



**COUNTER IMPROVISED EXPLOSIVE DEVICES
CENTER OF EXCELLENCE**
CTRA. M-618 COLMENAR VIEJO - TORRELODONES, KM 14
28240 – HOYO DE MANZANARES
MADRID (SPAIN)
info@ciedcoe.org



S 121/2022

TO: See DISTRIBUTION LIST

SUBJECT: Calling Letter NATO Weapons Intelligence Team Course, Counter Improvised Explosive Device Centre of Excellence, 6 – 23 September 2022. (Szentendre, Hungary)

DATE: 9 June 2022

REFERENCES:

- A. Bi-SC Directive 075-007 10 September 2015.
- B. AJP 3.15 (C) (NATO C-IED Doctrine for Countering IEDs), February 2018.
- C. STANAG 2294 (ACIEDP-01, Edition A, Version 1, “NATO C-IED Training Requirements”), 12 November 2018.
- D. STANAG 2298 (ACIEDP-02, Edition B, Version 1, “NATO Weapons Intelligence Team (WIT) Capabilities”), February 2018.
- E. AC/259-D(2022)0023 DAT POW Reinforced VNCF WIT Training 2022-2023 Executing Agent Agreement/Financial Management Agreement.
- F. C-IED COE POW 2022.
- G. Save the date letter (4MAR2022).

1. In accordance with reference A and B, based on the doctrinal foundations of reference C and in order to meet the requirements of reference D, the C-IED Centre of Excellence (C-IED COE) conducts the 22_2 Weapons Intelligence Team (WIT) Course from 6 to 23 September 2022 at the Hungarian Defence Forces NCO Academy (HDF NCOA), Szentendre.

Course Code (ETOC): [IED-ED-3767](#)

2. The aim of the WIT Course is to train personnel to collect, collate, assess, and disseminate information on enemy capabilities relating directly to their use of weapons, caches, finds, etc. The course specifically includes the investigation of IEDs, IED explosions, and the subsequent collection of explosion remains, intelligence and information.

3. Representatives of the C-IED COE sponsoring nations, NATO and Interoperability Platform Nations¹ are invited to attend the NATO WIT Course, which will be conducted in the facilities of the Hungarian Defence Forces NCO Academy. See Annex A for Course details.
4. The deadline for application for the 22_2 WIT Course is the **1st August 2022**. Applications after the deadline will not be accepted. See Annex B for application instructions.
5. The course has in total 20 seats for attendees. The amount of seats per nation will be prioritized according operational needs. Authority for prioritization relies in C-IED COE.
6. If nations request more than one attendant for the course, they are kindly asked to prioritize their attendees.
7. All applicants will receive the confirmation/regret mail from C-IED COE not later than the 5th August 2022. Selected participants can start travel arrangements after this mail. No travel arrangements should be made prior to receiving the confirmation of participation.
8. Details regarding real life support, travel, accommodation, transportation and meals, are last year reference and will be confirmed on the confirmation email.
9. Should you have any questions, please contact the C-IED COE Points of Contact.

Course Director:
OF-3 Marco FERREIRA (PRT Air Force)
E-mail: mferreira@ciedcoe.org
Phone: +34 918561040 / +34 638120800

Course Assistant: ptf@ciedcoe.org

Javier Corbacho Margallo
Colonel ESP Army
C-IED COE Director

ANNEXES:

- A. WIT Course Details
- B. Admin instructions
B-1: PAF (Personnel Application Form)

¹ Interoperability Platform members: Armenia, Australia, Austria, Azerbaijan, Bahrain, Bosnia and Herzegovina, Finland, Georgia, Ireland, Japan, Jordan, Kazakhstan, the Republic of Korea, the Republic of Moldova, Mongolia, Morocco, New Zealand, Republic of North Macedonia, Serbia, Sweden, Switzerland, Tunisia, Ukraine, and the United Arab Emirates.

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ANNEX A:
COURSE DETAILS

1. Training Audience

- a. Training Audience for the WIT Course ideally are from Explosive Ordnance Disposal, Engineering, Intelligence, Military Police, Special Operations, and Infantry backgrounds. The rank of students attending the course normally range from NATO OR 4-8 and OF 1-3.
- b. The aim is to provide essential WIT training to people posted in national training facilities and/or **prior to arrival** in theatre. The course is open to NATO and Interoperability Platform Nations. **Only nations who are able to fulfil these criteria should apply for the limited places on this course.**
- c. Language proficiency
 - i. An adequate understanding of written and spoken English is required.
 - ii. In accordance with STANAG 6001, a level of 3.2.3.2. is recommended for students to attend this course.

