

**CHAPTER 3****PRINCE OF WALES AWARD SCHEME****INTRODUCTION**

3.1 On 28 June 1984 Sir Eric Willis, KBE, CMG, the Chairman of the Citizens in Support of Reserve Forces Trust Fund was informed by letter by David I. Smith, the Official Secretary to the Governor-General of Australia that The Prince of Wales agreed that the “Citizens in Support of Reserve Forces Trust Fund” awards should be renamed “the Prince of Wales Awards”.

3.2 The Prince of Wales Award (POWA) Scheme seeks to reward members of the Australian Defence Force (ADF) Reserves in civilian employment for their additional commitment to Reserve service. It provides the opportunity for selected members to undertake a training or development activity related to their civilian occupation or profession.

3.3 The experience and knowledge gained from POWA activities provides tangible benefit to award recipients and their civilian employers, while promoting cooperation and support between Defence and civilian employers.

**POLICY STATEMENT**

3.4 The POWA Scheme provides training or development opportunities to members of the Reserves in civilian employment that benefit their civilian professional development, while enhancing relationships and promoting cooperation between Defence, civilian employers and members rendering Reserve service.

**SCOPE**

3.5 This chapter applies to members of the Reserves and details the procedures for the application, selection and administration of members participating in the POWA Scheme.

**DEFINITIONS**

3.6 [Military Personnel Policy Manual \(MILPERSMAN\) Part 1, Chapter 3](#)—*Military Personnel Policy Manual Glossary* contains common terms and definitions used throughout this chapter. For the purpose of this chapter ‘Commanding Officer’ includes reference to an Administrative Commanding Officer.

**OVERVIEW**

3.7 The POWA Scheme allows award recipients to undertake, with the agreement and support of their civilian employer, a training or development activity related to their civilian occupation or profession. Defence will provide financial support to the value of up to \$10,000 for each POWA recipient.

3.8 While not prescriptive, the nominated POWA activity must add value to the applicant’s professional development, and benefit their civilian employment. It may

comprise a training course in Australia or overseas, or attendance at a national or international conference or convention.

## ROLES AND RESPONSIBILITIES

3.9 **Head Joint Support Services Division (HJSSD).** HJSSD is responsible for the administration and management of the POWA Scheme, and is the authorised delegate for the awarding of POWAs.

3.10 **Australian Defence Force Reserves and Employer Support (ADFRES).** Director, ADFRES is responsible to HJSSD for the coordination, administrative support and governance of the POWA Scheme.

3.11 **Service Headquarters.** Service Headquarters are responsible for reviewing the respective Service eligibility of POWA applicants and advising JSSD. A representative from each Service will participate in the POWA Selection Committee.

3.12 **Commanding Officers (CO).** Commanding Officers are responsible for reviewing and processing members' POWA applications, and forwarding the applications to the relevant Service Headquarters.

3.13 **Defence members.** POWA Scheme applicants are to ensure they meet the eligibility criteria in this chapter and apply using Form PH441—*Prince of Wales Award Application*, available on the [Defence Protected Network](#) and on the [ADFRES external website](#). POWA recipients are to comply with the requirements of this chapter, including the use of the award and the completion of post-activity administration.

## AWARD SCHEDULE AND ALLOCATION

3.14 **Award schedule.** Nominations for POWA are called for annually. The dates for the conduct of the POWA Scheme are coordinated by JSSD and published each year via DEFGRAM, ForceNet and other Service media. The POWA Scheme indicative schedule is in [Annex 3A](#).

3.15 **Award allocation.** POWA Scheme award recipients are determined annually via a national, merit-based selection process. The allocation of awards will be guided by available resources and the recommendations of the POWA Selection Committee.

## ELIGIBILITY

3.16 To be eligible to apply for the POWA, members must satisfy the requirements of Service and employment eligibility.

3.17 **Service eligibility.** POWA applicants must:

- a. be a member of the Reserves in Service Categories (SERCATs) 3 to 5 rendering defence service (including training)

- b. hold substantive rank of:
  - (1) **Navy** - Leading Seaman to Lieutenant Commander, including Chaplain Division 1 and 2, and Maritime Spiritual Wellbeing Officer Class 1 and 2
  - (2) **Army** - Corporal to Major
  - (3) **Air Force** - Corporal to Squadron Leader
- c. have rendered a minimum of 20 Reserve Service Days (RSD) per year in the three financial years immediately prior to their POWA application
- d. have not undertaken more than three month's Service Option (SERVOP) C (Continuous Full-Time Service) in the 12 months prior to the POWA application closing date
- e. remain a member of the Reserves throughout the POWA nomination, selection and award use period
- f. not be subject to any disciplinary or adverse administrative action relating to their performance, conduct or behaviour.

