

How to Wear Honours and Awards



This booklet complements the
CFA Honours and Awards Manual

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Introduction

Honours and awards help define, encourage and reinforce aspirations, ideals and standards by identifying role models. CFA recommends and gives honours and awards to recognise, celebrate and say thank you to those who have given their time to serve others and those who achieve their best for CFA and the community.

Honours and awards fall into two broad categories: those that form part of the Australian System of Honours and Awards or their predecessors (the Imperial Honours system) and those issued by organisations or other countries.

Recipients of awards are granted insignia as a visual expression of the honour conferred on them. For those members who have received more than one award there is an established order of precedence for the wearing of their awards. All medals and other insignia must be worn according to the schedules contained within this booklet.

The schedules include all relevant CFA Honours and Awards and those awards within the Australian System of Honours and Awards most likely to have been awarded to some CFA members.

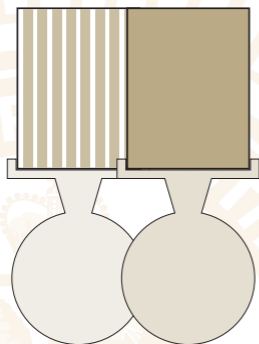
Mounting of Medals

For members who have been awarded two or more medals that are both worn on the same side, medals may be swing mounted (hanging from a bar), or court mounted (on a rigid, colour-matched backing). Miniatures may also be mounted.

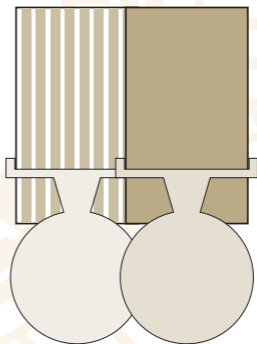
If medals are not mounted, they should be positioned so that the edges of the ribbon just touch and so that the top of the supporting ribbons are aligned. If possible, the ribbon should be of a length that ensures the bottom of the medals are also in alignment.

It is highly recommended that members who have been awarded more than one medal have them mounted by a professional medal-mounting firm.

Contact details for medal-mounting firms which have the CFA ribbon may be obtained from the OT&V team by emailing cfa-awards@cfa.vic.gov.au or, phone 1800 232 636



Swing Mounting



Court Mounting

Positioning of Medals and Ribbons

Uniformed members

Medals

Medals or orders from the Australian System of Honours and Awards are worn in a row above and centred on the left breast pocket in order of precedence from right to left. The bottom edge of the medal/s should be just above, but not touching, the top seam of the pocket.

Medals or awards that do not fall within the Australian System of Honours and Awards, e.g. CFA Honours and Awards, are worn on the right breast of the uniform jacket with their lowest point just above, but not touching, the top edge of the name badge.

Members wearing jackets or blouses that do not have pockets, position their medals from the Australian System of Honours and Awards on the left breast of the uniform, with the bottom edge of the medals aligned to the top of the name badge located on the right breast.

Medals may also be worn on a uniform shirt, such as on occasions where only summer dress is worn, or if the wearer does not have a jacket.

The Honours Secretariat advises that medals are not usually worn on jumpers. The preferred practice for members without jackets is to wear their medals on their shirt, over suitable thermal layers.

It is recognised, however, that some CFA members may attend formal functions wearing a CFA uniform jumper as their outer garment, because they do not have a jacket. In such cases, CFA accepts wearing of medals on a uniform jumper provided they are worn in the positions described for other garments.

The wearing of medals (and ribbons) on the wildfire and structure turnout ensemble is not considered appropriate. If a brigade is arranging a function, the members should consider whether they would like to wear their medals at the event. If brigade members only have wildfire turnout ensembles and wish to wear their medals to the function, then they should wear civilian dress.

Miniature decorations

Miniature insignia are worn on formal occasions when the wearing of medals is specified in an invitation and when you are wearing civilian clothes or dinner dress, rather than your uniform. They are worn side by side at the broadest part of the lapel of the jacket and on the appropriate side of the body.

Ribbons

Recipients of medals and awards who have uniforms may wear the ribbons on their uniforms.

Ribbons are worn in the same order of precedence as medals.

A ribbon (or rows of ribbons) are positioned centrally above the breast pocket, with the bottom row just touching the top seam of the pocket flap. Each row may contain no more than four (4) ribbons.

- The bottom row is completed first
- The next row is placed centrally above the bottom row
- The third and any succeeding rows are also placed centrally above the bottom row
- No space is to remain between rows and no ribbons are to project under the lapel of the dress uniform, or beyond the inner edge of the bottom ribbons.

