

Section 3 - Civilian Clothing

3.83 General

- a. Liberty personnel can wear plain clothes as promulgated. Particular attention is to be given to the cleanliness and repair of all plain clothes including footwear and headdress. No tears, fraying or excessive fading is permitted. Clothing is to be clean, dry, neat, tidy and ironed.
- b. Personnel who return to the confines of the NSC whilst on any type of leave are reminded that they are to comply with the dress standards.
- c. When wearing civilian clothing personnel are to be aware that:
 - (1) they remain in all respects subject to the Armed Forces Discipline Act (AFDA),
 - (2) the service accepts no liability for loss of or damage to civilian clothing except in certain circumstances,
 - (3) identity cards are to be carried at all times, and
 - (4) service uniform clothing items are not to be worn with civilian clothing.

3.84 Dress Standards

- a. In today's modern climate the Navy is more often in the public eye and with this in mind, a higher than average standard of presentability while in civilian dress needs to be maintained. Naval dress standards are not designed to set the trend or fashion but rather to move behind it. The following are the minimum acceptable equivalents to the uniform dress of the day:
 - (1) dress walk shorts/dress/skirt/trousers/jeans,
 - (2) open neck collared shirt/polo shirts/t-shirt; and
 - (3) shoes and sandals.
- b. The following guidelines are promulgated for the wearing of civilian clothes:
 - (1) Personnel are not to wear slippers, jandals/thongs, abbreviated shorts (cut offs) or singlets outside the confines of their living quarters. Personnel are not to walk or run around in bare feet within the confines of any defence establishment or ship.
 - (2) Dress shirts, 'polo' shirts and high quality dress t-shirts can be worn provided that they do not include slogans or artwork of a derogatory, obscene or offensive nature. Small company logos or insignia are acceptable. T-shirts worn for PT are not to be worn ashore as civilian attire. T-shirts produced by a ship or establishment are to have the express approval of the CO before production begins and are to meet all the criteria described in the preceding paragraphs if they are to be worn.
 - (3) Shorts can be worn at any time but must be of a 'dress' style that normally infers pockets. Designer shorts are acceptable. Shorts worn for participation in sports events/PT are not acceptable as plain clothes.
 - (4) Dress sandals can be worn with shorts (no plastic Roman sandals).
 - (5) Sports shoes when worn with plain clothes are to be in a good state of repair and clean.
 - (6) Boat shoes and other types of shoe that are specifically designed to be worn without socks or stockings can be worn with long trousers, shorts, and skirts. Other types of shoes when worn as plain clothes, are to be worn with socks.
 - (7) Civilian baseball caps can be worn ashore with plain clothes and sports rig. Caps are not to be worn back to front at any time.
 - (8) Trousers do not include track suit/taslon etc type pants. Three quarter trousers are acceptable. Walk shorts do not include nylon or taslon PT shorts, or any shorts worn for PT purposes.

- c. The CO is to consider the withdrawal of plain clothes privileges for those personnel who fail to comply with the standards.

3.85 Restrictions

- a. From time to time there can be a requirement to tighten the dress standards of a ship's company. This could result from cultural or religious sensitivities, or ceremonial requirements.
- b. This will mean enforcing the wearing of a 'fold down' collar and possibly restricting the wearing of shorts/skirts. This will be promulgated either internally by daily orders or externally by administration instruction if necessary.

3.86 Recreational Sports Dress

- a. Athletic singlets, t-shirts and running shorts can be worn by personnel running, power walking or cycling between home and duty, and can be worn when proceeding directly to games in the naval base or by personnel proceeding on bona fide training runs:
- b. When proceeding to or from the ship, sports rig is not to be worn when:
- (1) shopping or visiting public places for business;
 - (2) proceeding to or from home in a vehicle; or
 - (3) posting in or out of a ship or shore establishment.

3.87 Motorcycles/Cycling

For safety reasons personnel travelling by motorcycle are permitted to wear the appropriate protective clothing e.g. leather or PVC outfits. Helmets are to be worn at all times when cycling within the confines of the NSC. Personnel are to wear the appropriate headdress when walking around in public areas after alighting from their motorcycles.

3.88 Personnel Attending Tertiary Institutions

- a. Personnel attending tertiary institutions are to wear uniform at all times. The exceptions when plain clothes can be worn are:
- (1) during enrolment;
 - (2) capping week;
 - (3) sitting final exams; or
 - (4) when directed by the Commander Leadership Development (CLD).
- b. Tertiary institutions are an 'off caps' area.

3.89 Naval Police Personnel

Naval police personnel can wear plain clothes whilst employed on duties involving:

- (1) operations, training or liaison with civilian law enforcement authorities;
- (2) investigations of a delicate or sensitive nature where uniform is inappropriate; or
- (3) investigations outside naval/defence units.

3.90 Marks of Respect

When in plain clothes personnel are to stand to attention for:

- (1) The National Anthem.
- (2) Colours.
- (3) Sunset.
- (4) A gun salute.

- (5) A passing staff car with flags/disc displayed.

3.91 Drug Advocation

Wearing or displaying clothing, jewellery, tattoos etc depicting marijuana, any other controlled substance or advocating drug abuse is prohibited at all times on any military establishment/unit or under any circumstance that is likely to discredit the Navy.

Section 4 - Summer and Winter Uniforms

1. Dress Ordering Tables

a. The table below outlines how to use the dress ordering system:

Dress Ordering System	
Number relating to dress	Headdress Number (Optional)
3 AW 1	
Lettering representing formality of dress Summer dress represented by the letter W (Whites)	

Note: The above colour is only used for effect in order to explain the system, a dress order code looks like the following examples: 3AW1, 3B2, 4A3, 5A5.

b. The table below outlines the number that relates to the following headdress: (if no headdress number is detailed, this offers freedom to the individual to decide which headdress to wear, as long as the headdress is permitted with the relating dress).

Headdress Ordering	
1	White Service Cap
2	Beret
3	Baseball Cap
4	RNZN Sun Hat
5	Chefs Puff Hat
6	Food Handler Cap

c. The table below outlines the dress ordering system for the following services:

Type of Dress	RNZN	NZ Army	RNZAF	RAN	RN
Service Dress Full Ceremonial	1A/1AW	1A	3	S1/W1	1A/1AW
Service Dress Ceremonial	1B/1BW	1B	3	S2/W2	1B/1BW
Service Dress Minor Ceremonial	1C/1CW	1C	3	S3/W3	1C/1CW
Mess Dress	2A/2AW	N/A	N/A	S4/W4	2A/2AW
Mess Undress	2B/2BW	2A	1 or 2	S5/W5	2B/2BW
General Duty Rig	3A/3AW	1D/1E	6	S7/W7	3A/3AW
Half Blues	3B	N/A	N/A	N/A	3B
General Working Dress(E)	4A-E	3	6 or 8	SW12	4
Catering Uniform	5A, 5B, 5C	5	N/A	SW13	5
Physical Training Dress	6A	4A	N/A	SW19	N/A
Physical Training Instructor Dress	6C, 6D	4C	N/A	SW15	N/A
White/Blue Coveralls	7A	N/A	N/A	SW16	5
Divers Working Dress	8A	N/A	N/A	SW17	N/A
SSTS Instructors Coveralls	9A	N/A	N/A	N/A	5
MTG Sea Riding Uniform	10A	N/A	N/A	N/A	N/A

2. 1A/1AW Dress - Service Dress Full Ceremonial

a. Occasions for wear:

