insignia		
4	Belt service dress dark blue		
5	Trousers, Service Dress, Air Force blue		
6	Socks black		

Serial	Principal dress item	Optional items	Remarks
7	Cap service dress, male	Beret (a)	
8	RM Williams boots	Shoes Service Dress	From 01 July 2019 only RM Williams boots are to be worn with Ceremonial Dress
9	Insignia of orders, decorations and medals, including unit citations (a)		
10	Commendation badges (a)		Maximum of two
11	Individual readiness badge (a)		
12	Specialist qualification badges (a)		
13	Aiguillette (a)		
14	Sword, air officer		Worn by AIRCDRE and above in accordance with the *Air Force Drill and Ceremonial Manual.*
15	Sword, officer		Worn/carried by WOFF and above when ordered
16	Belt, ceremonial white		Worn by FSGT and below when ordered
17	Belt colour or ensign		Worn by colour or flag bearers only
18	Rifle fitted with white sling		Carried by FSGT and below when ordered
19	Sash, shoulder, ceremonial, blue		Worn by WOFF and SNCO when: • Part of a colour party • Acting as a guide • Parade WOFF • Ordered.
20	Gloves, ceremonial, white		Worn by all members of a colour party.
21		Overcoat	
22		Raincoat	

Notes:
(a) Worn only if entitled.

Figure 1B–11 Ceremonial Dress 4 – trainee cold weather



5. Worn by personnel at point of entry and initial training units who are not entitled to the issue of a Service Dress tunic, when conducting ceremonial duties during cold weather. Wear of CD4 by trainees must be approved by their CO.

Table 1B–7 Ceremonial Dress 4 – trainee cold weather

Serial	Principal dress item	Optional items	Remarks
1	Multi Purpose Jacket	Sweater Air Force blue (a)	Nil
2	Shirt blue/white long sleeve		
3	Tie Air Force blue		
4	Rank insignia		
5	Belt Service Dress dark blue		
6	Trousers Service Dress Air Force blue		
7	Cap Service Dress mens/womens (as applicable).		
8	Socks black		
9	RM Williams boots.		
10	Belt, ceremonial white		When ordered

Serial	Principal dress item	Optional items	Remarks
11	Sword, officer		When ordered
12	Rifle fitted with white sling		When ordered

Notes:
(a) The sweater is no longer issued at initial training units but has been retained in this Manual as an interim measure. All personnel on parade are to wear the same items of dress.

Figure 1B–12 Ceremonial Dress 5 – Australian Defence Force Academy



6. Ceremonial Dress 6 – Australian Defence Force Academy (ADFA) is worn by Air Force personnel posted to ADFA as staff or students for ceremonial and other occasions as required.

Table 1B–8 Ceremonial Dress 5 – Australian Defence Force Academy

Serial	Principal dress item	Optional items	Remarks
1	Patrol jacket, white		With blue Air Force patch on left shoulder sleeve.
2	Rank Insignia, shoulder board.		
3	Belt service dress dark blue		

Serial	Principal dress item	Optional items	Remarks
4	Trousers, Service Dress, Air Force blue		
5	Socks black		
6	Cap Service Dress, male/female		
7	RM Williams boots	Shoes Service Dress	From 01 July 2019 only RM Williams boots are to be worn with Ceremonial Dress.
8	Insignia of orders, decorations and medals, including unit citations (a)		
9	Commendation badges (a)		Maximum of two
10	Individual readiness badge (a)		
11	Specialist qualification badges (a)		
12	Sword, officer		Worn/carried by WOFF and above when ordered
13	Belt, ceremonial white		Worn by FSGT and below when ordered
14	Belt colour or ensign		Worn by colour or flag bearers only
15	Rifle fitted with white sling		Carried by OFFCDT and FSGT and below when ordered
16	Sash, shoulder, ceremonial, blue		Worn when part of a colour party or otherwise ordered.
17	Gloves, ceremonial, white		Worn by when part of a colour party.
18	Sash, waist, blue, ceremonial		Worn by commandant and ASM when this position is filled by an Air Force member.
19	Nil	Overcoat	
20	Nil	Raincoat	

Notes:
(a) Worn only if entitled.

ANNEX 1C

GENERAL PURPOSE UNIFORM

Introduction

1. The General Purpose Uniform (GPU) is a camouflage pattern uniform worn as working dress by Air Force personnel.

2. **Ironing.** GPU may be lightly pressed to remove wrinkles but are not to be starched nor creases ironed in. Repeated ironing over the nylon zips will cause them to malfunction and is to be avoided.

Description

3. The optional items listed below may be worn with GPU when conditions allow. As a working dress uniform it is not intended that GPU be worn for parades or representational duties. Should GPU be ordered for a unit parade then the principal dress items are to be worn.

4. **Transition period.** When the GPU transition period ends on 01 January 2019, DPCU items such as brown t-shirt, brown boots, green socks, etc are no longer to be worn with GPU.

Figure 1C–1 General Purpose Uniform



Table 1C–1 General Purpose Uniform

Serial	Principal dress item	Optional items	Remarks
1	Coat, GPU(a)		
2	Air Force tag		Sewn above right chest pocket
3	Name tag		Sewn above left chest pocket
4	Air Force patch		
5	RAAF Ensign patch	Australian National Flag patch (worn overseas only)	Fixed to the left sleeve using hook and pile fasteners
6	Rank insignia		
7	Trousers, GPU		
8	Air Force baseball cap	• Approved unit baseball cap • Cap garrison • Hat utility GPU • Beret(b) • Hat khaki fur felt	

Serial	Principal dress item	Optional items	Remarks
9	Socks heavyweight black	Socks heavyweight green	
10	Boots, combat black (Terra)	• Boots, combat brown (Terra) • Boots safety black or brown	
11	Collar insignia chaplain (b)		
12	Brassard(b)	The brassard may show: • Protected person (Red cross/red crystal) • Air Force police (SP) • Movements (spoked wheel symbol) • Orderly Member (OM) • Bomb disposal (bomb separating the letters B and D) • Military Skills Instructor (MSI)	As detailed in Chapter 3
13		Approved unit patch	Fixed to the right sleeve using hook and pile fasteners
14	T-Shirt Air Force dark blue	Approved unit T-Shirt	
15		Skivvy (brown or green)	Worn zipped with neck rolled down or unzipped with collar under the DPCU coat
16		Jacket GPU	
17		Multi-Purpose jacket	
18		Gloves Black knitted or leather	Worn only in conjunction with a jacket.
19		• Belt Service Dress • Belt individual • Other military style belts approved at the unit level	
20		Wet weather ensemble	
21		Tarmac ensemble	

Serial	Principal dress item	Optional items	Remarks
		GPU	
22		Multitool, pocketknife, flashlight, etc	Approved at unit level. These items are not to present a bulky appearance or protrude from under the GPU coat

Notes:
(a) Coat GPU is commonly referred to as the GPU shirt.
(b) Worn only if entitled.

Figure 1C–2 General Purpose Uniform jacket



ANNEX 1D

DISRUPTIVE PATTERN COMBAT UNIFORM

Introduction

1. The Disruptive Pattern Camouflage Uniform (DPCU) is a camouflage pattern uniform worn as working dress by Air Force personnel in operational or exercise situations where camouflage is required. In desert environments, Disruptive Pattern Desert Uniform (DPDU) maybe issued. Instructions for DPCU are also to apply to DPDU.

2. DPCU is being replaced in the Army and some Air Force units by Australian Multicam Camouflage Uniform (AMCU). Unless stated otherwise, the instructions for DPCU also apply to AMCU.

3. Air Force personnel not included in the AMCU roll out but who possess AMCU are to be aware that the items will not be supported (ie if worn out will not be exchanged). AMCU and DPCU items are not to be mixed.

Description

4. The optional items listed below may be worn with DPCU when conditions allow. As a combat uniform it is not intended DPCU be worn for parades or representational duties unless in a deployed location. Should DPCU be ordered for a unit parade, the principal dress items are to be worn.

Figure 1D–1 Disruptive Pattern Combat Uniform



Table 1D–1 Disruptive Pattern Combat Uniform

Serial	Principal dress item	Optional items	remarks
1	Coat, DPCU[(a)]		
2	Air Force tag		Black on DPCU worn above right breast pocket.
3	Name tag		Black on DPCU worn above left breast pocket.
4	Air Force patch DPCU		Sewn to top of left shoulder
5	RAAF Ensign patch	Australian National Flag patch (worn overseas only)	On DPCU background fixed to left sleeve by hook and pile fasteners
6	Rank insignia		DPCU rank slide.
7	Trousers, DPCU		
8	Hat Utility DPCU	• Air Force baseball cap • Approved unit baseball cap. • Beret[(b)]. • Hat khaki fur felt.	
9	Socks heavyweight green	Socks heavyweight black.	
10	Boots, combat black (Terra)	• Boots, combat brown (Terra) • Boots safety black or brown.	
11	T-Shirt brown	• Approved unit T-Shirt • T-Shirt green	Green t-shirt is part of AMCU and only to be worn with DPCU if no brown t-shirts are available.
12	Collar insignia chaplain[(b)]		
13	Brassard[(b)]	• The brassard may show: • Protected person (Red cross/red crystal). • Air Force police (SP). • Movements (spoked wheel symbol). • Orderly Member (OM). • Bomb disposal (bomb separating the letters B and D). • Military Skills Instructor (MSI)	As detailed in Chapter 3
14		Approved unit patch	Fixed to the right sleeve with

Serial	Principal dress item	Optional items	remarks
			hook and eye fasteners.
15		Skivvy (brown or green)	Worn zipped with neck rolled down or unzipped with collar under the DPCU coat.
16		Jacket DPCU	
17		Gloves black or green knitted or leather	Only worn in conjunction with DPCU jacket.
18		Belt individual	Or other military style belt approved at unit level.
19		Wet weather ensemble DPCU	Wet weather jacket maybe worn separately, Wet weather trousers are to be worn in conjunction with the jacket.
20		Tarmac ensemble DPCU	Tarmac jacket maybe worn separately, tarmac trousers are to be worn in conjunction with the jacket.
21		AMCU combat shirt	Worn as part of AMCU when in tactical/field conditions. Not for general wear on base.
22		Multitool, pocketknife, flashlight, etc	Wearing of tools or other items on the belt maybe approved at unit level. These items are not to present a bulky appearance or protrude from under the DPCU coat.
23		Mission essential equipment	As ordered

Notes:
(a) Coat DPCU is commonly referred to as the DPCU shirt.
(b) Worn only if entitled.

Figure 1D–2 AMCU combat shirt



ANNEX 1E

PHYSICAL TRAINING UNIFORM

Introduction

1. The Physical Training Uniform (PTU) is worn at initial training units and in other locations where uniformity of dress is required during physical training (eg operational areas). The following variations of PTU may be ordered to be worn:

a. PTU1 Physical Training dress

b. PTU2 Battle PT and adventure training dress.

2. **Saluting.** As headdress is not compulsory with PTU, saluting with the hand is not conducted in this order of dress but compliments are to be paid as appropriate.

Descriptions

PTU1 – Physical training uniform

3. The description of PTU1 is reserved until the release of new clothing items.

Figure 1E–1 Physical Training Uniform 2 – Battle PT and adventure training dress



Table 1E–1 PTU2 Battle PT and adventure training dress

Serial	Principal dress item	Optional items	Remarks
1	No headdress	• Air Force Baseball cap • Unit Cap • Hat broad brim	
2	T-Shirt, Air Force blue	• Unit t-shirt, • Coat GPU	DPCU may be ordered to be worn.
3	Trousers GPU		DPCU may be ordered to be worn.
4	Socks, black	Socks, green	

Serial	Principal dress item	Optional items	Remarks
5	Boots, black Terra	Shoes running[(a)]	The organising authority will detail if boots or running shoes are worn ie PTU2 boots or PTU2 runners
6		Track suit jacket	
7		Individual Load carrying Equipment	When ordered
8		Helmet, Body Armour	Other mission essential equipment as ordered

Notes:
(a) The organising authority may approve private purchase running or training shoes to be worn.

Figure 1E–2 PTU2 with running shoes.



ANNEX 1F

MESS DRESS

Introduction

1. Mess Dress (MD) is worn at official functions at the Sergeants or Officers Mess or at other service related functions. While normally worn by SGT and above, MD1 may be worn by all ranks of musician as concert dress.

2. The variations for CD are:

a. MD1 cool weather

b. MD2 hot weather.

3. The variant of MD to be worn will normally be ordered by the organising authority. Guidance for occasions when MD should be worn can be found in Annex 2A.

Descriptions

4. Detailed descriptions of the MD variations are shown below.

5. Embellishments worn on MD2 are the same as those worn for SD3.

Figure 1F–1 Mess Dress 1 – female



Table 1F–1 Mess Dress 1 – female

Serial	Principal dress item	Optional item	Remarks
1	Jacket Mess Dress		The officer winter dark blue Mess Dress jacket may continue to be worn.
2	Shirt marcella – fronted		
3	Cufflinks and studs, gold	Military style gold studs and/or cuff links.	Optional items are private purchase.
4	Bow tie, black		
5	Rank insignia, shoulder board		

Serial	Principal dress item	Optional item	Remarks
6	Cummerbund dark blue	Unit cummerbund	A unit cummerbund is only worn with the approval of the Dining President, etc
7	Skirt, mess dress, Air Force blue	Trousers Service Dress Air Force blue	Belt Service Dress dark blue may be worn with slacks/trousers
8	Shoes Service Dress	• Court shoes • RM Williams boots	Boots only to be worn with slacks/trousers
9	Black hosiery	Socks Black	As per Chapter 3
10	Miniature, insignia of orders, decorations and medals, including unit citations[(a)]		
11	Commendation badges, miniature[(a)]		Maximum of two
12		Individual readiness badge[(a)]	Individual Readiness Badge is only worn by Air Force Band members when wearing MD1 as Concert Dress.
13	Specialist qualification badges, miniature[(a)(b)]		
14	Aiguillette[(a)]		

Notes:
(a) Worn only if entitled
(b) Military Skills Instructor badge is not worn with MD1.

Figure 1F–2 Mess Dress 1 – male



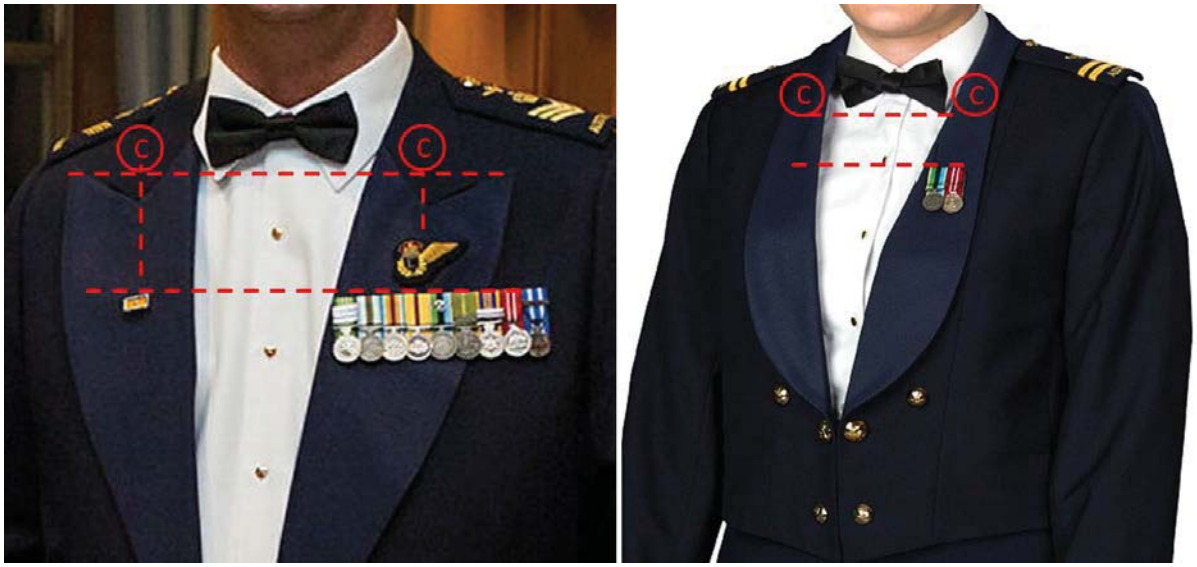
Table 1F–2 Mess Dress 1 – male

Serial	Principal dress item	Optional items	Remarks
1	Jacket Mess Dress		The officer winter dark blue Mess Dress jacket may continue to be worn.
2	Shirt, marcella front		
3	Cufflinks and studs, gold	Military style gold studs and/or cuff links.	Optional items are private purchase.
4	Bow tie, black		

Serial	Principal dress item	Optional items	Remarks
5	Rank insignia, shoulder board		
6	Cummerbund dark blue	Unit cummerbund	A unit cummerbund is only worn with the approval of the Dining President, etc.
7	Belt Service Dress dark blue		
8	Trousers, Service Dress Air Force blue		
9	RM Williams boots	Shoes service dress patent leather,	
10	Socks Black		
11	Miniature, insignia of orders, decorations and medals, including unit citations[(a)]		
12	Commendation badges, miniature[(a)]		Maximum of two.
13		Individual readiness badge[(a)]	Individual Readiness Badge is only worn by Air Force Band members when wearing MD1 as Concert Dress.
14	Specialist qualification badges, miniature[(a)(b)]		
15	Aiguillette[(a)]		

Notes:
(a) Worn only if entitled.
(b) Military Skills Instructor badge is not worn with MD1.

Figure 1F–3 Position of embellishments – Mess Dress 1



6. Position C on the Mess Dress jacket is:

a. **Males.** The base of the badge approximately in line with the uppermost lapel point of the jacket.

b. **Females.** The base of the badge approximately in line in line with the collar points of the MD shirt.

7. Flying badges are positioned approximately 25mm below the instep of the lapel for males and 80 to 100mm below the front edge of the shoulder board for females.

8. Miniature insignia of decorations and medals are to be worn positioned approximately in line with a point midway between the uppermost and mid gold stud on the Mess Dress shirt for males. For females the medals are positioned approximately in line with the uppermost gold stud on the Mess Dress shirt. The three millimetre vertical spacing between positions is to be observed.

9. The above spacing may be varied to permit sufficient space for the wearing of all entitled insignia.

Figure 1F–4 Mess Dress 2 – female



Table 1F–3 Mess Dress 2 – female

Serial	Principal dress item	Optional items	Remarks
1	Shirt evening, white, short sleeve		With blue Air Force patch worn on upper left sleeve.
2	Name badge silver	Name badge gold	
3	Rank insignia, shoulder board		
4	Air Force Patch		Air Force blue, sewn to top left shoulder.
5	Cummerbund, dark blue	Unit cummerbund	A unit cummerbund is only to worn with approval of the Dining President, etc
6	Skirt, mess dress, Air Force blue	Trousers, Service Dress Air Force blue	Belt Service Dress dark blue worn with slacks/trousers.

Serial	Principal dress item	Optional items	Remarks
7	Black hosiery	Socks Black.	As per Chapter 3
8	Shoes service dress patent leather,	• Court shoes, • RM Williams boots	Boots are not to be worn with the skirt.
9	Ribbons of honours and awards including unit citations[(a)]		
10	Commendation badges[(a)]		Full size, maximum of two
11	Individual readiness badge[(a)]		Full size
12	Specialist qualification badges[(a)]		• Full size, medical or chaplain insignia worn on the collar point. • Air Force blue Skill at Arms and/or Parachute badge to be sewn to the applicable sleeve. • Sterling silver flying badges to be worn.
13	Aiguillette[(a)]		

Note:
(a) Worn only if entitled.

Figure 1F–5 Mess Dress 2 – male



Table 1F–4 Mess Dress 2 – male

Serial	Principal dress item	Optional items	Remarks
1	Shirt evening, white, short sleeve		With blue Air Force patch worn on upper left sleeve.
2	Name badge gold	Name badge silver	
3	Rank insignia, shoulder board		
4	Air Force Patch		Air Force blue, sewn to top left shoulder.
5	Cummerbund, dark blue	Unit cummerbund	Unit cummerbund only worn with approval of the Dining President, etc
6	Trousers, SD Air Force blue		Belt Service Dress dark blue worn with trousers

Serial	Principal dress item	Optional items	Remarks
7	Belt, SD, dark blue		
8	Socks Black		
9	RM Williams boots	Shoes Service Dress	
10	Ribbons of honours and awards including unit citations[(a)]		
11	Commendation badges[(a)]		Full size, maximum of two.
12	Individual readiness badge[(a)]		Full size.
13	Specialist qualification badges[(a)]		• Full size, medical or chaplain insignia worn on the collar point. • Air Force blue Skill at Arms and/or Parachute badge to be sewn to the applicable sleeve. • Sterling silver flying badges to be worn.
14	Aiguillette[(a)]		

Note:
(a) Worn only if entitled.

Figure 1F–6 Mess Dress 2 with a unit cummerbund



ANNEX 1G

FLYING DRESS

Introduction

1. Flying Dress is worn by all ranks, categories and musterings when engaged in flying duties (members are engaged in flying duties when they occupy a crew station of an aircraft during the operation of the aircraft both on the ground and in the air). Although not intended as daily working dress, Commanding Officers may authorise wear when not engaged in flying related tasks.

2. When wearing Flying Dress, flying safety considerations take precedence. Commanders of flying units are to promulgate Standing Instructions detailing when and where local flying dress and grooming related instructions apply.

3. Only authorised issue protective clothing shall be worn. Undergarments should be of natural fibres such as cotton or synthetic undergarments issued specifically for aircrew rather than synthetic fibres like nylon in order to complement the fire flash resistant properties of the outer protective clothing.

Flying related grooming

4. **General.** Members are to cut, style or groom their hair, in such a manner that it will not present a snagging, entanglement, scalping or fire hazard within an aircraft.

5. **Flying helmets.** Correct fitting of the flying helmet is mandatory to obtain maximum protective benefit. The cut, style or grooming of the hair must not interfere with the correct fit of the helmet. Helmets are not to be modified to accommodate hairstyles.

6. **Headsets and quick-don oxygen masks.** The cut, style or grooming of the hair, must not interfere with the proper fit or use of communication headsets and quick-don oxygen masks.

7. **Foreign object damage (FOD) hazards.** Large hair combs, hair clips and hairpins present a FOD hazard and their use should be discouraged during flying duties.

8. **Facial hair.** Facial hair is to be styled or groomed in such a manner that it does not interfere with the fit and seal of oxygen masks, either helmet mounted or quick-don.

9. **Jewellery and personal adornments.** Jewellery may precipitate or increase the severity of injury during survivable accidents and, therefore, jewellery should not be worn. Jewellery does not include wristwatches, identification badges, tags or passes. Personnel are strongly advised to remove wedding bands prior to commencing flying duties.

10. **Cosmetics.** Members are not to wear hydrocarbon-based cosmetic products when engaged in flying duties requiring the use of either helmet mounted or quick-don oxygen masks. Moustache wax and some hair care products may present a fire hazard in an oxygen rich environment. A review of the ingredients of medically prescribed creams, balms and ointments should be undertaken before use with aviation oxygen equipment.

Description

11. **Flying suit.** The main item of flying dress is the green one piece flying coveralls, however, two piece flying clothing consisting of flying shirt and trousers may be worn as an alternative. In operational or training locations, AMCU or tan coloured flying clothing maybe worn as directed by Force Element or Task Group headquarters. The provisions of this Manual apply to all items of flying clothing.

12. **Sleeves.** Sleeves of the coveralls or flying shirt are to be fastened at the wrist when conducting flying duties. Sleeves may be rolled to between the wrist and the elbow during non-flying duties.

13. **Two piece flying suit.** The shirt of two piece flying suit may be worn tucked into or hanging outside of the trousers. The shirt is to be tucked in when wearing a flying jacket.

14. **Zips and fasteners.** The central zipper of the coveralls or flying shirt is to be zipped to a height level with the uppermost part of the chest pocket zips. The coveralls or flying shirt is normally to worn open necked, except during inclement weather when they maybe fully zipped. All zips and fastenings on pockets and opening are to be closed when not in use.

Figure 1G–1 Flying Dress



Table 1G–1 Flying Dress

Serial	Principal item	Optional item	Remarks
1	Service Dress Cap	• Garrison cap • Air Force/approved unit baseball cap • Hat, khaki fur felt • GPU/DPCU utility hat	
2	Coveralls, flying	• Shirt flying • Trousers Flying	
3	Rank insignia, sage green		Sewn to onto shoulders
4	RAAF Ensign patch	Australian National Flag patch (worn overseas only)	Fixed to upper left sleeve using hook and pile fasteners.

Serial	Principal item	Optional item	Remarks
5		Name patch	Fixed to left chest using hook and pile fasteners.
6		Unit badge	Fixed to right chest using hook and pile fasteners.
7		Unit patch	Fixed to upper right sleeve using hook and pile fasteners.
8	Shirt utility (T-shirt)	Approved unit t-shirt	
9	Flying socks	Socks heavyweight green/black	
10	Flying boots, black	Boots combat black (Terra)	
11		Belt trousers green	Worn only with trousers flying
12		Flying gloves	
13		Flying jacket, nomex	
14		Flying jacket, leather	
15		Extreme cold weather clothing	As required.
16		Mission essential equipment	Body armour, etc as ordered.

Figure 1G–2 Flying Dress variations



ANNEX 1H

HOT WEATHER WORKING DRESS

Introduction

1. Hot Weather Working Dress (HWWD) is intended as an option to GPU for personnel employed in arduous conditions or extreme environments.

2. The wearing of HWWD is to be detailed by Commanding Officers in unit instructions. HWWD is not to be worn in public unless required in the course of the member's duty and with the approval of their commander.

Description

3. HWWD is intended for wear in hot conditions but when required the GPU jacket, tarmac jacket or wet weather ensemble may be worn and are listed below as optional items.

Figure 1H–1 Hot Weather Working Dress



Table 1H–1 Hot Weather Working Dress

Serial	Principal item	Optional item	Remarks
1	Air Force baseball cap	• Approved unit baseball cap • Hat utility GPU • Hat khaki fur felt	
2	T-shirt Air Force dark blue	Approved unit t-shirt	
3	Shorts utility		
4	Name tag		Sewn centre, bottom of the right leg, with the tag along the leg seam
5	Rank patch saxe blue		Sewn centre, bottom of the left leg, with the patch along the leg seam

Serial	Principal item	Optional item	Remarks
6	Socks black heavyweight		Rolled over the top of the boots
7	Boots combat black (terra)	• Safety boots black • Elastic sided safety boots	
8		• GPU jacket • GPU tarmac jacket	With or without the liner fitted
9		GPU wet weather ensemble	The wet weather jacket may be worn as a single item

Figure 1H–2 The General Purpose Jacket worn with Hot Weather Working Dress



ANNEX 1I

PHYSICAL TRAINING INSTRUCTOR DRESS

Introduction

1. Physical Training Instructor Dress (PTID) is worn by members of the Physical Training Instructor (PTI) mustering as working dress. The following variations of PTID may be ordered to be worn:

a. PTID1 Physical Training dress

b. PTID2 Battle PT and adventure training dress.

2. Certain items of private purchase civilian clothing are permitted to be worn with PTID, these items must be conservative and have minimal markings and/or logos.

Description

3. Some items of PTI Dress are only permitted to be worn in conjunction with PT sessions.

4. PTID2 is to only be worn when engaged in pre/post lesson administration or when conducting battle PT or adventure training sessions.

Figure 1D–1 PTID1 – Physical training dress



Table 1I–1 PTID1 Physical training dress

Serial	Principal item	Optional item	Remarks
1	PTI Cap, utility, navy blue	• Unit Cap • Hat broad brim PTI, Navy blue	Headdress is to be worn outdoors at all times, except when performing training or instructional duties.
2	Shirt, PTI, short-sleeved, collared, French blue	• Shirt, PTI, long sleeved, collared, French blue • T Shirt, utility, French blue	
3	Name tag		Sewn to right chest of French blue collared short sleeve shirt, PTI long sleeve shirt and the cold weather jacket.
4	Rank insignia silver blue		Sewn to both sleeves of French blue collared short sleeve shirt, PTI long sleeve shirt and the PTI cold weather jacket.

Serial	Principal item	Optional item	Remarks
5	Shorts, PTI, navy blue	Skirt, women's, PTI, navy/blue*	*Female only and to be worn with Underwear women's, PTI, navy/blue
6	Socks, sports, white	Private purchase white ankle socks	No less than 2cm above the ankle.
7	Shoes, training and running, PTI	Private purchase shoes	
8		PTI tracksuit navy blue with sky blue panels	Jacket or pants maybe worn separately.
9		Wet weather jacket, navy blue	Jacket maybe worn separately.
10		Wet weather pants, navy blue	Must be worn in conjunction with the jacket.
11		Rugby Jersey	May be worn during PTI classes and activities only, not to be worn as a working dress uniform.
12		Swimming Costume, Navy blue	To be worn during PTI classes and activities only
13		Private purchase compression garments	May be worn during PTI classes and activities only and under the principal item of dress.
14		Shorts, bicycle, navy blue	Must be worn underneath Shorts, PTI, navy blue

Figure 1I–1 PTID2 Battle PT and adventure training dress



Table 1I–2 PTID2 – Battle PT and adventure training dress

Serial	Principal item	Optional item	Remarks
1	PTI Cap, utility, navy blue	• Air Force or approved unit baseball cap • Hat Utility GPU/DPCU • Hat broad brim, Navy blue	Headdress is to be worn outdoors at all times, except when performing training or instructional duties, as needed.
2	T Shirt, utility, French blue	• Rugby Jersey • Shirt, PTI, long sleeved; French blue • Approved unit t-shirt. • GPU coat	
3	Trousers GPU		
4	Socks black heavyweight		
5	Boots combat black	• Shoes, training	

Serial	Principal item	Optional item	Remarks
	(Terra)	and running PTI • Private purchase shoes	
6		PTI tracksuit jacket, navy blue with sky blue shoulder panel	
7		Wet weather jacket, navy blue	
8		Private purchase compression garments	May be worn during PTI classes and activities only and under the principal dress item
9		Individual Load carrying Equipment	
10		Helmet, Body Armour	Other mission Essential equipment as ordered

Figure 1I–2 PTID2 with running shoes, with rugby jersey, with rugby jersey and running shoes



ANNEX 1J

CATERING SERVICES DRESS

Introduction

1. Catering Services Dress (CSD) is a working uniform for Air Force personnel specialising in food handling and preparation.

2. CSD is primarily intended for wear in the workplace and is not worn in public or worn off base, except where approved by a commander when representing the Air Force in a Salon Culinare or similar activity.

Description

Figure 1J–1 Catering Services Dress



Table 1J–1 Catering Services Dress

Serial	Principal item	Optional items	Remarks
1	Cap SD (male or female as applicable)	• Garrison cap • Air Force or approved unit baseball cap • Hat khaki fur felt • Cap, food handlers (cloth)	Food handlers cap is only to be worn within the confines of the kitchen.
2	Chef jacket		
3	Service Dress rank insignia		Service Dress rank slides
4	Air Force patch		Sewn or fixed using hook and pile fasteners to the top left shoulder.
5	Trousers, check		
6	Belt trousers dark blue		
7	White cotton undershirt	• T-shirt, Air Force dark blue • Approved unit t-shirt	Not to be worn as an outer garment, outside the kitchen environs.
8	Socks black heavyweight		
9	Safety boots black		
10		Neckerchief	
11		Cooks apron	
12		Extreme cold weather undergarment top	

Figure 1J–2 Catering Services Dress variations



ANNEX 1K

MATERNITY DRESS

Introduction

1. Maternity Dress is worn by pregnant female members when standard uniforms become too uncomfortable. Maternity Dress items are the equivalent of the orders of dress shown below. The guidance provided for those orders of dress are applicable to the equivalent maternity dress:

a. SD2

b. SD3

c. SD5

d. GPU.

2. With the Maternity Dress equivalent of SD2 the Women's bowtie, necktie is worn as the principal item and the Air Force blue necktie as an optional item.

3. Although intended as a working dress, female personnel attending or participating in ceremonial events may wear medals in place of ribbons with the relevant SD equivalent of Maternity Dress.

Figure 1K–1 Maternity Dress variations of Service Dress



Figure 1K–2 General Purpose Uniform Maternity Dress

Image to be added

4. Only the GPU version of Maternity Dress is approved for wear by Air Force personnel. DPCU and AMCU are worn for field or tactical tasks and while maternity versions of these uniforms are available they are not to be worn by Air Force members.

ANNEX 1L

VIP OPERATIONS DRESS

General

1. Certain items of clothing are to be used by 34 SQN and other units tasked with VIP transport operations. SD with the Crew Attendant (CREWATT) vest may continue to be worn until phased out by the dedicated uniform items shown in the tables.

2. **Crew Attendant vest.** The CREWATT vest is worn in conjunction with SD when performing VIP OPS. The vest is worn with the following embellishments:

a. rank shoulder boards

b. name badge on right breast

c. up to two commendation badges above the name badge

d. flying badge bullion on left breast

e. ribbons of orders, decorations and medals, underneath the flying badge.

Figure 1L–1 Crew Attendant vest



3. **Scarf.** Dress scarfs approved by Air Mobility Group may be worn by female CREWATTs when conducting VIP operations.

4. **Flying jacket.** The leather flying jacket maybe worn with SD when conducting or transiting to or from flying duties.

