



NORTH ATLANTIC TREATY ORGANISATION
JOINT WARFARE CENTRE

EIKESETVEIEN 29 – PB 8080 – 4068 STAVANGER – NORWAY



JWC CALLING LETTER

JWC COS 19 /-OUT-1824

DATE: 9 SEPTEMBER 2019

TO: SEE DISTRIBUTION

SUBJECT: **INVITATION LETTER TO THE EXERCISE TRIDENT JUPITER 2019 PART 1 (TRJU19-1) EXCON TRAINING & EXECUTION PHASE (SUB-PH IIIB), 31 OCTOBER – 14 NOVEMBER 2019.**

- REFERENCES:
- A. Exercise Specification Exercise TRIDENT JUPITER 2019 PART 1 (TRJU19-1), dated 11 JUN 19.
 - B. Exercise Plan (EXPLAN) TRIDENT JUPITER 2019 (TRJU19), dated 17 MAY 19.
 - C. Officer Directing the Exercise (ODE), TRIDENT JUPITER 2019 Exercise Control Manning Document, Link: [Joint Warfare Centre Web Portal](#)
 - D. TRIDENT JUPITER 19-1 (TRJU19-1) - Invitation to Execution, Headquarters EUROCORPS, dated 22 JUL 19
1. As Officer Directing the Exercise (ODE) TRIDENT JUPITER 2019 Part 1 (TRJU19-1), the Commander NATO Joint Warfare Centre (JWC) invites exercise participants either as part of the Exercise Control (EXCON) or as Training Audience (TA) (EUROCORPS HQ), to JWC Stavanger, Norway.
 2. The TRJU19-1 Sub-Phase IIIB is scheduled to be conducted 05 – 14 NOV 19, at a number of different locations in Europe, while EXCON will be located in Stavanger, Norway. The following events will take place prior of TRJU19-1 Sub-Phase IIIB at JWC:
 - 2.1. CIS Set-up and Validation period: 19 – 30 OCT 19.
 - 2.2. EUROCORPS Integration and BST: 24 OCT – 01 NOV 19.
 - 2.3. CAX Training: 29 – 30 OCT 19.
 - 2.4. EXCON Training: 31 OCT – 04 NOV 19.
 3. JWC EXCON Forward and Advisory Teams (AT) are expected to deploy to other exercise locations 03 NOV 19.

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4. Except for EUROCORPS, any organizations wishing to deploy to JWC earlier than 30 OCT 19 must coordinate this request with the JWC OPR and RLS, NLT 19 SEP 19, especially where support is required.
5. Annex A is the JWC Coordinating Instructions for all personnel deploying to Stavanger, Norway, as part of TRJU19-1 EXCON Training & Sub-Phase IIIB. Personnel wishing to come to the JWC as a visitor (those not a recognised member of EXCON), should read Para. 8 of Annex A for specific visit request instructions.
6. Personnel participating in the EUROCORPS integration training and BST are to follow the coordination instruction produced by HQ EUROCORPS.
7. The following Points of Contact apply:
 - 7.1. ODE OPR, LTC (DNK - A) ANDERSEN, Bo.
 - NCN: 323 9440
 - COMM: +47 5287 9440
 - NS and NU e-mail JWC.EXTRJU19.OPR@jwc.nato.int
 - 7.2. CO-OPR TRJU19-1, CDR (DEU - N) SCHUBJE, Pierre.
 - NCN: 323 9454
 - COMM: +47 5287 9454
 - NS and NU e-mail JWC.EXTRJU19.OPR@jwc.nato.int
 - 7.3. JWC REAL LIFE SUPPORT, (NOR - CIV) Mr HIDALGO, Hans.
 - NCN: 323 9251
 - COMM: +47 5287 9251
 - NS and NU e-mail hans.hidalgo@jwc.nato.int

FOR THE COMMANDER JOINT WARFARE CENTRE



TOM ROBERTSEN
Capt(N), NOR - N
Director of Management and Chief of Staff (acting)

ANNEXES:

- A. Coordinating Instructions for Exercise Trident Jupiter 2019 – 1 Sub-Phase III B.
- B. Regulations for EXCON member travel cost reimbursement.
- C. CAX Operator Augmentees required to be trained 28-29 OCT 19.

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All NMRs to SHAPE (PROVIDING HOST NATION
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Note: Designated addressees are responsible to inform the subordinated headquarters and entities.

