



**NATO COUNTER IMPROVISED EXPLOSIVE DEVICES  
CENTRE OF EXCELLENCE**  
CTRA. M-618 TORRELODONES - COLMENAR VIEJO, KM 14  
28240 – HOYO DE MANZANARES  
MADRID (SPAIN)



S - 096 /2020

TO: See DISTRIBUTION

SUBJECT: NATO Weapons Intelligence Team Course, Hungary, Counter Improvised Explosive Device Centre of Excellence, 08 Sep – 25 Sep 2020.

DATE: 10 Jun 2020

REFERENCES: A. AC/259-N(2019)0017 VNCF WIT 2020 Project Description and Call for Support  
B. AC/259-N(2020)0002 CNAD - DAT POW Reinforced- Voluntary National Contribution Fund WIT Training 2020 Executing Agent Agreement / Financial Management Agreement

1. NATO and Interoperability Platform Nations<sup>1</sup> are invited to attend the NATO Weapons Intelligence Team Course in the facilities Hungarian Defence Forces NCO Academy (HDF NCOA), Szentendre/Hungary, during the period 08 - 25 September 2019. The course will be conducted by the C-IED COE in cooperation with the HDF NCOA, and in accordance with the Voluntary National Contribution Fund (VNCF) described at references A and B. **Application deadline is 07 August 2020.**
2. The WIT course provides Level One C-IED Exploitation capability to respond reactively to incidents involving the use of IEDs in land environment.
3. Due to COVID-19 incidence, this course could be **cancelled** if organizers decide by health and/or safety reasons.
4. Should you have any questions, please contact the C-IED COE or HDF Points of Contact, included in the Annex A.

José Antonio Cruz Moro  
Colonel ESP Army  
Director

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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.

ANNEXES:

- A. Details of C-IED Weapons Intelligence Team (WIT) Course
- B. Personnel Application Form (PAF)

DISTRIBUTION:

Action:

ACT NLR (National Liaison Representatives)  
SHAPE SNR (Senior National Representatives)  
JFC BS DCOS (J3/J35/OPSP/C-IED)  
JFC NP DCOS (J3/J35/C-IED)  
INTEROPERABILITY PLATFORM NATIONS  
COE C-IED Sponsoring Nations

Information:

COE CONTACT LIST

ANNEX A TO  
C-IED COE S-096 /2020  
DATED: 10 Jun 2020

## DETAILS OF C-IED WEAPONS INTELLIGENCE TEAM (WIT) COURSE

### 1. Execution

#### a. Joining instructions

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.** Applications will be processed by C-IED COE.

Nations wishing to apply on these courses should follow the guidance bellow:

Candidates wishing to attend this course should follow the guidance bellow:

Go to “Courses register” through <https://ciedcoe.org/index.php/courses-events> and select WIT in ‘Courses or Events’. Fill in all the information required and submit the form.

In case you have trouble getting the webpage, contact the C-IED COE Course Assistant requesting an electronic version of the Personnel Application Form (Annex B). Once completed electronically send it back to the C-IED COE Course Assistant.

## NON SENSITIVE INFORMATION RELEASABLE TO THE PUBLIC

In any case, be sure that the PAF is complete; otherwise the application will not be considered successful.

If nations request more than one attendant for the course, they are kindly asked to prioritize their attendees.

Applications after the deadline will not be accepted because the course list will be closed and announced to the participants. No shows without early cancellation will officially be reported to Nations.

- **Application deadline** is 07 August 2020.
- All applicants are to receive confirmation/regret form C-IED COE to their e-mail addresses within a couple of days after the application deadline. **No travel arrangements should be made prior to receiving formal confirmation** of their position allocations. Attendees have to bring copies of their travel order, PAF and NATO or NATIONAL Security Clearance (for non-NATO members).
- Those who are selected, have to contact the HDF NCOA, in order to arrange the real live support issues (hotel, transportation, ETA – ETD).

### b. Coordinating Instructions

**Because of the current situation regarding COVID 19, some nations could have movement restrictions to other countries. Check your national rules to allow international trips.**

Dates and Duty Hours: 0830-1800 Mon to Fri. Timings can be extended if needed.

07 September - Travel day for attendees & Instructor's meeting

08 – 25 September - Course days.

25 September (NBT 14:00) – 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 14:00.**

### c. Course Details:

- (1) This is a tactical level course. Students must be prepared to undertake various tactical tasks, situations and other scenarios, as the instruction requires.
- (2) Security Clearance. The Course security classification is NATO RESTRICTED. Please bring your current national (for Partner nations) or NATO security clearance (for NATO nations). Participants will be required to show the Security Clearance Certificate during the in-processing. **Without such a certificate, entry to the course will not be authorized.** Please remember to take also your ID to access the HDF NCOA facilities.
- (3) Language profile. An adequate understanding of written and spoken English is required. In accordance with STANAG 6001, a level 3232 is recommended to gain maximum benefit and success in the course.

