



NORTH ATLANTIC TREATY ORGANISATION
NATO MARITIME INTERDICTION OPERATIONAL TRAINING CENTRE
NMIOTC
SOUDA BAY
73200 CHANIA
HELLAS



5000 NSC-26/Ser: NU58

TO: See Distribution

SUBJECT: **INVITATION LETTER FOR COURSE 5000 “MARITIME OPERATIONAL TERMINOLOGY COURSE” (ACT 690.2), 17 - 28 SEPTEMBER 2018**

DATE: 4 May 2018

REFERENCES: A. NMIOTC Program of Work (NPOW) 2018
B. NMIOTC DIR 60-1 CHANGE 9 (AMENDMENT-1) COST OF NMIOTC TUITION FEES 28 FEB 17

1. Taking into account the NPOW 2018 as well as the accreditation by ACT of the 5000 course as “NATO Approved”, NMIOTC is pleased to invite NATO and partners to participate in this event, which will take place at the Centre’s premises in Souda Bay, Chania, GREECE, from 17 to 28 September, 2018.

2. The aim of the course is to provide a comprehensive training package that includes theoretical aspects in the field of maritime operations. The desired outcome is for the participants to develop an understanding of operational procedures and terminology used in NATO-led Maritime Operations and Exercises.

3. Target audience is Officers ranging from OF-1 to OF-5 and OR-9 (Staff Planners, Command Team members), as well as equivalent civilian personnel. Military Agencies, Law Enforcement Agencies (Coast Guard, Port Police etc.) and other Governmental/International agencies and organizations are also eligible to participate.

4. The Course will be conducted in English. Translation to/from other languages will not be provided. The following proficiency standards in English are required to attend: Listening- Good (3), Speaking- Fair (2), Reading- Good (3), Writing- Fair (2) (STANAG 6001).

5. The Course is marked as “NATO Unclassified releasable to partners (except Russia)”.

6. The curriculum of Course 5000 will include the following theoretical modules:

- a. Module 5100 – NATO Concept
- b. Module 5200 – NATO Operations Legal Aspects

- c. Module 5300 – NATO TTPs in Maritime Operations
- d. Module 5400 – NATO Operations Planning Process
- e. Module 5500 – Briefing Techniques
- f. Module 1090 – MIO Simulator Training/SIMEX

7. A detailed agenda will be included in the Joining Instructions letter. In order to be considered as “successful attendees” and acquire the relevant certificate, the participants must attend at least 85% of the module classes of the course.

8. Instructors / Sea Trainers: All Sea Trainers and Instructors are Subject Matter Experts (SME) on their respective areas.

9. The cost for the course is **600 €** per person. Comprehensive administrative instructions can be found in Enclosure 1.

10. For organizational purposes, candidates are kindly requested to return their application forms to NMIOTC **no later than (NLT) Friday 10 Aug 2018**. Candidates from Non-NATO Countries not participating within PfP, MD, ICI or PatG frameworks must submit their applications NLT Friday 20 Jul, so that adequate time is provided for NATO approval procedures. Applications may be submitted by the following means:

- a. **Most preferred method:** submit “Trainee Joining Request Form” found at www.nmiotc.nato.int (click on “Join Us”)
- b. A digital “Word” version of application may also be downloaded from the NMIOTC website at www.nmiotc.nato.int, filled out electronically, and mailed to studentadmin@nmioct.nato.int
- c. Least preferred method: fill out Enclosure 2 and send scanned copy to studentadmin@nmioct.nato.int

11. Requests for NATO financial support require a duly stamped and signed Financial Assistance Request Form (FARF-Enclosure 3), which must be forwarded to MPD PRI Activity Coordination together with the Personnel Administration Form and in copy to NMIOTC’s POCs.

12. Event details may be found in the Partnership real-time Information, Management and Exchange system (ePRIME) <https://prime.hq.nato.int> or through NMIOTC Official website www.nmiotc.nato.int.

