

CERTIFICATE OF SERVICE FOR FULL-TIME NATIONAL SERVICEMEN

Full-time national servicemen (NSFs) receive the Certificate of Service (COS) package upon serving their full-time NS. The COS package serves to recognise NSF's for their contributions and highlight the competencies and skills acquired during full-time NS.

WHAT IS THE COS PACKAGE?

The COS package comprises three components:

Transcript

The Transcript records information such as period of service, performance and conduct grade, courses attended, achievements, personal qualities and competencies. It serves as an account for each NSF's contributions and skillsets gained, which can be referenced during job interviews or applications for admissions into institutes of higher learning.

All who have enlisted into full-time NS will receive the Transcript.

SINGAPORE ARMED FORCES SERVICE TRANSCRIPT
 S No: 880005
 Name: KELVIN YEE KING
 NRIC No: S25207
 Rank: CORPORAL (CPL)
 Date of Release: 8 APR 2018
 Station: SINGAPORE
 Service Status: COMPLETED FULL-TIME NS (1 YR 12 Mths)
 Type of Service: FULL-TIME NATIONAL SERVICE
 Overall Performance: VERY GOOD
 Overall Conduct: VERY GOOD
MILITARY EXPERIENCE
 Appointment: SECTION 202 IN COMMAND, PROTECTION OF INSTALLATION
 Year: 2016-2018
 Section: 2, 202
 Scorecard: PROTECTION OF INSTALLATION SECTION 2, 9 SR
Courses Attended
 COURSE/QUALIFICATION: COMPLETED
 National Accreditation: National Accreditation
 PROTECTION OF INSTALLATION (POI) COURSE: COMPLETED
 WOOD SECURITY: COMPLETED
 WOODER ADVANCED CONTINUOUS COURSE: COMPLETED
 BASIC MILITARY TRAINING (BTM) COURSE: A
 WOOD EMPLOYABILITY SKILLS
National Service Milestones
 EXERCISE WITH FOREIGN MILITARY: COMPLETED
 DAY DUTY PACKAGE: COMPLETED
 SECURITY OPERATIONS - PROTECTION OF KEY INSTALLATIONS AND EVACUATION EXERCISE: COMPLETED
ACHIEVEMENTS
 BEST SOLDIER OF THE MONTH AWARD
 BEST SOLDIER
 LETTER OF COMMENDATION FROM FORMATION COMMANDER
 MANDAMANDIR-AWARD
COMMANDER'S APPRAISAL
 CPL Kelvin Yee King was enlisted into the Singapore Armed Forces, 3rd Battalion, Singapore Infantry Regiment (SIR), 2nd Air Company (2AC) on 02 June 2016. As an Infantry Soldier, he achieved his Colour Dala Badge after a 12 km route march. This achievement, together with his attainment of the Mandamandir Award and Best Soldier Award are proof of his commendable physique and mental strength.
 CPL Kelvin is observed to be a multi-talented, professional and dedicated soldier. He exhibited leadership as Section 202 In Command and can be depended on to lead his Section independently and drive initiative when the circumstances require. His sense of responsibility, his commendable and his hard work attitude are also commendable. His sense of responsibility, his commendable and his hard work attitude are also commendable. His sense of responsibility, his commendable and his hard work attitude are also commendable.
 Signature: _____ Date: 1 APRIL 2018
 Rank / Name: LTC James Ong
 Appointment: Commanding Officer, 3rd Battalion, Singapore Infantry Regiment

Certificate

The Certificate is presented in recognition of the completion of full-time NS.

NSFs who completed full-time NS will receive the Certificate.



Testimonial

The Testimonial is presented in recognition of those who performed well in full-time NS..

Only NSF's who: (a) receive the highest performance grade, 'Outstanding'; or (b) served in leadership positions and achieved at least a 'Good' performance grade, will receive the Testimonial.

The Testimonial provides an in-depth elaboration of the Serviceman's attributes and achievements.

