



AAC CADET INSTRUCTOR'S HANDBOOK

DRESS AND BEARING

2010

To be read in conjunction with AAC Dress Policy 2010

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AMENDMENT CERTIFICATE

1. Proposals for amendments or additions to the text of this publication should be made through normal channels to the sponsor. To facilitate this, there are amendment proposal forms at the back of this publication.

2. It is certified that the amendments promulgated in the undermentioned amendment lists have been made in this publication

PREFACE

Aim

1. The aim of this publication is to provide information on military dress to enable cadets to dress and deliver lessons in accordance with the current Army Standing Orders of Dress (ASOD).

Level and Scope

2. The publication is not the source document but is an extract for use by the Australian Army Cadets (AAC). It contains the information required to dress correctly. It has been produced by the Training Cell, HQ NT AAC BN.

References

3. This publication should be read in conjunction with:
 - a. the current ASOD, and
 - b. AAC Dress Policy

Gender

4. Words importing gender refer to both male and female unless specifically stated otherwise.

Modern pressures

5. It is recognised that teenagers today are subject to fashion pressures and desires. This is particularly noticeable with hair styles. Something suitable for cadets is not necessarily 'cool' at school, however, as the AAC wears the same uniform as the ADF and often the general public cannot differentiate, regulations require the AAC to conform. Unit OC's should use their discretion.

ASOD

6. For the latest version, go to the following link:

<http://www.army.gov.au/asod>

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PART 1

APPEARANCE

General

1.01 The standard of personal dress, appearance and grooming is to be such as to reflect credit on the individual and on the Australian Army. The intent of ASOD is to ensure that a high standard of grooming consistent with that expected of a professional military force is maintained without being unnecessarily restrictive. While recognising the standards of society, the traditional military standards have proved their value in fostering group identity and morale.

1.02 Chewing gum, slouching, sauntering, hands in pockets, smoking in the street, walking arm-in-arm, hand-in-hand and any similar deportment which detracts from a military appearance in the eyes of the public is unacceptable for personnel in uniform.

Alignment of uniform

1.03 Shirts and jackets are to be worn with the button line positioned centrally in front of the body. The outer edge of the buttoned shirt is to be vertically aligned with the trouser fly. The buckles of the trouser belt, ceremonial belt and Sam Browne belt are to be positioned in line with the buttons of jackets and shirts or centrally in the front of the body when wearing sweaters.

Beards

1.04 Male personnel are to be clean shaven daily except when authorised to wear a beard. Beards are only to be worn by:

- a. a member who is certified on medical grounds by a medical officer not to shave; and
- b. a member who is granted permission by a CO on religious grounds.

Cosmetics

1.05 Servicewomen in uniform may wear conservative colour and style cosmetics. False eyelashes, heavy eyeliner and excessive facial make-up are not to be worn. (3.35)

1.06 Except where OHS regulations conflict, nail varnish which is colourless, natural or shades of pink through to red in clear, frosted, opaque or pearlised lacquer is permitted. No other colours are to be worn. The same colour is to be applied to all nails.

1.07 Cosmetics and nail varnish are not to be worn in the field.

Fingernails

1.08 Fingernails of servicemen are to be kept clean and neatly trimmed at all times and not to extend beyond the tip of the thumb/finger. Fingernails of servicewomen are to be kept clean and neatly trimmed and are not to extend further than five millimetres beyond the tip of the thumb/finger.

Hair—males

1.09 Hair on the head of servicemen is to be:

- a. Neatly groomed at all times.
- b. Round tapered at the back and sides, not square edge cut.
- c. Taper trimmed with the back, sides and above the ears blending with the hairstyle. The taper at the back is to commence above and parallel to the top of the shirt collar when buttoned.

- d. Worn short enough so that when hair is groomed and headdress is removed, no hair touches the ears or collar or extends below the top of the eyebrows.
- e. Cut and groomed so that the bulk of hair on top of the head is not greater than four centimetres with the bulk decreasing gradually from the top and blending with the taper trimmed sides and back. (Bulk is defined as the distance that the mass of hair protrudes from the scalp when groomed as distinct from the length of hair.)
- f. Styled in a manner which does not interfere with the proper wearing of any military headdress or protective equipment.
- g. Hair on the neck, below and to the sides of the taper, is to be kept trimmed/shaved.

1.10 Radical hairstyles, such as (mohawk, stepped, layered, foils, streaked or bleached hair and similar styles), unnatural colours (purple, green etc), or combinations of colours are not permitted. A clean shaven head or close cropped hair (ie number one cut) is permissible.

1.11 Sideburns worn by servicemen are to:

- a. extend no lower than the point where the ear lobe joins the face,
- b. be squared off in a horizontal line at the bottom edge, and
- c. be evenly taper trimmed to blend with the hairstyle and are to be an even width, not exceeding 4 cm.

Hair—females

1.12 Hair on the head is to be:

- a. neatly groomed at all times,
- b. groomed so that it does not fall below the eyebrows or extend below the lower edge of the buttoned shirt collar, and
- c. styled so that hair does not interfere with the proper wearing of any military headdress or protective equipment.

