



**NATO
SECURITY FORCE ASSISTANCE
CENTRE OF EXCELLENCE**



SNSFACOE-T&EB-39-2021

TO: See distribution List

SUBJECT: Security Force Assistance 2nd semester 2021 Courses - Calling Letter.

DATE: 15th July 2021

REFERENCES: NATO Security Force Assistance Centre of Excellence (NATO SFA COE) Courses' Syllabus 2021 - 11th January 2021.

1. It is my great pleasure to invite you to the following courses that will be hosted, in presence, by the NATO Security Force Assistance Centre of Excellence (NATO SFA COE) in Rome:

COURSE NAME	PERIOD	AVAILABLE SEATS
SFA Operators Course	11 th -15 th October 2021	30
Institutional Adviser Course	18 th -22 nd October 2021	15

2. Those "NATO Selected" courses satisfy NATO performance gaps identified within the Military Contribution to Peace Support Discipline throughout the System Approach to Training process and represent suitable training solutions aligned with performance gaps.
3. The courses have been planned as blended learning solutions. They start with a distance learning period¹, 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.
4. Specific instructions will be sent by mail once the participants have been selected to join the courses.

Massimo Di Pietro
Colonel (ITA A)
SFA COE Director

ANNEXES:

- A. SFA Operators Course (Course specifics and Personnel Administrative Form - PAF)
B. Institutional Adviser course (Course specifics and Personnel Administrative Form - PAF)

¹ "ADL 362 Introduction to SFA" and "Interoperable Multinational Resident Advisor Capacity (IMRAC)" Advanced Distributed Learning Courses available on NATO JADL platform.

DISTRIBUTION LIST

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LUISS "GUIDO CARLI" UNIVERSITY
LUMSA UNIVERSITY
UNIVERSITY OF VERONA
ITA DEFENCE GENERAL STAFF
ITA JOINT FORCE HQ
NATO SFA COE SC ITA NATIONAL REPRESENTATIVE
NATO SFA COE SC ALB NATIONAL REPRESENTATIVE
NATO SFA COE SC SLO NATIONAL REPRESENTATIVE

US JCISFA
US SFAC
US TRADOC CAPABILITY MANAGER
UK SIG
CENTRE TERRE POUR LE PARTENARIAT MILITAIRE OPÉRATIONNEL
NORDIC CENTRE FOR GENDER IN MILITARY OPERATION
MNCG
AIR OPERATIONS (AO) COE
CIVIL-MILITARY COOPERATION (CCOE) COE
COLD WEATHER OPERATIONS (CWO) COE
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COMMAND AND CONTROL (C2) COE
CONFINED AND SHALLOW WATERS (OPERATIONS IN) (CSW) COE
COOPERATIVE CYBER DEFENCE (CCD) COE
COUNTER-IMPROVISED EXPLOSIVE DEVICES (C-IED) COE
COUNTER INTELLIGENCE (CI) COE
CRISIS MANAGEMENT AND DISASTER RESPONSE (CMDR) COE
DEFENCE AGAINST TERRORISM (DAT) COE
ENERGY SECURITY (ENSEC) COE
EXPLOSIVE ORDNANCE DISPOSAL (EOD) COE
HUMAN INTELLIGENCE (HUMINT) COE
JOINT AIR POWER COMPETENCE CENTRE (JAPCC) COE
JOINT CHEMICAL, BIOLOGICAL, RADIOLOGICAL AND NUCLEAR DEFENCE (JCBRN
DEFENCE) COE
MARITIME SECURITY (MARSEC) COE
MILITARY ENGINEERING (MILENG) COE
MILITARY MEDICINE (MILMED) COE
MILITARY POLICE (MP) COE
MODELLING & SIMULATION (M&S) COE
MOUNTAIN WARFARE (MW) COE
NAVAL MINE WARFARE (NMW) COE
STABILITY POLICING (SP) COE
STRATEGIC COMMUNICATIONS (STRATCOM) COE
INTEGRATED AIR & MISSILE DEFENCE (IAMD) COE
MARITIME GEOSPATIAL, METEOROLOGICAL & OCEANOGRAPHIC (MGEOMETOC) COE
EUROPEAN COE FOR CIVILIAN CRISIS MANAGEMENT

NATO UNCLASSIFIED



Training and Education

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 of defence and related security 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: @NATOSFACOE



facebook account: NATOSFACOE



mail: natosfaoe@nsfaoe.org

phone: +39 06469163511

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Training and Education



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

30 per iteration

SECURITY CLEARANCE

Not required

COURSE FEE

200.00 €

(due to COVID-19 pandemic or other organisational reasons, the course will be switched to an online mode; in this case the course fee will be reduced to 100.00 €)

POC

NATO SFA COE Training and Education Branch
training_education@nsfacoe.org

Info Contact

website: nsfacoe.org

twitter account: @NATOSFACOE



facebook account: NATOSFACOE

mail: natosfacoe@nsfacoe.org

phone: +39 06469163511

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a. Conference venue

The course will be held at the Italian Air Force Officer Club “Casa dell’Aviatore” located in *Viale dell’Università, 20, 00185 - Rome (Italy)* (<https://www.casaviatore.it/>).

