

Training Command - Military Academy



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



Tel Number: +420 724 692 987
Email: office@predeploymentcourse.com
WWW: http://www.predeploymentcourse.com

NATO CIVILIAN PRE-DEPLOYMENT COURSES 2019 **JOINING INSTRUCTIONS**

1. The Training Command - Military Academy (TC-MA) is pleased to welcome attendees to NATO Civilian Pre-deployment Training (CPDT) Courses, to be held at Vyškov, Czech Republic (CZE), in 2019. The dates are as follows:

10-15 March 2019: TDD-U3-0053
23-28 June 2019: TDD-U3-0054
15-20 September 2019: TDD-U3-0055
24-29 November 2019: TDD-U3-0056

COURSE DESCRIPTION

2. The CPDT course is administered by the NATO HQ IS Staff Services, Human Resources, Mission Security and Safety Team (mailbox.msst@hq.nato.int). It is mandatory for all NATO civilians¹ who are travelling to or deploying to a non-permissive environment, including NATO Council-approved Operations and Missions. The course may also be required for frequent travel to semi-permissive environments or deploying to support a potential upcoming operation in reaction to a developing crisis situation. 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>.

3. Places are limited to 24 participants per course. In the event of over-booking, priority is given to those who will take up long-term deployment to Council-approved Operations and Missions or NATO Satellite Offices in the imminent future.

4. Aim of the course: To provide NATO civilian personnel with the knowledge and practical skills needed to deploy safely and successfully in support of NATO objectives, 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 (e-learning)): as a pre-requisite to the CPDT, participants are required to complete on-line training as per Annex B).
- Language: The course will be conducted in English, interpretation into French can be made available if requested during the application process with a minimum of one month's notice prior to the course commencing.

¹ International Civilian Personnel ((NATO International Civilians (NICs)), Temporary Civilian Personnel and Consultants.

- **Informed consent: Participants will take part in outdoor scenario based training set in an as near to reality (operational) setting as possible. This will include being exposed to loud bangs/noises, controlled hostile/aggressive actions and handling, and stressful situations.** This will not be overly arduous on a person's physical being, but requires a good level of fitness. In agreeing to attend the course you accept that you agree to the above. Although accidents can happen, the upmost effort and risk management is applied to ensure the safety of all during activities of the CPDT.
- **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 are vaccinated against tick-borne encephalitis (FSME vaccination), which is a three-shot vaccination and requires 28 days for complete protection.**

ADMINISTRATION

8. NATO civilian personnel are to inform their NATO Personnel/HR Office should they need to attend the CPDT. They must then register via the electronic application form (<https://jadl1.act.nato.int/CIVTraining>) no less than six weeks prior to the start of the course.

9. Cancellations. Please note that cancellations after the deadline of 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 15:30 hrs on the first day of the course please be aware that latecomers may not be accepted on the course.** The Academy can provide transport from and to Prague airport. Participants will be met at the airport by TC – MA staff members between 10:30 and 11:30 hrs on the first day of the course. **The bus will depart from the airport promptly at 12.00 hrs**, in the event you miss the bus please take a taxi to the Vyškov Military Compound. Participants will be returned to Prague airport to arrive by 16:00 hrs on the last day of the course.

The meeting point at the airport is the area in front of the Information Desk of Terminal 2 which is located on the ground level inside Terminal 2. You will be met there by a member of the Military Academy staff.

All participants must communicate their travel arrangements by email to office@predeploymentcourse.com with cc to mailbox.msst@hq.nato.int as soon as flight/travel 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 places must be booked in advance.

Please find below other useful information:

- Train/Bus - the nearest train and bus stations are in Vyškov town. There is a good service from Prague, Vienna 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 including GPS co-ordinates 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 is about 1½ - 3 hours by car. A smaller airport is in Brno, 30 minutes from Vyškov. The Academy is providing bus transport ONLY from and to Prague airport (see above), nevertheless transport from Brno airport or train/bus station can be provided if requested two weeks prior to the course commencement.

11. In-processing: It is vital for smooth in-processing that the participants report to the Academy by 15:30 hrs on the first day. The in-processing starts with a general brief to all participants no later than 15.40 hrs followed by initial brief and training equipment take over. All participants will need to be accommodated, briefed, and take over and check all of their training equipment provided by the Academy by 18.30 hrs at the latest.

12. 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 the front gate. Vyškov also has a number of banks with cash-point dispensers, which take major credit and debit cards.