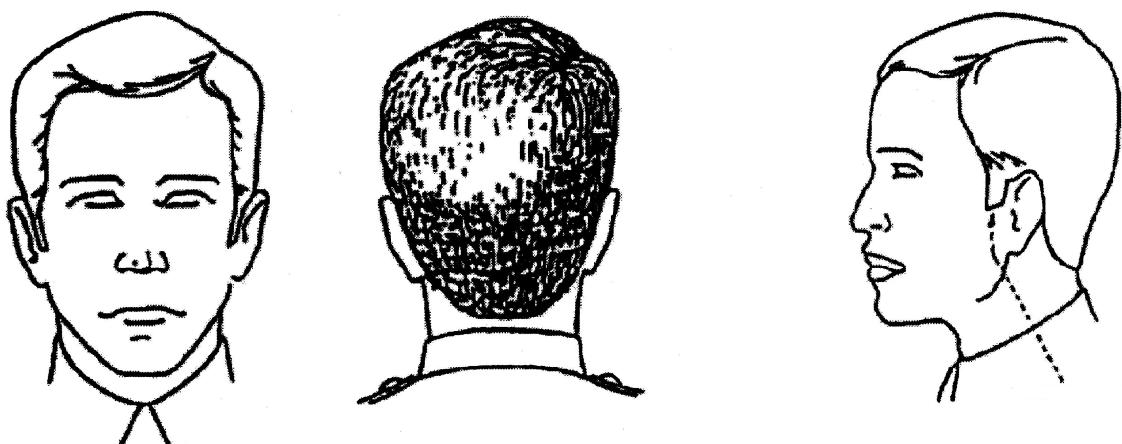
1.13 Hair colouring is not to be extreme. Vast combinations of colours or unnatural colours are not permitted. A relatively natural appearance should be maintained.

1.14 Hair accoutrements are to be of a similar colour to the hair. Acceptable accoutrements are hair combs, clips, nets, elastic bands, hair pins and bun pieces and for PT, scrunchies.

1.15 Long hair is to be tied back in a bun, worn braided, single plait or in a method which secures the hair to the head (ie a French braid, French roll or a bun etc) which is to be pinned up against the head and is not to extend below the top of the collar. The braid or plait may only be worn loose when on field exercises at the discretion of the unit commander. For physical training activities, other than battle PT which includes negotiation of obstacles, a ponytail is permitted.

HAIR REQUIREMENTS

MALE CADETS



FEMALE CADETS



Ironing of uniforms

1.16 As a minimum standard all uniforms except DPCU worn as field dress are to be ironed free of wrinkles. The collars of short sleeved shirts are to be ironed down flat against the body of the shirt with creases extending upward from the first button/buttonhole below the collar to the base of the collar. The shirt sleeves are to be ironed with a single crease from the centre of the epaulet to the hem or cuff. The yoke of the shirt is to be ironed flat in context with the back of the shirt. No other creases are to be ironed into shirts. Trousers and shorts are to be ironed with a single crease, centrally in the front and rear of each leg. Skirts are not to have any creases.

1.17 DPCU when worn as Barracks Dress is to be lightly pressed to remove wrinkles. No creases are to be ironed into the uniform and under no circumstances are DPCU garments to be starched.

Jewellery

1.18 Jewellery is not to be worn by personnel in uniform with the exception of wrist watches, medic alert bracelets, engagement, wedding, eternity and signet rings. A signet ring is defined as one which has a private seal, crest, initials or signature set in the face.

Rings

1.19 Engagement, wedding and or eternity rings are to be worn together on the same finger. Only a single ring of each other type is permitted and is to be worn on the middle, ring or little finger of either hand. Where there is a risk of injury, rings should be removed or taped.

Earrings

1.20 Servicewomen, when in uniform, may wear a single keeper, stud type earring of plain gold or silver with an orb not greater than five millimetres in diameter, in the lobe of each ear. No other type of earring is to be worn.

1.21 Servicemen are not permitted to wear ear jewellery of any type during 'on-duty' hours whether in uniform or civilian clothing or when representing the Defence Force wearing military uniform, sporting or civilian attire (servicemen in civilian attire carrying military equipment, luggage and/or clothing are deemed to be representing the Defence Force). Servicemen are not to wear ear jewellery at any time whilst on Defence establishments. (3.52)

Body Piercing

1.22 Members are not permitted to wear any form of body piercing adornment on duty or on Defence establishments when off duty. The exception is for servicewomen who, when on duty may wear one matching stud in the lobe of each ear, and when off duty, on a Defence establishment, may wear one earring in the lobe of each ear. (3.53)

Watches

1.23 Watches or watch bands are not to be worn when they may create a safety hazard. Brightly coloured watches or watch bands are not permitted. Pocket watches with visible chains are not to be worn with uniform. On a ceremonial parade a watch is not to be worn by any member and identification or medical alert bracelets are not to be visible.

1.24 No form of visible adornment other than those specified in ASOD is permitted. (3.54)

Moustaches

1.25 Moustaches worn by servicemen are to be neatly trimmed and are not to exceed two centimetres in length. No part of the moustache is to extend below the top lip or the corners of the mouth. Handlebar and similar styles are not permitted. (3.56)

Shaving

1.26 Male personnel other than those authorised to wear a beard are to be clean shaven daily, prior to first parade, including attendance for medical or administrative purpose.