Singapore Armed Forces
 Testimonial
 This document provides a detailed account of the serviceman's performance, leadership qualities, and achievements during his full-time National Service. It highlights his contributions to his unit and the Singapore Armed Forces, as well as his personal growth and development. The testimonial is a testament to his dedication, hard work, and the values he has instilled in his fellow servicemen.

INTERPRETATING THE COS TRANSCRIPT

(a) Length of Service

The COS Transcript states whether the NSF has completed FTNS and the duration.(see ‘Service Status’ on Transcript). **Table 1** provides a summary of the duration of full-time NS that NSFs would serve.

Table 1: Duration of full-time NS

Duration of FTNS	Interpretation
2 years	Marks the completion of two years of full-time NS obligations
1 year 10 months	Applies to NSFs who have done well in fitness tests before enlisting and complete their full-time NS obligations within a period of one year and ten months.
Less than 1 year 10 months	Applies to NSFs who did not complete their full-time NS, due to reasons stated at ‘Reason for Release’.

(b) Performance and Conduct Grading

NSFs are assessed and graded based on their work performance and conduct. The COS Transcript reflects the performance and conduct grades based on the scale of “Outstanding”; “Very Good”; “Good”; “Satisfactory; and “Unsatisfactory”. Employers are encouraged to refer to these grades to help them in their assessment of potential hires’ aptitude and attitude. The grades are explained in **Table 2**.

Table 2: Explanation of Performance and Conduct Grades

Outstanding	Given to servicemen who go over-and-above their call of duty in their day-to-day work performance, or display exemplary attitude, commitment and impressive personal qualities in their conduct.
Very Good	Given to servicemen who have shown a high level of proficiency in terms of performance, and positive attitude and bearing in terms of conduct.
Good	Reflects above average performance and conduct.
Satisfactory	Reflects the average performance that is expected of a serviceman holding an appointment, or the minimum standard of conduct.
Unsatisfactory	Reflects consistently below average performance, or poor conduct.

Some NSFs may receive ‘Non-Assessable’ grades. This arises if their commanders are unable to provide an appropriate assessment of their conduct and performance (e.g. away for prolonged periods).

(c) Highlighting National Accreditation

During full-time NS, NSFs may obtain Workforce Skills Qualification (WSQ) and other accreditations for NS courses that they have attended. The WSQ is a national skills credential system based on industry standards. These accreditations will be reflected on the COS Transcript under 'Military Experience'.

The ongoing effort with SkillsFuture Singapore to obtain accreditation for more NS skills will increase opportunities for NSFs transiting to the workforce.

(d) National Service Milestones and Achievements

To better reflect the NS experiences and achievements, the COS Transcript will now include significant events that the individual NSF had gone through and reflect personal accomplishments.

A glossary of NS milestones and achievements can be found [in the following page](#).

(e) Military Regular Service

MINDEF/SAF issues COS to two groups of servicemen when they leave service: (i) NSFs; and (ii) military regulars.

- (i) Other than NSFs who served full-time NS, former regulars who revert to NSFs will also receive the NSF COS package. The duration of full-time NS and regular service served will be reflected on the Transcript under 'Service Status'.
- (ii) NSFs who sign on as military regulars during their full-time NS will be issued the regular service COS upon exit from regular service. Their duration of full-time NS served, if any, will be reflected on the Transcript under 'Length of Service'.

GLOSSARY OF NS MILESTONES AND ACHIEVEMENTS

The definitions for the NS milestones and achievements that may be featured in the transcript of the Certificate of Service are listed in **Table 1** and **Table 2** below.

Table 1: Definitions of “NS Milestones”

