

Please keep the following information in mind. Note that many headquarters use custom templates that are outlined in the Standard Operating Procedure (SOP) of the specific unit or headquarters you are assigned to. However, this sample template will provide you with guidance on how to format an Annex W and its corresponding appendixes.

CIVIL-MILITARY COOPERATION

REFERENCES:

- A. OPCODE XXX
- B. UNSCR XXX
- C. In total, the Documents you are referring to.

1. **SITUATION**

The information should cover all the necessary details that CIMIC staff and subordinate commands need to know about the CIMIC function and CIMIC staff function. It extracts the planning elements and tasks of the Commander that lead to the CIMIC Concept.

a. **General**

While incorporating information from other annexes, the General Situation should reflect all civil aspects applicable, or potentially applicable to the force. Further details can be left to App 1 (Civil Assessment).

b. **Assumptions**

Assumptions are used in planning when there are issues that commanders and their staff cannot control. They are used instead of unknown facts, without which planning cannot proceed. Assumptions will continue to apply throughout the planning process until they are verified as facts or discarded. They must have certain characteristics and be continually reassessed for validity.

c. **Military Contribution to an End State**

If the End-State requires a dedicated civil-military contribution, it will be incorporated into the COM's overall objectives and recalled in this paragraph.

d. **CIMIC Objectives**

CIMIC objectives are established to support the attainment of the end-state. They are derived from the primary bodies or the main list of objectives in Annex A, for specific CIMIC purposes. Any CIMIC activity, or a group of activities, is designed to meet a specific CIMIC objective.

e. **Restraints and constraints**

Restraints identify those activities that must not be undertaken. Constraints identify those activities that must be done. Any Restraint or Constraint impacting upon potential CIMIC activities should be identified.

f. **Assigned Tasks**

The tasks assigned to you will be clearly outlined in the directive provided by your superior commander.

d. **Implied Tasks**

Implied tasks are not explicitly assigned, but they must be performed to achieve the mission. These tasks are determined by applying the preceding analysis process, making them more specific and consistent with the overall operation.

d. **CIMIC Concept and Lines of CIMIC activities**

The CIMIC Concept serves as a unified and synchronized framework for all CIMIC activities throughout the force, at every level and across the JOA. It aids in accomplishing the overall mission. The concept should not be overly restrictive and impede effective responses to the dynamic situation. It's advisable to avoid specifying particular tasks.

The lines of CIMIC activity are the description of the CIMIC activity in the operation.

2. **MISSION.** Overall Mission statement taken from the Main Body of the OpOrder.

3. **EXECUTION.**

a. **Commander' s Intent in CIMIC**

What is the Commander's intent that must be accomplished through CIMIC functions.

b. **Phasing**

The phases of the CIMIC concept of an operation will usually follow those of the OPLAN's main body. For guideline purposes, the stages for a CIMIC concept have been designated as generic tasks that might include:

- (1) Phase 1 Deployment.
- (2) Sub-Phase 1B. From G to G+35.
- (3) Phase 2 Implementation. From G+36 to G+...)
- (4) Phase 3 Handover. From G+... to G+365)

c. **Tasks.**

(1) Deployment (Pre-Phase 1A) from G-20 to G-1

(a) Explicit CIMIC tasks for Units

(2) Deployment (Pre-Phase 1B) from G to G+35

(a) Explicit CIMIC tasks for Units

(3) Implementation (Phase 2 from G+36 to G+...)

(a) Explicit CIMIC tasks for Units

(4) Handover (Phase 3 from G+... to G+365)

(a) Explicit CIMIC tasks for Units

d. **Coordinating instructions**

Coordinating instructions not specified in the main body, or affecting only subordinate commands performing CIMIC function.

(1) CIMIC structure: see Appendix 2.

(2) Liaison matrix: See Appendix 3

(3) CIMIC Sites of Significance.

(a) See Appendix 4 CIMIC Sites of Significance.

This document is a living document and will be revised when new sites are reported by subordinate formations/units.

(b) Additional sensitive sites identified are to be reported through chain of command immediately after identification.

(4) Reporting

4. **SERVICE SUPPORT.** See Main Body.

5. **COMMAND AND SIGNAL.** See Main Body.

APPENDIXES:

1. Civil Assessment
2. CIMIC structure
3. Liaison Matrix (see APPENDIX 3 TO ANNEX B)
4. CIMIC sites of significance
5. Key Civil Organisations

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