Wigs

1.27 The wearing of a wig or hairpiece by personnel in uniform is not permitted except to cover natural baldness or physical disfiguration caused by accident or medical procedure. When worn, a wig or hairpiece is to conform to the standard criteria for hair.

Tattoos

1.28 Members are prohibited from obtaining tattoos on the Hands, neck, face, ears or scalp. If for religious reasons members are required to obtain tattoos on these areas approval is first to be sought from AHQ.

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PART 2

ITEMS OF DRESS

General

2.01 The following paragraphs describe the wearing or use of particular items of dress which apply to all ranks.

Backpacks and Camelbaks

2.02 Backpacks and Camelbaks in Australian Camouflage Pattern or plain black, with a small manufacturers logo, if affixed, may be worn with Dress Order No 4 or PT attire. Packs are to be worn centrally on the back using both shoulder straps. When carried, the pack is to be carried in the left hand. Packs may be worn with other forms of dress on motorcycles/bicycles but must be removed on dismounting.

2.03 Camelbaks are not to be worn in the office environment or public areas.

Sports bags/echelon bags

2.04 Sports bags or echelon bags are to be carried in the left hand and are not to be carried over the shoulder.

Briefcases

2.05 Briefcases carried when wearing uniform are to be black, brown or silver in colour. When carried they are to be in the left hand.

Canes

2.06 A cane, not exceeding 60 centimetres in length, may be carried by officers, warrant officers and senior Noncommissioned Officers (NCO) when not on parade and by junior NCO when ordered. They are to be carried in accordance with the Drill Manual.

Footwear

2.07 Only approved patterns of footwear are to be worn. Shoes, court shoes and boots worn with ceremonial and general duty orders of dress are to be black leather or black patent leather, highly polished and in good repair. Court shoes are to be black in colour and have no decorative trimmings or stitching. The combat boots when worn with DPCU are not to be polished but treated in accordance with the manufacturers instructions.

2.08 Parade boots are worn with Ceremonial Parade Dress. Parade boots or shoes may be worn with Ceremonial Dress when not on parade or general duty orders of dress.

2.09 Safety boots or shoes may be worn with Protective Dress. Safety boots may also be worn with DPCU, but only when the nature of the task demands them.

2.10 All footwear is to be laced as follows:

- a. The initial lace is to be horizontal across the inside of the footwear through the lowest eyelets on each side of the boot/shoe. This instruction overrides any manufacturer's direction.
- b. Subsequent laces are to continue diagonally, upwards through all eyelets, to the top of the boot/shoe.
- c. Laces are tied neatly at the top of the boot/shoe after laces have been passed through all eyelets.

Gloves

2.11 Dark brown or black leather gloves, according to corps, may be worn by all ranks in general duty and ceremonial orders of dress.

Handbags and clutch bags

2.12 Servicewomen may carry the issued black leather handbag with general duty and barracks orders of dress. A plain black clutch bag may be carried with Dress Order No 6. The handbag is to be carried:

- a. over the left shoulder, or
- b. by a shortened strap in the left hand, or
- c. on the left forearm.

SPECTACLES AND SUNGLASSES

Prescribed spectacles

2.13 Frames of prescribed spectacles are to be metal (gold, silver or bronze finish) or plastic (black or brown tones). Black or brown neck straps for spectacles of cord type (not chain), may be worn.

Sunglasses

2.14 Sunglasses may be worn whilst in uniform as follows:

- a. Prescribed tinted or photochromatic spectacles may be worn at any time in accordance with the prescription. The requirements for the frames of prescribed tinted spectacles is the same as for prescribed spectacles. Brightly coloured or reflective coated lenses are not permitted.
- b. Non-prescribed sunglasses may be worn when eye protection is necessary in other than ceremonial orders of dress. Sunglasses, either issued or purchased by individuals, are to conform to the design requirements for prescribed spectacles except that wrap-around or side panels are permitted. Brightly coloured or reflective coated lenses are not permitted.
- c. Sunglasses are to be worn covering the eyes only. They are not to be worn, dangled or suspended from other parts of the body, uniform or on top of the head.

Audio and video equipment

2.15 Wearing headphones and/or earplugs for recreational audio or video equipment is prohibited in any form of uniform except in authorised or programmed rest periods. They are not to be worn when moving around the unit area or in public when in uniform.

Communication equipment

2.16 Pagers and mobile telephones may be carried or worn. These items are not to be worn with ceremonial or parade orders of dress. When worn with uniform they are to be attached to the belt at the left-hand side of the body. These items should be removed from the belt prior to fastening seat belts and or driving a vehicle. Communication equipment is not worn on Sam Browne Belts.

Underwear

2.17 Underwear worn with uniform, other than the DPCU/brown T-shirt when worn with DPCU style uniforms or Protective Dress, is not to be visible. Personnel wearing DPCU style uniforms or protective dress may, when authorised, remove their shirts providing they are wearing an AS pattern DPCU/brown T-shirt.

Orders, decorations and medals

2.18 Except for neck decorations, members who have been presented and are entitled to wear decorations, ribbon bars and medals are to wear them above the left hand breast pocket. Authorised unofficial medals such as Royal Humane Society awards, are worn on the right side. The Australian Order of Precedence and the method of mounting medals is set out in ASOD, volume 2, part 5. Orders, decorations and medals are worn with ceremonial orders of dress only. Miniature orders, decorations and medals are worn on Mess Dress and Mess Dress White Jacket.