Ops and Training		
1.	Unit Evaluation Exercise	SAF units are assessed on their operational competencies during unit evaluation exercises held at least once every two years. For NSFs serving in these units, the combat proficiency demonstrated during such evaluation exercises is a culmination of their training and development as citizen soldiers.
2.	Unit Readiness Inspection	Navy units are assessed on their state of readiness to be deployed for operations during unit readiness inspections. For NSFs serving in these units, the combat proficiency demonstrated during such readiness inspections is a culmination of their training and development as citizen soldiers.
3.	Army High Readiness Standby Force	SAF units are regularly rotated and placed on standby during peacetime to be deployed at a moment’s notice for operations. NSFs in these units undertake such operational duties at least once during their full-time NS and are ready for a wide spectrum of operations to keep our country secure.
4.	Navy High Readiness Core	
5.	Air Force High Readiness Standby Force	
6.	Joint C4I High Readiness Standby Force	
7.	SAF Support for Enhanced Homeland Security Operations	Selected SAF units are deployed to support the Singapore Police Force in enhanced Homeland Security Operations. NSFs in these units are trained in the required operational competencies and deployed in public locations in joint operations with the Singapore Police Force.
8.	Security Operations – Protection of Key Installations	Selected SAF units are deployed for security operations to protect key military and civilian installations in Singapore. NSFs in these units are trained in the required operational competencies and deployed on the ground to deter and deal with threats to these installations.
9.	Security Operations for National Events	Selected SAF units are deployed to support the Singapore Police Force in security operations for national-level events that may involve large crowds and important dignitaries. NSFs from these units play an integral role in ensuring the safe execution of the event.
10.	Support for SAF Operations	Selected SAF units are called upon to provide support for SAF operations in domains such as intelligence, communications and logistics. NSFs serving in these units are trained in the required competencies and contribute as part of their unit to the success of the overall mission.
11.	Overseas Training Exercise	SAF units regularly participate in overseas training exercises to hone their operational competencies. For NSFs in these units, overseas training is a defining experience where they

		are challenged physically and mentally to achieve mission requirements in an unfamiliar operating environment.
12.	Exercise with Foreign Military	Selected SAF units are tasked to exercise with foreign militaries to hone our operational competencies and as part of our defence relations efforts. Such exercises provide NSFs involved with the opportunity to interact with a foreign military and benchmark themselves.
Admin Tasking		
13.	National Day Parade	Every year on the 9 th of August, Singaporeans from all walks of life celebrate the country's achievements and reaffirm their allegiance at the National Day Parade. The event is organised by the SAF, and NSFs from participating units are heavily involved in preparations for the event in the weeks and months leading up to National Day.
14.	SAF Day Parade	The SAF Day Parade is held every year on the 1 st of July for members of the SAF to reaffirm their loyalty and commitment to the defence of Singapore, and serves as a reminder on the important role the SAF plays in defending our nation. Selected SAF units are tasked to support the organisation of this event, and NSFs from these units are heavily involved in the preparations leading up to SAF Day.
15.	Army Open House	The Army/Navy/Air Force Open Houses are large-scale events with interactive activities that are organised once every few years. The events showcase the capabilities of the respective Services and share the achievements of our servicemen in defending the nation. NSFs from participating units are given the opportunity to interact with the public and share their NS experience.
16.	Navy Open House	
17.	Air Force Open House	
18.	Army Exhibition@Heartlands	Army Exhibition@Heartlands and RSAF@Heartlands are interactive events organised at selected town centres to showcase the Army's and Air Force's equipment and capabilities through interesting displays and activities. NSFs from participating units are given the opportunity to interact with the public and share their NS experience.
19.	RSAF@Heartlands	
20.	Navy@Vivo	Navy@Vivo is organised once a year at Vivocity to showcase the Navy's equipment and capabilities through interesting displays and activities such as ship tours and rides. NSFs from participating units are given the opportunity to interact with the public and share their NS experience.
NS Milestones Specific to Certain Army Formations		
21.	Welcome Guard for Foreign Dignitaries	MINDEF/SAF regularly host visits from foreign dignitaries as part of defence diplomacy. As part of the protocol accorded, a ceremonial Welcome Guard is mounted by NSFs from the SAF Military Police Command who are trained in the rigours of ceremonial drills.
22.	Military Law Enforcement Operations	The Military Police Enforcement Unit maintains discipline and security in the SAF by upholding Military Law. NSFs from the unit are trained in the required operational competencies and deployed in a variety of enforcement operations in military installations and public locations.

