



A MARK OF RECOGNITION, A SYMBOL OF YOUR SUPPORT

Explanatory Notes

First Edition

EXPLANATORY NOTES

| Terminology | Explanation |
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| Certificate of Service (COS) | <p>COS is issued to all Full-Time National Servicemen (NSF) upon completion of service. The COS serves to recognise NSFs for their Full-Time National Service contributions. The COS contains the NSF’s service details, his performance and conduct grading, and a short description of his personal qualities and competencies.</p> <p>The scale of merit used to grade NSF’s performance and conduct is:</p> <ol style="list-style-type: none"> a. Outstanding (top 10% of the cohort only) b. Very Good c. Good d. Satisfactory e. Unsatisfactory. <p>An additional Testimonial which provides a written record of qualities and competencies displayed by the NSF will be issued to:</p> <ol style="list-style-type: none"> a. NSF with a performance grade of “Outstanding” which is equivalent to top 10% of the cohort, and b. NSF of 3SG and above rank who achieves a performance grade of “Good”. |
| Community Policing Unit | <p>The Community Policing Unit seeks to strengthen rapport and lead engagement with the community. They conduct foot and bicycle patrols in local neighbourhoods to enhance police presence.</p> <p>They are the people whom the residents see every day, become familiar with and eventually treat as family and friends, forging strong ties and mutual trust which is important in the success of community policing.</p> |

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| Direct Scheme (For Make-Up Pay) | <p>A scheme by which an employer can opt in to pay the employee as per pay schedule of the company when he is call-up for NS training, and claim reimbursement of the employee's civilian income from MINDEF or MHA. Under this scheme, national serviceman employees are not required to file make-up pay claims personally.</p> <p>Employers can register via www.ns.sg.</p> |
| Full-Time National Serviceman (NSF) | <p>NSF refers to every Singapore citizen and permanent resident subject to the Enlistment Act (Cap. 93), and who is fit for national service and is enlisted on or after 1st January 1971.</p> |
| Home Team | <p>The collective term which comprises Ministry of Home Affairs, Headquarters (Singapore), its Departments and Statutory Boards:</p> <ol style="list-style-type: none"> a. Singapore Police Force (SPF) b. Singapore Civil Defence Force (SCDF) c. Internal Security Department (ISD) d. Immigration & Checkpoints Authority of Singapore (ICA) e. Singapore Prison Service (SPS) f. Central Narcotics Bureau (CNB) g. Home Team Academy (HTA) h. Casino Regulatory Authority (CRA) i. Singapore Corporation of Rehabilitative Enterprises (SCORE) |

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| Home Team Volunteers | A volunteer scheme under SPF (known as Voluntary Special Constable) and SCDF (known as Civil Defence Auxiliary Unit) which is open to the general public who are keen to play an active role in partnering with the Home Team to help the community and the Home Team in contributing to the safety and security of the community and Singapore. |
| In-Camp Training (ICT) | ICT aims to strengthen the specific skillset of national servicemen. Depending on the type of activities to be conducted during the call-up, the duration of the call-up may range from one day to more than seven days. It can be conducted locally or overseas. |
| Individual Physical Proficiency Test (IPPT) | IPPT is an annual mandatory physical fitness test which all national servicemen who are medically fit are required to take. In the event that a national serviceman fails the test, he is required to undergo 20 sessions of Remedial Training (RT), until he passes his IPPT. |
| IPPT Preparatory Training (IPT) | <p>IPT is a voluntary 10-session program with a set of Personal Performance Target (PPT). The program build-up is customised to the fitness level of the national servicemen. The annual IPPT requirement will be fulfilled upon successful attainment of the required PPT.</p> <p>National servicemen can book their IPT via www.ns.sg.</p> |
| Key Appointment Holder | KAH refers to a national serviceman who assumes a key leadership role in his National Service or during the course of duty. |

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| Large Company | <p>Large company is defined as a company with:</p> <ul style="list-style-type: none"> a. Group annual sales turnover of more than \$100 million <p style="text-align: center;"><u>AND</u></p> <ul style="list-style-type: none"> b. Group employment size of more than 200 employees. |
| Mobilisation | <p>In the event of a national emergency, national servicemen may be mobilised for duty or operation. In peacetime, mobilisation exercises are conducted to maintain the operational readiness of national servicemen. The mobilisation of national servicemen can be carried out through silent or open mobilisation:</p> <ul style="list-style-type: none"> a. Silent Mobilisation – Activation through fixed telephone lines, mobile telephone, facsimile and/or delivering of notices to homes. b. Open Mobilisation – Activation through the mass media such as radio, television, posters at SMRT and SLRT stations, cinema, fixed telephone lines, mobile telephone and facsimile and/or delivering of notices to homes. |
| National Service (NS) | <p>A statutory requirement for all Singaporean citizens and permanent residents to undergo a period of compulsory service. In practice, only male citizens and male permanent residents are called up.</p> |
| NS Call-Up | <p>National servicemen may be called up for activities such as ICT (See explanation for ICT), briefings, courses, seminars and IPPT (See explanation for IPPT).</p> |

