



Training Command - Military Academy

Velitelství výcviku - Vojenská akademie

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NATO CIVILIAN PRE-DEPLOYMENT COURSES IN 2013 JOINING INSTRUCTIONS

1. The Military Academy (MA) is pleased to welcome attendees to NATO Civilian Pre-deployment Courses, to be held at Vyškov, Czech Republic (CZE), in 2013. The dates are as follows:

15 – 22 March 2013 : TDD-U3-0028

21 – 28 June 2013 : TDD-U3-0030

6 – 13 September 2013 : TDD-U3-0031

8 – 15 November 2013 : TDD-U3-0032

COURSE DESCRIPTION

2. The course is administered by the NATO HQ IS Talent Management and Organizational Development (TMOD) Service. It is accredited by ACT and is mandatory for all NATO civilians who will be deployed in support of NATO Council-approved operations and missions. Attendees must be formally registered and will need to apply through their local HR office using the on-line application process <https://jad1.act.nato.int/CIVTraining> (Internet).

3. Places are limited to 40 participants per course. In the event of over-booking, priority is given to those whose deployments are imminent.

4. Aim of the course : To provide NATO civilians with the knowledge and practical skills needed to deploy safely and successfully in support of NATO operations and missions, wherever they may be.

5. Concept : The emphasis is on learning through practical experience rather than academic testing, although the course includes some assessments to confirm that attendees have grasped the required knowledge and skills.

6. Programme : The outline programme is shown in Annex A.

7. Course Preparation : All attendees should note the following:

- Advanced Distributed Learning (ADL) : as a pre-requisite to the pre-deployment course, participants need to take on-line training using the ADL modules accessible via internet or intranet (see Annex B) on the ACT website. Please note that the estimated time to complete the mandatory modules is approximately five hours.
- Language : The course will be conducted in English, although interpretation into French can be made available if requested in good time before the start of the course.

- **Fitness** : Attendees will be invited to participate in outdoor 'field' training to put theory into practice. This will not be overly arduous, but will require a good level of fitness. **It is essential that any individual health, fitness or other personal concerns are brought to the attention of the instructors in advance of the exercises. The Human Resources Officers at NATO bodies are asked to monitor this aspect carefully and must not send anyone for training who might pose a risk to him/herself or others.**
- **Map Reading and Practical Navigation** : A basic understanding of map reading would be helpful, but is not essential.

ADMINISTRATION

8. Details of nominees must be forwarded **after coordination with respective NATO Personnel/HR offices** via an electronic application form (<https://jadl1.act.nato.int/CIVTraining>) to the NATO HQ IS TMOD Service no less than five weeks prior to the start of the course. (Direct line at NATO HQ : +32 2 707 3715).

9. Last minute cancellations. Please note that cancellations at the last minute (from 2 weeks prior to the course), where no replacement is possible, will be charged at the full price of the course. In addition, a justification will be required by the staff member's manager.

10. Travel : Attendees are to report to the Vyškov Military Compound **before 16:00 hrs the first day of the course**. The Academy can provide the transport from and to Prague airport. The bus will collect participants from Prague airport at 11:00 hrs on the first day of the course. Participants will be returned to Prague airport to arrive by 11:30 hrs on the last day of the course.

The meeting point at the airport is the official meeting point of Terminal North 2 which is a pillar located on ground level, inside of the airport block, on the corner between terminals North 2 and North 1, and clearly marked.

All participants have to communicate their travel arrangements by email to office@predeploymentcourse.com with cc. antunano.eva@hq.nato.int as soon as flight details are known and **no later than 1 week prior to arrival**. Please indicate whether the organised transportation to and from Prague airport will be used, as spaces are booked in advance.

Please find hereunder other useful information :

- Train/Bus The nearest train and bus stations are in Vyškov town. There is a good service from Prague and Brno to Vyškov.
- Car Car parking on-site at the Academy is possible, car details are to be forwarded on the online registration form. A map is at Annex C.
- Taxi Taxi services are available close to the bus and train stations.
- Air The nearest major airports to Vyškov are Bratislava, Vienna and Prague, each about 1½ - 3 hours driving time away. A smaller airport is in Brno, 30 minutes from Vyškov. The Academy is providing a bus transport ONLY from and to Prague airport (see here-above).

