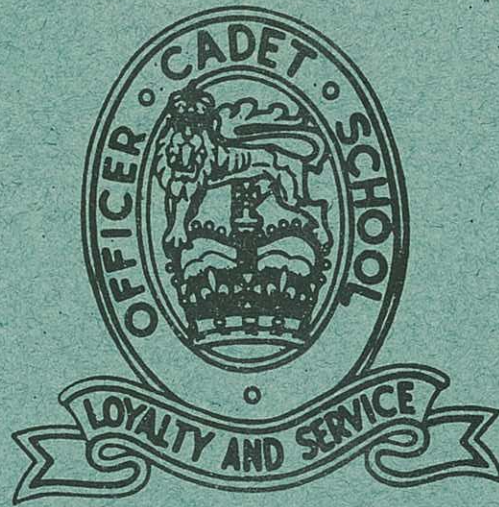


RESTRICTED



PORTSEA
AIDE-MÉMOIRE
ON DRESS

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OFFICER CADET SCHOOL

AIDE-MEMOIRE ON DRESS

This publication in no way supersedes the Dress Manual 1963. It is intended as a quick reference available to staff and Officer Cadets of OCS Portsea. Should any conflict of opinion arise between this publication and the Dress Manual 1963, The Dress Manual takes precedence.

Issued by direction of the Commandant, Officer Cadet School, Portsea.

9 Feb 71


(E.D. RULE)

Maj

Maj IC Admin

1. Appearance and Turnout

Officers and soldiers are responsible for ensuring that at all times they are correctly dressed and well turned out.

In particular, each individual is to ensure that his uniform is kept neat, clean and well pressed, that footwear is in good repair and polished, and that medal ribbons are neat and clean.

A male officer or soldier may grow a neat moustache, otherwise his face is to be clean shaven.

The hair down the neckline will be tapered and not square cut and the taper will commence not less than one half inch above the shirt collar when buttoned. Sideburns, if worn, are not to extend below the lines level with the points where the ear lobes join the face, must be evenly tapered and not thick or bushy and must not increase in width throughout their length. See Fig 7.

A moustache if worn, is to be neatly trimmed and is not to extend beyond the points vertically below the corners of the eye. See Fig 7A.

Men in uniform are to wear headdress at all times when out of doors. Wearing of head dress in church is in accordance with religious customs.

Except when otherwise ordered, head dress may be removed when indoors, at places of entertainment and when dining in hotels and restaurants.

2. Hat and Collar Badges

On the cap, the badge is placed in front with the lower edge of the badge $\frac{3}{4}$ inch above the lower edge of the cap band (not the chinstrap).

On the Hat, the badge is affixed to the left side of the brim, whether the hat is worn with the brim turned up or down. The badge is positioned so that it is central when the brim is turned up.

On the beret, the badge is placed so as to be above the left eye when the beret is worn, with the lower edge of the badge $\frac{1}{2}$ inch above the top edge of the head band.

Collar badges worn with service dress jackets are to be placed centrally over and $\frac{1}{2}$ inch above the vee where the collar is joined to the lapel, so as to appear upright when viewed from directly in front of the wearer. Pairs face inward (See Fig 1.).

Collar badges worn with Patrol jackets and stewards jackets are placed midway between the top and bottom edge of the collar and with the centre of the badge 2 inches from the end of the collar. Pairs face inward (See Fig 2).

3. Buttons, Corps and Regimental

Buttons are to be attached to garments with the base of the corps or regimental design at the bottom. On the shoulders the base is to be nearest the arm.

Buttons are measured by their diameter, in lines. Forty lines equal one inch.

Male officers and soldiers wear buttons of the following sizes:

Items of Dress	Size and Position		
	40 line	30 line	20 line
Blue open neck jackets - officers and warrant officers	front	breast pockets, shoulder straps (a)	
Blue open neck jackets - other ranks		all positions	
Blue patrol jackets		all positions (a)	
Service dress jackets - officers and warrant officers		all pockets shoulder straps	
Service dress jackets - other ranks		all positions	
Mess jackets, including white mess jackets.		Shoulder straps	
Mess waistcoats			front

Items of Dress	Size and Position		
	40 line	30 line	20 line
Greatcoats	front belt	shoulder straps, vents	
Service caps			chin- strap
Gorget patches			point

4. Headdress

The Beret is to be worn with the band level across the forehead and from front to rear and with the lower edge about 1 inch above the eyebrows, the crown of the beret being pulled down to the right. No hair must show on the forehead (See Fig 3).

The Khaki Service Cap is worn only by officers, Warrant Officers and Members of The Company of Officer Cadets. The Blue Service Cap is worn by Officers, Warrant Officers, Sergeants and members of The Company of Officer Cadets with Blue Ceremonial Mess Undress and Mess Dress. The Cap is to be worn level on the head.

The Khaki Felt Hat with brown leather chinstrap and puggaree is to be worn with the crown indented and with the brim turned up on the left side. The brim is to be turned down when ordered. The hat is not to be pinned or stitched where the crown is indented. The chinstrap is to be worn at the point of the chin, its length being adjusted so that it is retained in this position. The buckle is to be on the left side approximately in line with the mouth (See Fig 4).

5. Overcoats

Greatcoats are worn with all orders of dress at the discretion of the individual unless otherwise ordered.

When worn on parade, greatcoats are to be buttoned to the neck. On other occasions the two top buttons may be left undone and the lapels folded (but not buttoned) back. The collar is to be turned up only in the most inclement weather.