Information:

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ANNEX A TO
JWC COS 19 /-OUT-1824
DATED 9 SEP 19

**COORDINATION INSTRUCTION FOR EXERCISE
TRIDENT JUPITER 2019 PART 1 (TRJU19-1)**

**JOINT WARFARE CENTRE (JWC)
OCTOBER – NOVEMBER 2019**

**PARTICIPATING HEADQUARTERS ARE TO PROVIDE A COPY OF THIS ORDER
TO EXERCISE PARTICIPANTS DEPLOYING TO JWC STAVANGER, NORWAY**

**Coordination Instruction
TRJU19-1
OCTOBER – NOVEMBER 2019
– JWC REAL LIFE SUPPORT –**

1. Timings, Reporting and Administration.

Registration deadlines (WAFER)	<ul style="list-style-type: none"> ▪ EC Integration & BST: 20 SEP 19 ▪ Sub-Phase IIIB (to include EXCON Training): 10 OCT 19
Hotel deadlines	<ul style="list-style-type: none"> ▪ Adv. Party pers.: 09 SEP 19 ▪ Sub-Phase IIIB: 04 OCT 19
Event periods	<ul style="list-style-type: none"> ▪ CIS Set-up & Validation (CIS S&V): 01 – 30 OCT 19 ▪ EC Integration & BST: 24 OCT – 01 NOV 19 ▪ CAX Training: 29 – 30 OCT ▪ EXCON Training: 31 OCT – 04 NOV 19 ▪ TA Warm-up: 03 – 04 NOV 19 ▪ Sub-Phase IIIB: 05 – 14 NOV 19
Travel day to Stavanger	<ul style="list-style-type: none"> ▪ CIS Set-up and Validation team: 30 SEP 19 ▪ CIS S&V pers.: 20 OCT 19 ▪ EC Adv. Party pers.: 21 OCT 19 ▪ EC BST Main Body pers.: 23 OCT 19 ▪ EC BST Liaison Elements pers.: 26 OCT 19 ▪ CAX Augmentees: 28 OCT 19 ▪ EC Response Cell pers.: 29 OCT 19 ▪ EXCON Training & Sub-Phase IIIB pers.: 30 OCT 19 ▪ EC Liaison Elements pers.: 02 NOV 19
In-Processing	<ul style="list-style-type: none"> ▪ CIS Set-up & Validation: 01 OCT 19, 08:00-09:30 hrs ▪ CIS S&V pers.: 21 OCT 19, 08:00-09:30 hrs ▪ Adv. Party pers.: 22 OCT 19, 08:00-09:30 hrs ▪ JWC pers.: 25 OCT 19, 08:00-11:00 hrs ▪ EC Response Cell pers.: 27 OCT, 30 OCT 19, 07:30-09:00 hrs ▪ CAX Augmentees: 29 OCT 19, 08:00-09:00 hrs ▪ EXCON Training & Sub-Phase IIIB pers.: 30 OCT 19, 09:00-21:00 hrs ▪ EC Liaison Elements pers.: 02 NOV 19, 11:00-18:00 hrs
Daily working hours (Local time)	<ul style="list-style-type: none"> ▪ CIS S&V: 08:00-18:00 hrs ▪ EXCON Training: 08:00-19:00 hrs ▪ Sub-Phase IIIB: 08:00-21:00 hrs
Return travel day from Stavanger	<ul style="list-style-type: none"> ▪ Sub-Phase IIIB: 15 NOV 19 ▪ CIS tear down team: 22 NOV 19

- 1.1. All participants deploying to JWC for TRJU19-1 are requested to register themselves using the Web Application for Events Registration (WAFER). **The registration is open from 01 AUG 19 and close on 10 OCT 19.**

The WAFER can be found at the following address available through the public internet: <https://events.jwc.nato.int/>

- 1.2. Registration consists of 2 steps (If you already are registered on WAFER you can skip the first step):

- 1.2.1. **Creation of user account.** Each participant has to create own profile using the link "Create new account" (<https://events.jwc.nato.int/user/register>). After providing essential personal data, the system generates a Request for Account to RLS. The data is validated by JWC SPT RLS and after approval, special instructions are generated to participants on how to sign up for the particular event. For the creation of the account, use your work-related unclassified e-mail (e.g. your.name@nato_hq.int). You can use this account for all future events hosted in JWC.

- 1.2.2. **Registration (Sign up) for the event.** After validation of the user account, participant can log on to the individual account using personal Login and Password. On the front page choose the event called "TRJU19-1 Sub-Phase IIIB" and then click button: "Click here to register". Fill out all required data as requested. For transportation and accommodation, please choose the accurate option. After successfully completing registration (signup), WAFER sends a confirmation and further instructions to your e-mail.