5. SD may be worn with badges removed in locations where they present a FOD hazard in accordance with unit Flying Instructions.

Figure 1L–2 SD3 variations with the Crew Attendant vest



Female Crew Attendant dress

Figure 1L–3 Female CREWATT Dress



Table 1L–1 Female CREWATT Dress

Serial	Principal item	Optional items	Remarks
1	CAP SD Female	Garrison cap,	
2	Shirt – Collared, white, short sleeve	Shirt - Boat neck, white, short sleeve	Not to be worn without blazer or overcoat covering when outside the aircraft
3	Dark blue skirt	Dark blue slacks or dress	
4	Over coat		Worn outside the aircraft aircraft in cold weather
5	Cardigan		Worn only inside the aircraft
6	Blazer		Worn outside the aircraft at all times(unless the overcoat is worn)
7	Name badge silver	Name badge gold	Worn on right side of boat collared shirt and dress

Serial	Principal item	Optional items	Remarks
8	Flying Badge sterling silver		Worn on left side of boat collared shirt and dress
9	Belt Red		Worn with dress, pants and skirt
10	Hosiery (skin tone)	Socks, black (worn with RMW boots or Service Dress shoes)	Worn with pants
11	Shoes, Patent Leather, black	Court shoes. Approved flat soled shoes. RMW boots	Worn with skirt, dress and pants (when wearing court/flat shoes)
12	Flying Badge Bullion[(a)]		Worn on left side of overcoat and blazer
13	Air Force patch		
14	Air Force blue rank slides		Worn on top of shoulders of overcoat and blazer
15	Name badge gold		Worn on right side overcoat and blazer
16	Ribbons of orders, decorations and medals[(a)]		Worn on left side of overcoat and blazer. To be removed if they present a FOD or other hazard IAW unit flying orders
17	Commendation Badges[(a)]		Worn on overcoat and blazer only. To be removed if they present a FOD or other hazard IAW unit flying orders
18	Specialist Qualification Badges[(a)]		Worn on overcoat and blazer only. To be removed if they present a FOD or other hazard IAW unit flying orders
19	Hair band accessories-Red, Blue, Transparent, Black, Brown or Tortoiseshell		Hair will be worn as for Flying Dress
20	Scarf		Worn at all times to and from aircraft and in accordance with unit standing instructions

Note:
(a) Only worn if entitled.

Figure 1L–4 VIP Operations Dress variations – slacks, blazer, overcoat and dress



Figure 1L–5 Crew Attendant Dress – male



Table 1L–2 Crew Attendant Dress – male

Serial	Principal item	Optional items	Remarks
1	Cap SD Male	Garrison cap	
2	Male Shirt – Collared, white, short sleeve		Not to be worn without blazer or overcoat covering when outside the aircraft
3	Trousers, Service Dress		
4	Tie		Worn with blazer, overcoat and vest when outside aircraft
5	Belt, dark blue		
6	Over coat	Blazer	Worn outside the aircraft in cold weather
7	Blazer	Overcoat	Worn when outside the aircraft at all times (unless the overcoat is

Serial	Principal item	Optional items	Remarks
			worn).
8	Vest		Worn inside the aircraft only.
9	Flying Badge sterling silver		Worn on left side of collared shirt
10	Socks, black		
11	Boots, RMW	Shoes, Patent Leather, black	
12	Flying Badge Bullion[(a)]		Worn on left side of overcoat, blazer and vest
13	Air Force patch		Worn of left shoulder of overcoat and blazer
14	Air Force blue rank slides		Worn on overcoat and blazer
15	Name badge (Gold)		Worn on right side of overcoat, blazer and vest
16	Ribbons of orders, decorations and medals[(a)]		Worn on overcoat and blazer only. To be removed if they present a FOD or other hazard IAW unit flying orders.
17	Commendation Badges[(a)]		As for serial 16
18	Specialist Qualification Badges[(a)]		As for serial 16

Note:
(a) Worn only if entitled.

Figure 1L–6 Male Crew Attendant Dress with blazer and overcoat



Table 1L–3 VIP Operations pilot dress

Serial	Principal item	Optional item	Remarks
1	Cap SD Male/Female	Garrison cap	
2	Male/Female Shirt – Collared, white, short sleeve	Female shirt – boat neck, white, short sleeve[(a)]	Never to be worn without blazer or overcoat covering when transiting to and from aircraft
3	Over coat		Worn to and from aircraft in cold weather
4	Tie	Scarf[(a)]	Worn with blazer or overcoat when outside aircraft
5	Cardigan[(a)]		Worn only in aircraft

Serial	Principal item	Optional item	Remarks
6	Blazer	Overcoat	Worn to and from aircraft at all times(unless the overcoat is worn)
7	Flying Badge sterling silver		Worn on left side of boat collared shirt
8	Trousers Service Dress	Dark blue slacks[(a)]	
9	Male Belt, Black		
10	Female Belt, Red[(a)]		Worn only with dark blue slacks
11	Socks, black		
12	Boots RMW	Shoes, Patent Leather, black	
13	Flying Badge Bullion[(b)]		Worn on left side of overcoat and blazer
14	Air Force patch		Worn of left shoulder of overcoat and blazer
15	Air Force blue rank slides		Worn on top of shoulders on overcoat and blazer
16	Name badge gold		Worn on right side of overcoat and blazer.
17	Ribbons of orders, decorations and medals[(b)]		Worn on overcoat and blazer only. To be removed if they present a FOD or other hazard IAW unit flying orders.
18	Commendation Badges[(b)]		As per serial 17
19	Specialist Qualification Badges[(b)]		As per serial 17

Notes:
(a) Worn by female personnel only.
(b) Worn only if entitled.

CHAPTER 2

WEARING AND GROOMING

WEARING THE AIR FORCE UNIFORM

General

2.1 This chapter provides general guidance on when and how the Air Force uniform is worn. Descriptions on specific items of uniform are found in Chapters 3 and 4.

2.2 Air Force members are to ensure that they are correctly dressed and well-groomed at all times. A smart appearance engenders self-confidence and promotes a positive public image. It is the responsibility of all officers, WOFFs, SNCOs and NCOs to check the dress and bearing of not only subordinates in their chain of command, but also, when necessary, of any person of more junior rank. Prompt and appropriate remedial action is to be taken in relation to any infraction of regulations relating to dress, bearing and general military behaviour.

Occasions for wear

2.3 **General.** Unless authorised by a commander, Air Force members are to wear uniform when on duty. For the purposes of the Defence Force Discipline Act (DFDA) members in SERCAT 2 to 5 are considered on duty when wearing uniform, regardless if they are being paid or not. CD, SD, GPU and DPCU may be worn on most occasions in public, guidance on wear of other versions of uniform are detailed below. The order of dress to be worn is normally instructed through the chain of command, general guidance on occasions for wear is shown in Annex 2A.

2.4 **Occasions when uniform is not to be worn.** Air Force members are not to wear uniform or civilian dress items permitted to be worn with Air Force uniform on the following occasions:

a. when attending events of a political nature such as party meetings, protests, etc.

b. when visiting a location, premises or engaging in conduct that could bring the Air Force into disrepute.

c. while working in an off duty civilian capacity, including running their own business.

d. when appearing as a defendant, plaintiff or witness in civilian court proceedings (unless acting on behalf of the Air Force).

e. at fancy dress parties, unauthorised street parades or similar events.

f. when making unauthorised media comments (eg street interviews).

2.5 **Social media.** The *Defence Communications Manual* (DCM) defines social media as 'Digital tools that enable communication and sharing across the internet and that allow for the creation of user-generated content'. In the AFDMAN the term social media is also used in this context. The DCM also provides guidelines for ADF members in the use of social media.

2.6 Images of members in Air Force uniform may be displayed in official and individual social media accounts in accordance with the following:

a. Uniform is to be worn correctly.

b. The image is not in breach of Paragraph 2.4.

c. The image does not contravene security (eg identity cards showing).

d. The image is not used for unauthorised commercial purposes.

e. The image or related text is not in a context that would be contrary to the Air Force values.

2.7 **Joint service environments.** Air Force members serving with other ADF elements are to wear the equivalent Air Force uniform corresponding to the host service uniform and are to observe local dress practices. While ADF commanders have the same authority as Air Force commanders to regulate the wearing of uniform by Air Force members under their command, they do not have the authority to vary the orders of dress stated in this Manual; nor may they restrict the wearing of optional items of Air Force uniform. An exception is when Maritime Multi-cam Pattern Uniform (MMPU) is to be worn for Workplace Health and Safety (WHS) reasons or where AMCU is required for Operational reasons. Tri-service dress equivalents are show in Annex 2B.

2.8 **Non-Air Force embellishments.** In general, Air Force members are not to wear non-Air Force uniform items, embellishments or badges. Members serving with other ADF services or groups may wear that organisations approved unit/group patch on appropriate uniforms. Further guidance is in Chapter 3.

2.9 **Wearing uniform overseas.** When in uniform, members are viewed as representatives of the Australian government. Therefore, Air Force uniform is only to be worn overseas when posted, attached or on official duty outside of Australia. Members not on official duty wishing to wear uniform outside Australia may apply through their chain of command, to DCOS–AFHQ for an exemption from this rule. Applications must include the reason why, locations, timings and any other relevant information. Each application will be assessed on a case-by-case basis. Only in exceptional circumstances will approval be granted where the travel advice for the country is listed as 'exercise a high degree of caution' or higher at Smart Traveller website.

Bearing and appearance

2.10 **Bearing.** At all times, individuals wearing the Air Force uniform or civilian clothing in an official capacity are to be mindful that they are representing an organisation with a distinguished record of service to the Nation. Accordingly, their appearance, bearing and behaviour must be of the highest standard.

2.11 Members while in uniform or civilian clothing in an official capacity are not to:

a. Consume alcohol or smoke in inappropriate areas, particularly when these are in the public view.

b. Walk arm-in-arm, hand-in-hand or other overt displays of affection.

c. Use mobile phones or audio devices while moving on foot.

d. Eat, drink while moving on foot or carry themselves with a non-military bearing (eg hands in pockets).

e. Use language that would bring the Service into disrepute and/or is contrary to the Air Force values.

f. Engage in any form of behaviour or deportment which would bring the Air Force into disrepute or is contrary to Air Force values.

2.12 **Appearance.** Regardless of the uniform worn, Air Force members are to ensure they present a smart, military appearance at all times. So far as practical uniforms, including footwear, are to be clean, in good repair, well-fitting and worn in accordance with this Manual.

2.13 **Alignment and fit.** Shirts and jackets are to be worn with the button line positioned centrally in front of the body. The outer edge of the buttoned shirt is to be vertically aligned with the trouser fly. The buckles of the trouser belt, SD tunic cloth belt and ceremonial belt are to be positioned centred with the button of jackets and shirts.

2.14 All items of uniform are to present a neat and tidy fit: uniform items are not to be baggy or loose, unless designed to be so. Likewise uniforms are not to be tight and buttons, zips and other fasteners are to sit naturally and not be strained.

Civilian clothing

2.15 **Civilian dress standards.** The various types of civilian dress codes allow much latitude and individual choice. The rule of thumb is, the more formal the dress code, the less flexible is the standard. However, the decision of what to wear should be applied to the context of the occasion or situation in which civilian clothing is worn. Air Force members are to maintain a professional appearance regardless of being in uniform or civilian attire and the following guidelines should be observed:

a. **Neat civilian attire.** This may also be referred to as ‘smart casual’ or ‘informal’ dress and indicates a simple a relaxed dress style. For males, this should consist of an open collared shirt, trousers and closed casual footwear. Jeans or shorts may be acceptable depending on the occasion. If the

weather permits, a sports jacket or sweater may be worn. For females, a dress or skirt and blouse with or without stockings and clothing similar to the male standard is acceptable. Open or closed shoes may also be worn but high heels are not normally worn.

b. **Lounge suit.** The term ‘lounge suit’ is also described as business wear and is often called ‘business suit’. For males this requires the wearing of a two piece suit, though a waistcoat may be worn, a tie and closed leather or synthetic shoes or boots (no running shoes). For females this is business attire of a jacket with a knee length skirt or dress, or tailored pants with a button-down shirt or blouse. Shoes should be businesslike and either flat or heels.

c. **Semi-formal.** Also referred to as ‘after 5’ or ‘cocktail’ wear, this describes a step up from lounge suit but not as formal as black tie. For males, this may include a dark coloured suit with tie (bow tie optional) and closed leather shoes. For females, a cocktail dress and heels is the typical attire.

d. **Black tie.** This is a formal standard of dress and can also be referred to as dinner suit/jacket. For males, a black suit or white jacket with dark trousers, with white shirt and black bow tie should be worn. Closed leather shoes or short boots should be worn. Women should wear a long evening gown or cocktail dress preferably in a dark colour.

e. **White Tie.** This is an extremely formal standard of dress and is usually only stipulated for state functions attended by Regal or Vice -Regal personages. Males should wear a white bow tie, black coat with tails, and a white pique vest over a white formal dress shirt. Females should wear long, formal evening gowns, and gloves (which are removed during dinner).

2.16 **On duty.** Commanders or Directors may allow members to wear civilian attire on duty when the occasion is appropriate or to cater for an individual’s or Service requirements. Approval may be granted for such dress providing clear guidelines are issued. When worn on duty, civilian attire is to be neat, clean, of a standard commensurate with the wearer’s status as a member of the Air Force and grooming standards are to be maintained (exception; female members may choose to wear their hair down instead of in a bun, plait, etc).

2.17 **Pregnancy.** During pregnancy, female members are to wear Air Force maternity dress when they can no longer comfortably wear other orders of dress. Pregnant members who find wearing maternity dress uncomfortable, impractical or their duties require a special type of clothing outside the maternity uniform range, may apply to their Commanding Officer (CO) for permission to wear civilian attire that meets the requirements of Paragraph 2.16.

Headdress

2.18 Except when local or technical orders direct otherwise, a member in uniform is to wear headdress while outdoors and is to pay appropriate compliments. The practice of carrying headwear, rather than wearing it, to avoid paying appropriate compliments, is not permitted.

2.19 Headdress is to be worn in accordance with the following provisions:

a. With the exception of the garrison cap, all headdress is to be worn straight on the head. Hair is not to be visible on the forehead when headdress is worn.

b. A member is generally not required to wear headdress indoors in their own working area, or in those areas set out in local instructions where headwear is not to be worn for operational or safety reasons eg tarmac areas. However, headdress is to be worn, not carried, when moving to and from such areas. Equally, in places designated non-saluting zones, headwear is still to be worn. Headwear is to be worn indoors in service establishments on the following occasions:

(1) when a member of an inspecting party.

(2) when receiving an inspecting party.

(3) on those occasions when compliments are to be paid or are to be received in accordance with the AFDCMAN.

(4) as appropriate during disciplinary proceedings.

2.20 **In public places.** When in a public place members are to remember that headdress is an integral part of Air Force uniform and of their obligation to present a professional image. While headdress is not normally worn indoors, members are to wear headdress when in public common areas such as car parks (indoor and outdoor), shopping centres, walkways, fuel bowsers, etc. Headdress may be removed in individual shops or when seated in a food court, etc.

2.21 When members do wear headdress in public places, appropriate compliments are to be paid. If in doubt about whether headdress should be worn or not when in public, members are to default to wearing headdress.

2.22 **Indoors at Religious Services.** Members in uniform are to wear or remove headdress at religious services in accordance with religious custom. Normally, headdress is not worn by members in uniform inside places of worship.

2.23 **Vehicles.** Occupants of a Service or private vehicle are not required to wear headdress, unless for ceremonial purposes. A member is not required to wear headdress whilst travelling inside any form of public transport.

Travelling on aircraft

2.24 **Air Force aircraft.** Dress for travel on RAAF, Service chartered commercial aircraft or other military aircraft is to be as follows:

a. **Internal Australian flights.** SD, GPU or flying dress is to be worn.

b. **International flights.** The normal dress for travel on international flights is civilian clothing. Exceptions to this requirement will be advised at the initial check-in, one day prior to flight departure. Civilian dress must conform to the following minimum standards:

(1) trousers with belt, may include jeans.

(2) shirts with properly formed collars.

(3) jackets, pullovers, etc as required.

(4) fully enclosed shoes (sandals and thongs are not to be worn).

2.25 **Commercial air transport within Australia.** SD uniform may be worn on domestic flights by members travelling to and from duty where work schedules make the changing to and from civilian clothes impracticable. GPU and DPCU are not to be worn on domestic flights unless urgent operational circumstances exist and the wearing of this uniform has been authorised by the relevant commander.

2.26 **Commercial international flights.** Uniform is not to be worn on commercial international flights, whether an individual is travelling on duty or otherwise.

Wearing of designated employment uniforms in public

2.27 The following forms of designated employment dress may be worn in public when travelling to and from duty, when conducting short periods of private business in the local area or when required in the course of their duties:

a. Physical Training Instructors Dress.

b. Flying Dress.

c. Physical Training Uniform.

2.28 **Restrictions and conditions.** General conditions relating to the wearing of any the above forms of dress in public are:

a. The uniform must be clean and well maintained.

b. Only the approved version of each order of dress, as detailed in this Manual, may be worn.

c. The approval to wear designated employment uniforms, to and from duty, applies to travel in private or service vehicles only. It does not extend to travel by public transport, commercial airlines, etc, unless members have been formally directed to travel in a particular form of working dress by commanders of operations or deployments.

d. Members, when travelling between home and their place of duty, may make brief stops to conduct private business to make small purchases etc, however, such stops should be short and not involve extensive periods in public areas. Brief visits to service stations, convenience stores and similar establishments are considered acceptable. However, the wearing of this attire for extended periods in shopping complexes and similar areas is not permitted.

2.29 The following forms of designated employment dress may not be worn off base, unless authorised in the course of a members duties:

a. Hot Weather Working Dress.

b. Catering Services Dress.

c. Protective clothing such as blue/grey coveralls, etc.

Mess Dress in public

2.30 **Wearing of Mess Dress in public.** MD1 and MD2 are not for general wear in public but may be worn on formal occasions when representing the Air Force or there is a requirement to be identified as a member of the Air Force.

Example. It would be appropriate to wear MD1 when invited to an Air Force birthday formal dinner at the town hall but would be inappropriate to wear MD1 to a night club afterwards.

2.31 Normally headdress is not worn as a part of MD. However Officers, WOFFs and SNCOs may wear the SD Cap with Mess Dress when attending daytime outdoor public functions in a representational capacity or at functions with a ceremonial component, where saluting is required.

Weddings and funerals

2.32 **Weddings.** When approved, a member may wear Ceremonial Dress or Mess Dress (if entitled) at a Service or other wedding. Further information about Service weddings can found at AFDCMAN Part 2 Chap 7.

2.33 **Funerals.** Members attending a Service funeral are to wear Ceremonial Dress (CD). Former Air Force members attending a Service funeral may wear CD or appropriate civilian attire with medals. When attending a private funeral, dress will normally be directed by the wishes of the next of kin but wearing of CD is permitted. At a private funeral of a former Air Force member, unless directed otherwise, it is acceptable for serving and former members of all ranks to wear CD or civilian attire on which orders, decorations and medals are worn. Miniatures of these orders, decorations and medals may be worn on civilian clothing if preferred.

GROOMING

General

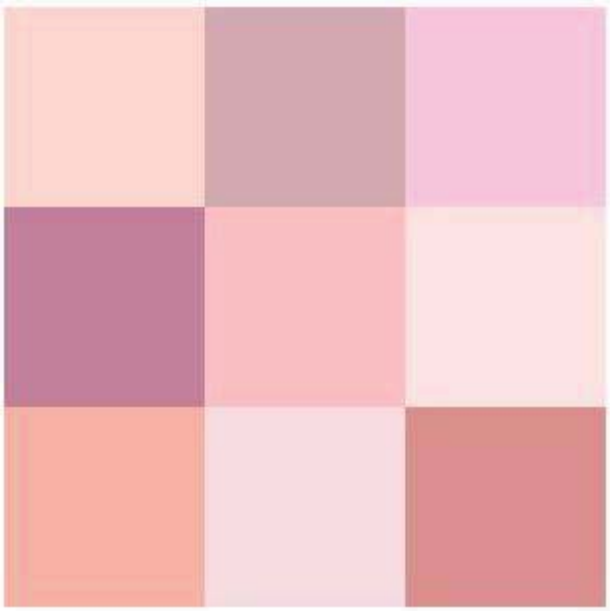
2.34 The following paragraphs outline the personal grooming requirements when wearing any Air Force uniform or civilian clothing in an official capacity. Commander's discretion may be used to determine if individual's personal grooming is within standards of this manual. Commanders do not have authority to alter grooming and appearance standards except as identified in this Manual. The personal grooming standards listed are minimum standards that represent common appearance issues and are not all-inclusive. Although members are entitled to express their individuality through their appearance, this Manual defines what is and what is not acceptable to present a professional military image. Except for variations based on gender differences, all Air Force members must comply with the following grooming standards.

2.35 **Cosmetics.** Males are not authorised to wear cosmetics when in uniform. Female members, when in uniform, may wear make-up, provided it is conservative, applied in moderation and is appropriate to the uniform and the military environment. Female members are not to wear shades of lipstick that distinctly contrast with their complexion, that detract from the uniform, or that are extreme colours (eg purple, gold, blue, black, bright (fire-engine) red, and fluorescent colours. Cosmetics are not to be worn when in field conditions with the exception of neutral coloured base creams with sunscreen.

2.36 **Fingernails.** Fingernails are to be kept clean and neatly trimmed. Males are not to wear nail polish when in uniform and their fingernails are not to extend beyond the tip of the thumb/finger. Fingernails (natural or false) of females are not to be of a length that will present a hazard or interfere with ability to carrying out their duties.

2.37 **Nail polish.** Nail polish which is colourless, natural or shades of pink in clear, frosted, opaque or pearl lacquer is permitted. Indicative colours are shown at Figure 2-1. The same colour is to be applied to all nails; French nails (a pale pink base and bright white tips) may be worn. Other designs such as stripes, patterns, jewelled, art, etc are not to be worn. Some examples of unacceptable colours are, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colours. Nail polish that becomes worn or chipped must be removed or replaced.

Figure 2–1 Example nail polish colours



2.38 **Eyelashes.** False eyelashes are not to be worn whilst in uniform. The only exception is if approved by medical (cosmetic) reasons due to the effects of chemotherapy or similar.

2.39 **Hair.** Hair is to be clean, well-groomed, present a professional appearance, allow proper wear of headgear, helmet, masks and conform to safety requirements. Hair is to contain a minimum amount of grooming products (eg gel or mousse), is not to appear lopsided, touch either eyebrow or be visible on the forehead when wearing headdress. If used, any dyes, tints, bleaches and frostings must result in natural hair colours. The hair colour must complement the member's complexion and skin tone. Examples of natural hair colours are brown, blonde, brunette, natural red, black or grey. Prohibited examples (not inclusive) are green, purple, orange and fluorescent colours.

2.40 **Shaved head.** Members may choose to shave their head and if so are to shave the entire scalp. Razored lines into the scalp such as tramlines, patterns or shapes are not permitted.

2.41 **Wigs, hairpieces and extensions.** Wigs and hairpieces are not to be worn by members in uniform, except when approved for medical reasons. Hair extensions are permitted in uniform and are to meet the same standard required for natural hair. They are to be of good quality, fit properly, and comply with WHS requirements. Hair extensions are prohibited for male members. Gender specific hair guidelines are detailed below.

Female grooming standards

2.42 The grooming guidelines in the following paragraphs are not applicable to male Air Force members.

2.43 **Hair.** Hair is to be conservative in style and neatly groomed at all times. Radical and exaggerated styles, including those with excessive bulk or extreme height are prohibited. Such styles which include stepped haircuts, Mohawks and uncombed appearance are not permitted to be worn by members in uniform or if on duty in civilian attire. The hair is not to sit on or sweep across the shoulders and is to be above the rear lower level of the buttoned collar on the SD shirt. The acceptability of any hair style is based on neatness, cleanliness and general appearance when wearing uniform.

2.44 **Definitions.** For the purposes of the Air Force uniform, the following definitions are used:

a. **Bun.** A bun is where the hair is pulled back from the face, twisted and wrapped in a circular coil around itself at the back of the head, refer to Figure 2–2.

Figure 2–2 Hair worn in a bun



b. **Braid.** A braid is where three or more sections of hair are interlaced together from the front or crown of the head to the nape of the neck or continues into a bun, plait or ponytail, refer to Figures 2–3 and 2–4.

Figure 2–3 Braided hair with a plait and bun

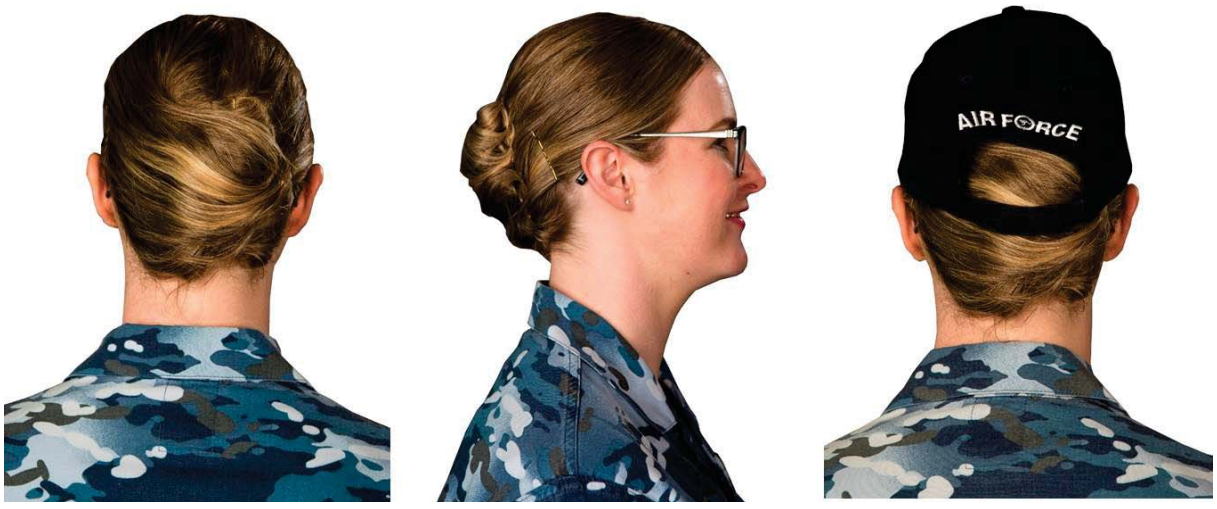


Figure 2–4 Single braid variations



2.45 **French roll.** A hairstyle where the hair is tucked into a vertical roll down the back of the head ending at the nape of the neck, refer to Figure 2–5.

Figure 2–5 French roll



a. **Ponytail.** A ponytail is defined as where most or all of the hair on the head is pulled away from the face, gathered and secured at the back of the head with a hair tie, clip, or other similar device and allowed to hang freely from that point, refer to Figure 2–6.

Figure 2–6 Ponytail



b. **Plait.** A plait is a single structure formed by interlacing three or more strands of hair which hangs from the back of the head, refer to Figure 2–7.

Figure 2–7 Hair worn in a plait



2.46 **Braids.** A single braid may be worn across the top or on one side of the head. If two braids are worn they are to run down each side of the head and meet at the back of the head or base of the ponytail/plait/bun.

2.47 **Hair combs.** A member in uniform may wear up to two hair combs in her hair, provided the combs are plain design, transparent, black, brown or tortoiseshell in colour, and no more than 80 mm in length.

2.48 **Headbands.** Headbands may be worn by females with working dress unless WHS or other considerations preclude their use. They are to be a loop of elastic material or a horseshoe-shaped piece of flexible plastic or metal, no wider than 2.5 cm in width and no higher than 5mm in height. Headbands should be of plain design, and, black, brown, tortoiseshell or transparent in colour. Headbands are to be worn for purposes of function (ie to hold hair in place), not decoration. Headbands and hair combs should not be worn in combination. Headbands may not be worn with CD nor when undertaking representational duties.

2.49 **Accessories.** Hair clips, pins and ties are to be of a plain design and a neutral colour (black, tortoiseshell, etc) or a colour that matches the hair.

2.50 **Hair in Service and Mess Dress.** When in CD, SD or MD, long hair is to be worn in a bun or French roll and is not extended below the bottom of the collar. Hair may also be placed into a braid(s). The bulk of the hair is not to interfere with the correct wearing of head-dress or protective equipment. The acceptability of hair styles is based on neatness, cleanliness and general appearance when wearing uniform.

2.51 In the interim period between having hair short enough to wear down and long enough to wear up, female members may wear a ponytail with SD. Female members should inform their supervisor of their intention to grow their hair and should not wear a pony tail for a period greater than two months. Pony tails/plaits are to conform to the correct wearing of headdress such as garrison cap/squadron and unit caps. Pony tails/plaits may not be worn with Ceremonial Dress, nor when undertaking representational duties in SD.

2.52 **Hair in working dress.** When in GPU, DPCU, HWWD, PTID, PTU, CSD or Flying Dress, female members may wear long hair in a bun, French roll, ponytail or plait. General principles are:

a. The hair and hair accessories must not represent a hazard.

b. Hairstyle is not to interfere with the correct wearing of headdress.

c. Shoulder length hair (ie sweeps across shoulders) or shorter may be worn in a ponytail.

d. Hair longer than shoulder length must be made into a single plait.

e. Styles used are to be neat with a minimal amount of loose hair and practical in the work place.

f. The ponytail/plait may be worn pulled through the rear of a baseball cap.

g. A plain black, narrow scrunchie may be used to secure the hair.

Male grooming standards

2.53 The following paragraphs are not applicable to female members.

2.54 **Hair.** The hair is to be tapered, ie is to gradually decrease in the length at the back of the head following the individual's natural hairline until bare skin. At the sides it is to follow the natural arch and is not to cover, touch, or overhang the ears. The hair at the back is to be above and parallel to the top of the SD shirt collar when buttoned. Hair on the neck, below and to the sides of the taper, is to be kept shaved. Hair on top of the head is not to be so bulky as to interfere with the correct wearing of headdress or present an unkempt appearance. Bowl, Mohawk, spiked and other styles that give an uncombed appearance or interfere with the correct wearing of headdress are not permitted when in uniform or on duty.

2.55 **Sideburns.** Sideburns are not to extend below the level where the ear lobe joins the head, and are to be cut no higher than where the top of the ear joins the head. They are to be neatly trimmed and of the same width throughout their length. Bushy sideburns are not to be grown.

Facial hair

2.56 **General.** Males are to have a cleanly shaven face when reporting for duty each day; the only exceptions to this rule are stated below.

2.57 **Moustaches.** If a moustache is worn it is to cover the entire top lip and is to be kept neatly trimmed. The moustache is not to extend below the upper lip or grown on any other part of the face beyond the corners of the mouth. The ends of the moustache may extend past the corners of the mouth but no further than the side of the face. The ends of the moustache are to be parallel with the line of the mouth and may curl at the ends ('handlebar' style). The ends may be waxed to prevent them from drooping. Extreme styles such as 'Salvador Dali', 'Kaiser Bill' or 'Walrus' are not to be worn when in uniform. This also applies when moustaches are grown for charity events, although some relaxation may occur during 'Movember'.

2.58 **Movember.** For the charity month of 'Movember', the following guidance is provided:

a. In support of this charitable event, Commanders and COs may authorise in writing, unit members to grow moustaches outside of the guidelines stated above. Only in this instance is the hair of a moustache permitted to be grown past the corners of the mouth. When authorising the growth of moustaches, a Commander or CO must comply with the following caveats.

(1) The moustache may be grown beyond the region of the top lip to the area around the mouth and sides of the chin (commonly referred to as a 'horseshoe, biker or Chopper Reid' moustache).

(2) The moustache is to cover the entire top lip and not be shortened or thinned ('Charlie Chaplin' or 'pencil' styles).

(3) The moustache is not to extend to other parts of the face ('Kaiser Bill' style)

(4) The moustache is not to extend to join the side burns ('mutton chops' styles);

(5) The area below the bottom lip is to be kept shaved.

(6) The guidelines produced by the Movember Foundation emphasise the 'power of the of the mo' and discourages growing beards, goatees, etc. Growing of beards is not to be authorised in conjunction with 'Movember' and the ends of a moustache are not to join to make a goatee.

(7) This exemption is only for the nationally recognised charity event, 'Movember'.

b. For 'Movember', the authorised period is 01 to 30 November.

c. Members are to conform to the grooming standard in Paragraph 1.57, when involved in representational or ceremonial duties.

2.59 **Beards.** The wearing of a beard is not, and has never been, a part of accepted Air Force grooming standards and strict adherence to this standard must be maintained. However, exemptions may be granted on a case-by-case basis due to medical, religious or cultural reasons. When approved to be worn, beards are to be kept neatly trimmed and tapered to blend with the hairstyle. No area of the face is to be shaved when a beard is worn but the neck maybe shaved up to the jaw line if a full beard is not grown. Length of the beard is to be IAW Table 2–1 and beards are only to be worn IAW Table 2–1.

