2019 NCI ACADEMY STUDENT INFORMATION PACKAGE

Located in the outskirts of Lisbon in what people refer to as the “Portuguese Riviera”, the NCI ACADEMY building is a new state of the art facility providing world class training and education for NATO in C4ISR and Cyber in Portugal.

The NCI Academy is responsible for the delivery of NATO Approved training and education to NATO, IO, the Nations and Partners. The NCI Academy provides individual and collective training on NATO Communications and Information systems (C&I), including AMDC2, supports to the Military Training and Exercise Programme (MTEP), and assistance to NATO and National Commands preparing for NATO operations. It also provides E&T services for internal Agency staff in support of professional and personal development, and mission (post)-specific requirements to ensure that the Agency has the necessary skills to meet customer requirements. A catalogue of courses outlines the numerous training and education options provided by the NCI Academy in Oeiras, Portugal, as well as Agency courses held in Mons, Belgium and The Hague, Netherlands.

We welcome you to the NCI Academy, and wish you a successful course.

NCIA Academy
Reduto de Gomes Freire Estrada da Medrosa, 2780-070
Oeiras, Portugal
1. WELCOME

Welcome to the NATO Communications and Information (NCI) Academy in Oeiras, Portugal. This introductory letter is intended to guide you through the transit arrangements and arrival process. Before arrival all students accepted on to the courses should ensure that they satisfy the prerequisites as defined in the course description. Once you have confirmed that you meet the operational requirements you are required to send an Attestation of Security Clearance from your unit security officer (sample at the end of these joining instructions) and a copy of your personal identification (ID Card, Passport, NATO ID) that you will present when you arrive to:

academySecOfficeOeiras@ncia.nato.int

Original or copies of Personnel Security Clearance Certificates (PSCCs) are NOT to be sent.

The civic address for the NCI Academy is:

NCIA Academy
Reduto de Gomes Freire Estrada da Medrosa, 2780-070
Oeiras, Portugal

2. YOUR ARRIVAL

What happens on your first day?

In processing takes place in the morning of the first day of training. It starts right at the reception at the main gate with the identification check. Once it is confirmed that you are on the arrivals list you will then proceed up the hill and past the parking lot towards the new Academy building. You will enter the NCI Academy through the main entrance (just past the flags). The main auditorium is down the stairs on your right where you will receive a short briefing addressing key administrative points and emphasizing some operational aspects of being a student at the NCI Academy. Following the briefing you will be greeted by your instructor and receive a welcome package including a student badge and more in-processing information.

The student’s badge is to provide access to the building and training classroom and is to ensure that personnel can be identified in the compound as a student.

Your classes are scheduled to start at 0800hrs; students are encouraged to be at the gate no later than 0730hrs.

What do you need to bring?

- Please bring with you your NATO ID card, passport or national equivalent. Also hand carry your Attestation of Security Clearance (Not your Personal Security Clearance (PSC) Certificate) as a backup if not already sent.

- If you bring a rental or private vehicle make sure you have identified this to the training team as part of your joining report. If you have any doubt please e-mail the Training team (trainingadministration@ncia.nato.int) no later than one week in advance to avoid delays at the gate.

On the first day of the course a duty instructor will also be present at the main gate at 0740hrs to help address any difficulties.

Courses are scheduled between 0800hrs and 1700hrs. Lunch break and coffee breaks will
be managed by the course instructors.

If for any reason you are unable to be on time the first day, you will need to report that to student administration office as soon as possible. Student Admin –00351 214 404 401 and/or trainingadministration@ncia.nato.int

3. SECURITY

In order for you to access the compound, a valid AMIS Card and/or other recognized Security card/badge should be used. This will grant you Non-Escorted access to the Reduto Gomes Freire (RGF) Compound. You will need to show your identification card/badge to the guard situated at the RGF Main Entrance. If you do not have a valid AMIS Card then your Security Officer will need to send proof of Identification and Attestation of Security Clearance in advance to the NCI Agency, Site Security Manager (SSM), Oeiras via:

academySecOfficeOeiras@ncia.nato.int

On the arrival day, during the in-processing, a student badge will be issued to you to use around the compound during your stay.

