



# Joint Civil



# Information Management



## TACTICAL HANDBOOK

April 2011



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## **Publication Information Page**

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### **EXTRA FEATURE:**

**Open back cover for access to critical items**

**Appendix A - Checklist and Standards**

**Appendix B - Civil Data Collection Forms**

## Important Information

Throughout the Collection Handbook the following symbols are used to highlight important information:



**NOTE:** Good techniques or procedures



**CAUTION:** Situation that requires a decision or additional action



**WARNING:** Potential adverse impact to mission

Throughout the Collection Handbook, the **PACCT** acronym highlights imperative collection principles:

Collect Civil Data for a **P**URPOSE

Collect **A**CCURATE civil data

Collect **C**OMplete civil data

Don't over-**C**LASSIFY civil data

Report civil data in a **T**IMELY manner

## 1.0 Background Information

- 1.1 Handbook Purpose
- 1.2 Handbook Scope
- 1.3 Handbook Audience
- 1.4 Joint CIM Process
- 1.5 Collecting Civil Data
- 1.6 Prerequisites for Collecting Civil Data
- 1.7 Principles for Collecting Civil Data



## ***1.0 Background Information***

### **1.1 Handbook Purpose**

The Joint Civil Information Management Tactical Handbook is designed to provide joint procedures and standardized formats for the collection and reporting of civil data to support the Joint Force Commander planning and execution of operations. The publication consolidates the Services' best tactics, techniques and procedures.

### **1.2 Handbook Scope**

The Joint Civil Information Management Tactical Handbook is applicable to all of the civil functional areas and sectors that comprise the civil operating environment across the full range of military operations.

The handbook is non-system specific. The manual procedures and forms contained here-in are to be treated as a base-line standard. Organizations equipped with any of the several available automated collection systems may need to apply additional techniques to account for the capability of their system.

### **1.3 Handbook Audience**

The Joint Civil Information Management Tactical Handbook is intended for use by any organization with the responsibility to collect and report civil data in support of joint force planning and execution. Users include, but are not limited to tactical collectors, such as civil affairs teams, maritime civil affairs teams, civil liaison teams, provincial reconstruction teams, human terrain teams, engineers, military information support operations (MISO), maneuver forces, special operations forces, US interagency, and partner nations.

### 1.4 Joint-Civil Information Management (CIM) Process

The joint-CIM process standardizes actions that collectors already execute to manage civil information. Standardization enables collectors to train to the same standard and provides leaders the ability to prioritize efforts and manage expectations among stakeholders resulting in a clear vision of the civil environment for the commander.

Joint-CIM is the process whereby civil information is collected, consolidated in a central information system, and shared with the supported elements, higher headquarters, other US Government and Department of Defense (DOD) Agencies, international organizations, and non-governmental organizations (NGO).

#### Joint-CIM is a six-step process:

**Planning** - The process begins with planning. Planning develops plans to collect, consolidate and share. The plan to collect considers what data and information are necessary. The plan to consolidate informs how the collected data will be organized. The plan to share identifies what to share, and with whom.

**Collection** - This is a tested procedure that provides civil data to support the joint force commander's civil information requirements.

**Consolidation** - This is a tested procedure for collating and processing data to produce civil information to support planning, analysis and sharing.

**Analysis** - This activity is situational assessment, sensemaking and projection. It supports the development of products requested by the joint force command.



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## Background Information

**Production** - This activity organizes, based on requirements, analyzed civil information, event logs, status trackers, etc. into products that satisfy requirements.

**Sharing** - This is a tested procedure that supports the external and internal exchange of information to increase joint force commander and stakeholder situational awareness and situational understanding.

The joint civil information management process is executed at all echelons of war (tactical through strategic). Each step of the process is emphasized differently by echelon and organization. At the tactical level, efforts are focused on collection and sharing with consolidation and analysis being a secondary effort. While tactical collectors do perform all six of the JCIM Process Steps, the Tactical Handbook was written to specifically address collecting and sharing of civil data.

Civil information managed through the process is developed from data with relation to several mnemonics and the District Stability Framework (DSF):

<b>SWEAT-MSO</b>	<b>ASCOPE</b>	<b>PMESII</b>	<b>DSF</b>
<u>S</u> anitation	<u>A</u> reas	<u>P</u> olitical	Problems?
<u>W</u> ater	<u>S</u> tructures	<u>M</u> ilitary	Causes?
<u>E</u> lectricity	<u>C</u> apabilities	<u>E</u> conomic	Solutions?
<u>A</u> cademics	<u>O</u> rganizations	<u>S</u> ocial	Priorities?
<u>T</u> ransportation	<u>P</u> eople	<u>I</u> nfrastructure	
<u>M</u> edical	<u>E</u> vents	<u>I</u> nformation	
<u>S</u> afety		Systems	
<u>O</u> ther			

### 1.5 Collecting Civil Data

Complete, accurate, and timely collection of operationally relevant civil data is necessary for a reliable representation of the civil components of the operating environment. The ability to visualize and understand the civil components of the operating environment is a critical component of the commander's military decision making process.

The joint force collects relevant civil data in three ways:

**Information Search:** Collecting data and information from the internet, printed media, or other civilian or military sources. This collection type is viewed as indirect collection. Information search might use data mining.



**Civil Reconnaissance:** Planned collection of focused and coordinated information by direct observation and evaluation of the operating environment.



**Civil Engagements:** Activity to engage one or more individuals in dialogue or cultural exchange. It is a participatory interaction, such as key leader engagement (KLE), mass engagement, and surveys between the collecting unit and the indigenous populations and institutions (IPI) in the operating environment.



**NOTE: Use of information search, civil reconnaissance, and civil engagement should be synchronized into a collection plan.**

### 1.6 Prerequisites for Collecting Civil Data

Civil data collection immediately follows planning in the joint-CIM process. Collection is triggered by a collection requirement tasking.

Operations planning provides the purpose, direction, and authority for civil data collection to ensure that complete, accurate, timely and operationally relevant civil data is available to supported elements, higher headquarters, other US Government and DOD Agencies, international organizations, and NGOs.

Prior to collecting civil data, ensure that your collection requirement tasking includes the following guidance:

**Purpose:** What is the data being collected to support? Some examples are:

- Populate a civil common operating picture (COP) layer (e.g. utilities).
- Initial Facility Assessment (e.g. Hospital)
- District Stability Assessment (e.g. Community Problems)
- Project Status (update to already on-hand civil data.)



**CAUTION:** If your collection tasking does not include a clear purpose - send a request for information (RFI) to the tasking authority to get it.



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## ***Background Information***

**Direction:** What civil data is required to satisfy the purpose?

- Blocks and data fields (tear lines) from the civil data forms
- Additional data types (photos, audio, hard copy records)
- Date and time that civil data is required



**CAUTION: If your collection tasking does not include direction on what data is required (or not required) - send an RFI to the tasking authority to get it.**

**Necessary Authority:** Do you have the required authority to collect the data (civil engagements and reconnaissance)?

- Countries under the Title 22 authority (US Embassy) regulate all official communication with the host nation representatives
- Such engagements may require coordination through the political advisor (POLAD) and or the point of contact (POC) within the US Mission



**CAUTION: If your collection tasking involves civil engagement of an official nature at the operational or strategic level ensure that authority for the engagement is coordinated through the POLAD with the US Embassy.**

## **1.7 Principles for Collecting Civil Data**

The civil data that you collect will either enable analysts, staffs and the commander to make decisions – or – it will unnecessarily risk lives and consume disproportionate amounts of organizational energy for useless information in terms of informing decision making.

Remember and apply these principles when collecting civil data:

Collect Civil Data for a  **PURPOSE**

Collect  **ACCURATE** civil data

Collect  **COMPLETE** civil data

Don't over-  **CLASSIFY** civil data

Report civil data in a  **TIMELY** manner

Procedures throughout the handbook will be labeled with these color coded letters to indicate linkage to the collection principle.

## ***2.0 Information Search Procedures***

**2.1 Background**

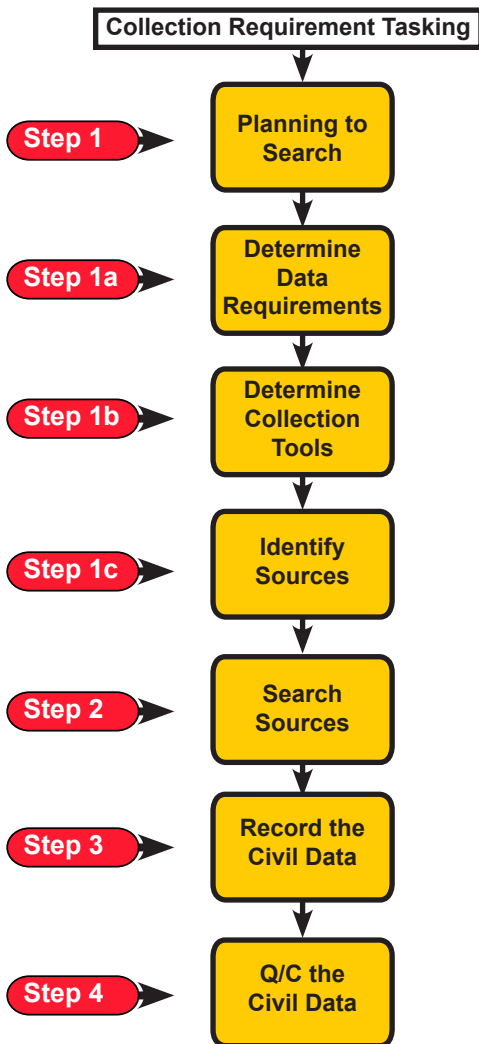
**2.2 Considerations**

**2.3 Procedures**

**2.4 Best Practices**



## 2.0 Information Search Procedures



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## 2.0 Information Search Procedures

### 2.1 Information Search Background

Information search is a four-step procedure that involves the collection of civil data or civil information from existing sources. These sources are those that have already collected and consolidated civil data. These sources include the internet, other civilian and military partners, as well as reports, assessments and other knowledge products that are in electronic or written form. Information search is more heavily used at the battalion level and higher, while CR and CE are relied upon more at the lower echelons.

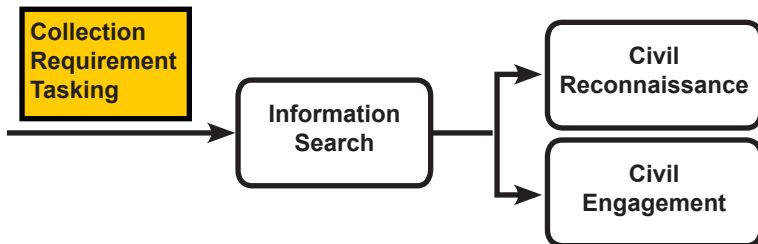
Information search is a crucial part of civil data collection in that it can be a very efficient way to satisfy information requirements. Information search also helps to determine what civil data needs to be collected through the more resource intensive, and potentially higher risk, direct collection procedures for civil reconnaissance and civil engagement.



**NOTE: As a general rule, data collectors should exhaust all existing sources before conducting direct collection.**



**NOTE: Throughout the J-CIM Tactical Handbook, the term “information” generically refers to data, information, knowledge, and understanding unless otherwise specified.**



### 2.2 Information Search Considerations

There are several considerations associated with data collected through information search. These are important to collecting complete and accurate civil data. These considerations are:

**Reliability & Credibility:** Sources of information have varying degrees of reliability in the accuracy of their data. Sources from within the US Government can be assumed reliable. However, the reliability of all source civil data must be assessed.

**Currency:** Evaluate source data to determine how current the data is. Physical, social and other civil data identified in information search are subject to change over time. Civil information managers should establish currency guidelines.

**Source Documentation:** All civil data collected through the information search must document the source. Source documentation enables analysts and other users to assess the source, if required. This is especially important in instances when the reliability of the source is questionable. Techniques for documenting open internet sources can be found in FM 2-22.9 Appendix I.

**Data Formats:** Standardized data fields and formats enable more efficient consolidation of data and enable analysts and other stakeholders to effectively absorb the desired data. All of this facilitates aggregating data into an echelon appropriate operational view.

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## 2.0 Information Search Procedures

### 2.3 Information Search Procedures

Information search is a four-step procedure:

#### STEP 1: Planning to Search

The following steps are used to build mission specific tasks that are executed in conjunction with developing Concept of Operation (CONOP) procedures.

#### STEP 1a: Determine Data Requirements

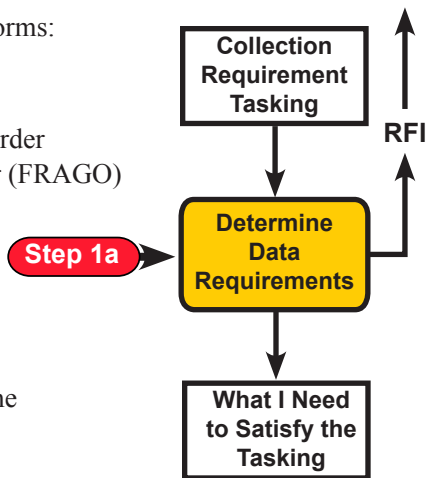
- Review tasker and identify data requirements.

Collection taskings can take several forms:

- Verbal Directive
- Specified task in operations order (OPORD)/ fragmentary order (FRAGO)
- Collection Matrix
- Recurring Requirements
- Data Shortfalls

**P** : From the tasking determine the purpose for the data.

- Purpose can provide implied requirements



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## 2.0 Information Search Procedures



: From the tasking, identify all directed media requirements (Means of Conveyance):

- Form and appropriate tear line
- Photo and Video
- Audio
- Digital Files and Records
- Hard Copy Documents



**CAUTION: If your collection tasking does not include Purpose and Direction, send an RFI to the tasking authority.**



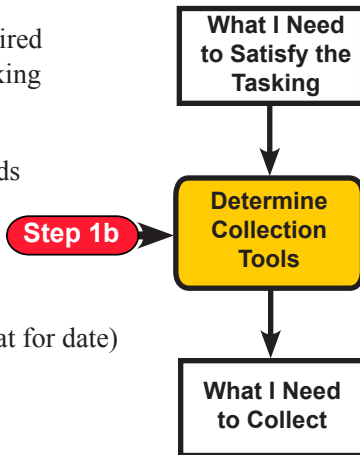
### STEP 1b: Determine Appropriate Collection Tools

Identify the appropriate civil data collection form(s) in Appendix B.

- One or several forms may be required depending on the scope of the tasking

**C** : Identify all the required data fields on the collection form(s).

**A** : Identify and familiarize yourself with the data standards (e.g. format for date) within each required data field.



**NOTE:** The standardized data format specified for each data field is one component of data accuracy – the other being accuracy of the data itself.



**CAUTION:** If you are using an automated collection tool refer to the system's tactics, techniques, and procedures (TTP) to identify data field and data format requirements. Use Appendix B to complement any system specific shortfalls.

### STEP 1c: Identify Sources

- ❑ Consider but do not limit potential sources to the following organizations:

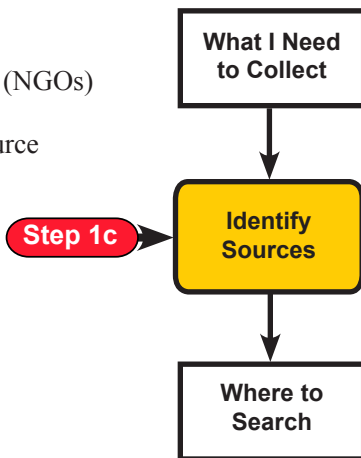
- Adjacent US Military Headquarters
- Adjacent Combined Forces
- US Interagency Partners
- Partner Nation Agencies
- Non-Governmental Organizations (NGOs)

- ❑ Consider but do not limit potential source documents to the following:

- Situation Reports
- Staff Estimates
- Intelligence Updates
- Sectarian Reports
- Law Enforcement Reports
- Media Reports
- Scholarly Literature
- Internet Search Results

- ❑ Prioritize sources to search:

**T** : Distribute search requirements among available personnel.



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## 2.0 Information Search Procedures

### STEP 2: Search the Source for the Required Civil Data

Determine how to query the source organization.

