



My ORD Admin Package

Discipline

Home Team NSmen are responsible for upholding the image of the Home Team. They are expected to maintain discipline and good conduct both during and outside of NS call-ups and other NS activities.

Will I be required to observe the Force discipline during my ORNS duration?

The equipment and uniform issued to you as an NSman can only be used when you perform your NS activities. You are required to obey all SPF and SCDF rules and regulations when you are called up for NS activities.

Can I discuss or pass any Force information / secrets to any unauthorised person?

You must not communicate any Force information / secrets to any unauthorised person, either during your NS recall or outside of your recall period.

HOMETEAM eMART

The Home Team eMART is a kit replacement system that allows officers to conveniently purchase their equipment and expendables online with the credits allocated to them.

When I ORD, what happens to the unused eMART credits that I have received as an NSF?

The eMART credit allocation is pegged to your service status. When you complete full-time National Service, any unused credits will be withdrawn. As an NSman, you will be allocated new eMART credits when you serve as an active NSman.

What should I do if I need to replace some of the personal equipment issued to me?

You would be allocated 120 eMART credits every 2 years to purchase your personal equipment. NSmen are allowed to rollover the unused credits for 2 years, i.e you are given up to 4 years to use up your allocated credits.

All NSmen will receive eMART credits, unless they have

- Been posted to holding list / inactive unit
- Completed ORNS training cycle or are posted to the Reserve List
- Disrupted or have been discharged from NS

HomeTeamNS Membership

HomeTeam NS is an association for Home Team National Servicemen. Through meeting the recreational and social needs of our National Servicemen and their families via a network of modern and well-situated clubhouses, HomeTeamNS aims to bond all Home Team National Servicemen and honour them for their role in ensuring a safe and secure Singapore. For more information and the benefits of HomeTeamNS membership, please visit www.hometeamns.sg.



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NS e-SERVICES

To help NSmen better balance their commitments, the MHA NS Portal comprises common e-Services that allow NSmen to perform NS transactions anytime at their convenience.

Manage my Profile

The Manage my Profile e-Service provides a convenient and efficient way for NSmen to update the Home Team on their personal particulars for operational requirements via MHA NS Portal.

What are the personal particulars that must be timely updated?

- Local Residential Address
- Contact No. (Mobile, Office, etc.)
- Email Address
- Religion
- Education
- Emergency Contact
- Bank Account Information
- Employment Details

How can I update changes to my official local residential address?

You can visit the Immigration and Checkpoints Authority (ICA) physically or use ICAs' e-Service online to apply for a change of residential address.

What should I do if I have not received any notice from my NS unit in the last 6 months?

Ensure that your personal particulars are updated, and if you...

- Have not been assigned to a unit within 6 months, submit your request via go.gov.sg/mhansquery.
- Have been assigned to a particular unit, contact your NS Unit Manpower Officer.

*You are required to update your personal particulars within 7 days of official change.

*An operationally ready national serviceman who does not know the location of his units or has not received any order or notice from his unit for a period of 6 consecutive months, shall notify the MHA NS Contact Centre.

NS e-Services: Where can I access them?

You can access the NS e-Services via the MHA NS Portal at ns.mha.gov.sg. To help NSmen better balance their commitments, the MHA NS Portal comprises common e-Services that allow NSmen to perform NS transactions anytime at their convenience.

THE NS IPPT SYSTEM

Physical fitness is a requisite for Home Team frontline officers. As an integral part of the Home Team, Home Team NSmen have to be physically fit to contribute to maintaining the safety and security of Singapore. All eligible NSmen are required to attempt and pass their IPPT annually.

Am I eligible for IPPT?

If you are a PES A, B1 or B2 (or C1) NSman, you are required to take your annual IPPT up till the completion of your ORNS training cycle, or until the age of 40 (below the rank of INSP/LTA) and 50 years (for INSP/LTA rank and above) respectively, whichever is earlier. PES B3 and B4 are not eligible for IPPT.

Alternatively, you can opt to participate in NS FIT anytime within your IPPT window. If you have not attempted your IPPT, you can also opt to participate in the 10-session NS FIT within your IPPT window.

NS FIT is a 10-session programme (9 training session + 1 IPPT attempt) that offers NSmen more convenience and flexibility to stay active through a holistic fitness programme.

IPPT FORMAT

3 STATIONS

The IPPT is a 3-station test format which comprises push-ups in 1 minute; sit-ups in 1 minute; and a 2.4km run.

IPPT SCORING

You can score up to 50 points for the 2.4km run, and 25 points each for the push-up and sit-up test stations.

