



**NORTH ATLANTIC TREATY ORGANISATION**  
NATO MARITIME INTERDICTION OPERATIONAL TRAINING CENTRE  
**NMIOTC**  
SOUDA BAY  
73200 CHANIA  
HELLAS



5000 NSC-26/Ser: NU58

TO: See Distribution

SUBJECT: **INVITATION LETTER FOR COURSE 5000 “MARITIME OPERATIONAL TERMINOLOGY COURSE” 28 AUG – 08 SEP 2017 (ACT.690.1)**

DATE: 25 April 2017

REFERENCES: A. HQ SACT 5000 TC-5 SER NU 0603 - Statement of Work for the transfer of the MOLS to NMIOTC and the MOTC, dated 17 Oct 2007  
B. NMIOTC Program of Work (NPOW) 2017  
C. Bi-SC Directive 80-90 (NTL Rev 3.0)

1. The NATO Maritime Interdiction Operational Training Centre (NMIOTC), as Action and Host Authority for the ACT's Maritime Operational Terminology Course 2017, (MOTC – ACT.690.1) as stated in ref (A), is pleased to invite NATO and partner countries to participate in this event, which will take place at NMIOTC premises in Souda Bay, Chania, Greece, from 28<sup>th</sup> August to 08<sup>th</sup> September 2017.

2. The aim of the course is to instruct NATO and partner countries' maritime and military officials on the terminology, operational procedures and communications utilized by combined maritime forces in NATO-led Peace Support Operations. The MOTC will enable partners to achieve interoperability and standardization with NATO forces during NATO/PfP/MD/ICI/PatG maritime exercises and NATO-led maritime operations. It will also enhance the individual participant's capacity to plan and execute jointly exercises in the real world environment. Graduates will return home with the skill sets necessary to integrate easily into NATO maritime operations and provide explicit training and expertise to their Commands.

The course encompasses several NATO Operational and Tactical Task List elements of ref (C) through self-study, group project work, classroom presentations and exercises in order to achieve a practical understanding of how NATO maritime forces operate at sea, the terminology used, as well as to build common perceptions and operational mindsets. It will be conducted in two interrelated phases:

a. Phase I is a self-study period of instruction that participants will perform in their countries with the goal of preparing themselves for the on-site phase of instruction. The Phase I self-study materials, as well as relevant documents (EXTACS and/or STANAGS or ATPs) that are releasable to internet, can be found on the NMIOTC homepage at [www.nmiotc.nato.int](http://www.nmiotc.nato.int), ready to be downloaded as necessary.

b. Phase II will be held at NMIOTC in Souda Bay, from 28<sup>th</sup> August to 08<sup>th</sup> September 2017.

3. The target audience includes NATO and partner countries' naval personnel involved in NATO Maritime Ops, ranging from OR-9 to OF-5. Additionally, it is open to equivalent Law Enforcement (Coast Guard, Port Police) or civilian personnel that are in any way involved in NATO-led maritime planning and operations.

4. The Course will be conducted in English. Translation to/from other languages will not be provided. The following proficiency standards in English are required to attend: Listening - Good (3), Speaking - Fair (2), Reading - Good (3), and Writing - Fair (2) (STANAG 6001).

5. The Course is marked as "NATO Unclassified".

6. A draft agenda for this event can be found in Enclosure 1. The final agenda will be included in the Joining Instructions.

7. Comprehensive administrative instructions are provided in Enclosure 2.

8. For organizational purposes, candidates are kindly requested to turn in the Application Form (Enclosure 3; an electronic version can also be downloaded from the NMIOTC web site: [www.nmiotc.nato.int](http://www.nmiotc.nato.int)) before the relevant dead-lines as follows:

a. Candidates from non-NATO countries outside of Partnership for Peace (PfP), Mediterranean Dialogue (MD), Istanbul Cooperation Initiative (ICI), or Partners around the Globe (PatG) frameworks – **no later than Monday, 26<sup>th</sup> June 2016**, so that the necessary NATO procedures can be followed for their participation

b. Candidates from partner countries wishing to participate<sup>1</sup> and those eligible for subsidization<sup>1</sup> – **no later than Friday, 28<sup>th</sup> July 2017**.

c. Candidates from NATO and non-eligible partner countries – **no later than Monday, 07<sup>th</sup> August 2017**.

