

STATEMENT OF LIVING AND WORKING CONDITIONS SINGAPORE (Updated Oct 2022)

Welcome!

Welcome to Singapore! Soon you will be experiencing a wonderful opportunity to live and work in a foreign country. If this happens to be your first Navy tour or first overseas tour, rest assured that Singapore is truly a delightful and exciting country in which to be stationed. In addition, Singapore will provide many memorable pages even for the seasoned traveler's scrapbook. The Singaporean people are kind, polite, and friendly. They are genuinely interested in learning about you and the American lifestyle. In return, they take great pride in acquainting you with their fascinating traditions and customs of the many blending of nationalities and cultures that comprise the people of Singapore. See <https://www.visitsingapore.com/en/> for additional information from the Singapore Tourism Board.

This Statement of Living and Working Conditions is designed to provide general information for prospective appropriated fund civilian employees of the U.S. Navy in Singapore. This Statement of Living and Working Conditions does not constitute a part of the Transportation Agreement. Many subjects covered in this Statement are subject to change at any time. Readers are therefore encouraged to visit the hyperlinks referenced throughout this Statement and to verify information of specific concern prior to accepting a position. In addition to the Statement of Living and Working Conditions, your sponsor will provide you with a "Welcome Aboard" packet, containing information about the local area and the various facilities, services and programs available to members of the Navy community in your duty location.

Life overseas presents numerous challenges and imposes unique demands upon an American, but it can be a rich, rewarding and memorable experience once you master the mechanics of overseas living.

The Republic of Singapore is an important and very enjoyable port of call for the Seventh Fleet. The Government and the people of Singapore have extended their warm welcome and friendship to U.S. Navy personnel. It is important that the hospitality of the Singaporeans not be abused.

Singapore is just across the narrow Straits of Johor near the southern tip of peninsular Malaysia. It is about three and one-half times the size of the District of Columbia, and is near the equator, so the climate is hot and humid, with several rainy seasons. It is a multicultural society of more than five million people, with major religious denominations that include Buddhists, Taoists, Christians, Catholics, Muslims, Hindus and Sikhs. A little over three quarters of the population is Chinese (consisting of Cantonese, Hokkien, Teochew, Hainanese, Hakka etc.), slightly over fifteen percent is Malay, and the remainder are of Indian descent (with a very small percentage consisting of Eurasians and other groups). Singapore has four official languages -- English, Malay, Mandarin, and Tamil -- with English being the language of administration and also the most common language. The majority of the population is bilingual or multilingual.

Singapore is comprised of 64 islands. The main island is situated off the southern tip of the Malay Peninsula from which it is separated by the narrow Johor Straits, crossed by a rail and

road causeway. The island is 31 miles from east to west and 17 miles from north to south. The highest natural point is 538 feet above sea level. It is 85 miles north of the equator. The climate is very hot and very humid. The average maximum temperature is 90 degrees Fahrenheit at 1330H and the average minimum is 70 degrees Fahrenheit at 0300H. The annual rainfall is 94 inches, which may fall in light showers, but more often comes in torrential downpours. Thunderstorms are a common occurrence in the afternoons and early evenings. There is no cool season but there are 2 monsoon seasons. The winds blow from the north or northeast from October to April and from the southwest from May to September. The ever present humidity has an adverse effect on such things as camera lenses, books, records, pictures, and clothes.

Singapore Area Coordinator (SAC)

The Navy's main facilities are located in Sembawang on the northern tip of Singapore. These facilities are generally under the cognizance of the Commanding Officer, Singapore Area Coordinator. SAC supports a broad customer base of military members, civilian employees, family members, local national employees, as well as personnel from visiting ships and aircraft. Please visit their website at the following link: <https://cnri.cnric.navy.mil/Installations/Singapore-Area-Coordinator/>.

Pre-Transit Information

Once you have accepted the position, the servicing Human Resources Office (HRO) in Japan and/or the Singapore Support Office will contact you with information and instructions regarding passports and visas, physical examinations, issuance of travel orders, baggage allowance, shipment of household goods, and other pertinent details. You and your dependents will be required to travel by air from the port of embarkation, unless there are medically contra-indicated reasons why you should not do so. You should ensure to keep HRO and your sponsor informed of your flight schedule and itinerary. Be sure to make multiple copies of your orders prior to departure. You will need them when making arrangements for travel, shipment of your household goods and again upon arrival in Singapore for confirming lodging reservations, etc.