13. NMIOTC Points of Contact:

- a. **Course Director:** Lieutenant Teodosi Dimitrov BGR(N)
Phone: (+30) 28210 85728, Fax: (+30) 28210 85702
e-mail: dimitrovt@nmioct.nato.int,
- b. **Registration POC:** Lieutenant Konstantinos Papanastasis GRC(N)
Phone: (+30) 28210 85710, Fax: (+30) 28210 85702
e-mail: papanastasisk@nmioct.nato.int, studentadmin@nmioct.nato.int

14. MPD Points of Contact:

- a. MPD SENF Plans and Programme Team Coordinator : Major Ramazan Erkan Ekinci
Phone: (+1) 757 747 4290, NCN: 555-4290, Fax: (+1) 757747 3873
E-mail: Ramazan.ekinci@act.nato.int
- b. MPD Budget Manager: CIV Anna Hires
Phone: (+1) 757 747 4190, NCN: 555-4190, Fax: (+1) 757 747 3873
E-mail: Anna.Hires@act.nato.int



Charalambos Zisimipoulos

Commodore GRC (N)

Commandant NMIOTC

ENCLOSURES:

- 1. Administrative Instructions
- 2. Personnel Administration Form
- 3. Financial Assistance Request Form

DISTRIBUTION LIST:

EXTERNAL:

ACTION:

SHAPE NMR – GRC (NSWAN: NMRGRC@SHAPE.NATO.INT)
(PLEASE PASS TO NATO NMRS)
HQ SACT NLR GRC (NSWAN: PETROS.SASSARIS@ACT.NATO.INT)
(PLEASE PASS TO NATO NLRS)
HQ SACT PSE (NSWAN: VALERII.CHURKIN@ACT.NATO.INT)
(PLEASE PASS TO PFP (EXCEPT RUSSIA), MD, ICI, PATG NMRS)
HNDGS/E4 (NSWAN: GEETHA-DPOS-F2@MOD.GRC.NATO.INT)
(PLEASE PASS TO NATO AND PARTNER DEFENCE/NAVAL)
ATTACHES IN ATHENS)
HQ NATO HEL MILREP (NSWAN: GR.MILREP@HQ.NATO.INT)
(PLEASE PASS TO NATO AND PARTNERS' MILREPS)

INFORMATION:

HQ SACT DCOS JFT (NSWAN: STEFANO.SALAMIDA@ACT.NATO.INT)
HQ SACT ACOS JETE (NSWAN: ATHANASIOS.TSOUGANATOS@ACT.NATO.INT)
HQ SACT JFT EIT BRANCH HEAD (NSWAN: LUCA.MASSIMI@ACT.NATO.INT)
HQ SACT JFT TIE BRANCH (NU: MARIO.FERREIRA@ACT.NATO.INT)
HQ SACT JETE EIT (NSWAN: GEORGIOS.ZOUROS@ACT.NATO.INT)
SHAPE COS (NSWAN: COM.COS@SHAPE.NATO.INT)
SHAPE/J3 (NU: NICOLAS.GONZALEZCHAMORRO@SHAPE.NATO.INT)
HQ JFC NAPLES (NSWAN: VINCENT.ALEXANDRE@JFCNP.NATO.INT)
HQ JFC BS DESK OFFICERS (NSWAN: LAURENTIU.MESTERCA@JFCBS.NATO.INT,
MIROSLAV.STABL@JFCBS.NATO.INT,
KATHY.SMITH@JFCBS.NATO.INT,
BEN.GIBBS@JFCBS.NATO.INT)
MARCOM DCOS OPS (NSWAN: RECORDSCENTRE@MC.NATO.INT)
MARCOM N7 T2 (NSWAN: M.RUCHAY@MC.NATO.INT)
C-IED COE (NU: INFO@CIEDCOE.ORG)
CSW COE (NU: INFO@COECSW.ORG,
DH.MAROPS@COECSW.ORG)
MILENG COE (NU: TEDEV@MILENGCOE.ORG)
EOD COE (NU: INFO@EODCOE.ORG)
HNDGS/B2 (GRC MOD HNDGS COMM CEN PLEASE PASS TO HNDGS/B2)
HNDGS/D4 (NSWAN: DKLADOSDPD1@MOD.GRC.NATO.INT)
HAGS/TRAINING (GRC MOD HNDGS COMM CEN PLEASE PASS TO HAGS/TRAINING)
HNGS/B2 (NSWAN: GENETDIR@MOD.GRC.NATO.INT)
HELLENIC COASTGUARD HQ/TRAINING DIRECTORATE (NU: DEK@HCG.GR)
HELLENIC POLICE HQS/TRAINING DIVISION (NU: TRAININGDIV2@ASTYNOMIA.GR)
HELLENIC POLICE/C-IED DEPARTMENT (NU: YEEMSAS.DEADYNAMEON@ASTYNOMIA.GR)
NAMFI

