



## NATO SCHOOL STUDENT INFORMATION

Located in southern Germany, the NATO School Oberammergau (NSO) is NATO's premier facility for individual training and education at the operational level. The School conducts multinational programmes in direct support of current and developing operations, strategy, policy, doctrine and procedures for NATO. These programmes also include attendance by military and civilian personnel from many non-NATO nations.

To support the needs of the Alliance, the School's curriculum has grown from just two courses in 1953 to more than 110 different courses. The NSO provides courses of instruction in eight main disciplines: Intelligence; Cooperative Security; Joint Plans and Operations; Protection; Joint Targeting; Hybrid, Influence and Effects; Standards, Evaluation and Training; and Non-Commissioned Officer Programmes.

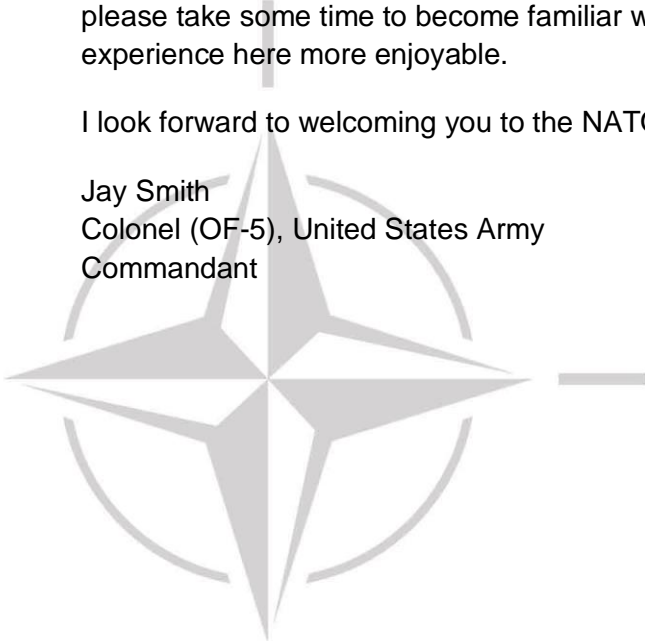
Since its founding, more than 200,000 officers, non-commissioned officers and civilians have graduated from our courses, primarily through resident programmes undertaken in Bavaria. Currently, nearly 10,000 students and conference attendees visit the School each year; however, an increasing number of personnel receive their training in courses from our Mobile Education Training Teams (METTs) and through Advanced Distributed Learning (ADL).

Although primarily focused on individual education, the School also supports collective training, exercises, experimentation and operations. Because of its convenient location and world-class facilities, NSO remains the destination of choice for many defence and security-related conferences and seminars.

I know that your attendance at the NSO will be among the most personally and professionally rewarding experiences of your career. I trust that you will take advantage of your time here to work with - and learn from - your fellow students, who represent the current and future leadership of their respective nations. I hope that you will make lasting friendships and I am sure that you will learn a great deal about the dynamic operational environment in which we all serve. Before you travel, please take some time to become familiar with the information in this handbook to help make your experience here more enjoyable.

I look forward to welcoming you to the NATO School Oberammergau.

Jay Smith  
Colonel (OF-5), United States Army  
Commandant



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## 1. PRE-ARRIVAL



1.1. Verify with your unit if you will have to pay tuition fees. Please ensure you plan ahead for payment if required. Certain NSO courses require a review of security clearance documentation. **Please see section 5 for specific instructions.** To review your course classification, please refer to the NSO course guide. Course classifications are noted in parenthesis after the course title.

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## 2. TRAVEL



2.1. You are required to make your own travel arrangements to and from the School. Please be aware that courses can be cancelled or course dates can be changed up to six weeks prior to the course beginning. Detailed instructions outlining transportation and directions to and from the NSO, for air, rail and road users, can be found within the Services section of the NSO website.

2.2 The NSO will provide bus transportation from the Oberammergau train station on Sunday afternoon. The shuttle meets all in-coming trains from 15:22-20:22 hrs. **There are no taxi services in Oberammergau. If you will arrive on the 21:19 train or later, unfortunately you will need to walk. You can also continue to Garmisch-Partenkirchen and take a taxi from there to Oberammergau.** Visit [www.bahn.de](http://www.bahn.de) for information and booking of your train journey to/from Oberammergau. There is no transportation coordinated by the NSO on Saturdays.

