

*STATEMENT OF LIVING AND WORKING CONDITIONS - SINGAPORE
(Updated 09 April 2012)*

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 Singaporean people. See <http://www.yoursingapore.com/content/traveller/en/experience.html> for additional information from the Singapore National Tourist Organization.

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.

MISSION STATEMENT – INSTALLATION

Commander Singapore Area Coordinator (CSAC) will provide the military's best customer-focused programs and services to the Fleet, Family and Fighter while they are stationed in or transiting through Singapore.

(LINK:<http://www.cnmc.navy.mil/Singapore/AboutUs/MissionAndVision/index.htm>)

PRE-TRANSIT INFORMATION

Once you have accepted the position, the servicing Human Resources Office (HRO) in Japan and/or the Singapore Support Office will advise you of the HRO that will do the processing for your tour in Singapore. This will be either the HRO servicing the activity where you are employed, or, if you are not a current Federal Civil Service employee, by a designated Department of Defense HRO in the vicinity where you reside.

The processing HRO will make the necessary arrangements for your travel overseas. You and your dependents will be furnished information and instructions regarding passports and visas, physical examinations, dependents' entry approval, issuance of travel orders, baggage allowance, shipment of household goods and automobile, and other pertinent details.

You 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. Dependents also usually travel by air. You should ensure that your processing office keeps the Human Resources Office in Japan informed of your flight schedule and itinerary, and you should also keep your sponsor informed.

Be sure to obtain plenty of 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.

Dependent Entry Approval

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 are 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 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 may 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. If you and/or your family members already possess tourist passports, you/they may use them for entry into

Singapore, but must have copies of orders and military/government identification in order to have those passports stamped into country under the Memorandum of Understanding (MOU). Please link to http://travel.state.gov/travel/cis_pa_tw/cis/cis_1017.html for information on the requirements for entry of personnel. Information on application for US passports is at http://travel.state.gov/passport/passport_1738.html

Sponsor

A sponsor is designated for each newly selected employee. The 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 your processing Human Resources Office or contact your sponsor directly. Your processing Human Resources Office should have your sponsor's name, mailing address, email address and telephone number. If you are a current DoD employee, you may utilize the MILITARY ONESOURCE database online at www.militaryonesource.mil for up-to-date information on each installation.

Pets

Few Singaporean landlords allow pets, and few rental properties have yards. We strongly recommend you leave your pets at your current location until rental quarters that accept pets can be located. Please check with your sponsor, or Human Resources Office, to find out about additional pet importation requirements. Kennel space is costly, availability is limited, and spaces for large dogs are few. Pets are NOT allowed in the Navy Gateway Inns and Suites and in many temporary lodging facilities. Breeding or commercial raising of animals in government quarters is prohibited.

Customs

You and your dependents will be required to go through a customs inspection upon arrival in Singapore. Your baggage will also be checked. Please visit the website below for additional information regarding procedures and prohibited articles.
<http://www.customs.gov.sg>.

Household Goods

Limited loaner furniture is available for eligible accompanied personnel awaiting shipment of household goods. Although household goods shipments are not weight-restricted for Navy installations in 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 second floor. Household goods that will not be needed in Singapore should be placed in non-temporary storage prior to your departure. Your local Personal Property Office or processing civilian personnel office will provide you with information concerning non-temporary storage of household goods. Depending on availability, unaccompanied personnel may be authorized government household appliances (i.e., refrigerator, microwave oven, washer/dryer, space heaters, dehumidifier, etc.) 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 and electrical sockets following the United Kingdom non-grounded socket. Most U.S. electrical appliances will require a transformer since Singapore Electricity 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 for the whole family to last until your express shipment and/or household goods arrive. Also be sure to allow for change of season and include rainwear if arriving during the spring or fall. Singapore has very steady weather temperature and humidity-wise but can have significant rainfall twice a year.

The Navy Exchange carries an assortment of men's, women's and children's clothing and shoes. However, your size may not always be available in the styles or quality you prefer.

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

POV shipments, Motorcycle Shipments and Moped are prohibited due to the country's strict 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.

The **Certificate of Entitlement (COE)**, instituted by the government of Singapore since May 1990, is a program designed to limit car ownership and hence the number of vehicles on the country's roads. This system in effect requires residents of Singapore to bid for the right to buy a motor vehicle, with the number of certificates deliberately restricted.

Luckily, US Civilian employees working for the Navy in Singapore are exempt from the Singapore COE for 1 vehicle that you own in Singapore.

