

# EMPLOYER HANDBOOK

Understanding Your Responsibilities as an Employer of NSmen



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*NSmen participating in high key In-Camp Training to refresh their vocational skills and help ensure operational readiness.*

## ABOUT ACCORD

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Established in 1984, the Advisory Council on Community Relations in Defence (ACCORD) is made up of the Employer and Business (E&B) Council, the Family and Community (F&C) Council and the Educational Institutions (EI) Council. The comprehensive representation of various stakeholder groups gives voice to different social sectors and enables ACCORD to promote National Service (NS) from the ground up.

As new threats and challenges emerge, ACCORD has also deepened efforts to strengthen Commitment to Defence (C2D) and encourage support for NS and Total Defence (TD). These include extending outreach to increase understanding of NS, strengthening and recognising community support for NS and TD, and exploring initiatives that address the specific needs of a diverse group of stakeholders.

As a platform to better engage the business community on NS issues, ACCORD's E&B Council, comprising experts and leaders from different industries, has also formed three different working groups to increase employer support for NS by exploring the following areas:

- i. Identifying challenges that small and medium enterprises face in supporting NS
- ii. Recognising NS training, skills and personal development
- iii. Exploring possible areas of collaboration between the business community, the Ministry of Defence (MINDEF) and the Singapore Armed Forces (SAF)

In a constantly evolving security landscape, the fighting spirit and commitment of every Singaporean will make the greatest difference in the defence of the nation. ACCORD will continue to encourage community support and strengthen the collaboration between the various stakeholders and MINDEF/SAF. In so doing, ACCORD will safeguard Singapore's future and keep the nation strong.

For more information on ACCORD, please visit: [www.accord.gov.sg](http://www.accord.gov.sg)





## CHAPTER 1:

# EMPLOYERS AND NATIONAL SERVICE (NS)

## AN INTRODUCTION TO NS

Introduced in 1967, the institution of NS is critical to national defence. Conscription is the only way to provide the security and stability essential for ensuring Singapore's progress and prosperity, while maintaining a sustainable impact on the economy and workforce. As an established national institution, generations of Singaporean men have served NS with pride and made invaluable contributions towards a safer and more secure Singapore.

Many employers understand the importance and necessity of NS for Singapore. They have also adjusted to the disruption and inconvenience that may come with the obligations of NS. Over the years, an increasing number of employers have gone beyond simply releasing their employees for NS call-ups. They have, on their own initiative, organised in-house programmes to support Total Defence and encouraged their NSman employees to perform their best during training. This augurs well for the defence of the nation.

Having progressed so far together as a nation, there is even more to defend today. To secure and safeguard Singapore, it is crucial that future generations continue to believe in the value and purpose of NS.

This handbook has been developed to enhance employers' awareness of NS policies and matters which may have an impact on their businesses. As a channel of communication, this handbook also intends to foster closer understanding between the government and employers to strengthen and deepen support for NS.



*NS enlistees taking their oaths during an Affirmation of Allegiance Ceremony.*



*Recruits pledging their loyalty to the nation at a Weapons Presentation Ceremony.*

## THE NS JOURNEY

As part of their national duty, every male Singapore citizen and Permanent Resident (PR) must serve as a full-time National Serviceman (NSF) for two years. During the course of performing NS, NSF's undergo rigorous training that equips them with the necessary skills, knowledge and motivation to defend Singapore. The NSmen who have completed their Operationally Ready National Service (ORNS) training will be phased into MINDEF Reserve. Upon reaching the statutory age, they would have completed their NS obligations and will no longer be called up.



## Skill Sets Acquired During NS

### NSF

Enlisting as an NSF has become a rite of passage for every male Singaporean and PR from all walks of life. During their 3-month BMT, NSF's learn soldiering fundamentals and are instilled with strong teamwork and esprit de corps. Through a buddy system, they look out for each other and in time learn the value of responsibility.

During their NSF period, they receive specific vocational and advanced training to perform specific roles in the SAF and Home Team agencies. By completing the 2-year NSF journey, they become confident, disciplined, resilient and ready to defend the country as Operationally Ready NSmen.

### NSman

Operationally Ready NSmen attend In-Camp Training (ICT) to refresh their soldiering fundamentals and core vocational skills. They re-acquaint themselves with soft skills, such as teamwork, that were instilled in them during their NSF period. Attending ICT also provides opportunities to hone their leadership and interpersonal skills.

NSmen can pick up new ideas and perspectives from their fellow NSmen during ICT, which they can transfer back as value-added knowledge to their employers.

## AN EMPLOYER'S RESPONSIBILITIES

To protect the interests of Singapore's National Servicemen, the Enlistment Act (Chapter 93, Part VI) and its provisions protect any serviceman from being discriminated against, disadvantaged or dismissed by a present or prospective employer for having to perform NS duties.

