



HEADQUARTERS ALLIED JOINT FORCE COMMAND NAPLES
QUARTIER GENERAL DU COMMANDEMENT INTERALLIE DE
FORCES INTERARMEES NAPLES

Via Madonna del Pantano, 80014 Giugliano in Campania, Loc.
Lago Patria, Naples, Italy

Our ref: JFCNP/PLANS/J9/CK/19-01765

Tel: +39-081-721 + 3108

NCN: 433 3108

Fax: +39-081-721-2719 (Registry)

Date: 26 June 2019

TO: See Distribution

SUBJECT: INVITATION LETTER TO BST PHASE ID PARTNER OBSERVATION FOR EXERCISE NOBLE BONUS 2019 (NOBO19), ACT. 784.4

- REFERENCES:**
- A. 7530/TSC-TSX-0130/TT-160824/Ser: NU0715 - NATO Military Training and Exercise Program (MTEP) 2019, dated 21 Aug 18.
 - B. Bi-SC Collective Training and Exercise Directive (075-003), dated 11 Dec 14.
 - C. MCM-0253-2019 (INV), Military Training and Exercise Programme (MTEP) 2019-2023: Open to Partners (OTP) and Non-NATO Entities (NNE) portion dated 2 April 19.
 - D. SH/MIP/DEI/JPN20130121 Military Partnerships Directorate Management Guidance dated 21 January 2013.

1. Exercise NOBLE BONUS 2019 (NOBO19) will be an Allied Command Transformation (ACT) sponsored Command Post Exercise (CPX) in the form of a Battle Staff Training, that will train Joint Force Command Naples' (JFCNP's) commanders and Staff. The level of ambition is to utilize the OCCASUS scenario material in order to plan the response of NRF19 to an Article 5 situation, at the level of a Major Joint Operation (-).

2. In accordance with Reference B, JFCNP, as the Officer Conducting the Exercise (OCE), is responsible for the detailed planning and overall execution of the exercise, to conduct the Exercise Planning Process in general, and to coordinate and call for all meetings. The NOBO19 Phase ID (BST) Partner Observation will take place on 1-2 Oct 19 in JFCNP, Naples, Italy.

3. In accordance with Reference D, JFCNP as Action Authority is pleased to invite all NAC-approved Partner Countries (observers and participants), to observe NOBO19 Phase I-D (BST) (ACT.784.4). Participation will be limited to two staff officers per Partner Country for the event.

4. The preliminary Program is at Annex A and the administrative instructions can be found at Annex B. The final Program for NOBO19 Phase ID (BST) Observation will be sent to PNMRs separately.

5. This event can be subsidized for the Partner Nations reflected in Reference D.

6. To allow sufficient time for coordination and further planning, participants are requested to electronically submit a PAF (found at Annex C), FARF (Annex D) and PSC **NLT 23 Aug 19** to

JFC Naples POCs. Partner Country participants require a PSC level SECRET. Other event details can be found in e-PRIME, under the reference ACT. 784.4.

7. JFC Naples POCs are as follows:

Administrative Issues:

Maj. Christoforos KOUTSOGIANNIS (GRC-A) (Main POC)

Phone: 0039 081721 3108

E-mail: Christoforos.KOUTSOGIANNIS@jfcnp.nato.int

Fax: 0039 081721 8446

NCN: 433-3108

Maj. Svetlin IVANOV (BGR-AF) (Alternate POC)

Phone: 0039 081721 2182

E-mail: Svetlin.IVANOV@jfcnp.nato.int

Fax: 0039 081721 8446

NCN: 433-2182

FOR THE COMMANDER:



Gary DEAKIN
Major General, GBR-A
Acting Chief of Staff

ANNEXES:

- A. Draft Observation Program
- B. Administrative Instructions
- C. JFC Naples Personnel Administration Form (PAF)
- D. Financial Assistance Request Form (FARF)

DISTRIBUTION:

External:

Internal:

Action:

Action:

J7
J9

SHAPE PD:

