

REPORTING INSTRUCTIONS

REAL LIFE SUPPORT (RLS)

EXERCISE UNIFIED ENDEAVOR 13-1 (UE 13-1)

&

**INTERNATIONAL SECURITY ASSISTANCE FORCE
TRAINING EVENT 12/02 (ISAF TE 12/02)**

**GRAFENWOEHR TRAINING FACILITY, GERMANY
28 NOVEMBER– 14 DECEMBER 2012**

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1. Situation.

This document provides guidance for RLS arrangements for personnel deploying to Grafenwoehr Training Area (GTA), Joint Multinational Simulations Center (JMSC) Camp Aachen, Grafenwoehr, Germany in support of ISAF Training Event 12/02 (ISAF TE 12/02) and UNIFIED ENDEAVOR 13-1 (UE 13-1) Mission Rehearsal Exercise (MRE).

2. Execution.

- a. **REAL LIFE SUPPORT TEAM (RLS-T)**. The RLS-T consisting of US Army Europe (USAREUR) Mayoral cell and JMSC supported by NATO Joint Warfare Centre (JWC) can provide authorized exercise participants with several levels of support. Available support includes the following:
 - 1) In-processing/Arrival Information.
 - 2) Transportation.
 - 3) Lodging.
 - 4) Meals.
 - 5) Security clearance requirements and support.
 - 6) Computer Network Access.
 - 7) Morale, Welfare, and Recreation (MWR) Facilities.
 - 8) Post Exchange (PX).
 - 9) Laundry Facility.
 - 10) Religious services.
 - 11) Emergency Medical.
 - 12) Supply.
- b. The Exercise RLS-T will be located at GTA, Camp Aachen in and around Building number 1320.

3. Reporting and Administration.

- a. All personnel participating in exercise UE 13-1 and ISAF TE 12-2 at GTA are required to register and complete a Personal Administration Form (PAF) before arriving at GTA. The PAF must be submitted no later than **01 OCT 12** for Enabling Bodies, **15 OCT 12** for all Advance Party personnel, and **01 NOV 12** for all main bodies (PAF Deadline).
- b. The PAF identifies individuals participating in the exercise and includes name and other administrative information, facility access requirements, exercise function, and all life support functions the individual requires. **Without a completed PAF personnel will not have access to GTA or the Exercise.**
- c. The PAF for UE 13-1 and ISAF TE 12-2 is located online (Unclassified) at:
https://community.apan.org/nhn/m/ue_13-01_te_12-02/115780/download.aspx

The link will open a PDF document (Unclassified only). Please follow the instructions given on the PAF and ensure it is completely filled out prior to submission. However, if participants do not have all details available by the PAF deadline (i.e. flight details), the PAF should still be submitted before the deadline. Updates must then be forwarded prior to arrival. Failure to provide updates after the PAF deadline will negatively affect support provided.

- d. A blank PAF can also be found at Enclosure 1 to this document and at the NATO JWC web site:
http://www.jwc.nato.int/images/stories/news_items/paf_distributed.pdf
- e. For questions or assistance on exercise registration please contact the USAREUR PAF Point of Contact (POC) listed in paragraph 17 of this document.
- f. Due to financial planning with respect to transportation, catering and accommodation, PAFs submitted after the submission date will only be supported if resources are available.

4. In-Processing.

- a. In-processing for all participants will take place at GTA, Camp Aachen, and JMSC in and around Building number 1320. In-processing will include confirmation of accommodation, departure information, security clearance, collection of Joint Advanced Distributed Learning (JADL) completion certificate, validation of security clearance, issue exercise and security badges, and validation, registration and distribution of Mission Secret and/or CENTRIX-ISAF (CXI) e-mail accounts. Note the in-processing times for specific training audience and exercise control personnel. Participants are required to arrive and in-process as follows:
 - 1) All Quartering, Enabling and Advance Party personnel are to coordinate directly with USAREUR/JMSC point of contact in paragraph 17 for arrival and in processing arrangements.
 - 2) Combined Exercise Control Group (CECG) Personnel: 26-30 Nov 12 (0800-2000).
 - 3) Training Audience Personnel (TA):
 - Individual Augmentees (IAs): 26 Nov 12: 0800-2000, or 27 Nov: 0800-1200.
 - III US Corps (1st wave): 26-28 Nov 12: 0800-2000.
 - III US Corps (2nd wave): 27-29 Nov 12: 0800-2000.
 - III US Corps (SAM and War College personnel): 30 Nov 12: 0800-2000.
 - JFC Brunssum, JFC Naples, 1 GE/NL Corps, JFC Lisbon, FC Madrid: 26 Nov 12; 0800-2000, or 27 Nov 12: 0800-1200.
 - NRDC-ITA: 28 Nov 12: 0800-2000.