Table 2–1 Beards

Serial	When worn	Length
1	Granted permission by DCOS-AFHQ on religious or cultural grounds.(a)	In accordance with religious or cultural requirements or any further restrictions imposed by DCOS–AFHQ.
2	Approved by their Commanding Officer on medical grounds after a recommendation by a medical officer not to shave.(b)	Whisker length is to be no longer than a number 2 comb.
3	Authorised by a Commanding Officer to grow a beard for operational deployments or exercise reasons.(c)	Whisker length to be no greater than 2 cm.
4	Authorised by their Commanding Officer to grow a beard to raise funds in support of a registered charity, for a maximum period of 60 days in any year.(c)	Whisker length to be no greater than 2 cm.

Notes:

(a) Members of the Sikh religion need not apply to DCOS–AFHQ as detailed in Paragraph 2.65.

(b) COs are to review shaving medical restrictions no less than quarterly, advise member of decision and re-issue written approval. Long term or permanent conditions are to be subject to MECRB considerations for ability to fulfil service requirements such as deployability reasons.

(c) When authorising the growing of beards, the CO is to provide the member with written approval that specifies start and end/review dates. The CO is to ensure strict adherence to start and end/review dates.

2.60 **Representational duties.** Members approved to grow a beard IAW Table 2–1 serials 1 and 2, are to take part in representational and ceremonial duties as required. Members approved to grow a beard IAW Table 2–1 serials 3 and 4, may wear a beard for representational or ceremonial duties provided the beard is neat and even across the face, patchy or irregular facial hair is to be removed prior to these duties.

2.61 **Summary.** A ‘heritage’ or ‘handle bar’ moustache may be grown at any time. A CO may authorise the growth of a beard for operational or charity reasons at any time with start and finish dates. For the charity month of Movember, COs may authorise facial hair growth beyond the area of the top lip into a “horseshoe” style. Other styles such as ‘Frank Zappa, Charlie Chaplin, Salvador Dali, Kaiser Bill’ etc are not to be worn when in uniform at any time.

2.62 Facial hair is not to pose a WHS risk or interfere with the correct wearing of PPE or specialist equipment.

Religious and cultural dress items

2.63 Air Force members of all religions and cultural backgrounds are to wear Air Force uniform and adhere to Air Force dress policy. Allowances are described in this Manual for the principal non-Christian religions and cultures. Requests for exemptions on religious or cultural grounds are to be made to DCOS–AFHQ IAW Chapter 1 of this Manual.

2.64 **Hijab.** Muslim females may wear a hijab of Air Force blue (or a colour as close as possible) with CD, SD or GPU and Black with DPCU/AMCU. The hijab is worn under the uniform headdress except when operational or WHS considerations dictate otherwise. The hijab is not removed when indoors. The hijab is to be worn in such a way the rank slides are visible at all times. The hijab or other religious dress items that cover the face are not to be worn with Air Force uniform.

2.65 **Sikh religion.** There are five symbolic requirements of the Sikh religion; the items listed below are authorised to be worn with all orders of dress, by both male and female members;

a. **Kesh.** Kesh (hair) is to leave hair on the head, face and body uncut.

b. **Kanga.** Kanga is to wear a comb.

c. **Kara.** Kara is to wear an iron bangle (bracelet).

d. **Kacha.** Kacha is to wear under-drawers of a specific design.

e. **Kirpan.** Kirpan is to wear a symbolic dagger with an overall length, including handle and sheath not exceeding 23 cm.

2.66 The hair and beard may remain uncut, provided that the operational effectiveness and WHS considerations are not jeopardised. Where a hazard exists, the member and the Unit CO are to ensure that the hair and/or beard are to be modified to the degree necessary for wearing the required equipment, or remove the hazard. The hair is to be worn under a turban.

2.67 The Kanga is to be worn and is to be concealed in the hair.

2.68 The Kara is to worn on the right wrist.

2.69 The Kirpan is to remain sheathed, except for religious occasions and cleaning purposes. The sheathed Kirpan, worn under the outer shirt or jacket, is to be supported by a black cloth sling, slung from the right shoulder to the left side of the body. Should the Kirpan interfere with the wearing of uniform accoutrements or equipment it may be slung from the left shoulder and worn on the right side.

2.70 **Turban.** Members of the Sikh religion may wear a turban with Air Force uniform. An Air Force blue version, or a colour as close as possible, will be required for wear with CD, SD and GPU, a black version for wear with DPCU/AMCU. The appropriate SD cap badge is to be affixed at the apex of the triangle of the headband of the turban as per Figure 2–8. The insignia may be removed in areas where it presents a WHS or FOD hazard. The turban is not required to be removed when indoors.

2.71 **Patka.** When required to wear safety or mission essential headgear the turban is to be removed and the patka (mini turban) should be worn. In environments that require the frequent wearing of safety or mission essential head gear the Commanding Officer may approve wearing the patka as the standard headdress with working dress.

Figure 2–8 The turban with the Air Force uniform



2.72 **Songkok.** The songkok is an item of headdress widely worn by Muslim men in South East Asia. A plain black songkok with the applicable SD cap badge fixed to the left front (similar position to the garrison cap) may be worn by male Air Force members of the Islamic faith, with all orders of dress. The songkok is not provided at Commonwealth expense and the general rules for headdress stated in Para 2-19 are applicable.

2.73 **Yarmulkes.** A plain black or dark blue yarmulke or kippah (skullcap) may be worn by Jewish members with all orders of dress.

2.74 **Covering of arms and legs.** Certain religions and cultures require standards of modesty that will require individuals to be granted approval to wear long sleeve shirts when others are in short sleeves or trousers in place of skirts. Supervisors are to be aware of these requirements.

BODY ORNAMENTATION AND MODIFICATION

2.75 All Air Force members have an obligation to present a professional military appearance when wearing uniform; any ornamentation or modification to the body may detract from this requirement. Certain body modifications may also impact on health. SERCAT 6 and 7 members are to inform the ADF Health Service and other SERCAT members should discuss with their General Practitioner, any intended body modifications.

Tattoos/brands/body markings

2.76 **Definitions.** For purposes of this instruction the following definitions are used:

a. **Tattoo.** a tattoo is defined as a picture, design, or marking made on the skin or other areas of the body by staining it with an indelible dye, or by any other method, including those only detectible or visible under certain conditions (such as ultraviolet or invisible ink tattoos).

b. **Brand.** A brand is defined as a picture, design, or other marking that is burned into the skin or other areas of the body.

c. **Body markings.** Body markings are pictures, designs, or other markings as a result of using means other than burning to permanently scar or mark the skin.

d. **Face.** The face is the front part of the head, from the top of the forehead to the chin inclusive and the sides from ear to ear inclusive.

2.77 Air Force members must not display tattoos/brands/body markings if they:

a. Are on the face or eyes, exceptions are detailed in paragraph 3.77.

b. Are extremist or affiliated with, depict or symbolise extremist philosophies, organisations or activities. Extremist philosophies, organisations and activities are those which advocate racial, gender or ethnic hatred or intolerance; advocate, create, or engage in discrimination based on race, colour, gender, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights.

c. Are sexist, therefore degrades or demeans a person based on gender or sexual orientation.

d. Are racist, therefore, degrade or demean a person based on race, ethnicity, or national origin.

e. Advocate illegal drug use.

f. Undermine the dignity and/or reputation of the Air Force, including excessive, openly visible tattooing/branding/body marking (eg covering the body in lizard scale tattoos).

g. Are likely to be regarded as offensive by a reasonable person.

2.78 Tattoos/brands/body markings maybe permitted on the face in the following circumstances:

a. **Religious or cultural reasons.** A serving member wishing to obtain tattoos or brands on the face for religious or cultural reasons, is to seek written permission in advance from DCOS–AFHQ. A waiver will not be granted in the case of offensive tattoos and brands, as detailed previously.

b. **Cosmetic tattooing.** Female members may have tattooing for cosmetic purposes to apply permanent facial makeup (ie eyebrows, eye liner); the cosmetic tattooing must have a natural appearance and be conservative, moderate, within reasonable limits, not excessive or extreme, not distinctly contrast with their complexion and in good taste.

2.79 **Temporary tattoos.** Non-permanent forms of body marking, such as henna tattoos, are permitted in Air Force uniform provided they comply with the above instructions.

2.80 **Visible tattoos and branding on enlistment or appointment.** Candidates for Air Force enlistment or appointment who have tattoos/brands/body markings are to be informed that such markings may preclude them from joining the Air Force if deemed unacceptable. The Recruiting Liaison Officer—Air Force is to assess such instances on a case-by-case basis.

2.81 Consideration of a candidate with tattoos/brands/body markings will be made in recognition of their religious beliefs and/or ethnic background. Tattoos/brands/body markings should not bring undue attention to the member, nor should they be viewed as a disfigurement or otherwise offensive as detailed above. Certain candidates with visible tattoos/brands/body markings may be advised of their ineligibility for representational duties.

Body piercing/ornamentation

2.82 The process of body piercing is not prohibited in the Air Force. However, the wearing of associated body jewellery (visible or hidden) when in uniform, in civilian attire on official duty, employed in or visiting a safety critical area is not permitted. The exception being ear rings for female members as described below.

2.83 **Ear rings.** Female members may wear gold, silver, clear stone or pearl studs (one in the lower hole of each ear lobe), or plain sleepers, either gold or silver colour. Studs are to be either circular of 4 mm or less in diameter, or square, no more than 4mm from corner to opposite corner. Sleepers are to be round and no larger than 10 mm diameter. To be designated a sleeper; the ring must be able to rotate fully through the hole in each ear lobe. Ear rings may be worn with all forms of dress unless WHS, FOD or other hazard exists.

2.84 **Dental ornamentation.** Teeth, whether natural, capped, or veneered, are not to be ornamented with designs, jewels, initials, etc. The use of gold, platinum or other caps and veneers (permanent or temporary) merely to add ornamentation to the teeth and is not required by dental/medical necessity, is not permitted in uniform. Teeth whitening is acceptable.

Body modification

2.85 Modification is defined as the intentional radical alteration of the body, head, face, or skin for the purpose of, or resulting in, a change in appearance. The body modifications listed below detract from a professional military image and/or pose a WHS risk, so are not permitted:

a. **Stretching.** Stretching of earlobes, lips, or other body parts is the means by which one can gradually enlarge a pierced hole using pieces of jewellery ranging from rings to plugs.

b. **Subdermal implantation.** A subdermal implantation is a body modification that is placed underneath the skin, therefore, allowing the body to heal over the implant and creating a raised design. Also known as horns, beading, etc.

c. **Transdermal implantation.** Transdermal implantations are where an object is placed partially below and partially above the skin, also known as anchors.

d. **Tongue bifurcation.** Tongue splitting or forking is a type of body modification in which the tongue is cut centrally from its tip to as far back as the underside base, forking the end.

e. **Sharpening or shaping of teeth.** Modification of teeth into unnatural shapes such as points.

f. **Ear cropping/shaping.** The deliberate cropping or shaping of the ears (such as elfing) to give an unnatural appearance.

2.86 **Prohibited body modification on enlistment or appointment.** Candidates for Air Force enlistment or appointment are to be advised that they may not be deemed suitable for entry to the Air Force unless they obtain professional help to have the modification removed/corrected at their own expense.

2.87 **Other body modifications.** SERCAT 6 and 7 members are to inform the ADF Health Service of any intended body modifications (including cosmetic procedures), as detailed at *Defence Health Manual*, Volume 1, Part 4 Chapter 1. Members who engage in body ornamentation and/or modification without the knowledge of the Defence Health Service, may be subject to disciplinary and/or administrative action, compromise compensation entitlements as well as being required to take corrective action at their own expense.

2.88 **Safety.** The procedures involved with body ornamentation and modification may present a serious medical risk when not conducted under stringent hygiene conditions and may also result in medical or dental complications at later stages. Items of body jewellery or ornamentation may also represent a WHS risk. All Air Force members are to ensure they are fully conversant with the risks of body ornamentation and modification procedures prior to undergoing them.

Annexes:
2A Occasions for wear
2B Tri-service equivalents

ANNEX 2A

OCCASIONS FOR WEAR

Wearing uniform on specific occasions

1. The table below provides guidance on what order of dress should be worn on specific occasions. This list is a guide only and the dress requirements for an occasion or event will normally specified by the organising authority.

2. Guidance on dress for occasions not shown below should be sought from the chain of command or the Base Warrant Officer (BWOFF).

Table 2A–1 Occasions for wear

Serial	Occasion	Capacity of Participant	Orders of Dress	Remarks
1	Anzac Day	Personnel on parade	Ceremonial Dress	White webbing and weapons as ordered
2	Anzac Day	Invited guests	Ceremonial Dress	
3	Anzac Day	Spectators and marchers other than part of an Air Force contingent	• Ceremonial Dress • Business suit or neat civilian attire (medals may be worn)	Medals of deceased relatives may be worn as detailed in Chapter 5
4	Academic Graduation	Recipients and invited guests	Ceremonial Dress	• Eligible personnel may wear Academic Dress over uniform. Recipients of Degrees, etc or members of Academic staff may wear academic headdress. • Air Force guests and spectators are to wear SD Cap
5	Ball (Service)	Officers, WOFFs and SNCOs	Mess Dress	
6	Ball (Service)	Personnel not issued Mess Dress	Service Dress	• SD1 or 2 = MD1 • SD3 = MD2

Serial	Occasion	Capacity of Participant	Orders of Dress	Remarks
7	Ball (civilian)	All ranks	• Mess Dress • Service Dress • Civilian dress eg black tie, gown or cocktail dress, miniature medals worn if stated on the invitation.	Mess Dress is not normally worn in public and should only be worn if attending in a representative capacity. Uniform is not to be worn at fancy dress functions.
8	Calling other than Vice-Regal	Not applicable	Service Dress	
9	Ceremonial Parades	Personnel on parade and other participants	Ceremonial Dress	White webbing and weapons as ordered
10	Ceremonial Parades	Reviewing officer and host officer	Ceremonial Dress	• Sword should be worn if parade is armed • Gold waist sash to be worn by AVM and above at Regal and Vice-Regal events only
11	Ceremonial Parades	Invited guests and spectators	• Ceremonial Dress • Business suit or neat civilian attire, medals may be worn	Swords are not worn
12	Church Service	All personnel other than members participating in related ceremonial procedures, ie the Colour Party	• Service Dress • Neat civilian attire	Personnel participating in ceremonial procedures to be dressed as per Serial 9
13	Civil Court	Plaintiff, defendant or respondent	Business suit or neat civilian attire	Uniform is not be worn unless representing the Air Force
14	Civil Court	Escorts, welfare officer, witnesses	• Service Dress • Business suit or neat civilian attire	CO approval is required to wear uniform

Serial	Occasion	Capacity of Participant	Orders of Dress	Remarks
15	Court Martial and Defence Force Magistrate	Personnel involved in court proceedings	Ceremonial Dress	
16	Court Martial and Defence Force Magistrate	Spectators	Service Dress	The Court Martial President or Defence Force Magistrate may authorise the wearing of working dress
17	Defence Force Discipline summary proceedings	Summary Authority and other personnel involved.	• Service Dress • General Purpose Uniform • Flying Dress • Disruptive Pattern Combat Uniform	Order of dress to be decided by the Summary Authority
18	Dining in a Service mess	Officers, WOFFs and SNCOs	Mess Dress	
19	Dining in a Service mess	Personnel not issued Mess Dress	Service Dress	• SD1 or 2 = MD1 • SD3 = MD2
20	Diplomatic formal dinner	Invited guests	• Mess Dress • Service Dress	
21	Diplomatic informal dinner	Invited guests	Business suit or as indicated on the invitation	
22	Diplomatic occasions such as National Day or Armed Forces Day reception	Invited guests	Ceremonial Dress	
23	Diplomatic receptions	Invited guests	Civilian dress, eg business suit or territory rig	Medals, and awards may be worn, if indicated on the invitation
24	Other Diplomatic Occasions	Invited guests	As indicated on invitation	
25	Funeral, (military)	Funeral service participants	Ceremonial Dress	White webbing and weapons as ordered
26	Funeral, (military)	Official Mourner and mourners	Ceremonial Dress	Mourning Bands to be worn by official mourners.

Serial	Occasion	Capacity of Participant	Orders of Dress	Remarks
27	Funeral (civilian or retired member)	All personnel	• Ceremonial Dress • Business Suit or neat civilian attire, medals may be worn	Mourning Bands may be worn
28	Identity card photograph	All personnel	• GPU with Air Force blue t-shirt. • Service Dress	Uniform items that disclose category or mustering (except CHAP or MED), duties, qualifications or unit are not to be worn
29	Investiture	Recipients	Service Dress 1	
30	Investiture	Invited guests and spectators	Ceremonial Dress 1	Gold sash worn by AVM and above
31	Memorial service	Personnel on parade and other participants	Ceremonial Dress	White webbing and weapons as ordered
32	Memorial service	Invited guests and spectators	• Ceremonial Dress • Business Suit or neat civilian attire, medals may be worn	Swords are not worn
33	Notification Team	Not applicable	Service Dress	CO may authorise Working Dress if required
34	Official function State occasion, night-time	Invited guests	• Mess Dress • Service Dress	
35	Official function State occasion, day-time	Invited guests	Ceremonial Dress	
36	Other Official functions	Invited guests	Service Dress	
37	Remembrance Day	Personnel on parade	Ceremonial Dress	White webbing and weapons as ordered
38	Remembrance Day	Invited guests and spectators	Ceremonial Dress	Swords are not worn
39	Remembrance Day	Spectators at an on base service	Service Dress	SADFO may approve the wearing of Working Dress
40	Service function attended by the public	All personnel	Service Dress	CO’s may authorise Working Dress to be worn if appropriate

Serial	Occasion	Capacity of Participant	Orders of Dress	Remarks
41	Travelling on civilian aircraft on duty within Australia	All personnel	• Service Dress • Neat civilian attire	
42	Travelling on civilian aircraft on duty outside Australia	All personnel	Neat civilian attire	
43	United Nations (UN) Day, 24 October	Former members of UN deployments attending commemorative ceremonies	Ceremonial Dress	UN Beret maybe worn[(a)]
44	Vice-Regal calling	As appropriate	Ceremonial Dress 1	• Swords are not worn. • Gold sash to be worn by AVM and above
45	Vice-Regal day function including garden party	Invited guests	Service Dress	
46	Vice-Regal evening/night function	Invited guests	• Mess Dress • Service Dress	
47	When in contact with the public in an official capacity	Meeting attendee, Media interview, etc.	Service Dress	COs may authorise Working Dress to be worn if appropriate.
48	When in contact with the public in an official capacity	Daily duties	• Service Dress • General Purpose Uniform • Disruptive Pattern Combat Uniform • Flying Dress.	Personnel dealing with civilian agencies on a regular basis may wear the version of Working Dress approved by their CO.
49	Wedding (Service)	Official party	• Ceremonial Dress • Mess Dress	

Serial	Occasion	Capacity of Participant	Orders of Dress	Remarks
50	Wedding (Service)	Service guests	• Uniform as for the official party • Civilian dress as stipulated in the invitation	Medals may be worn on civilian attire at Service weddings.
51	Wedding (civilian)	Service guests	• Ceremonial Dress • Civilian attire as stipulated in the invitation	Medals are not usually worn on civilian attire at civilian weddings

Note:

(a) Multinational Force and Observers beret maybe worn at peacekeeping services.

ANNEX 2B

TRI-SERVICE DRESS EQUIVALENTS

1. The dress equivalents shown in the tables below are for guidance only and should be confirmed by consulting ANP 4426–1203 and/or *Army Dress Manual*.

Table 2B–1 Ceremonial Dress

Serial	Air Force	Navy	Army
1	CD1 Ceremonial Dress cold weather	W1/W2 Winter ceremonial uniform	1A Ceremonial parade service dress or 1B Ceremonial service dress
2	CD2 Ceremonial Dress cool weather	S1/W1 Summer/Winter ceremonial uniform or S2/W2 Summer/Winter ceremonial uniform	2B Ceremonial parade dress cold weather or 2D Ceremonial dress cold weather
3	CD3 Ceremonial Dress hot weather	S1 or S2 Summer ceremonial uniform	2A Ceremonial parade dress or 2C Ceremonial dress

Table 2B–2 Service Dress

Serial	Air Force	Navy	Army
1	SD1 Service Dress cold weather	W7 Winter non-ceremonial day dress	1C General duty service dress
2	SD2 Service Dress cool weather	W3 Winter ceremonial uniform	2E General duty dress or 2F General duty dress cold weather
3	SD3 Service Dress hot weather	S3 Summer ceremonial uniform	2E General duty dress
4	SD5 female working dress	S3 Summer ceremonial uniform	2E General duties dress

Table 2B–3 Mess Dress

Serial	Air Force	Navy	Army
1	MD1 Mess Dress cool weather	S/W4 Summer/winter mess dress or S/W5 Summer/winter mess dress	6A Mess dress[(a)], 6B Mess dress white jacket[(a)], 6C Senior ranks mess dress or 6D Mess dress Army
2	MD2 Mess Dress hot weather	S6 Summer informal evening dress	No equivalent

Note:
(a) These orders of dress are being phased out.

Table 2B–4 Working Dress

Serial	Air Force	Navy	Army
1	General Purpose Uniform	S/W7 Summer/Winter non-ceremonial day dress or S/W 12 Disruptive Pattern Navy Uniform[(a)]	4A DPCU General duty dress or 7 Working/protective dress

Note:
(a) Being replaced by Maritime Multicam Pattern Uniform

CHAPTER 3

ITEMS OF DRESS AND ACCOUTREMENTS

Introduction

3.1 Listed in this Chapter are the various items of dress, accoutrements and embellishments worn with Air Force uniform and the explanation on how they are worn correctly. The items are listed in alphabetical order using their common name; further information can be obtained in the Annexes to Chapter 1.

Academic dress

3.2 An academic gown or robe may be worn over the Air Force uniform by a member qualified to wear the particular item on occasions approved by their commander or Commanding Officer (CO). Normally the robe would be worn over Ceremonial Dress (CD).

3.3 When a member wears an academic gown or robe over the Air Force uniform, headdress is required to be worn, except when graduating members should wear academic headdress at graduation ceremonies. Academic robes and academic headdress are not provided at Commonwealth expense.

Aiguillettes

3.4 Aiguillettes are ornamental gilded cords ending in gold metal tagged points worn by officers to distinguish special and senior appointments. Their precise origins are lost in time but some explanations are that the aiguillette denotes the rope and pickets carried by the squires to tether their knights' horses or that they were 'aiguilles' or needles for clearing the touch hole of very old muskets and that the cords were originally lanyards, which fastened the needles to the soldiers' equipment. It is also suggested that the aiguillette represents the Provost Marshal's rope with which he hanged defaulters. The most probable explanation is that they were the pins used to secure a pauldron, or shoulder protector, on the cuirass (a piece of armour) of a knight or cuirassier's plate armour.

3.5 Aiguillettes are worn by officers holding the appointments shown in Table 3–1 on Ceremonial Dress (CD), Service Dress (SD) and Mess Dress (MD) at ceremonial or official events. Aiguillettes are not worn on optional items of clothing (eg raincoat, multi-purpose jacket).

Table 3–1 Aiguillettes

Serial	NSN	Description	Worn	Appointment
1	8455–66–163–5371 (small) 8455–66–013–3084 (large)	Gold seven line orris cord in palace weave, with no device on tags.	Right shoulder	Regal and Vice Regal personages and Appointments. • Marshal of the RAAF • Honorary AIRCDRE • Equerries and ADC to a Regal or Vice-Regal personage.
2	8455–66–163–5369 (small) 8455–66–013–3086 (large)	Blue and gold seven line orris cord plaited, with no device on tags.	Right shoulder	AVM and above in command positions. • CDF • VCDF • CJOPS • CAF • DCAF • ACAUST • SGADF and other command positions. • Officers of Two Star Rank when: • Officially representing CAF at ceremonial events as the Reviewing Officer or Host Officer • Acting as the official Air Force representative at major ceremonial events
3	8455–66–163–5373 (small) 8455–66–013–3085 (large)	Blue and gold seven line orris cord plaited, with no device on tags.	Left Shoulder	• Officers appointed as ADC or Staff Officer to Minister for Defence or the command positions in Serial 2 • Officers appointed as Escort Officers to Defence portfolio Ministers, foreign officers, officials or dignitaries of the equivalent rank or status of AIRMSHL or above, as determined by CAF

3.6 **Method of wear.** When worn by entitled officers, the aiguillette, as illustrated at Figure 3–1, is to be attached to the appropriate shoulder of the tunic, jacket or shirt by means of a tight loop (becket) sewn onto the uniform, centrally on the shoulder, 20 mm from the outside seam. With Service Dress uniform patterns, the loop of the

aiguillette from which the tags are suspended is to be fastened to a hook or button sewn under the lapel of the tunic, jacket or button of the shirt so that no part of the aiguillette is obscured and tags fall in line with the inner seam of the appropriate breast pocket.

Figure 3–1 Wearing the aiguillette with the tunic



3.7 **Mess Dress 1.** The aiguillette is to be attached to the shoulder and the loop from which the tags are suspended is to be fastened to an attachment sewn behind the join of the collar and lapel, so that the upper part of the cord and the tags fall over the front of the lapel. The attachment hook or button is to be located so as to ensure that the lapel does not obscure the aiguillette. So that the weight of the aiguillette does not distort the lapel or collar, the aiguillette loop may be suspended from a strap or similar device attached beneath the collar at or above shoulder line.

Figure 3–2 Wearing the aiguillette with Mess Dress 1



3.8 **Open neck shirt.** Open neck shirts worn with CD3/SD3 and MD2, place the aiguillette under the epaulette of the shirt then attach the aiguillette by the button loop to the top button of the shirt and then fasten the button.

3.9 Ideally, the length of the longer cord (plait) should be such that the lower edge of the cord under the arm is approximately in line with the second bottom button of the tunic or shirt and in line with the middle button of the jacket with MD1. However, as only two sizes of aiguillette are available, the exact position of the lower edge of the cord under the arm will vary depending on the build of the wearer.

Bags

3.10 Members may carry briefcases, backpacks, sports bags and similar items to and from duty. Such accoutrements should be of subdued colour and design without logos. When a bag is carried, it may be carried in either hand, and is to be moved to the left hand when paying compliments. When a backpack is worn, it is to be worn correctly with both straps (if fitted) over the shoulders.

3.11 Handbags of a business like design, average size and plain black in colour may be worn or carried by female members when wearing any version of SD uniform. They are to be carried/worn either in the left hand, on the left forearm or on the left shoulder with the strap extended. Handbags are not to be taken on parade.

3.12 A small plain black clutch or shoulder bag may carried by female members when in Mess Dress.

Belts and buckles

3.13 **General.** Belt buckles are to be positioned centrally on the body to maintain alignment of the uniform. Where applicable, belts are to be passed through all belt loops with the tongue of the belt passing through the buckle from the wearer's right.

3.14 **Air Force/Security Police belt.** The AFPOL/SECPOL utility belt is normally only to be worn with GPU or DPCU. When worn, the GPU/DPCU coat is to be tucked into the waistband of the trousers. The utility belt may only be worn with SD or CD when approved for specific occasions where the higher standard of dress is required and DPCU/GPU is deemed inappropriate by the organising authority. The AFPOL/AFSEC vest authorised by the Provost Marshal, maybe worn with all forms of working dress.

3.15 **Ceremonial white belt.** The ceremonial white belt (NSN 8465–66–106–8300) is worn by Flight Sergeants and below on specific ceremonial occasions and by all ranks with ADFA ceremonial dress. The belt is made from white polyester webbing with brass fittings. The buckle consists of a male and female component that is held in place by a brass keeper. When ordered to be worn, the ceremonial white belt is to be worn firmly around the waist with the male section of the buckle on the wearer's right. The belt is to be clean and metal components highly polished. When worn with CD2 or 3 the SD belt should be positioned off centre to prevent scratching of the buckle. When worn with CD1 where possible the cloth belt on the tunic should be removed.

Figure 3–3 The ceremonial white belt



3.16 **SD belt.** The SD belt (NSN 8440–66–148–2658) is to be worn with the buckle to the centre front with the running end fed through from the wearer's right so that the end protrudes 20 mm past the first belt loop. The belt is to be in good repair and not frayed or worn, the buckle is to be free from excessive scratches.

3.17 **Belts with GPU.** With the exception of the AFPOL utility belt, belts are not to be worn externally with the GPU coat tucked into the trousers. The SD belt or belt individual may be worn with GPU, other military style private purchase belts (web belt, riggers belt, etc) may be worn when approved by local commanders. Accessories such as flashlights, utility tools, etc may be worn on belts with GPU/DPCU but the items are not to protrude from under the GPU coat or present a bulky appearance. Belts or accessories that present a FOD or WHS hazard are not to be worn.

Braces

3.18 Braces may be worn with orders of dress which include a jacket but the braces are to be of a conservative design not to be visible through or under the jacket. Braces are not provided at Commonwealth expense.

Brassards

3.19 Brassards are provided to enable ready identification of members undertaking specific duties and are not for general wear. Brassards are worn on the left arm, with the exception of the SP brassard which is worn on the right. Brassards are available for use with GPU, DPCU or for wear with SD. Each has a pile patch 90 x 90 mm for the attachment of the appropriate badge.

3.20 **GPU Brassard.** The brassard is Air Force Blue, wrap around, hook and pile closure, with button holes for attachment (NSN 8455–66–162–0156).

3.21 **DPCU Brassard.** The brassard is of the same design as the GPU brassard but manufactured of DPCU material (NSN 8455–66–156–7499).

3.22 **SD Brassard.** The Air Force blue brassard is wrap around, hook and pile closure, with slot at the top for attachment trough the epaulette (NSN 8455–66–164–1410).

3.23 The 90 x 90 mm badges with a hook backing shown in Table 3–2 are to be worn on the brassard as applicable.

Table 3–2 Brassard badges

Serial	Appointment	Description
1	Duty Member	NSN 8455–66–162–0165. Duty Member in red on an Air Force blue background. To be worn by members when performing this duty.
2	Geneva Cross	NSN 8455–66–162–0164. Red Cross on White background, worn by Health Services personnel and Chaplains when wearing GPU/DPCU. Worn by other members serving with health elements with GPU/DPCU when on exercise or deployment.
3	Red Crystal	An alternative to the Geneva Cross.

Serial	Appointment	Description
4	Air Movements	NSN 8455–66–162–0167. Air Movements spoked wheel symbol in yellow on red background. To be worn by movements personnel who require to be identified in the course of their duties.
5	Military Skills Instructor (MSI)	NSN 8455–66–162–0166. The letters MSI in silver blue on Air Force blue background. To be worn by members employed as Military Skills Instructors in the course of their duties.
6	Military Police (MP)	The letters 'MP' centrally embroidered in white lettering on a black background. The brassard is only to be worn by AFPOL members and is worn on the right arm.
7	Bomb Disposal	A bomb separating letters 'B' and 'D' within a laurel wreath embroidered in light blue on dark blue background. To be worn To be worn by members employed as Explosive ordnance Disposal operators in the course of their duties and with the authority of the officer in charge of EOD flight at Defence Establishment Orchard Hills.

3.24 Older style brassards without the pile patch may continue to be worn until stocks are exhausted.

Buttons

3.25 **General.** With the exception of the top button on open neck shirts and jackets, all buttons, zippers and hook and loop tabs securing pockets and other openings are to be done up when not in use. Buttons embossed with the eagle and crown insignia are to be worn with the crown uppermost.

3.26 **Anodised gold buttons.** The anodised gold buttons embossed with the eagle and crown insignia come in three sizes and are worn on the uniforms and in the positions shown in Table 3–3.

Table 3–3 Anodised gold buttons

Serial	Dress item	23 mm (36 ligne) button position	16 mm (26 linge) button position	12 mm (18 linge) button position
1	Service Dress tunic	Front x 4	Pockets x 4	
2	Mess Dress jacket	Front x 8	Sleeve cuffs x 6	
3	Blue/white dress	Front x 5	Pockets x 2	
4	Shoulder boards			Top x 1 on each board[(a)]
5	Service Dress cap (male)			Chinstrap x 2[(b)]
6	Gorget patch			Top x 1 on each patch[(a)]

Notes:
(a) Screw type.

(b) Two prong split pin.

Coat General Purpose Uniform/Disruptive Pattern Combat Uniform

3.27 The coat (shirt) worn with GPU and DPCU is to be worn outside the trousers (ie not tucked in) unless wearing the AFPOL utility belt. When fitted correctly, the bottom hem of the coat should sit near the bottom of the opening for the top pockets of the DPCU/GPU trousers. Where the GPU/DPCU coat does not correctly fit the hips of female members, the coat may be worn with the bottom button undone.

3.28 The appropriate rank slide is to be worn on the chest tab, no pin on insignia is attached. The RAAF Ensign patch on matching background is to be worn on the left sleeve and a unit patch may be worn on the right sleeve, as shown in Figure 3–4.

