# ANP4426-1203

# Uniform Instructions for the RAN

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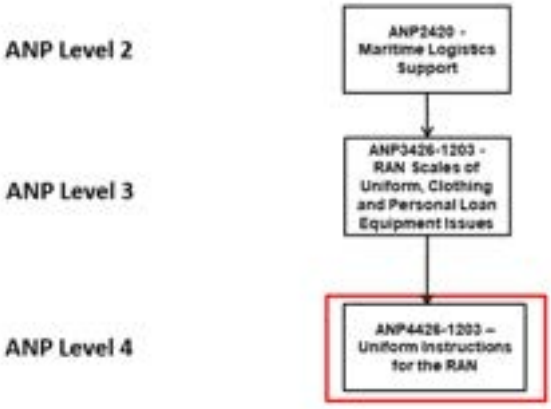

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# PUBLICATION CONTEXT DIAGRAM




Publication context diagram – this publication is enclosed by the red border.

**Superseded Publications**

The following publications (or parts thereof) will be superseded by this publication following the release of the above reference Navy publication change instructions, with these inclusions:

a. ABR 81 *Uniform Instructions for the RAN*.



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# FOREWORD

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 ANP4911 *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 Governance within the Navy Logistics & Infrastructure Branch.

# ANP INFORMATION

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| V1.9 | DNLS | 15 AUG 2022 | **Throughout**<br>Service Readiness Badge, Discharged / retired personnel wearing uniform, and reference changes |



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|---|---|---|---|
| V1.10 | Acting DNLS | 13 DEC 2022 | **Throughout**<br>Amendment to reflect change in Monarch |
| V1.11 | COS NHQ | 20 APR 2023 | **Throughout**<br>Creation of N9 Library by splitting N2 Library |
| V1.12 | DNLG | 31 OCT 2023 | **Upkeep review**.<br>This includes various amendments including: tattooing and body embellishments, black working dress as<br>S7/W7 ensemble option for Navy members and relaxation of accouterments on W7 white long-sleeved shirt. |
| V1.13 | DNLG | 16 JUL 2024 | **N Library Amendment**<br>Para 2 - terminology change |
| V1.14 | DDLOGPOL | 31 OCT 2024 | **N Library Amendment**<br>Religious garments added to 1.35 and 1.36 to reflect IIS (Hijabs and Physical Training attire added).<br>Tables 3C.13 & 3C.9 & 3C.5 - Cardigan added as female alternate to Utility Jacket<br>3C Para 28 added to state ability to wear Female Black Cardigan with W7 |
| V1.15 | DDLOGPOL | 5 DEC 2024 | **N Library Minor Amendment**<br>Ch. 1 & 5, amendments to Navy grooming standards<br>Change Director Navy Logistics Support to Director Navy Logistics Governance (DNLG) throughout<br>Changes to foreword, para 6 & Annex 3E |
| V1.16 | DNLG | 26 MAR 2025 | **N Library Minor Amendment**<br>Changes to MMPU badge approval processes, religious dress, MMPU policy, Navy cardigan name and the policy for wearing the memorial bracelet. |
| V1.17 | DNLG | 25 JUN 2025 | **N Library Minor Amendment**<br>Chapter 1,3, 6, 6A and 11 updates |



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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.



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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 MMPU 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 MMPU Patches, MMPU grey 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. The policy guidance for the entitlement to wear the SRB is contained in ANP4104 Part 3 Chapter 8.

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 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**. For former members of the Permanent Navy and Naval Reserve who have fully separated from the ADF, ANP4104 Part 10 Chapter 8 Annex 8A details the process in gaining an entitlement to wear uniform. Once granted, former members 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.



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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 and Post-Partum**

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 approved on a case-by-case basis and must submit an AE230 to Navy Uniforms for consideration.



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1.32 On advice from a Medical Officer the CO may approve the wearing of civilian clothing by pregnant and post-partum members whilst on duty. Such approval is only to be granted in exceptional circumstances, including the non-availability of appropriate uniform items.

1.33 Nursing undershirts. A grey nursing undershirt can be worn by female members with S/W12 MMPU in lieu of the grey T-Shirt. The grey nursing undershirts must be worn tucked in and personnel are not to remove their MMPU 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**

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 The ADF inventory of religious uniform items available to RAN members includes:

a. Turbans

b. Hijab

c. Physical training attire

d. Patka



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1.36 **Turbans**. Men of the Sikh faith may choose to be issued the white Turban for wearing with the RAN service dress uniform and the black Turban for wearing with MMPU. When wearing a Turban, the appropriate beret rank badge is to be affixed at the apex of the triangle of the headband. Following the Initial Issue of these garments, subsequent and ongoing maintenance and replacement will be at the member's own expense through the utilisation of UA.

1.37 **Female Islamic Dress**.

a. **Hijab**. Women of the Islamic faith may choose to be issued the white Hijab for wearing with the RAN service dress uniform and the black Hijab for wearing with MMPU. The Hijab is to be worn under the hat applicable to the associated service uniform. Following the Initial Issue of these garments, subsequent and ongoing maintenance and replacement 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 Military salary. 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 women of the Islamic faith 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.

e. **Physical Training Attire**. Women of the Islamic faith may choose to be issued with physical training shirts and shorts or pants. Following the Initial Issue of these modesty garments, subsequent and ongoing maintenance and replacement will be at the member's own expense through the utilisation of UA.

f. **Patka**. The Patka is a square piece of cloth worn by personnel of the Sikh community that is tied over the top of the head to keep hair neat and tidy. The Patka will supplement the suite of religious garments held within RAN inventory. The Patka provides the RAN with an alternate item that can be worn when in the field and/or the wearing of a Turban is not practical.

**RAN personnel serving outside the RAN**

1.38 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.

1.39 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**

1.40 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.



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**Table 1.1: Tri-Service Equivalent Ceremonial Uniform**

| Navy | Army | Air Force | Notes |
|---|---|---|---|
| S1 | 2A / 2C / SO2 | CD2 CD3 | Ceremonial Parades<br>Courts-Martial<br>Escorts<br>Funerals<br>Guards<br>Official Guests at Investitures<br>Levees<br>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)<br>Memorial Services (Outdoors)<br>Private Audiences<br>Calling<br>Church Services<br>Vice-Regal Day Function<br>Investiture Recipients<br>Receptions for National Days<br>Official Public Functions<br>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<br>Dinners<br>Evening Receptions<br>Formal Dining-In<br>(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<br>Normal Evening Wear |
| W5 | - | MD1 | |
| S6 | 6D | MD2 | S6- Night clothing<br>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 | |



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| | | | |
|---|---|---|---|
| W7 | 1C / 2F / 4A | SD1 SD2 | |
| S8 | 2E / 2F / 3A / 4A | SD3 SD4 | |
| S/W12 | 4A / 4B / 4C | GPU | Working dress |

**Uniform Changeover Dates**

1.41 Uniform changeover dates are in accordance with Table 1.4.

1.42 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.

1.43 While deployed HMA ships and those personnel posted on deployment may, under the authority of the Commander Australian Fleet or the Operational Commander, change uniforms appropriate to the local climate.

1.44 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**<br>*a. South of Tropic of Capricorn*<br>*b. North of Tropic of Capricorn* | Third Monday in May<br>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**<br>*a. South of Tropic of Capricorn*<br>*b. North of Tropic of Capricorn* | First Monday in May<br>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**

1.45 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.



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1.46 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.

1.47 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.



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# CHAPTER 2 - ENTITLEMENTS, RETURNS, DISPOSAL AND CLOTHING SPECIFICATIONS

## ENTITLEMENTS

**Maintaining Uniforms**

2.1 As of 13 May 2021 Uniform Allowance (UA) ceased to exist. Instead, a financial element is now included in Military Salary for members to maintain their uniforms in good order and condition. 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 ANP3426-1203.

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

2.4 Members are entitled to gratuitous issue of clothing in accordance with the appropriate ANP3426-1203 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 appoint ments as list in ANP3426-1203.

**Issue to Naval Reserve Personnel**

2.5 Navy personnel in SERCATs 3 and 5 are no longer entitled to the gratuitous exchange of non-combat uniforms on the basis that Military Salary will include an element for members to maintain their uniforms. Navy personnel in SERCATs 3 and 5 retain the ability to exchange combat uniforms and associated kit in accordance with current policy. Military Salary does not change the current policy for the gratuitous issue of uniforms and kit items on initial entry or re-entry. SERCAT 3 and 5 personnel may apply for a gratuitous issue or exchange of non-combat uniform items to the Navy Uniforms Section, email: navy.uniforms@defence.gov.au. Consideration for approval will be given on a case by case basis. Justification of the request is to be included in the application, for example financial hardship or additional clothing required for a specific position.

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.



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**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 issued / purchased in RAN and Tri-Service Clothing Stores. The attachment of beckets for summer and winter ceremonial coats / jumpers / jackets.

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 ANP3426-1203.

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.

2.14 In a situation where there are compelling or sensitive circumstances warranting a restricted issue of uniform items, the member's DO is to contact Navy Uniforms for consideration on a case by case basis.

**Reversion / Reduction and Re-Promotion**

2.15 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.

2.16 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 ANP3426-1203.

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 ANP3426-1203.

**Absentees**

2.17 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 ANP3426-1203.

**Honorary Appointments**

2.18 An individual accepting an honorary appointment as a Naval Officer is entitled to gratuitous issue of clothing in accordance with the appropriate ANP3426-1203 scale. Honorary appointees are to wear the RAN uniform in accordance with this publication.

**Junior Sailor's Cap Ribbons**

2.19 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.

2.20 **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.



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**Mounting of Medals**

2.21 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.

2.22 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; personnel may receive this entitlement as either:

a. 2x medal ribbons on a detachable brooch or bar, or

b. 1 x medal ribbons on a detachable brooch or bar and 1x medal ribbons sewn to member's choice of ceremonial coat / jumper / jacket, or

c. 2 x medal ribbons sewn to member's choice of ceremonial coat / jumper / jacket.

2.23 Members may choose to have more than the above entitlement however this will be at their own expense

2.24 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.

2.25 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**

2.26 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

**Clothing Lost or Damaged**

2.27 When a member's uniform items or equipment are lost or damaged due to theft, fire or natural disaster impacting the home or storage of these items (including items in transit under a Commonwealth-funded removal), the following actions are required:

a. Members are to make a claim against their Contents Insurance (if applicable) or through the Commonwealth contracted provider to seek repair or replacement.

b. If the approved claim amount does not cover full replacement cost of the uniform items, the member can submit a Statutory Declaration outlining the circumstances, under cover of a Minute to Navy Uniforms, requesting replacement at public expense.

c. Members are to submit their claims within a reasonable time from the incident occurring, and no more than six months.

2.28 A removal of a member's personal property at Commonwealth expense is not considered a 'service related activity' due to the commercial contract in place with the service provider, inclusive of insurance.

**Return of Loan Clothing and Equipment on Separation**

2.29 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'.

2.30 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**

2.31 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**

2.32 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.

2.33 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**

2.34 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 Maritime Multi-Cam Pattern Uniform (MMPU) 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.



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# CLOTHING SPECIFICATIONS

**Clothing specifications**

2.35 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.

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

2.37 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.

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

**Approved materials**

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

**Clothing - Hazards**

2.40 All personnel should be aware of burn hazards associated with the wearing of clothing made with some synthetic fibers 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.

2.41 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**

2.42 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**

2.43 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**

2.44 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.

2.45 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



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c. faulty design, material or workmanship, or

d. is inadequate in its intended role.

2.46 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.

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



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# 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.



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## 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 MMPU 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.



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**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)**



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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)**



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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.

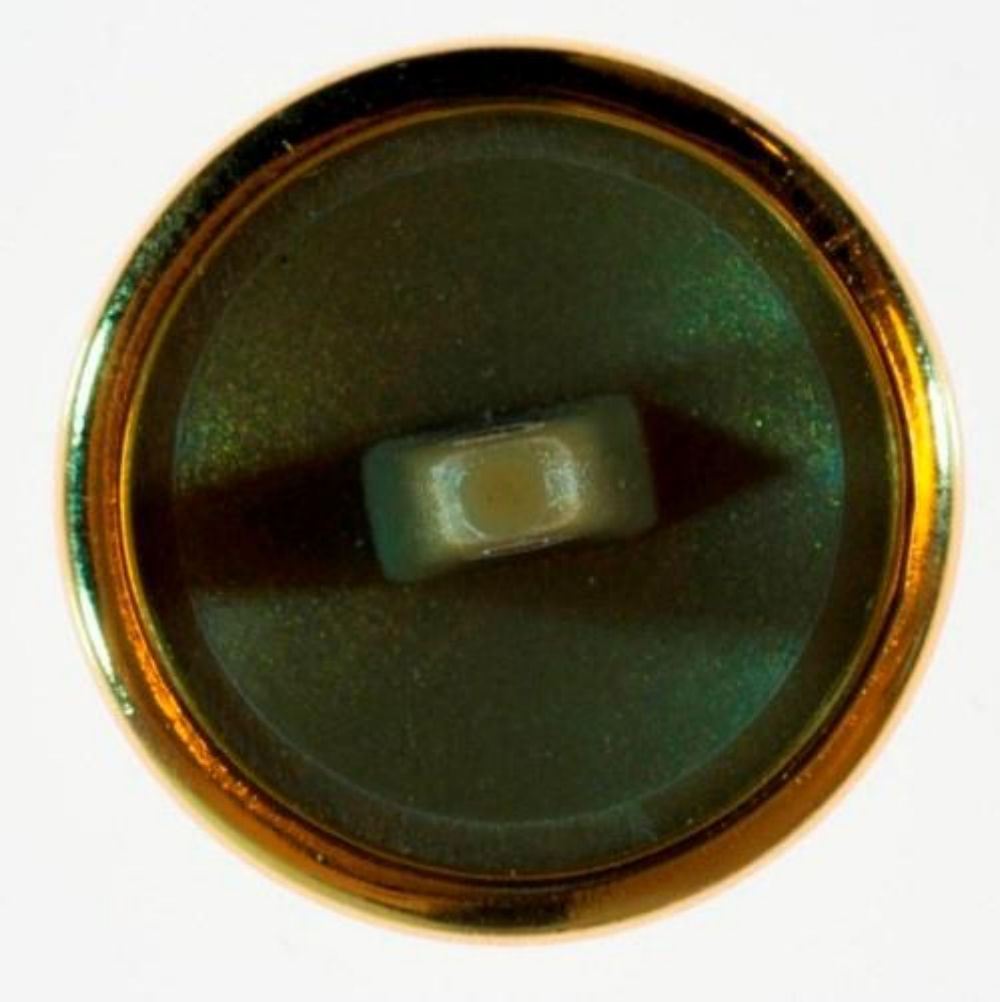


**Figure 3.4: Gold Button rear view (Shanked)**



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**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<br>Black Overcoat<br>Coat, White<br>Coat, Black<br>Dress, White |
| 1 | 23mm | Shankless | Coat, White (CPO sleeves)<br>Coat, Black (CPO sleeves) |
| 2 | 19mm | Shanked | Jacket, Mess, White (forepart of jacket)<br>Jacket, Mess, Black (forepart of jacket)<br>Black Overcoat<br>Gilt Chain |
| 2 | 19mm | Shankless | Jacket, Mess, White (CPO sleeves) |
| 3 | 17mm | Shanked | Vest, Marcella, White<br>Black Mess Vest |



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| | | | |
|---|---|---|---|
| 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 / Public Awareness Campaign and Recognition Badges / Accoutrements**

3.11 Members may wear badges, tie pins, poppies, identity lanyards etc. sold by recognised charitable institutions such as Legacy and the RSL, or Department of Defence approved, i.e. NAIDOC week, White Ribbon Day. Such items are only to be worn for the period of the activity. Badges are to be attached to an identity lanyard only. 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 or public awareness 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 333 Flinders Lane Melbourne (trading as Katrina's Designs), not through the clothing system.



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**Figure 3.7: Great Coat**



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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.



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**Figure 3.8: Black Overcoat**



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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.

3.16 **RAN Female Black Cardigan.** The RAN Female Black Cardigan may only be worn with the RAN Black Dress. When outdoors the cardigan must be buttoned up and sleeves rolled down, when indoors the cardigan may be worn unbuttoned. No accoutrements are to be worn on the RAN cardigan, only name tag and epaulettes can be worn. The RAN female cardigan may not be worn while attending formal functions / meetings.