- (1) Inspections by Flag Officers.
- (2) State funerals, courts martial, and other appropriate ceremonial events.
- (3) Guard of Honour (Note 3, 4, 5 and 6).
- (4) Full ceremonial events as ordered.
- (5) When in a parade ceremonial role where 1A is required, or as a formally invited guest (Note 1).

b. Decoration/Medals:

- (1) Collar and/or broad riband.
- (2) Up to 4 stars of orders.
- (3) Up to 3 neck decorations.
- (4) Medals.

c. 1A - Winter Description:

Officers	WO/SR	JR
Cap and Officer's Cap Badge (Note 2)	Cap and appropriate Cap Badge (Note 2)	Seaman's Cap and appropriate Cap Tally (Note 2)
Officer's Black Service Jacket	SR Black Service Jacket	JR Black Service Jacket
Black Service Trousers	Black Service Trousers	JR Black Service Trousers
White Long Sleeved Shirt	White Long Sleeved Shirt	JR Tropical Shirt
Black Tie	Black Tie	Black Silk Scarf
Black Belt	Black Belt	Black Belt
Black Socks	Black Socks	Black Socks
Black Shoes (Note 6)	Black Shoes (Note 7)	Black Shoes (Note 7)
Pin Name Tag (Note 3)	Pin Name Tag (Note 3)	Pin Name Tag (Note 3)
Branch Specialist Badge as appropriate	Gold Rank and Branch Badges	Gold Rank and Branch Badges
Sword and Sword Belt	Warrant Officer/MAA Sword and Sword Belt (as appropriate) (Note 4)	Seaman Blue Jean Collar, Lanyard, Black Tape

d. 1AW - Summer Description:

Officers	WO/SR	JR
Cap and Officer's Cap Badge (Note 2)	Cap and appropriate Cap Badge (Note 2)	Seaman's Cap and appropriate Cap Tally (Note 2)
Officer's White Service Tunic	SR White Service Tunic	JR White Service Jacket
White Service Trousers	White Service Trousers	White Service Trousers
Shoulder Boards	Rank Slide (WO Shoulder Boards - WOs only)	Blue on white rank and branch badges
White Belt	White Belt	White Belt

White Socks	White Socks	Black Socks
White Shoes (Note 6)	White Shoes (Note 7)	Black Shoes (Note 5)
Pin Name Tag (Note 3)	Pin Name Tag (Note 3)	Pin Name Tag (Note 3)
Branch Specialist Badge as appropriate	Warrant Officer/MAA Sword and Sword Belt (as appropriate) (Note 4)	Black Silk Scarf
Sword and Sword Belt		JR Tropical Shirt
		Seaman Blue Jean Collar, Lanyard, White Tape

Notes:

1. Officers unattached or in a platoon are to wear 1B/1BW.
2. Worn during religious services by female personnel. Junior Ratings' chinstays are to be down when armed.
3. Pin name tags are not to be worn when conducting service rifle drill. Uniformity issues will dictate if other members of a guard/parade will wear name tags.
4. MAAs and certain warrant officers may wear a sword and sword belt. Senior and junior ratings may be armed with rifle and bayonet. A cutlass is carried by a Chief Petty Officer in escort to the White Ensign/or escort in courts martial.
5. When parading with the service rifle, parade boots are to be worn. When parade boots are worn with 1A/1AW white webbing and white webbing belt must be worn.
6. When parading in a ceremonial role with swords, Guard Commander etc, parade boots are to be worn. When parade boots are worn with 1A/1AW black webbing must be worn.
7. No I.D. Lanyards are to be worn with 1A/1AW.
8. No watches are to be worn with 1A/1AW while on parade.
9. Optional: black leather gloves for officers and Warrant Officers.

1A Dress - Service Dress Ceremonial Winter

Fig. 3-1A Officers



Fig. 3-1A WO/SR



Fig. 3-1A JR



1AW Dress - Service Dress Ceremonial Summer

Fig. 3-1AW Officers



Fig. 3-1AW WO/SR



Fig. 3-1AW JR



1A Dress - Service Dress Ceremonial Winter - Guards

Fig. 3-1A Officers



Fig. 3-1A WO/SR



Fig. 3-1A JR



1AW Dress - Service Dress Ceremonial Summer - Guards

Fig. 3-1AW Officers



Fig. 3-1AW WO/SR



Fig. 3-1AW JR



3. 1B/1BW Dress - Service Dress Ceremonial

a. Occasions for wear:

- (1) Inspections by Flag Officers.
- (2) Exchanging visits of ceremony as an alternative to 1A/1AW dress.
- (3) Funerals, church, and divisions.
- (4) Other occasions as ordered (ANZAC Day, Remembrance Day).
- (5) When unattached or in a platoon during a parade ceremony (Note 1).

b. Decoration/Medals:

- (1) Collar and/or broad riband.
- (2) Up to 4 stars of orders.
- (3) Up to 3 neck decorations.
- (4) Medals.

c. 1B - Winter Description:

Officers	WO/SR	JR
Cap and Officer's Cap Badge (Note 2)	Cap and appropriate Cap Badge (Note 2)	Seaman's Cap and appropriate Cap Tally (Note 2)
Officer's Black Service Jacket	SR Black Service Jacket	JR Black Service Jacket
Black Service Trousers (Note 3)	Black Service Trousers (Note 3)	JR Black Service Trousers
White Long Sleeved Shirt	White Long Sleeved Shirt	JR Tropical Shirt
Black Tie	Black Tie	Black Silk Scarf
Black Belt	Black Belt	Black Belt
Black Socks	Black Socks	Black Socks
Black Shoes	Black Shoes	Black Shoes
Pin Name Tag	Pin Name Tag	Pin Name Tag
Branch Specialist Badge as appropriate	Gold Rank and Branch Badges	Gold Rank and Branch Badges
		Seaman Blue Jean Collar, Black Tape and Lanyard

d. 1BW - Summer Description:

Officers	WO/SR	JR
Cap and Officer's Cap Badge (Note 2)	Cap and appropriate Cap Badge (Note 2)	Seaman's Cap and appropriate Cap Tally (Note 2)
Officer's White Service Tunic	SR White Service Tunic	JR White Service Jacket

White Service Trousers (Note 4)	White Service Trousers (Note 4)	White Service Trousers
Shoulder Boards	Rank Slides (WO Shoulder Boards - WOs only)	JR Tropical Shirt
White Belt	White Belt	Black Silk Scarf
White Socks	White Socks	White Belt
White Shoes	White Shoes	Black Socks
Pin Name Tag	Pin Name Tag	Black Shoes
Branch Specialist Badge as appropriate		Pin Name Tag
		Blue on White Rank and Branch Badges
		Seaman Blue Jean Collar, White Tape and Lanyard

Notes:

1. When in a parade ceremonial role, or as a formally invited guest (as appropriate) it may be required to wear 1A/1AW.
2. Worn during religious services by female personnel.
3. It is optional for females to wear a black service skirt instead of black service trousers. When the skirt is worn, females may wear either court shoes or black shoes with sockettes or pantyhose.
4. It is optional for females to wear a white service skirt instead of white service trousers. When the skirt is worn, females may wear either court shoes or white/black shoes with skin coloured sockettes or pantyhose.
5. No I.D. lanyards are to be worn with 1B/1BW.
6. No watches are to be worn with 1B/1BW while on parade.
7. Optional: black leather gloves for officers and Warrant Officers.