Figure 3–4 Position of the Air Force Ensign patch and unit patch on the Disruptive Pattern Combat Uniform and General Purpose Uniform coat

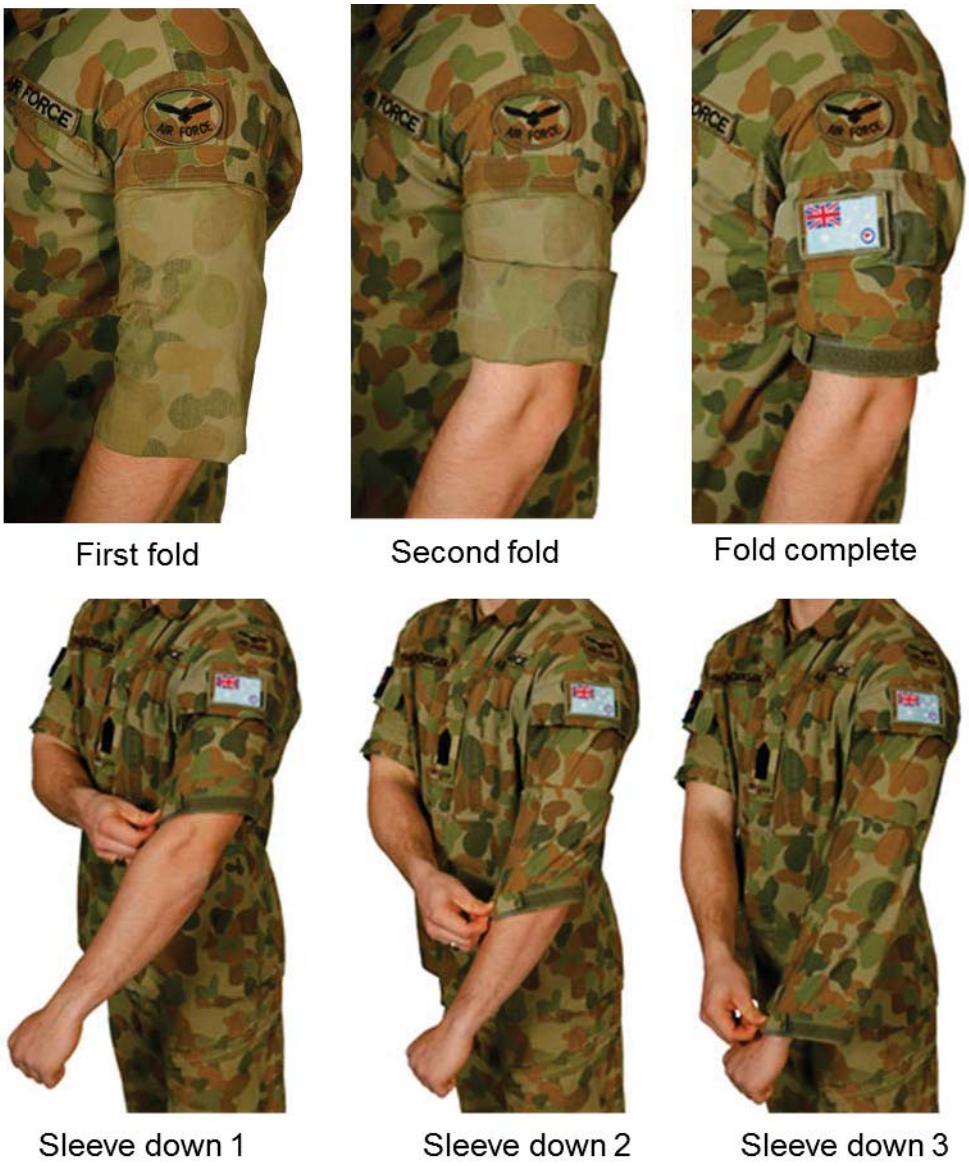


Left sleeve with Ensign patch

Right sleeve with unit patch

3.29 The sleeves of the coat may be rolled up to just above the elbow, hook and pile fastener on the outside of the last fold, as per Figure 3–5. In hot or arduous conditions, local commanders may authorise the removal of the GPU/DPCU coat and permit the t-shirt to be worn as an outer garment.

Figure 3–5 Folding and pulling down the sleeve of the Disruptive Pattern Combat Uniform or General Purpose Uniform coat



Cummerbund

3.30 The cummerbund (male NSN 8440–66–057–8711, female NSN 8440–66–146–6076) is worn around the waist as part of Mess Dress, with the buckle positioned in the middle of the back. The Air Force issue dark blue cummerbund is to be worn when in public (eg concert dress or at an Air Force birthday reception). Approved unit badges and logos may be sewn onto cummerbunds but may only be displayed with the approval of the PMC/CMC/Dining President. Females are permitted to wear the male cummerbund, if desired.

Disruptive Pattern Navy Uniform

3.31 For WHS reasons, Chief of Air Force (CAF) has approved the wearing of Royal Australian Navy (RAN) Disruptive Pattern Navy Uniform (DPNU)/Maritime Multicam Pattern Uniform (MMPU) to Mission Controllers posted to RAN Fleet units. The DPNU/MMPU is to be worn when on board the ship and when transiting to and from the ship. Air Force uniform is to be worn at all other times, including working within office environments within Naval establishments. DPNU is to be worn as follows:

a. Air Force SD rank slides to be worn on both epaulettes.

b. Air Force name patch incorporating the Mission Controller Badge, to be worn on left breast, vice the Navy issue name patch.

c. RAAF badge to be worn on the right breast vice the RAN badge.

d. The Air Force Ensign to be worn on the left shoulder vice the Australian white ensign.

e. Air Force navy blue t-shirts be worn in lieu of Navy grey t-shirts as under garment beneath the DPNU coat.

f. The appropriate ship’s patch to be worn on the right sleeve.

g. Air Force members may wear issue Navy footwear, firefighter’s boots, as appropriate, ie fire resistant soles and quick release zippers.

3.32 On completion of a ship’s tour of duty, members are to retain all RAN items listed for possible future use, until they discharge.

Figure 3–6 DPNU worn by Air Force members



Ecclesiastical dress

3.33 A chaplain may wear an appropriate clerical collar and attached black stock under the SD tunic or utility jacket on appropriate ecclesiastical occasions.

3.34 Other items of religious vestments including a tallit, maybe worn with any order of dress. When the robe and stole are worn over Ceremonial Dress or Service Dress, medals or ribbons may be worn pinned to the stole.

Electronic equipment

3.35 Wearing headphones and/or earplugs for recreational use is prohibited when wearing any order of dress, except in authorised or programmed rest periods or as a passenger in a vehicle or on public transport. They are not to be worn when moving around when on base or in public when wearing uniform. They may be worn when conducting individual physical training (PT).

3.36 Pagers and mobile telephones may be carried or worn; these items are not to be worn with ceremonial dress. When worn with the Air Force uniform, they may be attached to the belt at the left-hand side of the body; if carried in pockets they are not to present a bulky appearance. Members are not to operate a mobile phone while moving on foot or driving a vehicle.

Footwear

3.37 **General.** Footwear is to conform to the approved Air Force pattern, be clean, well maintained, with the welts (the area between the sole and the upper) free from dust. Where applicable footwear is to be polished and free from scuff marks and abrasions.

3.38 **Combat boots.** The black leather Terra combat boot is the normal footwear for all ranks with GPU, DPCU/AMCU, HWWD and may be worn with Flying Dress. Combat boots are to be maintained in good repair, kept clean and polished.

3.39 The brown leather Terra combat boot may be worn with DPCU/AMCU. They are to be maintained in good repair, kept clean, not polished but treated IAW the manufacturer’s instructions.

3.40 **Court shoes.** Court shoes may be worn by female members as an optional item with SD when worn as a working dress, with MD, Maternity Dress. Court shoes may only be worn with CD when acting in an individual capacity and only with the SD skirt and stockings.

3.41 Court shoes may be purchased through the clothing store or from private manufacturers. Court shoes purchased from non-ADF sources must be black in colour and not incorporate any extremes of style or height. They may be either of plain or patent leather and should be free of embellishments such as buckles, textured features or stitched detail as shown in Figure 3–7.

3.42 The basic specifications for the court shoe are:

a. Manufactured from plain or patent leather.

b. Black, plain in style and finish with no extremes of fashion.

c. Heel height measured at the rear of the heel is to be between 3 cm and 8 cm.

d. Heel width (base of heel from rear edge to inner straight edge) is to be between 2 cm and 5 cm.

Figure 3–7 Acceptable court shoe



3.43 Female members may wear flat or wedge shoes as an option to court shoes. The flats and wedges must be manufactured from plain black leather or patent leather, fully enclosed and free of embellishment such as buckles, textures features (eg suede) or stitched detail. Flats are to have a black or natural leather sole, the heel height of the wedge should be no higher than 8 cm. The court shoe hosiery requirements are to be applied to flat and wedge soled shoes.

Figure 3–8 Acceptable wedge and flat sole shoes



3.44 Flat or wedge soled shoes are only approved for optional wear with MD, Maternity Dress or when SD is worn as working dress. They are not approved for wear with Ceremonial Dress or for unit parades, etc.

3.45 **RM Williams parade boot.** The RM Williams Parade (RMW) Boot, Figure 3–9, is available in two types that are approved for wear with Air Force uniform:

a. Comfort Craftsman Boot (black).

b. Adelaide Boot (black).

3.46 The Adelaide women's boot is not subject to free issue to Air Force members.

3.47 The RMW Boots are worn as part of Service Dress, Mess Dress, and Ceremonial Dress. RMW Boots are not to be worn with the SD Skirt, MD Skirt or the blue/white Dress.

3.48 Elastic sided safety boots are not approved for general wear with SD and are not an alternative to the RMW parade boot.

Figure 3–9 RM Williams parade boots



Comfort Craftsman boot

Adelaide boot

3.49 **Care of RMW boots.** Properly cared for, RMW boots will retain their appearance and will remain comfortable over their life. Leather is a natural product so your boots will benefit if the following advice is observed:

a. Always use the two ‘tugs’ when pulling on the boots; this will keep the back strong and spread the strain over the ‘tugs’ and the elastic.

b. When removing the boots, pull the boot from the heel, levering off with the other hand on the toe area. Do not remove the boots by using the toe of the other foot to pull them off, it will damage the back of the boot.

c. Wear the boots, if possible, in dry conditions on the first few occasions.

d. If the boots become saturated with water, allow them to dry naturally; never use direct or forced heat, as will damage the leather upper and may damage the sole.

e. Mud or dirt should be removed from the boots while they are still wet, using a damp cloth and then waiting until dry before cleaning and polishing.

f. Leather conditioner should be applied regularly (every six weeks in humid conditions or as the leather becomes dry). This will help maintain supple leather uppers and prevent cracking and excessive creasing.

g. Boots stored in humid environments must be dried naturally before storing, and must have adequate ventilation to avoid the growth of mould on the leather.

h. Water-based polish should be used to obtain a shine.

i. Additions or modifications to either sole or heel, such as synthetic top-soles should be avoided, as these can affect the balance and comfort of the boots and can lead to premature failure in either the sole or the upper.

j. The use of any alcohol or oil based care products may cause damage to the upper leather and void the warranty.

3.50 **Laces.** Laces on footwear play an important role in the correct fit, comfort and securing of footwear. For this reason, following the manufacture's recommendation for fitting of laces is normally to be complied with.

3.51 Terra combat boots and high leg safety boots (brown or black) are 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 to be wrapped around the top of the boot and the ends secured or tied off and tucked into the top of the boot.

3.52 **Physical Training shoes.** Physical Training (PT) shoes are worn with PTID, PTU and with other orders of dress on advice from a Medical Officer.

3.53 PT shoes may either be sourced through ADF channels or purchased privately. Private purchase PT shoes worn with the above orders of dress are to conform to the following:

a. Must be of a conventional design (ie closed toe, lace up).

b. Must be of a neutral colour with a minimum of branding and decoration.

c. Must be fit for purpose.

3.54 **Safety boots.** Black safety boots may be worn as PPE by members with all orders of dress. When worn with SD, the boots are only to be worn for the duration and/or in the location of the task; they are not for general wear with SD.

3.55 Likewise elastic sided safety boots should only be worn with SD, GPU and DPCU when there is a requirement and then only for the duration and/or in the location of the task. High leg black safety boots, refer to Figure 3–10, are for general wear with GPU, DPCU and HWWD.

Figure 3–10 The Air Force safety boot



3.56 **Service Dress shoes.** SD Shoes may be worn as an optional item to RMW boots with CD, SD and MD. After 01 July 2019, SD shoes are not to be worn with CD.

Gloves

3.57 Gloves may be worn in accordance with the guidelines below:

a. **Working Dress.** During cold weather, Air Force issue, plain, black knitted or black leather gloves may be worn by all ranks with any form of working dress, except when a shirt is worn as an outer garment (gloves are only worn with jackets, pullovers, etc).

b. **Ceremonial Dress.** Black knitted or black leather gloves maybe worn on ceremonial occasions such as parades and funerals by those attending as a spectator. In the case of Air Force wing and squadron parades held outdoors in extremely cold weather, the officer responsible for mounting the parade may permit the wearing of these items by participants. This concession does not apply to tri-Service events.

c. **White ceremonial gloves.** Colour Bearers, Colour Warrant Officers, Colour Escorts and Colour Orderlies are to wear white gloves on ceremonial occasions, regardless of the parade dress ordered.

d. **Flying gloves.** Flying gloves maybe worn with Flying Dress, when conducting aircraft related tasks.

e. **Protective gloves.** Gloves worn IAW with WHS requirements maybe worn with any order of dress. Gloves of this type are only to be worn for the duration and/or in the location of the task.

Headdress

3.58 **General.** Headdress is an integral part of the Air Force uniform and as such is to be worn in most environments. Hoods fitted to jackets or worn separately are not considered items of headdress and, where practical, headdress is to be worn over or under the hood.

3.59 **Baseball caps.** Baseball caps are an optional item of headdress worn with GPU, DPCU, Hot Weather Working Dress and Flying Dress. Baseball caps may not be worn with DPCU/AMCU when that uniform forms part of the Patrol or Field orders of dress. Where commanders require uniformity of appearance in GPU/DPCU (eg unit parade) the utility hat (or beret if applicable) may be ordered to be worn. Baseball caps authorised for wear are:

a. **The Air Force baseball cap.** The Air Force baseball cap with detachable neck flap (NSN 8415–66–162–6481) is issued at initial training units or maybe purchased from Clothing Stores or commercial retailers. The cap is dark blue with an embroidered Air Force badge on the front. The Air Force Logo is embroidered in white at the rear of the cap, Figure 3–11. CAF may authorise the wearing of the Air Force baseball cap with SD on specified occasions.

Figure 3–11 The Air Force baseball cap



b. **Unit baseball caps.** Units may request approval from AFHQ to wear a unit cap. The policy relating to the design and approval process for Unit Caps is detailed in Annex 3A. Commonwealth funds are not to be used in the design and procurement of unit caps.

c. **Navy blue Physical Training Instructor Cap.** A dark blue cap with embroidered airman's cap badge on the front (NSN 8405–66–151–0785) for wear by members of the Physical Training Instructor (PTI) mustering with PTID and GPU.

3.60 **Balaclavas.** COs may authorise the wearing of a balaclava with working dress by members employed in outdoor locations, hangars or warehouses where low temperatures are experienced. Issue balaclavas are:

a. NSN 8415–66–108–0199 Hood Cold Weather Green. This item is issued as part of Scale E2 and is available to all Air Force members.

b. NSN 8415–66–108–0198 Hood Cold Weather. This is an optional item of uniform and is available for purchase by members from clothing stores.

3.61 The only balaclavas permitted for wear with uniform are those provided through the ADF logistics system. No badges or other embellishments are to be placed on balaclavas.

3.62 **Beanies.** As an alternative to the balaclava, COs may authorise members to wear beanies (also known as ‘watch caps’) under the same conditions as for balaclavas. Beanies or watch caps are not provided at Commonwealth expense. Authority may be given for one of the following:

a. Plain (no manufacture logo) black, navy, green, grey or the dark blue beanie.

b. A dark blue beanie with white piping and words ‘Air Force’ embroidered in white letters on the front. The item is available from commercial sources such as the Air Force Shop or internet retailers, shown at Figure 3–12.

Figure 3–12 Approved Air Force beanie



3.63 A beanie may incorporate the approved squadron/unit logo and name. Approval for these items is to follow the guidance for squadron/unit caps in Annex 3A.

3.64 The rules regarding the wearing of beanies and balaclavas are:

a. Unit commanders must authorise their use and promulgate the period of use and unit specific locations for wear. The discretion on whether to permit the wearing of beanies or balaclavas rests with the unit commander and not the individual.

b. They are only to be worn with working dress in the immediate workplace where cold conditions are experienced. They are not to be worn outside the immediate workplace on base or off-base in public places except in cold weather operational or exercise scenarios when specifically approved by a unit commander.

c. Beanies and balaclavas are not to be worn on parade, for representative tasks or in public view.

d. Corporate logos and fashion labels are not to be visible on beanies.

e. Only the approved unit or squadron logo and name may be placed on squadron beanies. This should be positioned in the centre of the front section.

f. Beanies with additional embellishments such as pom poms, ear flaps, tie strings, etc are not approved for wear with uniform.

g. Beanies or balaclavas are not to be worn in areas where they might present a workplace health and safety issue or FOD hazard. This will be determined by unit hazard risk assessments.

3.65 **Berets.** Berets are worn only by members of the musterings and categories shown in Table 3–4. The general rules for the wear of berets are:

a. The beret may be worn with working dress, but not when DPCU/AMCU is worn as part of the Field or Patrol orders of dress.

b. Berets are generally not worn with any form of CD, at any ceremonial event nor when undertaking representational duties. However, it is authorised to be worn on graduation parades for the musterings/categories shown below by entitled participants and guests.

c. Where entitled members are parading as a specific group on a ceremonial occasion and the relevant commander considers there is a case for the beret to be worn, a request is to be made to DCOS–AFHQ for approval to do so. Requests will be considered on a case-by-case basis.

d. Berets are not be worn when commanders, for legitimate reasons, require uniformity of dress, eg when undertaking training courses.

Table 3–4 Air Force berets

Beret colour	Entitled members	Badge	Badge position
Blue/grey	GRDEFO, SECPOLO, ABP, ADG, AFPOL, AFSEC	Applicable embroidered rank badge as worn with the garrison cap	The badge is worn on the left front of the beret, positioned vertically 1 cm above the band and 4 cm from the centre of the badge to the centre front of the beret
Dark grey	CCT	CCT metal badge, small NSN 8455-66-162–5061	The badge is positioned centrally on the backing provided with the lower edge 1 cm above the band

Figure 3–13 The blue/grey Security Forces beret and the dark grey Combat Control Team beret



3.66 **Peacekeeping berets.** Berets provided by the United Nations (UN), Multinational Force and Observers (MFO) and other recognised peacekeeping organisations, as shown at Figure 3–14, may be worn with Air Force uniform while members are posted/attached to that organisation. The beret may be worn with CD by members of an officially sanctioned UN or peacekeeping contingent at official UN or peacekeeping commemorative ceremonies.

Figure 3–14 The United Nations and Multinational Force and Observers berets



3.67 **Wearing the Beret.** The beret is to be worn with the band level on the forehead and level from front to rear on the left side. The lower edge of the band is to be 2 to 3 cm above and parallel to the eyebrows. The crown of the beret is to be pulled down to the right and the badge is to be positioned vertically over the left eye. The beret is not to be tucked under the epaulette or through a belt loop when it is not worn. The ribbon within the band is finished in a small, neat bow at the rear of the beret.

3.68 **Garrison cap.** The garrison cap is worn as an optional item with SD, GPU, Flying Dress and Catering Services Dress. Note: the garrison cap is never worn with Ceremonial Dress. The applicable embroidered badge is to be sewn to the left front. The garrison cap for Air Officers has light blue piping along the edges.

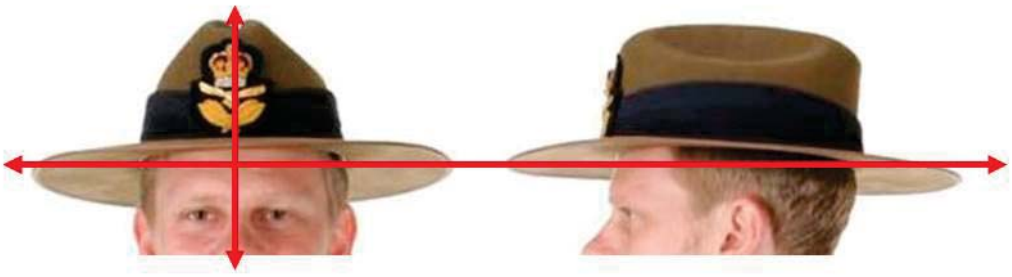
3.69 Members are to wear the garrison cap tilted to the right, with the lower edge of the cap not less than 2.5 cm above the right eyebrow. The centre of the cap is to be in line with the bridge of the nose. The garrison cap should fit snugly on the head without distortion of any kind or separation of the centre vent, as shown at Figure 3–15. When not worn, the cap may be held in the SD belt or carried in an appropriate pocket.

Figure 3–15 Wearing the garrison cap



3.70 **Hat Khaki Fur Felt.** The Hat Khaki Fur Felt (KFF) may be worn with SD, GPU, DPCU and Flying Dress. Although primarily for wear in a tropical environment, the hat may be worn in any area when sun protection is required. The applicable SD cap badge is to be fixed to the front of the Air Force blue pugaree.

Figure 3–16 Wearing the hat khaki fur felt



3.71 Members are to wear the Hat KFF with the brim level on the head and the badge centrally above the face, as per Figure 3–16. The front of the brim may be turned down by no more than 2 cm. The chinstrap may be either tucked up inside the hat or worn at the point of the chin. If the chinstrap is worn, it is to be positioned immediately beneath the point of the chin, with the buckle of the strap on the left cheek, in line with the mouth. The hat is worn with the Air Force standard ‘bash’ (ie shaped fore and aft).

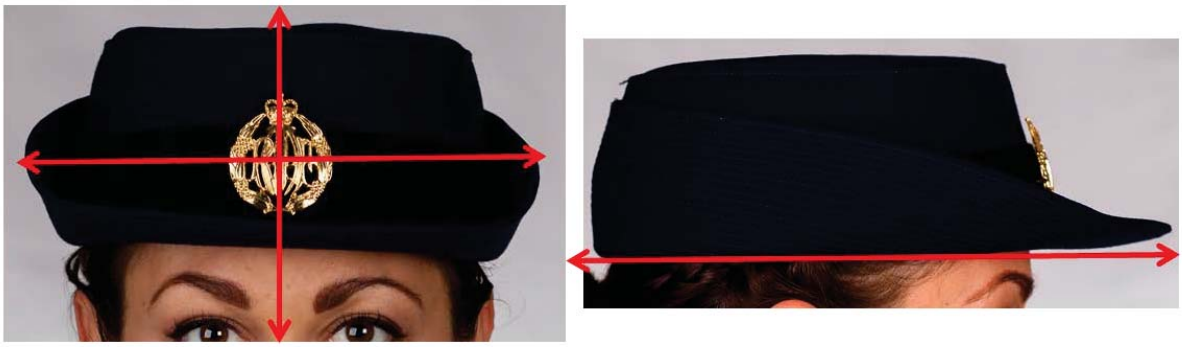
3.72 **Safety or specialist headdress.** Headdress required for WHS reasons, such as hard hats, helmets, hairnets, etc may be worn with any order of dress. It is to be worn only for the duration and/or in the location of the task (eg on alighting from a bicycle the cycling helmet is to be removed and replaced with normal headdress).

3.73 Specialist headdress are items essential to the conduct of a mission or task, they includes items such as flying helmets, firefighter helmets, flash hoods, combat helmets, etc. These items are not for general wear and are only to be worn when required for operational or training purposes.

3.74 **Service Dress cap.** The Service Dress (SD) cap comes in a male and female version, is fitted with the cap badge described in Chapter 4 and if applicable the GPCAPT or Air Officer peak added. The cap is to be worn with SD when ordered for parades or similar events. The cap is worn as an optional item with Catering Dress, Flying dress and when SD is worn as working dress. It may be worn with MD on rare occasions when Mess Dress is required to be worn outdoors at a public place. Except when berets or religious/cultural items are approved, the SD cap is the only headdress approved to be worn with CD.

a. **Female Service Dress cap.** The female SD cap is worn so the badge is in line with the centre of the face and level on the head. The hat is to be as close as parallel to the ground as is practical, Figure 3–17. The hair is not to interfere with wearing of the SD cap.

Figure 3–17 Wearing the female Service Dress cap



b. **Male Service Dress cap.** The male SD cap is to be worn so the badge is in line with the centre of the face and the chinstrap is as close as possible to parallel to the ground, left to right and front to rear. The front edge of the peak is to be approximately level with the bridge of the nose, Figure 3–18. The chinstrap is to be pulled tight and the black mohair band is to be sit so it level with the bottom of the cap brim.

Figure 3–18 Wearing the male Service Dress cap



3.75 **Utility hats.** Narrow or broad brimmed utility hats in the appropriate pattern, are provided to be worn with DPCU/AMCU and a broad brimmed utility hat with GPU, shown at Figure 3-19. The type of hat worn is to match the uniform. The GPU or DPCU utility hat may be worn with Flying Dress when sun protection is required during aircraft operations.

Figure 3–19 General Purpose Uniform utility hat



3.76 The narrow brimmed DPCU/AMCU utility hat must have a 6 cm brim and the broad brim utility hat must have an 8 cm brim, both of which are not to be cut, shortened or amended in way to change its appearance. The utility hat may be secured using the as issued, cordage and locking plunger, or they may be tucked inside the hat and not be visible. The utility hat is not to be worn on base with improvised chin/securing straps or ties.

Hosiery

3.77 **General.** Hosiery is worn by female members in conjunction with SD skirts, blue/white dress and when court shoes are worn with slacks. The term hosiery is used to describe pantyhose, stockings or knee highs. The following definitions are used:

a. **Black hosiery.** Hosiery that is black in colour but still sheer.

b. **Dark hosiery.** Sheer hosiery varying in shades from dark grey to black.

c. **Natural hosiery.** Sheer hosiery that conforms to the natural skin colour of the wearer.

d. **Bare leg.** No socks or hosiery are worn. However, appropriately coloured sockettes may be worn.

3.78 The following is to be adhered to when wearing hosiery:

a. The tops of stocking or knee highs are not to be visible when worn with uniform.

b. Hosiery is not to have a visible seam.

c. Hosiery that is multi-coloured, patterned, open knit (eg fishnet), opaque tights or leggings are not to be worn with Air Force uniform.

d. Hosiery is not worn in conjunction with socks.

3.79 The following combinations maybe worn:

a. **Ceremonial Dress**

(1) When slacks and RMW/SD Shoes are worn, black socks must be worn.

(2) When the SD skirt and SD/court shoes are worn black hosiery is to be worn.

(3) The skirt is not worn with CD4 or 5 and wearing court shoes with slacks/trousers in CD is not permitted.

b. **Service Dress**

(1) When the skirt and SD/court shoes are worn with SD1, only black hosiery is permitted to be worn.

(2) When slacks and RMW/SD Shoes are worn, black socks must be worn.

(3) When the skirt and SD/court shoes are worn as part of SD2 or 3, black, dark or natural hosiery is to be worn or legs may be bare.

(4) In SD 2 or 3, when slacks are worn with court shoes, black, dark or natural hosiery may be worn or legs may be bare.

(5) When SD4 (the blue/white dress) is worn with SD shoes, either white socks with bare legs or natural hosiery may be worn.

(6) When SD4 is worn with court shoes, natural hosiery may be worn or legs may be bare.

c. **Mess Dress**

(1) When slacks and RMW/SD Shoes are worn black socks must be worn.

(2) When the MD skirt and SD/court shoes are worn, dark or natural hosiery may be worn or legs may be bare.

d. **Maternity Dress.** The hosiery requirements for the equivalent SD are to be observed.

3.80 Hosiery may be purchased from any commercial source.

Identification cards

3.81 The Defence Common Access Card (DCAC) is to be carried at all times by all Air Force members and displayed in accordance with the *Defence Security Manual* (DSM) and in the below manner on uniform:

a. SD, worn with lanyard, fastened to the left breast pocket or attached to the SD belt.

b. GPU and DPCU, worn with lanyard, fastened to the left breast pocket or from the base of the rank tab on the chest.

c. Sweaters/Cardigans – worn with lanyard or fastened to the left epaulette.

d. Worn on the upper left arm in a suitable holder when in areas or on tasks where a loose DCAC would present a hazard, eg flight lines.

3.82 Lanyards used to suspend DCACs are to be of an organisational type (eg Air Force, DMO, unit, etc). No badges or pins are to be attached to the lanyard.

Identity Tags and medical emergency information insignia

3.83 Identity Tags (NSN 8465–66–154–8808) are to conform to the requirements of MILSPERSMAN, Part 11, Chapter 5. Identity Tags are to be worn by Air Force members when:

a. Serving in an operational area.

b. Participating in an operational exercise.

c. Operating or travelling in service aircraft.

d. Operating or travelling aboard a naval vessel.

e. Directed to do so by commanders for operational or training reasons.

3.84 Identity Tags are to be worn around the neck on the plain chain provided (NSN 8465–66–162–2077). The octagonal tag must be suspended by the longer chain, and the circular tag is to be suspended separately from the octagonal tag by the shorter chain and is to hang below it.

3.85 Emergency medical information discs may be worn around the neck on a plain chain provided that the disc is not visible. Emergency medical information bracelets may be worn in the same manner as a charity wristband. The items are not to pose a WHS or FOD risk.

Jackets

3.86 Jackets are items that are designed as outerwear to be worn over other items of Air Force uniform, usually to provide protection from cold and/or wet weather. Jackets approved to be worn with the applicable Air Force uniform are:

a. A2 leather jacket.

b. Disruptive Pattern Camouflage Uniform (DPCU) cold weather jacket.

c. Flying jacket (leather or nomax).

d. General Purpose Uniform (GPU) and Australian Multicam Camouflage Uniform (AMCU) Jacket.

e. GPU tarmac jacket (part of the tarmac dress ensemble).

f. Mess Dress Jacket Air Force blue.

g. Multi-Purpose Jacket (MPJ).

h. PTI cold weather jacket.

i. Utility jacket.

j. Wet weather jackets (GPU, DPCU or AMCU as part of the wet weather ensemble).

3.87 The information contained in the following paragraphs only covers the above items and not the SD tunic, or chefs jacket.

3.88 **General rules.** When wearing jackets with Air Force uniform, the following general rules apply:

a. Jackets are to be worn buttoned and/or zipped up to the level of the top of the chest pockets of the garment worn underneath. If no chest pockets are attached (eg PTID) the jacket is to be done up to the approximate level of the top of the pockets on the SD shirt.

b. Jackets may be worn undone when indoors, in a working environment.

c. Hoods fitted to jackets are only to be used during cold or inclement weather. When not in use, hoods are to be folded/rolled/tucked away.

d. Where a jacket forms part of a set (eg Tarmac Dress ensemble or PTI track suit), the jacket maybe worn as a separate item but the trousers must always be worn in conjunction with the jacket.

e. Liners for jackets are not to be worn as outer garments.

f. Where a hook and pile fastener patch exists on the upper left sleeve, the Air Force ensign patch is to be worn.

3.89 **A2 leather jacket.** The A2 leather jacket is an optional cold weather garment for wear with SD. The jacket is not supplied at Commonwealth expense and members are to use Uniform Maintenance Allowance to purchase an item if they wish. The jacket without any Air Force insignia may be worn with civilian attire. When purchasing an A2 leather jacket, it must conform to the following specifications:

a. Drawing number: 30–1415

b. Style: Z2107G

c. Material: Goat skin

d. Colour: Seal brown.

3.90 The only mandatory embellishments to be worn with the jacket are Air Force blue rank slides. The rank slides are to be modified by attaching hook and pile fasteners to the rear of the slide to enable it to be attached and removed from the fixed epaulette on the jacket.

3.91 Two other embellishments which may be worn as optional items are the unit badge on the right chest and the name patch IAW Chapter 4, on the left chest. If this option is chosen, both items must be worn, not one or the other. The positioning of these embellishments is at Figure 3–20. Members serving at units without an official badge may wear a cloth version of the RAAF Badge.

Figure 3–20 A2 jacket position of unit/Air Force badge and name patch



3.92 The jacket is not approved for wear with any form of flying clothing.

3.93 **Disruptive Pattern Combat Uniform cold weather jacket.** The DPCU cold weather jacket is a windproof and breathable, but not water resistant garment, to be worn with DPCU. The DPCU rank slide is to be worn on the chest tab and RAAF Ensign patch with a DPCU background is to be attached on the left sleeve. The unit patch may be worn on the right sleeve.

3.94 **Flying jacket (leather or nomax).** The aircrew version of the leather jackets and the nomex jackets are an element of Flying Dress and as such are only to be worn with other flying garments by members engaged on aircrew duties. They are not to be worn as part of the SD uniform, except by 34SQN aircrew that are permitted to wear the Flying Jacket leather as an outer garment with SD Uniform for all duties

associated with flying. This concession extends to travelling to and from accommodation, both at home and whilst on task. It also includes meeting VIPs etc prior to boarding.

3.95 Insignia to be worn on the flying jacket are:

a. Sage green rank slides are to be worn on the epaulettes.

b. RAAF Ensign patch is to be attached to the pile patch on the left shoulder (the Australian National Flag patch is to be used when outside Australia).

c. Name patch may be attached to the pile patch on the left chest.

d. The unit badge may be attached to the pile patch on the right chest.

e. The unit patch may be attached to the pile patch on the right sleeve

3.96 **General Purpose Uniform and Australian Multicam Camouflage Uniform Jacket.** Both jackets are of the same design, only the colours differ, the jacket worn is to match the uniform. The AMCU jacket is only worn by Air Force members included in the AMCU roll out and then is only supported at certain units. The jacket is designed to be worn as a lightweight garment over the uniform in conjunction with the GPU/AMCU layering system and may be worn with or without the liner fitted. The GPU Jacket may be worn with GPU or Hot Weather Working Dress.

