Training Command - Military Academy

Velitelství výcviku - Vojenská akademie
Víta Nejedlého 3
682 01 Vyškov
Czech Republic

Tel Number: +420 724 692 987

NATO CIVILIAN PRE-DEPLOYMENT COURSES IN 2014
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 2014. The dates are as follows:

21 - 28 March 2014 : TDD-U3-0033
20 – 27 June 2014 : TDD-U3-0034
12 – 19 September 2014 : TDD-U3-0035
7 – 14 November 2014 : TDD-U3-0036

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://jadl1.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 are required to complete 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.**

- Vaccination: It is recommended that participants get vaccinated against tick-borne encephalitis (FSME vaccination), which is a three-shot vaccination and requires 28 days for complete protection.

- Map Reading and Practical Navigation: A basic understanding of map reading would be helpful, but is not essential.

ADMINISTRATION

8.   NATO Civilians are to inform their NATO Personnel/HR Office should they need to attend the training. After that they have to register via the electronic application form (https://jadl1.act.nato.int/CIVTraining) no less than five weeks prior to the start of the course.

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 on 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 meeting point of Terminal 2 which is a pillar located on ground level, inside of the Terminal 2, on the corner between Terminals 2 and 1. You will be met there by member of Military Academy staff.

All participants must communicate their travel arrangements by email to office@predeploymentcourse.com with cc. szewczyk.dorota@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 must be 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 NLT 16:30 hrs, followed by an evening meal at 18:30 hrs.

14.   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.

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

16.   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 meals per day) and accommodation costs will, on a repayment basis, initially be met centrally by NATO HQ IS 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 IS Brussels.

As training, food and accommodation costs are handled initially 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 TMOD 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.

Ivan ŠKATULÁR
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
18:30 hours   Evening meal

Saturday

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

Sunday

Second day of lectures

Monday

Third day of lectures, practical exercises in the afternoon.

Tuesday

Fourth day of lectures, practical exercises in the afternoon.

Wednesday

Morning – lectures. Day 1 of Field Training (over night in Training Area).

Thursday

Day 2 of Field Training
12:00 hours   Out-processing
14:10 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 complete some prior learning:

Via Internet: http://jadl.act.nato.int

1) 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.
2) Proceed to log-in.
3) Under *Courses*, in the *Categories* section, select "*NATO Civilian Pre-Deployment Training*".
4) Under *Mandatory* or *Recommended Courses,* locate a course and from the *Actions* drop-down menu located on the right side of the screen, select *Join.*
    (N.B. The titles and number of courses may change. Please follow on-screen advice)

   Mandatory courses
   • Cultural Awareness
   • Combating Trafficking in Human Beings
   • Gender Perspective
   • Considerations for Civilian Deployment

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

   Optional (recommended) courses
   • Fundamentals of CBRN Defence
   • Introduction to NATO Force Protection
   • Map Reading
   • International and Humanitarian Law

