



NATO COMMUNICATIONS AND INFORMATION ACADEMY

2023 NCI ACADEMY, THE HAGUE - STUDENT INFORMATION PACKAGE

Located in Oude Waalsdorperweg 61, 2597 AK in The Hague, Netherlands. The NCI ACADEMY building provides world class education and training for NATO, in C4ISR and Cyber.

The NCI Academy is responsible for the delivery of NATO approved education and training to NATO, the Nations, International Organisations, and Partners. The NCI Academy provides individual and collective training on NATO Communications and Information Systems (C&I), including AMDC2, supports the Military Training and Exercise Programme (MTEP), and provides assistance to NATO and National Commands in preparing for NATO operations. It also provides Education and Training (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 The Hague, Netherlands, as well as Agency courses held in Mons, Belgium and Oeiras, Portugal.

LOCATION

The civil address for the NCI Academy, The Hague is:

NCI Academy
Oude Waalsdorperweg 61
2597 AK The Hague
The Netherlands

On Google Maps: **52°06'34.2"N 4°19'28.1"W**

1. WELCOME

Welcome to the NATO Communications and Information (NCI) Academy in The Hague, Netherlands. This introduction intends to guide you through the transit arrangements and arrival process.



Before arrival, all students accepted on our courses should be aware of the course objectives and prerequisites and have confirmed with their Training Coordinators that they satisfy the prerequisites as defined in the course description. Once your Training Coordinator has confirmed that you meet the operational requirements of your course, your unit Security Officer is required to send either the **Badge Number of your AMIS ID Card or a NATO Personnel Security Clearance Confirmation (PSCC)** (sample annexed at the end of these joining instructions). **If you are joining from a Partner or Non-NATO Nation you are also required to send a copy of your personal identification (National ID Card and/or Passport)** that you must present when you arrive at the Academy Security team. For questions, please contact nci.academy.delivery@ncia.nato.int

Original or copies of **Personnel Security Clearance Certificates (PSCCs)** are **NOT** to be sent. Documents are requested a minimum of two weeks in advance of the start date of the course / event you are attending, all PSCC should be sent directly to our security office thehague.security@ncia.nato.int from your National Security Agency (NSA) or Unit Security Officer (USO).

2. YOUR ARRIVAL



What happens on your first day?

The in-processing takes place on the morning of the first day of training. It starts at the main gate with the identification checking with secondary checking and badge issuing (if necessary). Your classes are scheduled to start at 0900hrs, students are encouraged to be at the gate at 0830hrs.

COVID-19 Latest Update

Notwithstanding the increase in vaccinations globally, the NCI Academy will continue to adhere to a robust set of protocols put in-place to protect students, visitors, and staff from COVID-19. The adherence to routine handwashing, wearing of non-medical masks, maintenance of social distancing when possible, and daily temperature checks on entry to the NCI Academy in The Hague are measures that remain in effect. The initial entry requirements to the NCI Academy in The Hague are aligned to Host Nation requirements for travellers from other countries, with ready references being the [Netherlands governmental COVID-19 webpage](#).

What do you need to bring?

Please bring your NATO ID card (if applicable), Passport or National equivalent. Holders of AMIS card badge will be requested to exchange their badge at the reception desk for “non-escorted” badges when a classroom is located in Class I or Class II, (Admin zones do not require a security pass to be issued.). You will need to show your identification/badge to the guards at the main entrance; when leaving and entering the campus. On the day of arrival, during the in-processing, a security badge will be issued to you for the duration of your stay (if required). Students are also advised to be in possession of a NATO Travel Order (NTO) when travelling and produce that document should they be stopped and questioned by the authorities.

Course Information:

All our courses start at 09.00 hours. Lunch breaks will be from 12.00 till 13.00 hours.

All full day courses will finish around 16.30 – 17.00 hours. Please ensure that your flights are booked later in the afternoon to avoid conflicts with the course schedule.

If for any reason you are expecting any delays, please report this immediately to NCI Academy Learning Coordination and Support Branch; nci.academy.delivery@ncia.nato.int

3. SECURITY



All visitors are required to report to the Reception desk daily to produce their access badge and a form of ID, unless they possess an AMIS badge that is added to our Access Control System (NCIA only). All the other attendees will in-process on the morning of the first day of training at the main gate with the identification checking. Your classes are scheduled to start at 0900hrs, so students should be at the gate by 0830hrs.

