



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



5000 NSC-35/Ser: NU: 61

TO: See Distribution

SUBJECT: **INVITATION LETTER FOR COURSE 18000 “MARITIME BIOMETRICS COLLECTION AND TACTICAL FORENSIC SITE EXPLOITATION”, MOP-MO-32373, 4 – 8 Nov 2024**

DATE: 23 May 2024

REFERENCE: A. NMIOTC Program of Work (NPOW) 2024
B. NMIOTC DIR 60-1 CHANGE 12 Cost of NMIOTC Training (Tuition Fees)

1. Taking into account the NPOW 2024 (Ref. A), NMIOTC is pleased to invite NATO member states, NATO partners, and Non-NATO Entities (NNE) to participate in the training, which will take place at the Centre’s premises in Souda Bay, Chania, Greece, from Mon 4th to Fri 8th Nov 24.

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 for the participants is to develop an understanding of all the relevant issues as pertaining to units in Maritime Interdiction Operations (MIO).

3. The 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 or civilian personnel from other agencies and organizations tasked to participate in support of Maritime Interdiction Operations are also eligible to participate.

4. The course is conducted in English. Translation to/from other languages is not provided. The following proficiency standards in English are required to attend: Listening- Professional (3), Speaking- Functional (2), Reading- Professional (3), Writing- Functional (2) (STANAG 6001, ed. 5)

5. The course is marked as “NATO Unclassified/ Releasable to: PFP (except Russia), MD, ICI, PatG. NMIOTC applies security arrangements and regulations according to NATO standards.

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

a. **Course 18000**

- (1) Module 18010 - Biometrics in MIO
- (2) Module 18011 - Biometrics Collection with SEEK II device
- (3) Module 18012 - Data Handling on SEEK II device
- (4) Module 18013 - Biometrics Collection With Ares Javelin+
- (5) Module 18014 - Forensic Site Exploitation Overview
- (6) Module 18015 - Forensic Photography
- (7) Module 18016 - Latent Fingerprint Lifting
- (8) Module 18017 - Physical Evidence Collection
- (9) Module 18018 - Forensic DNA Sample Collection
- (10) Module 18019 - Forensic Site Exploitation Practice
- (11) Module 18020 - Biometrics and Evidence Processing Final Exercise

NOTED: a detailed agenda will be included in the Joining Instructions, which will be released two weeks before the course start date. More information on each module can be found at <https://nmiotc.nato.int> under Education & Training /Resident Courses/ Course Catalogue.

7. In order to pass the course and acquire the relevant certificate, the participants must attend at least 75% of the modules of the courses. (Assessment of trainee performance will be accomplished during practical training. The trainees will demonstrate skills during practical drills and scenarios and will be assessed by SME's)

8. The course will be delivered by NMIOTC SMEs in their respective areas of expertise with the support of Subject Matter Experts (SMEs) from US Naval Criminal Investigative Service (US NCIS) and Hellenic Police.

9. The tuition fee for Course 18000 is **830€** per person and includes transportation to and from the designated hotels and inside NMIOTC premises.

10. The course will start on **Monday 4th and will end on Friday 8th Nov 24**, with a daily training period from 08:30 to 14:30, included time for a lunch/snack break. Comprehensive administrative instructions are provided at Enclosure 1.

11. For organizational purposes, candidates are kindly requested to register no later than (NLT) **Friday 29th Sep 2024**. Candidates from Non-NATO Entities not participating in PFP, MD, ICI or PatG frameworks must register NLT **Friday 12th Jul 2024**, so that adequate time is provided for NATO approval procedures. Registration should be made on NMIOTC's official web site www.nmiotc.nato.int.

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

13. **NMIOTC Points of Contact (POCs):**

a. **Course Director:** Cdr Vasileios Vardaxis GRC (CG)

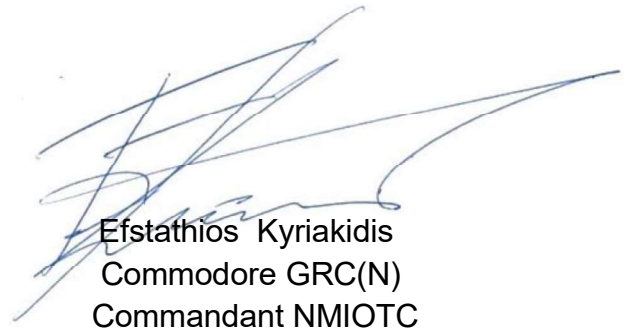
Phone: (+30) 28210 85727, Fax: (+30) 28210 85702

e-mail: vardaxisv@nmiotc.nato.int, nmiotc_et@navy.mil.gr

b. **Registration POC:** Cdr Konstantinos Papanastasis GRC(N)

