

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* in conjunction with the [Australian Defence Glossary \(ADG\)](#) contains 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 Reserve and Cadet Support Division (HRCSD).** HRCSD 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 HRCSD for the coordination, administrative support and governance of the POWA Scheme.
- 3.11 **Service Headquarters.** Service Headquarters are responsible for providing a representative to participate in the POWA Selection Board.
- 3.12 **Commanding Officers (CO).** Commanding Officers are responsible for reviewing POWA applicants against the eligibility requirements within this chapter and providing comment on applicant's military performance and suitability for the representational requirements of the POWA.
- 3.13 **Defence members.** POWA applicants are to ensure they meet the eligibility criteria in this chapter and apply via the online application form on the [ADFRES](#) 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 POWA schedule is coordinated by RCSD and published each year via DEFGRAM, ForceNet and other Service media.
- 3.15 **Award allocation.** POWA 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 Board.

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 and not currently undertaking Service Option C (SERVOP C)
 - b. hold substantive rank of:
 - (1) **Navy** - Able Seaman to Lieutenant Commander, including Chaplain Division 1 and 2, and Maritime Spiritual Wellbeing Officer Class 1 and 2
 - (2) **Army** – Private Proficient to Major
 - (3) **Air Force** – Leading Aircraftsmen/Aircraftswomen to Squadron Leader
 - a. have rendered a minimum of 20 Reserve Service Days (including continuous fulltime service) per year in the three financial years immediately prior to their POWA application

- b. not currently undertaking or has not undertaken more than six months Service Option C (SERVOP C) in the 12 months prior to the POWA application closing date
- c. have maintained the same civilian employer for a minimum of six months prior to the POWA application closing date
- d. intend to remain a member of the Reserves throughout the POWA application period and the duration of their intended POWA activity
- e. 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. Civilian employer comments on applicants work performance will contribute to the Selection Board's consideration.

3.19 **Self-employed.** In the case of self-employed members, a professional organisation or trade association with whom they are affiliated is required to provide comment on the applicant's proposal in place of their civilian employer. This commentary will contribute to the Selection Board's consideration.

APPLICATION AND SELECTION

APPLICATION PROCESS

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

3.21 Commanding Officers are responsible for reviewing and endorsing members' POWA applications, including Service eligibility requirements via the online application form process.

SELECTION PROCESS

3.22 HRCSD will appoint a POWA Selection Board. The Selection Board will be chaired by an Executive Level Two (EL2) equivalent (or higher) officer and may include a representative from each of the Services, Joint Capabilities Group and an external industry or association member.

3.23 HRCSD will determine and advise the Selection Board 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 Board will consider the merit of POWA applications against the assessment criteria, eligibility criteria and application quality, and establish an order of merit for HRCSD consideration.
- b. The POWA Selection Board will take into consideration whether applicants have previously received the award, with considerable weight placed on providing all applicants an opportunity to utilise a POWA.

- c. Subject to the POWA Selection Board's recommendations, HRCSD will, on behalf of Defence, determine the recipients of the POWA for that year.
- 3.25 HRCSD will subsequently advise applicants in writing of their respective POWA selection outcomes. Each applicant's CO will also be advised.

ADMINISTRATION

RESOURCES AND GOVERNANCE

- 3.26 **Bidding.** HRCSD 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 HRCSD any adjustment.
- 3.27 **Allocation.** HRCSD 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.
- 3.29 **Governance.** HRCSD must ensure that the POWA Scheme is administered in accordance with relevant Defence policies and procedures.
- 3.30 POWA recipients are responsible for managing their allocated funding, completing their approved activity in line with the proposal and acquitting activity expenditure upon completion of their POWA activity. ADFRES will provide recipients with guidance on the use and acquittal of POWA funds.

USE OF AWARDS

- 3.31 **Timings.** POWA recipients are required to undertake their agreed POWA activity within 18 months' of notification of being successful. In exceptional circumstances, HRCSD may approve an award recipient an extension of time to complete their POWA activity.
- 3.32 **Extensions.** POWA recipients seeking an extension of time are required to submit a request to HRCSD in writing, demonstrating the exceptional circumstance to be considered. This is to be submitted through ADFRES a minimum of six weeks prior to the expected activity dates or end of 18 month window, whichever is soonest.
- 3.33 **Alterations.** POWA recipients seeking to alter their proposed activity from their initial application are required to submit a request to HRCSD in writing, detailing the requirement for alternation. This is to be submitted through ADFRES a minimum of six weeks prior to the expected activity date.
- 3.34 **Administration.** 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

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

3.36 POWA recipients are expected to understand and comply with the provisions of MILPERSMAN Part 7, Chapter 3– Voluntary Unpaid Service.

3.37 VUS is to be administered by the parent units of POWA recipients. VUS authorisation is to be provided in writing before POWA recipients undertake their respective POWA activities.

POST-ACTIVITY ADMINISTRATION

3.38 **Post-activity reporting.** POWA recipients must submit their Post Activity Report (PAR), inclusive of activity expenditure acquittal, to ADFRES within 30 days of the completion of their POWA activity. The POWA PAR and other requisite templates required to complete post-activity administration are available on the [ADFRES](#) website.

3.39 **Award Presentations.** The POWA maintains a Vice-Regal Patronage with the Prince of Wales enabling the annual presentation to POWA recipients to occur in collaboration with each state/territory Government House. ADFRES will provide further information to POWA recipients in the lead up to each presentation.

3.40 **POWA Representation.** POWA recipients are expected to promote the POWA, their supportive employer and, more generally, the benefits of Reserve service. Any non-agreement will impact competitiveness of application and will be taken into consideration by the Selection Board.

ADDITIONAL INFORMATION

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

RELATED LEGISLATION, POLICY AND PUBLICATIONS

[MILPERSMAN Part 7, Chapter 3](#)– Voluntary Unpaid Service.

[Australian Defence Glossary \(ADG\)](#)

Sponsor: RCSD (ADFRES)