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Australian Border Force Uniform, Dress and Appearance Standards

Procedural Instruction

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1. Purpose

- 1.1.1. This Procedural Instruction (PI) is a part of the Department of Home Affairs Professional Standards Framework. The Professional Standards Framework sets out the standards of integrity and ethical behaviour required by all employees of the Department. Adhering to these standards of professionalism ensures the Department maintains the confidence of the Australian Government, the Australian community and partner law enforcement agencies. All officers must adopt the highest professional standard of dress and be mindful of aspects of their appearance in any given situation.
- 1.1.2. The Secretary's Professional Standards Direction on the Intranet outlines the expectations for officers to adhere to the requirements of the framework. Inappropriate departures from the provisions of this direction may be considered a breach of the Australian Public Service (APS) Code of Conduct (for APS employees) or the Professional Standards Secretary's Direction under section 55 of the *Australian Border Force Act 2015* (for non-APS employees).
- 1.1.3. The Commissioner's Border Force Officer Status Direction 2017 on the Intranet specifies that officers must comply with the obligations and requirements associated with dress and appearance standards as outlined in this PI.

2. Scope

- 2.1.1. This PI applies to:
- a) all officers working in the Australian Border Force (ABF)
 - b) Officers assigned, contracted or seconded to the ABF, including an employee of the Department or other Australian Public Service (APS) organisation, a Commonwealth, State or Territory agency or authority, or a foreign government or authority, or an international organisation.
- 2.1.2. This PI outlines:
- a) the expectation that the dress and appearance of all officers reflect the professional image of the ABF
 - b) the standard of dress and appearance to be maintained by all officers working in the ABF.
- 2.1.3. This PI lists items authorised to be worn with particular types of uniforms. Where more than one type of item is permitted, a Chief Superintendent or higher ranked officer (this includes Commanding Officer of a vessel) may direct a particular type of item to be worn for a particular purpose.
- 2.1.4. All ABF officers while at work have obligations under the *Work Health and Safety Act 2011* (WHS Act) to take reasonable care for their own health and safety whilst complying, as far as is reasonably able with this PI.
- 2.1.5. The ABF values a diverse and inclusive workforce, and embraces the diversity of its people, such as differences in cultural backgrounds, race, ethnicity, disability, age, gender identity or sexual orientation.
- 2.1.6. Uniformed officers may wear the uniform that appropriately reflects their sex and/or gender identity, however all uniformed officers must wear uniforms as outlined in this PI.
- 2.1.7. Any reference to 'officer' applies to all genders.

3. Standards and Responsibilities

3.1. General standards

- 3.1.1. The ABF's public image is a critical component of our identity, brand and reputation as a professional law enforcement agency.
- 3.1.2. Adhering to the highest standards of dress, appearance and grooming contributes to the maintenance of the public image.
- 3.1.3. All officers and supervisors have a role in ensuring that our public image is appropriately maintained.
- 3.1.4. Officers in supervisory roles must ensure, that their staff comply with this PI. This compliance can be achieved through a direction to remedy at work or if necessary, a direction to the officer to return home on their own time to rectify particular issues.
- 3.1.5. Uniformed officers must only wear the ABF uniform when on duty (including when travelling to work or travelling for work purposes). In a limited number of specialist ABF roles, or exceptional circumstances (including when officers are injured and unable to wear the uniform), approval to wear business attire or other attire required for operational purposes may be given by the higher ranked officer (this includes Commanding Officer of a vessel) within the work area. The wearing of business attire on duty must be in accordance with the Department's Dress and Appearance Standards PI located on the Policy and Procedure Control Register (PPCR).
- 3.1.6. When the 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, as outlined in the 'Awards and Embellishments' section of this PI.
- 3.1.7. Alteration to the basic design of the issued ABF uniform is not allowed (for example, removal of pockets, removal/cutting off/tightening of sleeves/trouser legs). Minor alterations to improve the fit of the uniform must be undertaken in accordance with the 'Uniform alterations' section of this PI.
- 3.1.8. On specific occasions, permission to attach additional elements to the uniform is approved. This includes attaching the appropriate flower/badge/ribbon/pin on the right breast pocket, or on the left lapel portion of the collar for when the general duty uniform or ceremonial uniform is worn at commemorative services. Please see the 'Awards and Embellishments' section of this PI for more detail.
- 3.1.9. All uniform components remain the property of the Department. Uniform components are issued to officers for official purposes only and will remain within their control.
- 3.1.10. Upon leaving the ABF, officers must adhere to the process and requirements specified in the 'Disposal of uniform items' section of this PI.
- 3.1.11. Any materials referencing ABF uniforms, including joining or training instructions, must adhere to this PI and approval must be sent via emailing the ABF Uniform Capability team [s. 22\(1\)\(a\)\(ii\) @abf.gov.au](mailto:s.22(1)(a)(ii)@abf.gov.au) before implementation. Specified uniforms must be referred to by the code described in the supporting materials.

3.2. Restrictions

- 3.2.1. All officers working in the ABF are to adhere to any regulatory requirements and act in accordance with Australian Public Service (APS) values and Code of Conduct.
- 3.2.2. The ABF uniform is not to be worn:
 - a) at a meeting or demonstration held for a religious or political purpose other than during official duties
 - b) when an officer attends court in their personal/private capacity, for example, attending court for the purpose of providing a character reference or Jury Duty. (Note: If the

appearance in court is in the capacity of an officer of the ABF, whether civil or criminal, the officer should wear the uniform)

- c) in foreign countries, except when posted or deployed on duty overseas, or representing the ABF in an official capacity
- d) at private social events, unless approved by a Chief Superintendent or higher ranked officer (this includes Commanding Officer of a vessel)
- e) when attending a meeting, gathering, procession or demonstration in a public place, unless representing the ABF in an official capacity that must be approved by a Chief Superintendent or higher ranked officer (this includes Commanding Officer of a vessel). For clarity, the uniform can be worn to meetings with the union held on Departmental premises but must not be worn at union meetings held in a public place.

3.2.3. Uniformed officers should be conscious of their own personal safety and as such should seek to de-identify themselves as an ABF employee to a level they judge as sufficient to provide for their safety, depending on their personal situation.

3.2.4. When travelling to and from work, an ABF uniformed officer must not wear a combination of civilian clothing and ABF uniform for any period longer than necessary to complete this travel. The wearing of uniform when off duty is restricted to formal ABF functions or ceremonies. ABF uniformed officers should ensure their uniform is appropriately buttoned or zipped at all times.

3.2.5. Unauthorised images of uniformed officers wearing the ABF uniform must not be uploaded to social media sites. Unauthorised images of uniformed officers wearing the ABF uniform placed on any form of social media, including professional or social networking sites, may be considered a form of public comment and subject to the principles set out in the Australian Public Service (APS) Code of Conduct. Such images may have the potential to create a controversial or legally contentious situation that could bring the ABF or Department into disrepute. Further guidance is provided in the Social Media and Corporate Electronic Communication PI located on PPCR.

3.3. Permanent variations

3.3.1. All requests for permanent variations (to either how the uniform is worn or when/where it is worn) as outlined in this PI must firstly be supported by the relevant Chief Superintendent or higher ranked officer (this includes Commanding Officer of a vessel) before being submitted to Uniform Advisory Committee Chair (UAC) for endorsement.

3.3.2. ABF officers can request a permanent variation by submitting the UAC submission form located on the MyHR Uniforms page. Note: Submissions will not be accepted if they are not supported by the relevant Chief Superintendent or higher ranked officer (this includes Commanding Officer of a vessel).

3.4. Temporary variations

3.4.1. All requests for temporary variations for specific one off occasions, such as publicity activities, sporting events or funerals as outlined in this PI, must firstly be supported by the relevant Chief Superintendent or higher ranked officer (this includes Commanding Officer of a vessel).

3.4.2. The approving Chief Superintendent or higher ranked officer (this includes Commanding Officer of a vessel) must also notify (approximately 14 business days before the event) both the ABF Uniform Capability team via emailing S. 22(1)(a)(ii) @abf.gov.au and the ABF Public Affairs team via emailing S. 22(1)(a)(ii) @abf.gov.au.

3.4.3. Refer to the 'Special events' section of this document for representing the Department or ABF in an official capacity at an event or ceremony.

3.5. Exemptions

- 3.5.1. ABF Officers can request an exemption for cultural, religious or medical reasons unless otherwise agreed by the Uniform Advisory Chair (UAC) chair by submitting an exemption form located on the MyHR Uniforms page.
- 3.5.2. All requests for permanent and temporary exemptions must firstly be supported by the relevant Chief Superintendent or higher ranked officer (this includes Commanding Officer of a vessel) before submitted to UAC for endorsement. Once endorsed send to **s. 22(1)(a)(ii)** @abf.gov.au.