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

Firearms

Members assigned to Naval Installations in Singapore are not allowed to import any type of handgun, rifle, shotgun, pellet/air/BB guns, spear guns, knives or explosives.

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. (Reference Section 2303, Foreign Service Act of 1980 (PL96-46) and Title 5 US 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 foreign duty stations, when the new duty station is a foreign area located outside the continental United States, excluding Hawaii, Alaska, the commonwealth of Puerto Rico, the Canal Zone, and territories and possessions of the United States. You may request a salary advance no earlier than one month prior to departure 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 six pay periods. If requested prior to departing for overseas, the Disbursing Officer servicing the Payroll Office, where your pay records are currently maintained, may make the advance payments. Otherwise, the Disbursing Officer at the new overseas duty station will authorize 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 \$4,000 and \$7,000 with you, depending upon the size of your family, to cover living expenses pending receipt of your first paycheck and reimbursement for travel claim 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 CONUS to Singapore with TMF/SATO, ensure you are routed on a commercial flight (UA/NW) departing from Los Angeles (LAX) or San Francisco (SFO) to Change IAP, Singapore (SIN). Travel should not be routed utilizing Category B/M AMC flights via Japan/ to Paya Lebar, Singapore. Direct flights from the European theater to Singapore should also be routed via commercial air. Transportation from the airport to lodging will be arranged by your sponsor.

PROCESSING

You are expected to report to the Human Resources Office for processing not later than the first working day following your arrival between 0900H and 1500H. You should hand-carry all processing papers provided to you. Please ensure that you do not pack this material in your household goods shipment. Be sure to bring your passport, dependent entry approval, medical records, Notification of Personnel Action (SF-50), and all the processing papers and information provided to you by the Human Resources or civilian personnel office that processed you for assignment to your overseas location.

TEMPORARY ACCOMMODATIONS AFTER ARRIVAL

When you arrive at your duty station, you will either be billeted in the Navy Gateway Inns & Suites or in a commercial hotel. Your sponsor will assist you in making reservations for lodging and provide you with additional information upon request.

The Navy Gateway Inns and Suites (NGIS) is located relatively near to Sembawang, the main office for the US Navy in Singapore. These are fully furnished apartments. A multisystem color 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 regarding lodging at NGIS in Singapore, refer to http://dodlodging.net/NRCS_SINGAPORE.HTM. We recommend that you send an express shipment with linens, kitchenware, toys, etc. A limited amount of loaner furniture and dish packs 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 1-4 months. No pets are allowed in temporary living quarters.

The 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 cost. 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

(http://aoprals.state.gov/content.asp?content_id=239&menu_id=81) , for the reasonable cost of temporary quarters incurred by you and your family 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 are also entitled to TQSA for up to one month immediately preceding final departure when you leave Singapore, subsequent to vacating permanent quarters.

TQSA also includes 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 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

Housing arrangements were made in a government-to-government agreement; Sembawang Place (where military personnel are required to live) is located in the northern part of the island, adjacent to the PSA Sembawang Terminal, a semi-rural area where the majority of the military personnel work. The homes have been extensively renovated to near-U.S. standards and are relatively large. For accompanied personnel, you are entitled to the full JTR weight allowance, therefore your future home should be able to accommodate everything you wish to bring. You may apply for housing through your current Housing Office Using DD Form 1746. There are three types of housing: 1) Bungalows (single units), 2) Duplexes, and 3) Flats (apartments). Your housing assignment will be established by the Joint Housing Assignment Board and is based primarily on your rank, and family size and composition. The typical wait for permanent housing is from one to four months. No pets are allowed in temporary living quarters.

Bachelor Quarters

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

Private Rentals/Living Quarters Allowance

The Living Quarters Allowance (LQA) is intended to reimburse an employee for substantially all of the cost for the private rental of residence quarters whenever free government quarters are not provided. Such costs include rent, plus any costs not included therein for heat, light, fuel, gas, water, and electricity. Monthly cost of off-base housing can range from \$1,500 to \$5,000, depending on the size and quality of the house and distance to the base. Your out-of-pocket move-in expenses will range from four to five months' rent to cover security deposit (1-3 months), first month's rent, agent's fee & Singapore Govt Stamp Duty. Advance pay will help defray initial move-in costs. Average costs by bedroom are provided below:

IMC = Initial Move-in Cost HUS = Housing Unit Size in square feet The Housing Referral Office will assist you in locating suitable off-base housing, reviewing and approving the lease agreement, and ensuring that the house is inspected for compliance with sanitary and structural standards. Sanitary conditions on Navy facilities are comparable to those found in the United States. Sanitary facilities off-base is also good, but varies depending on the area, as is the case in the United States.