When greatcoats are carried, they are to be buttoned to the collar, and the sleeves tucked into the waist belt, folded and carried over the left arm.

The only insignia worn on greatcoats are badges of rank and corps or regimental buttons.

6. Lanyards

Lanyards of types and colours approved by AHQ may be worn by all ranks with service dress, battle dress, jungle green dress, summer dress or safari suits. They are not to be worn with ceremonial dress (other than khaki and green), field dress or mess dress.

The lanyard is to be worn around the shoulder and secured to the top pocket. A whistle may be attached to the lanyard. The method of knotting and placement of the lanyard is as illustrated in figures 5 and 6.

7. Neckties

A black woven cotton or silk necktie is worn with open collar blue ceremonial dress, and open collar blue mess undress.

A khaki wool braided necktie 1-3/4 inches wide is to be worn with:-

battle dress,
summer dress unless no ties are
ordered, and
service dress.

The necktie with summer dress is to be secured to the shirt by means of a concealed safety pin.

8. Raincoats

Raincoats of the approved pattern may be worn by all ranks (male and female) with all orders of dress when not on parade. Raincoats are not to be worn with web equipment, when arms are carried or on any occasion during training which is likely to damage the garment.

No badges or rank, shoulder titles or other embellishments are to be worn on raincoats.

9. Shirts

The khaki cotton/polyester shirt is the only shirt authorized to wear with service dress except that patterns previously provided through ordnance channels or from officers shop or canteens may continue to be worn when not on parade. The khaki cotton polyester shirt is to be worn with battle dress by those to whom an issue is made. Where not an authorized issue the green shirt is to be worn.

Except in summer dress when the commanding officer so directs, a necktie is to be worn with the khaki shirt. If no necktie is worn, the neck button only is to be undone. A necktie must always be worn if an open neck jacket is worn.

When shirt sleeves are rolled the fold will be the width of the cuff and will finish just clear of the forearm when the arm is bent.

10. Shoes

Shoes are to be black oxford type as issued. Privately purchased shoes should conform to this pattern. Brown, suede or fancy shoes are not to be worn. Shoes must be polished. Outside laces are to be horizontal.

11. Shoulder Titles

Within Australia and its territories, corps and regimental shoulder titles (embroidered) are to be worn by all ranks of the Regular Army, who are allotted to a corps or regiment:

in battle dress

Within Australia and its territories all ranks of the Regular Army who are allotted to a corps or regiment are to wear the appropriate metal shoulder titles with uniforms not having any other corps or regiment identification except field dress.

Position

Embroidered shoulder titles are to be worn on both

sleeves. They are stitched with the mid-point of the upper edge of the title $\frac{1}{2}$ inch below the mid-point of the sleeve head. Stitching is to be as inconspicuous as possible.

Metal shoulder titles are to be worn on both shoulder straps (or on shoulder boards or shoulder sleeves if worn) with the base of the title $\frac{1}{2}$ inch above the lower end of the shoulder strap.

12. Socks

Black half hose are worn by all ranks whenever blue or white trousers are worn.

Khaki half hose are to be worn by all men on all other occasions unless stockings are prescribed. Lightweight khaki socks retailed by ASCO may be worn with summer dress.

14. The orders of dress to be worn on the occasions listed below have been agreed between the three Services and are to be worn on those occasions when the wearing of uniform is appropriate.

Ser- ial	Occasion	Army Order of Dress	Refer to Paragraphs
(a)	(b)	(c)	(d)
1	Audiences, private	General Duty	20,21, 22,23
2	Ball, Service or United Service Institute	Mess	25
3	Calling		
	(a) Vice-Regal	Blue Ceremonial	17
	(b) Other	General Duty	20,21,22,23
4	Ceremonial Parades (vii)	Ceremonial	15,18
5	Church Services	General Duty	20,21,22,23
6	Courts Martial	Ceremonial	15,18
7	Day or late afternoon function		
	(a) Vice-Regal	General Duty	20,21,22
	(b) Service (i)	General Duty	23
8	Dining in a Service Mess		
	(a) Formal	Mess Dress	25
	(b) Informal	Mess Undress	26
9	Duty in Barracks, Office, etc	General Duty	20,21,22,23
10	Escorts	Ceremonial	15,18
11	Evening function		
	(a) Formal at a Vice-Regal Residence or Legislat- ure or when a Lord Mayor is host (ii)	Mess Dress	25

(a)	(b)	(c)	(d)
	(b) Informal - at the home of an Ambassador, High Commissioner, Consular Official or Service Attache or at any alternative place.		
		CIVILIAN CLOTHES	
12	Field Training	Field Dress	28
13	Funerals	Ceremonial	15,18
14	Guards of Honour	Ceremonial	15,18
15	House Guards	Ceremonial	15,18
16	Investitures:		
	(a) Official guests	Blue Ceremonial	17
	(b) Recipients and Spectators (viii)	General Duty	20,21,22, 23
17	Levees (ix)	Blue Ceremonial	17
18	Memorial Services		
	(a) Indoors (iv)	Ceremonial	15,18
	(b) Outdoors	Ceremonial	15,18
19	Official public functions		
	(a) being State occasions	Ceremonial	15,18
	(b) not being State occasions	General duty	20,21,22, 23
20	Receptions		
	(a) National Days		
	(1) Day functions	General Duty or Civilian Clothes	20,21,22, 23
	(2) Evening functions	Civilian Clothes	

(a)	(b)	(c)	(d)
21	Service functions which are also attended by the public - Navy open days, Army tattoos, Air Force week (ii)	General Duty	20,21, 22,23
22	Walking Out	General Duty	20,21, 22,23
23	Weddings, military (vi)	Ceremonial	15,18
24	Official Guests at Anzac Day Ceremonies	Ceremonial	15,18
25	Attendance at RAN or RAAF Graduation Parades or review of a RAN or RAAF parade	To conform as closely as possible to the order of dress ordered by the Service mounting the parade.	