**Cummerbund**

3.17 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.

3.18 '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**

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

3.20 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.

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

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

3.23 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.

3.24 **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.

3.25 **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.

3.26 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 up to 65mm in height.

3.27 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.

3.28 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.

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

3.30 **Flats**. Female members may purchase at their own expense and wear flat shoes as an alternative to court shoes. Flat shoes are only to be worn when wearing a dress or skirt. 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**

3.31 **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.

a. **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 be worn when wearing trousers and slacks optionally on the following occasions participating in parade, divisions or as part of a formed squad, or

b. wearing S/W4, S/W5, S/W6 and W7

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**



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3.34 **Fireman's Boots**. Service issued Fireman's Boots are worn with MMPU. 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.

3.37 **RAN, Black Jungle Tropical Littoral Boot.** The Ran JTL boot may be worn on all occasions where S/W12's are worn with the exception, that these boots are not to be worn as "dress of the day" in sea going environments or where there is a requirement for WH&S and/or firefighting protection.

**Gloves**

3.38 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**

3.39 **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.

3.40 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.

3.41 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.

3.42 **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.

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

3.44 **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.



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**Figure 3.11: Wearing the Cap, Junior Sailor**

3.45 **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.Tallies may bear the nomenclature of:

a. Commissioned HMA ships and units;

b. ADV (Ships Name) or

c. Royal Australian Navy.

3.46 **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.



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**Figure 3.12: Wearing the Cap, Peaked**

3.47 **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.



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**Figure 3.13: Wearing the Hat, Tricorne**

3.48 **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.

3.49 **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.

3.50 **Principal Chaplain**. The Principal Chaplain wears a cap in accordance with paragraph 3.48 but with the Chaplain cap badge.

3.51 **Male Chaplains / Maritime Spiritual Wellbeing Officer**. Wear a peaked cap with the peak covered in black cloth and edged in black worsted braid with the Chaplain cap badge.

3.52 **Female Chaplains / Maritime Spiritual Wellbeing Officer**. Wear a Tricorne with the brim edged in black worsted braid with the Chaplain cap badge.



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3.53 **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.

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






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

3.55 **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.

3.56 A Navy Blue beret may be worn by all members with S/W 12 (MMPU). 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.



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



**Figure 3.15: Wearing the Beret**

3.58 **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.

3.59 The balaclava / beanie may only be worn with W12 (MMPU), W17 (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.



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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**

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

3.61 Approved ship, command, etc., ball caps can optionally be worn with MMPU 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.



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3.62 Ships and establishments may procure ball caps using Direct Unit funding or Welfare funding. If Direct Unit funding is utilised to procure the ball cap then the cap is to be gratuitously issued to the member. If Welfare funding is utilised, the ship/establishment can elect to either issue the ball cap gratuitously or sell the cap to the member. If not provided gratuitously, members are to self-purchase.

3.63 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.

3.64 **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 MMPU within the confines of ships and establishments; under no circumstances are the hats to be worn in public.

3.65 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**

3.66 Hem lengths on uniform garments are to be as follows:

a. **Dresses and skirts** (excluding Skirt, Long, Black). 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**

3.67 Identity Lanyards are to be black or navy blue in colour, or Department of Defence approved i.e. the Defence Indigenous Lanyard, 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.



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**Kilts**

3.68 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.

3.69 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)**

3.70 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 MILPERSMAN Part 11 Chapter 2 'Issue, Wearing and Replacement of Personal Identity Tags to Defence Members'.

**Sweaters**

3.71 **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**

3.72 **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.

3.73 **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.



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**Sunglasses / Spectacles**

3.74 **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.

3.75 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.

3.76 **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.

3.77 **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 Ultraviolet Radiation (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).

3.78 **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**

3.79 **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. Females wearing Mess Uniform can opt to wear a black female Bow Tie rather than the black male Bow Tie.

3.80 **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**



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**Tie Pins / Bar / Tacks / Cufflinks / Shirt Studs**

3.81 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**

3.82 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**

3.83 **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.

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

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

3.86 **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**

3.87 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 ANP3426-1203. The following guidance is provided with regard to these items.

3.88 **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.

3.89 **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. When the RAN cold weather jacket is not completely zipped to the top of the collar the collar is to be neatly folded down. The hood is only to be worn in inclement weather and is to be removed/tucked under the collar when not in use. 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



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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.

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

3.91

3.92 **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

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

3.94 **'Flying Jacket, Leather', and 'Flying Jacket, Lightweight'** are only to be worn with Flying Working Dress.

3.95 **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.

**Safety**

3.96 **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.

3.97 **Ultraviolet light.** Administrative Authorities and COs 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.

3.98 **Face Masks.** When mandated or if required for personal illness, face masks may be worn as follows:

a. Ceremonial activities - Black face masks and or service approved uniformed colour.

b. General duties/dress of the day - Military plain colours such as black, Navy Blue, dark grey etc. or standard light blue disposable masks.

3.99 **UVR.** Administrative Authorities and COs 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.

**Annexes:**

Annex 3A - Ceremonial Order of Dress
Annex 3B - Mess Orders of Dress
Annex 3C - Informal Evening - Non-Ceremonial Day Orders of Dress
Annex 3D - All Ranks and Category Specific Ensemble Orders of Dress
Annex 3E - Policy on MMPU Patches, MMPU T-Shirts and Navy Ball Caps

**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**

9. As for Dress S/W1 where the wearing of a sword is inappropriate e.g. ANZAC Day.

10. State occasions.

11. When receiving the Sovereign or other Crowned Heads of State.

12. Exchanging Visits of Ceremony.

13. By the Officer of the Guard when boarding foreign ships of war.

14. Funeral.

15. Inspections by Senior Officers.

16. Ceremonial Divisions.

17. Court Martials.

**S/W3 - Occasions for wear**

18. When being invested with an honour / award by the Governor General or State Governor.

19. Memorial services unless specifically ordered to the contrary.

20. On semi-formal occasions that do not require the wearing of S/W1 or S/W2.

21. S/W3 for ordinary occasions of duty.

22. In the evening at functions as civilian lounge suit equivalent.

23. S3 in the evening by Officers not in possession of S4/5.

24. 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**

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

26. 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.

27. '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.



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

29. 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'.

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



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# COMMISSIONED OFFICER

**S1/2 - Commissioned Officer - Female and Male**

**Figure 3A.1: S1/2 Commissioned Officer**



**Table 3A.1: S1/2 Commissioned Officer**

| **Summer Ceremonial** | | |
|---|---|---|
| **Serial** | **Principal Items** | **Remarks** |
| 1 | Coat, White | |
| 2 | Belt, White, Gilt Buckle | |
| 3 | Socks, White | |



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| | | |
|---|---|---|
| 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 four |
| 10 | Neck Decoration | Maximum of four |
| 11 | Medals & Citations | |
| 12 | Specialisation Badges | Maximum of two |
| 13 | Service Readiness Badge | |
| 14 | Commendation Badges | Maximum of three |
| 15 | Name Badge, RAN | RAN Name Badge only name badge to be worn with medals |
| 16 | Sword | S1 only |
| 17 | Sword, Belt | S1 only |



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## S3 - Commissioned Officer - Female and Male

**Figure 3A.2: S3 Commissioned Officer**



**Table 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 | |



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| | | |
|---|---|---|
| 5 | Buttons, Gold, Size 1 | |
| 6 | Shoulder Board, Insignia | |
| 7 | Hat, Tricorne / Cap, Peaked | |
| 8 | Slacks / Trousers, White | |
| 9 | Ribbon Bars & Citations | |
| 10 | Specialisation Badges | Maximum of two |
| 11 | Service Readiness Badge | |
| 12 | Commendation Badges | Maximum of three |
| 13 | Name Badge, RAN | |



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**Figure 3A.3: W1/2 Commissioned Officer**

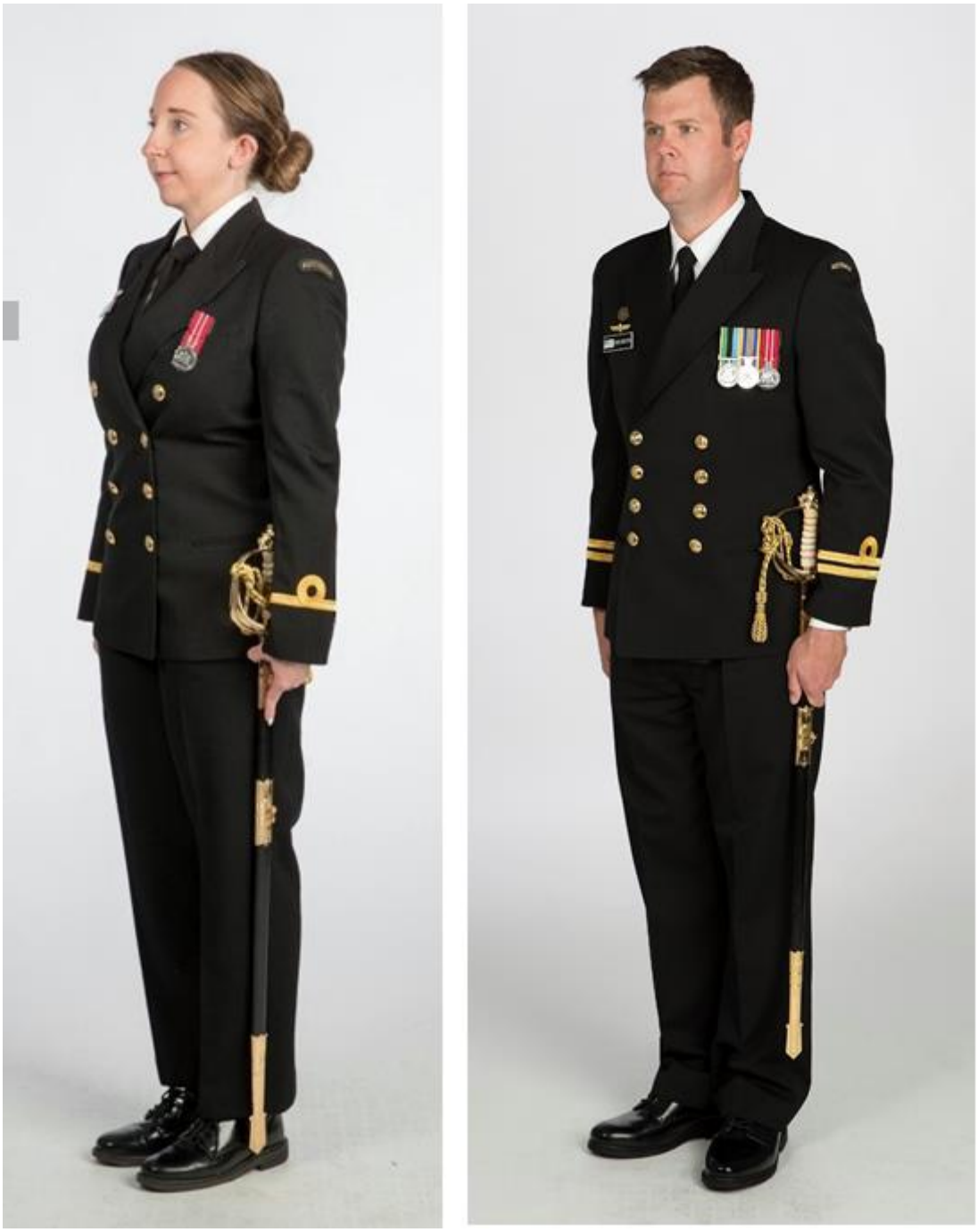


**Table 3A.3: W1/2 Commissioned Officer**

| **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 | R.M Williams boots optional |



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| | | |
|---|---|---|
| 5 | Shirt, White Military Style | |
| 6 | Necktie, Day wear | |
| 7 | Hat, Tricorne / Cap, Peaked | |
| 8 | Slacks / Trousers, Black | |
| 9 | Stars of Orders | Maximum of four |
| 10 | Neck Decoration | Maximum of four |
| 11 | Medals & Citations | |
| 12 | Specialisation Badges | Maximum of two |
| 13 | Service Readiness Badge | |
| 14 | Commendation Badges | Maximum of three |
| 15 | Name Badge, RAN | RAN Name Badge only name badge to be worn with medals |
| 16 | Sword | W1 |
| 17 | Sword, Belt | W1 |



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**Figure 3A.4: W3 Commissioned Officer Female**



**Table 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. R.M Williams optional |



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| | | |
|---|---|---|
| 5 | Shirt, White Military Style | |
| 6 | Necktie, Day wear | |
| 7 | Hat, Tricorne | |
| 8 | Slacks, Black | Black Skirt alternate |
| 9 | Ribbon Bars & Citations | |
| 10 | Specialisation Badges | Maximum of two |
| 11 | Service Readiness Badge | |
| 12 | Commendation Badges | Maximum of three |
| 13 | Name Badge, RAN | |



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**Figure 3A.5: W3 Commissioned Officer Male**





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**Table 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 | R.M Williams optional |
| 5 | Shirt, White Military Style | |
| 6 | Necktie, Day wear | |
| 7 | Cap, Peaked | |
| 8 | Trousers, Black | |
| 9 | Ribbon Bars & Citations | |
| 10 | Specialisation Badges | Maximum of two |
| 11 | Service Readiness Badge | |
| 12 | Commendation Badges | Maximum of three |
| 13 | Name Badge, RAN | |



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# 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**



**Table 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 | |



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| | | |
|---|---|---|
| 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 Badges | Maximum of two |
| 16 | Service Readiness Badge | |
| 17 | Commendation Badges | Maximum of three |
| 18 | Name Badge, RAN | RAN Name Badge only name badge to be worn with medals |



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



**Table 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 | |



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| | | |
|---|---|---|
| 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 Badges | Maximum of two |
| 16 | Service Readiness Badge | |
| 17 | Commendation Badges | Maximum of three |
| 18 | Name Badge, RAN | |



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



**Table 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 | |



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| | | |
|---|---|---|
| 5 | Shoes, Black, Full Grain | R.M Williams optional |
| 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 Badges | Maximum of two |
| 17 | Service Readiness Badge | |
| 18 | Commendation Badges | Maximum of three |
| 19 | Name Badge, RAN | RAN Name Badge only name badge to be worn with medals |

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



**Table 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 | |



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| | | |
|---|---|---|
| 5 | Shoes, Black, Full Grain | Court Shoes alternate for female members R.M Williams optional |
| 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 Badges | Maximum of two |
| 17 | Service Readiness Badge | |
| 18 | Commendation Badges | Maximum of three |
| 19 | Name Badge, RAN | |



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# JUNIOR SAILOR

**S1/2 - Junior Sailor - Female and Male**

**Figure 3A.10: S1/2 Junior Sailor**



**Table 3A.10: S1/2 Junior Sailor**

| **Summer Ceremonial** | | |
|---|---|---|
| **Serial** | **Principal Items** | **Remarks** |
| 1 | Jacket / Jumper, White | |
| 2 | Panel, Dickey Front / Shirt,<br>White Front, Flannel | |



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| | | |
|---|---|---|
| 3 | Belt, White, Silver Buckle | |
| 4 | Socks, Black | |
| 5 | Shoes, Black, Full Grain | R.M Williams optional |
| 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 three |
| 19 | Name Badge, RAN | RAN Name Badge only name badge to be worn with medals |



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**Figure 3A.11: S3 Junior Sailor**



**Table 3A.11: S3 Junior Sailor**

| **Summer Ceremonial** | | |
|---|---|---|
| **Serial** | **Principal Item** | **Remarks** |
| 1 | Jacket / Jumper, White | |
| 2 | Panel, Dickey Front / Shirt, White Front, Flannel | |
| 3 | Belt, White, Silver Buckle | |
| 4 | Socks, Black | |



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| | | |
|---|---|---|
| 5 | Shoes, Black, Full Grain | R.M Williams optional |
| 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 three |
| 19 | Name Badge, RAN | |



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**Figure 3A.12: W1/2 Junior Sailor**



**Table 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 | | |



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| | | | |
|---|---|---|---|
| 4 | Socks, Black | | |
| 5 | Shoes, Black, Full Grain | R.M Williams optional | |
| 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 three | |
| 19 | Name Badge, RAN | RAN Name Badge only name badge to be worn with medals | |



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**Figure 3A.13: W3 Junior Sailor**



**Table 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 | |



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| | | |
|---|---|---|
| 5 | Shoes, Black, Full Grain | R.M Williams optional |
| 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 three |
| 19 | Name Badge, RAN | |

# JUNIOR SAILOR CEREMONIAL UNIFORM COMPONENTS

31. **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.

