

User Manual



1. INTRODUCTION

The Prepare for ORNS (previously known as MyORD) eService is used by MINDEF service personnel to:

- Understand policy information to help them transit to life as an Operationally Ready National Serviceman
- Test their knowledge of their responsibilities via quizzes



Dashboard Cards

There will be a unique Dashboard Card for each eService.



Figure 1: Prepare for ORNS Dashboard Card



1.1 Prepare for ORNS Landing Page

The Prepare for ORNS Landing Page provides you with a list of relevant content on the responsibilities of an Operationally Ready National Serviceman. Read up on ORNS related information on the NSmen microsite by clicking <u>here</u> before taking your ORD quizzes to ensure that you are ready for ORNS.

The Landing Page has 3 sections:

- 1. Status Panel
- 2. Forms
- 3. Modules



35G Wong Ru Pang Unit: Enfotment Date: 07 Jan 2014 ORD / SCD: 07 Jan 2016	19 Form(s) / Module(s) left
Progress Report	▲ ⊖
Forms	
You are to download, print and complete the following forms before a	ubmitting them to your Unit's Administrator.
ORNS Administration 📩	5 Form(s) to download
Section 50 of the SAF Act	Not Downloaded
Certificate of Leaving Form	Not Downloaded
Notes on Management of Service Injury Claims	Not Dowelloaded
ORD Clearance Form	Not Downloaded
ORD Out Processing Form	Not Downloaded
the quitzes until you pass. Once completed, you may generate your Ph ORNS Administration	rogress Report and submit it to your Unit's Administrator. 1 Module(s) to complete
the quizzes until you pass. Once completed, you may generate your Ph ORNS Administration	rogress Report and submit it to your Unit's Administrator. 1 Module(s) to complete
the quitzes until you pass. Once completed, you may generate your Ph ORNS Administration ORD Admin Instructions	rogress Report and submit it to your Unit's Administrator. 1 Module(s) to complete Not Read
the quitzes until you pass. Once completed, you may generate your Ph ORNS Administration ORD Admin Instructions NS Matters	rogress Report and submit it to your Unit's Administrator. 1 Module(s) to complete Not Read 8 Module(s) to complete
the quitzes until you pass. Once completed, you may generate your Pi ORNS Administration ORID Admin Instructions NS Matters UPPT, UPT, and RT	togress Report and submit it to your Unit's Administrator. 1 Module(s) to complete Not Read 8 Module(s) to complete Completed
the quizzes until you pass. Once completed, you may generate your Ph ORNS Administration ORD Admin Instructions NS Matters UPPT, UPT, and IIT Exit Perma	togress Report and submit it to your Unit's Administrator. 1 Module(s) to complete Not Read 8 Module(s) to complete Completed Not Read
the quitzes until you pass. Once completed, you may generate your Pr ORNS Administration ORD Admini Instructions NS Matters IPPT, UPT, and RT Exit Permit Operationally Resdy National Service	rogress Report and submit it to your Unit's Administrator. 1 Module(s) to complete Not Read 8 Module(s) to complete Completed Not Read Retailer Quiz
the quitzes until you pass. Once completed, you may generate your Pr ORNS Administration ORD Admini Instructions NS Matters IPPT, IPT, and RT Exit Permit Operationally Resdy National Service NS Pay	rogress Report and submit it to your Unit's Administrator. 1 Module(s) to complete Not Read 8 Module(s) to complete Completed Not Read Retails Outz Tails Outz
bit quitzes until you pass. Once completed, you may generate your Pr ORNS Administration ORD Admini Instructions NS Matters UPPT, UPT, and IIT Exit Permit Operationally Ready National Service NS Pay NS Call Upp	togress Report and submit it to your Unit's Administrator. 1 Module(s) to complete Not Read 8 Module(s) to complete Completed Not Read Retails Quiz Take Quiz Not Read
DRNS Administration DRN Administration DRD Administration DRD Administration IPPT, IPT, and RT Exit Permit Operationally Ready National Service NS Pay NS Call Upp + Show	rogress Report and submit it to your Unit's Administrator. 1 Module(s) to complete Not Read 8 Module(s) to complete Completed Not Read Resolve Quiz Taile Quiz Not Read
DRNS Administration DRD Administration DRD Administration URD Administration URD Administrations NS Matters UPPT, UPT, UPT, and RT Exit Permit Operationally Ready National Service NS Pay NS Call Upp + Show Benefits for Naman	rogress Report and submit it to your Unit's Administrator. 1 Module(s) to complete Not Read Completed Completed Not Read Retailer Quiz Taile Quiz Not Read X3
DRNS Administration ORD Administration ORD Administration URD Administration URD Administrations IPPT, URT, and IRT Exit Permat Operationally Ready National Service NSI Pay NSI Call Ups + Show Benefits for Naman Awards and Recognition	rogress Report and submit it to your Unit's Administrator. 1 Module(s) to complete Not Read B Module(s) to complete Completed Not Read Resolve Quiz Take Quiz Not Read Ad
be quitzes until you pass. Once completed, you may generate your P ORNS Administration ORD Administration ORD Administrations IPP1, IP7, and IIT Exit Perma Operationally Ready National Service NS Pay NS Call Ups + Show Benefits for Naman Awards and Recognition MINDEF & MHA Group Insurance	rogress Report and submit it to your Unit's Administrator. 1 Module(s) to complete Not Read B Module(s) to complete Completed Not Read Resolve Quiz Tails Quiz Not Read Ad S Module(s) to complete Not Read Not Read
be quitzes until you pass. Once completed, you may generate your P ORNS Administration ORD Administration ORD Administrations IPPT, IPT, and IIT Exit Permit Operationally Ready National Service NS Pay NS Call Ups • Show Benefits for Naman Awards and Recognition MINOEF & MNA Group Insurance Singapore Armed Forces Reservists Association (SAFRA)	rogress Report and submit it to your Unit's Administrator. 1 Module(s) to complete Not Read Completed Completed Not Read Resolve Quiz Take Quiz Not Read All S Module(s) to complete Not Read Not Read Not Read Not Read Not Read Not Read
be quitzes until you pass. Once completed, you may generate your P ORNS Administration ORD Administration ORD Administration IPPT, UPT, and RT Exit Permit Operationally Ready National Service NS Pay NS Call Upe + Shew Benefits for Naman Awards and Recognition AMNOEF & MikA Group insurance Singapore Armed Forces Reservists Association (SAFRA) ePREP Scheme	rogress Report and submit it to your Unit's Administrator. 1 Module(s) to complete Not Read 8 Module(s) to complete Completed Not Read Retails Quiz Tails Quiz Not Read All S Module(s) to complete Not Read Not Read Not Read Not Read Not Read Not Read