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- (4) 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:
    - (a) Personnel posted in national training facilities aimed to develop national WIT training capabilities;
    - (b) Personnel deploying on NATO recognized op in WIT/Tech Exploitation role within 6 months;
    - (c) Personnel deploying on NATO recognized op in WIT/Tech Exploitation role within 12 months;
    - (d) Personnel likely to deploy on NATO recognized op in WIT /Tech Exploitation role more than 12 months away;
    - (e) Personnel deploying on NATO recognized op in other role within 12 months.
  - (5) 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 2 vacancies;
  - (6) If nations have requested more places than they are allocated, they will be asked to prioritize their attendees.
- d. Legal. NATO Status Agreements define the status afforded to NATO International Military Headquarters and to their staffs:
- (1) The NATO SOFA (Status of Forces Agreement; 19 June 1951);
  - (2) The Status of NATO, National Representatives and International Personnel Agreement (Ottawa Agreement, 20 September 1951);
  - (3) The Status of International Military HQ Agreement set up pursuant to the NAT (Paris Protocol, 28 August 1952);

Therefore, the status of participants from Nations party to the NATO SOFA is defined under these Agreements unless other arrangements are made. This is recalled in regard to waiver of immigration and Visa requirements for military personnel traveling on travel orders and national ID, as well as jurisdiction claims and import and re-export of equipment and similar facilities granted under the status agreements.

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 NCOA 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 NCOA POC stated below in due time.

- e. **Advanced Distributed Learning (ADL) course** as Prerequisite for Resident course.

To join the resident WIT course phase, **it is mandatory to successfully complete** an e-learning ADL WIT phase. Students must create an account at the JADL portal <https://jidl.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. Only nominated personnel will get access to the ADL course after the deadline.

**ADL POC:** OR-7 Óscar Fernandez Alonzo (Master Seargent ESP AF)  
Phone no +34 918561066 Email (UNCLASS): [ofernandez@ciedcoe.org](mailto:ofernandez@ciedcoe.org)

f. Miscellaneous.

- (1) Further Course dates: This the last NATO WIT course of 2020.
- (2) Laptops/CD-ROMs: Students are allowed to bring laptops. The HDF NCOA will provide two computers for each WIT working team inside the classroom. Laptops could be useful after working hours to review documentation.

## 2. Service Support

a. HDF NCOA Location:

HUNGARIAN DEFENCE FORCES  
Non-Commissioned Officer Academy  
2000 Dózsa György Road 12-14  
Szentendre, HUNGARY

b. Costs for food and accommodation.

(1) Accommodation:

The NCO Academy has arranged accommodation at the Aquaworld Resort Budapest Hotel. A special rate of **105 EUR** (standard room for single use/ night, including breakfast, the use of facilities and internet, related taxes not included) has been negotiated<sup>2</sup>.

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](mailto: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.

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

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<sup>2</sup> Due to crisis situation, prices are not fully confirmed by hotel.

<b>Bükkös Hotel****</b> 2000 Szentendre, Bükkös part 16. TEL:+36-26-501-360 FAX:+36-26-501-365 E-MAIL: <a href="mailto:info@bukkoshotel.hu">info@bukkoshotel.hu</a> (Room rates from 65 EUR.)	<b>Mathias Rex Panzió és Étterem</b> 2000 Szentendre, Kossuth Lajos utca 16. Telefon: +36 (26) 50 55 70 Fax: +36 (26) 50 55 73 <a href="mailto:mathiasrexhotel.hu">mathiasrexhotel.hu</a> (Room rates from approx. 45 EUR.)
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**Please remind that the free daily transportation will be provided only from/to the Aquaworld Resort Budapest Hotel.**

**Having submitted your reservation, students have to contact HDF NCO Academy POC OR-8 Istvan VINCZE, [istvan.vincze@mil.hu](mailto:istvan.vincze@mil.hu).**

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. **On-post lodging request shall go NCO Academy POC SWO Istvan VINCZE.**

(2) Meals:

Breakfast for hotel guests will be provided at the hotel. Lunch will be provided at the NCO Academy. Please be advised that dinner and breakfast service **will be provided for ONLY on-post students at the cost 1800 HUF** (app. 6 EUR) **per day**<sup>3</sup>. Other participants may choose the services of the hotels' restaurant with buffet meal or its' a'la carte restaurant. Also they can diner in downtown restaurants as well.

Those who request special diet, please inform POC about food restrictions.

c. In-processing and course administration fee:

All participants will be in-processed during the first day of the course. In-processing will start 08 Sept at 08:30 hrs in the NCO Academy receiving area. There will be a course fee of **36,000 HUF** (app. 120 EUR) to be collected during registration. Attendees from C-IED COE Sponsoring Nations are excluded (CZE, DEU, ESP, FRA, GRC, HUN, NLD, PRT, ROU, SWE, TUR and USA).

Administration fee also can be paid by money transfer:

IBAN: HU 74 1002 3002 0029 0500 0000 0000  
 Account number: 10023002-00290500-0000000000  
 SWIFT code: MANEHUHB.

d. Transportation

<sup>3</sup> Due to the crisis situation, prices are not fully confirmed by hotel.

