



2017 NATO SCHOOL STUDENT INFORMATION

Located in southern Germany, the NATO School Oberammergau (NSO) is NATO's premier facility for individual training and education at the operational level. The School conducts multinational programmes in direct support of current and developing operations, strategy, policy, doctrine and procedures for NATO. These programmes also include attendance by military and civilian personnel from many non-NATO nations.

To support the needs of the Alliance, the School's curriculum has grown from just two courses in 1953 to more than 110 different courses. The NSO provides courses of instruction in eight main disciplines: Intelligence; Cooperative Security; Joint Plans and Operations; Protection; Joint Targeting; Hybrid, Influence and Effects; Standards, Evaluation and Training; and Non-Commissioned Officer Programmes.

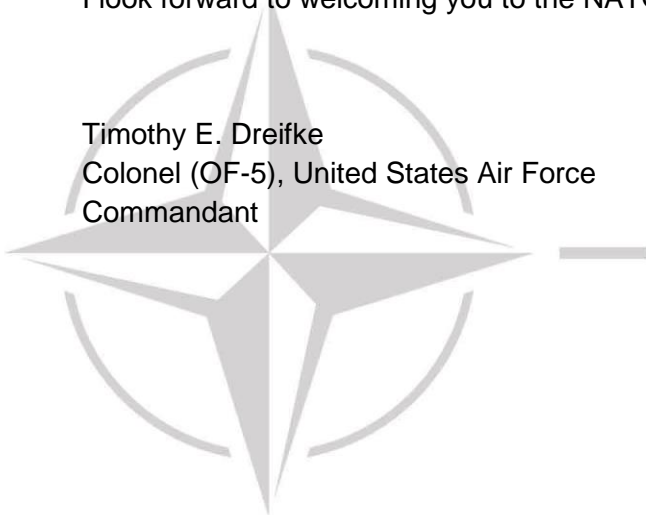
Since its founding, more than 200,000 officers, non-commissioned officers and civilians have graduated from our courses, primarily through resident programmes undertaken in Bavaria. Currently, nearly 10,000 students and conference attendees visit the School each year; however, an increasing number of personnel receive their training in courses from our Mobile Education Training Teams (METTs) and through Advanced Distributed Learning (ADL).

Although primarily focused on individual education, the School also supports collective training, exercises, experimentation and operations. Because of its convenient location and world-class facilities, NSO remains the destination of choice for many defence and security-related conferences and seminars.

I know that your attendance at the NSO will be among the most personally and professionally rewarding experiences of your career. I trust that you will take advantage of your time here to work with - and learn from - your fellow students, who represent the current and future leadership of their respective nations. I hope that you will make lasting friendships and I am sure that you will learn a great deal about the dynamic operational environment in which we all serve. Before you travel, please take some time to become familiar with the information in this handbook to help make your experience here more enjoyable.

I look forward to welcoming you to the NATO School Oberammergau.

Timothy E. Dreifke
Colonel (OF-5), United States Air Force
Commandant



1. PRE-ARRIVAL



1.1. Verify with your unit if you will have to pay tuition fees. Please ensure you plan ahead for payment if required.

1.2. Certain NSO courses require a review of security clearance documentation. Students attending M and P course designations (see course number) DO NOT NEED a security clearance. Students attending courses classified NATO CONFIDENTIAL and higher, are required to present their security clearance (with original signatures, no copies) for verification during in-processing. To review your course classification, please refer to the NSO course guide. Course classifications are noted in parenthesis after the course title.

1.3. There are several online courses developed to support NSO residential courses. Please check the course catalogue on the NSO website to check if there is an online course associated with your residential course. To access, click on the 'Members' Portal' login in the top right of the NSO website and go to 'Create new account'. If you do not see an online course and you are not familiar with NATO, it is recommended to complete the internet course "Introduction to NATO" located at <https://jadr.act.nato.int>. To access, click on 'New Account Registration' and complete the form. You will be asked to choose your own login and password.

2. TRAVEL



2.1. You are required to make your own travel arrangements to and from the School. Please be aware that courses can be cancelled or course dates can be changed up to six weeks prior to the course beginning.

