



Prepare for ORNS

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.

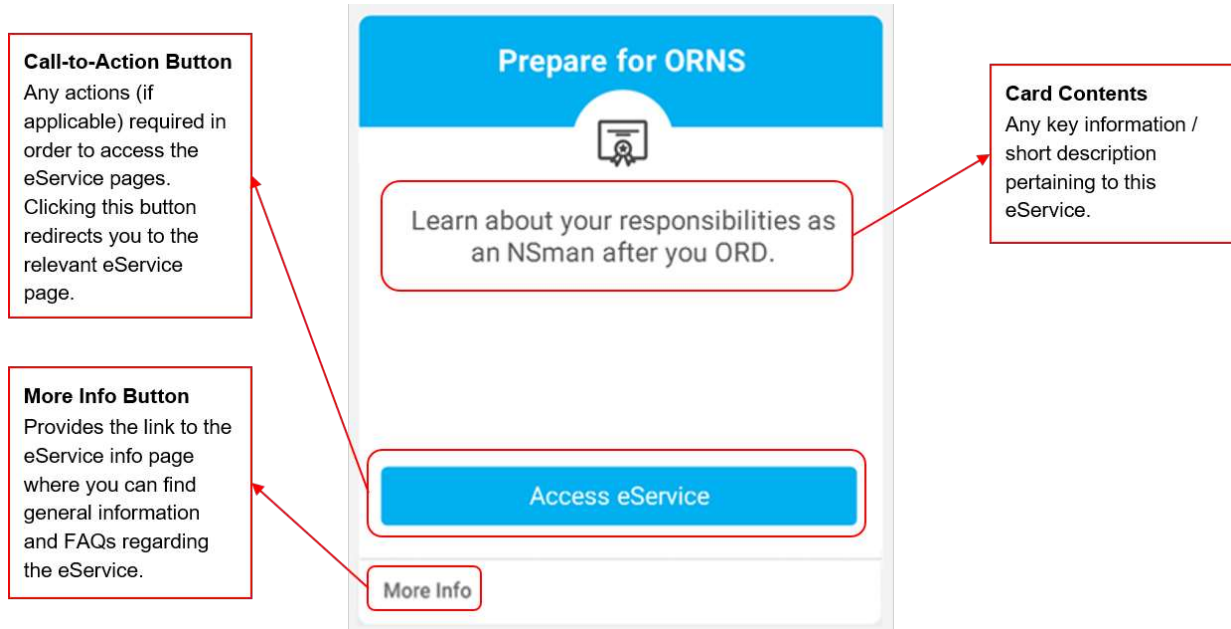


Figure 1: Prepare for ORNS Dashboard Card

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 [here](#) 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

You may refer to this e-handbook to understand your responsibilities as an operationally ready National Serviceman (NSman). You are required to complete this e-handbook.

3SG Wong Ru Peng
Unit:
Enlistment 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 submitting 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 Downloaded
ORD Clearance Form	Not Downloaded
ORD Out-Processing Form	Not Downloaded

Modules

You are to read through each of the modules below and complete the corresponding quiz by scoring 100%, if any. You may attempt the quizzes until you pass. Once completed, you may generate your Progress Report and submit it to your Unit's Administrator.

ORNS Administration	1 Module(s) to complete
ORD Admin Instructions	Not Read

NS Matters	8 Module(s) to complete
IPPT, IPT, and RT	Completed
Exit Permit	Not Read
Operationally Ready National Service	Retake Quiz
NS Pay	Take Quiz
NS Call Up	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 eServices	Not Read