- NOTES:
- (i) for host service only, other services wear civilian clothes.
 - (ii) unless the host intimates otherwise.
 - (iii) if not officiating, dress 1A or 1B.
 - (iv) without swords.
 - (v) reserved.
 - (vi) if uniform approved.
 - (vii) Blue ceremonial is to be worn at the RMC Queen's Birthday Parade and all graduation parades at RMC, OCS and OTU.
 - (viii) A member in possession of Service Dress is to wear that dress in preference to other General Duty orders of dress.
 - (ix) A member for whom Blues is not an order of dress is to wear Ceremonial Dress.

Wearing of orders of dress

13. The following rules for wearing winter, summer and tropical dress have been agreed between the three Services:—

Comd	Winter dress from	Summer dress from
AHQ		
(a) Canberra	2nd Monday in April	last Monday in October
(b) Melbourne	1st Monday in April	3rd Monday in November
N Comd		
(a) in Tropic Zone	—	all year (i)
(b) rest of Comd	3rd Monday in May	3rd Monday in September
E Comd (ii)	3rd Monday in April	3rd Monday in October ¹
S Comd		
(a) in Albury, Echuca and Mildura Areas	3rd Monday in April	3rd Monday in October.
(b) rest of Comd	1st Monday in April	3rd Monday in November
Tasmania	1st Monday in April	1st Monday in December
C Comd	3rd Monday in April	2nd Monday in October
W Comd	1st Monday in May	2nd Monday in October
NT Comd	—	all year (i)
PNG Comd	—	all year (i)
Other areas	On dates to be fixed by the senior officer in the area	

Notes: (i) In the Tropic Zone, tropical orders of dress are normal. However, other orders of dress may be authorized for specific occasions.

(ii) All units in E Comd in GRAFTON and NORTH of an EAST-WEST line passing through GRAFTON are to conform to N Comd's dates of changes of orders of dress.

14. The orders of dress to be worn on the occasions listed below have been agreed between the three Services and are to be worn on those occasions when the wearing of uniform is appropriate.

Serial (a)	OCCASION (b)	Army Order of Dress (c)	Refer to paragraphs (d)
1	Audiences, private	General duty	20, 22
2	Ball, Service or United Service Institute	Mess	25
3	Calling (a) Vice-Regal (b) other	Blue ceremonial Ceremonial	17 15, 18
4	Ceremonial parades (vii)	Ceremonial	15, 18
5	Church Services	General duty	20, 22, 23
6	Courts martial	Ceremonial	15, 18
7	Day or late afternoon function (a) Vice-Regal (b) Service (i)	General duty General duty	20, 22 23
8	Dining in a Service Mess (a) formal	Mess dress	25
	(b) informal	Mess undress	26
9	Duty in barracks, office, etc	General duty	20, 22, 23
10	Escorts	Ceremonial	15, 18
11	Evening function (a) formal at a Vice- Regal Residence or Legislature or when a Lord Mayor is host (ii) (b) informal — at the home of an Amba- sador, high Com- missioner, Consular official or Service attache or at any alternative place	Mess dress	25
CIVILIAN CLOTHES			
12	Field training	Field dress	28
13	Funerals	Ceremonial	15, 18
14	Guards of honour	Ceremonial	15, 18
15	House guards	Ceremonial	15, 18
16	Investitures (a) Official guests (b) Recipients and Spectators (viii)	Blue Ceremonial General duty	17 20, 22, 23

Serial (a)	OCCASION (b)	Army Order of Dress (c)	Refer to Paragraphs (c)
17	Levees (ix)	Blue ceremonial	17
18	Memorial services		
	(a) indoors (iv)	Ceremonial	15, 18
	(b) outdoors	Ceremonial	15, 18
19	Official public functions		
	(a) being State occasions	Ceremonial	15, 18
	(b) not being State occasions	General duty	20, 22, 23
20	Receptions		
	(a) National days	General duty	
	(1) Day functions	or	
	(2) Evening functions	Civilian clothes	20, 22, 23
	(b) Armed Forces Days	Civilian clothes	
21	Service functions which are also attended by the public — Navy open days, Army tattoos, Air Force week (ii)	General duty	20, 22, 23
22	Walking out	General duty	20, 22, 23
23	Weddings, military (vi)	Ceremonial	15, 18
24	Official guests at Anzac Day ceremonies	Ceremonial	4 15, 18
25	Attendance at RAN or RAAF Graduation Parades or review of a RAN or RAAF parade	To conform as closely as possible to the order of dress ordered by the Service mounting the parade.	

