

EWS Uniforms and Correct Wearing

Introduction

As an accredited philanthropic organisation working with the ADF, EWS staff are required to wear a uniform and comply with certain standards of grooming in line with 1 Corinthians 9:22, “*I have **become all things to all people** so that by all possible means I might save some.*”

Everyman’s (EWS) has three basic uniforms:

1. The EWS formal uniform that consists of the sky blue shirts, charcoal grey trousers, black shoes, and midnight blue V necked pullover. This uniform can be worn in a number of ways from Ceremonial and Rank Bar Order, to neat casual. They are broadly referred to as the “*Blues.*”
2. ADF issued Camouflage Uniform with respect to the particular service the REP is sponsored to, formally provided by Defence to all EWS REPs who will be engaged in fieldwork for Defence.
3. Army Polyester uniform (*Pollies*), as prescribed by Philoman for selected Army sponsored REPs only, who have been given specific approval by the CCOMM to wear this uniform. Approval must be sought via the submission to the CCOMM of a written justification as to how the wearing of the Pollies may enhance the REPs individual ministry. Approval will only be granted if the REP has already demonstrated the potential acumen to wear Pollies correctly, based firstly on their appearance and bearing in the EWS, and upon a SNRREP’s or above concurrence. (**NB**, as the *EWS Blues* will always remain our prominent formal uniform, any acquisition of Pollies, along with all items associated, must be acquired at the personal expense of the REP).

1. EWS Blues

1.1 EWS Blues Rank Bar Order

Rank Bar Order refers to how the EWS Blues are to be properly worn whenever REPs are wearing their rank bars on their collars.

Correct wear for the rank bars is as the illustration below:



The bar is to follow the lower seam of the collar, with the end where the red bars are facing outwards still within the upward seam of the collar as well.

1.2 Rank Bar Order must always be worn with the following:

- a) ADF issued Hat KFF (Slouch hat) brim down, or the distinctive EWS Royal Blue Beret, with whatever choice of headdress being correctly shaped and worn as outlined in **2, Wearing of Headdress**.
- b) Correctly worn EWS Rank Bars
- c) Any ribbons that have been awarded to the REP worn correctly in order as per the directives of Honours and Awards Australia
- d) The EWS issued name plate on the right pocket flap or right hand side
- e) Shirts/blouses and trousers/slacks, or skirts must always be clean and neatly ironed without double seams showing from inaccurate ironing
- f) Black socks or dark stockings
- g) Shoes are to be only black leather, thoroughly brushed and clean.
- h) The RM Williams ADF Parade Boots may be worn with this uniform by REPs. They can be acquired through base Clothing Stores but this item must be at the REPs own expense.
- i) For ladies a “court” style shoe with a heel would normally be worn in this kind of dress order

1.3 EWS Blues Ceremonial Order

- a) This is the same as for EWS Blues Rank Bar Order except that the headdress is to be the EWS Beret only.
- b) Army Sponsored REPs may alternately wear the number one Hat KFF with the left brim up and Army Rising Sun badge on the upturned brim as Slouch Hat Grade One See item 2.1. (
- c) No Hats KFF must ever be worn brim down in Ceremonial Order
- d) Full medals strictly worn as per Honours and Awards directives