3.6. Use of ABF logos

- 3.6.1. Requests to develop ABF logos on the uniform and Personal Protective Equipment (PPE) items must be submitted to the UAC. Submission forms are located on the MyHR Uniforms page.
- 3.6.2. Approval must be obtained from the UAC prior to production, purchase or supply.
- 3.6.3. Submissions must firstly be supported by the relevant Chief Superintendent or higher ranked officer (this includes Commanding Officer of a vessel) before submission to UAC for endorsement.
No applications will be accepted for consideration without progressing via this process.

4. Appearance

4.1. General appearance standards

- 4.1.1. A high standard of grooming and personal appearance consistent with that expected of a professional law enforcement agency should be maintained.
- 4.1.2. All officers are expected to maintain these standards to present a professional appearance, except in circumstances where an operational role requires deviations (for example, surveillance operations).
- 4.1.3. All officers must ensure that:
 - a) footwear is clean and polished. Uniformed officers who have a uniform item that becomes soiled, faded or worn should submit an order through National Uniform Store (NUS) for the item to be replaced.

4.2. Wearing uniform when acting in higher duties

- 4.2.1. For Soft Boards - Officers acting on higher duties for less than 10 days will be able to wear soft rank slides from a local pool held by the regional office or alternatively be provided with them from the incumbent officer of the role they are acting in.
- 4.2.2. For Hard boards - Consideration of the requirement for an officer to wear hardboards during the acting period must be undertaken, issues to consider include the types of events the officer may attend during the acting period to determine the wearing of hardboards requirement. Hard boards are only to be worn on ceremonial uniform and do not form the standard dress for office wear. If there is a requirement for the wearing of hard boards whilst on higher duties, an officer must be provided hard boards by the incumbent officer whose role they are acting in for a short period.
- 4.2.3. Local management areas will manage the issue and return of the rank slides. The NUS can provide local areas with a pool of rank slides to facilitate this process.
- 4.2.4. Executive Level officers will also be entitled to Executive or Ceremonial dress uniform if acting at higher duties beyond 10 working days or more, subject to Commander approval.

4.3. Specified order of dress

4.3.1. The uniform is to be worn, in accordance with the 'Orders of dress' section of this PI, as follows:

- a) **General Duties Dress (GD1)** is the everyday attire for Border Force Officers (BFOs) from Border Force Officer Recruit Trainees to Border Force Supervisors (APS6). This uniform is also available to ABF Executive level and Senior Executive Service level officers when performing operational roles that involves work requiring boots and cargo pants. The uniform is designed to be worn in the majority of workplaces and to allow officers to be deployed flexibly across a range of different operating environments. The uniform also forms the basis for ABF specialist role uniforms i.e. Detector Dog Unit (GD2) and Counter Terrorism Unit (GD3).
- b) **ABF Office Dress (O1)** is to be worn by Border Force Officer through to Border Force Supervisor (APS3 – APS6) on approval by Chief of Staff or Superintendent. This uniform is only to be worn in the office environment.
- c) **ABF Executive Dress (E1)** is to be worn by Border Force Inspector level (EL1) and above in the office environment unless there is an operational need to wear General Duties Dress.
- d) **Ceremonial Dress (C1 and C2)** is to be worn when representing the ABF or Department in an official capacity at formal or ceremonial events. The ceremonial uniform is available to officers at Superintendent level (EL2) and above. Uniformed officers who have a significant representational role for the ABF can apply for the ceremonial uniform to be issued through a submission endorsed by their Chief Superintendent or higher ranked officer (this includes Commanding Officer of a vessel). This submission must outline the requirement for wearing the ceremonial uniform and be sent via email to Uniform Capability team via emailing [s. 22\(1\)\(a\)\(ii\) @abf.gov.au](mailto:s.22(1)(a)(ii)@abf.gov.au)
- e) **Support Dress (SD1)** is to be worn as everyday attire for the following uniformed officers:
 - Border Monitoring Officers
 - Indigenous Rangers
 - Irregular and Intermittent Employees
 - Non-BFOs undertaking frontline roles (for example, in detention facilities)
 - Marine logistic, and other support officers
- f) **Specialist Marine Dress (S1)** is to be worn by BFOs performing specialist marine roles.
- g) **Specialist Marine Boarding Dress (S2)** is to be worn by BFOs performing marine enforcement roles.
- h) **Marine Cook Dress (S3)** is to be worn by BFOs performing marine cook roles on ABF vessels.
- i) **Marine Engineers Dress (S4)** is to be worn by BFOs performing marine engineer roles.

4.4. Mobile teams

4.4.1. BFO's who are routinely cross deployed and performing duties across a number of functions and locations:

- a) must wear General Duties (GD1) as per the 'Order of Dress' section of this PI
- b) will be issued PPE as appropriate for the duties undertaken, subject to a WHS risk assessment conducted by the work or functional area

- c) are not eligible for the ABF Office Dress.

4.5. Surge (non-uniformed officers)

- 4.5.1. Non-uniformed officers surging into operational areas (for example, Departmental officers surging to international airports) will wear business attire with an ABF issued hi-vis vest.
- 4.5.2. This does not include ABF support officers or ABF Irregular and Intermittent Employees (IIEs) as they are required to wear the Support Dress.

4.6. Business attire

- 4.6.1. All officers working in the ABF in non-uniformed roles or performing duties in non-uniformed clothing are expected to dress in a professional manner and display a neat and tidy appearance at all times in line with the Department's Dress and Appearance Standards PI located on the PPCR.
- 4.6.2. Subject to operational requirements the minimum standard of dress for day-to-day duties is business attire. An exception includes roles that involve manual labour or covert duties.
- 4.6.3. The higher ranked officer within the work area may approve uniformed officers to wear business attire for specific events such as planning days or external engagements.

Examples of suitable clothing	Examples of unsuitable clothing
• Business suits • Business shirts with buttons and collars • Dress style blouses and tops • Business/dress style slacks, skirts and dresses • Business/dress style jackets • Cultural dress appropriate for an office environment • Ties (not compulsory)	• Active wear (tracksuits, sports attire, bike shorts) • T-shirts with logos, motifs and slogans • Jeans • Casual footwear (thongs, joggers, sneakers and ugg boots) • Clothing that is torn, dirty or disheveled in appearance • Revealing clothing

4.7. Special events

- 4.7.1. Uniformed officers representing the Department or ABF in an official capacity at an event or ceremony must seek approval to wear the ABF uniform that is appropriate for the event. These events or ceremonies may include:
- a) ceremonies associated with national days of commemoration, events with other government agencies or departments, parades or ceremonies
 - b) attending the state or public funeral of a current or past colleague, or a member of the immediate family of a current officer
 - c) specific occasions or events when they are invited in an official capacity (for example, sporting or charity events). The use of the ABF crest on sporting apparel is not permitted unless approved.
- 4.7.2. Uniformed officers must request approval from their Chief Superintendent or higher ranked officer (this includes Commanding Officer of a vessel) to wear the ABF uniform to these events or ceremonies. The approving officer must also notify (approximately 14 business days before

the event) both the ABF Uniform Capability team via emailing [S. 22\(1\)\(a\)\(ii\)@abf.gov.au](mailto:S. 22(1)(a)(ii)@abf.gov.au) and the ABF Public Affairs team via emailing [S. 22\(1\)\(a\)\(ii\)@abf.gov.au](mailto:S. 22(1)(a)(ii)@abf.gov.au)

- 4.7.3. Requests for approval to wear uniform at an event or ceremony should be submitted in writing to the Chief Superintendent or higher ranked officer (this includes Commanding Officer of a vessel) addressing the following:

- a) the nature of the event
- b) date, time and location of the event
- c) benefits to the ABF of representation at the event
- d) nature of support requested from ABF (for example, approved absence to attend the event, use of corporate logo or branding)
- e) any risks posed by the event and any mitigating actions being applied.

- 4.7.4. When the Chief Superintendent or higher ranked officer (this includes Commanding Officer of a vessel) is considering a uniformed officer's request to wear their uniform to a special occasion in an official capacity at an event or ceremony, they must consider:

- a) the possible risk levels, location and time of the event, public sentiment and cultural sensitivities of the event or ceremony.

- 4.7.5. Uniformed officers must also comply with all Departmental policies and the APS Code of Conduct whenever they are in uniform or recognisable as an employee of the Department. This includes the Departmental Professional Standards Framework, and the Department's Drug and Alcohol Testing PI located on the PPCR.

4.8. Security and safety measures

- 4.8.1. Uniformed officers must maintain an awareness of their personal safety and maintain situational awareness when travelling to and from work, attending meetings offsite, and within the confines of Departmental buildings. Further information surrounding general risks to personal safety can be provided by the Regional Security Advisor (RSA). Officers may be instructed to be aware of particular concerns through their local command arrangements. Uniformed officers can remain uniformed if leaving their work area for a short period of time (for example, to purchase a coffee or lunch) within their local work precincts as defined by the Deputy Commissioner Support and Regional Commands.