Figure 2: Prepare for ORNS Landing Page (User has not completed all Modules)

30G Weng Hu I Una Entistment ORD / SCD	hang E. E. 67 Jun 2014 t 67 Jun 2016
Progress Repo	et 📥 😝
Corms	re submitting them to your Unit's Administrator.
ORNS Administration	All forms downloaded
Section 50 of the SAF Act	Downloaded
Certificate of Leaving Form	Downloaded
Notes on Management of Service Injury Claims	Downloaded
ORD Clearance Form	Downloaded
ORD Out Processing Form	Downloaded
ORD Admin Instructions	Completed
NS Matters	All modules completed
IPPT, IPT, and RT	Completed
Dit Perret	Completed
	Consisted
Operationally Reedy National Service	Completeo
Operationally Ready National Service NS Pay	Completed
Operationally Ready National Service NS Pay NS Call-Ups	Completed Completed
Operationally Ready National Service NS Pay NS Call-Upe + St	Completed Completed from All
Operationally Reedy National Service NS Pay NS Call-Ups + S9 Benefits for Naman	Completed Completed Nove All All modules completed
Operationally Reedy National Service NS Pay NS Call-Ups + 59 Benefits for Naman Awards and Recognition	Completed Completed Completed All modules completed Completed
Operationally Reedy National Service NS Pay NS Call-Ups * 59 Benefits for Naman Awards and Recognition MINDEF & MHA Group Insurance	Completed Completed Completed All modules completed Completed Completed
Operationally Reedy National Service NS Pay NS Call-Ups Benefits for Naman Awards and Recognition MINDEF & MHA Group Insurance Singapore Armed Forces Reservists Association (SAFRA)	Completed Completed Completed New All All modules completed Completed Completed Completed
Operationally Reedy National Service NS Pay NS Call-Ups Benefits for Naman Awards and Recognition MINDEF & MHA Group Insurance Singapore Armed Forces Reservists Association (SAFRA) ePREP Scheme	Completed Completed Completed New All All modules completed Completed Completed Completed Completed