- Notes:**
- (i) for host service only, other services wear civilian clothes
 - (ii) unless the host intimates otherwise.
 - (iii) if not officiating, dress 1A or 1B.
 - (iv) without swords.
 - (v) Reserved.
 - (vi) if uniform approved.
 - (vii) Blue ceremonial is to be worn at the RMC Queen's Birthday Parade and all graduation parades at RMC, OCS and OTU.
 - (viii) A member in possession of Service Dress is to wear that dress in preference to other General Duty orders of dress.
 - (ix) A member for whom Blues is not an order of dress is to wear Ceremonial Dress.

580 to 584. Reserved.

SERVICE DRESS, WINTER, CEREMONIAL

Felt hat or Beret or Khaki cap	}	As appropriate to corps or unit.
Service dress jacket		When not on parade.
Khaki shirt		With lanyard, if issued.
Khaki necktie		
Service dress trousers		
Khaki socks		
Black boots or Black shoes		When not on parade.
Sam Browne belt or Black web belt		Officers and warrant officers class 1 only.
Brown leather gloves		Officers and warrant officers class 1 and warrant officers of the RAAC
Sword and accessories or Sidearms and personal weapons		Officers and warrant officers class 1 only.
Orders, decorations and medals.		As ordered.

BATTLE DRESS, CEREMONIAL

Felt Hat or Beret	}	As appropriate to corps or unit.
or		
Khaki cap or		When not on parade with troops.
Helmet liner		If ordered.
Battle dress blouse		With lanyard, if issued.
Khaki shirt or		ARA but not on parade with CMF.
Green shirt		CMF
Khaki necktie		
Battle dress trousers		
Khaki socks		
Black boots or		
Black shoes		When not on parade.
Black gaiters		As ordered.
Sam Browne belt or		Officers and warrant officers Class 1 only.
Black web belt		
Brown leather gloves		Officers and warrant officers Class 1 and warrant officers of the RAAC.
Sword and accessories or		Officers and warrant officers Class 1 only.
Sidearms and personal weapons		As ordered.
Orders, decorations and medals		

BLUE CEREMONIAL DRESS

Blue cap	}	As appropriate to corps or unit.
or Beret		
or		
White helmet		When authorized.
Blue jacket		
White shirt		
White collar	}	With open neck jacket only.
Black necktie		
Blue trousers		As appropriate to corps.
Black socks		
Black boots		
or		
Black shoes		When not on parade.
or		
George boots		Optional for officers only. Not worn on parade.
Shoulder cords		Entitled officers only.
Sam Browne belt		Officers and warrant officers class 1 only.
or		
White web belt		For RAA Pro Corps
or		
Black web belt		
or		
Waist sash		Entitled officers only.
White gloves	}	As appropriate, and when ordered.
or		
Brown gloves		
Swords and accessories		Officers and warrant officers class 1 only.
or		
Sidearms and personal weapons		As ordered.
Orders, decorations and medals		

SUMMER DRESS, CEREMONIAL

Felt hat	}	As appropriate to corps or unit.
or		
Beret		
or		
Khaki cap		When not on parade.
Khaki shirt		With lanyard, if issued.
Khaki tie		
Khaki trousers		
Khaki socks		
Black boots		
or		
Black shoes		When not on parade.
Sam Browne belt		Officers and warrant officers class 1 only.
or		
Black web belt		
Sword and accessories		Officers and warrant officers class 1 only.
or		
Sidearms and personal weapons		As ordered.
Orders, decorations and medals.		

19. **SERVICE DRESS, SUMMER, CEREMONIAL**

Beret or Khaki cap	As appropriate to corps or unit.
Service dress jacket, summer	With lanyard, if issued.
Khaki shirt	
Khaki necktie	
Khaki trousers	
Khaki socks	
Black shoes	
Sam Browne belt or Cloth belt	Officers and warrant officers class 1 only.
Sword and accessories	Officers and warrant officers class 1 only.
Orders, decorations and medals	

SERVICE DRESS, WINTER

Beret or Khaki cap	}	As appropriate to corps, or as ordered.
Service dress jacket		With lanyard, if issued.
Khaki shirt		
Khaki necktie		
Service dress trousers		
Khaki socks		
Black shoes		
Sam Browne belt or Khaki cloth belt		Officers and warrant officers class 1 only.
Brown leather gloves or Khaki knitted gloves	}	Optional when not on parade.
Ribbons of orders, decorations and medals.		

BATTLE DRESS

Beret

or

Khaki cap

or

Felt hat

As appropriate to corps, or as ordered.

May be ordered by the CO, only when boots, gaiters and black web belt also are ordered.

Battle dress blouse

Khaki shirt

or

Green shirt

Khaki necktie

Battle dress trousers

Khaki socks

Black shoes

or

Black boots

Black gaiters

With lanyard, if issued.

If issued.

May be ordered by the CO.

May be ordered by the CO, if boots and the black web belt are also ordered.

Black web belt

May be ordered by the CO.

Brown leather gloves

or

Khaki knitted gloves

Optional when not on parade.

Ribbons of orders,
decorations and medals.

SUMMER DRESS

Felt hat

or

Beret

or

Khaki cap

Khaki shirt

As appropriate to corps, or as ordered.

With lanyard, if issued.

Officers may wear shoulder boards.

Khaki necktie

May be omitted with the CO's authority.

Khaki trousers

Trouser belt

Jersey

If ordered.

Khaki socks

Black shoes

or

Black boots

May be ordered.

Ribbons of orders, decorations
and medals.