## NON SENSITIVE INFORMATION RELEASABLE TO THE PUBLIC

### (1) 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:

- a) 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.
- b) Public transportation system: Take **Bus 200E** from the airport toward Nagyváradi 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)

(2) Daily transportation will be provided by the NCO Academy between the Base (training area) and the Aquaworld Resort Budapest Hotel during the course according to the details provided in the course agenda. Participants will be picked up at the hotel 08.00 on the first day of the course respectively.

#### e. Dress code:

Attendees are expected to wear battle dress/field uniforms with appropriate boots. Please check the weather forecast close to the start of the course for the specificity of the weather and bring appropriate clothing.

### 3. Command and Signal

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

OR-8 Istvan VINCZE (Senior Warrant Officer HUN Army)  
Com. Phone: 0036-26-501-186 IVSN: (06) 925-3600-52-1139  
FAX: 0036-26-501-186 Cell: 0036-30-248-9322  
Email: [istvan.vincze@mil.hu](mailto:istvan.vincze@mil.hu)

#### b. POC for COE (Applications):

OR-7 Óscar Fernández Alonso (Master Sergeant ESP AF)  
Phone no +34 91856 1066  
Email (UNCLASS): [ofernandez@ciedcoe.org](mailto:ofernandez@ciedcoe.org)  
Please include as CC WIT generic address [WIT@ciedcoe.org](mailto:WIT@ciedcoe.org) in all WIT course related emails.

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

OF-3 Jesus BURGOS (Major ESP Army)  
Work Phone no +34 91856 1051 Cell: +34 655 383 706  
Email (UNCLASS): [jburgos@ciedcoe.org](mailto:jburgos@ciedcoe.org)



- d. **Partner Nations' applications** should be sent to the POC in **Military Partnerships Directorate**, Activity Coordination in Norfolk, USA, and as **information to the C-IED COE POC**. For questions on subsidization, please contact the financial POC at MCD SENF.

**Interoperability Platform Nations Applications.** Military Partnerships Directorate – MPD - SENF Activity Coordination, ,Norfolk, Virginia, USA:

OF-3 Mehmet Cakir, (Major TUR A)

Phone no +1 757 747 4180

Email: [Mehmetumut.Cakir@act.nato.int](mailto:Mehmetumut.Cakir@act.nato.int)

**Interoperability Platform Nations Financial Reimbursements.** MCD – SENF Fund Manager, Norfolk, Virginia, USA:

Mrs. Anna Hires

Phone no +1 757 747 4190; Fax no +1 757 747 4176

Email: [anna.hires@act.nato.int](mailto:anna.hires@act.nato.int)

#### **4. Breakdown of the WIT Course Programme**

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.

Lesson Modules:

- NATO C-IED approach and Weapons Intelligence Process.
- Global Threat
- Tactical and Forensics Photography
- Military, Commercial and Homemade Explosives
- Forensics Techniques
- Electronics
- Conventional Weapons and IDF
- Crater & Fragmentation Analysis
- Questioning Techniques
- WIT Procedures and Scene Investigation Procedures
- WIT Reporting and Visual Record. Chain of Custody
- Make-up of an IED & Device Types
- Victim Operated IEDs
- Time Initiated IEDs
- Command Operated IEDs
- Vehicle Borne IEDs
- Personal Borne IEDs
- Bomb Factory Exploitation Procedures
- IED Events & Adversary TTPs
- IED case study
- Terrorist Tactical Design
- Maritime IEDs
- Explosives Demo
- Photography Practical
- Forensics Practical
- Search Practical
- Terrorist Tactical Design Practical
- Documents and Media Exploitation (DOMEX)
- UAS Exploitation
- Off-Scene processing procedures
- Demo Task
- Exercise SLOW START (Non-live explosive exercises)
- Exercise SAND BOX (Live explosive exercises)

NON SENSITIVE INFORMATION RELEASABLE TO THE PUBLIC

ANNEX B TO  
C-IED COE S-096 /2020  
DATED: 10 Jun 2020

Personnel Application Form (PAF)  
for Weapons Intelligence Team (WIT) Training **08 September- 25 September 2020**  
(to be sent **NLT 07 Ago 2020**)

E-mail to: to [ofernandez@ciedcoe.org](mailto:ofernandez@ciedcoe.org) (copy to [WIT@ciedcoe.org](mailto:WIT@ciedcoe.org) and [iburgos@ciedcoe.org](mailto:iburgos@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. 1.B.d)	
List previous WIT experience and in what role	
<p>Are you due to deploy within next 6 months? YES/NO.....Specify date of arrival.....</p> <p>Are you due to deploy within next 6 – 12/18 months? YES/NO.....Specify date of arrival.....</p> <p>What specific WIT role.....</p> <p>Estimated length of tour (months).....</p>	

NON SENSITIVE INFORMATION RELEASABLE TO THE PUBLIC

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