Location: <https://goo.gl/maps/VuFsM48bqL3Q7SFQA>

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

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

b. Registration

Applicants are kindly requested to return their PAF (annex C) by mail to trainingsa@nsfaoe.org no later than **17th SEPT 2021**.

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 the Common European Framework of Reference for Language level B2-C1/Upper Intermediate-Advanced level).

d. Classification

The overall classification of the course is 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 200.00 € and will include the ice breaker and all coffee breaks. NATO SFA COE strongly encourages early payment (either by bank transfer or using the payment link which will be provided, upon request, by the Centre) of the course fee. On site electronic payments (POS) will be accepted too on the first day of the course. **(NO CASH WILL BE ACCEPTED)**

Failure to pay course tuition fee by the first day of the course 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.

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 by e-mail: finconast@nsfaoe.org.

NATO UNCLASSIFIED

i. Accommodation

Participants are responsible to arrange their own accommodation.

NATO SFA COE recommends staying at the Italian Air Force Officer Club “Casa dell’Aviatore” (same as the course venue). The Centre has pre-booked single Rooms € 50/day (included breakfast). Room reservations are available only by sending an email directly to the venue (prenotazioni@casaviatore.it) using the “NATOSFACOE” code. Please bear in mind that the venue has a limited number of rooms.

As an alternative, attendees can choose the Starhotels Metropole Rome (<https://www.starhotels.com/en/>) located in Via Principe Amedeo, 3, 00185 - Roma (Italy), with the preferential price of € 146/day (included breakfast).

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

Room reservation are available only by sending an email directly to the venue (reservations.metropole.rm@starhotels.it) using the “NATOSFACOE” code.

Both hotels are near to the “Roma Termini” train station, in the city centre.

Booking must be done no later than 24th SEPT 2021. After this deadline room availability and preferential rates cannot be guaranteed.

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, 11th OCT 2021 in the same venue of the course.

l. Dress code

The dress code is a combat uniform for military personnel, business attire for civilians (tie for men).

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 event.

Tuition fee are requested even if the course is held in DL, but reduced to 100,00 €.

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).

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.

NATO UNCLASSIFIED

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.

Classrooms will be set-up in respect of social distancing requirements. However, all persons participating in 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 attend 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 ensure the participation by representatives of all possible international institutions. Selected participants will be notified by **21st SEP 2021**, in order to let them book their accommodation and arrange their own transportation.

For further information, please contact the NATO SFA COE dedicated team at: training_education@nsfcoe.org (specifying for which course information is requested).

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NATO Security Force Assistance Centre of Excellence

“SFA OPERATORS COURSE 2021-22”

Rome, 11th - 15th October 2021

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 Organization Contact Details

Organization*: Phone (commercial): Address*: Post Code*: City*: Mobile*: Country*: E-Mail*:

Travel and Accommodation

Arrival date: Flight #: Departure date: Accommodation:

Payment selection*

☐ **Bank Transfer**

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

☐ **Credit Card**

You will receive a request for payment by link, which you can follow to easily complete the payment.

☐ **On site electronic payment (POS)**

No later than the first day of the course

Special needs*

Mandatory fields.

If information on a field is not applicable or not yet determined you may indicate N/A or TBD respectively and provide the information later.

The form must be completed in CAPITAL LETTERS and be forwarded no later than **24th SEPT 2021** to: trainingsa@nsfaoe.org

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Institutional Adviser Course

ETOC CODE: MCP-CM-36713

AIM

The course contributes to meeting the need for sustained and standardized professional development of Allied and Partner military and civilian personnel to conduct stability activities. Advanced tenets of institutional advising are integrated into the course education curriculum. Multinational personnel serving as Institutional Advisers will be more capable to provide advice supporting the sustainable development of a counterpart's national security force.

TARGET AUDIENCE

1. Position:
 - Institutional Adviser
 - Military Officers (OF-3 through OF-5) and civilian equivalent, Senior Warrant Officers (WO-3 through WO-5) working as institutional advisers 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, intergovernmental 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:
 - NATO SFA Operators Course or national equivalent or relevant SFA and advising experience as approved by the education and training facility hosting the Institutional Adviser course.
 - (Rank) Level:
 - Officers OF-3 through OF-6 and civilian equivalents, Senior Warrant Officers WO-3 through WO-5.