POST ALLOWANCE

Post Allowance is a cost-of-living allowance granted to eligible employees officially stationed at a foreign post where the cost of living, exclusive of housing costs, is substantially higher than in Washington, D.C. The amount of the allowance 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 “expendable income,” meant to assist in defraying living.

<http://aoprals.state.gov/Content/Documents/SpendableIncome.pdf>

SEPARATE MAINTENANCE ALLOWANCE (SMA)

Separate Maintenance Allowance is intended to assist in offsetting the additional expense incurred to maintain a separate household. 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 if the command approves it.

http://aoprals.state.gov/content.asp?content_id=215&menu_id=78

EDUCATIONAL TRAVEL

Educational Travel is provided at government expense for qualified dependent students for the purpose of attending a full-time course for secondary, undergraduate college education or an accredited post-secondary vocational or technical education.

http://aoprals.state.gov/content.asp?content_id=179&menu_id=78

MISCELLANEOUS EXPENSE ALLOWANCE

The Miscellaneous Expense Allowance (MEA) is for the purpose of defraying various contingent costs associated with relocation of a residence in connection with an authorized or approved permanent change of station. The allowance is related to expenses that are common to living quarters’ furnishings, household appliances, and other general types of costs inherent in relocation of a place of residence. No advance of funds for the MEA is authorized. An appropriate transportation agreement must be signed.

A miscellaneous expense portion of the Foreign Transfer Allowance is authorized for new appointees assigned to first duty stations or as otherwise excluded under C5300 of the Joint Travel Regulations.

The amounts of allowable miscellaneous expenses are specified in C5300, JTR. Travel Voucher or Subvoucher (DD Form 1351-2) will be used in submitting claims for reimbursement of a miscellaneous expense allowance and will be submitted to Personnel Support Detachment after arrival at the overseas duty post.

<http://www.dfas.mil/pcstravel/civentitlements/miscexpenseallowance.html>

ALLOWANCES SUBJECT TO CHANGE

Allowances are subject to change without notice. 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 Support Office in Singapore.

PERSONAL PROPERTY – HOUSEHOLD GOODS

Express shipment of unaccompanied baggage to Singapore takes approximately 30 days from the West Coast and 40 days from the East Coast. Major household good shipments have been averaging 60 days from the West Coast and 80 days from the East Coast.

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. If your goods have not arrived, you will be asked to leave a telephone number or address where you can be reached when the shipment arrives.

When your goods are delivered, it is very important to check-off each carton and piece of furniture listed on the inventory. 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 government inspector may either stop by during delivery or may be requested, and a written report will be prepared to verify the loss or damage.

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 Work Schedules.

HOLIDAYS

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

ANNUAL AND SICK LEAVE

All U.S. Government 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 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 states until such time as your leave balance falls below 45 days 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 creditable service outside the U.S. You must have completed 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,” at which time an employee, who has been offered and has accepted an invitation to extend his/her overseas tour, 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 on DOD-owned or controlled aircraft between an approved FEML origination site and one approved destination site for the purpose of taking ordinary leave in more desirable locations. Approved destination sites 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 foreign tour. Whenever a participant commences travel on commercial transportation using FEML, a trip is counted against the participant’s entitlement of two trips regardless of whether or not the participant utilized FEML for return travel. Entitlements are not cumulative; trips may not be saved from one tour to the next. Sponsors must have an approved annual leave request (SF71). 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. More information is available in the JTR Part N (C7700)

TOUR OF DUTY

The initial tour of duty in Singapore is 36 months. There may be a different tour of duty if you are moving from another overseas area.

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 affected 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. A renewal tour of duty normally begins upon return to Japan. Be sure to check with your servicing HR specialist 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 twelve months residency in the United States. All overseas service in appropriated fund positions counts toward the five-year period.

RETURN RIGHTS/RETURN PLACEMENT

Return rights are initially granted for the duration of one tour of duty overseas and may be extended without concurrence of the losing DoD activity for a total period of five years from the starting date of the initial tour. An employee’s entitlement to statutory return rights upon

extension beyond the initial tour continues for a total period of five years and may not be denied or waived during this period. An administrative extension of return rights beyond five years is permitted only when the activity to which the employee has return rights agrees to an extension.