13. Medical: During the course, the camp medical centre will be ready to provide emergency treatment, if necessary. There are also civilian medical facilities nearby. Staff members covered under the TDY/Deployment Insurance, AIG, should bring the AIG insurance card with contact details with them. Any questions regarding coverage should be addressed to your HR Office. ***Other participants not covered by this insurance must provide proof of medical insurance to sending NATO bodies HR function.***

14. Documentation: The following documentation is to be presented by participants upon registration at the Training Academy:

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

15. 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 €12 per night.
- Dependants cannot be accommodated within the Academy.
- Meals will be available from the dining facility at the approximate cost of €40 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 invoiced all costs for their NATO civilian personnel on the basis of cost allocation provided by NATO HQ IS Brussels. In view of this participants will only receive 10% of the full approved rate of the daily subsistence allowance for miscellaneous expenses.

16. Out-processing: All attendees must return all locally issued equipment and passes prior to their departure. The earliest acceptable departure time is after the graduation ceremony.

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

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

19. 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:

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

20. 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.
21. Any general policy questions on this training should be addressed in the first instance to the HR Officer, Missions Security and Safety Team, Staff Services, IS, NATO HQ, Brussels. Questions on these administrative instructions should be directed to the Course Officer of the Military Academy Vyškov, hereunder in signature.
22. We look forward to seeing you.

CPT Martin BUCEK
Course Officer

Annexes:

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

OUTLINE COURSE PROGRAMME

Sunday

15:30 In-processing

Monday

08:00 - 20:00 - Lectures, indoor and outdoor practical exercises

Tuesday

08:00 - 20:00 - Outdoor practical exercises, indoor lectures

Wednesday

08:00 - 20:00 - Outdoor practical exercises, indoor lectures

Thursday

08:00 - 18:00 - Field training exercise

Friday

08:00 - 11:30 - Out-processing, course closure

CPDT PRE-READING AND ONLINE TRAINING REQUIREMENTS

1. As a pre-requisite to attending the CPDT Course at Vyškov Military Academy, CZE, students must complete prior learning. This is required to ensure a base level of knowledge is known across participants. **Certificates must be mailed to mailbox.msst@hq.nato.int. Failure to submit a UN BSAFE course certificate two (2) weeks prior to the commencement of the course will result in participants being removed from the course. All costs associated with the cancellation will be charged to the NATO sending body.**

2. It is recommended that **Google Chrome** is used to access all online courses. The following online courses are mandatory prior to attending the CPDT:

- **UN BASE course** (Approx. 1.5 hours).
Go to <https://training.dss.un.org/course/category/6>, click on enrol, and then enter your email address and password. You will receive a link by email, click activate and log on to complete the UN BSAFE course. **Ensure you download the PDF UN BSAFE certification and send it to mailbox.msst@hq.nato.int a minimum of 2 weeks prior to the course.**

The course covers:

- Preparing for travel
 - On the move
 - Office security
 - Preparing for a crisis
 - First aid
 - Residential considerations
 - Demonstrations
 - Emergency communications
 - Driving safety
 - Mines and explosives
 - Culture and community
 - Your health
 - Well-being
 - Sexual violence
 - Dealing with violence
 - Challenge yourself!
- **First Aid** – complete either <https://www.firstaidforfree.com/> or <https://www.profirstaid.com/training> (video clips & supporting PDFs) watch the videos and read the PDFs.
 - **Additional Medical learning:**
 - CAT Tourniquet Application - <https://www.youtube.com/watch?v=TCujvq56AJg&list=PLBAYvNIh7Gn9wRMpU6CLy75j4sz2br1pv&index=4>
 - Airway Management- <https://www.youtube.com/watch?v=huaNWDtLHBw&list=PLBAYvNIh7Gn9wRMpU6CLy75j4sz2br1pv&index=6>
 - Cardio Pulmonary Resuscitation - <https://www.youtube.com/watch?v=dDh1dm-lidk&list=PLBAYvNIh7Gn9wRMpU6CLy75j4sz2br1pv&index>
 - **Mines Awareness:** <http://www.cat-uxo.com/#/landmines/4565410561>
 - **Mines Awareness:** <https://appadvice.com/app/landmine-awareness/515291377>
 - **Mine Awareness:** <https://www.unhcr.org/3f82d8994.pdf>
 - **Road Traffic Collision** – watch the following clip in how to deal with a road traffic accident:

https://www.youtube.com/playlist?list=PLBAYvNIh7Gn8eE_Yu00t8B42mzCdyLoGD

- **Map Reading** – all of the OS map reading videos are to be watched at <https://www.ordnancesurvey.co.uk/resources/map-reading/>, the links to the video are at the bottom of the page. In addition read: <https://www.ordnancesurvey.co.uk/docs/leaflets/map-reading.pdf>.

