



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



5000 NSC-35/Ser: NU 100

TO: See Distribution

SUBJECT: **INVITATION LETTER FOR COURSE 18000 “MARITIME BIOMETRICS COLLECTION AND TACTICAL FORENSIC SITE EXPLOITATION” 11 – 15 DECEMBER 2017**

DATE: 5 Sep 2017

REFERENCE: NMIOTC Program of Work (NPOW) 2017

1. Taking into account the NPOW 2017 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, HELLAS, from 11 to 15 December 2017.
2. The aim of the course is to provide a comprehensive training package that includes theoretical and practical aspects in the field of maritime biometrics collection and tactical forensic site exploitation. The desired outcome is for the participants to develop an understanding of all the relevant issues as pertaining to units in MIO.
3. Target audience is composed of Officers ranging from OF-1 to OF-3 (Staff Planners, Command Team members) and Petty Officers (CPO, PO)/Enlisted personnel (Boarding Team Leaders / Members), as well as equivalent civilian personnel. Military Agencies, 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. A draft agenda for this event is hereby attached as Enclosure 1. The final agenda will be included with the Joining Instructions in due time. Attendance of the participants is obligatory in order to be considered as “successful attendees”. Participants who fail to attend at least 85% of the Course, are not entitled to acquire the graduation certificate.

7. The curriculum of Course 18000 will include the following theoretical and practical modules:

- a. Module 18010 NATO Biometrics in MIO
- b. Module 18011 Biometrics Collection with SEEK II device
- c. Module 18012 Data Handling on SEEK II device
- d. Module 18013 Customizing a SEEK II device
- e. Module 18014 Forensic Site Exploitation Overview
- f. Module 18015 Forensic Photography
- g. Module 18016 Latent Fingerprint Lifting
- h. Module 18017 Physical Evidence Collection
- i. Module 18018 Forensic DNA Sample Collection
- j. Module 18019 Forensic Site Exploitation Practice
- k. Module 18020 Biometrics and Forensics Final Exercise

8. The Course will start on Monday, **11 Dec and will end on Friday, 15 Dec 17**, training hours are from 08:30 to 15:00. Comprehensive administrative instructions are provided at Enclosure 2.

9. Instructors: All Sea Trainers and Instructors are trained and proficient in their respective areas.

10. The cost for the 18000 course is 500 €.

11. For organizational purposes, candidates are kindly requested to return their application form (Enclosure 3) to NMIOTC studentadmin@nmiotc.nato.int before the following relevant deadlines:

a. The Course is “NATO Listed”, therefore it is not eligible for participation in NATO MPD subsidization programme. However, Candidates from NATO countries as well as candidates from Partnership for Peace (PfP), Mediterranean Dialogue (MD), Istanbul Cooperation Initiative (ICI), or Partners across the Globe (PatG) frameworks should apply **no later than (NLT) Friday 13 Oct 2017;**

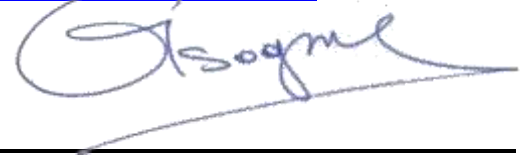
b. Candidates from non-NATO countries not participating to the Partnership for Peace (PfP), Mediterranean Dialogue (MD), Istanbul Cooperation Initiative (ICI), or Partners across the Globe (PatG) frameworks, **no later than (NLT) Friday 24 Nov 17,** so that the necessary NATO procedures will apply for approval.

12. Event details can be found in the Education and Training Opportunities Catalogue (ETOC) at <https://e-itep.act.nato.int/Guest/ETOCindex.aspx> or through the NMIOTC official web site www.nmiotc.nato.int.

