

NATO COMMUNICATIONS
and
INFORMATION SYSTEMS SCHOOL
LATINA - ITALY



JOINING INSTRUCTIONS

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LOCATION

The NCISS Latina address is **Via della Chiesuola – 78; I-04010 Borgo Piave LT Italy**. Latina is approximately 75 km southeast of Rome and the School is some 6 km northwest of the town center. It is co-located with the 4° Reparto Tecnico Manutentivo D.A./A.V./TLC (4th Technical Maintenance Unit D.A./A.V./TLC) or abbreviated: 4° R.T.M.)

<http://maps.google.com/>

<http://www.viamichelin.com/>

TRAVEL ARRANGEMENTS

a. Documents

Although entry into Italy with NATO travel orders and a military ID Card is authorized, a passport is recommended. It is essential when travelling through non-NATO countries (e.g. Austria, Switzerland).

b. Travel by Road

Students travelling by car must possess a valid driving license and insurance Green Card. Speed limits are in force on all roads (90 km/h on normal roads, 130 km/h on the Autostrada). Running lights are to be switched on while traveling on major roads. For further information contact PANDA Section (pers@nciss.nato.int). In case of emergency whilst on the road:

1. On the highways use emergency telephones available at intervals.
2. Off the AutoRoute dial 803 116 for mechanical assistance (Automobile Club Italia) for road information. This service is provided also in English, French and German.
3. General emergencies (Police coordination) : 113,
Health emergencies : 118

c. Travel by Rail

The closest railway station to NCISS is Latina (locally known as Latina Scalo), some 8 km northeast of Latina centre. It is located on the Rome-Naples line.

<http://www.trenitalia.it/>

IMPORTANT! Before boarding the train you must time-stamp / validate your ticket in one of the yellow machines at the head of the platform.

1. From Rome: The journey from Roma Termini to Latina normally takes 40-60 minutes (Fare: approx. € 3,50 2nd class), depending on the type of train (for instance the cost for intercity Trains (IC) the cost is 11,00 EURO). Ensure beforehand, by referring to the train timetable displayed in front of the platforms, that the train is scheduled to stop at Latina, as many trains run non-stop to Formia-Naples. Interpreters are normally available in the Information Office located in the main hall of the Roma Termini station. The last train from Termini to Latina leaves at 22:30.
2. From Naples: Travelling from the south of Italy, take a Naples-Rome train. Ensure that the train is scheduled to stop at Latina as many trains run non-stop to Rome.
3. Train schedule. The train schedule is provided as a hyperlink. Due to the winter schedule / summer schedule change times might vary slightly. Please note that some trains do not run on Sundays.
4. From Latina Railway Station (Latina) to the Hotel or School. As the civilian buses to Latina rarely pass the Hotel or the School, taxi transportation to reach the accommodation is required. Taxi services close completely between 2400 hrs and 0500 hrs, however, night service can be booked beforehand. Taxi fares are subject to night and/or holiday increases. Normal fare to the school/hotel is approximately € 25,00.
5. There is a shuttle service from Roma Termini and Ciampino Airport and back. The shuttle leaves from Via Marsala (a road on one side of the train station) and the cost is app. 8 €.

d. Travel by Air.

The closest civilian airports are Rome International Airport, "Leonardo da Vinci" at Fiumicino, about 25 km west of Rome and Ciampino, about 15 km southeast of Rome. [Rome Airports](#)

1. From Fiumicino to Roma Termini. After passing through customs, follow the signs "Railway Station". You will find yourself on the top floor of the airport. Tickets for the train to Roma Termini (cost € 13,00) can be obtained from the ticket booths. Here you should also buy your ticket from Roma Termini to Latina, to avoid the queue at Termini Station (this will be a second ticket; one from the Airport directly to Latina is not available). When you buy the ticket from Fiumicino Airport to Latina, check the timetable because the INTERCITY TRAINS going towards Naples and stopping at Latina are more expensive than regular trains. If you do not pay the extra fee for the INTERCITY TRAIN at the Ticket Booth you will be asked to pay an extra fee of approximately of 12 € on the train. There are half-hourly connections from the Airport to Roma Termini, the ride lasts half an hour. After arrival at Roma Termini, proceed as described in "Travel by Rail".