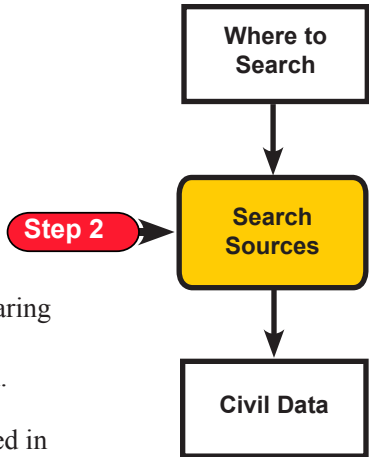
- Telephone
- Email
- On-Line Collaboration
- Internet Search
- Liaison

**T** : For repetitive data search and sharing relationships, establish standard procedures with the organization.

**C** : Search for all data fields contained in the forms and tools identified in STEP 1b.

Upon locating required civil data, record the source as follows.

- Non-internet sources: Record the person or organization, title, publication or posting date, and retrieval date
- Internet site: Record the author or organization, title, publication or posting date, retrieval date, and uniform resource locator (URL) of the information



### STEP 3: Record Civil Data on the Data Collection Form

Prepare a digital or paper copy of the collection form.

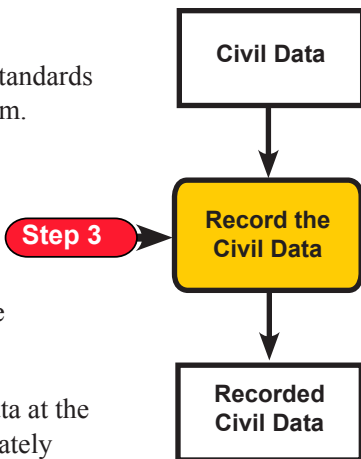
**C** : Complete the required fields on the selected data collection form.

**A & T** : Follow the data format standards in the data collection form.

**NOTE:** Following the data format standards makes data consolidation more efficient.

Append supporting documents to the data collection form.

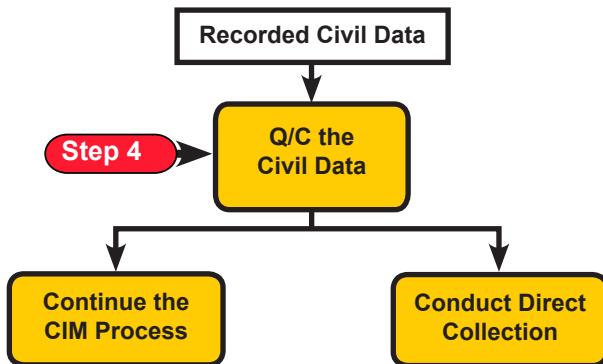
**C** : Maintain classification of civil data at the lowest level authorized. Appropriately marking unclassified data is critical to meet the principle of accessibility.



Classification and caveat is assigned IAW Executive Order (EO) 13526, Classified National Security Information; EO 13556, Controlled Unclassified Information; Department of Defense Instruction (DODI) 5200.01, Department of Defense (DOD) Information Security (INFOSEC) Program and Protection of Sensitive Compartmented Information (SCI); DOD 5200.1-PH, Guide to Marking Classified Documents; DOD 5200.1-R, INFOSEC Program; DODD 5205.02, DOD Operations Security (OPSEC) Program; DOD Manual 5205.02-M, DOD OPSEC Program Manual; and Directive-Type Memorandum, Security Classification Marking Instructions.

### STEP 4: Quality Check (Q/C) the Recorded Civil Data

- C** : Verify that all available, and required civil data is collected from the source.
- Verify that all supporting documents are appended to the data collection form.
- Verify that the source is correctly documented.
- A** : Verify that all recorded data is in accordance with the data formats specified in the data collection form.
- Verify that data collected fulfills requirements in the collection plan.



### 2.4 Information Search Best Practices

The following provides best practices for data collection via information search. They are the result of lessons learned from deployed units as well as from input by subject matter experts (SME).

When Planning to Search, answering the following questions provides a framework for achieving success:

- (1) What do we need to know?
- (2) How are we going to collect it?
- (3) Who needs the information and when is it needed?
- (4) How are we going to get it there?

Maintain a list of useful, trusted internet sources. Modify the list as organizations enter and leave the operational area. Annex A of the Joint CIM User's Guide provides a list of unclassified internet sources.

Be aware of what types of data are maintained by your mission partners. Develop a search strategy and/or plan with the partnering stakeholders' CIM SME. Coordinate standing procedures for how to share civil data.

Save a complete back-up copy of files and record the location of source material to ensure availability.



**NOTE: Users must adhere to a standard operating procedure for meta-tags, references and naming conventions.**

When conducting the Relief-in-Place / Transfer of Authority (RIP/TOA) it is critical to review and acquire all of the civil data and all relevant area of operation (AO) information prior to the transfer of authority. Capturing relevant civil data during RIP/TOA ensures continuity of effort which is critical to mission success. RIP/TOA checklist Appendix A contains a list of items for transfer during RIP/TOA.

## ***3.0 Civil Reconnaissance Procedures***

**3.1 Background**

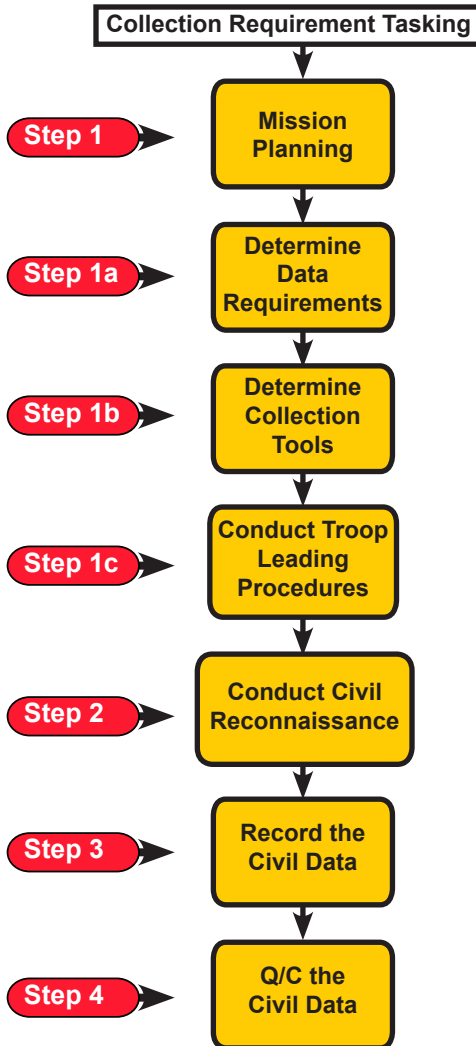
**3.2 Considerations**

**3.3 Procedures**

**3.4 Best Practices**



### 3.0 Civil Reconnaissance Procedures





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## 3.0 Civil Reconnaissance Procedures

### 3.1 Civil Reconnaissance Background

Civil reconnaissance is a four-step procedure that involves the collection of civil data directly from the operating environment. Civil reconnaissance is the targeted, planned, and coordinated observation and evaluation of the civil population and the physical aspects of the civil operating environment.

Civil reconnaissance is normally conducted concurrent with civil engagement.

### 3.2 Civil Reconnaissance Considerations

There are three primary considerations associated with civil Reconnaissance: integration, timeliness and opportunity collection.

**(1) Integration:** Multiple capabilities within the joint force are collecting data on aspects of the civil operating environment. These include civil affairs (CA) teams, engineers, medical teams, maneuver forces and many others.

**(2) Timeliness:** Civil reconnaissance is subject to affects of friendly and threat operations as well as the environment.



**NOTE: Planning civil reconnaissance to meet the reporting timelines should take into account uncontrolled operational and environmental factors.**

**(3) Opportunity Collection:** Occurs when friendly forces moving through the operational environment come upon aspects of the physical environment that are of interest and/or meet standing information requirements. Be prepared to collect civil data to standard during such unplanned collection opportunities. A pre-mission information search should provide enough social background information about the operating environment and its people that guide actions upon encountering these situations.

### 3.3 Civil Reconnaissance Procedures

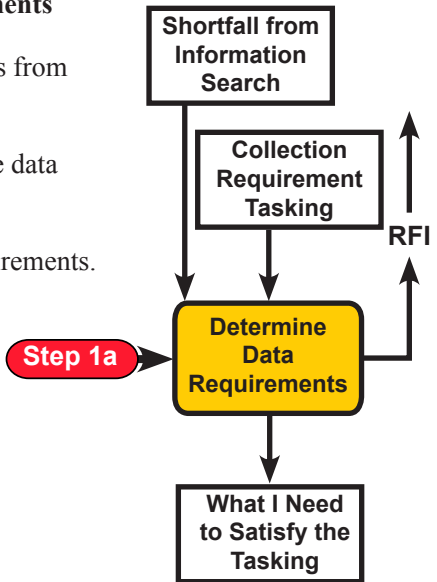
Civil reconnaissance is a four-step procedure.

#### STEP 1: Mission Planning

The following steps are used to build mission-specific tasks.

##### STEP 1a: Determine Data Requirements

- Determine the data requirements from the directed collection tasking.
- P** : Determine the purpose for the data from tasking.
- Identify all directed media requirements.



**CAUTION:** If your collection tasking does not include purpose and direction, send an RFI to the tasking authority.

### STEP 1b: Determine Appropriate Collection Tools

- Identify the appropriate civil data collection form in appendix B.
  - One or several forms may be required depending on the scope of the tasking
- Gather any other required material and references (e.g. measuring tools).

**C** : Identify all the required data fields on the collection form.

**A** : Identify and familiarize yourself with the data standards within each required data field.

**Step 1b**



**NOTE:** Standardized data formats specified for each data field is one component of data accuracy; the other is accuracy of the data itself.



**CAUTION:** If you are using an automated collection tool refer to the system's TTP to identify data field and data format requirements. Use Appendix B to complement any system specific shortfalls.

## STEP 1c: Conduct Troop Leading Procedures (TLP)

Develop understanding of the collection environment:

- Social Considerations
- Recent Friendly Actions
- Recent Threat Actions
- Risk Assessment

Plan and coordinate the mission with J3:

- Routes
- Security
- Communications
- Emergency Procedures

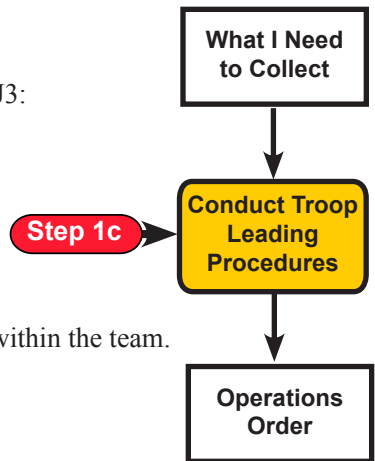
**C** : Assign collection responsibilities within the team.

- Audio Recordings / Note taking
- Photographs
- Collection Forms and Automated Tools
- Translation

Issue the order.

**A & T** : Rehearse the mission to include the collection and handling of data.

Conduct pre-reconnaissance checks.



## STEP 2: Conduct Civil Reconnaissance for the Required Civil Data

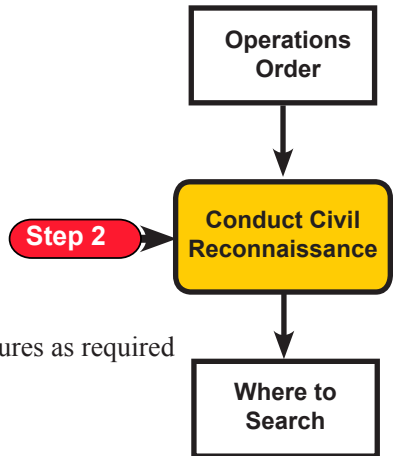
**C & A** : Search for data in all data fields identified in STEP 1b., using appropriate collection tools as required.

**C** : Collect all ancillary civil data.

- Photos and Video
- Audio
- Digital Files and Records
- Hard Copy Documents

Create opportunities to interact with the local civilians.

- Execute civil engagement procedures as required



**WARNING:** Social considerations may preclude use of automated collection tools. Be prepared to manually record all data.

### STEP 3: Record Civil Data on the Data Collection Form

Prepare a digital or paper copy of the data collection form.

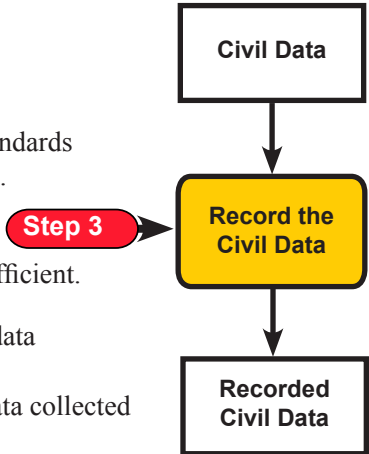
**C** : Complete all required fields on the selected data collection form.

**A & T** : Follow the data format standards in the data collection form.

**NOTE:** Following the data format standards makes data consolidation more efficient.

- Append supporting documents to the data collection form.
- Create a .pdf file for all hard copy data collected if a computer is available

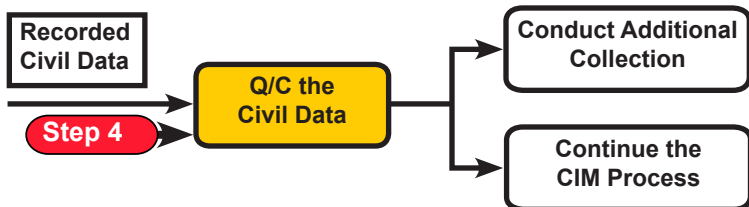
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#### STEP 4: Q/C the Recorded Civil Data

- C** : Verify that all available, relevant civil data is collected from the reconnaissance objective.
- A** : Verify that all recorded data is in accordance with the data formats specified in the data collection form.
- A** : Verify translations are accurate when possible.
- Verify that data collected fulfills requirements in the data collection plan.
- Verify that all required supporting documents is appended to the data collection form.
  - Ensure compliance with file naming conventions



### 3.4 Civil Reconnaissance Best Practices

The following provides best practices for data collection via civil reconnaissance.

**Mission Planning:** Answer the questions identified in the following Table.

Seq #	Planning question	Search, Collection, Research activity
1	What do we need to know?	query, question
2	How are we going to collect it?	design
3	Who needs the information and by when?	deliverable
4	How are we going to get it there?	field, format & distribution

**Collecting Atmospheric:** When collecting data throughout the reconnaissance route, it is important to note abnormalities in social behavior in relation to the local populace. (e.g. As you enter a village you've been to before you see children leave the area around you. You recognize this is a change from previous missions at this location so it should be noted.)

**Manually recording civil data:** The advantage of manually recording civil data is that it requires minimal note taking skills and has no requirement for the technical training required for an automated collection tool. Annex B of the complete Joint CIM User's Guide contains 8.5 x 11 versions of the assessment forms that can be utilized during data collection to provide a reference for what to collect and how to record data.



**CAUTION: Ensure that no classified materials is recorded in Annex B forms or leader books.**



### 3.4 Civil Reconnaissance Best Practices (Continued)

**Automated vs. manual collection:** Automated collection tools are an effective means to record and report civil data. However, as noted in STEP 2, social considerations or technical issues may preclude the use of these collection tools. In those circumstances, use the manual forms from the Joint CIM User's Guide Annex B, or this handbook's Appendix B (as a reference) to initially collect the civil data. Input the data into the collection device when time and conditions permit.



