



AFP National Guideline on uniform and standards of dress

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Part 1 - Preliminaries

1. Disclosure and compliance

This document is classified **UNCLASSIFIED** and is intended for internal AFP use.

Disclosing any content must comply with Commonwealth law and the [AFP National Guideline on disclosure of information](#).

Compliance

This instrument is part of the AFP's professional standards framework. The [AFP Commissioner's Order on Professional Standards \(CO2\)](#) outlines the expectations for appointees to adhere to the requirements of the framework. Inappropriate departures from the provisions of this instrument may constitute a breach of AFP professional standards and be dealt with under Part V of the [Australian Federal Police Act 1979](#) (Cth).

2. Acronyms

ACT	Australian Capital Territory
ADF	Australian Defence Force
AFP	Australian Federal Police
AFPCMC	AFP Ceremonial Mounted Cadre
AFPPD	AFP Pipes and Drums
CDF	Chief of the Defence Force
CPOACT	Chief Police Officer for the ACT
IDG	International Deployment Group
GP	General purpose
MA	Manager Aviation
MP	Manager Protection
NUC	National Uniform Committee
ORG	Operational Response Group, IDG
OSG	Operational Support Group, ACT Policing
SRS	Specialist Response and Security
UAT	Uniform Advisory Team
VCDF	Vice-Chief of the Defence Force

3. Definitions

AFP Act - means the [Australian Federal Police Act 1979](#) (Cth).

AFP award - means an award issued by virtue of the Australian Federal Police (AFP) internal awards framework to recognise endeavours and service on behalf of, and within, the AFP. AFP awards recognise excellence, innovation, conspicuous conduct, bravery and overseas service including operating in hazardous circumstances. AFP awards are worn, in accordance with the [AFP Internal Awards Framework Order of Wear](#), on the right breast.

AFP personnel - includes:

- AFP employees as defined in the AFP Act and

- AFP special members (as defined in this National Guideline).

AFP uniform - means an AFP uniform or an item of an AFP uniform which the National Uniform Committee has approved in accordance with this National Guideline.

Ceremonial occasion - means:

- a funeral
- a graduation parade
- an honour and/or award ceremony (investiture)
- any other formal occasion or ceremony as determined by the Coordinator, Recognition and Ceremonial.

Delegate - means the AFP Commissioner, Chief of Staff, the Coordinator Recognition and Ceremonial or other appointee authorised to exercise a delegation.

Honours and awards - is a collective term for orders, decorations, medals, commendations and citations awarded to individuals or groups.

Member - for the purpose of this National Guideline means:

- an AFP employee undergoing recruit training to be a sworn member or protective service officer
- an AFP employee declared to be a member under s. 40B of the AFP Act
- an AFP employee declared to be a protective service officer under s. 40EA of the AFP Act
- an AFP special member, as defined in this National Guideline.

Official award - is an award which is instituted by the Sovereign under Letters Patent to accord recognition to individuals or groups of people. Official awards are worn in accordance with Attachment 2: Order of wearing of Australian honours and awards. With the exception of neck badges, official awards are worn above the left breast.

Senior officer - means an AFP employee performing the duties of a team leader (Sergeant or equivalent) or above.

Special member - for the purposes of this National Guideline, means a person appointed as a special member under s. 40E of the AFP Act or as a special protective service officer under s. 40EC of the AFP Act and who is:

- seconded or attached to the AFP for a fixed term or
- employed by the AFP

but does not include a special member or special protective service officer who is:

- employed by another agency and
- working within that agency.

Unofficial award - is an award issued by an organisation external to the AFP and includes medals for overseas service, national service and front line service. With the exception of medals awarded by civilian societies for bravery in saving life, unofficial awards are not to be worn on uniform without the approval of the Commissioner or his delegate in accordance with the provisions of the AFP recognition program.

4. Authority to create the guideline

This National Guideline was issued by the Chief of Staff using power under s. 37(1) of the [Australian Federal Police Act 1979](#) as delegated by the Commissioner under s. 69C of the Act.

5. Introduction

This National Guideline covers the standards of dress expected of AFP personnel, whether in uniform or plain clothes.

All AFP appointees are required to comply with this guideline unless:

- a departure is permitted in accordance with the [AFP Commissioner's Order on Professional Standards \(CO2\)](#) and/or
- an exemption is applicable as detailed below.

6. Policy

Presenting a professional image is important for all policing agencies. All AFP personnel must adopt the highest practical standard of dress in any given situation.

7. Use of AFP logos and insignia

Items of clothing which:

- do not form part of the official AFP uniform and
- which display the AFP badge or other specific AFP identifying feature

must, be approved by the National Uniform Committee **prior to production, purchase or supply** as per the [business case template](#).

The use of AFP logos and insignia is also provided for in the [AFP National Guideline on intellectual property, commercialisation, logos and insignia](#).

8. Order of dress

The order of dress, which details uniform requirements for dress of the day, various events and ceremonial functions, is provided at [Attachment 1](#).

Part 2 - Responsibility and accountability

9. Compliance with the guideline

All AFP personnel share responsibility to ensure that this National Guideline is applied in a measured and mature way and must remain conscious of their appearance and the image they portray to the public generally. This includes maintaining a high standard of cleanliness and neatness in their dress and appearance to project a professional image of the AFP.

Supervisors at every level must ensure compliance with this National Guideline. This includes

ensuring that AFP personnel are dressed appropriately and that all teams of uniform members wear uniform applicable to the period or are dressed in the designated uniform for the day.

A supervisor may direct an AFP employee to comply with the provisions of this National Guideline, in particular where the member's appearance is untidy, unkempt, or is likely to detract from the professional image of the AFP.

10. Exemptions

An exemption to this National Guideline may be provided by the Commissioner or his delegate, or as specified in this National Guideline.

Representations for an exemption should be forwarded for the attention of the National Uniform Committee through AFP Recognition and Ceremonial. A representation should include, but is not limited to:

- a minute identifying the specific exemption and the proposed alternative
- supporting evidence where relevant (for example, a medical certificate)
- comments by the member's supervisor, whether supporting or otherwise.

Part 3 - General principles

11. Appearance

A high standard of grooming and personal appearance, consistent with that expected of a professional policing organisation, should be maintained without being unnecessarily restrictive. AFP personnel are expected to maintain those standards so as to reflect credit on the individual and the AFP.

Whilst it is recognised that community standards and fashions alter over time, certain minimum standards apply to conditions of employment within the AFP and have proved their value in fostering group identity and morale. In part, these standards are also determined as a result of occupational health and safety considerations.

Unprofessional deportment, which detracts from a disciplined appearance in the eyes of the public, should be avoided by personnel in uniform.

12. Embellishments

Embellishments, such as those provided for specific community activities or awareness campaigns (for example Jeans for Genes Day, White Ribbon Day etc.) may be worn on AFP uniform on the day that the relevant campaign is being held.

Embellishments of the above type should be attached to the right hand side pocket flap of the shirt, below the name plate or ribbons and in a similar position on leather or other types of jackets.

Badges or ribbons relevant to National Police Remembrance Day, or those representing approved groups/purposes within the AFP such as:

- Gay and Lesbian Liaison Officers
- Malunggang Indigenous Officers' Network
- Bomb Technicians and Bomb Appraisal Officers
- Firearm and Explosive Detection (FED) Team
- Wellbeing Peer Support Officer
- Metal Chequered Ribbon Remembrance Pin (optional) and
- Ceremonial and Protocol Officers

are to be worn on the right breast, in a central position above the name plate. Only one of the above named embellishments is to be worn at any one time.

These may be worn on uniform where approval for the badge design has been approved by the National Uniform Committee. Requests for approval should, in the first instance, be sent to Recognition and Ceremonial in the manner outlined in s. 10 above and include a sample of the proposed badge.

13. Smoking in uniform

The AFP is prohibited both by Commonwealth legislation and AFP policy from allowing people to smoke within its vehicles and premises. Additionally, members in uniform must not smoke in a public place or within public view.

14. Personal hygiene

It is the responsibility of all AFP personnel to maintain a high standard of personal hygiene and present for duty in a clean, hygienic state, to be maintained throughout hours of duty.

15. Tattoos

Facial tattoos are not permitted unless they relate to religious beliefs or practices. There is no restriction placed on wearing other tattoos by uniformed personnel, however, commonsense should prevail and a tattoo that is offensive or inappropriate should not be visible when uniform is worn.

16. Wigs and hairpieces

AFP personnel in uniform must not wear a wig or hairpiece, except to cover natural baldness or physical disfiguration caused by accident or medical procedure. When worn, a wig is to conform to the standard criteria for hair.

17. Undergarments

Undergarments such as coloured singlets, t-shirts, tank-tops, brassieres or camisoles may be worn under a uniform shirt provided they do not extend beyond the edges of any outer garment. T-shirts worn under an open-necked uniform shirt must not be visible beyond the edges of the uniform shirt neckline or sleeves. Colours, endorsements or logos on undergarments must not be visible through the outer garment.

18. Identification numbers

A member or special member in uniform must ensure that his/her identification number is clearly visible at all times in accordance with the provisions of ss. 64A and 64AAA of the AFP Act.