2.2. A detailed brief outlining transportation and directions to and from the NSO, for air, rail and road users, can be found within the Newcomers section of the NSO website.

2.3. The School will provide bus transportation from the Oberammergau train station on Sunday afternoon. There is no transportation coordinated by the NSO on Saturdays. Visit www.bahn.de for information and booking of your train journey to/from Oberammergau.

2.4. During the working week the NSO Bus will collect/return students at designated pick-up points at or near the Oberammergau hotels, pensions and apartments. A map will be issued during In-processing.

2.5. If you are driving your own vehicle, you can enter the barracks and park your vehicle in the designated area in the parking lot by Building 601 at the bottom of the hill. Immediately turn left after you enter the lower gate. You will have to walk from the parking area to the School. The Parking Lot is also the Emergency Helipad (for the Barracks and the town) so please do not park on the designated

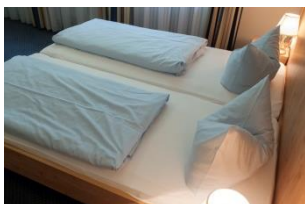
helipad.

2.6. **PLEASE BE AWARE OF THE GERMAN REGULATIONS** concerning the use of winter tyres. Winter tyres are recommended for the month of October through April. German law doesn't actually set any time limits, but it does clearly state that under icy conditions you must not drive without snow tyres on your vehicle. Fines (and the potential loss of insurance cover) could apply if you do not adhere to the regulations.

2.7. Most of the courses finish on a Friday. Please do not plan to depart from the NSO earlier than 1230hrs or plan your departing flight from Munich before 17:00hrs. There is transportation available to take you to Munich International Airport on Fridays leaving the NATO School Lodge at 13:00 hrs with an approximate arrival time of 15:00 hrs. Tickets for this (€20 per person) can be obtained from the Student Administration Office no later than the Wednesday afternoon prior to travel.

Disclaimer: Please note that the arrival time for the shuttle to Munich International Airport is an estimated one. Neither the NSO nor our contracted shuttle service provider can be held liable for unforeseen delays.

3. ACCOMMODATION



3.1. The NATO School Lodge (NSL) has accommodation for up to 65 students reserved on a first-come-first-served basis. You are encouraged to make your reservations through the NSL, even if you are staying in accommodation in Oberammergau village. Contact details and opening times: see page 8.

3.2. Statement of Non-Availability (not applicable to subsidised Students). With the exception of members of the German military and obligated civilians, there is no duty accommodation (subsidised or free-of-charge) located on the NSO campus.

The School will only issue statements of non-availability when all of the following conditions are met:

- At the time of the traveller's lodging request there are no rooms available in the Lodge.

- The national travel policy of the respective official traveller lists the NSL as an available lodging facility.

- The official traveller requests in advance a lodging reservation through the NSL reservation system.

3.3. German military staff and obligated civilian employees must adhere to national travel policies, which recognise the barrack rooms in the adjacent BIZBw as acceptable lodging. The BIZBw Barracks

Commander is the issuing authority for German statements of non-availability and has delegated the signature authority to the School, Chief Engineer CJ-4. If all of the following conditions are met, statements of non-availability will be issued (if requested by the Student):

- At the time of lodging request there are no rooms available in the transient billets within the BIZBw.
- The official traveller requests, in advance, a lodging reservation through the NSL reservation system.

3.4. United Kingdom and Netherlands travellers. National non-availability certificates are available at student administration and are to be requested no later than the Wednesday of the course week.

3.5. Late Arrivals. Students planning to arrive at the Lodge after 21:00hrs are required to inform reception of their late arrival. All reservations are subject to cancellation after 21:00hrs.

4. IN-PROCESSING



UPON ARRIVAL AT THE NSO YOU WILL BE ASKED TO PRODUCE A PHOTOGRAPHIC IDENTITY CARD. FAILURE TO PRODUCE ID WILL RESULT IN REFUSED ENTRY TO THE NSO COMPOUND.

