

SAF AND HOME TEAM

STATEMENTS OF ACCOMPLISHMENT AND TRANSLATIONS

Version 1.0 · 2026 · © ASIS International Singapore Chapter. All rights reserved.

This guide helps career-transition regulars from the Singapore Armed Forces (SAF), Singapore Police Force (SPF), Central Narcotics Bureau (CNB), Singapore Civil Defence Force (SCDF), and Singapore Prison Service (SPS) reframe their professional accomplishments in language that civilian employers readily understand. The military or service statement on the left reflects how the experience is typically written in service records and performance appraisals. The civilian translation on the right reframes the same experience using business vocabulary, quantified outcomes where possible, and transferable competency language. The (#) placeholders indicate where you should insert your actual figures.

SAF COMMISSIONED OFFICER

Counselling note: Career SAF commissioned officers typically retire with deep experience in planning, people leadership, resource management, and inter-agency coordination. Move from mission-centric, rank-referenced language to outcome-focused, commercially framed language. Quantify where possible. Remove all rank references — the civilian employer does not know what a MAJ or LTC does; they understand 'led a team of 400' or 'managed a \$6 million equipment portfolio'.

Military / Service Statement of Accomplishment	Civilian Translation
<p>Commanded an infantry battalion of 600 personnel during Exercise Wallaby, overseeing all operational planning, logistics coordination, and training execution over a six-week period in Australia.</p>	<p>Led a 600-person organisation through a six-week overseas operational deployment, managing all planning, logistics, and execution across multiple functional teams with zero safety or operational incidents.</p>
<p>Served as CO of an armoured battalion and achieved the highest unit cohesion and readiness rating in the formation during the annual ATEC evaluation.</p>	<p>Commanded a major operational unit and achieved the top performance rating in a formation-wide independent audit, improving team cohesion scores by (#)% over the previous year.</p>
<p>Appointed as OC of a military police company responsible for access control, VIP protection, and law enforcement across a major SAF base.</p>	<p>Managed all security operations for a major installation, encompassing access control, executive protection, and law enforcement functions for a community of over (#) personnel.</p>
<p>Planned and executed security arrangements for the National Day Parade, coordinating with SPF, SCDF, and civilian agencies across a six-month lead-up period.</p>	<p>Led inter-agency security planning for a national-level public event, coordinating across three government organisations over six months and delivering a zero-incident event for an audience of over (#) people.</p>
<p>Developed and implemented a new unit SOI framework for the battalion, reducing operational errors and improving mission readiness across all companies.</p>	<p>Designed and implemented a new standard operating procedures framework for a (#)-person organisation, reducing procedural errors by (#)% and measurably improving operational readiness scores at the next evaluation.</p>
<p>Seconded to MINDEF HQ as a desk officer responsible for force structure planning and manpower policy development for a major SAF restructuring exercise.</p>	<p>Served as a policy analyst at ministry level, contributing to organisational restructuring planning affecting over (#) personnel; produced recommendations adopted as official policy.</p>
<p>Managed an equipment portfolio valued in excess of \$8 million as battalion S4, maintaining zero loss over a 24-month accountability period.</p>	<p>Managed an asset portfolio valued at over \$8 million, achieving zero loss over a two-year period through rigorous inventory controls and accountability systems.</p>
<p>Served as formation S3, responsible for operational planning and coordination for a 3,000-strong</p>	<p>Served as Operations Manager for a 3,000-person organisation, directing simultaneous operational</p>

formation across multiple concurrent exercises and national tasks.	programmes and managing cross-functional coordination across multiple departments.
Led the battalion's participation in Exercise Tiger Balm, a bilateral exercise with the US Army, serving as the primary liaison officer between the SAF and US counterparts.	Served as primary liaison between two national-level organisations during a bilateral programme, managing communications, coordinating joint activities, and resolving inter-organisational issues across a (#)-week engagement.
Appointed as GSOC watch commander, responsible for real-time situational awareness and crisis coordination across the SAF during a major national security exercise.	Managed a 24-hour security operations centre during a national-level exercise, overseeing real-time incident monitoring, escalation protocols, and multi-agency coordination for a (#)-day period.
Developed and delivered a leadership development programme for junior officers in the battalion, covering decision-making under pressure, mission command, and after-action review methodology.	Designed and facilitated a structured leadership development programme for (#) junior managers, covering decision-making, delegation, and performance review methodology; (#)% of participants received accelerated promotion in the following cycle.
Represented the SAF at the ASEAN Chiefs of Defence Forces Informal Meeting (ACDFIM) working group on counter-terrorism information sharing.	Represented the organisation at a regional multilateral forum, contributing to working group discussions on information sharing frameworks across (#) member nations.