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

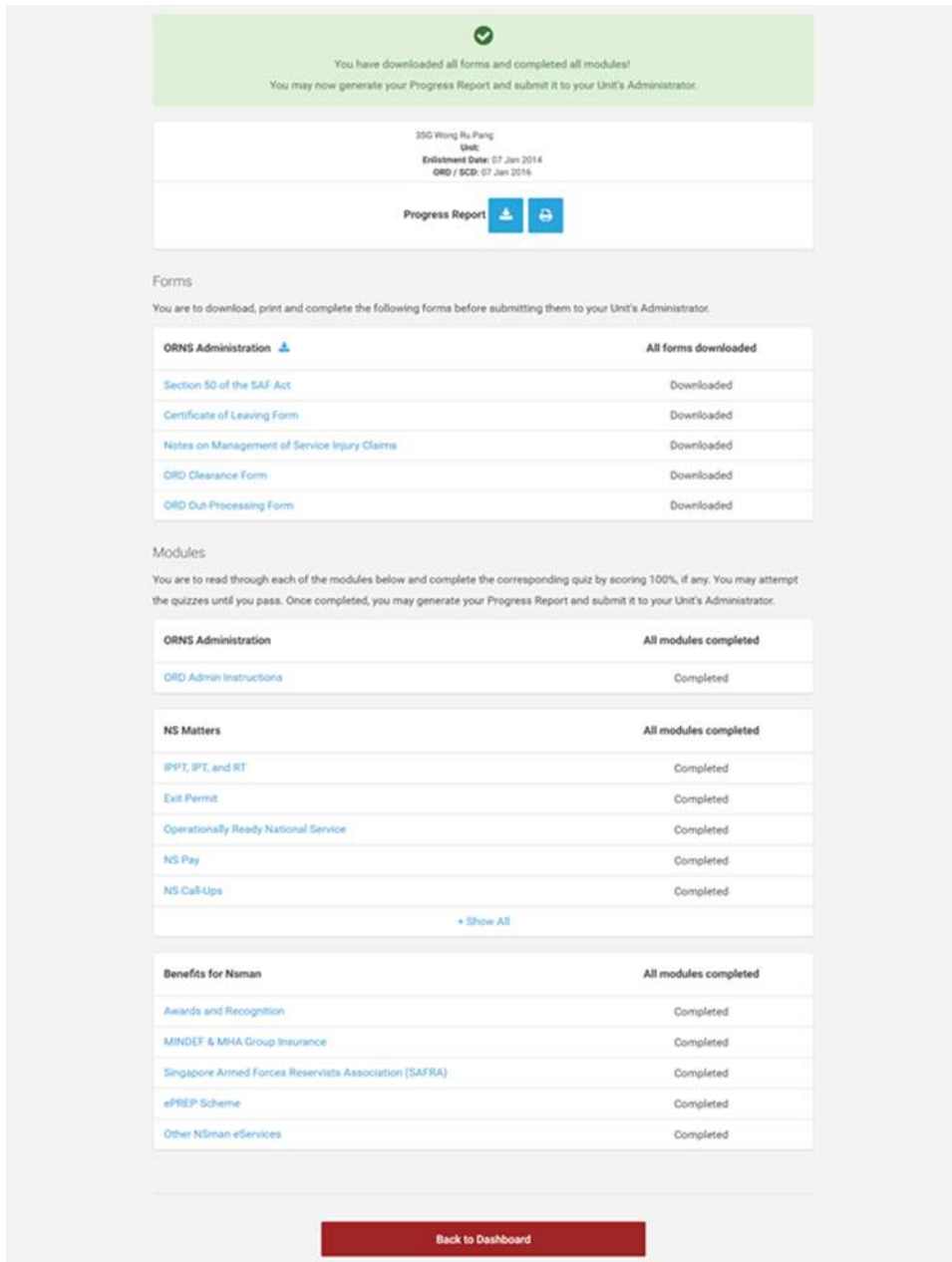


Figure 3: Prepare for ORNS Landing Page (User has completed all Modules)