- e) EWS Name plate is never worn in this order of dress

1.4 EWS Blues as Casual Wear Order

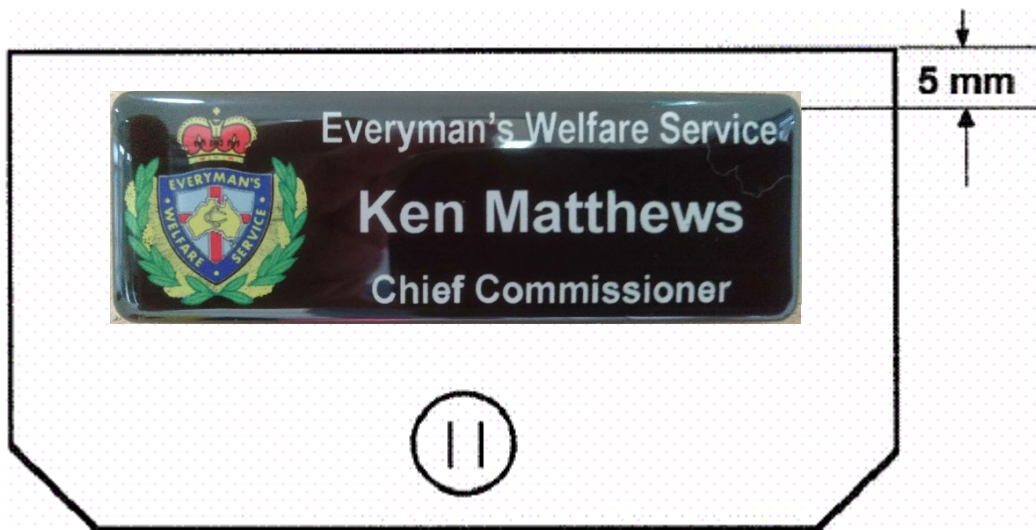
- a) The EWS Blue shirts with EWS Crest, and V necked jumper with EWS crest, may be worn with other clothing in a neat casual way, for such occasions as evening work in Rec Centres, routine office work where the REPs are normally not required to be working with the ADF, and at casual themed functions
- b) Headdress does not have to be worn in casual mode
- c) Any items of EWS clothing must never be worn alongside tattered, stained, markedly faded, or dirty clothing of any kind on any occasion.
- a) Board Members EWS Blues items of clothing that may be issued by EWS HQ to Board member's upon their request includes in Casual Wear Order,
- EWS Blue shirts LS and SS
 - EWS Royal Blue tie
 - EWS small Crested badge
 - EWS Crested V Neck Jumper
 - EWS Name Plate with distinctive "Board Member," "Board Chairman," "Board Treasurer," "Board Media," designations
- b) Board Members via EWS HQ may purchase other items of EWS wear at their own personal expense. (*i.e. EWS Crested Jackets*)

1.5 Wearing of Decorations and Medals

- a) Except for neck decorations, members who have been presented and are entitled to wear decorations, ribbon bars and medals are to wear them above the left hand breast pocket. Medals are to be court-mounted. Decorations and medals and are worn with ceremonial orders of dress
- b) The EWS Long Service Medal is worn on the right side **not the left**
- c) Miniature orders, decorations and medals are worn with Mess Dress
- d) Ribbons of unofficial awards are worn in the same location on the right side. Ribbons are worn with general duty orders of dress. Ribbons are not worn on Camouflage, Garrison jacket, Camouflage General Purpose Jacket, raincoat, overcoat, EWS V necked jumper or any orders of Protective Dress.

1.6 Nameplates for EWS Blues

- a) An authorised EWS nameplate is to be worn on EWS jackets and shirts with EWS Blues. A nameplate is not worn with Ceremonial Parade Dress when on ceremonial parades. A nameplate is not worn with Mess Dress, Camouflage, Camouflage General Purpose cold weather jackets, or wet weather jackets.
- b) The nameplate is worn centrally on the flap of the right breast pocket of the EWS blue shirt, with the top of the plate 5 mm below the upper edge of the pocket flap
- c) Wearing the EWS Nameplate:



1.7 Ironing and Presentation

- The EWS Blues shirt and charcoal grey trousers whether worn in Rank Bar Order or not, are to be clean and neatly ironed on fabrics where this necessary, at all times reflecting the ministry professionalism and respect that we should always exhibit to our ADF sponsors.

2. Wearing of Headdress (For Camouflage Uniform and EWS Blues Rank Bar Order)

2.1 Hat Khaki Fur Felt

- a) The Hat KFF (Slouch Hat) is worn with the EWS large badge, chinstrap, puggaree and the individual Sponsor Unit Colour. The hat is worn with the crown indented. The hat is not to be pinned or stitched where the crown is indented. With ceremonial orders of dress, the Ceremonial Hat KFF (*Slouch Hat Grade One*) brim is to be flat and turned up on the left side. With both the

EWS blues and Army Polyester uniform, the General Duty Hat KFF (*Slouch Hat Grade Two*) brim **is to be flat** and turned down.