SERVICE DRESS, SUMMER

Beret or Khaki cap	}	As appropriate to corps.
Service dress jacket, summer		With lanyard, if issued.
Khaki shirt		
Khaki necktie		
Khaki trousers		
Khaki socks		
Black shoes		
Sam Browne belt or Cloth belt		Officers and warrant officers class 1 only.
Ribbons of orders, decorations and medals.		

FIELD DRESS

Felt hat or Beret or Steel helmet or Helmet liner	}	As appropriate to corps, or as ordered.
Green shirt		
Green trousers		
Jersey		As ordered.
Khaki socks		
Black boots		
Black gaiters		
Web equipment or Black web belt	}	As ordered.

MESS DRESS

Blue cap or Beret	}	As appropriate to corps or unit.
Mess jacket		As appropriate to corps.
Mess waistcoat		As appropriate to corps.
Dress shirt		Stiff front and cuffs.
Stiff collar		
Black bow tie		
Blue trousers or Blue overalls		As appropriate to corps. Optional.
Black socks		
Black shoes or George boots or Half Wellington boots	}	Optional — must be worn if overalls are worn.
White gloves		As appropriate.
Miniatures of orders, decorations and medals.		

MESS UNDRESS

Blue cap or Beret	}	As appropriate to corps or unit.
Blue jacket		
White shirt		
White collar	}	Worn only with open neck jacket.
Black necktie		
Blue trousers or Blue overalls		As appropriate to corps. Optional for officers only. Worn only with patrol jacket.
Black socks		
Black shoes or George boots or Half Wellington boots	}	Optional — must be worn if overalls are worn.
Ribbons of orders, decorations and medals.		

MESS DRESS, HOT WEATHER

Blue cap
or

Beret

White mess jacket

Cummerbund

Soft white shirt and collar

Black bow tie

Blue trousers

or

Blue overalls

Black socks

Black shoes

or

George boots

or

Half Wellington boots

White gloves

Miniatures of orders,
decorations and medals

As appropriate to corps or
unit.

As appropriate to corps.

Cadets at RMC, OCS and
OTU wear scarlet.

Soft turn down collar, either
separate or attached to the
shirt.

Optional for officers only.

Optional — must be worn if
overalls are worn.

As appropriate

FIELD DRESS

Felt hat	}	As appropriate to corps, or as ordered.
or		
Beret		
or		
Steel helmet	}	
or		
Helmet liner		
Green shirt		
Green trousers		
Jersey		As ordered.
Khaki socks		
Black boots		
Black gaiters		
Web equipment	}	As ordered.
or		
Black web belt		

1. "AB" is a horizontal line $\frac{1}{2}$ " above the point of the V of the collar.
2. "CD" is a vertical line from the point of the V of the collar.
3. The badge is placed with its base on line "AB" and with the centre of the badge on line "CD".

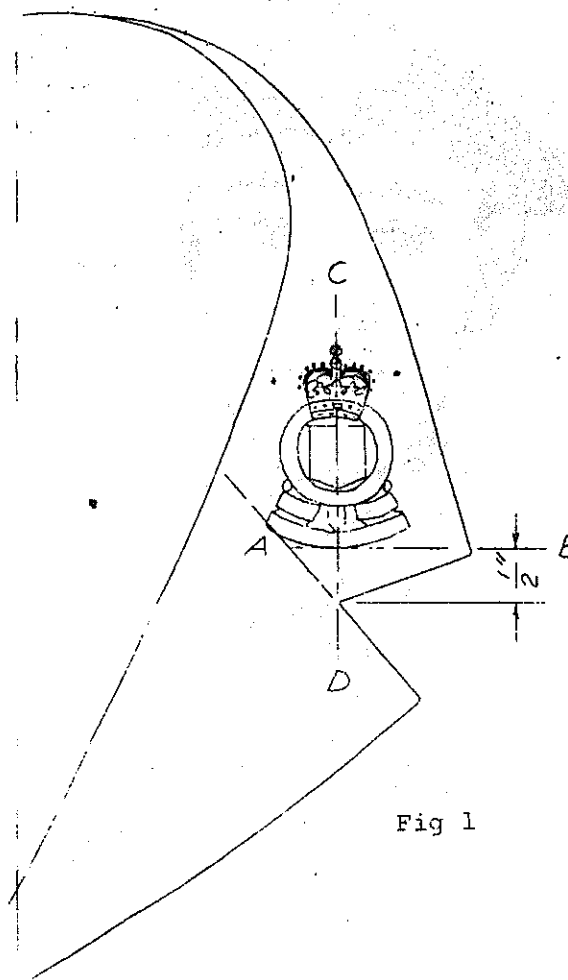


Fig 1

1. "AB" is a vertical line 2" from edge of collar. The badge is placed centrally on collar with centre of Badge on line "AB".

NOTE: RAA & RAE Collar Badge are worn in horizontal position, base of badge towards front.