3.97 The only insignia worn on the jacket is the appropriate rank slide on the chest tab as shown at Figure 3-21. Pin on insignia and the OFFCDT gorget patch button are not worn on the SD rank slide with the GPU jacket.

Figure 3–21 The General Purpose Uniform jacket



3.98 **GPU tarmac jacket (part of the Tarmac Dress ensemble).** The Tarmac Ensemble has a unique anti-static shell and is issued to those Air Force members who require an anti-static jacket to perform tasks on flight lines, refuelling, etc. The Tarmac Jacket may be worn with GPU or Hot Weather Working Dress. Insignia is the same as for the GPU jacket.

3.99 The 100% cotton Anti-Static Tarmac Jacket Liner will not fit the GPU Jacket and vice versa. No attempt is to be made to modify the liner to fit a jacket it is not designed for.

3.100 **Mess Dress Jacket, Air Force blue.** The Mess Dress jacket is a close fitting waist length garment worn as part of MD1. The jacket is secured at the front using two anodised gold eagle and crown buttons joined by a gold link (NSN 8315–66–159–4972) or as an optional item, button assembly with gold chain (NSN 8455–66–164–0717). The jacket may be undone while seated, otherwise it is to be remain buttoned unless approved by the PMC/CMC/Dining president/etc.

3.101 **Multi-Purpose Jacket (MPJ).** The MPJ is a cold weather splash-resistant jacket that may be worn with either SD or GPU as shown at Figure 3–22.

3.102 The MPJ is to be worn with the SD Rank slides on the epaulettes (pin on insignia or OFFCDT gorget patch button are optional but they are not to pose a WHS or FOD hazard). The RAAF Ensign patch on a dark blue background is to be attached to the patch on the left sleeve. The name patch may be worn on the patch on the left chest. The collar of the SD shirt or the GPU coat is be underneath the jacket.

Figure 3–22 The Multi-Purpose Jacket with Service Dress and General Purpose Uniform



3.103 **PTI cold weather dress jacket.** Worn as part of PTID, the jacket is navy blue with sky blue shoulder panels, Air Force blue name tag on right chest and Air Force tag on left chest. The bottom of both tags are immediately above the seam where the two colours join. Silver blue rank insignia is sewn to both arms midway between the shoulder and elbow.

3.104 **Utility jacket.** The utility jacket is an optional item which may be purchased at the members' expense and worn with SD2. The insignia worn on the SD shirt is to be pinned/sewn onto the jacket, with white cotton embroidered flying/JBAC/CCT badges used.

Kilts

3.105 Kilts may only be worn as part of CD, SD or MD by Air Force members performing the duties of a 'piper'. The following items of Scottish dress may be worn by bagpipers with CD, SD or MD:

a. **Kilt.** As no there is no official RAAF kilt, the tartan worn is up to the piper.

b. **Sporran.** Traditionally a long haired sporran is worn for ceremonial and a dress leather or fur sporran with MD.

c. **Belt black.** The white Air Force ceremonial belt may be worn as an option.

d. **Bonnet Glengarry.** With appropriate SD cap badge fixed to the left front.

e. **Dirk and Sgian-dubh.** The dirk is worn on the right side of the body in its scabbard suspended by a frog from the waist belt. The Sgian-dubh (pronounced ‘skee-an-doo’) is tucked vertically into the top of the outer-right leg hose-top so the blade is pointing downwards.

f. **Hose/hose tops.** White, black or diced.

g. **Gaiters/spats.** Worn over RMW or SD Shoes.

h. **Garter flashes.** Flashes are to be worn at equal length on the outside of both legs.

i. **Gillie brogues.** May be worn with MD only.

j. **Modified cut-away white Jacket or tunic.** The modified white jacket as worn by the ADF pipes and drums, fitted with Air Force anodised gold buttons or a modified SD tunic, may be worn as an alternative to the standard SD tunic, refer to Figure 3–23.

Figure 3–23 Dress items that may be worn by an Air Force piper



3.106 The above items of Scottish dress are not provided at Commonwealth expense.

Legal dress

3.107 A legal robe may be worn over the Air Force uniform by a member qualified to wear the robe when carrying out the duties of that office. Headdress is not worn when wearing the robe.

Mourning band

3.108 A mourning band (NSN 8455–66–072–8495) is to be worn by a member in uniform when service mourning is ordered. The band, 8cm wide of black material, is to be worn on the sleeve, half way between the left elbow and the left shoulder, Figure 3–24. A mourning band is to be worn by a member attending a state or service funeral in an official capacity. The wearing of a mourning band by members of the attending party (congregation) is optional. A mourning band is not to be worn at ANZAC Day or Remembrance Day ceremonies.

Figure 3–24 Wearing the mourning band at a funeral



3.109 A member may wear a mourning band to observe private mourning when wearing Air Force uniform for a period of up to seven days after the date of bereavement, unless an occasion arises which requires strict uniformity of dress (eg ceremonial parade). Mourning bands may be obtained on temporary issue from the Base Warrant Officer. A memorial wristband may be worn as an alternative to a mourning band, provided the wristband does not present a WHS or FOD hazard or detract from the uniform.

Overcoats and raincoat

3.110 **General.** Overcoats and raincoats may be worn by all members when wearing SD and may be worn with CD when a member is acting in an individual capacity. They are not to be worn when part of a formed body (eg unit parade) unless approved by the organising authority.

3.111 **Heavyweight overcoat.** The heavyweight overcoat is for use in extreme cold weather may only be worn with SD or CD by members posted to specific overseas positions when performing representational duties or attending ceremonial actives. The heavyweight overcoat may be worn by the Air Force component of Australia's Federation Guard in extreme cold weather. The overcoat is issued with a cloth waist strap for wearing with the garment. The only embellishments normally worn on the overcoat are SD rank slides (with applicable pin on insignia). However, the wearing of medals may be authorised on specific occasions.

3.112 **Lightweight overcoat.** The only insignia worn on the lightweight overcoat are the SD rank slides, pin on insignia is optional. At a minimum the overcoat is to be zipped and buttoned to breast pocket height, refer to Figure 3–25. The lightweight overcoat with the rank slides removed may be worn with civilian attire.

Figure 3–25 Lightweight overcoat



3.113 **Raincoat.** The raincoat may be worn when wearing SD in wet conditions. No insignia is worn on the raincoat.

3.114 **VIP Operations overcoat.** The overcoat worn by members involved with VIP transport operations is to be worn as detailed in Annex 1L.

Pace stick

3.115 The pace stick is carried when conducting drill or ceremonial activities, on official or other appropriate occasions by Air Force members holding the following positions:

a. WOFF Ceremonial – Air Force Headquarters (AFHQ).

b. Base Warrant Officer (BWOFF).

c. Academy Sergeant Major (ASM) at the Australian Defence Force Academy (ADFA).

d. Warrant Officers posted to ceremonial positions.

e. Drill instructors (when conducting drill lessons) at ADFA.

3.116 The standard Air Force pace stick is Rosewood with gold plated fittings 95 cm x 3.8 cm (NSN 8465–66–142–9728). The position of WOFF Ceremonial AFHQ is to carry a black pace stick with chrome fittings (NSN 8465–66–142–8621).

3.117 The pace stick is to be carried IAW the *Air Force Drill and Ceremonial Manual* (AFDCMAN), Part 1, Chapter 7.

Personal adornments

3.118 Personal adornments cover private purchase accessories and enhancements that may be worn with uniform. When wearing uniform, members are to ensure that personal effects such as wallets, pens, mobile phones, combs, keys or similar objects are not visible, nor appear unduly bulky when carried in pockets. Pens and pencils are not to be exposed except with clothing that has purpose designed pen pockets/holders.

3.119 Personal adornments listed below may be worn with the order of dress specified.

a. **Cuff links.** Members may wear cufflinks of plain or suitable military design with SD or MD. Cuff links may be worn with CD when acting as an individual. OIC of a ceremonial occasion may order no cuff links to be worn for uniformity reasons.

b. **Necklaces.** Necklets or chains are permitted when in uniform as long as they are not visible. These items are not to be worn where they present a WHS, FOD or other risk.

c. **Fitness monitors.** Personal fitness monitors may be worn with working dress, either in lieu of a wristwatch or on the wrist opposite the watch. The device is to be of a subdued colour (black, dark blue, tan etc) and design. The monitor is not to present a WHS, FOD or other hazard. Fitness monitors are not to be worn with ceremonial dress.

d. **Rings.** Members, when in uniform or on duty, may wear a maximum of four rings on no more than two of the eight fingers. Such rings are to be of subdued appearance and design and of moderate size.

e. **Tie bars/pins.** Tie bars or pins of a plain gold or suitable Air Force or ADF design may be worn with SD1 or SD 2 as an optional item, except where operational or safety factors dictate otherwise. Tie bars and pins are to be positioned approximately midway between the knot and the point of the tie. These items are not to be worn at ceremonial events.

f. **Watches.** Wrist watches of subdued colour and practical design may be worn with any order of dress or when on duty, except when safety, operational or ceremonial factors dictate otherwise.

Safety and protective clothing

3.120 **General.** Items required as Personal Protective Equipment (PPE) or for WHS reasons such as, ear muffs, safety helmets, hi-vis vests, etc maybe worn with any order of dress. Safety items are to be serviceable, clean and markings limited to those required to identify the wearer (name or appointment, eg Floor Warden, OIC, etc.) Members performing dirty or hazardous tasks may wear protective clothing such as overalls and dustcoats. Protective and safety items are only to be worn within the working area and/or for the duration of the task.

3.121 **Coveralls.** Blue grey coveralls are normally worn in locations where heavy and/or dirty manual tasks are conducted. The Air Force blue name tag is to be fixed immediately above the left pocket and the matching Air Force tag immediately above the right pocket. Rank is shown on the rank patch sewn immediately above the centre of the name tag. Older styles of coveralls may display the silver/blue embroidered rank insignia on the sleeves.

3.122 **Motorcycle clothing.** A member riding a motor cycle when in uniform must wear individual safety or protective equipment as prescribed by civil law. On completion of the journey they are to remove any safety clothing as soon as practicable.

3.123 **Safety vest.** The Air Force safety vest may have the rank patch sewn to the top left chest and the Air Force blue name tag in the same approximate position as the GPU name tag, as shown at Figure 3–26.

Figure 3–26 The Air Force safety vest



3.124 **Scrubs.** Protective clothing for medical personnel may be worn with the Air Force uniform. Medical protective clothing is not for general wear on or off base.

3.125 **Mission essential equipment.** Items provided through the logistic system to enable the completion of tasks such as EOD suits, combat body armour, extreme cold weather clothing, fire fighter coat and trousers, etc are to be worn with appropriate uniforms and where possible are only to be worn within the working area and/or for the duration of the task.

Sashes

3.126 **Sash ceremonial blue.** A light blue waist sash is worn with CD5 by Air Force members who hold the position of Commandant or Academy Sergeant Major at ADFA. The sash is worn so the tassels are over the left hip.

3.127 **Sash ceremonial gold.** The ceremonial gold sash is worn by AVM and above as part of CD1 when acting as a Service representative when attending a Regal or Vice-Regal event. The sash is worn so the tassels are over the left hip, refer to Figure 3–27. The sash may be worn with or without a sword. Swords are normally only carried by the Reviewing Officer at events where parade participants are armed.

Figure 3–27 The ceremonial gold sash with sword



3.128 **Sash ceremonial shoulder.** The Air Force light-blue sash is to be worn on ceremonial parades by members performing the duties of Colour Warrant Officer, Colour Escort and guide. The sash may also be worn by the Parade Warrant Officer or other parade participants, if required for identification.

3.129 The sash is worn over the right shoulder diagonally across the body with the tassel over the left hip. Where a uniform has epaulettes, the sash is to be worn under the epaulette. On uniforms without epaulettes, the sash is to be pinned to the shoulder of the tunic. When a belt is worn, the front of the sash is worn under the belt and the rear of the sash is worn over the belt, as shown in Figure 3–28.

Figure 3–28 Ceremonial shoulder sash with white belt and gloves



3.130 **Sash Drum Major.** An azure sash edged with gold lace and fitted with ornamental drum sticks, emblazoned with the Royal Cypher, Australian Coat of Arms and the Air Force Badge is worn over the left shoulder, by the member performing the duties of Drum Major with the Air Force Band on ceremonial occasions, as shown at Figure 3–29. The Drum Major also carries an ebony and silver mace to give signals and commands to the band while on the move.

Figure 3–29 The Air Force Band Drum Major



Scarves and neck warmer

3.131 The women's scarf (NSN 8445–66–093–4029) maybe worn by female members when in SD in conjunction with the overcoat, jacket or tunic.

3.132 A plain black or dark blue scarf, purchased privately, may be worn by all members with SD, GPU or DPCU in conjunction with the applicable overcoat or jacket. The scarf is to be worn around the neck in a neat manner and the ends tucked inside overcoat or jacket. Private purchase scarfs are to be one colour and free from manufacturer or other logos and markings. The scarf is not present a WHS, FOD or other risk.

3.133 **Neck warmer, black wool.** The woollen black neck warmer (NSN 8415–66–153–7417) may be worn in cold weather in field conditions with DPCU or GPU. The neck warmer may be worn on base with GPU in similar circumstances as balaclavas or beanies.

Shirt Mess Dress

3.134 **General.** The white Mess Dress (MD) shirt comes in a marcella-fronted long sleeve version worn with MD1 and a short sleeve evening version worn with MD2.

3.135 **MD1 shirt.** The marcellea-fronted shirt is worn underneath the Mess Dress jacket with the top button fastened and the black bow tie worn. The only embellishments added to the shirt are three gold studs on the shirt front and plain gold cuff links holding the cuffs in place. These items are issued as Set, Cuff Links and Studs (NSN 8455–66–159–4972). Gold military style studs and/or cufflinks may be purchased privately as optional items to be worn with MD1.

3.136 **MD2 shirt.** The white, short sleeve shirt is worn open at the neck with MD2. Badges and embellishments are as for SD3, with the exception of:

a. Rank is displayed using the shoulder board.

b. Chaplain and Medical Branch insignia is worn on the collar points.

Shirt Service Dress

3.137 **General.** The blue/white Service Dress (SD) shirt comes in long and short sleeve versions. Rank is displayed on the epaulettes using the SD rank slide. The Air Force blue Air Force patch is sewn to the top of the left sleeve.

3.138 **Long sleeve shirt.** The long-sleeve shirt is to be worn with a tie when worn as an outer garment. The long-sleeve shirt may be worn without a tie when worn under the sweater, leather jacket and Multi Purpose Jacket. The sleeves of the long-sleeve blue/white shirts are to be worn fastened at the wrist using the attached buttons or private purchase cuff links. The correct length of the sleeve is level with the lower crease of the wrist.

3.139 **Short sleeve shirt.** The short-sleeve shirt is to be worn without a tie, with the top button undone. Members may wear a short-sleeve shirt with a tie under tunics, sweaters or jackets.

3.140 **Ironing of shirts.** SD and MD shirts are to be ironed so that the crease in the sleeve follows the natural cut of the garment and falls from the shoulder down the outer centre of the sleeve opposite the inside seam. At no stage is the collar permitted to be worn flat and the ironing of creases into the front and/or back of the shirt is not permitted. Shirts should be lightly starched to resist crumpling.

Shorts

3.141 Shorts are worn as part of Hot Weather Working Dress (HWWD), Physical Training Instructor Dress (PTID) and Physical Training Uniform (PTU). Shorts are not worn with other orders of dress and issue trousers are not to be modified into shorts.

3.142 **Shorts, utility.** The blue utility shorts are worn with HWWD with an Air Force blue cloth name tag, centre, bottom of the right leg and the appropriate rank patch centre, bottom of the left leg. The bottom of both items to be immediately above the leg seam. Individuals who find the fit of the issue Trunks, Working, Blue/Grey unsuitable, may purchase their own shorts for wear with HWWD. Prior to wear the shorts are to be approved by the unit WOFF to ensure they confirm with the colour and style of the issue shorts and have no prominent manufacturer’s logo.

3.143 **Shorts, rugby, PTI.** The PTI rugby shorts are worn as part of PTID; they are to be plain navy blue without any markings or logos.

3.144 **Shorts, Physical Training.** The PT shorts are to be worn by all members as part of PTU.

Skirts and dresses

3.145 The SD skirt is an optional item that may be worn with SD1, SD2 or SD3. The skirt may be worn with CD1, CD2 or CD3 when acting in an individual capacity (eg Air Force representative, ADC, etc). The blue/white dress is worn as SD4 and may be purchased as an optional item. The Mess Dress skirt is worn with MD1 and MD2, however slacks or trousers may be worn as an option. Skirts and the dress are not to be worn by male personnel.

3.146 The hemline of the SD skirt and the blue/white dress is to be no higher or lower than 3 cm above or below the crease at the back of the knee when standing. The bottom edge of the Mess Dress skirt is to touch the toe of the shoe.

3.147 **Ironing.** The SD and MD skirts are to be dry cleaned and may be lightly ironed to remove creases. The blue/white dress is to be ironed similar to the short sleeve SD shirt (ie the only creases to be on the sleeve and at the rear pleats, the collar is to sit naturally).

Skivvy

3.148 The brown or green skivvy may be worn under the GPU or DPCU coat in cold conditions. If visible, the skivvy must be fully zipped up and the neck rolled down. If worn unzipped, the collar is folded back and not be visible beneath the GPU/DPCU coat collar.

3.149 Thumb holes on the skivvy cuffs are not used on base and the sleeves of the skivvy are not to be visible (ie sleeves of the GPU/DPCU coat are to be rolled down and cuffs of the skivvy are to be turned back).

Socks

3.150 With the exception of female hosiery requirements, socks are worn with all orders of Air Force dress. The socks to be worn are:

a. **Socks athletic white.** Are to be worn with PTID, PTU and SD5. When worn with SD5 socks are to be rolled down to just above the ankles.

b. **Socks black SD.** Black socks SD are to be worn with RMW/SD shoes when in SD or CD.

c. **Socks black SD heavyweight.** Are worn with boots in GPU, DPCU, HWWD or other designated employment uniforms. They may also be worn with SD or CD during cold weather. When worn with HWWD the socks are to be rolled down over the tops of the boots.

d. **Socks khaki.** Are worn with DPCU or may be worn as an alternate to the heavyweight black socks when combat boots.

Spectacles and sunglasses

3.151 Glasses and sunglasses, including prescription eyewear, worn with Air Force uniform are to be of a colour and design which is appropriate to military uniform. The frames are to be of a conservative design and colour and not have large trademarks or decorations. Mirrored or holographic lenses are not permitted.

3.152 Prescription glasses may be worn by Air Force members with all orders of dress unless they present a hazard. Sunglasses may be worn with Ceremonial Dress by members acting in an individual capacity or with the approval of the organising authority for a formed body, when bright sunlight or glare is anticipated. Sunglasses worn with CD are to be of a plain design, black, dark blue or brown in colour with no prominent logos or embellishments.

3.153 Glasses or sunglasses are not to be worn on the top of heads, placed on top of the headwear nor hung from the uniform. Black spectacle cords may be worn on glasses or sunglasses by members in uniform, in the working environment and in areas where the dislodgment of spectacles may present a FOD hazard.

Sweaters and cardigan

3.154 The Air Force blue sweater and cardigan are optional items that may be worn with SD (except SD1). The cardigan may only be worn by female members but the AFB sweater may be worn by all members. The sweater/cardigan may be worn over a shirt with SD trousers, slacks, skirt or the blue/white dress. Rank is to be displayed on Air Force blue shoulder slides and the Air Force patch on the upper left sleeve. No other insignia is worn on the sweater or cardigan.

3.155 A tie may be worn with the shirt under a sweater/cardigan. If a tie is not worn, the top button of the shirt is to be undone and the shirt collar turned out over the neck of the sweater/cardigan. The collar of the blue/white dress is to be turned out over the neck of the sweater/cardigan

3.156 The cuffs of the sweater are to be turned back approximately 7 cm at the wrist and the waist band is to be hidden by the body of the sweater by being bloused down over the band. The waist band and fold must cover the belt of the trouser/slacks or skirt and sleeves are to be down.

3.157 When worn outdoors, the cardigan is to be fully buttoned up at all times with sleeves down. When worn indoors, the cardigan may be worn unbuttoned.
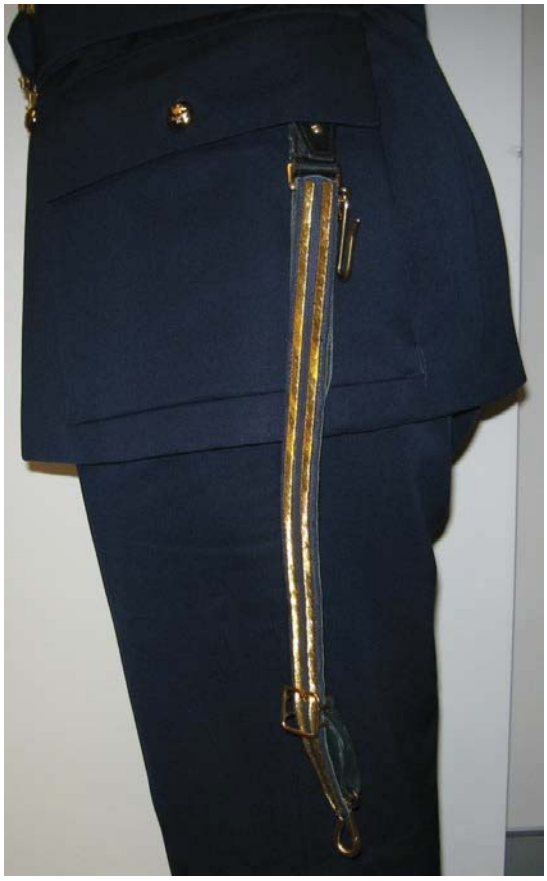
Swords

3.158 Swords are worn by officers and warrant officers on ceremonial occasions as detailed in the AFDCMAN. The method of wearing a sword with CD2 and 3 is shown in Figure 3–30. When worn with CD1, a buttonhole slit 5 cm long is to be located under the flap of the lower left pocket to allow the short sling to be fitted, as shown in Figure 3–31. To support the sword and prevent it pulling down on the tunic, a sword belt (Belt General Officer Large, NSN 8440–66–130–1295 or Belt General Officer Small, NSN 8440–66–130–1296) may be worn over the SD shirt and under the SD tunic. The sword belt is not to be visible.

Figure 3–30 Wearing the sword



Figure 3–31 Attaching the short sling through the sword slit in the Service Dress tunic



Ties

3.159 **General.** The Necktie SD Air Force blue (NSN 8440–66–146–6078) or elasticised (NSN 8440–66–146–6076 large and NSN 8440-66-146-6077 small) are worn as part of CD1, CD2, SD1 and SD2.

3.160 Ties are to be tied with a small, neat 'Windsor knot' as shown in Annex 3B. Pre-knotted ties may also be worn tied as shown as shown in Annex 3B. The tip of the tie is to be positioned immediately above the belt buckle.

3.161 **Bow tie.** A plain black bow tie (NSN 8440–66–095–8478) is to be worn as part of MD1.

3.162 **Female bow tie.** The necktie women's bow (NSN 8445–66–149–0705) maybe worn by female members as part of maternity dress or as an alternative to the SD necktie with SD2.

Trousers

3.163 Service Dress trousers are to be worn with the cuffs sitting neatly on the shoes, without folding at the ankle or the socks being exposed when the wearer is standing.

3.164 GPU and DPCU trouser legs are worn bloused over the tops of the combat boot with the trouser legs held securely in place by elastics.

T-Shirts

3.165 T-shirts permitted to be worn with Air Force uniform are the:

a. Air Force blue t-shirt with GPU and HWWD.

b. brown or green t-shirt with DPCU or AMCU.

c. sage green or brown flyers undershirt with Flying Dress.

d. French blue t-shirt with PTID when conducting PT classes.

e. French blue collared t-shirt with PTID.

f. white undershirt with Catering Dress.

g. light blue t-shirt with PTU.

h. approved unit t-shirt is an optional item to the above t-shirts (except when DPCU/AMCU is worn in combat conditions).

3.166 T-shirts may be worn as an outer garment with HWWD, PTID and PTU.

3.167 The process for obtaining approval for a unit t-shirt is in Annex 3A.

Tunic

3.168 The Service Dress tunic is worn with SD1 and CD1. Although usually reserved for formal occasions, there is nothing preventing SD1 being worn as working dress.

3.169 Rank is displayed on the sleeves, except for OFFCDT where it is worn on the lapels (refer to Chapter 4).

3.170 Silver/blue ‘AUSTRALIA’ titles are sewn to the top of both sleeves for all ranks.

3.171 The cloth belt is to fit around the waist without sagging or straining. The buckle is to be positioned so it is central to the buttons as shown in Figure 3–32.

Figure 3–32 Alignment of the Service Dress tunic



3.172 The tunic is always worn in conjunction with the SD tie and the cuff of the SD long sleeve shirt is to be visible by no more than 10 mm. A short sleeve shirt may be worn in hot weather as an option to the long sleeve shirt (the SD tie must still be worn).

Umbrella

3.173 During inclement weather, a conservative style, plain black or dark blue umbrella may be carried. Umbrellas are not provided at Commonwealth expense.

Underwear

3.174 **General.** Underwear worn with uniform is not to be visible, other than an approved t-shirt and certain items of cold weather undershirts. Black thermals may be worn under GPU/DPCU uniforms and the equivalent with AMCU. Where a long sleeve t-shirt or thermal shirt is worn underneath a coat or shirt, the sleeves are not to be rolled up to expose the sleeves of the under garment.

Annexes:
3A Unit patches, t-shirts and baseball caps
3B Tying a Windsor knot

ANNEX 3A

UNIT PATCHES, T–SHIRTS AND CAPS

Introduction

1. Unit patches, caps and tee shirts form an important part of unit identity and espirit de corps among Air Force members. These items are produced locally with approval by AFHQ. This Annex provides guidance on the development and wear of these items.

2. In this instruction the following definitions are used.

a. **Unit.** An Air Force element commanded by a Commanding Officer (CO) appointed by CAF and includes Squadrons, Schools, Headquarters, etc (for the purpose of wearing unit patches, caps and t-shirts, AFHQ Branches have unit status).

b. **Sub unit.** An Air Force element commanded by a Section or Flight commander that reports to a CO.

c. **Unit badge.** The official unit badge as approved by the sovereign or CAF. Unit badges are to be displayed IAW the Air Force Visual Identity Guidelines.

d. **Unit logo.** The symbol chosen by the CO to represent the unit.

e. **Unit patch.** A cloth version of the unit logo attached by hook and pile fasteners to GPU, DPCU or Flying clothing.

f. **Unit cap.** A standard baseball cap that displays the unit logo.

g. **Unit T-shirt.** A 100% cotton tee shirt in an approved colour displaying the unit logo or badge.

Security considerations

3. Unit caps and t-shirts are non-combat items of dress and are only to be worn with DPCU/AMCU when they do not compromise operational conditions or OPSEC. The items are not to be visible in ID card photos.

4. When in ground combat tactical conditions, the unit patch is to be removed. The use of subdued or other “low-viz” versions of the unit patch will only be approved by AFHQ in exceptional circumstances.

General criteria

5. The general criteria applicable to the design of caps, logos and t-shirts are:

a. They should reflect good taste and not contain any offensive images or words.

b. They should be of a reasonably subdued colour and pattern.

c. The design should be simple and easy to manufacture.

d. They are to be suitable for wear with the Air Force uniform.

e. Must not compromise Air Force brand criteria.

f. Manufacturer or other commercial logos are not visible.

6. Logos are designed at unit level and may relate to the unit's role, locality, history or be based on the heraldic device on the Unit Badge. Only one unit logo will be approved at any time. The unit logo is to be the basis for unit patches, caps, t-shirts and beanies (if authorised). Variations of logos or backing colours for different mustering/categories and sub units will not be approved for wear.

Specific criteria

7. **Unit patches.** Unit patches are worn on the on the right sleeve of DPCU, GPU and flying clothing where the hook-and-loop fastener patch is fixed. The unit patch worn on GPU and DPCU garments is to be a rectangle the same dimensions as the hook-and-loop fastener area (80 mm x 50 mm). Unit patches for flying clothing may be of varying shapes, providing they do not exceed 8 cm in width or height.

8. **Cap design and layout.** The shape and size of caps should reflect the design of a standard baseball cap without any manufactures logos or trademarks. Bucket hats, sun-visors or other versions are not acceptable to be worn with uniform. The unit logo is to be embroidered onto the centre front of the cap. A maximum of two rows of characters, not exceeding 1 cm in height, is permitted on the front and back of the cap, if space permits. The only titles which may be embroidered on the cap are the unit name, unit appointment (if applicable) and individual name. Nick names are permitted provided they are not of an inappropriate nature. All motifs are to be embroidered or printed on the cap, hook and pile fasteners are not to be used to attach patches, titles or other items to the cap.

Figure 3A–1 Unit cap layout



9. **Unit cap colours.** Caps of a two colour design are permitted provided the shades used blend harmoniously. Caps may also have a peak which is of a different material to the crown. Additionally, a piping of a different colour around the peak and crown of the cap is permitted as part of the overall design. Caps of a multi-coloured design or those incorporating patterns which are considered garish (eg featuring harlequin or grand prix stripes) will not be approved for wear.

10. **Air Force branding - caps.** Unit caps may include the Air Force Roundel on the left side of the cap or as a “watermark” on the brim. The Air Force Logo may be displayed on the rear of the cap (only one roundel is to be displayed on the cap). Roundel and/or logo are to be displayed IAW the Air Force Visual Identity Guidelines.

11. **Unit T-shirts.** T-shirts are to be short-sleeve, of a single colour and 100% cotton or fire resistant synthetic material. The unit logo or the unit badge is to be worn over the upper left breast. Long-sleeve versions of approved unit t-shirt may be authorised by Commanding Officers where a requirement exists (eg sun protection). The sleeves or cuffs of long-sleeve t-shirts are not to be visible underneath the GPU coat.

12. **Air Force branding – shirts.** The Air Force Logo or Roundel maybe displayed on the left sleeve. If the Air Force Logo is not displayed on the left sleeve, the Air Force Logo maybe displayed on the back of the tee shirt across the shoulder blades in full colour or monotone IAW the Air Force Visual Identity Guidelines.

13. As an alternative to the Air Force Logo, the unit name in capital letters may be displayed across the shoulder blades. The unit motto as shown on the unit badge, may be placed centrally beneath the name in letters no larger than half those of the unit name, Figure A–3.

Figure 3A–2 Unit t-shirt layout



Air Force logo may be placed either on the left sleeve or across the shoulder blades. Roundel may only be placed on the sleeve.

Figure 3A–3 Unit t-shirt displaying the unit name and motto



14. **Aircrew t-shirts.** When worn with flying clothing, the unit t-shirt may display the unit badge or logo in the upper middle chest area and/or an image of the aircraft they operate along the neck of the t-shirt. The Air Force Logo maybe displayed on the left sleeve or across the back.

15. No manufactures trademarks or logos are permitted to be visible on unit t-shirts. Additional logos, drawings, text, etc will only be approved by DDUNIF for significant anniversaries or events with each design examined on a case-by-case basis.

Changes to unit logos and special events

16. Units may apply to AFHQ to request a change to the unit logo, cap, patch or t-shirt. Units are to consider the financial impact on personnel when requesting changes.

17. AFHQ may approve special logos and/or caps and t-shirts for significant anniversaries or events. If approved, these items maybe worn with specified begin and end date. Aircrew under training may wear a course badge approved by the flying training unit CO, on flying clothing during their flying training course.

Provision and issue of caps, logos and t-shirts

18. Unit caps, t-shirts and patches are not issue items of Air Force uniform. They are items of civilian clothing approved for wear with Air Force uniform. These items are not to be purchased from public funds but are to be provisioned from non-public sources such as social club accounts. Where caps, patches and tee shirts are sold to members, there is no legal basis for compelling personnel to make these purchases or wear the items. The Air Force baseball cap and the issue t-shirt are among the basic issue of clothing made at point of entry units, so may be worn as an alternative to unit caps and t-shirts.

Wearing of unit insignia by civilian personnel

19. At a CO's discretion, APS personnel (not contractors) on the strength of a unit, are permitted to wear squadron badges, patches, caps and t-shirts in the workplace in accordance with the guidelines applicable to Air Force and other military members of the same unit.

20. As stated above, caps and t-shirts are civilian clothing so these items may be sold to civilians by unit social clubs, etc. The CO may approve the procurement of items that include the unit logo, provided its use is IAW the Air Force visual identity guide. Items containing Air Force branding are not to be sold without the approval of the Air Force Brand Manager.

Caps, patches and t-shirts for joint units and directorates

21. Air Force members serving with Navy or Army units or Directorates outside of Air Force Group, may wear caps badges and t-shirts initiated by these organisations provided:

a. The items are ones which will be worn by all members of the unit.

b. The relevant CO or Director has approved the design.

c. The design and style of the item conforms to Air Force requirements.

d. Approval of the items has been given by AFHQ (or applicable service HQ).