9. Requests for NATO financial support require a duly stamped and signed Financial Assistance Request Forms (FARF) (Enclosure 4) to be forwarded to MPD PRI Activity Coordinator together with the Application Form, with additional copy to NMIOTC's POCs (cc'd).

10. Event details can be found in the Partnership real-time Information, Management and Exchange system (e-PRIME), <https://e-prime.org> or through the NMIOTC official web site [www.nmiotc.nato.int](http://www.nmiotc.nato.int).

11. NMIOTC Points of Contact:

Course Director: Lieutenant Lyubomir Ivanov BGR(N)

Phone: +30 28210 85728, Fax: +30 28210 85702

e-mail: [ivanovl@nmiotc.nato.int](mailto:ivanovl@nmiotc.nato.int), [nmiotc\\_et@navy.mil.gr](mailto:nmiotc_et@navy.mil.gr)

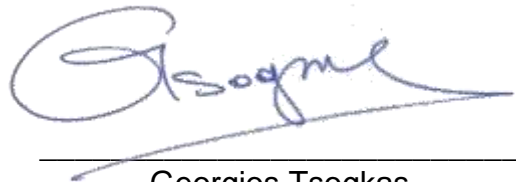
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<sup>1</sup> Pending PCM agreement/approval

Registration POC: Lieutenant Konstantinos Papanastasis GRC(N)  
Phone: +30 28210 85710, Fax: +30 28210 85702  
e-mail: [papanastasisk@nmiotc.nato.int](mailto:papanastasisk@nmiotc.nato.int), [studentadmin@nmiotc.nato.int](mailto:studentadmin@nmiotc.nato.int)

12. MPD Point of Contact:

MPD PRI Activity Coordinator: LCDR Daniel Reuter GER(N)  
Phone: +1 757747 3873  
e-mail: [daniel.reuter@act.nato.int](mailto:daniel.reuter@act.nato.int)



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Georgios Tsogkas  
Commodore GRC (N)  
Commandant NMIOTC

ENCLOSURES:

1. MOTC 2017 Draft Agenda
2. Administrative Instructions
3. Application Form
4. Financial Assistance Request Form (FARF)

External:

Action:

SHAPE NMR – GRC (NSWAN: [nmrgrc@shape.nato.int](mailto:nmrgrc@shape.nato.int))  
(Please pass to NATO NMRs)  
SHAPE MIP (NU: [mip@shape.nato.int](mailto:mip@shape.nato.int))  
(Please pass to PfP (except Russia), MD, ICI, PatG NMRs)  
HQ SACT NLR GRC (NSWAN: [petros.sassarisi@act.nato.int](mailto:petros.sassarisi@act.nato.int))  
(Please pass to NATO NLRs)  
HQ SACT PSE (NSWAN: [valerii.churkin@act.nato.int](mailto:valerii.churkin@act.nato.int))  
(Please pass to PfP (except Russia), MD, ICI, PatG NMRs)  
HNDGS/E4 (NSWAN: [geetha-dpos-f2@mod.grc.nato.int](mailto:geetha-dpos-f2@mod.grc.nato.int))  
(Please pass to NATO and Partner Defence/Naval  
Attaches in Athens)  
HQ NATO HEL MILREP (NSWAN: [GR.milrep@hq.nato.int](mailto:GR.milrep@hq.nato.int))  
(Please pass to NATO and Partners' MILREPS)

Information:

NATO HQ

NATO HQ IMS EXCO (NSWAN: [b.dewolff@hq.nato.int](mailto:b.dewolff@hq.nato.int))