2.3 **Non-partner students**, there is a charge if you would like to take the shuttle bus from Munich airport to Oberammergau (Sunday 1300 & 1800hrs) and return to Munich airport (Friday 1300hrs). Fill in the Bus & Information Request form (attached to your confirmation email) and return it to Student Admin to be added to the list. You can prepay using the link in your confirmation email or with cash once at the NSO (Monday-Wednesday). One way is 25 EUR, round trip is 50 EUR. **Meeting point is in Terminal 2 in the arrivals section. Meet the driver at the fire hydrant in front of the "Deutsches Museum Shop."**

2.4 **Partner (Subsidized Students)** should take the NSO Sunday Shuttle bus from Munich Airport to NSO which departs at 13:00hrs and 18:00hrs. This shuttle is provided free of charge. Flights should be arranged to arrive in Munich one hour prior to the relevant shuttle departure to avoid any long wait at the airport. Flight details should be sent to Student Admin at [Studentadmin@natoschool.nato.int](mailto:Studentadmin@natoschool.nato.int) no later than ten days prior to travel in order to arrange booking of the appropriate shuttle bus.

2.5 **Partner (Subsidized Students)** Upon retrieving your luggage **proceed to the arrivals section in Terminal 2. The driver will be located at the fire hydrant in front of the "Deutsches Museum Shop."** Please note that only train fares will be reimbursed to subsidized students. Taxi use is not authorised, and will not be reimbursed. Costs for accommodations are reimbursed only when booked through NSO Billeting.

2.6 During the working week the NSO Bus will collect/return students at designated pick-up points at or near the Oberammergau hotels, pensions and apartments. A map was included in your registration email.

2.7 If you are driving your own vehicle, you can enter the barracks and park your vehicle in the first parking lot on the right in the middle of the hill or take the first left and park in the large lot at the end of the road (see map on page 9). There are limited spots so please make use of our free daily shuttle. A map and timings will be provided to you upon registration.

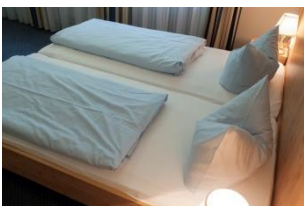
2.8 **PLEASE BE AWARE OF THE GERMAN REGULATIONS** concerning the use of winter tires. Winter tires are recommended for the month of October through April. German law doesn't actually set any time limits, but it does clearly state that under icy conditions you must not drive without snow tires on your vehicle. Fines (and the potential loss of insurance cover) could apply if you do not adhere to the regulations.

2.9 Most of the courses finish on a Friday. Do not plan to depart from the NSO earlier than 12:30hrs or plan your departing flight from Munich before 17:00hrs. There is transportation available to take you to Munich International Airport on Fridays leaving the NATO Recreation Centre at 13:00hrs with an approximate arrival time of 15:00hrs. To be added to the list, fill in the Bus & Information Request form and return it to Student Admin. You can prepay using the link in your confirmation email or pay with cash in person (Monday-Wednesday).

***Disclaimer: Please note that the arrival time for the shuttle to Munich International Airport is an estimated one. Neither the NSO nor our contracted shuttle service provider can be held liable for unforeseen delays.***

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### 3. ACCOMMODATION



3.1. **PLEASE NO CASH PAYMENTS FOR LODGING.** We strongly encourage the use of credit card payments for the cost of lodging. The NATO School Lodge (NSL) has accommodation for up to 65 students reserved on a first-come-first-served basis. You are encouraged to make your reservations through the NSL, even if you are staying in accommodation in Oberammergau village.

**Benefits of NSL booking service.** The NATO School Lodge billeting service is available to assist guests of the NATO School Oberammergau and accompanying family members. By partnering with local area hotels, guest houses and apartments, the billeting team is able to accommodate a range of comfort levels and budgets. Additionally, many hotels offer special offers or discounts to guests of the NSO. Simply indicate on the Joining Report your preferences and the NSO billeting staff will be happy to assist you with reservations before, during, and after your business with the NSO.