To achieve a Pass, Pass with Incentive, Silver or Gold IPPT awards, you will need to score the requisite total number of points as follows:

- 51 points - PASS
- 61 points - PASS WITH INCENTIVE
- 75 points - SILVER
- 85 points - GOLD
- 90 points - GOLD (SOC TROOPERS/FIREFIGHTERS)

From 1 APR to 31 MAR

The IPPT year is aligned to the Financial Year (1 Apr to 31 Mar of the following year). As such, NSmen have 12 months to attempt their IPPT or complete the 10-session NS FIT.



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IPPT MONETARY AWARDS

NSmen who achieve a Pass with Incentive, Silver or Gold will receive monetary awards.

Pass with Incentive - \$200

Silver - \$300

Gold - \$500

BOOKING OF IPPT/NS FIT

Each IPPT/NS FIT session must be booked in advance and lasts up to 4 hours. Due to the limited capacity of each session, booking of IPPT is on a first-come-first served basis.

LOCATIONS TO TAKE IPPT/NS FIT

- a. Khatib FCC
- b. Bedok FCC
- c. Maju FCC
- d. Kranji FCC
- e. National Service Training Centre (NSTC), Civil Defence Academy
- f. Home Team Academy (HTA)

HOW CAN I BOOK MY NS FIT?

Visit MHA NS Portal at ns.mha.gov.sg and login using Singpass. You can book your NS FIT session via the 'Manage IPPT/NS FIT' eService.

OPTION TO TAKE NS FIT

- a. FIT @ HTNS GYM
- b. Virtual FIT

What happens if I fail my IPPT?

You will be required to complete 10-sessions of NS FIT (which includes one IPPT attempt) in the next IPPT year.

What happens if I fail to attempt my IPPT/NS FIT?

You will face disciplinary action and made to complete 10 Mandatory NS FIT session in the next IPPT year.

I am exempted from IPPT if I...

- Have been permanently medically downgraded to PES C2 and below.
- Have a continuous valid medical exemption of 6 months or more; or have accumulated valid medical exemption for a total of 9 months within the IPPT year (you are to contact your unit upon obtaining medical exemption).

NS CALL-UP ACTIVITIES

Under the Enlistment Act, NSmen are liable for NS call-up activities up to a maximum of 40 days annually.

YOUR OBLIGATIONS AS AN NSMAN

- Attend NS call-up activities up to a maximum of 40 days in a Financial Year.
- Complete the ORNS training cycle when you are still young.
- Be mentally and physically prepared when attending In-camp Trainings (ICT).
- Be responsible in maintaining your personal fitness, and attempt to pass your annual IPPT.
- To ensure that your personal information such as Home Addresses, Contact Number, Family and Employment information are kept up-to-date in MHA NS Portal via 'Manage my profile'.

The types of NS call-up activities:

- In-Camp Training (ICT)/Deployment
- Upgrading Courses
- Mobilisation
- Medical Reviews/Screening
- Seminar/Workplan briefing
- Make-Up Training (MUT)
- Non-ICT IPPT
- Non-ICT Shooting

UPON RECEIVING A CALL-UP NOTICE

- Acknowledge all NS call-up notices.
- Inform your employer immediately.
- Maintain contact with your NS buddies in the same NS unit.

How do I maintain contact with my NS unit?

- Through your unit's chain of command.
- Submit your queries via go.gov.sg/mhansquery.

What would happen if I fail to attend the scheduled NS call-up activities?

If you have no valid reason for failing to attend the scheduled NS call-up activities, you will be considered as being Absent Without Official Leave (AWOL) and will be subject to disciplinary action.

How long are NSmen liable for NS?

Up to the statutory age of 40 years old (for below INSP/LTA rank); and 50 years old (for INSP/LTA rank and above).

*If you are currently pursuing a local full-time study, you are still subject to NS call-up activities.

MOBILISATION

When mobilised, NSmen are to report in uniform immediately to their Mobilisation Centres with their personal equipment.

The Mobilisation Systems

Silent Mobilisation - Notification via SMS or telephone (home, office or mobile). Mobilisation orders or notice will be served to your local residential address, if you cannot be contacted through the primary means.

Open Mobilisation - The mass media such as the television and radio, as well as HomeTeamNS clubhouses are used to inform NSmen that their units have been mobilised. When you receive a mobilisation notice, you are required to acknowledge the notification immediately.

What should I do when I am notified that my NS unit has been mobilised?

You should report immediately to your mobilisation centre.

What would happen if I fail to report within the period allowed for the mobilisation?

You will be considered absent and disciplinary action will be taken against you.