Note that flight details (flight number and arrival/departure time) can be updated in WAFER at any time after the registration is completed, **but NLT 3 working days prior to arrival.**

- 1.2.3. In case of problems with registration or access to the WAFER, please contact JWC RLS by Email (NS and NU): RLS@jwc.nato.int.

2. **Accommodation.**

Commercial and military accommodations are organized by JWC RLS for the exercise. Individuals deploying to JWC can request to be accommodated in

military barracks or individually book in one of the local hotels pre-reserved by JWC RLS.

Individuals contracted by JWC for the event are to follow the accommodation regulation and restriction as described in their contract and make arrangements accordingly.

Note that the military accommodation provided by the Host Nation is limited with priority given to the Training Audience (TA). EUROCORPS TA personnel to include Augmentees and LOs will primarily be accommodated in military accommodation and are to follow the guidelines provided by HQ EUROCORPS / G1.

- 2.1. Commercial Accommodation JWC RLS has pre-reserved hotel rooms with a NATO rate in the Stavanger hotels listed below.

The pre-reserved rooms are valid for reservation until 09 SEP for EC Advance Party personnel, 23 SEP and 04 OCT for Sub-Phase IIIB participants.

Note that HQ EUROCORPS has secured hotel bookings which are separate from the booking information provided below.

EXCON individuals are to contact the preferred hotel and make direct arrangements using the booking codes listed below. **JWC will not make any individual reservations.**

- 2.1.1. Victoria Hotel, STAVANGER
- Address: Skansegata 1, 4006 Stavanger
 - Phone: +47 51 86 70 00
 - E-mail: Victoria@victoria-hotel.no
 - Single room rate is 1150 NOK/per night (Mon-Fri) and 700 NOK/per night (Sat-Sun) including breakfast.
 - Booking codes: 1126471
- 2.1.2. Thon Hotel Maritim, STAVANGER
- Address: Kongsgata 32, 4005 Stavanger
 - Phone: +47 51 85 05 00
 - Single room rate is 1195 NOK/per night including breakfast.
 - Booking code: 27785002
- 2.1.3. Thon Hotel Stavanger, STAVANGER
- Address: Klubbegata 6, 4013 Stavanger
 - Phone: +47 51 59 95 00
 - Single room rate is 1325 NOK/per night including breakfast and evening snack meal.
 - Booking code: 27779138

- 2.1.4. Radisson BLU Atlantic Hotel, STAVANGER
- Address: Olav Vs gate 3, 4005 Stavanger
 - Phone: +47 51 76 10 73 or +47 51 76 10 00
 - E-mail: duty.atlantic.stavanger@radissonblu.com)
 - Single room rate is 1255 NOK/per night including breakfast.
 - Booking code: 666196

Upon registration in WAFER, select the hotel you have booked. Once the hotel deadline has been passed, there is no guarantee that the hotels pre-reserved by JWC RLS will hold rooms for the event, and participants may have to self-book elsewhere in the Stavanger area.

- 2.2. Military Accommodation: Military accommodation can be made available upon request in WAFER. **Note that the availability is limited with priority will be giving to the TA (HQ EUROCORPS).**

Personnel requesting military accommodation will be notified after 2-3 working days via e-mail regarding their request status. The Host Nation has arranged accommodation in the Norwegian military facilities at Madla Camp (KNM Harald Haarfagre).

After the registration deadline, all those who have been granted military accommodation will receive, via e-mail, a confirmation regarding the accommodation arrangements.

EUROCORPS Training Audience personnel will be accommodated in Madla Camp according to the accommodation plan produced by HQ EC / G1. Other participants requesting military lodging will be accommodated as long as the capacity is available.

The standard in Madla Camp is open style barracks with common shower and toilet facilities. There are no VIP rooms and the barracks will consist of shared rooms (2-10 PAX) and single rooms (limited to OF5 and above personnel only).

- 2.2.1 Cost for military accommodation will be:
- Single room 285 NOK per night incl. breakfast (OF5 and above);
 - Bed in a shared room 235 NOK per night incl. breakfast.
Note: *Number of single rooms or 2-bed shared rooms is limited.*
- 2.2.2 Linen, blankets, pillows, hand-towels and lockers (no locks) will be provided.
- 2.2.3 The HN is responsible for ensuring cleaning services are provided at the Madla Camp barracks.
- 2.2.4 Military Camp address:
Madla Camp (KNM Harald Haarfagre), Madlaveien 345, 4045 Hafrsfjord.

- 2.3. JWC RLS will provide Letter of Non-availability of Military Quarters only to those participants who specifically requested military accommodation upon registration, but could not be afforded military accommodations due to lack of availability. The Letter of Non-availability can be requested to the JWC RLS Planner during in-processing.