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- 555th EN BDE, 62nd MED BDE, 52nd EOD: 27 Nov 12: 0800-2000.
- CECG: 28 Nov 12; 0800-2000 or 29 Nov 12; 0800-2000.

b. Event participants must bring the following items with them to in-processing:

- 1) NATO HQ/Military ID Card or civilian passport.
- 2) Certified true copy of NATO Personnel Security Clearance certificate.
- 3) NATO Travel Order (Non-US PERSONNEL).
- 4) JADL course certificate (TA only): Course instruction can be found at Enclosure 3 to this document.
- 5) Cash US Dollars (USD) or EURO to pay for meals/military accommodation (**Non-US PERSONNEL**).
- 6) Reflective belt/wrap.

c. All participants of UE 13-1 and ISAF TE 12/02 will receive a welcome package during in-processing. The welcome package will contain a range of material pertaining to the training and the facilities, exercise support information and local morale and welfare activities.

d. Personnel participating as UE 13-1 and ISAF TE 12/02 HQ ISAF or HQ ISAF Joint Command (IJC) training audience (TA) or subject matter expert (SME) will receive a TA or SME Program during in-processing. An electronic copy and any updates of the welcome package, and training audience and SME program will be posted on the exercise portal.

5. Lodging and Billeting.

a. **General.** There are several on and off-base lodging options available for participants of UE 13-1 and ISAF TE 12/02 on GTA. The primary accommodation will be on-base lodging in open bay barracks at the training facility. **All US Personnel that are funded by III US Corps or USAREUR will be provided billeting at the US government Barracks.** Based on rank and availability, other on-base lodging options include government hotels, and distinguished visitor quarters. All on-base lodging is controlled by USAREUR and will be allocated on a priority basis.

Available off-base lodging options consist of several commercial hotels.

Individuals that are not funding by III US Corps or USAREUR that desire to be lodge off-base in commercial hotels must coordinate directly with the hotel and make their own arrangements for daily transportation to and from the exercise site. For general questions or assistance with lodging please contact the USAREUR Life Support POC listed in paragraph 17 of this document.

- b. **Military Barracks.** Camp Aachen barracks are standard open bay styled barracks within walking distance to the training facilities. The barracks are available for all exercise participants. Sanitary facilities are located in separate buildings close to the barracks. There are no wall or foot lockers in the barracks to secure items; it will be the responsibility of each service member to secure their own items. Participants should bring sleeping mat, sleeping bag, some form of securable container, shower shoes, personal hygiene items, flashlight, and any other personal items required. Barracks assignment will take place during in-processing. Units may request unit barracks in advance through the USAREUR Real Life Support POC. The cost for the barracks is estimated to be \$10 USD per night for **Non-US Personnel**. There is no cost to US service members lodged in barracks. No cleaning service will be provided for those accommodated in barracks. Units are responsible for cleaning their assigned barracks. The Mayoral Cell will provide cleaning supplies for maintaining the barracks.
- c. **On-Base Hotels.** There are two government hotels (VOQ) on GTA available for selected CECG members and theatre SMEs; the Army Lodging Grafenwoehr and Krystal Inn Vilseck. All on-base lodging is controlled by USAREUR and is allocated on a priority basis.
- d. **Off-Base Hotels.** There are several off-base hotels within easy driving distance to GTA. Local lodging information can be obtained by visiting the following web site: <http://www.grafenwoehr.army.mil/cs.asp>.

Hotel details can also be found in Enclosure 3 to this document. Exercise participants desiring to lodge in these hotels must contact the hotels directly since USAREUR will not do any hotel bookings for the participants, nor provide ground transportation from off-base hotels to and from the training facility except for theatre SMEs and recently re-deployed SMEs directly supporting HQ ISAF and HQ IJC.
- e. **Distinguished Visitors Lodging.** Distinguished Visitor (DV) lodging is available at GTA. Billeting for distinguished visitors participating in or visiting the exercise is coordinated by USAREUR UE 13-1 and ISAF TE 12/02 Real Life Support Planner. For assistance with DV lodging please contact the USAREUR DV POC listed in paragraph 17 of this document. A DV is: O-7 / OF-6 and above and civilian equivalent and others invited by the Command Group.

6. Transportation.

- a. The RLS-T will manage transportation assets assigned to UE 13-1 and ISAF TE 12/02. Transportation will be provided for the following exercise participant categories: Individual Augmentees (IAs) lodging on post, theatre SMEs, recently redeployed SMEs, FORSCOM units lodging on post, Distinguished Visitors residing on post and Distinguished Visitors participating in DV Day activities.