2. Tentative Agenda

01 September - Travel day for Instructors

02 - 05 September – WIT Instructors standardization meetings

05 September – Travel day for attendees

06 – 23 September - Course days

23 September (NBT 14:30) – Course & travel day

It is essential that all students comply with these timings as personnel arriving late or leaving early will have a detrimental effect on the course and the Host Nation support. The final day of the course will end promptly at 14:30.

3. WIT Course Learning/Training Environment

- a. The training will consist of ADL-based theoretical lessons, classroom-based theoretical lessons, practical training and demonstrations; syndicate based planning sessions and live and non-live explosive exercise. Land centric environments will be covered by lessons, demonstrations and exercises.

4. Advanced Distributed Learning (ADL)

- a. To join the resident WIT course phase, **it is mandatory to successfully complete** an e-learning ADL WIT phase. Those who have not attended or failed in the ADL phase will not get permission to attend the course. Students are requested to take their ADL certificate at the start of the course.
- b. This ADL will be open for WIT Course students only, having the confirmation of attending the course.

- c. Students must create an account at the JADL portal <https://jadl.act.nato.int/> and request to join the [ADL 208 Weapons Intelligence Team \(WIT\) Prerequisite Course](#) under the tab Courses\NATO\NATO COEs\C-IED COE.
- d. Be advised, the completion of the ADL course requires a full working day.
- e. **ADL POC:** OR-7 Óscar FERNANDEZ ALONZO (ESP Air Force)
Phone no +34 918561066 Email (UNCLASS): ofernandez@ciedcoe.org

5. Coordinating Instructions

- a. Dates and Duty Hours: 0830-1700 Mon to Fri. Timings can be extended if needed.
- b. This is a tactical level course. Students must be prepared to undertake various tactical tasks, situations and other scenarios, as the instruction requires.
- c. Course Loading. The Course can train up to 20 WIT students. **Authority for allocations is C-IED COE.** In case of oversubscription, the priorities for seat allocation will be:
 - i. Personnel posted in national training facilities aimed to develop national WIT training capabilities;
 - ii. Personnel deploying on NATO recognized op in WIT/Tech Exploitation role within 6 months;
 - iii. Personnel deploying on NATO recognized op in WIT/Tech Exploitation role within 12 months;
 - iv. Personnel deploying on NATO recognized op in other role within 12 months.
- d. In event of oversubscription and within bounds of the priorities above, C-IED COE will endeavor to spread course loading across nations before any nation is allocated more than two (2) vacancies.
- e. If nations have requested more places than they are allocated, they will be asked to prioritize their attendees.

6. Miscellaneous

Further Course dates: This course is the second iteration of 2022. Next iteration is planned for 2023 (May 2023) in Romania.

7. Service Support

Hungarian Defence Forces Non-Commissioned Officer Academy Location:

2000 Dózsa György Road 12-14, Szentendre, HUNGARY

ANNEX B: ADMIN INSTRUCTIONS

1. Application for the course

Candidates wishing to apply on this course should follow the guidance below:

- a. Click [here](#) and select WIT Course 22_2

<https://ciedcoe.org/index.php/courses-events/course-event-register-form/courses-register>

The screenshot shows a web browser window displaying the C-IED COE website. The page title is "CIED COE JOIN REQUEST". On the left, there is a navigation menu with items like "ADL", "Courses at C-IED COE", "Program of Courses", "ETOC", "EPRIME", and "Courses register". The main content area contains a form with several input fields. A dropdown menu for "Courses or Events (*)" is open, showing a list of course codes including ADC, ANTS, ANUC, ASIFC, ATIX, ATNOC, BIFEC, CSOC, DOMEX, LL WS, TECH WS, TNA, WIT, WIT RFSHE, and ADC. Red text annotations are overlaid on the page: "Your personal purposes. It may be used for official training purposes." and "All fields with the asterisk (*) are mandatory. Please provide the correct information for reporting purposes." The form also includes fields for "Course or Event not listed", "Last name (*)", and "First name (*)".