2.19 Ribbons of orders, decorations and medals are worn on the left side, above the left breast pocket. Ribbons of unofficial awards are worn in the same location on the right side. Ribbons are worn on general duty orders of dress and Mess Dress White Shirt. Ribbons are not worn with sweaters, DPCU, Protective Dress, raincoat or overcoat.

BELTS

Wearing of belts

2.20 Belts are worn on the waistline, with the buckles of all belts positioned centrally in line with the buttons of shirts or jackets and centrally on the body when wearing a sweater. The positions of belts on various garments are shown in figure 1–1, figure 1–2 and figure 1–3.

2.21 In order to ensure uniformity in appearance the belt is not to be painted or otherwise treated to produce a higher gloss finish.

2.22 The belt is worn on the waist, with the tongue section of the buckle on the wearer's right hand side.

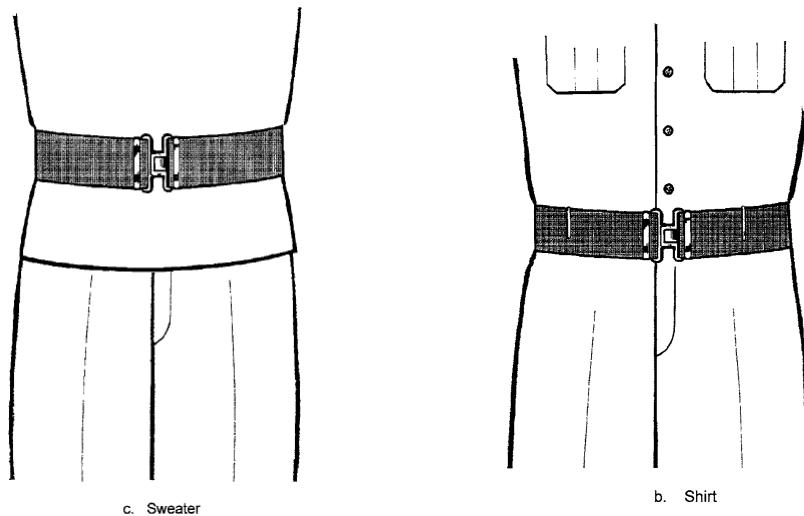




Figure 1–1: Wearing the ceremonial belt

2.23 Sam Browne Belt. The Sam Browne Belt is a leather belt with metal buckle and fittings and detachable shoulder strap. Members of the RAAC, AA Avn Corps and RAANC wear a black belt and shoulder strap with silver buckles and fittings. Regimental Sergeant Major—Army (RSM –A), Level 3 RSM and members of other corps wear brown leatherwork with brass buckles and fittings. The belt is worn by officers and Warrant Officers Class 1 (WO1) with all orders of ceremonial dress and ceremonial parade dress. The belt is worn with general duty and ceremonial orders of dress at all times by a RSM (except when wearing white slung equipment as a member of a Colour Party). The belt is worn by unit adjutants when wearing general duty orders of dress. The belt is not worn with the utility jacket, Disruptive Pattern Combat Uniform (DPCU) barracks dress or field dress. Sword accessories are not worn on the belt if a sword is not being worn.

2.24 The Sam Browne Belt is worn on the waist, with the shoulder strap passing over the right shoulder, under the epaulette. The short section of the shoulder strap is worn to the front, the long section to the rear. Belt hooks are used when the Sam Browne Belt is worn with trousers and shirt.

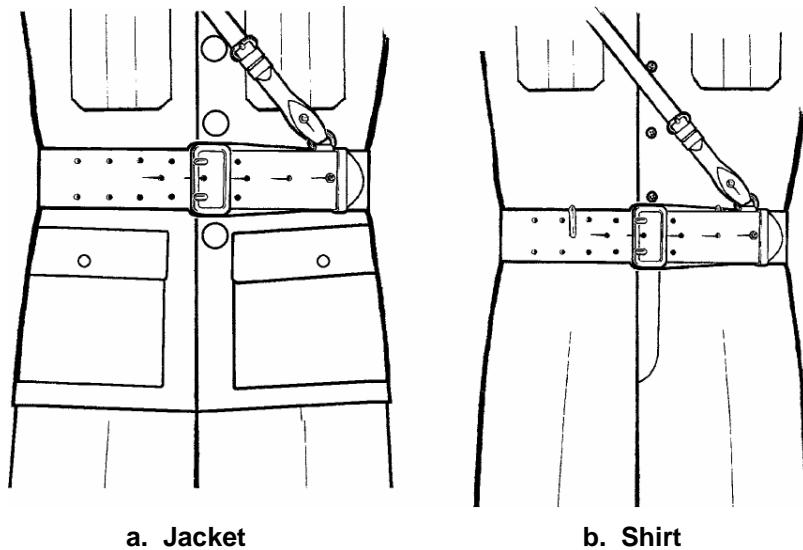


Figure 1–2: Wearing the Sam Browne Belt

2.25 Waist belt 32 mm. The waist belt is a khaki web belt, 32 mm wide, and is worn with a stainless steel buckle which is not to be polished or embellished. The belt is to pass through all loops and is to be adjusted so that the free end protrudes through the buckle on the wearer's left side to a distance of not more than 2 cm. The other end of the belt is to be trimmed so that no material is visible under the buckle. The belt is worn with the buckle aligned centrally on the body, with the centre of the buckle in line with shirt buttons and the trouser fly. This is shown in figure 1–3.