- b) When the Ceremonial Hat KFF is worn with ceremonial orders of dress, the Australian Army Rising Sun Badge is to be worn on the left-hand side (*Army Sponsored REPs only*). The EWS large badge is worn on the front of the puggaree with the base of the badge touching the brim of the hat, on the Ceremonial Hat KFF (brim up) and the General Duty Hat KFF (brim down). The Sponsor Unit Patch is worn centrally on the right side of the puggaree on the Ceremonial Hat KFF and the General Duty Hat KFF.
- c) The Ceremonial Hat KFF is to be worn by all Army Sponsored REPs who participate in or attend as a spectator at a ceremonial parade external to barracks/Defence establishments, on occasions of National significance and activities when the Army as a whole is being officially represented in the public domain
- d) When representing the Australian Army whilst overseas on posting, the formal headdress to be worn by all EWS REPs of all the services is their ADF issued Hat KFF, in General Duty Hat mode (*Slouch Hat Grade Two*), where brim **is to be flat** and turned down.

2.2 Chinstrap

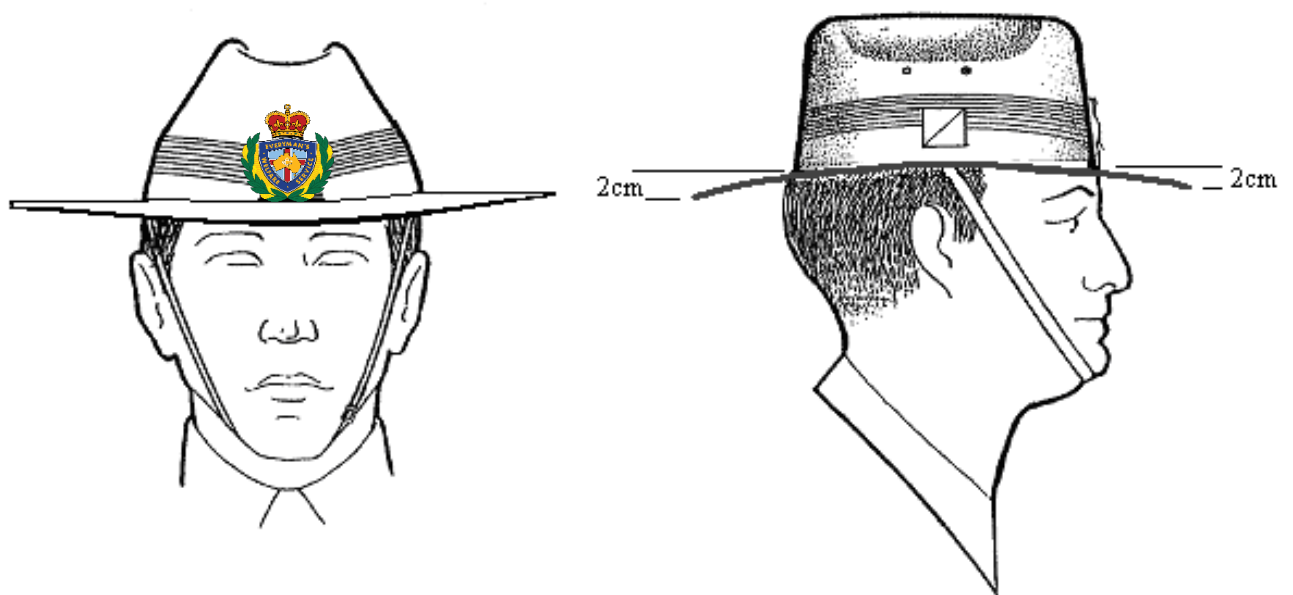
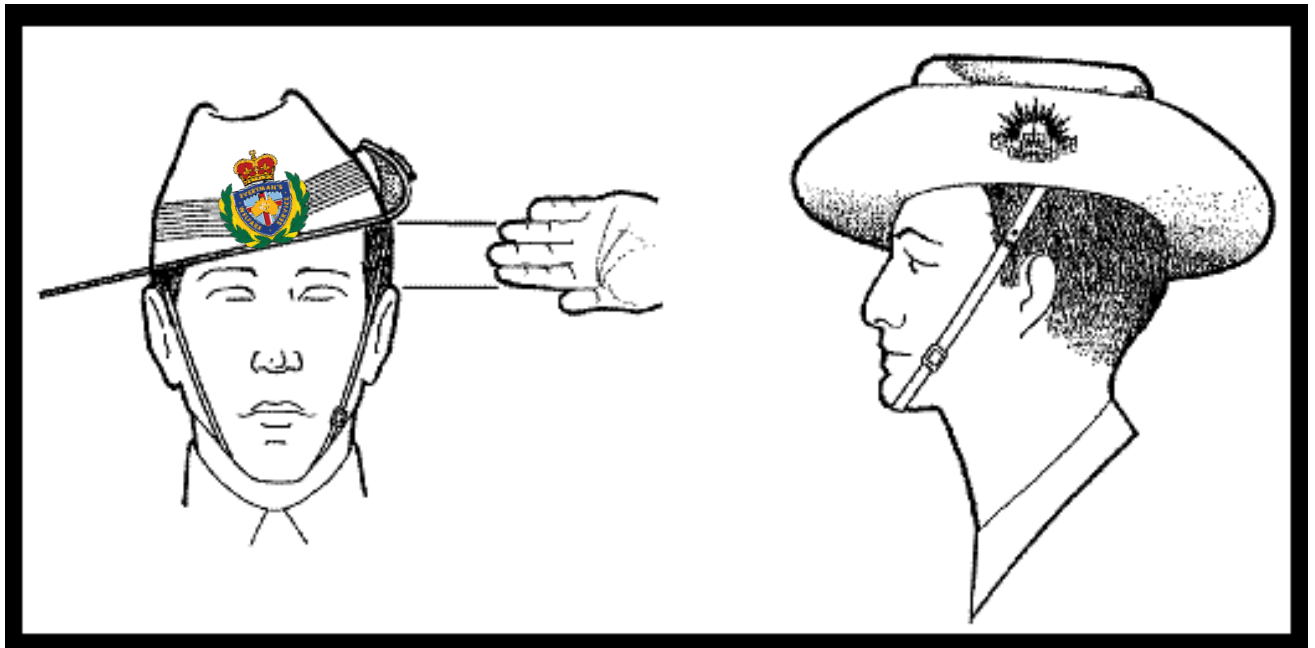
- The chinstrap is to be of brown leather. It is to be worn at the point of the chin with the lower buckle positioned on the left cheek so that it is level with the corner of the mouth when the hat is worn with the brim up. When the brim is worn down and the hat is worn level on the head, the chinstrap buckle will be positioned slightly below the corner of the mouth. The metal fittings are not to be polished

