



**NATO
SECURITY FORCE ASSISTANCE
CENTRE OF EXCELLENCE**



SNSFACOE-T&EB-18-2020

TO: See distribution List

SUBJECT: Security Force Assistance Operators Course 2020-1 - Calling Letter.

DATE: 22nd September 2020

REFERENCES:

- a. MC 0458/3 (Final), NAC reconfirmed 22 January 2015
- b. Bi-SCD 75-2, dated 6 September 2016
- c. Bi-SCD 75-7, dated 10 September 2015
- d. AJP-3.16 Allied Joint Doctrine for Security Force Assistance, Edition A Version 1 May 2016.

1. It is my distinct pleasure to invite you to the “SFA Operators Course 2020-1” that will be hosted by the NATO Security Force Assistance Centre of Excellence (NATO SFA COE) from 09th to 13th of November 2020 in Rome.

2. This “NATO Selected” course satisfies NATO performance gaps identified within Military Contribution to Peace Support Discipline throughout the System Approach to Training process and represents a suitable training solution aligned with performance gaps.

3. The aim of the course is to improve the competency and effectiveness of SFA operators working in current and future missions and security related capacity-building. The course enhances the practical understanding and application of NATO SFA operators working as part of a comprehensive and integrated approach. Course participants will be able to perform Security Force Assistance by advising, mentoring or training in order to improve the performance of designated actors.

4. The course has been planned as a blended learning solution. It starts with a distance learning period, with self-study assignments, followed by a residential part that is composed by a series of modules provided by Subject Matter Experts coming from the international community.

5. The schedule and e-learning instructions will be sent by mail once the participants have agreed to join the course.

**Massimo Di Pietro
Colonel (ITA A)
SFA COE Director**

ANNEXES:

- A. Course Details
- B. Administrative Details
- C. Personnel Administrative Form (PAF)

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DISTRIBUTION:

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- ITALIAN REPRESENTATIVE
- SLOVENIAN REPRESENTATIVE

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C-IED COE

EOD COE

MW COE

CIMIC COE

HUMINT COE

NMW COE

CJOS COE

JAPCC COE

SP COE

CMDR COE

JCBRND COE

STRATCOM COE

CSW COE

MARSEC COE

CWO COE

MILMED COE

Information:

HQ SACT REGISTRY

HQ SACT JOINT FORCE DEVELOPMENT (JFD)

MC2PS RA (SHAPE PD)

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Education and training

SFA Operators Course

(ETOC CODE : MCM-CM-25556)

AIM

The aim of the course is to improve the competency and effectiveness of SFA operators working in current and future missions and security related capacity-building. The course enhances the practical understanding and application of NATO SFA operators working as part of a comprehensive and integrated approach. Course participants will be able to perform Security Force Assistance by advising, mentoring or training in order to improve the performance of designated actors.

TARGET AUDIENCE

1. Position:
 - NATO and Partner SFA Operators – Advisers, Mentors and Trainers
 - Military Officers (OF2 through OF5), experienced NCOs (OR6 to OR9) or civilian equivalents working as SFA operators in SFA operations.
 - NATO HQ IS/IMS, NATO Allied Command Operations (HQ SHAPE, Joint Force Commands, and Component Commands), NATO Allied Command Transformation (HQ SACT), COEs, NATO Force Structure and Potential Staff members.
 - NATO Partner countries and personnel in academia, IOs, GOs, NGOs, interagency, inter governmental and to personnel working in SSR projects and wider development context (incl. possible counterparts from priority regions/countries).
2. Educational background:
 - Participants shall be competent experts on their own field.
3. Pre-requisites:
 - Specified pre-course homework before residential part of the course

TRAINING STRATEGY

The course has been planned as a blended learning solution. The course is composed of series of modules and based on adult learning principles. Active learning methods are used throughout the course.

Info Contact



website: nsfaoe.org



twitter account: @NATOSFAOE



mail: natosfaoe@nsfaoe.org

phone: +39 06469163511

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Education and training

LOCATION

NATO Security Force Assistance Centre of Excellence, Cesano di Roma, Italy

NATO Discipline

MILITARY CONTRIBUTION TO PEACE SUPPORT (MC2PS)

COURSE CERTIFICATION

NATO SELECTED

ITERATIONS

2 iterations per year (more info on www.nsfacoe.org)

COURSE DURATION

5 days

NUMBER OF SEATS AVAILABLE

25 per iteration

SECURITY CLEARANCE

Not required

COURSE FEE

150.00 €

POC

Course Director: Maj. Vinicio RESTELLI – NATO SFA COE Education and Cooperation Staff
 Officer
 Office: +39 06469163530
 Email: educationchief@nsfacoe.org



Info Contact

website: nsfacoe.org

twitter account: @NATOSFACOE

mail: natostacoe@nsfacoe.org

phone: +39 06469163511

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ADMINISTRATIVE DETAILS

a. Conference venue

The course will be held at the Starhotels Metropole Rome, located in *Via Principe Amedeo, 3, 00185 - Roma* (Italy).