Embroidered slide rank insignias, displaying the member's number, must be worn on uniform shirts, jumpers, jackets and overalls.

Where no epaulette is provided, or the slide rank insignia does not display the member's identification number, that number must be displayed on a pocket badge or on the member's name plate. If the outer clothing is unable to hold a pocket badge, such as a leather or Polartec® jacket, the member must ensure his/her identification number is displayed on a name plate.

Pocket badges (where applicable) are to be worn on the left breast pocket of tunics or shirts.

A protective service officer or protective service recruit, when wearing outer clothing that does not provide for slide rank insignia, must ensure that their identification number is displayed on their name plate.

When in uniform members who wear pass lanyards will ensure that they conform to current AFP branding standards.

19. Rank insignia

The AFP recognises and encourages employees for their efforts and abilities. The awarding of ranks to members has been a traditional way in which individual responsibility, achievement and experience has been acknowledged. Given the unique nature of policing, in particular community policing, it is also accepted that a recognition system is needed whereby both AFP personnel and the community can readily identify a member's experience and abilities. The use of insignia and titles is crucial in this regard.

The display of a member's identification number will be in accordance with s. 18 above.

Special members

A special member who is attached, seconded or deployed to an AFP operational area for a fixed term (including attachments to Airport Policing and the International Deployment Group) will use the rank designation, including the insignia that may be worn, specified in their instrument of appointment under s. 40E of the AFP Act. The special member is entitled to wear the uniform of that rank.

The following describes the insignia (pictured in Attachment 4: 'Police insignia of rank' and 'protective service insignia of rank'), and titles used by members wearing uniform on duty:

Rank insignia - police

Rank	Description
Constable	no insignia.

First Constable	1 chevron
Senior Constable	2 chevrons
Leading Senior Constable	2 chevrons and a bar
Sergeant	3 chevrons, a crown and a wreath. This insignia may be worn by a member who has received an appropriate declaration of rank in accordance with the provisions of the AFP Act. Specified Band 8 Sergeants are eligible to wear a large crown and wreath (nil chevrons). These specified positions will be prescribed by the Commissioner
Superintendent	a pip surmounted by a crown. This insignia may be worn by a member who has received an appropriate declaration of rank under the provisions of the AFP Act.
Commander	3 pips in a triangle surmounted by a crown. This insignia may be worn by a member performing the role of ACT Policing Deputy Chief Police Officer, Manager or other identified role in accordance with Clause 6 of the AFP Commissioner's Order on Administration (CO1).
Assistant Commissioner	crossed batons surrounded by a wreath of laurels and surmounted by a pip. This rank may be worn by a member who has received an appropriate declaration of rank under the provisions of the AFP Act.
Deputy Commissioner	crossed batons surrounded by a wreath of laurels and surmounted by a crown.
Commissioner	crossed batons surrounded by a wreath of laurels and surmounted by a pip and a crown.

Rank insignia - protective service officers

Rank	Description
Protective Service Officer	no insignia
Protective Service Officer Grade 1	1 chevron
Protective Service Officer Grade 2	2 chevrons
Senior Protective Service Officer	2 chevrons and a bar
	3 chevrons, a crown and wreath. This insignia may be worn by a Protective

Protective Service Sergeant	Service Officer who has been appointed in accordance with the Act to a position classified within the bands 6 to 8 inclusive pursuant to the provisions of the Australian Federal police Collective Agreement 2007-2011 Specified Band 8 Protective Service Sergeants are eligible to wear a large crown and wreath (nil chevrons). These specified positions will be prescribed by the Commissioner.
Protective Service Superintendent	a pip surmounted by a crown

By virtue of the [AFP Commissioner's Order on Administration](#) (CO1), a protective service officer or special protective service officer is entitled to use rank, uniform and insignia in accordance with this National Guideline.

Slide rank insignias

When in uniform, a member will wear slide rank insignia, issued through official AFP uniform providers, as follows:

- **Embroidered slide rank insignia** displaying the member's identification number and appropriate insignia of rank are to be worn on shirts, jumpers, Polartec® jackets and overalls (where an epaulette is provided). Leather slide insignia rank will be worn on leather jackets only.
- **Protective Service Officers** will wear embroidered slide rank insignia with the words 'Protective Service' embroidered on the base of the slide together with the member's identification number and appropriate insignia of rank are to be worn on shirts, jumpers, Polartec® jackets and overalls (where an epaulette is provided). Leather slide rank insignia will be worn on leather jackets only.
- **Board slide rank insignia**, with a silver button (for police) at the point and metal insignia of rank may be worn on tunics, leather and Polartec® jackets and shirts when worn as the outer garment. Where boards do not have an identification number embroidered at the base of the board, a pocket badge (as applicable) or, if the outer clothing is unable to hold a pocket badge (such as a leather or Polartec® jacket) the member will ensure that their identification number is displayed on their name plate.

Embroidered slide rank insignia should be used on garments worn under tunics or jackets.

Embroidered slide rank insignia and shoulder flashes with subdued markings may be worn on overalls and Polartec® jackets by specialist teams such as Specialist Response and Security (SRS) as may be operationally required.

Higher duties insignia

A member who is required to perform the duties of a role in a higher classification band will wear their substantive rank insignia. Wearing the insignia of a higher rank in these circumstances will only occur with the written approval of the Commissioner.

A member who receives approval to wear higher duties insignia is not entitled to any other items of uniform applicable to the higher rank, for example name plates and caps.

20. Shoulder flash

Members, special members, protective service officers and special protective service officers will wear the AFP shoulder flash depicted below on any AFP uniform that requires a shoulder flash to be affixed with the exception of the ceremonial support elements. The AFP shoulder flash depicted below is:

- the badge of a member or special member for the purposes of s. 63(1)(b) of the AFP Act
- the badge of a protective service officer or special protective service officer for the purposes of s. 63A(1)(a) of the AFP Act.



AFP shoulder flash may be affixed on uniform:

- shirts (including long sleeve shirts)
- blouses
- jumpers
- overalls
- tunics
- leather jackets
- Polartec® jackets
- federal agent spray jackets
- Gortex jackets (protective service officers only).

The placement of the shoulder flash on additional items of uniform will, in the first instance, be subject to approval by the National Uniform Committee.

The AFP shoulder flash depicted above, as well as AFP logos, insignias and badges, must be used and managed by AFP personnel in accordance with any AFP guidelines relating to these items, in particular the [National Guideline on procurement and contracting](#) and the [National Guideline on intellectual property, commercialisation, logos and insignia](#).

A subdued variant of the AFP shoulder flash depicted above may be used by AFP specialist and tactical teams such as SRS, ORG, OSG and Specialist Response - Amphetamine Type Stimulants teams. These shoulder flashes have been approved for use on tactical and protective clothing only. The placement of the subdued shoulder flash on additional items of uniform will in the first instance be subject to approval by the National Uniform Committee. Teams who wish to begin using the subdued shoulder flash must seek prior approval by the National Uniform Committee.

Further detail on the design of the AFP badge as depicted in the AFP shoulder flash is contained within the [AFP customs and traditions](#) manual and the [AFP website](#).

21. Ceremonial support elements

Ceremonial support elements consist of the:

- AFP Ceremonial Mounted Cadre (AFPCMC)
- AFP Pipes and Drums (AFPPD)

who wear a ceremonial uniform. The AFPCMC and AFPPD each have a unique AFP shoulder flash as part of their uniform.

As members of the ceremonial elements may be sworn or unsworn, their uniform:

- has a unique shoulder flash in accordance with the ceremonial nature of their duties
- is not regarded as an operational uniform of police or protective service officers.

The AFPCMC shoulder flash depicted below should be affixed to the AFPCMC ceremonial tunic.



The AFPPD shoulder flash depicted below will be affixed to uniform items as determined by the band Pipe Major in consultation with the Coordinator Recognition & Ceremonial.



22. Gorgéts

Gorgéts are specific to rank as follows:

- Superintendent - 2 parallel silver braids and a silver button (as below)

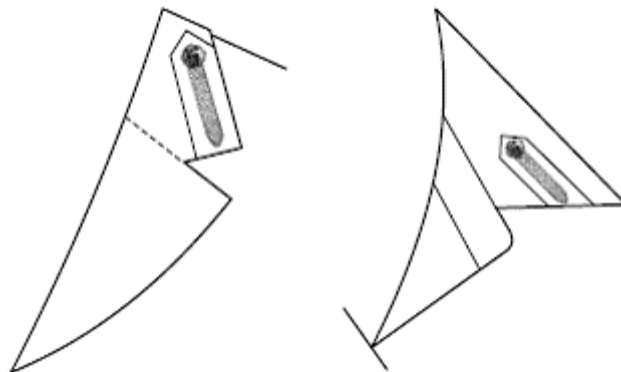


- Commander and above - a silver oak leaf braid and a silver button (as below)



Gorgéts are to be worn on:

- each collar of a shirt when a tie is not worn in summer uniform periods
- tunics at all times.