3. Transportation.

The Host Nation (HN) will provide transportation to and from Stavanger airport as long as the pertinent information is provided in the WAFER. JWC RLS will coordinate transportation assets assigned to TRJU19-1 from HN NORWAY.

- 3.1. General/Flag Officers (per NATO regulations, OF-7 and above) will be offered by the HN, staff car or van if requested in advance for the daily transportation and as long as the resources are available. This may be as a separate minibus for groups of General Officers.
- 3.2. Daily transportation to and from JWC will be provided from designated transportation locations (see Para. 4).
- 3.2.1 MADLA Camp: Transportation will depart daily from the parade ground in front of the Madla Camp recreation/Welfare building;
- 3.2.2 STAVANGER City Center (Victoria, Radisson Atlantic and Thon Hotels): Transportation will depart daily from the bus stop close to the Cathedral.
- 3.3. Personnel accommodated in other hotels located downtown Stavanger are required to walk to one of the designated locations to meet transportation or make their own transportation arrangement to JWC.
- 3.4. The daily transportation schedule will be provided in the exercise program and during the in-processing brief at JWC.
- 3.5. **Transportation schedule for in-processing** will be as follows:

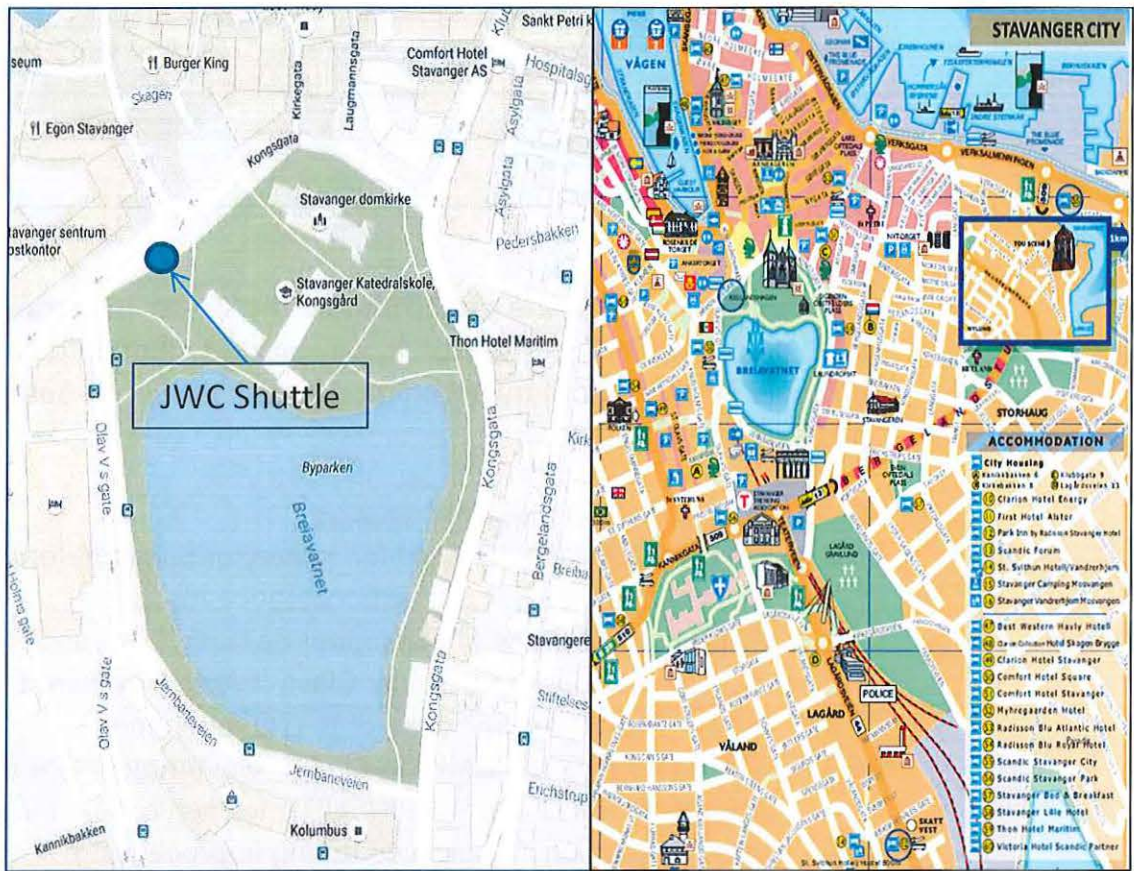
Date	Time Departing	From Location	To	Remark
01 OCT	07:30	Madla Camp Stavanger City Center	JWC	In-processing: CIS S&V pers.
21 OCT	07:30	Madla Camp Stavanger City Center	JWC	In-processing: CIS S&V pers.
22 OCT	07:30	Madla Camp Stavanger City Center	JWC	In-processing: Adv. Pty pers.
30 OCT	07:15	Madla Camp Stavanger City Center	JWC	In-processing: EC RC pers.
30 OCT	08:30	Madla Camp	JWC	In-processing:

		Stavanger City Center		EXCON pers.
03 NOV	07:15	Madla Camp Stavanger City Center	JWC	In-processing: EUROCORPS Liaison Elements pers.