### Provisions Under the Enlistment Act (Chapter 93, Part VI):

- An employer who has retained the services of a full-time NSman (NSF) or NSman for six months or longer prior to his enlistment in full-time NS or performance of ORNS duties must arrange for him to return to his job once his training is completed
- An employer may not dismiss an NSman employee because of his obligations to perform NS or duties pertaining to NS
- An employer of an NSman who is required to report for ICT or mobilisation must grant him a leave of absence during his period of service
- An employer must ensure that an NSman employee is not made worse off financially because of his obligations to fulfil his NS duties under the agreed terms of his employment

Under the Enlistment Act (Chapter 93, Part VI), employers are required to grant a leave of absence to NSman employees when they are called upon to perform their NS duties. Employers are encouraged to communicate and work closely with NSman employees to ensure that their work duties are covered without affecting their NS commitments.



*Employers who advocate support for NS in the workplace build a cohesive and productive workforce.*



## CHAPTER 2:

# AN NSMAN'S OBLIGATIONS

NSmen can be called up for a maximum of 40 days every work year. They are required to fulfil various National Service (NS) commitments and will require the full support of their employers.

## IN-CAMP TRAINING (ICT)

ICT refreshes and updates an NSman's essential vocational competencies, such as weapon and equipment handling, and individual soldiering fundamentals. As ICTs are outcome-focused and performance-based, Unit Commanders may decide to assign NSmen additional call-ups for Make-Up Training if they fail to meet the required standards or have deferred their ICTs. To minimise inconvenience, NSmen are given advance notice of their call-ups so they can organise their work schedules and family commitments accordingly.

### High Key (HK) Training

- Each training session is 7 days or more and NSmen will be notified **6 months in advance**

### Low Key (LK) Training

- Each training session is less than 7 days and NSmen will be notified **3 months in advance**

### High Key Make-Up Training (HK MUT)

- For each training session, NSmen will be notified **1 and 2 months in advance for LK and HK**

### Other Call-Up Activities

- For these activities, NSmen will be notified **1 month in advance**

## Deferment

Deferment refers to the postponement of In-Camp Training. If an NSman wishes to defer his ICT, he is required to submit his application via the NS Portal.

Subject to approval by the relevant authorities, deferment may be granted after consideration of the justifications provided.

### Compassionate Grounds

(e.g. birth of child)



### Work Related Grounds

(e.g. first three months of employment with a new employer)



### Study or Training

(e.g. examinations or professional evaluations)

### Simultaneous Call-Ups



(e.g. when two or more NSmen employed in the same capacity in the same department are called up)

Deferment is strongly discouraged as it is important for NSmen to train and fight effectively as a unit in addition to maintaining operational readiness. NSmen who defer their ICTs are required to attend MUT. For HK MUT, NSmen are given a notice period of two months instead of the usual six months for ICT.



# INDIVIDUAL PHYSICAL PROFICIENCY TEST (IPPT)



## Individual Physical Proficiency Test (IPPT)

NSmen are required to attempt and pass the IPPT every year. The IPPT Window will open on NSmen's birthday.

- NSmen are required to make bookings for their IPPT
- NSmen should keep their employers informed of their test dates
- NSmen who fail to attempt the IPPT will face disciplinary action



## IPPT Preparatory Training (IPT)

IPT is a voluntary programme comprising 10 sessions (including one attempt at the IPPT) to help NSmen train for the IPPT.

- Attendance in IPT is NOT counted towards the annual 40 days of call-up activities
- NSmen will be given service pay but not Make-Up Pay
- NSmen who fail to complete IPT are required to attend Remedial Training

## Remedial Training (RT)

If an NSman does not attempt or fails the IPPT, he is required to complete up to 20 sessions of RT (including one attempt at the IPPT) within 12 months.

- NSmen who fail to complete RT will face disciplinary action



## Ways Employers Can Help NSman Employees with the IPPT

Employers should encourage their NSman employees to enrol and participate in IPT if they are having difficulties passing their IPPT.

Employers can also organise fitness activities and motivate NSman employees to take part in them or offer an NSman employee a full day off on his IPPT test day to help him prepare and recover.

For NSmen who perform outstandingly during the IPPT, employers can acknowledge their accomplishments by presenting them with a small reward or by openly recognising them.

## MOBILISATION

In the event of a national emergency, NSmen may be mobilised for duty or operations. In peacetime, mobilisation exercises are conducted to maintain operational readiness and NSmen can be activated through silent or open mobilisation.



### Silent Mobilisation

Activation through fixed telephone lines, mobile numbers, facsimiles or notices delivered to the homes of NSmen.