2.3 Puggaree

- All REPs are to wear the ADF issued khaki or dark blue puggaree depending on the sponsor unit service. The sponsor unit patch is worn centrally on the right side of the puggaree.

2.4 Hat Khaki Fur Felt Orders of Dress

- With ceremonial orders of dress, the hat is inclined to the right so that a distance equivalent to three fingers width between the brim and the highest point of the left ear is achieved. When the brim is turned down, the hat is worn level on the head and the brim may to be curved downwards so that the front and rear of the brim fall no more than 2 cm below the brims highest point.

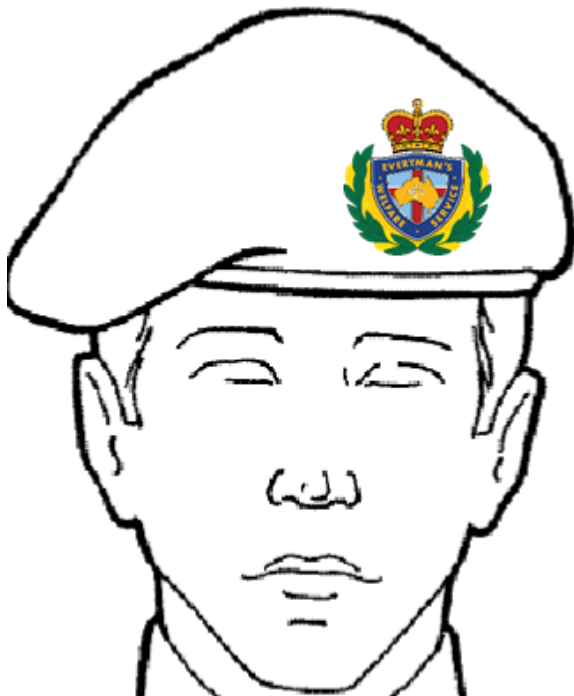


2.5 EWS Royal Blue Beret

- a) One only EWS beret can be issued at EWS expense to ADF accredited REPs who specifically request one. Any additional ones requested thereafter, must be purchased by the REP from EWS HQ at their own expense.
- b) With all general duty orders of dress, the EWS Royal Blue beret may be worn.

2.6 Wearing the beret

- The beret is to be worn with the band level on the forehead and level from front to rear on the left side. The lower edge of the band is to be 2 to 3 cm above and parallel to the eyebrows. The crown of the beret is to be pulled down to the right and the EWS large badge is to be positioned vertically over the left eye. The badge is positioned centrally on the backing provided with the lower edge 1 cm above the band. The beret is not to be carried tucked under the epaulette, through the belt loop or in pockets when it is not worn. The ribbon within the band is finished in a small, neat bow at the rear of the beret. The bow is to be sewn to the band.



2.7 When to wear Headdress in Camouflage, and Rank Bar Order EWS Blues

- Correct headdress is to be worn at all times whilst wearing uniform on Defence establishments and in public, including shopping centre and airport common areas, car parks and outdoor public areas. Headdress is **not to be worn** in the following circumstances:
 - a. when entering the office environment
 - b. when in a vehicle
 - c. when attending an indoor or outdoor church service, unless participating in a designated ceremonial role
 - d. when entering messes, clubs, restaurants, cafeterias, eateries and individual shops but must be worn when exiting
 - e. when refuelling a vehicle at a service station
 - f. when moving to and from the office or workplace to a motorcycle but must be carrying a motorcycle helmet
 - g. when awaiting and/or boarding a civilian or military aircraft or any public transport asset
 - h. when in a public area or Defence establishment, but must be carrying motorcycle helmet.

3. Camouflage Uniform Wear

3.1 ADF Issued Camouflage Field hats

- The ADF issued camouflage field hats must only be worn with the corresponding ADF issued camouflage field dress. The field hat is not to be worn in public or the barracks environment as a substitute for other forms of barracks headdress, unless participating in field training related activities. The issued field hat must not be cut, shortened or amended in way to improve its appearance. The issued field hat may be worn with cordage and locking plunger.

3.2 Baseball Caps-Army Sponsored REPs

- These must only be worn with the approval of the Sponsor Unit RSM. For Army sponsored REPs the Army Camouflage (AMCU) Baseball Cap is worn in the Field Dress (AMCU) Dress Order Field Dress and Combat Dress (AMCU) The

Baseball Cap is not to be worn in public or the barracks environment as a substitute for other forms of barracks headdress, unless participating in field training related activities. No unit patches are to be worn on the baseball cap. The baseball cap in domestic operations is only to be worn by those operating in the field or on task.

3.3 Baseball Caps-RAAF and RAN Sponsored REPs

- The respective EWS REPs in their ADF Sponsored ships/squadrons may wear these Baseball Caps. This is in lieu of their ADF issued hats KFF, with the approval of their sponsoring authority. In the cases where caps are worn by RAAF and RAN sponsors, the EWS REP may on request, also wear the EWS HQ supplied EWS Crested Ball cap acquired at own expense.

3.4 Ironing of the Uniform

- Camouflage uniform when worn as Duty Dress is to be clean and lightly pressed to remove wrinkles with the collar ironed flat. No creases are to be ironed into sleeves or to the back of the uniform, and under no circumstances are Camouflage garments to be starched.