11. In-processing : It is vital for smooth in-processing that the participants report to the Academy by 16:00 hrs on the first day. The in-processing starts with general brief to all the participants at 16:30 hrs, followed by an evening meal at 18:00 hrs and an "icebreaker" session at 19:00 hrs. The preferred standard dress for "icebreaker" is smart casual.

12. Opening Address : The course will start formally with an opening address in the lecture hall at 08:00 hrs the morning after the in-processing.

13. Banking : It is recommended that attendees arrive with sufficient local cash (CZK) for travel and incidental expenses for the duration of the course. No commercial banking services exist within the Academy, however, a cash-point dispenser is located near to the front gate. Vyškov also has a number of banks with cash-point dispensers, which take major credit and debit cards.

14. Medical : During the course, the camp medical centre will be ready to provide emergency treatment, if necessary. There are also civilian medical facilities nearby.

15. Documentation : The following documentation is to be presented by participants:

- a. ID Card (NATO or national)
- b. NATO Travel Order
- c. Passport

16. Training, Food and Accommodation Costs

- **All the attendees are to be accommodated in camp during the duration of the course.** Accommodation, including bedding and towels, will be provided by the Military Compound at the approximate cost of € 11 per night.
- Dependants cannot be accommodated within the Academy.
- Meals will be available from the dining facility at the approximate cost of € 30 per day for three meals.
- Training, food (3 meal per day) and accommodation costs will, on a repayment basis, initially be met centrally by NATO HQ International Staff Brussels. NATO bodies will in turn be charged all costs for their NATO civilian personnel on the basis of cost allocation provided by NATO HQ International Staff Brussels.

As training, food and accommodation costs are handled independently by NATO IS, and in turn by respective NATO bodies, participants will only receive 10% of the full approved rate of the daily subsistence allowance for miscellaneous expenses.

17. Out-processing : All attendees are to hand back all the locally issued equipment and passes prior to their departure. The earliest acceptable departure time is after the graduation ceremony.

18. Legal : The arrangements which will apply to students while present in the territory of the Czech Republic is set out in the Technical Arrangement between NATO and the Training Command – Military Academy, and in any other relevant bilateral or multilateral agreements.

19. Clothing and Equipment : Details of recommended clothing and equipment are in Annex D.

20. Mail : Given the short duration of the course it is unlikely that attendees will expect personal mail. However, any mail should be addressed as follows:

Student Name and Grade
NATO Course TDD U3
VeV – VA
Vita Nejedleho 3
682 03 VYSKOV 3
Czech Republic

21. Telephone and E-mail. There are limited facilities for making private external telephone calls. Official calls can be made from the accommodation block. Limited internet access including free WiFi connection exists within the accommodation block and at the Military Club in camp.

22. Any general policy questions on this training should be addressed in the first instance to the Head of Talent Management Service, NATO HQ, Brussels. Questions on these administrative instructions should be directed to the Course Officer of the Military Academy Vyškov, hereunder in signature.

23. We look forward to seeing you.

Pavel ŠEBESTA
Maj
Course Officer

Annexes:

- A. Course Programme
- B. Instructions to Access Online Training Lessons
- C. Route Map.
- D. Course Clothing and Equipment

OUTLINE COURSE PROGRAMME

First Friday

16:30 hours In-processing
18:00 hours Evening meal
19:00 hours Icebreaker

Saturday

07:00 hours Breakfast
08:00 hours Opening address
First day of lectures

Sunday

Second day of lectures

Monday

Third day of lectures

Tuesday

Fourth day of lectures

Wednesday

Day 1 of Field Training

Thursday

Day 2 of Field Training
12:00 hours Out-processing
14:00 hours Course debrief
17:00 hours Graduation