HQ SACT

HQ SACT DCOS JFT (NSWAN: [stefano.salamida@act.nato.int](mailto:stefano.salamida@act.nato.int))  
HQ SACT ACOS JETE (NSWAN: [athanasios.tsouganatos@act.nato.int](mailto:athanasios.tsouganatos@act.nato.int))  
HQ SACT JFT EIT Branch Head  
(NSWAN: [Luca.Massimi@act.nato.int](mailto:Luca.Massimi@act.nato.int))  
HQ SACT JETE EIT (NSWAN: [Georgios.Zouros@act.nato.int](mailto:Georgios.Zouros@act.nato.int))  
HQ SACT MPD XO (NSWAN: [Alexander.Schwab@act.nato.int](mailto:Alexander.Schwab@act.nato.int))  
HQ SACT MPD SENF (NU: [Stelios.Kostas@act.nato.int](mailto:Stelios.Kostas@act.nato.int))  
HQ SACT MPD PPT (NSWAN: [daniel.reuter@act.nato.int](mailto:daniel.reuter@act.nato.int))  
HQ SACT RM DOST (NSWAN: [Paul.Goddard@act.nato.int](mailto:Paul.Goddard@act.nato.int))  
HQ SACT MPD SENF FINANCE OFFICER  
(NU: [Anna.Hires@act.nato.int](mailto:Anna.Hires@act.nato.int))

SHAPE

SHAPE COS (NSWAN: [COM.COS@shape.nato.int](mailto:COM.COS@shape.nato.int))  
SHAPE MIP DIR (NSWAN: [Odd.Pedersen@shape.nato.int](mailto:Odd.Pedersen@shape.nato.int))  
SHAPE MPD COI/CIN (NSWAN: [Jerzy.Wylupek@shape.nato.int](mailto:Jerzy.Wylupek@shape.nato.int))  
SHAPE MPD DEI DIRECTOR  
(NSWAN: [Boris.Katicin@shape.nato.int](mailto:Boris.Katicin@shape.nato.int))

JFCs

HQ JFC Naples (NSWAN: [Vincent.alexandre@JFCnp.nato.int](mailto:Vincent.alexandre@JFCnp.nato.int))  
JFC BS Desk Officers (NSWAN: [Laurentiu.Mesterca@jfcbs.nato.int](mailto:Laurentiu.Mesterca@jfcbs.nato.int),  
[Miroslav.Stabl@jfcbs.nato.int](mailto:Miroslav.Stabl@jfcbs.nato.int),  
[Kathy.Smith@jfcbs.nato.int](mailto:Kathy.Smith@jfcbs.nato.int),  
[Ben.Gibbs@jfcbs.nato.int](mailto:Ben.Gibbs@jfcbs.nato.int))

MARCOM

MARCOM DCOS OPS (NSWAN: [recordscentre@mc.nato.int](mailto:recordscentre@mc.nato.int))

MARCOM N7 T2 (NSWAN: [m.ruchay@mc.nato.int](mailto:m.ruchay@mc.nato.int))

DH

CSW COE (NU: [info@coecsw.org](mailto:info@coecsw.org))

NETFs

NSO (NU: [MailboxNSOffice@hq.nato.int](mailto:MailboxNSOffice@hq.nato.int))

NCCIS LATINA (NU: [trainingsupport@nciss.nato.int](mailto:trainingsupport@nciss.nato.int))

JFTC (NU: [JFTC@jftc.nato.int](mailto:JFTC@jftc.nato.int))

JWC (NU: [jwc.jwccgreg@jwc.nato.int](mailto:jwc.jwccgreg@jwc.nato.int))

Accredited COEs

CCDCOE (NU: [Ccdcoe@ccdcoe.org](mailto:Ccdcoe@ccdcoe.org))

C-IED COE (NU: [info@ciedcoe.org](mailto:info@ciedcoe.org))

CIMIC COE (NU: [pao@cimic-coe.org](mailto:pao@cimic-coe.org))

CJOS COE (NU: [cjoscoe@navy.mil](mailto:cjoscoe@navy.mil))

NSEC COE (NU: [info@nseccoe.org](mailto:info@nseccoe.org))