Figure 3: Prepare for ORNS Landing Page (User has completed all Modules)

	Solar many dar Mag Dela Citato Citato 2014 Gallor Citato Citato 2014
Forms	
You are to download, print and com	olete the following forms before submitting them to your Unit's Administrator.
ORNS Administration	
Section 50 of the SAF Act	
Certificate of Leaving Form	
Notes on Management of Service	Jejury Claima
ORD Clearance Form	
ORD Out-Processing Form	
Modules You may read these modules to lear	n more about responsibilities as a NSman.
ORNS Administration	
ORD Admin Instructions	
NS Matters	
IPPT, IPT, and RT	
Exit Permit	
Operationally Ready National Serv	loe
NS Pay	
NS Cell-Ups	
	+ Show All
Benefits for Nsman	
Awards and Recognition	
MINDEF & MHA Group Insurance	
Singapore Armed Forces Reservice	ts Association (SAFRA)
«PREP Scheme	
Other NSman eServices	

Figure 4: Prepare for ORNS Landing Page (User is not eligible to take quizzes)



1.1.1 Status Panel

At the top of the Prepare for ORNS Landing Page, there is a Status Panel which will state the following:

- Your Rank
- Your Full Name (as in NRIC)
- Your NRIC
- Your Unit
- Your Enlistment Date
- Your Operationally Ready Date (ORD) / Service Completion Date (SCD)
- The number of forms / modules left to be completed (if applicable)

If you have downloaded all the forms and completed all the modules, there will be a message at the top of the page saying: "You have downloaded all forms and completed all modules! You may now generate your Progress Report and submit it to your Unit's Administrator.".

To download the Progress Report, please click the 'Download Rep	ort'	Button.	
You may also print out the Progress Report by clicking the 'Print'	₽	Button.	

If you still have forms left to download / modules left to complete, the status bar will indicate the number of forms that you have yet to download / modules that you will still need to complete. The modules can be found in the Module section of the Landing Page.

35G Wong Ru Pang Unit: Enlistment Date: 07 Jan 2014 ORD / SCP 07 Jan 2016	19 Form(s) / Module(s) left

Figure 5: Prepare for ORNS Status Panel (User has not downloaded / completed all Forms / Modules)

0	
You have downloaded all forms an	d completed all modules!
You may now generate your Progress Report an	d submit it to your Unit's Administrator.
350 Weng Ru Pang Skill Relationed Date: 07 080 / \$00:07 Ja	Jan 2014 2016
Progress Report	

Figure 6: Prepare for ORNS Status Panel (User has downloaded / completed all Forms / Modules)



1.1.2 Forms

The next section is the Forms section (Only applicable for Army personnel). You will need to download the forms, print and submit them to your Unit's Administrator.

To access each form, please click on the specific form you wish to access and the form will be downloaded in PDF format to your computer.