### Open Mobilisation

Activation through mass media such as radio, television announcements, cinema announcements, posters at MRT and LRT stations; fixed telephone lines, mobile numbers, facsimiles or notices delivered to the homes of NSmen.

## An Employer's Responsibilities During Mobilisation

Upon activation, it is important for NSmen to respond to mobilisation within the stipulated time as it concerns emergencies and national security.



## NOTIFICATION OF OVERSEAS TRAVEL

NSmen who have to travel overseas for more than 6 months are required to notify the relevant authorities. Employers should take note of the following requirements for notification of overseas movements:

DURATION OF OVERSEAS TRIP	WHAT TO DO?
Less than 6 months	No notification required
6 months or more	NSman to apply for an Exit Permit

## PAY MATTERS

NSmen are given Service Pay for each day of NS training including Saturdays and Sundays. Those who suffer a loss of income as a result of compliance with NS call-ups can claim Make-Up Pay.

### Service Pay

Service Pay is an allowance paid according to the NSman's rank and vocation.

#### Example of Service Pay Computation\*

- Monthly Service Pay of an NSman - \$710.00
- Period of ICT - 17 days

Hence, Service Pay for ICT:  
 $\$710.00 \times 17/30 \text{ days} = \mathbf{\$402.33}$

### Make-Up Pay (MUP)

MUP is the difference between an NSman's civilian income and Service Pay for the duration of his NS call-up. MUP claims can be submitted online via the NS Portal ([www.ns.sg](http://www.ns.sg)) or by using forms that can be downloaded from the NS Portal.

#### Example of MUP Computation\*

- Monthly Service Pay of an NSman - \$710.00
- Period of ICT - 17 days
- No. of working days during ICT period - 13 (based on 5-day work week schedule)
- Civilian Monthly Salary - \$3,000.00

Service Pay for ICT:  
 $\$710.00 \times 17/30 \text{ days} = \mathbf{\$402.33}$

Deduction made by employer for ICT:  
= Civilian Monthly Salary x  
No. of working days during  
the ICT period/number of  
working days in the month  
=  $\$3,000.00 \times 13/22$   
=  $\$1,772.72$

The NSman suffers a loss in income of **\$1,370.39** [ $\$1,772.72 - \$402.33$  (Service Pay)] as a result of attending ICT. He can submit a MUP claim for this amount.

\* The figures and information used in these examples are for illustrative purposes only and are not intended to serve as financial, legal or any other type of advice.

### Two options to claim MUP:

#### Option 1: Direct Reimbursement to Employers of Claims for NS Training Scheme (DIRECT)

- Employers are encouraged to opt for this scheme and help NSman employees claim MUP
- Employers will continue to pay their NSman employees as per the company's pay schedule and get reimbursement from the government. Payment will be made directly to the company
- The NSman is not required to file a claim

#### Option 2: Payment to NSman

- The NSman will get his employer to certify his MUP claim before submitting his claim to MINDEF
- Payment will be made directly to the NSman by MINDEF



*NSmen and employers reciting the SAF Pledge to reaffirm their commitment to defence.*

## Employers – A Source of Strength

NSmen are balancing a broad spectrum of duties, responsibilities and priorities.

It is essential for employers to gain an understanding of National Service (NS) and recognise the personal sacrifice and commitment NSmen make in fulfilling their national duty.

The defence of our homeland is not a responsibility that belongs exclusively to NSmen. By standing in solidarity with their NSman employees, employers not only play an indispensable role in making Singapore more resilient but are also a source of strength every NSman can tap into.

Employers can play a role in NS and Total Defence (TD) by adopting an active management policy that provides a supportive environment for their NSman employees to carry out their duties. To demonstrate commitment and support, employers may wish to adopt some of the following schemes implemented by the government or initiatives introduced by other employers.

## RECRUITMENT AND SELECTION

**During the recruitment and selection process, employers are encouraged to consider potential employees' NS contributions.** Employers can achieve this by considering the Certificate of Service (COS) given to those who have completed full-time NS.

**Resorts World at Sentosa Pte. Ltd. (RWS)** has made efforts to consider the Certificate of Service (COS) issued to NSFs, during the company's recruitment and selection process. The COS provides information on the skills the serviceman acquired during NS and the personal attributes he has displayed. By taking into account this supplementary information, the organisation is able to better understand the candidates' attributes for a more optimal job fit.

**DVUCA Pte. Ltd.** values their NSman employees' skill sets and experience from NS and consider this in offering progressive career opportunities and prospects to them.



*DVUCA Pte. Ltd. values their NSman employees skill sets and takes into consideration the job candidates' NS accomplishments and experiences as supplementary information.*

## REMUNERATION AND BENEFITS

**Employers can consider offering higher starting salaries and additional days of annual leave for NSmen who have completed full-time NS.** They can also take a leaf from the Civil Service, which offers newly joined employees who have completed full-time NS a higher starting salary in recognition of their NS contributions.