32. **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.

**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.



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**Figure 3A.14: Junior Sailor Ceremonial Ensemble**



33. **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.

34. **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.

35. **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.

36. 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**

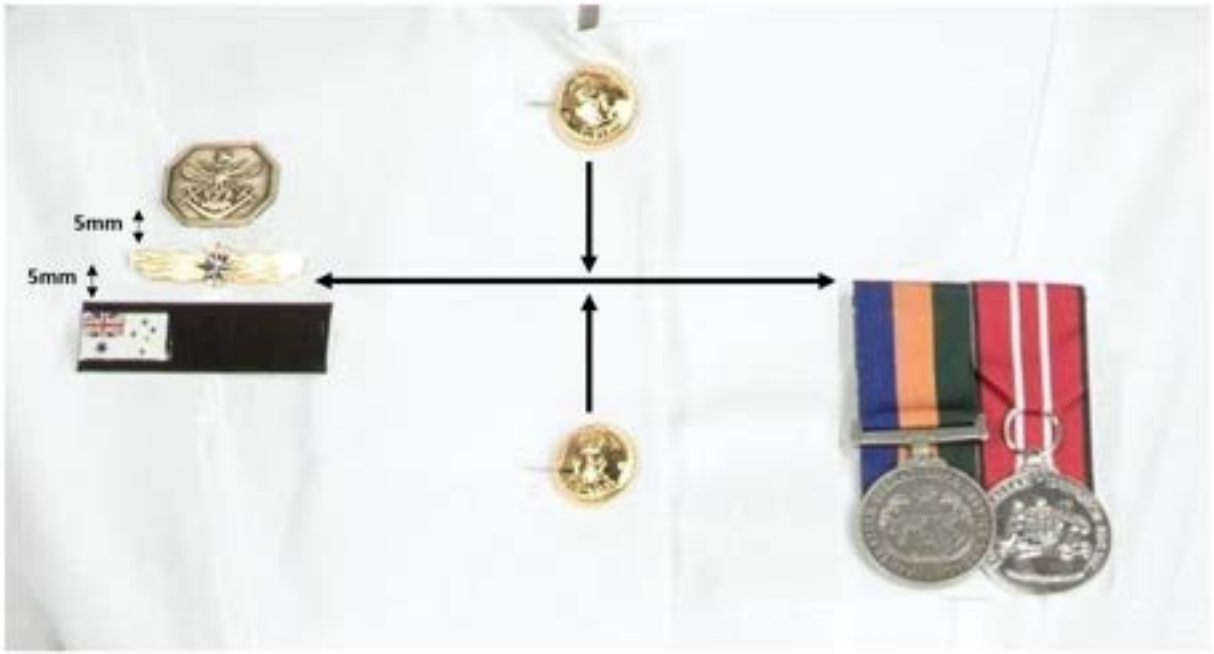
| | |
|---|---|
| **Medals** | Top edge of the medal's ribbon to be positioned centrally and horizontally on the left breast in line midway between the top and second button. |
| **Service Readiness Badge** | Positioned centrally on the right breast, bottom of badge is to be in line with the top of the medal ribbon.<br>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.<br>(RAN Name Badge only name badge to be worn with medals) |
| **Specialisation badges** | First awarded badge is to be positioned centrally 5mm above medals. If two badges, second badge is to be worn 5mm above the first. Technical Charge Badges and Officer Specialisation badges are not to be worn concurrently. |



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| | |
|---|---|
| **Citation** | Positioned centrally 20mm below medals. |
| **Commendations** | Worn centrally 5mm above Service Readiness Badge.<br>If two or three 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 badges** | First awarded badge is to be positioned centrally 5mm above medals. If two badges, second badge is to be worn 5mm above the first. Technical Charge Badges and Officer Specialisation badges are not to be worn concurrently. |
| **Citation** | Positioned centrally 20mm below medals. |
| **Name badge** | Positioned centrally on the right breast 5mm above top of pocket.<br>(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.<br>If two or three 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. |



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**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.<br>Note: Medals and specialisation badge not to be obscured by silk. |
| **Specialisation badge** | Positioned centrally 5mm above medal ribbons. |
| **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.<br>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.<br>(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.<br>If two or three badges, senior badge positioned closest to the centre of the chest with a 3mm space separating them. |
| **RI Badge** | Worn centrally below name badge. |



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




**S3 Female Commissioned Officers, Warrant Officers and Senior Sailors**

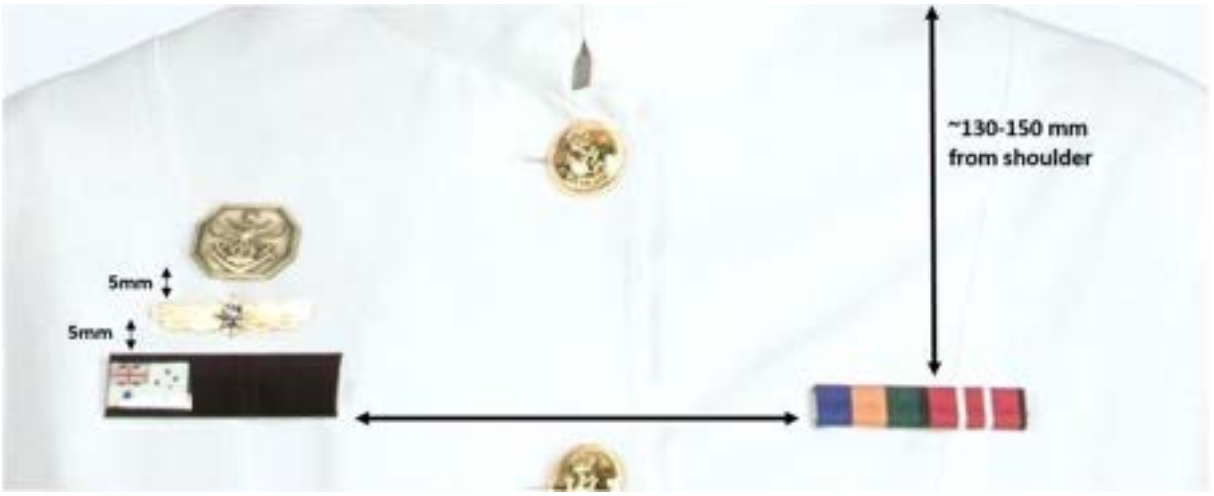
**Table 3A.17: S3 Female Officers, WO and Senior Sailors Accoutrements positioning guide**

| | |
|---|---|
| **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 badges** | First awarded badge is to be positioned centrally 5mm above medals. If two badges, second badge is to be worn 5mm above the first. Technical Charge Badges and Officer Specialisation badges are not to be worn concurrently. |
| **Citation** | Positioned centrally on the left breast as for the first row of ribbons.<br>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 / citation.<br>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.<br>If two or three badges, senior badge positioned closest to the centre of the chest with a 3mm space separating them. |
| **RI Badge** | Worn centrally below name badge. |



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**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 badges** | First awarded badge is to be positioned centrally 5mm above medals. If two badges, second badge is to be worn 5mm above the first. Technical Charge Badges and Officer Specialisation badges are not to be worn concurrently. |
| **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.<br>If two or three 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. |



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**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.<br>Note: Ribbons and specialisation badge not to be obscured by silk. |
| **Specialisation badge** | Positioned centrally 5mm above ribbons. |
| **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 / citation.<br>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.<br>If two or three badges, senior badge positioned closest to the centre of the chest with a 3mm space separating them. |
| **RI Badge** | Worn centrally below name badge. |



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**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).<br>Note: Medals and specialisation badge not to be obscured by lapel. |
| **Specialisation badges** | First awarded badge is to be positioned centrally 5mm above medals. If two badges, second badge is to be worn 5mm above the first. Technical Charge Badges and Officer Specialisation badges are not to be worn concurrently. |
| **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.<br>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.<br>(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.<br>If two or three 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. |



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**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.<br>Note: Medals and specialisation badge not to be obscured by silk. |
| **Specialisation badge** | Positioned centrally 5mm above medal ribbons. |
| **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.<br>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.<br>(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.<br>If two or three 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. |



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**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).<br>Note: Ribbons and specialisation badge not to be obscured by lapel. |
| **Specialisation badges** | First awarded badge is to be positioned centrally 5mm above medals. If two badges, second badge is to be worn 5mm above the first. Technical Charge Badges and Officer Specialisation badges are not to be worn concurrently. |
| **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 / citation.<br>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.<br>If two or three 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. |



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**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.<br>Note: Ribbons and specialisation badge not to be obscured by silk. |
| **Specialisation badge** | Positioned centrally 5mm above ribbons. |
| **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 / citation.<br>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.<br>If two or three 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. |



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**Figure 3A.24: W3 Junior Sailors Accoutrements graphic**






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**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**

4. Formal evening wear in HMA ships and establishments.

**Mess Dress Notes**

5. Officers not in possession of S4/5 wear S3.

6. Officers not in possession of W4/5 wear W3 (with 'Tie, Evening, Black', and mess orders of dress accoutrements and miniature medals).

7. Naval Reserve Officers may wear S5 in lieu of W4/5 (with 'Shoes, Black').

8. WO-N and Tier C Command Warrant Officer wear W4/5 in accordance with W4/5 Commissioned Officer Orders of Dress.

9. S/W4 and S/W5 is optional for Senior Sailors otherwise S/W3 is worn.

10. Junior Sailor equivalent is S/W3.

11. 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.

12. Mess Dress / Undress may be ordered to be worn negative Neck Decorations and Stars of Orders.

13. Officers of CAPT rank and above may, at their option, wear gold laced slacks / long skirt.

14. Evening shirt with wing collar may be worn when S/W4 ordered.

15. 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.

16. 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'.

17. 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'.

18. Female Officers may, at their option wear 'Shoes, Black, Patent Leather' in lieu of 'Shoes, Black, Full Grain'.



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

a. 'Skirt, Short, Black', 'Shoes, Black, Full Grain' with 'Hosiery, Black' on any occasion.

b. 'Slacks, Black' on any occasion with either:

(1) 'Court Shoes, Black' with 'Hosiery, Black'.

(2) 'Shoes, Black, Full Grain' with 'Socks, Black'.

c. 'Skirt, Long, Black' when S/W4 ordered.

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

21. Females may opt to wear a black female Bow Tie rather than the black male Bow Tie.

# COMMISSIONED OFFICER

**W4 - Commissioned Officer - Female**

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





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**Table 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 | Female Bow Tie alternate |
| 4 | Chain, Mess, Gilt | |
| 5 | Buttons, Gold, Size 2, Shanked | Attach to Chain, Mess, Gilt<br>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 Badges | Maximum of two. Miniatures |
| 17 | Service Readiness Badge | |
| 18 | Commendation Badges | Maximum of three. Miniatures |



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



**Table 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 | |



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| | | |
|---|---|---|
| 5 | Buttons, Gold, Size 2, Shanked | Attach to Chain, Mess, Gilt<br>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 Badges | Maximum of two. Miniatures |
| 18 | Service Readiness Badge | |
| 19 | Commendation Badges | Maximum of three. Miniatures |



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



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

| **Mess Dress** | | |
|---|---|---|
| **Serial** | **Principal Items** | **Remarks** |
| 1 | Jacket, Mess, White (S4) | Jacket, Mess, Black (W5) |
| 2 | Shirt, Evening, White | |
| 3 | Tie, Evening, Black | Female Bow Tie alternate |
| 4 | Chain, Mess, Gilt | |
| 5 | Buttons, Gold, Size 2, Shanked | Attach to Chain, Mess, Gilt<br>Forefront of Jacket |
| 6 | Shoulder Board, Insignia | S5 |



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| | | |
|---|---|---|
| 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 Badges | Maximum of two. Miniatures |
| 17 | Service Readiness Badge | |
| 18 | Commendation Badges | Maximum of three. Miniatures |



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



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

| **Mess Undress** | | |
|---|---|---|
| **Serial** | **Principal Items** | **Remarks** |
| 1 | Jacket, Mess, White (S4) | Jacket, Mess, Black (W5) |
| 2 | Shirt, Evening, White | |
| 3 | Tie, Evening, Black | |
| 4 | Chain, Mess, Gilt | |



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| | | |
|---|---|---|
| 5 | Buttons, Gold, Size 2, Shanked | Attach to Chain, Mess, Gilt<br>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 |
| 15 | Medals & Citations | Miniatures |
| 17 | Specialisation Badges | Maximum of two. Miniatures |
| 18 | Service Readiness Badge | |
| 19 | Commendation Badges | Maximum of three. Miniatures |



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**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**



**Table 3B.5: 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 | Female Bow Tie alternate |



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| | | |
|---|---|---|
| 4 | Chain, Mess, Gilt | |
| 5 | Buttons, Gold, Size 2, Shanked | Attach to Chain, Mess, Gilt<br>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(S/W4, S/W5)<br>Skirt, Long, Black alternate (S/W4) |
| 12 | Hosiery, Black | |
| 13 | Court Shoes, Black | Black Shoes alternate |
| 14 | Medals & Citations | Miniatures |
| 15 | Specialisation Badges | Maximum of two. Miniatures |
| 16 | Service Readiness Badge | |
| 17 | Commendation Badges | Maximum of three. Miniatures |



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





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**Table 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<br>Forefront of Jacket |
| 7 | Shoulder Board, Insignia | WO |
| 8 | Buttons, Gold, Size 2, Cuff, 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 Badges | Maximum of two. Miniatures |
| 16 | Service Readiness Badge | |
| 17 | Commendation Badges | Maximum of three. Miniatures |

# 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. |
| **Miniature Specialisation badges** | First awarded badge is to be positioned centrally 5mm above medals. If two badges, second badge is to be worn 5mm above the first. Technical Charge Badges and Officer Specialisation badges are not to be worn concurrently. |
| **Citation** | Positioned centrally on the left lapel 10mm below the bottom of the medals. |
| **Name badge** | Not worn. |



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| | |
|---|---|
| **Service Readiness Badge** | Worn centrally on the right lapel with the bottom edge aligned horizontally with the top of the medal's ribbons.<br>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 two or three 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 badges** | First awarded badge is to be positioned centrally 5mm above medals. If two badges, second badge is to be worn 5mm above the first. Technical Charge Badges and Officer Specialisation badges are not to be worn concurrently. |
| **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.<br>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.<br>If two or three badges, senior badge positioned closest to the centre of the chest with a 3mm space separating them. |



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| | |
|---|---|
| **CWO Badge** | Worn centrally below Service Readiness Badge. |

**Figure 3B.8: W4/5 Accoutrements graphic**






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**S6 - Occasions for wear**

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

**S6 Notes**

2. To be worn as night clothing only.

3. May be worn as informal duty ashore dress (Shore Patrol).

4. Navy Wide Brimmed Hat may be worn.

5. 'Shoes, Black, Patent Leather' may be worn optionally in lieu of 'Shoes, Black, Full Grain'.

6. 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'.

7. The RAN Cold Weather jacket may optionally be worn.

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

**W6 - Occasions for wear**

9. Alternative Winter Day dress.

**W6 Notes**

10. 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.

11. Navy Wide Brim Hat may be worn.

12. 'Shoes, Black, Patent Leather' may be worn optionally in lieu of 'Shoes, Black, Full Grain'.

13. 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'.

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

**S7 - Occasions for wear**

15. On non-ceremonial occasions.

16. From sunrise to sunset.

**S7 Notes**

17. 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.

18. Navy Wide Brim Hat may be worn.



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19. 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.

20. 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' or ‘Dress, Black’ 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.

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

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

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

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

**W7 - Occasions for wear**

25. On non-ceremonial occasions in lieu of W3.

26. May be worn as informal evening wear in winter also.

**W7 Notes**

27. The RAN Cold Weather jacket or Black Overcoat may optionally be worn.

28. The RAN Female Black Cardigan may optionally be worn.

29. 'Sleeveless Sweater, Blue', may be worn with the 'Shirt, Military, White'.

30. Rib Knit Sweater may be worn in lieu of 'Jacket, Utility' optionally at CO's discretion.

31. Name Badge to be worn at all times (including on Rib Knit Sweater and Sleeveless Sweater).

32. Where WH&S and / or safety are of concern COs may permit the wearing of W7 (negative tie).

33. Navy Wide Brim Hat may be worn.

34. 'Shoes, Black, Patent Leather' may be worn optionally in lieu of 'Shoes, Black, Full Grain'.

