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Department of Defence

DEFGRAM 328/2020

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PRINCE OF WALES AWARD SCHEME—CALL FOR NOMINATIONS (FY 2020–21)

Reference:

- A. [Military Personnel Policy Manual, Part 8, Chapter 3 — Prince of Wales Awards¹](#)

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 dependent on COVID restrictions, which is directly related to their civilian occupation or profession.
2. Applications are now invited for the POWA for FY 2020–2021.

Background

3. ADF Reservists, who hold a substantive rank of LS/CPL 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 and point of contact details is at [Annex A](#).
6. The indicative schedule for the 2020-21 POWA scheme is at [Annex B](#).

Eligibility Criteria

7. Applicants for a POWA must satisfy the following criteria:
 - a. Be a member of the Royal Australian Navy (RAN) Reserve, the Army Reserve, or Royal Australian Air Force (RAAF) Reserve.

¹ http://intranet.defence.gov.au/home/documents/data/DEFPUBS/DEPTMAN/MILPERSMAN/Part_08/_MILPERSMAN____Pt08Cp03.pdf

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- b. Hold a substantive rank of LS/CPL to LCDR/MAJ/SQNLDR, including Navy Chaplain Division 1.
- c. Be a serving member, with at least three years of effective Reserve service.
- d. Be declared 'efficient' in the financial year of application.



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Brigadier

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Annexes:

- A. [Prince of Wales Award 2020/21 — Nomination procedure](#)
- B. [Prince of Wales Award 2020/21 — Indicative Schedule](#)

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PRINCE OF WALES AWARD 2020/21 — NOMINATION 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.
3. For self-employed applicants, the proposal is to be similarly developed and endorsed in consultation with their professional or industry organisation.

Responsibilities of applicants

4. To apply for a POWA, an applicant must complete the Prince of Wales Award Application - Defence Form PH 441 in full.
5. 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.
6. The application form must be signed by the POWA applicant, signed and endorsed by their civilian employer, or if applicable - a representative of their professional or industry organisation, and by their unit Commanding Officer.
7. 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

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- 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

- 8. The POWA applicant's CO/OC is to submit completed applications to the following Service specific group emails:
 - a. Navy applications are staffed through DGANCR – DG.ANCR@defence.gov.au
 - b. Army applications are staffed through DGRES–A dgres-agroupmail@drn.mil.au For those members in 2 Div, HQ 2 Div is the endorsing authority for applications hq2divg1persbranch@drn.mil.au
 - c. Air Force applications must be submitted to DGWD&R–AF – airforce.reservebranch@defence.gov.au
- 9. Further information on preparation of applications for the POWA, units/members should contact the Defence Reserves Support office in their State or Territory on Telephone: 1800 DEFENCE, in accordance with the Reference.

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PRINCE OF WALES AWARD 2020/21 — INDICATIVE SCHEDULE

Table B-1: Indicative Schedule

SRL	Action	Time Frame	Action Agency	Comments
1.	Publicise Prince of Wales Awards Scheme	Aug 20	Joint Support Services Division (JSSD)	
2.	Develop nominations	Aug–Sep 20	Unit COs/OCs	
3.	Submit nominations	by 11 Sep 20	Unit CO or OC	<p>1. For Navy members – to Director General Australian Navy Cadets and Reserves (DGANCR).</p> <p>2. For Army members, as follows:</p> <p>a. 2 Div Units to HQ 2 Div, through Army CoC;</p> <p>b. all other Units - to Director-General Reserves – Army (DGRES–A), through Army CoC.</p> <p>3. For Air Force members - to Director General Workforce Design and Reserves – Air Force (DGWD&R–AF).</p>
4.	Submit nominations	by 2 Oct 20	DGANCR DGRES–A HQ 2 DIV DGWD&R–AF	<p>Submitted to JSSD (Policy and International Engagement).</p> <p>Email: reserve.support@defence.gov.au</p>
5.	Review nominations	Oct 20	JSSD	Selection Committee appointed by Head Joint Support Services Division (HJSSD).
6.	Assessment of POWA applications	End Oct 20	JSSD DRS State Managers	Selection Committee Recommendations and overall order of merit.
7.	Recommendations to HJSSD	Nov 20	DRES	Selection Recommendations submitted to HJSSD for approval.

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SRL	Action	Time Frame	Action Agency	Comments
8.	Approval	Nov 20	HJSSD	
9.	Advice to POWA applicants.	Dec 20	DRES/ Commanding Officers/ Officers Commanding/ DRS State Managers	Details of Award winners and unsuccessful nominations.

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