



**SUPREME HEADQUARTERS ALLIED POWERS
EUROPE**

**GRAND QUARTIER GÉNÉRAL DES PUISSANCES ALLIÉES
EN EUROPE**

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Our Ref: SHA/STREN/INE/COM/2019

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Date: 23 April 2019

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TO: See Distribution

**SUBJECT: WELCOME TO THE INFRASTRUCTURE ASSESSMENT COURSE –
13-17 MAY 2019, INGOLSTADT, GERMANY**

1. The SHAPE Infrastructure and Engineering Division would like to welcome you to the 2019 Infrastructure Assessment Course, hosted by the Military Engineer Centre of Excellence (MILENG CoE) from 13-17 May 2019 in Ingolstadt, Germany. This Infrastructure Assessment course provides an excellent opportunity to further develop an area that yields benefits across the Military Engineering community and the wider NCS and NFS.

2. This Infrastructure Assessment Course has evolved over the past two years from the foundation established by Allied Land Command (LANDCOM). Initially in 2017 the course was coordinated by LANDCOM, hosted by MILENG CoE, and instructed by the 170 Infrastructure Support Engineer Group UK. The following year in 2018, LANDCOM continued their partnership with MILENG CoE but took-on the instruction of the course in-house, with course content largely based upon LANDCOM Directive 080-20, Infrastructure Assessment for Land Operations. We would be remiss to thank LCol Brian Trager and the rest of the LANDCOM team for the effort invested in this program over those two years.

3. For 2019, the Infrastructure Assessment Course has again evolved as the NCS works to elevate the Infrastructure Assessment methodology across the NATO Command Structure, from tactical to strategic, and incorporate its use into the Operational Planning Process. The foundation for this course will be based upon the currently draft **ACO Directive for Infrastructure Assessment** which is in the final stages of approval at SHAPE. An advance copy can be provided 1-week from course start by request to the SHAPE POC listed below.

4. The target audience for this course are Military Engineers associated with Infrastructure, Plans, and Intel. The intent is to provide these individuals with a general understanding of infrastructure and the role it plays in the Operational Planning Process and Execution cycles. At the course conclusion, each student should be able to conduct basic infrastructure assessments producing related products to support their organization.

5. Administrative Instructions are enclosed. The Course POC is:

OF-3 Gregory WARD, USA-AF
Tel (NCN): 423-1395 or 0032-6544-4065
E-mail (NU or NS): gregory.ward@shape.nato.int

6. We look forward to seeing you in Ingolstadt to engage in this important area. As always, we appreciate your feedback and partnership in continuing to advance the MILENG community.



Bert KEIJ
Colonel, NLD-A
SHAPE ACOS I&E

ENCLOSURE:

1. Administrative Instructions

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Course Attendees
MILENG CoE Director

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Infrastructure Assessment Course

ADMINISTRATIVE INSTRUCTIONS

Dated, 03 April 2019

1. **General.** The MILENG CoE will host the Infrastructure Assessment Course over the period **13 - 17 May 2019**, in Building 8 in the Pionierkaserne in Manching Straße 1 – 85053 Ingolstadt, Germany (Annex A).
2. **Attendance.**
 - a. Students are expected to arrive for the Infrastructure Assessment Course (Building 8 – See Annex A) at 0730 hrs on 13 May 2019. The course will end on 17 May 2019 at 1200 hrs.
 - b. **Registration.** All attendees are requested to register for the course using the online registration available through the MILENG CoE website www.milengcoe.org (log-in required).
3. **Transportation.**
 - a. **Arrival by Air.** The recommended airport is Munich (MUC). The Airport Shuttle Bus, Ingolstadt Express - X 109 - departs every 60 min from the Airport to Ingolstadt ZOB (Central Bus Station). Travel time is approx. 60 minutes. The ticket price is €25.00 one-way and €40.00 for a return ticket (see Annex B).

The MILENG CoE is **unable** to provide transportation from the ZOB to your accommodation.
 - b. **Arrival by train.** Ingolstadt can also be reached by Deutsche Bahn (German railways) ICE train or regional trains. All information related to train connections and schedules can be found at <http://www.bahn.de>

The MILENG CoE is **unable** to provide transportation from the railway station to your accommodation.
 - c. **Arrival by car.** Leave the Autobahn A9 at Exit 62 INGOSTADT SÜD and then follow directions to Ingolstadt. The barracks main gate is approximately 400m from the highway on the right (Manching Straße 1).