35. Females may wear the following, however only ashore or in establishments and not in ships:

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

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



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

d. 'Dress, Black' and 'Hosiery, Black' with 'Court Shoes, Black'

e. 'Dress, Black' and 'Hosiery, Black' with 'Shoes, Black, Full Grain'

**S8 - Occasions for wear**

36. On non-ceremonial occasions.

37. From sunrise to sunset.

**S8 Notes**

38. 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.

39. Utility Jacket may be worn.

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

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

42. Navy Wide Brim Hat may be worn.

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

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



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# COMMISSIONED OFFICERS

**S6 - Commissioned Officer - Female and Male**

**Figure 3C.1: S6 Commissioned Officer**



**Table 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 | |



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| | | |
|---|---|---|
| 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 Badges | Maximum of two |
| 12 | Service Readiness Badge | |
| 13 | Commendation Badges | Maximum of three |



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**Figure 3C.2: W6 Commissioned Officer**



**Table 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 | |



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| | | |
|---|---|---|
| 7 | Shoulder Board, Insignia | |
| 8 | Ribbon Bars & Citations | |
| 9 | Name badge | |
| 10 | Specialisation Badges | Maximum of two |
| 11 | Service Readiness Badge | |
| 12 | Commendation Badges | Maximum of three |

**S7 - Commissioned Officer - Female**

**Figure 3C.3: S7 Commissioned Officer Female**



**Table 3C.3: S7 Commissioned Officer Female**

| **Summer Non Ceremonial Day Dress** | | |
|---|---|---|
| **Serial** | **Principal Items** | **Remarks** |
| 1 | Shirt, White, Short Sleeve | |



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| | | |
|---|---|---|
| 2 | Belt, White, Gilt Buckle | |
| 3 | Socks, Short, White | |
| 4 | Shoes, White | White Court Shoes alternate |
| 5 | Slacks White | White Skirt / White or Black Dress alternate, beige hosiery optional. |
| 6 | Hat, Tricorne | |
| 7 | Shoulder Board, Insignia | |
| 8 | Ribbon Bars & Citations | |
| 9 | Name badge | |
| 10 | Specialisation Badges | Maximum of two |
| 11 | Service Readiness Badge | |
| 12 | Commendation Badges | Maximum of three |



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**Figure 3C.4: S7 Commissioned Officer Male**





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**Table 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 | Short Socks, White | |
| 4 | Shoes, White | |
| 5 | Trousers, White | |
| 6 | Cap, Peaked | |
| 7 | Shoulder Board, Insignia | |
| 8 | Ribbon Bars & Citations | |
| 9 | Name badge | |
| 10 | Specialisation Badges | Maximum of two |
| 11 | Service Readiness Badge | |
| 12 | Commendation Badges | Maximum of three |



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**Figure 3C.5: W7 Commissioned Officer**



**Table 3C.5: W7 Commissioned Officer**

| **Winter Non Ceremonial Day Dress** | | |
|---|---|---|
| **Serial** | **Principal Items** | **Remarks** |
| 1 | Shirt, Military White | |
| 2 | Jacket, Black, Utility | RAN Black Cardigan female alternate |
| 3 | Tie, Day wear, Black | |
| 4 | Belt, Black, Gilt Buckle | |
| 5 | Socks, Black | |
| 6 | Shoes, Black, Full Grain | Black Court Shoes female alternate |



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| | | |
|---|---|---|
| 7 | Slacks / Trousers, Black | Black Skirt or Black Dress female alternate with black hosiery |
| 8 | Hat, Tricorne / Cap, Peaked | |
| 9 | Soft Rank Insignia | |
| 10 | Ribbon Bars & Citations | |
| 11 | Name badge | |
| 12 | Specialisation Badges | Maximum of two |
| 13 | Service Readiness Badge | |
| 14 | Commendation Badges | Maximum of three |



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## S8 - Commissioned Officer - Female and Male

**Figure 3C.6: S8 Commissioned Officer**



**Table 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 | |



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| | | |
|---|---|---|
| 5 | Hat, Tricorne / Cap, Peaked | |
| 6 | Shoulder Board, Insignia | |
| 7 | Ribbon Bars & Citations | |
| 8 | Name Badge | |
| 9 | Specialisation Badges | Maximum of two |
| 10 | Service Readiness Badge | |
| 11 | Commendation Badges | Maximum of three |

# 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**





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

| **S6 - Informal evening wear**<br>**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 Badges | Maximum of two |
| 14 | Service Readiness Badge | |
| 15 | Commendation Badges | Maximum of three |
| 16 | Cummerbund Black, Silk | When wearing S6 |



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



**Table 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 | Short Socks, White | |
| 5 | Shoes, White | White Court Shoes female alternate. When wearing black dress, black foot wear is to be worn. |



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| | | |
|---|---|---|
| 6 | Slacks / Trousers, White | White Skirt / White or Black Dress female alternate, beige hosiery optional. |
| 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 Badges | Maximum of two |
| 14 | Service Readiness Badge | |
| 15 | Commendation Badges | Maximum of three |

**W7 - Warrant Officer and Senior Sailor - Female and Male**

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



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

| **Winter Non Ceremonial Day Dress** |
|---|



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| Serial | Principal Items | Remarks |
|---|---|---|
| 1 | Shirt, Military, White | |
| 2 | Jacket, Black, Utility | RAN Black Cardigan female alternate |
| 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 or Black Dress female alternate with black hosiery |
| 9 | Hat, Tricorne / Cap, Peaked | |
| 10 | Soft Rank Insignia | |
| 11 | Name Badge | |
| 12 | Ribbon Bars & Citations | |
| 13 | Specialisation Badges | Maximum of two |
| 14 | Service Readiness Badge | |
| 15 | Commendation Badges | Maximum of three |



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## S8 - Warrant Officer and Senior Sailor - Female and Male

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



**Table 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 |



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| | | |
|---|---|---|
| 6 | Collar Badges | CPO |
| 7 | Badge, Rank, Blue | PO |
| 8 | Hat, Tricorne / Cap, Peaked | |
| 9 | Name Badge | |
| 10 | Ribbon Bars & Citations | |
| 11 | Specialisation Badges | Maximum of two |
| 12 | Service Readiness Badge | |
| 13 | Commendation Badges | Maximum of three |

# JUNIOR SAILOR

**S/W6 - Junior Sailor - Female and Male**

**Figure 3C.11: S/W6 Junior Sailor**





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**Table 3C.11: S/W6 Junior Sailor**

| **S6 - Summer Informal Evening Wear**<br>**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. R.M Williams optional |
| 6 | Slacks / Trousers, Black | Black Skirt female alternate |
| 7 | Cap,Junior Sailor | |
| 8 | Name Badge | |
| 9 | Ribbon Bars & Citations | |
| 10 | Specialisation Badge | |
| 11 | Service Readiness Badge | |
| 12 | Commendation Badges | Maximum of three |



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**Figure 3C.12: S7 Junior Sailor**



**Table 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. R.M Williams optional |
| 5 | Slacks / Trousers, White | White Skirt / White or Black Dress female alternate, beige hosiery optional. |



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| | | |
|---|---|---|
| 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 three |

**W7 - Junior Sailor - Female and Male**

**Figure 3C.13: W7 Junior Sailor**



**Table 3C.13: W7 Junior Sailor**

| |
|---|
| **Winter Non Ceremonial Day Dress** |



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| Serial | Principal Items | Remarks |
|---|---|---|
| 1 | Shirt, Military White | |
| 2 | Jacket, Black, Utility | RAN Black Cardigan female alternate |
| 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 or Black Dress female alternate with black hosiery |
| 8 | Cap, Junior Sailor | |
| 9 | Soft Rank, Insignia | |
| 10 | Name badge | |
| 11 | Ribbon Bars & Citations | See accoutrement guide |
| 12 | Commendation Badges | Maximum of three |
| 13 | Specialisation Badge | Maximum of two |



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**Figure 3C.14: S8 Junior Sailor**



**Table 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 | |



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| | | |
|---|---|---|
| 5 | Cap, Junior Sailor | |
| 6 | Badge, Rank, Blue | PO |
| 7 | Ribbon Bars & Citations | |
| 8 | Name Badge | |
| 9 | Specialisation Badge | |
| 10 | Service Readiness Badge | |
| 11 | Commendation Badges | Maximum of three |

# 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.<br>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 badges** | First awarded badge is to be positioned centrally 5mm above medals. If two badges, second badge is to be worn 5mm above the first. Technical Charge Badges and Officer Specialisation badges are not to be worn concurrently. |
| **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.<br>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 / 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.<br>If two or three badges, senior badge positioned closest to the centre of the chest with a 3mm space separating them. |
| **CWO Badge** | Centrally on right shirt pocket.<br>Worn centrally below name badge on white dress and utility jacket. |
| **RI Badge** | Positioned on the top left hand corner of the right pocket. |
| **The wearing of all Accoutrements** | The wearing of all Accoutrements on the long sleeve white shirt when wearing W7 ensemble in the office environment is no longer mandatory. Rank Insignia and the name badge are the only embellishments required to be worn. When representing the Navy at official meetings and functions or conducting Ceremonial activities all accoutrements are to be worn. The wearing of all Accoutrements on the Utility jacket when wearing W7 remains extant. |



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**Figure 3C.15: W7 Ribbon Accoutrements graphic**






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# 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**

4. 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' and

c. black female Bow Tie rather than the black male Bow Tie.

5. All personnel may, at their option, wear 'Shoes, Black, Patent Leather' in lieu of 'Shoes, Black, Full Grain'.



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**Figure 3D.1: S/W10 All Ranks**



**Table 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 | Female Bow Tie alternate for female members only |
| 4 | Cummerbund | |
| 5 | Chain, Mess, Gilt | |



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| | | |
|---|---|---|
| 6 | Buttons, Gold, Size 2, Shanked | Attach to Chain, Mess, Gilt<br>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 /<br>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 Badges | Maximum of two. Miniatures |
| 19 | Service Readiness Badge | |
| 20 | Commendation Badges | Maximum of three. Miniatures |

# 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. |
| **Miniature Specialisation badges** | First awarded badge is to be positioned centrally 5mm above medals. If two badges, second badge is to be worn 5mm above the first. Technical Charge Badges and Officer Specialisation badges are not to be worn concurrently. |
| **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.<br>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). |



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| | |
|---|---|
| **Commendations** | Worn centrally 5mm above Service Readiness Badge. If two or three 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**

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

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

**S11 Notes**

8. 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.

9. 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.

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

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



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

13. '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.

14. 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.

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

16. For evening wear in lieu of S6 'Slacks, Black. Maternity' and 'Shoes, Black, Full Grain' should be worn.

**W11 - Occasions for wear**

17. On non-ceremonial occasions where W6, W7 is ordered.

18. On ceremonial occasions where W2, W3 is ordered.

19. On occasions when S/W4, S/W5 is ordered.

**W11 Notes**

20. '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.

21. 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'.

22. 'Shoes, Black, Patent Leather' may be worn optionally in lieu of 'Shoes, Black, Full Grain'.

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

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

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

26. '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.

27. 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.

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

29. 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.

30. 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 - MMPU Occasions for wear**

31. Optionally on non-ceremonial occasions where MMPU is classified dress of the day.



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**S/W11 MMPU Notes**

32. Maternity Cardigan may be worn.

33. See MMPU policy within S/W12 entry.

**S11 - All Ranks**

**Figure 3D.3: S11 All Ranks**



**Table 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 |



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| | | |
|---|---|---|
| 4 | Shoes, White | Officer, WO, CPO, PO<br>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<br>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 Badges | Maximum of two. Miniatures. Technical Charge Badges and Officer specialisation badges not to be worn concurrently |
| 16 | Commendation Badges | Maximum of three |



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**Figure 3D.4: W11 All Ranks**



**Table 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 |



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| | | |
|---|---|---|
| 7 | Sort Rank, Insignia | |
| 8 | Cardigan, Maternity | |
| 9 | Ribbon Bars & Citations | Medals as required |
| 10 | Name badge | |
| 11 | Specialisation Badges | Maximum of two. Miniatures. Technical Charge Badges and Officer specialisation badges not to be worn concurrently |
| 12 | Commendation Badges | Maximum of three |



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





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

| Maternity MMPU | | |
|---|---|---|
| **Serial** | **Principal Items** | **Remarks** |
| 1 | Coat, MMPU, Maternity | |
| 2 | Trouser, MMPU, 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, MMPU | See paragraph 51in MMPU Policy section for a list of appropriate headwear |

# S/W12 - MARITIME MULTI-CAM PATTERN UNIFORM

**S/W12 - Occasions for wear**

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

35. When a ship is in State 2 or higher.

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

37. Undertaking boarding party activities.

38. When participating in strenuous training activities at sea and ashore.

39. In Tri-service environments where AMCU is classified as 'Dress of the Day'.



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S/W12 - All Ranks

Figure 3D.6: S/W12 All Ranks






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**Table 3D.6: S/W12 All Ranks**

| Multi-Cam Pattern Navy Uniform | | |
|---|---|---|
| **Serial** | **Principal Items** | **Remarks** |
| 1 | Coat, MMPU | |
| 2 | Trouser, MMPU | |
| 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, MMPU | See paragraph 51.h. in MMPU Policy section for a list of appropriate headwear |

# MULTI-CAM PATTERN NAVY UNIFORM POLICY

**Wearing of MMPU**

40. The MMPU 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.

41. MMPU 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.

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

43. **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 MMPU as normal dress of the day.

44. 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 MMPU as dress of the day is appropriate.



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

46. **Wearing in Public**. MMPU 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. MMPU can be worn at civilian led education training courses where attendance is classified 'on duty' and MMPU is considered appropriate dress for its PPE properties. MMPU 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 MMPU, the uniform (including the approved headwear and boots) is to be of a high standard and worn as a full ensemble i.e. the MMPU coat is not to be removed. The MMPU is not to be worn at non-sanctioned social events or functions ashore including at clubs, bars and public rallies.

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

**Replacement / Exchange**

48. Exchange of MMPU 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.

49. As a general rule there should be no requirement for personnel to replace their MMPU within 12 months of issue on the basis of the garment having lost its fire retardant properties. 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 MMPU has adequate protective properties prior to their sea posting commencing.

**Rank Insignia, Badges and Distinguishing Marks**

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

a. Soft-Rank Insignia (gold = Pantone 124C on black) on epaulettes on both shoulders.

b. Approved category / name badges (gold = Pantone 124C on black) are to be worn on the left breast. Design of the category / name badges are to be in accordance with Chapter 3 Annex E.

c. Royal Australian Navy badge (gold = Pantone 124C 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 MMPU. Brassards are only to be worn in the confines of the ship/establishment or when participating in an exercise.

**Wearing the MMPU**

51. The following instructions are to be observed for correct wearing of the MMPU:

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.



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**Figure 3D.7: MMPU Sleeve fold**





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d. Only grey T-Shirts are to be worn with the MMPU 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 MMPU ensemble:

(1) Hat, Wide Brimmed, MMPU

(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 MMPU.

k. For comfort, personnel are permitted to keep the bottom button of the MMPU 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 MMPU both within the ship or establishment and ashore. When wearing the Rib Knit Sweater the MMPU coat is to be tucked neatly into the MMPU trouser.

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

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

52. Variations to the instructions on wearing the MMPU are as follows:

a. Only in the risk of heat injury (i.e. overheating), the MMPU coat may be removed, provided the grey T-Shirt is worn. The MMPU 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 MMPU 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 MMPU 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).



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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 MMPU during ceremonial duties only.

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

**Caring for the MMPU**

53. The fire retardant properties of the MMPU 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 MMPUs.

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

**Alterations / mending of MMPU**

55. MMPU 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 fastener patches provided.

**Remaining Coveralls**

56. 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.

**Navy Combat Shirt**

57. The Navy Combat Shirt (NCS) is a specifically designed garment for wear underneath Combat Body Armour.

58. The NCS is not suitable for general dress of the day wear, as it does not afford suitable UV protection.

59. Only personnel directly undertaking boarding, force protection, TSE and associated sea boat crew duties where it is mission imperative for personnel to wear MMPU, boarding party equipment, tiered body armour system (TBAS), boarding load bearing life jacket and/or special duties life jacket for prolonged periods are approved to be issued and wear the NCS.