22. The *ADF Brand Manual*, Chapter 4 and Chapter 5, detail joint Service patches and caps respectively.

Approval process

23. Applications for the approval of unit patches, caps and t-shirts should be forwarded to AFHQ, attention DDUNIF through the next higher HQ. The requirements applicable to such applications are:

a. JPEGs of the items should be submitted via e mail with text supporting the application and explaining the chosen design.

b. A separate image of each of the proposed items is to be attached.

c. Dimensions of badges are to be advised.

d. Approval for the use of any copy write or registered images or logos to be attached.

e. Certification that the relevant commander supports the application.

f. A point of contact is to be nominated.

g. Once approved an example of the unit patch is to be forwarded to AFHQ for archive purposes.

ANNEX 3B

TYING A WINDSOR KNOT

1. The Air Force tie is to be tied using a Windsor knot. The knot is to be a wide symmetrical triangular knot that sits firmly against the fastened button of the collar.

2. The Air Force blue tie is to be tied as shown in Figure 3B–1 and the elastic tie as per Figure 3B–2.

Figure 3B–1 Tying a Windsor knot



Step 1
Place the tie around the neck with the wider side on the left of the body, then place the wider end over the narrow end.



Step 2
Bring the wider end up, under and over the narrow end.



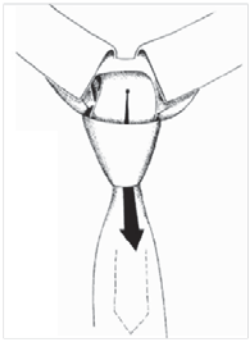
Step 3
Bring the wide end under and across to the left side of the body.



Step 4
Bring the wide end up and over, back through the loop.



Step 5
Bring the wide end around and across from the right, over the front of the forming knot.



Step 6
Bring the wide end behind the knot, up through the loop; feed the wide end down through the tie.



The Final Knot

Figure 3B–2 Tying the elastic tie



Step 1.
Use the SD tie to measure the distance from the top of the collar to the top of the waistband of the SD trousers.



Step 2.
Place the SD tie face down and lengthen 45mm to allow for the making of the knot.



Step 3.
Turn over the narrow end of the tie.



Step 4.
Place the plastic ring over the SD tie.



Step 5.
Feed ends of SD tie through



Step 6.
Pull ends of the SD tie to tighten.



Step 7.
Adjust the knot as required so the finished necktie has a symmetrical knot (as shown above and below).



CHAPTER 4

BADGES, INSIGNIA AND PATCHES

GENERAL

4.1 Listed in this Chapter are descriptions and wearing of the various badges, insignia and patches worn on the Air Force uniform. Dress items are listed in alphabetical order. Information on the wearing of medals and ribbons can be found in Chapter 5.

4.2 **Positioning.** Cloth badges are to be sewn to the appropriate garment, while other badges are to be pinned using the clips or located onto the appropriate hook and pile fasteners. Where a badge is positioned above a pocket, the base or lowest part of the badge is to be positioned immediately above the uppermost seam of the pocket. Vertical spacing of badges is 3 mm and horizontal 5 mm, unless stated otherwise in this chapter. The approximate position of badges and insignia is shown in Figures 4–1and 4–2 and Table 4–1, the references L1, R2, etc are used in this chapter to describe locations on items of CD and SD. Badges are placed in the lowest applicable position.

Examples of positioning are:

- A member with an Air Force Ground Combat Badge (AFGCB) would wear ribbons/medals at position L1 and the AFGCB at position L2. A member with a Combat Control Team badge (CCT) and an AFGCB would wear their ribbons/medals at position L1, the CCT at position L2 and the AFGCB at L3.
- A member with a Commendation badge will wear their name badge at position R2 and the Commendation badge at position R3. A member with a Meritorious Unit Citation (MUC) and a Commendation badge will wear their name badge at position R2, the MUC at position R3 and the Commendation badge at position R4.

Figure 4–1 Position of badges and insignia with CD1 and CD3

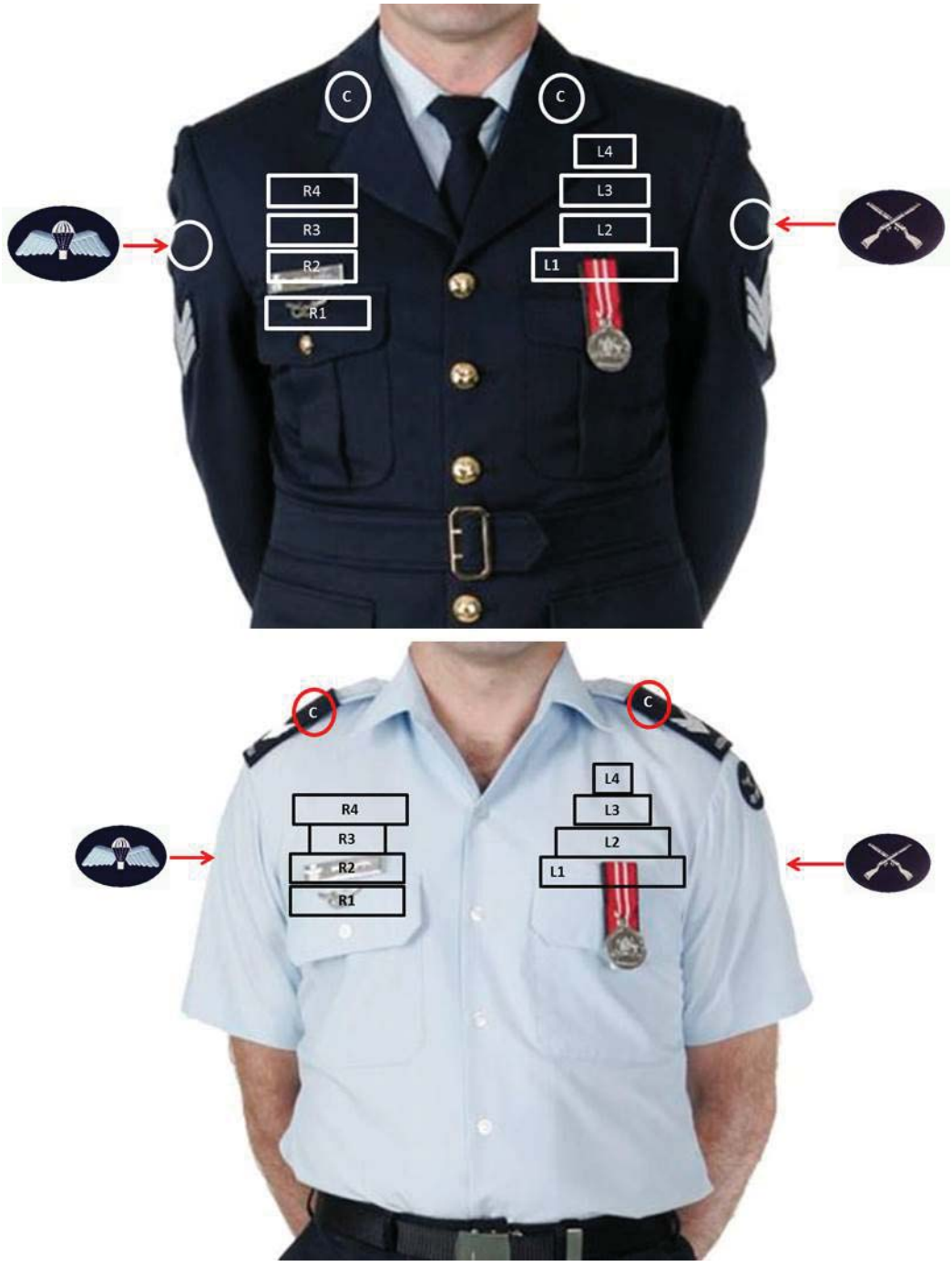
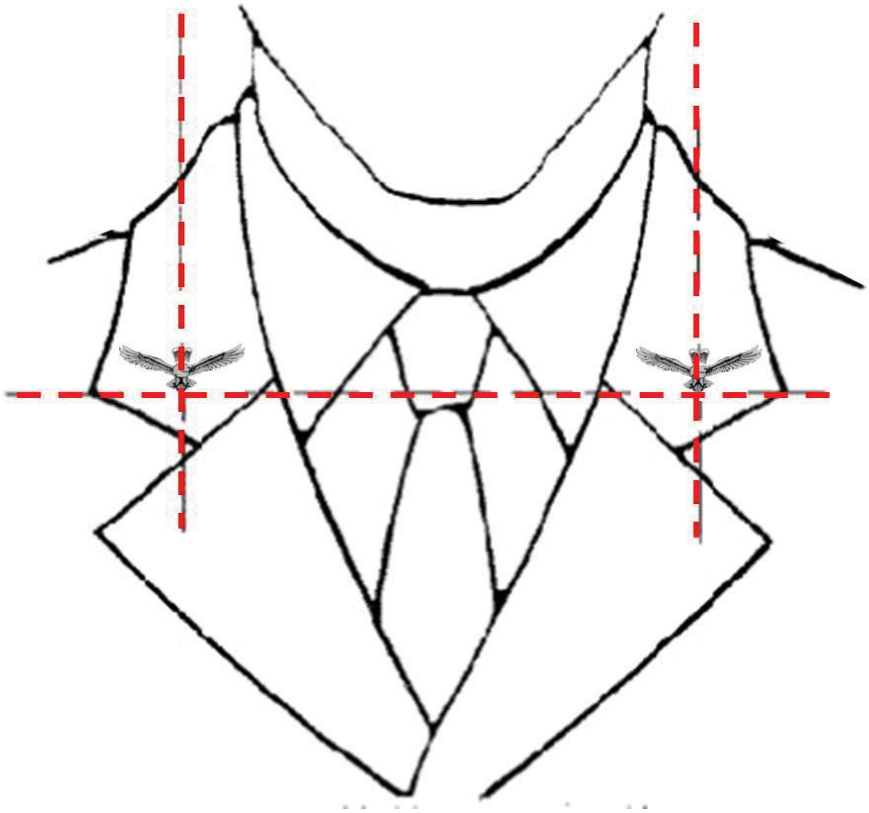


Table 4–1 Location of badges and insignia(a)

Serial	Position	Primary badge	Secondary badges
1	C	Medical or Chaplain Branch insignia	Eagle and crown badge with CD1 and SD1 for AC to FSGT only.
2	R1(b)	IRB and MSI	
3	R2(c)	Name badge	
4	R3	Unit/group citations	Commendation badges
5	R4	Commendation badges	
6	L1(c)	Insignia/ribbons of orders, decorations and medals	• Flying badge • JBAC or CCT badge • Christian cross or Star of David
7	L2	Flying Badge	• JBAC or CCT badge • AFGCB • Christian cross or Star of David
8	L3	JBAC or CCT badge	• AFGCB • Christian cross or Star of David
9	L4	AFGCB	Christian cross or Star of David

Notes:
(a) Badges and embellishments are only worn if entitled.
(b) Position R1 is on the right pocket flap.
(c) Position R2 and L1 are immediately above the pocket seam.
(d) Remaining positions are 3 mm vertical separation.

Figure 4–2 Location of position C on the Service dress tunic



4.3 **Badges of other Services or forces.** A member who has qualified for the award of a badge or other dress embellishment during service with the RAN, Army or other forces, may be granted permission to wear the Air Force equivalent of that badge on their Air Force uniform. However, if no equivalent Air Force badge exists, the original badge may not be worn.

4.4 Members who consider they have an entitlement to wear a badge awarded by an Australian or foreign armed Service, are to apply through normal service channels to Air Force Headquarters (DCOS–AFHQ) giving details and providing appropriate documentary evidence of their prior qualification (ie certified true copies of graduation certificates, extracts from log books etc). Each application will be assessed on its merits, however, Table 4–2 is provided for guidance. Members are not to wear any badge until approval is granted.

Table 4–2 Suggested badge equivalents

Serial	Navy	Army	Air Force
1	Recruit Instructor	Recruit Instructor	Military Skills Instructor
2	Parachute	Parachutist	Parachute
3	Not applicable	PJI	PJI
4	Marksman	Skill at arms, Sniper, Army top 20	Skill at arms
5	Not applicable	ICB/ACB	AFGCB
6	Pilot	Pilot	Pilot

Serial	Navy	Army	Air Force
7	Observer	Observer	Mission Aircrew
8	Aircrew	Aircrewman, Engineer	Relevant flying badge
9	Fighter controller	Not applicable	Mission Controller

4.5 **Restricted wear of foreign armed forces badges.** Air Force members who are awarded or qualify for badges of foreign armed forces are not to wear the badge on Air Force uniform but, where applicable, apply to DCOS–AFHQ to wear the RAAF equivalent.

4.6 The two exceptions to the above rule are:

a. Where an Air Force member is awarded a badge while on posting, attachment or secondment to a foreign force, they may wear the badge IAW the host nation regulations for the duration of their tour.

b. Where a member attends an event or function hosted by the nation that awarded the badge and wearing the badge would be IAW host nation regulations.

Examples of the above exemptions are:

- A member on a two-year exchange with the United States Air Force (USAF) who qualifies for the award of the USAF Space Operations Badge, may wear the badge IAW USAF dress instructions for the duration of their exchange. The badge is not worn when the member returns to Australia.
- A graduate of the Indonesian Armed Forces Command and Staff College may wear the badge of that institution on Air Force uniform when attending an Armed Forces Day reception at the Indonesian Embassy in Canberra.

4.7 **Restrictions on wearing Air Force badges and insignia on other than Air Force uniform.** Air Force badges and insignia, including badges, are awarded and worn primarily in recognition of a special skill acquired during Air Force service and, as such, should be worn only on the Air Force uniform. Air Force badges and insignia, therefore, are not to be worn on other Services' uniforms or, unless noted otherwise, on civilian attire. Nor are they to be worn by other non-Defence uniformed organisations, such as police forces, fire services etc.

4.8 This restriction does not prevent another Service or organisation from allowing a former member of the Air Force to wear their equivalent badge (if one exists), similar to the provisions stated above. However, such authorisation is the sole prerogative of the particular Service or organisation concerned.

4.9 Unless stated otherwise, the distinguishing insignia and qualification badges descried below maybe worn on uniform by entitled former members.

LIST OF INSIGNIA AND EMBELLISHMENTS

4.10 The following list of badges and uniform items is arranged in alphabetical order.

Air Force Ground Combat Badge

4.11 The Air Force Ground Combat Badge (AFGCB) was established by CAF Directive 19/13 dated 07 August 2013, to recognise service by Air Force members whose deployed role in a 'warlike' area of operations required them to operate within a combat or escalated threat environment beyond that routinely experienced within a deployed base. Qualification criteria and award of the AFGCB is administered by DGPERS–AF.

4.12 Where a member of the RAAF has been awarded the Infantry Combat Badge (ICB) or Army Combat Badge (ACB) they may continue to wear that award or forfeit that right by applying for and being approved to wear the AFGCB. Under no circumstance can a member wear both the AFGCB and the ICB or ACB.

4.13 The badge, finished in antique pewter, is in the form of a bayonet overlayed on the Airman's wreath with the Air Force eagle, Figure 4–3.

Figure 4–3 The Air Force Ground Combat Badge



4.14 The badge is worn on the left breast, centrally 3 mm above medals or ribbons on SD, CD and MD. For personnel entitled to wear a badge or other specialist qualification badge the AFGCB is to be worn 3 mm above the ribbons/badges worn at positions L2, L3 or L4. On the mess dress jacket the miniature is worn. The AFGCB is always worn in conjunction with medals or ribbons and is not worn individually.

4.15 On occasions when medals are worn on civilian clothes, the AFGCB may also be worn.

Air Force Patch

4.16 The Air Force Patch is an oval shaped cloth patch consisting of the Air Force eagle with Air Force in capital letters underneath. The Patch with white embroidery on Air Force blue background, is worn on the upper left sleeve of:

a. SD shirts

b. blue/white dress

c. pullover/cardigan

d. utility jacket

e. GPU coat

f. Mess Dress 2 shirt

g. white patrol jacket

h. chef jacket.

4.17 A version with black embroidery on a matching camouflage background is worn on the upper left sleeve of the DPCU/AMCU/DPDU coat Figure 4–4.

Figure 4–4 Three variants of the Air Force Patch



4.18 The Air Force Patch is positioned 10 mm below the left shoulder seam on SD shirts and 20 mm below the left shoulder seam on other garments. On SD shirts, the patch is positioned forward of the sleeve crease so that it is ironed flat with the sleeve.

Air Force Police Badge

4.19 The Air Force Police (AFPOL) Badge, Figure 4-5, is a fob badge worn on the left breast of SD garments when there is a need to identify the wearer as an AFPOL member performing their duties. Normally, this badge is attached to the left pocket button of the relevant garment. However, in the case of dress items that lack a pocket button, a brassard is worn in lieu of the badge.

Figure 4–5 Air Force Police badge



4.20 The award and withdrawal of the AFPOL Badge is controlled by the Provost-Marshal and the badge is not to be worn by retired members.

Air Force tag

4.21 A cloth tag embroidered with 'AIR FORCE' written in 13 mm high capital letters, Figure 4–6, is to be worn as shown in Table 4–3.

Table 4–3 Location of the Air Force tag

Serial	Dress item	Location	Tag
1	GPU coat	Above right pocket	White letters on Air Force blue
2	DPCU/AMCU/DPDU coat	Above left pocket	Black letters on a matching camouflage background
3	PTI track suit jacket	Above the seam on the left breast	White letters on Air Force blue
4	Coveralls	Above the left pocket	White letters on Air Force blue

Figure 4–6 Examples of the Air Force tag



Cap badges

4.22 Badges worn on headdress are commonly referred to as cap badges and are rank based (with the exception of the Combat Control Team beret). The Air Force cap badges are described as:

a. **Air Officer.** Cap badge worn by Air Commodore to Marshal of the RAAF (O07 to O10). Consists of a laurel wreath broken by a crown surmounted with a crowned lion, bordering an open field with an eagle in flight with wings superimposed on the laurel wreath.

b. **Officer.** Cap badge worn by Officer Cadet to Group Captain (O00 to O06). Centrally an eagle in flight supported by four laurel leaves below. Above the eagle is a crown.

c. **Warrant officer.** Worn by E09 and E10 personnel. Centrally an eagle in flight supported by four laurel sprigs surmounted by a crown. For WOFF–AF (E10) the badge is surrounded by a laurel wreath.

d. **Airman.** The Airman cap badge is worn by Flight Sergeant and below (E00 to E08). The badge is a wreath of wattle sprigs broken by a crown at the top encircling the RAAF monogram.

4.23 The cap badges worn on different items of headdress are shown in Table 4–4.

Table 4–4 Cap badges

Serial	Badge	Description	Headdress	Remarks
1	Air Officer	Embroidered gold bullion	• SD cap • Hat khaki fur felt	• NSN 8455–66–034–6362 • Two rows of oak leaves displayed on a patent leather peak of the SD cap
2	Air Officer	Embroidered gold thread	• Garrison Cap • Blue/grey Beret	• NSN 8455–66–146–6069 • Edges of the garrison cap piped in light blue
3	Officer	Embroidered gold bullion	• SD cap • Hat khaki fur felt	• NSN 8455–66–013–3553 Male • Smaller version of the badge is worn on the Female SD cap (NSN 8455–66–036–0592) • One row of oak leaves displayed on a patent leather peak of the SD cap for GPCAPT
4	Officer	Embroidered gold thread	• Garrison cap • Blue/grey beret	NSN 8455–66–145–6585
5	Warrant Officer–Air Force	One piece gilt metal with laurel wreath	• SD cap • Hat khaki fur felt	
6	Warrant Officer–Air Force	Embroidered silver thread with laurel wreath	• Garrison cap	
7	Warrant Officer	One piece gilt metal	• SD cap • Hat khaki fur felt	NSN 8455–66–019–0032
8	Warrant Officer	Embroidered silver thread	• Garrison cap • Blue/grey beret	NSN 8455–66–146–6070

Serial	Badge	Description	Headdress	Remarks
9	Airman	Gilt metal	• SD cap • Hat khaki fur felt	NSN 8455–66–019–0030
10	Airman	Embroidered coloured thread	• Garrison cap • Blue/grey beret	NSN 8455–66–145–658
11	Combat controller	Metal	Dark grey beret	• NSN 8455–66–162–5061 • All ranks

Cap badges are positioned as follows

4.24 **Male SD cap.** Badges are placed centrally over join in the mohair band so the centre of the badge aligns with the seam on the cap. The badge is positioned immediately above the chinstrap, as shown in Figure 4–7.

Figure 4–7 Position of the cap badge on the male Service Dress cap



4.25 **Female SD cap.** Badges are positioned centrally with the bottom of the badge 3 mm above the bottom of the mohair band.

4.26 **Hat khaki fur felt.** Positioned centrally on the Air Force blue puggaree, with the bottom of the badge in line with the bottom of the puggaree.

4.27 **Garrison cap.** The badge is worn on the left front of the cap positioned vertically midway on the turned up side with the centre of the badge 40 mm from the front of the cap.

4.28 **Beret.** Badge is worn left front of the beret positioned vertically 10 mm above the band and 40 mm from the centre of the badge to the centre of the beret.

4.29 **Oak leaves.** A black patent leather peak displaying two rows of woven gold oak leaves is fitted to the SD cap of Air Officers (O07 to O10). A black patent leather peak with a single row of woven gold oak leaves is fitted to the SD cap of GPCAPTs (O06).

Chaplain insignia

4.30 Air Force chaplains are identified when in CD or SD by wearing either the chaplain branch insignia in position C, or when in GPU/DPCU by a Cross/Star of David patch on the collar point

4.31 The Chaplain Branch insignia consists of a Maltese cross (NSN 8455–66–057–0238) or Star of David (NSN 8455–66–144–3109) in black metal with gilt wings. The badge is worn as per Table 4–5:

Table 4–5 Location of Chaplain branch insignia

Serial	Dress item	Remarks
1	SD tunic	The badges are worn on the collars of SD tunics with the bottom of each badge in line with the point of the collar and central on the lapel, as shown in Figure 4–2. Each badge is to be parallel to the ground and midway between the inside and the outside edges of the collar.
2	MD1 jacket	The badges are positioned centrally on the collar of the Mess dress Jacket: • For males. So that the bottom of the badge in line with the uppermost point of the lapel. • For females. So the bottom of the badge is approximately in line with the points of the collar of the Mess Dress shirt.
3	MD2 shirt (Red Sea rig)	The badges are positioned on the shirt collar. The bottom of each badge is positioned 30 mm above the collar point, with the upright of the cross centrally and evenly placed on the collar and diagonally bisecting the angle of the point of the collar.
4	SD rank slide	Positioned centrally on the slide so that the bottom of the badge is 5 mm above the top (inner) row of braid. Note: the badge is not worn on SD rank slides when worn on the GPU coat or GPU jacket.

4.32 **Gilt metal cross or Star of David.** A gold metal Christian cross or Star of David is to be worn on the left of CD or SD by chaplains. The metal insignia is to be worn above any other badges or if not eligible for any badges or medals, immediately above the left pocket (position L1).

4.33 **General purpose uniform.** A silver white cross (NSN 8455–66–162–0169) or Star of David (NSN 8455–66–162–0170) on an Air Force blue background is fixed to the collar tips of the GPU coat. The insignia is attached so that the base of the cross or lowest point of the star points to and is 25 mm from the collar point Figure 4–8. The insignia is not worn on the GPU jacket.

Figure 4–8 Chaplain insignia on GPU



4.34 **DPCU/AMCU/DPDU.** An embroidered black cross (NSN 8455–66–135–1887) or Star of David on a patch of the applicable camouflage pattern is to be attached to the coat as described above.

Charity badges

4.35 The following definitions are used in relation to these items:

a. **Charity badge.** Charity badges are defined as small items that can be attached to the uniform or worn on the wrist, provided or purchased from charitable and not-for-profit organisations recognised by the Australian Charities and Not-for-Profits Commission (ACNC). This includes but is not limited to badges, buttons, ribbons, wristbands, floral emblems, etc.

b. **Defence related.** A ‘Defence-related’ charity is one whose primary role is to:

(1) provide assistance to serving or former military personnel

(2) commemorate individuals, units or other elements of the Australian Defence Force

(3) preserve items of Defence heritage.

4.36 **Wearing.** When in working dress, Air Force members may wear one Defence-related charity badge, as stated below:

a. A charity badge is to be positioned on the right pocket flap or if in the form of a flower, the stem is to be placed through the button hole of the right pocket flap.

b. A wristband maybe worn on the wrist opposite the watch or if no watch is worn, the item maybe worn on either wrist.

c. Charity items are not to take the place of uniform items (eg t-shirts, hats, ties, socks, etc) without approval of DCOS–AFHQ.

d. Charity items are only to be worn in the period relating to the activity (eg a Remembrance Day wristband should be worn in November and not in December).

4.37 Charity badges are not to be worn:

a. if the item presents a WHS or FOD hazard.

b. When participating in parades, ceremonial or representative activities (unless the items are an integral part of the event, such as rosemary sprigs on ANZAC Day).

c. If the organisation is of a political or controversial nature or the design of the badge is offensive or may bring the Service into disrepute or ridicule.

d. If prohibited by the member's chain of command.

e. As a permanent item.

Combat Controller Team Badge

4.38 The Combat Controller Team (CCT) Badge consists of a dagger superimposed on a winged shield, Figure 4–9. The Badge is worn by Air Force members who have qualified as members of the Combat Control Teams on SD, CD and MD, 3 mm above medals/ribbons or flying badge if applicable (positions L2 or L3). A miniature version is worn above medals or flying badge on the Mess Dress jacket.

Figure 4–9 Combat Controller Team badge



4.39 The metal badge is also worn on the front of the dark grey CCT beret.

Commendation Badges

4.40 The Defence commendation scheme is detailed in DHAM, Volume 1, Chap 39, individual and group commendation badges may be worn on CD, SD and MD (miniature Commendation badges are worn with MD1). Badges are not worn on the raincoat, overcoat, Multi-Purpose Jacket or sweater/cardigan. Commendation Badges are not familiar to many outside of the ADF, so are not normally worn with civilian clothing. However, they may be worn on civilian coats and jackets on ADF related occasions where the recognition of the award of a commendation would be appropriate (eg at a memorial service held on an ADF installation). No more than two Commendation Badges are to be worn on the Air Force uniform.

4.41 **Wearing of Badges.** Commendation Badges are positioned centrally over the right breast pocket, so they are 3 mm above the name badge (position R3) or any Unit Citations (position R4). The horizontal gap between Commendation Badges is to be 5 mm. A maximum of two badges can to be worn in order of gold, silver, bronze. Badges of the same colour are then worn in order of Joint, Secretary, CDF, ADF, Air Force, Navy, Army and Defence Support Services. If two of the same colour and awarding authority are worn, then an individual badge is senior to a group badge. Badges are worn as shown in Figures 4–10, 4–11 and 4–12.

Figure 4–10 Position of one Commendation Badge

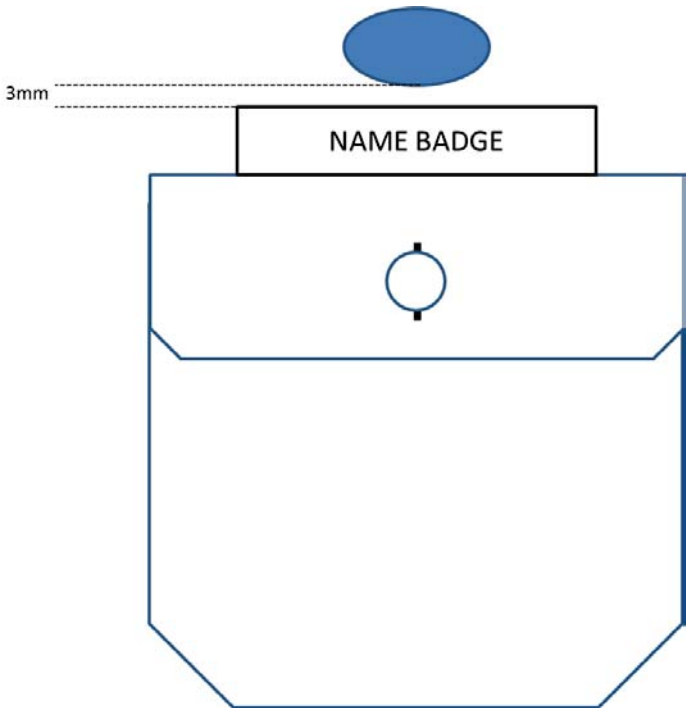


Figure 4–11 Position of two Commendation Badges

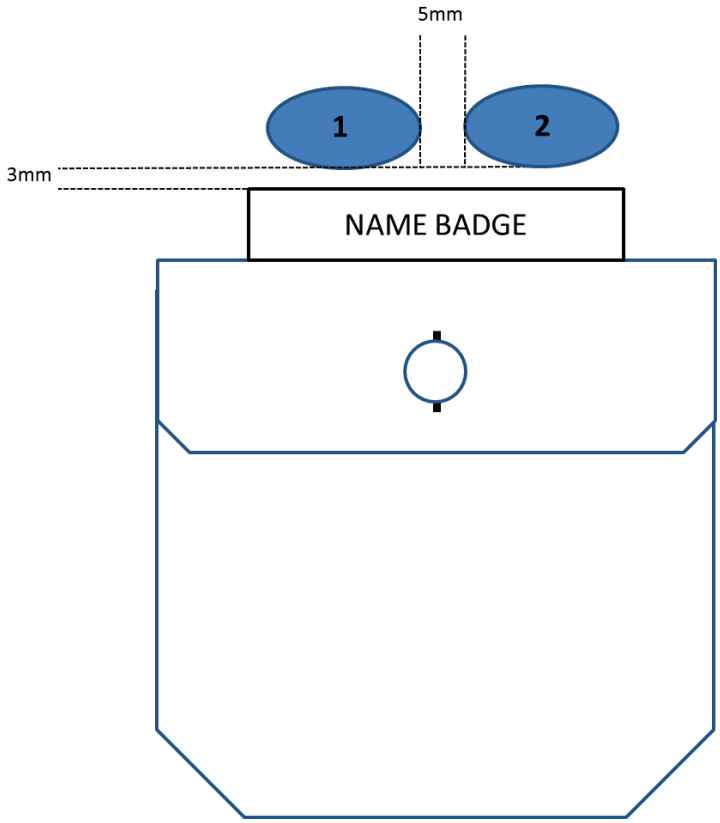
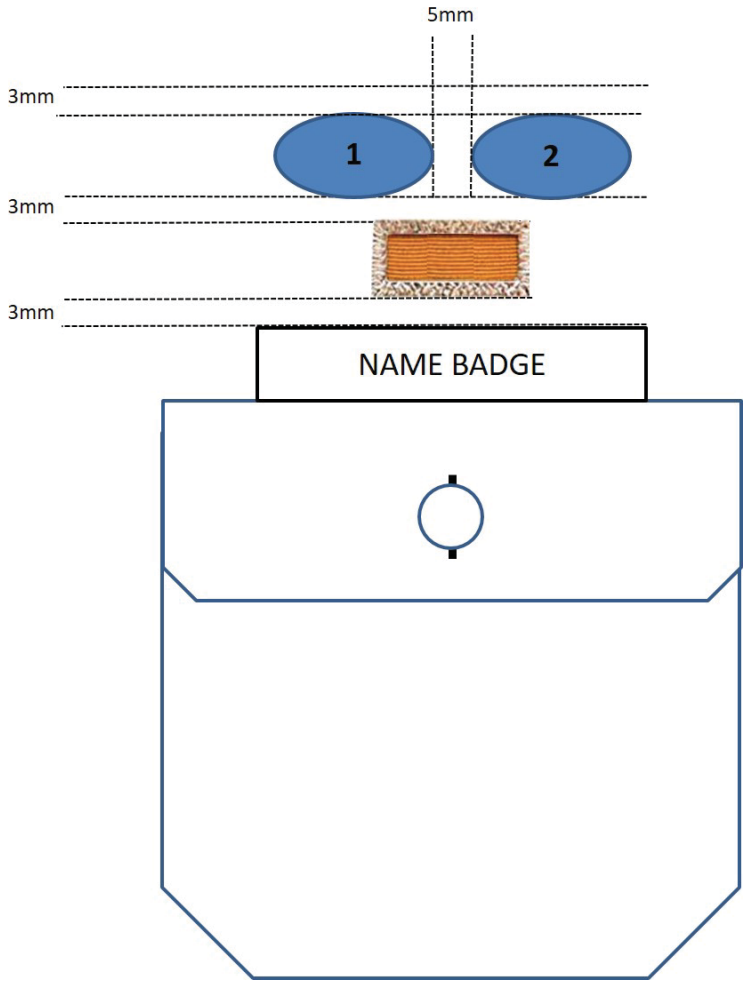


Figure 4–12 Position of two Commendation Badges worn with a Meritorious Unit Citation



4.42 Members who have been awarded more than two commendation badges, including the 'Airman of the Year' and foreign commendations, are free to choose which two badges they wish to wear and when.

4.43 **Air Vice-Marshal Eaton 'Airman of the Year' Award.** The annual award perpetuates the memory of AVM B.A. Eaton, CB, CBE, DSO and Bar, DFC – one of the RAAF's most highly decorated officers and a former Air Member for Personnel. The winner of the award receives a perpetual trophy held at their unit and a badge inscribed with the year of the award. The AVM Eaton Airman of the year award badge is to be worn as equivalent to a CAF individual gold commendation.