- PNMR Bosnia and Herzegovina

- PNMR Finland
- PNMR Georgia
- PNMR Republic of Moldova
- PNMR Serbia
- PNMR Sweden
- PNMR North Macedonia.
- PNMR Ukraine
- Defence Attaché, Embassy of Algeria in Brussels
- Defence Attaché, Embassy of Egypt in Brussels
- PNMR Jordan (via SHAPE Bi-SC MPD)
- Defence Attaché, Embassy of Israel in The Hague,
- PNMR Morocco
- Defense Attaché, Embassy of Tunisia in Brussels
- Embassy of Kingdom of Bahrein in Brussels
- PNMR United Arab Emirates
- Embassy of Australia in Brussels
- Embassy of Iraq in Brussels
- Embassy of the State of Kuwait, Brussels, Belgium
- Embassy of Qatar, Brussels, Belgium
- NATO-ICI Regional Center

OBSERVATION PROGRAMME FOR EXERCISE NOBLE BONUS 2019 (NOBO19)
BATTLE STAFF TRAINING (BST)

| Day | Time (A) | Title | Military Objective (Milestones) | Location | Responsibility | Supporting |
|-----------|-------------------------|---|---|-------------------------------|----------------|------------|
| 30 Sep 19 | 08:00 20:00 | Travel day and check-in to assigned hotels | NIL | International Airport/ Naples | BSG | J9 MPB |
| 1 Oct 19 | 07:30 | Transportation to JFCNP from hotels | NIL | Lago Patria | BSG | J9 MPB |
| | 08:00 08:30 | In-Processing: • Security briefing by JFCNP HQSO • Admin issues | Observers are familiar with NATO security regulations | Main Lobby | BSG | J9 MPB |
| | 08:40 09:30 09:40 | • J9 MPB BH welcoming remarks • MPB structure and activities common brief • Office Call ACOS J9 | Observers to become familiar with NATO concepts, procedures and current doctrine. | J9 Conference Room (A3-102) | J9 MPB | J9 MPB |
| | 10:00 10:45 | JTF HQ structure and Battle Rhythm | Observers to become familiar with the daily processes within a Joint Task Force HQ. | | J3/5 | J9 MPB |
| | 11:15 12:00 | NOBO19 Exercise | | | J7 TREX | J9 MPB |
| | 12:00 13:00 | Operational Level Decision Making Cycle | Observers to become familiar with NATO concepts, procedures and current doctrine | J9 Conference Room (A3-102) | JAS | J9 MPB |
| | 13:00 13:10 | Group Photo | NIL | Main Lobby | PAO | J9 MPB |
| | 13:15 14:15 | Lunch | NIL | DFAC | DFAC | J9 MPB |
| | 14:15 15:15 | SAB Briefing | Observers to become familiar with the daily processes within a Joint Task Force HQ. | J9 Conference Room (A3-102) | JOC | J9 MPB |
| | 15:15 15:45 | JOC Visit | | JOC | JOC Director | J9 MPB |
| | 15:50 17:00 | HUB Visit | Observers to become familiar with NATO concepts, procedures and current doctrine | NDS-HUB | HUB | J9 MPB |

NATO UNCLASSIFIED
Releasable to NOBO19

| | | | | | | |
|----------|----------------|--|---|-------------------------------|-------------------------|--------|
| | 18:00 | End of activity and transport to hotels | NIL | Lago Patria | BSG | J9 MPB |
| 2 OCT 19 | 09:00 | Transportation to JFCNP from hotels | NIL | Lago Patria | BSG | J9 MPB |
| | 09:30-10:00 | Office Call DCOS PLANS -TBC | NIL | J9 Conference Room (A3-102) | J9 MPB | J9 MPB |
| | 10:30 13:00 | Attendance of Battle Rhythm events: <ul style="list-style-type: none"> • FAPG • EWG • IAWG | Observers to become familiar with the daily processes within a Joint Task Force HQ. | TBD | Working Group Secretary | J9 MPB |
| | 13:00 14:00 | Lunch | NIL | DFAC | DFAC | J9 MPB |
| | 14:00 | Out-processing | NIL | J9 Conference Room (A3-102) | J9 MPB | J9 MPB |
| | 14:00 | End of activity and transport to hotels | NIL | Lago Patria | BSG | J9 MPB |
| 3 OCT 19 | 08:00-20:00 | Travel day and check-out of assigned hotels | NIL | International Airport/ Naples | BSG | J9 MPB |