DURING MOBILISATION MANNING...

- Keep your family members informed of your whereabouts.
- Inform them how and where they can contact you to facilitate your speedy mobilisation.
- Keep your family members informed of your NS unit's mobilisation code.

DEFERMENT

You are encouraged to attend the NS call-up activities, especially the In-Camp Trainings and complete them when you are still young.

What should I do if I am not able to attend my NS call-up activities?

You should apply for deferment via the MHA NS Portal at ns.mha.gov.sg.

The NS Unit Commander may grant deferment on a case-by-case basis, taking into consideration:

- The unit's requirement.
- Your physical and shooting proficiency levels.
- Your ICT attendance records.
- Your past ICT performances.

APPROVAL

If your application for deferment is successful, you may be called up for Make-Up Training (MUT) within the same or the next Financial Year.

EXIT PERMIT

NSmen are required to apply for an Exit Permit if they are travelling overseas for 12 months or longer.

If you have been scheduled for an NS call-up activity during the same period of your overseas trip, you must first apply for deferment from your NS call-up activity. If it is successful, you shall then apply for Exit Permit. You must have the relevant supporting documents readily available before applying for an Exit Permit. You will be granted disruption upon approval of your Exit Permit.

How can I apply for an Exit Permit?

You may apply for an exit permit via the MHA NS Portal at ns.mha.gov.sg.

What if I fail to obtain an Exit Permit but continue to remain overseas?

You would have committed an offence under the Enlistment Act and may be served with composition fines. Repeated offenders will be charged in court, and if convicted, may be liable to a fine of up to \$10,000 and/or imprisonment for a term not exceeding 3 years.

NS PAY MATTERS

All NSmen will receive service pay for the entire period of their NS call-up activities. If they suffer a loss in civilian income as a result of attending NS activities, they can claim make-up pay from SPF or SCDF.

Will I receive compensation when I attend NS call-up activities?

You will receive service pay for each day of the NS call-ups, pro-rated according to the duration of your NS activity.

What if I suffer a financial loss in my civilian income as a result of attending NS call-up activities?

You can submit a claim for Make-Up Pay (MUP). Any NSman who is gainfully employed or self-employed is eligible to claim MUP.

I work in the Public Service. In addition to service pay, will I be able to claim MUP when I attend ORNS activities?

NSmen who are public servants working in the Ministries and Statutory Boards will continue to be paid their full salary during the duration of their NS call-up activities, hence you do not need to claim MUP.

However, if the call-ups are conducted entirely outside of working hours, you will be paid service pay.

Compensation

Any NSman who sustains an injury during his NS call-up activities may be eligible for compensation if the injury is attributable to service.

What should I do if I sustain an injury during the duration of my call-up?

- Report to your immediate supervisor, and/or unit NS manpower officer so that your injury can be treated at the unit medical centre, polyclinic or government / restructured hospitals at the earliest time.
- Fill up the service injury report form within 24 hours from the time of injury. This will help SPF/SCDF to determine whether your injury sustained is attributable to service.

Will I be compensated if I suffer permanent disability as a result of the service injury?

As an NSman, you may be eligible for disability compensation based on the degree of residual permanent disability that is endorsed by the SAF Medical Board.

The SPF/SCDF will bear the medical expenses for the treatment of the service injury at the Singapore government/restructured hospitals or polyclinics.



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Will I be compensated if my continuous medical or hospitalisation leave extends beyond the period of the NS call-up activity?

Yes. Your medical expenses will be borne by the SPF/SCDF if the case is classified as a service injury. The payment will cease when you are no longer on medical/hospitalisation leave or when disability compensation is paid, whichever is earlier.

Group Insurance

All Home Team NSmen are covered under the MINDEF & MHA Group Insurance during the period of their NS call-up activities.

What is the group insurance coverage and how much is the premium?

All Home Team NSmen are provided insurance coverage of \$300,000 each for Group Term Life (GTL) and Group Personal Injury (GPI) under the MINDEF & MHA Group Insurance's Core Scheme during the period of their NS call-up activities. The premiums are paid for by MHA.

Can I increase my insurance coverage?

Yes, Home Team NSmen are encouraged to further insure themselves outside the period of their NS call-up activities, and/or insure their dependents, at highly attractive premium rates. NSmen can purchase additional coverage of up to \$1,000,000 for the GTL and GPI policy, under the Voluntary Scheme, which covers them 24 hours worldwide, regardless of geographical location. The specific terms and conditions of the group insurance coverage can be found at Singlife's website at <https://singlife.com/en/mindef-and-mha/mha-groupinsurance>