JCBRN COE (NU: [assistant@jcbrncoe.cz](mailto:assistant@jcbrncoe.cz))

National Authorities

HNDGS/B2 (GRC MOD HNDGS COMM CEN please pass to HNDGS/B2)

HNDGS/D4 (NSWAN: [dkladosdpd1@mod.grc.nato.int](mailto:dkladosdpd1@mod.grc.nato.int))

HAGS/TRAINING (GRC MOD HNDGS COMM CEN please pass to HAGS/TRAINING)

HNGS/B2 (NSWAN: [genetdir@mod.grc.nato.int](mailto:genetdir@mod.grc.nato.int))

Internal:

Action:

DIR E&T

SAA

Information:



DCOM



COS



DIR S (FOR B&F)

DIR TS

DOSO

		<h2 style="text-align: center;">Draft Agenda - Maritime Operational Terminology Course (ACT.690.1)</h2> <h3 style="text-align: center;">NMIOTC (28 Aug - 08 Sep 2017)</h3>							
Course Director : Lt L. Ivanov BGR(N)			Admin Officer: Lt K. Papanastasis GRC(N)			Lead Instructor :			
Monday (28 Aug - Day 1)		Tuesday (29 Aug - Day 2)		Wednesday (30 Aug - Day 3)		Thursday (31 Aug - Day 4)		Friday (01 Sep - Day 5)	
08:45 09:00	Class Construction	08:45 09:00	Daily Quiz	08:45 09:00	Daily Quiz	08:45 09:00	Daily Quiz	08:45 09:00	Daily Quiz
09:00 09:30	NMIOTC Welcome / Admin Brief	09:10 10:00	Horn of Africa Geopolitical Analysis	09:10 10:00	ASW General Info-Terminology	09:10 10:00	Naval Cooperation and Guidance for Shipping	09:10 10:00	Maritime Structure Messages Theoretical
	GROUP PHOTO								
09:40 10:30	MOTC Overview Staff / Student Introduction	10:10 11:00	Piracy Overview	10:10 11:00	ASUW General Info-Terminology	10:10 11:00	SAR Procedures	10:10 11:00	Maritime Structure Messages Practical
10:40 11:00	Country Presentation/Briefing Techniques								
11:10 12:00	NATO History – Principles – Structure – Ongoing Ops	11:10 12:00	Ongoing Counter Piracy Ops	11:10 12:00	NATO MPA>Hello Ops General Info-Terminology	11:10 12:00	NATO Exercises Categories and Procedures	11:10 12:00	MIO Messages
12:00 12:30	Snack Break	12:00 12:30	Snack Break	12:00 12:30	Snack Break	12:00 12:30	Snack Break	12:00 12:30	Snack Break
12:30 13:20	NATO Vision & Priorities	12:30 13:20	International Human Rights Affecting Maritime Ops	12:30 13:20	MIO General Info -Terminology	12:30 13:20	NATO Comms Instructions for partners	12:30 14:30	Maneuvering Tactical Signals
13:30 14:30	NATO Cooperation Programs	13:30 14:30	Legal Issues – ROE Implementation	13:30 14:30	NEO General Info-Terminology	13:30 14:30	Maritime Brevity Codes		
18:00	Ice-Breaker								