Placement on tunic Placement on shirt



Left orientation



Right orientation

23. Ties

AFP issued ties will be worn during winter months as determined by the Commissioner or, for ACT Policing, the CPOACT. Ties will be worn at all times when AFP jumpers, leather/Polartec® jackets or tunics are worn, irrespective of the season.

Ties do not need to be worn with cargo pants.

Further guidance should be sought from the relevant admin advice for each portfolio, if applicable, for example [Aviation Administrative Advice 001/2007 - Wearing of Ties with Cargo Pants](#).

Rain jackets or suits may be worn without a tie in the summer uniform period.

Where a tie tack is worn it must be an AFP issued tack. A tie tack should be worn in alignment with the buttons of the breast pockets and on the vertical axis of the tie.

24. Headdress

General

Headdress remains an important part of uniformed policing as it helps to establish immediate recognition and presence of police in public. The wearing of appropriate headdress is often also important from an occupational health and safety perspective.

Headdress is to be worn with uniform at all times, unless the member is:

- in a motor vehicle
- inside a building (including a court) but not including airport terminals, shopping centres and large areas where people congregate
- inside police premises, the boundary of those premises, or in an office environment
- in the case of the Protection portfolio, inside client premises
- inside a place of religious worship where it is appropriate to remove headdress, unless the member is a member of a Flag Party or performing another ceremonial role
- at an outdoor church service when the officiating chaplain requests the removal of headdress

- within a mess or club
- parading at Government House (or other location) for investiture ceremonies as either a recipient or guest
- in special circumstances where, in the professional judgement of the member, it is not practical or appropriate due to officer survival considerations or events of significant civil disturbance
- directed otherwise by a senior officer.

Where there are two or more members in a patrol, every effort should be made to ensure that the members wear the same type of headdress.

Unworn headdress will not be hung from, or attached to, the accoutrement belt.

The shape and construction of any headdress will not be modified in any way.

Baseball caps/broad-brimmed hats

As a minimum, for day-to-day wear, AFP issue baseball caps may be worn. A baseball cap will not be worn:

- with a tunic
- at locations where the Manager/operational Commander deems the wearing of a baseball cap is inappropriate (such as ceremonial occasions or high level dignitary visits).

Baseball style caps will be worn level on the head with the front rim approximately 3 cm above the eyebrows and the front tip of the peak level with the top of the eyebrows. The hat is not to be worn tilted back on the head.

During daylight hours (or shifts which overlap into daylight hours), the AFP encourages members to wear a broad brimmed hat if they believe it is appropriate for occupational health and safety reasons. Broad brimmed hats will not be worn on ceremonial occasions or with a tunic.

Broad brimmed felt hats will be worn square to, and level on, the head as viewed from the front and back. The hat is not to be worn tilted back on the head. The brim of the hat is to remain flat and not be shaped in any way.

Beanies

ACT Policing and Protection portfolios have approved the issue and wearing of uniform beanies by members for use during the hours of darkness in the winter months. Generally, and without removing the ability of a team leader or above to determine what may be appropriate circumstances in which beanies may be worn, wearing beanies is restricted to periods when members are exposed to severe climatic conditions for a prolonged period, such as protracted attendance at a crash site, remote location searches, or static point duty.

Beanies **will not** be worn when performing:

- normal response duties
- on formal or ceremonial occasions.

Peak caps

A member will wear their peak caps when:

- wearing a tunic
- attending official parades or ceremonies (including funerals)
- attending special events as directed
- attending the ACT Supreme Court.

Peaked caps will be worn level on the head with the front rim approximately 3 cm above the eyebrows and the front tip of the peak level with the top of the eyebrows. The hat is not to be worn tilted back on the head.

Religious headdress

Approval for a uniformed member to wear religious headdress (for example a turban, kippah, burqah or hijab) will, in the first instance, be sought from the National Uniform Committee. In considering such a request the Committee will, among other things, consider any occupational health and safety issues which may be associated with the wearing of such headdress.

25. Name plates

Name plates are a part of the uniform. As a general principle, members of the public have a right to know the name of the member they are dealing with. Name plates are an important way to achieve this level of public accountability.

All members will wear AFP name plates when undertaking their duties in uniform. AFP personnel not in uniform, but who are required to interact with the public on a regular basis, are encouraged to wear name plates.

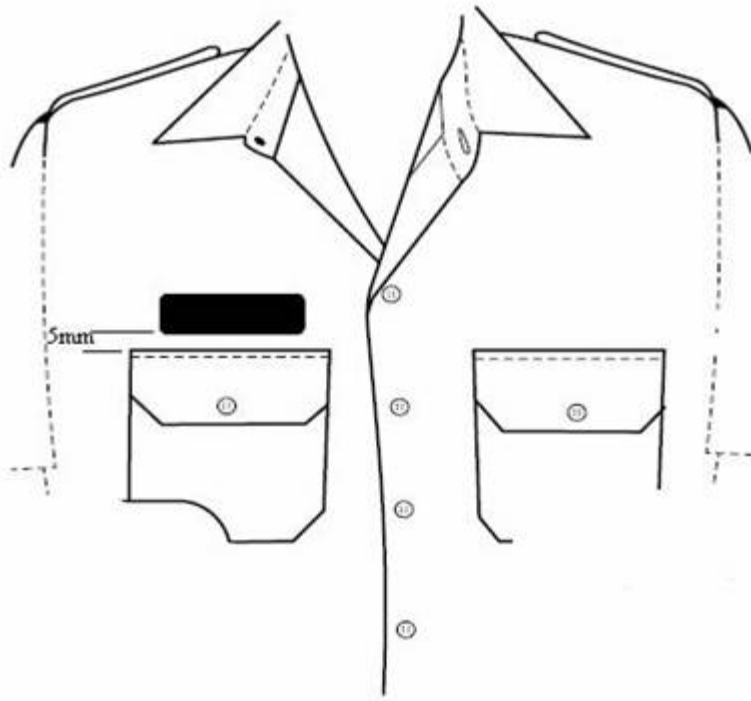
Exemptions to this include, but are not limited to:

- members undertaking surveillance duties
- plain-clothes members when outside of the AFP office or station environment and operationally deployed
- specialist teams when conducting an operation where wearing a name tag is clearly impractical (for example during bomb appraisal duties).

Placement of name plates

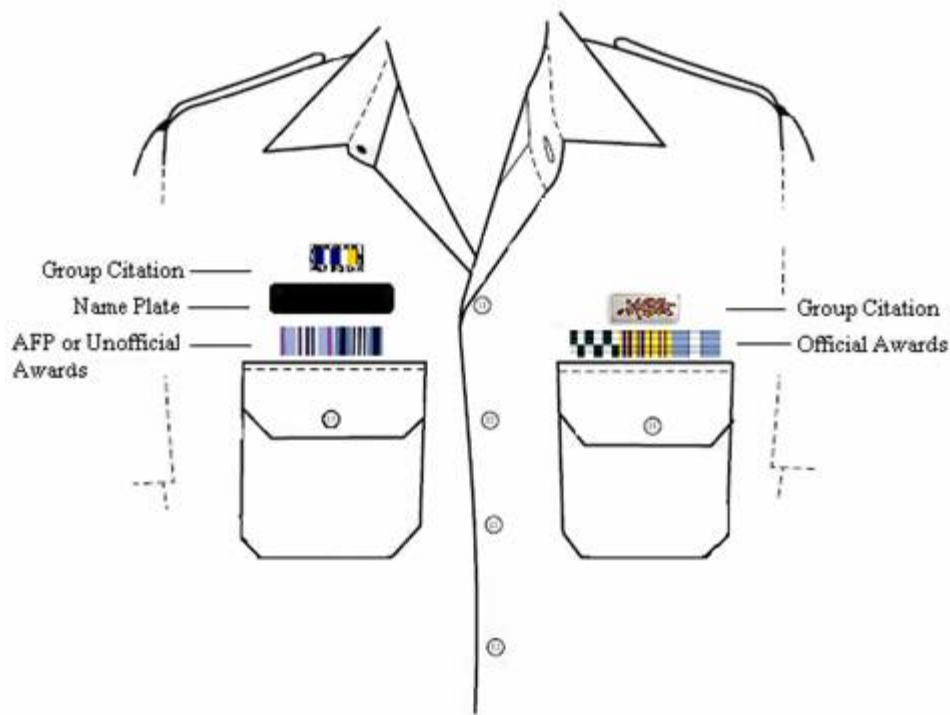
Name plates are to be worn:

- on shirts - on the right side, centrally located above the breast pocket with the bottom edge of the name plate approximately 5 mm above the top alignment of the pocket flap (see below)



- on official police jumpers - on the right breast opposite to, and in line with, the word 'Police'
- on protective service jumpers - on the right breast and in approximate lineal position to that as worn on a shirt
- on leather jackets, affixed to the re-enforced patch above the right breast pocket
- on Polartec® jackets, in the carrier provided above the right breast pocket
- on tunics, affixed to the right breast, centrally located to the breast pocket with the bottom edge of the name plate resting approximately 5 mm from the top alignment of the pocket flap.