1B Dress - Service Dress Ceremonial Winter

Fig. 3-1B Officers

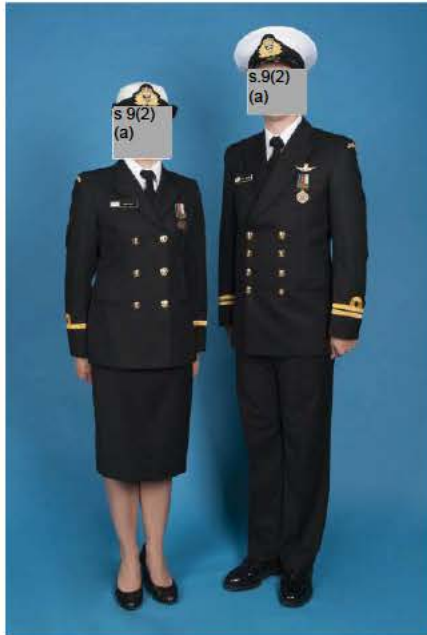


Fig. 3-1B WO/SR



Fig. 3-1B JR



1BW Dress - Service Dress Ceremonial Summer

Fig. 3-1BW Officers



Fig. 3-1BW WO/SR



Fig. 3-1BW JR



4. 1C/1CW Dress - Service Dress Minor Ceremonial

a. Occasions for wear:

(1) Occasions of duty or minor ceremonial (Note 6).

b. Decoration/Medals:

(1) Medal ribbons.

c. 1C - Winter Description:

Officers	WO/SR	JR
Cap and Officer's Cap Badge (Note 1)	Cap and appropriate Cap Badge (Note 1)	Seaman's Cap and appropriate Cap Tally (Note 1)
Officer's Black Service Jacket	SR Black Service Jacket	JR Black Service Jacket
Black Service Trousers (Note 2)	Black Service Trousers (Note 2)	JR Black Service Trousers
White Long Sleeved Shirt	White Long Sleeved Shirt	JR Tropical Shirt
Black Tie	Black Tie	Black Silk Scarf
Black Belt	Black Belt	Black Belt
Black Socks	Black Socks	Black Socks
Black Shoes	Black shoes	Black Shoes
Pin Name Tag	Pin Name tag	Pin Name Tag
Branch Specialist Badge as appropriate	Gold Rank and Branch Badges	Gold Rank and Branch Badges
		Seaman Blue Jean Collar, Black Tape and Lanyard

d. 1CW - Summer Description:

Officers	WO/SR	JR
Cap and Officer's Cap Badge (Note 1)	Cap and appropriate Cap Badge (Note 1)	Seaman's Cap and appropriate Cap Tally (Note 1)
Officer's White Service Tunic	SR White Service Tunic	JR White Service Jacket
White Service Trousers (Note 3)	White Service Trousers (Note 3)	White Service Trousers
Shoulder Boards	Rank Slides (WO Shoulder Boards - WOs only)	JR Tropical Shirt
White Belt	White Belt	Black Belt
White Socks	White Socks	Black Socks
White Shoes	White Shoes	Black Shoes

Pin Name Tag	Pin Name Tag	Pin Name Tag
Branch Specialist Badge as appropriate		Black Silk Scarf
		Blue on White Rank and Branch badges
		Seaman Blue Jean Collar, White Tape and Lanyard

Notes:

1. Worn during religious services by female personnel.
2. It is optional for females to wear a black service skirt instead of black service trousers. When the skirt is worn, females may wear either court shoes or black shoes with sockettes or pantyhose.
3. It is optional for females to wear a white service skirt instead of white service trousers. When the skirt is worn, females may wear either court shoes or white/black shoes with sockettes or pantyhose.
4. Optional: EFW jacket.
5. No I.D. lanyards are to be worn with 1C/1CW.
6. 1C is the approved dress for winter receptions.
7. Optional: black leather gloves for officers and Warrant Officers.

1C Dress - Service Dress Ceremonial Winter

Fig. 3-1C Officers



Fig. 3-1C WO/SR



Fig. 3-1C JR



1CW Dress - Service Dress Ceremonial Summer

Fig. 3-1CW Officers



Fig. 3-1CW WO/SR



Fig. 3-1CW JR



5. 2A/2AW Dress - Mess Dress

a. Occasions for wear:

- (1) Worn for formal military and civilian evening functions. Equivalent of civilian black tie clothing.
- (2) Military balls.

b. Decoration/Medals:

- (1) Collar and/or broad riband.
- (2) Up to 4 stars of orders.
- (3) One neck decoration.
- (4) Miniature medals.

c. 2A - Winter Description:

Officers	WO
Cap and Officer's Cap Badge (Note 1)	Cap and appropriate Cap Badge (Note 1)
Black Mess Jacket (Note 2)	Black Mess Jacket
Black Mess Trousers (Note 3, 4)	Black Service Trousers
Black Mess Skirt (Note 4, 5)	Black Mess Skirt (Note 4, 5)
Black Evening Tie (Note 6)	Black Evening Tie (Note 6)
Black Crossover (Note 5)	Black Crossover (Note 5)
White Mess Blouse (Note 5)	White Mess Blouse (Note 5)
White Mess Shirt (Note 6)	White Mess Shirt (Note 6)
Black Shoes	Black Shoes
Black Court Shoes (Note 5, 9)	Black Court Shoes (Note 5, 9)
White Waistcoat (Note 6)	White Waistcoat (Note 6)
Miniature Branch Specialist Badge as appropriate	
SR	JR
Cap and appropriate Cap Badge (Note 1)	As for 1C rig
White SR Mess Jacket	
Black Service Trousers	
Black Mess Skirt (Note 4, 5)	
Black Evening Tie (Note 6)	
Black Crossover (Note 5)	
White Mess Blouse (Note 5)	
White Mess Shirt (Note 6)	
Black Shoes	
Black Court Shoes (Note 5, 9)	
Black Cumberbund (Note 7)	

d. **2AW - Summer Description:**

Officers	WO
Cap and Officer's Cap Badge (Note 1)	Cap and appropriate Cap Badge (Note 1)
White Mess Jacket with Shoulder Boards	White SR Mess Jacket with Shoulder Boards
Black Mess Trousers (Note 3, 4)	Black Service Trousers
Black Mess Skirt (Note 4, 5)	Black Mess Skirt (Note 4, 5)
Black Evening Tie (Note 6)	Black Evening Tie (Note 6)
Black Crossover (Note 5)	Black Crossover (Note 5)
White Mess Blouse (Note 5)	White Mess Blouse (Note 5)
White Mess Shirt (Note 6)	White Mess Shirt (Note 6)
Black Shoes	Black Shoes
Black Court Shoes (Note 5, 9)	Black Court Shoes (Note 5, 9)
White Waistcoat (Note 6)	White Waistcoat (Note 6)
Miniature Branch Specialist Badge as appropriate	
SR	JR
As for 2A rig	As for 1CW rig

Notes:

1. White Service caps are to be worn as appropriate.
2. Tailcoat for male officers of CAPT rank and above.
3. Gold laced trousers/skirt for officers of CAPT rank and above.
4. Black mess trousers may be worn by females at individual discretion.
5. Females only.
6. Males only.
7. Females optional. Ship's cummerbund is not to be worn with 2A/2AW.
8. No I.D. lanyards are to be worn with 2A/2AW.
9. Black service stockings may be worn at individual discretion.
10. Black mess skirt or trousers may be worn with either black service shoes, black service court shoes, or non-issue black, closed toe shoes.

