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**PRINCE OF WALES AWARDS - CALL FOR APPLICATIONS –  
FINANCIAL YEAR 2018–2019****Reference:**

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

**Introduction**

1. The Prince of Wales Awards (POWA) scheme aims to recognise the support that employers and others give ADF Reserve members who are working in their organisations. This is achieved through providing opportunities for selected individual Reservists to undertake a training or development activity, either in Australia or overseas, which is directly related to their civilian occupation or profession.
2. Applications are now invited for the POWA for FY 2018–2019.

**Background**

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 \$8 000 to undertake an approved activity. Any costs above \$8 000 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. All 2018/2019 applications must be submitted through a member's chain of command as follows:
  - a. All Army applications must be endorsed and supported by a member's Formation HQ and staffed through DG RES-A. For those members in 2 Div, HQ 2 Div is the endorsing authority for applications.
  - b. Navy and Air Force applications must be submitted to DGANCR and DGRES-AF respectively, for endorsement.
7. POC details for submission of applications are in [Annex A](#).
8. The indicative schedule for the 2018-19 POWA scheme is in [Annex B](#).

**Eligibility Criteria**

9. 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 of the ADF as follows:
    - (1) RAN. A member of the Royal Australian Navy Reserve (SERCATs 3 or 5).

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- (2) Army. A member of the Army Reserve (SERCAT 5 only).
- (3) RAAF. A member of the Air Force Reserve (SERCATs 3, 4 or 5).
- c. Have completed at least 20 Reserve Service Days in each of the three financial years leading up to, and including the year of application.
- d. For CPL / LS, the period immediately leading up to application must include at least 12 months as a CPL / LS.
- e. Not subject to any disciplinary action under the DFDA or Civilian law.
- f. Not subject to any adverse administrative action.
- g. Be IR compliant IAW Single Service requirements. (IR standards are set by individual Services, and vary according to a Reserve member's SERCAT.)
- 10. Additional information on the POWA is in the Reference.



**Andrew Elfverson**

Air Commodore

Deputy Head Reserve and Youth Division

Vice Chief of Defence Force Executive

**Annexes:**

- A. [Prince of Wales Awards—Application Procedure](#)
- B. [Prince of Wales Awards—Indicative Schedule 2018-19](#)

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## PRINCE OF WALES AWARDS — APPLICATION PROCEDURE

### Introduction

1. The information below explains the actions and responsibilities for development, completion and submission of a POWA application.
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 with, and with the agreement and full support of their civilian employer. For self-employed applicants, the proposal is to be similarly developed and endorsed in consultation with their professional or industry organisation.

### Responsibilities of applicants

3. To apply for a POWA, an applicant must complete the Prince of Wales Award Application - Defence Form PH 441. This form must be completed in full.
4. Any supporting proposal information is to be in narrative form in plain English, be no more than three pages in length, and in Times New Roman Font 12.
5. The application form must be signed by the POWA applicant and signed and endorsed by their civilian employer, or if applicable - a representative of their professional or industry organisation, and by their unit Commanding Officer.
6. The application must include:
  - a. a statement of the nature, business, activity or role of their employer, or professional organisation;
  - b. an overview of the POWA applicant's current civilian employment, or involvement in a professional organisation or industry body;
  - c. a detailed description of the proposed development opportunity including,
    - (1) the nature of the activity to be undertaken,
    - (2) name and location of the organisation / learning institution where the POWA activity will take place,
    - (3) indicative timings of when the activity will be undertaken,
    - (4) expected outcomes and deliverables and a plan for how these will be implemented,
    - (5) an indicative program or schedule to achieve these deliverables within 12 months of the completion of the POWA activity;
  - d. the proposal with indicative costs (travel, course fees, accommodation and meals) in accordance with Defence guidelines; and
  - e. any other information deemed pertinent to the application.

### Submission of Applications

7. POWA applicants, COs / OCs are to submit completed applications to the following Service specific group emails:
  - a. Commander 2 Div - [hq2divg1persbranch@drn.mil.au](mailto:hq2divg1persbranch@drn.mil.au) (for all 2 Div applicants / Units)

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- b. DGANCR - [DG.ANCR@defence.gov.au](mailto:DG.ANCR@defence.gov.au) (for all Navy Reserve applicants)
  - c. DGRES-A - [dgres-agroupmail@drn.mil.au](mailto:dgres-agroupmail@drn.mil.au) (for all Army non-2 Div applicants / Units)
  - d. DGRES-AF - [airforce.reservebranch@defence.gov.au](mailto:airforce.reservebranch@defence.gov.au) (for all RAAF Reserve applicants)
8. This is to be IAW serial three of the Indicative Schedule at [Annex B](#), below.
9. For information on preparation 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 the Reference.

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**PRINCE OF WALES AWARDS 2018/19**  
**INDICATIVE SCHEDULE**

SRL	Action	Time Frame	Action Agency	Comments
1	Publicise Prince of Wales Awards scheme.	Dec 17 – Mar 18	Reserve and Youth Division (RYD).	In conjunction with State and Territory Defence Reserves Support (DRS) offices.
2	Develop applications.	Dec 17 – Mar 18	Candidates.	1. Proposal developed in conjunction with respective employers, or professional bodies. 2. Applications endorsed by unit CO.
3	Submit applications.	By 16 Mar 18	Candidates/Units.	1. For Navy members - to Director General Australian Navy Cadets and Reserves. 2. For Air Force members - to Director General Reserves - Air Force. 3. For Army members, as follows: a. 2 Div Units to HQ 2 Div, through Army CoC; b. all other Units - to Director General Reserves - Army.
4	Submit applications.	By 06 Apr 18	COMD 2nd Div / Directors General Reserves - Army & Air Force, and Director General Australian Navy Cadets and Reserves.	Submitted to Reserve and Youth Division (Policy and International Engagement); Email: <a href="mailto:ryd.pie@defence.gov.au">ryd.pie@defence.gov.au</a>
5	Review and short list applications. Conduct Interviews.	Apr – May 18	RYD and Defence Reserves Support Council.	1. Interviews held across Australia, generally in capital cities.

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6	Head Reserve and Youth Division (RYD) approval	By 30 Jun 18	RYD	1. State based Order of Merit forwarded to HRYD for approval.
7	Advice to POWA applicants.	By 31 Jul 18.	RYD	1. Details of Award winners and unsuccessful applicants.

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