SAF SPECIALIST, WARRANT OFFICER AND MILITARY EXPERT (MDES)

Counselling note: Career Specialists, WOs, and MEs are the operational and technical backbone of the SAF. Their translation challenge is less about reframing command authority and more about articulating deep technical expertise, training mastery, and sustained operational reliability in commercial language. MEs should foreground their domain expertise (engineering, cyber, signals, logistics) as these map directly to high-demand technical security roles.

Military / Service Statement of Accomplishment	Civilian Translation
Served as RSM of an infantry battalion, responsible for the discipline, welfare, and professional development of over 500 specialists and soldiers across all companies.	Served as the senior operations manager for a 500-person organisation, overseeing personnel conduct, welfare programmes, and professional development across multiple departments.
Appointed as senior technical WO for a signals battalion, responsible for the operational readiness and maintenance of all communications systems valued at over \$12 million.	Managed the technical readiness and maintenance programme for a communications systems portfolio valued at over \$12 million, maintaining (#)% operational availability across all systems over a (#)-year period.
As ME5 (engineering), led a team responsible for the design review and technical acceptance of a new armoured vehicle platform, ensuring compliance with SAF safety and performance standards.	Led a technical review team responsible for the design validation and acceptance testing of a major equipment platform, ensuring compliance with all safety, performance, and regulatory standards on time and within budget.
Conducted train-the-trainer programmes for over 200 specialists across the formation on new CBRN procedures, achieving full certification compliance ahead of the scheduled timeline.	Designed and delivered a train-the-trainer programme for over 200 personnel on new hazardous materials procedures, achieving 100% certification compliance three weeks ahead of schedule.
Served as unit safety officer, responsible for implementing and auditing safety SOPs across a 600-person battalion; achieved zero Class A incidents over a three-year posting.	Served as Safety Manager for a 600-person organisation, implementing and auditing safety procedures and achieving a zero serious-incident record over three consecutive years.
As ME4 (cyber), led a red team exercise identifying critical vulnerabilities in the formation's network	Led a cyber vulnerability assessment of a major network infrastructure, identified (#) critical findings,

infrastructure, producing a remediation roadmap subsequently adopted at HQ level.

Managed the unit's physical security programme including perimeter protection, CCTV infrastructure, and access control systems across a major SAF installation.

Served as chief instructor at the Specialist Cadet School, responsible for the design and delivery of leadership modules for over 400 specialist cadets per intake cycle.

As logistics ME, redesigned the battalion's supply chain process, reducing equipment downtime by 30% and improving stocktake accuracy from 87% to 98% over 18 months.

Deployed as part of the SAF Humanitarian Assistance and Disaster Relief (HADR) contingent to a regional disaster, serving as the technical team leader for engineering support operations.

and produced a remediation roadmap adopted as standard practice at the organisational level.

Managed a comprehensive physical security programme encompassing perimeter protection, surveillance infrastructure, and access control systems for a major installation, conducting annual vulnerability reviews and achieving full audit compliance.

Served as Chief Instructor for a major leadership training institution, designing and delivering accredited programmes for over 400 participants per cycle and maintaining a (#)% pass rate over (#) consecutive intakes.

Redesigned supply chain and inventory management processes for a major operational unit, reducing equipment downtime by 30% and improving inventory accuracy from 87% to 98% over 18 months.

Deployed as technical team leader for an international humanitarian relief operation, managing engineering support activities in a complex, resource-constrained environment and delivering outcomes within a (#)-day operational window.

HOME TEAM OFFICER — SPF, CNB, SCDF AND SPS

Counselling note: Home Team career officers bring highly transferable competencies — law enforcement, investigations, emergency management, crisis response, community engagement, and regulatory compliance. SPF and CNB officers should emphasise investigative rigour, intelligence analysis, and operational command — CNB experience translates directly to corporate fraud investigation, compliance, and due diligence roles. SCDF officers should foreground emergency management, fire safety, and technical rescue. SPS officers bring people management, case management, and secure facility operations skills valued in healthcare security, facilities management, and social services.