Friday

08:00 hours Course dispersal

Instructions to Access Online Training Lessons

As a pre-requisite to attending the NATO Civilian Pre-Deployment Course at Vyškov Military Academy, CZE, students must undertake some prior learning:

Via Internet: <http://jadr.act.nato.int>

- 1) Click on “NATO Civilian Training”.
- 2) Create an account to log-in to the ‘ILIAS’ Database using a xxx@xxx.nato.int format email address – access is usually granted within 48 hours.
- 3) Proceed to [[log-in](#)]
- 4) Click on [[Repository](#)]
- 5) Select and ‘Join’ Online Courses (N.B. The titles and number of courses may change. Please follow on-screen advice)

Mandatory courses

- Combating Trafficking in Human Beings
- Cultural Awareness
- The Gender Perspective
- ISAF Basic Course

Note: The estimated time to complete the above mandatory courses is approximately five hours.

Optional (recommended) courses

- ISAF Individual Augmentee Pre-deployment Course
- Fundamentals of CBRN Defence
- Introduction to NATO Force Protection
- Map Reading
- International and Humanitarian Law

- 6) Work through each interactive course, completing all the Learning Objectives prior to attending the Pre-Deployment Course (and for revision, again prior to actual deployment).

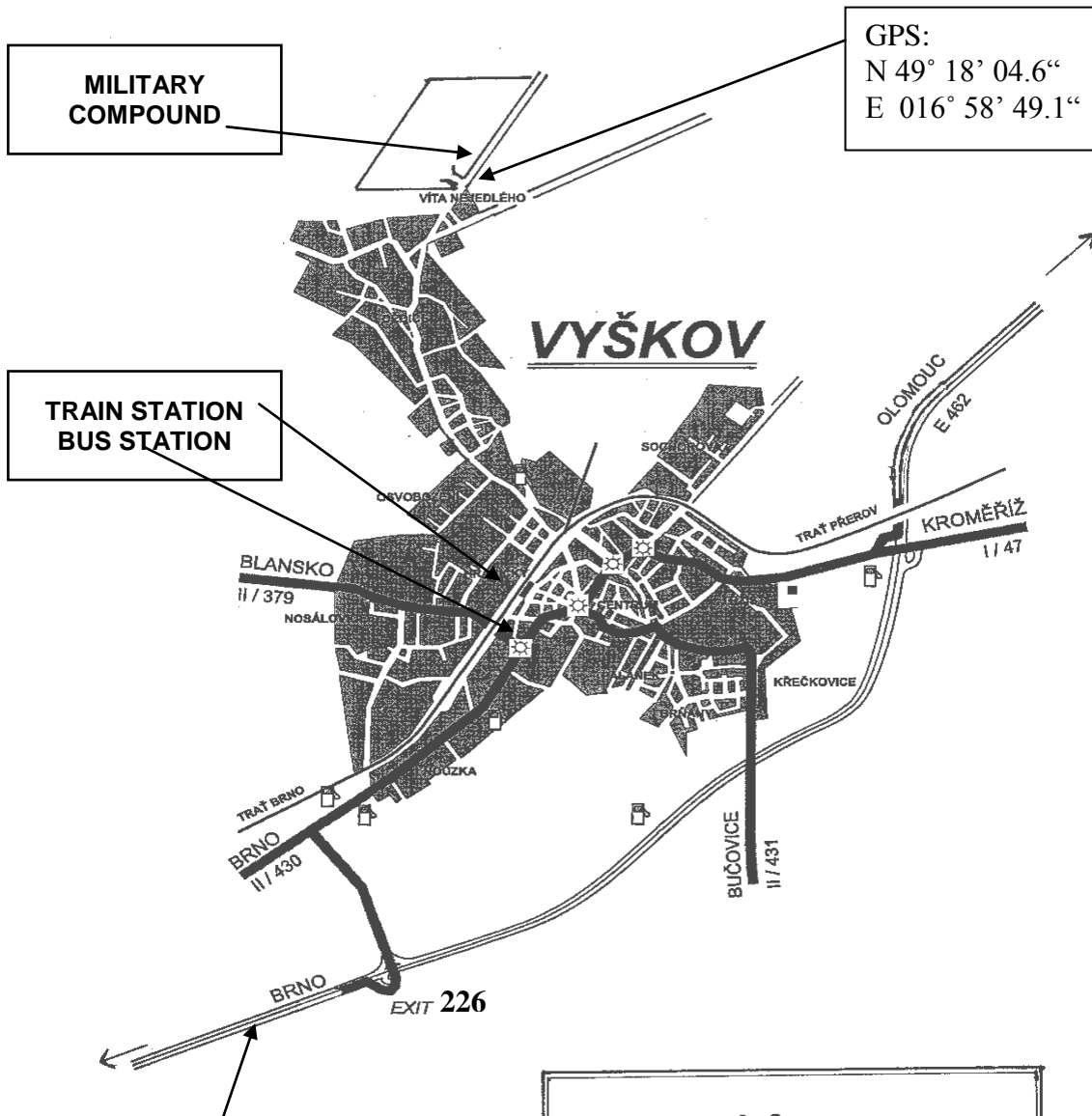
Report any problems via internet to JADLAdmin@act.nato.int