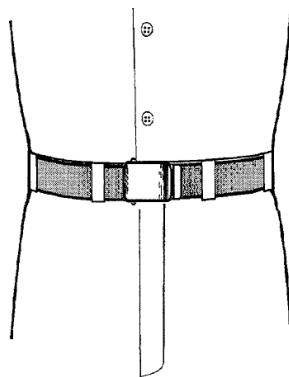


Figure 1–3: Wearing the waist belt



Note: The metal end of the belt protrudes no more than 10 mm

HEADDRESS

2.26 Headdress is to be worn with uniform at all times except:

- a. when in the office environment;
- b. when in a vehicle unless participating in a ceremonial parade, a mounted parade or, for officers, when being driven inside military barrack areas;
- c. when attending an indoor church service unless a member of an armed party or on duty;
- d. when attending an outdoor church service when the officiating chaplain requests removal of headdress;
- e. when within messes or clubs;
- f. when ordered; and
- g. correct headdress is to be worn at all times in shopping centres, shops, service stations and car parks. Headdress may be removed when in restaurants, cafeterias and eateries but must be replaced when exiting.

HAT KHAKI FUR FELT

2.27 The hat khaki fur felt (KFF) is worn by all members in accordance the provisions of ASOD, volume 1, chapters 3 and 5. It is worn with hat badges, chinstrap, puggaree and a unit colour patch. The hat is worn with the crown indented. In ceremonial orders of dress the brim is to be turned up on the left. The hat is not to be pinned or stitched where the crown is indented. In all general duty orders of dress, DPCU barracks dress and protective dress the brim is to be turned down. When worn down the brim is to be flat, not curved downwards.

2.28 When the hat KFF is worn with ceremonial, general duty and barracks orders of dress, the Army Badge (Rising Sun) is worn on the left-hand side of the hat and the corps/regiment badge is worn on the front of the puggaree with the base of the badge touching the brim of the hat. This applies whether the brim is worn up or down.

2.29 The left side of the brim is to be turned up when worn with ceremonial orders of dress. With all general duty orders of dress, including those with a jacket, ie Service Dress and utility jacket, the brim is to be worn down.

2.30 Overseas, the hat KFF is to be worn with ceremonial, general duty and barracks orders of dress by all ranks who are part of a contingent or exercise.

2.31 Chinstrap. The chinstrap is to be of brown leather. It is to be worn at the point of the chin with the lower buckle positioned on the left cheek so that it is level with the corner of the mouth when the hat is worn with the brim up. When the brim is worn down and the hat is worn level on the head, the chinstrap buckle will be positioned slightly below the corner of the mouth. The metal fittings are not to be polished. The surplus strap is to have a new slot cut in it to enable it to be fitted to the concealed clip.

2.32 Puggaree. All members wear a khaki puggaree.

2.33 Wearing the hat KFF. In ceremonial orders of dress the hat is inclined to the right so that a distance equivalent to three fingers width between the brim and the highest point of the left ear is achieved. When the brim is down, the hat is worn level on the head. The correct method of wearing the hat KFF is shown in figure 1–6 and figure 1–7.

