



NATO CIS SERVICES AGENCY
NATO PROGRAMMING CENTRE



NATO Programming Centre
Thier Mathias 1b
B-4690 Bassenge (Glons)
<http://www.npc.nato.int>



Tel.: +32 (0)4 289-9211
Fax: +32 (0)4 289-9329
NGCS: 264-9211
Email: npc@npc.nato.int

3896.18/NPCTRB/226/10

TO: See Distribution List

SUBJECT: Air Command and Control System (ACCS) Familiarisation Course at
NPC Glons, 24 - 25 November 2010, Invitation Letter

DATE: 20 September 2010

1. **Schedule.** The NPC is pleased to invite nominations for 12 places to the next ACCS Familiarisation Course scheduled for 24 – 25 November 2010 at NPC Glons.
2. **Course Objective.** To deliver an overview of ACCS to personnel. The course is a high-level introduction to ACCS and is aimed at all personnel who have recently (ideally in the past 3 months) been posted into an ACCS related role.
3. **Course Content.** The course is mainly theory based and comprises of the following modules:
 - a. ACCS Background and History.
 - b. Concept of Air Operations and Command Structure.
 - c. Overview of ACCS LOC1 Entities, Functions and Roles.
 - d. ACCS Architecture Overview (hardware, software, VCE).
 - e. Key Phases and Timelines (testing and training programmes).
 - f. Future System Support (NPC, NAMSA, NCSA).
 - g. Document Overview (ALSO, IETM and other key documents – includes practical use of IETM and ALSO).
4. **Student Requirements.**
 - a. **Course Pre-requisites.**
 - (1) The course is conducted in **English**. Participants should possess English language proficiency of SLP 3332 or better.
 - (2) **Security Clearance.** Minimum-security level: NATO SECRET

5. **Required Actions.** Each course can accommodate a maximum of 12 students. Action addressees or headquarters are invited to nominate students in a prioritized list before forwarding the list to NPC at atb@npc.nato.int.

6. **Closing date:** The nomination of students will be closed 25 October 2010 and course participants will be notified shortly after the closing date.

7. **Required action from the nominees:**

In order to be admitted as a student, the **Security Clearance Certificate must be completed in advance** along with the enclosed student nomination form.

The use of electronic equipment (GSMs, PDAs, MP3 players, memory sticks) or similar electronic equipment is not allowed within NPC premises, and must be left in the lockers in the reception area. Official Laptops without photographic capabilities can be registered upon arrival at the NPC, but please allow sufficient time to do so. Should you wish to import a official laptop, the form attached at Enclosure 1 should be completed and handed over to the Security Office upon arrival. Private laptops are not permitted within NPC. However, there is no requirement to bring any additional equipment for this course.

8. **Assembly Times and Location.** Provided that the nomination form at Enclosure 2 has been completed and that confirmation of NATO Secret Clearance has been obtained forwarded to the NPC Security Office, students should be able to pass through the main guard room and collect their unescorted visitor passes at the NPC reception. Students should then assemble in B50, NPC Glons by 0900 on Wednesday 24 November. The course will finish by 1600 on Thursday 25 November.

9. **Accommodation and Transport.** Accommodation and travel arrangements need to be made by students themselves. The NPC recommends the following local hotels:

Ambiotel Tongeren*

Veemarkt 2
B 3700 Tongeren
tel: +32 (0)12 26 2950
fax: +32 (0)12 26 1542
website: www.ambiotel.be/en

Hotel Eburon Tongeren*

De Schiervelstraat 10
B 3700 Tongeren
tel: +32 (0)12 23 0199
fax: +32 (0)12 26 1370
website: www.eburonhotel.be

Hotel Malpertuus Riemst*

Tongersesteenweg 145
B 3770 Riemst
tel: +32 (0)12 45 1538
fax: +32 (0)12 45 5773
website: www.malpertuus.be

Holiday Inn Liege

Esplanade de l'Europe 2
B 4020 Liege
tel: +32 (0)43 49 2000
fax: +32 (0)43 43 4810
website: www.ichotelsgroup.com

* At these hotels a special discount (NPC rate) applies. If you book your accommodation in these hotels, you can ask for the discount.