On the arrival day and during the ‘in-processing’, a student badge will be issued to you for access to the building and classroom (where necessary). This badge should also be accompanied by your national/NATO identification to confirm identity.

Please bring your NATO ID card, or national equivalent; e.g. Passport. Holders of AMIS card badge will be requested to exchange their badge at the reception desk for “non-escorted” badge.

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

- Exercise vigilance when in public places, or using public transportation.
- **Do Not** wear military uniform in the area.
- 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 one you can call free in all European countries, if you need urgent help (medical, fire and police).

4. IT, MOBILE DEVICES AND PHOTO RESTRICTIONS



PHOTOGRAPHY IS STRICTLY FORBIDDEN WITH A CAMERA, MOBILE PHONE OR ANY OTHER DEVICE.

Visitors who wish to bring electronic equipment into the NCI Agency building, must complete the Equipment Media Pass Form (35/D-1042 that applies to all NATO locations). This form should

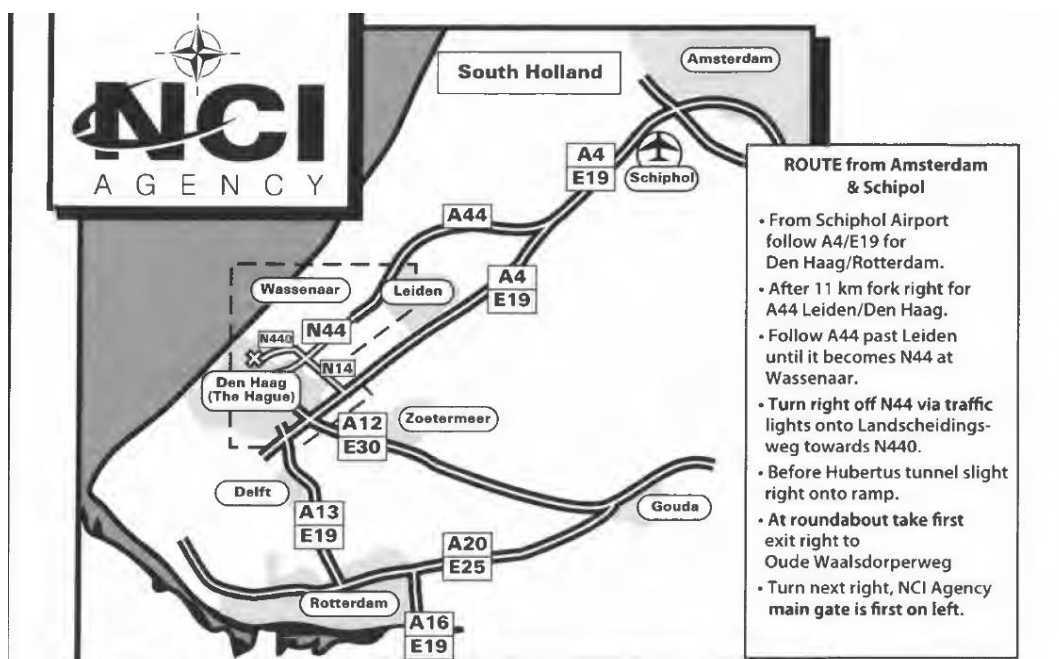
be hand carried along with the equipment and will be signed off by the NCI Agency guards during the check-in procedure.

5. TRANSPORTATION



Transport from Airport to Hotels:

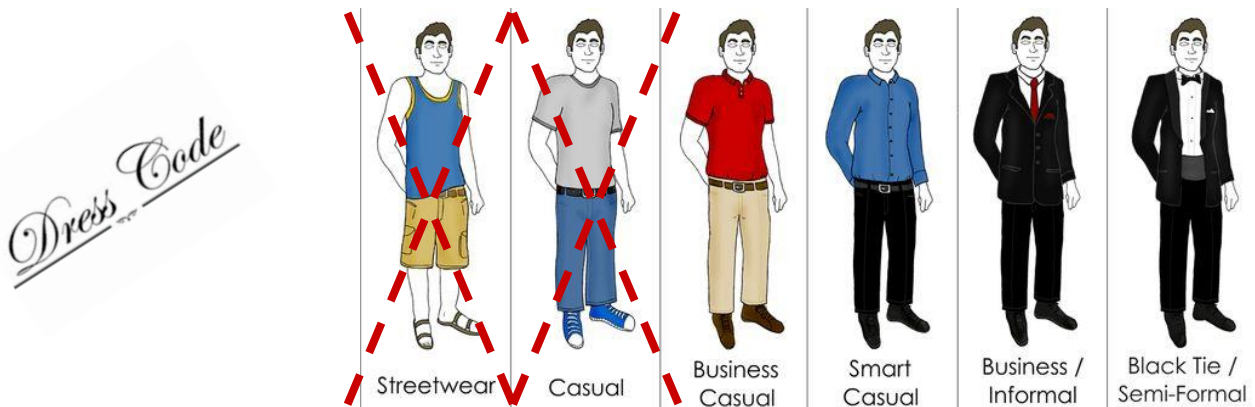
<https://9292.nl/en> is a popular travel tool to schedule travel between airports and hotels etc, There are arranged shuttle buses between NCI Agency The Hague building and some hotels, dependant on which hotel is booked. Please be aware, if travelling via car (personal or hire) there is no visitor parking available on campus.