**Billeting Reservation Office contact and hours of operation:**

Monday-Thursday 0800-1700hrs and Friday 0800-1500hrs

+49 8822 9481 6286 [billeting@natoschool.nato.int](mailto:billeting@natoschool.nato.int)

3.2. For more information please visit our website:

<https://www.natoschool.nato.int/Services/Accommodation/Reservation-Services>

3.3. Statement of Non-Availability (not applicable to subsidised Students). With the exception of members of the German military and obligated civilians, there is no duty accommodation (subsidised or free-of-charge) located on the NSO campus.

The School will only issue statements of non-availability when all of the following conditions are met:

- At the time of the traveller's lodging request there are no rooms available in the Lodge.
- The national travel policy of the respective official traveller lists the NSL as an available lodging facility.
- The official traveller requests in advance a lodging reservation through the NSL reservation system.

3.4. German military staff and obligated civilian employees must adhere to national travel policies, which recognise the barrack rooms in the adjacent BiZBw as acceptable lodging. The BiZBw Barracks Commander is the issuing authority for German statements of non-availability and has delegated the signature authority to the School, Chief Engineer CJ-4. If all of the following conditions are met, statements of non-availability will be issued (if requested by the Student):

- At the time of lodging request there are no rooms available in the transient billets within the BiZBw.
- The official traveller requests, in advance, a lodging reservation through the NSL reservation system.

3.5. United Kingdom and Netherlands travellers: National non-availability certificates are available at student administration and are to be requested no later than the Wednesday of the course week.

3.6. Late Arrivals. Students planning to arrive at the Lodge after 21:00hrs are required to inform reception of their late arrival. All reservations are subject to cancellation after 21:00hrs.

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## 4. ARRIVAL PROCESS



**UPON ARRIVAL AT THE NSO GATE YOU WILL BE ASKED TO PRODUCE A PHOTOGRAPHIC IDENTITY CARD. FAILURE TO PRODUCE ID WILL RESULT IN REFUSED ENTRY TO THE NSO COMPOUND. IN PROCESSING WILL TAKE PLACE IN YOUR CLASSROOM.**

4.1. If you are unable to arrive by the specified reporting time, you are to telephone both the NSO Student Administration and the NATO

School Lodge (if you are billeted there) before 12:00hrs on the Friday prior to the course.

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## 5. SECURITY



### 5.1. NATO NATION MILITARY & CIVILIAN PERSONNEL

All students attending courses classified NATO CONFIDENTIAL and above are required to verify their clearance by providing a Confirmation of the existence of the individual's Personal Security Clearance (PSCC) prior to attendance. The procedures that apply to a Confirmation of Personal Security Clearance are as follows:

The requirement and procedures for a Confirmation of Personal Security Clearance may be found in Directive on Personnel Security, AC/35-D/2000-REV8, Appendix 2, Annex 1.

The PSCC shall be issued by NATO civil or military bodies, National Security Agencies or the Security Authority (HQ Security Officer/Divisional Security Officer) from the sending unit.

The PSCC shall be sent prior to attendance at the NSO to: [StudentPSCC.NSO@natoschool.nato.int](mailto:StudentPSCC.NSO@natoschool.nato.int) NLT 14 days before the start of the course. The PSCC will then be reviewed by the CJ2 Security office. If the Confirmation is classified NATO RESTRICTED or has any additional marking such as PERSONAL, IN CONFIDENCE, etc., the Confirmation must be emailed on the NATO SECRET WAN to [NSOREGISTRY@nso.nato.int](mailto:NSOREGISTRY@nso.nato.int) who will forward it to the Student PSCC email box. In all cases, the message should include the student details - name, rank, course number, course date.

All PSCC shall also be hand carried for inspection at NSO during in processing. It must contain the original or digital signature of the Security HQSO or DSO.

### NON-NATO MILITARY & CIVILIAN PERSONNEL

Non-NATO students attending classified courses via the NNE approval process are also required to provide a Confirmation of Personal Security Clearance in advance using the format found in Directive on Personnel Security, AC/35-D/2000-REV8, Annex 1, Appendix 2.