- b. RLS-T will provide transportation to and from Munich and Nuremberg airports from 26 to 30 Nov 12 for (IAs), theatre SMEs and recently re-deployed SMEs, FORSCOM units, if requested in the PAF. Personnel not participating in the Final After Action Review (FAAR) should plan flight arrangements after 2000hrs on 13 Dec 12 and personnel attending the FAAR should plan flight arrangements after 1500hrs on 14 Dec 12.
- c. Due to liability reasons, contractors are precluded from using military, government rental and GSA vehicles.
- d. Organizations and units with the exception of IAs, theater SMEs and recently re-deployed SMEs and FORSCOM units are responsible for their own transportation to GTA. No transportation service will be provided to and from airports.
- e. General Officers (OF6 / O7 and above) will be provided daily transportation upon arrival to GTA if staying in on-post lodging if requested.
- f. Daily transportation to and from the training site for personnel electing not to use the military accommodation at GTA is the participant or unit own responsibility.
- g. A daily shuttle will be available for personnel accommodated at the Army Lodging Grafenwoehr and Krystal Inn VOQs. Participants who want to use the shuttle must find their own way to the designated transportation points.
- h. The daily transportation for exercise events and exact pick-up locations will be provided in the exercise programme and will be distributed during in-processing. The exercise portal will contain the exercise transportation schedule and will reflect any changes that have occurred after in-processing.
- i. There will be a regular daily shuttle bus schedule for transportation to / from MWR and shopping facilities on Grafenwoehr Main Post. The bus schedule will be provided in the welcome packet and will be posted on the exercise portal.
- j. For participants using own transportation, the GPS location to GTA is: Neu Amberger Strasse, 92655 Grafenwoehr, Germany. The Grafenwoehr Training Area is located in Northern Bavaria. GPS LAT/LONG: N49.69853 E 11.92716. Gate 6 is the preferred access gate to Camp Aachen and is open 24/7.

7. Meals and DFAC.

Military dining facilities (DFACs) are available. For **US PERSONNEL, meals are directed when funded by III US Corps and USAREUR** at Camp Aachen. Costs per meal are estimated to be: Hot breakfast \$2.30 USD, MRE lunch \$6.30 USD and for hot dinner \$4.25 USD. Meals will be paid for and meal cards issued during in-processing.

- a. Meals are provided at no charge for US Service Members funded by III US Corps or USAREUR.
- b. The DFACs will start operation with breakfast on 23 Nov 12.
- c. Coffee / tea and some light snacks will be available at the DFACs 24/7 for personnel that have paid for meals.
- d. The Grafenwoehr main post DFAC is not available for exercise participants IAW GTA garrison policy from 23 Nov 12 through 14 Dec 12.
- e. US Military and DOD Civilians on full per diem are authorized to dine in the exercise DFAC, but must claim meals at the end of exercise.
- f. US and Non US contractors are not authorized to dine in the exercise DFAC.

8. Finance.

- a. During in-processing, individuals or Non-US personnel will pay USAREUR for Military Accommodation (barracks) and meals.
- b. Sending nations are responsible for reimbursement of accommodation and meal costs for exercise personnel. ONLY CASH will be accepted as payment (USD or EUR). If you elect to pay in Euro there will be an additional administrative fee to cover the conversion fee charged by the banks. Receipts for accommodation and meals will be issued to individuals on payment.
- c. Once a participant has paid for meals and/or military accommodation, a refund will only be made in cases of early departure for operational or compassionate reasons. The USAREUR Lead Exercise Planner is the approval authority for refunds.
- d. US PERSONNEL funded by USAREUR or III US Corps:

For Department of Defense exercise participants at GTA, ground transportation between the international Airports in Germany (Munich and Nuremberg) and GTA, and on-Base transportation is provided and directed, government meals are available and directed, government lodging is available and directed, and the exercise is conducted under “field conditions” with no per diem entitlements authorized, except as listed below.

Members will receive the following entitlements (variation will only be approved and funded by III US Corps UE 13-1 Lead Planner or USAREUR UE 13-1 Lead Planner):

- E-1 to O-5: \$3.50 daily incidentals, (Travel pay, PMR for day of arrival/departure from Home station/GTA).
- CSM/CW5/COL/GO: Lodging (GOV/Non-GOV) Partial Per Diem for locality rate, \$3.50/ daily incidentals, (Travel pay, PMR for day of arrival/departure from Home station/GTA). The use of VAT forms is mandated and required for all off post lodging. VAT forms can be obtained during in-processing.
- Transportations costs (POVs/Rental cars) from Home of Record (HOR) to unit HQ's and transportation from HQ's to APOD (Airport) is a unit/State responsibility. USAREUR will not fund.
- Rental cars will only be authorized/funded with prior approval by III US Corps or USAREUR UE 13-1 Lead Planners.
- The use of VAT forms and ESSO gas ration cards is mandated and required for all rental cars. VAT forms and ESSO gas cards can be obtained during in-processing.
- Do not get upfront gas options with rental car agency.
- Pre-approval for funding is required prior to travel for all GPS devices.
- Rental cars and Privately Owned Vehicles (POVs) will only be approved by the III US Corps or USAREUR UE 13-1 Lead Exercise Planners. If personnel do not gain pre approval from the Lead Exercise Planner the unit or individual may be responsible for the cost of the rental car or POV.

Defense Travel System (DTS) Authorizations for U.S. PERSONNEL Exercise Participants at GTA. The parent unit of US PERSONNEL and units participating in UE 13-1 at GTA is responsible for creating DTS travel authorizations and submitted TPFDD/CTP requests through FORSCOM for flights.