Dependents

One of the most important aspects of living in Singapore is physical and emotional suitability. Individuals/large families requiring specialized services or consideration of any kind should carefully contemplate the decision to transfer to Singapore, since housing and services in an overseas environment may be unavailable or limited. Accordingly, if a family member has a chronic illness or serious emotional problems, it would be advisable that he/she does not accompany you to Singapore, since medical facilities may be limited. Please be aware that personnel with pre-existing medical conditions, i.e., asthma, will not receive priority housing in Government quarters.

Passports

It is imperative that you start applying for Special Issuance no-fee passports for yourself and authorized family members as soon as you accept the job offer so as not to delay your move to Singapore. Selectees are expected to report for duty within 45 days of acceptance of job offer. Separate passports are required for each child, and keep in mind that you and your family members must each obtain a no-fee passport. Family members who are not U.S. citizens may not be issued a no-fee official passport. They must possess a current passport from their

countries of origin and a copy of their sponsor's official orders. Please check <https://www.fcq.pentagon.mil/fcq.cfm> for information on the requirements for the DoD Foreign Clearance Program.

Information on Special Issuance passports may be found on this website: <https://travel.state.gov/content/special-issuance-agency-home/en/spec-issuance-agency.html> .

Family members who are not U.S. citizens may need an entry visa for arrival to Singapore. Please check this website for more information: https://www.ica.gov.sg/enter-transitdepart/entering-singapore/visa_requirements .

If you and your family members do not currently hold tourist passports, you may consider applying if you intend to travel on personal leave. Please see <https://travel.state.gov/content/travel/en/passports.html> for more information on tourist passport application.

Upon arrival to Singapore, all travelers are required to have at least 6 months remaining on their passports.

Sponsor

Your command is responsible for designating a sponsor for each newly selected employee. Your sponsor provides you with current information on living and working conditions, answers questions, meets you upon arrival, and otherwise assists you in making the transition from your current location to your duty station overseas. If, after your selection and notification, you have not heard from your sponsor, you should inquire through HRO or contact your sponsor directly.

Pets

It is possible to bring cats or dogs to Singapore, but you should consider various issues. You will need to carefully comply with the pet importation requirements and your pet may need to be quarantined after arrival in Singapore. Please refer to the Animal & Veterinary Service website for more information: <https://www.nparks.gov.sg/avs/pets/> .

Singapore does not allow certain types of large or aggressive breeds of dogs to be imported. In addition, certain breeds of dogs must be leashed and muzzled at all times when in public. Some airlines will no longer transport brachycephalic breeds of dogs, for example, pugs or English Bulldogs. Even airlines that are willing to transport these breeds may limit such transport to certain times of the year.

You may consider using services of a pet importing company. Some of the expenses incurred for your pet's travel and required quarantine may be claimed under the Miscellaneous Expense Allowance.

Pets may be allowed at the Navy Gateway Inns and Suites quarters. You could also stay at commercial temporary quarters that allow pets, or make arrangements for your pets to stay with another family or private kennel during the period you are in temporary quarters. There is no U.S. government kennel facility.

If you are going to be permanently assigned to government quarters, there are limits on the number of pets. Please discuss this issue with the Housing Office and make sure that you

understand these limits. Alternatively, if you are going to live in a private rental unit, you should consider that this may limit the type of housing that you can rent and that you may have to pay a larger security deposit.

Customs

You and your dependents may be required to go through a customs inspection upon arrival at Changi Airport. Even if you have nothing to declare, customs officials may still choose to conduct a baggage check. If you have items to declare, follow the red signs. If you have nothing to declare, follow the green signs. Please see <https://www.customs.gov.sg/individuals/going-through-customs/arrivals> for additional information.

Prohibited and Controlled Items

The following are not allowed to be brought into Singapore: chewing tobacco, electronic cigarettes or vaporizers, chewing gum, and materials that the Government of Singapore considers to be obscene, any type of handgun, rifle, shotgun, pellet/air/BB guns, spear guns, certain knives or explosives, etc.