2. From Ciampino to Roma Termini. A combined Bus/Metro service is available from Ciampino Airport to Roma Termini for approximately € 8,00. After arrival at Roma Termini, proceed as described in "Travel by Rail". Inquire how to get back to the airport for your return flight!

3. From the Airports to Latina by rental car. Major car rental agencies are available at the airports. Some of them may offer seasonal or military discounts. Be prepared to present the necessary credentials (Travel Order, ID Card, Group Coverage) to confirm your status. Follow the signs to "Autonoleggio" (rent-a-car) to take you to the car rental offices.

4. By Taxi. A group of students might consider taking a taxi and sharing the cost. After passing through Customs, find the Taxi Information Office. Ask for assistance from the personnel behind the desk. A normal taxi fare to Roma Termini should be approx. € 45,00 from Fiumicino or Ciampino. To Latina the price should be approximately € 130,00. **Do not do business with "unofficial" taxis!**

5. There is a shuttle service from Roma Termini and Ciampino Airport and back. The shuttle leaves from Via Marsala (a road on one side of the train station) and the cost is app. 8 €.

Accommodation

ACCOMMODATION AT NCISS LATINA

There is a provision of 107 single accommodation units available to all students in the form of the Student Quarters. The rooms' standard is up LTC or OF4 and NCOs. When required they can be used in accordance with the requirements of the joining report at no cost to the individual.

Students also have the provision to book hotel accommodation for the duration of the course but this is down to the individual's / nation's involved. The School will take no responsibility for booking hotel accommodation, the standard, or any problems that may occur at the said hotel.

However to aid student placement in accommodation and to devise a schedule for transport to and from the School, please see below for information on hotels in Latina.

Student Quarters

a. On arrival students accommodated in the Student Quarters will need: National Service or NATO Identity Card (Car Registration, Insurance Green Card, Driving Licence if Base parking is required, NATO Travel Order for duty-free gasoline (see Privileges)). Students should bring a copy of the nominating message. Students without proper nomination are not admitted on courses.

1. On arrival at the Base main gate, students must report to the guardroom; after identification, they will be issued a student pass as well as arrival handouts and will be directed to the NCISS Training Building or to the Student Quarters as applicable.

2. Students requiring base parking for their POMV must exchange the Car Registration and/or the Insurance Green Card against a temporary base car pass at the main gate. Provision of a "normal" car pass must be requested separately.

3. Students booked into the Student Quarters must report to NCISS at least one day before their course commences in order to have time to settle into accommodation and carry out arrival procedures. Unscheduled arrivals may cause reception problems.



b. NCISS Student Quarters Rules

1. Single rooms will be allocated where possible. It should be noted that 2 students, regardless of rank, might be accommodated in the same room. Rooms are reserved automatically on receipt of joining reports.

2. A telephone set is available in each room. This telephone is intended to permit students to receive incoming calls from either civilian or IVSN systems outside normal working hours. Outgoing calls are not permitted although full IVSN facilities are available during working hours. Wake-up calls are not available. Bring your own alarm clock!!!

3. A laundry service (operated by the cleaning staff) is available in the Students Quarters free of charge. The turn-around time is 1 or 2 days depending on the number of students using the service. There are normally 4 washing machines available on a self-operating basis. Towels are available in limited numbers and are issued at arrival upon request.

4. Ironing facilities are available for use by the students.

5. Cooking is not permitted in the rooms, but there are limited cooking facilities provided in the upstairs common rooms.

6. There are various TV/Video rooms in the Student Quarters with satellite TV and video recorders to suit all international requirements. To prevent misuse there are rules regarding the use of this equipment.

7. Arrangements for dependents are the student's responsibility. Dependents' accommodation is not available on Base. They may have access to the Base (arranged through the Personnel Affairs Office), but must leave by 2300 hrs.

8. Breakfast is not available in the student quarters; however, there is a small kitchen facility in the Student Quarters where students may cook their own breakfast. Refrigerators are also available in all rooms.