*Aegis Building & Engineering Pte Ltd recognises the value that NSman employees add to the organisation and rewards them accordingly.*

**Zingrill Pte. Ltd. (Seoul Garden Group)** recognises that the experience and skills acquired during full-time NS are applicable and relevant to their operation. Considering their experience and skill sets, Zingrill Pte. Ltd. offers new hires who have completed full-time NS a higher salary.

**Grand Park City Hall** believes in the importance of NS and takes into consideration the leadership qualities and experience gathered during full-time NS. The remuneration and benefit package offered to individuals who have completed their NS requirements takes into account their experience gathered during NS.

## CHAMPION WORK-LIFE-NS BALANCE

**Employers can help by promoting a healthy Work-Life-NS balance** to lighten their NSman employees' responsibilities and make it easier for them to fulfil their various commitments.

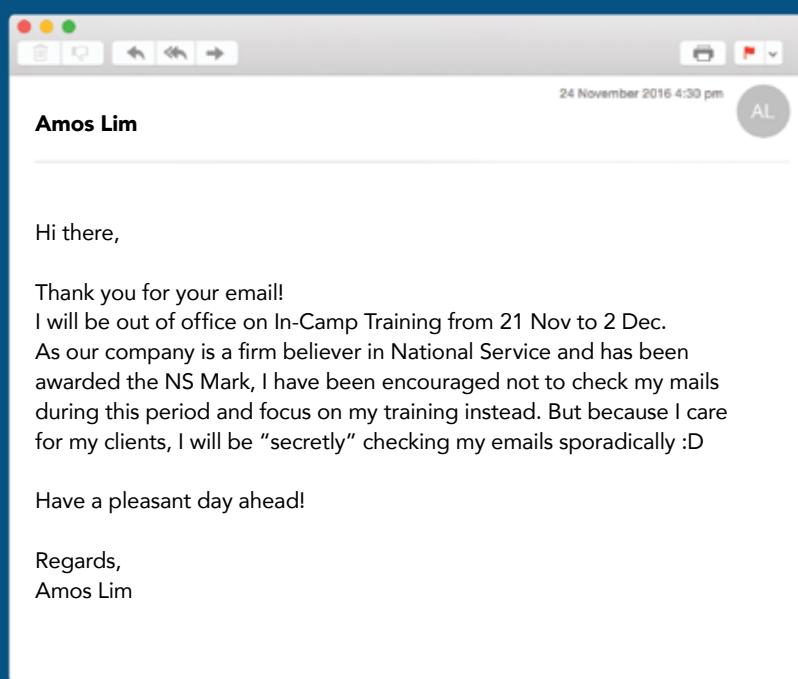


*Employers visit RSAF to understand the commitments of NSmen so that they can better support them.*

**KMG Singapore Pte. Ltd.** understands that NSmen face challenges in balancing their various roles at work, at home and in NS. The company helps their NSman employees balance their commitments by dividing employees into work teams so they can cover each other's work duties whenever a staff member needs to attend NS training. It also offers employees alternate work arrangements to support their IPPT or RT activities.

**Emergenetics Caelan & Sage Pte. Ltd.** is cognisant that NSmen's focus on their NS commitments during call-ups is crucial for operational readiness. The company helps its NSmen by redistributing their work duties between co-workers and building a company culture where supportive colleagues are always ready to share an NSman's workload. This has allowed the company's NSman employees to direct their full attention to their NS training when they are called up.

### Out-of-office notification from an NSman employee of Emergenetics Caelan & Sage



## RECOGNISE NS PERFORMANCE AND ACHIEVEMENT

**Employers can consider including NS performance as an assessment factor in the company's appraisal process for career advancement.**

Employers can recognise their NSman employees' NS achievements through incentives or letters/certificates of recognition.

**Spic & Span Pte. Ltd.** recognises the NSman employees' NS achievements. For those who excel in their IPPT and NS training, they will be given incentives such as movie tickets. The company also considers the inputs of the NS commanders in determining the award of sponsorship for the NSman employees' upskilling and progression.

As recognition of their NSman employees' NS performance, **TDCX (SG) Pte Ltd** presents letters of recognition and makes company-wide announcements to acknowledge and encourage those who perform well in their IPPT or ICT.



*TDCX (SG) Pte Ltd presenting CPL Soh Wan Yuan Benji with a certificate of appreciation to motivate him.*

**City Developments Limited** strongly encourages their NSman employees to excel in their IPPT by matching the IPPT incentive awards dollar for dollar to reward their achievements. NSman employees who performed well during their ICT or were promoted are also presented with a Letter of Commendation and rewarded with gift vouchers.