Please also see <https://www.ica.gov.sg/enter-transit-depart/entering-singapore/what-you-can-bring> and <https://www.customs.gov.sg/individuals/going-through-customs/arrivals/prohibited-and-controlled-goods> for the full list of items that are prohibited and controlled in Singapore.

Household Goods

Limited loaner furniture is available for eligible personnel awaiting shipment of household goods. Although household goods shipments are not weight-restricted for Singapore, i.e., civilians are entitled to bring as much as 18,000 lbs. of personal property to Singapore, please remember that government, and in particular private rental housing, may be smaller than that to which you have become accustomed. Singapore housing (even entire houses) typically averages less than 1200 sq ft. Therefore, you should carefully consider what furniture and appliances you will want to ship. Staircases in Singapore houses may be narrow and steep, and it may not be possible to carry large furniture items to the upper floors. Household goods that will not be needed in Singapore should be placed in nontemporary storage prior to your departure. Your local Personal Property Office will provide you with information concerning non-temporary storage of household goods. Depending on availability, personnel may be authorized government household appliances (i.e., refrigerator, microwave oven, washer/dryer, and transformers) for use in off- base housing. Availability fluctuates, and there could be a waiting list.

Electrical Appliances

Electrical service in the community is 220V, 50 cycle AC with electrical sockets following the United Kingdom non-grounded socket. Most U.S. electrical appliances will require a transformer since electricity in Singapore is stronger than in the United States. Transformers are available in the local economy for purchase.

Clothing

Be sure to bring enough clothes and shoes and, in particular, rainwear, for the whole family to last until your express shipment or household goods arrive. Although there is no need for winter

clothing in Singapore, you may need such clothing for trips back to the United States or to other countries.

Privately Owned Vehicles (POV's), Motorcycle or Mopeds

POV, motorcycle and moped shipments are prohibited due to the country's customs laws and restrictions on vehicle imports. This import restriction applies regardless of where your vehicle was purchased.

However, there are used cars in Singapore that are available for purchase or from other military or civilian members who are departing Singapore. Certificate of Entitlement (COE), instituted by the Government of Singapore since May 1990, is a program designed to limit vehicle ownership. Eligible US Civilian employees working for the Navy in Singapore may apply for one COE exemption per family.

Civilian Employees are not entitled to store a vehicle at government expense.

Advance of Pay

Civilian employees moving to foreign overseas areas on permanent assignment orders are authorized a one-time salary advance of up to three months' pay. (5 U.S. Code 5927, (as implemented by DoS Standardized Regulations, Chapter 850 and Financial Management Regulations, Volume 8). Advance pay may also be requested when reassignment occurs between two foreign duty stations. You may request a salary advance no earlier than three weeks prior to departure (subject to your command's approval) and no later than two months after arrival at the foreign duty station. You must agree to immediate lump-sum repayment of the outstanding balance if employment is terminated prior to liquidation of the advance pay amount. The maximum amount to be advanced will be the employee's base pay for three months.

If requested prior to departing for overseas, your current HRO may make the advance payments. Otherwise, your HRO at the new overseas duty station will assist in processing payment. The maximum period for repayment of the advance will be 26 pay periods. Deductions will begin on the first pay period after the advance is made.

Funds

You should have between USD\$10,000 and USD\$15,000 with you, depending upon the size of your family, to cover living expenses pending receipt of your first paycheck and reimbursement for expenses.

Pay

Pay periods are biweekly with payday every other week. Wages and other income derived from U.S. Government employment are not subject to Singapore taxes. However, you are subject to payroll deduction for U.S. federal income tax and you are required to file a federal tax return. Quarters and post allowances are not considered part of the basic wages; consequently, federal tax is not imposed on these allowances. The filing and payment of state income taxes are the employee's responsibility. Check with your home state to determine what your responsibilities are with regard to state income tax. Direct Deposit to a financial institution is mandatory.

Locality pay is not authorized overseas. If you are currently receiving locality pay, this will be discontinued on the date you enter the rolls of the overseas activity. Locality pay will not be used in setting pay in an overseas area. Employees considering retirement upon completion of their overseas tour should carefully weigh the economic benefits of overseas employment vs. the likely reduction in annuity compared to remaining in the United States.