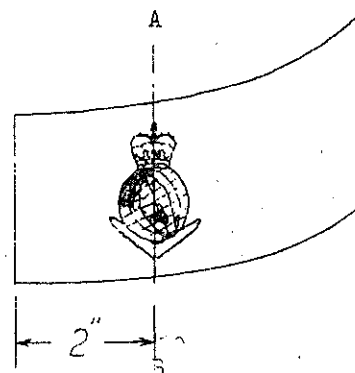


Fig 2

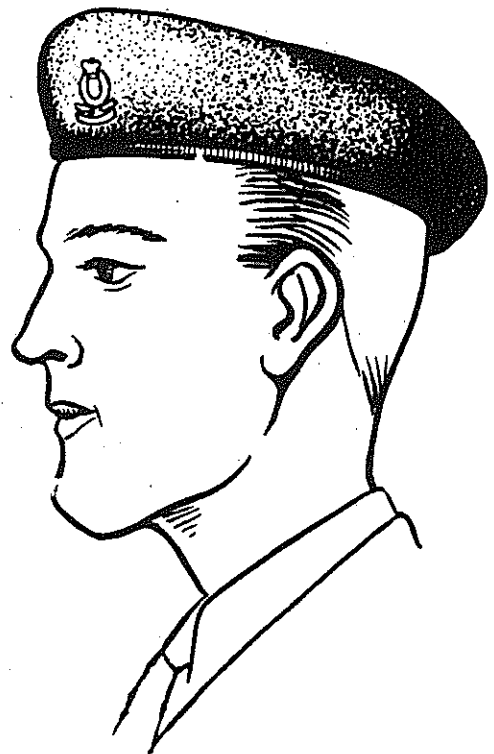


Fig 3 Method of wearing the beret

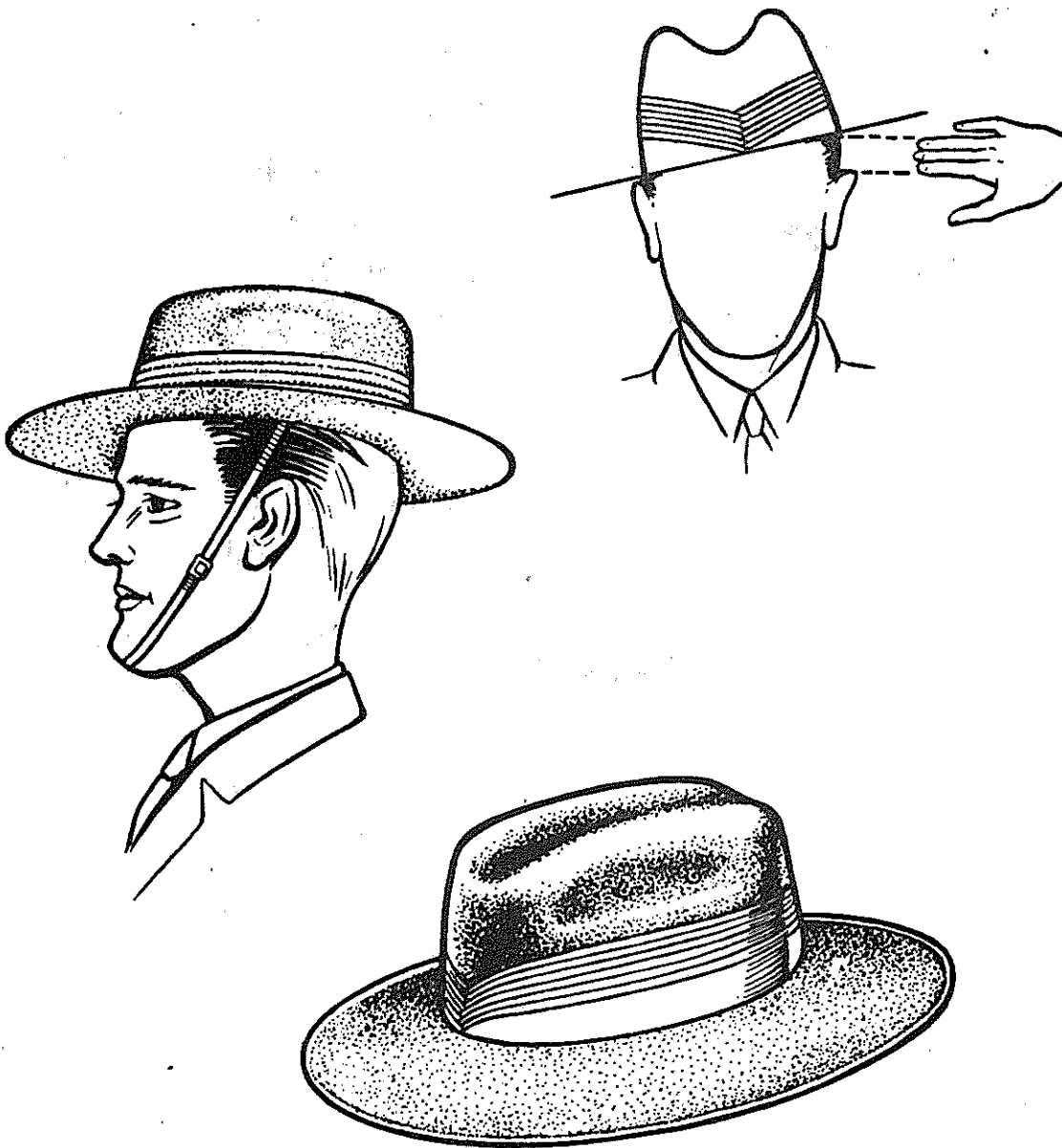