4.44 **Foreign commendations.** Members awarded Commendation Badges by an allied force may apply to DCOS–AFHQ for permission to wear the badge on Air Force uniform. If approved the Badge is worn after any Australian Commendation Badges. Provision of the insignia is the responsibility of the issuing authority, additional or replacement foreign insignia will not be provided by the Commonwealth. The New Zealand Defence Force commendations are shown at Figure 4–13.

Figure 4–13 New Zealand commendation badges: Chief of Defence Force, Chief of Navy, Chief of Army and Chief of Air Force



Eagle and crown badge

4.45 A gilt metal eagle and crown badge (NSN 8455–66–046–5163) is positioned on shoulder boards above the gold rank insignia as well as worn with CD1and SD1 as follows:

a. For FSGT (E08) to ACW/AC (E02). On the lapel so the base of the badge (eagle's tail) is in line with the point of the collar and central on the lapel, position C as shown at Figure 4–2.

b. The eagle and crown badge is not worn by FSGT and below of medical musterings who wear the Medical Branch badge on the lapels of the tunic.

Air Warfare Instructor Badges

4.46 The Air Warfare Instructor (AWI) family of Badges consist of a black stylised image of the capability with large yellow designating letters displayed on a light blue, yellow bordered three pointed shield, as shown at Figure 4–14. The AWI Badge family consists of:

a. FCI – Fighter Combat Instructor.

b. FCC – Fighter Combat Controller.

c. FII – Fighter Intelligence Instructor.

d. ICI – Intelligence Combat Instructor (replaced FII in 2015).

e. ACI – AEW&C Combat Instructor.

f. MTI – Mobility Tactics Instructor.

g. GTI – Growler Tactics Instructor.

h. MCI – Maritime Combat Instructor.

Figure 4–14 Example Air Warfare Instructor badges



4.47 The AWI Badges are worn on FD or GPU when a requirement exists to identify members with the qualification. The AWI Badge is to be fixed to the pile patch on the upper sleeve.

4.48 The AWI Badges are managed by the applicable Force Element Group in conjunction with the Air Warfare Centre and are not available through clothing stores.

Flying Badges

4.49 Flying Badges are awarded to members on completion of a training course as determined by Air Command. Officer Aviation streams wear either the Pilot or Mission Aircrew Badge. Flight Test Engineer and non-commissioned aircrew wear a Flying Badge consisting of a single wing supporting a wreath surmounted by a

Saint Edwards crown. The qualification is displayed by a letter(s) inside the wreath. Example current Flying Badges are shown in Figure 4–15 and are listed in Table 4–6.

Figure 4–15 Example current Flying Badges



Pilot



Mission Aircrew



Loadmaster



Airborne Electronic Analyst

Table 4–6 Current Flying Badges

Serial	Qualification	Letter	Introduced	Remarks
1	Pilot		1921	Extended wings support a wreath that encloses the RAAF monogram surmounted by a Saint Edwards crown
2	Loadmaster	L	1965	
3	Airborne Electronics Analyst	AE	1984	
4	Crew attendant	CA	2002	
5	Flight Test Engineer	E	Unknown	Awarded on completion of training at Aircraft Research and Development Unit
6	Mission Aircrew		2018	Extended wings support a wreath that encloses the southern cross, surmounted by a Saint Edwards crown

4.50 In addition to the above badges, the Flying Badges from discontinued courses shown in Table 4–7, may be worn on the Air Force uniform by qualified serving members or by entitled former members on uniform or civilian clothing.

Table 4–7 Discontinued Flying Badges

Serial	Qualification	Letter	Introduced	Remarks
1	Air Observer	O	1939	Superseded by N and B in 1942
2	Air Gunner	AG	1939	Replaced by G in 1949
3	Air Bomber	B	1942	
4	Navigator[(a)]	N	1942	Replaced by Air Combat Officer badge in 2006
5	Flight Engineer	E	1942	Also awarded to commissioned Flight Test Engineer
6	Wireless Op (Air)	S	1943	Signaller, replaced by Air Electronics in 1967
7	Gunner	G	1949	
8	Parachute Jump Instructor		1951	An open parachute is displayed inside the wreath
9	Crewman	C	1966	
10	Air Electronics[(a)]	AE	1967	Air Electronics replaced by Air Combat Officer badge in 2006. AE still worn by non-commissioned Airborne Electronics Analyst
11	Flight Steward	FS	1975	Replaced by Crew Attendant in 2002
12	Crewman Technical	CT	1983	
13	Fighter Controller[(a)]	FC	1996	Replaced by Air Combat Officer badge in 2006
14	Flight Technician	FT	1999	
15	Air Combat Officer		2006	Renamed Mission Aircrew badge in 2018

Note:
(a) Serving Officers Aviation may not wear the ‘N’, ‘FC’ or ‘AE’ badge. The Mission Aircrew badge is to be worn.

4.51 **Award and withdrawal of Flying Badges.** The conditions governing the award of Flying Badges are determined by Air Commander Australia (ACAUST). Unless special circumstances arise, personnel once awarded a badge may wear that item for the remainder of their Air Force service. In cases where special approval to wear a flying badge is sought, an application, through normal service channels, is to be forwarded to DCOS–AFHQ. CAF is the authority for the withdrawal of the right to wear a Flying Badge if circumstances require the consideration of such a course of action.

4.52 A member qualified in more than one aircrew category is to wear only one badge; either the badge of the member’s current aircrew category or if no longer aircrew, the badge of the member’s last aircrew category.

4.53 **Wearing of Flying Badges.** Wearing of flying badges is described in Table 4–8 and Figure 4–16.

Table 4–8 Wearing the Flying Badge

Serial	Badge Description	Position
1	Flying Badge, Gold Bullion	The gold bullion badge is worn on the SD tunic, white patrol jacket (CD5) and the Crew Attendants vest. Personnel are to wear the badge immediately above left pocket (position L1) with the centre of the pilot's badge or the centre of the letter group of other flying badges, directly above the button. When medals or ribbons are worn, the flying badge is to be positioned centrally above the top row of ribbons with a 3 mm space between the bottom centre of the badge and the ribbons (position L2). If the badge is partly obscured by the lapel of the collar of the tunic, it is to be moved towards the left sleeve seam to display as much of the badge as available space allows.
2	Flying Badge, Sterling Silver	The sterling silver badge is worn on the SD shirt, blue/white dress and MD2 shirt. It is positioned as for Serial 1.
3	Flying Badge, Cloth Embroidered	The cloth embroidered badge is worn on the utility jacket, positioned as for the gold bullion badge on the SD tunic (refer Serial 1).
4	Flying Badge, Miniature, Gold Bullion	The miniature gold bullion badge is worn on the left lapel of the Mess Dress jacket, positioned centrally 3 mm above any insignia of orders, decorations or medals.

Figure 4–16 Flying Badge located in positions L1 and L2



4.54 **Wearing of Air Force Flying Badges on other uniforms.** Air Force Flying Badges are awarded primarily in recognition of a special skill acquired during Air Force service and as such should be worn only on the uniform of the Air Force. Such badges, therefore, may not normally be worn on other Services' uniforms nor may they be worn by other uniformed organisations, such as police forces, fire services etc. This restriction does not prevent another service or organisation from allowing a former Air Force member to wear their equivalent badge (if one exists). However, such authorisation is the sole prerogative of the particular service or organisation concerned. Air Force policy does not allow the granting of 'honorary' Flying Badges to persons who have not formally qualified for Air Force Flying Badges.

4.55 A Flying Badge maybe worn on civilian attire, in conjunction with medals on appropriate occasions.

Individual Readiness Badge

4.56 The Individual Readiness Badge (IRB), Figure 4–17, is an antique silver badge showing the Air Force eagle superimposed on laurel leaf wreath (NSN 8455–66–146–6071) worn by personnel meeting the individual readiness conditions detailed in Air Force Personnel Standing Instructions, Chapter 7. The IRB is not to be worn by former members.

4.57 While a member may have a current entitlement to wear an IRB, they are encouraged not to wear the badge during periods when pregnancy is clearly visible, when subject to physical limitations, such as broken or immobilised limbs or during extended periods of sick leave, that preclude short-term deployability. Wearing of the IRB is to be monitored by Commanding Officers (COs).

4.58 The IRB is to be worn in position R1 on the items of Air Force dress shown in Table 4–9. The IRB is only worn on the Mess Dress jacket by members of the Air Force Band when in Concert Dress.

Table 4–9 Wearing the Individual Readiness Badge

Serial	Dress item	Location[(a)]
1	SD tunic	Centrally on the right pocket flap
2	SD shirt	Centrally on the right pocket flap
3	Blue/white dress	Centrally on the right pocket flap
4	Utility jacket	Centrally on the right pocket flap
5	White patrol jacket	Centrally on the right breast, level with the second button from the top.
6	Mess dress jacket (only when worn by the Air Force Band as concert dress)	Centrally on the right lapel level with medals or 1 cm beneath any commendation badges or unit citations.
7	MD2 Shirt	Centrally on the right pocket flap.

Note:
(a) If the Military Skills Instructor Badge is also worn, the IRB must be moved, refer to Figure 2–20.

Figure 4–17 The Individual Readiness Badge in position R1



Mission Controller Badge

4.59 The Mission Controller Badge, Figure 4–18, formally called the Joint Battlefield Airspace Controller (JBAC) Badge, is worn by graduates of the School of Air Traffic Control (SATC) and the Surveillance and Control Training Unit (SACTU). From 03 May 2018, Air Battle Managers who graduate SACTU will be awarded the 'Mission Controller' Badge. The authority for the award and withdrawal of the Badge is ACAUST.

4.60 The Mission Controller Badge is worn in the same manner as flying badges detailed in Table 4–8.

Figure 4–18 Mission Controller Badge



4.61 **Wearing with a Flying Badge.** The Mission Controller Badge is not to be worn in conjunction with other Flying Badges. Some members may have be awarded multiple badges but only the most recently attained, within the members current Officer Aviation operational stream is to be worn.

4.62 The Mission Controller Badge maybe worn on civilian attire, in conjunction with medals on appropriate occasions.

Medical Branch Badge

4.63 Gilt metal Medical Branch Badge of a winged Rod of Aesculapius surmounted by a crown (NSN 8455–66–105–7642) are worn by personnel of health category/musterings. The Badge is worn as detailed in Table 4–11.

Table 4–10 Wearing Medical Branch Badge

Serial	Dress item	Remarks
1	Service Dress tunic	The Badges are worn on the collars of SD tunics, positioned centrally between the inner and outer edges of the collar in position C. The staff of each Badge is to be parallel to the inside (rolled) edge and midway between such edge and the outside edge of the collar.
2	Mess Dress jacket	The Badges are positioned centrally on the collar of the Mess dress Jacket: • For males. So that the bottom of the Badge in line with the uppermost point of the lapel. • For females. So the bottom of the Badge is approximately in line with the points of the collar of the Mess Dress shirt. The staff of each Badge is to be parallel to the inside (rolled) edge.
3	MD2 shirt (Red Sea rig)	The Badges are positioned diagonally on the shirt collar, so the tail of the snake points to the tip of the collar. The Badge is placed equidistant from the tip and inside of the collar.
4	SD rank slide[(a)]	• Positioned so that the top of the crown of the Badge is 5mm from the top edge of the rank slide as shown in Figure 4–21. • For medical undergraduates, the Badge is positioned on the white gorget patch on the slide so that the bottom of the staff of the Badge is level with the bottom (outer) edge of the gorget patch.

Note:
(a) The Medical Branch Badge is not fixed to SD rank slides worn with the GPU coat or Jacket. Wearing the Badge on rank slides with the MPJ is optional.

Figure 4–19 Position of Medical Branch Badge on the Service Dress rank slide



Military Skills Instructor Badge

4.64 The Military Skills Instructor (MSI) Badge (NSN 8455–66–149–1281) is a pewter badge consisting of the letters MSI surrounded by a wreath. It is dull in colour and is not to be polished. The Badge is shown at Figure 4–20. The Badge is worn by all ranks that have qualified as a MSI.

Figure 4–20 The Military Skills Instructor Badge



4.65 **Awarding authority.** The MSI sponsor and approving authority for awarding the Badge is Commandant (COMDT) Royal Australian Air Force College (RAAFCOL). Issue Authority for the Badge is CO No 1 Recruit Training Unit (1RTU).

4.66 **Qualifying conditions.** The qualifying conditions for initial award of the Badge are, that the member must:

a. be of Leading Aircraftman/Aircraftwoman, Corporal, Sergeant or Flight Sergeant rank.

b. have successfully met all MSI proficiencies.

c. be or have been posted to a MSI established position.

d. be approved by the COMDT RAAFCOL for the award of the Badge.

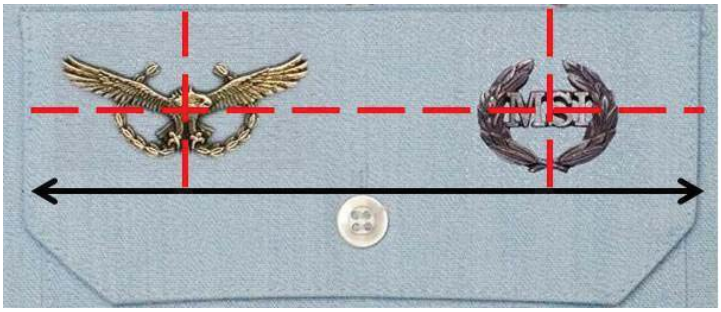
4.67 Initial issue of the Badge will be made by CO 1RTU, in their role as Issue Authority, at the conclusion of the requisite MSI training.

Table 4–11 Wearing the Military Skills Instructor Badge

Serial	Dress item	Position
1	SD tunic	Centre left side of the right pocket flap[(a)]
2	SD shirt	Centre left side of the right pocket flap[(a)]
3	Utility jacket	Centre left side of the right pocket flap[(a)]
4	Blue/white dress	Centre left side of the right pocket flap[(a)]
5	White patrol Jacket	On the right breast, level with the second button from the top[(b)]
6	MD2 shirt	Centre left side of the right pocket flap[(a)]

Notes:
(a) When worn in conjunction with the IRB, the IRB is to be positioned the centre right side of the right pocket flap (position R1) Figure 4–21.
(b) The IRB and MSI Badges are to be worn in positions corresponding to the SD shirt.

Figure 4–21 Locating the Individual Readiness and Military Skills Instructor Badges in position R1



Name badge/tag/patch

4.68 A name badge, name tag or name patch is worn with most orders of dress. A gold pin-on name badge is to be worn with SD, CD and VIP OPS Dress. An embroidered cloth name tag is to be worn on GPU, DPCU, AMCU, Hot weather Working Dress, PTI dress, overalls and safety vests. An embroidered name patch with hook and pile fastening is to be worn on the MPJ, A1 jacket and Flying Dress.

4.69 Name badges, tags or patches are not worn on rain coats, overcoats, pullovers, cardigans, GPU/AMCU jackets, PT gear or with ADFA Ceremonial Dress.

4.70 **Air Force name badge.** A silver or gold name badge, no larger than 75 mm x 20 mm, is to be worn immediately above the right breast pocket (position R2) on SD shirts, blue white dress, SD tunic, Utility Jacket and the Crew Attendant vest, shown in Figure 4–22. The Name badge is to display:

a. The Air Force Badge is to be located on the left (as looked at) of the name badge, in blue for the silver and full colour for the gold name badge.

b. The first or preferred name (eg. Mike instead of Michael) then the surname of the wearer. Blue lettering is to be used on the silver badge and black lettering on the gold badge. Where a preferred name is shown, it is not to be offensive or contrary to Air Force values. The silver badge is to use blue lettering and Air Force badge, the gold.

c. Where a person's name would be to long for the name badge their first initial is to be shown (eg Algernon Wheelbarrow-Claybucket would be shown as A. Wheelbarrow-Claybucket).

d. Where members are employed in a joint or Non-Service Group the name badge may display the ADF Emblem or appropriate Joint Service Logo in place of the Air Force Badge.

4.71 **Unit name badge.** COs may approve squadron or unit name badges that comply with the size and name requirements of the Air Force name badge. The unit badge or logo may be displayed in place of the Air Force badge and colours used for the background and text may be altered, however multi-coloured or outlandish designs are not permitted. Unit name badges are only to be worn with SD when worn as a working dress. Unit badges are not supplied at Commonwealth expense.

Figure 4–22 Name badge in position R2 on the Service Dress tunic and shirt



4.72 **Name tag.** The embroidered cloth name tag is to display the surname only, in lettering13 mm high. White lettering on an Air Force Blue background is to be sewn above the right breast pocket of the GPU coat, on the right leg of HWWD shorts. It is sewn over the left breast pocket on overalls, PTI tracksuit jacket and in that location on the safety vest. A name tag of black lettering on a matching background is to be worn over the left breast pocket on the DPCU, AMCU, DPDU coats.

4.73 **Name patch.** The name patch (90 mm x 50 mm) is fixed to garments by use of hook and pile fasteners. The name patch may be worn on the left breast of A2 Jacket and is to be worn above the left pocket of the MPJ, flying suit and flying jacket.

4.74 The name patch is to be white embroidery on a black background and show the wearer's first or preferred name, nickname in inverted commas, and then surname. Use of a nickname is optional but if used, it is not to be offensive or contrary to Air Force values. Above the name an embroidered Air Force Badge/Flying Badge/Mission Controller Badge/CCT/Medical Branch/Chaplain Branch insignia is to be shown as applicable. Along the bottom of the patch ROYAL AUSTRALIAN AIR FORCE shown in capital letters, see Figure 4–23.

Figure 4–23 Example name patches displaying the Air Force Badge, Pilot Flying badge and the Medical Branch Badge



4.75 COs may approve variations to the name patch to include the unit name, aircraft type or silhouette or change the colours used. Colours used in name patches are to be military in nature and adhere to the Air Force visual identity guide.

Operational Service Badge

4.76 The Operational Service Badge (OSB) and Returned from Active Service Badge (RASB) are issued for wear with civilian clothing and are not to be worn when in uniform. As the Badges are to denote operational/active service by an individual when in civilian attire, the Badge should not be worn in conjunction with medals or ribbons when in civilian dress.

4.77 Information about qualification and administration of the OSB and RASB can be found in DHAM, Volume 2, Chapter 24.

Parachute Badge

4.78 The Parachute Badge, Figure 4–24, is worn by members who have successfully completed an approved Australian Defence Force parachute training course. Members who have qualified for foreign Parachute Badges may apply to DCOS–AFHQ to wear this embellishment.

4.79 The following types of embellishments are to be worn as detailed:

a. **Air Force blue cloth badge.** The badge depicts a white descending parachute supported by light blue outstretched wings on an oval Air Force blue background (NSN 8455–66–146–6067). The badge is worn on the upper right sleeve on SD shirts, tunic, utility jacket, MD2 shirt and white patrol jacket. The badge is to be stitched centrally onto the sleeve so that the top of the open parachute canopy is 80 mm below the shoulder seam.

Figure 4–24 Parachute Badge for Service Dress and Mess Dress





b. **Gold badge.** A version of the badge with embroidered gold wings (NSN 8455–66–162–9134) is worn on the upper right sleeve of the Mess Dress jacket, positioned centrally on the sleeve so that the top of the open parachute canopy is 80 mm below the shoulder seam.

4.80 **Commando Badge.** A large badge showing a white descending parachute supported by light blue outstretched wings, bordered in Air Force blue (NSN 8455–66–157–9911), shown at Figure 4–25, is worn by a member or ex-member of 4 Squadron who have qualified as a basic paratrooper. The Commando Badge is worn on the upper right sleeve in place of the Air Force blue Parachute Badge. A miniature version embroidered with gold bullion on a black background (NSN 8455–66–134–1212) is worn on the upper left sleeve of the mess jacket. The authority for the award and withdrawal of the Commando Badge is CO 4SQN.

Figure 4–25 4 Squadron Commando badge



RAAF Ensign patch

4.81 A patch depicting a full-colour Air Force Ensign on an Air Force blue background (NSN 8455–66–161–6570) is to be worn on the left sleeve of the GPU coat and MPJ. A patch with a full-colour Air Force Ensign on a matching background (NSN 8455–66–154–4209) is to be worn on the DPCU/AMCU coat and cold weather jackets that have a pile patch sewn to the left sleeve, Figure 4–26.

Figure 4–26 The Air Force Ensign patch



4.82 A full-colour Air Force Ensign without a border, Figure 4–27, is to be attached using hook and pile fasteners to the upper left sleeve of flying suits and jackets (NSN 8455–66–151–8034).

Figure 4–27 Air Force Ensign patch for flying clothing



4.83 Subdued or 'low-vis' versions of the Ensign are not permitted. If required for OPSEC or tactical reasons the Ensign patch may be removed.

4.84 **Australian National Flag patch.** When deployed overseas the appropriate version of the patch displaying the Australian National Flag (ANF) with AUSTRALIA written underneath, as shown in Figures 4–28 and 4–29, is to be worn in place of the Air Force Ensign patch with GPU (NSN 8455–66–162–0158) and DPCU/AMCU (NSN 8455–66–153–3696). A full-colour ANF without a border (NSN 8455–66–147–5724) is to be worn in place of the Air Force Ensign patch on flying suits and jackets.

Figure 4–28 The Australian National Flag patch worn on the General Purpose Uniform



Figure 4–29 Australian National Flag patch for Desert and Disruptive Pattern Combat Uniforms



4.85 When operational circumstances dictate a subdued version of the ANF patch may be worn.

Rank insignia

4.86 Rank insignia is worn on all uniforms with the details provided in the appropriate order of dress. Commissioned officers are distinguished by rows of braid and non-commissioned personnel by chevrons and national symbols. Rank insignia are shown on the Badges of Rank and Special Insignia website.

4.87 **Commissioned officers.** Three styles of braid or a gorget patch are used to distinguish commissioned officers. Broad braid is 50 mm wide, medium braid is 14 mm and narrow braid is 5 mm. These three types of braid are used in combinations to identify the ranks shown in Table 4–13.

Table 4–12 Commissioned officer rank insignia

Serial	Rank	Insignia
1	Marshal of the RAAF	One row of broad braid and four rows of medium braid
2	Air Chief Marshal (O10)	One row of broad braid and three rows of medium braid
3	Air Marshal (O09)	One row of broad braid and two rows of medium braid
4	Air Vice Marshal (O08)	One row of broad braid and one row of medium braid
5	Air Commodore (O07)	One row of broad braid
6	Group Captain (O06)	Four rows of medium braid
7	Wing Commander (O05)	Three rows of medium braid
8	Squadron Leader (O04)	One row of medium braid, one row of narrow braid and one row of medium
9	Flight Lieutenant (O03)	Two rows of medium braid
10	Flying Officer (O02)	One row of medium braid
11	Pilot Officer (O01)	One row of narrow braid
12	Officer Cadet (O00)	Gorget patch

4.88 **Non-Commissioned personnel.** Non-commissioned members are identified by the use of the chevrons and/or the symbol shown in Table 4–14.

Table 4–13 Non-commissioned rank insignia

Serial	Rank	Insignia
1	Warrant Officer of the Air Force (E10)	Australian Coat of Arms surrounded by a laurel wreath
2	Warrant Officer (E09)	Australian Coat of Arms
3	Flight Sergeant (E08)	Three bar chevron surmounted by a St Edwards crown
4	Sergeant (E06)	Three bar chevron
5	Corporal (E05)	Two bar chevron
6	Leading Aircraftman/woman (E03)	Single chevron
7	Aircraftman/woman (E02)	No insignia

4.89 **Position of rank insignia on the sleeves.** Rank insignia is worn on both sleeves of the SD tunic for all ranks except officer cadets who wear their insignia on the lapels. Insignia are positioned on the SD tunic as follows:

a. **Commissioned officer.** The braid is positioned 95 mm from the cuff to the centre of a single row of braid or to the centre of the rank display when two or more rows of braid are worn (ie to the centre point of the total measurement of the rows of braid plus intervals). The interval between each row of braid is to be 3 mm.

b. **Officer Cadet.** A white gorget patch (NSN 8455–66–129–9656), 55 mm x 30 mm fitted with a gold anodised button is to be worn on each lapel of the SD tunic immediately above the lapel step openings.

c. **Warrant Officer.** Silver/blue embroidered cloth insignia, on both lower sleeves 16cm from the cuff to the centre of the insignia.

d. **Flight Sergeant to Leading Aircraftman/woman.** Silver/blue embroidered cloth insignia on both sleeves, positioned centrally on the sleeve, 240 mm from the top of the sleeve to the bottom of the insignia.

e. The Silver/blue embroidered cloth insignia is also worn on the sleeves of certain items of PTID.

4.90 **Shoulder rank insignia.** Rank insignia ‘AUSTRALIA’ slides are to be worn by all personnel for wear within Australia and overseas. Rank insignia is worn on:

a. Air Force Blue ‘AUSTRALIA’ rank slides with officer-rank braid or silver/blue embroidered insignia is to be worn on the epaulettes of all SD shirts, Blue/white dress, utility jackets, blue-grey sweaters, cardigans, overcoats, A1 leather jacket, chefs white jacket/shirt and the multipurpose jacket.

b. The appropriate disruptive pattern ‘AUSTRALIA’ rank slides with black embroidered insignia are to be worn with DPCU/AMCU/DPDU.

c. Sage green ‘AUSTRALIA’ rank slides with officer-rank braid or black embroidered insignia are worn on the epaulettes or sewn to the shoulders of Flying Dress.

4.91 **Shoulder boards.** Shoulder boards are worn with Mess Dress, CD6, the CREWATT vest and chefs formal jacket. Rank is displayed by half width officer gold lace rank braid, a white 55 mm x 30 mm patch or gold embroidered insignia as applicable. Eagle and crown badges are also worn on shoulder boards. Rank is displayed as follows:

a. The Marshal of the Royal Australian Air Force wears an embroidered gold bullion representation of special rank insignia on Air Force Blue AUSTRALIA shoulder boards.

b. Except for the Marshal of the Royal Australian Air Force, the first row of officer braid is positioned 5mm above the AUSTRALIA, with a spacing of 3 mm between each subsequent row of braid. Shoulder boards for officers of air rank, including Marshal of the Air Force, incorporate a laurel wreath in gold bullion embroidered around the button hole.

c. For Warrant Officer of the Air Force and below, gold embroidered insignia is positioned 5mm above the AUSTRALIA. Note that the WOFF–AF shoulder board has a laurel wreath in gold bullion embroidered around the button hole.

4.92 **Chest insignia.** The SD rank slide is worn with on the chest tab on the GPU coat and jacket (note that the gold button is removed from the OFFCDT slide and no pin-on insignia is worn on GPU garments). The appropriate disruptive pattern rank slide with black embroidered insignia is to be worn on the chest tab of the DPCU/AMCU/DPDU coat and/or jackets.

4.93 **Rank patch.** A rank patch consisting of silver/blue embroidered insignia on a 60 mm x 60 mm saxe blue square, is to be sewn onto the front of the left leg of the Hot Weather Working Dress shorts and above the name tag on blue-grey coveralls and Air Force safety vests.

Shoulder devices

4.94 The shoulder device is a gilt Royal Cypher surmounted by a Crown worn by officer appointed as an Honorary, Air or Personal Aide-de-Camp or Equerry to the Sovereign Figure 4–30. The following three sizes of the Royal Cypher have been approved:

a. The large Cypher (32 mm square, including the fixed Crown) is worn by officers holding an appointment to the Sovereign, with all versions of SD, CD and MD2 (including the greatcoat and overcoat).

b. The small Cypher (24 mm square including the fixed Crown), is worn with MD1 by officers holding an appointment to the Sovereign.

c. The miniature Cypher (22 mm high and 19 mm wide including the fixed Crown, NSN 8455–66–013–9213) is worn by all entitled officers who have formerly held an appointment of Personal or Air Aide-de-Camp to the Sovereign.

Figure 4–30 Shoulder device



4.95 With the SD tunic, the device is worn on both shoulders of the tunic on soft straps manufactured out of the same blue-grey material as the uniform. The straps are sewn into the shoulder seams of the tunic and affixed at the top of the shoulder by a small gilt badge. The Royal Cypher, in any of the three sizes, is to be positioned centrally on the strap with the bottom of the Cypher 25 mm from the shoulder seam. When the tunic is not worn, the device is to be worn on the rank slides, superimposed on the lowest rows of rank braid with the bottom of the Cypher level with the bottom of the lowest (outer) row of rank braid, Figure 4–31. With Mess Dress, the device is worn on the shoulder boards, superimposed on the lowest rows of gold lace rank braid.

Figure 4–31 Position of the shoulder device on the Service Dress rank slide



4.96 An officer who has held the appointment of Personal Aide-de-Camp to the Sovereign during more than one reign should wear the Royal Cypher of each Sovereign so served and should continue to wear them in the miniature size after relinquishing the appointment. All other officers entitled to wear the Royal Cypher are to wear the Cypher of the reigning Sovereign only, but an Air Aide-de-Camp may, on relinquishing the appointment, wear the miniature size Cypher of each Sovereign served. The Royal Cypher of the reigning Sovereign is to be worn above any other Royal Cypher. With the exception of Personal and Air Aides-de-Camp, Royal Cyphers are not to be worn after the appointment is relinquished.

Skill at Arms Badge

4.97 The Skill at Arms Badge is awarded for marksmanship with the F88 Steyr in the advanced application of fire practice authorised by Directorate of Security – Air Force (DSEC–AF). Members who qualify for the award of the Skill at Arms Badge are entitled to wear the Badge from the date of the qualification for a period of two years. For the Badge to be worn in perpetuity the individual must:

a. meet initial qualification requirements.

b. re-qualify not less than one year from initial qualification date and not more than two years from initial qualification date.

4.98 The Badge consists of two crossed .303 rifles, muzzles uppermost, embroidered in onto an oval Air Force blue background, Figure 4–32.

4.99 The following types of badge are to be worn as detailed:

a. **Air Force blue cloth badge.** The Badge with embroidered white rifles on Air Force blue background (NSN 8455–66–146–6068) is worn on the upper left sleeve on SD shirts, tunic, utility jacket, Mess Dress 2 shirt and white patrol jacket. The Badge is to be stitched centrally onto the sleeve so that the top of the crossed rifles is 80 mm below the shoulder seam.

b. **Gold badge.** The Badge with embroidered gold rifles (NSN 8455–66–162–9133) is worn on the upper left sleeve of the Mess Dress jacket. The Badge is positioned as stated above.

Figure 4–32 Skill at Arms Badge for Service Dress and Mess Dress



Training insignia

4.100 **General.** COs of Initial Training Units may authorise a system of colour and/or symbol based dress embellishments to identify members under training. These items are not to be worn when travelling outside of the training base, at ceremonial occasions or in public. The design is not to be of a style that is likely to cause confusion with ADF or allied rank insignia.

4.101 Training insignia is not centrally provisioned and is to be produced/purchased locally.

Unit badges and patches

4.102 **Definitions.** The unit badge is a faithful reproduction of the badge approved by the Sovereign or CAF. It consists of the standard RAAF frame, the heraldic device and the motto. The general badge of the RAAF may be worn as an alternative to the unit badge or if the unit does not have a badge.

4.103 The unit patch is a logo designed by the unit and approved by AFHQ that is rectangular in shape for use on GPU/DPCU/AMCU or round for use on flying clothing. The approval process for unit patches is detailed in Annex 3A.

4.104 The unit badge and unit patch are not provided at Commonwealth expense, so wearing of these items is optional.

4.105 **Wearing the unit badge.** The unit badge may be fixed to the items listed in Table 4–15 using hook and pile fasteners. The badge is to be no larger than 120 mm high and 85 mm wide.

Table 4–14 Wearing the unit badge

Serial	Item	Position
1	A2 leather jacket	Upper right chest
2	Flying suit	Centrally on the right chest immediately above the right pocket
3	Flying Jacket (leather or nomex)	Upper right chest

4.106 **Wearing the unit patch.** The unit patch is to be of a shape and size that completely covers the pile patch on the garment it is to be worn on. The unit patch may be worn on the upper right sleeve of the GPU coat, DPCU/AMCU/DPDU coat, flying suit and flying jackets.

CHAPTER 5

ORDERS, DECORATIONS AND MEDALS

AUSTRALIAN HONOURS AND AWARDS

Introduction

5.1 This Chapter details how Honours and Awards are worn with Air Force uniform and when on duty in civilian clothing. Honours and Awards are given to the individual by the Australian Government and are the property of that person. As personal property, how and when orders, decorations and medals are worn outside of the provisions of this Manual, is the choice of the recipient.

5.2 **Associated publications.** Detailed information on history, qualification, descriptions, administration and entitlements for Australian Honours and Awards can be found in the publications or website shown below. These publications should be read in conjunction with this chapter.

a. *Defence Honours and Awards Manual* (DHAM).

b. *Air Force Clothing Policy and Entitlements Manual* (AFCPEMAN).

c. Prime Minister and Cabinet website, It's an honour.

d. Defence Honours and Awards website, Defence Medals.

5.3 **Definitions.** The definitions listed below are applied to all aspects relating to Honours and Awards within the *Air Force Dress Manual*:

a. **Honours and Awards.** Collective terms for orders, decorations, medals, commendations and citations awarded to individuals, groups or units[1].

b. **Official awards.** An official award is one which is instituted by The Sovereign under Letters Patent, to accord recognition to individuals or groups of people.

c. **Order of precedence.** Official awards are worn in accordance with the order of wearing shown in DHAM, Volume 1, Chapter 4. This list is produced by Government House and shows official awards in order of seniority.