COURSE IN-PROCESSING IS ONLY CONDUCTED ON SUNDAYS FROM 15:00-21:00HRS IN THE STUDENT ADMINISTRATION OFFICE OF BUILDING 616. COURSE IN-PROCESSING IS NOT CONDUCTED ON MONDAY MORNINGS.

4.1. Your class start times, course schedule and transportation schedule will be made available during in-processing on Sunday. If attending multiple courses sequentially, you may in-process on the Friday preceding the next course.

4.2. If you are unable to arrive by the specified reporting time, you are to telephone both the NSO Student Administration and the NATO School Lodge (if you are billeted there) before 12:00hrs on the Friday prior to the course. Additionally, you will have to report to the Student Administration Office on the first morning of the scheduled class at 07:30hrs.

5. TUITION FEES



5.1. Tuition fees can be paid during in-processing on Sundays or via the Finance Department (CJ-8) on Mondays between 14:00 - 16:00hrs. The payable tuition fee for your course is stated on the confirmation message. The fee may be paid in one of two ways:

- Nations/headquarters may prepay course seats on a quarterly basis. This method can be arranged through direct coordination with the School's Budget & Finance Office.
- All other students must pay by cheque, in cash (Euro) or by any credit card listed below while attending their course. A receipt for the tuition fee will be provided to use for travel voucher submissions.

5.2. Please check with your unit before departing for your course to ascertain whether you have to make an on-site payment of your tuition fees.

5.3. The following credit and debit cards are currently accepted for payment: Euro card, VISA, Mastercard, American Express, and EC Cash. Please be aware that you will be charged in Euros based on the daily currency exchange rate.

5.4. There are no facilities at or near the School to provide military financial assistance or support. There is an automatic teller machine (ATM) located at the NATO Recreation Centre, but you must make prior arrangements for sufficient funds to defray all expenses while at the School. The currency used in all NSO facilities is the EURO.

6. DIGITAL BADGING



6.1. In addition to the traditional course certificate for graduates, NSO offers a digital badge for selected courses.

6.2. Digital badges are validated indicators of accomplishment helping you to promote your credentials and achievements to potential employers, colleagues and your field of expertise. This enables you to share credentials on your social media accounts such as LinkedIn, Facebook and Twitter, via email or embedded in a personal website providing a high level of credibility and transparency.

6.3. This service is included in your tuition fee.

7. THE WORKING WEEK



EACH DAY, UPON ARRIVAL AT THE NSO, YOU WILL BE ASKED TO PRODUCE YOUR STUDENT PASS AND A PHOTOGRAPHIC IDENTITY CARD. FAILURE TO PRODUCE ID WILL RESULT IN REFUSED ENTRY TO THE NSO COMPOUND.

- 7.1. The NSO working day is
Monday - Thursday 08:00 - 17:00hrs;
Fridays 08:00 - 12:00hrs.
Ensure you are at the designated classroom promptly to start the academic programme.
- 7.2. Classes are conducted on national holidays unless otherwise stated.
- 7.3. Dress Code. With effect from 01 January 2018, all military students are to wear normal working dress or Combat/Camouflage Uniform; **DO NOT** wear Class A Uniform.
- 7.4. The NSO Campus and the adjoining Bundeswehr Business School are no-hat, no-salute areas. However, when transiting outside the barracks to/from accommodation, all military students are to wear the appropriate military headdress.
- 7.5. Military students in uniform are to transit direct to/from barracks and their accommodation. Students **ARE NOT** to wear uniform whilst shopping, dining or socializing down town.
- 7.6. The Dress Code for non-military students and guest speakers is Business Casual, comprising a sleeved shirt and trousers, with or without jacket and tie, with equivalent attire for ladies.

JEANS, T-SHIRTS, SHORTS, SPORTS SHOES (OR SIMILAR) ARE NOT ACCEPTABLE FORMS OF DRESS.

There are no dress-down days during the NSO working week.

8. SECURITY



8.1. Clearances & Classified Information. All students attending courses classified NATO CONFIDENTIAL and higher are required to verify their clearance by providing an original NATO security clearance document at course in- processing.