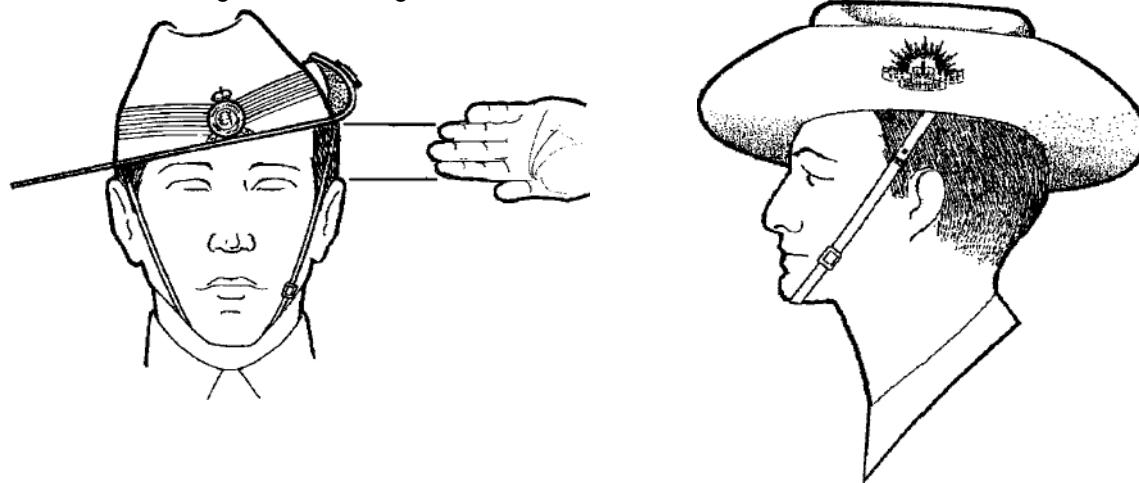


Figure 1–6: Wearing the hat khaki fur felt—brim up

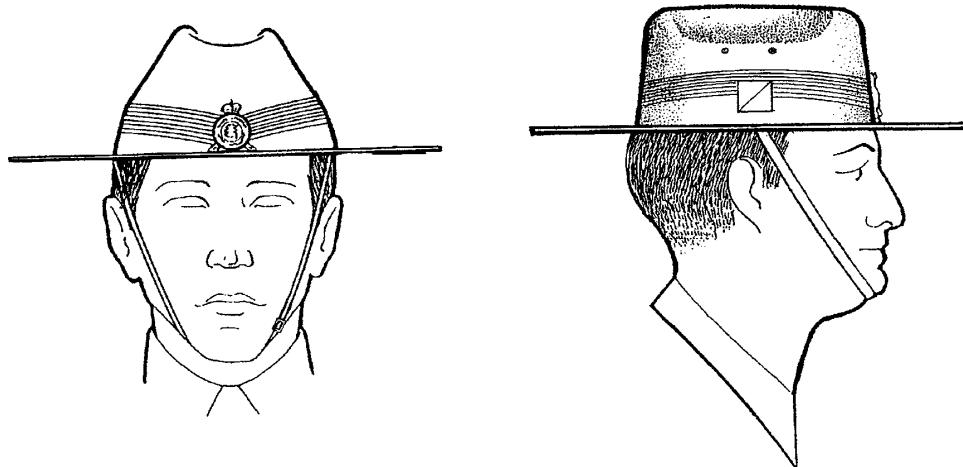


Figure 1–7: Wearing the hat khaki fur felt—brim down Field hat

2.34 The field hat and broad brimmed field hat are worn with DPCU field dress. They are not to be worn in barracks unless participating in field related activities. (Note. Cadet dress of the day is to wear broad-brimmed hats in barracks. This may vary)

Cleaning the Hat KFF

2.35 To clean the hat, follow the manufacture's instructions:

- a. Do not dry clean;
- b. Always brush the hat in an anti-clockwise direction;
- c. When the hat is not being worn, always rest it on the crown, not the brim;
- d. Do not store the hat when it is wet from perspiration or moisture. Turn the leather band out to allow to dry.
- e. Do not dry in direct sunlight. It will shrink;
- f. If after brushing, a soiled spot remains, slightly dampen a clean cloth with cleaning fluid or thinners and rub lightly. Finish with anti-clockwise direction; and
- g. The hat can be treated with a silicon waterproofing spray.

Positioning of Cadet Colour Patch

2.36 The AAC Colour Patch is ironed onto the RIGHT HAND SIDE of the puggaree and in the centre between the top and the bottom.

2.37 To iron on the patch, place the puggaree on its side on a flat surface, position the patch and cover it with a cloth taking note of the orientation of the colours. Place a hot iron on it and allow the heat to penetrate the patch and melt the glue (Up to 30 secs). Apply pressure with a cold object such as a book, until the patch has cooled. Check the edges that it has stuck to the puggaree.

Rear



Front >

AUSTRALIAN ARMY BADGE

Description

2.38 The Australian Army Badge is the distinctive 'Rising Sun' badge traditionally worn by members of the Australian Army. The metal badge is produced only in gold finish and is issued in two sizes. The badge is also produced as an embroidered badge on appropriate backgrounds to be worn on the left sleeve. The authorised design is shown in figure 1–1.



Figure 1–1: Australian Army Badge

Wearing the badge

2.39 The large badge is worn by all members of the Australian Army on the left side of the brim of the hat KFF at all times.

Positioning the badge

2.40 Hat/cap and collar badges are positioned on dress items as follows.

2.41 Hat KFF. On hat KFF the badge is positioned centrally on the left side brim, facing outward when the brim is turned up. The highest point of the badge is to be 1.5 cm below the edge of the brim. This position is shown in figure 1–2 and 1–3.

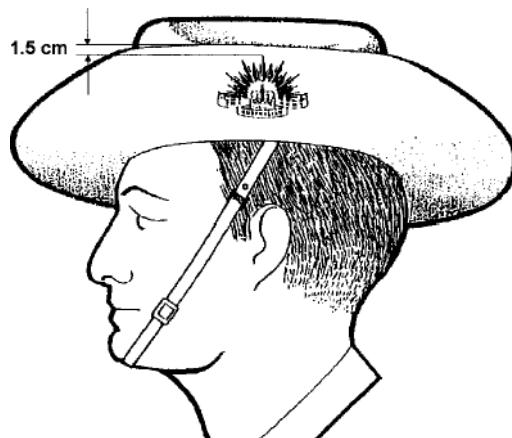


Figure 1–2: Positioning the Army Badge



Figure 1–3: Positioning the Army Badge

SOCKS

2.42 Issued khaki socks are to be worn with all orders of dress which include khaki polyester trousers or DPCU trousers. Lightweight khaki socks may be worn in lieu of woollen socks in orders of dress other than Ceremonial Parade Dress.