Where an AFP award, unofficial award or similar is worn, the name plate will be placed in a central position approximately 5 mm above the top edge of the ribbons or medal. Relevant group citation(s) will be centred about 5mm above the name plate (see below).



Obtaining name plates

Name plates are available for:

- National - through the relevant business support area
- ACT Policing - from ACT Policing Financial Services
- Protection - through the relevant business support area.

Colours of name plates

Name plates will be in the following colours:

ACT Policing

Unsworn personnel wear the same colour name tags as sworn members of their Band. The colours of the name plates for each Band/rank level are as follows:

- Constables (Bands 1-5) - **black**
- Sergeants (Bands 6-8) - **blue**
- Superintendents/Coordinators (Band 9) - **red**
- Commander/Director - **green**
- CPOACT, Assistant Commissioner and above - **white**.

National

- all personnel (with exceptions for specific uniform roles below) - **silver**
- National members undertaking uniform duties will adopt the provisions relating to ACT Policing, including colour and content.

Protective Service Officers

- all personnel - **silver**.

Aviation

Airport Uniform Police will wear coloured name tags relevant to their Rank as follows:

- Constables (Bands 1-5) - **black**
- Sergeants/Inspectors (Bands 6-8) - **blue**
- Superintendent /Coordinator (Band 9) - **red**
- Commander/Manager - **green**
- Assistant Commissioner/National Manager - **white**.

Name plate content

To maintain uniformity of the content displayed on name plates the following restrictions apply.

ACT Policing

The name plate consists of the AFP employee's rank/title, preferred first name or initial, surname and 'ACT Policing'. Where necessary, the member's identification number will be displayed on the top right of the name plate. Where appropriate, an indication of the employee's ability to speak a second language (in that language) may be included on the bottom line of the name plate.



National

The name plate consists of the AFP employee's title (for example 'Federal Agent'), preferred first name or initial and surname. Where appropriate, an indication of the employee's ability to speak a second language (in that language) may be included on the bottom line of the name tag.

Federal agents who regularly wear a uniform in the course of their duties may display their declared rank on a name plate whilst in uniform. In such cases the provisions relating to name plates worn in ACT Policing/Aviation, such as colour and content, should be applied.



Detective Designation

All AFP members undertaking uniformed duties will not utilise the Detective designation on their

name plate.

Designated Detectives may utilise their designation on a name plate while undertaking plain clothes duty.

Protective Service Officers

The name plate consists of the AFP employee's identification number (top right), preferred first name or initial and surname (centre) and the words 'PROTECTIVE SERVICE' on the next row with 'OFFICER' underneath. Where appropriate, an indication of the employee's ability to speak a second language (in that language) may be included on the bottom line of the name plate.



Aviation

An Airport Police Commander may include the title 'Airport Police Commander' beneath their name.



Constable



Sergeant and AUP Inspector



Superintendent



Commander

26. Wearing of awards

Ribbons and medals will be mounted in accordance with the relevant order of precedence.

Ribbons or medals **will not** be worn on uniform jumpers, Polartec® jackets or other protective clothing, for example overalls, polo shirts and high visibility uniforms.

Awards, including both Australian Government and AFP Internal Awards, are classed as uniform items and will be worn in accordance with the relevant order of precedence as indicated in:

- [Attachment 2: Order of wearing honours and awards](#)
- [Attachment 3: AFP internal awards framework order of wear](#).

Ribbons

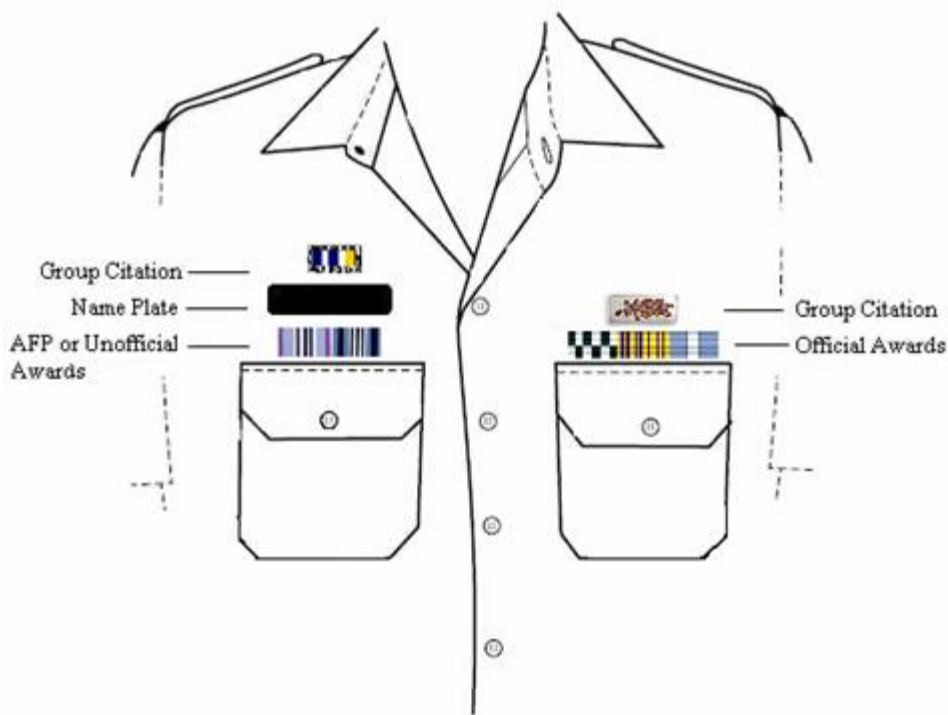
Official awards (ribbon) must be positioned centrally on the left breast of the uniform, with the bottom resting approximately 5mm from the top alignment of the pocket flap. Members may wear a maximum of three to four ribbons per row, as appropriate to the width of the member's chest area. Medal ribbons are to be pinned to the uniform by a detachable brooch or bar. They are not to be sewn to the uniform.

A Group Citation (Official Award) must be positioned centrally on the left breast and resting approximately 5mm above the top alignment of the pocket flap. Where another official award is worn, the group citation will be positioned centrally and approximately 5 mm above the top of the ribbon.

AFP awards (ribbon) will be positioned centrally on the right breast with the bottom of the ribbon resting approximately 5mm above the top alignment of the pocket flap.

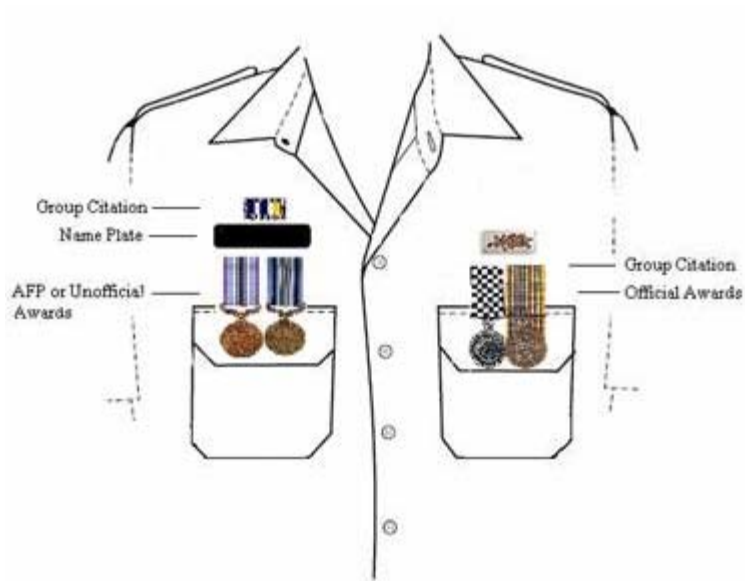
A group citation (AFP awards) will be positioned centrally on the right breast and resting approximately 5 mm above the top of the name plate.

Name plates will be worn in accordance with s. 24 above.



Medals

Medals, when worn in accordance with the order of dress, must be suspended in a horizontal line from a single bar brooch and central to the pocket of the shirt or tunic. A single medal is to be worn in line with the centre of the pocket in such a manner that when viewed from the front, the medal covers the pocket flap button and the bottom edge of the medal is no higher or lower than the bottom edge of the button.



Neck badges

Neck badges are worn with ceremonial orders of dress and mess dress as follows:

- Ceremonial dress - the badge is worn with the ribbon under the shirt collar and the top of the badge placed just below the necktie knot.



- Mess dress - the badge is suspended by the ribbon so that the top of the badge is positioned 2 cm below the bow tie.