Sending Units are to ensure the Confirmation is completed in full, signed by the Unit/HQ Security Officer and endorsed with an official stamp. It should be sent by email to [StudentPSCC.NSO@natoschool.nato.int](mailto:StudentPSCC.NSO@natoschool.nato.int)

Students should also bring the Confirmation by hand.

**5.2. Photography is generally strictly forbidden. There are three photo points assigned at the NSO, where private photos**

**can be taken (location will be briefed at the beginning of the course).**

5.3. Mobile devices such as laptops, tablets, mobile phones and smart watches are prohibited in any classroom or syndicate room designated as a Class I/II Security Area!

If you must complete an **Online module, Pre-Reading & Pre-Course** assignment and you have to use the **NSO LMS** during your course, you have to bring your own device (BYOD) for use during the course. Please review the information provided by your course director to see if this is required. If this is the case, students are permitted to take their mobile device into the designated classroom / syndicate room (NOT into a CLASS I / II Area) for this purpose only. Once completed, the mobile device must be stored in the lockers provided (switched off). The table below summarises the mobile device policy.

| Area                     | Course Classification | Lesson Classification | Use of BYOD for LMS           | Use of NSO Tablet |
|--------------------------|-----------------------|-----------------------|-------------------------------|-------------------|
| Class I/II Areas (CR/SR) | Any                   | Any                   | Not authorized                | Not authorized    |
| CR/SR (Not Class I/II)   | NR                    | NR                    | Not authorized                | Not authorized    |
| CR/SR (Not Class I/II)   | NR                    | NU                    | Authorized for NU period only | Authorized        |
| CR/SR (Not Class I/II)   | NU                    | NU                    | Authorized                    | Authorized        |

Figure 2: BYOD areas of use.

Due to the limited storage areas for **laptops and tablets** it is recommended to not to bring these larger personal devices into the School.

5.4. Briefcases (or similar) are permitted but must be labelled with the owner's name and Unit. Bags must not be left unattended and no personal belongings may be left in NSO overnight.

5.5. All personnel entering NATO School Oberammergau are subject to random checks including inside briefcases or any bags.

5.6. If carrying classified material to NSO, you are required to inform the Classified Registry prior to arrival. Please include your name, identification number, day and time of arrival. Please use the NS WAN email address for the Classified Registry as above.

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## 6. TUITION FEES



6.1. Tuition fees shall be paid at Student Administration Mondays and Tuesdays 11:30-13:30hrs. The payable tuition fee for your course is stated on the confirmation message. The fee may be paid in one of two ways:

- Nations/headquarters may prepay course seats on a quarterly basis. This method can be arranged through direct coordination with the School's Budget & Finance Office.

- All other students must pay in cash (Euro) or by any credit card listed below while attending their course. A receipt for the tuition fee will be provided to use for travel voucher submissions.

6.2. Please check with your unit before departing for your course to ascertain whether you have to make an on-site payment of your tuition fees.

6.3. The following credit and debit cards are currently accepted for payment: Euro card, VISA, MasterCard, American Express, and EC Cash. Please be aware that you will be charged in Euros based on the daily currency exchange rate.

6.4. There are no facilities at or near the School to provide military financial assistance or support. There is an automatic teller machine (ATM) located at the NATO Recreation Centre, but you must make prior arrangements for sufficient funds to defray all expenses while at the School. The currency used in all NSO facilities is the EURO.

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## 7. DIGITAL BADGING



7.1. In addition to the traditional course certificate for graduates, NSO offers a digital badge for selected courses.

7.2. Digital badges are validated indicators of accomplishment helping you to promote your credentials and achievements to potential employers, colleagues and your field of expertise. This enables you to share credentials on your social media accounts such as LinkedIn, Facebook and Twitter, via email or embedded in a personal website providing a high level of credibility and transparency.

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## 8. THE WORKING WEEK



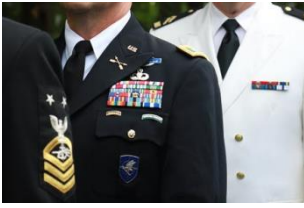
**EACH DAY, UPON ARRIVAL AT THE NSO, YOU WILL BE ASKED TO PRODUCE YOUR STUDENT PASS AND A PHOTOGRAPHIC IDENTITY CARD. FAILURE TO PRODUCE ID WILL RESULT IN REFUSED ENTRY TO THE NSO COMPOUND.**

8.1. The NSO working day is  
Monday - Thursday 08:00 - 17:00hrs;  
Fridays 08:00 - 12:00hrs.  
Ensure you are at the designated classroom promptly to start the academic programme.