INTERNAL:

ACTION:

DIR E&T
SAA

INFORMATION:

DCOM

COS

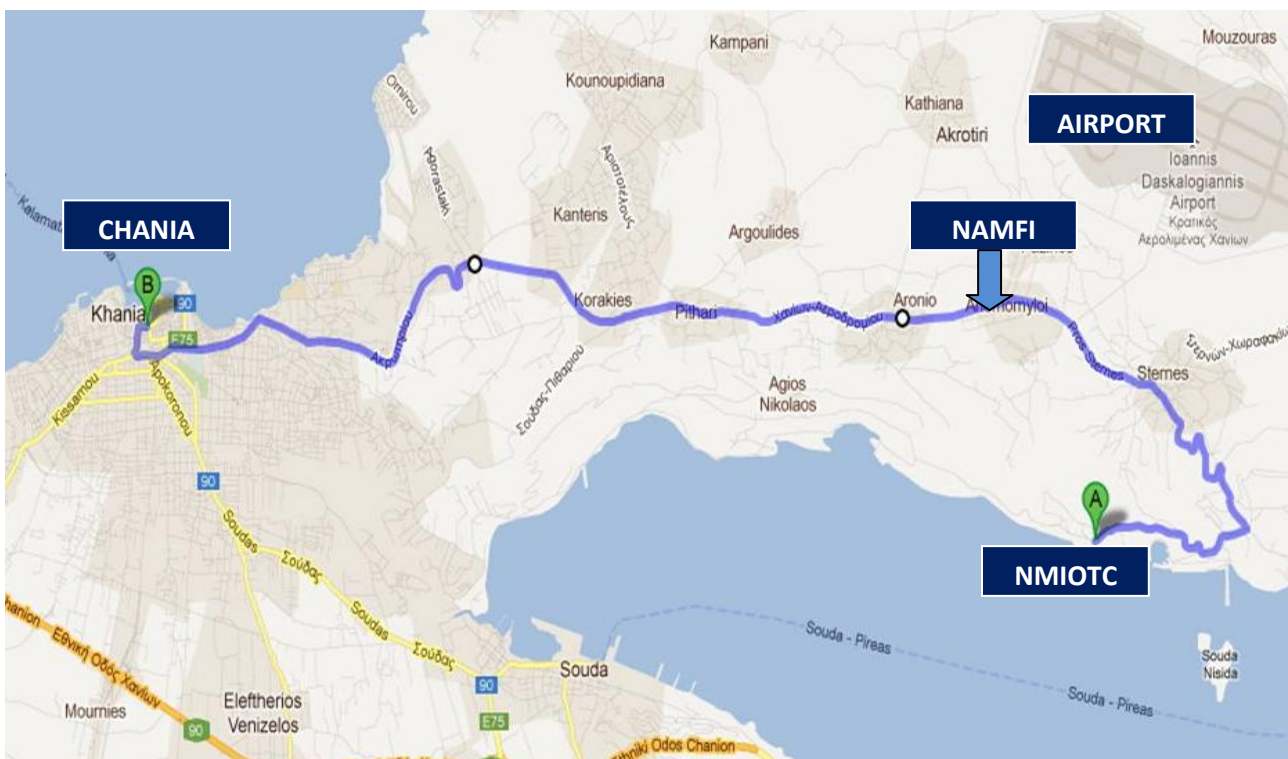
DOSO

DIR TS

DIR S (FOR B&F OFFICER)

ADMINISTRATIVE INSTRUCTIONS

1. **Location:** NMIOTC is located on the Akrotiri peninsula near the city of Chania in the north-western part of Crete. The destination airport is Chania International Airport (“Ioannis Daskalogiannis” Airport) (airport code: CHQ). Distance from the city of Chania to NMIOTC is 20 km and from the airport to NMIOTC is 9 km. The following map provides orientation and general driving directions from the city of Chania to NMIOTC.



2. **Registration:** Registration is open to all NATO and partner Nations, as well as other organizations. You are kindly requested to submit your Personnel Administration Form (Enclosure 2) in accordance with paragraph 10 of the main body via the following ways:

- a. By e-mail to the Registration POC (copy to Course Director).
- b. By fax: Send your Personnel Administration Form to fax number: (+30) 28210 85702 to NMIOTC Administrative Officer, Lt Konstantinos Papanastasis GRC(N).