- Your MOD/HQ Security Officer (HQSO) or Division Security Officer (DSO) may send a security clearance certificate message over the NATO Secret WAN to the School's Classified Registry. This message should be addressed to the attention of Student Administration including student details (name, rank, course number, course date, student security clearance level).

NSO Classified Registry

+49-8822-9481-1203/1204 / nsoregistry@nso.nato.int

- The Attestation of NATO Personnel Security Clearance can be found in AC/35-D/2000-Rev7 Appendix 2 Annex 1 of the Directive on Personnel Security. The Clearance has to be sent directly to Student Administration by Internet as an attachment, as this is a NATO unclassified document. A hard copy must also be hand-carried and presented during in-processing. Furthermore it must have the original signature of the Security HQSO or DSO.

FAXES OR PHOTOCOPIES WILL NOT BE ACCEPTED.

8.2. If carrying classified material to the School you are required to inform the Classified Registry prior to arrival. Please include your name, identification number, day and time of arrival. You may either use the NATO Computer WAN or the email address of the Classified Registry.

8.3. Portable Electronic Equipment.

**PHOTOGRAPHY IS STRICTLY FORBIDDEN.
CAMERAS ARE NOT ALLOWED INSIDE THE NSO.**

8.4. Laptops, Tablets (or equivalent) and mobile phones are allowed in the compound but are not permitted in ANY class or syndicate room. Devices are to be switched off and secured in the lockers provided when not in use. Photography is strictly forbidden with a camera or mobile device.

7.5. Briefcases are permitted but should never be left unattended. A random check is permitted of all materials brought into the NSO.

9. NATO RECREATIONAL CENTER (NRC)



Students and their family members are welcome to use the NRC. Family members wishing to visit without their sponsor must bring valid identification. Children under the age of 7 must be accompanied by an adult at all times.

9.1. AAFES Express. There is a small AAFES Express shop located in the NRC which operates with US Dollars and Euros (change in US Dollars only) but you can purchase items with most credit and cash cards.

9.2. Fitness Room. Please bring your own towel when using the fully equipped fitness room. It is possible to change, shower and to lock your valuables. The fitness room is accessible 24/7 with your plastic student badge.

9.3. Library and Internet Café. The library offers a wide variety of magazines, books, CDs, videos and DVDs. Internet is available at no charge.

9.4. Games Room. Play video games (PlayStation/X-box), billiard, air hockey and kicker or just watch a movie in the Game Room.

9.5. Kids' Corner. Always accompany your children to the Kids' Corner with various toys for infants up to the age of four.

9.6. Multi-Purpose Room. You like indoor cycling, or just want to hit the punch bag or actually want to play the piano? Please have a look in the Multi- Purpose Room.