23.	Overseas Parachutist Wing	SAF Commandos regularly participate in joint training with other militaries. Selected NSF's serving in the Commandos may be given the opportunity to participate in overseas exercises with other militaries and be presented with an overseas parachutist wing after completing an airborne jump.
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Table 2: Definitions of "Achievements"

Certificates, Letters and Coins		
1.	Certificate of Commendation from Chief of Defence Force	The Certificate of Commendation is presented to servicemen by the Chief of Defence for an act of bravery carried out in the face of danger to save life or property, without regard to personal safety. The award may also be given to individuals who have contributed significantly to any SAF led operation.
2.	Certificate of Appreciation from Chief of Army	The Certificate of Appreciation is presented to servicemen for outstanding merit which deserves personal commendation by their Service Chief or equivalent. Servicemen may be awarded for contributions in the categories of life-saving, operations, training, administrative excellence and para-recruitment
3.	Certificate of Appreciation from Chief of Navy	
4.	Certificate of Appreciation from Chief of Air Force	
5.	Certificate of Appreciation from Director Military Intelligence / Chief C4I	
6.	Certificate of Appreciation from Chief of Staff – Joint Staff	
7.	Letter of Commendation from Commander TRADOC	The Letter of Commendation is presented to servicemen for performance in connection with duty that is carried out with initiative, resourcefulness and well above normal standards.
8.	Letter of Commendation from Division Commander	
9.	Letter of Commendation from Formation Commander	
10.	Letter of Commendation from Department Head	
11.	Letter of Appreciation	The Letter of Appreciation is presented to servicemen for their participation in an event/exercise/activity, voluntary work or consistent work performance.
12.	Chief of Air Force Distinguished Achievement Award	The CAF Distinguished Achievement Award is the most prestigious award in the RSAF, and may be awarded to any airman who has (1) performed an act or series of acts of courage

		in hazardous circumstances or (2) distinguished himself/herself through highly commendable performance and conduct in his/her course of duty. This award is accompanied with a Certificate of Appreciation from Chief of Airforce
13.	Chief of Army Coin	Commander Coins are tagged to command appointments and are given by Senior Commanders and Sergeant Majors to recognise deserving servicemen at the Commander's discretion. Coins presented by the respective Service Chiefs or equivalent are the most prestigious Commander Coins that can be presented to servicemen.
14.	Sergeant Major of the Army Coin	
15.	Chief of Air Force Coin	
16.	Director Military Intelligence / Chief C4I Coin	
17.	Sergeant Major Military Intelligence / C4I Coin	
18.	Chief of Staff – General Staff Coin	
19.	Division Commander Coin	
20.	Formation Commander Coin	
21.	Command Commander Coin	
22.	Command Chief Coin	
23.	Commander Coin	
24.	Sergeant Major Coin	
	Awards	
25.	NSF of the Year Award	The NSF of the Year award and the Air Force Best Serviceman award are presented to the top NSF from each Formation/Division/Command to recognise their outstanding performance and conduct and to inspire other NSFs to be committed to National Service. These NSFs are nominated by their unit and are selected for the award after a rigorous evaluation process by their respective Formation/Division and Service-level HR Department.
26.	Air Force Best Serviceman Award	
27.	Air Force Outstanding Serviceman of the Year	This RSAF Unit-level award is awarded annually to NSFs who have displayed outstanding performance and conduct throughout the year.
28.	Best Soldier of the Month Award	These awards are presented to one NSF in the unit each month to recognise his outstanding performance and conduct for the particular month. NSFs are nominated by their immediate superior and selected for the award after evaluation by the unit's command team.
29.	Navy Best NSF Award	
30.	Best Airman of the Month Award	
31.	Army Star Service Award	The Star Service Award is presented at MINDEF/SAF level to deserving recipients nominated by the Services. The award recognises individuals who have demonstrated the highest standards of service delivery and gone the extra mile for service excellence.
32.	Navy Star Service Award	
33.	Air Force Star Service Award	