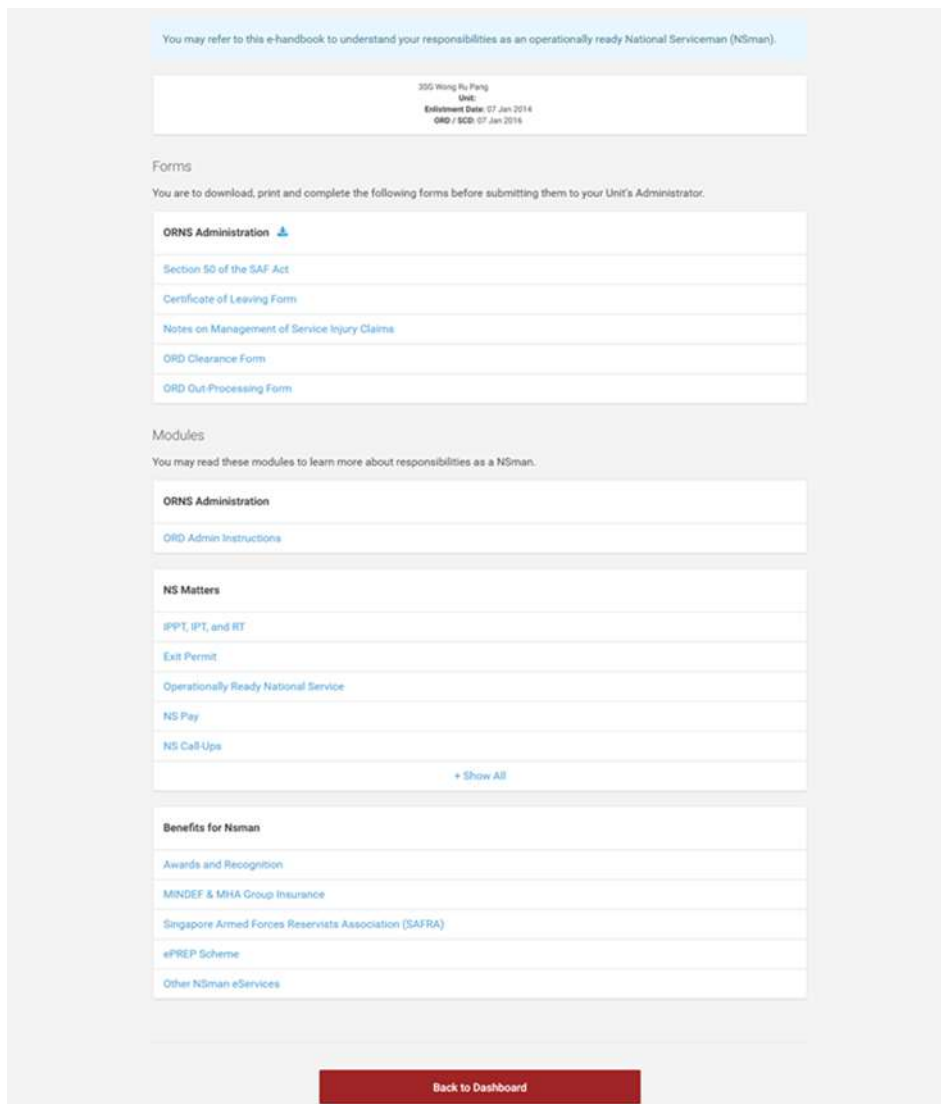



Figure 4: Prepare for ORNS Landing Page (User is not eligible to take quizzes)

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 Report’  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.

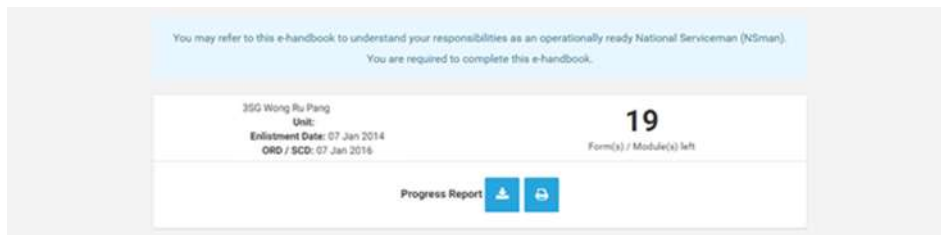


Figure 5: Prepare for ORNS Status Panel (User has not downloaded / completed all Forms / Modules)