To download all forms, please click on ' 📥 '. A zip file of all the listed forms will be downloaded to your computer.

au are to download, print and complete the following forms before subm	itting them to your Unit's Administrator.
ORNS Administration	S Form(s) to download
Section 50 of the SAF Aut	Not Downloaded
Certificate of Leaving Form	Not Downloaded
Notes on Menagement of Service Injury Claims	Not Downloaded
ORD Cleanance Form	Not Downloaded
ORD Out-Processing Form	Not Downloaded

Figure 7: Prepare for ORNS Forms



1.1.3 Modules

The next section is the Modules section. The modules section is made up of different categories – ORNS Administration, NS Matters and Benefits for NSman. Each category is then made up of different modules.

If you wish to view all the modules of a particular category, please click the '+ Show All' button found at the bottom of each collapsed category and the full list of modules will be shown. Similarly, if you wish to hide some of the modules for a particular category, please click the '- Show Less' button found at the bottom of each expanded category and the list of modules will collapse, showing only some of the modules.

The number of modules you have left to complete for a category can be found next to the category title. If all modules for that category has been completed, the status will display 'All modules completed'.

The following statuses will be displayed next to each module (where applicable):

- Not Read: Module has yet to be read
- Take Quiz: Module has been read, but the quiz has yet to be attempted
- Retake Quiz: Module quiz attempted but you did not pass the quiz
- Completed: Module quiz has been attempted and you have passed the quiz

If you are not eligible to attempt the quizzes, no statuses will be displayed.



ORNS Administration	1 Module(s) to complete
ORD Admin Instructions	Not Read
NS Matters	8 Module(s) to complete
IPPT, IPT, and RT	Completed
Ext Perret	Not Read
Operationally Ready National Service	Retake Quiz
NS Pby	Take Quiz
NS Call-Ups	Not Read
+ Show A8	
Benefits for Naman	5 Module(s) to complete
Awards and Recognition	Not Read
MINULEF & MINA Group Insutance	Not Read
Singapore Armed Forces Reservists Association (SAFRA)	Not Read
aPREP Schama	Not Read
Other NSman ellervices	Not Read

Figure 8: Prepare for ORNS Modules (User has not completed all Modules)

ORNS Administration	All modules completed
ORD Admin Instructions	Completed
NS Matters	All modules completed
IPPT, IPT, and RT	Completed
Exit Permit	Completed
Operationally Ready National Service	Completed
NS Pay	Completed
NS Call-Ops	Completed
	+ Show All
Benefits for Nsman	All modules completed
Awards and Recognition	Completed
MINDEF & MHA Group Insurance	Completed
Singapore Armed Forces Reservists Association (SAFRA)	Completed
ePREP Scheme	Completed
Other NSman eServices	Completed

Figure 9: Prepare for ORNS Modules (User has completed all Modules)

ORD Admin Instructio	ing .
NS Matters	
EPPT, IPT, and RT	
Exit Permit	
Operationally Ready N	tational Service
NS Pay	
NS Call-Ups	
	+ Show All
Benefits for Nsman	
Awards and Recognit	lon .
MINDEF & MHA Group	p Insurance
Singapore Armed For	ore Reservists Association (SAFRA)
ePREP Scheme	
Other NSman -Service	es

Figure 10: Prepare for ORNS Modules (User is not eligible to take quizzes)



Step 1

The first step to completing a category is to read all the modules under that particular category. To access a module, please click on the module name to launch the NSmen microsite in a new tab / window where you can then read up on the relevant module before going back to the NS Portal to take the quiz.

To begin taking the quiz, simply click on the 'Take Quiz' button.