34.	MINDEF Service Excellence Award		The MINDEF Service Excellence award is presented on a quarterly basis at the unit level to deserving personnel who have rendered good service. The award recognises individuals who have demonstrated a strong service mindset, delivered excellent customer service and received compliments from customers.
35.	IPPT Gold Award		The Individual Physical Proficiency Test (IPPT) Gold Award recognises servicemen who have demonstrated a high standard of physical fitness.
36.	IPPT Silver Award		The Individual Physical Proficiency Test (IPPT) Silver Award recognises servicemen who have demonstrated a good standard of physical fitness.
37.	Marksmanship Award		The Marksmanship award is attained by servicemen who have demonstrated a high level of proficiency with their personal weapon at the live firing range.
38.	Combat Skills Badge		The Combat Skills badge is presented to Infantry, Guards and Commando vocationalists who have attained high standards of proficiency in combat skills, physical fitness and combat fitness.
39.	MINDEF Work Improvement Team Award		Work Improvement Teams (WITS) identify work areas that need improvement, propose and implement changes. Depending on the extent of enhancement and implementation, amount of cost and time savings and degree of innovation, WITS teams may be recognised with awards at the unit/department level or Service (Army/Navy/Air Force/Joint/MINDEF) level.
40.	Army Work Improvement Team Award		
41.	Navy Work Improvement Team Award		
42.	Air Force Work Improvement Team Award		
43.	Joint Work Improvement Team Award		
44.	Formation Work Improvement Team Award		
45.	Division Work Improvement Team Award		
46.	Command Work Improvement Team Award		
47.	Unit Work Improvement Team Award		
Course Awards			
48.	Distinguished Honour Graduate – Company Tactics Course		The Company Tactics Course prepares Army officers to plan and execute company-level operations and is attended by Regulars, NSmen and the top NSF officers from each NS cohort. The top three students from the course are presented the awards of Distinguished Honour Graduate, Distinguished Graduate and
49.	Distinguished Graduate - Company		

	Tactics Course	Honour Graduate respectively. The top NSF student is presented with the NSF Achiever award and may also receive one of the above-mentioned awards if he is also ranked in the top three overall.
50.	Honour Graduate - Company Tactics Course	
51.	NSF Achiever Award - Company Tactics Course	
52.	Distinguished Honour Graduate – Advanced Officer Course	Vocation-specific Advanced Officer courses prepare Army officers to plan and execute company-level operations specific to their particular vocation. The courses are attended by Regulars, NSMen and the top NSF officers from each NS cohort. The top three students from the course are presented the awards of Distinguished Honour Graduate, Distinguished Graduate and Honour Graduate respectively. The top NSF student is presented with the NSF Achiever award and may receive one of the above-mentioned awards if he is also ranked in the top three overall.
53.	Distinguished Graduate – Advanced Officer Course	
54.	Honour Graduate – Advanced Officer Course	
55.	NSF Achiever Award - Advanced Officer Course	
56.	Company Sergeant Major Course – Best NSF Trainee	The War Fighter – Company Sergeant Major course trains Regular, NSmen and NSF specialists to be effective War Fighters, Trainers and Leaders. The course qualifies specialists to lead and instruct their men and handle company administration as a Company Sergeant Major. The course is attended by the top NSF specialists from each NS cohort, and the top NSF student from each course is presented with the Best NSF Trainee award.
57.	Platoon Sergeant Course – Best NSF Trainee	The Basic War Fighter – Platoon Sergeant course trains Regular and NSF specialists in the areas of small arms coaching, fitness training, equipment training and leadership. The course qualifies specialists to lead and instruct their men and handle platoon administration as a Platoon Sergeant. The course is attended by the top NSF specialists from each NS cohort, and the top NSF student from each course is presented with the Best NSF Trainee award.
58.	Top Officer Cadet - Sword of Honour	NSFs who demonstrate leadership potential during Basic Military Training are selected to subsequently attend the Officer Cadet Course. Upon completion of the 38-week course, the top 10% of Officer Cadets from each vocation are presented with the Sword of Merit in recognition of their outstanding performance during the course. The top Officer Cadet from each vocation is presented with the Sword of Honour.
59.	Top 10% of Officer Cadet Cohort – Sword of Merit	
60.	Top Specialist Cadet – Golden Bayonet	
61.	Top 10% of Specialist Cadet – Silver Bayonet	NSFs who demonstrate leadership potential during Basic Military Training are selected to subsequently attend the Specialist Cadet Course. Upon completion of the 22-week course, the top 10% of Specialist Cadets from each vocation are presented with the Silver Bayonet in recognition of their outstanding performance during the course. The top Specialist Cadet from each vocation is presented with the Golden Bayonet.