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 Priority Placement Program (PPP), if eligible for registration.

[Please note that Navy OCPMINST 12301.2, CPI 301-C, 3., g., requires that initial registration will be for all DoD activities in the OPM region: from which recruited, last resided preceding overseas service, or another region closer to the overseas area; whichever the employee chooses. If not placed within three months, registration will be expanded to all DoD activities in the PPP zone meeting the same definition. Registrants are not permitted to register for specific DOD activities.] Detailed information concerning overseas employment is contained in CPI 301.5 and applicable appendices thereto. Additional questions regarding exercise of return rights or placement through the PPP should be discussed with your servicing HRO specialist prior to signing your Transportation Agreement or departing for the overseas area.

EMPLOYMENT OPPORTUNITIES FOR DEPENDENTS

The number of civil service and non-appropriated fund positions is extremely limited in Singapore.

Although dependents have preference over non-dependents, when filling GS-1 through GS-15 positions, highly qualified dependent spouses of active duty military members will receive preference over dependents of civilian employees.

Dependents are given excepted appointments under the Department of Defense Dependent Hire Program with a time limit not exceeding the sponsor's tour by two months. These appointments do not confer competitive (career/career-conditional) status. By authority in Executive Order 12362 of 12 May 1982, as amended by Executive Order 12721, upon returning to the U.S., a dependent may be eligible for noncompetitive term, temporary or career-conditional appointment if he/she:

- ._is a United States citizen
- ._has accumulated twelve months of creditable overseas service in an appropriated fund position(s) under a local hire authority
- ._has received a satisfactory or better performance rating for his/her overseas service
- ._is currently a family member of a Federal civilian employee, non-appropriated fund employee or of a member of a uniformed service who was officially assigned to the overseas area and has been serving in this capacity while in the overseas area.

Interested personnel should contact the HRO at the base where the sponsor is assigned or to which being relocated in order to obtain additional information. Available positions in the Singapore serviced area are listed online at

<http://www.cnic.navy.mil/Japan/RegionOperationsandServices/OperationsandManagement/HumanResources/USJobs/index.htm>)

TRAINING AND DEVELOPMENT

Training opportunities are limited in overseas areas. Equal Employment Opportunity, Prevention of Sexual Harassment, Standards of Conduct, and other mandatory training courses are conducted locally, as well as some management training. Other specialized

training may be held on-site or off-site--subject to interest, need and availability of funds. Assistance is available for enrollment at the US Department of Agriculture's Graduate School correspondence courses (http://www.grad.usda.gov/index.html/aip=d26280w3M6Z,00UbSmtdCEAXCHX2s7mI0_E8R) in a variety of subjects. Participants must be nominated by their activity and be job-related in order for the employing activity to pay course costs.

STANDARDS OF PERSONAL CONDUCT

Each American overseas has the important task and privilege of being a goodwill ambassador of the United States. The individual behavior of each American is the primary basis on which Host Nationals form their opinions of Americans. Their opinions of Americans, in turn, have a direct bearing on what they will do at the polls to back up their Government's pro-American foreign policy. Your behavior, and that of your family, is the subject of critical scrutiny. To be an "unofficial goodwill ambassador" to our hosts requires sincerity, cordiality, discretion, tact and understanding.

When a U.S. citizen employee's conduct, or that of his family, whether on or off duty, would be inimical to their continued presence in the country, or when the foreign government advises that the presence of a U.S. citizen in the country is not desired, the employee may be reassigned to an appropriate position in the U.S. under procedures applicable to the specific circumstances of the case.

CONDUCT OF MINOR (UNMARRIED) DEPENDENTS

Parents are solely responsible for the indoctrination, care, supervision, and conduct of their children. Parents are to ensure that their children obey all local Navy regulations and instructions in addition to Japanese laws. Sponsors may be held responsible for restitution in cases where their dependents have caused personal injury or property damage. A copy of the local instruction governing conduct of minor dependents will be provided in your "Welcome Aboard" packet.