9.7. Rental Equipment. You can hire outdoor equipment such as skis, snow boards and bicycles.

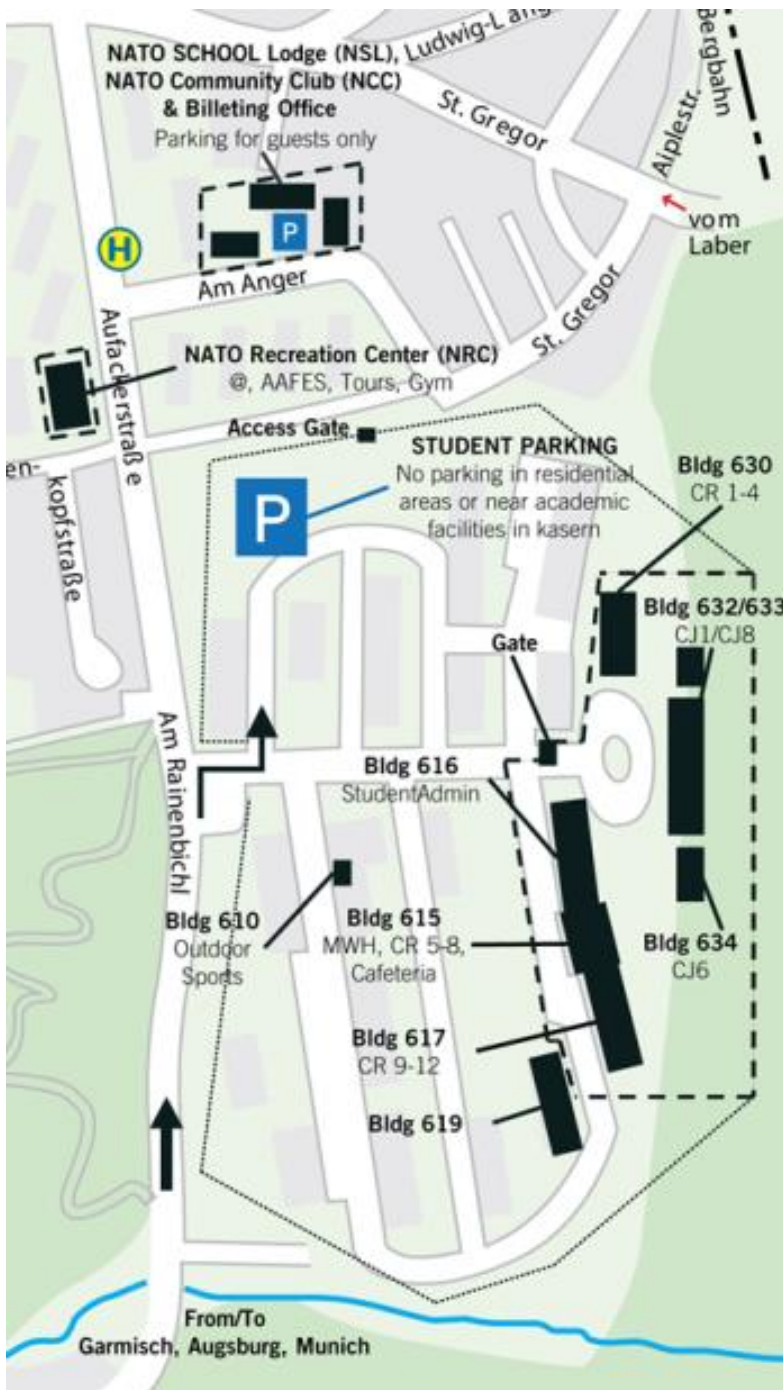
9.8. Playground. The NRC also offers an outdoor playground and a multi-purpose court. Contact the NRC reception for full details.

10. VOUCHERS FOR NSO CAFETERIAS



- Unlimited coffee and non-bottled soft drinks for one course week: EUR 15,00.
- Buffet lunch voucher for Monday to Friday: EUR 40,00.
- Single lunch voucher: EUR 8,50.

11. FACILITIES



NATO Recreation Centre (NRC)

Aufackerstrasse 18
82487 Oberammergau - Germany
Tel.: +49-8822-9481-3101/3102

Email:

ALL_NRC@natoschool.nato.int

Mon-Thu	09:30 - 18:00hrs
Fri	09:30 - 15:30hrs
Sat - Sun	CLOSED

AAFES Express

Aufackerstrasse 18
82487 Oberammergau - Germany
Tel.: +49-8822-922-803

Mon-Thu	10:30 - 15:00hrs 15:30 - 18:00hrs
Fri - Sun	CLOSED

NATO School Lodge (NSL)

Am Anger 3
82487 Oberammergau - Germany
Tel.: +49-8822-9481-6286

Fax: +49-8822-9171-6286 (Fax.)

Email: stay@natoschool.nato.int

Sun	08:00 - 24:00hrs
Mon	07:00 - 22:00hrs
Tue - Thu	07:00 - 21:00hrs
Fri	07:00 - 15:00hrs
Sat	08:00 - 15:30hrs

NATO SCHOOL Oberammergau

Am Rainenbichl 54
82487 Oberammergau - Germany

Email: info@natoschool.nato.int

Tel.: +49-8822-9481-1054

Fax: +49-8822-9171-1399

www.natoschool.nato.int