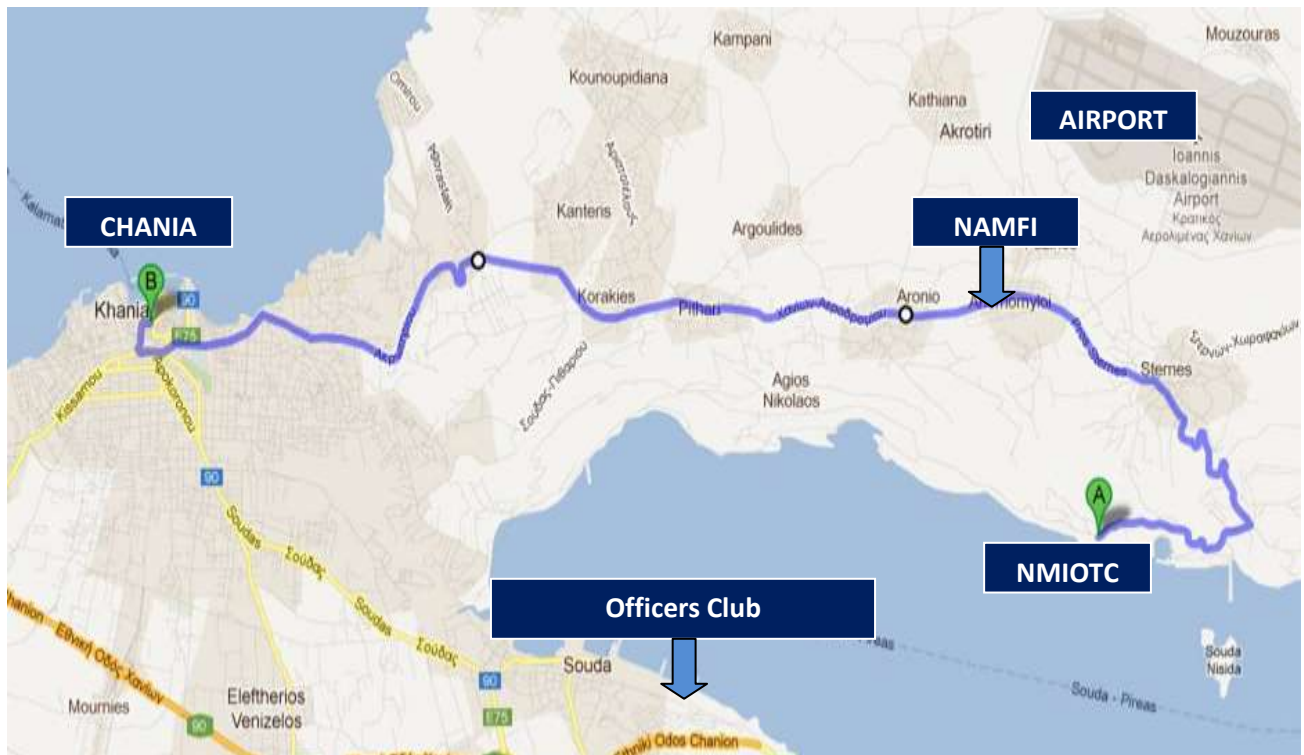
	<b>Draft Agenda - Maritime Operational Terminology Course (ACT.690.1)</b> <b>NMIOTC (28 Aug - 08 Sep 2017)</b>	
<b>Course Director :</b> Lt L. Ivanov BGR(N)	<b>Admin Officer:</b> Lt K. Papanastasis GRC(N)	<b>Lead Instructor :</b>
<b>Saturday</b> (02 Sep - Day 6)		<b>Sunday</b> (03 Sep - Day 7)
Daily Excursion to Chania		<b>DAY OFF</b>
09:00	Pick up in front of NAMFI	
09:00 17:00	Guided Tour to Rethimno	
17:00	Travel back to NAMFI	