MEMORANDUM OF AGREEMENT, LEGAL JURISDICTION, AND PROHIBITED ACTIVITIES

Under the Memorandum of Agreement (MOU) between the United States and Singapore, U.S. Forces sponsored personnel, (including U.S. Civil Service employees and their dependents), are under the jurisdiction of the Singaporean civil/criminal court system. All persons should be aware that strict laws exist concerning the use, possession, and or sale of stimulants, depressants and other narcotics. Singaporean authorities strenuously enforce such laws, and penalties can be very severe to include corporal punishment. A civilian employee of the Department of Navy can, at minimum, expect expulsion from the country and, at worst, fines and imprisonment in a Singaporean prison. Administrative discipline, to include separation from employment, could be pursued.

The legal age for drinking alcoholic beverages in Singapore is 18 years. Civilians are subject to punishment for offenses committed within the special maritime and territorial jurisdiction of the U.S. overseas under the Military Extraterritorial Jurisdiction Act of 2000. This act stipulates that whoever engages in conduct outside the U.S. that would constitute an offense punishable by imprisonment for more than 1 year shall be punished as provided for that offense. Such person would be arrested and delivered to the custody of U.S. civilian law enforcement authorities for removal to the U.S. for judicial proceedings in relation to the conduct or delivered to the appropriate authorities of a foreign country. If you have any doubts as to what may or may not be an illegal act or activity, contact the

base Staff Judge Advocate (Legal Officer) or Security Department, as appropriate. Crimes against the person or property of Americans living in Singapore are exceedingly rare. Singapore is considered by most Americans, one of the safest countries in which to live. Singaporean police are alert, professional, courteous, and ready to assist you at any time. Personally, you will never feel safer than during the time you spend living 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, who comprise the bulk of our civilian workforce. They are employed in professional, technical, clerical and trade and crafts 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

Singapore has an efficient transit system that includes taxis, buses, and a Mass Rapid Transit (MRT) system. A book entitled "Trans Link" is sold at local bookstores for around S\$2.00. The book lists all bus and MRT routes around Singapore. Taxis are abundant and inexpensive. A 50 percent surcharge is added to fares between midnight and 0600. An extra S\$2.40 charge is added for taxis called in advance. Buses are also inexpensive and provide service to the entire island. The average fare is about S80 cents; air-conditioned buses are more expensive. Exact change is required, or a "TransitLink" card may be used. The MRT is efficient, clean (strictly enforced laws against smoking, littering, eating/drinking, spitting, etc.) and economical. It provides comfortable and quick service to most commercial/shopping districts on the island. The maximum charge is S\$1.50, fares are clearly posted in each station. To travel by MRT, a "TransitLink" or fare card must be used and may be purchased at MRT stations.

FACILITIES AND SERVICES

Medical and Dental

There are no U.S. Government Medical facilities available for use by US Civilians in Singapore. All medical and dental services are provided by private physicians, dentists and hospitals. You will be required to pay for services up front when been treated medically. The U.S. government is not obligated to pay for medical treatment, unless it is a job-related injury or illness, irrespective if received from DoD facilities in the area or from private sources. Medical insurance is available from Federal providers with the exception of HMOs (HMOs are not available overseas). This means that the cost of medical care beyond policy limits must be absorbed by the employee. When provided by Singaporean medical facilities, costs for treatment can be significantly higher than rates for comparable services in the U.S. The method of payment (see below) may be much different from what occurs in the U.S. It is possible that your FEHB medical insurance will not be accepted at a Singaporean medical facility or that your FEHB carrier will not accept the Singaporean medical facility as an authorized provider; please be prepared financially for that contingency.

For those civilian employees who are hospitalized in a local hospital, the hospital will expect full payment up-front (upon receipt of a bill on or about the tenth of the following month). The hospital also expects full payment up-front for examinations and/or medical treatments received on an outpatient basis.

Private hospitals may not be willing to wait for payment until the patient applies for and receives money from their FEHB carrier. It is up to the patient to reach agreement with the hospital as to how and when payment will be made. In some instances, signing of a written oath, with a cosigner, may be required for the patient to reach agreement with the hospital.

Those selected for positions in WESTPAC should closely review the offer message, this Statement of Living and Working Conditions, and may contact their sponsor or supervisor to assist in obtaining information to help you determine whether medical facilities are adequate to support pre-existing medical conditions.

Schools

The Department of Defense Education Authority (DODEA) school system (<http://www.dodea.edu/home/>) does not have a school in Singapore. However, funded schooling for children is provided with the contracted Private Institution in Singapore. Schooling in Singapore is based on the United Kingdom system of education. The schooling is provided at government expense. All facilities are well equipped with audio-visual aides and libraries are fairly modern.

Additional information about schooling for children may be obtained through your sponsor.