13. NMIOTC Points of Contact:

a. **Course Director:** Lt Cdr Ioannis Argyriou GRC (CG)
Phone: (+30) 28210 85727, Fax: (+30) 28210 85702
e-mail: argirioui@nmiotc.nato.int, nmiotc_et@navy.mil.gr

b. **Registration POC:** Lt JG Konstantinos Papanastasis GRC(N)
Phone: (+30) 28210 85710, Fax: (+30) 28210 85702
e-mail: papanastasisk@nmiotc.nato.int, studentadmin@nmiotc.nato.int



Georgios Tsogkas
Commodore GRC (N)
NMIOTC Commandant

ENCLOSURES:

1. Draft Schedule of Events for Course 18000
2. Administrative Instructions
3. Personnel Administration Form (PAF)

DISTRIBUTION

External:

Action:

SHAPE NMR – GRC (NSWAN: NMRGRC@shape.nato.int)
(Please pass to NATO NMRs)
HQ SACT NLR GRC (NSWAN: petros.sassaridis@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 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)
CSW COE (NU: info@coecsw.org, dh.marops@coecsw.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)
US NSA SOUDA BAY
NAMFI

Internal:

Action:

DIR E&T
SAA

Information:

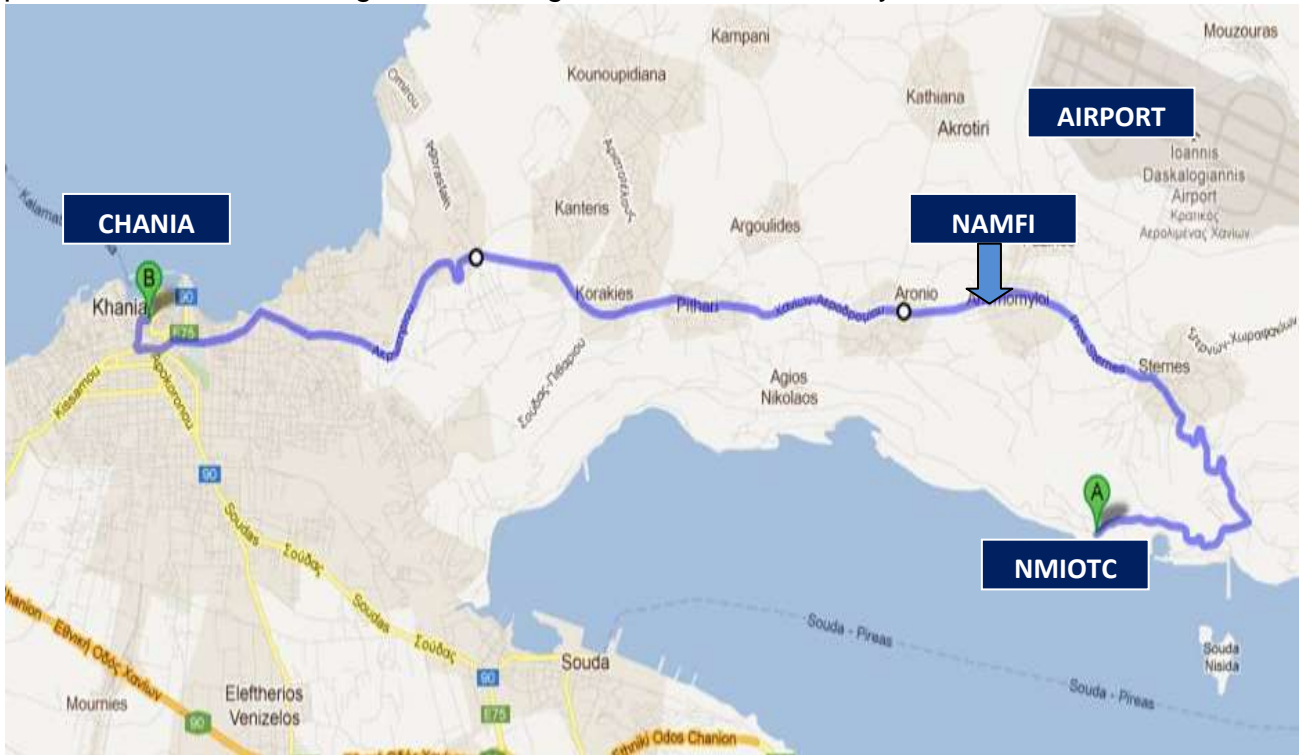
DCOM
COS
DOSO
DIR TS
DIR S (for B&F Officer)

Schedule of Events for Course 18000
“MARITIME BIOMETRICS COLLECTION AND TACTICAL FORENSIC SITE EXPLOITATION”
(11-15 Dec 2017)