3.5 Camouflage uniform wear on Base

- When worn on base, Camouflage uniform is referred to as **General Duty Dress**. General Duty Dress may be worn in public. General Duty Dress is normally mandated across Defence as dress of the day. This order of dress can be worn when travelling in public, including domestic civil aircraft. The Camouflage shirt and trousers when worn are to be, within reason, matching in colour, style and age. Shirts and trousers that do not meet this criterion are not to be worn on base; however, may be worn as Field Dress. Dirty, untidy or spoiled dress is not to be worn at any time in public

3.6 Name and PHILANTHROPIC Patches on Camouflage Uniform

- A bottle green backed cloth name patch, with embroidered canary yellow uppercase characters 15 mm high, is to be worn on camouflage shirts. Names are not to be embroidered directly onto shirts.

3.7 Name patch specifications

- Nametags are sewn onto shirts, centrally above the right pocket with the lower edge of the nametag immediately above the pocket seam.

3.8 Camouflage Uniform Cold Weather Jacket

- Wear of the respective services General Purpose (GP) cold weather jacket is only ever worn along with the corresponding camouflage orders of dress. An EWS bottle green with yellow lettering EWS Crest rank slide only is to be worn in the appropriate place on this jacket during all times of wear.

3.9 Camouflage Wear Boots

- The combat or black RAAF or RAN boot is the normal footwear for all ranks with camouflage dress. Combat and RAAF or RAN black boots are to be maintained in good repair and kept clean, and not to be polished but treated, IAW the manufacturer's instructions. Camouflage combat trousers are worn bloused over the top of the boot with the trouser legs held securely in place by elastics.

3.10 Laces

- Boots are to be laced IAW the manufactures instructions. In the absence of any instructions all footwear is to be laced as follows:
 - a. the initial lace is to be horizontal across the inside of the footwear, through the lowest eyelets on each side of the boot and shoe
 - b. subsequent laces are to continue diagonally, outside over inside, upwards through all eyelets, to the top of the boot and shoe
 - c. laces are tied neatly at the top of the boot and shoe after laces have been passed through all eyelets.

3.11 Cosmetics with Camouflage Uniforms and EWS Blues (Defence Regulations)

- a) Conservative colour shades and style cosmetics may be worn when wearing the Camouflage uniform. False eyelashes, heavy eyeliner and excessive application of facial make-up **are not to** be worn. The colours of fingernail varnish permitted to be worn are below.



- b) Men when wearing the Australian Army uniform **are not** permitted to wear fingernail varnish or style cosmetics or when representing EWS. Men **are not to** wear fingernail varnish or style cosmetics **at any time** whilst on Defence establishments.
- c) Dual or multiple colours or symbols and patterns, that are superimposed upon the base colour of fingernail varnish is not permitted to be worn. Examples of unacceptable nail colours are, but not limited to: red, blue, yellow, green, purple, black and florescent.
- d) 2.29 Facial foundation cream make-up, that acts as a sun protection agent is to be applied conservatively and may be worn in the field or on operations. Fingernail varnish is not to be worn in the field or on operations.

3.12 Fingernails

- Fingernails are to be kept clean and neatly trimmed at all times.

3.13 Hair - men

- a) Head hair is to be neatly groomed at all times.
- b) Worn short enough so that when hair is groomed and headdress is removed, no hair touches the ears or collar or extends below the top of the eyebrows.
- c) The length of the hair must not present a ragged, unkempt or extreme appearance and any form of length or bulk that detracts from a professional military appearance.
- d) Styled in a manner that does not interfere with the proper wearing of any military headdress.
- e) Hair on the neck, below and to the sides of the taper, is to be kept trimmed/shaved.
- f) Radical hairstyles, such as mohawk, faux mohawk, undercut, fade (medium, high, bald), quiff, pompadour, comb-over, slicked-back, spikey, stepped,

layered foils, streaked, bleached, unnatural or extreme colours, combinations of colours or styles which have an uncombed appearance **are not** permitted. Razored lines into the scalp such as tramlines, patterns or shapes **are not** permitted. A clean-shaven head, buzz-cut, crew cut, tailored French crop or close cropped hair, i.e. number one cut are permissible.

g) Sideburns are to:

- i. extend no lower than the point where the ear lobe joins the face
- ii. be squared off in a horizontal line at the bottom edge
- iii. be evenly trimmed to blend with the hairstyle and is to be an even width

3.14 Beards

- When worn, beards are to be kept neatly trimmed and tapered to blend with the hairstyle. No area of the face is to be shaved when a beard is worn.