10. **Messing.** Hot meals, salads and refreshments are provided at the NPC cafeteria for a reasonable fee. All food must be paid for in euros.

11. **Dress Code.** The standard dress for military students is the uniform that is normally worn in the office environment¹. For civilians, appropriate business clothing should be worn. Military Students are allowed to wear civilian clothes on the last day of their course. Within the fence of the NPC/ Belgian CRC there is a 'no-hat', no salute policy. Outside the fence your national policy applies.

12. **Directions to NPC.** Directions to the NPC can be found at www.npc.nato.int.

13. **Points of Contact.** The POC regarding these courses is the NPC Training Branch through either Capt. Ose or Capt. Slosarcik on the following telephone numbers and e-mail addresses:

NGCS:	264- 9428 or 9346
Public telephone:	+32 (0)4289 9428 or 9346
Internet mail:	atb@npc.nato.int
Fax:	+32 (0)4289 9490
Website:	www.npc.nato.int

/ Original signed /



J. Guirao
Lt Col FRA AF
Head Training Branch

¹ For GBR RAF personnel, this is No 2A or No 2B HD.

ENCLOSURES:

1. Use of Official PCD to the NPC.
2. Student Nomination Form.

DISTRIBUTION:

External:

All ASC Members
Gp Capt Atkinson (Chairman ASC)
Mr Dennis Rait (Sec ASC)

Internal:

Col Stuetgen (CO)
Col Peters (C-OPD)
Wg Cdr Wilson (C-SPD)
Lt Col Guirao (H-TRB)
Mr. Stoltz (CTO)
Lt Col Thiry (H-FSB)
Mr. Borgers, (C-IFS)
Centry Registry File

IMPORT OF OFFICIAL PORTABLE COMPUTING DEVICE TO THE NPC

Description	Make	Model	Serial Number

Device Capabilities			
Camera (Y/N)	Wireless (Y/N)	Media (List) eg USB SDRAM etc	Comments (including authorized classification)
Voice Recording (Y/N)	InfraRed (Y/N)		

The official portable computing device detailed above is approved for import to the NPC. It is not approved for photography or the storage or processing of classified information other than that included on this form. It is not to be connected to any NPC ADP system including non-physical methods (ie wireless, infrared etc) without prior authority from the Security Authority for that network. Wireless devices are to be disabled within NPC and voice recording devices/cameras are not to be used without written permission.

I certify that:

- The equipment will be operated in accordance with the system SecOps.
- The requirements for courier transport of classified equipment have been satisfied.
- No unauthorised software will be loaded onto or downloaded from the equipment.
- I have read and understand the NPC Virus Protection Policy as detailed in the NPC Security Directive.
- New Hardware will not be operated within the NPC until authorised by the Security Authority.

Requester's name:		Signature:	
NPC Room No:		NPC Tel No:	
Security Guard:		Signature:	
ADP SSO (or Authorizing Officer):		Signature:	

ADP SSO Request Reference	IMP Security Seal Number

Student Nomination Form

1. Student

Training Course	ACCS FAMILIARISATION COURSE
Course Date	24 – 25 November 10
NATO Rank	
National Rank	
Last Name	
First Name	
Nationality	
ID Nr	
Security Clearance Level	
Organization Represented	

2. Contact Information

Phone	
Fax	
E-mail	

What we need from you?

1. This completed application form.
2. A copy of your valid Security Clearance (date of expiration must be clearly mentioned)
3. Provide this document before the course closing date and your Security Clearance Certificate at least 7 days before the course start date to the following address:

NPC Training Branch

Internet: atb@npc.nato.int

Fax: +32 (0)4289 9490
Tel: +32 (0)4289 9336, 9428 or 9346