**NOTE: Ensure that backup for the automated collection tool is added to your list of required equipment.**

**Cameras:** A camera needs to be rugged if it is used in a tactical environment. Its use should not draw unwanted attention. In addition to the physical features of the camera, it should have the ability to encode the image data with the date and time. Listed below are recommended camera capabilities:

### **3.4 Civil Reconnaissance Best Practices (Continued)**



**NOTE: Camera recommended capabilities:**

- **Date time stamp functions**
- **Flash can be turned off**
- **Global positioning system (GPS) stamp function**
- **Minimum of ten megapixel (MP) resolution**
- **Common battery capabilities**
- **Removable data storage media**



**NOTE: Understand the capabilities, limitations, and functionality of collection equipment. For additional information refer to Photographic Standards Reference in Appendix A**

## 4.0 Civil Engagement Procedures

4.1 Background

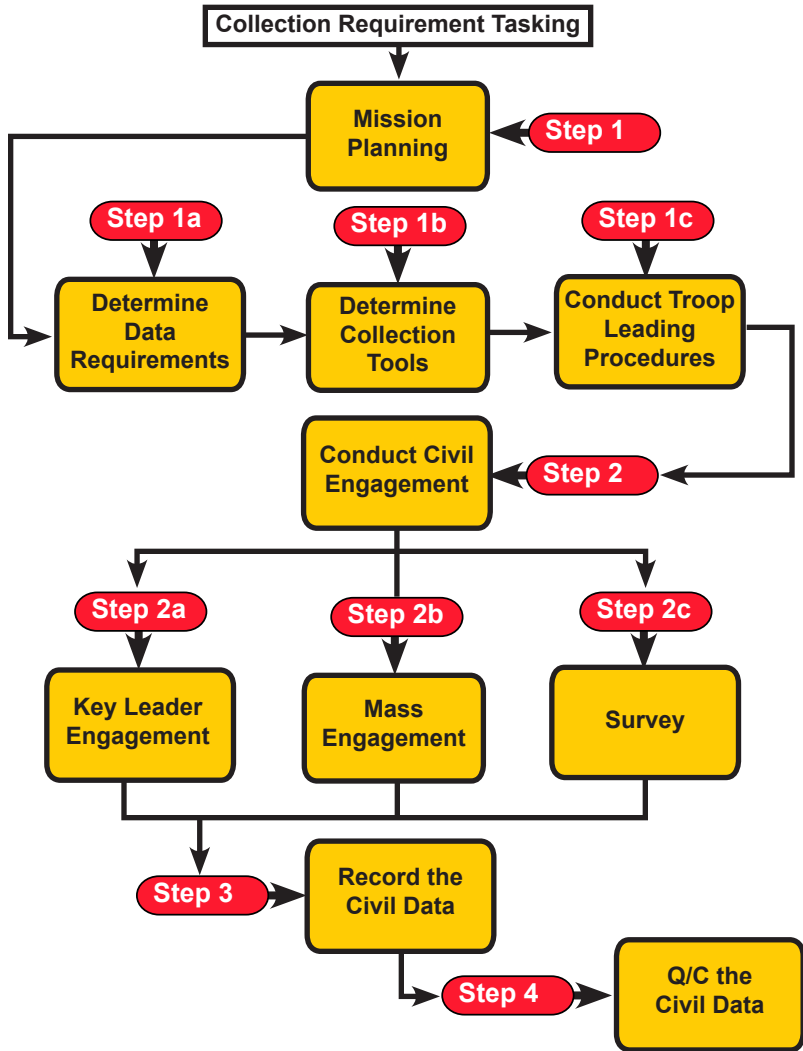
4.2 Considerations

4.3 Collection  
Procedures

4.4 Best Practices



# 4.0 Civil Engagement Procedures



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## 4.0 Civil Engagement Procedures

### 4.1 Civil Engagement Background

Civil engagement is a four-step procedure that involves the collection of civil data directly from the operating environment. Civil engagement entails direct interaction between the collecting unit and the indigenous populations and institutions in the operating environment to collect data on both the physical and social aspects of the civil operating environment.

Primary sources for civil engagement are people with knowledge or influence among the civil population. Civil engagement may be a necessary precursor to other activities in an area.

There are several ways to engage the civilian population:



**Key Leader:** One-on-one or small group interaction. These are normally done with individuals with a degree of authority and/or responsibility.



**Mass Engagement:** Interaction with a large assembly of people. These range from large meetings, through civil events, to social activities.



**Surveys:** A method to interact with any number of people. Surveys enable collection of large amounts of data that may be difficult to acquire by other means.

### 4.2 Civil Engagement Considerations

There are several considerations associated with data collected through civil engagement that may affect the collection principles.

**Social customs:** Most US military operations are conducted on foreign soil. Consequently, service members must be knowledgeable of the customs of indigenous populations and institutions.



**NOTE: The actions and activities that convey respect for local customs play a decisive role in the mission.**

**Language:** There are occasions when service members will lack the linguistic ability to communicate effectively with the local populace in the AO.



**NOTE: Proper use and supervision of interpreters can play a decisive role in the mission.**

**Opportunity Collection:** Friendly forces maneuvering or moving through the operational area will often have unplanned interaction with people of interest and/or people with knowledge of standing information requirements. Be prepared to collect civil data to standard during such unplanned collection opportunities.



**WARNING: Exercise caution during engagements. Adherence to operational security measures will reduce the risk of compromising current and future operations, as well as the safety of military, civilian, and host nation partners.**

### 4.3 Civil Engagement Procedures

Civil Engagement is a four-step procedure:

#### STEP 1: Mission Planning

The following steps are used to build CA mission specific tasks that are executed in conjunction when developing CONOP procedures.

##### STEP 1a: Determine Data Requirements

- ☐ Determine data requirements from the directed collection tasking.

Direct collection taskings can take several forms:

- Verbal Directive
- Specified task in OPORD/FRAGO
- Collection Matrix
- Recurring Requirements
- Data shortfall from the information search

**P** : From the tasking, determine the purpose for the data.

**C** : From the tasking identify all directed media requirements.

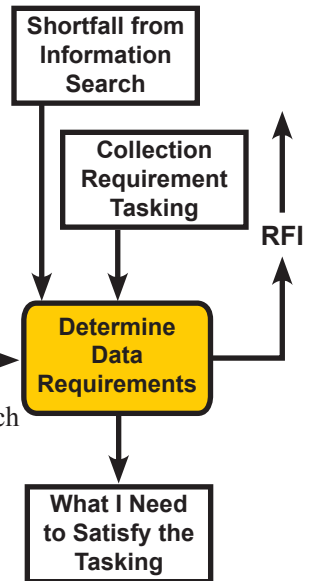
- Photo / Video / Audio

- Digital Files / Records / Hard Copy Documents



**CAUTION: If your collection tasking does not include purpose and direction, send an RFI to the tasking authority.**

Step 1a



### STEP 1b: Determine Appropriate Collection Tools

- Gather any other required material and references (e.g. tape recorder).
- Identify the appropriate civil data collection form in appendix B.



**NOTE: Standardized data formats specified for each data field is one component of data accuracy; the other is accuracy of the data itself.**



: Identify all the required data fields on the collection form.



: Identify and familiarize yourself with the data standards within each required data field.

**Step 1b**



**CAUTION: If you are using an automated collection tool refer to the system TTP to identify data field and data format requirements. Use Appendix B to complement any system specific shortfalls.**



### STEP 1c: Complete Troop Leading Procedures (TLP)

Develop understanding of the collection environment:

- Social Considerations
- Recent Friendly Actions
- Recent Threat Actions
- Risk Assessment

Plan the mission and coordinate it with J3:

- Routes
- Security
- Communications
- Emergency Procedures

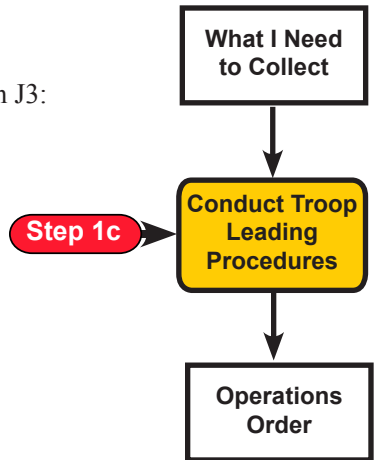
**C** : Assign collection responsibilities within the team:

- Audio Recordings / Note taking
- Photographs
- Collection Forms / Automated Tools
- Translation

Issue the order.

**A & T** : Rehearse the mission to include preparing the translator, data collection, and handling of the data.

Conduct pre-reconnaissance checks.

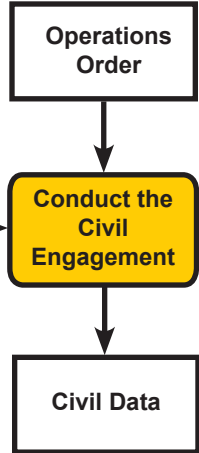


### STEP 2: Conduct the Civil Engagement

Conduct the engagement IAW the appropriate sub-steps:

**NOTE:** Several steps are common to all three types of engagement; those are covered here.

**C & A** : Conduct the engagement in accordance with the appropriate steps:



Create new opportunities to interact with the local civilians.

- Execute civil engagement procedures as required



**CAUTION:** Carefully manage the amount of recorded data, both audio and video, to ensure that it can be consolidated. Collectors need to prioritize the data needed to answer the collection tasking and endeavor not to overwhelm the tasking authority with excess information.



**WARNING:** Social considerations may preclude use of automated collection tools. Be prepared to manually record all data.

### STEP 2a: Conduct a Key Leader Engagement

- Position all data collectors:
  - Photographer
  - Audio Recorder and Note Taker
  - Translator(s)

**P** : Establish the meeting objectives with the participants.

- Determine the key leader's goals and objectives.

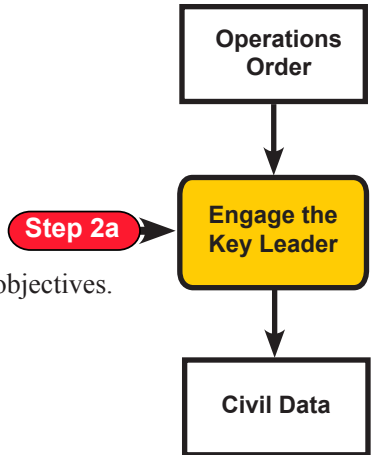
- Distribute supporting documents.

**C** : Collect all ancillary civil data:

- Photos and Video
- Audio
- Digital Files and Records
- Hard Copy Documents

- If required, arrange to meet other persons with required and related information.

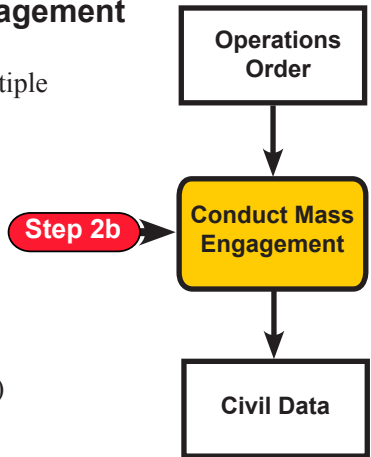
- Arrange future meeting with key leader.



### STEP 2b: Conduct a Mass Engagement

**Note:** Mass engagements may require multiple collection tools and personnel to cover the entire event.

- Position all data collectors:
  - Photographer(s)
  - Recorder and Note Taker(s)
  - Translator(s)
- Establish objectives with key leader(s) when necessary.
- Distribute supporting documents.
- Set-up visual aids.
- C & A** : Interact to collect the data fields contained required to fulfill tasking requirements.
- Arrange future mass engagements with selected persons.



### STEP 2c: Conduct a Survey



**CAUTION:** Surveys are a special form of engagement that require coordination with HTT, psychological operations (PSYOP), and CA before administering.



Position the survey administrators and translators.



: Establish the survey objectives with the participants.



Distribute Survey.



Establish the time limit for completing the survey.



: Facilitate completion of the survey by the participants.



: Collect additional civil data interacting with local civilians.



Collect the completed surveys and – screen for completeness.

Step 2c



**NOTE:** Referrals for future engagements may present themselves before, during, or after surveys.

### STEP 3: Record Civil Data on the Data Collection Form

- Generate either a digital version or use a manual copy of the data collection form.

**C** : Complete all required fields on the selected data collection form.

**A & T** : Translate data as required.

**A & T** : Follow the data format standards in the data collection form.

**NOTE:** Following the data format standards makes the data consolidation more efficient.

- Append ancillary data to the collection form.
- Append supporting documents to the data collection form.
- Create a .pdf file for all hard copy data collected if a computer is available

**C** : Maintain classification of civil data at the lowest level authorized. Appropriately marking unclassified data is critical to meet the principle of accessibility.



**NOTE: Keeping unclassified data unclassified is critical to meeting the consolidation and sharing principle of accessibility.**

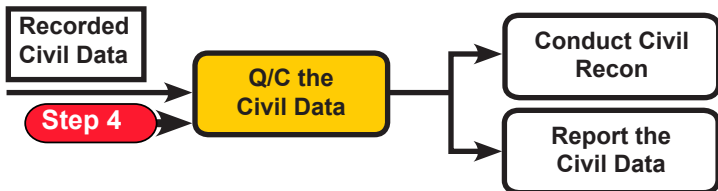


### STEP 4: Q/C the Recorded Civil Data

- C** : Verify that all available, relevant civil data is collected from the engagement.
- A** : Verify that all recorded data is in accordance with the data formats specified in the data collection form.
- A** : Verify translations are accurate.
- Verify that all required ancillary media is appended to the data collection form.
  - Ensure compliance with file naming conventions
- Verify that all supporting documents are appended to the data collection form.
  - Ensure compliance with file naming conventions
- Verify that data collected fulfills requirements in the collection plan.
- Verify that all supporting documents are appended to the data collection form and ensure compliance with the file naming conventions.



**NOTE: Q/C is the last step in the civil engagement procedure. IF all data requirements are satisfied, continue the CIM process. IF all data requirements are not satisfied, conduct additional collection.**



### 4.4 Civil Engagement Best Practices

The following provides best practices for data collection via civil engagement. They are the result of lessons learned from deployed units as well as from input by the SMEs.

**Mission Planning:** Answering the following questions provides a framework for achieving success:

- (1) What do we need to know?
- (2) How are we going to collect it?
- (3) Who needs the information and when is it needed?
- (4) How are we going to get it there?

**Collecting Atmospherics:** When collecting data during a civil engagement, it is important to note abnormalities in social behavior in relation to the local populace. (e.g. Upon arriving to conduct a KLE with a mayor in your AO, he refuses to meet with you. This may be an indication that the US is losing support in the area.)

**Maintain Purpose:** Effective communication is essential to maintain successful dialogue and achieve the data objectives.



**NOTE: The following apply when conducting engagements:**

- Stay focused on collecting data to answer the information requirements (IR)-initial meeting may require social interaction
- Don't make value judgments
- Be attentive to individual's intellect and education level, use clear, and concise, vocabulary
- Actively listen and display genuine interest in the individual's ideas and opinions



### 4.4 Civil Engagement Best Practices (Continued)

- Convey sincerity and avoid appearing superficial
- Be attentive to the level of trust between participants
- Select questions in order to bond with the subject
- Don't promise what you can't deliver

**Assessing sources:** It is important to assess the reliability and accuracy of individuals during engagements to distinguish objective, factual information from inaccurate information. The rating system below is applicable to evaluating the reliability and accuracy of the information source; Appendix B forms support use of this technique.

### 4.4 Civil Engagement Best Practices (Continued)

#### Assessing Sources (continued):

**Reliability – Ratings range from A (reliable) to F (cannot be judged). An F rating does not necessarily mean the source is unreliable, but that contact has no previous experience with the source upon which to base a determination.**

- (A) Reliable** – No doubt of authenticity, trustworthiness, or competency; has a history of complete reliability; demonstrates adherence to known professional standards and verification process.
- (B) Usually Reliable** – Minor doubt about authenticity, trustworthiness, or competency; has a history of valid information most of the time; may not have a history of adherence to professionally accepted standards.
- (C) Fairly Reliable** – Doubt of authenticity, trustworthiness, or competency but has provided valid information in the past.
- (D) Not Usually Reliable** – Significant doubt about authenticity, trustworthiness, or competency, but has provided valid information in the past.
- (E) Unreliable** – Lacking in authenticity, trustworthiness, and competency and a history of invalid information.
- (F) Cannot be Judged** – No basis exists for evaluating the reliability of the source.

### 4.4 Civil Engagement Best Practices (Continued)

#### Assessing Sources (continued):

**Accuracy** –Ratings range from 1 (confirmed) to 6 (cannot be judged). A rating of 6 does not necessarily mean the information is inaccurate but that the team has no means of verifying the information. A block for assessing source reliability and accuracy is included on assessment forms presented in Appendix B. Criteria for rating sources are presented below:

- (1) Confirmed** – Confirmed by other independent sources; logical in itself; consistent with other information on the subject.
- (2) Probably True** – Not confirmed; reasonably logical in itself; agrees with some other information on the subject.
- (3) Possibly True** – Not confirmed; possible but not logical; no other information on the subject.
- (4) Doubtfully True** – Not confirmed; possible but not logical; no other information on the subject.
- (5) Improbable** – Not confirmed; not logical in itself; contradicted by other information on the subject.
- (6) Cannot be Judged** – No basis exists for evaluating the validity of the information.