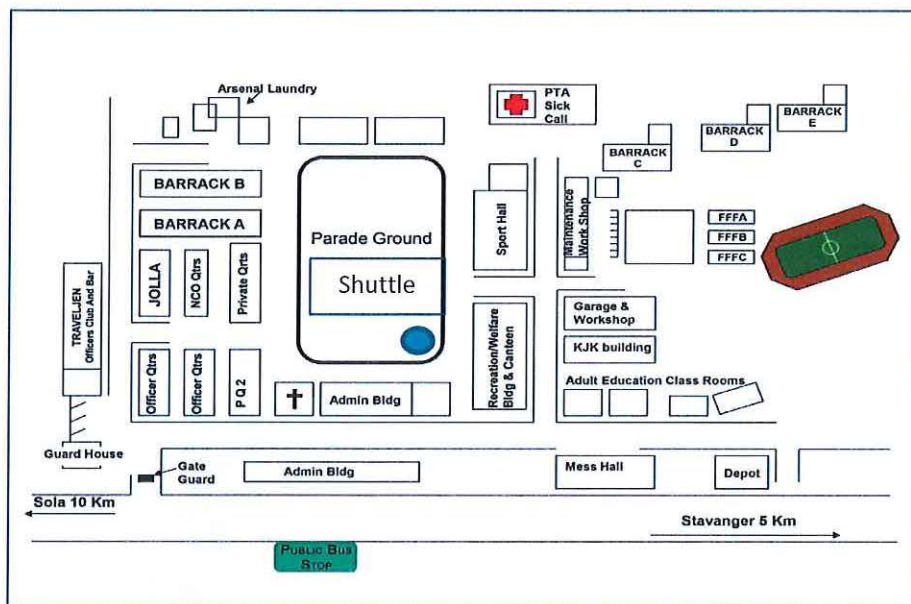
Note: 19 and 20 OCT and 02 NOV 19 JWC is closed for in-processing.
 Personnel arriving Friday 18 OCT will be able to in-process between 07:30-14:30 hrs or on Monday 21 OCT from 07:30-14:30 hrs.

4. Transportation locations.

4.1. Stavanger downtown shuttle point



4.2. Madla Camp



5. In-processing.

- 5.1. In-processing timings are **according to the Table in Para. 1** and will take place at JWC (F-Block). It will include departure information, payment for meals/military accommodation and issue of security badge and exercise accounts.
- 5.2. Each participant must bring the following:
 - 5.2.1. NATO HQ/Military ID Card for military or passport for civilian.
 - 5.2.2. Copy of the WAFER e-mail acceptance message.
 - 5.2.3. AMIS-card or Proof of Personnel Security Clearance (see Para. 7). Only if access to Security Class II Area is required.
 - 5.2.4. NATO Travel Order in case of NATO personnel.
 - 5.2.5. Major credit cards (AMEX and U.S. Government Credit Card not accepted) or Cash (NOK/EUR) to settle for meals/military accommodation if applicable during in-processing.

6. Meals.

During the main exercise period, the JWC dining facility will be available for meals (lunch and dinner). **The cost per exercise meal will be 90 NOK for lunch and 90 NOK for dinner.**

Participants will be required to buy their meals during in-processing. Participants are invited to select to pay for all lunch meals, all dinner meals, or all lunch and dinner meals for the duration of stay, or to be prepared to make

their own arrangements. **The exercise meal package, once selected and paid for, is not refundable.**

The meal hours for both lunch and dinner will be according and adjusted to the exercise battle rhythm.