Fig 4 Method of wearing the felt hat

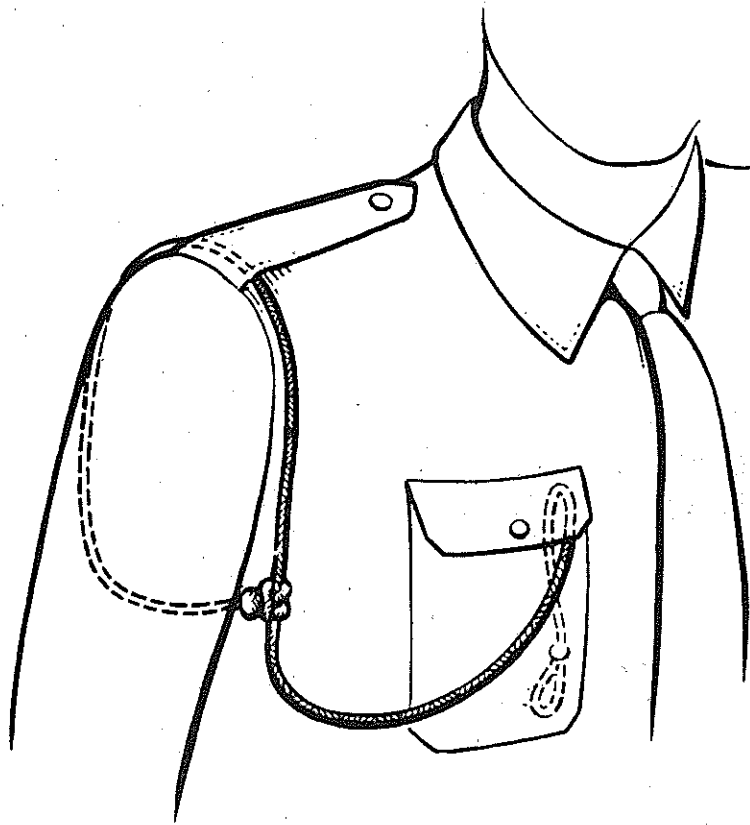


Fig 5 Manner of wearing lanyard

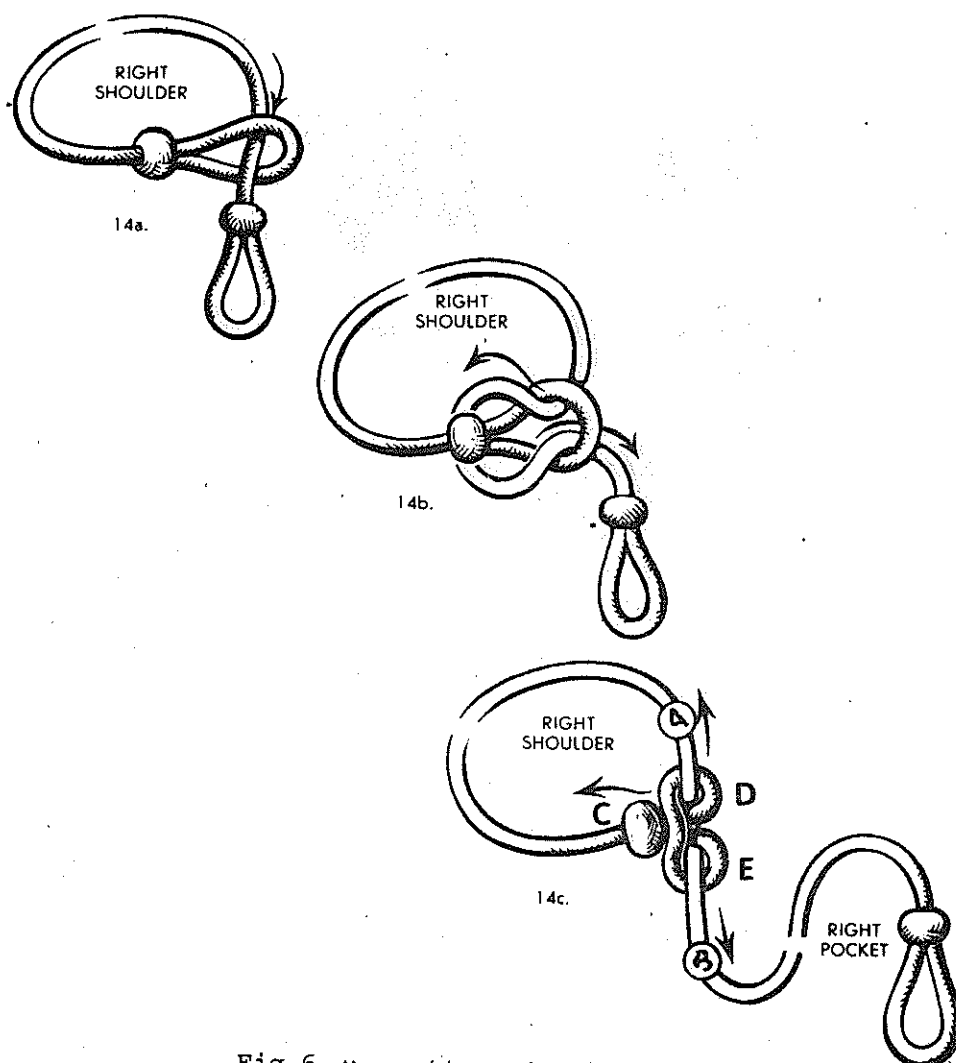
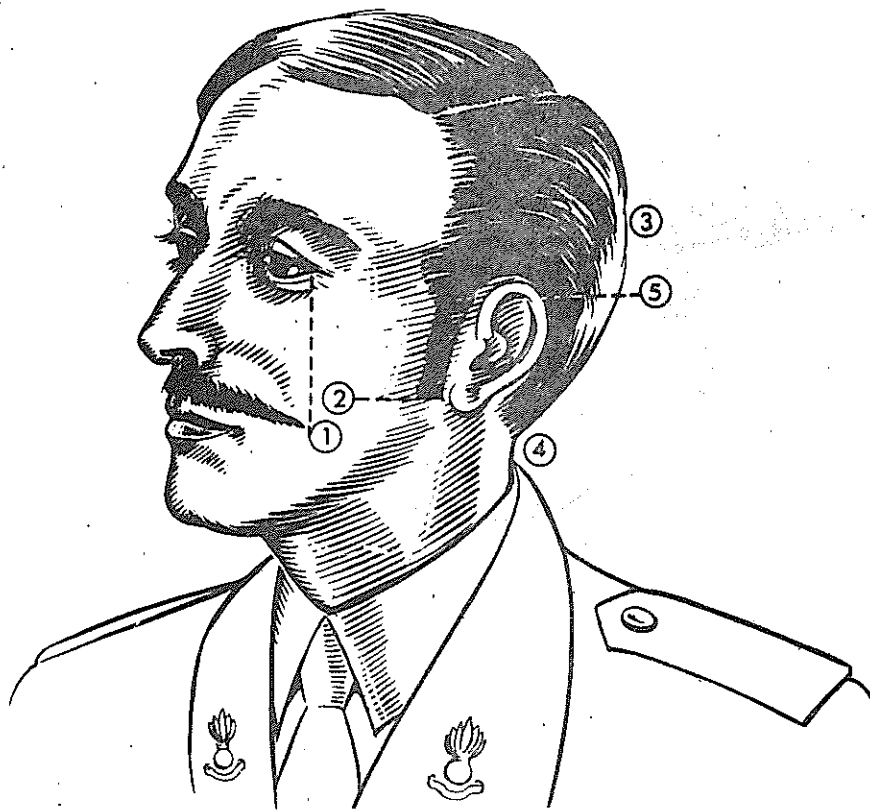