# S/W13 - CHEF WORKING DRESS

**S/W13 - Occasions for wear**

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

**S/W13 Notes**

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

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



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a. Navy Wide Brim Hat may be worn; or

b. Cap, Working, Baseball type.

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

64. 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.



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





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

| **Chefs 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 | |

# S/W14 - MEDICAL AND DENTAL WORKING DRESS

**S/W14 - Occasions for wear**

65. On normal working days.

**S/W14 Notes**

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

67. Navy Wide Brim Hat may be worn

68. 'Shirt, Long Sleeve, White' is an alternative shirt as determined by the Senior Medical / Dental Officer.

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



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



**Table 3D.8: 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 |



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| | | |
|---|---|---|
| 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 | |

# S/W15 - PHYSICAL TRAINER WORKING DRESS

**S/W15 - Occasions for wear**

70. On normal working days.

**S/W15 Notes**

71. 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.

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

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

74. '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.

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

76. The 'Ball Cap Mesh, PT, Navy Blue' is not to be worn with MMPUs. 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.

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

78. '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.

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



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

81. 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**



**Table 3D.9: 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 | |



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| | | |
|---|---|---|
| 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 |

# S/W17 - LAND WARFARE WORKING DRESS

**S/W 17 - Occasions for wear**

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

83. 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.

84. For RAN members posted to 1st Joint Movements Unit.

85. When approved by DDNU.

**S/W 17 Notes**

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

87. 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.

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

89. MMPU 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.

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

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

92. 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. AMCU Coat

b. AMCU Trousers

c. Undershirt, T-Shirt

d. Hat, Camouflage pattern



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e. Boots, Combat

f. Socks, khaki, heavyweight

g. Embroidered Label, AMCU 'NAVY', and

h. Embroidered Label, AMCU 'NAME'.

**S/W17 Alpha - AMCU Notes**

**Notes:**

93. Worn by personnel in the barracks environment.

94. Beret or Service Cap may be worn in place of the Navy Wide Brimmed Hat.

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

96. 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.

97. 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.

98. 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.

99. 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.

100. Trousers are to be worn over the top of the combat boot.

101. Army dress order No 4A General Duty Dress (AMCU).

**S/W17 Bravo - AMCU Notes**

**Notes:**

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

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

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

105. 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.

106. 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.

107. 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.

108. 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.

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



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**S/W17 Charlie - AMCU Notes**

**Notes:**

110. 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.

111. 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.

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

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

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

115. 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.

116. 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

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



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



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

| Serial | Principal Items | Remarks |
|---|---|---|
| 1 | Boots combat | |



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| | | |
|---|---|---|
| 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 | |



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




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

| Serial | Principal Items | Remarks |
|---|---|---|



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| | | |
|---|---|---|
| 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 unbloused when operational tasking or duty permits |



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





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**Table 3D.14: 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 unbloused when operational tasking or duty permits. |

# S/W19 - SPORTING UNIFORM

**S/W19 - Occasions for wear**

118. Whilst undertaking organised sporting activities.

**S/W19 Notes**

119. The RAN logo 'Bike Shorts, Blue' must be worn under the RAN logo 'Running Shorts, Blue'.

120. Tracksuit only for use during winter period.



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Figure 3D.16: S/W19 All Ranks



Table 3D.15: 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 | |



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| | | |
|---|---|---|
| 5 | Shoes, ADF Sport | |
| 6 | Cap, Working, Baseball | |
| 7 | Tracksuit, RAN | |

# 9S/W20 - FLYING WORKING DRESS

**S/W20 - Occasions for wear**

121. Flying dress for all ranks on flying duties.

122. Qualified aircrew and aircrew trainees posted to flying billets.

**S/W20 Notes**

123. '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.

124. 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 / Aircraft type badge / Unit or Flight badge (worn on upper right sleeve)

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

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

127. Jacket, Flying is available in summer weight (nomex) or winter weight (leather). When the jacket is worn with the two-piece ensemble, the shirt is to be tucked into the trousers.

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

129. Wearing in Public. Flying Working Dress 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. Flying Working Dress can be worn at civilian led education training courses where attendance is classified 'on duty' and Flying Working Dress is considered appropriate dress for its PPE properties. Flying Working Dress 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 Flying Working Dress, the uniform (including the approved headwear and boots) is to be of a high standard and worn as a full ensemble. The Flying Working Dress is not to be worn at non-sanctioned social events or functions ashore including at clubs, bars and public rallies.

130. Variations to the circumstances when the Flying Working Dress can be worn are at the discretion of local Commanders cognisant of overarching policy.



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**Figure 3D.17: S/W20 All Ranks**



**Table 3D.16: 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 | |



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| | | |
|---|---|---|
| 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 | |



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**Introduction**

1. This annex provides the policy on MMPU patches, MMPU 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 MMPU. 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.



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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 unauthorised use of that trademark.

**Approval Authority**

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

a. Policy - Director Navy Logistics Governance (DNLG) and is the responsibility of the Deputy Director Navy Uniforms.

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

**Approval Process**

4. All MMPU patch, MMPU 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 MMPU Patch, MMPU 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 MMPU patches, grey T-Shirts and Navy Ball Caps please contact MNB. MNB contact details are available at the DNRM website.

**Responsibilities of Commanding Officers**

7. COs are to ensure that personnel under their command wear only approved MMPU patches, MMPU 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 MMPU, Flying Overalls or AMCU.



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# MMPU PATCHES

**Wearing of patches**

10. The wearing of patches on the right sleeve of the MMPU 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 to wear the approved right arm shoulder patch, with an approved design IAW this Annex. For members with no direct affiliation with a command, Unit, etc. the generic RAN patch is to be worn IAW para 14. Ships and establishments may procure the badges using Direct Unit funding or Welfare funding. If Direct Unit Funding is utilised to procure the badge than the badge is to be gratuitously issued to the member. If Welfare funding is utilised, the ship/establishment can elect to either issue the badge gratuitously or sell the badge to the member.

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 Defence values of Service, Courage, Respect, Integrity and Excellence.

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.



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c. Display a full colour St Edwards Crown (Queen Elizabeth II's Crown - under review) 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 MMPU. 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 with Pantone Gold 124C embroidery.

c. Display the respective surname in gold. 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. Respective Surname only.

c. Drill black in colour with Pantone Gold 124C embroidery.

d. The exception is for the Senior Sailor Technical Charge Badge. The embroidery for the SSTC badge is to be Pantone Bronze

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 MMPU 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.

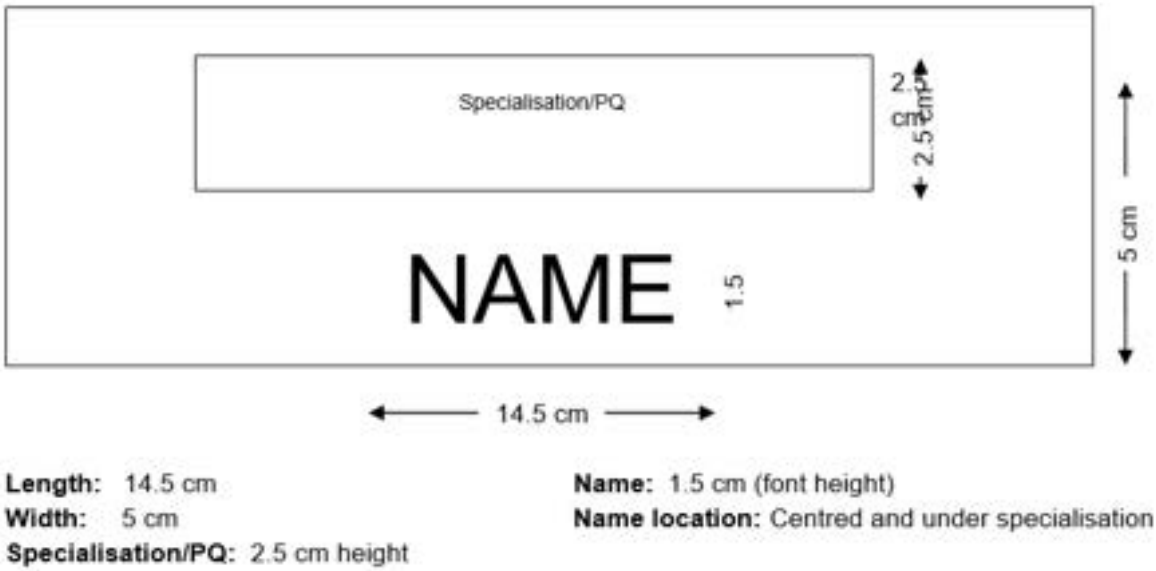
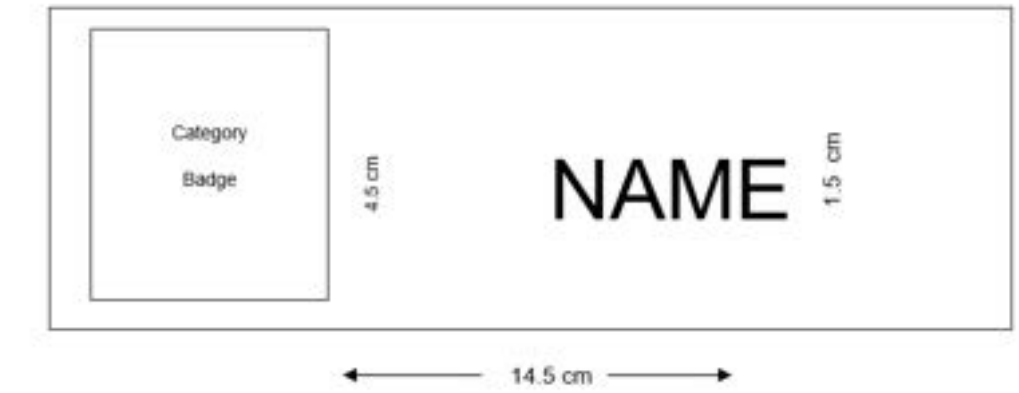



**Figure 3E.2: Officers and specialised Sailors name badge specifications**

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



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**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. |

**Figure 3E.3: Sailor name badge specifications**

# MMPU T-SHIRTS

### General T-Shirt Design Requirements

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

a. Grey 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 Defence values of Service, Courage, Respect, Integrity and Excellence.

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 MMPU 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; that being 120mm x 120mm.



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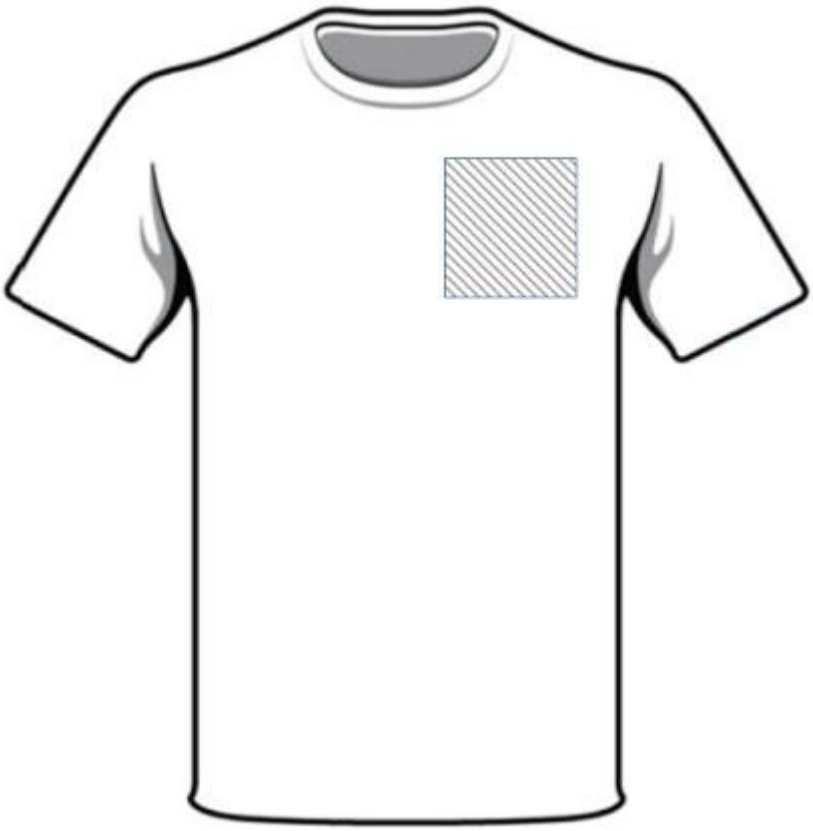


**Figure 3E.4: T-Shirt design placement - Front**

# BALL CAP POLICY

**Wearing of Ball Caps**

29. The Navy Ball Cap can be optionally worn with MMPU 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 eligible 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.



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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 Defence values of Service, Courage, Respect, Integrity and Excellence.

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. 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:**

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 |



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| | | | | |
|---|---|---|---|---|
|  | 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 | |



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**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 | |



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| | | | | |
|---|---|---|---|---|
|  | 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 | | |



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# 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.



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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. **MMPU.** The MMPU 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:**

Annex 4A - Steaming Kit Officers
Annex 4B - Steaming Kit Warrant Officers and Senior Sailors
Annex 4C - Steaming Kit - Junior Sailors



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**Table 4A.1: Steaming Kit - Officers**

| Summer | Winter |
|---|---|
| 1 coat, ceremonial, white c/w buttons<br>1 pr shorts, white<br>1 pr trousers, white<br>1 pr trousers, black<br>1 pr shoes, white<br>1 mess jacket, white c/w accoutrements<br>2 pr shoulder boards<br>2 pr socks, white<br>2 pr stockings, white<br>1 shirt, short sleeve, white<br>1 belt, white with gilt buckle | 1 coat, ceremonial, black, laced to rank<br>1 shirt, white, long sleeve<br>1 belt, black with gilt buckle<br>1 cummerbund, black<br>1 tie, Day wear, black<br>1 pr shoes, black<br>1 jacket, mess, black c/w accoutrements<br>1 shirt, white, evening<br>1 tie, black, evening<br>1 pr trousers, black, wool/poly<br>2 pr socks, black<br>1 jacket, black, utility |
| **Additional Items** | |
| 1 cap/tricorne<br>1 hat, wide brimmed, Navy (complete)<br>1 hat, wide brimmed, MMPU<br>2 pr soft rank insignia<br>1 vest, white, Marcella (males only)<br>1 jacket, RAN Cold Weather (Black)<br>1 pr sandals (with back strap)<br>1 pr sunglasses<br>3 undershirts, grey<br>3 pr socks, blue, combat,<br>4 sets of MMPU Coat and Trousers<br>1 pr boots, fireman's | bag - duffel<br>underwear<br>personal hygiene items<br>padlock<br>sewing kit<br>civilian clothing<br>towels<br>laundry bag<br>shoe cleaning gear<br>loan items peculiar to branch/category |



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**Table 4B.1: Steaming Kit - Warrant Officers and Senior Sailors**

| Summer | Winter |
|---|---|
| 1 ceremonial coat, white (complete to rank)<br>1 pr shorts, white<br>1 pr trousers, white<br>1 pr trousers, black<br>1 pr shoes, white<br>2 pr shoulder boards (WO only)<br>2 pr socks, white<br>1 pr stockings, white<br>1 shirt, short sleeve, white (complete to rank)<br>1 belt, white with SS buckle (gilt for WO) | 1 ceremonial coat, black (complete to rank)<br>1 shirt, white, long sleeve<br>1 belt, blue with SS buckle (gilt for WO)<br>1 tie, Day wear, black<br>1 pr shoes, black<br>1 pr trousers, black, wool/poly<br>2 pr socks, black<br>1 jacket, black, utility |
| **Additional Items** | |
| 1 cap/tricorne<br>1 hat, wide brimmed, Navy (complete)<br>1 hat, wide brimmed, MMPU<br>2 pr soft rank insignia<br>1 pr sunglasses<br>1 pr sandals (with back strap)<br>4 sets of MMPU Coat and Trouser<br>3 Undershirts, Grey<br>3 pr socks, blue, combat<br>1 jacket, RAN Cold Weather (Black)<br>1 pr boots, fireman's | bag - duffel<br>underwear<br>personal hygiene items<br>padlock<br>sewing kit<br>civilian clothing<br>towels<br>laundry bag<br>shoe cleaning gear<br>loan items peculiar to branch/category |



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**Table 4C.1: Steaming Kit - Junior Sailors**

| Summer | Winter |
|---|---|
| 1 ceremonial top - white<br>1 collar, blue, seaman's<br>1 pr trousers, white<br>1 pr trousers, black<br>1 belt, white with SS Buckle<br>1 pr shorts, white<br>1 shirt, white front (males)<br>1 shirt, short sleeve, white (complete to rank)<br>2 pr socks, black<br>1 pr stockings, blue<br>1 silk, lanyard & tape<br>1 pr shoes, black | 1 ceremonial top - black<br>1 tie, Day wear, black<br>1 pr trousers, black, wool/poly<br>1 belt, blue with SS Buckle<br>1 shirt, white, long sleeve<br>1 jacket, utility, black<br>1 silk, lanyard & tape |
| **Additional Items** | |
| 1 cap<br>1 hat, wide brimmed, Navy (complete)<br>1 hat, wide brimmed, MMPU<br>2 pr soft rank insignia<br>1pr sunglasses<br>1 pr sandals (with back strap)<br>1 jacket, RAN Cold Weather (Black)<br>4 sets of MMPU Coat & Trouser<br>3 undershirts, grey<br>1 pr boots, fireman's<br>3 pr socks, blue, combat | bag - duffel<br>underwear<br>personal hygiene items<br>padlock<br>sewing kit<br>civilian clothing<br>towels<br>laundry bag<br>shoe cleaning gear<br>loan items peculiar to branch/category<br>bed linen (where issued on entry) |



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# 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.