- 6.1. Breakfast will be available at hotels (posted hours) and at the Madla Camp main mess hall. Note that breakfast during the weekends (Saturday and Sunday) in Madla Camp before 23 OCT 19 is served as brunch between 09:00-12:00 hrs. Early breakfast during the weekends will be available during the EUROCORPS BST and Phase IIIB period. More detail information will be provided at Madla Camp and during in-processing.
- 6.2. Exercise lunch and dinner services at the JWC will be available **from 24 OCT to 14 NOV 19 (lunch being the last meal at JWC on 14 NOV 19).**
- 6.3. Participants present at JWC before 24 OCT 19 will have the opportunity to purchase lunch in the JWC canteen on a pay-as-you-go principle Monday to Friday. No dinner service available before 24 OCT 19 and no lunch service during the weekends before 24 OCT 19. Personnel are required to make own arrangements as necessary.
- 6.4. Coffee vending machines (10 NOK per cup) are available in the JWC dining facilities.
- 6.5. Special dietary requests (i.e. medical requirements) should be indicated on the WAFER.
- 6.6. Water coolers are available in the JWC dining facilities and work areas. Bottled water will not be provided, but are available for purchase. Tap water is also drinkable in Norway.
- 6.7. The canteen will offer a Coffee Pass for individuals to purchase during in-processing. The Coffee Pass will include a reusable beverage cup and grant access to the coffee machines located in the dining facilities and A-D Blocks. The Coffee Pass cost will be 35 NOK per day and will include 5 cups of coffee per day. **The Pass is sold for a minimum of 5 days (175 NOK).**

7. Finance.

- 7.1. Norwegian Kroner (NOK) is the only valid currency in Norway. Event participants are encouraged to conduct a money exchange prior to

arrival in Norway. **Only new NOK bank notes from 2018 will be accepted.**

- 7.2. During in-processing, individuals will pay the catering contractor, Eurest AS, managed by the JWC RLS personnel. All personnel are highly encouraged to pay with a major credit card (AMEX and U.S. Government Credit Card NOT accepted) although cash NOK and EUR will also be accepted, but only during in-processing.
- 7.3. Personnel dining lunch at JWC before 24 OCT 19 will have the option to pay directly to the catering contractor using a credit card (**No Cash accepted**) or load credit to their access badge (recommended option).
- 7.4. If a participant elects to pay in Euros, an additional administrative fee to cover the conversion fees charged by the banks will be applied. Receipts for accommodation and food will be issued to individuals on payment.

8. Security.

- 8.1. The JWC Security Office has the overall responsibility for all security aspects related to JWCs activity and facilities. The office is also the coordinating authority towards the Host Nation Security Organization (including Host Nation Security Guard Force (HN SEC)), who is responsible for providing force protection, oversight and enforcing local guard force policies.
- 8.2. In order to be granted unescorted access to the training facilities (Class II Security Areas), as well as access to classified documents and/or CIS, external personnel who are staff member of a NATO military or civilian body, a National military or civilian body of a NATO-Nation, or Contractors who are nationals of a NATO-Nation, are required to provide proof of personnel security clearance (PSC) at the level of NATO Secret or above.

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Accessing the JWC		
Access	Description	Criteria for giving this access
Unescorted access	<p>Unescorted access to NATO Class II areas. Access to NATO CIS. May have access to NATO classified information up to NATO SECRET Level.</p> <p>The events hosted at JWC will primarily be in NATO Class II areas.</p>	<p>To gain this access you must provide one of the following <u>on the in-processing day</u>: Certificate of NATO personnel Security clearance (NATO SECRET Level). Attestation of NATO Personnel Security Clearance (NATO SECRET Level). NATO AMIS-card. (NATO SECRET Level).</p> <p>Must be a citizen from a NATO member country.</p>
Escorted access	<p>Escorted access to NATO Class II Areas. No access to NATO CIS. No access to NATO Classified information.</p> <p>The events hosted at JWC will primarily be in NATO Class II areas.</p>	<p>Cannot provide proof of security clearance. Possess no valid security clearance.</p> <p>**Due to classification on TRJU19, Escorted access to class II areas will not be provided.</p>

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<p>Non-NATO National (PFP)</p>	<p>Unescorted access to NATO Class II areas. Access to NATO CIS. May have access to NATO information that is releasable.</p> <p>The events hosted at JWC will primarily be in NATO Class II areas.</p>	<p>To gain this access you must provide the following to mailto:jwcsecurity@jwc.nato.int At least two weeks prior the event start:</p> <p>Copy of Certificate of NATO personnel Security clearance. Passport number (if not stated in the PSC).</p>
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References:

Physical access to NATO Security areas (Class I/II), access to NATO CIS, NATO information and intelligence and release of NATO information will be according to AC/35-D/1040-REV6 Supporting Document on Information and Intelligence Sharing with Non-NATO Entities.