ADMINISTRATIVE INSTRUCTIONS

1. **Concept of Support.** JFCNP BSG will organize, coordinate and execute the real life support for the event in coordination with J9MPB.
2. **Mission.** To facilitate the execution of the event which will take place in the JFC Naples HQ, namely Lago Patria Base (see Appendix 1), providing full logistic support, in accordance with concepts highlighted by J7 OPR.
3. **Execution.** J9MPB will be responsible for the request and coordination of all RLS issues, and the execution of all related tasks will be provided accordingly by JFCNP BSG.
4. **Services and Support.**
 - a. Medical Instructions.
 - (1) Medical support in Lago Patria Base will be addressed by normal peacetime procedures (National Support Elements, local hospitals, etc.).
 - (2) The local emergency telephone number is **118**.
 - (3) Any Medical Emergency has to be reported to the RLC Section, as soon as possible.
 - (4) Nations must ensure all respective personnel are medically fit for the deployment.
 - (5) Any medical expenses incurred will be met by NSEs/SNRs.
 - b. In/out-processing.
 - (1) In-processing will take place:
 - (a) **On the 1st October 2019 in JFC HQ Naples main complex** from 0800-0830h.

This will include issuing of security badges.
 - (2) **NLT 23 Aug 19**, all participants are requested to complete the Personal Administration Form (PAF).
 - (3) All participants are requested to submit a copy of their security clearance.
 - (4) Below documents are requested at the time of in-processing:

- (a) NATO/National ID card.
 - (b) Security Clearance document (Original Copy).
 - (c) NATO Travel Order.
- (5) NATO Travel Order will be issued at the in-processing desk. These will be required to enable the granting of access to retail privileges (barcode) at the MWA International Store.
- c. Logistic Support.
- (1) Facilities available in the MWA community centre are as follows:
- (a) Post office
 - (b) Bank
 - (c) ATM
 - (d) Gymnasium
 - (e) Library
 - (f) International store
 - (g) International Mess
 - (h) Cafeterias (also in main building)
 - (i) Vending machines (also in main building)
- d. Accommodation.
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- (1) JFCNP J9/MPB will make the arrangements for accommodation for subsidized partner nations.
- (2) A list of suggested hotels is at Appendix 2. Non-subsidized participants are to make their own arrangements for accommodation.
- e. Movement and transportation.
- (1) Using the PAF, all participants are able to request transportation:
- (a) for the arrival from the airport to the hotels;
 - (b) vice versa for the departure;
 - (c) daily for the connection to the base.
- (2) A timetable and some specific instructions are at Appendix 3.
- (3) External services are also available (taxi, shuttle service provided by some hotels, rental cars) **but payment is an individual responsibility** (according to national financial rules) and is not reimbursable by NATO. If necessary, it is possible to request from BSGRLC Section a transportation no-availability statement.

- (4) Only transport requests (PAF) submitted will be considered.
- (5) Passengers may be requested to demonstrate their identity before boarding the vehicle (National/NATO ID / Passport).

f. Catering Service.

Meals are available at JFCNP International Mess within the MWA Community Centre:

- (a) Only lunch is provided, on working days only;
- (b) Special requests (i.e. lunch during no-working days) have to be addressed to RLC Section, NLT two days in advance;
- (c) Payment, in cash (€) is an individual responsibility.

g. Security.

- (1) BSG has the overall responsibility for all security aspects of JFCNP activity and facilities. It is also the coordinating authority towards the Host Nation (HN) Security Organization (including the HN Security Guard Force), which is responsible for providing force protection oversight and enforcing local guard force policies.
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- (2) All external individuals of the following categories:

- (a) Military and civilian personnel from a non-NATO military or civilian body.
- (b) Personnel from international and non-governmental organizations;

are required to provide the following information to the HQSO in good time before the start of the event:

- 1/ Last name, first name and rank.
- 2/ Passport/ID card number (also to be presented upon arrival).
- 3/ National personal security clearance, if applicable.

Physical access to NATO Security areas (Class I/II), access to NATO CIS, NATO information and intelligence and release of NATO information will be managed in accordance with the Bi-SC Handbook for Information and Intelligence Sharing with non-NATO entities.