### 4.4 Civil Engagement Best Practices (Continued)

**Use of Interpreters:** FM 3-05.401 Appendix C contains detailed guidance on the selection, training, and use of interpreters. Following are techniques when conducting an engagement:

**DO's Consider doing the following while working with an interpreter:**

- Position the interpreter by your side (or even a step back). This method will keep the subject or audience from shifting their attention, or fixating on the interpreter and not you.
- Always look at and talk directly to the subject or audience and guard against the tendency to talk to the interpreter.
- Speak slowly and clearly and repeat as often as necessary.
- Speak to the individual or group as if they understand English.
- Be enthusiastic and employ the gestures, movements, and voice intonations and inflections that you would normally use before an English-speaking group.
- Encourage interpreters to mimic your use of culturally appropriate verbal and non-verbal language to communicate the desired message.
- Periodically check the interpreter's accuracy, consistency, and clarity. Another American, fluent enough in the language, should sit in on a lesson or interview. This should ensure that the interpreter has not distorted, intentionally or unintentionally, the translation. Another way to be sure is to learn the target language so you can check the interpreter's loyalty and honesty.

### 4.4 Civil Engagement Best Practices (Continued)

#### DO's (continued)

- Check with the audience whenever you suspect misunderstandings and clarify them immediately. Using the interpreter, ask questions to elicit answers that will tell whether the point is clear. If it is not clear, rephrase the instruction differently and illustrate the point again. Use repetition and examples whenever necessary to facilitate learning. If the person asks few questions, it may mean the topic is not clear to the audience.
- Make the interpreter feel like a valuable member of the team; give the interpreter recognition commensurate with the importance of his contribution.
- **Event Arrival:** Collectors should consider parking their vehicles outside villages and walking the last 100 yards into the village. This strategy allows inhabitants or residents to spread the word that collectors are arriving, limits the ‘spectacle’ of the team’s arrival and limits the degree of being viewed as an outsider. Of course, collectors should always consider security issues.

#### DON'Ts: Do not do the following while working with an interpreter:

- Don't address the subject or audience in the third person through the interpreter. You should avoid saying “tell them I'm glad to be their instructor,” but rather should say, “I'm glad to be your instructor.” He should address the subject or audience directly.

### **4.4 Civil Engagement Best Practices (Continued)**

#### **DON'Ts (continued)**

- Don't make side comments to the interpreter, since the interpreter is not expected to translate them. This tends to create the wrong atmosphere for communication.
- Don't be a distraction while the interpreter is translating. You should not pace the floor, write on the blackboard, teeter on the lectern, drink beverages, or carry on any other distracting activities.

## 5.0 Reporting Civil Data

5.1 Background

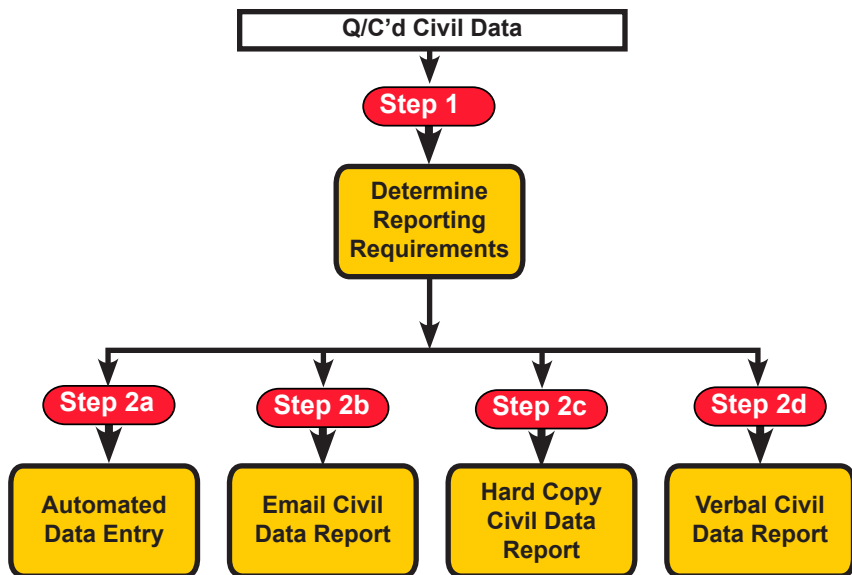
5.2 Considerations

5.3 Reporting  
Procedures

5.4 Reporting  
Best Practices



## 5.0 Reporting Civil Data





### 5.1 Reporting Civil Data Background

Reporting civil data is a two-step procedure that involves transmission of the collected civil data to the tasking authority, usually the supported unit or next higher command. Civil data reporting is not operational reporting (e.g. SITREP), although they can be complementary

Reporting is a recurring military requirement, and an output of the joint civil information management process. It is where one echelon pushes civil information to their higher headquarters (HQ), or other tasking authority. Generally, reported civil data is collected, consolidated, analyzed, produced into a report, and pushed in response to a recurring or one-time tasking.

The reporting procedure executed is dependent on the capability of the reporting organization. The four ways in which civil data is reported are:

**Verbally:** In person, telephonic or radio transmission of data

**Hard Copy:** Delivery of data in paper, CD/DVD, or removable media

**Email:** Transmission of a digital data through an email client or system

**Automated Data Entry:** Direct entry of data into the C4I infrastructure



### 5.2 Reporting Civil Data Considerations

There are several considerations associated with reporting civil data that may affect the collection principles.

**Classification:** Reporting is the point in the CIM process where information classification and caveats are inappropriately marked. Unclassified civil data is often reported using the SIPRNET.



**NOTE: Adherence to data standards and formats early in the CIM process increases efficiency and effectiveness later in the process.**



**NOTE: Whenever possible implement automated data entry procedures by the person or organization that collected the civil data.**

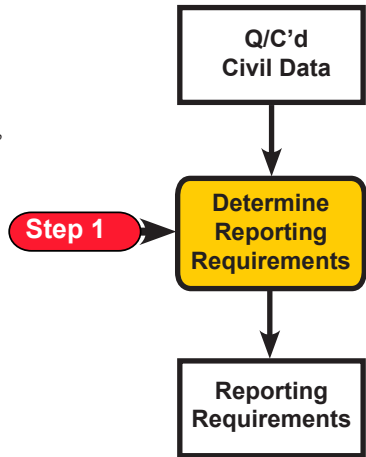
**Standardization:** The joint forms in Appendix B of this handbook and Annex B of the Joint CIM User's Guide are designed to establish a joint standard for what to collect and how to **report** it.

**System Limitations:** Users may need to implement several of the following reporting procedures in order to report all of the different types of data collected.

### 5.3 Civil Data Reporting Procedures

#### STEP 1: Determine reporting requirements

- Determine Tasking Authority:  
Identify the person(s) and organization(s) requiring reports.
- Determine Reporting Method:  
This step is usually pre-determined by theater or operational requirements, command guidance, or mission requirements, but can be executed when forming a primary, alternate, contingency, and emergency (PACE) plan.
- Determine Reporting Frequency:  
Define suspense times at which the tasking authority expects to receive reports.



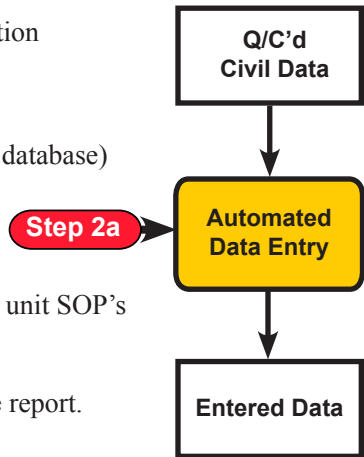
**CAUTION:** If timeliness considerations permit, delay reporting the civil data to enable use of a higher priority method.

## STEP 2a: Automated Reporting of Civil Data

**NOTE:** there are several systems that currently support this reporting method:

- IKE feeds the GATER (CAOS)
- Direct entry to the GATER / GATER on-line
- TIGR feeds the MAP-HT
- Direct entry the MAP-HT
- TIGR feeds the combined information data network exchange (CIDNE)
- Direct entry into CIDNE
- Custom Configuration (e.g. access database)

- Conduct data entry in accordance with unit SOP's and TTP's or the system user manual.
- Attach all supporting documents to the report.



## STEP 2b: Email Reporting of Civil Data

- Determine the addressee requirements for all civil data reported via email.



**WARNING: Ensure there are multiple, current addressees for all civil data reports – no single recipient messages.**

- Create an email for the civil data report.

- Email the subject line will include:
  - Reference to Tasker
  - DTG of Report
  - A priority marker if time sensitive
- The email body will include:
  - Summary of the reported data
  - Summary of ancillary attachments
  - Issues and Comments
  - POC and contact info

Step 2b

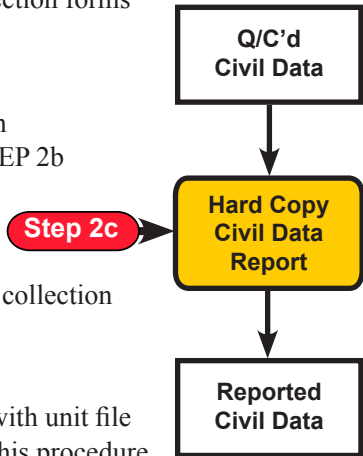


- Attach all supporting documents to the email
- Request a message receipt notification for personal records.

## STEP 2c: Hard Copy Reporting of the Civil Data

This method is generally a last resort, and greatly reduces the usability, discoverability, and share-ability of data. Procedures for hard copy reporting are dependant on mission variables and operational requirements; however the following two-steps must be executed:

- a. Produce copies of all hard copy civil data reports
  - b. Maintain a log of civil data reporting via hard copy
- Determine from the repository POC which hard copy method to use:
    - CD and other Digital Media
    - Manual Printouts
  - Transfer civil data to a compact disk (CD) and other digital media:
    - Create a .pdf of all completed collection forms and of all hard copy ancillary data
    - Copy all the digital ancillary data
    - Label the media in accordance with unit file naming conventions or STEP 2b of this procedure
  - Create manual printouts:
    - Create photocopy of all completed collection forms and hard copy ancillary data
    - Print all digital ancillary data
    - Label the printouts in accordance with unit file naming conventions or step 2b of this procedure
  - Deliver the Hard Copy report to the repository POC.

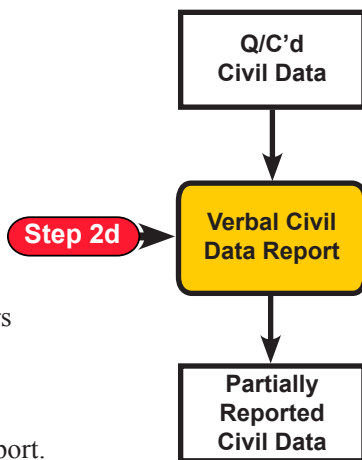


## STEP 2d: Verbal Reporting of Civil Data



**WARNING:** Verbal reporting will not enable the reporting of all types of civil data – use it only for time sensitive data or as a method of last resort.

- Determine from the repository POC which verbal method to use:
  - In person
  - Radio
  - Telephone
  - Texting
- Identify all civil data that can be reported verbally.
- Contact the receiving station.
- Convey the civil data; use line numbers from the joint form in Appendix B to facilitate quick transmission.
- Ensure receiving station reads back report.
- Maintain a log of civil data reported verbally.
- Follow-up as soon as possible (ASAP) with report using procedures in step 2a, 2b, and/or 2c.



### 5.4 Civil Data Reporting Best Practices

A best practice that addresses institutional deficiencies for reporting civil data is to train collectors to report civil data in a consistent format that incorporates their observations and interpretations of the civil conditions. This format can be a component of a SOP for reporting civil information. Effective communication of observations is the only way for higher echelons to understand the situation in the operating environment. Communicating the tactical collector's interpretation of their observations provides higher echelons a 'feel' for civil conditions:

1. Implement the following format as a model within directed reporting structures:
  - a. Report ID:
    - (1) ID meta-tags as explained in Chapter 5, Consolidation.
  - b. Observations: Describe of the observed facts in the civil components of the operating environment:
    - (1) Description of the civil components of the operating environment.
    - (2) Statement of conditions and actions observed during the mission such as atmospheric.
  - c. Interpretation: Presentation of the reporter/team/squad's analysis of the facts in terms of their supported commander's mission and guidance:



## **5.4 Civil Data Reporting Best Practices (Continued)**

- (1) Description of the reporter’s conclusions about the operating environment.
  - (2) Relation of actions to conditions or military operations.
  - (3) Intuition, suspicions, or things that “don’t feel right”.
- d. Recommendations: Reporting team/squad recommended COA exploits their ground-level interaction with the populace and the operating environment to develop coordinated follow-on missions that support one or more LOO. Reporters recommend COAs to address civil vulnerabilities.
2. Ensure that reporter observations are not mixed with analysis. Knowing the facts is just as important as knowing what the observer thought about them. Not being able to clearly identify observations and analysis degrades the value of both.
  3. Submit reports on time. The information available at the time due is of more value than waiting for more information that may or may not come in.

### 5.4 Civil Data Reporting Best Practices (Continued)

The single most important practice in reporting civil data is to avoid over-classification of the reported material. This facilitates the widest sharing of information to the broadest audience of stakeholders. The following techniques will help ensure that the civil data is marked appropriately for efficient handling in other stages of the joint civil information management process:

1. Apply appropriate classification and caveats to the overall report and all paragraphs of the report:
  - a. Mark front and back cover pages with the highest classification level contained in the report.
  - b. Mark internal pages with the highest level of classification of that page, not the entire document.
2. Maintain unclassified information on information systems that facilitate pushing to all stakeholders.
3. Reporting identifies impacts to the supported commander's operational objectives and highlights any CCIR that were observed.
4. "Atmospherics", or observations about the general environment, are very important, and should be consistently reported.

**Classification and caveat is assigned IAW Executive Order (EO) 13526, Classified National Security Information; EO 13556, Controlled Unclassified Information; DoD Instruction (DoDI) 5200.01, DoD Information Security (INFOSEC) Program and Protection of Sensitive Compartmented Information (SCI); DoD 5200.1-PH, Guide to Marking Classified Documents; DoD 5200.1-R, INFOSEC Program; DoDD 5205.02, DoD OPSEC Program; DoD Manual 5205.02-M, DoD OPSEC Program Manual; and Directive-Type Memorandum, Security Classification Marking Instructions.**



## ***Appendix C - Glossary / Acronyms / Terms***

**Abbreviations and  
Acronyms**

**Terms and Definitions**



**Appendix C - Glossary / Acronyms / Terms****PART I – ABBREVIATIONS AND ACRONYMS**

AO	area of operations
ASAP	as soon as possible
ASCOPE	areas, structures, capabilities, organizations, people and events
CAOS	civil affairs operating system
CD	compact disk
CIDNE	Combined Information Data Network Exchange
CIM	civil information management
COP	common operational picture
DOD	Department of Defense
DTG	date time group
DSF	district stability framework
EMAIL	electronic mail

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## *Appendix C - Glossary/Acronyms/Terms*

### **PART I – ABBREVIATIONS AND ACRONYMS**

FOUO	For Official Use Only
FRAGO	fragmentary order
GPS	global positioning system
HQ	headquarters
IKE/GATER	It Knows Everything / Geospatial assessment tool for engineering reachback
IR	information request
IS	information search
JAG	Judge Advocate Office
J-CIM	Joint-Civil Information Management
JPEG	Joint Photographic Expert Group
JT	joint test
LCD	liquid crystal display

**PART I – ABBREVIATIONS AND ACRONYMS**

MAP/HT	Mapping the Human Terrain
MHTML	Multipurpose Internet Mail Extension Hypertext Markup Language
MP	megapixel
NGO	nongovernmental organization
OPORD	operations order
OSD	Office of the Secretary of Defense
PAO	Public Affairs Office
PDF	portable document format
PMESII	political, military, economic, social, infrastructure and information systems
POC	point of contact
POLAD	political advisor
QC	quality control

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## *Appendix C - Glossary/Acronyms/Terms*

### **PART I – ABBREVIATIONS AND ACRONYMS**

RIP	relief in place
RFI	request for information
SITREP	Situation Report
SLR	single lens reflex
SOP	special operating procedure
SME	subject matter expert
SWEATMSO	sewage, water, electricity, academics, trash, medical, safety and other
TIGR	Tactical Ground Reporting
TLP	troop leading procedures
TOA	transfer of authority
TTP	tactics, techniques and procedures
URL	uniform resource locator
USG	United States Government
VIRIN	Visual Information Identification Number

## **PART II – TERMS AND DEFINITIONS**

**civil affairs activities.** Activities performed or supported by civil affairs that (1) enhance the relationship between military forces and civil authorities in areas where military forces are present; and (2) involve application of civil affairs functional specialty skills, in areas normally the responsibility of civil government, to enhance conduct of civil-military operations. (JP 1-02)

**civil affairs.** Designated Active and Reserve component forces and units organized, trained, and equipped specifically to conduct civil affairs activities and to support civil-military operations. Also called **CA**. (JP 1-02)

**civil requirements.** The necessary production and distribution of all types of services, supplies, and equipment during periods of armed conflict or occupation to ensure the productive efficiency of the civilian economy and to provide civilians the treatment and protection to which they are entitled under customary and conventional international law. (JP 1-02)

**civil-military operations center.** An organization normally comprised of civil affairs, established to plan and facilitate coordination of activities of the Armed Forces of the United States with indigenous populations and institutions, the private sector, intergovernmental organizations, nongovernmental organizations, multinational forces, and other governmental agencies in support of the joint force commander. Also called **CMOC**. (JP 1-02)



## **PART II – TERMS AND DEFINITIONS**

**civil-military operations.** The activities of a commander that establish, maintain, influence, or exploit relations between military forces, governmental and nongovernmental civilian organizations and authorities, and the civilian populace in a friendly, neutral, or hostile operational area in order to facilitate military operations, to consolidate and achieve operational US objectives. Civil-military operations may include performance by military forces of activities and functions normally the responsibility of the local, regional, or national government. These activities may occur prior to, during, or subsequent to other military actions. They may also occur, if directed, in the absence of other military operations. Civil-military operations may be performed by designated civil affairs, by other military forces, or by a combination of civil affairs and other forces. Also called **CMO**. (JP 1- 02)

**civil engagement.** Direct interaction between the collecting unit and the indigenous populations and institutions in the operating area relating to SWEATMSO, ASCOPE and PMESII and DSF.