Wearing medals belonging to relatives

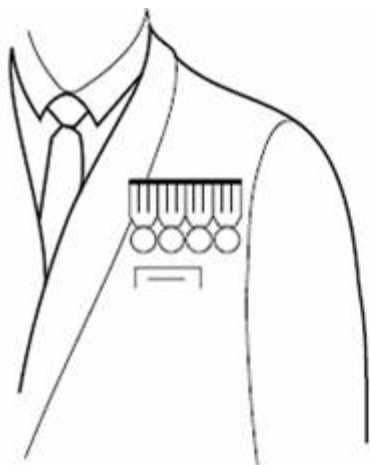
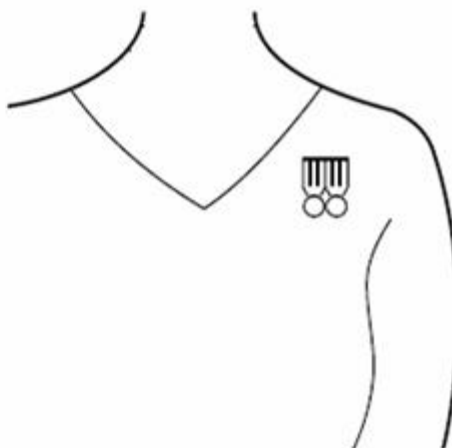
A member who attends a ceremonial occasion, for example ANZAC Day, and wishes to wear the medals of a relative may do so if wearing plain clothes. In this case the medals should be worn on the right breast. A member will not wear the medals of a relative whilst in uniform.

Positioning decorations on civilian clothing

Medals and miniatures should be worn on civilian clothing with the top of the ribbon 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, dependant on the style of the dress. The various positions are as follows:



Positioning Medals on Dinner Suit



Positioning Medals on Lounge Suit

Wearing other jurisdiction/agency awards

Awards which may be worn without authorisation

A member may wear the following awards from other jurisdictions/authorities on AFP uniform without seeking authorisation:

Issuing authority	Award

ACT Government	ACT Community Protection Medal
ACT Emergency Medal	
ACT Community Policing Medal	
New South Wales Police Force	Commissioner's Commendation for Courage
Commissioner's Commendation for Service	
Commissioner's Unit Citation	
New South Wales Police Service Medal	
New South Wales Ambulance Service	Long Service and Good Conduct Medal
New South Wales State Emergency Service	State Emergency Service Long Service Medal
Northern Territory Police, Fire and Emergency Services	Northern Territory Police Service Medal
Queensland Police Service	Queensland Police Service Valour Award
Queensland Police Service Medal	
Victoria Police	Victoria Police Valour Award
Victoria Police Service Medal	
Tasmania Police	Tasmania Police Commissioner's Medal
South Australia Police	South Australia Police Service Medal
Western Australia Police	West Australia Police Service Medal
Medals for Saving Life	Royal Humane Society (Stanhope Gold) Medal
Royal Humane Society (Silver) Medal	
Royal Humane Society (Bronze) Medal	
Royal Life Saving Medal	
Kingdom of Jordan	Jordan International Police Training Centre Medal
Australian Defence Force	ADF Commendation Badges (awarded by CDF, VCDF, Service Chiefs or other 3 star equivalent)
Infantry Combat Badge	
Army Combat Badge	

Recipients of any of these awards wishing to have them recorded on *Insight!* should email Recognition-Awards@afp.gov.au. For accurate recording, the following details must be provided:

- name of the issuing authority
- the date you qualified for the award
- the date you received the award
- your dates of service with the issuing authority.

Requests to wear other awards

Recipients of awards not listed above who wish to wear them on AFP uniform must seek approval to do so.

The 'application to wear foreign or other jurisdictional awards on AFP uniform' can be found in AFP Forms under Admin\Recognition. The completed form is to be sent to the Foreign Awards Registrar within Recognition and Ceremonial, and must be accompanied by certified true copies of proof of the award.

Part 4 - Standard of dress

27. Plain clothes

General

AFP personnel performing duty in civilian clothing will comply with the standard of dress specified in this National Guideline.

In general terms, a minimum standard of dress will apply to all civilian attired AFP personnel, unless otherwise operationally required (for example undercover or special plain clothes duties) or approved by a Superintendent or Coordinator. Jeans, t-shirts, tracksuits, sports attire, runners or shorts etc. are not considered appropriate unless required for operational reasons.

Minimum standard

The minimum standard, for day-to-day duties, consists of business attire (shirt and tie) for male employees. A similar standard will be observed by female employees.

Where plain clothes AFP personnel, in the course of their duty:

- attend court for the purpose of giving evidence
- attend government/departmental meetings, Commonwealth/State Parliaments
- attend a diplomatic mission or similar premises
- perform duty relating to dignitary protection or
- engage in other more formal duties

male AFP personnel will wear a suit or sports jacket, pants, collar and tie. Female AFP personnel will wear business attire of a similar standard.

Polo shirts

Polo shirts with AFP embroidered insignia may be worn as a form of protective clothing. These shirts must not be worn on a daily basis as an alternative to AFP uniform or business attire unless undertaking approved specific taskings or during public events.

Polo shirts must be worn with business style trousers/slacks or drill style work trousers, and not cargo style pants, to avoid a 'tactical' appearance.

Wearing of polo shirts requires approval by a National Manager. Once approved, individual work areas are responsible for their purchase. The design of polo shirts must comply with current AFP Marketing design/branding requirements.

In the interests of employee safety and occupational health and safety compliance, polo shirts with AFP embroidered insignia must not be worn outside AFP facilities unless for approved operational activities where the items are worn as protective clothing.

28. Uniform appearance

A member wearing uniform must ensure that his/her:

- uniform is neat, clean and appropriately pressed
- uniform is appropriately buttoned or zipped at all times
- footwear is clean and well polished.

Uniform which becomes soiled, dirty, faded or disarranged should be restored to order as soon as circumstances permit.

29. Uniform to be worn in full

When uniform is worn, the uniform is to be complete. This includes all relevant uniform items for the order of dress worn, as applicable to climatic conditions, and appropriate awards.

A member will not wear a combination of civilian clothing and police uniform for any period longer than necessary to travel to or from duty. The wearing of uniform when off duty is restricted to formal AFP functions or ceremonies.

A member performing operational duties in civilian clothing may wear one or more of the following items to aid in their identification without breaching the provisions of this section:

- AFP baseball cap
- AFP high-visibility vest and/or
- AFP identification (spray) jacket.

30. Dress of the day

The Commissioner, or in the case of ACT Policing, the CPOACT, will determine the seasonal uniform dress of the day. As a guide the following will apply:

- **summer uniform** - worn from the beginning of the October long weekend to (but not including) ANZAC Day

winter uniform - worn from ANZAC Day to the beginning of the October long weekend.

Environmental conditions

Seasonal uniform requirements may be varied by the relevant portfolio Manager dependant on the geographical location and environmental conditions (for example Darwin, Christmas Island, Alice Springs, Exmouth, Pine Gap and Hobart).

Allowance will be made for individual choice where climatic conditions require some variation, for example at the change of season or during evening shifts. Where there are two or more members together every effort is to be made to ensure that the members wear the same type of uniform, in particular jackets, ties and headdress.

When summer dress is the dress of the day, and the weather is inclement, commonsense will prevail. If the weather is unusually cold, members may revert to winter dress. Where a jumper, Polartec® or leather jacket is worn, a tie will be worn except when working dress or operational uniform make this impracticable to do so (for example, instructors involved in physical or firearms training).

Special events

The member in charge of a special or public event may require a particular style of uniform to be worn for that specific event which will be promulgated through instructions or operational orders as required.

Part 5 - Uniform clothing items

31. Shirts

As a minimum standard all uniform shirts will be ironed flat and free of wrinkles. Shirt sleeves are to be:

- ironed flat, with a single crease aligned with the crown and the lower point of the patch or
- ironed flat with a crease front and rear.

The shoulder patch is to be flat and free of any crease. The back of the shirt is to be ironed flat and no other creases are to be ironed into the shirt.

Where provided for, silver buttons will be fixed to the shirt pockets using either rings or pins provided (plastic pocket buttons should be removed).

To ensure a neat appearance, shirts (and jackets) should be worn with the button or zipper line positioned centrally in the front of the body. The buttons of the shirt should be vertically aligned with the trouser fly.

Where a shirt is worn as the outer garment:

- the name plate is to be positioned in accordance with s. 25 above
- official and AFP award ribbons will be positioned in accordance with s. 26 above
- t-shirts and other undergarments are not to be visible beyond any of the edges of the

shirt in accordance with s. 17 above.

The choice to wear short or long sleeve shirts rests with the individual member.

Long sleeve shirts

If an AFP long sleeve shirt is worn as an outer garment it will be worn with the sleeves down and cuffed. The shirt must have the appropriate AFP insignia, name plate and official and or AFP award ribbons positioned in accordance with s. 25 and 26 of this guideline.

When a long sleeve shirt is worn as an outer garment during summer months, a tie does not have to be worn.

32. Trousers

Trousers are to be ironed with a single crease, centrally located in the front and rear of each leg. The buckles of belts are to be positioned in line with the buttons of the shirt or centrally in the front of the body when wearing a jumper.

For ACT Policing members, operational trousers are to be worn as the normal uniform of the day while issue dress pants are to be worn with tunics.

Cargo pants

The wearing of cargo style trousers, where approved by the National Uniform Committee, will be determined in accordance with the relevant uniform issue entitlement (AFP Hub) and [Attachment 1: Order of dress](#).

33. Jumpers

AFP uniform jumpers may be worn as an optional outer garment during either the summer or winter uniform period, subject to weather conditions. Generally jumpers will not be worn as the outer garment at high profile or special events.