3.18 **Civilian employment.** POWA applicants must be in full-time or part-time civilian employment and receive the endorsement of their employer or, in the case of self-employed members, a professional organisation or trade association with whom they are affiliated.

## APPLICATION AND SELECTION

### APPLICATION PROCESS

3.19 POWA applicants are responsible for developing their POWA applications in consultation with their civilian employer, professional organisation or trade association, and submitting them in accordance with the DEFGRAM promulgated time frames.

3.20 Commanding Officers are responsible for reviewing and endorsing members' POWA applications, before progressing them to the relevant Service Headquarters.

3.21 Service Headquarters are to review and comment on the Service eligibility requirements of POWA applicants before progressing their applications to JSSD.

### SELECTION PROCESS

3.22 HJSSD will appoint a POWA Selection Committee. The Selection Committee will be chaired by an Executive Level Two (EL2) equivalent (or higher) officer and will include a representative from each of the Services.

3.23 HJSSD will determine and advise the Selection Committee of the assessment criteria to be used for the POWA selection process.

- 3.24 The POWA selection process will be conducted as follows:
- a. The POWA Selection Committee will consider the merit of POWA applications against the assessment criteria, eligibility criteria and application quality, and establish an order of merit for HJSSD consideration. The POWA Selection Committee will take into consideration whether applicants have previously received the award.
  - b. Subject to the POWA Selection Committee's recommendations, HJSSD will, on behalf of Defence, determine the recipients of the POWA Scheme award.
  - c. HJSSD will subsequently advise applicants in writing of their respective POWA selection outcomes. Each applicant's CO and Service Headquarters will also be advised.

## ADMINISTRATION

### RESOURCES AND GOVERNANCE

3.25 **Bidding.** HJSSD is responsible for forecasting, bidding and allocating the resources to manage the POWA Scheme. Director, ADFRES is responsible for reviewing the value of the Scheme periodically, and recommending to HJSSD any adjustment.

3.26 **Allocation.** HJSSD will provide POWA recipients with an amount of up to \$10,000 to undertake an agreed activity. Award recipients will receive written advice of the funding allocated for their proposed activity. Where applicable, recipients are responsible for funding POWA activity costs in excess of the approved amount unless their civilian employer wishes to contribute to funding the agreed activity.

3.27 **Governance.** HJSSD must ensure that the POWA Scheme is administered in accordance with relevant Defence policies and procedures.

3.28 POWA recipients are responsible for managing their allocated funding and acquitting activity expenditure upon completion of their POWA activity. JSSD will provide recipients with guidance on the use and acquittal of POWA funds.

### USE OF AWARDS

3.29 POWA recipients are required to undertake their agreed POWA activity in accordance with the timings in [Annex 3A](#), which is normally 18 months post announcement. In exceptional circumstances, HJSSD may approve an award recipient an extension of time to complete their POWA activity.

3.30 Members seeking an extension of time are required to submit a request to HJSSD in writing, demonstrating the exceptional circumstance to be considered.

3.31 POWA recipients are responsible for arranging all travel and administrative requirements to undertake their agreed POWA activity including, where applicable, flight and accommodation bookings, registration, enrolment and attendance at activities, visas and security clearances.

## DUTY STATUS

3.32 The status of POWA recipients while undertaking agreed POWA activities, attending award events and completing post activity administration will be 'Voluntary Unpaid Attendance' (VUA).

3.33 In accordance with [MILPERSMAN Part 7, Chapter 3—Unpaid Duty or Attendance by Members of the Australian Defence Force Reserves](#), members undertaking approved VUA are considered to be on duty for the purpose of work health and safety. VUA authorisation is to be provided to the member in writing before the commencement of their POWA activity.

## POST-ACTIVITY ADMINISTRATION

3.34 **Post-activity reporting.** POWA recipients must submit their [Post-Activity Report \(PAR\)](#) and activity expenditure acquittal to ADFRES within 30 days of the completion of their POWA activity. ADFRES will provide POWA recipients with the requisite guidance and templates to complete post-activity administration.

3.35 **Award Presentations.** At a suitable time following the completion of POWA activities, recipients will be recognised for their award at an ADFRES or JSSD ceremony or event, such as the Employer Support Awards. Award presentations will be coordinated by the relevant ADFRES Regional offices.

3.36 POWA recipients may be required to give a brief speech highlighting how their chosen activity benefitted their professional development and civilian employment.

## ADDITIONAL INFORMATION

3.37 Additional information on the POWA Scheme is available on the [Australian Defence Forces Reserves and Employer Support](#) website.

## RELATED MANUAL CHAPTER

[MILPERSMAN Part 7, Chapter 3—Unpaid duty or attendance by members of the Australian Defence Force Reserves](#)

### Annex:

3A [Prince of Wales Award – Indicative schedule](#)

**Sponsor:** JSSD (ADFRES)

**PRINCE OF WALES AWARD – INDICATIVE SCHEDULE**