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| NS Obligations | <p>Annually, a typical national serviceman may be called up for not more than 40 days for:</p> <ul style="list-style-type: none"> a. Courses b. ICT (See explanation for ICT) c. IPPT / RT (See explanation for IPPT) d. Seminars and Briefings e. Activation for Mobilisation (See explanation for Mobilisation) f. Medical Reviews |
| Organisation | <p>In this context, an organisation refers to an organised group registered either with the Accounting and Corporate Regulatory Authority (ACRA) or the Registry of Societies, and which is not classified as either an SME or a Large Company. Organisations include:</p> <ul style="list-style-type: none"> a. Educational Institutions b. Non-Governmental Organizations (NGOs) c. Charitable organisations d. Organs of State e. Statutory Boards f. Trade Associations g. Chambers of Commerce h. Family Support and Community Support Organisations |

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| <p>Operationally Ready National Service (ORNS)</p> | <p>ORNS refers to the period where a national serviceman serves after completing his Full-Time National Service and before phasing into MINDEF Reserve. This is also the period during which he is called up for ICT (See explanation for ICT).</p> <p>A typical national serviceman will undergo four stages of National Service.</p> <ol style="list-style-type: none"> a. <u>Full-Time National Service.</u> At this stage, the national serviceman is known as NSF (See explanation for NSF). b. <u>Operationally Ready National Service.</u> Upon completion of Full-Time National Service, the NSF becomes operationally ready and will now be known as an Operationally Ready National Serviceman. The period he serves is known as Operationally Ready National Service (ORNS). It is also during this period that the national serviceman will be called up for ICT. c. <u>MINDEF Reserve.</u> Upon completion of ORNS, the national serviceman will be phased into MINDEF Reserve. During this phase, the national serviceman will not be called up for any ICT. He may be called up only in times of national emergency. d. <u>Ex-NS.</u> Once the national serviceman reaches the Statutory Age (see explanation for Statutory Age), he will have no more NS liabilities and thus will not be called up for national service at all, unless he volunteers to be called up. |
| <p>SAF Care Fund</p> | <p>The Singapore Armed Forces (SAF) Care Fund is set up to provide additional support to SAF servicemen who are severely disabled due to military service, over and above MINDEF's existing compensation and welfare framework.</p> |

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| SAF Day | SAF Day falls on 1 st July and is an official day for servicemen and servicewomen (including national servicemen) to reaffirm their loyalty and commitment to the SAF and the nation. |
| SAF Day Combined Rededication Ceremony (CRC) | <p>CRC is an event organised by civilian organisations on a volunteer basis and which calls for the participation of employers, national servicemen and civilian employees from companies located in the same area to publicly pledge and re-affirm their loyalty and dedication to the SAF and the nation on SAF Day.</p> <p>It is organised annually on 1st July across four geographic zones, namely the Central Business District (CBD) and South zone, East zone, North and North-east zone, and West zone. To mark the significance of this occasion, an Officiating Minister will be invited to the combined ceremony at each of the four zones.</p> |
| SAF Day Rededication Ceremony | A rededication ceremony is organised annually by employers for their national servicemen to publicly pledge their support and reaffirm their loyalty and dedication to the SAF and the nation on SAF Day. |
| SAF Volunteer Corps | The SAFVC was set up to allow more Singaporeans and permanent residents to make meaningful contributions towards the nation's defence by serving in a military capacity. |
| SAF-Schools Partnership Programme | This programme is a collaboration between SAF and schools by which SAF Units are paired with schools to run activities and programmes, with the objective to enhance commitment to defence. These activities include roadshows, talks, and unit visits. |

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| Small and Medium Enterprise (SME) | <p>In alignment with the definition of SME by SPRING Singapore, SME is defined as a company with:</p> <p>a. Group annual sales turnover of not more than \$100 million</p> <p><u>OR</u></p> <p>b. Group employment size of not more than 200 employees.</p> |
| Statutory Age | <p>National servicemen are liable for NS up to:</p> <p>a. Age of 50 for Officers and Military Experts in the SAF and Senior Officers in the SPF and SCDF;</p> <p>b. Age of 40 for Warrant Officers, Specialists and the enlisted personnel in the SAF, other ranks, and Junior Officers in the SPF and SCDF.</p> |
| Youth Engagement Programme | <p>YEP is a programme by which Police mentors are introduced to at-risk males (aged 13 to 14 years old). The Police works with secondary schools to formulate programmes with meaningful activities to engage such at-risk youths and steer them away from crime. Most of the activities are held after school hours. It is also through these activities that Police mentors are introduced to the youths who in turn provide life guidance and advice.</p> |