TRAINING STRATEGY

The course has been planned as a blended learning solution.

The course is composed of a series of modules and is based on adult learning principles. Active learning methods are used throughout the course to include lectures, guided discussions, syndicate work, and role play. Feedback will be collected during the course and delayed feedback will be collected during or after the training attendee conducts their assignment as an institutional adviser.

Info Contact

website: nsfaoe.org

twitter account: @NATOSFACOE

facebook account: NATOSFACOE

mail: natosfaoe@nsfaoe.org

phone: +39 06469163511

NATO UNCLASSIFIED

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Training and Education

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

15 per iteration

SECURITY CLEARANCE

Not required

COURSE FEE

300.00 €

POC


NATO SFA COE Training and Education Branch
training_education@nsfacoe.org




Info Contact

 website: nsfacoe.org

 [twitter account: @NATOSFACOE](https://twitter.com/NATOSFACOE)

 [facebook account: NATOSFACOE](https://facebook.com/NATOSFACOE)

 mail: natosfacoe@nsfacoe.org

 [phone: +39 06469163511](tel:+3906469163511)

NATO UNCLASSIFIED

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a. Conference venue

The course will be held at the Italian Air Force Officer Club “Casa dell’Aviatore” located in *Viale dell’Università, 20, 00185 - Rome* (Italy) (<https://www.casaviatore.it/>).

Location: <https://goo.gl/maps/VuFsM48bqL3Q7SFQA>

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

The training hours are Monday to Thursday, 08:30 to 17:30 and Friday, 08:30 to 15:00.

b. Registration

Applicants are kindly requested to return their PAF (annex C) by mail to trainingsa@nsfacoe.org no later than **24th SEPT 2021**.

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 the Common European Framework of Reference for Language level B2-C1/Upper Intermediate-Advanced level).

d. Classification

The overall classification of the course is 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 300.00 € and will include the ice breaker and all coffee breaks.

NATO SFA COE strongly encourages early payment (by bank transfer or payment link which will be provided, upon request, by the Centre) for paying the course fee. On site electronic payments (POS) will also be accepted on the first day of the course. (NO CASH WILL BE ACCEPTED)

Failure to pay course tuition fees by the first day of the course 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.

NATO UNCLASSIFIED

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 by e-mail: finconast@nsfaoe.org.

i. Accommodation

Participants are responsible to arrange their own accommodation.

NATO SFA COE recommends staying at the Italian Air Force Officer Club “Casa dell’Aviatore” (same as the course venue). The Centre has pre-booked single Rooms € 50/day (included breakfast). Room reservations are available only by sending an email directly to the venue (prenotazioni@casaviatore.it) using the “NATOSFACOE” code. Please, bear in mind that the venue has a limited number of rooms.

As an alternative the attendee can choose the Starhotels Metropole Rome (<https://www.starhotels.com/en/>), located in Via Principe Amedeo, 3, 00185 - Roma (Italy), with the preferential price of € 146/day (included breakfast).

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

Room reservations are available only by sending an email directly to the venue (reservations.metropole.rm@starhotels.it) using the “NATOSFACOE” code.

Both hotels are near to the “Roma Termini” train station, in the city centre.

Booking must be done no later than 01st OCT 2021. After this deadline room availability and preferential rates cannot be guaranteed.

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, 18th OCT 2021 in the same venue as the course.

l. Dress code

The dress code is a combat uniform for military personnel, business attire for civilians (tie for men).

m. 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:

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n. Participants' selection

Due to reduced classroom capacity the NATO SFA COE will conduct a selection for the course in order to ensure the participation to representatives of all possible international institutions. Selected participants will be notified by **28th SEP 2021**, in order to let them book their accommodation and arrange their own transportation.

For further information, please contact NATO SFA COE dedicated team at: training_education@nsfaoe.org (specifying for which course information is requested).

NATO UNCLASSIFIED



NATO Security Force Assistance Centre of Excellence

“INSTITUTIONAL ADVISER COURSE 2021-1”

Rome, 18th - 22nd October 2021

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 Organization Contact Details

Organization*: Phone (commercial): Address*: Post Code*: City*: Mobile*: Country*: E-Mail*:

Travel and Accommodation

Arrival date: Flight #: Departure date: Accommodation:

Payment selection*

☐ **Bank Transfer**

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
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☐ **Credit Card**

You will receive a request for payment by link, which you can follow to easily complete the payment.

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No later than the first day of the course

Special needs*

Mandatory fields.

If information on a field is not applicable or not yet determined you can indicate N/A or TBD respectively and provide the information later.
 The form must be completed in CAPITAL LETTERS and be forwarded no later than **24th SEPT 2021** to: trainingsa@nsfcoe.org

NATO UNCLASSIFIED