Monday (December 11 – Day 1)		Tuesday (December 12 - Day 2)		Wednesday (December 13 - Day 3)		Thursday (December 14 - Day 4)		Friday (December 15– Day 5)	
08:50	Welcome Brief Auditorium	08:30	18012 Data handling on a SEEK II Classroom	08:30	18014 Forensic Site Exploitation Overview Aris	08:30	18018 Forensic DNA Sample Collection Aris	08:30	Introduction To FTX Scenario Aris
09:15		10:20		09:20		09:20		09:00	
09:20	Group Photo			09:30	18015 Forensic Photography Aris			09:10	Biometric FTX Scenario Aris
09:25				10:20		09:30	18019 Forensic Site Exploitation Practice (Single-handed scenarios) Aris	10:00	
09:30	18010 NATO Biometrics in MIO Classroom	10:30	18013 Customization of a SEEK II Classroom	10:30	18016 Latent Fingerprint Lifting Aris	11:20		10:10	Evidence Processing FTX Scenario A Aris
10:20		12:00		12:00				11:00	
10:30	18011 Biometrics Collection with SEEK II Classroom			12:00		11:30	18019 Forensic Site Exploitation Practice (Team scenarios Introduction) Classroom	11:10	Evidence Processing FTX Scenario B Aris
12:00		12:00		12:00		12:00		12:00	
12:00	LUNCH BREAK	12:00	LUNCH BREAK	12:00	LUNCH BREAK	12:00	LUNCH BREAK	12:00	LUNCH BREAK
12:30		12:30		12:30		12:30		12:30	
				12:30	18017 Physical Evidence Collection Aris			12:30	Course Debriefing, Area Cleanup Aris
12:30	18011 Biometrics Collection with SEEK II Classroom	12:30	18013 Customization of a SEEK II Classroom	13:20		12:30	18019 Forensic Site Exploitation Practice (Team scenarios) Classroom	13:30	
14:30		14:30		13:30	18019 Forensic Site Exploitation Practice (Single- handed scenarios)	15:00		14:00	Graduation Ceremony Auditorium
				15:00					

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.



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 JG 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. 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 1800 is **500 €** per person. The fee includes daily transportation from Chania city centre 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 Battle Dress Uniforms 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 at 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 centre 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.samariahhotel.gr
E-mail: reservations@samariahhotel.gr Tel.: (+30) 28210 38600.
- b. KYDON 4* hotel www.kydon-hotel.com
E-mail: info@kydon-hotel.gr Tel.: (+30) 28210 52280.
- c. ROYAL SUN 4* hotel www.royalsunhotel.com. The price also includes the use of swimming pool and free transportation to the city.

E-mail: hotelroyalsun@gmail.com Tel: (+30) 28210 46363.

d. PORTO VENEZIANO 3* hotel www.portoveneziano.gr.
E-mail: hotel@portoveneziano.gr Tel: (+30) 28210 27100.

e. AKALI 3* hotel www.akali-hotel.gr. The price also includes the use of swimming pool.
E-mail: info@akali-hotel.gr Tel: (+30) 28210 92872.

f. ARKADI 3* hotel www.arkadi-hotel.gr
E-mail: info@arkadi-hotel.gr Tel: (+30) 28210 90181.

8. **Transportation:** Transportation will be provided on a daily basis from Chania city centre pick-up points to NMIOTC during the course. Participants are responsible for their transportation from the airport to the hotel and vice versa.

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.

ENCLOSURE 3 TO:
5000 NSC-35/SER:NU100
DATED: 5 Sep 2017



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 18000

PERIOD: 11 - 15 December 2017

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?	a. Requesting Agency/HQ c. POC
	b. Student 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_1000_SURENAME_RANK.DOC.</p> <p>- PLEASE FORWARD THE COMPLETED FORM TO:</p> <p>A. studentadmin@nmiotc.nato.int VIA NU-WAN (UNCLASSIFIED E-MAIL), OR B. FAX (+30) 28210 85702 (NCN: 498 5711) TO NMIOTC ADMIN OFFICER, LT JG 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>	