The training hours are Monday to Thursday, 08:30 to 17:00 and Friday, 08:30 to 13:00.

Location: Google Maps <https://goo.gl/maps/qeSpho5ac8DKmi9y8>

b. Registration

Applicants are kindly requested to return by mail their PAF (annex C) to trainingsa@nsfaoe.org no later than **11th OCT 2020**.

c. Language

The course will be held in English.

Level 3 in English proficiency is required according to NATO STANAG 6001: Listening (3); Speaking (2); Reading (3); and Writing (2) or according to Common European Framework of Reference for Language level B2-C1/Upper Intermediate-Advanced level).

d. Classification

The overall classification of the course is NATO UNCLASSIFIED.

e. Security measures

Participants are requested to bring their military/civilian passport or ID card to support their identification in order to receive the security badge that will be delivered on the first day, upon registration. This security badge must be carried throughout the event.

f. Visa Requirement

Attendees are responsible for arranging the required permits to enter the Italian territory (Request for Visit) by consulting their own HQ or embassy for procedures.

Participants, or their national authorities, are responsible for visa arrangements (if needed). Participants are advised to contact, well in advance, proper diplomatic agencies for up to date information. It is the individual's responsibility to apply and obtain their visa and to have the proper travel documentation.

g. Medical service

No medical support will be provided by the NATO SFA COE. Medical expenses must be paid by the individuals or their insurance agencies. All participants are strongly advised to have appropriate medical insurance.

h. Course fee

The course fee is 150.00 € and will include the ice breaker and all coffee breaks. NATO SFA COE strongly encourages the use of bank transfer payment for paying the course fee. Payments by cash on site will be accepted too, as last resort. Failure to pay course tuition fee by 13:30 on Wednesday will result in the suspension of the course completion certificate for the student and the organization being put into collection status until the fee is paid.

The NATO SFA COE bank account details are:

Beneficiary: NATO Security Force Assistance COE
IBAN Number: IT57 W076 0103 2000 0104 1221 761
Swift BIC: BPPIITRRXXX
Bank Name: Bancoposta PA

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Bank deposit must be finalized not later than three working days before the start date of the course. The relevant document has to be forwarded to the Budget & Finance Office through e-mail: finconast@nsfacoe.org.

i. Accommodation

Participants are responsible to arrange their own accommodation.

NATO SFA COE recommends staying at Starhotels Metropole Rome (4 stars). The Centre has made pre-booking of double Rooms € 130/day. Room prices reservation are available only by using the “Reservation Request” form attached to the PAF (appendix 1 to annex C).

Booking must be done no later than 22nd OCT 2020. After this deadline the hotel does not guarantee the rooms availability and preferential rates.

The hotel is near the “Roma Termini” train station in the city centre.

j. Transportation

Course participants are expected to cover their own travel costs.

Suggestion for transportation from/to Rome airports (FIUMICINO-FCO and CIAMPINO-CIA) will be found on <http://www.adr.it/web/aeroporti-di-roma-en-/pax-fco-fiumicino>.

k. Social events

NATO SFA COE will host an ice breaker on Monday, 9th NOV 2020 at the Starhotels Metropole Rome.

l. Dress code

The dress code is combat uniform for military personnel; Smart Casual for civilians.

m. Distance Learning option

Due to the ever-changing pandemic situation, the NATO SFA COE will adopt, as backup, a Distance Learning (DL) course in case of an escalation of restrictions or a new lockdown. Tailored instructions will be delivered in that eventuality.

Tuition fee is requested even if the course will be run in DL.

n. COVID-19 precautions and notices

The NATO SFA COE will adhere to Italian Government directions, guidance and regulations for business operations.

A list of restricted areas may be found at the Italian Ministry of Health:

<http://www.salute.gov.it/portale/nuovocoronavirus/dettaglioContenutiNuovoCoronavirus.jsp?lingua=english&id=5412&area=nuovoCoronavirus&menu=vuoto> (please, check for updates regularly).

More info about the Covid-19 FAQ are available on:

<http://www.salute.gov.it/portale/nuovocoronavirus/dettaglioFaqNuovoCoronavirus.jsp?lingua=english&id=230#8>.

ATTENDEES ARE RESPONSIBLE FOR MONITORING THE ITALIAN MINISTRY OF HEALTH’S LIST OF RISK AREAS TO DETERMINE THEIR ELIGIBILITY PRIOR TO ARRIVAL AT THE COURSE. THE LIST CAN BE MODIFIED AT SHORT NOTICE AND SHOULD BE CHECKED PRIOR TO TRAVEL.

The NATO SFA COE accepts no liability and will not reimburse any travel and accommodation expenses incurred as a result of travel from a designated risk area.