2A Dress - Mess Dress Winter

Fig. 3-2A Officers/WO



Fig. 3-2A SR

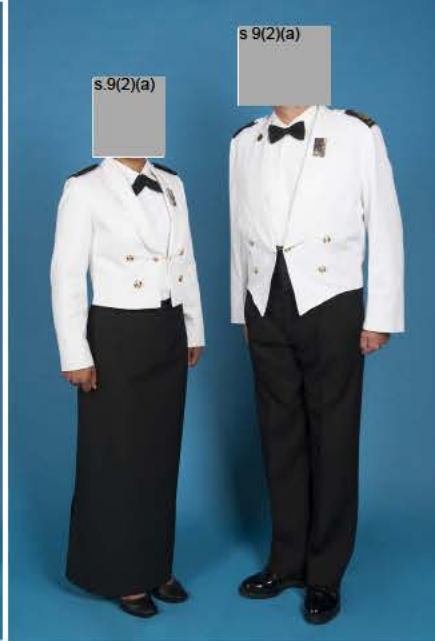


Fig. 3-2A JR



2AW Dress - Mess Dress Summer

Fig. 3-2AW Officers

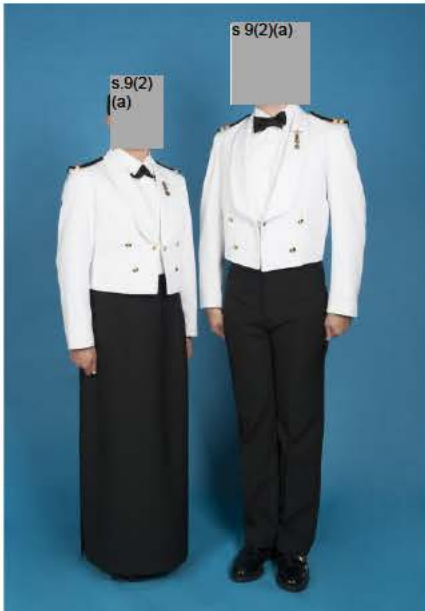


Fig. 3-2AW WO/SR



Fig. 3-2AW JR



6. 2B/2BW Dress - Mess Undress

a. Occasions for wear:

- (1) Worn for evening unit functions within RNZN ships and establishments.

b. Decoration/Medals:

- (1) Collar and/or broad riband.
- (2) Up to 4 stars of orders.
- (3) One neck decoration.
- (4) Miniature medals.

c. 2B - Winter Description:

Officers	WO
Cap and Officer's Cap Badge (Note 1)	Cap and appropriate Cap Badge (Note 1)
Black Mess Jacket (Note 2)	Black Mess Jacket
Black Mess Trousers (Note 3, 4)	Black Service Trousers (Note 4)
Black Mess Skirt (Note 4, 5)	Black Mess Skirt (Note 4, 5)
Black Evening Tie (Note 6)	Black Evening Tie (Note 6)
Black Crossover (Note 5)	Black Crossover (Note 5)
White Mess Blouse (Note 5)	White Mess Blouse (Note 5)
White Mess Shirt (Note 6)	White Mess Shirt (Note 6)
Black Shoes	Black Shoes
Black Court Shoes (Note 5, 10)	Black Court Shoes (Note 5, 10)
Black Cumberbund (Note 7, 8)	Black Cumberbund (Note 7, 8)
Miniature Branch Specialist Badge as appropriate	
SR	JR
Cap and appropriate Cap Badge (Note 1)	As for 1C rig
White SR Mess Jacket	
Black Mess Trousers	
Black Mess Skirt (Note 4, 5)	
Black Evening Tie (Note 6)	
Black Crossover (Note 5)	
White Mess Blouse (Note 5)	
White Mess Shirt (Note 6)	
Black Shoes	
Black Court Shoes (Note 5, 10)	
Black Cumberbund (Note 7)	

d. **2BW - Summer Description:**

Officers	WO
Cap and Officer's Cap Badge (Note 1)	Cap and appropriate Cap Badge (Note 1)
White Mess Jacket with Shoulder Boards	White Mess Jacket with Shoulder Boards
Black Mess Trousers (Note 3, 4)	Black Service Trousers (Note 3, 4)
Black Mess Skirt (Note 4, 5)	Black Mess Skirt (Note 4, 5)
Black Evening Tie (Note 6)	Black Evening Tie (Note 6)
Black Crossover (Note 5)	Black Crossover (Note 5)
White Mess Blouse (Note 5)	White Mess Blouse (Note 5)
White Mess Shirt (Note 6)	White Mess Shirt (Note 6)
Black Shoes	Black Shoes
Black Court Shoes (Note 5, 10)	Black Court Shoes (Note 5, 10)
Black Cummerbund (Note 7, 8)	Black Cummerbund (Note 7, 8)
Miniature Branch Specialist Badge as appropriate	
SR	JR
As for 2B rig	As for 1CW rig

Notes:

1. White service caps are to be worn as appropriate.
2. Tailcoat for male officers of CAPT rank and above.
3. Gold laced trousers/skirt for officers of CAPT rank and above.
4. Black mess trousers may be worn by females at individual discretion.
5. Females only.
6. Males only.
7. Females optional.
8. Ship's cummerbund may be worn in lieu of the black cummerbund.
9. No I.D. lanyards are to be worn with 2B/2BW.
10. Black service stockings may be worn at individual discretion.
11. Black mess dress skirt or trousers may be worn with either black service shoes, black service court shoes, or non-issue black, closed toe shoes.

2B Dress - Mess Undress Winter

Fig. 3-2B Officers/WO



Fig. 3-2B SR

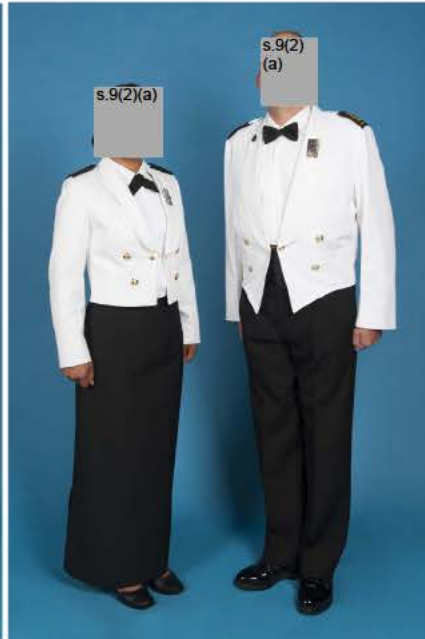


Fig. 3-2B JR



2BW Dress - Mess Undress Summer

Fig. 3-2BW Officers



Fig. 3-2BW WO/SR

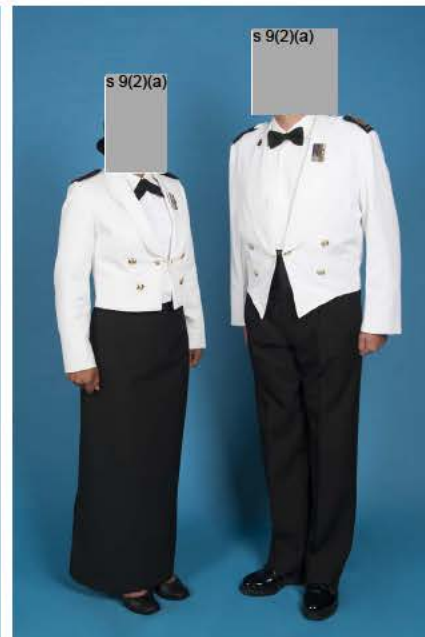


Fig. 3-2BW JR



7. 2C Dress - Red Sea Rig

a. Occasions for wear:

(1) Informal evening uniform on ships.

b. Decoration/Medals:

(1) Medal ribbons.

c. Description:

Officers	WO/SR	JR
Cap and Officer's Cap Badge	Cap and appropriate Cap Badge	As for 3B rig
White Tropical Shirt	White Tropical Shirt	
Shoulder Boards	Rank Slides	
Black Service Trousers	Black Service Trousers	
Black Cumberbund (Note 2,3)	Black Cumberbund (Note 2,3)	
Black Belt	Black Belt	
Black Socks	Black Socks	
Black Shoes	Black Shoes	
Magnetic Name Tag	Magnetic Name Tag	
Branch Specialist Badge as appropriate		

Notes:

1. Headdress is to be worn as appropriate.
2. Ship's cumberbund may be worn in lieu of the black cumberbund.
3. Optional for females.
4. Optional: mild weather jacket, EFW jacket.
5. No I.D. lanyards are to be worn with 2C.
6. Junior rates may wear a black cumberbund with 2C while conducting formal stewarding duties, e.g. evening receptions.