Fig 6 Manner of knotting lanyard



1. Moustache not to extend beyond vertical line from outer edge of eye or downward below bottom edge of the top lip.
2. Sideburns not to extend beyond a line where the earlobe joins the face and must not increase in width throughout their length.
3. The hair at the back and sides of the head must be tapered and not square cut.
4. Hair not to extend beyond half inch above collar.
5. Ears must be exposed.

FIG 7

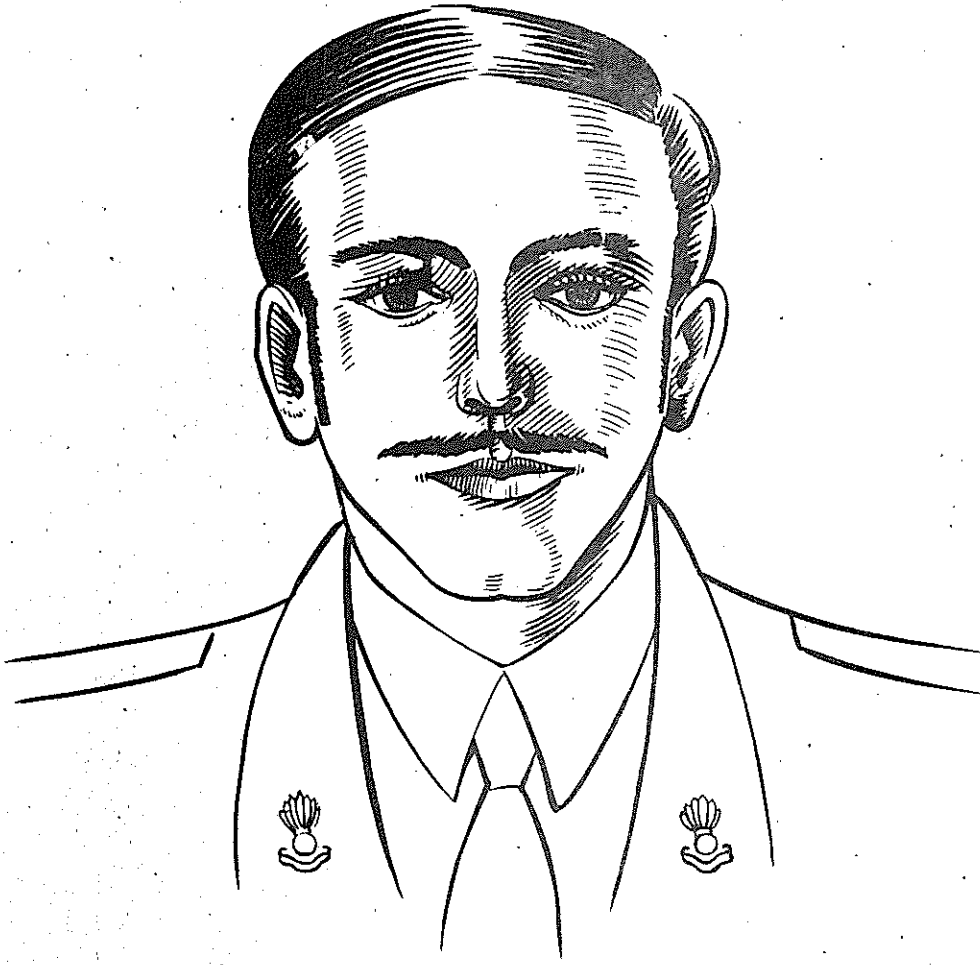


FIG 8