**civil reconnaissance.** Direct observation and collection of data on the physical environment relating to SWEATMSO, ASCOPE and PMESII.

**civil requirements.** The necessary production and distribution of all types of services, supplies, and equipment during periods of armed conflict or occupation to ensure the productive efficiency of the civilian economy and to provide civilians the treatment and protection to which they are entitled under customary and conventional international law. (JP 1-02)

## **PART II – TERMS AND DEFINITIONS**

**common operational picture.** (1) A single display of relevant information within a commander's area of interest. A common operational picture is an operational picture tailored to the user's requirements, based on common data and information shared by more than one command. (Source: FM 3-0)

(2) A single identical display of relevant information shared by more than one command; a common operational picture facilitates collaborative planning and assists all echelons to achieve situational awareness.

Also called **COP**. (JP 1-02)

**information search.** Secondary collection of data from the internet, non-governmental organizations or other civilian and military partners.

**interagency.** United States Government agencies and Departments, including the Department of Defense. (JP 1-02)

**interagency coordination.** Within the context of Department of Defense involvement, the coordination that occurs between elements of Department of Defense, and engaged US Government agencies for the purpose of achieving an objective. (JP 1-02)

**joint special operations task force.** A joint task force composed of special operations units from more than one Service, formed to carry out a specific special operation or prosecute special operations in support of a theater campaign or other operations. The joint special operations task force may have conventional non-special operations units assigned or attached to support the conduct of specific missions. Also called **JSOTF**. (JP 1-02; JP 3-05)

## **PART II – TERMS AND DEFINITIONS**

**nongovernmental organizations.** A private, self-governing, not-for-profit organization dedicated to alleviating human suffering; and/or promoting education, health care, economic development, environmental protection, human rights, and conflict resolution; and/or encouraging the establishment of democratic institutions and civil society. Also called NGO. (JP 1-02; JP 3-08)

**operational area.** An overarching term encompassing more descriptive terms for geographic areas in which military operations are conducted. Operational areas include, but are not limited to, such descriptors as area of responsibility, theater of war, theater of operations, joint operations area, amphibious objective area, joint special operations area, and area of operations. (JP 1-02)

**other government agency.** Within the context of interagency coordination, a non Department of Defense agency of the United States Government. Also called OGA. (JP 1-02; JP 1)

**special operations.** Operations conducted by specially organized, trained, and equipped military and paramilitary forces to achieve military, political, economic, or informational objectives by unconventional military means in hostile, denied, or politically sensitive areas. These operations are conducted across the full range of military operations, independently or in coordination with operations of conventional, non-special operations forces. Political-military considerations frequently shape special operations, requiring clandestine, covert, or low visibility techniques and oversight at the national level. Special operations differ from conventional operations

## **PART II – TERMS AND DEFINITIONS**

in degree of physical and political risk, operational techniques, mode of employment, independence from friendly support, and dependence on detailed operational intelligence and indigenous assets. Also called **SO**. (JP 1-02)

**special operations command.** A subordinate unified or other joint command established by a joint force commander to plan, coordinate, conduct, and support joint special operations within the joint force commander's assigned operational area. Also called **SOC**. (JP 1-02)

**special operations forces.** Those Active and Reserve Component forces of the Military Services designated by the Secretary of Defense and specifically organized, trained, and equipped to conduct and support special operations. Also called **SOF**. (JP 1-02)

**tear line.** A physical line on an intelligence message or document separating categories of information that have been approved for foreign disclosure and release. Normally, the intelligence below the tear line is that which has been previously cleared for disclosure or release. (JP 2-0)

## ***Appendix D - References***

**Policy Documents**

**Joint Publications**

**Service Publications**

**Other U.S. Government  
Publications**



## ***Appendix D - References***

All joint and service publications referred to or used in writing this handbook can be found online at Joint Electronic Library (JEL), [http://www.dtic.mil/doctrine/s\\_index.html](http://www.dtic.mil/doctrine/s_index.html).

### **Policy Documents**

- |             |   |
|-------------|---|
| NSPD 44     | Management of Interagency Efforts Concerning Reconstruction and Stabilization (December 2005) |
| DoDI 3000.5 | Stability Operations (September 2009)   |

### **Joint Publications**

- |           |  |
|-----------|--|
| JP 1-02   | DOD Dictionary of Military and Associate Terms (November 2010)   |
| JP 3-0    | Joint Operations (March 2010)  |
| JP 3-05   | Doctrine for Joint Special Operations (December 2003)  |
| JP 3-05.1 | Joint Special Operations Task Force Operations (April 2007)  |
| JP 3-07.3 | Peace Operations (October 2007)  |
| JP 3-08   | Interagency, Intergovernmental Organization and Nongovernmental Organization Coordination During Joint Operations (March 2006) |

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## ***Appendix D - References***

JP 3-13	Information Operations (Feb 2006)
JP 3-24	Counterinsurgency Operations (October 2009)
JP 3-29	Foreign Humanitarian Assistance (March 2009)
JP 3-57	Civil Military Operations (July 2008)
JP 5-0	Joint Operations Planning (December 2006)

### **Service Publications**

FM 3-05.40	Civil Affairs Operations (September 2006)
FM 3-05.401/ MCRP 3-33.1A	Civil Affairs Tactics, Techniques, and Procedures (July 2007)
FM 3-07	Stability Operations (October 2008)
FM 3-07.1	Security Force Assistance (May 2009)
FM 3-24	Counterinsurgency (December 2006)
FM 3-34.170	Engineer Reconnaissance (March 2008)
FM 7-15	The Army Universal Task List (December 2010)

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## ***Appendix D - References***

STP 41-38B14-SM-TG	Soldier's Manual and Trainer's Guide, MOS 38B, Civil Affairs Soldier, Skill Levels 1 through 4 (January 2008)
Handbook 07-34 PRT	PRT Playbook, Center for Army Lessons Learned (September 2007)
MCWP 5-1	Marine Corps Planning Process (August 2010)
NWP 5	Naval Warfare Planning (January 2007)
NAVMC 3500.22	Civil Affairs Training and Readiness Manual (August 2007)

### **Other U.S. Government Publications**

USC Title 22	Foreign Relations
FOG Version 3	Field Operations Guide for Disaster Assessment and Response, USAID, Office of Foreign Disaster Assistance (1998)





# Joint Civil Information Extra Features



## **Appendix A Checklist and Standards**

**Photographic Standards Reference ..... A-5**

**Audio Standards Reference ..... A-11**

**RIP / TOA Checklist ..... A-15**

## **Appendix B Civil Data Assessment Forms ..... B-2**

**Mandatory Assessment ..... B-5**

**Building ..... B-8**

**Transportation ..... B-38**

**Engagement ..... B-46**

**Facility ..... B-60**

## Appendix A - Checklist and Standards

Photographic  
Standards Reference

Audio  
Standards Reference

RIP/TOA Checklist



## NOTES

# Photographic Standards Reference



## Camera Selection

Camera's come in many shapes and forms. Consider the following when recommending or selecting a camera.

- **Camera body** - should be rugged/durable.
- **Encoding** - At a minimum have a date/time stamp for each image.
- **Lens** – Most shots will be at close range, however the camera should have the ability to attach a telephoto lens.
- **Flash** – Ability to turn off.
- **Resolution** – At least 10 megapixel.
- **Storage** – Higher resolution uses more storage, select a camera with a media storage device that will readily interface with a laptop.
- **Power**- The LCD uses battery power quickly, camera should use rechargeable or lithium batteries and alkaline as a backup.



**NOTE: Use the LCD only for review of images to save battery power!**

A-5

# Photo Standards Reference

## Taking Photographs

- **Planning for Capturing Photos in a Particular Area**
  - Determine mission type.
  - Map reconnaissance is essential.
  - Review existing images of the area.
  - Assign roles to team members, e.g. one member takes photographs; another member makes a log entry of the details.
  - Photo must capture significance of event.
  - Should help shape the civil component of the COP.
- **Event Photos**
  - Ground breaking for a new school and opening of a water treatment facility provide excellent public relations opportunities.
  - Method to document the end result of a sponsored project.
  - Can be used to record humanitarian conditions of the area.
  - Use as justification for additional projects.
- **Group Photos**
  - Build report with group prior to capturing photo.
  - Pictures after a meeting or event are usually customary but you should always receive permission from subjects prior to taking pictures.
  - Good method of capturing subjects without attracting undue attention.

# Photo Standards Reference

## Taking Photographs (Continued)

- **Photos of People**

- Facial features: eyes, jaw line, full lobe of the ear
- Distinguishable Features: scars, moles, abnormalities
- Clothing: uniforms and unit insignia, distinctive civilian clothing

- **Photos of Objects**

- Shoot from several different angles.
- Use a 'common control object' to serve as a scale for size of object.
- A twenty five cent coin is 1" and a good reference for smaller objects.

- **Photos of Structures**

- Shoot all sides from ground level.
- Important to accurately display all entry points, windows and the type of locking mechanisms. Place a person close to a doorway or window to determine relative scale of the openings.
- Driveways and roads or trails leading up to the structure should be captured in the photographs to determine type and size of vehicles that can be accommodated.
- Surrounding area is also captured to show what is located on either side of the structure.

## Photo Standards Reference

### Taking Photographs (Continued)

- **Naming Photos**

Visual Information Record Identification Number (VIRIN)

- Save photographs using the VIRIN system.
- VIRIN is the DOD standard and inherently provides information about the photograph.
- VIRINs uniquely identify every image captured by military photographers by using 4 pieces of information.
  - 1) Date image captured
  - 2) Service of photographer
  - 3) Identification of photographer
  - 4) Image sequence number
- Here is an example: 100323-A-1234X-001.
  - The 1st six characters represent the date (YYMMDD).
  - The seventh character represents the service:  
A-Army / D-Dept of Defense / F-Air Force  
G-Coast Guard / M-Marine Corps / N-Navy
  - The 8th thru 12th characters represent the last 4 numbers of the photographers SSAN and first letter of their last name.
  - The last 3 characters represent the image sequence number in the order the image was captured.

- **Geotagging**

- Allows photographers to add geographical information to a photograph using latitude and longitude coordinates.
- Must have a GPS enabled camera or a separate GPS device.



# Photo Standards Reference

## Taking Photographs (Continued)

### • Image Description

Photos taken on a mission must be accompanied by an explanation of what the photos are and how they relate to the mission. Key personnel in the photos should be identified, as well as the date, time, place, and the occasion for the photograph.

- Use a photo log (example next page) to assist in accurate reporting of the captured images.
- Most cameras have associated software to allow recording of identifiable and searchable information in each image file.
- If this software is not available follow these steps to save this information into Windows picture properties.
  - 1) Save the picture as a JPEG image using VIRIN.
  - 2) Right click on the image and select properties.
  - 3) Select the Summary Tab.
  - 4) Title: Enter the type of assessment e.g. Hospital Assessment.
  - 5) Subject: Enter what the image depicts e.g. Tampa University Hospital.
  - 6) Author: Enter name of person that took the photo.
  - 7) Keywords: Enter words that someone else may use to search for the images, e.g. hospital, Tampa, healthcare facilities, etc.
  - 8) Comments: Enter information that is important regarding this picture, e.g. Tampa University Hospital graduation ceremony.

### Photo Log

**Date:** \_\_\_\_\_  
YYMMDD

**Photographer:** \_\_\_\_\_  
Service code last 4 and 1st letter  
of last name (A-1234X)

**Mission #**

Seq#	Time	Location	Subject	Description/Comments

# Audio Standards Reference



## Audio Recorder Selection

Audio recorder's come in many shapes and forms. Consider the following when recommending or selecting an audio recorder.

- **Digital!** – avoid tapes
- **Recorder body** - should be rugged / durable.
- **Encoding** - At a minimum have a date/time stamp for each recording.
- **Microphone** – Most recordings will be at close range, however the recorder should be able to filter out background noise.
- **Voice Activation**– Ability to turn on/off.
- **Playback** - Variable speed
- **Storage** – 250 hours
- **Power**- A/C, rechargeable, and alkaline battery capable

## Audio Standards Reference

### Taking Recordings

- Ensure the environment is conducive to voice recording and carefully consider individuals and their potential objections and concerns over being recorded.
- Often the first meeting with an individual is not the proper setting to request audio recordings. Building trust and rapport during engagements is often more important than getting everything down exactly as stated.
- If you're planning to record sequentially for a long period of time, make sure your digital voice recorder has an AC power cord so you're not relying on batteries.
- Digital voice recorders have three to five recording modes. Each mode is associated with a different amount of available recording time, and as recording time increases, quality decreases because the digital file is more compressed, which results in a loss of fidelity.

# Audio Standards Reference

## Taking Recordings (continued)

- Reserve the longest recording modes for situations where there is a single speaker close to the digital voice recorder with little or no background noise.
- Use higher-quality recording modes for conferences and meetings.
- For high-quality audio, consider a separate microphone. A detachable microphone gives you more flexibility in microphone placement.
- A digital voice recorder may use a proprietary recording format; check for compatibility with your computer and make sure you can obtain and download the software to your PC before obtaining.
- A digital voice recorder that supports MP3 recording is best choice for posting & sharing recordings.
- Some digital voice recorders offer an index button to set a digital marker for important sections.

## Audio Standards Reference

### Taking Recordings (Continued)

- Some high-end digital voice recorders offer transcription features and software, however unfamiliar words and terms, may not be included in the transcription dictionary and language/dialect requiring you to enter them manually in the dictionary.
- Consider transcribing the recordings yourself or through your translator, if properly vetted.
- If you're transcribing recordings, you'll want variable playback speeds and voice activation capability.



**NOTE: If using voice activation ensure there's no startup lag, so you don't miss what you want to record.**

## RIP / TOA Checklist

**Definition**-An operation in which, by direction of higher authority, all or part of a unit is replaced in an area by the incoming unit. The responsibilities of the replaced elements for the mission and the assigned zone of operations are transferred to the incoming unit. The incoming unit continues the operation as ordered.

- Transferring an operation or task to other forces or organizations requires detailed, coordinated, and synchronized planning.
- The CA element should initiate in-person coordination to assume the mission from a previous unit, agency, or the Country Team.
- When conducting the RIP/TOA it is critical to review all existing civil data and all relevant AO information prior to the transfer of authority.
- The incoming unit should receive a copy of all civil information files and databases used by the outgoing unit or agency.