Arrival in the Far East

When making air travel arrangements from your current duty station to Singapore with NAVPTO/SATO, ensure you are routed on a commercial flight departing from your current duty station Changi Airport, Singapore (SIN). Travel should not be routed utilizing Air Mobility Command to Paya Lebar, Singapore.

In-Processing

You are expected to report to the Human Resources Office for in-processing not later than the first working day following your arrival between 0900H and 1500H. You should hand carry all pre-processing documents (i.e. PCS orders) and your personal records (original marriage certificate, birth certificates, passports, driver's license, certificate of naturalization or certificate of U.S. citizenship, school records, medical records, day care records, social security cards, certificate of birth aboard, your most recent LES, HHG inventory list and lodging receipt from when you moved out of residence into lodging before your flight (if applicable). Please ensure that you do not pack these in your household goods shipment.

Temporary Accommodations after Arrival

You may reserve temporary lodging at the Navy Gateway Inns & Suites, or at a commercial hotel or serviced apartment for your arrival at your duty station. Your sponsor is also able to assist you in making reservations for lodging and provide you with additional information upon request.

The Navy Gateway Inns and Suites (NGIS) is located in Sembawang, the main installation for the US Navy in Singapore. These are fully furnished apartments. A television is provided, and the kitchens are completely furnished with a refrigerator/freezer, gas range, microwave, convection oven, pots, pans and table settings for six. Irons (220 volts) and ironing boards are available in each apartment. Each apartment complex has a laundry on the second floor. For more information about NGIS in Singapore, refer to <https://ngis.dodlodging.net/property/SAC-Singapore-Area-Coordinator> .

Pets may be allowed in certain temporary living quarters.

We recommend that you send an express shipment with linens, kitchenware, toys, etc. A limited amount of loaner furniture and hospitality kits are available. You will require these items if your permanent Housing becomes available before your household goods arrive. The typical wait for permanent Housing is 1 to 3 months.

HRO will provide you specific information on allowances, entitlements and assist you in submitting the necessary forms for reimbursement. To properly itemize your travel expenses, you should keep a detailed record of departure and arrival times, layovers, and costs. Keep all receipts because you will be required to submit a claim for reimbursement of authorized travel and transportation expenses incurred while in an official travel status.

In general, personnel who are eligible to receive a living quarters allowance will be entitled to receive TQSA (https://aoprals.state.gov/content.asp?content_id=239&menu_id=101), for the reasonable and necessary cost of temporary quarters incurred by you and your family members (on your PCS orders) upon arrival in the overseas area, for a period not in excess of 90 days. TQSA will be terminated sooner, upon occupancy of permanent quarters. You may also be entitled to TQSA for up to one month immediately preceding final departure when you leave Singapore, subsequent to vacating permanent quarters and command approval.

TQSA includes actual costs for meals, laundry, and dry cleaning for those residing in temporary quarters. Since the type/amount of the allowances vary depending upon the location of your assignment and family size, and are subject to change or terminate without prior notice, you should contact your sponsor or HRO to ascertain details and specific amounts, at the time of your arrival. Receipts for reimbursement of these costs should be retained.

Government Quarters

Sembawang is located in the northern part of the island. Port of Singapore Authority (PSA) Sembawang Wharves, located in a semi-rural area, is where the majority of the military personnel work. Government quarters are located adjacent to PSA Sembawang Wharves. The homes have been extensively renovated to near-U.S. standards and are relatively large. Eligible personnel may be entitled to the full Joint Travel Regulations (JTR) weight allowance, therefore your future home should be able to accommodate everything you wish to bring. There are three types of housing: 1) Bungalows (single units), 2) Duplexes, and 3) Flats (apartments). Your housing assignment is based primarily on your rank, family size and composition.

Unaccompanied Quarters

There are no Unaccompanied Quarters for Civilians in Singapore. You will be required to reside in off-base private rentals.

Private Rentals

Living Quarters Allowance (LQA) rates are designed to cover substantially all of the average employee's costs for of suitable, adequate, living quarters for the employee and his/her family. Such costs include rent, plus any costs not included therein for electricity, gas, water, and trash disposal. Monthly cost of off-base housing may range from SGD\$5,000 to SGD\$9,000, depending on the size, location, floor level and condition of the quarters. Your out-of-pocket move-in expenses will range from 2 to 4 months' rent to cover security deposit (1 to 2 months), first month's rent, Singapore Government Stamp Duty and agent fee. Advance pay will help defray initial move-in costs. The Housing Office may assist you in reviewing the lease agreement, and (upon request) ensuring that the quarters is inspected for compliance with sanitary and structural standards. Sanitary conditions on Navy facilities and off-base quarters are comparable to those found in the United States.