2C Dress - Red Sea Rig

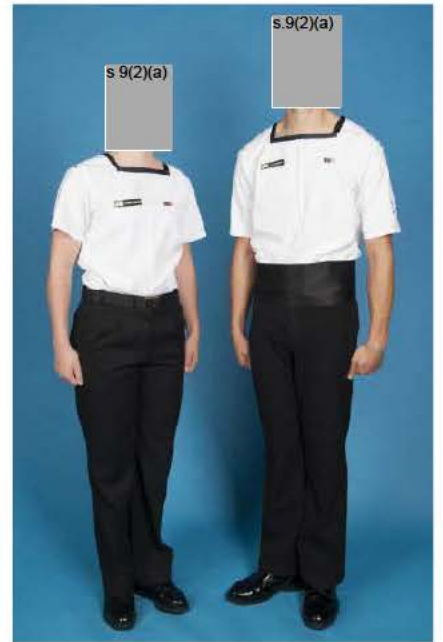
Fig. 3-2C Officers



Fig. 3-2C WO/SR



Fig. 3-2C JR



8. 3A/3AW Dress - General Duty Rig

a. **Occasions for wear:**

(1) Worn on semi formal work day ashore and on ship (Note 3).

b. **Decoration/Medals:**

(1) Medal ribbons.

c. **3A - Winter Description:**

Officers	WO/SR	JR
Cap and Officer's Cap Badge or Black Beret	Cap and appropriate Cap Badge or Black Beret	As for 3B rig
White Long Sleeve Shirt	White Long Sleeve Shirt	
Rank Slides	Rank Slides	
Black Service Trousers (Note 1)	Black Service Trousers (Note 1)	
Black Belt	Black Belt	
Black Socks	Black Socks	
Black Shoes	Black Shoes	
Magnetic Name Tag	Magnetic Name Tag	
Black Tie (Note 3)	Black Tie (Note 3)	
Branch Specialist Badge as appropriate		

d. **3AW - Summer Description:**

Officers	WO/SR	JR
Cap and Officer's Cap Badge or Black Beret	Cap and appropriate Cap Badge or Black Beret	Seaman's Cap and appropriate Cap Tally or Black Beret
White Tropical Shirt	White Tropical Shirt	JR Tropical Shirt
Shoulder Boards	Rank Slides	Blue on White Rank and NZ Flashes on Tropical Shirt
White Service Trousers (Note 2)	White Service Trousers (Note 2)	JR White Service Trousers
White Belt	White Belt	White Belt
White Socks	White Socks	Black Socks
White Shoes (Note 2)	White Shoes (Note 2)	Black Shoes (Note 2)
Magnetic Name Tag	Magnetic Name Tag	Magnetic Name Tag
Branch Specialist Badge as appropriate		

Notes:

- It is optional for females to wear a black service skirt instead of black service trousers. When the skirt is worn, females may wear either court shoes or black shoes with sockettes or pantyhose.
- It is optional for females to wear a white service skirt instead of white service trousers. When the skirt is worn, females may wear court shoes, white/black shoes, or black sandals with

sockettes or pantyhose (sandals will be worn with no sockettes or pantyhose).

3. A tie pin may be worn at individual discretion.
4. 3AW is the approved dress for summer receptions.
5. Optional: black v-neck jersey, mild weather jacket, EFW jacket, black gloves for Officers and Warrant Officers.

3A Dress - General Duty Rig Winter

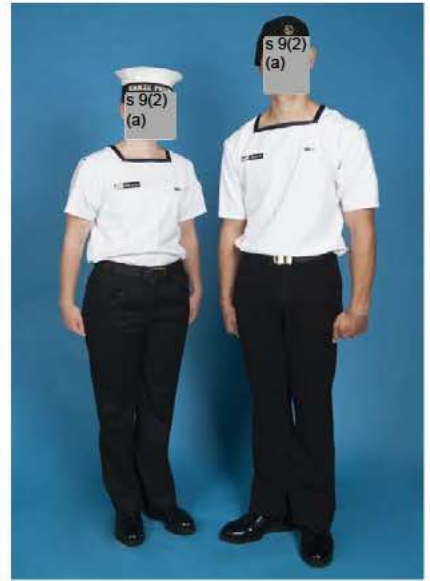
Fig. 3-3A Officers



Fig. 3-3A WO/SR



Fig. 3-3A JR



3AW Dress - General Duty Rig Summer

Fig. 3-3AW Officers



Fig. 3-3AW WO/SR



Fig. 3-3AW JR



9. 3B Dress - Half Blues

a. Occasions for wear:

(1) Worn all year round as working dress.

b. Decoration/Medals:

(1) Medal Ribbons.

c. Description:

Officers	WO/SR	JR
Cap and Officer’s Cap Badge or Black Beret	Cap and appropriate Cap Badge or Black Beret	Seaman’s Cap and appropriate Cap Tally or Black Beret
White Tropical Shirt (with epaulettes)	White Tropical Shirt (with epaulettes)	JR Tropical Shirt
Shoulder Boards	Rank Slides	Blue on White Rank and NZ Flashes on Tropical Shirt
Black Service Trousers (Note 1)	Black Service Trousers (Note 1)	JR Black Service Trousers
Black Belt	Black Belt	Black Belt
Black Socks	Black Socks	Black Socks
Black Shoes (Note 1)	Black Shoes (Note 1)	Black Shoes (Note 1)
Magnetic Name Tag	Magnetic Name Tag	Magnetic Name Tag

Notes:

- It is optional for females to wear a black service skirt instead of black service trousers. When the skirt is worn, females may wear black sandals, court shoes or black shoes with sockettes or pantyhose (black sandals will be worn with no sockettes or pantyhose).
- Optional: Black v-neck jersey, mild weather jacket, extreme foul weather jacket, black gloves.