## RIP / TOA Checklist

### CAO and CMO planners should identify the following items:

- Define the desired end state; for example, continuity of current operations or modification of current operations to some other format.
- Identify the organizational structure required to perform the operation or task.
- Identify and match components within the incoming organization that are the same or similar in nature to components within the unit being replaced.
- Identify equipment and facilities required to perform the operation or task, and who will provide them.
- Prepare the appropriate property-control documentation if transferring equipment or facilities between organizations.
- Create timelines that provide enough overlap between the outgoing and incoming organizations.



## **RIP / TOA Checklist**

### **CAO and CMO planners should identify the following items (continued):**

- Determine the criteria that will dictate when the incoming organization will assume control of the activity or task; for example, a target date, task standard, or level of understanding.
- Orient the incoming organization to the area, including an introduction to all the influential persons of both military and civilian organizations remaining in the area.
- Orient the incoming organization to the operation or task. Include exchanging procedures, routine and recurring events, and other information critical to the conduct of the activity or task in the orientation. Demonstrate the activity or task, if possible.
- Supervise the incoming organization in performing the operation or task. The outgoing organization retains control of the operation or task during this process, providing critiques and guidance, as needed.

## RIP / TOA Checklist

### CAO and CMO planners should identify the following items (continued):

- Identification of interdependency and interoperability between organizations.
- Contingency plans that address threats to continuity of operations, countermeasures to mitigate those threats, and preparedness for, response to, and recovery from those threats that succeed in disrupting operations.
- Create opportunities for interaction with local civilians during all missions.
- Conduct each mission for a specific purpose-know what you are looking for.
- Rehearse each collection mission.
- Establish a security posture for each mission.
- Understand what motivates the people you interview.
- Learn as much as possible about the people you encounter in the area and their activities.
- During outbound transition, ensure relief in place (RIP) activities completely transfer civil information to successor unit or agency.

## Appendix B - Civil Data Forms

- A. Mandatory Assessment
- BUILDING**
  - B. Building
  - C. School / Orphanage
  - D. Warehouse
  - E. Store / Market
  - F. Arts / Historical / Cultural / Religious
  - G. Fuel Point
  - H. Police Station / Security Unit
  - I. Fire Station
  - J. Trash Removal
  - K. Sewage
  - L. Hospital
- TRANSPORTATION**
  - M. Road / Route Recon
  - N. Bridge
  - O. Railway
- ENGAGEMENT FORMS**
  - P. DSF
  - Q. NGO
  - R. Subject Matter Expert Exchange
  - S. Key Leader
  - T. Civilian
  - U. Contractor
  - V. Mass Engagements
- FACILITIES**
  - W. Fishery / Hatchery
  - X. Ports / Harbors
  - Y. Airfield
  - Z. Farm
  - AA. Veterinary
  - BB. DC/HA
  - CC. Village



## Appendix B - Civil Data Forms

The forms in this appendix provide a means to capture civil data in a standardized format to limit the risk of multiple exposures in a hostile environment. Review of these forms prior to conducting an assessment will enhance the efficiency and effectiveness of each of the team members while the assessment is conducted.

Each form is listed in one of five categories. The five categories are 1) Mandatory 2) Building 3) Transportation 4) Engagement and 5) Facilities. The corresponding MILSTD 2525, version C symbols are listed on the backside of the category tab page for categories 2 thru 5.

The Mandatory Form must be completed for all assessments along with the appropriate form for the type of assessment being conducted. The Mandatory Form contains Blocks 1 and 2. All other assessment forms in this annex begin with Block 3. Within each block, data requirements are prioritized with highlighted backgrounds. The highlighted background defines the collection priority.

<b>White</b>	<b>Always collect this data</b>
<b>Light Grey</b>	<b>Collect this data if time permits</b>
<b>Dark Grey</b>	<b>Collect this data if specifically requested</b>

These assessment forms are designed to provide data consistent with information requirements to complete automated entry into approved data management systems of record.

## English to Metric Conversion Tables

<b>Area Metric Conversion Table</b>		
<b>Unit</b>	<b>Metric Unit</b>	<b>Equivalent</b>
Acres	Hectares	0.4047 Hectares
Cubic Foot	Cubic Meters	0.28 Cubic Meters
Square Foot	Square Meter	0.0929 Square Meters
Square Mile	Square Kilometer	2.59 Square Kilometers

<b>Length Metric Conversion Table</b>		
<b>Unit</b>	<b>Metric Unit</b>	<b>Equivalent</b>
Inches	Centimeters	2.54 Centimeters
Foot	Meters	0.3048 Meters
Miles	Kilometer	1.6093 Kilometers

<b>Mass Metric Conversion Table</b>		
<b>Unit</b>	<b>Metric Unit</b>	<b>Equivalent</b>
Grain	Gram	0.064 Grams
Ounce	Gram	28.35 Grams
Pound	Kilogram	0.453 Kilograms

<b>Volume Metric Conversion Table</b>		
<b>Unit</b>	<b>Metric Unit</b>	<b>Equivalent</b>
Gallon	Liter	3.79 Liters

***Appendix B - Civil Data Forms***

**NOTES**

## Appendix B - Civil Data Forms

A

### Mandatory

#### A. General Information

Directions: Complete this form before completing all other forms. It contains generic background information.

#### Block 1: Team Information

1.1	Team Conducting Assessment:	Team Name
1.2	Date of Assessment:	MM/DD/YYYY
1.3	Report Title:	Text
1.4	Report #:	Assigned by unit
1.5	Classification: (IAW security classification guide)	Text
1.6	Releasability: (IAW security classification guide)	Text
1.7	Is this a revisit?	Y/N
1.7.1	If yes, when was last visit?	MM/DD/YYYY

#### Block 2: Location Information/Source Information

2.1	Type of Assessment:	Text
2.2	Location/Facility Name:	Text
2.2.1	Street Address:	Text
2.2.2	Village/City:	Text
2.2.3	District/County:	Text
2.2.4	Facility Telephone:	Numeric
2.2.5	Facility Web Address:	Text
2.2.6	Latitude:	dd°mm'ss" N/S
2.2.7	Longitude:	dd°mm'ss" E/W
2.2.8	Military Grid Reference System:	MGRS, 10-digit
2.3	Facility Manager/POC:	Last Name, First Name, Title

DIE-CUT AREA

DIE-CUT AREA

DIE-CUT AREA



**Appendix B - Civil Data Forms****Block 2: Location Information/Source Information Continued**

<b>2.3.1</b>	Home Street Address:	Text
<b>2.3.2</b>	Home Village/City:	Text
<b>2.3.3</b>	Home District/County:	Text
<b>2.3.4</b>	Home/Cell Telephone:	Text
<b>2.3.5</b>	Home Email:	Text
<b>2.4</b>	Source Name:	Last Name, First Name
<b>2.4.1</b>	Title:	Text
<b>2.4.2</b>	Gender:	Male/Female
<b>2.4.3</b>	DOB:	MM/DD/YYYY
<b>2.4.4</b>	Home Street Address:	Text
<b>2.4.5</b>	Home Village/City:	Text
<b>2.4.6</b>	Home District/County:	Text
<b>2.4.7</b>	Home/Cell Telephone:	Text
<b>2.4.8</b>	Home Email:	Text
<b>2.4.9</b>	Reliability of Source:	A/B/C/D/E/F (See page 4-16)
<b>2.4.10</b>	Accuracy of Source:	1/2/3/4/5/6 (See page 4-17)
<b>2.4.11</b>	Cultural Leader Title:	Text
<b>2.4.12</b>	Is Source a Cultural Influence?	Y/N
<b>2.4.12.1</b>	If yes, how does he influence?	Text
<b>2.4.13</b>	Employer:	Text
<b>2.4.14</b>	Employment Job Position:	Text
<b>2.4.15</b>	Are there any NGOs working in the area?	Contact info



## Appendix B - Civil Data Forms

### Building

- B. Building
- C. School / Orphanage
- D. Warehouse
- E. Market / Store
- F. Arts / Historical / Cultural / Religious
- G. Fuel Point
- H. Trash
- I. Police Station
- J. Sewage
- K. Fire Station
- L. Hospital



DIE-CUT AREA

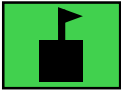




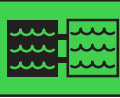


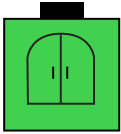
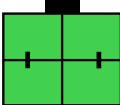

DIE-CUT AREA

DIE-CUT AREA

DIE-CUT AREA

Building

## Appendix B - Civil Data Forms

ASSESSMENT TITLE	COORESPONDING MAP SYMBOL	ASSESSMENT TITLE	COORESPONDING MAP SYMBOL
SCHOOL		TRASH REMOVAL: LANDFILL	
ORPHANAGE		POLICE / SECURITY UNIT	
WAREHOUSE: RAW MATERIAL PRODUCTION / STORAGE		SEWAGE SYSTEM	
MARKET STORE		FIRE STATION	
HISTORICAL CULTURAL RELIGIOUS SITE		HOSPITAL	
FUEL POINT			

## Appendix B - Civil Data Forms

### Building Data Forms

#### B. Building

Directions: Complete this form before completing any other building form (Forms C-L). It contains generic building questions.

#### Block 3: Building Information

3.1	Primary purpose:	Hospital/ School/ Government/ Housing/Farm/Other
3.2	Agency responsible for building:	Public/Private/Other
3.3	Building Dimension Estimates:	
3.3.1	Length:	Meters
3.3.2	Width:	Meters
3.3.3	Height:	Meters
3.4	Building construction materials:	Brick/Masonry/Clay/Concrete/ Concrete block/Earth/Metal/Wood
3.5	When was the building built?	YYYY
3.6	List building utilities:	
3.6.1	Heating:	Y/N
3.6.2	A/C:	Y/N
3.6.3	Electricity:	Y/N
3.6.4	Electricity - Hours per day:	Numeric
3.6.5	Back Up Generator:	Y/N
3.6.6	Potable Water:	Y/N
3.6.7	Nonpotable Water:	Y/N
3.6.8	How many Male latrines:	Numeric
3.6.9	How many Female latrines:	Numeric
3.6.10	Sewage:	Y/N
3.6.11	Is there trapped water or feces on the ground?	Y/N

**Appendix B - Civil Data Forms**

<b>3.6.12</b>	Security Alarm System:	Y/N
<b>3.7</b>	Is there a security presence?	Good/Fair/Poor/None
<b>3.8</b>	List communication capabilities:	
<b>3.8.1</b>	Phone:	Y/N
<b>3.8.2</b>	Internet:	Y/N
<b>3.8.3</b>	Radio- HF:	Y/N
<b>3.8.4</b>	Radio - VHF:	Y/N
<b>3.8.5</b>	Radio - UHF:	Y/N
<b>3.8.6</b>	Radio - Satellite:	Y/N
<b>3.8.7</b>	Public Address System: (Overhead Speaker)	Y/N
<b>3.8.8</b>	Public Address System: (Other)	Text
<b>3.9</b>	Is it suitable for shelter protection?	Y/N
<b>3.10</b>	Is it suitable for shelter from IDF?	Y/N
<b>3.11</b>	How many people can the building effectively shelter?	Numeric
<b>3.12</b>	Is there any handicap equipment?	Ramp/Elevator/Other
<b>3.13</b>	What key personnel required to be present when in use?	Owner/Director/Manager/Other/ None
<b>3.14</b>	Number of rooms:	Numeric
<b>3.14.1</b>	Usable square meter estimate:	Square Meters
<b>3.14.2</b>	Storage cubic meter estimate:	Cubic Meters
<b>3.15</b>	Total number of doors/doorways:	Numeric
<b>3.15.1</b>	Exterior Doors:	Numeric
<b>3.15.2</b>	Interior Doors:	Numeric
<b>3.16</b>	Is there Parking?	Y/N
<b>3.16.1</b>	Parking Dimensions:	Square Meters
<b>3.17</b>	Perimeter Fence:	Y/N
<b>3.18</b>	Front Gate:	Y/N

## Appendix B - Civil Data Forms

### C. School/Orphanage Assessment

Directions: Complete forms A and B before completing this form.

#### Block 3 Infrastructure

3.1	Type of school:	Public/Private/Religious/Day care/ Primary/Secondary/University/ Boarding/Orphanage/Other
3.2	School's curriculum:	Trade school/Course work/Other
3.3	Is it recognized by the central government?	Y/N
3.4	How many administration offices?	Numeric
3.5	Is there a cafeteria?	Y/N
3.6	Is there a kitchen?	Y/N
3.6.1	If yes, is the kitchen functional?	Y/N
3.7	Is there a nurses office?	Y/N
3.8	Playground:	Y/N
3.8.1	Is the playground safe?	Y/N

#### Block 4 Student/Staff Demographics

4.1	What is the total # of students?	Numeric
4.2	For the Following Age Ranges, please list the number of students per gender:	
4.2.1	Males:	Numeric
4.2.1.1	0 to 2:	Numeric
4.2.1.2	3 to 5:	Numeric
4.2.1.3	6 to 10:	Numeric
4.2.1.4	11 to 17:	Numeric
4.2.1.5	18 +:	Numeric
4.2.2	Females:	Number

**Appendix B - Civil Data Forms****Block 4 Student/Staff Demographics Continued**

<b>4.2.2.1</b>	0 to 2:	Numeric
<b>4.2.2.2</b>	3 to 5:	Numeric
<b>4.2.2.3</b>	6 to 10:	Numeric
<b>4.2.2.4</b>	11 to 17:	Numeric
<b>4.2.2.5</b>	18 +:	Numeric
<b>4.3</b>	What is the maximum capacity of children?	Numeric
<b>4.4</b>	Are there any Special Needs students?	Y/N
<b>4.4.1</b>	# males with Mental Handicaps?	Numeric
<b>4.4.2</b>	# females with Mental Handicaps?	Numeric
<b>4.4.3</b>	# males with Physical Handicaps?	Numeric
<b>4.4.4</b>	# females with Physical Handicaps?	Numeric
<b>4.5</b>	Number of teachers/caregivers:	Numeric
<b>4.6</b>	Types of other staff members:	Admin/Janitor/Cook/Nurse/Other
<b>4.7</b>	What type of training has the staff had?	Formal/Informal
<b>4.8</b>	What is the teachers daily pay?	By local currency
<b>4.9</b>	Where does the staff pay come from?	GO/NGO/IO/Private
<b>4.10</b>	List names of Teachers/Staff:	Last Name, First Name, Title
<b>4.11</b>	What are the religious demographics?	
<b>4.11.1</b>	Religion	Percentage
	Christian/Jewish/Muslim/Hindu/Buddhist/Shinto/Confucism/Other:	Percent
<b>4.12</b>	What are the specific religious dominations?	Protestant/Catholic/Orthodox/Sunni/Shia/Shivism/Other
<b>4.13</b>	Are religious beliefs being practiced?	Y/N

## Appendix B - Civil Data Forms

### Block 5: Funding/Supplies

<b>5.1</b>	Does the school receive aid?	Y/N	
<b>5.2</b>	What type of aid does the school receive:		
<b>5.2.1</b>	<b>Aid</b>	<b>Source</b>	
	Text	Text	
<b>5.3</b>	What is the school's requirements list?		
<b>5.3.1</b>	<b>Item</b>	<b>Quantity</b>	
	Text	Numeric	
<b>5.4</b>	What needs to be repaired / what is needed:	Ex: broken tables, need intercom, etc.	
<b>5.4.1</b>	<b>Item</b>	<b>Quantity</b>	<b>Condition</b>
	Text	Numeric	Text
<b>5.5</b>	Are you receiving aid for these projects?	Y/N	
<b>5.5.1</b>	From whom?	Text	
<b>5.6</b>	What is the estimated repair costs?	Numeric; by local currency	
<b>5.7</b>	General school supplies needed:		
<b>5.7.1</b>	<b>Supply</b>	<b>Quantity Required</b>	<b>Priority</b>
	Text	Numeric	Numeric
<b>5.8</b>	How many textbooks does the school have?		
<b>5.8.1</b>	<b>Book</b>	<b>Quantity</b>	<b>Condition</b>
	Text	Numeric	Text
<b>5.9</b>	What grades are taught at this school?	Text; List specific grades	
<b>5.10</b>	What days of the week is school in session?	Sun Mon Tue Wed Thu Fri Sat	



**Appendix B - Civil Data Forms****Block 5: Funding/Supplies Continued**

<b>5.11</b>	What months of the year is school closed?	MM
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**Block 6: Orphanage/Boarding School Questions**

<b>6.1</b>	How many beds:	Numeric
<b>6.2</b>	Are there sleeping quarters?	Y/N
<b>6.2.1</b>	Are the sleeping quarters separated by gender?	Y/N
<b>6.2.2</b>	Are the sleeping quarters separated by age?	Y/N
<b>6.3</b>	Are there infant milk products?	Y/N
<b>6.3.1</b>	Is there sufficient quantity?	Y/N
<b>6.3.2</b>	Is there a reliable supply source?	Y/N



## Appendix B - Civil Data Forms

### D. Warehouse Assessment

Directions: Complete forms A and B before completing this form.