- b. Fill in all the additional information required and submit the form.
- c. In case you have trouble getting access to the webpage, contact the C-IED COE Course Assistant requesting an electronic version of the Personnel Application Form (PAF). Once completed send it back digitally to the C-IED COE Course Assistant.
- d. In any case, be sure that the PAF is complete otherwise the application will not be considered successful.
- e. Final seat allocation will be made by the C-IED CoE.
- f. No shows without early cancellation will be officially reported to Nations.

2. Dress code

Duty uniform or battle dress uniform (BDU) or civilian equivalent. Uniform outside will be used only when travelling from the hotel to military facilities.

3. Security Classification

- a. The classification of the course is “NATO RESTRICTED RELEASABLE TO INTEROPERABILITY PLATFORM NATIONS”. Please bring your current national (for Partner nations) or NATO security clearance (for NATO nations).
- b. Participants will be required to show the Security Clearance Certificate during the processing. **The course cannot be attended without the certificate of security clearance.**

4. CIS

- a. Two laptops belonging to C-IED COE will be provided for teamwork for each team of four inside the classroom.
- b. Students are allowed to bring laptops to the Hungarian Defence Forces NCO Academy. Laptops could be useful after working hours to review documentation.

5. Course fee

There will be a course fee of **36,000 HUF** (app. 120 EUR) to be collected during registration (in processing). Attendees from C-IED COE Sponsoring Nations are excluded (CAN, CZE, DEU, ESP, FRA, GRE, HUN, NLD, PRT, ROU, SWE, TUR and USA).

6. Real Life Support

- a. The selected attendants have to contact the Hungarian Defence Forces NCO Academy in order to arrange the real life support issues (hotel, transportation, ETA – ETD).
- b. **Travel to Hungary**
 - i. Hungary is part of European Union and part of Schengen Space. The Hungarian currency is the Forint (HUF).
 - ii. Participants who require a Visa to enter Hungary, need to make own arrangements by requesting Visas through Embassies or Consulates of Hungary in their country of origin. If required, the HDF NCO Academy can provide a certificate supporting the Visa request process. In that case, applicants are requested to provide full name as stated in the Passport and the passport number to the HDF NCO Academy POC stated below in due time.
- c. **Transportation.**
 - i. The NCO Academy will provide free daily (training days) transportation between Aquaworld Resort Budapest Hotel – HUND NCO Academy and back. **Participants will be picked up at the hotel lobby at 08.00 on the first day of the course.**
 - ii. From and to the Budapest Ferenc Liszt International Airport (BUD): Transportation from/to the Airport and Aquaworld Resort Budapest Hotel or the above mentioned hotels is individual responsibility. Aquaworld Resort Budapest Hotel is accessible by using public transportation as follows:

Taxi: Főtaxi is the official partner of Budapest Airport. Service can be requested at the dispatcher office located in front of the entrance/exit of the arrival lounge. Cost (approx. 40 EUR) should be paid for this service individually to the taxi driver either by using cash (HUF) or credit card.

Public transportation system: Bus 200E from the airport toward Nagyvárad tér M. At Nagyvárad tér change to M3 metro to Újpest városkapu where you must change and take Bus 122 to Homoktövis u. close to Káposztásmegyer, Aquaworld. From the terminal point is in front of the Hotel. You can take tickets at the ticket office of Center for Budapest Transport (BKK) located at the arrival lounge or from the vending machine at the bus stop. (tickets cost approx. 6 EUR).

d. **Accommodation.** TBD.

- i. **Aquaworld Resort Budapest.** The NCO Academy has arranged accommodation at the Hotel. Participants can be accommodated in this or any other hotel. A special rate of **100 EUR** (standard room for single use/ night, including breakfast, the use of facilities and internet, related taxes not included) has been negotiated. The tourist tax is to be paid separately, the rate of which is 4% of the net room price without VAT.

Students, once they are notified of their acceptance, are responsible for their individual bookings via the hotel's own online booking system at: <https://www.aquaworldresort.hu>

Please note that the individual bookings will be confirmed by the hotel only with credit card guarantee.