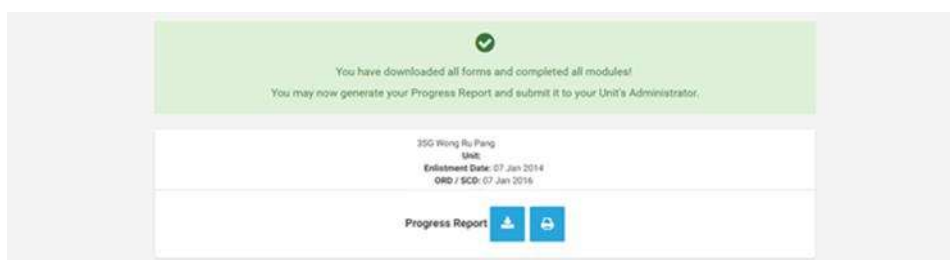



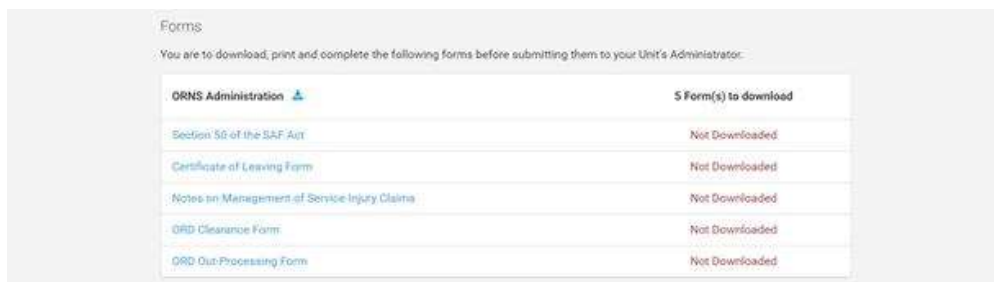
Figure 6: Prepare for ORNS Status Panel (User has downloaded / completed all Forms / Modules)

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.



The screenshot shows a web interface titled "Forms" with a sub-header: "You are to download, print and complete the following forms before submitting them to your Unit's Administrator:". Below this is a table with two columns: form names and their download status.


ORNS Administration 	5 Form(s) to download
Section 56 of the SAF Act	Not Downloaded
Certificate of Leaving Form	Not Downloaded
Notes on Management of Service Injury Claims	Not Downloaded
ORD Clearance 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.

Modules

You are to read through each of the modules below and complete the corresponding quiz by scoring 100%, if any. You may attempt the quizzes until you pass. Once completed, you may generate your Progress Report and submit it to your Unit's Administrator.

ORNS Administration	1 Module(s) to complete
ORD Admin Instructions	Not Read

NS Matters	8 Module(s) to complete
IPPT, IPT, and RT	Completed
Exit Permit	Not Read
Operationally Ready National Service	Retake Quiz
NS Pay	Take Quiz
NS Call-Ups	Not Read

[+ Show All](#)

Benefits for Nsman	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 eServices	Not Read

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

Modules

You are to read through each of the modules below and complete the corresponding quiz by scoring 100%, if any. You may attempt the quizzes until you pass. Once completed, you may generate your Progress Report and submit it to your Unit's Administrator.

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-Ups	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

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

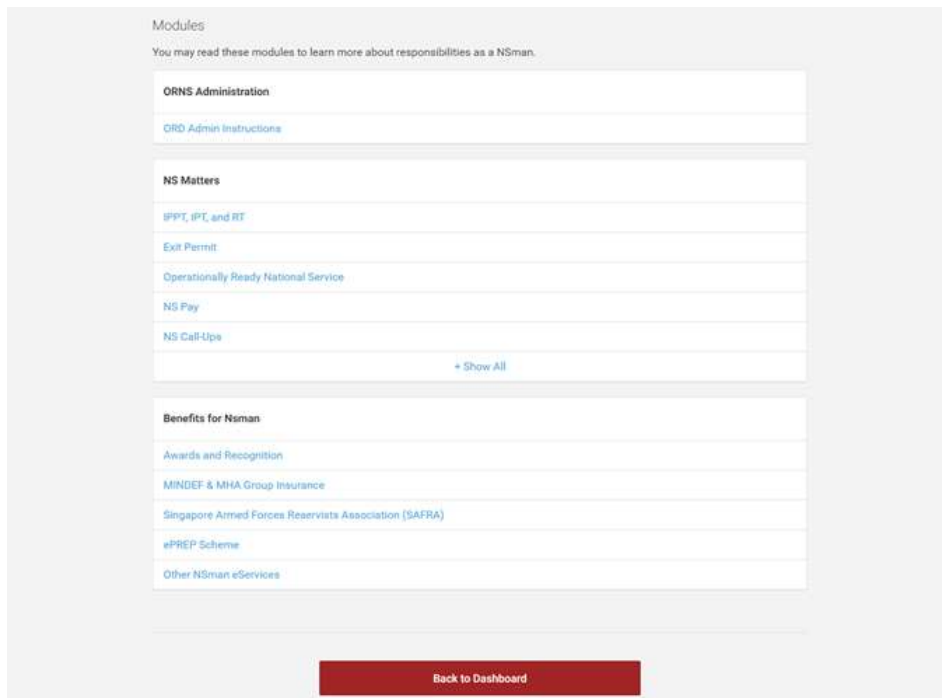


Figure 10: Prepare for ORNS Modules (User is not eligible to take quizzes)

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.