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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 / colourless stone (i.e. diamond) 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 **Memorial bracelet.** The soldier KIA memorial bracelet is made of black anodised light alloy metal. The bracelet is made in a ‘horseshoe’ pattern so that a 2 cm space is designed when fitted on the inside of the members’ wrist. The text engraving/etching is silver, Times New Roman, font size 12. An Australian National Flag may be engraved/etched on the left side of the bracelet. An operational emblem may be engraved/etched on the right side of the bracelet. Other motifs, emblems, badges, or quotes are **not** permitted to be engraved/etched on the bracelet. Only **one** bracelet is to be worn on either the left wrist or the non-watch wearing wrist. The bracelet is **not** to be worn with PT, Combat or Battle PT, and sports dress or on ceremonial parades when wearing ceremonial orders of dress. The soldier KIA memorial bracelet is **not** to be purchased at Commonwealth expense

5.14 **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.

5.15 **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



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f. brown, or

g. black.

5.16 **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).

5.17 **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).

5.18 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.

5.19 **Religious symbols**. All members are permitted to wear religious symbols on a necklace / chain whilst in uniform, providing the necklace / chain is not visible. If worn with the RAN winter dress the chain may be exposed with the symbol of faith to sit under the neckline of the dress. Other jewellery of spiritual significance, including bracelets (Hindu kautuka or Sikh kara) or rings, may be worn by members of different faith backgrounds, provided wearing of the item is consistent with safety and functionality requirements.

**Hairpieces**

5.20 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**

5.21 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**

5.22 Hair is to be neatly groomed at all times, of one colour or lightly tipped and clean. Hair colouring must be complementary to the individual (within natural colour tones) and must meet military image. Hair is not to touch the ears or collar, or extend below eyebrows when Military head dress is worn and is not to interfere with the correct and proper wearing of service headdress. Service headdress is not to be adapted to suit a haircut style.

a. **Bulk**. The bulk of hair is not to exceed 50mm in length. Bulk is defined as the distance of the mass of hair that protrudes from the scalp when groomed, (as opposed to the length of hair). The bulk of the hair is to remain neatly groomed in appearance for the hairstyle type and the type of hair of the individual.



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b. **Styles**. Acceptable styles include; buzz cut, crew cut, low, mid or high fade, brush back and tapered fade. Exaggerated hairstyles, such as burst fade, mullet fade, mullet, mohawk, faux mohawk, undercut, quiff, pompadour, stepped, layered foils, streaked, unnatural or extreme colours, combinations of colours &/or styles which have an uncombed appearance are not permitted. Razored lines into the scalp such as tramlines, patterns or shapes are not permitted. The length of the hair must not present a ragged, unkempt or extreme appearance. The minimum length on the top of the head 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**

5.23 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**

5.24 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.

5.25 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.

5.26 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.

5.27 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.

5.28 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.



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# GROOMING STANDARDS-FEMALE

**Hair**

5.29 Hair is to be clean, of one colour or lightly streaked, neatly arranged and neatly groomed.

5.30 Acceptable hair colouring shall be as determined by the CO. Hair colouring must be complementary to the individual and to military image.

5.31 When in uniform, hair is not to extend below the lower edge of the buttoned shirt collar, and may be worn in a bun, single or double braids into a bun or in a French roll. A pony tail may also be worn where the hair length is less than shoulder length, or when changing styles from short to long hair. Hair may be pinned with a hairnet if required. Braids and cornrows are permitted for females with afro-textured hair as this hair style is practical and time saving, as well as culturally appropriate. Whilst in uniform the braids must be pulled back and affixed at the nape of the neck in a bun (similar to the grooming requirements for females with long hair). Dreadlocks are not to be substituted for cultural braids - if the braids are removed and not replaced, the member's hair will need to be cut to meet extant grooming standards for males. The braided hairstyle is required to be neat, of one colour or lightly tipped and clean - braids must be straight (running from forward to rear) and parallel. Hairstyles must not interfere with the wearing of service headdress or safety equipment. Headdress is not to be adapted to suit the hair style.

5.32 A pony tail, plait or braid/s may be worn when in MMPU or sports uniform (including Dress S/W15).

5.33 **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.

5.34 **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**

5.35 Female members who wish to wear facial make up and perfume may do so in moderation.



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**Nail Polish**

5.36 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.

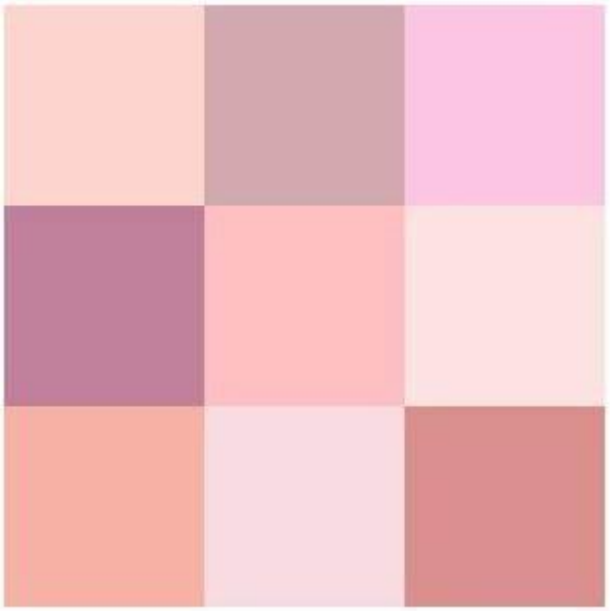


**Figure 5.3: Example of acceptable nail polish colours dependent on skin tones**

**Eyelashes**

5.37 Members who identify as female are permitted to wear eyelash extensions. False eyelashes are not to be worn whilst in uniform, except if approved for medical (cosmetic) reasons due to the effects of chemotherapy or similar. Eyelash extensions may be worn provided they are of natural appearance, are no longer than 1cm in length and do not present a FOD, WHS or other hazard. Eyelash extensions are not to be worn by male members other than for medical reasons and must conform to the same specifications.

**Annex:**

Annex 5A - RAN Body Embellishments Waiver Policy



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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.



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**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.

**Appendix:**

Appendix 5A1 - Application for Waiver for Body Embellishment



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**Name:** .....**Rank:**.....

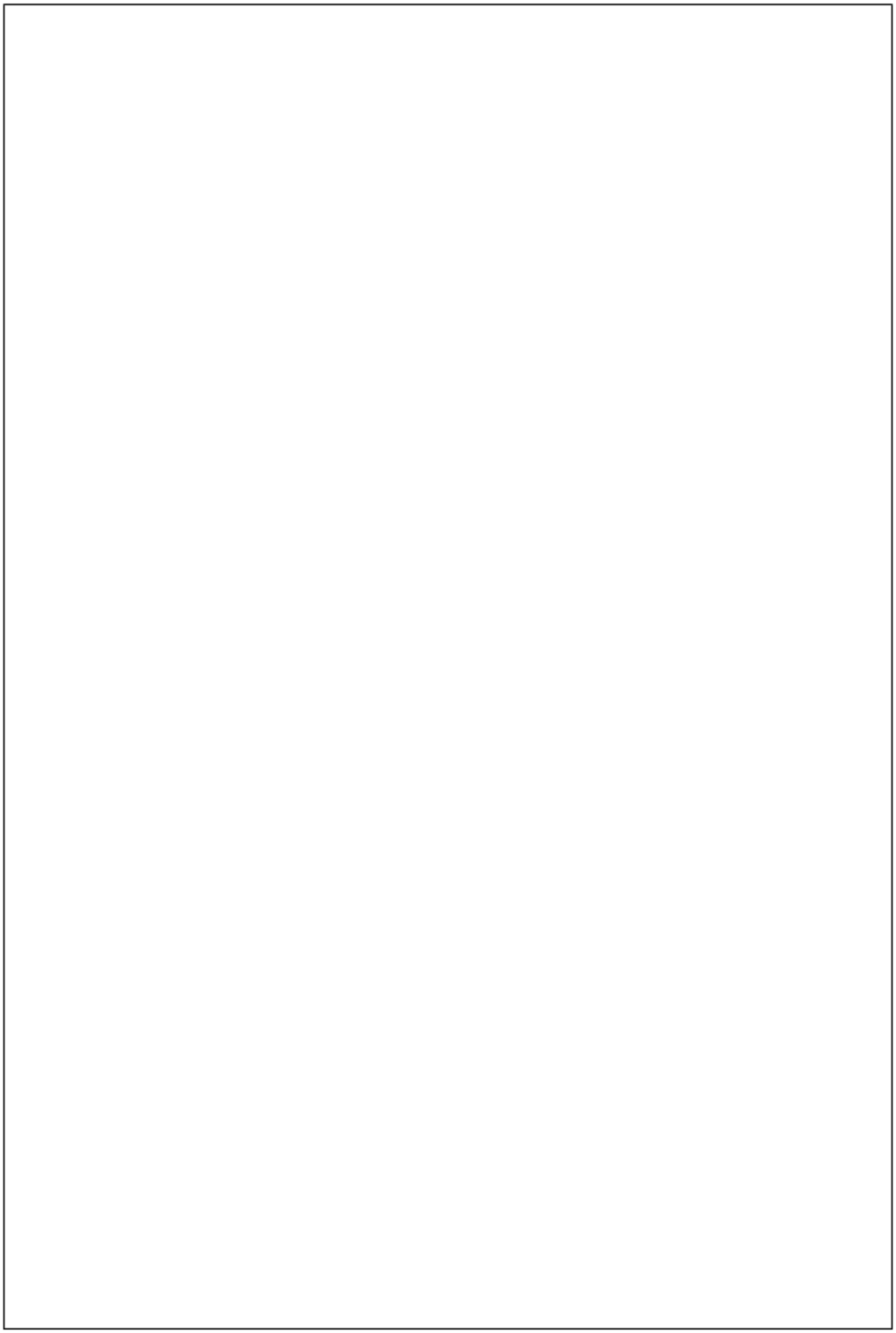
**Unit:** ..... **PMKeyS:** ..... **Date of Birth:** .....

**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)*



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**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:**.....



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**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.



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# 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 was used in the designs of badges and buttons whilst Queen Elizabeth II was 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, Warrant Officers, Chaplains and Maritime Spiritual Wellbeing Officers - 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 and Maritime Spiritual Wellbeing Officers)**. 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.



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**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.



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(2) If a fusing is preferred by the made to measure contractor, FORMFUSE 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



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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.



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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-SPIRITUAL ADVISORS

**Badge, Specialist**

6.25 **Christian Chaplains / Maritime Spiritual Wellbeing Officers.** A gilt symbol pertaining to spiritual affiliation is worn by all Maritime Spiritual Wellbeing Officers as shown at Figure 6.1.

6.26 **Positioning**. The Chaplain specialist badge is to be worn in accordance with special qualification badges positioning instruction at paragraph 6.102.

**Cap and cap badge**

6.27 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.



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**Collar, Clerical**

6.28 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**

6.29 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**

6.30 **Christian Chaplains / Maritime Spiritual Wellbeing Officers**. The badge worn by Christian Chaplains / Maritime Spiritual Wellbeing Officers on shoulder boards consists of a gold embroidered fouled anchor overlaying a compass rose of embroidered silver. The overall length and width is 45mm; 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 MSWO badge 3mm above the Royal Cypher.

**Soft Rank Insignia**

6.31 **Christian Chaplains / Maritime Spiritu**al Wellbeing Officers. On uniform garments which feature epaulettes Christian Chaplains / Maritime Spiritual Wellbeing Officers wear SRI. The insignia consists of a band of cloth with gilt and silver embroidered yarn representing a gold embroidered fouled anchor overlaying a compass rose of embroidered silver.



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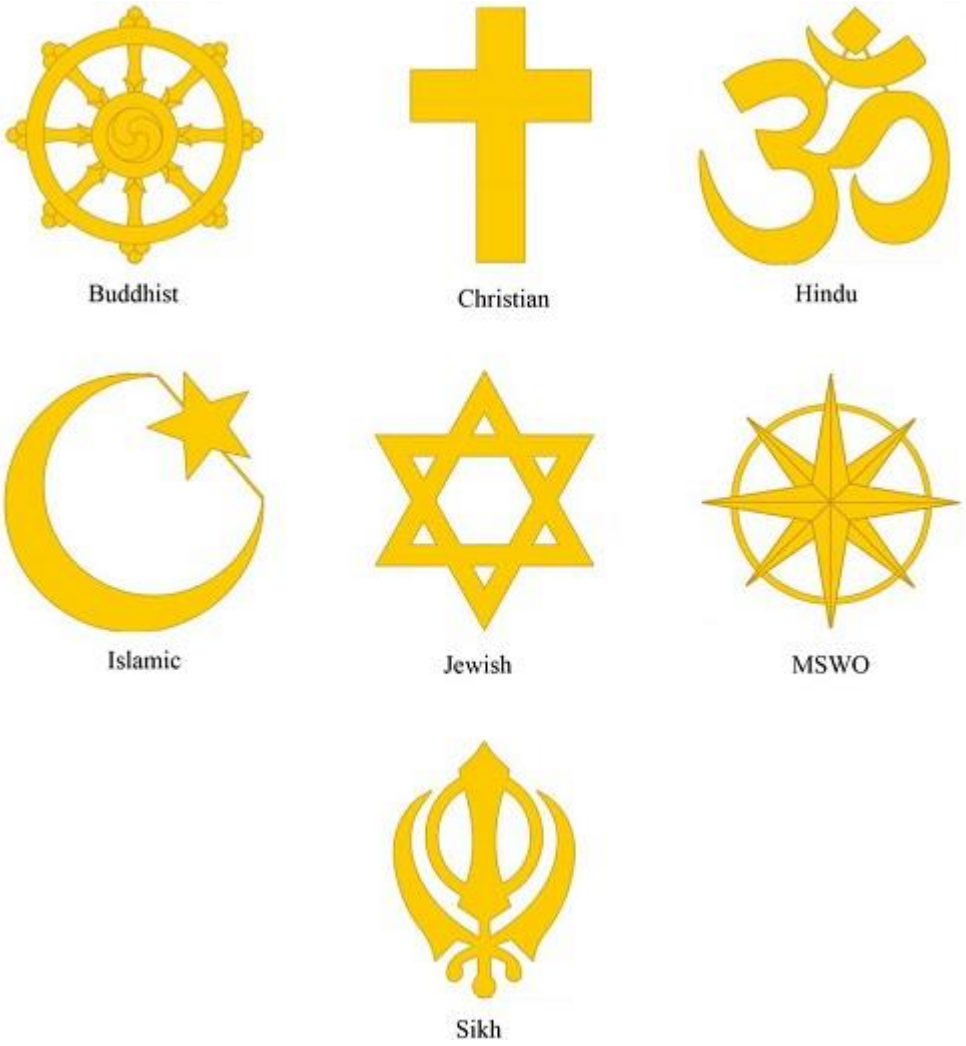