Course participants' cars are allowed to park only in the designated area.
 - d. **During the event.** MILENG CoE will not provide any transportation support.
4. **Accommodation.**

- a. The MILENG COE makes every opportunity to house the students in the barracks. Military accommodation may be available on request. The room rate is approx. €14.00 for single room (breakfast not included which can be taken in the All Ranks Mess hall, pay as you go). Towels and soap are not provided. Please annotate the registration form accordingly. Military accommodation is limited to maximum capacity of 25 rooms. When this limit is reached, MILENG COE will deny any possibility for the students to apply for military accommodation during the registration process, therefore they should look for alternative accommodation. The room key will be available in the key box at Building 8 entrance (code: 85053#).
- b. As an alternative, the recommended hotel is ENSO Hotel (www.enso-hotel.de) located just 10 minutes walking distance from the barracks (Pionierkaserne in Manchingerstrasse 1). The MILENG COE has negotiated lower room rates for the participants (a single room for €96 and a double room for €119). Participants are asked to book their own accommodation rooms directly with the hotel using the booking form (see Annex C) not later than **30th APR 2019**. The booking should not be done until you have received confirmation from MILENG CoE that you have received course acceptance. The booking reference is "MILENG INFRA COURSE".
- c. Military accommodation will only be available 12 - 17 MAY 2019 inclusive. Rooms must be vacated on the morning of 17th MAY 2019 (the final day of the course) to allow preparation for the subsequent NATO Military Environmental Protection Practices and Procedures Course (NMEPPPC).
- e. Students who on completion of the Infrastructure Assessment Course are attending NMEPPPC will not be required to vacate their rooms.

5. Social Events.

- a. **Ice Breaker.** There will be an Ice-Breaker at the Casino, in the barracks, on 13th MAY 2019.
- b. **Non-hosted Dinner.** On 15th MAY 2019 (1900-2200 hrs), there will be an informal dinner in Ingolstadt. Further details will be provided on 13th MAY 2019.
- c. **Spouse program.** There will be no spouse program organized by MILENG COE.

6. **Dress.** Dress throughout the course will be BDU. Dress for the dinner is smart casual.

7. **Information Folder.** During in-processing an information folder/welcome package will be provided to the attendees containing the final agenda, as well as other general information.

8. Funding

- a. **Fees.** The registration fee for the course is **€5** per attendee which covers the cost of coffee, refreshments, and office supplies. The costs for the Ice-Breaker will be **€10**.

- b. All fees will be collected, in cash or by all major credit cards (American Express not accepted), during the in-processing on the first day.
 - c. Students are responsible for funding their travel, accommodation and meals. Students must pay their own hotel bills directly to the hotel (Credit Cards accepted), upon departure.
 - d. **Currency.** The currency in Germany is the Euro. Students are recommended to change currency at the airport or at local banks. All major credit cards are accepted in the hotel, but not in every restaurant.
9. **Meals.** Lunches during the course period will be served in the Mess Hall, located within the barracks, on a pay-as-you-go basis (cash only – € 3,30 per lunch).
10. **Visas.** Students from countries other than NATO or EU will have to take appropriate action through their own national authorities to obtain a visa to Germany.
11. **Electricity.** Voltage in Germany is 220/240 volts. If bringing a laptop, students are reminded to bring suitable “worldwide” adapters with them.
12. **IT.** The classroom is equipped with computer and projection facilities. Wi-Fi will be available in Building 8 on request for a maximum of 2 devices. The rooms in the barracks only have cable network.
13. **MILENG CoE Point of contact:** The point of contact for the course registration is:

OR-9 Frits VUGTEVEEN
Tel number: 0049-841-886600-5301
Mobile: 0049-1525-464-1317
e-mail: tesa@milengcoe.org

Annex:

Annex A – Hotel Booking Form.

Enso Hotel Booking Form

The Arena 1, 85053 Ingolstadt

Please complete this form and send it DIRECTLY to the hotel NLT 30 APR 2019Enso Hotel Fax: + 49(0)841 88559-100 – Email: info@enso-hotel.de

Past this date, all reservations will be processed upon availability, rate may change.

Event Code :	MILENG INFRA COURSE
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Personal Information:			
Family Name:			
First Name:			
Complete Address:			
City:	Country:	Nationality:	
Telephone:		Fax:	
E-mail:			
Arrival Date:		Departure Date:	
Payment Information:			
<i>Accommodation will not be confirmed unless one of the payment methods listed below is used to guarantee your reservation.</i>			
<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card	<input type="checkbox"/> American Express	<input type="checkbox"/> Bank Transfer
Credit Card Number:		Expiration Date:	
Card Holder's Name:			
Enso Hotel:			
<input type="checkbox"/> Single Room	96,00 EUR (breakfast + Wireless Internet included)		
<input type="checkbox"/> Double Room	119,00 EUR (breakfast + Wireless Internet included)		
Cancellation Policy:			
See conditions at Enso Hotel-homepage			

Date: -----