## DEMONSTRATE SUPPORT OF NS AND APPRECIATION OF NSMEN

**Employers can publicly display support for NS and appreciation of NSmen** which reinforces a positive and productive culture in the workplace for NSman employees and their co-workers.



**Eng Wah Global Pte. Ltd.** firmly believes that National Service (NS) is one of the key pillars to nation-building. Eng Wah extends exclusive movie discounts to National Servicemen (NSmen), enabling them to enjoy some bonding time with their family, friends and NS buddies. By openly displaying support for NS and appreciation of NSmen, Eng Wah's efforts have gone a long way in influencing businesses to band together to care for the well-being of NSmen.

## GROUND-UP INITIATIVES TO SUPPORT NS

**Employers can look into organising in-house programmes that support NS.** More businesses and organisations are taking the lead to show their support for NS and TD by implementing unique initiatives that help to strengthen the morale and fighting spirit of their NSman employees.



*Singapore G Pte. Ltd supports their employees by allowing them to rearrange their shifts to include rest days immediately following their ICTs.*

**Singapore G Pte. Ltd.** supports NS through maintaining fitness at work. The company supervises a rigorous fitness programme for their NSmen employees which is pegged to the Individual Physical Proficiency Test (IPPT) standards.

**ST Logistics Pte. Ltd.** implements unique initiatives such as their 'No Deferment' policy and 'Buddy System' at work, allowing staff to complete their national duties with peace of mind. The company also produced an in-house video featuring their employees bearing testament to the company's support for NS the nation's TD, as well as how the skills they acquired from NS were useful and applicable to their work.

**Nanyang Polytechnic (NYP)** has made efforts and committed resources to engage, educate and inform students on the importance of NS and TD. NYP participates actively in the SAF-Schools Partnership Programme which helps Singapore youths understand current and emerging challenges to national security. NYP also understands the importance of emergency preparedness and works closely with the SCDF to train and prepare their students in this area.



*Students of Nanyang Polytechnic participating in the SAF-Schools Partnership Programme to gain a deeper understanding of national defence.*



## ADVOCACY EFFORTS FOR NS

**Employers can organise or take part in continuous efforts to advocate support for NS and TD.** They can accomplish this by encouraging NSman employees to participate in events and exhibitions organised by MINDEF or the Ministry of Home Affairs (MHA) to improve their awareness and understanding of NS and TD.

The **Singapore Chinese Chamber of Commerce & Industry (SCCCI)** has provided platforms for MINDEF to update their members on new developments in NS. The SCCCI offers their communication channels to raise awareness of NS and encourages their members to adopt supportive NS initiatives in their companies.

**Shalom International Movers Pte. Ltd.** advocates support for national defence by carrying motivational and appreciative messages to thank their NSmen for their service on their communication platforms. They also carry the NS Mark logo on the transportation vans and actively offer publicity platforms for MINDEF or MHA to promote NS matters.



*Minister for Defence Dr Ng Eng Hen (third from left) and President of the SCCCI Mr Roland Ng (second from left) reciting the SAF Pledge with NSmen and employers to reaffirm their commitment to defence.*



*The Head of NS Outreach and Engagement, MINDEF addressing employers at the industry group meeting organised by SNEF.*

Besides getting its members to rededicate their commitment to national defence, the **Singapore National Employers Federation (SNEF)** also urges its member organisations to increase their support for NS and TD by promoting more conducive work environments and cultivating organisational cultures that impart values consistent with NS and TD. The federation views the values and capabilities instilled in NSmen during NS as useful and beneficial to the workplace.



## CHAPTER 4: EMPLOYER ENGAGEMENT

MINDEF's employer engagement efforts aim to foster strong support from employers and increase commitment to NS from the business community, through implementing a "3A strategy": raising **Awareness**, engendering **Affection**, and facilitating **Advocacy**.



*A group photo with employers after a visit to Khatib Camp to understand what NSmen do during ICT.*



### RAISING AWARENESS

To affirm that a strong defence is necessary for a stable business and social environment, as well as raise awareness and build support for NS.

#### RAISING AWARENESS THROUGH:

- Sharing about NS and NSmen, and communicating NS initiatives and programmes at briefings and seminars
- Inviting employers and co-workers of NSmen to visit ICT, SAF events and Open Houses
- Providing channels for feedback via dialogue sessions and focus group discussions
- Disseminating supplementary information via videos, publications and other informative collaterals



*Mr Matt Collier (middle) with his NSman employee (far left), in conversation with Senior Minister of State for Defence, Dr Mohamad Maliki Bin Osman during a visit by employers to their NSmen on ICT*

**"This is about recognising that every company in Singapore who benefits from its economy also benefits from its security, and NS is a key part in ensuring the continued security, stability, safety and prosperity in this nation"**

Mr Matt Collier,  
Senior Director,  
Prudential Singapore



## ENGENDERING AFFECTION

To proactively support NSman employees in fulfilling their NS commitments, and join the growing network of NS Advocates.

