

Training Command - Military Academy



Velitelství výcviku - Vojenská akademie
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NATO CIVILIAN PRE-DEPLOYMENT COURSES 2025 JOINING INSTRUCTIONS

1. The Training Command - Military Academy (TC-MA) is pleased to welcome attendees to the NATO Civilian Pre-Deployment Training (CPDT), to be held at Vyškov, Czech Republic, in 2025.

Dates of Session	Deadline for registration
09-14 March 2025	26 January 2025
22-27 June 2025	11 May 2025
07-12 September 2025	27 July 2025
02-07 November 2025	21 September 2025

2. The aim of the course is to provide NATO civilian personnel with the knowledge and practical skills needed to deploy safely in support of NATO objectives. The training is mandatory for all NATO civilians¹ who are expected to travel to or deploy to a non-permissive environment, including NATO Council-approved Operations and Missions.

ADMINISTRATION

3. The course is administered by the NATO Mission Security and Safety Team (MSST), mailbox.msst@hq.nato.int. NATO civilian personnel are to inform their NATO Personnel/HR Office should they need to attend the CPDT. Staff should receive their line manager's approval before enrolling on the CPDT. They must then register by filling out the form in Annex F. The form is to be sent to the Mission Security and Safety Team (MSST), mailbox.msst@hq.nato.int, within the registration period, which ends no less than six weeks prior to the start of the course (see deadlines for registration).

4. Places are limited to 20 participants per course. In the event of over-booking, MSST will prioritize personnel based on essentiality to gain training. No changes can be made within two weeks of the course without exceptional circumstances.

5. Training, food (3 meals per day) and accommodation costs will, on a repayment basis, initially be met centrally by NATO HQ IS Brussels. NATO bodies will in turn be invoiced all costs for their NATO civilian personnel on the basis of cost allocation provided by NATO HQ IS Brussels. In view of this, participants will only receive 10% of the full approved rate of the daily subsistence allowance for miscellaneous expenses. The total cost per participant amounts to EUR 860,00.

6. Cancellations. Please note that cancellations after the deadline of 2 weeks prior to the course, where no replacement is possible, will be charged at the full price of the course. In addition, a justification will be required by the staff member's manager.

7. Legal: The arrangements which will apply to students while present in the territory of the Czech Republic are set out in the Technical Arrangements between NATO and the Training Command – Military Academy, and in any other relevant bilateral or multilateral agreements. In Annex E, **participants need to fill out an Acknowledgment of Risk form and return it signed**, prior to arrival, to the Mission Security and Safety Team (MSST), mailbox.msst@hq.nato.int.

¹ International Civilian Personnel (NATO International Civilians (NICs)), Temporary Civilian Personnel and Consultants.

8. Programme: The outline programme is shown in Annex B.

TRAINING PREPARATION

9. The course will be conducted in English, interpreting into French can be made available if requested with a minimum of one month's notice prior to the course commencing.

10. The **Advanced Distributed Learning** (ADL) is a mandatory pre-requisite. Failure to submit the course certificates to mailbox.msst@hq.nato.int two weeks prior to the commencement of the course will result in participants being removed from the course. All costs associated with the cancellation will be charged to the NATO sending body. Details can be found in Annex A.

11. It is recommended that participants are vaccinated against tick-borne encephalitis (FSME vaccination), which at NATO HQ requires a two-shot vaccination in between 14 days.

12. **Fitness:** It is essential that any individual health, including mental health, fitness or other personal concerns are brought to the attention of the instructors in advance of the exercises. Participants should make instructors aware (in confidence) of any emotional trauma that they may be experiencing. This is essential as there will be high stress scenarios played out during the training. The HR Officers at NATO bodies are asked to monitor this aspect carefully and not send anyone who might pose a risk to him/herself or others.

13. **Banking:** A cash dispenser is available at the Academy near the front gate, should attendees wish to withdraw local cash (CZK) for travel and incidental expenses for the duration of the course. Vyškov city also has a number of banks with cash-point dispensers, which take major credit and debit cards.

14. **Clothing and Equipment:** Details of recommended clothing and equipment are in Annex C.

15. **Documentation:** an ID Card or a Passport (number provided in Registration Form) are to be presented by participants upon registration at the airport meeting point or at the Academy.

16. **Travel:** All participants must communicate their travel arrangements by email to cpdt.office@vavyskov.cz with cc to mailbox.msst@hq.nato.int as soon as flight/travel details are known and **no later than 1 week prior to arrival**. Please indicate whether the organised transportation shuttle to and from Prague airport will be used, as places must be booked in advance.