Members wearing jackets or blouses that do not have pockets will position the ribbons of the medals and awards of the Australian System of Honours and Awards on the left breast of the uniform, so they are in a horizontal line with the top of the name badge located on the right breast.



*Australian Fire Service Medal (AFSM), National Emergency Medal,
National Medal*

Non-uniformed members

Medals

At daytime functions where decorations have been prescribed, full size insignia may be worn by non-uniformed members.

Medals or orders from the Australian System of Honours and Awards are worn so that they hang horizontally above the left breast pocket in order of precedence. The bottom edge of the medal/s should touch the top edge of the breast pocket (or approximately where a pocket would be positioned). No portion of the medal should be covered by the lapel of the jacket.

Miniature decorations

Non-uniformed members generally wear miniature insignia at evening receptions and dinners, where decorations have been prescribed. Miniature decorations are worn in the same order of precedence as medals.

When to Wear Medals

The following table provides a guide to ceremonial and formal occasions that occur within CFA and details whether medals or ribbons should be worn.

Ceremonial and Formal Occasions	Medal	Ribbon	Other
Opening of Fire Station and Headquarters	*		
Fire Service Funerals	*		
Memorial Services and Church Parades	*		
Ceremonial Parades, March Pasts	*		
Graduation Parades	*		
Weddings (Fire Service)		*	
Civic Receptions	Civilian clothes with Miniatures, unless uniform is requested on the invitation.		
Brigade Dinners ⁺	*	*	
Diplomatic Occasions, Day or Evening	Civilian clothes with Miniatures, unless uniform is requested on the invitation.		

Ceremonial and Formal Occasions	Medal	Ribbon	Other
Truck Hand Over		*	
At Championships:			
Participant or Official in the Echelon Movement, the Discipline Contest and Torchlight	*		
Track Events		*	
Brigade Representative at:			
ANZAC Day Service	*		
Inter-agency Funeral	*		
Ceremonial Parade (Guest)	*		

+Full size medals are normally worn, however the wearer should be guided by the invitation.

Non-uniformed members

The full-size insignia is worn at day functions where decorations have been prescribed.

At events such as evening receptions and dinners, where decorations have been prescribed, the miniature insignia is generally worn.

Wearing Another Person's Medals

At certain ceremonial events, e.g. ANZAC Day, it is acceptable to wear a deceased relative's medals. On such occasions the medals are worn in the same order of precedence, but on the right breast to signify that they were not awarded personally.

Wearing Medals Awarded By Another Emergency Service

Those members who wish to wear service awards or medals awarded by another emergency service, other than those within the Australian Systems of Honours and Awards, must obtain approval from the other service in writing. The service awards or medals awarded by another emergency service are worn on the right breast in the position of least precedence.

The Order of Wearing Australian Honours and Awards

(Awards worn on the left breast only)

Awards worn on the left breast should be positioned starting with the highest award in the centre and moving out towards the left shoulder according to the following schedule.

The awards listed here are those awards under the Australian Honours System that are known to have been awarded to CFA members. A complete list of awards can be found on the Australian Government website: www.itsanhonour.gov.au

The schedule (highest to lowest)

- Companion of the Order of Australia
- Officer of the Order of Australia
- Member of the Order of Australia
- Public Service Medal
- Australian Fire Service Medal
- Medal of the Order of Australia
- Queen's Fire Service Medal
- National Emergency Medal

- Centenary Medal
- National Medal
- Australian Defence Medal

Note on Unit Citations

The unit citation is not positioned in the Order of Wearing Honours and Awards. Citation insignia should be worn on the left lapel or breast. Should other honours or awards have been awarded, the unit citations should be worn centrally, approximately 10 mm above these.



*Australian Fire Service Medal (AFSM), National Emergency Medal,
National Medal*

(Other Australian Honours and Awards a member may have, should also be worn in accordance with *The Order of Wearing Australian Honours and Awards* published by the Office of the Governor General.)

The Order of Wearing CFA Honours and Awards

(Awards worn on the right breast only)

Awards worn on the right breast should be positioned starting with the highest award in the centre and moving out towards the right shoulder according to the following schedule.

