

Department of Defence

DEFGRAM 563/2016

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PRINCE OF WALES AWARDS—CALL FOR APPLICATIONS (FY 2017–2018)

Reference:

- A. Military Personnel Policy Manual Chapter 2, Part 8—Prince of Wales Award

Introduction

1. The Prince of Wales Awards (POWA) seeks to reward selected ADF Reservists for their dedication and commitment to Reserve service, by providing an opportunity for individuals to undertake a training or development activity, either in Australia or overseas, related to their civilian occupation or profession.
2. Applications are now invited for the POWA for FY 2017–18.

Award

3. ADF Reservists, who hold a substantive rank of CPL/LS to LCDR/MAJ/SQNLDR, regardless of trade or specialisation, may apply for a POWA, provided they meet the eligibility criteria.
4. POWA recipients may receive up to \$8000 to undertake an approved activity, noting that any costs above \$8000 are to be met by the applicant.

Applications and Indicative Schedule

5. The application procedure is at annex A. The application form is Defence Form PH 441 (Prince of Wales Award Application).
6. The indicative schedule for the POWA Scheme is at annex B.

Eligibility Criteria

7. Applicants for a POWA must satisfy the following criteria:
 - a. Hold a substantive rank of CPL/LS to LCDR/MAJ/SQNLDR, including Navy Chaplain Division 2.
 - b. Be a serving member, with at least three years of effective Reserve service and for CPL/LS, including at least one year as a JNCO.
 - c. In the FY of application, the applicant must have:
 - (1) been declared 'effective' and/or 'efficient' in accordance with Service requirements; and

- (2) performed a minimum of 20 Reserve Service Days of 'effective' Reserve service.
- d. Single Service criteria:
 - (1) RAN. A member of the Royal Australian Naval Reserve (SERCATs 3, 4 or 5).
 - (2) Australian Army. A member of the Active Reserve or a Regional Force Surveillance Unit (SERCAT 5 only).
 - (3) Air Force. A member of the Air Force Reserve (SERCATs 3, 4 or 5).
- 8. Additional information on the POWA is in reference A.



Andrew Elfverson

Air Commodore

Deputy Head Cadet, Reserve and Employer Support Division

Vice Chief of Defence Force Group

Annexes:

- A. Prince of Wales Awards—Application Procedure
- B. Prince of Wales Awards—Indicative Schedule

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PRINCE OF WALES AWARDS — APPLICATION PROCEDURE

Introduction

1. The information (below) explains the actions and responsibilities for the development, completion and submission of a POWA application. Information required by applicants applying for a POWA is in reference A.
2. ADF Reservists should note that consideration of a POWA application will be based on a proposal that must be developed by the POWA applicant in direct consultation and agreement with their civilian employer, or if applicable, their professional or industry organisation delegate.

Responsibility of Applicants

3. To apply for a POWA, an applicant must complete the Prince of Wales Award Application (Defence Form PH 441).
4. The POWA application form must be completed in full. The supporting proposal must be completed in narrative form in plain English, and be no more than three pages in length. There is no specific format required; however, it is to be in Times New Roman Font 12.
5. The application form must be signed by the POWA applicant, their unit Commanding Officer and their civilian employer, or if applicable, their professional or industry organisation delegate. The application must include:
 - a. a statement of the function and role of their employer, professional organisation or educational institution;
 - b. an overview of the POWA applicant's current civilian employment, or involvement in a professional organisation or educational institution;
 - c. a detailed description of the proposed development opportunity, including: the nature of the activity, expected outcomes and deliverables (and how these will be measured), and a program or schedule to be achieved within the financial year following receipt of the award;
 - d. **the proposal with costs** (travel, course fees, accommodation and meals) in accordance with Defence guidelines; and
 - e. any other information deemed pertinent to the application.
6. For enquiries in the preparation and submission of applications for the POWA, units/members should contact the Defence Reserves Support office in their State or Territory (Telephone: 1800 803 485), in accordance with reference A.

PRINCE OF WALES AWARDS — INDICATIVE SCHEDULE

Table 1

Serial	Action	Time Frame	Action Agency	Comments
1	Publicise Prince of Wales Awards (POWA) Scheme	October 2016 – March 2017	Cadet, Reserve and Employer Support Division (CRESD)	In conjunction with Defence Reserves Support (DRS) offices.
2	Develop applications	November 2016 – March 2017	Candidates	In conjunction with employers, professional body or educational institution, and unit CO.
3	Submit applications	By 31 March 2017	Candidates	Submitted to DRS State or Territory office.
4	Review applications and conduct Interviews	April – May 2017	CRESD and Defence Reserves Support Council	Interviews held across Australia, generally in the capital cities.
5	Head Cadet, Reserve and Employer Support Division (HCRESD) approval	By 10 June 2017	CRESD	To include an overall Order of Merit.
6	Advice to POWA applicants	By 30 Jun 2017	CRESD	