Attendees are to report to the Vyškov Military Compound **before 15:30 hrs on the first day of the course. Please be aware that latecomers may be refused attendance at the course.**

The Academy can provide transport from and to Prague airport. Participants will be met at the airport by TC – MA staff members between 11:00 and 12:00 hrs on the first day of the course. **The bus will depart from the airport promptly at 12.10 hrs**, in the event you miss the bus please take a taxi to the Vyškov Military Compound. Participants will be returned to Prague airport by 12:00 hrs at latest on the last day of the course.

The meeting point at the airport is the area in front of the Information Desk located on Terminal 2 ground level. You will be met there by a member of the Military Academy staff.

Please find below other useful information:

- Air - the nearest major airports to Vyškov are Bratislava, Vienna and Prague (1½ - 3 hours by car). A smaller airport is in Brno (30 minutes). The Academy provides bus transport from and to Prague airport. **Transport from Brno airport or train/bus station can be provided if requested two weeks prior to the course commencement.** Train/Bus - the nearest train and bus stations are in Vyškov town. There is a good service from Prague, Vienna and Brno to Vyškov.

- Car - car parking on-site at the Academy is possible; car details are to be forwarded in the registration form. A map including GPS co-ordinates and guidelines on usage of electric vehicles (e.g., electric cars, electric bikes, electric scooters...) is specified at Annex D.
- Taxi - taxi services are available close to the bus and train stations.

DURING THE COURSE

17. It is vital for smooth in-processing that the participants report to the Academy by 15:30 hrs on the first day. The in-processing starts with a general briefing to all participants no later than 15.40 hrs. All participants will need to be accommodated, briefed, and issued with training equipment by the Academy by 17:00 hrs at the latest.

18. All attendees are to be accommodated in camp during the duration of the course. Accommodation (including bedding and towels) and meals will be provided.

19. Please note that the Academy's accommodation is of a good but basic standard, all rooms have WIFI, and TV. Limited internet access with a printer exists within the accommodation block and at the Military Club.

20. Medical: During the course, the camp medical centre will be ready to provide emergency treatment, if necessary. There are also civilian medical facilities nearby. Staff members covered under NATO TDY/Deployment Insurance should bring their insurance card with contact details with them. ***Other participants not covered by this insurance must provide proof of medical insurance to sending NATO bodies HR function.***

AFTER THE COURSE

21. Out-processing: All attendees must return all locally-issued equipment and passes prior to their departure. The earliest acceptable departure time is after the graduation ceremony.

22. Feedback form: participants will be required to complete a short questionnaire.

23. Any general policy questions on this training should be addressed to mailbox.msst@hq.nato.int. Questions on these joining instructions should be directed to the Course Officer of the Military Academy Vyškov, hereunder in signature, cpdt.office@vavyskov.cz.

We look forward to seeing you.

CAPT Vlastimil VASINA
Course Officer

Annexes:

- Instructions to Access Online Training Lessons
- Course Programme
- Course Clothing and Equipment
- Route Map
- Acknowledgment of Risk form
- Course registration form

CPDT PRE-READING AND ONLINE TRAINING REQUIREMENTS

1. As a pre-requisite to attending the CPDT, Advanced Distributed Learning (ADL) is required to ensure a basic level of knowledge across participants. Certificates of completion must be mailed to mailbox.msst@hq.nato.int, with your HR department in CC. Failure to submit a course certificate two (2) weeks prior to the commencement of the course will result in participants being removed from the course. All costs associated with the cancellation will be charged to the NATO sending body.
2. Please see below JADL account registration instructions and guidance.
3. When using a NATO VPN or NATO provided internet access to open <https://jadl.act.nato.int>, the applications are prone to closing due to the protective measures applied. Should you have issues in completing the courses, we invite you to try using a personal device. Report any problems to JADLAdmin@ncia.nato.int
4. Once you have received your registration approval to access the training go to Courses and complete **ADL 329 - Civilian Pre-Deployment Training** and **ADL 169 Improving Operational Effectiveness by Integrating Gender Perspective**.
5. Participants who will deploy to Council-approved Operations can complete additional on-line training. Under *Courses > NATO Pre-Deployment Training*, locate the course depending on your destination, and select *Join* on the right side of the screen.

NATO Mission Iraq (NMI)

- **ADL NATO Mission Iraq (NMI) Pre-Deployment Training**
Search for “NMI Pre-deployment Course”, as in the image below:



NMI - Pre-deployment Course

Courses » NATO EDUCATION & TRAINING FACILITIES
» M7-126 NATO eLearning Instructional Design Cou

Note: a certificate will not be issued for ADL NMI. You can take a screenshot of the course completion page as a proof of completion.