9. Free WIFI Internet is available in the accommodation from 1700.



Hotels

It is the sole responsibility of the individual to contact the hotel and confirm their reservation and payment details. Again any cancellations or changes made to the booking is the responsibility of the individual, and it must be stressed that the hotel concerned must be notified of the aforementioned changes within the timescale state on their terms and conditions to avoid monetary charges that may be raised to the student. In order to obtain NATO fare the individual has to contact directly the hotel.

In most hotels breakfast is included in the room charge and generally consists of a coffee and pastry, or a limited continental breakfast. One point of note is that if a dependant (spouse), is accompanying the student, all arrangements are the responsibility of the individual concerned, and if any pets were to accompany them please check with the chosen hotel before departure, as pets are not generally accepted by Italian hotels, (if they were to make an exception, the owner would be held personally accountable for any damages or onerous behaviour).

As mentioned on the Shuttle information page, there is a military shuttle service that runs on a pre-determined route, between the larger hotels in Latina and the School. Personnel who are located outside the accommodation on the shuttle route shall be required to make personal transport arrangements to attend their respective courses at the School. Please see below for the shuttle schedule.

Depart NCISS (4 RTM) 0700/0710
Arrive Europa 0715
Depart Europa 0720
Arrive Park 0740
Depart Pak0742
Arrive Rose 0744
Depart Rose 0745
Arrive NCISS (4RTM) 0800

Hotel with NATO fares

Hotel Europa

Via E. Filiberto, 14
04100 Latina
Tel. +39 0773 407199
Fax +39 0773 663029
mail: direzione@hoteleuropalatina.it
http://www.hel.it/nuovo_sito3/index.asp

Park Hotel

s.s. 156 via dei Monti Lepini, 25
04100 Latina
el: 0773.240295
Fax: 0773.610682
For info & reservation:email: info@parkhotel.it
<http://www.parkhotel.it/en/home.html>

Hotel Rose

Via dei Volsini 28 - 04100 Latina (LT) ITALY
Tel. +39 0773 268744 - Fax +39 0773 268070
prenotazioni@rose-hotel.it
<http://www.rosehotelmaggiora.it/>

Foro Appio Mansio Hotel

Via Appia Km 72.800
Tel. +390773877434, +390773874509, +390773874024
Fax +390773800247
04010 Borgo Faiti Latina
e-mail: info@foroappiohotel.it
<http://www.foroappiohotel.it/>

Hotel Miramare ****

Lungomare Capoportiere
04010 LATINA LIDO (LT)

Tel 0773.273470 - Fax 0773.273862

e mail: info@hotelmiramarelatina.it

<http://www.hotelmiramarelatina.it/>

Hotel Excelsior

04013 LATINA SCALO (LT)

Piazzale Lelia Caetani

tel: +39 0773 63 02 46

el: +39 0773 63 02 93

fax +39 0773 63 04 62

http://www.gruppoflamini.it/HOTEL_EXCELSIOR/dovesiamo.htm

Hotel de la Ville central

Via Antonio Canova, 4

04100 Latina (Lazio)

0773 661123

[website](#)

Hotel Gabriele

Strada Lungomare, 1013 – 04100 Latina Lido

Tel + 39 0773 645800 r.a. Fax 0773 648696

Email: info@hotelgabriele.it Piva : 02321300598

<http://www.hotelgabriele.it/>

Military Shuttle Service

NCISS students accommodated in the Student Quarters are entitled to utilize the Italian military shuttle bus to Latina railway station, drop off points in downtown Latina and to the airport.

Current information on routes, pickup / drop off points will be provided by the School, so please see the transport link below for a full schedule. In addition a weekend reservation system can also be found on display outside the Personnel Affairs Office, located on the second floor of the main building.

For NCISS Students accommodated in the Hotels in Latina the aforementioned shuttle service provides transport to and from the School based around the school timetable, if additional out of schedule transportation is required, the deficit will be met by public transport under personal arrangements, or by personal vehicles.

Students who are located in accommodation outside of Latina and not on the shuttle route are fully responsible for their own transportation to and from classes, however to assist with this instance, please see below for a link to car rental agencies in the local area that give NATO discounted rates.