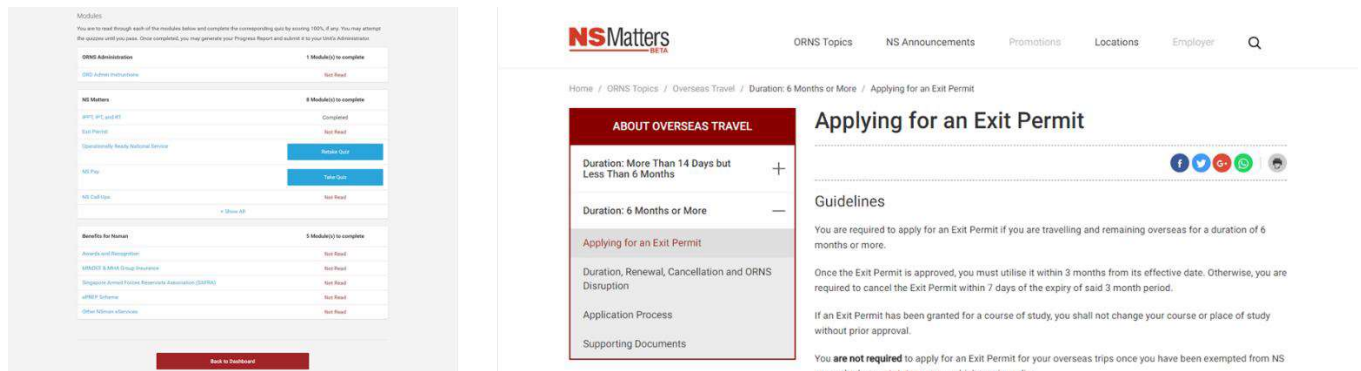


Figure 11: Left: User clicks on 'Exit Permit' module; Right: NSmen microsite

Step 2

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

Exit Permit Quiz

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?

- To apply for extension of EP if my extended stay is more than 3 months.
- 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 overseas.
- Upon the expiry of the Exit Permit, I am required to apply for an extension 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 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
- I am required to apply for EP as long as I am going for overseas studies

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
- I am required to notify MINDEF before applying for a new passport

Q4. 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 CMPB
- All the above

Q5. I need to apply for an EP as I will be overseas for more than 6 months, but I have been issued a call-up during the period of my overseas trip. Do I need to apply for deferment before my EP application?

- Yes, you need to submit a deferment request via NS Portal. Subsequently, apply for an EP after deferment request is approved.
- No, you can apply for both deferment and EP applications concurrently.

Q6. As an NSman, my EP is expiring but I intend to stay overseas for another year. What will be the consequences if I do not apply for an extension of the EP?

- Offenders will be served with composition fines
- Recalcitrant offenders will be charged in Court
- Offenders prosecuted in Court, shall be liable, upon conviction, to a fine not exceeding \$10,000, or to an imprisonment term not exceeding 3 years, or to both
- All the above

Q7. As an NSman, I am returning from overseas 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 automatically cancelled when 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

Figure 12: Quiz Page

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.