Child Care/Pre-school

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. There is no commissary in Singapore. The merchandise selection is limited but is

tax free.

Banking

Navy Federal Credit Union (<http://www.navyfcu.org/>) is the only financial institution available in Singapore at Sembawang. They offer a range of services including check cashing, checking and savings accounts, automatic payroll deposits, loans, certificates of deposit, traveler's checks, money orders and foreign currency conversion. Please check with your sponsor to see if any other commercial banking facilities are available in the area where you will be located.

Legal Assistance

Commander Singapore Area Coordinator has a permanently assigned Legal Officer. Complex legal and/or tax problems should be concluded before your departure from the United States. Services may be available from the legal assistance office, on a space-available basis. Please contact your local legal office for current information.

Post Office

The US Military Post Office is available at all duty stations and provides services identical to those of the USPS. Operating hours vary, but the offices are generally open Monday through Saturday. Mail is delivered to the FPO in San Francisco and then entered into the USPS, and conversely, picked up at the FPO and delivered to the military post offices overseas. Postage rates are the same as intra-US.

Family Services Center

The Family Services Center offers information and referral services, adjustment programs, individual/family counseling, and a variety of workshops and classes for personal growth and development.

Morale, Welfare and Recreation Activities

The Morale, Welfare and Recreation Department in Singapore provides a wide variety of programs, services and activities to meet the physical, social, and leisure needs of assigned personnel and their dependents. The clubs and open-mess (Terror Club) offer dining and excellent service at very reasonable cost. The clubs have facilities to cater private parties, hold formal and informal receptions, host stage shows, and other social events.

Other MWR activities in Singapore include operation of a Tours Office, Gymnasium and swimming pool. In addition to parks and a tennis court, there are opportunities for team sports and fitness activities, youth activities, and a variety of other classes and programs to meet virtually all recreation and leisure needs. Your sponsor will be able to provide you with information on other areas.

Commander, Singapore Area Coordinator (CSAC)

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.

The people of the Republic of Singapore are conservative in their dress and in their demeanor. They are alienated by extreme dress styles and consider unkempt personal appearance to be offensive. U.S. military personnel so groomed or attired can expect to encounter a decided lack of consideration from Singaporeans, if not hostility. Liberty parties in extreme modes of dress could erode the U.S. Navy's welcome in Singapore and jeopardize Singapore as a Seventh Fleet port of call. Individually and collectively, Navy personnel of the Seventh Fleet serve as representatives of the United States. The Singaporeans judge our Navy and, in many respects, our country by the manner in which we conduct ourselves while we are their guests.

Singapore is comprised of 63 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 26 miles from east to west and 14 miles from north to south. The highest natural point is 545 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, and pictures.

Singapore is a multiracial and multicultural society of more than five million people. Major religious denominations include Buddhists, Hindus, Muslims, Taoists, Catholics and Christians. The Chinese comprise 77% of the total population. To Singapore have come Cantonese, Hokkien, Teochew, Hainanese and others. Although many have their own dialects and customs, Mandarin is one of the four official languages. Malays comprise 14% and Indians 8%. The remaining 1% of the population includes Eurasians as well as Caucasians and Filipinos etc. Although Singapore has 4 official languages (English, Mandarin, Malay and Tamil), English is the language of administration. The majority of the population is bilingual or multilingual. Singapore: Housing arrangements were made in a government-to-government agreement; Sembawang is located in the northern part of the island, adjacent to the PSA Sembawang Terminal, a semirural area where the majority of the U.S. military personnel work. The homes have been extensively renovated to near-U.S. standards and are relatively large. For accompanied personnel, you are entitled to the full JTR weight allowance; therefore your future home should be able to accommodate everything you wish to bring. You must check in with the Navy Housing office within 3 days of arrival. To apply for housing you must complete and submit DD Form 1746. There are three types of housing: 1) Bungalows (single units), 2) Duplexes, and 3) Flats (apartments).

Your housing assignment will be established by the Joint Housing Assignment Board and is based primarily on your rank, and family size and composition. The typical wait for permanent housing may take up to 12 months. Up to 2 cats and/or dogs may be allowed in permanent housing.

Note: Due to Singapore's strict customs laws and restrictions on vehicle imports, vehicle shipments are NOT authorized.

Attached to this Statement of Living and Working Conditions (SLWC) is a Welcome to Singapore Book that is provided to Active Duty Military. Information in that book is accurate except for the items described in the above SLWC.