



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



**S203 /2022**

**TO:** See DISTRIBUTION LIST

**SUBJECT:** Calling Letter NATO Weapons Intelligence Team Training Developer Course, Counter Improvised Explosive Device Center of Excellence, 12-16 December 2022. (Hoyo de Manzanares, Spain)

**DATE:** 19<sup>th</sup> September 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-N(2021) 0027 DAT POW Reinforced VNCF WIT Training 2022-2023 Project Description and Call for Support.
- F. C-IED COE POW 2022.
- G. Save the date letter (7JUL2022).

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) will conduct the Weapons Intelligence Team (WIT) Training Developer Course (TDC) from 12-16 DEC 2022 at the C-IED CoE, Hoyo de Manzanares.
2. The aim of the WIT TDC is to educate WIT Course Directors and Senior Instructors in WIT course development by implementing updates on skills and standards, and creating WIT related scenarios.
3. Representatives of the C-IED COE sponsoring nations, NATO and Interoperability Platform Nations<sup>1</sup> are invited to attend the NATO WIT TDC, which will be conducted in the facilities of the C-IED COE. See Annex A for Course details.
4. The deadline for application for the WIT TDC is **3<sup>rd</sup> of November 2022**. Applications after the deadline will not be accepted. See Annex B for application instructions.

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<sup>1</sup> 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.

5. All applicants will receive the confirmation/regret mail from C-IED CoE not later than 7<sup>th</sup> November 2022. Selected participants can start travel arrangements after this mail. No travel arrangements should be made prior to receiving the confirmation of participation.
6. The course has in total 12 seats for attendees. The amount of seats per nation will be prioritized according operational needs. Authority for prioritization relies in C-IED COE.
7. Should you have any questions do not hesitate to contact,

Course Director:

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

Course Assistant:

OR-7 Óscar FERNANDEZ ALONSO (ESP AF)  
Phone no +34 91856 1066  
Email (UNCLASS): [ofernandez@ciedcoe.org](mailto:ofernandez@ciedcoe.org)

CORBACHO

MARGALLO JAVIER

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Date: 2022.09.19

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Javier Corbacho Margallo  
Colonel ESP Army  
C-IED COE Director

ANNEX A: Course Details

ANNEX B: Admin instructions

B-1: PAF (Personnel Application Form)

DISTRIBUTION LIST:

**ACTION / TO:**

WIT TDC DISTRIBUTION LIST

**INFO / CC:**

WIT TDC DISTRIBUTION LIST

ANNEX A:  
COURSE DETAILS

**1. Training Audience**

- a. Training audience for the WIT TDC are ideally Course Directors and Seniors Trainers with Technical Exploitation backgrounds. The rank of students attending the course normally range from NATO OR 6-9 and OF 1-4.
- b. The aim is to provide WIT course development education to allow nations to develop their own national WIT courses. 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**

- 8 December – Instructor’s travel day  
9 December – Instructor’s coordination meeting  
11 December – Student’s travel day  
12-16 December – Course days  
17 December – 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 at 17:00.**

**3. WIT TDC Learning/Training Environment**

The training will consist of classroom-based lessons, promoting learning through interactive lectures, case studies, guided discussions and problem-based learning (Small Group - Syndicate).

**4. Coordinating Instructions**

- a. Dates and Duty Hours: 0830-1700 Mon to Fri. Timings can be extended if needed.
- b. Course Loading. The Course can train up to 12 students. **Authority for allocations is C-IED COE.**
- c. If nations have requested more places than they are allocated, they will be asked to prioritize their attendees.

**5. Miscellaneous**

Further Course dates: Next iteration is planned for 2023 (December 2023).

**6. Service Support**

C-IED CoE Location:

NATO C-IED CoE Facility

Ctra. M-618 Colmenar Viejo - Torreldones, Km 14

28240 – Hoyo de Manzanares

**Madrid, Spain**

ANNEX B:  
ADMIN INSTRUCTIONS

**1. Application for the course**

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

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

- 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 and that was correctly received by the Course Assistant, 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**

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 in processing. **The course cannot be attended without the certificate of security clearance.**

**4. CIS**

- a. Laptops belonging to C-IED COE will be provided for syndicate work.
- b. Attendees are allowed to bring their own laptops if deemed necessary or useful.

**5. Course fee**

No course fee will be charged.

## 6. Real Life Support

### a. Transportation.

- i. Transportation from/to the Airport and Hotel Pax (Torrelodones) or the base is an **individual responsibility**.
- ii. The nearest airport is “Adolfo Suárez Madrid-Barajas”. For more information: <http://www.aena.es/en/madrid-barajas-airport/index.html>
- iii. Madrid has two main train stations (Chamartín and Atocha) where all the high speed trains (AVE) and long distance trains arrive.
- iv. From the Airport you can take the underground (“Metro”) from all airport terminals (Line 8), transfer at “Nuevos Ministerios” Station with Line 6 and get off at “Moncloa” Station. Then, in the same intermodal transportation hub (level 1, island 2, walkway 28) take the bus 611A line directly to Army Engineers’ School (40 minutes) or 613 line directly to the hotel PAX Torrelodones (20 minutes).
- v. From “Chamartín” Train Station: Go to the underground (“Metro”) area and take Line 1 (light blue colour), transfer at “Nuevos Ministerios” station to Line 6 (grey colour) and get off at “Moncloa” station. Then, in the same Intermodal Transportation Hub, proceed in the same way as explained before.
- vi. From “Atocha” Train Station: Go to the Underground (“Metro”) area and take Line 1 (light blue colour), transfer at “Sol” station to Line 3 (yellow colour) and get off at “Moncloa” station. Then, in the same Intermodal Transportation Hub, proceed in the same way as explained before.
- vii. If you take a taxi from the airport the price should be approximately 75.00 €.
- viii. **Daily transportation will not be provided** from/to the C-IED CoE to/from any Hotel/Airport. However, the CoE is prepared to facilitate in booking (not paying) taxi’s for the participants from the CoE to the airport on the last day of the event. Requirement for this can be done during in processing.