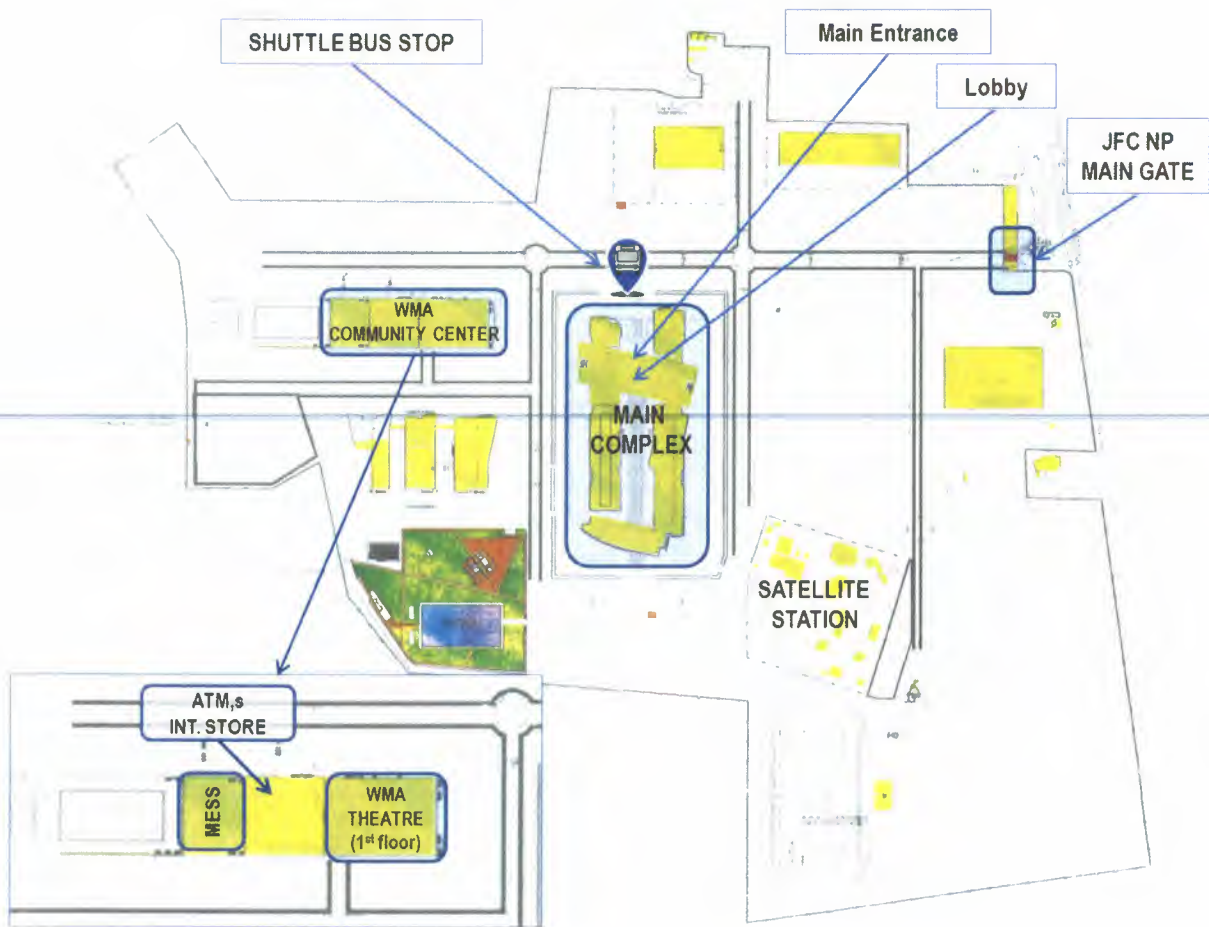
- (3) NATO Personal Security Clearances are to be sent using the address provided in the Administrative Instructions.

- (4) **The use of Personal Communication Devices (PCDs) is prohibited in exercise locations without written approval from the HQSO.** Approval will only be given when documentation is provided stating that the PCD is an official NATO device. Other devices (such as mobile phones, personal data assistants, laptops, USB memory sticks, smart watches and external hard drives) will be required to be stored in the dedicated boxes at the Main Building entrance.
- (5) Visitors hand carrying NATO classified material higher than NATO RESTRICTED must have written courier authorization (Ref; AD 70-1) from their point of origin. In addition, prior notification (name, organization, date/time of arrival) should be sent to the HQSO. Failure to provide this certification is a security violation, and will be reported to the individual's home organization for action if necessary.
- h. Points of Contact. (See Appendix 4).