Phone: (+30) 28210 85710, Fax: (+30) 28210 85702

e-mail: papanastasisk@nmiotc.nato.int, studentadmin@nmiotc.nato.int



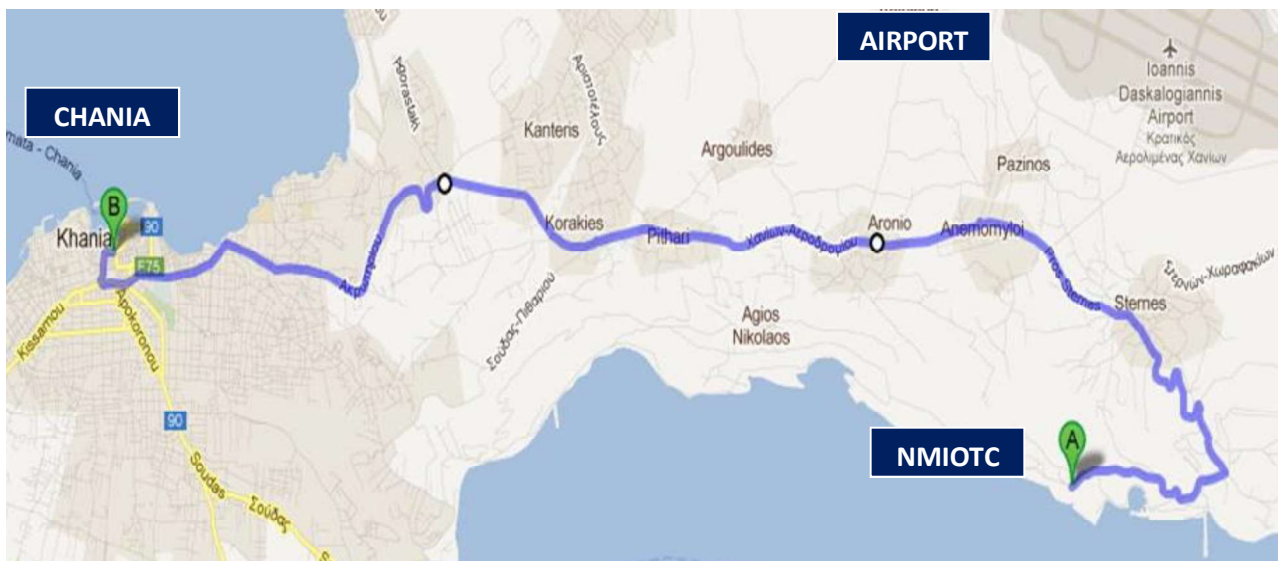
Efstathios Kyriakidis
Commodore GRC(N)
Commandant NMIOTC

ENCLOSURE:

1. Administrative Instructions

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 code: CHQ). The 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:** Participants are requested to sign up to NMIOTC registration portal found in NMIOTC website <https://nmiotc.nato.int> or using directly the link <https://nmiotc.classter.com/Actions/Registration> . A signup confirmation message will be received to the email provided during the sign up process, along with the respective credentials. Login to <https://nmiotc.classter.com> and submit your application to the respective course/event by using the “Application Management” function at the top left corner of the portal main page. You will receive a relevant message after the process of your application and your application will be “ACCEPTED”. You can update your personal and participation information (accommodation, travel days, etc) until your registration status become “REGISTERED”, approximately 10 days before the event. Registration status can be verified within the portal. If you encounter any problem during registration process, please contact studentadmin@nmiotc.nato.int or NMIOTC PoCs.

3. **Visa Requirement:** The participants or their national authorities are responsible for visa arrangements. The participants are advised to contact the proper diplomatic authorities for up to date information, well in advance. It is the individual’s responsibility to obtain his/her visa and to have the proper travel and medical documentation.

Hellenic Ministry of Foreign Affairs website (www.mfa.gr) provides relevant visa information requirements. NMIOTC will provide a Visa Support Letter, if requested.