		<h2 style="text-align: center;">Draft Agenda - Maritime Operational Terminology Course (ACT.690.1)</h2> <h3 style="text-align: center;">NMIOTC (28 Aug - 08 Sep 2017)</h3>							
<b>Course Director :</b> Lt L. Ivanov BGR(N)				<b>Admin Officer:</b> Lt K. Papanastasis GRC(N)				<b>Lead Instructor :</b>	
Monday (04 Sep - Day 8)		Tuesday (05 Sep - Day 9)		Wednesday (06 Sep - Day 10)		Thursday (07 Sep - Day 11)		Friday (08 Sep - Day 12)	
08:45 09:00	Daily Quiz	08:45 09:00	Daily Quiz			08:45 09:40	MIO Simulator (T-MOC) Familiarization	08:45 10:00	<b>FINAL QUIZ</b>
08:45 11:00	Presentation of Country Briefings	09:10 09:40	NATO COPD Principles and General Overview	08:45 12:00	Syndicates Work and Presentation of COPD briefs	09:45 12:00	MIO Simulator (T-MOC) Practical Training (MIO Scenario)	10:00 12:00	Trends in Maritime Environment
11:10 12:00		09:50 10:40	NATO COPD JFC Level Phase I (Situation Awareness)						
	RAS Procedures	10:50 12:00	NATO COPD JFC Level Phase II (Operational Appreciation)						
12:00 12:30	Snack Break	12:00 12:30	Snack Break	12:00 12:30	Snack Break	12:00 12:30	Snack Break	12:00 12:30	Snack Break
12:30 13:20	Towing Procedures	12:30 13:20	NATO COPD JFC Level Phase III (Operational Orientation)	12:20 13:00	MIO Procedures	12:30 14:30	MIO Simulator (T-MOC) Practical Training (Counter-Piracy Scenario)	13:00 13:30	Course Review Students Feedback Assessment - Discussion
13:30 14:30	MCM General Info- Terminology	13:30 14:30	NATO COPD JFC Level Phases IVa, IVb, V (CONOPS and OPLAN Development)	14:00 14:30	MIO Simulator (T-MOC) Theoretical Issues			13:30 14:00	



### ADMINISTRATIVE INSTRUCTIONS

1. **Location:** NMIOTC is located in the Akrotiri peninsula, near the city of Chania, in the north-western part of Crete. The destination airport is Chania International airport “Ioannis Daskalogiannis” (airport code: CHQ). Distance from the city of Chania to NMIOTC is 20 km and from the airport to NMIOTC - 9 km. Chania is a picturesque, unique medieval city bearing a rich and long history and culture. The following map provides orientation and driving directions from the city of Chania to NMIOTC.



2. **Registration:** Registration is open to all NATO member and partner countries. You are kindly requested to submit your Personnel Administration Form (Enclosure 3), in accordance with paragraph 9 of the main body, via the following methods:
  - a. By email to Registration POC (copy to Course Director).
  - b. By fax: Send your Personnel Administration Form to fax number: +30 28210 85702 to NMIOTC Admin Officer, Lieutenant Konstantinos Papanastasis GRC (N).

Applications submitted after the deadline may not be accepted. All applicants will receive a confirmation message within three days of their submission.

3. **Visa Requirement:** Participants or their national authorities are responsible for visa arrangements. Participants are advised to contact proper diplomatic agencies well in advance for up to date information. It is an individual's responsibility to apply and obtain their visa and to have the proper travel/medical documentation. Hellenic Ministry of foreign Affairs website ([www.mfa.gr](http://www.mfa.gr)) provides relevant visa information requirements.
4. **Tuition Fee:** The cost for the course is €600 per person. The fee includes tuition fees and daily transportation from Chania city centre to NMIOTC and vice versa. Full payment for tuition will be made either to NMIOTC's Financial Officer in the first day of the course in cash, by a bank card or by bank deposit to NMIOTC bank account with the following data:

IBAN Number: GR 38 0110 4940 0000 4945 4001 048  
Swift BIC: ETHN GRAA  
Bank Name: National Bank of Greece

**Note:** Bank deposit has to be completed **no later than 3 working days** before the starting day of the event. The relevant document with proper justification has to be e-mailed to NMIOTC Budget & Finance officer at [sartzetakiv@nmiotc.nato.int](mailto:sartzetakiv@nmiotc.nato.int). NMIOTC will cover only the expense that National Bank of Greece may charge for the transactions and not the potential charges of other banks that may finally intervene.