ORNS Administration	1 Module(x) to complete	BETA		
00 Admit technologie	Sict Aread	Marrie & AMME Trained & Providence Trained (1)	Linting 6.	Republic on Revie - 1. Application for the Tolk Personal
NS Matters	8 Module(s) to complete	Home / Onixs Topics / Overseas Traver / C	aranon, e i	wontins of more 7. Approving for an exit Permit
PPT PT and PT	Completed	ABOUT OVEDELAS TRAVEL	v 1	Applying for an Exit Permit
n Partiel	But feat	ABOUT OVERSEAS TRAVEL	. J	repring for an Exit i office
entrevially hearty National Service	Betsie Oute			
bu	Tele Gue	Duration: More Than 14 Days but Less Than 6 Months	+	
al tipe.	Not Read		-	Guidelines
+ Dime AT		Duration: 6 Months or More		
eedfa far Naman	5 Module(h) to complete	Applying for an Exit Permit		You are required to apply for an Exit Permit if you are travelling and remaining overseas for a duration of months or more
claimed Average Hore	Their Revel		_	nonro o nore.
ST & MAA Drug Develope	fact Paul	Duration, Renewal, Cancellation and O	RNS	Once the Exit Permit is approved, you must utilise it within 3 months from its effective date. Otherwise, y
te Armed Follow Reservanta Association (SDFRA)	Net Road	Disruption		required to cancel the Exit Permit within 7 days of the expiry of said 3 month period.
Lehrenze	Start Final			
an Nievan Allectore	- Net Sheet	Application Process		If an Exit Permit has been granted for a course of study, you shall not change your course or place of stu
				without prior approval.
		Supporting Documents		

Figure 11: Left: User clicks on 'Exit Permit' module; Right: NSmen microsite

Step 2

Once you have completed the quiz, please click 'Submit' to receive the results.

You have 7 questions to complete.	
Q1. What should I do if I am still required to be overseas but the validity	of my EP has expired?
O To apply for extension of EP if my extended stay is more than 3 month	hs.
I am not required to apply for extension of EP if I am still overseas.	
I am required to apply for extension of EP as long as I am still oversea	35.
 Upon the expiry of the Exit Permit, I am required to apply for an extens 	sion regardless of the duration in overseas.
Q2. I am going for overseas studies after my ORD, do I need to apply for	an Exit Permit (EP)?
I am required to apply for an EP if my overseas studies is less than 6 r	months
I am required to apply for EP if the period of overseas studies is more	than 6 months
I am exempted from applying EP if I am going for overseas studies	
O I am required to apply for EP as long as I am going for overseas studie	es
Q3. As an NSman, I would like to apply for a new international passport.	Do I need to apply for an EP first?
I may apply for a new passport without having to apply for an EP	
I am required to apply for EP before applying for a new passport	
O 1 am required to notify MINDEF before applying for a new passport	
24. How can NSmen apply for an EP?	
Call NS Call Centre at 1800-3676767	
Call Unit Ops Room or Chief Clerk	
Via NS Portal or MyExitPermit mobile app or Exit Permit Office at CMF	PB
All the above	
Q5. I need to apply for an EP as I will be overseas for more than 6 month overseas trip. Do I need to apply for deferment before my EP application	is, but I have been issued a call-up during the period of my i?
Yes, you need to submit a deferment request via NS Portal. Subseque	ntly, apply for an EP after deferment request is approved.
No, you can apply for both deferment and EP applications concurrently	ly.
Q6. As an NSman, my EP is expiring but I intend to stay overseas for and for an extension of the EP?	other year. What will be the consequences if I do not apply
Offenders will be served with composition fines	
O Recalcitrant offenders will be charged in Court	
 Offenders prosecuted in Court, shall be liable, upon conviction, to a fin exceeding 3 years, or to both 	te not exceeding \$10,000, or to an imprisonment term not
 All the above 	
27. As an NSman, I am returning from overseas with a valid EP. Do I nee	d to return the EP?
I am required to return my EP within 7 days after returning from overse	eas.
I am not required to return EP as it will be automatically cancelled who	en I returned to Singapore for more than 30 days.
I am required to return the EP once it has expired.	
Please ensure that all questions are answered before submitting.	
	Back Submit



Step 3

Once you click 'Submit', you will be directed to the results page. In order to pass the quiz, you need to answer all questions correctly.

On the Quiz Results page, you will see the outcome of the quiz, your score and the number of forms / modules left to be downloaded / completed.

