

BID AND ALLOCATION PROCEDURES

1. General

- a. Bids: In March of each year the NSO, in close coordination with HQ SACT, will publish the Programme for Bids and call for estimates of bids (figures only) to be received by mid-July.
- b. Primary Allocation (PA): In August of each year the NSO, in close coordination with HQ SACT, will conduct the PA Working Group. Prioritization of PAs for each course shall take into account the status and needs of Invited Countries, the Membership Action Plan, NATO Response Force training, and Military Cooperation countries.
- c. PA Message: In September of each year the NSO, in close coordination with HQ SACT, will inform all HQs/agencies of the PA. The Military Cooperation Division (MCD) will inform the non-NATO nations.
- d. Cancellation of Allocations: Not later than six weeks prior to the course starting dates, HQs and agencies must notify NSO if they do not intend to fill their PA. Financial obligations are incurred if course allocations are not cancelled by six weeks prior to course start and the NSO does not have a request by another customer to fill that slot.
- e. Re-Allocations: The NSO is authorised to re-allocate quotas with the objective that the primary allocation is met and shortfalls are reduced. For HQ SACT students, HQ SACT's Staff Training Branch will co-ordinate re-allocations.

2. NATO School Point of Contact Responsibilities

- a. A NSO Point of Contact (POC) is the designated representative to a particular MoD, agency, or command for all Bid, Allocation, and Joining Report Issues for the NSO.
- b. Bids POCs will receive the Programme for Bids from the NSO in March of each year. The Programme for Bids will contain the approved Academic Calendar for the upcoming year, all POIs (Section 1 and 2 only), and will provide specific instructions to the POCs for the Bidding Process. Upon receipt of the Program for Bids the POC will distribute the Program for Bids to all subordinate commands/agencies. In June/early July the POC will consolidate all Bids for their respective command/agency and will consolidate all Bids into a single submission to the NSO in July.
- c. Primary Allocations: Upon receipt of all Bids, NSO in conjunction with HQ SACT will conduct the Primary Allocations Conference. The Primary Allocations

Conference will determine, based on Bids received and ACT/ACO command priorities, the number of Primary Allocations each MoD, agency, or command will receive for every course iteration. After the Primary Allocation Conference, the NSO will publish the Primary Allocations in September and will send this information to all POCs.

d. Additional Allocations: POCs may request additional allocations for particular course iterations at any time before the course begins. POCs will request additional allocations via message fax or email through the NSO Student Allocations Representative (Student Administration) Office. Additional allocations will be granted if available. If there are no allocations available, the request can be placed on a waiting list if the POC so desires. The NSO Student Administration office will confirm the status of requested additional reallocated positions by fax or email. Financial obligation for the tuition assigned to the allocation will be incurred by the MoD/Agency upon receipt of the request and NASO confirmation of the reallocation.

e. Confirmation/Turn-Back of Allocations

(1) POCs may turn-back assigned allocations that will not be used at any time up to six weeks before a course starts without any financial obligation. Within six weeks before a course starts, MoDs/Agencies are financially responsible for all allocations not turned-back.

(2) If the NSO does not receive notification that an allocation is turned-back, the allocation is assumed to be confirmed. MoDs/Agencies are released from financial obligation for an allocation when confirmation of cancellation is received from the NSO that the allocation was turned-back at least six weeks prior to the course start date.

(3) "Late Turn-Backs" are allocations cancelled within six weeks before a course starts. For "Late Turn-Backs" these allocations will be offered to other MODs/Agencies. If the turned back allocation can not be reallocated, the MoD/Agency which turned-back the allocation remains financially obligated for the tuition for that particular allocation. If the allocation is given to another MoD/Agency, the MoD/Agency which turned-back the allocation is relieved of financial obligation for the allocation. The Student Administration office will only accept faxes or emails for confirmation of turned-back allocations.

f. Joining Reports

(1) POCs will manage all Joining Reports for their MOD/Agency. Joining Reports are one-page reports that are sent to the NSO for every student that will attend a course at the School. The Joining Report provides all information about the student necessary to facilitate their attendance at the course. The NSO will send the latest Joining Report format to all POCs with the Primary Allocations message or as changes to the Joining Report occur.