- 4.8.2. Even when travelling within the boundaries of a local precinct uniformed officers must still remove their official ID unless moving directly between buildings.

4.9. Smoking in uniform

- 4.9.1. Officers must not smoke if in Departmental vehicles and on Departmental premises as per the Department's Smoke-free Workforce Policy Statement located on PPCR.
- 4.9.2. All uniformed and non-uniformed officers working in the ABF are required to comply with the APS Code of Conduct set out in section 13 of the Public Service Act 1999. As such, all uniformed and non-uniformed officers working in the ABF must comply with all applicable Australian laws, which includes regulatory requirements about non-smoking areas.
- 4.9.3. ABF officers must smoke in the designated smoking areas as outlined by the building owners or with approval by the Commanding Officer while on duty and in uniform. They must also comply with the rules of the relevant building owners about smoking and non-smoking locations as well as disposal of waste

4.10. Ironing, wear and tear

- 4.10.1. The ABF uniform and business attire is to be neat, clean (appropriately laundered and ironed as instructed on the garment).

- 4.10.2. ABF uniform items must be replaced when faded or if they become damaged by wear or operations.

4.11. Personal hygiene

- 4.11.1. It is the responsibility of all uniformed officers to maintain a high standard of personal hygiene and present for duty in a clean, hygienic state, which is to be maintained throughout hours of duty.

4.12. Hair

- 4.12.1. All officers must ensure that their hair is neatly groomed at all times, does not hide their face, and supports a professional image.
- 4.12.2. As a minimum standard, this requires officers to ensure that their hair:
- a) is groomed so that it does not fall below the eyebrows or extend/fall below the bottom of the collar of the shirt. Where it does extend beyond the above limits, it must be secured in a bun or ponytail at the back and below the hat or arranged up under the hat, and when the hair is braided in plaits it must be secured to the head
 - b) does not show below the brow of the headdress when worn
 - c) is not unnaturally spiked, teased, backcombed or dreadlocked
 - d) is not styled in an extreme manner, unnaturally or multi-coloured, or of an uncombed appearance.
- 4.12.3. Hair accessories such as hair combs, clips, hairnets and hair bands may be used to secure the hair so as not to present a risk to officer safety. When used, these items are to be dark blue, black or clear in colour.

Examples of Compliance



4.13. Facial hair

- 4.13.1. All uniformed officers must ensure that their facial hair is neatly groomed at all times.

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- 4.13.2. All uniformed officers will be clean-shaven to commence duty unless they wear a moustache or beard that complies with the below guideline.



a) Example of neatly groomed



b) example of goatee

- 4.13.3. Uniformed officers may have an ungroomed appearance other than a beard or moustache if it is required for covert duties and is approved in writing by a Superintendent or higher ranked officer (this includes Commanding Officer of a vessel).
- 4.13.4. An officer who chooses to wear a beard must ensure that it is:
- a) well-groomed and maintained during the growth period
 - b) not sculptured, patterned or extreme in style or colour
 - c) closely trimmed, includes a moustache and be cleanly shaved from the lower jaw to the shirt collar.
- 4.13.5. If a uniformed officer has a moustache they must ensure that it:
- a) has been grown while the officer is absent from duty and is neatly trimmed
 - b) does not extend outward beyond a vertical line from the outer edge of each eye and it does not extend downward below the bottom edge of the upper lip
 - c) is not be sculptured, patterned or extreme in style or colour.
- 4.13.6. A uniformed officer may be permitted to grow a moustache during November when supporting the 'Movember' national campaign. In this case, the above requirement to commence growing the moustache while absent from duty will be relaxed.
- 4.13.7. All ABF officers while at work have obligations under the Work Health and Safety Act to take reasonable care for their own health and safety whilst complying, as far as is reasonably able with this PI. A uniformed officer required to wear a mask (for example P3 mask), negative pressure respirator is not permitted to have a beard or moustache (no exemptions can be accepted). Further information regarding the manufacturer's guidelines (specifically use and maintenance of respiratory protective equipment) can be found via the following TRIM link [ADD2018/4095116](#).
- 4.13.8. A uniformed officer who has grown facial hair for medical purposes, supported by evidence from a medical practitioner, may be directed by the Chief Superintendent or higher ranked officer (this includes Commanding Officer of a vessel) within the work area to trim or modify a beard to a presentable image in compliance with the intention of this PI.
- 4.13.9. A Superintendent or higher ranked officer (this includes Commanding Officer of a vessel) may exempt a uniformed officer from the above conditions on the basis of:
- a) medical or health conditions
 - b) cultural or religious beliefs/practices
 - c) any change to the officer's operational role, e.g. new deployment, the exemption must be reassessed and supported by evidence such as a medical certificate.

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4.14. Wigs, hairpieces and head scarves

- 4.14.1. Uniformed officers can wear a wig, hair piece or cultural headwear that conforms to the hair requirements of this PI as specified in the 'Hair' section. A blue or black coloured scarf may also be worn following a medical procedure, condition or illness as required.

4.15. Cosmetics

- 4.15.1. A uniformed officer who chooses to wear makeup while on duty must ensure that it is worn in moderation and is conservative in style, is not extreme in colour or design.

4.16. Fingernails

- 4.16.1. Uniformed officers must keep fingernails clean and neatly trimmed at all times. Nails must not be excessive length due to the potential risk of injury.
- 4.16.2. Uniformed officers must only wear soft neutral or soft pink tone nail polish. No other colours may be worn. The same colour must be applied to all nails and must be maintained in good condition (e.g. nail enamel with no chips) and embellishments are not permitted.

4.17. Jewellery and body piercings

- 4.17.1. Uniformed officers may wear the following pieces of jewellery:
- a) a single pair of earrings, either discrete studs or sleepers, located in the lower lobe of each ear
 - b) a wrist watch or fitness tracker or equivalent
 - c) minimal jewellery on each hand (set of rings on a single finger such as a commitment/wedding ring, accompanied by an engagement and/or eternity ring)
 - d) emergency medical bracelets, pendants or chains
 - e) charity wrist bands that are supported and promoted by the Department may be worn on the days of recognition, for example, Wear it Purple Day, White Ribbon Day, NAIDOC bands, Reconciliation bands and International Day of People with Disability
 - f) a neck chain can be worn as long as it is not visible and is covered by the uniform.
- 4.17.2. Any other visible jewellery including pendants, chains, spacer style earrings and pocket watches with visible chains are not permitted and must not be worn unless required for medical reasons.
- 4.17.3. Body piercings or skin implants that are visible including the tongue, nose (unless for cultural or religious exemptions), face or septum (but excluding piercings in the lower ear lobe) are not permitted due to work health and safety risks. Piercings worn under clothing are discouraged, however, if worn, consideration should be given to taping them prior to commencement of duty to prevent injury. Where there is a risk of injury or a safety hazard, jewellery should be removed or taped.

4.18. Tattoos

- 4.18.1. ABF uniformed officers in a client facing role are required to cover up all visible tattoos while on duty.
- 4.18.2. ABF uniformed officers representing the Department in an official capacity must wear a long sleeve shirt to cover their tattoos.
- 4.18.3. Cosmetic tattoos are permitted for:
- a) eyebrows - must be of soft natural appearance according to your natural hair colour
 - b) lips.

- 4.18.4. If a uniformed officer considers they are not able to comply with this policy for religious, cultural or medical health, or any other reason, they can seek an exemption by submitting an exemption form located on the ABF uniforms MyHR page through their Superintendent.

4.19. Eyewear

- 4.19.1. The frames and lenses of prescription spectacles or sunglasses purchased by the officer, must be appropriate to the nature of the duties being performed.
- 4.19.2. Spectacles or sunglasses may only be worn or carried by uniformed officers under the following conditions:
- a) tinted or photo chromatic spectacles may be worn at any time in accordance with a prescription
 - b) non-prescription sunglasses may be worn in the normal course of duties
 - c) wrap around style sunglasses, either issued or purchased by officers, are preferred as this design stops solar UVR from entering the sides and top of the lenses; officers' facial features must not be disguised from view to an unreasonable degree
 - d) sunglasses must not be of a type that unduly restricts the range of vision
 - e) sunglasses must not be worn when attending parades or speaking on camera to the media
 - f) where possible, sunglasses should be removed when speaking to members of the public.

4.20. Religious head coverings

- 4.20.1. Head coverings that are worn for religious purposes must be dark navy or black in colour, unless religious traditions specify different colours for specific occasions.
- 4.20.2. In certain circumstances, a particular head covering may be considered inappropriate for work for example work health and safety reasons. Concerns about a particular head covering should be discussed with the Superintendent or higher ranked officer (this includes Commanding Officer of a vessel) within the officers work area.