Post Allowance

Post allowance means a cost-of-living allowance granted to an employee officially stationed at a post in a foreign area where the cost of living, exclusive of quarters costs, is substantially higher than in Washington, D.C. The amount is based on annual salary, number of dependents, and post allowance classification. The post allowance is included as a part of an employee's regular

paycheck, and is not subject to Federal taxes. Check with your tax preparer on state tax requirements. The amount of post allowance received is not a percentage of annual salary but rather “spendable income,” meant to assist in defraying the higher costs of goods and services at the post. See

https://aoprals.state.gov/content/Documents/220%20%20POST%20ALLOWANCE_20200927.docx for more information on post allowance.

Separate Maintenance Allowance (SMA)

SMA is intended to assist in offsetting the additional expense incurred by an employee who is compelled by the circumstances to maintain a separate household for the family or a member of the family. If there is a justifiable reason why eligible family members cannot accompany or remain at an employee’s newly assigned overseas post, the employee may be eligible for SMA. The employee must obtain command endorsement which is sent, along with supporting documentation, to OCHR for approval. Please refer to

https://aoprals.state.gov/content/Documents/260%20SEPARATE%20MAINTENANCE%20ALLOWANCE_20220116.docx .

Educational Travel

Educational travel permits payment of an eligible dependent child’s travel expenses between school and the employee's post once each way annually for the purpose of attending a fulltime program at an accredited institution.

https://aoprals.state.gov/content.asp?content_id=250&menu_id=75 has further information.

Miscellaneous Expenses

Eligible employees may claim a lump sum miscellaneous expense portion which is intended to assist with certain extraordinary costs. These expenses must be deemed to be reasonable and necessary, and not otherwise compensated for, and incurred by the employee incident to establishing him or herself at post. Employee must had an appointment, assignment, reassignment, or transfer that involved travel to post. An appropriate transportation agreement must be signed.

Current federal employees may claim Miscellaneous Expense Allowance (MEA) on a DD 1351-2 Travel Voucher or Subvoucher.

The Miscellaneous Expense portion of the Foreign Transfer Allowance is authorized for new appointees assigned to first duty stations or as otherwise excluded under Para 0541 of the Joint Travel Regulations.

<https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/Civilian-PCS-Entitlement-Guide/Miscellaneous-Expense-Allowance/>

Relocation Income Tax Allowance (RITA), and Withholding Tax Allowance (WTA)

The government deducts income taxes from the payment of your Permanent Change of Duty Station (PCS) travel claim. The following year, file a Relocation Income Tax Allowance (RITA) claim to recoup what was withheld in taxes. If you are authorized the Withholding Income Tax Allowance (WTA), then less will be deducted from your PCS travel claim, and a correspondingly lesser amount will need to be recouped by your RITA claim. See the DFAS website

<https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/Civilian-PCS-Entitlement-Guide/Relocation-Income-Tax-Allowance-RITA/> for more information.

Allowances Subject to Change

Allowances are subject to change without prior notification. Changes to or cancellation of allowances are not acceptable reasons for returning you or your family members to the United States, at Government expense, prior to completion of your tour of duty. Specific information on allowances may be obtained from your servicing HRO Singapore Support Office.

Personal Property

Express shipment of Unaccompanied Baggage (UB) to Singapore takes approximately 40 days from the United States. Household Goods (HHG) shipments have taking approximately 100 days from the United States. When you arrive at your duty station, your sponsor will help you contact the Personal Property Office to make arrangements for delivery. If you cannot accept your shipment because housing is not yet available, temporary storage can be arranged for a limited period of time. It is very important to check-off each carton and piece of furniture listed on the inventory during delivery of your Personal Property. You should know in advance where you want the larger pieces of furniture placed since the mover is responsible for one-time placement only. If any of your goods are lost or damaged, note it on the inventory form and notify the Personal Property Office immediately. A representative from Personal Property may stop by during delivery. You may submit a claim for all lost or damaged property. To do this, you must obtain a repair estimate for damaged items. The Personal Property Office will advise and assist you in preparing the required forms. It should be noted that in order to collect for lost or damaged items, those items must appear on the carrier's inventory. Without this proof of shipment and original condition, no claim can be awarded.