- 8.3. Visitors/exercise participants Personal Electronic Devices (PED's) are prohibited from the Class I and II areas. The criteria for bringing official PED's are as following:
 - 8.3.1. It must be mission essential
 - 8.3.2. Personnel shall have proper electronic device paperwork issued from their unit
 - 8.3.3. Sticker/label on the device. A sticker/label from their unit on the device itself without paperwork is not sufficient for introducing PED's into a Class II area at Joint Warfare Centre. Official PED paperwork from the visitor/exercise participant must have the following information; Unit/section name, type of device, make/model, registration/serial number dates of issues/expiration (if applicable), CIS or Security Officer name, and their contact information. JWC HQ Security Officer is the final decision authority for entry of PED's from visitors/exercise participants.

- 8.4. 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 JWC Registry staff (+47 5287-9172). Failure to provide this certification is a security

violation, and will be reported to the individual's home organization for action if necessary.

8.5. NATO Personnel Security Clearances must be hand carried and present to the Security Officer during in-processing.

9. Visitors.

A visitor to JWC is defined as a person who does not have a CE post number. Proper visit procedures must be followed by all including:

- 9.1. Distinguished Visitors (DVs): OF-6 and above and civilian equivalent and those invited by the JWC Command Group.
- 9.2. Working level visitors (OF-5 and below and civilian equivalent) either invited by the JWC or initiating contact to request a visit.
- 9.3. DV requests should reach the JWC Protocol Office by the WAFER deadline.
- 9.4. Working Level Visits requests should be forwarded to the JWC OPR, copy to JWC Protocol and RLS, by no later than the WAFER deadline.
- 9.5. Upon approval of a Visit Request, the JWC Protocol Office or JWC staff will advise the originator accordingly. All visitors, both DV and Working Level and accompanying staff members must then register for the event via WAFER. It is suggested that personnel wait until the visit is approved before committing funds.

10. Medical.

- 10.1. JWC does not have integral medical services. Therefore, participants requiring medical service must contact the JWC RLS helpdesk in Room 2215 (F-Block) to coordinate arrangements for care.
- 10.2. Non-urgent illness or injury treatment will be available at Madla Camp. The Madla Medical Centre is free of charge for the event participants (except for pharmacy products). Sick call hours are from 07:30-15:30 hrs (Monday to Friday).
- 10.3. During the weekend and after working hours, personnel will be directed to local civilian medical facilities.
- 10.4. Advanced medical care will be provided by local civilian facilities (for example, Stavanger Legevakt). Some hospitals require advanced payment for medical care.

10.5. Emergency dental care will be provided at local civilian facilities. Individuals will be expected to pay in advance.

10.6. Please be advised that it is up to each individual to claim reimbursement for medical expenses through their nation.

10.7. U.S. military personnel are authorized assistance with the 426th ABS Medical Aid Station located at the JWC Compound. Be advised there are no doctors on base, but the office will be able to assist in making medical/dental appointments with local facilities and will assist as well as with TRICARE reimbursements. The 426th ABS Medical Aid Station phone number is +47 51 95 0563/0564.

11. Out Processing.

11.1. Out-processing will take place at the end of the exercise (ENDEX) in accordance with the event schedule.

11.2. Personnel must settle all financial and administrative business prior out-processing and departure with JWC RLS. Additionally, issued items that has been signed for and exercise security badges must be returned

12. Miscellaneous Information.

12.1. Secure storage of personal computing devices (PCDs) will be made available at in-processing.

12.2. Wi-Fi is available at the JWC in all class III areas. Additionally, there is an Internet café located in the JWC F-Block Level 2 canteen.

12.3. Electrical equipment adapter: Norway utilizes the European standard 2-pin 220-volt 50/60 Hz electrical supply.

12.4. NATO Military and Civilian employees deploying to Norway pursuant to NATO orders have the status, privileges and responsibilities provided under the NATO SOFA and NATO's Supplementary Agreement with Norway.

12.5. All personnel must respect the laws of Norway. Anyone violating local laws may be subject to prosecution by Norwegian authorities. Personnel traveling to Norway should know that Norway does not tolerate drinking alcohol prior to driving. The legal alcohol limit is 0.02% while driving and consuming any amount of alcohol prior to driving will cause a person to exceed the legal limit. Anyone arrested for driving

after drinking alcohol can expect jail time, loss of license, and a very high fine.

12.6. **The HN military camp has strict regulations regarding introducing and consuming alcohol inside the military quarters.** Detailed information will be provided during the RLS in-processing brief.

12.7. Emergency Norwegian phone numbers:

12.7.1 Fire = 110;

12.7.2 Police = 112;

12.7.3 Ambulance = 113.

13. JWC Points of Contact.

13.1. Real Life Support: Mr. HIDALGO, Hans (NOR-CIV),
Telephone, NCN: 323-9251, COMM: +47 5287 9251.
E-mail (NATO SECRET / UNCLASSIFIED):
hans.hidalgo@jwc.nato.int or rls@jwc.nato.int.