4.21. Audio equipment

- 4.21.1. Uniformed officers must not wear headphones and/or earplugs for recreational use when moving around ABF operational areas or when in public areas. Uniformed officers must comply with the Work Health and Safety Act when using audio equipment in an operational environment.

5. Items of dress

5.1. Shirts

- 5.1.1. All uniform shirts will be ironed as follows:
- a) shirt sleeves (long and short) must be ironed with a single crease in a straight line from the top of shoulder, and to the rear of the epaulette and shoulder flash
 - b) the collar is to be ironed
 - c) the shoulder flash is to be flat and free of any crease
 - d) the yoke of the shirt is to be ironed flat in context with the back of the shirt
 - e) no other creases must be ironed into shirts.
- 5.1.2. Where a shirt is worn as the outer garment:

- f) it will be worn, tucked in and with the sleeves down and cuffed
- g) shirt buttons to be done up to the first top button on the uniform shirt (excluding the collar button)
- h) long sleeve shirts must not be rolled or pushed up from the wrists unless otherwise directed
- i) the name badge is to be positioned in accordance with 'Name badges' section of this PI
- j) official and ABF award ribbons will be positioned in accordance with the 'Awards and embellishments' section of this PI.

5.1.3. T-shirts and other undergarments must not be visible beyond any of the edges of the shirt. Officers should be mindful of climatic considerations of their work place and their own work health and safety obligations when choosing whether to order a short or long sleeve shirt. An officer may also be directed by the higher ranked officer of the work area to wear a specific shirt due to climatic considerations, ceremonial requirements or operational requirements.

5.2. Trousers and/or cargo pants

- 5.2.1. ABF Executive, ABF Office or Ceremonial Dress trouser or General Duties cargo pants must be ironed and crease free.
- 5.2.2. ABF Executive, ABF Office or Ceremonial Dress trouser must be ironed with a single crease, centrally located in the front and rear.
- 5.2.3. Cargo pants length must reach the second bottom eyelet of the laces.
- 5.2.4. Trousers / cargo pants must not be tucked into boots (except in approved operational areas).
- 5.2.5. The trousers are to be only worn in an office environment or ceremonial/official purpose.

5.3. Dress skirt

- 5.3.1. ABF Executive, ABF Office or Ceremonial Dress skirt must be ironed and the bottom edge of any skirt is to be no higher or lower than 4 cm from the kneecap.
- 5.3.2. The dress skirt is to only be worn in an office environment or ceremonial/official purpose.

5.4. Jumper and vests

- 5.4.1. ABF uniform jumpers and vests may be worn as an optional outer garment. Jumpers must not be worn as the outer garment at ceremonial or special events.
- 5.4.2. When wearing a jumper or vest as an outer garment:
 - a) name badges must be positioned in accordance with 'Name badges' section of this PI
 - b) official ABF awards, including ribbons, group citations and medals, cannot be worn
 - c) the sleeves must not be rolled or pushed up from the wrists
 - d) rank slides must be worn in accordance with 'Rank slides' section of this PI.

5.5. Tunics

- 5.5.1. ABF uniform tunics are worn on ceremonial and formal representational occasions only. Tunics are worn with Ceremonial Dress trousers or skirts and not with the ABF Executive dress nor General Duties Dress cargo pants.
- 5.5.2. When worn:
 - a) medals or ribbons, whether official awards, ABF awards or approved unofficial awards, will be worn in accordance with the 'Awards and embellishments' section of this PI
 - b) name badges will be positioned in accordance with the 'Name badges' section of this PI

- c) full medals or ribbons or a group citations are worn in accordance with the 'Awards and embellishments' section of this PI.

5.6. Overalls

- 5.6.1. When worn, uniformed officers will ensure that overalls are:
 - a) replaced if faded
 - b) worn with the sleeves rolled up, the rolled sleeve is above the elbow, even and neat
 - c) in environments that require fire protection or protection from hot/rotating machinery, sleeves should be rolled down.
- 5.6.2. If overalls are worn with a t-shirt underneath, the t-shirt must be dark navy in colour and of a plain style with no slogans, pictures or designs.
- 5.6.3. General Duties boots must be worn with overalls with socks not visible and the leg of the overall 'bloused' over the top of the boot.

5.7. Footwear

- 5.7.1. Footwear is to be clean and polished. Particular attention is to be paid to the welts, heels and toe of the footwear.
- 5.7.2. Uniformed officers must only wear ABF issued footwear at all times. These include:
 - a) Issued black leather shoes, boots or court shoes with ABF Executive Dress, ABF Office Dress and Ceremonial Dress. Examples of the issued styles are below



- b) Issued boots and shoes with General Duties Dress



- 5.7.3. Uniformed officers who wear General Duties dress must wear the approved safety footwear to ensure they are covered from a WHS Act perspective when being cross-deployed or working in an operational environment.
- 5.7.4. If a uniformed officer is unable to wear approved footwear on medical grounds, a General Exemption form and doctor's certificate is to be emailed to Uniform Capability S. 22(1)(a)(ii) @abf.gov.au. In these circumstances alternative boots will be purchased or we will support the officer in purchasing footwear which is suitable.

5.8. ABF headdress

- 5.8.1. The official ABF headdress (broad-brimmed hat, baseball cap and dress peak cap) is an important part of the public image as it helps to establish immediate recognition and presence of an ABF officer in public. The wearing of an appropriate headdress is also important from a work health and safety perspective.
- 5.8.2. Headdress must not be worn:
- a) in a motor vehicle
 - b) inside a building with the exception of operational areas that require full uniform e.g. Counter Terrorism Unit
 - c) at court

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- d) inside a place of religious worship where it is appropriate to remove headdress or outdoor church service (when the officiating chaplain requests), unless participating in a designated ceremonial role
- e) within a mess or club
- f) in special circumstances where, in the professional judgement of the officer, it is not practical or appropriate due to officer safety considerations or events of significant civil disturbance
- g) directed otherwise by a senior officer

5.8.3. Unworn headdress is to be carried under the left arm and will not be hung from or attached to the accoutrement belt.

5.8.4. The shape and construction of any headdress is not permitted to be modified in any way.

Baseball caps and wide-brimmed hats



5.8.5. ABF issued baseball caps or broad-brimmed hats must be worn with the General Duties Dress. A baseball cap or broad-brimmed hat will not be worn:

- a) with a tunic
- b) at locations where the Superintendent or higher ranked officer (this includes Commanding Officer of a vessel) within the work area deems the wearing of a baseball cap as inappropriate.

5.8.6. Baseball caps will be worn level on the head with the front rim approximately 3cm above the eyebrows and the front tip of the peak must be level with the top of the eyebrows. The hat is not to be worn with the rim tilted upwards on the head or positioned backwards on the head. (Approved operational unit can be printed on side of cap).

5.8.7. ABF Senior Executive Service (SES) baseball caps must only be worn by SES 1 level and above on an as required basis.

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- 5.8.8. During daylight hours (or shifts that overlap into daylight hours), the ABF encourages uniformed officers to wear a broad-brimmed hat or the baseball cap if they are working in direct sunlight.
- 5.8.9. Broad-brimmed hats must not be worn on ceremonial occasions. ABF baseball caps can be worn for outside ceremonial occasions.
- 5.8.10. All ABF officers while at work have obligations under the WHS Act to take reasonable care for their own health and safety whilst complying, as far as is reasonably able with this PI.

Dress Peak caps



Inspectors, Superintendent and Chief Superintendent dress peak cap



Commander (SES1) and above dress peak cap

- 5.8.11. The dress peak caps will be worn outside as instructed by uniformed officers when:
- a) wearing the Ceremonial Dress
 - b) wearing ABF Executive Dress
 - c) attending official parades or ceremonies (including funerals)
 - d) attending special events as directed.
- 5.8.12. Dress peak caps with rank specific braids must be worn by SES and Executive level uniformed officers when wearing the Ceremonial Dress or as directed.
- 5.8.13. ABF officers must only wear their peak hat where the relevant Commander has approved individual issue of this hat in line with their requirement to wear Ceremonial Dress. Dress peak caps will be worn level on the head with the front rim approximately 3cm above the eyebrows and the front tip of the peak must be level with the top of the eyebrows. The dress peak cap is not to be worn with the rim tilted upwards on the head.

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5.9. Pantyhose and stockings

- 5.9.1. Uniformed officers must wear pantyhose or stockings (purchased as personal expense) when wearing ABF Executive, ABF Office or Ceremonial Dress skirt. Pantyhose or stockings must be plain and in flesh or black tones

5.10. Belts

- 5.10.1. Uniformed officers must wear narrow velcro webbing belts with the General Duties Dress and Support Dress. A wide velcro webbing belt is available for specific roles, for example, marine enforcement.
- 5.10.2. Issued leather belts must be worn with the ABF Executive Dress, ABF Office Dress and Ceremonial Dress.