- DTS authorizations will be funded by III US Corps and USAREUR LOA / CROSS ORG.
- **In order to receive LOA, individuals must submit PAF and include either SSN or Unit Cross ORG name under section 7-A (additional Information).**
- LOA for TDY/PER DIEM: XXXXXX (USAREUR) (TBP)
- LOA for TDY/PER DIEM: XXXXXX (III Corps) (TBP)
- LOA for CTP/Travel (Flight): XXXXXXXX (FORSCOM LOA) (TBP)

INSTRUCTIONS FOR LOA USE:

- **Create Document**
- **Select Fund Code** under the CROSS ORG LOA option under Accounting Codes depending on how your ticket is being purchased (a or b below):
- (A) Order with CBA Ticket (CTO Purchased): XXXXXXXX (FORSCOM LOA) (TBP)

- (B) Order with IBA Ticket (GOVCC Purchased):
- Use "XXXXXXX"(III US Corps LOA) or "XXXXXXX" (USAREUR LOA) for this TDY. **(TBP)**
- Allocate your ticket costs only against **XXXXXXX (FORSCOM LOA) (TBP)**
- All remaining costs are allocated against "XXXXXXX (III Corps) or XXXXXXXX (USAREUR) " **(TBP)**
- Units or Groups of five (5) personnel or more will submit group DTS orders with no more than 10 personnel per group order.
- DTS voucher must be submitted within five days of the completion of travel to clear the cost of the airline ticket.
- Requests for exception to field conditions or for mode of transportation other than CTP or MILAIR (e.g., POV) must be submitted to the III US Corps or USAREUR point of contact listed in paragraph 17 of this document. The III US Corps or USAREUR UE 13-1 Lead Planner is the approval authority for requests for exception.

9. Contractors.

- a. Privileges, such as access to the exchange, access to the commissary, or purchases of fuel at AAFES gas stations, can be exercised only by those individuals who have received status under NATO SOFA within Germany. For contractors, NATO SOFA status within Germany can only be granted according to US/German bilateral agreements. As stated in paragraph 6, contractors are precluded from using government rental, General Service Administration (GSA) or military vehicles for transportation.
- b. For additional information and the fax-back form go to the DOCPER website:
http://www.eur.army.mil/g1/content/CPD/docper/docper_germanyLinks.html?tab=2&framepage=docpergermanyforms.html#top

10. Visitors.

- a. A visitor to UE 13-1 and ISAF TE 12/02 is defined as a person who does not have a CE/ESMD/Joint Manning Document (JMD) post number. Proper visit procedures must be followed by all including:
- b. Distinguished Visitors (DVs): O-7 / OF-6 and above and civilian equivalent and those invited by the Command Group.
- c. Working level visitors (O-6 / OF-5 and below and civilian equivalent) either invited or initiating contact to request a visit.
- d. JCW and JWC are the lead organizations for DV Day activities.

- e. DV requests, sent via e-mail, should reach the Chief, JVB POC no later than 1 week prior to the PAF deadline. NATO DV requests should be routed through JWC Protocol for approval. US DV requests should be routed through JCW for approval. Once approval is granted, the PAF should be submitted immediately by the DV.
- f. Organisations outside of the USAREUR/JCW/JWC who wish to invite personnel to visit the exercise must coordinate closely with Chief, JVB. The inviting organisation will assign a Protocol Officer of Primary Responsibility (OPR) who acts as visitor sponsor and assumes responsibility for planning and coordinating all aspects of the visit arrangements and producing and executing a visit programme.
- g. All visitors, at both DV and working level, must submit a PAF. The PAF must be completed with details of purpose of visit, name and appointment of sponsor and any other specific requirements to support the visit. Once approval has been granted, RLS-T or Protocol will inform the originator accordingly. It is suggested that personnel wait until the visit is approved before committing funds.
- h. Chief JVB will coordinate all requirements through the RLS-T allowing as much notice as possible for planning. Chief JVB will ensure that all DVs (and staff) are in processed and that payment is made for any meals they have at the DFAC.

11. Medical.

- a. Medical care is available for all exercise participants. Detailed information will be provided by the Mayoral Cell and in the welcome packet during in-processing and posted in the exercise portal.
- b. An aid station will be established in Camp Aachen for routine (Class I) medical care.
- c. Advanced medical and dental care will be provided by local civilian facilities at a cost to the exercise participant.
- d. Participants are encouraged to bring their medical insurance card/records to the exercise.
- e. Personnel from EU-Nations are advised to bring form EU-111 or EU-123 to use if they are to be treated at local German hospitals or dental clinics.
- f. Please be advised that it is up to each individual to claim reimbursement for medical expenses through their nation.
- g. Ground transportation to a local hospital for emergencies will be provided.

12. Post Exchange (shopping) Support.

- a. All exercise participants (except contractors) are authorized to use the Post Exchange (AAFES) facilities under certain conditions and terms.
- b. The NATO Status of Forces Agreement (SOFA) defines who is/is not authorized to buy tax-free items at the commissary and AAFES facilities. Military personnel stationed outside Germany who are on Temporary Duty (TDY) are authorized to purchase items in the commissary, AAFES facilities, gas cards, and rationed items; but must have their travel orders stamped by Custom personnel during in-processing.