### b. Accommodation.

- i. C-IED CoE has its own lodging facilities with rooms available for all attendees. This accommodation is located inside the base where the C-IED CoE is located.
- ii. You can request the complete information about this service and make your own reservation on the following email addresses: [billeting@ciedcoe.org](mailto:billeting@ciedcoe.org) (cc: [ofernandez@ciedcoe.org](mailto:ofernandez@ciedcoe.org)). Price is 15€ per day and person.
- iii. It is not mandatory to stay in the C-IED CoE lodging facility. Participants can choose to stay in any other accommodation.
- iv. Daily transportation will not be provided from hotels to the C-IED CoE.
- v. Participants should make their own reservations. The closest Hotel is “PAX Torrelodones” (8 km far away). You can make the booking by phone or email

listed below. When booking, please specify that you work for the military, in order to take advantage of the special price. The C-IED CoE rate is approximately 60 € per day for a single room B&B (taxes included). Participants will pay for their own accommodation.

Details “Hotel Pax Torrelodones”:

Calle (street) Sama de Langreo S/N  
Torrelodones  
28250 Madrid  
Tel: 0034-918406606  
Fax: 0034-918406607  
Email: [reservas@paxtorrelodones.com](mailto:reservas@paxtorrelodones.com)

**c. Meals.**

- i. Breakfast for CoE lodging facility guests is available through several different options, as follows: Base Canteen, CoE lodging vending machines or at the Mess Hall.
- ii. For those attendees who want to have breakfast, lunch and dinner in the Base Mess Hall please consider that the total price of the daily meals is 10,05 €. In case someone chooses to have only lunch in the Base Mess Hall the price is 5,03 € per day.
- iii. The attendees should **indicate their intent** regarding the catering support, described above.
- iv. Be aware that there is no possibility to pay electronically during in processing. It is advised to bring enough **cash** (Euro €). There is an ATM available at the barracks to withdraw money.
- v. The Base offers some possibilities:
  - 1) Mess Hall: The Engineers’ Base Mess Hall offers a daily menu. Special diet or food restrictions should be advanced in the PAF. All services should be paid in the first day of the course during the in processing. Hereunder, might be found the opening hours and prices:
    - Breakfast (0730h-0800h): Price= 1,67€
    - Lunch (1315h-1430h): Price= 5.03€
    - Dinner (2100h-2200h): Price= 3.35€
  - 2) Base Canteen (*Cafetería JAS*): For those who are going to use the CoE Lodge, might be the best option, as it is only 40m away from the accommodations. The Cafeteria offers a variety of fresh pastries for breakfast, a sort of menus for lunch and some mixed dishes for dinner. The “Cafeteria JAS” is open from 0730h-1600h (Monday to Friday) and from 1930h to 2130h (Tuesday to Thursday).

**d. 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 C-IED CoE receiving area.
- ii. Security clearance certificate is presented at in processing.

**e. Command and Signal**

- i. POC for the C-IED CoE (Real Life Support):

OF-4 Emilio Sanchez Robles (ESP)  
Email: [esanchez@ciedcoe.org](mailto:esanchez@ciedcoe.org)  
Phone: +34 918 562 028

OR-7 Roberto Aguerri (ESP)  
Email: [raguerri@ciedcoe.org](mailto:raguerri@ciedcoe.org)  
Phone: +34 918 561 010

- ii. POC for C-IED CoE (Applications):

OR-7 Óscar FERNANDEZ ALONSO (ESP AF)  
Phone no +34 91856 1066  
Email (UNCLASS): [ofernandez@ciedcoe.org](mailto:ofernandez@ciedcoe.org)

- 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](mailto:mferreira@ciedcoe.org)

**Appendix B-1:  
PAF  
(Personnel Application Form)**

**For the NATO Weapons Intelligence Team Training Developer Course 22 (WIT TDC)**

E-mail to: to [ofernandez@ciedcoe.org](mailto:ofernandez@ciedcoe.org) (cc: [WIT@ciedcoe.org](mailto:WIT@ciedcoe.org) and [mferreira@ciedcoe.org](mailto: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?<br>YES/NO.....Specify date of arrival.....<br>Are you due to deploy within next 6 – 12/18 months?<br>YES/NO.....Specify date of arrival.....<br><br>What specific WIT role.....<br>Estimated length of tour (months)..... |  |

| <b>Attendee Contact details</b> |        |                |                        |
|---------------------------------|--------|----------------|------------------------|
| Telephone nº                    | Fax nº | E-mail address | NS1/Classified address |
|                                 |        |                |                        |

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

| <b>Travel details</b> |             |                  |
|-----------------------|-------------|------------------|
| Arrival to            | Date / Time | Method of travel |
|                       |             |                  |
| Departure from        | Date / Time | Method of travel |
|                       |             |                  |