5.11. Ties

- 5.11.1. Ties must be worn with the Ceremonial Dress in winter and can also be worn when wearing a long sleeve shirt, a jumper or vest with the ABF Executive Dress and ABF Office Dress.

5.12. Undergarments

- 5.12.1. Undergarments, such as singlets and t-shirts, must not be visible through or extend beyond the edges of the uniform.

5.13. Name badges

- 5.13.1. Name badges are a critical part of the uniform dress. As a general principle, the public has a right to know the name of the uniformed officer they are dealing with. Name badges are a way of achieving a level of public accountability.
- 5.13.2. All officers must wear ABF name badges when undertaking their duties in uniform. An authorised name badge is to be worn on the tunic, jumper, vest and shirt with General Duties Dress, Ceremonial Dress and Executive Dress. However, the name badge is not required to be worn on the General Duties all weather jacket due to no available placement tab.
- 5.13.3. Name badges with rank title Inspector and above on higher duties (HDA) exceeding 10 days will be issued with Commander approval.
- 5.13.4. There are two types of name badges:
- a) Pin badge - the ABF standard issue name badge.



- b) Velcro badge - available for officers wearing specific items of uniform apparel (note: specialist uniforms). Rank title cannot be included on Velcro badges



Name badge content

- 5.13.5. The metal name badges consist of the ABF crest, the name of the uniformed officer and for SES and EL officers also their rank. Uniformed officers will be given two name badges and can request a particular format outlined below:
- a) first name and family name
 - b) first initial and family name, or
 - c) first name and the last five digits of their AGS number.
- 5.13.6. The velcro name badges are also available for officers wearing specific items of uniform apparel (note: specialist uniforms will be entitled to two additional velcro name badges and can only request a particular format outlined below:
- a) first name and family name
 - b) first initial and family name, or
 - c) first name and the last five digits of their AGS number.
- 5.13.7. The ABF crest and name badge is not to be altered in any way.

Name badge placement

- 5.13.8. The name badge must be worn in the approved location according to the item of clothing being worn (note: on the right side pocket flap on shirts or on the jumper and vest reinforcement tab).



Pin name badge placement – shirt

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Velcro name badge placement – shirt



Pin name badge placement – tunic

5.14. Gorgét patch

- 5.14.1. Superintendent Level (EL2) and above are entitled to gorgét patches
- 5.14.2. Small gorgét patches must be worn on both collars of the ABF Executive Dress shirt or Ceremonial white shirts and only when a tie is not worn.
- 5.14.3. Large gorgét patches must be worn on tunics at all times.
- 5.14.4. Gorgét patches can worn with a jumper or vest.

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Superintendent and Chief Superintendent Gorgét patch



Commander and above Gorgét patch

Gorgét placement



Gorgét patch placement – shirt

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Gorgét patch placement - tunic

5.15. Rank Slides

- 5.15.1. All uniformed officers must wear appropriate rank slides. Rank slides are worn on the epaulette of the outer garment and must always be visible.
- 5.15.2. The rank slides come in two variations:
 - a) Soft board (embroidered pips, crown and gates) - to be worn on General Duties Dress (including jumpers and vests), Specialist Duties Dress uniforms, Executive Dress and Office Dress.
 - b) Hard board (metal pips, crowns and gates) – must be worn with the Ceremonial Winter Dress tunic and Ceremonial Summer Dress shirt only. (The hard boards must not be worn with Executive Dress).
- 5.15.3. To reduce bulk, there should be no stacking of hardboards under soft boards on shirts, vests/jumpers, and all weather jackets.
- 5.15.4. Rank slides must be clean and kept in good condition.



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Rank slide placement

5.16. ABF Shoulder Flash

- 5.16.1. The standard ABF shoulder flash must be worn on both sleeves by all uniformed officers (excluding the Support Dress (SD1) uniform components which do not display ABF Flashes).
- 5.16.2. Officers can wear an approved type of operational identifier on the front of the shirt to identify a specialist work team.



5.17. ABF Operational badge

- 5.17.1. The ABF Operational Badge provides a means for plain clothed ABF Officers who are sworn under section 24 of the *Australian Border Force Act 2015* and have a specific operational or official requirement to formally identify themselves whilst conducting operational activities as an ABF officer. The following officers hold an entitlement to hold an ABF Operational Badge:
 - a) ABF Investigators
 - b) National Surveillance Unit (NSU) Team leaders and Operatives
 - c) Special Operations Operatives and Controllers
 - d) Digital Forensics Investigators
 - e) Field and Removal Operations officers where they are operating in plain clothes.

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- f) The ABF Operational Badge is uniquely numbered and comprises a Wallet Badge, a clip badge and a neck chain.



- 5.17.2. The ABF Operational Badge is a controlled store and 'portable and attractive' item and, as such, storage, issue, security, accountability and return are to be conducted in accordance with the ABF Operational Badge SOP and other relevant departmental policy ([Accountable Authority Instructions \(bcz.gov.au\)](#)). Unapproved or fraudulent requests for issue or use will be reportable to Integrity and Professional Standards.
- 5.17.3. All associated Identity cards remain the responsibility of the relevant ABF Command.

5.18. Awards and embellishments

- 5.18.1. Refer to the Award Wearing Guide located on the PPCR, which is the authoritative instruction on the wearing of awards.

Embellishments

- 5.18.2. Embellishments, such as those provided for specific community activities or awareness campaigns that are supported and promoted by the Department, may be worn on the ABF uniform on the day or duration of the relevant campaign.
- 5.18.3. Embellishments for example, appropriate flower/badge/ribbon/pin is to be attached on the right breast pocket next to the name plate or ribbons, or on the left lapel portion of the collar for when the General Duty uniform or Ceremonial uniform is worn at commemorative service next to the name plate or ribbons and in a similar position on jackets/jumpers.
- 5.18.4. ADF/Police Unit/Service Pins are not items of ABF uniform and must not be worn on the ABF uniform for both safety reasons and as they do not form part of the Australian Honours System 'It's an Honour' website (<https://www.pmc.gov.au/government/its-honour>).
- 5.18.5. **Pride Pins.** These pins have been introduced to communicate and support equality for all staff, and celebrate the Department's Diversity and commitment to equality. It is available both to staff who identify as LGBTI+ as well as allies in promoting a diverse and inclusive workplace.
- 5.18.6. The Pride Pins have been approved by the Secretary/Commissioner and can be worn on the general duties uniforms. The Pride Pin can be requested through the Uniform Capability team mailbox [S. 22\(1\)\(a\)\(ii\) @abf.gov.au](mailto:S.22(1)(a)(ii)@abf.gov.au).

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- 5.18.7. **Indigenous Pin.** This pin is a representation of collaborative working cultures within Australia – the Indigenous and Australian cultures working together and united inclusion. The pins are available for specific community activities or awareness campaigns (ie NAIDOC week) and may only be worn on the ABF uniform on the day or for the duration of the relevant campaign.
- 5.18.8. The Indigenous Pin can be requested through the Uniform Capability team mailbox **S. 22(1)(a)(ii) @abf.gov.au**

Awards

- 5.18.9. Awards and medals, including both Australian Government (also State and Territory) and ABF internal awards, are classed as uniform items and will be worn in accordance with the relevant order of precedence.
- 5.18.10. Unless otherwise advised, medals, ribbons or ribbon bars are not to be worn on non-uniform attire clothing, uniform jumpers, jackets or other protective clothing (note, overalls and high visibility uniforms).
- 5.18.11. **National awards** – Uniformed officers who have been presented and are entitled to wear awards that form part of the Australian Honours System (decorations, ribbon bars and medals) must wear them above the left hand shirt pocket and in the order established by the official order of precedence that can be found at the 'It's an Honour' website (<https://www.pmc.gov.au/government/its-honour>).
- 5.18.12. **ABF awards** – Uniformed officers who have been presented and are entitled to wear awards that form part of the ABF Awards System (decorations, ribbon bars and medals) must wear them above the right hand shirt pocket and in the order established by the order of precedence.
- 5.18.13. **Citations** - Citations can only be worn when full size decorations, medals, ribbons and commendations are permitted to be worn.
- 5.18.14. **Miniatures - Miniature decorations, medals, commendations and citations** may only be worn at the following locations:
- a) functions given in embassies or residences of ambassadors and ministers, unless notified otherwise
 - b) evening parties given by or in the presence of a representative of a sovereign
 - c) at official dinners and receptions, including Departmental dinners and public dinners where the invitation specifies that decorations may be worn
 - d) official events conducted by the Department or as the dress requirements provided for an event dictates.
- 5.18.15. **Medal set lapel pins** - When not in uniform, some awards (such as the Order of Australia) are signified through the use of medal set lapel pins except in circumstances when either the full size or miniature awards are appropriate. Medal set lapel pins should not be worn while in uniform attire, however, can be recognised through a ribbon bar on the uniform.
- 5.18.16. **Length of service award** - APS length of service awards are in the form of a lapel pin (this excludes previous ACBPS Length of Service Awards). These may be worn when on duty or attending a social event. Unlike other lapel pins, length of service pins can be worn while in uniform attire.
- 5.18.17. Uniformed officers should only wear the length of service pin showing the higher ranked service specific award granted.
- 5.18.18. Uniformed officers who have previously been issued with an ACBPS length of service award may continue to wear this in addition to any APS length of service lapel pin.