Note: When travelling in military vehicles, national caveats apply, in addition appropriate attire and conduct must be maintained whilst travelling on the shuttle. Please bear in mind that consumption of food and beverages are not permitted on board, so plan accordingly.

Public Transport / Taxi Services

Please be aware that when travelling on the train it is essential that you write your name and date of birth on the back of the ticket, get the ticket punched before travelling and also have your NATO ID card to hand if stopped on the train. The same applies on the return trip.

Prices for busses and trains can be found through the following link, as can up to date changes to timetables, driver strikes, etc.

Default language is in English, however you may select Italian language by using the flags in the top right corner. Taxis are available from two main companies in Latina and their contact numbers are listed below and also on the train schedule.

Latina Taxi: 0773693689

Latina (Scalo) Train Station Taxi: 0773632292

Also a limited number of bicycles are available through the German Administration office in the Student Quarters (Ex 2042), Please call for details of deposit and availability.

Security

a. The School uses access control procedures for entrance to the Training Building; student pass must be shown to the guards.

b. Students are not permitted to bring cameras, notebooks, cellular telephones or other electronic equipment into the Training building. Cell phones (switched off) can be left with the Carabinieri. Security personnel will conduct random briefcase checks.

Security Clearance

Students must have a valid security clearance in order to attend courses at the NCISS. The security clearance is reported in the Joining Report. **In addition, students must carry a copy of their security clearance if they attend one of the courses offered by INFOSEC Area.** Failure to comply with this requirement may result in the student not being admitted to the course.

Dress

- a. Military Students. Seasonal working uniform according to national regulations is to be worn during working hours. Summer uniform is normally worn from mid-May to end-October.

- b. Civilian Students. Civilian students are required to wear appropriate attire, comparable to the seasonal working uniform. Jeans, t-shirts and trainers are not considered appropriate dress during normal working hours but may be worn outside normal working hours.

- c. Other clothing. Students not wearing military uniform must conform to the standard of civilian dress for the Club and Mess.

- d. Students should be advised that during the summer months temperatures go up to 38⁰ C/100⁰F.

- e. Dress at the Officers' Mess is as follows: · Military: Uniform with jacket or sweater (OR combat uniform) · Civilian: Smart Civilian (no jeans no shorts).

f. Graduations. Graduations, which occur on Friday mornings, will be in uniform. Jeans, T-shirts, sneakers and sandals are not allowed. Dressing code must be in accordance with the policy at Para b. above. There will be sufficient time between the end of the Graduation and the departure of transport, to enable students to change from uniform to civilian clothes.

Duty Hours

The NCISS working schedule is 0800-1700 hrs Monday through Thursday with a 45-minute lunch break. Friday working hours are from 0800-1300 hrs with no lunch break.

Start and End of a Course

a. Generally courses start on Monday, however, courses can start on any other weekday. Students must be in the Entrance Hall of the NCISS Training Building at 0750 hrs on the first day of their course for the Welcome Briefing, which will take place either Aula Magna or Auditorium.

b. Tuition for all courses ends on Friday at 1030. Inner-European return flights should not be booked before 1600 hrs from FIA (Fiumicino International airport) and 1700 hrs from CIA (Ciampino International Airport) on that Friday. Allow more time for transatlantic flights.

c. There will be transportation provided by NCISS to Rome International Airports (Fiumicino and Ciampino) on Friday (arrival at Fiumicino approx. 1345 hrs, 1430 hrs at Ciampino).

d. If you do not use the above-mentioned transportation and want to go by train, you will need to take a taxi or base transport (see timetable) to Latina railway station.

Privileges

A privileges entitlement (tax-free cigarettes, liquors and gasoline) is available for NCISS students, on submission of the necessary requests and documentation (for gasoline: car registration, Insurance Green Card and Travel Order authorizing private vehicles). Non-Italian students based inside Italy are not entitled to fuel coupons.

Mess and Clubs

There is an NCISS Club (the Oasis Club) located opposite the Student Quarters. Although basic, it does provide a place for off duty leisure time. The Club does not have the strict rules of dress that are applied in the Italian Base Clubs. Limited Internet access is available in the Oasis Club after duty hours.