Hours of Work

Generally, work is eight hours per day, five days per week (Monday through Friday). The actual time the workday starts and finishes vary with the command. The standard schedule is from 0800 to 1630 - 1700, depending on whether thirty or sixty minutes are authorized for lunch. Some commands also offer Alternate or Compressed Work Schedules.

Holidays

U.S. Government civilian employees in Singapore observe regular U.S. legal holidays. There is no entitlement to time off for observance of Singapore public holidays, except in a leave status.

Annual and Sick Leave

All U.S. Government civilian employees accrue leave under the Annual and Sick Leave Act of 1951. This law provides for employees to accrue annual leave on the basis of their total Federal creditable civilian and/or military service. Accrual rates for full-time employees for each biweekly pay period are: four hours for less than 3 years of service; six hours for three years but less than fifteen years of service; and eight hours for fifteen or more years of service. Employees recruited from the United States for duty overseas may accumulate up to forty-five days (360 hours) annual leave. The forty-five days maximum annual leave may be retained after your return to the United States until such time as your leave balance falls below 360 hours during the leave year. Please contact your Employee Relations Specialist at your HRO for further

explanation of the maximum retainable annual leave regulation. Annual leave is granted as workload permits.

Full-time employees accrue sick leave on the basis of four hours for each full biweekly pay period.

Home Leave

Employees who are eligible to accumulate 45 days of annual leave will accrue home leave at the rate of 5 calendar days for each 12-month period. Home leave is initially granted only after completion of 24 months of continuous eligible creditable service outside the U.S. You must complete 24 months of continuous overseas duty only once before you are entitled to use home leave. Previously accumulated home leave may be used at any time during subsequent overseas tours, subject to certain restrictions during the last months of the current tour. Home leave is most frequently used in conjunction with Renewal Agreement Travel. An employee who has been offered and has accepted an invitation to extend his/her overseas tour for 24 months, elects to perform round-trip travel between overseas tours. There are other situations in which home leave may be taken. For more detailed information, please contact your Employee Relations Specialist at your servicing HRO.

Funded Environmental and Morale Leave (FEML)

Eligible civilian employees and their dependents are authorized to participate in the FEML program. Under this program, participants may be provided commercial air transportation between Singapore and one authorized destination (currently Honolulu, HI). Authorized destination may change at any time.

Participants are limited to two trips for your initial 36 month tour and one trip for a 24 month renewal tour. Entitlements are not cumulative; trips may not be saved from one tour to the next. Sponsors must have an approved annual leave request. There are certain restrictions on when an employee becomes eligible for FEML flights and the timeframe for use during the first six months and last six months of a tour. For more information please refer to JTR Para 0404.

Tour of Duty

The initial tour of duty in Singapore is 36 months. These tour lengths may be different if you are transferring from an overseas tour in another geographic location. Prior to completion of an initial tour of duty in Singapore, your Commanding Officer may offer you an invitation to extend for up to two additional years, but usually not to exceed five years total. Any extension beyond the initial tour shall be at the invitation of management and requires management certification of satisfactory performance, currency of knowledge/skills, and successful adaptation to the overseas environment. An extension will not be effected without the employee's concurrence.

Employees who complete an initial tour of duty, who are on a transportation agreement and who are invited to extend their tours may be eligible for renewal agreement travel (RAT) at government expense to their home of record in the U.S. and return. Be sure to check with HRO prior to making RAT arrangements.

Five Year Overseas Limitation

It is the policy of the Department of Defense and Department of Navy to limit civilian employment in foreign areas to five years, except for certain excluded categories of positions/personnel. As a condition of employment in foreign areas, covered career or career conditional employees will sign a Rotation Agreement, agreeing to the terms and conditions specified therein concerning rotation and return placement from the foreign area. Normally, employment will not be offered or extended so as to continue employment in foreign areas more than five years without an intervening period of 24 months residency in the United States or a U.S. territory. All overseas service in appropriated fund positions counts toward the five-year period.