APPENDICES:

1. Lago Patria Base Map
 2. Recommended Hotel List.
 3. Shuttle Bus Timetables and Location.
 4. POC List.
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LAGO PATRIA BASE



HOTEL LIST

| TYPE | NAME | ADDRESS | TEL. | WEB | DISCOUNT |
|--------------------|-------------|--------------------------------------|-------------|--|---|
| Hotel & Restaurant | IL PANFILO | Via Lago Patria Parco Mazzola | 081 5099334 | www.hotelresortilpanfilo.it | 12% |
| Hotel | ORCHIDEA | Via Staffetta 163 Lago Patria | 081 5098526 | info@orchideahotelsrl.com | 20% |
| Hotel | AGORA' | Via Staffetta 201 Lago Patria | 081 3340594 | www.hotelagora.net | 10% |
| Hotel | BELLAVISTA | Via SS Domitiana Km 46.000 Varcaturò | 081 5097876 | www.hotelbellavista.com | 40% Mon Fri €30 per night – 7 nights |
| Hotel | PREMIERE | Via Ripuaria 316/A Varcaturò | 081 5092816 | www.hotelpremiere.it | 10% |
| Hotel | LA COSTIERA | Varcaturò | 081 5090128 | www.lacostiera.it | 25% |

Pickup Points will be in front of the hotel

CAPODICHINO AIRPORT SHUTTLE BUS LOCATION



APPENDIX 4 TO
ANNEX A TO
JFCNP/ PLANS/J9/CK/19-01708
DATED 26 JUNE 19

POINTS OF CONTACT

MOTORPOOL POC: 0039 335 783 2492. (0700-1900).

JFC Naples TRJE18 J9/MPB:

MAJ. Christoforos KOUTSOGIANNIS, GRC-A

Unclass WAN: Christoforos.KOUTSOGIANNIS@jfcnp.nato.int

Comm: +39 081 721 3108

MAJ. Svetlin IVANOV, BGR-AF

Unclass WAN: Svetlin.IVANOV@jfcnp.nato.int

Comm: +39 081 721 2182

JFC NAPLES PERSONNEL ADMINISTRATION FORM (PAF)

SEE EVENT ADMIN ORDER FOR INSTRUCTIONS TO COMPLETING THE PAF. SUBMISSION INSTRUCTIONS ARE BELOW THE FORM

MUST BE COMPLETED IN CAPITAL LETTERS.

[ADMIN UPLOAD](#)

RETURN BY: 23 August 2019

GENERAL REGISTRATION INFORMATION

| | | | |
|---|------------------------|---|---------------------------------------|
| 1. SURNAME: | ----- | 10. HOME UNIT / ORGANIZATION: | -----SELECT--- |
| 2. FIRST NAME: | ----- | 11. DUTY PHONE: | ----- |
| 3. NAME OF EVENT: | NOBO19 BST OBSERVATION | 12. MOBILE PHONE: | ----- |
| 4. NATO RANK/GRADE: (OF-9, OF-8, A-1, A-2...) | -----SELECT--- | 13. E-MAIL ADDRESS (UNCLASSIFIED): | ----- |
| 5. NATIONAL RANK/GRADE (CAPT, MAJ, LT...): | -----SELECT--- | 14. NATO SECRET E-MAIL ADDRESS: | ----- |
| 6. SERVICE (Army, Navy...): | -----SELECT--- | 15. NATO SECURITY CLEARANCE: | -----SELECT--- |
| 7. COUNTRY / NATIONALITY: | -----SELECT--- | a. CLEARANCE EXPIRATION (M/D/YYYY): | ----- |
| 8. DATE OF BIRTH (M/D/YYYY): | ----- | b. PLACE OF BIRTH (PARIS, FRA): | ----- |
| 9. GENDER (M, F): | -----SELECT--- | 16. ID NUMBER: (NATO / NATIONAL / PASSPORT) | ----- |
| | | | <i>Example: K393052 (NATIONAL ID)</i> |

TRAVEL / ACCOMODATION INFORMATION

----- ARRIVAL -----

| | | | |
|--|----------------|----------------------------|----------------|
| 43. ARRIVAL MODE OF TRAVEL: | -----SELECT--- | 46. FLIGHT / TRAIN NUMBER: | ----- |
| 44. DATE OF ARRIVAL (M/D/YYYY): | ----- | (Example: AZ398) | ----- |
| For Example: 1/25/2015 | | 47. ARRIVAL LOCATION: | -----SELECT--- |
| 45. ARRIVAL TIME (HH:MM): | -----SELECT--- | | |
| 48. DO YOU NEED PICKUP SERVICE FROM THE AIRPORT / TRAIN STATION? | -----SELECT--- | | |
| If "YES", complete 49. | | | |
| 49. ARE YOU GOING TO JFCNP HQ OR THE HOTEL FROM THE AIRPORT / TRAIN STATION? | -----SELECT--- | | |
| If HOTEL, please provide the hotel name in 44. HOTEL NAME. | | | |

