

To: NATO School Oberammergau Mobile Education and Training Team (METT)  
E-Mail: [METT@natoschool.nato.int](mailto:METT@natoschool.nato.int)  
Tel: +49-8822-9481-2703

## METT REQUEST

Please sign the completed form electronically and submit via the Submit-Button or print it out, sign it manually and send per e-mail to METT

### REQUESTING ORGANISATION OR UNIT

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### METT TYPE

#### TYPE I: MODEL NATO SCHOOL OBERAMMERGAU (NSO) COURSE

If you want to request an off-site version of a course from the NSO's resident curriculum, enter the course number and/or course name as listed in the NSO's [Course Catalogue](#).

Course Name: \_\_\_\_\_

Course Code: \_\_\_\_\_

#### TYPE II: TAILORED COURSE

If you want to request a training programme tailored to a specific requirement, describe the overall educational goal of the event (e.g. to provide selected personnel with the basic knowledge required for service in our HQ's joint operational planning group) and the specific learning objectives from your overall goal) e.g. describe the NATO Operational Planning System in accordance with MC 133)

Goal:

Objectives:

### FAVOURED START DATES FOR THE TRAINING

Submitting a range of options will improve the chances that the NATO School Oberammergau will be able to support you.

1<sup>st</sup> choice: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_ 3<sup>rd</sup> choice: \_\_\_\_\_

### DESIRED LOCATION FOR THE TRAINING

Post Code: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_

### OVERALL PURPOSE OF THE TRAINING EVENT

|  |  |
|--|--|
| Preparation for NATO Operation                           | Date: _____                                  |
| Preparation for NRF rotation                             | Date: _____                                  |
| Job Description requirement for Professional Development | Current position _____ Future position _____ |

## TARGET AUDIENCE

Numbers: e.g. 20 to 25, Ranks in OR/OF range: e.g. OF-3 to OF-5, Positions: e.g. Joint Operational planning Group members

Number: \_\_\_\_\_ Ranks: \_\_\_\_\_

Positions: \_\_\_\_\_

## SPECIAL REQUIREMENTS

Describe any special requirements associated with your training event (e.g. all lectures will require simultaneous interpretation from the language of presentation into Arabic).

## POINT OF CONTACT TO COORDINATE EVENT DETAILS

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Rank: \_\_\_\_\_ Function: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## CERTIFICATION OF THE REQUESTOR

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Rank: \_\_\_\_\_ Function: \_\_\_\_\_

## CANCELLATION POLICY

NSO mobile courses are in high demand; therefore a late cancellation of the confirmed course significantly impacts NSO's ability to maximize training opportunities for the Alliance and results in a financial loss for NSO. Upon receipt of written confirmation from NSO that your course has been placed on the NSO calendar our cancellation fees apply as follows:

Outside of 6 month from course start date: 10 % of student tuition\* due

Inside of 6 month from course start date: 25 % of student tuition\* due

Inside of 6 weeks from course start date: 100 % of student tuition\* due

\* Student tuition fee is equal to € 400 per student, per week of instruction

Please sign the form to indicate that the data it contains is both official and accurate.

You can sign the form electronically and submit via the Submit-Button

or print it out, sign it manually and send per email to [METT@natoschool.nato.int](mailto:METT@natoschool.nato.int)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_