13. Morale, Welfare, and Recreation (MWR) Support.

All exercise participants are authorized to use GTA MWR facilities (gymnasium, bowling alley, etc.). Additional MWR information will be briefed during in-processing, posted in the exercise portal and can also be found under the following link:

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

14. Security and Watch-Standing.

- a. All Exercise participants (TA/Non-TA) require at least a **NATO secret security clearance**. Unit security managers will verify each attendee and that their security clearance is accessible via the joint personnel adjudication system (JPAS). Clearance verifications and visit requests must be received no later than 31 Oct 12. All attendees should have unit security managers send clearance verifications/visit requests directly to JMSC security manager, ATTN: Mr. JD Rogers, DSN 474-2029, or commercial +49 (0) 96414542029, fax 474-2030, or commercial +49 (0) 96414542030, (JPASSMO CODE W1EKAA7). All personnel will have their security clearance verified during in-processing. Personnel unable to verify their security clearance will not be granted access. Non-cleared/unverified personnel will be denied exercise access. No exceptions will be made. Attendees who arrive late without a verifiable security clearance IAW this paragraph will be required to report to the JMSC SSO, building number 1441, Grafenwoehr, Germany for clearance verification.
- b. Security is a USAREUR responsibility coordinated through the JMSC Security Chief and NATO's designated Security Officer.
- c. Exercise security badges must not be shared, exchanged or borrowed for any reason, and only worn at GTA, Camp Aachen.
- d. A completed PAF submitted will allow participant's access to GTA and the exercise in accordance with security clearance.

- e. If participants intend to bring classified material (NATO Confidential or NATO Secret) to the exercise, the instructions given in Enclosure 2 must be followed.
- f. Reflector belt/wraps are to be worn by all participants at GTA, Camp Aachen during the exercise.
- g. All personnel with classified material that is NATO courier carried must be delivered to JWCs Registry during in-processing. The JWC Registry will be located in Camp Aachen building number 1380.

15. Out Processing (Departure Information and Times).

- a. All personnel need to out-process at the Mayor's Cell prior to leaving Camp Aachen.
- b. UE 13-1 and ISAF TE 12/02 at GTA is scheduled to end on 13 Dec 12 and the Final After Action Review (FAAR) is on 14 Dec 12, at a time to be determined.
- c. Individual Augmentees (IAs), theatre SMEs and recently re-deployed SMEs, FORSCOM units departing on airlines must coordinate return flights and transportation to airports during in-processing. Changes to departure dates or times need to be reported to the Mayor Cell NLT 24hrs in advance if ground transportation is required. A departure plan will be provide in order to validate or correct transportation support needed to Munich and Nuremberg airports. The departure plan will be posted on the exercise portal prior to ENDEX.

16. Miscellaneous Information.

- a. Dress for military personnel is appropriate battle dress uniform (BDU) or national equivalent. There is no requirement for personal protective equipment or weapons. Civilian attire is allowed after duty hours. Civilian personnel should dress appropriate to climate and National or unit protocol procedures.
- b. Self-service laundry machines are available 24/7 at GTA. The machines are coin operated and only accept US coins. The cost to wash one load is \$1.75 and to dry \$0.25.
- c. Exercise participants are highly encouraged to conduct a money exchange prior to arrival. For planning purposes, the approximate exchange rate is 0.75 Euro to 1 USD. Several ATMs are available at GTA. Most on-post facilities accept USD, EUR and major Credit Cards.
- d. The electrical supply at GTA is standard European 2-pin 220-volt.

- e. Personnel desiring accommodation, transportation, or messing arrangements other than those outlined in this instruction are individually responsible to coordinate arrangements and to advise RLS-T.
- f. Further details or any items in addition to this RLS Reporting Instruction will be published as an addendum during in-processing. Throughout UE 13-1 and ISAF TE 12/02 the RLS-T will utilize the exercise portal to provide updates on RLS issues.
- g. NATO Military and Civilian employees deploying to Germany pursuant to NATO orders have the status, privileges and responsibilities provided under the NATO SOFA.
- h. All personnel must respect the laws of Germany. Anyone violating local laws may be subject to prosecution by German authorities.