Other awards and decorations

5.18.19. Awards and decorations not included in the Australian Honours System or the Department's Awards Framework should not be worn on the ABF uniform unless approved by the Secretary and/or Commissioner. Requests to wear these awards or decorations, including ADF decorations or medals of other countries, should be submitted to the Uniform Capability team by email [S. 22\(1\)\(a\)\(ii\) @abf.gov.au](mailto:S.22(1)(a)(ii)@abf.gov.au). If approval is granted, the award or decoration should be worn with strict adherence to the specific organisational wearing guidelines.

5.18.20. The following table includes the current approved non ABF awards.

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	New South Wales Ambulance
New South Wales State	New South Wales State
Emergency Service	Emergency Service State Emergency Service Long Service Medal
Northern Territory Police, Fire	Northern Territory Police, Fire
Queensland Police Service	Queensland Police Service Queensland Police Service Valour Award
	Queensland Police Service Medal
Victoria Police Victoria Police	Victoria Police Victoria Police Valour Award
	Victoria Police Service Medal
Tasmania Police Tasmania	Tasmania Police Tasmania Police Commissioner's Medal
South Australia Police South	South Australia Police South Australia Police Service Medal

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Western Australia Police West	Western Australia Police West Australia Police Service Medal
Australian Defence Force	Australian Defence Force ADF Commendation Badges (awarded by CDF, VCDF)
	Infantry Combat Badge
	Army Combat Badge

Wearing of medals (National and Departmental)

- 5.18.21. Medals are only worn with Ceremonial Dress (unless otherwise approved).
- 5.18.22. Medals must be court-mounted. Swing mounted is also permitted for Departmental/ABF medals.
- 5.18.23. Name badge and National medals must be aligned.



Placement of National and Departmental awards – Ceremonial

Wearing of ribbon bars (National and Departmental)

- 5.18.24. Ribbon bars may only be worn when wearing General Duties Dress, ABF Executive Dress and ABF Office Dress.
- 5.18.25. Ribbon bars may not be worn when:
 - a) specified to wear full size or miniature decorations, medals and commendations
 - b) work health and safety issues prevent such wear
 - c) wearing unsuitable clothing (note, overalls)
 - d) wearing non-uniformed attire.

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Placement of National and Departmental ribbon bars – shirt

6. Order of dress

6.1. Additional Clothing or PPE

- 6.1.1. When uniformed officers are deployed, additional clothing or PPE may be issued to ensure operational effectiveness and safety in whatever environment they are deployed. These environments include extreme cold or tropical conditions.
- 6.1.2. For issuing of PPE refer to ABF Uniform Entitlements Support Material.

6.2. General Duties (GD1)

- 6.2.1. The General Duties Dress is everyday attire for Border Force Officers from Border Force Officer Recruit Trainees to Border Force Supervisors (APS6). This uniform is also available to ABF Executive Level and Senior Executive Service level officers when performing operational roles involving work that requires safety footwear and cargo trousers. The uniform is designed to be worn in the majority of workplaces and to allow officers to be effectively deployed. The uniform also forms the basis for ABF Specialist role uniforms.

- ABF General Duties - GD1 entitlements refer to ABF Uniform Entitlements Support Material.

6.3. ABF Office (O1)

- 6.3.1. The ABF Office Dress is to be worn by Border Force Officer through to Border Force Supervisor (APS3 – APS6) on approval by Chief of Staff or Superintendent. This uniform is only to be worn in the office environment, which includes office environments in airports, air cargo and seaports.
 - ABF Office - O1 entitlements refer to ABF Uniform Entitlements Support Material.

6.4. Detector Dog Unit General Duties (GD2)

6.4.1. General Duties Dress with specific items are required by Border Force Officers performing specialist roles within the DDU.

- DDU - GD2 entitlements refer to ABF Uniform Entitlements Support Material.

6.5. Counter Terrorism Unit General Duties (GD3)

6.5.1. General Duties Dress with specific items are required by Border Force Officers performing specialist roles within the CTU.

- CTU - GD3 entitlements refer to ABF Uniform Entitlements Support Material.

6.6. Maternity General Duties (GD4)

6.6.1. The maternity version of the General Duties uniform has unique trousers, blouse and cardigan. Due to the design of the garments, the trouser and blouse must be worn together and must not be tucked in. Uniformed officers are not required to wear a belt with the maternity trousers, however, all other specifications of the General Duties uniform apply.

6.6.2. Officers also have the option of wearing business attire via approval from their Manager and work health and safety considerations in regards to the role.

- Maternity - GD4 entitlements refer to ABF Uniform Entitlements Support Material.

6.7. ABF Executive (E1)

6.7.1. The ABF Executive Dress is to be worn by Border Force Inspector level (E1) and above. This uniform is only to be worn in the office environment, which includes office environments in airports, air cargo and seaports.

- ABF Executive - E1 entitlements refer to ABF Uniform Entitlements Support Material.

6.8. Ceremonial Winter (C1)

6.8.1. Ceremonial Dress is only to be worn when representing the Department or ABF in an official capacity. For example, when undertaking representational duties or when attending designated formally approved ceremonial events. The ceremonial uniform is only available to officers at Superintendent level (EL2) and above.

6.8.2. ABF uniformed officers who have a significant representational role for the ABF can apply for an exemption (approximately 14 business days before the event) to wear ceremonial uniform through a submission endorsed by their Chief Superintendent or higher ranked officer (this includes Commanding Officer of a vessel) outlining the requirement for wearing the ceremonial uniform and forwarded to the NUS via emailing [s. 22\(1\)\(a\)\(ii\) @abf.gov.au](mailto:s.22(1)(a)(ii)@abf.gov.au).

6.8.3. Ceremonial Winter Dress must be worn when representing the Department or ABF in an official capacity in winter.

- Ceremonial Winter – C1 entitlements refer to ABF Uniform Entitlements Support Material.

6.9. Ceremonial Summer (C2)

- 6.9.1. Only to be worn when representing the Department or ABF in an official capacity. For example, when undertaking representational duties or when attending ceremonial events.
- 6.9.2. Uniformed officers who have a significant representational role for the ABF can apply for an exemption (approximately 14 business days before the event) to wear ceremonial uniform through a submission endorsed by their Chief Superintendent or higher ranked officer (this includes Commanding Officer of a vessel) outlining the requirement for wearing the ceremonial uniform and forwarded to the NUS via emailing **S. 22(1)(a)(ii)** [@abf.gov.au](mailto:abf.gov.au).
- 6.9.3. District Commanders located within Regional Command QLD (RC QLD) and District Office Inshore Maritime Crew may wear the ABF Ceremonial Summer only on approval by their Chief Superintendent or Commanding Officer.
- 6.9.4. **Ceremonial Summer Dress is only to be issued on an as required basis** where officers are working in hot climate conditions/environments.
- Ceremonial Summer – C2 entitlements refer to ABF Uniform Entitlements Support Material.

6.10. Support (SD1)

- 6.10.1. GD1 uniform with ABF Support rank slide.
- 6.10.2. SD1 is to be worn as everyday attire for the following uniformed officers:
- Border Monitoring Officers
 - Indigenous Rangers
 - Irregular and Intermittent Employees
 - Non-BFOs undertaking frontline roles (for example, in detention facilities)
 - Marine Logistics and other support officers
 - Support Uniform - SD1 entitlements refer to ABF Uniform Entitlements Support Material.

6.11. Specialist Marine (S1)

- 6.11.1. General Duties Dress with specific items are required by BFOs performing specialist roles within the Marine unit.
- Specialist Marine - S1 uniform entitlements refer to ABF Uniform Entitlements Support Material.

6.12. Specialist Marine Boarding (S2).

- 6.12.1. The Specialist Marine Boarding Dress is worn by BFOs performing marine enforcement roles.
- Specialist Marine Boarding - S2 entitlements refer to ABF Uniform Entitlements Support Material.

6.13. Marine Cooks (S3)

- 6.13.1. The Marine Cook Dress is worn by BFOs performing Marine Cook roles on ABF vessels.
- Marine Cook - S3 entitlements refer to ABF Uniform Entitlements Support Material.

6.14. Marine Engineers (S4)

- 6.14.1. The Marine Engineer Dress is worn by BFOs performing Marine Engineer roles.
- Marine Engineers - S4 entitlements refer to ABF Uniform Entitlements Support Material.