Military / Service Statement of Accomplishment	Civilian Translation
<p><i>SPF: Served as OC of a Neighbourhood Police Centre, responsible for patrol operations, community engagement, and crime prevention programmes across a residential division of over 80,000 residents.</i></p>	<p>Managed all security and community engagement operations for a district of over 80,000 residents, overseeing a team of (#) officers, coordinating crime prevention programmes, and reducing reported incidents by (#)% over a (#)-year posting.</p>
<p><i>SPF: Led a CID investigation team handling commercial crime cases with total losses exceeding \$4 million, achieving a (#)% case clearance rate over a 24-month period.</i></p>	<p>Led an investigations team handling commercial fraud cases totalling over \$4 million in losses, achieving a (#)% case resolution rate over two years through rigorous evidence management, inter-agency coordination, and prosecution support.</p>
<p><i>SPF: Appointed as ground commander for public order operations during a major international summit, coordinating with over (#) agencies and managing a deployment of 300 officers over a five-day period.</i></p>	<p>Served as ground security commander for a major international event, coordinating a 300-person multi-agency deployment over five days with zero security incidents, managing real-time threat assessments and operational adjustments throughout.</p>
<p><i>SPF: Developed and implemented a new community policing framework for the division, increasing resident satisfaction scores from 72% to 89% over 18 months.</i></p>	<p>Designed and implemented a new community engagement framework, achieving a 17-percentage-point improvement in stakeholder satisfaction scores over 18 months through targeted outreach, feedback programmes, and frontline service improvements.</p>
<p><i>SPF: Served as station commander of a major police division, overseeing all operational, administrative, and personnel functions for a team of over 150 officers.</i></p>	<p>Managed all operations, administration, and personnel functions for a 150-person organisation, maintaining full operational readiness, achieving performance targets across all key indicators, and developing three direct reports who were promoted during the posting.</p>
<p><i>CNB: Led a multi-agency narcotics investigation spanning six months, coordinating with SPF, ICA, and regional law enforcement partners, resulting in the dismantling of a regional trafficking network and the prosecution of (#) individuals.</i></p>	<p>Led a six-month multi-agency investigation in partnership with (#) law enforcement organisations, coordinating evidence gathering, surveillance, and prosecution support across national and regional jurisdictions, resulting in (#) successful prosecutions.</p>
<p><i>CNB: Served as team leader for an intelligence analysis unit, responsible for identifying emerging trafficking trends and producing actionable intelligence assessments for senior leadership and operational teams.</i></p>	<p>Managed an intelligence analysis function, producing strategic threat assessments and actionable intelligence reports consumed by senior leadership and operational teams, identifying (#) significant risk trends over a (#)-year period.</p>
<p><i>CNB: Developed and delivered a compliance and enforcement training programme for (#) officers, covering new narcotics legislation, evidence handling procedures, and investigative techniques.</i></p>	<p>Designed and delivered a regulatory compliance and enforcement training programme for (#) personnel, covering updated legislative requirements, evidence management protocols, and investigative best practices.</p>
<p><i>SCDF: Served as incident commander during a major industrial fire at a petrochemical facility, directing firefighting and HAZMAT containment</i></p>	<p>Served as incident commander for a major industrial emergency, directing multi-agency response operations involving over 80 personnel,</p>

<i>operations involving over 80 personnel across multiple agencies.</i>	successfully containing the incident within (#) hours with zero fatalities and full HAZMAT containment.
<i>SCDF: Led the USAR team deployment to a regional earthquake disaster, managing search and rescue operations across (#) sites over a (#)-day deployment with international partner agencies.</i>	Led an international urban search and rescue deployment across (#) active sites, managing a specialised team in a complex, time-critical environment and coordinating with (#) partner agencies over a (#)-day operation.
<i>SCDF: Developed the divisional emergency response plan covering mass casualty, HAZMAT, and structural collapse scenarios, subsequently adopted as the regional template by HQ SCDF.</i>	Developed a comprehensive emergency response plan covering mass casualty, hazardous materials, and structural collapse scenarios; the plan was adopted as the standard template for the wider organisation, demonstrating best-practice emergency preparedness planning.
<i>SPS: Served as wing commander responsible for the safety, security, and rehabilitation programming of over 300 inmates across two wings, achieving a (#)% reduction in disciplinary incidents over a 12-month period.</i>	Managed the operations, safety, and programme delivery for a secure facility housing over 300 individuals, achieving a (#)% reduction in conduct incidents over 12 months through improved case management and structured programme delivery.
<i>SPS: Designed and implemented a new rehabilitation programme framework for the institution, integrating vocational training, counselling, and community reintegration pathways, resulting in a (#)% reduction in recidivism among programme participants.</i>	Designed and delivered a structured programme framework integrating skills training, counselling, and community reintegration pathways for over (#) participants, achieving a (#)% improvement in post-programme outcomes over the previous methodology.
<i>SPS: Managed the physical security operations of a major correctional institution, overseeing access control, perimeter security, surveillance systems, and emergency response protocols for a facility of over (#) staff and inmates.</i>	Managed comprehensive security operations for a major secure facility, encompassing access control, perimeter protection, surveillance infrastructure, and emergency response protocols for a population of over (#) people.