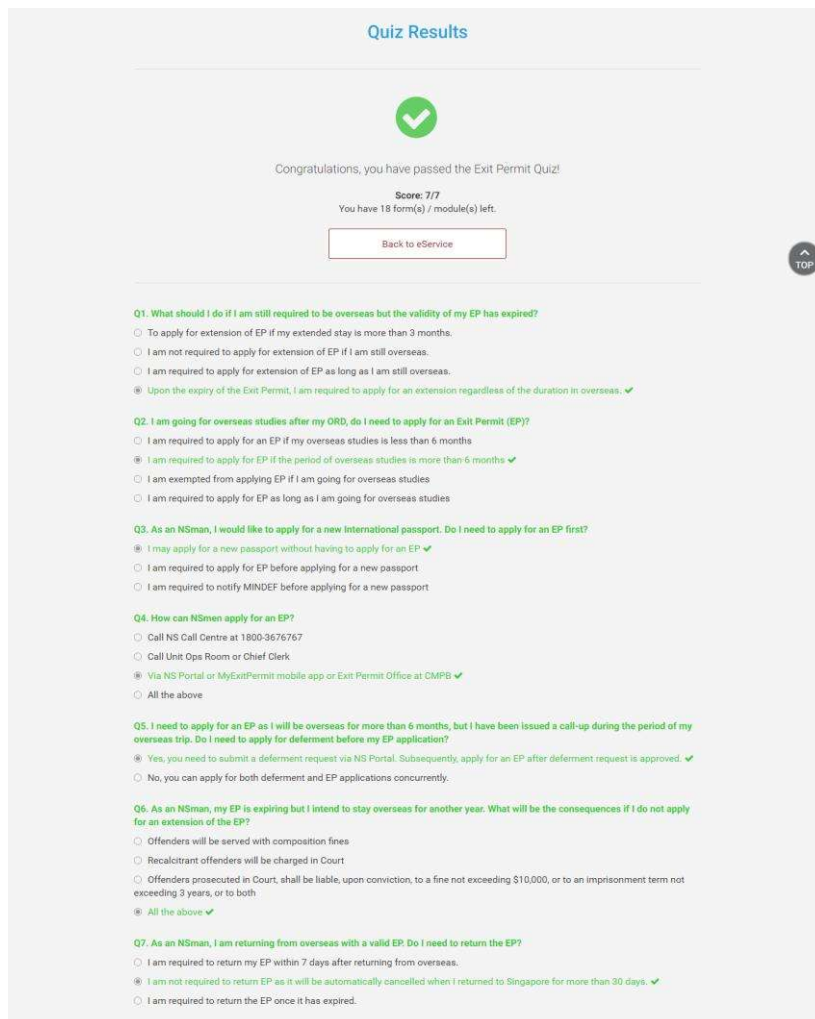


Figure 13: Quiz Results Page (Pass)

Quiz Results

You did not pass the Exit Permit Quiz.
Please read the module and attempt this quiz again.

Score: 2/7
You have 19 form(s) / module(s) left.

Back to eService
Retake Quiz

▲
TOP

Q1. What should I do if I am still required to be overseas but the validity of my EP has expired?

- To apply for extension of EP if my extended stay is more than 3 months. ✘
- 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 overseas.
- Upon the expiry of the Exit Permit, I am required to apply for an extension 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 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
- I am required to apply for EP as long as I am going for overseas studies

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
- I am required to notify MINDEF before applying for a new passport

Q4. 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 CMPB
- All the above

Q5. I need to apply for an EP as I will be overseas for more than 6 months, but I have been issued a call-up during the period of my overseas trip. Do I need to apply for deferment before my EP application?

- Yes, you need to submit a deferment request via NS Portal. Subsequently, apply for an EP after deferment request is approved. ✓
- No, you can apply for both deferment and EP applications concurrently.

Q6. As an NSman, my EP is expiring but I intend to stay overseas for another year. What will be the consequences if I do not apply for an extension of the EP?

- Offenders will be served with composition fines ✘
- Recalcitrant offenders will be charged in Court
- Offenders prosecuted in Court, shall be liable, upon conviction, to a fine not exceeding \$10,000, or to an imprisonment term not exceeding 3 years, or to both
- All the above

Q7. As an NSman, I am returning from overseas 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 automatically cancelled when I returned to Singapore for more than 30 days.
- I am required to return the EP once it has expired.


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:

1. 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
2. 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

Quiz Results



You did not pass the Exit Permit Quiz.
Please read the module and attempt this quiz again.

Score: 2/7
You have 19 form(s) / module(s) left.

Back to eService
Retake Quiz

TOP

Q1. What should I do if I am still required to be overseas but the validity of my EP has expired?

- To apply for extension of EP if my extended stay is more than 3 months. ✘
- 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 overseas.
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- I am required to apply for EP as long as I am going for overseas studies.

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.
- I am required to notify MINDEF before applying for a new passport.

Q4. 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 CMPB.
- All the above.

Q5. I need to apply for an EP as I will be overseas for more than 6 months, but I have been issued a call-up during the period of my overseas trip. Do I need to apply for deferment before my EP application?

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- I am required to return the EP once it has expired.

Figure 15: Retake Quiz (From Quiz Results Page)

Modules

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ORO Admin Instructions		Not Read

NS Matters		8 Module(s) to complete
IPP, IPT, and RT		Completed
Exit Permit		Retake Quiz
Operationally Ready National Service		Retake Quiz
NS Play		Take Quiz
NS Call-Up		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 eServices		Not Read

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