2.43 Black socks are worn when blue trousers are worn. White socks are to be worn by authorised personnel with the Patrol White Uniform and also by personnel wearing white protective dress.

2.44 Khaki long socks of the approved pattern are to be worn when khaki shorts are worn, in accordance with ASOD, volume 1, chapter 5. Concealed garters are to be worn with long socks.

2.45 Socks are to have a wrinkle-free appearance when worn. Socks which are seamed, or knitted in ribbed pattern are to have the seams or patterns straight up the length of the sock. Socks, worn with bloused DPCU or protective dress trousers, are not to be visible.

SWEATERS

Sweater, khaki

2.46 The khaki sweater is a lightweight khaki sweater with a V-neck and khaki polyester patches on the elbows. A khaki polyester shirt is to be worn under the sweater with the shirt collar worn out over the neckband of the sweater. In the office environment, a tie may be worn under the sweater when the Service Dress jacket is removed.

2.47 It is embellished with the Australian Army Badge, badges of rank and shoulder titles as detailed in part 4, chapter 1—‘Australian Army Badge and titles’, chapter 2—‘Corps/Regiment badges and titles’ and chapter 3—‘Rank badges and insignia’. Officers wear gold/silver/black on khaki embroidered rank slides. Nameplates are worn on the sweater, in approximately the same position as worn on the shirt polyester.

Sweater, khaki field

2.48 The khaki field sweater is a heavyweight khaki sweater with DPCU cloth patches on elbows and shoulders. It is only to be worn with DPCU field dress, barracks dress or protective dress. A DPCU or protective dress shirt is to be worn under the sweater.

2.49 It is embellished only with Australian Army Cadets Badge, DPCU name tag and badges of rank as detailed in part 4, chapters 1 and 3. Black embroidered on DPCU rank slides are worn by officers.

Wearing belts with sweaters

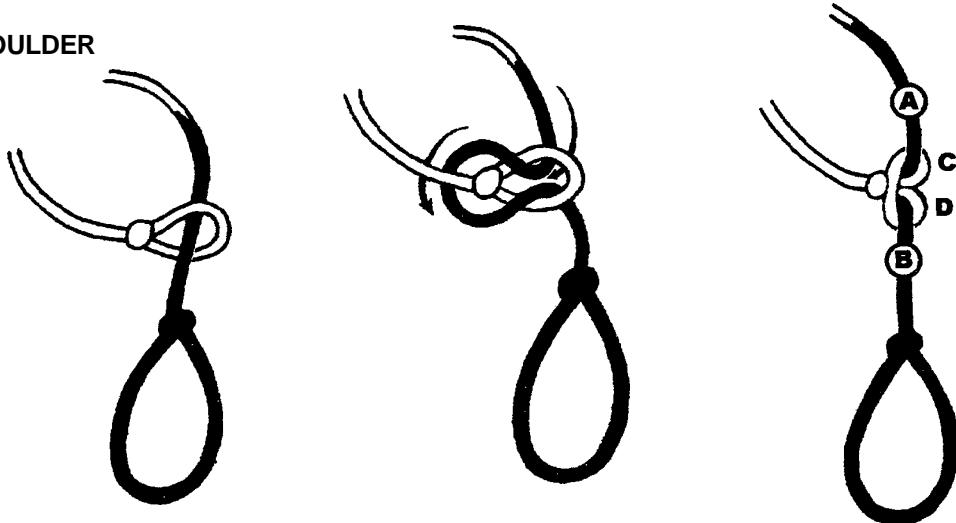
2.50 When the black web belt is worn with drill order, the belt is to be worn outside the sweater. The Sam Browne Belt is also worn outside the sweater khaki.

LANYARDS

2.51 A lanyard is to be worn on polyester shirts by all members. Lanyards are worn with Ceremonial and General Duty Orders of Dress. Lanyards are not worn with mess dress, DPCU barracks dress, field or protective dress, overcoat, raincoat or sweaters.

2.52 The lanyard is worn around the shoulder, passing under the epaulette and under the arm, with the ball of the loop to the rear and with the loose end, which terminates with the larger loop, passing beneath the breast pocket button and secured on the inside of the pocket. The method of knotting and wearing the lanyard is illustrated in figure 2–6 (right shoulder) and figure 2–7 (left shoulder). The shoulder on which the lanyard is worn and the lanyard colours are shown in figure 2–6 and table 2–6.

RIGHT SHOULDER



Note: The lanyard section A-B is pulled straight and the sections C and D are pressed together and stitched with a cotton which matches the colour of the lanyard.

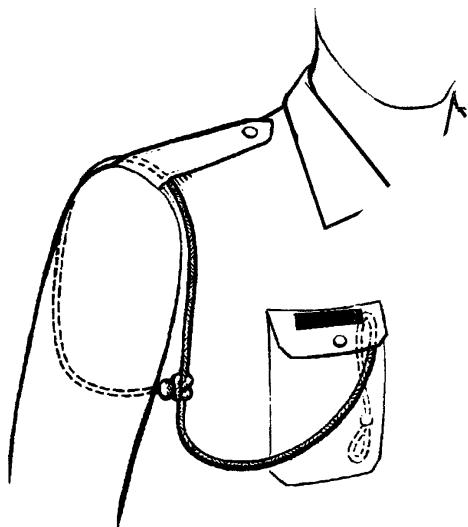


Figure 2–6: Method of knotting and wearing the lanyard (right shoulder)

PART 3

NAMEPLATES, NAME TAGS AND BADGES

Nameplates

3.01 An authorised nameplate is to be worn on jackets and shirts with orders of general duty dress and ceremonial dress detailed in ASOD. A nameplate is not worn with ceremonial parade dress, mess orders of dress, DPCU, khaki field sweater, overcoat, raincoat or japara. Nameplates are not worn on medical ward dress.