3. The following are optional additional learning that is highly recommend:

- Culture - https://www.entriforccm.eu/Intercultural-Competence_HTML5_v05/index.html
- Stress management - <https://www.entriforccm.eu/stressmanagement/index.html>
- Mediation and Negotiation - <http://peacemediation.ch/resources/e-learning>
- Human Rights - <http://www.hrea.org/learn/elearning/selfdirected/>
- International Humanitarian law - <https://app.icrc.org/elearning/en/ihl/>

4. It should be noted that these courses are not NATO specific, where a course is related to another organisation the NATO procedures will be explained on the Pre-Deployment Training course. It is essential that this pre-learning is undertaken to ensure that you can start the CPDT fully prepared. *New NATO Advanced Distance Learning course are currently under development, due to be released May 2019, updated Joining Instructions will be distributed when ready to go live.*

DEPLOYMENTS TO RESOLUTE SUPPORT, KABUL, AFGHANISTAN AND NALT, KOSOVO

Participants who will deploy to Resolute Support or NALT must also complete the following on-line training:

Go to <http://jdl.act.nato.int> (**Google Chrome is the most compatible browser to use with the ADL**)

- 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
- After receiving the Activation E-mail proceed to log-in
- Under *Courses* select '*Resolute Support (RS) Pre-Deployment Training*' or *NATO Advisory and Liaison Team (NALT) Pre-deployment Training* depending on your destination
- Locate a course and on the right side of the screen, select *Join*.

Resolute Support

Mandatory training:

- ADL 104 RS Basic Course V3.0
- ADL 041 C-IED Awareness Course (Staff travelling/working outside any RS camps)
- ADL 169 Improving Operational Effectiveness by Integrating Gender Perspective

Additional training:

- ADL 007 HQ RESOLUTE SUPPORT

NALT/KFOR

- ADL 197 Intro to NATO Liaison and Advisory Team (NALT)

- 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
- **After completion please provide copies of the certificates from this training to your HR Section prior to attending the Vyskov Training**

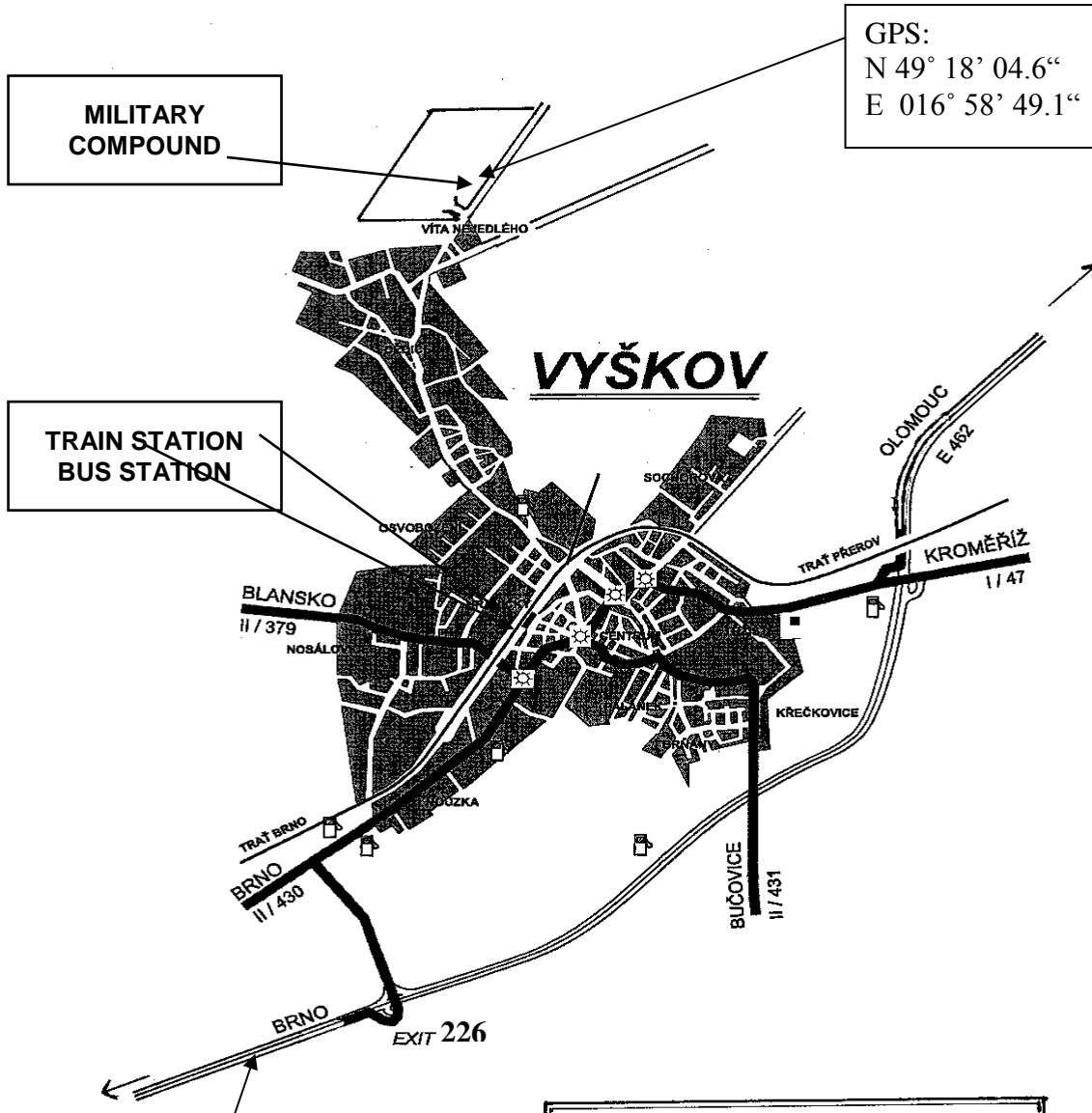
Via CRONOS Workstations: <https://jadr.act.nato.int>