NCISS students are entitled to use the Base Mess and Club facilities according to their ranks. The Mess facilities are Italian. The meals served are all Italian cuisine. Continental type breakfast is not available. However, coffee, sandwiches and pastries are on sale at the Base Clubs – see hours of operation and prices on table below.

Dress regulations for the NCO Mess/Club are as stated in paragraph "DRESS". All payments are made in cash.

CIS Orientation courses nomination have the opportunity to attend an organized "NO HOST" dinner at a local restaurant, cost to be paid by the student, normally about 30 Euro. Other courses may run "AD HOC" functions as organized by the students, again cost met by the attendee.

HOURS OF OPERATION

LOCATION	DAYS	OPENING HOURS
NCOs CLUB	MONDAYS TO FRIDAYS	07.00 – 08.45 10.30 – 11.15 12.30 – 14.30 16.30 – 21.00
	SATURDAYS, SUNDAYS AND HOLIDAYS	07.30 – 09.30 12.30 – 14.30 18.00 – 20.00

**ITALIAN AIR FORCE NCO MESS
For NCISS Personnel and students**

1230-1245	Monday to Thursday	Lunch - €2.50
1200-1230 1300-1330	Friday/Saturday/Sunday	Lunch - €2.50
1800-1830 1900-1930	Everyday	Supper - €1.90

NCISS OASIS CLUB

0700-1400	Monday to Friday	Bar and lunch / supper outlet
1800-2300		
SATURDAY CLOSED		
1800-2300	Sunday	Bar and supper outlet



Medical assistance

Medical and dental care arrangements are normally covered by the students' MOD regulations. The following host nation assistance is available to the NCISS students:

a. The Italian Base Infirmary will provide initial diagnosis, first aid and limited treatment. Prescribed drugs and medicines may be obtained on payment from local pharmacies. Italian military doctors will attend to personnel who are sick in barracks but not off base. When necessary, the Italian military doctors will make arrangements with a local hospital or clinic for further diagnosis, specialist treatment, or admittance. The settlement of bills is a patient/national responsibility.

b. Canada, Germany and the United Kingdom have signed an agreement with local medical practitioners and institutions for the assistance of their military personnel at NCISS (instructions with national representatives). The UK has a Medical Centre in Naples (JFC) and the US has a hospital in Gricignano.

Leave Requests

Only emergency/compassionate leave will be authorized by the National Senior Representative during courses

Mail

Postal Address	British Forces	US Forces	Military Teletype
	Postal Address	Postal Address	Message
Student Name	Student Name	Student Name	Address
Course title	Course title	Course title	NCISS Latina
NCISS Latina	NCISS Latina	NCISS Latina	(RIFTST)
Via Chiesuola,78			
04100 Borgo Piave		PSC 811 BOX	FPO AE
Latina Italy	BFPO 8	240	09609 1001

Telephone/Fax/E-mail

a. During working hours NCISS may be contacted:

1. Commercial +39-0773-6771 for the NCISS Operator, or +39-0773-677 plus the last 3 digits of the extension for individual telephones. The zero of the area code is always required.

2. NCN 454 & extension.

b. After duty hours, the NCISS Duty Carabinieri (Student Quarters) may be contacted:

1. Commercial +390773677418 or +390773677006.

2. IVSN 454 2006 or 454 2418

c. Extensions at the School :

Commandant : 2000

Commandant's Secretary : 2001

Chief of Staff : 2002

Chief Training Branch : 2004

Chief Support Branch : 2052

Course Management : 2061

Chief Panda : 2038 Personnel Affairs : 2039/2203

Student Quarters : 2418

School Warrant Officer : 2095

ITA Element Office : 2044

GBR Element Office : 2007

DEU Element Office : 2042

USA Element Office : 2466

GRC Representative : 2462

ESP Representative : 2700

CAN Representative : 2025

Civilian Staff Representative : 2592

Operator : 2005

d. NCISS Fax numbers are +39-0773-662467 or NCN 454 2474. The School Admin Office operates the Fax machine.

e. General personnel correspondence via E-mail and inquiries on accommodation may be sent to pers@nciss.nato.int