### ENGENDERING AFFECTION THROUGH:

- Collaborating with trade associations and chambers (TACs) and businesses to expand reach and raise awareness
- Partnering TACs and employers to increase the number of NS Advocates and grow support
- Encouraging employers to pledge support for NS via the NS Mark scheme
- Inviting employers and co-workers of NSmen to visit ICT, SAF events and Open Houses
- Enhancing understanding between employers and NSmen



Mr Arun Madhok (far left) sharing ideas and experiences with his NSman employees.

**“NSmen aspire to excellence during training just as we do at work... they also pick up new ideas and perspectives from interacting with fellow NSmen and these can become creative solutions and ideas for the company.”**

Mr Arun Madhok,  
Chief Executive Officer,  
Suntec Singapore Convention  
and Exhibition Centre



## FACILITATING ADVOCACY

To become strong advocates of NS to their employees, associates, as well as their business network and community by actively promoting the importance of NS.

### FACILITATING ADVOCACY THROUGH:

- Promoting support for NS via employer-led ground-up initiatives
- Endorsing pro-NS policies, practices and NS-related activities such as carrying supportive messages and articles in companies/TACs' publications, websites and events



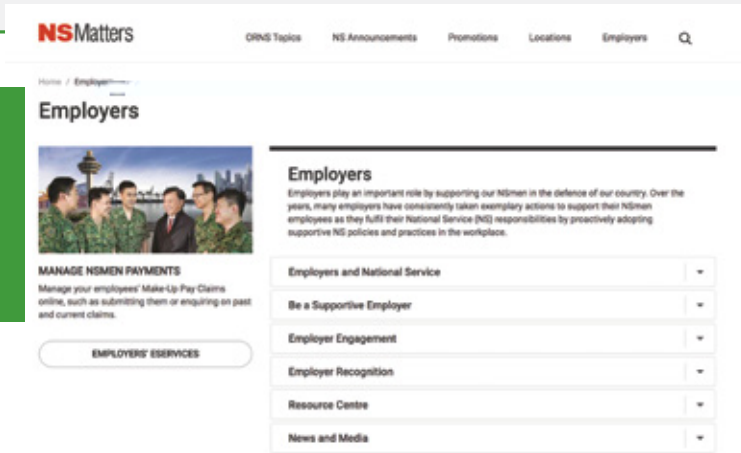
Senior Minister of State for Defence, Dr Mohamad Maliki Bin Osman engaging employers during an employer visit.

**“I am now clearer about the roles of the RSAF and the SAF. SAAA can play an important role as ambassadors of NS and TD by carrying NS-related material in our SAAA newsletter to improve awareness of NS as a form of support towards NS.”**

Ms Pauline Tok,  
Executive Director,  
SAAA@Singapore

# EMPLOYER WEBSITE

**Employer website provides a one-source and one-stop information portal for employers to gain deeper understanding of best practices to support NS, advocacy efforts and for better knowledge management.**



The employer website can be accessed on NS Portal via [www.ns.sg/web/portal/nsmen/home/employer](http://www.ns.sg/web/portal/nsmen/home/employer)

Employers can have access to pertinent information such as the role of the employer, engagement activities, resources available and how to be a supportive employer. Employers can also have access to eServices such as managing NSman employees' make up pay. This website is specially designed for employers and serves to enhance awareness and understanding of NS so that employers, NSmen and MINDEF/SAF can work together to better support the defence of our nation.

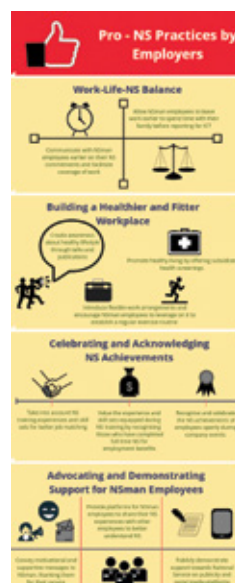
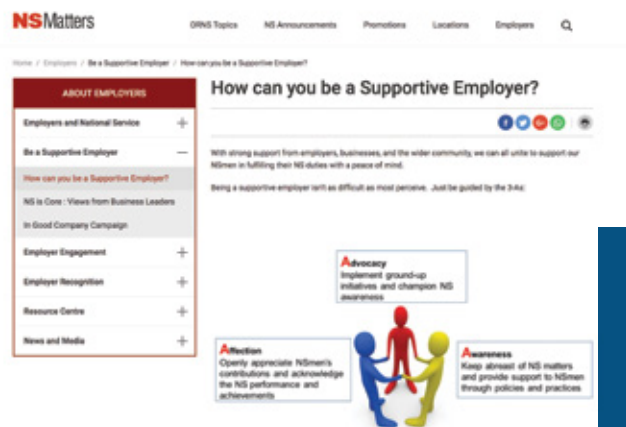


## BE SUPPORTIVE

Employers can reference the list of best practices that other employers have put in place at their companies or organizations to support NS and their NSman employees. Employers are encouraged to design and implement initiatives that suit their organizational culture and benefit the companies or organizations while supporting NS.