3.02 Authorised Army nameplates are black over white plastic, 2 cm wide by 8 cm long, with white engraved letters 8 mm high. Nameplates are to show the surname only. Exceptionally long surnames which do not fit this space may use a slightly longer nameplate.

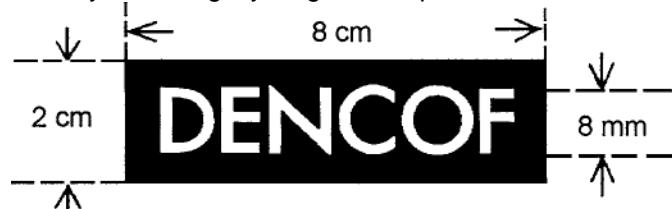


Figure 2–8: Nameplate specifications

3.03 The nameplate is worn centrally on the flap of the right breast pocket with the top of the plate 5 mm below the upper edge of the pocket flap as shown in figure 2–9. On sweaters the nameplate is to be positioned in an equivalent location. On the maternity uniform the nameplate is worn with the top of the plate 20 cm below the top centre of the shoulder.



Figure 2–9: Wearing the nameplate

Name tags

3.04 A name tag, with embroidered black uppercase characters 15 mm high, on the appropriate background is to be worn on DPCU shirts, khaki field sweater and protective dress. A name tag, with embroidered red characters 15 mm high, on a white background is to be worn on all appropriate physical training instructor (PTI) attire; white background with 15 mm high, black characters are worn on Cooks Dress and Ward Dress. The specifications for name tags are shown in figure 2–10. **Names are not to be embroidered directly onto shirts.**

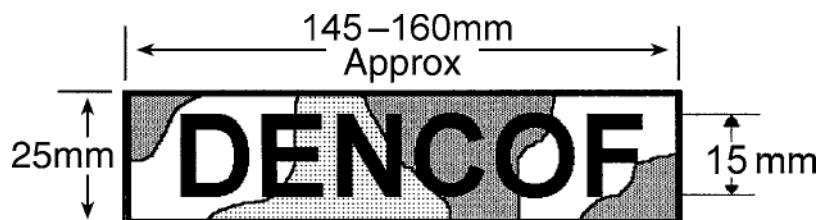


Figure 2–10: Name tag specifications

3.05 Name tags are sewn onto garments as follows:

- a. **Shirts.** Centrally above the right pocket with the lower edge of the name tag immediately above the pocket flap as shown in figure 2–11. For pockets which have the pocket flap inclined the name tag is to follow the line of the pocket flap as shown in figure 2–12. **The tag is to be approximately the same width as the pocket.**

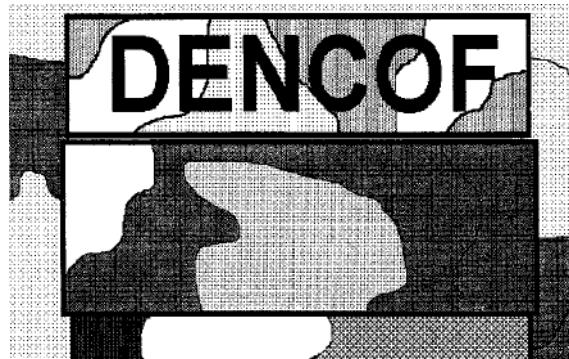


Figure 2–11: Wearing the name tag

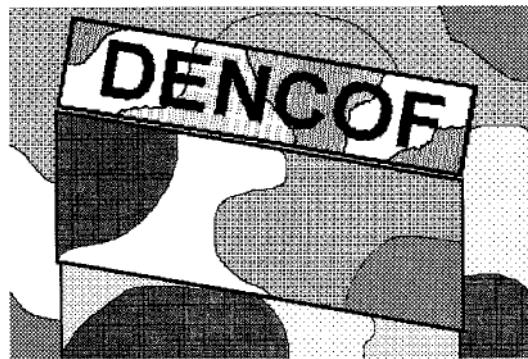


Figure 2–12: Wearing the name tag

- b. **Field sweater.** Horizontally in an equivalent position to that on shirts.
- c. **PTI dress.** Horizontally in an equivalent position to that on shirts.

Shoulder sash

3.06 When ordered a scarlet shoulder sash is to be worn on ceremonial parades, barrack guard duties and at regimental, mess or unit functions by a WO2, Staff Sergeant or Sergeant of cadets.

3.07 The sash is worn diagonally over the right shoulder under the epaulette with the tassels hanging from the left side. The front of the sash is worn under the belt and the rear of the sash is worn over the belt.

Positioning Cadet Patch and Badges Of Rank

3.08 Positioning of Non-commissioned Officer badges of rank are as shown below.