(2) In order for the NSO to complete administrative arrangements for students

before their arrival, the Joining Report must reach the NSO Student Administration not later than six weeks prior to the course start date.

(3) Before a Joining Report is sent to the NSO, the POC will verify all information on the Joining Report is complete and accurate. The Joining Report should be sent to the NSO by the POC. Once the Joining Report is sent to the NSO, the Joining Report is a certification by the submitting authority that the student meets all student criteria as outlined in the POI for the course. In particular, submission of a Joining report certifies that student has the proper NATO Security Clearance and the "Need to Know" (Note: Student security clearances will be checked at NSO during in-processing). Inclusion of student NATO security clearance on Joining Report is not sufficient for access to courses classified NATO Confidential or higher. During in-processing all students attending courses classified NATO CONFIDENTIAL or higher, must have their NATO (not national) security clearance in their possession. The security clearance must be either a copy of the Personal Security Clearance Certificate with the original signature of the security authorities or a security clearance confirmation document ("Certificate of Personal Security Clearance") with the original signature of the security authorities. Students can send a security clearance verification message from their security officer to the NSO via NS WAN address: NSO Registry (Attn: STAR).

(4) Joining Reports will normally be classified as "NATO/PfP UNCLASSIFIED" and can be sent via normal fax or email to the NSO Student Administration. For General or Flag Officers who are considered at risk, it may be prudent to classify the Joining Report "NATO/PfP RESTRICTED". Restricted Joining Reports for General or Flag Officers only may be transmitted via NS WAN (mailing address: NSO Registry (Attn: STAR)).

g. Confirmation Message: When a student's attendance for a course has been confirmed (normally within 24 hours of receiving the Joining Report) the NSO Student Administration will send a confirmation message to the student or to the student and POC. Students not receiving this NSO confirmation two weeks prior to the course start date should call the NSO Student Administration. The confirmation message is only a confirmation that the student is registered for the course and does not confirm billeting arrangements. Instructions for arranging billeting are included in the confirmation message.

h. Requests for Waivers of Prerequisites:

- (1) The basic prerequisites for attending courses at NSO as described in detail in individual course POIs are;
- Assignment
 - Rank
 - Language proficiency
 - Other requirements as appropriate like previous knowledge etc.

- NATO security clearance

(2) Students attending courses at NSO must meet the specified prerequisites. The POC is responsible for verifying that individual students meet all pre-requisites for courses. When students do not meet all pre-requisites, the POC will submit a request for waiver of the prerequisite to NSO Student Administration at least six weeks prior to the start of the course. The reasons for the request for a waiver must be described in detail and will be judged on a case-by-case basis. NSO will coordinate a request for waiver with the respective Course Director and the NSO Dean of Academics. The approved/disapproved waiver will be forwarded by NSO Student Administration to the respective POC for the MOD/Agency. Waivers will not be granted for the security prerequisite.

(3) Authority to grant a waiver rests with the NSO Dean of Academics.

3. Allocation of Student Seats to Non-NATO Nations

a. Routine Situation:

(1) By the end of March every year, NSO will issue the Programme for Bids/approved Academic Calendar (AC) to the MCD who in turn will distribute it to all non-NATO customers. The Programme will contain all the necessary course information and funding details.

(2) By 01 July every year, non-NATO nations will forward their bids to the MCD.

(3) In August of each year, the NSO, in close coordination with HQ SACT and SHAPE will execute the PA. The PA will contain the table of allocated, funded and non-funded seats per nation, plus a number of additional non-funded "open seats" available. The PA will be approved by ACOS JETE and then released by the NSO to all customers. The MCD will distribute the information to all Partner Nations and other non-NATO nations.

(4) HQ SACT may allocate additional seats to non-NATO Nations, if requested, in co-ordination with the NSO.

b. Requests after Dispatch of PA:

(1) Procedures for Partner Nations that receive student subsidisation or tuition support by HQ SACT will be detailed in a separate document.

(2) The MCD will be the only authority to allocate additional seats when subsidisation is involved.