All correspondence pertaining to joining reports, courses, schedules, admission etc should be sent to joinrep@nciss.nato.int Comments to this WEB site should be addressed to ts@nciss.nato.int

Bank Services

Banks in Latina are open Monday through Friday (0830 - 1330 and 1500 - 1600). A banking facility is open on Base Monday, Wednesday, Friday and on the 27th of each month (0915 - 1300), an ATM machine is on Base operating 24hrs. Students should be advised that:

a. Banks at the Airport are used to change foreign currencies into €. For banks in Latina this is not necessarily so.

b. Banks in Latina will cash € and other internationally recognized traveller's cheques. Certain banks will issue cash on well-known credit cards such as Eurocard, Access, Mastercard and Visa/American Express. Check for signs on doors or windows. Difficulties can be expected in cashing personal cheques. Eurocheques are restricted to € 150,00 per cheque.

c. Post Office Giro cheques, issued by postal administrations in certain countries i.e. Postbank and Girobank, can only be cashed in the Post Offices. Banks will not accept these cheques. Contact the Post Office in your own country.

d. For course attendees from outside the € currency community it might be a good idea to obtain at least € 200,00 before arrival in Italy in order to be able to use the ticket vending machines, buying bus tickets or paying taxi fares, as well as paying for refreshments and snacks.

Leisure Time

The base maintains a sports compound with tennis courts, soccer pitch, volleyball and basketball fields nearby. Students have scheduled access on certain afternoons and must use appropriate sports attire. Some facilities may not be available at all times. A Gymnasium is available on base with 20 exercise points, a dedicated instructor and a variety of equipment. Students should obtain a certificate of medical fitness prior to arrival in order to utilize the Base Gym Facility. The NCISS Liaison Office takes daily or weekend reservations. Users of the Gymnasium must have dedicated footwear separate from that used to walk to the Gymnasium. The base swimming pool is available for NCISS students from June through August. Facilities include refreshments stand and pool equipment. The Liaison Office on submission of a written request releases entrance cards. Up-to-date information will be provided at the School. The Morale and Welfare Association (MWA) provides mountain bikes to hire at reasonable cost and also provides organised day trips to areas of interest. On Wednesdays, school staff organize soccer match and students are invited to participate.

Car Rental

Three companies in Latina give NATO discounts; they are EUROPCAR Latina, MAGGIORE and AVIS.

Their local and international services are available for all School staff members and students. Please note however, AVIS and EUROPCAR require specific codes for private and official use, and are listed as follows.

Please note that ALL three companies (EUROPCAR Latina, MAGGIORE and AVIS) request and honour NATO Identification, however it is advisable to present Temporary duty orders, when booking to avoid problems.

When utilising the rental car for local airport transfers, the individual requires to provide the tax exemption statement* to the company representative and refill the vehicle before dropping it off, to avoid IVA Tax and refueling costs, which is levied at the local rate.

While Renting clauses for additional cover on private hire are optional, Rental for official use will attract additional clauses, such as theft and accident protection up to the maximum amount of 40 Euro's.

Please note that the School takes no responsibility for the actions of the companies or their employees and although for official use EUROPCAR provides the best cover, it is in no way endorsed by the School. HERTZ also provide discounts but there is no local office in Latina and the requirements and eligibility for discounts are the sole responsibility of the individual.

* Eligibility and information is available through the individual's unit administration office.

Points of Contact for the companies listed above are as follows.

MPANY NAME AND LINK	CONTACT	ADDRESS	LOCAL NUMBER
AVIS	Any	Centro dell' Orologio - L	0773480642
EUROPCAR	Any	Via Epitaffio 39 c/o Bodema - LT	0773410099
MAGGIORE	Any	Via Sabudia 85 LT	0773473985

Private Own Motor Vehicle

a. Students are only permitted to park in the authorized areas. Car passes are to be displayed at all times on the base and must be returned on Check-out together with the student pass. Mobile homes, campers, caravans and trailers are not permitted.

b. There are specific regulations for private drivers on the base compound and a speed limit of 30 km/h is imposed.

c. Violation of parking restrictions may result in the car being towed off base at the owner's risk and cost.

Last update 11/10/2010