Return Rights / Alternate Placement Program

If you are transferring from a position within DoD and in the United States, you may have Return Rights to your position or to a substantially equivalent position for up to five years. Your Return Rights command has discretion to extend return rights for a longer period. Return placement for those employees who choose not to extend or who are not invited to extend their tour of duty is accomplished either by exercise of Return Rights to their former employer or through the Alternate Placement Program (APP), if eligible for registration. Questions regarding exercise of Return Rights or job placement through APP may be discussed with your servicing HRO prior to signing your Tour Extension and Rotation Agreement or departing for the overseas area.

Employment Opportunities for Dependents

The number of U.S. Civil Service and Non-Appropriated Fund positions in Singapore are limited. Occasionally, there are positions available at the U.S. Embassy. Spousal and family preferences are addressed in DoD Instruction 1400.25, Volume 315 "DoD Civilian Personnel Management System: Employment of Spouses of Active Duty Military (Mar. 19, 2012) and DoD Instruction 1400.25, Volume 1232 "DoD Civilian Personnel Management System: Employment of Family Members in Foreign Areas" (Jan. 5, 2012). Dependents who are hired overseas are generally given excepted service appointments, with a time limit not exceeding the sponsor's tour by two months.

Dependents are able to legally work in Singapore. There is a process by which a person with an Immigration Exemption Order (IEO) is able to get permission to be employed in town. You may contact the Fleet & Family Support Office (FFSO) for more information.

Training and Development

Training opportunities and funds for training-related travel can be limited in overseas areas. However, there are training opportunities through the Web and some mandatory training courses (like prevention of sexual harassment) which might be offered locally.

Standards of Personal Conduct

Each American overseas has the important task and privilege of being a goodwill ambassador of the United States. An individual's behavior is the primary basis on which host nation citizens form their opinions of Americans. These opinions, in turn, can have a direct bearing on U.S. foreign policy. As a result, you will be expected to behave respectfully and exercise patience and good judgment. When the conduct of a U.S. citizen abroad, or that of his family, whether on- or off-duty, is inconsistent with continued presence in the country, or when the foreign

government advises that such presence is no longer desired, the employee or family member may be required to curtail their tour and have an early return to the United States.

Conduct of Minor Dependents

Parents are responsible for the indoctrination, care, supervision, and conduct of their children. In addition, parents are required to ensure that their children obey all applicable local Navy regulations and instructions in addition to all Singapore laws. Sponsors may be held responsible for restitution in cases where their dependents have caused personal injury or property damage in Singapore.

Prohibited Activities and Host-Nation Criminal Jurisdiction

All U.S. Forces personnel -- including U.S. military members and their dependents, and U.S. Civil Service employees and their dependents -- can be prosecuted for crimes under the Singaporean criminal justice system. The Singapore government also has potential jurisdiction for traffic offenses and parking violations. The U.S. government is not responsible for paying fines and penalties imposed by the Government of Singapore.

Singapore has extremely strict laws concerning the use, possession, and or sale of illegal drugs. In addition, to criminal penalties that might include caning, an individual can also expect deportation from Singapore.

The legal age for drinking alcoholic beverages in Singapore is 18 years. Driving under the influence is considered to be a serious crime in Singapore. Even if the Singapore authorities choose not to prosecute, the Navy can administratively rescind your Driver's Orientation Card.

An individual can be barred from the base and their tour can be curtailed, requiring them to depart Singapore. In addition, military dependents, and civilian employees and their dependents might also face prosecution in the United States for crimes committed in Singapore as a result of the Military Extraterritorial Jurisdiction Act. The Region Legal Service Office (RLSO) Western Pacific is available to answer any questions about what types of behavior are considered to be a crime in Singapore.

Working with Host Country Employees

You will be working with host nation employees on a day-to-day basis. You may even supervise host nation employees. They are employed in professional, technical, and clerical positions. Our host nation workforce has long enjoyed the well-deserved reputation of being competent, loyal, courteous, and totally dedicated to duty. Their work efforts over the many years have contributed significantly to the successful accomplishment of the Navy's mission in the Far East. On a personal level, they have strengthened the bonds of friendship between their country and ours by introducing us to their customs and culture and by allowing us to share a part of their lives. You will find the experience of working together rewarding and memorable.