62.	Best Trainee in Officer Cadet Course ¹	NSFs who demonstrate leadership potential during Basic Military Training are selected to subsequently attend either the Officer or Specialist Cadet Course. When the cohort size for a particular vocation is small, the top Officer/Specialist Cadet will be presented with a Best Trainee award instead of the Sword of Honour/Golden Bayonet.
63.	Best Trainee in Specialist Cadet Course	
64.	Company Best Trainee	The Company Best Trainee and the Platoon Best Trainee awards are presented to NSFs who emerge as the most outstanding trainee in the company and platoon respectively during Basic Military Training. This award is also presented for certain vocational courses with large cohort sizes.
65.	Platoon Best Trainee	
66.	Best Trainee in Physical Training	The Best Trainee in Physical Training award is presented to NSFs with the best performance in physical fitness. It is awarded during Basic Military Training, Specialist Cadet and Officer Cadet training, as well as certain vocational courses.
67.	Best Trainee in Marksmanship	The Best Trainee in Marksmanship award is presented to NSFs who have demonstrated the best weapon proficiency at the live firing range. It is awarded during Basic Military Training and for certain vocational courses.
68.	Best Trainee in Knowledge	The Best Trainee in Knowledge award is presented to Officer and Specialist Cadets who have demonstrated the best knowledge in their cohort. It may also be presented for certain vocational courses.
Sports		
69.	Represented SAF in Competitive Sports	Competitive sports are organised at various levels in the SAF to build camaraderie, instil a culture of physical fitness and instil values such as discipline and fighting spirit. NSFs who excel at particular sports are given the opportunity to represent their unit and may be selected for higher levels of representation at the Formation/Division level, Service level and SAF level.
70.	Represented Army in Competitive Sports	
71.	Represented Navy in Competitive Sports	
72.	Represented Air Force in Competitive Sports	
73.	Represented Formation/Division in Competitive Sports	
74.	Represented Unit in Competitive Sports	
Achievements Specific to Air Force		
75.	Represented Squadron at Air Force Command Challenge	Air Force Command Challenges are organised annually by the five Operational Commands of the Air Force to stretch and test the capabilities of the Air Force's platforms and personnel. These challenges create a competitive atmosphere for teams from different units to pit their skills against each other, while strengthening their operational standards. Selected NSFs are given the opportunity to represent their unit alongside Regulars
Achievements Specific to Certain Army Formations		
76.	Represented SAF at	Selected NSFs serving in the SAF Band and Military Police Silent

¹ When the cohort size for a particular vocation in SCS and OCS is less than 10, the Best Trainee award will be given instead of the Sword of Honour/Merit and Golden/Silver Bayonet.

	Military Tattoo Performance	Precision Drill Squad are given the opportunity to represent the SAF and Singapore at international military tattoo festivals overseas. Through musical performances, these NSFs project an image of professionalism for the SAF and foster relations between the SAF and the Armed Forces and peoples of other countries.
77.	Represented SAF at Weapon Display to Foreign Dignitaries	The SAF regularly conducts exercises and professional exchanges with foreign militaries to share professional knowledge and enhance defence relations. Outstanding NSFs may be selected to represent their unit and the SAF and organise weapon and equipment displays as part of professional sharing with foreign dignitaries and soldiers.
78.	Represented SAF at Weapon Display to Foreign Militaries	
79.	9 Division/Infantry Trainer of the Year	Upon the completion of Basic Military Training and Officer/Specialist Cadet School, selected NSF Infantry Officers and Specialists are assigned Trainer roles in Basic Military Training Centre, Infantry Training Institute and Motorised Infantry Training Institute. The top NSF trainers from these units are nominated and selected to receive the 9 Division/Infantry Trainer of the Year award from Chief Infantry Officer.