3.15 Shaving

- Men wearing Camouflage uniforms are to be clean-shaven daily or have a neatly trimmed moustache or beard as described above.

3.16 Hair - women

- Hair is to be:
 - a. neatly groomed at all times
 - b. groomed so that it does not fall below the eyebrows or extend below the lower edge of the buttoned shirt collar
- Long hair may be worn as follows:
 - a. Tied back in a bun, which is to be secured to the head, i.e. a French roll or a bun and is not to extend below the top of the collar



3.17 Jewellery

- a) Jewellery is not to be worn by personnel in uniform with the exception of wristwatches, medic alert bracelets, earrings, engagement, wedding, and

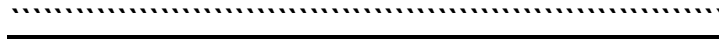
eternity rings. On a ceremonial parade, identification or medical alert bracelets are not to be visible.

- b) Engagement, wedding and/or eternity rings are to be worn together only on the ring finger. Only a single ring of another type is permitted and is to be worn on the middle, ring or little finger of either hand. Where there is a risk of injury, rings are to be removed or taped whilst conducting group or individual PT sessions, in the field or on operations. Signet rings are not to be worn on ceremonial parades when wearing ceremonial orders of dress.
- c) Pocket watches with visible chains are not to be worn when in uniform.
- d) Body piercing is not to cause any unsightly/abnormal disfigurement or deformity of any part of the body.
- e) EWS staff are not permitted to wear any form of body piercing adornment when in uniform. The exception is for EWS female staff, who, when in uniform may wear one matching stud in the lobe of each ear.
- f) Piercing of the ears are not to cause any abnormal disfigurement or deformity of the ears. Only ear piercing that allows the wearing of earrings is allowed. Ear spacers that stretch the ear lobes or other parts of the ears which form abnormal size holes are not to be worn under any circumstances when either on or off duty, on Defence establishments and/or in the public domain.
- g) Women wearing the Australian Army uniform may wear a gold or silver single sleeper not greater than 10 mm in diameter. This is worn in the lobe of each ear, or a single stud type decorative style gem stone (diamond only) not greater than 5 mm in diameter in the lobe of each ear, or a single stud type earring of plain gold or silver with an orb not greater than 5 mm in diameter, in the lobe of each ear. When wearing mess dress orders of dress, members may wear a single stud decorative style pearl or gem stone not greater than 5 mm in diameter. No other type of earring is to be worn. Women when off duty, on Defence establishments, may wear one earring in the lobe of each ear.
- h) Men wearing the Australian Army uniform **are not** permitted to wear ear jewellery of any type during '*on-duty*' hours, whether wearing military uniform or civilian clothing, or when representing the ADF wearing military uniform, sporting or civilian attire. Members wearing civilian attire carrying military

equipment, luggage and/or clothing are deemed to be representing the ADF. Men **are not to** wear ear jewellery **at any time** whilst on Defence establishments.

3.18 Tattoos

- a) Staff are prohibited from obtaining new tattoos whilst undertaking ministry with EWS.



Request for Authorisation to Wear Army Polyester Uniform

Name: _____

The reasons why I believe the wearing of the Army Polyester Uniform will enhance my ministry within the Australian Army are as follows:

I hereby declare before the Lord, for the sake of the Everyman's Army ministry to which He has called me, to adhere unreservedly to the following:

1. I acknowledge that acquisition of the Army Polyester Uniform and all its associated accessories will be at my own personal expense
2. That I have studied all the sections pertaining the wearing of Polyester uniform that appear on the **Army Dress Manual** provided to me by the CCOMM
3. That I will adhere to all standards of bearing, ironing, presentation and wear that are contained within the **Army Dress Manual**
4. That I will willingly follow any directives and/or corrections regarding the wearing of the Polyesters given to me by any of my supervising EWS REPs, and/or ADF members authorised to give such directives
5. That I will willingly follow the directive from my EWS supervisor to cease wearing the Polyester uniform, if for any reason in the eyes of my supervisor I have repeatedly failed to wear the said uniform up to the required standard as set out in the **Army Dress Manual**.

Signed: _____