3B Dress - Half Blues

Fig. 3-3B Officer

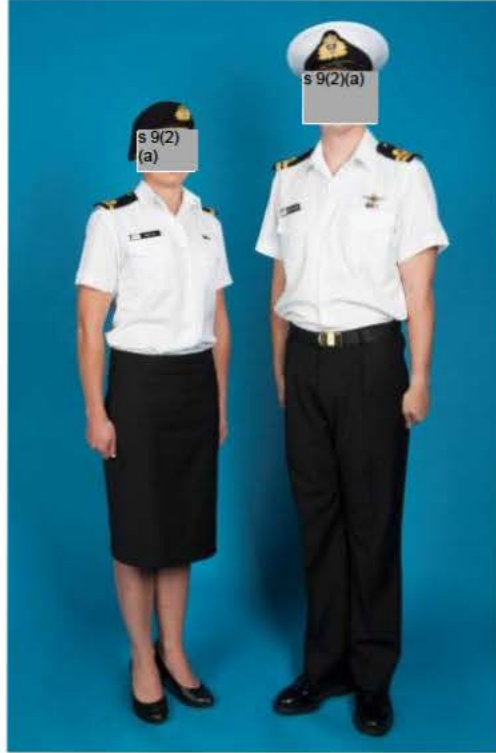


Fig. 3-3B WO/SR



Fig. 3-3B JR



10. 4 Dress - General Working Dress

a. **4A - Action Dress:**

- (1) Shirt is tucked in and sleeves fully extended. A RNZN operational t-shirt is to be worn under the shirt. This is how personnel are dressed for action emergency stations and for DC activities.

b. **4B - Daily Working Dress:**

- (1) Shirt un-tucked and sleeves rolled up. A RNZN operational t-shirt may be worn under the shirt.

c. **4C - Working Dress:**

- (1) Shirt un-tucked/tucked in and sleeves fully extended/rolled up. A RNZN operational t-shirt may be worn under the shirt.

d. **4D - Relaxed Working Dress:**

- (1) GWD trousers and with a RNZN operational t-shirt (always tucked in). A rank slide is to be worn on the GWD belt between the loops of the GWD trousers, opposite the tail end of the belt. **Note:** Not to be worn in transit.

e. **4E - Working Dress Dry Fit:**

- (1) GWD trousers and with a RNZN Navy dry fit t-shirt or Navy PTI dry fit t-shirt (always tucked in). A rank slide is to be worn on the GWD belt between the loops of the GWD trousers, opposite the tail end of the belt.
Note: To be worn at Commanding Officers discretion.

f. **Description:**

Officers	WO/SR	JR
White Service Cap, Black Beret or RNZN Baseball Cap, RNZN Sun Hat (Note 1, 2, 3)	As for Officers 4 rig	As for WO/SR 4 rig
General Working Shirt	PTI Dry Fit T-Shirt (Note 4)	
General Working Trousers (bloused over the top of the boot)		
General Working Belt		
RNZN Operational T-Shirt/ Navy branded Dry Fit (Note 4)		
Black Boots (Note 8)		
Steaming Socks		
Unit/Ship/Operation Badge		
Velcro Name Badge		

Notes:

1. 4B1 can be worn by personnel undergoing formal parade instruction. 4B1 can be worn at the discretion of the commanding officer.
2. Ships' baseball caps may be worn in lieu of issued RNZN baseball caps whilst the individual is posted to the ship or unit. Ships' baseball caps are not to be worn when individuals are on course that are not ship's company specific e.g. LRCPC, POCP.

3. RNZN sun hat may be worn for working parties and upper deck work; it is not to be worn when transiting between establishments, or around bases.
4. Navy branded dry fit and PTI dry fit is only to be worn with 4E. At no other time is the Navy branded dry fit or the PTI dry fit to be worn with Dress 4.
5. If 4D/4E is worn and in the event of needing another layer of warmth, the general working shirt is to be used in the first instance prior to a light weight merino.
6. When the general working shirt is worn with the top button undone the collar is to be ironed flat as pictured in Fig 3-4B below.
7. Optional; I.D. lanyard, light weight merino (indoors only, unless an approved layer is worn over top), mild weather jacket, EFW jacket/trousers.
8. Garrison shoes may be worn in lieu of boots iaw Article "3.23 Garrison Shoe".

4A-4B Dress - General Working Dress

Fig. 3-4A Action Dress



Fig. 3-4B Daily Working Dress



4C-4E Dress - General Working Dress

Fig. 3-4C Working Dress



Fig. 3-4D Relaxed Working Dress



Fig. 3-4E Working Dress Dry Fit



Fig. 3-4E Working Dress Dry Fit PTI

Reserved

11. 5A Dress - Chef Uniform Ceremonial

a. **Occasions for wear:**

- (1) Worn by chef personnel for duty on formal occasions, e.g. evening receptions.

b. **Description:**

WO/SR	JR
Chef Puff Hat, or Black Food Handler Cap (Note 1)	As for WO/SR 5A rig
White Ceremonial Chef Jacket	
Chef Trousers	
Current Seagoing Boot	
Butchers Apron (Note 1)	
Rank Pin	

Notes:

1. Chef puff hat/black food handler’s cap and striped apron is to be worn when involved in food preparation, these items are optional during other chef duties.
2. Optional: lightweight merino with an approved layer is worn over top. Mild weather jacket and EFW jacket can be worn while outside of the galley environment.

12. 5B Dress - Chef Uniform

a. **Occasions for wear:**

- (1) Worn by chef personnel on duty in a galley.

b. **Description:**

WO/SR	JR
RNZN Baseball Cap, or Black Food Handler Cap (Note 1)	As for WO/SR 5B rig
Black Chef Shirt	
Chef Trousers	
Current Seagoing Boot	
Butchers Apron (Note 1)	

Notes:

1. Black food handler’s cap and striped apron is to be worn when involved in food preparation, these items are optional during other chef duties.
2. Optional: lightweight merino with an approved layer is worn over top. Mild weather jacket and EFW jacket can be worn while outside of the galley environment.

5A-B - Chef Uniform

Fig. 3-5A Chef Uniform Ceremonial



Fig. 3-5B Chef Uniform



Fig. 3-5A5



Fig. 3-5A6



Fig. 3-5B6



13. 5C Dress - Steward Uniform

a. **Occasions for wear:**

- (1) Worn by steward personnel for duty on formal occasions, e.g. mess dinners, VIP formal dinners, competitions, and DCS training courses (as required).

b. **Decoration/Medals:**

- (1) Nil.

c. **Description:**

WO/SR	JR
Black Food Handler Cap (Note 1)	As for WO/SR 5C rig
Black Shirt ¾ Sleeve (Note 2)	
Black Long Sleeve (Note 3)	
Black Waistcoat	
Pin Rank Embellishment	
Magnetic Name Tag	
Black Tie	
Black Trousers (Note 4)	
Black Shoes	
Butchers Apron (Note 1)	

Notes:

1. Black food handler’s cap and striped apron are to be worn when involved in food preparation, these items are not to be worn front of house. Nil head dress to be worn at all other times.
2. Female only.
3. Male only.
4. It is optional for females to wear a black service skirt instead of black service trousers. When the skirt is worn, females may wear black court shoes or black shoes with sockettes or pantyhose.
5. Optional: lightweight merino with an approved layer is worn over top. Mild weather jacket and EFW jacket can be worn while outside of the galley environment.
6. Pin rank embellishment to be worn 5mm above the name tag.

Fig 3-5C - Steward Dress



14. 6A Dress - Physical Training Dress (Navy)

a. Occasions for wear:

- (1) Worn for formal Physical Training (PT) sessions.
- (2) Other occasions as ordered.

b. Description:

Officers	WO/SR	JR
RNZN Baseball Cap	As for Officer Rig 6A	As for Officer Rig 6A
T-Shirt, Dry Fit, Navy Branded (Note 1)		
Shorts, Physical Training, Black		
Socks, Physical Training, White		
Shoes, Gymnasium (Note 2)		

Notes:

- 1. During BCT recruits may use T-Shirt, PT blue, cotton (tucked in) in lieu of the Dry Fit t-shirt for PT during early stages of training.
- 2. Personal gym shoes may be worn in lieu of issued gym shoes if tidy.
- 3. Optional; Bike pants.