17. Points Of Contact (POC)

USAREUR POCs for UE 13-1 and ISAF TE 12/02:

Lead Exercise Planner: Mr. Trent Cuthbert, DSN: 314-370-7149, COMM +49-(0)6221-57-7149, NIPR email: trent.r.cuthbert.mil@mail.mil

Life SPT/Contracting Planner: Mr. Gaudie Frazier, DSN: 314-370-8814, COMM +49-(0)6221-57-8814, NIPR email: gaudie.frazier@eur.army.mil

Data Base manager (PAF): Mr. Joel Stewart, DSN: 314-370-8814, COMM +49-(0)6221-57-8814, NIPR email: joel.stewart@eur.army.mil

UE 13-1 Chief, JVB : MAJ Aaron Culp, DSN: 314-475-6021, COMM +49 (0) 9641-83-6021, NIPR email: aaron.j.culp.mil@mail.mil

Chief Protocol JMTC: Bowen LaDonna, DSN: 314-370-8868, COMM +49-(0)9641-83-8568, NIPR email: ladonna.l.bowen.civ@mail.mil

JMSC Planner: Mr. Jim Axon, DSN 314-474-2202, COMM +49-(0)9461-454-2202, NIPR email: james.k.axon.civ@mail.mil

JMSC Security Manager: Mr. JD Rogers, DSN 314-474-2029, COMM +49(0)96414542029, NIPR email: james.rogers@eur.army.mil

USAREUR G6 Communication Planner: CW4 Garth Hahn, DSN: 314-370-3639, COMM +49-(0)6221-57-3639, NIPR email: jeremy.jette@eur.army.mil

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JCW, Unified Endeavor 13-1 Lead Planner: Mr. Michael H. O'Neill, DSN: 312-668-7795, COMM: 757-203-7795, NIPR email: michael.h.oneill.civ@mail.mil

FORSOM TPFDD / CTP POC :

CPT David Allan-Matheson, COMM: 910-570-6585 or 718-614-7092,
NIPR: david.a.allanmatheson.mil@mail.mil

Joint Force Command Brunssum (JFCB) POC for UE 13-1 and ISAF TE 12/02:

OPR: Sqn Ldr Gerald "Gez" Ellis, NCN: 244-3156, COMM: +31 4 55 26 31 56,
NSWAN: JFCBS KMD EPB EPDS ELLIS G OF3, E-mail (unclassified/open):
gerald.ellis@jfcbs.nato.int

Joint Warfare Centre POCs for UE 13-1 and ISAF TE 12/02:

OPR: Cdr Herbert Bauer, NCN: 323-9454, COMM: + 47 52 87 92 54,
NSWAN: JWC JED EXPL ISAF BAUER H, E-mail (unclassified/open):
herbert.bauer@jwc.nato.int

JWC Real Life Support:

Lead Planner: Mr Hans Hidalgo, NCN: 323-9251, COMM: +47 52 87 92 51,
Cell: +47 48 01 58 85, NSWAN: JWC SPT RLS HIDALGO H,
E-mail (unclassified/open): hans.hidalgo@jwc.nato.int

JWC Accommodation/Transportation Coordinator: Sgt Tracey Palmer, NCN: 323-9256, COMM: +47 52 87 92 56, Cell: +47 94 86 69 43,
NSWAN: JWC SPT RLS PALMER T,
E-mail (unclassified/open): tracey.palmer@jwc.nato.int

JWC Security Officer: Sgt Christer Tjessem, NCN: 323-9222, Commercial: +47 52 87 92 22, Cell: +47 94 86 79 20, NSWAN: JWC SPT SEC TJESSEM C,
E-mail (unclassified/open): christer.tjessem@jwc.nato.int

JWC PROTOCOL:

Chief Protocol: SMSGT Jude Lawrence, NCN: 323-9142, COMM: +47 52 87 91 42,
Cell: +47 41 51 15 61, NSWAN: JWC CG PRTCL JUDE L,
E-mail (unclassified/open): jude.lawrence@jwc.nato.int

Enclosure 1. PAF Form (double click on form)



paf_distributed.pdf

Enclosure 2. Summary of ACT Dir. 70-1, handling of classified material

PERSONAL CARRIAGE OF MATERIAL CLASSIFIED NATO CONFIDENTIAL OR NATO SECRET

- a. Individuals may be authorized to hand carry material classified NATO CONFIDENTIAL or NATO SECRET.
- b. Before such authorization is given, the authorizing official must be satisfied that it is not possible to have the material delivered to the required destination through official channels and that copies of the material are not already available at the destination.
- c. The personnel concerned are cleared for access to at least the level of the material to be carried.
- d. A record is held in the appropriate central registry of the sending Headquarters of the material to be carried.
- e. The material is carried in a locked container or sealed package that bears an identification label and appropriate instructions for disposal to the finder.
- f. The Division Security Officer will prepare a Courier Personnel Certificate.
- g. The documents must not leave the possession of the bearer unless they are housed in accordance with the provisions for safeguarding. Classified documents must never be left unattended (e.g. in hotels and vehicles, or stored in hotel safes, luggage lockers or similar places).
- h. Documents are not to be read in public places (e.g. aircraft, trains, etc.).
- i. Additionally, where international carriage is involved:
 1. The carrier must be in possession of a NATO Courier Certificate prepared by the custodian of the NATO Seal.
 2. The container or package is to be covered by an official seal, or likewise protected under procedures designed to prevent customs examination, and the bearer must not travel either by surface routes through non-NATO nations or by air routes over non-NATO countries, when the government of this country gives evidence by word or deed of an attitude hostile to NATO, or the country is at war, or subject to serious civil strife. However, when speed is of paramount importance, this restriction may be waived on the specific authority of the commander or his authorized designate. Upon arrival to the destination, make sure you hand the sealed parcel to the designated registry. The Registry will open the parcel, control its contents and sign the delivery receipt.