When wearing a jumper as an outer garment:

- name plates will be positioned in accordance with s. 25 above
- official and AFP award ribbons will not be worn
- the sleeves must not be rolled or pushed up from the wrists
- a tie must be worn.

34. Leather jackets

Leather jackets are no longer issued as part of the standard uniform entitlement, but may be worn by members who currently possess them.

A leather jacket may be worn as an outer garment during either the summer or winter uniform period, subject to weather conditions. When worn:

name plates will be positioned in accordance with s. 25 above

- official and AFP award ribbons will be positioned in accordance with s. 26 above
- the top of the zip is to be kept closed, level with the top of the name plate reinforcement patch
- the bottom of the zip is to be kept fully closed except when driving a motor vehicle
- a tie must be worn.

35. Polartec® jackets

A Polartec® jacket may be worn as an outer garment during either the summer or winter uniform period, subject to weather conditions. When worn:

- name plates will be positioned in accordance with s. 25
- the top of the zip is to be kept closed level with the top of the name plate reinforcement patch
- the bottom of the zip is to be kept fully closed except when driving a motor vehicle
- official and AFP awards, including ribbons, group citations and medals, will not to be worn
- a tie must be worn.

36. Tunics

Tunics are generally worn on ceremonial and formal occasions only. Tunics are worn with dress trousers and not operational trousers. When worn:

- medals or ribbons, whether official awards, AFP awards or approved unofficial awards, will be worn in accordance with **Attachment 1: Order of dress**
- name plates will be positioned in accordance with s. 25 above
- if full medals, ribbons or a group citation(s) (e.g. as awarded under the AFP internal award framework) are worn on the right breast, the name plate will be placed in accordance with s. 25 above.

A member whose normal dress of the day is uniform, and who is required to attend the ACT Supreme Court (or a state equivalent) to give evidence, will wear a tunic, dress trousers and peaked cap.

Tunics are to be of current AFP style and cut. Discontinued or non-standard tunic styles are not to be worn. The only exceptions to this are limited to the following ceremonial functions:

- AFP ceremonial motorcycle/mounted tunics
- AFP drill instructor tunics
- AFP Pipes and Drums ceremonial tunics.

37. Overalls

A member who wears AFP overalls will ensure that they are clearly marked with AFP shoulder flashes and the words 'Federal Police' on the front left chest and back of the garment. A member will ensure rank slide insignia are worn on the epaulettes of the garment.

AFP overalls will only be issued to unsworn AFP personnel with the written approval of the relevant Manager. Before providing this approval, a Manager must:

- fully consider the grounds for issue
- give due regard to ss. 63(1) and (2) of the AFP Act and
- consider alternative non-uniform issue clothing suitable for the function or role to be performed.

Variations to the above may be approved by the:

- National Uniform Committee
- in the case of ACT Policing, the CPOACT.

in relation to, for example, the required markings for teams such as Forensics and Media.

AFP personnel wearing official AFP overalls will ensure that:

- wearing overalls for the particular duty has been appropriately approved
- they are kept clean, in good repair and ironed flat
- they are replaced if faded
- when worn with the sleeves rolled up, the sleeve roll is above the elbow, even and neat
- when worn with a t-shirt underneath, the t-shirt is navy blue in colour
- GP-style boots are worn
- socks are not visible
- the leg of the overall is 'bloused' over the top of the boot
- the member's identification number is worn in accordance with s. 18 above.

38. Footwear

Only AFP issued or approved footwear is to be worn.

The minimum standard is for black leather footwear to be polished daily. Particular attention is to be paid to the welts, heels and toe of the footwear. Footwear worn for ceremonial occasions will be highly polished or of a patent leather finish.

Shoes for male members are normally issued to Superintendents and above. If the issue shoes are unsuitable, the member may privately purchase shoes, however, the following style requirements apply. The shoes are to be:

- black in colour (including all stitching, soles and laces)
- lace-up with 3 to 4 pairs of lace holes
- of a conservative business style.

Shoes for female members may be issued for wear with a uniform skirt or dress uniform pants. If the issue shoes are unsuitable, the member may privately purchase shoes, however, the following style requirements apply. The shoes are to be:

- black in colour (including all stitching, soles and laces)
- of a conservative business style and either
- lace-up with 3 to 4 pairs of lace holes (worn with pants) or
- court-style shoes with a low heel (worn with skirt).

Shoes which have an open back or stiletto heels must not be worn.

39. Gloves

Issued black gloves, which are provided for protection from the cold, may be worn when in winter uniform with jumpers, leather or Polartec® jackets, or a tunic.

Gloves will not be worn with short sleeve shirts when worn as the outer garment unless they are required from an occupational health and safety perspective such as riggers gloves for searching, or medical gloves.

Gloves will not be worn with mess dress.

Gloves ('officer black') should be worn by officers when attending or participating in ceremonial events as indicated in Attachment 1: Order of dress.

40. High visibility vests

High visibility vests are an important item which assists members being seen by others in environments where the member's safety is at a heightened risk, such as when performing traffic or crowd control/escort duties and route security (particularly at night). All AFP personnel will have either a personal or station issue high visibility vest which may have one of the following identifiers on both the front and rear of the garment:

- Australian Federal Police
- Forensics
- Chaplain
- Media
- AFP staff (orange vest).

Given occupational health and safety considerations, and unless wearing a high visibility vest is deemed to be operationally inappropriate, AFP personnel will wear a high visibility vest when:

- performing duties out of a vehicle and/or where operationally required to do so
- airside at an airport
- performing duties on/near roadways
- directed in special circumstances (e.g. large carnival or demonstration-type activities).

41. Mess dress

Mess dress is worn for formal mess functions and other occasions of a formal nature when wearing that order of dress is appropriate (e.g. when the wearing of decorations is appropriate and civilian guests would be expected to wear a dinner suit). A member of the rank of Superintendent (Band 9) or above is entitled to a mess kit and the cost will be borne by the relevant cost centre.

Mess kits for personnel below Band 9

The cost for a mess kit for AFP personnel below Band 9 rests with the member, unless a request is made to, and approved by, their relevant National Manager. If a need is identified, the National Manager may approve the issue of a mess kit funded by the relevant cost centre.

Retired members

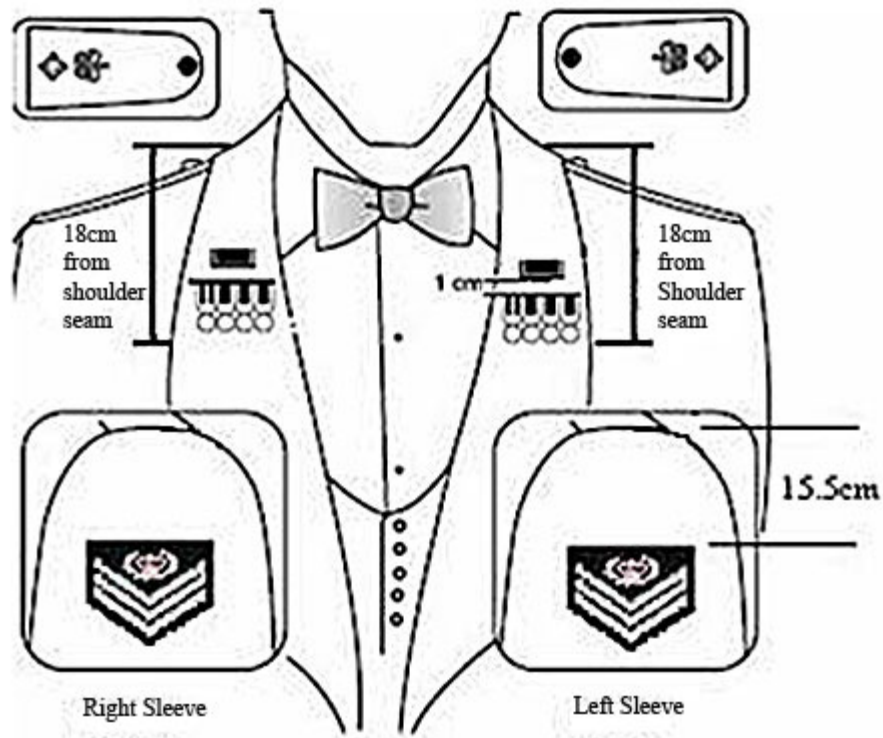
Retired members of the AFP who have been granted permission by the Commissioner may wear Police mess dress appropriate to their rank to appropriate functions. Retired members will wear the retired insignia 'R' on mess dress rank boards or epaulette. Approval should, in the first instance, be sought through the Coordinator, Recognition and Ceremonial.

Mess kit contents

Mess dress will consist of:

- for Band 9 or above - a black mess jacket with navy highlights, relevant officer's insignia and AFP lapel badges
- for all other ranks - a white mess jacket with navy highlights, relevant insignia and AFP lapel badges (a protective service officer will wear issue rank slide insignia on the epaulette)
- a white dinner shirt
- AFP or silver cufflinks
- a navy blue cummerbund
- a black (blue for females) bow tie of an approved pattern
- AFP uniform trousers (males/females)
- a full length black mess dress skirt (females)
- highly polished lace up shoes (males)
- black socks
- an appropriate pattern court style shoe (females)
- approved embellishments (AFP bomb technician, ceremonial and protocol officers etc.)
- official award, AFP award and unofficial award miniatures, worn in accordance with relevant order of precedence.