[1] Note that commendations referred to in this chapter are the Commendation for Gallantry, Commendation for Bravery, etc and not the Defence Commendation Scheme Badges (refer to Chapter 4).

d. **Orders.** An order is a group of awards in varying degrees of precedence under a single title. The Order of Australia, an order of chivalry, is the only order within the Australian system of honours and awards, and was established by Letters Patent on 14 February 1975 by Her Majesty, Queen Elizabeth II. Currently the Order of Australia comprises five classes with postnominal letters as follows:

(1) Knight/Dame of the Order of Australia (AK/AD).

(2) Companion of the Order of Australia (AC).

(3) Member of the Order of Australia (AM).

(4) Medal of the Order of Australia (OAM).

e. **Decorations.** A decoration is an award, normally in the form of a cross or a star made for valour, gallantry, bravery, distinguished service or conspicuous service. Australian decorations with postnominal letters are as follows:

(1) Victoria Cross (VC).

(2) Star of Gallantry (SG).

(3) Star of Courage (SC).

(4) Distinguished Service Cross (DSC).

(5) Conspicuous Service Cross (CSC).

(6) Nursing Service Cross (NSC).

f. Decorations may have an associated medal or commendation, which is lower in the order of precedence. Associated medals and commendations within the Australian system of honours and awards are as follows:

(1) Medal for Gallantry (MG).

(2) Bravery Medal (BM).

(3) Distinguished Service Medal (DSM).

(4) Conspicuous Service Medal (CSM).

(5) Commendation for Gallantry.

(6) Commendation for Bravery.

(7) Commendation for Distinguished Service.

g. **Medals.** The term ‘medals’ includes badges of lower classes of orders (worn as medals rather than neck badges or breast stars), and medals associated with decorations; eg Member of the Order of Australia and Medal of the Order of Australia. Medals may be divided into the following groups:

(1) Medals for gallantry in action or for bravery in peacetime.

(2) Medals for meritorious service and special service or achievement in peacetime.

(3) Medals for war service and non-warlike service.

(4) Coronation, Jubilee or other commemorative medals.

h. At times, dress instructions on invitations may use the term ‘decorations’ to refer to all Honours and Awards.

i. **Bars.** A bar is a full width metal device worn on the riband of a decoration or medal awarded for valour, gallantry, bravery, distinguished or conspicuous service to signify an additional award of a decoration or medal.

j. **Clasps.** A clasp, similar in appearance to but not to be confused with a bar, is a full width metal device, worn on the riband of medals which indicates one of the following:

(1) The geographical area of a campaign.

(2) An additional period of qualifying long service.

(3) The date of an award, eg the Champion Shot Medal.

k. **Post-nominals.** Post-nominal letters are letters placed after the name of an individual to indicate the award of a duly appointed honour. A number of awards within the Australian system allow for the use of postnominal letters comprising the initials of a particular award. These awards include but not limited to the following as an example:

(1) Victoria Cross (VC).

(2) Star of Gallantry (SG).

(3) Member of the Order of Australia (AM).

(4) Conspicuous Service Cross (CSC).

l. Further information about the use of postnominals can be found in the *ADF Writing Manual* and the AFDCMAN, Part 2, Chapter 1.

m. **Riband.** The term ‘riband’ is used to denote the silk ribbon from which an order, decoration or medal is suspended or the ribbon-like device, which may be incorporated in the actual badge of an order.

n. **Ribbon/ribbon bar.** The term ‘ribbon’ applies to the silk ribbon of an order decoration or medal when the material is mounted to form a ribbon bar either on a brooch affixed to, or sewn on, uniforms.

o. **Ribbon bar emblem.** The term ‘emblem’ denotes surcharges affixed to the ribbons of ribbon bars. These include miniature crosses placed on the ribbons of the Victoria Cross and Cross of Valour, rosettes placed on the ribbons of Long Service Medals to signify additional periods of service, and emblems placed on the ribbons of Commendations for Gallantry, Distinguished Service and Brave Conduct.

p. **Unofficial awards.** Unofficial awards are awards issued by private organisations or associations. These awards, which include medals for overseas service, national service and frontline service, are normally available for purchase and are not to be worn on Air Force uniform. In exceptional circumstances, approval to wear medals awarded by civilian societies for bravery in saving life may be granted.

Wearing of Honours and Awards

5.4 **General considerations.** Insignia of orders, decorations and medals awarded to an Air Force member are worn in the order of precedence shown in the DHAM.

5.5 A member is entitled to wear the ribbon of an award from the date of the Governor-General’s assent. Any title and/or postnominal letters associated with an award are also to be used with effect from the date of assent. A member who has been awarded any of the orders, decorations or medals shown in the order of wear, is entitled to wear the appropriate insignia with Air Force uniform.

5.6 **Promotion within an order.** When appointed to a higher class within the same division of an order (eg the holder of an AM in the Military Division promoted to AO in the Military Division), the use of any postnominal letters pertaining to the lesser award must be discontinued from the date of gazettal of the higher award. However, the member may continue to wear the insignia of the lower class until investiture with the insignia of the higher class.

5.7 With the Order of Australia, where a person who is already a Member of the Order is appointed to a higher class of membership in the same division, they shall return to the Secretary of the Order, the insignia of the lower class of membership.

5.8 With the Order of Australia, when a person is appointed to both the General and Military divisions, the insignia of both appointments is worn. The postnominals for both divisions would be used but may add ‘(Mil)’ after the postnominal of the award in the Military Division. For example, a person who is a Member of the Order in the General Division and who also has been awarded the Medal of the Order in the Military Division would use the postnominals AM, OAM (Mil).

5.9 **Insignia of Awards.** Awards are denoted by the wearing of one or more of the following insignia:

a. **Badges of Orders.** Badges of Orders may be displayed on:

(1) Collars by recipients of the first class of British orders.

(2) Broad ribands by recipients of the first class of British orders.

(3) Neck and breast badges by male recipients and shoulder badges by female recipients of the second and third classes of British orders and the first three classes of the Order of Australia.

(4) Medal brooches by recipients of all classes of British and Australian orders.

b. **Stars of orders.** Stars of orders are worn on the left breast by recipients of the first and second classes of British orders and the first class of the Order of Australia.

c. **Decorations and medals.** In addition to badges of orders, decorations and medals may be worn on medal brooches.

d. **Miniatures.** Miniatures are worn on Mess Dress Jacket on a miniature medal brooch.

e. **Ribbons.** On appropriate occasions, ribbons of orders, decorations and medals are worn on a ribbon bar which is pinned or stitched to the uniform garment.

5.10 **Wearing of medals.** When medals are worn, the member is to wear them on a single medal brooch of appropriate size on the left breast. The top of the medal brooch is to be positioned immediately above the left breast pocket of the shirt or tunic (position L1) or, 12 mm above the pocket to cover any ribbons permanently stitched to the garment, so the top of the medal brooch in line with the top of the ribbon bar. Miniature medals are worn on the left lapel of the Mess Dress jacket.

5.11 A member is to wear medals so that the obverse (front) side is showing. The medals are to be suspended from their ribands from the medal brooch. For full size medals, when there are more than five medals, they are to be overlapped with the highest award in the order of precedence showing in full. The length of the miniature brooch will vary according to the number of miniatures mounted, but it is never to project beyond the inside edge of the lapel or shoulder seam of the Mess Dress jacket; medals are to be overlapped if necessary. Bars and clasps are to be attached to medal ribands in accordance with this Manual.

5.12 Ribands for full size medals are normally 40 mm long (27 mm long for miniatures). However, when two or more medals are worn, riband lengths are to be adjusted so that the lower edges of the medals are aligned but the length of the shortest ribbon should not be less than 32 mm for full size medals.

5.13 **Court mounting of medals.** To prevent damage, medals are to be mounted in ‘court’ style, ie the medals are sewn to a light frame to prevent movement (etiquette dictates ‘court’ mounting in the presence of Regal or Vice-Regal personages). When wearing two or more full-size or miniature medals with Air Force uniform, they are to be court mounted. Single medals may be worn swing mounted (ie as per issue).

5.14 In the Air Force, polyurethane is recommended as the base for court mounting, to achieve long term sustainability. Medals are to be sewn securely to the base, to ensure free movement of medals is eliminated and a rigid and accurately mounted setting is achieved. Glue or other adhesive agents are not to be applied to secure the medals’ reverse to the base.

5.15 **Mounting full size medals.** The total length (top to bottom) of both full-size riband and medal is to be 95 mm and court mounted to a base measuring 75 mm in length. When two or more medals are worn, the top edge of the riband is to run parallel with the lower edge of the medals maintaining the 95 mm length across the entire medal group.

5.16 Five full-size medals or less are to be court mounted, side by side, with no ribbon overlap. Six to nine full-size medals are to be court mounted, on a graduating scale, with ribbon overlap. Medal groups are not to exceed the following widths:

a. Six medals – 165 mm.

b. Seven medals – 170 mm.

c. Eight medals – 180 mm.

d. Nine medals – 190 mm.

5.17 10 or more, full size medals are court mounted, with ribbon overlap, and are not to exceed a width of 200 mm.

5.18 **Mounting miniature medals.** The total length (top to bottom) of both miniature riband medal is to be 50 mm and court mounted to a base measuring 40 mm in length. The top edge of the riband is to run parallel with the lower edge of the medals, maintaining the 50 mm length across the entire medal group.

5.19 Two or more miniature medals are court mounted, side by side, in a single horizontal line and extend over the left breast towards the shoulder. Miniature medal groups are not to be extend beyond the shoulder seam, or beyond the inner edge of the left lapel. There is to be no ribbon overlap, unless the number of medals worn precludes compliance with this provision.

5.20 Bars and clasps. Bars and clasps are fitted to decorations and medals as follows:

a. **Clasps.** On full-size and miniature medals the first clasp is located 3 mm from the bottom of the ribbon to the bottom of the clasp. Second Clasp and subsequent clasps – added progressively above the first clasp, in order of precedence, with 1 mm separation between the clasps.

b. **Bars.** Bars are worn horizontally on the riband, with the first placed centrally on the riband. Second and subsequent bars are spaced evenly on the riband as per Figure 5–1. Miniature bars are positioned in the same manner on miniature decorations and medals.

Figure 5–1 Placement of one bar and two bars on the Conspicuous Service Medal



5.21 **Commendations.** For the Commendation for Gallantry, Bravery or Distinguished Service, second and subsequent awards are denoted by additional Commendation insignia that are attached to the ribbon 3 mm above the insignia of previous awards.

5.22 **Numerals.** Numeral clasps for United Nations (UN) and Multi-National Force Observers (MFO) medals are worn centrally on the medal riband and ribbon bar. Multiple tour indicators for the NATO medal are worn centrally on the riband 3 mm above the clasp.

5.23 **Stars of Orders.** Stars of Orders (also known as breast stars) are usually part of the insignia for the higher classes of orders. The only Australian honour to include a star is the AK/AD. Stars are worn only with CD or MD1, on the left breast. When only one star is worn, it is to be in the centre line of the breast pocket with the upper point not less than 25 mm below the lip of the pocket, or in the corresponding position on garments without a breast pocket. On certain cuts of garments, some devices may be positioned central to the pocket.

5.24 When two stars are worn, the second star is placed directly below the first, with its upper point not less than 25 mm below the lower point of the star above.

5.25 When three stars are worn, the second and third stars are to be worn below the first, in horizontal line, with the second towards the wearer's right but, if in this position the stars interfere with the broad riband if worn, the first and second stars may be worn in line with the senior star to the right, and with the third star beneath.

5.26 When four stars are worn, the first is worn above, the second and third in line below, with the senior star to the right, and the fourth below again, in vertical line with the first. The maximum number of stars which can be worn is four.

5.27 **Neck decorations.** Neck decorations may be worn by recipients of the Knight/Dame, Companion or Officer of the Order of Australia and some classes of Imperial and foreign orders. A maximum of three neck decorations may be worn with Ceremonial Dress (CD); however, only one may be worn with Mess Dress. Neck decorations for the Order of Australia and imperial orders are to be suspended from miniature width ribbon on all occasions subsequent to investiture. The ribbon of neck decorations is worn as part of the ribbon bar when in Service Dress (SD).

5.28 **Arrangement of neck decorations.** The positioning and arrangement of neck decorations is to be as follows:

a. **First or single decoration.** When worn with the SD tunic, the first decoration is to be suspended from a ribbon passing around the neck and under the shirt collar so that the badge hangs centrally just below the tie knot. When worn with Mess Dress (MD), the badge is to be suspended in a similar manner. Only one neck decoration is worn with MD.

b. **Second decoration.** The second decoration is to be suspended from a ribbon passing around the neck and under the tunic so that the badge hangs centrally over the point where the lapels meet.

c. **Third decoration.** The third decoration is to be suspended from a ribbon below the first tunic button, so that the badge hangs centrally over the second tunic button. The second decoration is not to hangover the third decoration. As shown in Figure 5–2, the position of the third decoration may be lowered to prevent this.

Figure 5–2 Placement of three neck decorations



5.29 With open neck shirts only one neck badge is to be worn, with the badge being suspended from the miniature riband, so the riband lies under the collar and the top of the badge is positioned 2 cm below the highest secured button.

5.30 **Shoulder badge.** A shoulder badge is the insignia of a decoration mounted on a bow made from full size riband, Figure 5-3. The shoulder badge is worn by females only and is intended to permit ladies to wear a necklace without it interfering with the neck decoration. In Air Force uniform, a shoulder badge is not to be worn and the wearing of decorations is to be the same for all genders. A shoulder badge may be worn by females with civilian attire, fixed to the left shoulder.

Figure 5–3 Her Majesty Queen Elizabeth II wearing the shoulder badge of a Dame of the Order of Australia



5.31 **Wearing medals of deceased relatives.** On Anzac Day only, personnel not marching in a formed body or participating in an official capacity (eg guest speakers or member of a catafalque party) may wear medals of a deceased close relative with Air Force uniform. The medals are to be worn on the right breast, positioned as for restricted wear awards detailed in Paragraph 5.60.

5.32 **Replica medals.** Personnel not wishing to wear their original named insignia are permitted to obtain and wear high quality replica insignia. Members are only to wear replicas of the orders, decorations and medals to which they are entitled. Replicas will not be provided, replaced or mounted at Commonwealth expense.

Wearing of ribbons

5.33 Insignia of orders, decorations and medals are to be worn with Ceremonial Dress. On Service Dress, entitled members are to wear ribbons only. Ribbons are not to be worn on, sweaters, cardigans, raincoats, leather jackets, Multi-Purpose Jackets or overcoats.

5.34 Ribbons are to be worn in the order of precedence detailed in the DHAM, Volume 1, Chapter 4. The senior ribbon is to be worn on the top row nearest the lapel (if one or more ribbons are to be worn on top they are to be placed centrally above the lower row) with the remaining ribbons placed in order of precedence extending to the second row beginning in order of precedence from the lapel. They are to be positioned on the left breast, centrally and immediately above the left breast pocket on SD tunics, SD shirts, blue/white dress and utility jackets. As an option ribbons may be stitched to SD tunics and utility jackets. The bar may be stiffened by sewing the ribbons over an appropriately sized backing plate of plastic or similar material.

5.35 The depth (height) of ribbon showing is to be 12 mm. The ribbons of orders are to be of the same width as the 'member' class of the order. If there is no 'member' class, the ribbon is to be of the width of the 'companion' class of the order.

5.36 A row of ribbons is to consist of not more than four ribbons for a male member and three ribbons for a female member (due to the differing sizes of the pockets). When more than four ribbons (males) or three ribbons (females) are worn, they are to be made up to display as many complete rows of four or three (as appropriate) as possible, with any uncompleted row on top, refer to Figure 5–4. Each succeeding row normally is to be placed centrally above the row immediately below it. However, to ensure that no ribbon is either partly or wholly obscured by the lapel or collar, the upper row or rows may be shortened as necessary to display as many complete ribbons as possible in the space between the edge of the lapel or collar and the sleeve head seam. The space between rows is to be 3 mm but if four or more rows are worn, they are to be without a space between rows.

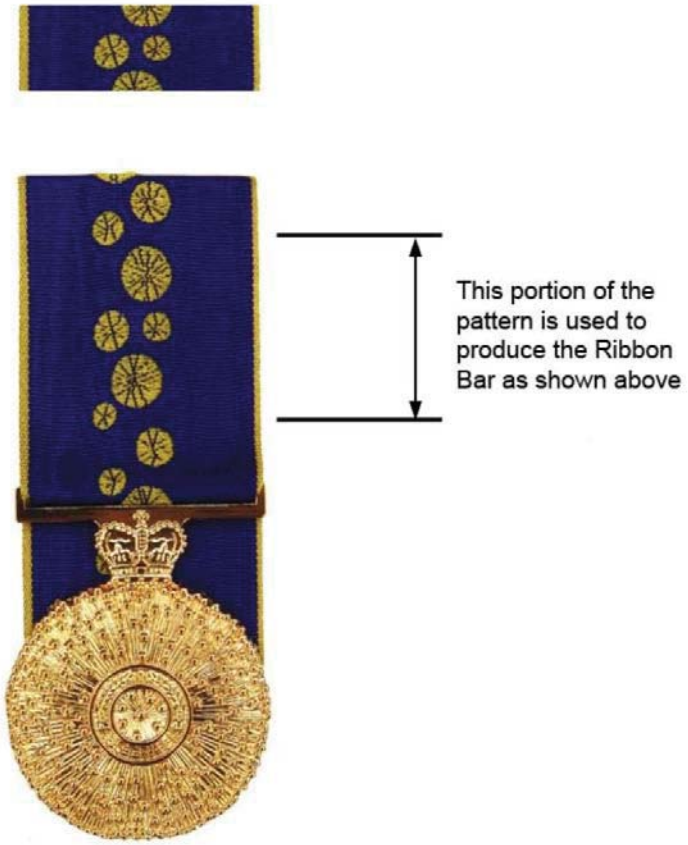
Figure 5–4 Ribbons positioned above the pocket for female (left) and male (right) personnel



5.37 Transparent material is not to be used to cover the ribbons.

5.38 Because of the irregularity of the pattern of the Order of Australia, the portion of the riband to be used when mounting onto a ribbon bar is shown in Figure 5–5. The riband of the military division is edged with gold bands 1.5 mm wide.

Figure 5–5 Portion of the riband of the Order of Australia used for ribbon bars



5.39 The ribbon bar for the Star of Gallantry and the Medal of Gallantry is to be positioned so the apex of the chevron coincides with the top of the ribbon bar creating a stylised ‘A’ as per Figure 5–6.

Figure 5–6 Position of the chevron for the Star of Gallantry (left) and Medal of Gallantry (right)



5.40 **Rosettes and devices.** Rosettes and other devices may be attached to ribbons to denote a clasp or bar. The following decorations incorporate a representation of the award as part of the ribbon. The award of a bar is denoted by the addition of a second miniature device (except for commendations, where no further devices are added), refer to Figure 5–7.

a. Victoria Cross.

b. George Cross.

c. Cross of Valour.

d. Star of Gallantry.

e. Star of Courage.

f. Bravery Medal.

g. Commendation for Gallantry.

h. Commendation for Bravery.

i. Commendation for Distinguished Service.

Figure 5–7 Ribbon bars for the Cross of Valour, Star of Courage, Bravery Medal and Commendation for Bravery with miniature devices



5.41 Rosettes are displayed on the ribbons of the Defence Long Service Medals to denote clasps. Up to four rosettes may be added, subsequent clasps are indicated by a silver Federation Star, as shown in Figure 2–8.

Figure 5–8 Arrangement of rosettes and stars for Long Service Medals



5.42 **Numerals and emblems.** All numerals, ie multi-tour indicators (MTI), such as United Nations (UN) and Multi-National Force/Observers (MFO) are positioned central on the ribbon bar. The NATO ribbon bar with International Security Assistance Force (ISAF) emblem is to be worn by members who have been awarded the NATO ribbon bar with ISAF emblem after January 2011. Personnel awarded the NATO ribbon bar without the ISAF emblem, prior to January 2011 are permitted to wear the ribbon bar without the ISAF emblem. The ISAF emblem is positioned in the centre of the NATO ribbon bar and any MTI is positioned on the right (as viewed) midway between the ISF emblem and the edge of the ribbon.

UNIT CITATIONS

5.43 **Unit Citation for Gallantry and Meritorious Unit Citation.** When an ADF unit is awarded a Unit Citation for Gallantry (UCG) or a Meritorious Unit Citation (MUC), unit members are to wear the insignia signifying the award. The Federation Star is only worn on these insignia by a member who was serving with the unit during the period to which the citation relates. A member, who then serves with the same or a different unit where a subsequent UCG or MUC is awarded, is only permitted to wear one insignia of either citation, regardless of the number of times the citation is awarded.

5.44 **Foreign unit citations.** When assent is received from the Governor-General for a unit to accept a foreign unit citation, authority will be granted for members to wear the emblem signifying the award under conditions similar to Australian UCG/MUC.

5.45 A list of units awarded unit citations can be found in the AFDCMAN, Part 2, Chapter 4. The order of precedence for Citations is listed below and shown at Figure 5–9:

a. Unit Citation for Gallantry.

b. Group Bravery Citation.

c. Meritorious Unit Citation.

d. United States (US) Presidential Unit Citation.

e. Vietnamese Gallantry Cross with Palm.

f. United States Air Force (USAF) Outstanding Unit Citation.

g. The Republic of Korea Presidential Unit Citation.

Figure 5–9 Insignia of unit and group citations in order of precedence



5.46 Citations are to be worn on Ceremonial, Service and Mess Dress (miniature versions are worn on MD1). Citations are not to be worn on sweaters, cardigans, Multi-Purpose Jackets, raincoats or overcoats. The insignia is to be worn, centrally on the right breast 3mm above the name badge (position R3) in order of precedence with the senior insignia to the wearer's right. Where two or more citations are worn, they may be worn mounted in a similar manner to medal ribbons.

5.47 Correct wear of citations includes the following points:

a. The UCG and MUC with Federation Star are to be worn with the single point of the star uppermost (as per the Federation Star on the Australian National Flag).

b. The group bravery citation is worn so the stem of the wattle sprig points towards the wearer's right.

c. The US Presidential Unit Citation is worn so the point of the 'v' pattern in the frame points downward.

d. The Vietnamese Gallantry Cross citation is worn so the stem of the bronze palm points to the wearer's right and the point of the 'v' pattern in the frame points downward.

e. The Korean Presidential Unit Citation is worn with the red portion of the taeguk uppermost.

5.48 **The wearing of insignia by unit members.** A member serving with the unit during the period to which the citation relates may wear the emblem as a permanent award with the Federation Star device (for Australian citations only). A member who joins the unit after the time for which a citation has been awarded, may wear the appropriate insignia (without the Federation Star on the UCG or the MUC) only whilst on the posted strength of the unit. Only one unit citation insignia is to be worn.

5.49 The wearing of unit citations by members, who do not already wear the citation as a permanent award, is to be managed by the unit. The unit is to purchase the insignia in bulk from the clothing store, using unit funds, then manage the issue and return to members posted into and out of the unit.

5.50 The Group Bravery Citation is only worn by individuals who are named in the citation.

5.51 **Other unit citations.** Air Force members who have served with an allied unit that was awarded a unit citation may apply to DCOS–AFHQ for permission to wear the insignia of the award on Air Force uniform. Unit citations are considered a uniform embellishment so do not require approval from Defence Honours and Awards. Applications are to include all supporting documentation. Each application will be assessed on a case-by-case basis but usually only service that would attract recognition by an Australian citation or commendation will be approved. Examples of unit awards that may be approved for wear by Air Force members are shown at Figure 5–10.

Figure 5–10 United States awards that may be approved for wear with Air Force uniform



5.52 Awards that are restricted to US Armed Forces personnel only (eg Joint Meritorious Unit Award) cannot be approved for wear with Air Force uniform unless the recipient was a member of the US Armed Forces at the time of the award. Awards where there is no Australian equivalent (eg USAF special Duty ribbon) will only be approved in exceptional circumstances. Examples are shown in Figure 5–11.

Figure 5–11 United States awards that would only be approved for wear in exceptional circumstances



US Joint Meritorious Unit Award



USAF Expeditionary Service Ribbon



USAF Special Duty Ribbon

5.53 Foreign unit citations are to be worn as described above and after any Australian unit or group awards. Only one unit citation insignia is to be worn, regardless if a member is subsequently posted to a unit awarded that citation.

RESTRICTED WEAR AWARDS

5.54 Awards of the states, territories, Commonwealth departments and Non-Government Organisations (NGO) may be accepted by Air Force members but are only to be worn on a restricted basis with Air Force uniform or when in civilian attire on official duty.

5.55 **State, territory and departmental awards.** The Australian states and territories have instituted a range of awards to recognise service and achievement of members of state and territory organisations, these include long service and bravery awards for police, ambulance, emergency service and corrective service personnel. Some Australian Commonwealth government departments such as the Australian Federal Police and the Australian Border Protection Force have also instituted awards to recognise dedicated or worthy service. These awards are not included in the Australian Honours system so are not to be worn with Air Force uniform.

5.56 The two exceptions the above rule are:

a. When a member is posted or seconded to a Commonwealth department or state/territory organisation, they may wear the insignia for the duration of their tour.

> Example: A member seconded to NSW Police Air Wing who is awarded a NSW Police Commissioners Commendation, may wear the insignia of that award until their tour ceases.

b. When a member attends an official function or event conducted by that state/territory government or Commonwealth department.

> Example 1: Wearing the Australian Capital Territory (ACT) Emergency medal at a 2003 bushfire commemoration service conducted by the ACT government.

Example 2: If attending a police memorial day service in Queensland, the wearing the Queensland Police Service G20 citation would be appropriate.

5.57 **Non-government organisation awards.** Various NGOs present awards for saving of life, bravery and other worthy actions. This includes awards from the Royal Humane Society, the Royal Life Saving Society, the Red Cross Society and other philanthropic organisations. These awards do not form part of the Australian Honours system so are not to be worn with Air Force uniform.

5.58 Previously medals from the Royal Humane Society, etc were permitted to be worn on the right side when in uniform, as there was no other means of recognition for acts of life saving that didn't warrant the award of the George Cross or George Medal. However, in modern practice, where actions result in the award of a lifesaving medal they would be recognised by the award of a Commendation for Bravery or through the Defence Commendation Scheme. Therefore awards from NGOs are not permitted to be worn on Air Force uniform. It should be noted, that awards by the Order of St John of Jerusalem are listed in the Order of Wear so may be worn on Air Force uniform as detailed in DHAM, Volume 1, Chapter 48.

5.59 The exceptions to the above rule are:

a. Where a member has already been approved to wear a lifesaving award they may continue to do so.

b. When a member in uniform attends an official function conducted by the relevant NGO, awards from that NGO maybe worn.

5.60 **Method of wear.** On appropriate occasions state/territory, departmental and NGO awards are to be worn above the right breast pocket after or below all awards approved by the Federal Government. Where a medal is worn (such as the ACT Emergency Medal) the medal is placed immediately above the right pocket (position R2) and the name badge moved to be 3mm above the medal (position R3), refer to Figures 5–12 and 5–13.

Figure 5–12 Wearing the ACT Emergency Medal with unit citation and commendations

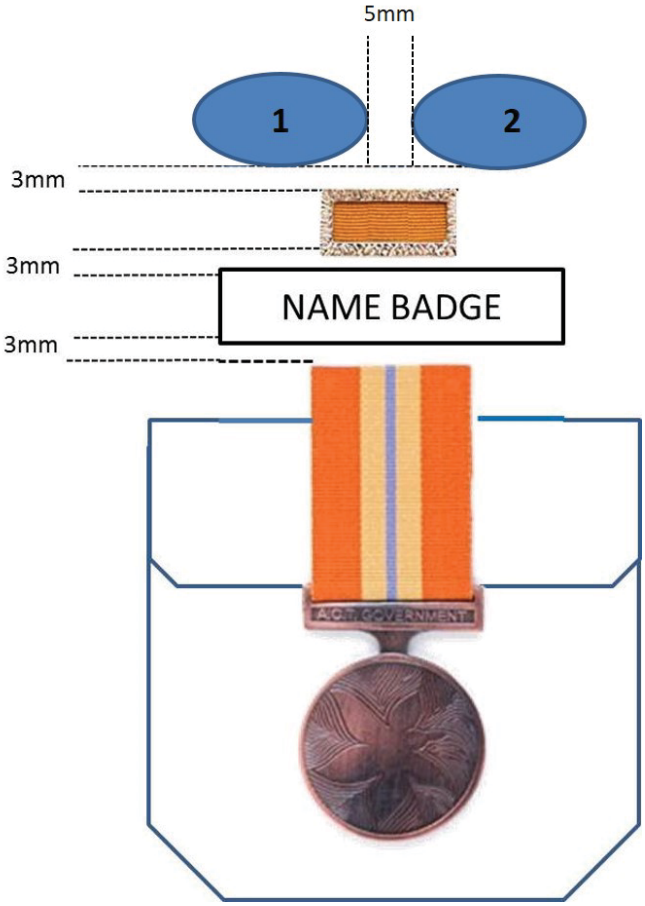
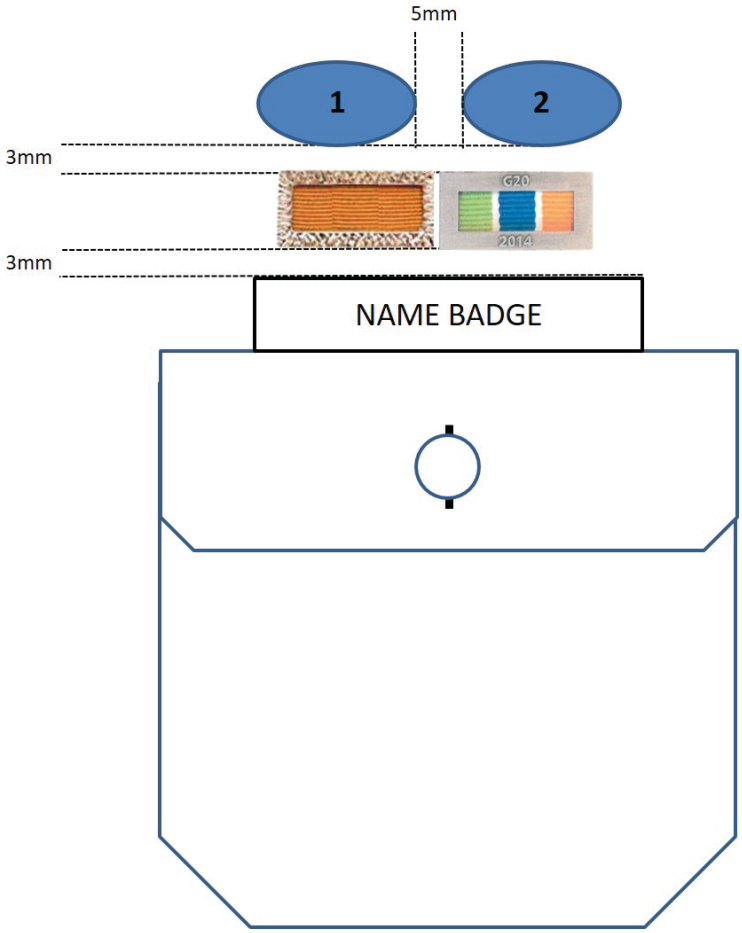


Figure 5–13 Wearing the G20 citation with Unit Citation and Commendations



5.61 **Civilian attire.** When in civilian attire and acting in a private capacity, members may wear on the right side any departmental, state/territory and/or NGO awards they have been presented. Awards would be placed after or underneath any unit citations. Precedence would be Commonwealth department awards, state/territory awards and then NGO awards.

5.62 When in civilian attire and on official duty, members are to adhere to the same restricted wear rules as for the Air Force uniform.

5.63 **Unofficial awards.** The awards approved for restricted wear does not include medals and insignia purchased from private retailers or organisations. Purchased awards are not to be worn on Air Force uniform at any time. Likewise medals, ribbons or other insignia awarded as a prize or for participation in a competition are not to be worn on Air Force uniform.

FOREIGN AWARDS

5.64 Foreign awards are not to be worn without the approval of Defence Honours and Awards using the application process detailed in DHAM, Volume 1, Chapter 35. Guidelines for accepting foreign awards and the schedule of approved awards may be found on the Governor-General's website.

5.65 Once approved, foreign awards are to be worn after all Australian awards, in the order of date of approval to wear. Stars of foreign orders are to be worn on the right or left breast, according to the regulations laid down by the Sovereign or Head of State by whom they are conferred.

5.66 Ribbons of foreign orders, decorations and medals, when worn without their insignia, are to be the plain ribbons of the orders, decorations or medals. If the foreign order includes an emblem or a rosette on the ribbon of the badge of the insignia, the emblem will also be worn on the ribbon in the manner customary in the country concerned. The ribbon of a foreign order, decoration or medal will be the grade or class which most closely conforms in width to that of a British medal ribbon, provided that a ribbon of a higher grade or class to that awarded is not worn.

5.67 Where more than one foreign honour or award from the same nation has been awarded to a member, they are to be worn in accordance with the order of wear of that nation. For example, if a member was awarded and approved to wear the US Meritorious Service Medal in 2014 and is then awarded and approved to wear the US Bronze Star in 2016, the Bronze Star is to be worn before the Meritorious Service Medal, in accordance with US regulations.