Enclosure 3. Instructions for Accessing Joint Advanced Distributed Learning (JADL)

To access courses, you must register for an account. Please follow these instructions.

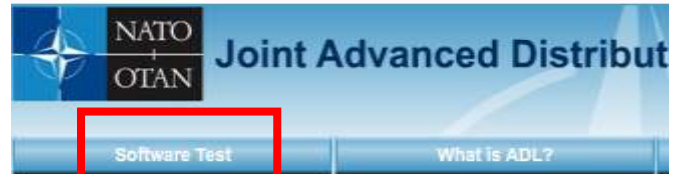
Access the JADL Server

In a web browser, go to: <https://jatl.act.nato.int/> to display the JADL homepage.

Verify Your Computer Has the Correct Software

Your computer must be installed with Flash Player and Java RTE plug-ins to run the courses.

1. Click **Software Test** link located in the upper left side of the page. This runs a system check of your computer and offers links to download the required software, if necessary.



Apply for an Account

1. On the JADL homepage, click **New User** link.
2. Complete the registration form by filling in all required fields, which are marked with a red asterisk. You may need to scroll down to access the entire form.
3. Input your desired user name and retain them for later use.
4. Accept **User Agreement** by clicking in the checkbox.
5. Click **Register** to submit the form (located on the bottom right of the form). Upon successful creation of your account, you will receive registration approval by email. Please allow up to two business days for your registration to be processed.

Change Your Password

The first time you log in, you should change your system generated password. To change your password, do the following:

1. From *Personal Desktop* page, select **Personal Profile** link.
2. Select **Password** link.
3. Complete required information and select **Save**.

Take a Course

1. Once email notification of account activation is received, return to <https://jatl.act.nato.int/> and select **Returning User** link.
2. Type your user name and the password you were provided and click **Login** button. You will have an opportunity to change your password once logged in to the system.
3. Under *Courses*, in the Categories section, select a training category.
4. Locate a course and from the *Actions* drop-down menu located on the right side of the screen, select **Join**.
5. Select **Join** link. The course title becomes an active link.
6. Click the course title to open the course.



Obtain a Course Certificate

To receive a course certificate, all lessons in a course must be completed. To view or print a course certificate, you must have Adobe Acrobat Reader installed on your computer.

1. Click **Certificate** link on the course page. Your course certificate displays and is available for printing.

Complete the Course Survey

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Please take a few moments to evaluate the course by completing the brief course survey. We value your feedback and use it to improve the course.

1. Click **Survey**. Complete the survey and click **Finish Survey**.

For help with registration, contact: ACT Joint Education and Training at jadladmin@act.nato.int

Enclosure 4. Grafenwoehr and Surrounding Area Hotel List**GRAFENWÖHR**

Tower Inn Hotel (on-post)	92655 Grafenwoehr (Bldg. 209)	DSN 475-1700; comm.09641-83-1700
Hotel Bayerischer Hof	92655 Grafenwöhr, Neue Amberger Str. 89	09641-2316
Hotel Daubenmerkl	92655, Grafenwöhr, Untere Tor Str.21	09641-2117
Hotel Kulmbacher	92655 Grafenwöhr, Marktplatz 18	09641-2250
Hotel Rattunde	92655 Grafenwöhr, Neue Amberger Str. 52	09641-92080
Hotel zur Post	92655 Grafenwöhr, Marienplatz 8	09641-2210
Hotel-Gasthof Hößl „Zum Stich'n“	92655 Grafenwöhr, Neue Amberger Str. 27	09641-92270
Hotel-Restaurant Böhm	92655 Grafenwöhr, Neue Amberger Str. 39	09641- 93690

EDELSFELD

Goldener Greif	92265 Edlsfeld, Sulzbacher Str 5	09665-91490
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ESCHENBACH

Hotel Am See	92676 Eschenbach, KirchenthumbacherStr. 36	09645-8444
Hotel Obersee	92676 Eschenbach, Obersee 1	09645-8444
Russweiher Freizeitanlage	92676 Eschenbach, Großkotzenreuth	09645-1785
Gasthaus "Weißes Roß"	92676 Eschenbach, Marienplatz 34	09645/236
Gaststätte Hofmann	92676 Eschenbach, Großkotzenreuth 4	09645/434
Ferienwohnung Rettinger	92676 Eschenbach, Witzlhof 1	09645/6437
Russweiher Hotel	92676 Eschenbach, Grosskotzenreuth	09645-923030