5. **Dress Code:** Participants are strongly recommended to wear Daily Service Uniforms or National Equivalent during the Course and for the Graduation Ceremony.
6. **Meals:** During the course a daily snack break is scheduled around noon. A canteen is available within the NMIOTC main building that will provide snacks for a nominal cost.
7. **Accommodation:** Participants are responsible to arrange their own accommodation as there is none at the Centre's premises. NMIOTC can provide guidance/assistance, if requested. Hotels near Chania city centre are highly recommended for transportation purposes. Special prices apply to participants only for direct booking with each hotel manager by e-mail using the code "**NMIOTC Guest**", including breakfast and internet connection. The following is a list of recommended Hotels around Chania city centre:

- a. SAMARIA 4\* hotel [www.samariahotel.gr](http://www.samariahotel.gr),  
E-mail: [reservations@samariahotel.gr](mailto:reservations@samariahotel.gr), tel: +30 28210 38600.
- b. KYDON 4\* hotel [www.kydon-hotel.com](http://www.kydon-hotel.com), E-mail: [info@kydon-hotel.gr](mailto:info@kydon-hotel.gr),

tel: +30 28210 52280.

- c. AKALI 4\* hotel [www.akali-hotel.gr](http://www.akali-hotel.gr), E-mail: [info@akali-hotel.gr](mailto:info@akali-hotel.gr), tel: +30 28210 92872.
  - d. ROYAL SUN 4\* hotel [www.royalsunhotel.com](http://www.royalsunhotel.com), E-mail: [hotelroyalsun@gmail.com](mailto:hotelroyalsun@gmail.com), tel: +30 28210 46363.
  - e. PORTO VENEZIANO 3\* hotel [www.portoveneziano.gr](http://www.portoveneziano.gr), E-mail: [hotel@portoveneziano.gr](mailto:hotel@portoveneziano.gr), tel: +30 28210 27100.
  - f. HALEPA 3\* hotel ([www.halepa.com](http://www.halepa.com)), E-mail: [hotel@halepa.com](mailto:hotel@halepa.com), tel: +30 28210 28440.
  - g. ARKADI 3\* hotel [www.arkadi-hotel.gr](http://www.arkadi-hotel.gr), E-mail: [info@arkadi-hotel.gr](mailto:info@arkadi-hotel.gr), tel: +30 28210 90181.
  - h. Monte Vardia 3\* hotel [www.montevardia.gr](http://www.montevardia.gr), tel: +30 28210 90181.
  - i. MARE NOSTRUM VILLAS [www.villasincrete.gr](http://www.villasincrete.gr). Transportation to NMIOTC is on individual's responsibility.
  - j. NAMFI Military Barracks ([www.namfi.gr](http://www.namfi.gr)) is located close to NMIOTC (approx. 6 Km) on the road from NMIOTC to Chania (see attached map). The installation itself is in very good condition and offers several facilities. The price is €10,00/person/day for user nations (Germany, Greece and Netherlands) €18,00/person/day for NATO Nations and €19,80/person/day for Non NATO Nations. There is availability for breakfast/lunch/dinner at low cost. E-mail: [info@namfi.gr](mailto:info@namfi.gr), tel: +30 28210 26800 or +30 28210 26805.
8. **Transportation:** During the course, transportation will be provided on a daily basis from Chania city pick-up points to NMIOTC and vice versa. Participants are responsible for their transportation from the airport to the hotel and vice versa. Rental car agencies that have offered special prices for NMIOTC guests, as follows:
- a. Gelasakis car Rental: E-mail [cars@stc.gr](mailto:cars@stc.gr), [www.rentacar-chania.gr](http://www.rentacar-chania.gr), tel. +30 28210 89065.
  - b. Spa Tours & Cars Enterprises: E-mail [info@spatours.gr](mailto:info@spatours.gr), [www.spatours.gr](http://www.spatours.gr), tel. +30 28210 57444
9. **Medical service:** First aid and emergency medical support is offered by NMIOTC paramedic and local Naval Hospital. However, for all other situations, medical expenses must be paid by the individuals or their insurance agencies. All participants are strongly advised to have appropriate medical insurance.
10. **Security:** NMIOTC applies security issues according to NATO standards. There is a strict access control procedure for entrance into the Marathi main gate and NMIOTC main building. You will be required to provide your passport or your national identification during in-processing and whenever you enter these areas.