13.2. Security: Ssgt ELI, Mats (NOR-AF),
Telephone, NCN: 323-9222, COMM: +47 5287 9222.
E-mail (NATO SECRET / UNCLASSIFIED): jwcsecurity@jwc.nato.int.

13.3. JWC PROTOCOL: Mr. KEANE, David (NIC)
Tel. NCN: 323 9141, Commercial: +47 5287 9141
E-mail (NATO SECRET / UNCLASSIFIED): david.keane@jwc.nato.int.

REGULATIONS FOR EXCON MEMBER TRAVEL COST REIMBURSEMENT

1. The Resources Policy and Planning Board (RPPB) approved the policy in PO (2014)0805 dated 18 DEC 2014 for the Common Funding (CF) eligibility of the travel cost for Non-NCS augmentees to Exercises. This reimbursement applies to both Military & Civilian augmentation from NATO Nations and Force Structure in support of JWC during CPX/TRJU 19-I.
2. JWC will only reimburse the airfare. Local duty transportation in Stavanger will be provided by JWC free of charge.
3. Travel in support of Evaluation is not regarded to be a part of PO (2014)0805.
4. Terms & Conditions:
 - 4.1. The SME support provided must be specifically requested by JWC in accordance with the manning list for EXCON found at Reference B.
 - 4.2. The supporting entity will provide a request for reimbursement with a cost estimate to JWC not later than 45 days prior to the event. JWC will make the assessment of affordability and commitment of funds. JWC will on request provide templates for the required information.
 - 4.3. JWC will subsequently issue a Purchase Order (including an amount not-to-exceed to the Supporting Entity). This purchase order constitutes the formal financial obligation on JWC to reimburse cost.
 - 4.4. The Supporting Entity will issue an invoice in accordance with the T&Cs below and with a reference to the applicable Purchase Order.
 - 4.5. JWC will only reimburse:
 - 4.5.1. Documented Air Travel cost for support which is actually provided to support ODE EXCON.
 - 4.5.2. Lowest available Economy Air ticket to/from the EXCON location at a maximum ceiling of 500 EURO for each 2 way ticket.
 - 4.5.3. One group claim for each Purchase Order from the Supporting Entity to JWC BUDFIN, submitted as soon as possible but not later than 30 days after ENDEX.
 - 4.5.4. Invoices containing all payment details (bank account and sort codes) required for the execution of international financial transactions.

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- 4.5.5. Claims supported by a list of travelers that have actually participated in the event, together with copies of the Air Tickets or other verifiable proof of payment of the Air Tickets claimed.
- 4.5.6. Claims certified by the Financial Controller/Head of Finance of the Supporting Entity verifying that the claim contains only eligible transportation costs

5. BUDFIN Points of Contact are as follows:

5.1. Primary.

- OR8 ROCHAT, Charly (FRA-A)
- Telephone: NCN 323 9272, Commercial +47 52 87 9272
- E-Mail (NATO Secret) JWC SAG BUDFIN BD Rochat, Charly OR-8
- E-Mail (Unclassified) Charly.Rochat@jwc.nato.int

5.2. Alternate.

- Mr HANSEN, Jan Henrik (NIC)
- Telephone: NCN 323 9273, Commercial +47 52 87 9273
- E-Mail (NATO Secret) JWC SAG BUDFIN BD Hansen, Jan Henrik
- E-Mail (Unclassified) JanHenrik.Hansen@jwc.nato.int

**CAX OPERATOR AUGMENTEES REQUIRED TO BE TRAINED
29 - 30 OCT 19**

RCs	CAX ROLE	CAX SPECIALIST
LCC	CAX LCC 2 - DEU BDE (IFFG 30 L)	EUROCORPS
LCC	CAX LCC 3 - LTH BDE	EUROCORPS
LCC	CAX LCC 4 - JOINT ENABLERS (30 UNITS)	EUROCORPS
LCC	CAX LCC 4- TUR BDE (IFFG L 45)	EUROCORPS
LCC	CAX LCC 4- TUR BDE (IFFG 30 L)	EUROCORPS
ACC	CAX ACC ISR 1	SIGONELLA 1
ACC	CAX ACC ISR 2	SIGONELLA 2
ACC	CAX ACC ISR 3	SIGONELLA 2
MCC	CAX MCC - SFN	SFN
MCC	CAX MCC - SPMARFOR	SPMARFOR
CBRN- CIMIC-POTF	CAX CCP	POL CBRN
HN BALTIC STATES - POLAND	CAX HNS 3	LTU