4. Tuition/Participation Fee and Methods of Payment:

A. BEFORE THE MEETING/EVENT	INFORMATION	REMARKS
1. By Bank Deposit	NATIONAL BANK OF GREECE, NMIOTC BANK ACCOUNT 494/540010-48 SWIFT BIC: ETHN GRAA IBAN: GR3801104940000049454001048	Bank deposits should be completed not later than <u>2 working days before the start date of the event</u> , bank charges are not covered by NMIOTC. The receipt should be sent by email to kleinakisd@nmiotc.nato.int and cc masourakii@nmiotc.nato.int
2. By Debit/Credit Card	Upon notification from the participant, the direct link for credit/debit card payment will be sent to the designated-by the participant-email address.	The participant should send an email to kleinakisd@nmiotc.nato.int and cc masourakii@nmiotc.nato.int for receiving the link for the credit/debit card payment
B. ON THE FIRST DAY OF THE MEETING/EVENT	INFORMATION	REMARKS
3. By Debit/Credit card	A valid credit/debit card should be presented on the first day of the event.	The fee is always paid in euros [the credit/debit card may provide the option to pay in another currency (other than euro) and therefore the 'euro' currency option must be chosen].
4. By Cash	-	The fee is always paid in euros.

5. Cancellation Policy: A late cancellation of a confirmed seat significantly impacts NMIOTC's ability to maximize training opportunities for the Alliance and results in a financial loss for NMIOTC. Upon receipt of written confirmation NMIOTC calendar, our cancellation fees apply as follows:

- a. 30 to 15 days prior to course start date: 10% of student tuition due.
- b. 14 to 8 days prior to course start date: 25% of student tuition due.
- c. 1 week prior to course start date: 50% of student tuition due

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

7. **Meals:** A small canteen is available within the NMIOTC main building and provides snacks for a nominal cost. Participants who would like to have lunch while at NMIOTC must make their own arrangements as NMIOTC does not provide this service.

8. **Accommodation:** The participants are responsible to arrange their own accommodation as there is no accommodation facilities on the Centre's premises. NMIOTC can provide guidance / assistance, if requested. Hotels near Chania city centre are highly recommended for transportation purposes. The list of recommended hotels in Chania offering special prices (for participants who book directly with each hotel by e-mail using the code "NMIOTC") and including breakfast and internet connection, is as follows:

AKALI 4* hotel www.akali-hotel.gr. (promotional code "NMIOTC" via hotel's online booking platform)

E-mail: info@akali-hotel.gr Tel: (+30) 28210 92872.

KYDON 4* hotel www.kydon-hotel.com (promotional code "NMIOTC" via hotel's online booking platform) E-mail: info@kydon-hotel.gr Tel.: (+30) 28210 52280.

SAMARIA 4* hotel www.samariahotel.gr (promotional code "NMIOTC" via hotel's online booking platform")

E-mail: reservations@samariahotel.gr Tel.: (+30) 28210 38600.

ARKADI 3* hotel www.arkadi-hotel.gr

E-mail: info@arkadi-hotel.gr Tel: (+30) 28210 90181.

KRITI 3* hotel, www.kriti-hotel.gr , E-mail: info@kriti-hotel.gr, Tel. +302821051881

PORTO VENEZIANO 3* hotel www.portoveneziano.gr.

E-mail: hotel@portoveneziano.gr Tel: +30 28210 27100.

9. **Arrival and Departure:** The participants should book a flight to Chania International airport (airport code: CHQ) and are responsible for their own transportation from / to the Airport during arrival / departure. Transportation from Chania Airport to the city centre is available as follows:

- a. By bus: The bus stop is located outside the terminal and the ticket cost is 2.50€. For further information and detailed timetables, visit the following link: www.e-ktel.com/en/services/dromologia
- b. By taxi from the airport directly to Chania city center, 24/7, approx. 25.00€

c. Additionally, there are several rental car agencies at the airport. Rental car agencies that have offered special prices for NMIOTC guests are as follows:

i. Gelasakis Car Rental: E-mail: cars@stc.gr, www.rentacar-chania.gr, tel.+30 28210 89065.

ii. Spa Tours & Cars Enterprises: E-mail info@spatours.gr, www.spatours.gr, tel. +30 28210 57444.

10. **Transportation:** Transportation will be provided on a daily basis from Chania city centre pick-up points (Akali, Samaria (Arkadi is asked to use the Samaria stop as well), Kydon, Kriti (Porto Veneziano is asked to use the Kriti stop as well) to NMIOTC and vice-versa, during the course.

11. **Medical service:** The trainees are required to have a valid health insurance according to their respective national standards. The trainees from the EU Member States are required to possess a valid European Health Insurance Card. NMIOTC ensures first aid during training, providing emergency transportation to the Naval Hospital of Crete if needed. The Naval Hospital of Crete can provide diagnosis, first aid and treatment, while the Prefectural Hospital of Chania can provide further diagnosis or specialist treatment if required. NMIOTC do not cover trainees' expenses for additional medical treatments and the settlement of medical bills is a patient/national responsibility.

12. **Security:** NMIOTC adheres to NATO security 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. The overall security classification of presentations/discussions is up to "NATO Unclassified/Releasable to PfP (except Russia)/MD/ICI/PatG".