### EMPLOYERS ARE TO NOTE THAT SUPPORT FOR NS:

- Is non-prescriptive
- Should be initiatives that suits the organizational culture and needs
- Will be meaningful and effective to get all from the company or organization to be involved



### Support NS Men on Work-Life-NS Balance

- Discourage deferment and make work arrangements to mitigate any disruptions
- Allow flexible work arrangements to facilitate NSman employees' preparation for any NS duties. For example, working from home or flexible work hours
- Allow NSman employees to return home one hour earlier to spend time with their family members before they report for their ICT the next day
- Allow NSman employees to report after lunch on their first day back from ICT or mobilisation for them to settle any personal matters

## BE OUR NS ADVOCATE

Our NS advocates have worked with us to share their pro-NS journey and stories. Check out the companies' sharing on how businesses and organizations can also do their part to ensure that Singapore's NS system continues and Singapore can continue to enjoy the peace, security and our way of life we enjoy.

### Employers are encouraged to:

- Share with us on your initiatives to support NS via NSOutreach\_NSD@defence.gov.sg
- Share with your business network and all in the company or organization on the NS Mark accreditation scheme
- Let us know if you would like to share at our networking events
- Let us know if you would like to support us in our publicity efforts

## BE EQUIPPED

Templates and tools are available to assist supportive employers in implementing NS friendly practices to recognise NSman employees' commitment to national defence. These templates could be downloaded for customization to the specific requirements. Bite-sized information is also available to help our supportive employers better understand NS.

The screenshot shows the NSMatters website's 'Useful Tools and Templates' page. The page features a navigation menu at the top with links for 'ORNS Topics', 'NS Announcements', 'Promotions', 'Locations', and 'Employers'. A sidebar on the left lists various resources under the heading 'ABOUT EMPLOYERS', including 'Employers and National Service', 'Be a Supportive Employer', 'Employer Engagement', 'Employer Recognition', 'Resource Centre', 'Employer Handbook', 'SALUTE! Leaflets', 'TDA Congratulatory Book', and 'Useful Tools and Templates'. The main content area is titled 'Useful Tools and Templates' and includes a social media sharing bar, a paragraph explaining the purpose of the templates, and a list of available tools: 'Template for Certificate of Recognition for NSAchievements' and 'Template for NSman Employee's Annual Update on NS Information'. At the bottom, there is a 'DO YOU FIND THIS ARTICLE USEFUL?' section with a 'RATE THIS ARTICLE' button.

The screenshot shows the NSMatters website's 'SALUTE! Leaflets' page. The page features a navigation menu at the top with links for 'ORNS Topics', 'NS Announcements', 'Promotions', 'Locations', and 'Employers'. A sidebar on the left lists various resources under the heading 'ABOUT EMPLOYERS', including 'Employers and National Service', 'Be a Supportive Employer', 'Employer Engagement', 'Employer Recognition', 'Resource Centre', 'Employer Handbook', 'SALUTE! Leaflets', 'TDA Congratulatory Book', and 'Useful Tools and Templates'. The main content area is titled 'SALUTE! Leaflets' and includes a social media sharing bar, a paragraph explaining the purpose of the leaflets, and a list of available leaflets: 'SALUTE! Recognising Supportive Employers', 'SALUTE! Uniting in Support of NS', 'SALUTE! Skilling Up Through National Service', 'SALUTE! Recognising Outstanding NSmen', and 'SALUTE! NS is CORE From My Generation to Yours'. At the bottom, there is a 'DO YOU FIND THIS ARTICLE USEFUL?' section with a 'RATE THIS ARTICLE' button.



## CHAPTER 5: EMPLOYER RECOGNITION

### THE NS MARK ACCREDITATION SCHEME AT A GLANCE

The NS Mark is a national-level accreditation scheme that recognises employers for supporting National Service (NS), Total Defence (TD) and facilitating Operationally Ready National Servicemen's (NSmen's) completion of their NS commitments.




#### Why Come On Board?

- Valued as Employer of Choice
- Good Publicity: Opportunities to be featured on MINDEF platforms and external news coverage
- Usage of NS Mark logo on corporate marketing, recruitment and promotional collaterals



#### How to Apply?

All SMEs, Large Companies and Organisations registered in Singapore are welcome to apply.