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The NATO SFA COE will not accept student registrations from the countries identified as a high-risk area above mentioned. This also includes students that have travelled to these countries in the previous 14-days, even if students possess a Medical Certificate declaring a 48-hour COVID test. Please note this is not a restriction on the student's nationality, but on their geographic location. National and organizational travel restrictions are the responsibility of the student.

The Italian authorities will permit entry to Italy from the countries on the Italian Ministry of Health list of high-risk countries; however the NATO SFA COE will not be able to support the student during the 14-day quarantine required or with COVID-19 testing.

Classrooms will be set-up in respect of social distances. However, all persons participating to the course are required to **maintain social distancing, wear a face mask** (when necessary) and have their **temperature taken**. Participants not adhering to these requirements will not be allowed to the course. Please note medical waivers for face coverings will not be accepted.

o. Participants' selection

Due to reduced classroom capacity the NATO SFA COE will conduct a selection for the course in order to assure the participation to all possible international institutions. Selected participants will be warn by **15th OCT 2020**, in order to let them book their accommodation and arrange their own transportation.

For further information, please contact the POCs:

- Course Director:
Maj. Vinicio RESTELLI, Education Section Chief - office +3906469163530 mobile: +393894969534 – e-mail: educationchief@nsfaoe.org;
- Course Admin:
CWO Alberto NASTA, Training Section Staff Assistant: office +3906469163572 - mobile +393284537055 – e-mail trainingsa@nsfaoe.org.

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NATO Security Force Assistance Centre of Excellence

“SFA OPERATORS COURSE 1-2020”

Rome, 09th - 13th November 2020**PAF - Personnel Administrative Form**

Date*: _____

Applicant Data

Last Name*: _____ First Name*: _____

Service*: (A/N/AF/CIV): _____ MIL/CIV Rank/Grade*: _____

Nationality*: _____ Job Title*: _____

Military/National Passport or ID (must be attached to this form **mandatory**): _____**Applicant's Contact Details**

Organization*: _____ Phone (commercial): _____

Address*: _____

Post Code*: _____ City*: _____ Mobile*: _____

Country*: _____ E-Mail*: _____

Travel and Accommodation

Arrival date*: _____ Flight #: _____ Departure date*: _____

Accommodation: _____

Special needs

* = Mandatory fields.

If information on a field is not applicable or not yet determined can be filled with N/A or TBD respectively and will be determined later.

Form must be completed in CAPITAL LETTERS and be forwarded no later than **11th OCT 2020** to: trainingsa@nsfaoe.org.



**RESERVATION REQUEST
NATO SECURITY FORCE ASSISTANCE CENTRE OF EXCELLENCE
SFA OPERATORS COURSE 2020-1**

9-13 NOVEMBER 2020

Please fill and send this request to: STARHOTELS METROPOLE

Via Principe Amedeo, 3 – 00185 ROMA

Tel. 06 4774 Fax 06 4741712

e-mail: reservations.metropole.rm@starhotels.it

please copy NATO SFA COE in all reservations: fincon@nsfacoe.org

ACCOMODATION:

Room type	Rate	Date	Total stay amount
<input type="checkbox"/> SUPERIOR 1 pax	EURO 130.00	In _____ Out _____	Euro _____
<input type="checkbox"/> DELUXE 1 pax	EURO 150.00	In _____ Out _____	Euro _____
<input type="checkbox"/> EXECUTIVE 1 pax	EURO 160.00	In _____ Out _____	Euro _____

**Above preferred rates are valid for a limited number also for 3 nights pre and 3 nights post event.
In case availability will finish, the hotel will have the right to quote different rooms and prices.**

Above rates are per room, per night, American Buffet breakfast and 10% VAT included.
Rates are valid for single room occupancy.

City Tax is not included - € 6.00 per person, per night.

In order to use the NATO Meeting preferred rates, please kindly provide the reservation request by email or fax **by 22/10/2020**

After this date, the Hotel will have the right to not confirm availability and/or rates.

Each request is subject to hotel availability for the extra nights and should be reconfirmed with a confirmation number.

Family Name:		Name:	
Tel.	Fax:	E-mail:	
Arrival Date:		Departure Date:	
Room type:		N° of people:	
Notes for the hotel:			



PLEASE PROVIDE RELEVANT INFORMATION FOR BILLING INSTRUCTION (if you need a bill addressed to a company)

Name _____

Address _____

City _____ zip code _____

Country _____

Tax ID number _____

Please find below my credit card details as guarantee of this reservation. I authorize the hotel to charge penalty amount on my credit card, as per cancellation policy stated below.

Credit Card: America Express <input type="checkbox"/> Diners Club <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Other:	
Name of the credit card holder:	
Credit card number:	Expiry date:

copy of credit card attached

Payment conditions:

Total prepayment is required by credit card at confirmation.

Cancellation conditions:

The Hotel accepts only reservations with credit card details.

From written confirmation until arrival: total stay amount will be charged as penalty.

No show, late cancellations, late arrivals, early departures, will be charged for the entire stay amount.

For acceptance – Date & Signature _____