VILSECK

Crystall Inn Hotel (On-post)	92249 Vilseck (Rose Barracks)	476-1700 or comm. 09662-83-1700
Gästehaus Turmhotel	92249 Vilseck, Herrengasse 8	09662-7090
Gasthof Hammer	92249 Vilseck, Vorstadt 1	09662-41210
Gasthof Roter Hahn	92249 Vilseck, Schlicht 36	09662-8124
Gasthof Ströll	92249 Vilseck, Schlicht 55	09662-6485
Haus Heidi	92249 Vilseck, Schlicht 186	09662-624
Hotel Angerer Turmhotel	92249 Vilseck, Marktplatz 4	09662-7090
Hotel Mühlenhof Pension Winkler	92249 Vilseck, Vilstalstr. 20	09662-41110

ERBENDORF

Hotel Steinwaldhaus	92681 Erbendorf, Pfaben 18	09682-9330
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KEMNATH

Hotel Zur Goldene Krone u. Weißes Roß	95478 Kemnath, Stadtplatz 26	09642-449
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WEIDEN

Gasthaus Bratwurstglöckerl	92637 Weiden, Körnerstr. 7	0961-32343
Gasthof Dagner	92637 Frauenrichter Str. 70	0961/22314
Gasthof Dieter Naber	92637 Weiden, Ackerstr. 20	0961-23816
Hotel Admira	92637 Weiden, Brenner-Schäffer-Str. 27	0961-48090
Hotel Advantage	92637 Weiden, Neustädter Str. 46	0961-389300
Hotel Europa	92637 Weiden, Frauenrichter Str. 173	0961-670710
Hotel Europa	92637 Weiden, Frauenrichter Str. 173	0961-25051
Hotel Post	92637 Weiden, Bahnhofstr. 23	0961-4703990
Hotel Weile	92637 Weiden, Bürgerm-Prechtl-Str. 24	0961-4817936
Hotel Weinhof Garni	92637 Weiden, Etzenrichter Str. 33	0961-43560
Hotel Zur Heimat	92637 Weiden, Dr.-Seeling-Str. 19-21	0961-482320
Hotel-Restaurant Stadtkrug	92637 Weiden, Wolframstr. 5	0961-3889-0
Klassik Hotel am Tor	92637 Weiden, Schlörplatz 1a	0961-47470
Pufke Hotel GmbH	92637 Weiden, Wolframstr. 6	
Spindler-Pächer GbR	92637 Weiden, Kirchenstr. 25	0961-46249
Stadthotel Josefi	92637 Weiden, Adolf-Kolping-Platz 2	0961-3904959
Wilhelm Zahner	92637 Weiden, Bavariastr. 4	0961-43378

AMBERG

Hotel Mercure	92224 Amberg, Schießstätteweg 10	09621-4830
Hotel Allee Parkhotel Maximilian	92224 Amberg, Pfalzgrafenring 1	09621-3300
Hotel Altstadt	92224 Amberg, Batteriegasse 2	09621-788230
Apartement Kö-Hotel	92224 Amberg, Regensburger Str. 4	09621-475717
Hotel Brunner	92224 Amberg, Batteriegasse 3	09621-4970
Drahthammer-Schloessl	92224 Amberg, Drahthammerstrasse 30	09621-7030

PARKSTEIN

Gasthof-Pension Parksteiner Hof	92711 Parkstein Basaltstr. 10	09602-4396
Hans Adam	92711 Parkstein, Marktplatz 21	09602-4634
Hotel Parksteiner Hof	92711 Parkstein Basaltstr. 10	09602-6383-0
Johann Melzner	92711 Parkstein Schwand 11	09602-5235

WEIHERHAMMER

Hotel-Gasthof Lohbachwinkel	92700 Weiherhammer, Bergstr. 2	09605-9150
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PRESSATH

Alois u. Thomas Kellner	92690 Pressath, Hauptstr. 12	09644-561
Gasthaus Schraml-Pöllmann	92690 Pressath, Hessenreuth 1	09644/442
Gasthof Hilpert	92690 Pressath, Hinter der Mauer 3	09644-453
Heining	92690 Pressath, Bahnhofstr. 38	09644-318

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Kahrmuehle	92690 Pressath, Kahrmuehle 1	09644-91376
<u>KIRCHENTHUMBACH</u>		
Dieter u. Gerda Paulus	91281 Kirchenthumbach, Metzenhof 7	09647/271
Hans Lindner	91281 Kirchenthumbach, Marktplatz 6	09647/260
<u>KULMAIN</u>		
Gasthof/Hotel Wiesend	95508 Kulmain, Hauptstrasse 15	09642-9300
<u>AUERBACH</u>		
Hotel Goldener Loewe	91275 Auerbach, Unterer Mark 9	09643-1765
<u>NEUSTADT a.d. WALDNAAB</u>		
Hotel-Gasthof Deutsche Eiche	92660 Neustadt a.d. Waldnaab, Untere Vorstdt 7	09602-3694
Hotel Am Hofgarten	92660 Neustadt a.d. Waldnaab, Knorrstr. 18	09602-9210
<u>FREIHUNG</u>		
Gasthof Glaser	92271 Freihung; Amberger Strasse 1	09646-234/235



Enclosure 6. Camp Aachen, Grafenwoehr