**Figure 6.1 NCB Gilt Stream Badge**



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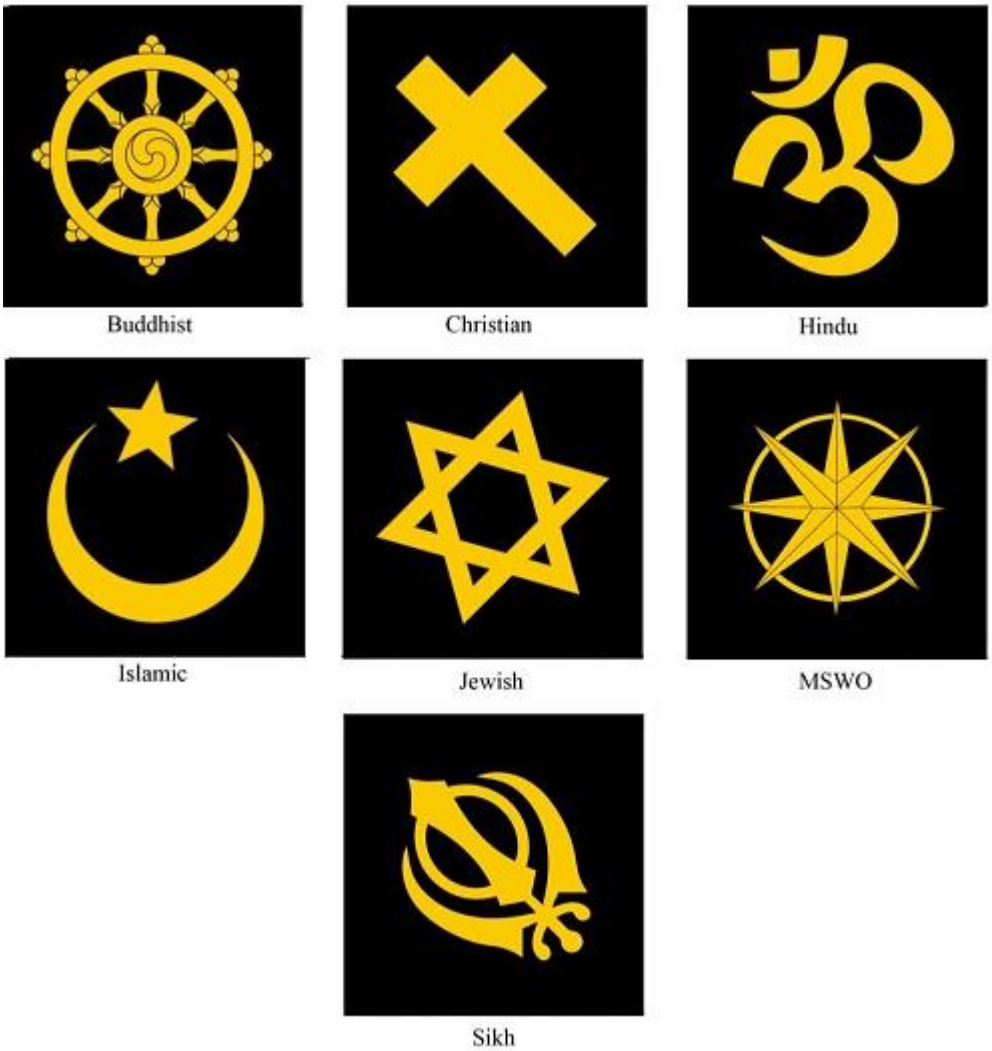



**Figure 6.2 NCB Stream Lapel Badge**



**Figure 6.3 NCB MMPU Lapel Badge**



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**Figure 6.4 NCB MMPU Lapel Badge**



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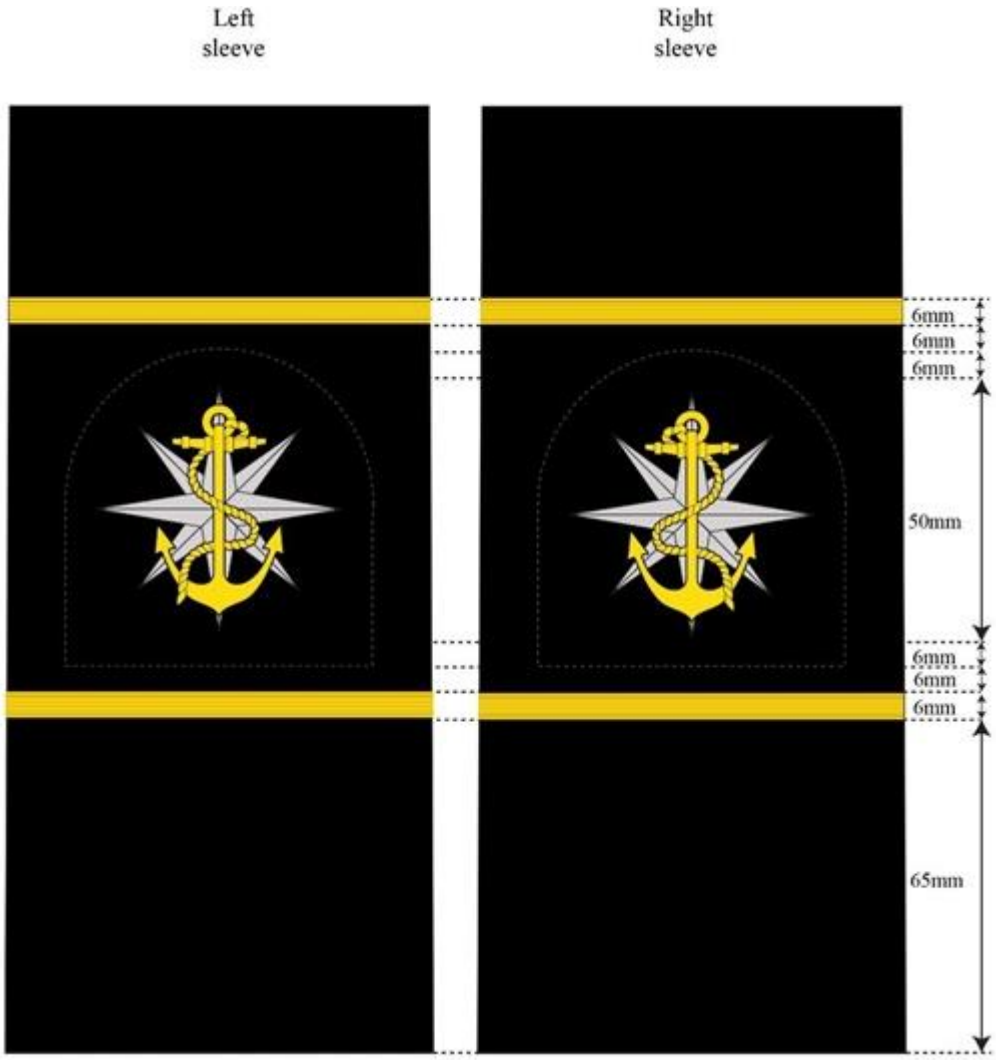



**Figure 6.5 NCB Sleeve Lacing**

# DISTINCTION BY RANK-WARRANT OFFICERS AND SAILORS

### Cap badges

6.32 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

6.33 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.



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**Insignia, rank, shoulder board**

6.34 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**

6.35 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**

6.36 Badges are positioned as follows:

(1) **WO.** 90mm above the bottom edge of each sleeve, positioned centrally.

(2) **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.

(3) **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.

6.37 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.



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**Figure 6.6: LS Rank and Long Service Badges**

**Collar badges**

6.38 The design of the gilt collar badges for CPO is a fouled anchor surrounded by a laurel wreath.

6.39 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 6.7: CPO Collar Badges W2**



**Figure 6.8: CPO Collar Badge S8**

**Gold metal rank badges**

6.40 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 6.9: PO Gold Metal rank badges on S/W4 Jacket**

**Sleeve buttons**

6.41 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).



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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 6.10: CPO Sleeve Buttons on S2 and S4 Jackets**



**Figure 6.11: PO Sleeve Buttons W2**

**Soft Rank Insignia**

6.42 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.

6.43 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.



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# OTHER BADGES AND DISTINGUISHING MARKS

**Name Badge**

6.44 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 edges, featuring an Australian White Ensign on the left hand side and the member's names engraved in white lettering in a single line or 2 lines for names with 14 or more characters, 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.

6.45 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.

6.46 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.

6.47 The RAN Name Badge is the only name badge to be worn with S/W 1 and 2.

6.48 **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 / 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/ 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.



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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/ 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**

6.49 The RAN Service Readiness Badge (SRB) consists of a gilt background depicting waves, with a small anchor (silver level 1 and gold level 2), star (silver level 3 and gold level 4) or a combination of the two (silver level 5 and gold level 6) in the centre, which indicates the length of completed sea service.

6.50 Details on the entitlement of the SRB can be found in ANP4104 Part 3 Chapter 8.

6.51 Wearing of the badge is mandatory for qualified personnel. 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



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6.52 The badge is not to be worn on coveralls, MMPU, DPCU / AMCU, overcoats, raincoats or greatcoats.

6.53 The SRB is issued on initial achievement of service readiness. Upgrades to the level of SRB are issued as members achieve the applicable level of cumulative sea service.

6.54 Members are to request initial issue and subsequent upgrades of the SRB using the 'Authorisation for Issue of Service Readiness Badge' form (Annex 6A). This form is to be submitted to the Ship's Office for Commanding Officer approval and then to the local Clothing Store with a copy retained on the member's personal file.

6.55 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.

**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 6.12.



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**Figure 6.12: 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 6.13.



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**Figure 6.13: 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 6.14.




**Figure 6.14: Tier B CWO Badge**



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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.



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**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 three Commendation Badges at any one time regardless of level. If two or three 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.



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**Figure 6.15: Full sized Commendation Badges positioning on S2 Coat**




**Figure 6.16: 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 6.17 to Figure 6.35. An individual commendation takes precedence over a group commendation from the same level.




**Figure 6.17: Secretary and Chief of the Defence Force Commendation**




**Figure 6.18: Chief of the Defence Force Commendation**




**Figure 6.19: Secretary Commendation**



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Individual Group

**Figure 6.20: Australian Defence Force (Level 3 - Gold Level) Commendation**




Individual Group

**Figure 6.21: Royal Australian Navy (Level 3 - Gold Level) Commendation**



Individual Group

**Figure 6.22: Australian Army (Level 3 - Gold Level) Commendation**




**Figure 6.23: Royal Australian Air Force (Level 3 - Gold Level) Commendation**




**Figure 6.24: Department of Defence (Level 3 - Gold Level) Commendation**



**Individual**

**Figure 6.25: Australian Defence Force (Level 2 - Silver Level) Commendation**




**Individual**

**Figure 6.26: Royal Australian Navy (Level 2 - Silver Level) Commendation**



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**Individual**

**Figure 6.27: Australian Army (Level 2 - Silver Level) Commendation**




**Individual**

**Figure 6.28: Royal Australian Air Force (Level 2 - Silver Level) Commendation**




**Individual**

**Figure 6.29: Department of Defence (Level 2 - Silver Level) Commendation**



**Individual**

**Figure 6.30: Australian Defence Force (Level 1 - Bronze Level) Commendation**




**Individual**

**Figure 6.31: Royal Australian Navy (Level 1 - Bronze Level) Commendation**



**Individual**

**Figure 6.32: Australian Army (Level 1 - Bronze Level) Commendation**




**Individual**

**Figure 6.33: Royal Australian Air Force (Level 1 - Bronze Level) Commendation**




**Individual**

**Figure 6.34: Department of Defence (Level 1 - Bronze Level) Commendation**



**Figure 6.35: Australian Defence Force – Command Commendation**

# 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, Aviation Warfare Officer, Aircrew, Flight Test Engineers and Remote Pilot Warfare Officer badges)

b. Badge, Principal Warfare Officer

c. Badge, Submarine Sea Qualification

d. Badge, Parachutist



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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).

r. Badge, Maritime Human Resources Officer Charge

s. Badge, Navy Health Services Officer Qualification

t. Badge, Navy Intelligence Officer Qualification.

u. Badge, Maritime Logistics Specialisation Qualification (Stores Accounting Officer)

v. Badge, Navy Legal Officer Qualification

w. Badge, Communications and Information Systems Specialist Qualification

x. Badge, Electronic Warfare Specialist Qualification

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. Aviation Warfare Officer. On successful completion of operations flying training, part 1.

c. Aircrew. On successful completion of Rotary Course Aircrewman.

d. Flight Test Engineers. On successful completion of flight test engineer course.

e. Remote Pilot Officer. On completion of initial training and award of Category D Unmanned Aircraft System Operator.

6.82 For Pilots and Aviation Warfare Officers 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.



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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. Aviation Warfare Officers. 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.

e. Remote Pilot Officer. Stockless fouled anchor in the foreground of a globe showing latitude and longitude 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 Aviation Warfare Officers 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 Aviation Warfare Officer duties, they will wear the Aviation Warfare Officer'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.



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**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 Charge Qualification Badge**

6.95 The Technical Charge badge is worn by those Sailors who currently hold or who have successfully completed the Marine Engineering, Electronic Technician or Aviation Technician Technical Charge Qualification (TCQ) Oral Examination Board (OEB). 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.



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**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 MMPU, DPCU, sweaters, raincoats, overcoats or any form of protective dress. The ACB is not worn if the individual has been awarded the ICB.

**Maritime HR Officer Charge Badge.**

6.99 Maritime HR Officer Charge Badge is worn by those Officers who have successfully completed the Maritime HR Charge qualification board. The badge is gold plated stamped metal featuring a background of waves and central to the badge, is a ‘team with wreath’ which reflects the Maritime HR Officer’s ‘people’ centred focus. The broader badge design depicts a team surrounded by a wreath: the wreath symbolizes victory and strength, and supports and encompasses our people.

**Navy Health Officer Qualification Badge**

6.100 Navy Health Services Officer qualification badge is worn by those Officers who have a certification of competency conducted through a charge qualification board. The NHS motif uses a snake curled around a rod representing Aesculapius, the Greek God of Medicine. The rod of Aesculapius is the international recognized for health cate. A single tope surrounding the NHS motif and the use of bilateral flanking the center piece represents Navy.

**Navy Intelligence Officer Qualification Badge**

6.101 Navy Intelligence Officer qualification badge is awarded to personnel on attainment of Tier 1 A competency as an Intelligence Specialist. The design is derived from the MWO badge, representing Naval Intelligence Officer’s Maritime focus and complementary warfare skills, depicted through swords. The key replaces the second sword to symbolise the intelligence professional calling, representing the unlocking of information and knowledge on the support of Navy’s ‘to fight and win at sea’ mission.

**Maritime Logistics Specialisation Badge**

6.102 Maritime Logistics Specialisation Badge is awarded to Maritime Logistic Sailors who have gained the pinnacle of their Core Technical Mastery and achieved a significant career milestone. The Badge will provide a visual means of recognising Maritime Logistics Sailors who have reached a significant career milestone at the Advanced Mastery level. The badge is testament to the Experience, Exposure and Education they have gained throughout their careers and their ability to lead their respective sub-department at sea and ashore. the Badge is an exact replica of the existing Maritime Logistic Officers Charge Qualification Badge but bronze in colour.

**Navy Legal Officer Qualification Badge**

6.103 Navy Legal Officer Qualification Badge is awarded to Legal Officers upon reaching LL3 in LOSOCS. This ensures that those officers displaying a badge can (at a minimum) provide independent advice on Military Law consistent with existing legal and policy understanding, under the technical control of a more senior Legal Officer. The design consists of a gold-plated moulded metal brooch depicting an oval disc with a rope surround surmounted by a crown on a background of waves, overlaid with the ‘Military Legal Service scales and dagger’; the authorised symbol of the Military Legal Service.



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**Communications and Information Systems Specialist Qualification Badge**

6.104 The Communications and Information Systems (CIS) Specialist Qualification Badge will be awarded to CIS General Service and Submariner sailors who achieve the apex component of the workgroup's technical mastery continuum. Awarded in recognition of a CIS Manager's ability to enable an integrated team of CIS sailors in the provision of an Assured C2 capability to the Integrated Force. The badge comprises a bronze-plate moulded metal brooch depicting cross cutlass and lightning bolt, imposed with the CIS category badge, surmounted by a roundel and topped with the Sovereign's crown.