----- DEPARTURE -----

| | | | |
|---|----------------|----------------------------|----------------|
| 50. DEPARTURE MODE OF TRAVEL: | -----SELECT--- | 53. FLIGHT / TRAIN NUMBER: | ----- |
| 51. DATE OF DEPARTURE (M/D/YYYY): | ----- | (Example: AZ398) | ----- |
| For Example: 1/25/2015 | | 54. DEPARTURE LOCATION: | -----SELECT--- |
| 52. DEPARTURE TIME (HH:MM): | -----SELECT--- | | |
| 55. DO YOU NEED TRANSPORT TO THE AIRPORT / TRAINSTATION? | -----SELECT--- | | |
| 56. ARE YOU LEAVING FOR THE AIRPORT FROM YOUR HOTEL OR FROM JFCNP HQ? | -----SELECT--- | | |
| If HOTEL, please provide the hotel name in 45. HOTEL NAME | | | |

----- ACCOMMODATION -----

| | | | |
|---|----------------|---|----------------|
| 57. HOTEL NAME: | -----SELECT--- | 58. DAILY TRANSPORTATION REQUIRED? | -----SELECT--- |
| For the Naples area only (If your hotel is not available, please type in your hotel name) | | (Transport is only available from recommended HOTELS to JFCNP HQ) | |

EMERGENCY CONTACT INFORMATION

| | | | |
|------------------------------------|-------|--------------------------|-------|
| 59. EMERGENCY SURNAME: | ----- | 62. POC SPOKEN LANGUAGE: | ----- |
| 60. EMERGENCY FIRST NAME: | ----- | 63. EMERG PHONE NUMBER: | ----- |
| 61. EMERG POC RELATIONSHIP TO YOU: | ----- | 64. EMERG EMAIL ADDRESS: | ----- |
| (Husband, Wife, Mother, Father...) | | | |

COMMENTS / REMARKS

65. ADDITIONAL INFORMATION:
(Any requests or information not covered in the form above)

SAVE YOUR PAF IN THE FOLLOWING FORMAT: **EVENTNAME_PAF_YOURSURNAME_YOUR RANK.XLS** (For Example: TRJT15CPTM1_PAF_SMITH_OF3).

NON JFCNP ONLY: Please send this PAF with your NATO / NATIONAL CLEARANCE attached OF-6 / A-6 AND ABOVE: Please attach a concise CV / Biography if available.

SUBMIT COMPLETED PAFS TO CRONOS EMAIL: 0
ALTERNATE METHOD IS UNCLASSIFIED EMAIL: 0

SENDING INSTRUCTIONS: Send PAF related inquiries to the CRONOS email address with Subject Line: "ATTN: EVENT NAME"
Example: "ATTN: TRJT15 CPTM3"
ADMIN POC: Refer to the Invitation Letter or Admin Order for the event Admin POC / OPR.
Notify your event POC once you submit your PAF for situational awareness.

PHONE NUMBERS AND EMAIL ADDRESSES WILL ONLY BE USED TO CLARIFY INFORMATION YOU PROVIDE, INFORM YOU OF CHANGES IN THE SCHEDULE, OR IN THE EVENT OF AN EMERGENCY.
DO NOT CHANGE THE STRUCTURE OF THE PAF.

FINANCIAL ASSISTANCE REQUEST FORM

(To be attached by the Pfp/MD/PatG partner Nation to the official participation request)

ACTIVITY IDENTIFICATION¹

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

PARTICIPANT IDENTIFICATION

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

ESTIMATE OF EXPENDITURE

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

BANK IDENTIFICATION FOR REIMBURSEMENT² (in capital letters)

| | |
|-----------------------------|--|
| Beneficiary ³ | |
| Currency requested | |
| Name of Bank | |
| Name of Agency | |
| SWIFT code ⁴ | |
| IBAN code | |
| Account number ⁵ | |

PARTNER NATION AUTHORISATION

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

¹ As it is in e-PRIME

² Unless each cell is completed, we are not able to remit the reimbursement

³ Official name of the bank account holder

⁴ If IBAN code is provided, this cell can be empty

⁵ If IBAN code is NOT provided, indicate the bank account number in this cell