#### Block 3: General Information

3.1	What organizations use the warehouse?	Text
3.2	Is the building leased?	Y/N
3.3	How much capacity is available?	Cubic Meters
3.4	Who is the leasing authority?	Text
3.5	If yes, monthly lease cost (in local currency):	Numeric
3.6	Customs bonded?	Y/N
3.7	List mechanical handling equipment:	Text
3.8	What type of pallets are available?	Text
3.8.1	# of pallets:	Numeric
3.8.2	Condition of pallets:	Good/Fair/Poor/Unusable
3.9	How many stores/warehouses are in the complex?	Numeric
3.10	Is there a Fuel Depot?	Y/N
3.10.1	If yes, complete Fuel Assessment:	
3.11	For each warehouse in complex get the following information:	
3.11.1	Length:	Meters
3.11.2	Width:	Meters
3.11.3	Height:	Meters
3.11.4	Warehouse Type:	Concrete/Container/Tent (portable)/Silo/Open Storage/Other
3.11.5	What is the floor composed of?	Concrete/Unimproved Surface / Gravel/Paved/Reinforced/Other

**Appendix B - Civil Data Forms****Block 3: General Information Continued**

<b>3.11.6</b>	Are there doors that can be secured?	Y/N
<b>3.11.7</b>	Door height:	Meters
<b>3.11.8</b>	Door width:	Meters
<b>3.11.9</b>	Condition of doors:	Excellent/Good/Poor/Unusable
<b>3.11.10</b>	What is being stored?	Text
<b>3.11.11</b>	Is there temperature control?	Y/N
<b>3.11.12</b>	If yes, can it handle cold storage?	Y/N
<b>3.11.13</b>	Is there humidity control?	Y/N
<b>3.11.14</b>	Describe cleanliness:	Good/Fair/Poor
<b>3.11.15</b>	Overall warehouse condition:	Excellent/Good/Poor/Unusable

DIE-CUT AREA

DIE-CUT AREA

D

DIE-CUT AREA

## Appendix B - Civil Data Forms

### E. Store/Market Assessment

Directions: Complete forms A and B before completing this form.

#### Block 3: General Information

3.1	Operating Days:	Sun Mon Tue Wed Thu Fri Sat
3.2	Operating Hours:	HH:MM - HH:MM
3.3	What departments are available?	Produce/Meats/Dairy/Clothing/ Health and Beauty/Other
3.4	Do the owners/workers feel safe?	Y/N
3.4.1	If no explain why:	Text
3.5	Does the owner and manager appear trustworthy?	Y/N
3.5.1	If no explain why:	Text
3.6	Would this store have a greater impact on the community if it were given a micro-grant?	Y/N

#### Block 4: Infrastructure

4.1	Is the store/market operational?	Y/N
4.1.1	If No, What is required to make the store/market operational:	Text
4.2	How many male employees?	Numeric
4.3	How many female employees?	Numeric
4.4	How many people can it provide for?	Numeric
4.5	Who is the primary consumer?	Local village/City/District/Retailer/ Wholesale distributor/Other
4.6	Is the store/market seasonal?	Y/N
4.7	Currency accepted:	Text
4.8	Are the prices stable?	Y/N
4.8.1	If No, how do the prices vary?	Text

**Appendix B - Civil Data Forms****Block 4: Infrastructure Continued**

<b>4.9</b>	How is produce/supplies provided to the store/market?	Private vendors/Government subsidies/ Whole sale/Farms/other
<b>4.10</b>	Is there an attached warehouse?	Y/N
<b>4.11</b>	Is there cold storage?	Y/N
<b>4.12</b>	Are Delivery records kept?	Y/N

**Block 5: Safety**

<b>5.1</b>	What employee personal safety measures are practiced?	Lifting/Stacking/Cleaning/Cutting equipment/Packaging/Transport/ Other
<b>5.2</b>	Which safe food-handling practices are practiced?	Personal health and hygiene/ Cleanliness/ Washing/ Use of clothing and equipment/ Use of Utensils/ Monitoring "use-by" date/ Other

E

## Appendix B - Civil Data Forms

### F. Arts/Historical/Cultural/Religious

Directions: Complete forms A and B before completing this form.

#### Block 3: General/Storage Info

3.1	What is the purpose of this site?	Monument/Preservation/ Recreation/Arts/Music/Theater/ Entertainment/Sports/ Other
3.2	List significant organizations or individuals associated with this site:	
3.2.1	Government association:	Text
3.2.2	Non-governmental group association:	Text
3.2.3	Important individual association:	Last name, First name, Alias
3.3	Is it well-defined or well-marked?	Y/N
3.4	Does this site serve as repository for valuable items?	Y/N
3.4.1	Does POC have an itemized inventory?	Y/N
3.5	Are there light control options?	Y/N
3.6	Humidity control measures:	Y/N
3.7	Capacity of vault storage:	Cubic Meters
3.8	Are there any known threats?	Y/N
3.8.1	If yes, explain threats:	Vandalism/ Theft/ Natural/ Combat/ Terroism/ Other
3.9	Do the populace, leader or decision makers have an agenda or plans for this site?	Y/N
3.9.1	What are those plans?	Text
3.10	Who is responsible for the long term safeguard of objects?	Public/ Private/ No one
3.11	How many people are drawn weekly?	Numeric

**Appendix B - Civil Data Forms****Block 4: Historical Sites/Arts & Monument Info**

<b>4.1</b>	Is this building an archive?	Y/N
<b>4.1.1</b>	Is there an inventory available?	Y/N
<b>4.2</b>	Is it a historical artifacts repository?	Y/N
<b>4.2.1</b>	Is there an inventory available?	Y/N; Obtain copy
<b>4.3</b>	Visitor's guide/Map/Flyer available?	Y/N; Obtain copy

**Block 5: Cultural Sites**

<b>5.1</b>	Is this site a source or point of special or extreme tension or conflict?	Y/N
<b>5.1.1</b>	List source of the tension / conflict:	Text
<b>5.2</b>	Has there been a history of violence?	Y/N
<b>5.2.1</b>	What was the cause of the violence?	Text

F

**Block 6: Religious Sites**

<b>6.1</b>	What religion is serviced by this site?	Christian/Jewish/Muslim/Hindu/ Buddhist/Shinto/Confucism/Other
<b>6.1.1</b>	What denominations?	Text
<b>6.2</b>	Does this site hold the same meaning/symbolism to all persons?	Text
<b>6.3</b>	Is it changed for care of the dying?	Y/N
<b>6.4</b>	Is it changed for postmortem traditions?	Y/N
<b>6.5</b>	Is it changed with family support services?	Y/N
<b>6.6</b>	Does it promote fasting?	Y/N
<b>6.7</b>	How is the message conveyed?	TV/Radio/Flyer/Public address system/Lecture/Internet/Other
<b>6.8</b>	Is this site a tourist attraction?	Y/N
<b>6.9</b>	List weekly site attendance:	Numeric
<b>6.9.1</b>	What % come for service?	Percentage

## Appendix B - Civil Data Forms

### G. Fuel Point Assessment

Directions: Complete forms A and B before completing this form.

#### Block 3: Product and Supply

3.1	Resupply Operations:	
3.2	How is this fuel point resupplied?	On order/ By delivery schedule/ Weekly/Monthly/Other
3.3	When in this fuel point resupplied?	Text
3.4	Where does the resupply fuel come from?	Text
3.5	What company does the resupply?	Text
3.6	Number of fuel Trucks:	Text
3.6.1	Directions:	Text

#### Block 4: Operations

4.1	List skilled labor technicians:	Last Name, First Name, Title
4.2	List unskilled labor technicians:	Last Name, First Name, Title
4.3	Are there emergency shut off procedures?	Y/N
4.4	What are the emergency shut off procedures?	Text
4.5	Are there emergency fire procedures?	Y/N
4.6	Are there emergency security procedures?	Y/N
4.7	Are there emergency medical procedures?	Y/N



**Appendix B - Civil Data Forms**

Block 5: Fuel											
5.1	Fuel tanks	Unleaded	Leaded	Mogas	Kerosene	Diesel	JP4	AVGAS	Propane	Crude Oil	
5.1.2	# of Tanks	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric
5.1.3	Total Capacity	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric
5.1.4	% Filled	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric
5.1.5	Storage Tank Condition: Good/ Fair/ Poor	Good/ Fair/ Poor	Good/ Fair/ Poor	Good/ Fair/ Poor	Good/ Fair/ Poor	Good/ Fair/ Poor	Good/ Fair/ Poor	Good/ Fair/ Poor	Good/ Fair/ Poor	Good/ Fair/ Poor	Good/ Fair/ Poor
5.1.6	Tank's Location: A- Above; B-Belowground	A/B	A/B	A/B	A/B	A/B	A/B	A/B	A/B	A/B	A/B
5.1.7	Discharge Capacity (L/Min)	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric
5.1.8	Pump: A-Automatic; M-Manual	A/M	A/M	A/M	A/M	A/M	A/M	A/M	A/M	A/M	A/M
5.2	Are there any pools of fuel on the ground:										Y/N
5.2.1	If yes, how many square meters of spilled fuel?										Square Meters



## Appendix B - Civil Data Forms

### H: Police Security Unit/Station Assessment

Directions: Complete forms A and B before completing this form.

#### Block 3: Infrastructure

<b>3.1</b>	Describe security measures that limit access to the facility:	Text
<b>3.2</b>	Does the station have video monitoring of access points?	Y/N
<b>3.3</b>	What is the standoff distance?	Meters
<b>3.4</b>	What is the standoff construction material?	Text
<b>3.5</b>	Is facility defensible?	Text
<b>3.6</b>	Identify exterior vantage points to target interior with direct fire:	Text; attach map overlay
<b>3.7</b>	Does the station have a secure parking area?	Y/N
<b>3.7.1</b>	Parking capacity (secure):	Numeric
<b>3.8</b>	Does station have a secure arms room?	Y/N
<b>3.8.1</b>	Type of Weapons Stored:	Amount of Weapons Stored:
	Text	Numeric
<b>3.8.2</b>	Type of Ammunition Stored:	Amount of Ammunition Stored:
	Text	Numeric
<b>3.9</b>	Is there a jail?	Y/N
<b>3.9.1</b>	Prisoner capacity:	Numeric
<b>3.10</b>	Does the station have a prisoner Sally Port?	Y/N

**Appendix B - Civil Data Forms****Block 4: Unit Capabilities**

<b>4.1</b>	Primary responsibilities:	Law Enforcement/ Area Security/ Border/ Control /other
<b>4.2</b>	Population of the unit's jurisdiction/ AO:	Numeric
<b>4.3</b>	Boundaries of jurisdiction:	Text and attach a map overlay
<b>4.4</b>	Crisis management plans:	List and attach copies
<b>4.5</b>	Established citizen evacuation routes:	List and attach map overlay
<b>4.6</b>	Mutual aid agreements with other agencies:	List and attach copies of agreements
<b>4.6.1</b>	<b>Agreement</b>	<b>Agency</b>
	Text	Text
<b>4.7</b>	Role of police in national defense:	Text
<b>4.8</b>	Role of police in support of U.S. forces:	Text
<b>4.9</b>	Role of police in natural disaster/ relief:	Text
<b>4.10</b>	Does the department maintain criminal records?	Y/N
<b>4.11</b>	Type of information technology in place:	Text
<b>4.12</b>	List crime concerns in the local area:	Text
<b>4.13</b>	What are the crime fighting strategies?	Text
<b>4.14</b>	What level is the department operating at?	Good/Fair/Poor/Corrupt
<b>4.14.1</b>	Actions needed to bring to 100%:	Text
<b>4.15</b>	Does the department appear to be adequate in size?	Y/N
<b>4.16</b>	Is the police force effective?	Y/N

## Appendix B - Civil Data Forms

### Block 5: Personnel

<b>5.1</b>	Chief of Police/Security Forces Commander:	Last name, First				
<b>5.2</b>	Who does he report to?	Text				
<b>5.3</b>	Senior Staff (Command Personnel):	Last name, First				
<b>5.4</b>	Have they been vetted by U.S. forces?	Last name, First				
<b>5.5</b>	Total Number of Personnel:	Numeric				
<b>5.6</b>	Standard Uniform?	Describe and Attach Photo:				
<b>5.7</b>	Chain of command:	Organization Chart				
<b>5.8</b>	<b>Manning</b>	<b>Authorized</b>	<b>On-hand</b>	<b>Trained</b>	<b>ID</b>	<b>Salary/wages</b>
<b>5.8.1</b>	Investigative Personnel:	Numeric	Numeric	Numeric	Y/N	Numeric
<b>5.8.2</b>	Administrative/ Support Personnel:	Numeric	Numeric	Numeric	Y/N	Numeric
<b>5.8.3</b>	Reserve/ Volunteer Personnel:	Numeric	Numeric	Numeric	Y/N	Numeric
<b>5.8.4</b>	Border Guards:	Numeric	Numeric	Numeric	Y/N	Numeric
<b>5.8.5</b>	Other Specialty Personnel:	Numeric	Numeric	Numeric	Y/N	Numeric
<b>5.8.6</b>	Uniformed Personnel:	Numeric	Numeric	Numeric	Y/N	Numeric
<b>5.9</b>	Percentage of police that have formal training:	Percent				
<b>5.10</b>	Where is training provided?	Text				

### Block 6: Equipment

<b>6.1</b>	Police Vehicles:	Quantity	2-way radio	Photos
<b>6.2</b>	Marked/Unmarked/Special	Numeric	Y/N	Pic

**Appendix B - Civil Data Forms****Block 6: Equipment Continued**

<b>6.3</b>	Individual weapons:		
<b>6.3.1</b>	<b>Weapon</b>	<b>Quantity</b>	<b>Condition</b>
	Text	Numeric	Unusable/Poor/Good/Excellent
<b>6.4</b>	Ammunition:		
<b>6.4.1</b>	<b>Type</b>	<b>Quantity</b>	
	Text	Numeric	
<b>6.5</b>	Do police have personal equipment?		
<b>6.5.1</b>	<b>Type of Personal Equipment</b>	<b>Quantity</b>	
	Text	Numeric	
<b>6.6</b>	Where does department acquire supplies/equipment?		
<b>6.6.1</b>	<b>Supply/equipment</b>	<b>Source</b>	
	Text	Text	

## Appendix B - Civil Data Forms

### I: Fire Station Assessment

Directions: Complete forms A and B before completing this form.

#### Block 3: General Information

3.1	How is fire alarm initiated?	Word of mouth Telephone Electronic (Siren) Mechanical(bell) 911/Other
3.2	# of Professional firefighters:	Numeric
3.3	# of Volunteer firefighters:	Numeric
3.4	# firefighters available at one time:	Numeric
3.5	Sleeping quarters:	Y/N
3.6	Is there an enforced firecode?	Y/N
3.7	Established policies:	Y/N
3.71	If yes, collect policies:	

#### Block 4: Capabilities

4.1	Emergency Medical Capabilities:	Y/N
4.1.1	EMTs:	Numeric
4.1.2	EMT equipment:	Text
4.1.3	Paramedics:	Numeric
4.1.4	Paramedic equipment:	Text
4.2	CASEVAC capabilities:	None Civilian Ambulance Air/Other
4.3	Rescue capabilities:	Y/N
4.3.1	Ladder # of stories (rescue up):	Numeric
4.3.2	Mining # of meters deep (Rescue down):	Numeric
4.3.3	Collapse # metric tons of material moved /day:	Numeric
4.4	HAZMAT Capabilities:	
4.4.1	Fuel:	Y/N

**Appendix B - Civil Data Forms****Block 4: Capabilities Continued**

<b>4.4.2</b>	Chemical:	Y/N
<b>4.4.3</b>	Radological:	Y/N
<b>4.5</b>	Is there a civil defense system?	Y/N
<b>4.6</b>	Fire fighting capabilities:	
<b>4.6.1</b>	Highest degree of fire fighting personnel training:	Untrained Volunteer Professional
<b>4.6.2</b>	How many personnel can do multiple jobs?	Numeric
<b>4.6.3</b>	Fire Fighter equipment:	Text
<b>4.6.3.1</b>	Where is current equipment from?	Public Private Community
<b>4.6.4</b>	Personal Protective Equipment:	Y/N
<b>4.6.5</b>	Personnel Communication systems:	AM FM Cell Other None
<b>4.6.6</b>	Hand tools:	Y/N
<b>4.6.7</b>	Able to extinguish routine (single structure) fires:	Y/N
<b>4.6.7.1</b>	Average time to extinguish a routine fire:	HH:MM
<b>4.6.8</b>	What types of fire can the station put out?	Routine/High-rise/Chemical/Forest/Other
<b>4.6.9</b>	Able to contain a fire:	Y/N
<b>4.6.10</b>	Able to create a safe scene for overhaul:	Y/N
<b>4.6.11</b>	Able to ventilate any gasses or smoke from area/building:	Y/N
<b>4.7</b>	Provides fire safety training to community?	Y/N
<b>4.8</b>	Do adjacent neighboring fire systems compliment each other?	Y/N
<b>4.9</b>	Firefighter water sources/sq Km:	Numeric

## Appendix B - Civil Data Forms

### J: Trash Removal Assessment

Directions: Complete forms A and B before completing this form.