Applications submitted after the specified deadlines may not be accepted. All applicants will receive a confirmation message within three days of their submission.

3. **Visa Requirement:** Participants or their national authorities are responsible for visa arrangements. A "VISA Support Letter" will be issued by MPD SENF AC if requested. Participants are advised to contact proper diplomatic agencies well in advance, for up-to-date information. It is an individual's responsibility to apply and obtain their VISA and to have the proper travel / medical documentation. The Hellenic Ministry of Foreign Affairs website (www.mfa.gr) provides relevant VISA information requirements.

4. **Tuition Fee:** The cost for Course 5000 is **600 €** per person. This fee includes daily transportation from Chania city center to NMIOTC and vice versa during the course days. Full payment for tuition must be made either to NMIOTC's Financial Officer on the first day of the course in cash or by bank deposit to NMIOTC bank account with the following data:

- a. IBAN Number: GR 38 0110 4940 0000 4945 4001 048
- b. Swift BIC: ETHN GRAA
- c. Bank Name: National Bank of Greece

Note: Bank deposit must be completed **no later than 3 working days** before the start date of the event. The relevant document with proper justification must be e-mailed to NMIOTC Budget & Finance Officer at sartzetakiv@nmiotc.nato.int. NMIOTC will cover only the expense that the National Bank of Greece may charge for transactions and not potential charges of other banks that may finally intervene.

5. **Dress Code:** Participants are strongly recommended to wear Daily Service Uniforms or National Equivalent for the whole theoretical training as well as for the Graduation Ceremony.

6. **Meals:** If participants would like to eat lunch while at NMIOTC, then they must do so at their own arrangement as NMIOTC does not provide this service. A variety of options are available in Chania. Nevertheless, a snack break is arranged around noon, on a daily basis. Also, a small canteen is available within the NMIOTC main building that will provide snacks for a nominal fee.

7. **Accommodation:** Participants are responsible to arrange their own accommodation as there is none on the Centre's premises. NMIOTC can provide guidance / assistance, if requested. Hotels near the Chania city center are highly recommended for transportation purposes. The following is a list of recommended Hotels around Chania city centre (special prices apply to participants only for direct booking with each hotel manager by e-mail using the code "**NMIOTC Guest**", including breakfast and internet connection):

- a. SAMARIA 4* hotel www.samariahote1.gr
E-mail: reservations@samariahote1.gr Tel.: (+30) 28210 38600.

- b. KYDON 4* hotel www.kydon-hotel.com
E-mail: info@kydon-hotel.gr Tel.: (+30) 28210 52280.
- c. AKALI 4* hotel www.akali-hotel.gr. The price also includes the use of swimming pool.
E-mail: info@akali-hotel.gr Tel: (+30) 28210 92872.
- d. ROYAL SUN 4* hotel www.royalsunhotel.com.
E-mail: hotelroyalsun@gmail.com Tel: (+30) 28210 46363.
- e. PORTO VENEZIANO 3* hotel www.portoveneziano.gr.
E-mail: hotel@portoveneziano.gr Tel: (+30) 28210 27100.
- f. ARKADI 3* hotel www.arkadi-hotel.gr
E-mail: info@arkadi-hotel.gr Tel: (+30) 28210 90181.
- g. HALEPA 3* hotel www.halepa.com
E-mail: hotel@halepa.com Tel: (+30) 28210 28440.
- h. Mare Nostrum Villas www.villasincrete.gr.
E-mail: info@villasincrete.gr Tel: (+30) 69442 86700. Transportation to NMIOTC is the responsibility of the individual for this location.

8. **Transportation:** Transportation will be provided on a daily basis from Chania city centre pick-up points (Akali, 1866 sq, Kydon , Royal Sun and NAMFI) to NMIOTC during the course. Participants are responsible for their transportation from the airport to the hotel and vice versa. Rental car agencies that have offered special prices for NMIOTC guests, as follows:

- a. Gelasakis car Rental: E-mail cars@stc.gr, www.rentacar-chania.gr,
Tel: (+30) 28210-89065.
- b. Spa Tours & Cars Enterprises: E-mail info@spatours.gr, www.spatours.gr,
Tel: (+30) 28210-57444.

9 **Medical service:** First-aid and emergency medical support is offered by NMIOTC paramedics, if necessary, at the local Naval Hospital. However, for all other situations, medical expenses must be paid by the individuals or their insurance agencies. All participants are strongly advised to have appropriate medical insurance.