ENCLOSURE 3 TO:  
5000 NSC-26/SER:NU58  
DATED: 25 April 2017



**NORTH ATLANTIC TREATY ORGANISATION**  
NATO MARITIME INTERDICTION OPERATIONAL TRAINING CENTRE  
**NMIOTC**  
SOUDA BAY  
73200 CHANIA  
HELLAS



## PERSONNEL ADMINISTRATION FORM

(PLEASE READ INSTRUCTIONS CAREFULLY BELOW PRIOR TO FILLING OUT THE FORM)

**NAME OF EVENT:** NMIOTC Course 5000

**PERIOD:** 28 August – 08 September 2017

### REQUESTING HQ/AGENCY INFORMATION

Trainee's HQ / Agency (*)	
Tel (*) / Fax	
E-mail (*)	

### TRAINEE'S/PARTICIPANT'S INFORMATION

Last Name (*)	
First Name (*)	
Sex (*)	
Nationality (*)	
Military Rank (Title for Civilians) (*)	
Branch/Service (*)	
Title of duty position (*)	
Organization/HQ where duties are performed	
Date of Birth	
ID No/Passport No (*)	
NATO Security Clearance	
Tel (*)	
E-mail (*)	

TRAVELING INFORMATION	
Travel Mode to Greece / Crete/NMIOTC (*)	
Arrival Date (*)	
Departure Date (*)	
Accommodation (*)	
Rental Car	
POC's INFORMATION	
Name/Rank/Agency/(*)	
Tel (*)	
E-mail (*)	
Where the Confirmation Message Should be sent?	a. Requesting Agency/HQ      b. Student c. POC                                      d. Other (specify in remarks)
COMMENTS / REMARKS	
INSTRUCTIONS	

INFORMATION MARKED AS (\*) IS MANDATORY.

FORM MUST BE COMPLETED IN CAPITAL LETTERS, IN THE FOLLOWING FORMAT **COURSE 5000\_SURENAME\_RANK.DOC**. AND BE FORWARDED TO :

- a. [studentadmin@nmiotc.nato.int](mailto:studentadmin@nmiotc.nato.int) INTO NU-WAN, OR
- b. FAX +30 28210 85702 (NCN 4985711) TO NMIOTC ADMIN OFFICER,  
LT KONSTANTINOS PAPANASTASIS GRC(N)

IF CERTAIN INFORMATION IS NOT APPLICABLE OR NOT YET DETERMINED THE RESPECTIVE FIELD CAN BE FILLED WITH **N/A** OR **TBD** RESPECTIVELY AND WILL BE DETERMINED LATER.

ENCLOSURE 4 TO:  
5000 NSC-26/SER:NU58  
DATED: 25 April 2017

**FINANCIAL ASSISTANCE REQUEST FORM**

(To be attached by the PfP/MD/ICI/PatG partner Nation to the official participation request)

**ACTIVITY IDENTIFICATION<sup>i</sup>**

Activity (Event):	Reference number:
Date:	Location:

**PARTICIPANT IDENTIFICATION**

Partner Nation:	Rank/Service:
Family name:	First Name:
ID/Number:	Tel/Number:
Email:	Official address:

**ESTIMATE OF EXPENDITURE**

Travel:	Tuition fee:
Accommodation:	Other:
Meals:	<b>TOTAL:</b>

**BANK IDENTIFICATION FOR REIMBURSEMENT<sup>ii</sup> (in capital letters)**

Beneficiary <sup>iii</sup>	
Currency requested	
Name of Bank	
Name of Agency	
SWIFT code <sup>iv</sup>	
IBAN code	
Account number <sup>v</sup>	

**PARTNER NATION AUTHORISATION**

Date:	Name:	Signature & Stamps:
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<sup>i</sup> As it is in e-PRIME

<sup>ii</sup> **Unless each cell is completed, we are not able to remit the reimbursement**

<sup>iii</sup> Official name of the bank account holder

<sup>iv</sup> If IBAN code **is provided**, this cell can be empty

<sup>v</sup> If IBAN code **is NOT provided**, indicate the bank account number in this cell