7. Provisions and replacement of the ABF uniform

7.1. Allocation of uniform

- 7.1.1. Each uniformed officer will receive an initial issue of uniform on appointment or when transferring to a BFO role.
- 7.1.2. Allocations will depend on the BFO's allocated posting, team and work climatic conditions (e.g. full/parttime).

7.2. Ordering the ABF uniform

- 7.2.1. The NUS, located in Banyo Queensland, is open from 7am to 3 pm (AEST). The NUS is responsible for a range of services, including:
- provision of uniform components
 - provision of uniform specific work health and safety equipment
 - made-to-measure uniforms
 - uniform alterations.
- 7.2.2. Uniformed officers must order uniforms via the NUS online system located on the Intranet under: MyHR > The Australian Border Force > ABF Uniform > Ordering ABF uniforms.
- 7.2.3. Uniform orders will be processed and sent within two weeks of receiving the order, providing the order has been placed correctly. Delays may occur depending on the volume of orders being actioned through the NUS. See below for the delivery timing of name badges.
- 7.2.4. Refer to ABF PPE Entitlements Support Material for guidance and information on PPE entitlements for an ABF officer that holds a current BFO status.
- 7.2.5. Refer to ABF Uniform Entitlement Support Material for guidance and information on uniform entitlements for an ABF officer that holds a current BFO status.

7.3. Ordering name badges

- 7.3.1. An ABF name badge must only be worn by uniformed officers in the ABF.
- 7.3.2. Uniformed officers are entitled to two metal ABF name badges. Uniformed officers must wear a

name badge as part of their uniform. An ABF Name Badge Request Form is located on the Intranet and must be completed and emailed to [S. 22\(1\)\(a\)\(ii\) @abf.gov.au](mailto:S.22(1)(a)(ii)@abf.gov.au).

- 7.3.3. SES and ELs are entitled to add their rank to the name badge.
- 7.3.4. ABF name badges can take up to six weeks to be created and will be delivered to the address provided on the order form. When placing an order, please ensure to include the work station number, building level and building name.
- 7.3.5. Two additional velcro name badges are also available for officers who are required to wear the Use of Force jacket or specialist uniform. Velcro name badges must adhere to the same requirements as the metal badges and can take up to four weeks to be created. Marine Unit officers are entitled to two velcro name badges.

7.4. Uniform Alterations

- 7.4.1. Uniformed officers must not alter the design or cut of any uniform component.
- 7.4.2. The following minor alterations are available with approval from the NUS via emailing your completed alteration request form that is located on MyHR Uniforms page to [S. 22\(1\)\(a\)\(ii\) @abf.gov.au](mailto:S.22(1)(a)(ii)@abf.gov.au). For approval this must be in accordance with this PI:
 - hems and waist altered
 - zippers replaced.
- 7.4.3. Further details on the alterations process will be provided with the work order.

7.5. Made-to-Measure

- 7.5.1. If the officer is outside of the standard size range, Made-to-Measure services are available on request.
- 7.5.2. Officers must seek approval via emailing the NUS [S. 22\(1\)\(a\)\(ii\) @abf.gov.au](mailto:S.22(1)(a)(ii)@abf.gov.au).
- 7.5.3. A Made-to-Measure Form can be found on MyHR Uniforms page and must be submitted to [S. 22\(1\)\(a\)\(ii\) @abf.gov.au](mailto:S.22(1)(a)(ii)@abf.gov.au).

7.6. Personal Protective Equipment (PPE)

- 7.6.1. Some PPE items are available from the NUS.
- 7.6.2. The work environment and role undertaken by the uniformed officer will determine the PPE provided.
- 7.6.3. BFOs will be issued with PPE from the NUS on approval from a supervisor and in accordance with the Department's PPE PI located on the PPCR and the WHS Act.

7.7. Receipt of Uniform

- 7.7.1. Once the uniform is received, uniformed officers should try one of each item to determine whether the fit is correct. If the item needs to be exchanged:
 - all labels must be attached and items neatly folded in the original packaging
 - it must not have been laundered, altered or worn except for the purpose of trying on the items.

7.7.2. To exchange the issued uniform an Exchange Form must be submitted to the NUS, either through the online system or via email. A copy of the Exchange form is located on MyHR Uniforms page.

7.7.3. The Exchange Form must be included with the items when returned to the NUS.

7.8. Replacement of Uniform

7.8.1. Uniform allocation may be replaced due to:

- fair wear and tear
- an item no longer fitting
- the item is damaged.

7.8.2. If an item requires replacement prior to twelve months, BFOs must have approval from their Superintendent. This does not apply to a manufacturing fault.

7.8.3. Replacement of uniform is done through the NUS online ordering system.

7.8.4. The NUS may request an item be returned to the warehouse for inspection to determine or otherwise using the methods described in 'Disposal of uniform items' section in this PI:

- systemic manufacturing fault
- if item remains fit for purpose
- other quality related issue.

7.9. Long-term Leave

7.9.1. Officers undertaking long-term leave may securely store uniform components at home. Do not return the uniform to the NUS.

7.10. Cessation of employment

7.10.1. Upon ceasing employment with the ABF, officers must dispose of all uniform components using the methods described in 'Disposal of uniform items' section in this PI.

7.11. Disposal of uniform items

7.11.1. The disposal of uniform items is the responsibility of the officer and their supervisor.

7.11.2. Uniform items must be disposed of when:

- damaged
- worn and no longer serviceable
- officer no longer occupies a uniformed role
- officer ceases employment with the ABF.

7.11.3. Uniformed officers must ensure the item is disposed of in an effective manner with consideration to security requirements and using the following process:

- a) soft components of ABF and labels bearing ABF information must be removed from clothing and cut into small, unusable pieces

- b) cut up ABF insignia and the cuttings must be shown to a supervisor as visual evidence and appropriate records made. The cuttings can then be disposed of in general waste
- c) hard components of uniform and accoutrements bearing ABF (e.g. leather belts and name badges) must be returned to the NUS via internal mail to:

Australian Border Force

National Uniform Store

s. 22(1)(a)(ii)

- d) ABF uniform components must not be:
 - a) gifted – with the exception of programs approved by the ABF
 - b) traded, sold or otherwise exchanged
 - c) provided for any private or personal use
 - d) trousers, skirts and shoes (with no visible ABF markings) may be kept for personal use.

7.12. Contacts

- 7.12.1. For minor events and questions about the PI, email **s. 22(1)(a)(ii)** @abf.gov.au. For uniform orders, defective or unsatisfactory uniform components email **s. 22(1)(a)(ii)** @abf.gov.au. For requests or queries relating to new uniform submissions or exemptions, permanent variations or major events, email **s. 22(1)(a)(ii)** @abf.gov.au.

8. ABF Uniform Advisory Committee (UAC)

- 8.1.1. The ABF UAC is responsible for the implementation, oversight and review of a national uniform standard encompassing the introduction, changes and discontinuation of uniform items.
- 8.1.2. The ABF UAC was created to review requests for new uniform items, exemptions, use of new logos, permanent and temporary variations and major events/ceremonies (if required) and will also provide any recommendations to Deputy Commissioner Support for approval.
- 8.1.3. If a work area requires a new uniform capability to support its everyday business or operational tasking. ABF officers can request a submission form via emailing the **s. 22(1)(a)(ii)** @abf.gov.au.

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9. Statement of Expectation

- 9.1.1. This PI under the PPCF sets out guidance and directions to officers on how to implement the Department's policy.
- 9.1.2. It is expected that all officers who are subject to this PI will have due regard to it and will only depart from it if:
- the departure is reasonable and justified in the circumstances
 - all risks have been considered
 - approval has been sought and responsibility accepted for documenting the justification for the decision.
- 9.1.3. Officers must comply with all reasonable and lawful directions contained in this PI. Failure to comply with a direction may be considered a breach of the Australian Public Service Code of Conduct (for APS employees) or the Professional Standards Secretary's Direction under section 55 of the Australian Border Force Act 2015 (for non-APS employees).
- 9.1.4. All records created as a result of this procedure must be managed in accordance with the Records Management Policy.
- 9.1.5. Records created as a result of this policy/procedure must be saved in TRIM RM8 or an approved business system.

10. Accountabilities and Responsibilities

- 10.1.1. The matrix identifies the delegations responsibilities as described in this PI.