6. DRESS CODES

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 and you will be requested to change should you attend training in this way. This remains in place for all students whilst at the NCI Academy.

Please note:

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

- Some courses require students to conduct physical activities that are not conducive to wearing business casual clothing. Your instructor will advise you if an exception to the dress code will be authorised during these activities.

7. ACCOMMODATION

Reservations made through the links/instructions below will allow and guarantee preferential NATO rates including breakfast, WiFi and/or shuttle service and/or parking. In addition, these agreements include cancellation policies more flexible than the commercial offers.

Be aware that other promotions offered by the hotel or other booking sites such as [booking.com](#) will offer DIFFERENT policies regarding; cancellations/breakfast/shuttle availability, etc.

Please book directly via the "Book Room" buttons for the hotel of your choice. You will then receive a confirmation email directly from the hotel.

Hotel	Address	Bookings	Distance from RGF HQ
SKOTEL (Training hotel)	Zwolsestraat 189 2587 TZ Scheveningen	Telephone: +31 (0) 70 355 2800 Book room	3 km
THE HAGUE MARRIOTT	Johan de Wittlaan 30, 2517 JR The Hague NL	Telephone: +31 (0) 70 352 5354 Book here	3.9 km
HILTON THE HAGUE	Zeestraat 35, 2518 AA The Hague	Telephone: +31 (0) 707107000 Book room	4 km

8. PERSONAL BAGS AND LUGGAGE



Visitors are not permitted to bring personal luggage into the NCI Agency The Hague Building.

A storage facility is available on the Agency's car park. NCI Agency is not liable for any loss, damage or theft of personal belongings.

9. MESS, BAR, AND CAFETERIA



There is a dining facility on-site, offering hot and cold food options, as well as hot and cold beverages, payment must be made in EUR or via Credit/Debit Card.

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. (COVID restrictions for use of the gym are currently in place with restricted access/use).

11. SMOKING



Smoking is only permitted in the designated smoking areas of the compound. **Smoking is strictly forbidden inside any building.**

12. ATM MACHINE



For the withdrawal of cash there is an Automatic Teller Machine (ATM) located at the shopping parade (not onsite). The currency used in all facilities is **EURO**.

13. MEDICAL FACILITIES



Medical facilities at The Hague are limited and therefore it is recommended that EU visitors travelling to The Hague are reminded to bring their EU Health Care card where applicable. This should negate any difficulties and unforeseen costs when seeking medical support in The Netherlands. For those travelling without EU Health care membership, it is advisable you make alternative arrangements such as private healthcare insurance etc.



NATO UNCLASSIFIED

APPENDIX 2
ANNEX 1
AC/35-D/2000-REV8

PERSONNEL SECURITY CLEARANCE CONFIRMATION

1. Confirmation is hereby given that:

Surname:

Forename(s) (as shown on Passport/ID):

Date of Birth (DD/MM/YYYY):

Place of Birth:

Nationality:

has been granted a Personnel Security Clearance by the Government of:

in accordance with current NATO regulations, including the Security Annex to C-M(64)39 in the case of ATOMAL information, and is therefore declared suitable to be entrusted with information classified up to and including the level of:

Remarks: Purpose:

Duration: From: To:

2. The validity of this confirmation will expire no later than (DD/MM/YYYY):

3. Confirming Authority (NSA/DSA/other competent security authority):

Name:

Site Security Office, NCI Agency The Hague

Phone Number: +31 (0) 70 374 3613

Email: TheHague.SecurityAssistants@ncia.nato.int

Date: (DD/MM/YYYY)

Signature/Stamp

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