The positioning of embellishments, insignia and awards is as follows:



Note: Officers mess dress provides for the wearing of 'board' rank insignia slides.

42. Accoutrement belts

Members issued with accoutrement belts will ensure that:

- the belt is kept clean and not frayed, discoloured or ripped
- all fastenings are functional.

43. Carriage of accoutrements

Unless otherwise directed, members performing operational duty in uniform will carry personally issued accoutrements, attached to an AFP issued accoutrement belt as follows:

Master side:

- a firearm in an approved holster
- an approved baton, in an approved baton pouch, positioned directly behind the firearm.

Non-master side:

- aerosol subject restraint OC spray canister, in an approved pouch, on their non-master side front
- handcuffs, in an approved pouch, in line with trouser seam and behind OC spray
- an ammunition magazine in an approved pouch, positioned directly behind the handcuff pouch.

Operational members wearing plain clothes will ensure any accoutrements carried in the normal course of duty are covered from general public view, for example under a jacket.

Additional information in relation to the approved methods of carriage of accoutrements will be issued by either the AFP Operational Safety Committee and/or contained in the [AFP Commissioner's Order on Use of Force \(CO3\)](#).

Part 6 - Personal appearance standards

44. Hair

General

As a minimum standard, a member will ensure that their hair:

- is neatly groomed at all times
- is groomed so that it does not fall below the eyebrows
- is styled so that the hair does not interfere with the proper wearing of any headdress
- does not show forward on the forehead below the brow of the headdress when worn
- is not unnaturally spiked, teased, backcombed, pony tailed, or dreadlocked
- is not styled in an extreme manner, unnaturally or multi-coloured, or of an uncombed appearance.

Males

A male member reporting for duty will have his hair neatly cut at all times with the ears exposed and the hair at the back of the head above the shirt collar. Exceptions to this may be made for a specific purpose with the approval in writing of a senior officer.

Sideburns:

- will not extend lower than the point where the earlobe joins the face
- will be squared off in a horizontal line at the bottom edge
- will be evenly tapered to blend with the hairstyle and an even width
- will not extend onto the cheek area or be shaped to do so.

Females

A female uniformed member reporting for duty will have her hair:

- groomed so that it does not fall below the eyebrows or extend below the collar of the buttoned shirt
- when it extends beyond the above limits - secured in a bun at the back below the hat or arranged up under the hat
- when braided in plaits, secured to the head.

Ponytails and free swinging plaits are not permitted.

Hair accessories such as hair combs, clips, hairnets and 'scrunchies' may be used to secure the hair. When used, these items are to be:

- dark blue or black in colour
- of such design so as not to present a risk to member safety.

While female members in plain clothes can wear long hair, there are occupational health and safety issues to consider. Therefore, while on operational duty, hair should:

- be kept in a simple and unadorned style
- have only plain hair clips or bands affixed to keep it in place
- be worn clear of the face and shall not extend below the top of the member's shirt collar.

45. Facial hair

Shaving

All male members will be clean shaven when reporting for duty unless:

- they wear a moustache or beard which complies with this guideline
- an unshaven appearance is required for operational reasons and is approved in writing by a senior officer.

Moustaches

A member wearing a moustache will ensure that:

- it has been grown while the member is absent from duty
- it is neatly trimmed
- it does not extend outward beyond a vertical line from the outer edge of each eye
- it does not extend downward below the bottom edge of the upper lip.

Beards

A full beard (King George V style) or goatee style beards are the approved beard styles. A member who chooses to wear a beard will ensure that that it is:

- grown while the member is absent from duty (generally three weeks growth prior to return to duty)
- be clean, tidy and neatly trimmed at all times
- not be sculptured, patterned or extreme in style or colour
- closely trimmed and includes a moustache
- be cleanly shaved from the lower jaw to the shirt collar.

Special considerations

A member attached to any specialist team who may be required to wear self-contained breathing apparatus, including a gas mask, is not permitted to wear a beard due to the possibility of interference with the air tight seal by facial hair.

A member who has grown facial hair for medical purposes, may be directed by a senior officer to trim or modify a beard to a presentable image in compliance with the intention of this guideline.

Approval of exemptions

A Manager or Commander may exempt a member from the above conditions on the basis of:

- medical or health conditions or
- cultural or religious beliefs/practices.

Requests for exemption are to be supported by evidence (e.g. a medical certificate) in accordance with s. 10 of this guideline and will be reviewed on an annual basis.

46. Cosmetics

A female member who chooses to wear makeup whilst on duty will ensure that it is worn in moderation and is conservative in style. False eyelashes, heavy eyeliner and excessive facial makeup are not considered appropriate.

47. Fingernails

Males are to keep fingernails clean and neatly trimmed at all times. Nails are not to extend beyond the tip of the finger or thumb.

Females are to keep fingernails clean and neatly trimmed at all times. Due to the potential risk of personal injury if nails are of excessive length, nails should not extend more than 3 mm beyond the tip of the finger or thumb. Where engaged in operational duties consideration should be given to having nails trimmed as for males.

Female members may wear nail varnish which is colourless or flesh colour. No other colours may be worn. The same colour will be applied to all nails.

48. Jewellery and body piercing

While on duty in uniform a member may wear a wrist watch, engagement, wedding, eternity rings and approved emergency medical bracelets. Engagement, wedding and/or eternity rings are to be worn on the same finger. Where there is a risk of injury, rings should be removed or taped. Other visible jewellery, such as pendants, chains or similar forms of jewellery, will not be worn unless required for medical reasons.

The wearing of earrings will be in accordance with the following:

- male members, while on duty, will not wear earrings or studs
- female members whilst on duty, will not wear earrings except in the case of pierced ears. In that case one pair of small matching studs or sleepers is acceptable.

Body piercings which are visible, such as tongue, facial or septum piercing are not permitted. Body piercing worn under clothing is discouraged, however, if worn, consideration should be given to taping prior to commencement of duty to prevent injury.

49. Eyewear

The frames and lenses of prescription spectacles or sunglasses will be appropriate to the nature of the duties being performed and should not be brightly or multi coloured.

Spectacles or sunglasses may only be worn or carried by members under the following conditions:

- prescription tinted or photo chromatic spectacles may be worn at any time in accordance with a prescription
- non-prescription sunglasses may be worn in the normal course of duties other than at ceremonial events
- sunglasses, either issued or purchased by individuals, are to conform to the design requirement for prescribed spectacles except that wrap around type frames are permitted
- a member's facial features are not to be disguised from view to an unreasonable degree
- sunglasses are not to be of a type which unduly restrict the range of the wearer's vision
- spectacles or sunglasses are not to be carried in an exposed and suspended manner by partial insertion in a uniform garment pocket, the front of any uniform garment, suspended from a belt or tucked into the hair or headdress
- sunglasses are not to be worn when attending parades, ceremonial occasions or speaking on camera to the media
- where possible sunglasses should be removed when speaking to members of the public
- sunglasses will only be worn during the day.

If retainer straps are attached to glasses they are to be plain, black or dark blue in colour. Glasses are not to be hung around the neck when not used.

Part 7 - AFP training facilities

50. General appearance

Whilst on AFP training facilities or participating in official AFP training programs, AFP personnel performing duty in plain clothes will, for the duration of that duty, maintain a neat and professional standard of dress and appearance and, unless otherwise provided in this part, in accordance with this guideline.

AFP personnel shall dress in a manner which is suitable to their duties with consideration given to professionalism and safety. Jeans, tracksuits and sports attire are not considered appropriate unless required for operational or training reasons.

Members in uniform will conform to the provisions of this guideline.

51. AFP College

Dining room, lounge room, bar and pool room

A minimum dress standard of neat-casual, including clean jeans and casual dress shorts, applies in the AFP College dining room, lounge room, bar and pool room at all times unless issue tracksuits or other attire are required for operational reasons.

The wearing of non-issue tracksuits, sports attire, sports shorts, singlets, dirty or torn clothing, or clothing with rude, sexist or discriminatory remarks is not acceptable at any time in these

areas.

Appropriate footwear must be worn at all times and should reflect the standard of dress being worn. Thongs of any material are not acceptable.

It is understood that residents of, and visitors to the AFP College in sporting attire may have to quickly transit these areas.

After hours and weekends

An acceptable standard of dress applies to all persons on AFP College premises after hours and on weekends. The dining room, lounge room, bar and pool room standard of dress is to remain the same as stated above.

52. AFP identification cards

AFP personnel visiting, working or living in AFP training facilities will at all times wear an official AFP photographic identification card. Anyone not doing so will be asked to provide identification and, where necessary, will be issued with a temporary visitor's identification card for the duration of the visit.

External guests visiting AFP training facilities are required to wear an identification badge at all times. This will be provided by the reception/security staff upon arrival and/or registration.