- 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 [[RS and/or NATO Pre-deployment training](#)].
- 4) As last 2 steps above

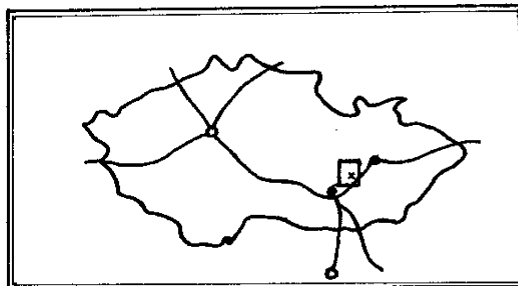
N.B. Although Cronos users may access the ADL modules without the need for account authentication, some work-stations may not yet have the necessary 'Flash Software' installed to view/participate in some of the Cronos-based lessons. ACT is working with NCIA to install the necessary software across the 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.

ANNEX C TO
COURSE JOINING
INSTRUCTIONS
JANUARY 2019

ROUTE CARD



GPS:
N 49° 18' 04.6''
E 016° 58' 49.1''



EMERGENCY NUMBERS

Course Duty Officer - 00420 724 692 987

COURSE CLOTHING AND EQUIPMENT LIST

1. As stated above, the CPDT is based on scenario based training and will include many hands-on elements. It is likely that clothes will get dirty. Flat shoes are essential at all times. This provides a guide of what you should bring with you in terms of clothes to wear:

Serial (a)	Item (b)	Remarks (c)
1	Daily use bag that you would go on mission or deploy with.	e.g. daily satchel, ruck sack.
2	Walking trousers	
3	T-shirt/Polo/blouse/jumper (pullover)	
4	Cold Weather Jacket	March and November courses are cold and wet!
5	Hiking/Outdoor/Military Boots	Breathable and Waterproof. No heels!
6	Boot Socks	
7	Gloves (ideally military or strong working gloves)	Ideally strong working gloves
8	Hat	Summer or winter
9	Sun/protective glasses	
10	One set of smart civilian clothing – but should be comfortable and practical.	
11	Personal hygiene products and medicines	Mosquito repellent and sun cream
The following will be provided by Vyskov		
12	Working Jacket and Trousers (overalls)	
13	Helmet	
14	Body armour	

2. The Academy will supply all course material.

3. Students should bring pens, pencils and notebooks.

4. Personal mobile phones and other electronic devices are allowed on the base.

5. Please note that the Academy's accommodation is of a good but basic standard, all rooms have WIFI, TV and DVD player.