X= higher ranked officer

X= must be approved by Superintendent or higher ranked officer (this includes Commanding Officer of a vessel)

SECTION of PI	Delegate level approver Supervisor	Delegate approver Chief of Staff	Delegate approver Commanding Officer of a vessel	Delegate approver Superintendent	Delegate approver Chief Superintendent	Delegate approver Commander (approving Commander representing UAC must also approve the request)	UAC	Other
5.1 General standards 5.1.4 Direct officer to go home if not complying with the PI	X	X	X	X	X	X		
5.1 General standards 5.1.4 Who can wear business attire	X	X	X	X	X	X		
5.2 Restrictions 5.2.2 d approval to wear the uniform at social events					X			

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SECTION of PI	Delegate level approver Supervisor	Delegate approver Chief of Staff	Delegate approver Commanding Officer of a vessel	Delegate approver Superintendent	Delegate approver Chief Superintendent	Delegate approver Commander (approving Commander representing UAC must also approve the request)	UAC	Other
5.2 Restrictions 5.2.2 e Approval to wear the uniform outside work areas			X		X	X		
5.3 Permanent variations			X		X	X supported	X endorsed	
5.4 Temporary variations			X		X	X	X	Notify Uniform Capability team and Comms via email
5.5 Exemptions			X			X supported	X endorsed	
5.6 Use of ABF logos					X	X supported	X endorsed	
6.2 Wearing uniform when acting in higher duties beyond 10 working days - Name badge with rank - Executive Level Officers will also be entitled to Executive or Ceremonial dress uniform						X		
6.3 Specified order of dress Ceremonial Dress EL1 and below					X	X		
6.3 Request for order of dress ABF Office Dress Supplement (APS3 – APS6)		X		X				
6.6.3 Uniformed officers to wear business attire for specific events such as planning days or external engagements	X	X	X	X	X	X		

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SECTION of PI	Delegate level approver Supervisor	Delegate approver Chief of Staff	Delegate approver Commanding Officer of a vessel	Delegate approver Superintendent	Delegate approver Chief Superintendent	Delegate approver Commander (approving Commander representing UAC must also approve the request)	UAC	Other
6.7.2 Special events to wear the ABF uniform to these events or ceremonies			X		X	X		
6.13.8 Can instruct an officer to trim or modify a beard to a presentable image in compliance with the intention of this instruction.	X	X	X	X	X	X		
6.13.9 Facial hair exemptions Medical reasons, cultural or religious, change to the officers role			X	X	X	X	X	
6.18 Tattoos Exemptions cultural, medical, religious or other reason							X	
7.1.3 An officer may also be directed to wear a specific shirt due to climatic considerations, ceremonial requirements or operational requirements	X	X	X	X	X	X	X	
7.10.5 ABF headdress directed otherwise	X	X	X	X	X	X		
7.14 Name badges with rank title for EL1 and above exceeding 10 days						X		
8.8 Ceremonial Dress – approval to wear for EL1 and below		X	X	X	X			
9.8 Replacement of uniform prior to 12 months				X	X			
10. New uniform submission to UAC					X	X supported	X endorsed	

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11. Version Control

Version number	Date of issue	Author(s)	Brief description of change
V0.1	October 2017	ABF Uniform Capability team	New document
V0.2	February 2018	Employment Law & Litigation	Cleared Legal review
V0.3	June – July 2018	ABF Uniform Capability team	All staff consultation
V0.4	March 2019	ABF Uniform Capability team	All staff consultation
V0.5	June 2019	Policy Procedure Control Framework	Cleared PPCF Quality Assurance
V1.0	June 2019	ABF Uniform Capability Team	Implemented
V2.0	March 2021	ABF Uniform Capability Team	Update template and minor amendments to PI
V2.1	July 2021	Departmental Staff Consultation	Document sent out to All Staff for feedback
V2.2	August 2021	Approved	Updated on PPCR library Card

Attachment A – Definitions

Term	Acronym (if applicable)	Definition
Australian Border Force	ABF	The operational arm of the Department of Home Affairs.
Assistant Border Force Officer	ABFO	APS2 officers who perform a range of routine transactional and administrative tasks.
Border Force Officer	BFO	A Border Force Officer is sworn, operationally ready, uniformed (unless the role stipulates otherwise), and holds the mandatory knowledge and qualifications to execute their powers.
Border Force Officer Recruit Trainee	BFORT	An officer undertaking the training to become a Border Force Officer.
Border Monitoring Officers	BMOs	Uniformed officers who monitor travel movements between Australia and Papua New Guinea as prescribed in the Torres Strait Treaty (the Treaty).
Business attire		Clothing that portrays a professional image associated with the delivery of business functions.
Departmental officers		Non-uniformed officers employed by the Department of Home Affairs at all classification levels.
Indigenous Rangers		Uniformed APS1 officers who identify as Aboriginal and/or Torres Strait Islander who are employed on an irregular/intermittent basis to perform community engagement and promotion of the Border Watch program in remote and regional locations in the Northern Territory, Far-North Queensland and Kimberley regions.
Irregular and Intermittent Employees	IIEs	Employees who are employed as an irregular/intermittent employees, or on a non-ongoing or ongoing basis. These officers perform a range of routine and administrative tasks in close support across frontline operational domains.
Mobile teams		BFOs who are routinely cross deployed and performing duties across a number of functions and locations.
National Uniform Store	NUS	The NUS is responsible for a range of services including the provision of uniform components, uniform specific WHS equipment, made-to-measure uniforms and alterations.
Non-uniformed Officers		Officers working in the ABF in non-uniformed roles or performing duties in non-uniformed clothing.

OFFICIAL

Term	Acronym (if applicable)	Definition
Officers		All uniformed officers working in the ABF including BFOs, BFORs and Support Officers (Assistant BFOs, BMOs, Indigenous Rangers and IIEs), and non-uniformed Departmental officers or other Government officers assigned/seconded to the ABF. Note: This term is used where provisions apply to all officers within the ABF, uniformed and non-uniformed, for example, in the dress general appearance standards.
Office environment		Office environments are not limited to Headquarters type locations, but also includes office environments in airports, air cargo and seaports.
Personal Protective Equipment	PPE	Protective clothing and equipment designed to protect the wearer's body from injury or infection.
Policy and Procedure Control Register	PPCR	The Policy and Procedure Control Register is the central register for all policies and procedures of the Department of Home Affairs, including Australian Border Force. The PPCR is located on the Intranet.
Smoking		Includes cigarettes, e-cigarettes, pipes and cigars.
Surge		Occasionally and primarily within the airport environment, there will be an emergent need to deploy ACT officers to assist regions during peak periods such as school holidays, Easter, Christmas and major events occurring within Australia.
Uniform Advisory Committee	UAC	A sub-committee of the Operational Requirements Group that provides oversight and management of the ABF's uniform capability. s. 22(1)(a)(ii) @abf.gov.au
Uniformed Officer		Border Force Officer, Border Monitoring Officer, Indigenous Ranger, Assistant Border Force officer and onshore providing detention services who are not BFOs occupying designated positions. Note: This term is used where provisions apply only to uniformed officers within the ABF, for example all uniform standards.
Work Health and Safety	WHS	Issues relating to the work health and safety of officers, or the requirements of the <i>Work Health and Safety Act 2011</i> .

Attachment B – Assurance and Control Matrix

Powers and Obligations

Implementation of this procedural instruction supports the requirements under Australian Border Force Act 2015 but does not require any powers, delegations or authorisations.

Controls and Assurance

Related Policy	Departmental published documents: - Security Handbook - Professional Standards and Integrity - The Department's Integrity Framework - TI-1094 - Records Management Policy - Award Wearing Guide
Procedures / Supporting Materials	Published on PPCR: - HR-6266 - Australian Border Force PPE Entitlements - HR-6265 - Australian Border Force Uniform Entitlements - HR-2177 - Smoke Free Workplace - HR-2121 - Dress and Appearance Standards - HR-2132 - Drugs and Alcohol Management Programme (DAMP) - SM-1560 - Social Media and Electronic Communication - HR-1643 - Personal Protective Equipment - BE-6696 – Australian Border Force Operational Badge - BE-6732 – ABF Identity Card Supporting Material
Training/Certification or Accreditation	No specialist training required.
Other required job role requirements	NIL
Other support mechanisms (e.g. who can provide further assistance in relation to any aspects of this instruction)	Advice can be provided by the ABF Uniform Capability team. Queries can also be submitted to mailbox: s. 22(1)(a)(ii) @abf.gov.au
Escalation arrangements	Escalation of concerns or issues regarding uniform can be sent to the Superintendent ABF Uniform Capability via s. 22(1)(a)(ii) @abf.gov.au marked to the attention of the Superintendent in the subject heading.
Recordkeeping (e.g. system based facilities to record decisions)	All decisions regarding ABF Uniforms are saved in TRIM.

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Program or Framework (i.e. overarching Policy Framework or Business Program)	Professional Standards and Integrity Framework.
Job Vocational Framework Role	This PI applies to all job roles within the ABF.

Attachment C – Consultation

Internal Consultation

- All departmental officers
- Security Policy, Security Branch
- National Facilities and Capital Works, Property and Major Contract Division
- Employment Law & Litigation, Legal Division
- Workforce Health and Safety, People Division
- People Management Branch, People Division
- Policy and Procedure Control Framework
- National Staff Consultative Forum (NSCF)
- Industrial Relations
- CPSU

External Consultation

- Australian Federal Police (AFP)

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