NATO Advisory and Liaison Team NALT/KFOR

- **ADL 197 Introduction to NATO Advisory and Liaison Team**

OUTLINE COURSE PROGRAMME

Sunday

15:30 In-processing

Monday

08:00 - 20:00 - Lectures, indoor and outdoor practical exercises

Tuesday

08:00 - 20:00 - Outdoor practical exercises, indoor lectures

Wednesday

08:00 - 20:00 - Outdoor practical exercises, indoor lectures

Thursday

08:00 - 18:00 - Field training exercise, Out-processing

19:00 - Course Closure

Friday

08:00 - 08:30 - Departure of participants

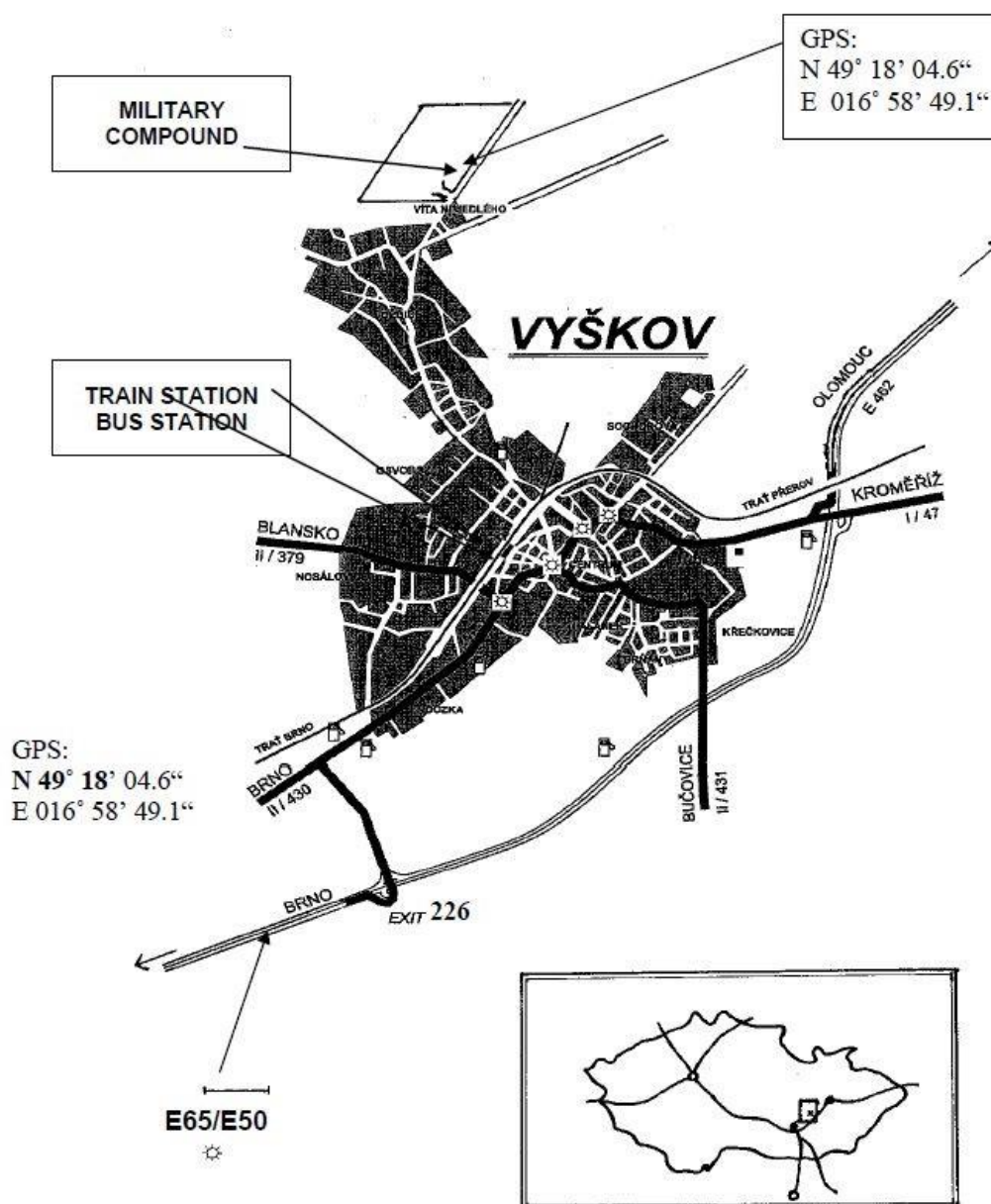
COURSE CLOTHING AND EQUIPMENT LIST

1. As stated above, the CPDT is based on scenario-based training and will include many hands-on elements. It is likely that clothes will get dirty. Flat shoes are essential at all times. The below provides a guide of what you should bring with you in terms of clothes to wear. Please bear in mind that this represents a general recommendation, and should be tailored to personal comfort needs.

