



Training Command - Military Academy

Velitelství výcviku - Vojenská akademie

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NATO CIVILIAN PRE-DEPLOYMENT COURSES IN 2011 JOINING INSTRUCTIONS

INTRODUCTION

1. The Training Command – Military Academy (TC-MA) will be pleased to welcome attendees to NATO Civilian Pre-deployment Courses, to be held at Vyškov, Czech Republic (CZE), in 2011. The dates are as follows:

Closing date for registrations

• 16 - 23 March	: TDD-U3-0019	11 February
• 11 – 18 May	: TDD-U3-0020	11 April
• 15 – 22 June	: TDD-U3-0021	11 May
• 21 – 28 September	: TDD-U3-0022	22 August
• 19 - 26 October	: TDD-U3-0023	13 September

2. The course is administered by the NATO HQ IS Talent Management (TM) 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://jadr.act.nato.int/CIVTraining> (Internet).

3. Places are limited to 40 participants per course and it is important that priority is given to those whose deployments are imminent. The priority criteria will be advised to the HR Officers of NATO bodies. NATO has set the allocation of places for 2011, as follows:

• NAMSA	: 10
• NC3A	: 7
• NATO HQ	: 7
• NCSA	: 5
• ACO	: 5
• 'Buffer'	: 6

4. The 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 at Annex A.
7. Course Preparation. All attendees should note the following:
 - a. 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.
 - b. 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.
 - c. 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/her self or others.
 - d. 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://jadr.act.nato.int/CIVTraining>) to the NATO HQ IS Talent Management Service no less than five weeks prior to the start of the course. (Contact telephone: ++32 2 707 4694).

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 1600 hrs the first day of the course**. The TC-MA can provide the transport from and to Prague airport. The bus will collect participants from Prague airport at 1100 hrs on the first day of the course. Participants will be returned to Prague airport to arrive by 1130 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 located inside of the airport block on the corner between terminals North 2 and North 1, on ground level opposite Coffee Heaven. Participants are to book in by email to office@predeploymentcourse.com. This should be done as soon as flight details are known but not later than 1 week prior to arrival.

The following information may be useful:

- (1) Train/Bus The nearest train and bus stations are in Vyškov town. There is a good service from Prague and Brno to Vyškov.
- (2) Car Car parking on-site at the TC-MA is possible, car details are to be forwarded on the online registration form. A map is at Annex C.
- (3) Taxi Taxi services are available close to the bus and train stations.

- (4) 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 TC-MA can provide the transport only from and to Prague (see para 9).

10. In-processing. It is vital for smooth in-processing that the participants report to the TC-MA by 1600 hrs on the first day. The in-processing starts with general brief to all the participants at 1630 hrs, followed by an evening meal at 1800 hrs and an "Icebreaker" session at 1930 hrs.

11. Opening Address. The course will start formally with an opening address in the lecture hall at 0800 hrs the morning after the in-processing. The preferred standard of dress is smart casual.

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 Military Compound, 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.

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.

14. Documentation. The following documentation is to be brought by participants:

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

15. Food and Accommodation.

- a. **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.
- b. Dependants cannot be accommodated within the Military Compound.
- c. Meals will be available from the dining facility at the approximate cost of €30 for three meals per day.
- d. **All payments are to be made in Czech Crowns.** Course attendees will need to meet these costs on a 'pay-as-you-go' basis. All bills must be settled before attendees depart from the course. A cash machine is available to withdraw Czech Crowns on site with major credit/debit cards.

16. Out-processing. All attendees are to clear their accommodation and food bills and hand back all the 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 Arrangement 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 at 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:

Student Name and Grade
NATO Course TDD U3
VeV – VA
Vita Nejedleho 3
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. Open WiFi internet access and a small Internet suite with network printer exists within the accommodation block in camp.

21. 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 Training Command – Military Academy Vyškov.