   ISAF-Specific Modules are also available under "ISAF Pre-Deployment Training". These include: ISAF Basic, HQ ISAF, ISAF IJC and more.
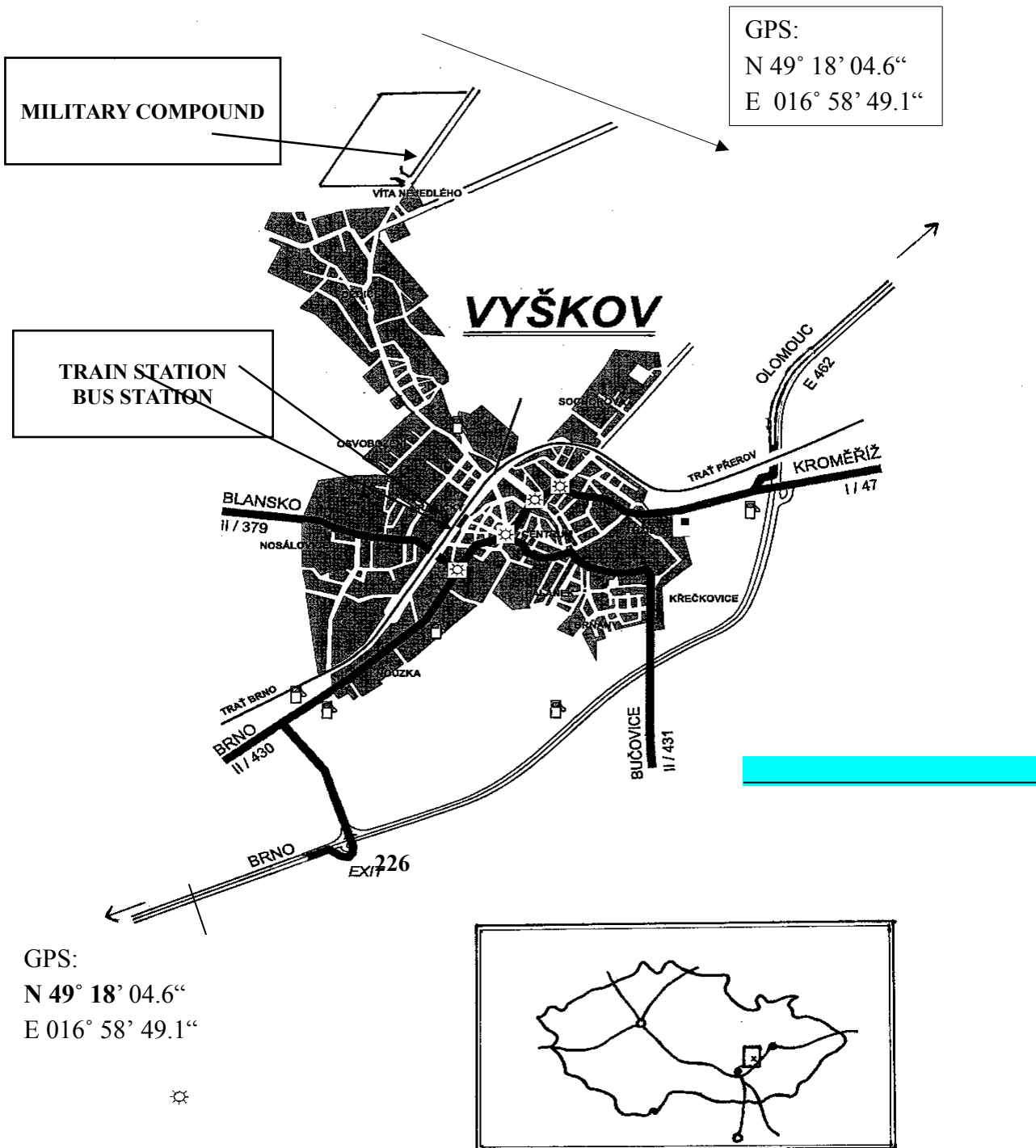
5) Work through each interactive course, completing all the Learning Objectives prior to attending the Pre-Deployment Course (and for revision, again prior to actual deployment). Report any problems via internet to JADLAdmin@act.nato.int

6) Please provide copies of the certificates from the ADL training after completion to your HR Section prior to attending the training.

Via CRONOS Workstations: https://jadl.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

MILITARY COMPOUND

GPS:
N 49˚ 18' 04.6"
E 016˚ 58' 49.1"

VYŠKOV

VÍTA NEJEDLÉHO

OLOMOUC

E 462

TRAŤ PŘEROV

KROMĚŘÍŽ

I / 47

SOC

TRAIN STATION
BUS STATION

OSVOBO

BLANSKO
II / 379

NOSÁLO

CENTR

KŘEČKOVICE

TRAŤ BRNO

BUČOVICE
II / 431

UZKA

BRNO
II / 430

BRNO

EXIT **226**

GPS:
N 49˚ 18' 04.6"
E 016˚ 58' 49.1"

☼

EMERGENCY NUMBERS

Course Duty Offr - 00420 724 692 987

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 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	
13	Sleeping Bag	1	

2.   The Academy will supply all course literature.

3.   Students should bring pens, pencils and notebooks.

4.   Personal mobile phones, MP3 players and other electronic items may also be brought if desired. Please note that there is a TV, radio and DVD player in each room.