10 **Security:** NMIOTC adheres to security according to NATO standards. There is a strict access control procedure for entrance into the Marathi main gate and NMIOTC main building. You will be required to provide your passport or your national identification during in-processing and whenever you enter the premises.



NORTH ATLANTIC TREATY ORGANISATION
 NATO MARITIME INTERDICTION OPERATIONAL TRAINING CENTRE
NMIOTC
 SOUDA BAY
 73200 CHANIA
 HELLAS



PERSONNEL ADMINISTRATION FORM

(PLEASE READ INSTRUCTIONS CAREFULLY BELOW PRIOR TO FILLING OUT THE FORM)

NAME OF EVENT: NMIOTC Course 5000 (ACT 690.2)

PERIOD: 17-28 September 2018

REQUESTING HQ / AGENCY INFORMATION

Trainee's HQ / Agency (*)	
Tel (*) / Fax	
E-mail (*)	

TRAINEE'S / PARTICIPANT'S INFORMATION

Last Name (*)	
First Name (*)	
Sex (*)	
Nationality (*)	
Military Rank (Title for Civilians) (*)	
Branch/Service (*)	
Title of duty position (*)	
Organization/HQ where duties are performed	
Date of Birth	
ID No/Passport No (*)	
NATO Security Clearance	

Tel (*)					
E-mail (*)					
TRAVELING INFORMATION					
Travel Mode to Greece / Crete/NMIOTC (*)					
Arrival Date (*)					
Departure Date (*)					
Accommodation (*)					
Rental Car					
POC's INFORMATION					
Name/Rank/Agency(*)					
Tel (*)					
E-mail (*)					
Where the Confirmation Message Should be sent?	<table border="0"> <tr> <td>a. Requesting Agency/HQ</td> <td>b. Student</td> </tr> <tr> <td>c. POC</td> <td>d. Other (specify in remarks)</td> </tr> </table>	a. Requesting Agency/HQ	b. Student	c. POC	d. Other (specify in remarks)
a. Requesting Agency/HQ	b. Student				
c. POC	d. Other (specify in remarks)				
COMMENTS / REMARKS					
INSTRUCTIONS					
<p>- INFORMATION MARKED AS (*) IS MANDATORY.</p> <p>- FORM MUST BE COMPLETED IN CAPITAL LETTERS AND THE FILE NAME MUST BE WRITTEN IN THE FOLLOWING FORMAT: COURSE_5000_SURENAME_RANK.DOC.</p> <p>- PLEASE FORWARD THE COMPLETED FORM TO:</p> <p style="padding-left: 20px;">A. studentadmin@nmiotc.nato.int VIA NU-WAN (UNCLASSIFIED E-MAIL), OR</p> <p style="padding-left: 20px;">B. FAX (+30) 28210 85702 (NCN: 498 5711) TO NMIOTC ADMIN OFFICER, LT KONSTANTINOS PAPANASTASIS GRC(N)</p> <p>- IF CERTAIN INFORMATION IS NOT APPLICABLE OR NOT YET DETERMINED, THE RESPECTIVE FIELD MAY BE FILLED WITH N/A OR TBD AS APPROPRIATE AND WILL BE DETERMINED LATER.</p>					

FINANCIAL ASSISTANCE REQUEST FORM

(To be attached by the PfP/MD/ICI/PatG Nation to the official participation request)

ACTIVITY IDENTIFICATION¹

Activity (Event):	Reference number:
Date:	Location:

PARTICIPANT IDENTIFICATION²

Partner Nation:	Rank/Service:
Family Name:	First Name:
ID/Number:	Tel/Number:
Email:	Official address:

ESTIMATE OF EXPENDITURE³

Travel:	Tuition fee:
Accommodation:	Other:
Meals:	TOTAL:

BANK IDENTIFICATION FOR REIMBURSEMENT⁴ (in capital letters)

Beneficiary	
Currency requested	
Name of Bank	
Name of Agency	
SWIFT code	
IBAN code	
Account number	

PARTNER NATION AUTHORISATION

Date:	Name:	Signature & Stamps:
-------	-------	---------------------

¹ As it is in e-PRIME

² If there are more participants, a list of them may be attached instead of separate request forms

³ If a list of participants is attached, the total estimated expenditure shall be indicated here

⁴ Unless each cell is completed, we are not able to remit it