If you passed the quiz, the status of the module on the Prepare for ORNS Landing Page will be changed to 'Completed'. If you failed, 'Retake Quiz' will be shown instead.

Quiz Results		
	\bigcirc	
Conceptula	tions you have exceed the Tuit Densit Outst	
Coligratula	tions, you have passed the Exit Permit Quiz:	
	Score: 7/7	
	rou have its form(s) / module(s) ierc.	
	Back to eService	
To apply for extension of EP if ov extended	atavie more than 3 months	
I am not required to apply for extension of E	P if I am still nuerease	
Lam required to apply for extension of EP at	linn as an still overseas	
Upon the expiry of the Exit Permit, I am requ	ired to apply for an extension regardless of the duration in overseas. 🛩	
2. Lam going for overseas studies after my C	RD. do Lneed to apply for an Exit Permit (EP)?	
I am required to apply for an EP if my overse	has studies is less than 6 months	
I am required to apply for EP if the period of	overseas studies is more than 6 months 🛩	
I am exempted from applying EP if I am going	ng for overseas studies	
I am required to apply for EP as long as I an	a going for overseas studies	
13. As an NSman, I would like to apply for a ne	w international cassoort. Do Loved to apply for an EP first?	
I may apply for a new passnort without have	ng to apply for an EP 🖌	
I am required to apply for EP before applying	a for a new passport	
I am required to notify MINDEF before apply	ing for a new passport	
A How can NSmen apply for an FP?		
Call NS Call Centre at 1800-3676767		
Call Unit Ops Room or Chief Clerk		
Via NS Portal or MyExitPermit mobile app o	r Exit Permit Office at CMPB 🗸	
All the above		
15. I need to apply for an EP as I will be overse verseas trip. Do I need to apply for deferment	is for more than 6 months, but I have been issued a call-up during the period of my before my EP application?	
Yes, you need to submit a deferment reques	it via NS Portal. Subsequently, apply for an EP after deferment request is approved. 🛩	
No, you can apply for both deferment and E	P applications concurrently.	
16. As an NSman, my EP is expiring but I inter or an extension of the EP?	d to stay overseas for another year. What will be the consequences if I do not apply	
Offenders will be served with composition f	ines	
Recalcitrant offenders will be charged in Co	urt	
Offenders prosecuted in Court, shall be liabl xceeding 3 years, or to both	le, upon conviction, to a fine not exceeding \$10,000, or to an imprisonment term not	
All the above 🗸		
7. As an NSman, I am returning from oversea	is with a valid EP. Do I need to return the EP?	
I am required to return my EP within 7 days	after returning from overseas.	
I am not required to return EP as it will be at	itomatically cancelled when I returned to Singapore for more than 30 days. 🛩	

Figure 13: Quiz Results Page (Pass)



Figure 14: Quiz Results Page (Fail)



1.1.3.1 Retake Quiz

If you failed the quiz, there are 2 ways to retake the quiz:

- Retake the quiz immediately from the Quiz Results Page Please click on the 'Retake Quiz' Button at the top of the page and you will be directed back to the Quiz page to take the quiz
- Retake the quiz from the Prepare for ORNS Landing Page Please click on the 'Retake Quiz' Button next to the module and you will be directed back to the Quiz page to take the quiz



Figure 15: Retake Quiz (From Quiz Results Page)

ORNS Administration	T Module(s) to complete
OBD Admin Instructions	Not Read
NS Matters	8 Module(s) to complete
IPPT, BT, and ITT	Completed
Eath Permit	Portake Quiz
Operationally Ready National Service	Retake Quiz
ND Pay	Takin Quiz
NS Call-Ups	Not Read.
+ Show All	
Benefits for Naman	5 Module(s) to complete
Awards and Recognition	Not Read
MINDEF & MHA Group Insurance	Not Read
Singapore Armed Forces Reservists Association (SAFRA)	Not Read
ePREP Scheme	Not Read
Other NSman ellervices	Not Read

Figure 16: Retake Quiz (From Prepare For ORNS Landing Page)