**Electronic Warfare Specialist Qualification badge**

6.105 The Electronic Warfare (EW) and Electronic Warfare Submariner (EWSM) Specialist Qualification badge is awarded and worn by those senior sailors who have been awarded and retain the EW Specialist Qualification, and achieved Mastery within the EW and EWSM Mastery Career Pathways. The awarding of this qualification is on successful achievement of the EW specialist qualification board (IAW EWSQ Board Terms of Reference). The badge consists of a bronze-plate moulded metal brooch depicting a crossed cutlass and lightning bolt; historically, the cutlass was issued to enlisted crews and was used uniquely for sailors. The lightning bolt represents the IW domain in which the workgroups sit and is overlaid with the original EW workgroup badge which was designed in 2011, the badge is topped with the sovereign's crown.

**Regulations for wearing special qualification badges**

6.106 Special qualification badges are not worn on coveralls, overcoats, raincoats, greatcoats, or working dress jackets.

6.107 **Dual / Multi specialist**. Personnel who have been awarded more than one badge, may wear a maximum of two specialisation or qualification badges at any one time. Eligible Officers or Sailors who elect to wear two badges are to wear their first awarded badge centred 5mm above the ribbon bar. A second badge may be worn centred5mm above the first awarded badge. If a member has been awarded a Technical Charge Badge, as a Sailor, and later awarded a specialisation badge after Commissioning, these badges are not to be worn concurrently. If members elect to wear only one specialisation or qualification badge the first badge awarded is to be worn.

6.108 **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 / citations are worn. Positioned centrally on the left breast 15mm above the pocket.

(b) With ribbons / medals / 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 / citations are worn. Bottom of the badge positioned centrally 5mm above the top of the pocket.

(b) With ribbons / medals / 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 / 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 / citations. Positioned centrally 5mm above the top row of ribbons or medal ribbons.



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(4) White Dress, Black Dress (all ranks)

(a) No ribbons / medals / citations are worn. Positioned centrally and horizontally on the left breast in line with the name badge.

(b) With ribbons / medals / citations. Positioned centrally 5mm above the top row of ribbons.

b. **Officers / Senior Sailors - Miniature badge**

(1) Jacket, Mess, Black

(a) No medals / citations are worn. Positioned centrally on the left lapel. Top of the badge positioned 40mm below the point of the lapel.

(b) With medals / citations. Positioned centrally 5mm above the top edge of medal ribbons.

(2) Jacket, Mess, White

(a) No medals / 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 / 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 / citations. Top of the badge is approx. 130-150mm from top of shoulder.

(b) With ribbons / medals / citations. Positioned centrally 5mm above the top edge of medal ribbons.

(2) White shirts with pocket

(a) No ribbons / citations. Bottom of badge positioned centrally 5mm above the top of the pocket.

(b) With ribbons / citations. Positioned centrally 5mm above the top row of ribbons or medal ribbon.

**Badges previous service**

6.109 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)**

6.110 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.

6.111 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.

6.112 **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**

6.113 The Recruit Instructor (RI) Badge is bronze in colour depicting a Kellick Pattern anchor, with the lettering R and I on either side with 'Navy' written beneath. The RI Badge is awarded and issued by Director Training Authority - Initial Training, Leadership and Management (DTA-ITLM). This authority may be delegated to the Commanding Officer RAN Recruit School (CO RANRS) for RANRS Instructors, and Commanding Officer RAN College (RANC) for RANC Instructors. To qualify for the Badge, the member must:

a. Be posted to a position that trains new entry personnel through RANRS or RANC as Recruits, New Entry, or Specialised Entry officers as defined IAW ANP 4702 – Management and Conduct of Navy Training, Chapter 1, as approved by DTA-ITLM;

b. Have completed the ADF Instructor Course (P126040), except for Physical Training Instructor (PTIs) who are posted into TA-ITLM Instructor positions;

c. Have completed the Managing Ab-Initio Training (MAIT) Workshop (P129174), and completion of Task book endorsed by Senior Instructor (SI) or Senior Training Specialist TA-ITLM (STS TA-ITLM);

d. Obtained a satisfactory Instructor Evaluation from relevant school CIO after four months in the position;

e. Be IR (factors within member's control) and MAAT compliant; and

f. Have a written recommendation from SI.

6.114 The right to wear the metal RI badge in perpetuity requires the member to:

a. Have completed a minimum period of six months’ service as an IET instructor assessment of 'satisfactory';

b. A recommendation that the member is suitable or highly suitable for promotion;

c. Complete a period of six months’ service as an IET instructor; and

d. To adhere to the Training Force Instructor Code of Conduct at all times and reflect the values, ethics and behavioural expectations of the RAN wherever they are serving.



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e. If the IET Instructor is posted on short-notice prior to completing six months' service, the member's eligibility to wear the RI badge is to be assessed on a case-by-case basis.

6.115 Retrospective award of the RI badge may be considered for RS/RANC personnel who completed six months as an IET instructor and can demonstrate that they contributed to training New Entry or Specialist Entry personnel post-January 2012 and prior to the introduction of the RIIC/NIIC. Personnel who believe they qualify for recognition may submit an application to the CO RS or CO RANC for consideration. DTA-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, administrative action, or other non-service reasons.

6.116 If an application is approved, a Minute is to be raised by the issuing authority to the respective clothing store for an initial gratis issue of one RI badge per member. Members may purchase additional badges if required.

6.117 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 MMPU 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.

6.118 **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 6.35: Recruit Instructor Badge positioning on S2**



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**Figure 6.36: Recruit Instructor Badge positioning right pocket W7**

**Other Services / Foreign Badges**

6.119 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.

**Annex:**

Annex 6A - Authorisation for Issue of Service Readiness Badge



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Name: ..... Rank: .....

PMKeyS: ..... Unit: .....

Service Readiness Badge (SRB) level requested: (tick one)

- ☐ (0 - <2 Years) Silver Anchor
- ☐ (2 - <4 Years) Gold Anchor
- ☐ (4 - <6 Years) Silver Star
- ☐ (6 - <8 Years) Gold Star
- ☐ (8 - <10 Years) Silver Combination
- ☐ (10+ Years) Gold Combination

Reason: (tick one)

- ☐ Initial Entitlement
- ☐ Upgrade of level

Military Factor (located under 'EARNINGS' on payslip):

Tier: ..... Maritime Crew: ..... Lvl: .....

OR

Total Days at Sea as recorded on PMKeys (obtained from Personnel Office):

Total: ..... Days ( = ..... Years )

**MEMBER DECLARATION**

I declare that the information contained on this form is true and correct

Signed: ..... Rank: ..... Surname: ..... Date: .....

**DO APPROVAL**

I endorse this SRB application and have verified that the member is eligible to wear the SRB IAW the requirements outlined in ANP4104 Part 3 Chapter 8

Signed: ..... Rank: ..... Surname: ..... Date: .....

**CO APPROVAL**

Commanding Officer or Delegate: APPROVED / NOT APPROVED

Signed: ..... Rank: ..... Surname: ..... Date: .....

**MEMBER RECEIPT**

I acknowledge the receipt of the requested Service Readiness Badge

Signed: ..... Rank: ..... Surname: ..... Date: .....

Completed form to be placed on members' Pers File



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# CHAPTER 7 - MEDALS AND RIBBONS

**Introduction**

7.1 This chapter provides detailed instructions for the wearing of insignia of orders, decorations medals and citations by Royal Australian Navy members.

7.2 **General**. The wearing of orders, decorations, medals and 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 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.



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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**. Queen Elizabeth II 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.



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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):



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| 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.



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**Figure 7.1: Honours and Awards on W2 Coat**



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**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 AND CITATIONS

**Entitlement to wear orders, decorations, medals and 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 citations, which have been awarded to that member.



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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. As much as possible the rows are to be placed so as to have maximum visibility, recognising that the shape of the Coat, Black, lapel may restrict some visibility.

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.



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**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). As much as possible the rows are to be placed so as to have maximum visibility, recognising that the shape of the Coat, Black, lapel may restrict some visibility. If a ribbon bar is obscured, then all rows may be moved outwards towards the arm a sufficient distance to reveal the ribbon. Ribbon bars are not to extend past the shoulder seam.

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 is 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. As much as possible the rows are to be placed so as to have maximum visibility, recognising that the 'Jumper, White and Black' silk may restrict some visibility. If the ribbon bar is obscured then all rows may be moved outwards, towards the arm, a sufficient distance to reveal the ribbon. Ribbon bars are not to extend past the shoulder seam.

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.



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**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 is 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.



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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**

7.33 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.

7.34 **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.

7.35 Five full size medals or less are to be court mounted, side by side, with no ribbon overlap.

7.36 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.

7.37 Ten or more, full size medals are court mounted, with ribbon overlap, and are not to exceed a width of 200mm.



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7.38 **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.

7.39 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.

**Citations**

7.40 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.

7.41 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.

7.42 A member is permitted to wear a maximum of the two emblems at any one time.

7.43 **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 Citation for Gallantry, Group Citation for Bravery, Meritorious Citation. Australian citations have precedence over foreign citations.



**Figure 7.6: Unit Citation for Gallantry**



**Figure 7.7: Group Citation for Bravery**



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**Figure 7.8: Meritorious Unit Citation**

7.44 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.

7.45 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**

7.46 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.

7.47 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.

7.48 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**

7.49 The Return from Active Service badge, although issued in recognition of service, is not to be worn on uniform.

**Rosettes**

7.50 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**

7.51 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.



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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**

7.52 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.

7.53 The word 'decoration' on the invitation card is the indication that the entertainment is official.

7.54 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.

7.55 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.

7.56 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.



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**Day dress**

7.57 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**

7.58 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**

7.59 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**

7.60 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.



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# 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.



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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.



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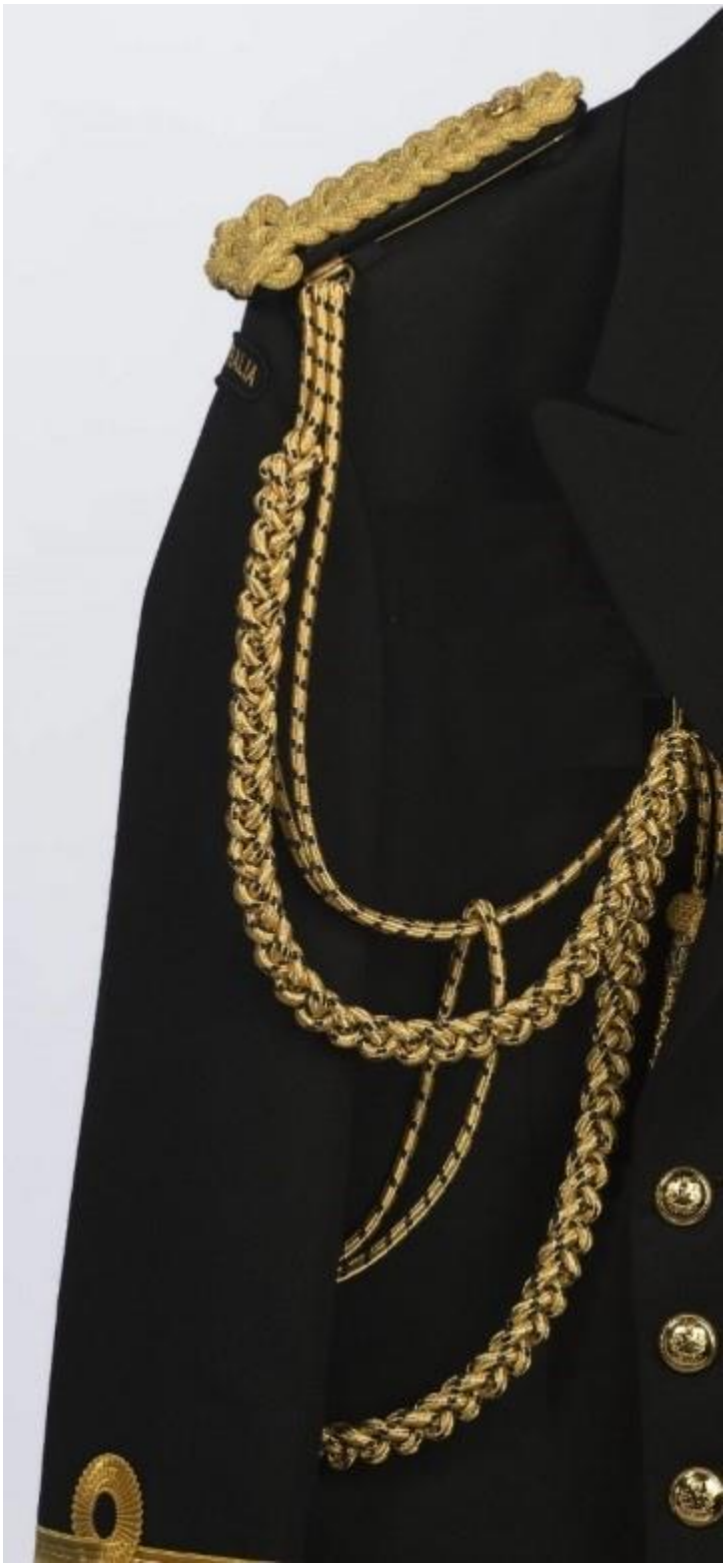


**Figure 8.1: Palace Type shoulder board with Staff Type aiguillette**



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**Figure 8.2: Staff Type shoulder board with Staff Type aiguillette**



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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:**

Annex 8A - Entitlement for the Wearing of Aiguillettes and Shoulder Devices
Annex 8B - Examples of Aiguillettes on the RAN Uniform



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**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<br>Staff Officer (Administration) to the Chief of the Defence Force<br>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 | | | |
| 7f | Aide-de-Camp to the Commander, Joint Logistics | | | |



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| | | | | |
|---|---|---|---|---|
| 7g | Aide-de-Camp to Chief of Defence Intelligence (CDI), and Military Assistant to Chief of Defence Intelligence (CDI) | | | |
| 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 |



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**Figure 8B.1: Aiguillette on the RAN uniform**





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# 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.



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**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.



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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.



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**Figure 9.2: Officer's Scabbard**





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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.



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**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 ugg 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 a Headquarters or office environment, are required to wear the prescribed uniform on duty, including travel on duty to Defence 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. In these instances, appropriate business attire is to be worn. Denim, collarless shirts, backless or sheer clothing, and casual footwear are not considered appropriate business attire

**Table 10.1: Guidelines - Appropriate dress for civilian guests**

| DRESS | OCCASIONS FOR WEAR | CIVILIAN EQUIVALENT |
|---|---|---|
| | On ceremonial occasions. | **Male**: |



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| | | |
|---|---|---|
| **S/W1**<br>**S/W2**<br>**S/W3** | with medals (swords for Officers)<br>with medals<br>with ribbons | Suit and tie<br>**Female**:<br>Business style suit or dress.<br>(Decorations are to be worn if ordered) |
| **S/W4** | When attending official or public balls, dinners or evening receptions of a formal nature<br><br>When Officers of Flag Rank or Army or Air Force Officers of corresponding rank, wearing uniform are dinner guests | **Male**:<br>Evening dress, or dinner jacket.<br>**Female**:<br>Long Ball Dress<br>(Decorations are to be worn if ordered) |
| **S/W5** | When required as formal eveningwear for occasions other than those requiring Dress S/W4.<br>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**:<br>Dinner Jacket<br>**Female**:<br>Cocktail Dress |
| **S6** | Informal evening wear in summer | **Male**:<br>Open neck, collared shirt, tailored trousers. If jacket is worn, tie should also be worn.<br>**Female**:<br>Dress, slacks/skirt/blouse combinations<br>(equivalent standard to male dress) |
| **W6**<br>**S/W7**<br>**S8** | Non-ceremonial occasions from dawn to dusk | **Male and Female**:<br>Tailored, business style clothing. |



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# 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 DNLG 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 DNLG 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 the Fleet Cross-Force Capability Division 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.



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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) DNLG (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 Employment Category representatives.



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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.



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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.



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# 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:**

Annex 12A - User Requirement Template



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# 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:



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Funding source and codes (must be included):

| | Position | Name | Signature | Date |
|---|---|---|---|---|
| Prepared by: | | | | |
| Endorsed by | | | | |
| Approved by 1 | | | | |

Annex:

A. Functional and Performance Requirements

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** | | |
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|---|---|---|---|---|---|
| 19 | | | | | |
| 20 | | | | | |

**E - Essential**

**I - Important**

**D - Desirable**



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