		
<p>Sign the Declaration of Support via <a href="http://www.NSmark.sg">www.NSmark.sg</a></p>	<p>Sign the Declaration of Support and complete an online questionnaire, assessing the companies' pro-NS policies and advocacy efforts via <a href="http://www.NSmark.sg">www.NSmark.sg</a>.</p> <p>Companies can apply directly for NS Mark (Gold) without applying for NS Mark.</p>	<p>Recipients of NS Mark (Gold) will be considered for the prestigious Total Defence Awards (TDA).</p>

# THE NS MARK ACCREDITATION SCHEME

The NS Mark Accreditation Scheme was launched in 2016 to recognise businesses and organisations that have demonstrated support for NS and TD. The scheme comprises two tiers – the NS Mark and NS Mark (Gold).

## NSMARK

The NS Mark is the basic tier for businesses and organisations to pledge their support for NS and TD.

**The NS Mark accreditation is accorded upon signing the Declaration of Support for NS and TD.**

### On accreditation:

NS Mark recipients will receive an accreditation package comprising a framed Declaration of Support, a congratulatory letter and a shopfront decal.

Employers can display their accreditation status and use the NS Mark logo in their marketing collaterals.

Selected recipients will also be showcased on MINDEF collaterals and publicity material.

### NS Mark Accreditation Package



## NSMARK GOLD

The NS Mark (Gold) is awarded to businesses and organisations that have demonstrated a higher level of support through implementation of policies and HR practices.

**The NS Mark (Gold) is the next tier of accreditation employers and organisations can apply for. It is intended to recognise employers who have adopted policies and HR practices that support their NSman employees or engage in advocacy efforts to promote NS and TD.**

### On accreditation:

NS Mark (Gold) recipients will receive a Declaration of Support framed in gold, a certificate, a congratulatory letter and a shopfront decal.

Employers will be given priority to participate in career fairs organised by MINDEF and the MHA. In addition, recipients will be featured as role models to set an example for other employers.

*The NS Mark (Gold) accreditation is valid for three years.*

### NS Mark (Gold) Accreditation Package



# HONOURING OUTSTANDING SUPPORT AND ADVOCACY



This is the nation's highest accolade that is awarded to businesses, organisations and individuals that have shown exceptional and exemplary support for both NS and TD.

**Established in 1986, the Total Defence Awards (TDA) aim to honour supportive employers and civil resource owners for their contributions towards NS and TD.**

**Since 2015, the TDA has been extended to recognise more stakeholders including educational institutions, community organisations and individuals. With the incorporation of the Home Team National Service Awards for employers in 2015, the TDA is now the highest national accolade that acknowledges exemplary individuals, small and medium enterprises, large companies and organisations for their outstanding support towards strengthening the defence of our nation.**

## The TDA comprises 4 categories:



**NS Advocate Award for Small and Medium Enterprises (SMEs)**



**NS Advocate Award for Large Companies**



**NS Advocate Award for Organisations**



**NS Advocate Award for Individuals**

## TDA recipients will be:

- Featured in publicity materials and collaterals associated with the TDA
- Presented with the award at the TDA Gala Dinner
- Able to use the TDA logo on collaterals and corporate materials

For more information on the Total Defence Awards, employers can visit: [www.ns.sg/web/portal/nsmen/home/employer](http://www.ns.sg/web/portal/nsmen/home/employer)







# CONTACT INFORMATION AND LINKS

If you require assistance on NS matters, please contact:

## NS Call Centre

**Tel:** 1800-3676767 (1800-eNSNSNS) (if you are calling within Singapore)

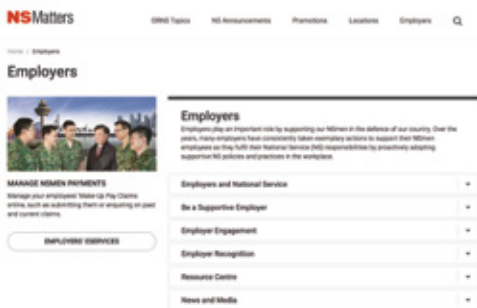
**Or:** +65 6567 6767 (if you are calling from overseas)

**Fax:** + 65 6853 7894

**Email:** [contact@ns.sg](mailto:contact@ns.sg)

For more information on employers related matters and NS Mark Accreditation Scheme, please visit our Employer website and NS Mark website or contact us at [NSOutreach\\_NSD@defence.gov.sg](mailto:NSOutreach_NSD@defence.gov.sg) or [NSmark@defence.gov.sg](mailto:NSmark@defence.gov.sg)

## Employer Website



## NS Mark Website



Thank you for supporting National Service. Your Support Matters.  
#SupportNS





[www.ns.sg](http://www.ns.sg)