Recruits will be issued with AFP identification cards until their AFP photographic identification card is provided.

53. Personal appearance standards

Personal appearance standards, as outlined at Part 6 of this guideline, apply to all AFP training facilities.

Part 8 - Issue, exchange, replacement and return of uniform

54. Uniform issue

The AFP will provide sworn, and on occasion unsworn, members with a uniform in keeping with a style determined by the Commissioner.

A uniform register, which lists entitlements for various teams within the AFP, will be maintained on the AFP Hub for the information of all AFP employees.

Upon posting to permanent uniform duties, a member is entitled to receive a complete issue of uniform as per the register. The uniform provider will not issue a part of a uniform that the member may have from a previous AFP posting, if that part of the uniform is still relevant and in good condition.

Members at Band 9 and above will ensure that a complete uniform, including a tunic, is maintained at all times. The rank insignia to be worn on such uniform will be in accordance

with s. 19 of this guideline.

55. Exchange of general issue uniform

Where an item of uniform issued to a member requires replacement:

- due to fair wear and tear on duty or
- because the item no longer fits the member

such items will be replaced at no cost to the member.

Some items may not need to be returned to the uniform provider prior to replacement. This decision will be made by National Uniform Committee and communicated by way of regular updates to members and the uniform provider.

56. Replacement of general issue uniform and accoutrements

The member responsible for a firearm or ammunition which is lost or stolen must report the loss in accordance with the provisions of the [AFP Commissioner's Order on Use of Force \(CO3\)](#).

Where a member's:

- handcuffs
- baton
- hat or cap
- police badge or identification card
- other item of uniform

is lost, stolen or damaged, the member must furnish a minute outlining the circumstances to their team leader. The team leader will determine whether the loss or damage resulted from negligence and make recommendations to their Superintendent or Coordinator concerning liability of the member for the replacement costs in accordance with the [AFP Commissioner's Financial Instructions](#).

57. Return of uniform

Cessation of employment

Where AFP personnel cease employment with the AFP, they will return all items of uniform and accoutrements to the official uniform provider or armoury prior to their final day of service.

Death

Where an AFP employee dies, the relevant Superintendent or Coordinator will, at an appropriate time, arrange the collection of the deceased person's uniform items and accoutrements (especially the firearm) and ensure they are returned to the official uniform provider or armoury as soon as is practicable.

Suspension

Where a member is suspended from duty, the member will return their issue firearm, handcuffs, baton and identification card/badge to their team leader for secure storage. A receipt will be issued to the member. If the suspension is lifted the items will be returned to the member.

Advancement

A member who is advanced on a substantive basis will return to stores any items of insignia that can no longer be used which may be suitable for reissue.

58. Retention of AFP insignia

Uniform rank insignia, shoulder identification patches, and other items of AFP identification are provided by the uniform provider to serving members to wear on approved AFP garments.

The retention and provision to others of AFP insignia is provided for in the [Commissioner's Financial Instructions](#).

A member who retires or resigns with a minimum 10 years of satisfactory service may apply to retain certain items of AFP insignia through submission of an 'Application to Retain AFP Accoutrements' (in AFP Forms).

59. Alterations to uniforms

The shape, design, cut or pattern of any item of uniform or insignia will not be altered without the authority of the Commissioner.

All alterations will be performed by the company contracted to perform such work.

Items of clothing or equipment which are not of approved design, or material, will not be worn as part of uniform.

Part 9 - Administrative arrangements

60. National Uniform Committee

The National Uniform Committee (NUC) is responsible for the implementation, oversight and review of a national uniform standard encompassing the introduction, changes and discontinuation of uniform items.

The NUC adopts a consultative process with the Australian Federal Police Association and staff regarding uniform issues and in accordance with AFP occupational health and safety guidelines.

The NUC is responsible for the:

- provision of policy and guidelines regarding national uniform standards
- implementation and monitoring of a national uniform standard
- implementation of a process for the approval of uniform introduction, changes and

discontinuation

- oversight and review of processes relating to the approval of uniform introduction, changes and discontinuation
- oversight and review of processes relating to branding and badging issues
- oversight and review of occupational health and safety issues relating to uniform issues
- determining guidelines in relation to the appropriate uniform of the day for functions and other representational forums
- determining a dress standard including an order of dress and associated guideline.

Information on uniform-related issues can be found on the AFP Hub under 'general services'. That location includes:

- the NUC terms of reference
- uniform issue entitlements
- procedures for ordering items
- [business case templates](#).

A request for additional uniform items that are not identified as current requirements will be subject to a submission to the NUC in accordance with the business case template on the AFP Hub.

61. Uniform Advisory Teams

Composition

A Uniform Advisory Team (UAT) will be composed of a chairperson, being:

- for ACT Policing - the Deputy Chief Police Officer - Response (DCPO-R) or
- for Aviation - the Manager Aviation (MA) in the first instance or
- for other portfolios, the relevant Manager

and

- a workforce representative (for example the Australian Federal Police Association) where appropriate and
- such other persons from the relevant portfolios as nominated by Superintendents, Coordinators or Station Managers, as endorsed by the CPOACT or the National Manager of the relevant portfolio.

The Protection UAT considers Protective Service uniform issues on a collective basis, so both the Manager Aviation (MA) and the Manager Protection (MP) will sit on the UAT. The MP, from time to time, may be required to perform the role of chair where the subject matter is relevant to Protection operations. That decision will be decided jointly by MA and MP.

Advisors to a UAT will be at the discretion of the Chair. Generally, advisors will be:

- for ACT Policing, the Coordinator Financial Services and the Uniform Procurement Officer
- for Protection or Aviation, as decided appropriate by MP and MA
- for other portfolios, as decided appropriate by the relevant Manager.

Secretariat to a UAT will be at the discretion of the Chair. Generally, the role:

- for ACT Policing, will be performed by the Uniform Procurement Officer
- for Protection or Aviation will be decided as appropriate by MP and MA
- for other portfolios, will be decided as appropriate by the relevant Manager.

Terms of reference

The purpose of a UAT is to advise the CPOACT or relevant National Manager on uniform matters.

A UAT will:

- receive and assess proposals for any new items of uniform that may be considered appropriate for the relevant area
- periodically evaluate the existing uniform to ensure it remains relevant to portfolio requirements
- provide advice to CPOACT or relevant National Manager on the design, quality and quantity of issue of uniform and personal accoutrement items to members
- consider requests for variation to the approved uniform issue and make recommendations to the CPOACT or relevant National Manager
- undertake any other task assigned it by the relevant portfolio Executive.

Recommendations of the UAT will be presented to the CPOACT or relevant National Manager who may consider such recommendations with the portfolio Executive or any other party deemed appropriate.

Operation of the UAT

The UAT is required to meet at least bi-annually, and on a needs basis, in order to progress the functions as described within the terms of reference. The administration of the UAT will be provided at the discretion of the relevant chair.

Occupational health and safety issues

Any matters presented to the UAT that are considered to be of an occupational health and safety nature will be forwarded to the Occupational Health and Safety Policy Team (where relevant) in the first instance for examination and referral to the Occupational Health and Safety Committee as appropriate.

Review of UAT recommendations

Where the UAT makes a recommendation about a uniform matter and:

- a member of the UAT or
- a person representing a team

disagrees with that recommendation, they may make a further submission to the UAT for consideration.

When the UAT reconsiders the matter, the chairperson may invite any person to attend the meeting and address the UAT about the matter.

The UAT will reconsider the matter as soon as practicable and in every case no later than 28 days of the resubmitted material being received by the secretary. The UAT will then make a second recommendation to the CPOACT or relevant National Manager.

Endorsed UAT recommendations

Endorsed UAT recommendations should be forwarded for the attention of the NUC through the Coordinator Recognition and Ceremonial (Secretariat).

62. Further advice

Any queries relevant to the content of this guideline should be referred, in the first instance, to the Coordinator, Recognition and Ceremonial.

63. References

Legislation

- [*Australian Federal Police Act 1979*](#).

AFP governance instruments

- [Commissioner's Financial Instructions](#)
- [Commissioner's Order on Administration \(CO1\)](#)
- [Commissioner's Order on the Use of Force \(CO3\)](#)
- [AFP National Guideline on ACT Community Policing Medal](#)
- [AFP National Guideline on Intellectual Property, Commercialisation, Logos and Insignia](#)
- [AFP National Guideline on the Governance Instrument Framework](#)
- [AFP National Guideline on Intellectual Property, Commercialisation, Logos and Insignia](#)
- [AFP National Guideline - ACT Community Policing Medal](#).

Other

- [AFP Internal Awards Framework](#)
- [AFP Protocol Manual](#)
- [AFP Customs and Traditions Manual](#)
- [Aviation Administrative Advice 001/2007 - Wearing of Ties with Cargo Pants](#)

64. Attachments

- [Attachment 1: AFP order of dress](#)
- [Attachment 2: Order of wearing Australian honours and awards](#)
- [Attachment 3: AFP Internal Awards Framework Order of Wear](#)
- [Attachment 4: AFP Rank Insignia](#).