Fig 3-6A - Physical Training Dress



15. 6C Dress - Physical Training Instructor Dress Class Taking

a. **Occasions for Wear:** PTI trade only

(1) Whilst instructing or assisting with PT sessions.

b. **Description:**

WO/SR	JR
RNZN Baseball Cap or Black Beret	As for WO/SR Rig 6C
Navy PTI shirt, Dry Fit	
Shorts, Physical Training, Blue	
Socks, Physical Training, White	
Shoes, Gymnasium	

Note:

- Optional: lightweight merino (indoors only, unless an approved layer is worn over top), bike pants.

16. 6D Dress - Physical Training Instructor Office Dress

a. **Occasions for Wear:** PTI trade only (posted to physical training billet):

- (1) Within the confines of the NSC, and when travelling in service transport between service establishments in the Auckland area.
- (2) At official sporting occasions. If PTIs are members of the Navy inter-service or NZDF combined service team then the appropriate Navy inter-service/combined service uniform is to be worn.
- (3) During tri-service PTI training at the Joint Services PE & RT School.

b. **Description:**

WO/SR	JR
RNZN Baseball Cap or Black Beret	As for WO/SR Rig 6D
Navy PTI shirt, White, Polo	
Shorts, Blue, Office (Note 1)	
Socks, Physical Training, White	
Shoes, Court	
Tracksuit Pants (Note 1)	
Tracksuit Jacket (Note 3)	

Notes:

1. Tracksuit pants may be worn in lieu of shorts.
2. Optional; Tracksuit jacket, light weight merino (indoors only, unless an approved layer is worn over top), bike pants, extreme foul weather jacket.

6C-D Dress - Physical Training Instructor Dress

Fig. 3-6C - Physical Training Instructor Class Taking Dress

Reserved

Fig. 3-6D - Physical Training Instructor Office Dress



17. 7A Dress - White/Blue Coveralls

a. Occasions for wear:

- (1) Worn when normal working dress is highly likely to get damaged, and or deemed appropriate by a superior officer e.g. painting, ditching gash.
- (2) Not to be worn in transit (Note 1).

b. Description:

Officers/WO	SR	JR
RNZN Baseball Cap, Beret, or Food Handlers Cap	RNZN Baseball Cap, Beret or Food Handlers Cap	As for SR 7A rig
White Coveralls (Note 2)	Blue Coveralls	
Velcro Name Badge	Velcro Name Badge	
Current Seagoing Boot	Current Seagoing Boot	
	Rank Insignia Badge	

Notes:

- 1. JOCT/BCT exempt while in the first stages of training, and/or when directed by LDG staff.
- 2. To be worn by officers after initial training once posted to ship. These are to be ordered through the ship's SA IAW scales of entitlement. Any spare blue coveralls are to be returned to WWG Clothing Store for recycling.

Fig. 3-7A White Coveralls



Fig. 3-7A JR Blue Coveralls



18. 8A Dress - Diver's Working Dress

- a. Occasions for Wear: Diver trade personnel involved in Diving Activities IAW MAT SSO.
- b. Description:

WO/SR	JR
RNZN Baseball Cap or Black Beret	As for WO/SR Rig 8A
RNZN Operational T-Shirt	
PT Shorts, Blue, (Note 1)	
Socks, Physical Training, White	
Shoes, Gymnasium (Note 2)	
Tracksuit Pants (Note 1)	
Tracksuit Jacket (Note 3)	

Notes:

1. Tracksuit pants may be worn in lieu of shorts.
2. Personal gym shoes may be worn in lieu of issued gym shoes if tidy.
3. Optional; tracksuit jacket, light weight merino (indoors only, unless an approved layer is worn over top), bike pants, extreme foul weather jacket/trousers.
4. Divers branch badge to be embroidered on right chest of tracksuit jacket. He Teko Teko symbol to be embroidered on left chest of tracksuit.

Fig. 3-8A - Diver's Working Dress

Reserved

19. 9A Dress - Sea Safety Training Squadron Instructors Coveralls

a. Occasions for wear:

- (1) Worn when instructing at the Sea Safety Training Squadron (SSTS), in lieu of GWD, allowing for the quick and easy identification of staff officers during exercises and serials.

b. Description:

Officers	WO/SR	JR
RNZN Baseball Cap	As for Officer 9A rig	As for Officer 9A rig
SSTS Overalls		
School Badge		
Rank Slides		
Velcro Name Badge		
Current Seagoing Boot		

Fig. 3-9A - SSTS Instructors Coveralls



20. 10A Dress - Maritime Training Group (MTG) Uniform

a. Occasions for Wear:

- (1) Worn by RNZN and MCC’s staff sea riding onboard HMNZ Ships in lieu of GWD, allowing for the quick and easy identification of MTG staff during exercises and serials. Green MTG GWD are also available in place of overalls at CCM approval and is the preferred option for wear when possible.
- (2) Authorised for wear on RNZAF flights when proceeding on MTG specific duties.

b. Description:

Officers	WO/SR	JR
MTG/RNZN Baseball Cap (Note 1)	As for Officer 10A rig	As for Officer 10A rig
MTG Green FR Shirt		
MTG Green FR Trousers		
MTG Title Badge (Note 3)		
Rank Slides		
Velcro Name Badge		
Current Seagoing Boot		

Notes:

1. The MTG Beanie may be worn in lieu of the MTG baseball cap when onboard HMNZ Ships. The MTG beanie is not to be worn when transiting between establishments, or around bases.
2. Optional; MTG bomber jacket, lightweight merino (indoors only, unless an approved layer is worn over top), EFW jacket/trousers.
3. MTG members may wear a title badge whilst conducting evaluation activities, at the discretion of CDR MTG. This is to allow for easy identification of MTG members area of expertise.

Fig. 3-10A - MTG Sea Riding Uniform**21. Maternity Dress 3B - Maternity Half Blues****a. Occasions for Wear:**

- (1) Worn all year round as a working dress for pregnant personnel, when standard issue uniforms no longer fit or are uncomfortable.
- (2) May be worn up to 6months post-partum. A longer period may be approved on application to unit CO if required.

b. Decorations/Medals:

- (1) Medal Ribbons.

c. **Description:**

Officers	WO/SR	JR
Cap and Officers Cap Badge or Black Beret	Cap and Officers Cap Badge or Black Beret	Seamans Cap and appropriate Cap Tally or Black Beret
Maternity White Tropical Shirt (with epaulettes) (Note 1)	Maternity White Tropical Shirt (with epaulettes) (Note 1)	Maternity White Tropical Shirt (with epaulettes) (Note 1)
Rank Slides	Rank Slides	Rank Slides
Maternity Black Service Trousers (Note 2)	Maternity Black Service Trousers (Note 2)	Maternity Black Service Trousers (Note 2)
Black Socks	Black Socks	Black Socks
Black Shoes (Note 2)	Black Shoes (Note 2)	Black Shoes (Note 2)
Magnetic Name Tag	Magnetic Name Tag	Magnetic Name Tag

Notes:

1. Maternity shirts are to be worn untucked. The shirt is to be hemmed at a length to cover the stretch panel of the skirt or trousers while remaining as long as possible to allow for changing shape as pregnancy progresses.
2. It is optional for females to wear a black maternity service skirt instead of black maternity service trousers. When the skirt is worn, females may wear black sandals, court shoes or black shoes with sockettes or pantyhose (black sandals will be worn with no sockettes or pantyhose).
3. Optional: Maternity cardigan, mild weather jacket, extreme foul weather jacket, black gloves.