Public Transportation

Some personnel have chosen not to purchase a vehicle because there is an efficient and inexpensive transit system of trains and buses. You may purchase a reusable smart card to pay for your train and bus fares. Alternatively, you may enable mobile payment or your bankcard. Taxis and ride-hailing services are also widely available.

Live-in Aides

Singapore has a system of live-in aides, or Migrant Domestic Workers (MDW). Navy approval is required to have a live-in aide in government housing, and sponsors must comply with the various requirements of Singapore law. If you choose to hire a live-in aide, you will be responsible for all costs, including salary and the monthly Singapore Government levy for your helper.

FACILITIES AND SERVICES

Medical and Dental

There are no U.S. Government medical or dental facilities available for use by U.S. civilian employees, but there is high quality medical and dental care privately available in Singapore. The U.S. government is not obligated to pay for medical treatment, unless it is a job-related injury or illness under a workers' compensation program. As a result, you should plan ahead to be able to receive medical or dental care through private physicians, dentists and hospitals.

For inpatient treatment at a local hospital, the hospital will expect full payment upfront. You may be able to get certain facilities to directly bill your health insurance carrier, contact your health insurance carrier for a Letter of Guarantee. Hospitals may not be willing to wait for payment until the patient applies for and receives money from their health insurance carrier. The employee must reach agreement with the hospital as to how and when payment will be made.

Hospitals and clinics also expect full payment upfront for examinations and/or medical treatments received on an outpatient basis.

The Navy does not require medical screening of civilian employees or their dependents. As a result, if the employee or family members have special medical or psychological needs, you should research to determine that you consider the medical care in Singapore to be adequate to meet those needs.

Schools

As we do not have a Department of Defense Education Activity (DoDEA) school in Singapore, families eligible for the Non-DoDEA Schools Program (NDSP) have the opportunity to choose a school option (grades K-12), including private schools, boarding schools and home school programs, that best meet the needs of their children and family. The NDSP provides support and funding for the education of authorized command sponsored dependents of military members and DoD Civilian employees assigned to overseas areas where no DoDEA school is available within the commuting area. Additional information about schooling for children may be obtained through your sponsor or at the following website:

<https://www.dodea.edu/nonDoD/index.cfm> .

Child Care / Pre-school

U.S. government child care and pre-school services are not available in Singapore.

Navy Exchange & Commissary

There is a small Navy Exchange that provides limited retail goods, groceries and produce items. The merchandise selection is limited but is tax free. There is no commissary in Singapore.

Banking / Check Cashing & Money Exchange

Navy Federal Credit Union (<https://www.navyfederal.org/>) and the “Cash Cage” are both located at the first floor of Building 7-4.

Legal Assistance

Region Legal Service Office (RLSO) Western Pacific is available to provide legal assistance to eligible civilian employees and their dependents located in Singapore. Complex legal and/or tax problems should be concluded before your departure from the United States. Please see https://www.jag.navy.mil/legal_services/rlso/rlso_japan.htm for current information.

Post Office

Naval Supply Systems Command (NAVSUP) Fleet Logistics Center Singapore operates a Military Postal Service office which, as an extension of the U.S. Postal Service, provides similar postal services to what you get in the United States. Postage rates are the same as domestic U.S. mail. You will have a Federal Post Office box address and a mailbox assigned for you and your dependents. Your sponsor can assist in getting these arrangements made in advance of your arrival. If you are coming from a different overseas base, you may be able to mail some boxes to Singapore without charge through the military postal service.

Fleet and Family Support Office

The Fleet & Family Support Office offers information and referral services, adjustment programs, individual counseling, and a variety of workshops and classes for personal growth and development. See <https://www.navymwrsingapore.com/more/fleet-family-support-office> for more information.

Morale, Welfare and Recreation Activities

The Morale, Welfare and Recreation (MWR) program in Singapore provides a wide variety of services and activities to meet the physical, social, and leisure needs of assigned personnel and their dependents and other patrons. The Terror Club offers dining, catering, formal or informal receptions, host stage shows and other social events. Other MWR activities in Singapore include operation of a café, tours office, gymnasium and swimming pool. In addition to a ball field, a park, and tennis courts, there are opportunities for team sports and fitness activities, youth activities, and a variety of classes and programs to meet your recreation and leisure needs. More information may be found at <https://www.navymwrsingapore.com/>.