All vehicles (including rental vehicles) will be required to be booked onto the RGF and car pass obtained.

There are parking spaces situated near the NCI Academy Building that you should use (see map). This is on a first come, first served basis. Alternative parking can be made on the main RGF car park.

While security incidents are relatively rare, you are encouraged to adhere to the following security advice when travelling and in the area:

- Exercise vigilance when in public places, or using mass transportation.
- Be aware of immediate surroundings and avoid crowded places.
- Follow the instructions of local authorities, especially in an emergency.
- Monitor media and local event information sources and factor updated information into your travel plans and activities.
- Be prepared for additional security screening and unexpected disruptions.

The emergency number "112" is the only emergency number you can call for free in all European countries if you need urgent help from the fire service, a medical team or the police.

In case of an emergency/accident situation on the RGF, emergency services can be summoned via 222. The RGFs duty Sergeant must also be notified via the following mobile number: (+351) 912 041 533.

Other security instances can be reported to the SSM if available, or any full time member of staff who will direct you the correct reporting chain.

4. TRANSPORTATION

There are no transportation arrangements between the Hotels and the NCI Academy. You are required to make your own travel arrangements to and from the RGF Compound. Please choose the most suitable option for your own personal situation.
Transport from Airport to Hotels:

Taxis from Lisbon airport are relatively expensive, therefore the following lower cost options are provided for your consideration:

- Public Transport – Aerobus/Train:
  - Aerobus – from Lisbon Airport to Cais do Sodré: The timetable is available on the Aerobus website - https://www.aerobus.pt/en-GB/Home-2.aspx. A single ticket is 3.60EUR or a return ticket 5.40EUR.

- Local train services Cais do Sodré - Cascais: The timetable is available on the Comboios de Portugal website - https://www.cp.pt/passageiros/en/train-times. Current timetable is available here and prices available here. The purchase of a rechargeable card is 0.50EUR and a single journey approximately 1.95EUR.

- Uber – the Uber service works well from Lisbon airport and will cost in the region 25 EUR to hotels in the Cascais to Oeiras area.

- Public Transport – Metro/Train:
  - Metro – from Lisbon Airport to Cais do Sodré (changing at Alameda) – details on routes is available on the Metropolitano de Lisboa website - https://www.metrolisboa.pt/en/. The purchase of a rechargeable card is 0.50 EUR and a single journey 1.45 EUR

- Local train services Cais do Sodré – Cascais: The timetable is available on the Comboios de Portugal website - https://www.cp.pt/passageiros/en/train-times. Current timetable is available here and prices available here. The purchase of a rechargeable card is 0.50EUR and a single journey approximately 1.95 EUR.

Transport from Hotels to NCI Academy Interim Facility:

- Local train services are accessible from all hotels on the Cascais – Cais do Sodré railway line. The timetables are available on the Comboios de Portugal website - https://www.cp.pt/passageiros/en/train-times. Current timetable is available here and prices available here. The purchase of a rechargeable card is 0.50 EUR and a single journey approximately 1.60 EUR or the purchase of 10 tickets for 14.40 EUR.

- Students should take the train to Oeiras. Options to reach NCI Academy Interim Facilities at RGF Oeiras are:
  - Taxis are readily available outside Oeiras Train Station – taxi rank is on the opposite side of the railway station.
  - On Foot - students may proceed on foot from the station to RGF Compound – approximately 1,500 m / 20min walk.
5. DRESS CODE

All students (Military and Civilian) will wear business casual.

Business casual is comprised of a sleeved shirt and trousers, with or without jacket and tie, with equivalent attire for ladies.

Jeans, T-Shirts, Shorts, Flip Flops/Sandals are not acceptable. This remains extent for all students whilst on the RGF.

Due to our current security posture no Uniform is to be worn when travelling to and from the compound.

6. ACCOMMODATION

Students must source and book their own accommodation.

Please find here below the list of 3-4 star hotels that are within NATO Per Diem Rate, which have available Wi-Fi and are close to public transportation.

You have 2 regions to choose from; Lisbon and Oeiras. We advise that you choose Oeiras because it will be the most convenient and nearest.