8.2. Classes are conducted on national holidays unless otherwise stated.

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## 9. DRESS CODE



9.1. All military students are required to wear normal working dress or Combat/Camouflage Uniform; **Class A Uniform is not required.**

9.2. The NSO Campus and adjoining Bundeswehr Business School are no-hat, no-salute areas. However, when transiting from outside the barracks to/from accommodation, all military students are to wear the appropriate military headdress.

9.3. Military students, when in uniform, are to transit direct to/from barracks and their accommodation. Students ARE NOT to wear uniform whilst shopping, dining or socializing down town.

9.4. The Dress Code for non-military students and guest speakers is Business Casual, comprising a sleeved shirt and trousers, with or without jacket and tie, with equivalent attire for ladies.

9.5. There are no dress-down days during the NSO working week.

**JEANS, T-SHIRTS, SHORTS, SPORTS SHOES (OR SIMILAR) ARE NOT ACCEPTABLE FORMS OF DRESS.**

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## 10. NATO RECREATIONAL CENTRE (NRC)



Students and their family members are welcome to use the NRC. Family members wishing to visit without their sponsor must bring valid identification. Children under the age of 7 must be accompanied by an adult at all times. There is a brief at the NRC every Monday at 1015hrs for student's family members that would like to use the facilities.

10.1. Fitness Room. Please bring your own towel when using the fitness room. It is possible to change, shower and to lock your valuables. The fitness room is accessible 24/7 with your plastic student badge.

10.2. The library offers a wide variety of magazines, books, CDs, videos and DVDs. Internet is available at no charge.

10.3. Play video games (PlayStation/X-box), billiard, air hockey and kicker or just watch a movie in the Game Room.

10.4. Always accompany your children to the Kid's Corner with various toys for infants up to the age of four.

10.5. Do you like indoor cycling, or just want to hit the punch bag or actually want to play the piano? Please have a look in the Multi-Purpose Room.

10.6. You can hire outdoor equipment such as skis, snow boards and bicycles.

10.7. The NRC also offers an outdoor playground and a multi-purpose court. Contact the NRC reception for full details.

## 11. VOUCHERS FOR NSO CAFETERIAS



- Unlimited coffee and non-bottled soft drinks for one course week: EUR 20,00.
- Buffet lunch voucher for Monday to Friday: EUR 50,00.
- Single lunch voucher: EUR 10,50.
- Purchase vouchers at the NSO Cafeteria in Building 615.

## 12. FACILITIES



### Information for students of the NATO School Oberammergau:

The in processing takes place in building 616.  
Please use car park P3,  
parking area P1 is also available as an alternative parking space.

### NATO Recreation Centre (NRC)

Aufackerstrasse 18  
82487 Oberammergau - Germany  
Tel.: +49-8822-9481-3101/3102  
Email: [ALL\\_NRC@natoschool.nato.int](mailto:ALL_NRC@natoschool.nato.int)

|                  |                             |
|------------------|-----------------------------|
| <b>Mon</b>       | 0900-1300hrs & 1400-1700hrs |
| <b>Tues</b>      | 0900-1200 & 1400-1800hrs    |
| <b>Wed</b>       | 0900-1300hrs                |
| <b>Thurs</b>     | 0900-1200 & 1400-1800hrs    |
| <b>Fri</b>       | 0900-1300hrs                |
| <b>Sat – Sun</b> | CLOSED                      |

### NATO School Lodge (NSL)

Am Anger 3  
82487 Oberammergau - Germany

Tel.: +49-8822-9481-6286

Fax: +49-8822-9171-6286 (Fax.)

Email: [billeting@natoschool.nato.int](mailto:billeting@natoschool.nato.int)

**NATO SCHOOL Oberammergau**

Am Rainenbichl 54

82487 Oberammergau - Germany

Email: [studentadmin@natoschool.nato.int](mailto:studentadmin@natoschool.nato.int) Tel.: +49-8822-9481-4477