22. We look forward to seeing you.

Course Staff at
Training Command – Military Academy

Annexes:

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

OUTLINE COURSE PROGRAMME

First Wednesday

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

Thursday

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

Friday

Second day of lectures

Saturday

Third day of lectures

Sunday

09:00 hours Continuation of lectures
12:00 hours Free time. Optional programme – Sightseeing /Shopping

Monday

Day 1 of Field Training

Tuesday

Day 2 of Field Training
13:00 hours Out-processing
14:00 hours Course debrief
17:00 hours Graduation

Wednesday

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 Training Command – Military Academy, CZE, students should 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
- 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

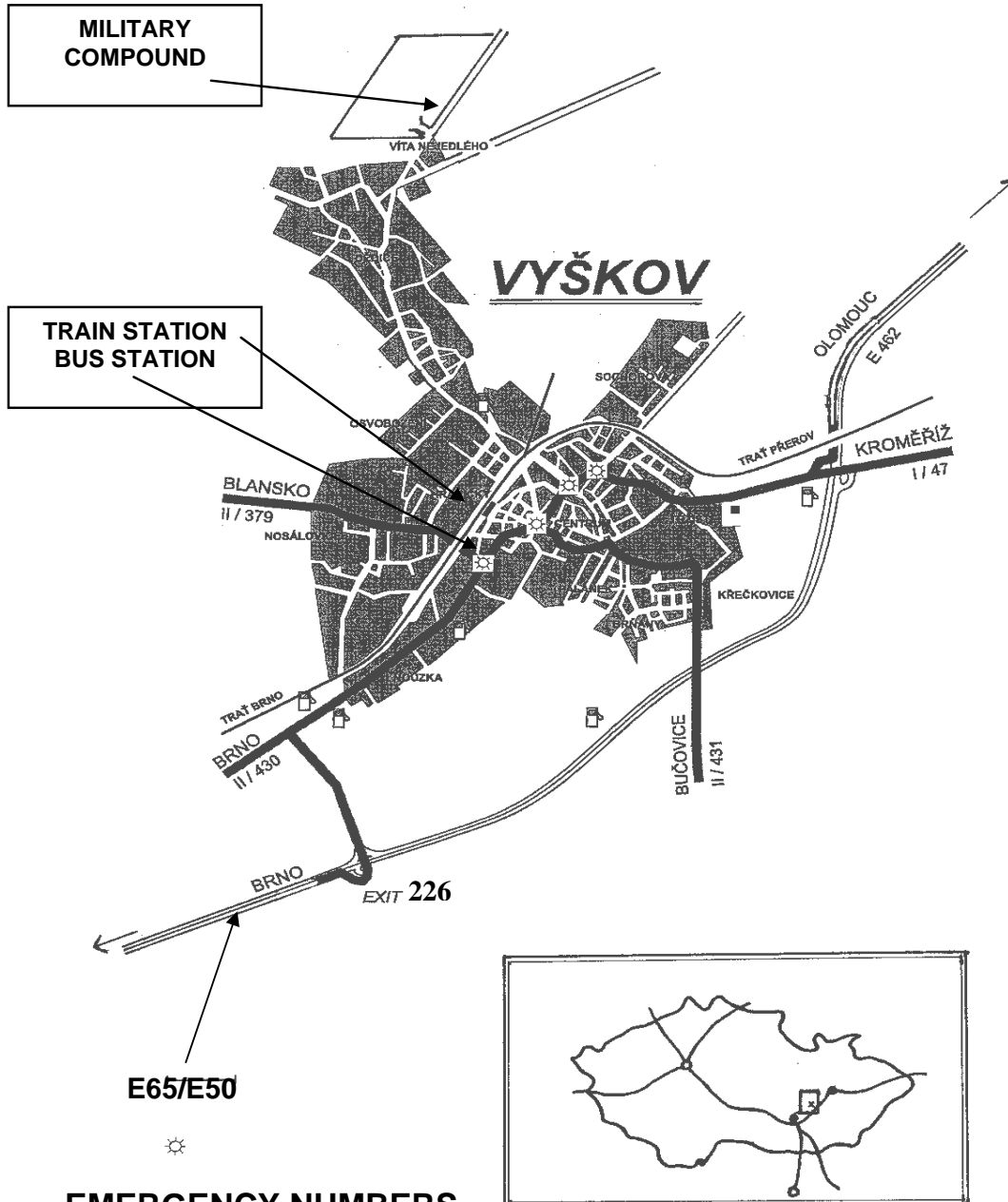
Via CRONOS Workstations: <https://jadr.act.nato.int>

- 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 NCSA to install the necessary software across the Military Command Structure. If not already installed on a workstation, the onsite NCSA administrator

should provide assistance or the student should register and access identical online courses via the Internet .

ROUTE CARD



EMERGENCY NUMBERS

Course Duty Offr - 00420 724 692 987

Fax – 00420 973 451 300

ANNEX D TO
COURSE JOINING
INSTRUCTION
DATED 2011

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 TC-MA			
9	Working Jacket and Trousers	1 set	
10	Helmet	1	
11	Body armour	1	
12	Rucksack	1	

2. The TC-MA 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.