**Estoril Region:**
- A - Hotel Eden,
- B - Hotel Londres,
- C - Hotel Riviera
- E – RGF Compound
### 7. PERSONAL BAGS & LUGGAGE

Any bags, or luggage should be left in your accommodation even after check out (if permitted). You are advised that students are **NOT** to hand carry personal luggage, or any type of large bags into the RGF Compound. If driving, luggage should be left in the vehicle.
8. MESS, BAR & CAFETERIA

Students and instructors are permitted to have lunch in the RGF mess facility, but also in the RGF bar/cafeteria. Lunch tickets for the mess can be purchased from the cashier at the main entrance of the mess at the time of eating. All beverages and food purchased in the RGF cafeteria are paid for at the time of purchase.

**NOTE: All payments are made in cash only.**

There are 2 Mess rooms; Officers Mess (Officers and Civ Grade A) and General Mess (NCOs and Civ Grade B).

The requirement for a diet meal should be individually booked on the previous working day up to 1330hrs with the cashier at the RGF Mess.

**Working hours** of the RGF Mess:

- Lunch, from 1200hrs to 1400hrs (last entrance 1330hrs)
- Dinner, from 1830hrs to 1930hrs (*last entrance 1915hrs*) should be individually booked at lunch time.

<table>
<thead>
<tr>
<th>Lunch</th>
<th>Meal of the day</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diet</td>
<td>E.g. Grilled Steak</td>
<td>4.77€</td>
</tr>
<tr>
<td>Alternative</td>
<td>Steak (JFC)</td>
<td>5.50€</td>
</tr>
</tbody>
</table>

9. IT, MOBILE DEVICES and PHOTO RESTRICTIONS

**PHOTOGRAPHY IS STRICTLY FORBIDDEN WITH A CAMERA OR MOBILE DEVICE.** Cameras are not to be utilized on the RGF compound, nor inside the Academy.

Authorized Laptops, Tablets (or equivalent) and Mobile Phones are permitted in the compound by students, but are **NOT** permitted in **ANY** Class or Syndicate room, unless permission is granted by NCI Academy responsible instructor.

Students are advised to bring an Authorization of Transportation and Use of Official Equipment.

Private devices **are to be** switched off and secured when not in use. Lockers to store the mobile phones and laptops are also be available.

10. SPORT FACILITIES

Students may use the sport facilities and all the sport equipment available. Some equipment and facilities are subject to booking and/or availability.
11. SMOKING

Smoking is only permitted in the designated smoking area in the compound (see map).

**Smoking is strictly forbidden inside any buildings.**

12. ATM MACHINE

There are no banking facilities at, or near the RGF compound to provide financial assistance or support. However, for the withdrawal of cash there is an Automatic Teller Machine (ATM) inside the compound. This is located near the RGF Mess, but you must ensure that you have sufficient funds to defray all expenses while at the RGF compound. The currency used in all facilities is the **EURO**.

13. RGF COMPOUND MAP

The new NCI Academy Building is located just past the STRIKEFOR NATO building and Mess Facility. It is readily visible as it is the largest building on the compound. As you enter the main gate, go up the hill and follow the signs on your right.
ATTESTATION OF NATO PERSONNEL SECURITY CLEARANCE

1. Attestation is hereby given that:

Full Name: ………………………………………………………………………………………………………

Date of Birth: …………………………………………………………………………………………………

Place of Birth: ………………………………………………………………………………………………

Nationality: …………………………………………………………………………………………………

Where employed: …………………………………………………………………………………………

Purpose and duration of Visit: ……………………………………………………………………………

Holder of Passport/Identity Card No: ………………………………………………………………………

Issued at: ……………………………………………………………………………………………………..

Military Rank and Number (where applicable): ………………………………………………………

2. Has been granted access to NATO information classified up to and including ……………………………… in accordance with current NATO security regulations, including the Security Annex to C-M (64) 39 in the case of ATOMAL information and has been briefed accordingly by …………………………………………………………………………………………….

Signed:

Title: …………………………………………………………………………………………………………..

Date of issue: …………………………………………………………………………………………………

3. The validity of the attestation will expire no later than: ……………………………………………

4. Issued by …………………………………………………………………………………………………

Date and Place of Issue: ………………………………………………………………………………………

Contact details of the issuing authority (address, phone, e-mail):