Serial (a)	Item (b)	Remarks (c)
1	Walking trousers	
2	T-shirt/Polo/blouse/jumper (pullover)	
3	Cold Weather Jacket	March and November courses are cold and wet!
4	Hiking/Outdoor/Military Boots	Breathable and Waterproof. No heels!
5	Boot Socks	
6	Gloves	Ideally strong working gloves
7	Hat	Summer or Winter
8	Sun/protective glasses	
9	Comfortable civilian clothing for evening activities	
10	Personal hygiene products and medicines	Mosquito repellent and sun cream. (The Academy provides repellent against ticks.)
The following will be provided by Vyskov		
11	Working Jacket and Trousers (overalls)	
12	Small Rucksack	
13	Helmet	
14	Body armour	

2. The Academy will supply all course learning material.
3. Students should bring pens, pencils and notebooks (the Academy can provide if missing).

ROUTE CARD



EMERGENCY NUMBERS

Course Duty Officer - 00420 724 692 987

Guidance on Electric Vehicles:

The following actions are strictly prohibited:

- Charging private electric vehicles, including electric cars, electric bikes, electric scooters, and mopeds (hereinafter referred to as "e-vehicles"), using non-public power grids within military premises, facilities, or areas (hereinafter referred to as "military premises");
- Parking private e-vehicles in enclosed spaces within military premises (e.g., garages, buildings);
- Bringing charging equipment for e-vehicles into enclosed spaces within military premises (e.g., garages, buildings) for charging purposes.

Name

Course Date

CONSENT FORM – CIVILIAN PRE-DEPLOYMENT TRAINING

This form is to be completed by each staff member wishing to attend the Civilian Pre-Deployment Training (CPDT) conducted at the Vyskov Military Academy (VMA) in the Czech Republic. **Staff members who have not completed and signed the form will not be allowed to participate in any practical exercise.** The form will be duly stored by the Mission Security and Safety Team (MSST), in accordance with NATO Data Protection policy.

Informed Consent:

I have agreed to participate in the NATO Civilian Pre-Deployment Training (CPDT) course, conducted at the Vyskov Military Academy (VMA) in the Czech Republic. I am aware that the course is likely to cause elevated levels of physical and mental stress, even though it is held in a controlled environment.

This course includes a **simulated capture**. I understand that I may be faced with situations regarded as offending and humiliating outside a practical training environment. I also understand that by raising my hand stating 'NO PLAY' during any such scenario, I will be given unrestricted access to a neutral entity and can be released from the training. I acknowledge that this may lead to the non-completion of the training. I agree that all information relating to the training and exercise conditions must not be communicated to anyone not authorized to receive such information (**non-disclosure**).

Assumption of risk:

Please tick each element to confirm that you have read, understood and accepted them.

To the best of my knowledge, and based on consultation with a doctor if needed, I have no disease, physical limitation, physical or mental health concern or injury that would be aggravated or would be the cause of any injury sustained whilst conducting the CPDT course. Any injuries or conditions that I do have will be communicated to the Mission Security & Safety Team (MSST) and the NATO Medical Unit within my NATO body prior to the start of the course for approval to attend.

I recognise that there are elements of the course that may induce elevated levels of physical and mental stress.

I understand that it has been recommended to consult a doctor before working within and traveling to Hostile Environments and prior to attending the CPDT course. If I have chosen not to consult a doctor, this is at my own risk.

I understand that it has been recommended to be vaccinated against tick borne encephalitis prior to the CPDT and that if I have chosen not to, this is at my own risk.

Dietary Requirements/Allergies

Do you have any dietary requirements or allergies?

YES

NO

If YES please provide more information:

Signature:

ANNEX F TO
COURSE
JOINING
INSTRUCTIONS

REGISTRATION FORM

Please fill out the following form with your details and return it to the Mission Security and Safety Team (MSST), mailbox.msst@hq.nato.int, within the registration period, which ends no less than six weeks prior to the start of the course.

Serial (a)	Question (b)	Answer (c)
1.	Name, surname	
2.	Status of Contract (Permanent, VNC, Temp, Intern)	
3.	Division/Body/Agency	
4.	Mission/Deployment dates	
5.	Mission/Deployment place	
6.	Reason to be prioritized for the selected session – if not any please specify another preferred session (e.g., mission/deployment dates create urgency – not possible to attend a later session)	
7.	Office email	
8.	Gender	
9.	Date of birth	
10.	Age	
11.	Nationality	
12.	Passport number	
13.	Passport expiration number	
14.	HR Point of Contact Name	
15.	HR Point of Contact Email	
16.	Job title	
17.	Non-Permissive experience (none, limited, extensive)	
18.	Non-Permissive experience source (civilian, military, N/A)	
19.	Comm phone	
20.	Cell phone	
21.	Bus shuttle transport required from Prague Airport to Vyskov Academy (YES/NO)	
22.	Private car instead of bus shuttle (YES/NO)	
23.	Dietary requirements	
24.	Radio and map experience	
25.	Country of departure	