Hotel reserves the right to ask the guest for payment deposit (credit card or cash) upon arrival to cover non-prepaid services. Credit card (VISA, American Express, Eurocard / Mastercard) payment is accepted at the hotel. Prices have been given in EUR as a guide; note that all invoices will be in HUF unless otherwise requested. Hotel phone number: **+36 1 2313 600**, e-mail address: reservation@aquaworldresort.hu

Reservation deadline: 14 days before the arrival. After the deadline Hotel can only confirm requests depending on its availability. 14 days before the arrival the cancellation is free of charge, otherwise one night accommodation will be charged.

ii. **Military Lodging**

Upon well-founded request NCO Academy can offer on-post lodging in individual rooms with toilet and shower for the cost of 2500 HUF (app. 8 EUR). This fee should be paid in cash (HUF). The accommodation has communal kitchen areas and laundry. While bedding materials will be provided students should bring their own towels, toiletries, etc.

- iii. There are alternative accommodation possibilities in Szentendre, within close walking distance of the NCOA (1 km approx.)

<p>Bükkös Hotel**** 2000 Szentendre, Bükkös part 16. TEL:+36-26-501-360 FAX:+36-26-501-365 E-MAIL:info@bukkoshotel.hu</p>	<p>Mathias Rex Panzió és Étterem 2000 Szentendre, Kossuth Lajos utca 16. Telefon: +36 (26) 50 55 70 Fax: +36 (26) 50 55 73 mathiasrexhotel.hu</p>
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iv. **Please remind that the free daily transportation will be provided only from/to the Aquaworld Resort Budapest Hotel.**

v. **Having submitted your reservation, students have to contact HDF NCO Academy POC.**

e. **Meals.**

i. Lunch will be provided at the NCO Academy at the cost of 1300 HUF (app. 4 EUR) per day.

ii. Breakfast and dinner service will be provided ONLY for on-post students. Breakfast will have a cost of 1000 HUF (3EUR) - 1000 HUF (3EUR) per day, breakfast and dinner total 2000 HUF (6 EUR) per day. Other participants may choose the services of the hotels' restaurant with buffet meal or it's a la carte restaurant. Also they can diner in downtown restaurants as well.

f. **In processing**

i. All participants will be in-processed during the first day of the course. In processing will start at 08:30 hrs in the HDF NCO Academy receiving area. Administration fee and working days lunch will be paid at in processing.

ii. Security clearance certificate and ADL certificate are presented at in processing.

g. **Command and Signal**

i. POC for the Hungarian Defence Forces NCO Academy (Real Life Support):

OF-2 Tamás GARDA (HUN)

Email: tamas.garda@mil.hu

Phone: +36-30-339-1359

OF-1 Tamás Szabó (HUN)

Email: tamasszabo@hm.gov.hu

Phone: +36-30-658-6854

ii. POC for COE (Applications):

OR-7 Óscar FERNANDEZ ALONSO (ESP AF)

Phone no +34 91856 1066

Email (UNCLASS): ofernandez@ciedcoe.org

Please include as CC WIT generic address WIT@ciedcoe.org in all WIT course related emails.

iii. Questions on course content and curriculum can be referred to:

OF-3 Marco FERREIRA (Major PRT AF)
Work Phone no: +34 91856 1040 Cell: +34 6381 20 800
Email (UNCLASS): mferreira@ciedcoe.org

**Appendix B-1:
PAF
(Personnel Application Form)
For the NATO Weapons Intelligence Team Course 22_2 (WIT)**

E-mail to: to ofernandez@ciedcoe.org (cc: WIT@ciedcoe.org and mferreira@ciedcoe.org)
or Fax to: + 34 91 856 2390

Last name:	
First name:	
Nationality:	
National ID No:	
Military Rank:	
NATO Grade:	
Civilian title:	
Gender:	
Dietary restrictions (allergies, religion, etc.):	
Service (<i>Navy/Army/Air Force/Marine</i>):	
Specialist Branch (<i>Infantry, Engineer, EOD...</i>)	
Organization or Unit:	
Duty Title:	
Security clearance:	
Priority No (according to para. 5.c)	
List previous WIT experience and in what role	
Are you due to deploy within next 6 months? YES/NO.....Specify date of arrival..... Are you due to deploy within next 6 – 12/18 months? YES/NO.....Specify date of arrival..... What specific WIT role..... Estimated length of tour (months).....	

Attendee Contact details			
Telephone nº	Fax nº	E-mail address	NS1/Classified address

Attendee's Unit/Organization Contact details			
Telephone nº	Fax nº	E-mail address	NS1/Classified address

Travel details		
Arrival to	Date / Time	Method of travel
Departure from	Date / Time	Method of travel