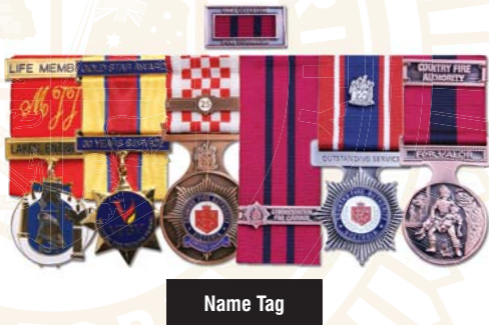
The schedule (highest to lowest)

- Royal Humane Society Medal
- CFA Valor Medal
- CFA Outstanding Service Medal
- Chief Officer's Commendation for Courage
- CFA Commendation for Service
- CFA Life Member Award
- CFA Service Award
- VFBV Gold Star
- Brigade Life Member
- Other emergency services medals

Unit Citations

- Chief Officer's Unit Citation for Courage
- CFA Unit Citation for Service

Unit citations are not positioned in the Order of Wearing CFA Honours and Awards. Citation insignia should be worn on the right lapel or breast. Should other CFA honours or awards have been awarded, the unit citations should be worn centrally, approximately 10 mm above these.



CFA Valor Medal, CFA Outstanding Service Medal, Chief Officer's Commendation for Courage, CFA Service Medal, VFBV Gold Star Award, Life Member Jewel

(worn centrally above medals) Chief Officer's Unit Citation for Courage

How to Wear the 2009 Campaign Fires Badge

When in uniform

- The 2009 Campaign Fires Badge must be worn on the right side.
- If medals are being worn, the badge must be worn centrally approximately 10 mm below the button on the pocket (*see Figure 1 on page 18*).
- If a ribbon bar is being worn, the campaign badge must be worn approximately 10 mm above the top of the ribbon bar and to the right of any unit citations (*see Figure 2 on page 18*).
- If no ribbon bar or medal is worn on the right side, then the badge must be worn centrally and approximately 10 mm above the top of the name plaque.
- If old-style medals are still being worn, the badge must be worn centrally at the bottom of the pocket (*see Figure 3 on page 18*).

When not in uniform

- The 2009 Campaign Fires Badge must be worn on the right side.
- If no medals or ribbons are being worn, the badge may be worn on the right lapel or breast.
- If medals are being worn, the badge must be worn centrally approximately 10 mm below these.
- If a ribbon bar is being worn, the campaign badge must be worn approximately 10 mm above the top of the ribbon bar and to the right of any unit citations.



Figure 1 – position of 2009 Campaign Fires Badge if medals are being worn (right breast)

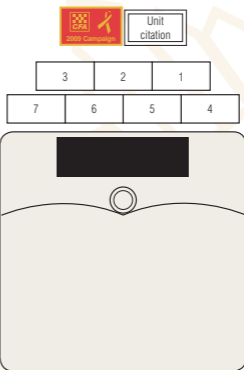


Figure 2 – position of 2009 Campaign Fires Badge if ribbons are being worn (right breast)

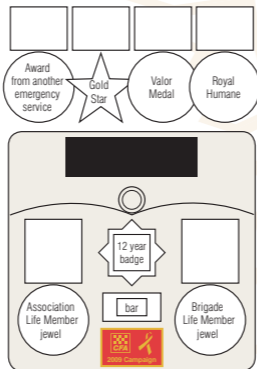
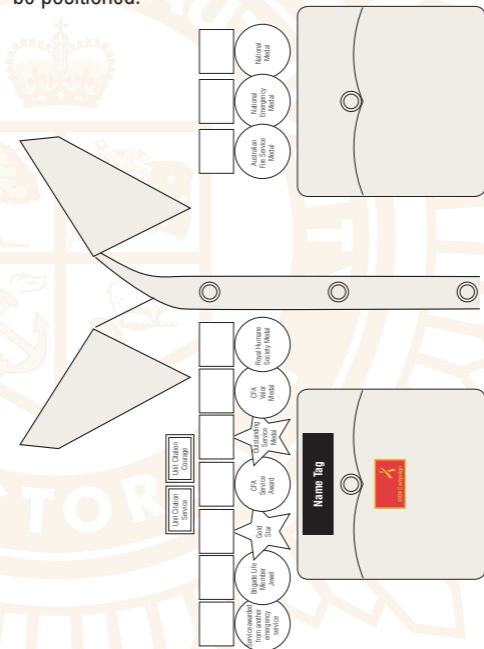


Figure 3 – position of 2009 Campaign Fires Badge, if old-style medals are still being worn (right breast)

Wearing Honours and Awards

The image below does not include all CFA awards in the schedule and is included as a general guide to indicate where the medals and other insignia should be positioned.





To view the latest edition of *How to Wear Honours and Awards* booklet please visit Brigades Online.

For information regarding the criteria, how to apply and the nomination process please refer to the *CFA Honours and Awards Manual* which is available online through Brigades Online.

File path: *Brigades Online > Brigade > Service History & Awards > About the Awards*

To request copies of this booklet, please contact Operational Training and Volunteerism (OT&V) via email: cfa-awards@cfa.vic.gov.au

or, phone 1800 232 636

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