Via CRONOS Workstations: <https://jadr.act.nato.int>

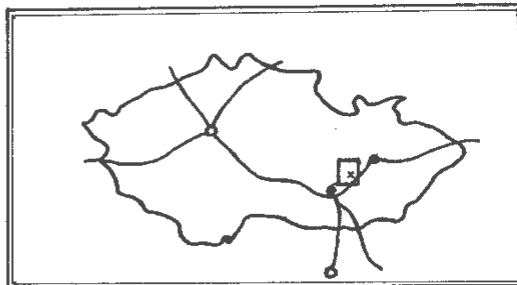
- 1) Select [[Login](#)], [[Create New User](#)] (on 1st visit only), complete the enrolment form, scroll down and accept the [[User Agreement](#)] and [[Register](#)].
- 2) Select [[ADL Courses](#)] from the top Menu bar
- 3) Select [[NATO Civilian Pre-deployment training](#)].
- 4) Follow Step 5 & 6 above.

N.B. Although Cronos users may access the ADL modules without the need for account authentication, some work-stations may not yet have the necessary ‘Flash Software’ installed to view/participate in some of the Cronos-based lessons. ACT is working with NCIA to install the necessary software across the Military Command Structure. If not already installed on a workstation, the onsite NCIA administrator should provide assistance or the student should register and access identical online courses via the Internet .

ROUTE CARD



GPS:
N 49° 18' 04.6"
E 016° 58' 49.1"



EMERGENCY NUMBERS

Course Duty Offr - 00420 724 692 987

Course Officer - 00420 724 692 988

COURSE CLOTHING AND EQUIPMENT LIST

1. The following is suggested as some outdoor activity is required. Please note that the Academy's accommodation is of a good standard and you should pack, as a rule of thumb, as if you were staying away for a week in a hotel.

Ser (a)	Item (b)	Quantity (c)	Remarks (d)
1	Jumper/Jersey	2	
2	Cold Weather Jacket & Liner	1	Waterproof
3	Hiking / Outdoor Boots	1 pair	Waterproof
4	Warm Socks	2 pairs	
5	Gloves	1 pair	
6	Civilian Clothing - As for holiday wear in a temperate climate, as relevant for the season. Comfortable and practical.		Smart casual wear i.e. Jacket + tie (equivalent for female) for icebreaker and graduation
7	Personal hygiene kit		
8	Personal medicines		
Equipment supplied by Academy			
9	Working Jacket and Trousers	1 set	
10	Helmet	1	
11	Body armour	1	
12	Rucksack	1	

2. The Academy will supply all course literature.

3. Students should bring pens, pencils and notebooks.

4. Personal mobile phones, MP players and other electronic items may also be brought if required. Please note that there is a TV, radio and DVD player in each room.