Fig. 3-3B - Maternity Half Blues

Reserved

22. Army Dress 3 - Combat Dress RNZN Personnel

a. **Occasions for Wear:**

- (1) Worn only on occasions authorised in Article “3.43 Wearing of New Zealand Multi-Terrain Pattern (NZMTP)”. Not to be worn by RNZN personnel around NZDF Bases and Camps unless there are exceptional reasons why this would be appropriate.

b. **Description:**

Officers	WO/SR	JR
Black Beret, Boonie Hat (Note 1)	As for Officers Army Dress 3 rig	As for Officers Army Dress 3 rig
Combat Shirt (Note 2, 3)		
Khaki T-shirt (Note 7)		
Combat Trouser (Note 2)		
Temperate Socks		
Boots (Note 6)		
Subdued Name Tag		
Subdued Rank Patch (Note 4)		
Subdued New Zealand Flag		

Notes:

1. NZDF subdued cap is only to be worn on operational missions. The RNZN baseball cap is not to be worn with Army Dress 3.
2. Alterations to the leg and sleeve length of this uniform can be undertaken by the clothing contractors tailors only.
3. Shirt sleeves are to be rolled up iaw NZ P23, Part 2, Chap 2, Annex G, Fig 2 when working in a headquarters or garrison (camp) environment. Where deemed appropriate for periods of training and/or safety, sleeves down may be ordered. Sleeves are to be rolled up on or above the bend at the elbow. When ordered down, sleeves are to be worn fully down and secured at the wrist, i.e. not rolled to mid forearm. If sleeves are too long they are to be tailored to the correct length IAW Note 2.
4. At the discretion of the individual, the issue khaki t-shirt may be worn under the combat shirt, and may be visible above the neck line. The RNZN operational t-shirt and RNZN branded PT shirt is not to be worn with Army Dress 3.
5. Only to be worn by Able Rate and above. Ordinary Rates are to not wear a rank patch.
6. When conducting overseas operations or exercises the subdued kiwi patch may be ordered to be worn on the left sleeve beneath the subdued New Zealand Flag. The black and white kiwi patch worn is not to be worn with Army Dress 3 by RNZN personnel.
7. Only Service issue boots are to be worn. Black boots may be worn with Army Dress 3.
8. Optional: Combat jacket, fleece jacket, EFW jacket/trouser, riggers belt, balaclava, thermal undershirt/undertrouser, combat gloves (not to be used as outer wear in garrison environment, underbody armour shirt (not to be used as outer wear in garrison environment).

23. Flyers Dress - RNZN Aircrew

a. **Occasions for Wear:**

- (1) In accordance with Article "3.15 Dress for RNZN Aircrew".

b. **Decorations/Medals:**

- (1) Nil.

c. Description:

Officers	WO/SR	JR
Baseball Cap or Black Beret	As for Officers rig	As for Officers rig
Nomex Flyers Coveralls (Note 1)		
Flyers Gloves		
Temperate/Cold Weather Socks		
Flying Boots		
Velcro Name Badge		
Rank Slide		
Squadron/Unit Badge (right sleeve)		
Squadron/Unit Patch (right chest)		
New Zealand Flag (left sleeve)		

Notes:

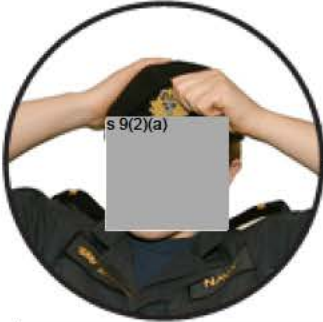
1. The two piece, flying Nomex shirt and Nomex trouser, may be worn in lieu of Nomex flyers coveralls.
2. Optional: Flyers winter weight jacket, flyers multicam loft jacket, wet weather FR jacket, wet weather FR trousers, flyers multicam loft trousers, aircrew sunglasses, FR neck protector, FR undershirt, merino undershirt, operational t-shirt, ultra-lightweight FR T-shirt, merino L1 undertrouser, FR undertrouser, L4 undertrouser.


Fig 3. Flyers Dress - RNZN Aircrew





Annex 3-A. Shaping Your RNZN Beret


RESHAPING A BERET

- 

1 Fit the beret to your head and adjust the cord as necessary. Wait until the beret is dry before cutting the excess cord in case you have to re adjust the fit after the beret is dry.
- 

2 Wet the beret. Fill up the hand basin with warm water and drop the beret into soak. Using hot water on the black rim will shrink the beret. If your beret is slightly too large, using hot water is a good idea. If your beret already fits your head snugly, be sure to avoid hot water.
- 

3 Get rid of all the extra water you can by gently wringing out the beret. It will still be damp, but make sure there is no more dripping water.
- 

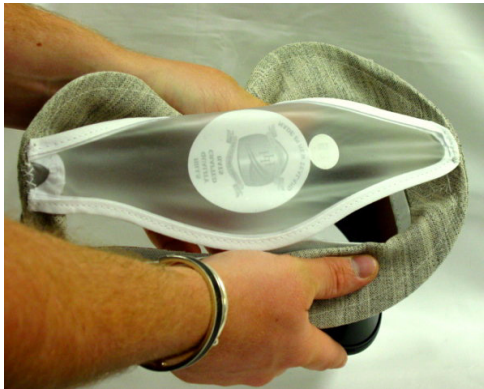
4 Shape the beret. Place the damp beret on your head and align the cap badge above your left eye. Pull all excess fabric down on the right side of your head by folding it with your hands. Repeat this action several times making sure the fabric on top is completely smooth.
- 

5 Allow the beret to dry on your head. Doing this will keep the beret from shrinking too much and will form the beret more closely to the exact shape of your head. If necessary, you may need to hold the fold down with one hand until it becomes secure. You may take the beret off if it is still slightly damp after an hour and place it down to dry naturally.

Annex 3-B. Replacing the Male Officer/Senior Ratings Peaked Cap Cover



The overall structure of this hat allows the user to squeeze the hat without damaging the overall shape and appearance. When squeezing the hat ensure you squeeze from sidewall to sidewall as indicated in the picture. This will give you best results when fitting the hat cover.



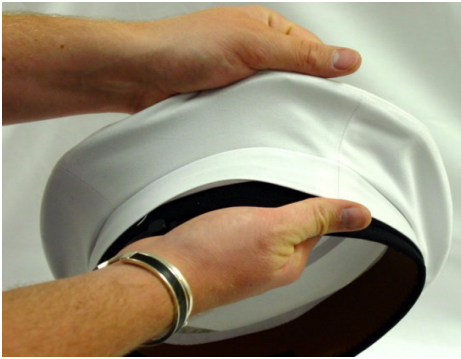
Squeeze the hat from sidewall to sidewall so that you can hold the hat almost together in one hand.



Squeeze the hat tight enough so you can manipulate it into the hat cover. Make sure the complete crown is inside the cover before releasing the hat inside.



If parts of the crown are not inside the cover, squeeze the sidewalls and shape the cover until it is level with the black cap band.



Some shaping maybe required. Gently pull the inner works of the hat structure to fill out the cover. Tuck the hat cover walls under the black band.



Reverse the instructions to take hat cover off.

Annex 3-C. Tying A Cap Ribbon



Centre the tally with the centre letter including gaps, under the front seam of the cap. Tie an overhand knot directly under the left hand seam of the cap holding the tally firmly in position with the thumb until the bow is formed.



The upper tail is brought down and up again to form the first bight of the bow.



The lower tail is passed over the first bight and then up on the outside.



A bight is formed in the right hand sail and tucked behind the top end of the first bight.



The tally can be steamed over a boiling kettle and tails trimmed to shape.



The bow and knot are now carefully formed and tightened.