#### Block 4: General Information

<b>4.1</b>	Is trash collected?	Y/N
<b>4.1.1</b>	Public or private removal service?	Text
<b>4.1.2</b>	Where is the landfill?	Lat/Long
<b>4.1.3</b>	What is the trash removal schedule?	Sun Mon Tue Wed Thu Fri Sat
<b>4.1.4</b>	Do residents burn their own trash?	Y/N
<b>4.1.5</b>	Do residents haul their trash to the landfill?	Y/N
<b>4.2</b>	Are there trash piles in the street?	Y/N
<b>4.2.1</b>	How much trash is in the street? (estimate)	Cubic Meters
<b>4.3</b>	Height and width of trash:	Cubic Meters
<b>4.4</b>	Recycling program in effect?	Y/N
<b>4.5</b>	Are permits required for a trash company/organizations?	Y/N
<b>4.6</b>	Are there established routes?	Y/N
<b>4.6.1</b>	If possible, get a map of the routes:	
<b>4.7</b>	Does trash contain used medical waste?	Y/N
<b>4.8</b>	Dead animals collected:	Y/N
<b>4.9</b>	Does trash contain valuable items?	Y/N
<b>4.10</b>	HAZMAT present:	Y/N
<b>4.11</b>	Human waste present:	Y/N
<b>4.12</b>	Containers larger than 5 gallons:	Y/N



**Appendix B - Civil Data Forms**

J

**Block 5: Personnel**

<b>5.1</b>	Superintendent/Coordinator:	Last name, First			
<b>5.2</b>	Who does he report to?	Text			
<b>5.3</b>	Total Number of Employees				
<b>5.3.1</b>	Position	Authorized Quantity	On-hand Quantity	ID	Salary/wages
	Administrative/ Support/Drivers/ Collectors:	Numeric	Numeric	Y/N	Numeric

**Block 6: Equipment**

<b>6.1</b>	Vehicles:			
<b>6.1.1</b>	Type of Vehicle	Authorized Quantity	On-hand Quantity	Condition
	Text	Numeric	Numeric	Unusable/ Poor/Good/ Excellent
<b>6.2</b>	List Other equipment			
<b>6.2.1</b>	Type of Ohter Equipment	Authorized Quantity	On-hand Quantity	Condition
	Text	Numeric	Numeric	Unusable/ Poor/Good/ Excellent

DIE-CUT AREA

DIE-CUT AREA

DIE-CUT AREA



## Appendix B - Civil Data Forms

K

### K: Sewage System Assessment

Directions: Complete forms A and B before completing this form.

#### Block 4: Capacity

4.1	Is there a treatment facility?	Y/N
4.2	What type of system?	Open Sewer/Closed Sewer/ Treatment Facility/Point Source Discharge/other
4.3	What is the design capacity of the system?	Cubic Meters
4.4	What is present capacity?	Cubic Meters
4.5	Can the system accommodate additional load generated by displaced refugees?	Y/N
4.6	Is a diagram of the pipelines available?	Y/N attach map overlay
4.7	Are the pipes large enough for a person to use as an accessway?	Y/N attach map overlay
4.7.1	If yes, are access points secure?	Y/N
4.8	Is the sewage burned?	Y/N
4.8.1	When is the sewage burned?	Text
4.8.2	Where is the sewage burned?	Text
4.9	What are the sources of local drinking water? Is the sewage system able to contaminate local drinking water?	Y/N
4.9.1	If yes, explain:	Text

#### Block 5: Personnel

5.1	Superintendent/Site Coordinator:	Last name, First
5.2	Who does he report to?	Text

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DIE-CUT AREA

DIE-CUT AREA

**Appendix B - Civil Data Forms**

**Block 5: Personnel Continued**

<b>5.3</b>	<b>Total Number of Personnel:</b>	<b>Authorized</b>	<b>On Hand</b>	<b>ID</b>	<b>Salary/Wage</b>
	Technicians:	Numeric	Numeric	Y/N	Numeric
	Administrative:	Numeric	Numeric	Y/N	Numeric
<b>5.4</b>	Chain of command:		Organization Chart		
<b>5.5</b>	Funding origination:		Agency		

**Block 6: Supplies & Equipment**

<b>6.1</b>	Inventory of equipment?		Y/N		
<b>6.1.1</b>	<b>Equipment Type</b>	<b>Quantity on Hand</b>	<b>Condition</b>	<b>Quantity Required</b>	<b>Source</b>
	Text	Numeric	Unuseable/ Poor/Good/ Excellent	Numeric	Text
<b>6.2</b>	Is there an inventory of chemical supplies?				
<b>6.2.1</b>	<b>Chemical</b>	<b>Quantity on Hand</b>	<b>Quantity Required</b>	<b>Source</b>	
	Text	Numeric	Numeric	Text	
<b>6.3</b>	Is there an inventory of parts?				
<b>6.3.1</b>	<b>Part Type</b>	<b>Quantity on Hand</b>	<b>Quantity Required</b>	<b>Source</b>	
	Text	Numeric	Numeric	Text	

## Appendix B - Civil Data Forms

### L: Hospital Assessment

Directions: Complete forms A and B before completing this form. For the Y/N questions, please answer whether the hospital provides each specific capability/service

#### Block 3: Type of Hospital/Clinic

3.1	List Hospital level?	Primary/Secondary/Tertiary/Other
3.2	List Area (sq Km) Hospital Services	Rural/District/Provincial/Other

#### Block 4: Administration

4.1	Medical Administrative Office:	Y/N
4.2	Accounting Office:	Y/N
4.3	Civil Services Ethics Office:	Y/N
4.4	Nutrition and Food Office:	Y/N
4.5	Secretarial:	Y/N
4.6	Personnel Office:	Y/N
4.7	Social Worker Office:	Y/N
4.8	Information Management Office:	Y/N
4.12	Family Planning:	Y/N
4.13	HIV/AIDS/STD Counselor:	Y/N
4.9	How are patient records maintained?	Paper files/Computer files on-site/ Computer files off-site/Other
4.10	Are religious services offered?	Y/N
4.11	If Yes, what type of services?	Christian/Jewish/Muslim/Buddhist/ Hindu/Confucianism/Shinto/Other

#### Block 5: Logistics

5.1	Medical Supply Warehouse:	Y/N
5.2	If yes, do they have an inventory?	Y/N
5.2.1	If yes, get a copy of the inventory:	

**Appendix B - Civil Data Forms****Block 5: Logistics Continued**

<b>5.3</b>	Sterilization Equipment:		Y/N		
<b>5.4</b>	Back-up Generator:		Y/N		
<b>5.5</b>	Oxygen Supply:		Y/N		
<b>5.6</b>	Is the blood storage capability operational?		Y/N		
<b>5.6.1</b>	<b>Blood Type</b>	<b>Quantity on Hand</b>	<b>Rate of Use</b>	<b>Resupply Schedule</b>	<b>Source</b>
	A/B/O	Liters	Liters/Day	Liters/Day	Text
<b>5.7</b>	What is the available life saving equipment?				
<b>5.7.1</b>	<b>Type of Life Saving Equipment</b>		<b>Quantity on Hand</b>	<b>Quantity Required</b>	
	Text		Numeric	Numeric	
<b>5.8</b>	Capacity of refrigeration capabilities			Cubic Meters	

**Block 6: Medical Services**

<b>6.1</b>	Internal Medicine (Physicians):		Y/N		
<b>6.2</b>	Surgery:		Y/N		
<b>6.3</b>	Pediatrics (children):		Y/N		
<b>6.4</b>	Obstetrics (women during pregnancy):		Y/N		
<b>6.5</b>	Nursing Dept:		Y/N		
<b>6.6</b>	Radiology (X-Ray):		Y/N		
<b>6.7</b>	Laboratory Medicine:		Y/N		
<b>6.8</b>	Pharmacy:		Y/N		
<b>6.9</b>	Infection Control:		Y/N		
<b>6.10</b>	Family Medicine (general care):		Y/N		
<b>6.11</b>	Emergency Treatment:		Y/N		
<b>6.12</b>	MEDEVAC:		Y/N		
<b>6.13</b>	CASEVAC:		Y/N		

## Appendix B - Civil Data Forms

### Block 6: Medical Services Continued

6.14	Triage Protocols:	Y/N
6.15	Operation Room:	Y/N
6.16	Dentistry:	Y/N
6.17	HAZMAT:	Y/N
6.18	Bio-security:	Y/N
6.19	Vaccination:	Y/N
6.20	Burn Unit:	Y/N
6.21	Blood Bank:	Y/N
6.22	Dermatology (Skin diseases):	Y/N
6.23	Gynecology (female reproductive system):	Y/N
6.24	Ophthalmology (eye doctor):	Y/N
6.25	Rehabilitation:	Y/N
6.26	Pathology (autopsies):	Y/N
6.27	Neurosurgery (spinal column):	Y/N
6.28	Plastic Surgery:	Y/N
6.29	Cardiac Surgery:	Y/N
6.30	Oncology Dept:	Y/N
6.31	Colorectal Surgery (rectal surgeons):	Y/N
6.32	Physical Therapy:	Y/N
6.33	Intensive Care Unit:	Y/N
6.34	Cardiology (heart and blood vessels):	Y/N
6.35	Neurology (nervous system):	Y/N
6.36	Gastroenterology (digestive system):	Y/N
6.37	Chest Medicine:	Y/N
6.40	Orthopedics (musculoskeletal system):	Y/N

**Appendix B - Civil Data Forms**

**Block 6: Medical Services Continued**

<b>6.41</b>	Anesthesiology (pre, post, during surgery):	Y/N
<b>6.43</b>	Isolation Ward:	Y/N
<b>6.44</b>	Hyperbaric chamber:	Y/N

**Block 7: Capabilities of Each Medical Service Provided**

<b>7.1</b>	What training do the technicians have?		Text	
<b>7.2</b>	Is there a recertification process?		Y/N	
<b>7.3</b>	What is the In-patient capacity?			
<b>7.3.1</b>	<b>Age Group</b>	<b>Gender</b>	<b>Capacity</b>	<b>Daily Volumn</b>
	0-2, 3-8, 9-17, 18-30, 31-40, 41-50, 51-60, 61-up	M/F	Numeric	Numeric
<b>7.4</b>	What is the Out-patient capacity?			
<b>7.4.1</b>	<b>Age Group</b>	<b>Gender</b>	<b>Capacity</b>	<b>Daily Volumn</b>
	0-2, 3-8, 9-17, 18-30, 31-40, 41-50, 51-60, 61-up	M/F	Numeric	Numeric
<b>7.5</b>	How does the staff feel about hospital security?		Good/ Neutral/ Bad	
<b>7.6</b>	What are the 10 most common reasons for treating a patient here?		Text	
<b>7.7</b>	What are the main drugs carried?			
<b>7.7.1</b>	<b>Drug Type</b>	<b>Quantity on Hand</b>	<b>Quantity Required</b>	<b>Source</b>
	Text	Numeric	Numeric	Text
<b>7.8</b>	Equipment List:			
<b>7.8.1</b>	<b>Equipment Type</b>	<b>Quantity on Hand</b>	<b>Quantity Required</b>	<b>Condition</b>
	Text	Numeric	Numeric	Excellent/ Good/Poor/ Unserviceable

## Appendix B - Civil Data Forms

Transportation

M. Road / Route

N. Bridge

O. Railway



DIE-CUT AREA

Transportation



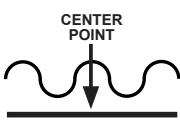
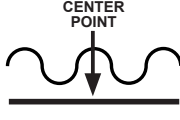
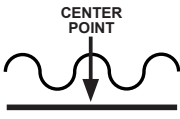
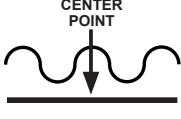
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DIE-CUT AREA



## Appendix B - Civil Data Forms

ASSESSMENT TITLE	COORESPONDING MAP SYMBOL	ASSESSMENT TITLE	COORESPONDING MAP SYMBOL
BRIDGE/ROAD		RAILWAY	
ROUTE RECON	<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p>CENTER POINT</p>  <p>Routes</p> </div> <div style="text-align: center;"> <p>CENTER POINT</p>  <p>Routes w/ Diversion point</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 20px;"> <div style="text-align: center;"> <p>CENTER POINT</p>  <p>Routes w/ rendezous point</p> </div> <div style="text-align: center;"> <p>CENTER POINT</p>  <p>Routes w/ waypoint</p> </div> </div>		



## Appendix B - Civil Data Forms

### M. Road/Route Recon Assessment

Directions: Complete form A (general Information) before completing this form.  
Reference: Engineer Field Data FM 5-34 Chapter 8-Roads

#### Block 3: Road

<b>3.1</b>	Width of the Road:	meters
<b>3.2</b>	Length of the Road:	meters
<b>3.3</b>	Condition of the road:	Excellent/Good/Fair/Poor
<b>3.4</b>	Route details: number of vehicles:	Numeric
<b>3.4.1</b>	Start Time:	HH:MM
<b>3.4.2</b>	Stop Time:	HH:MM
<b>3.5</b>	What is the road classification	
<b>3.5.1</b>	Class A Road:	surface of asphalt/ concrete/ or similar continuous material
<b>3.5.2</b>	Class B Road:	construction of aggregated surfaces w/ beams/ ditches/ or culverts
<b>3.5.3</b>	Class C Road:	dirt, sand, or rock that could have been natural or constructed
<b>3.5.4</b>	Class D Road:	not constructed, established over time by vehicle passage
<b>3.5.5</b>	Class 1 Trail:	exclusive to non-motorized/non-mechanized travel, horseback, foot travel
<b>3.5.6</b>	Class 2 Trail:	exclusive to all-terrain vehicles, four-wheelers, and four wheel drive
<b>3.6</b>	List overpasses:	Lat/Long
<b>3.6.1</b>	Height of clearance:	Meters
<b>3.7</b>	Any grades over 8%:	Y/N
<b>3.7.1</b>	If Yes, georeference for start:	Lat/Long
<b>3.7.2</b>	If Yes, georeference for end:	Lat/Long
<b>3.7.3</b>	Estimated grade:	Percent
<b>3.7.4</b>	Length of graded portion of road:	Meters

**Appendix B - Civil Data Forms**

<b>3.8</b>	Any bridges:	Y/N
<b>3.8.1</b>	If yes complete a bridge assessment:	
<b>3.9</b>	List choke points:	Lat/Long
<b>3.9.1</b>	Width of choke point:	In meters
<b>3.10</b>	Is there construction on route:	Y/N
<b>3.10.1</b>	If Yes, georeference for start:	Lat/Long
<b>3.10.2</b>	If Yes, georeference for end:	Lat/Long
<b>3.10.3</b>	What type of construction:	Text
<b>3.11</b>	Are there any high density areas:	Y/N
<b>3.11.1</b>	If Yes, georeference for start:	Lat/Long
<b>3.11.2</b>	If Yes, georeference for end:	Lat/Long
<b>3.12</b>	Are there any restrictions/detours?	Y/N
<b>3.12.1</b>	If Yes, georeference for start:	Lat/Long
<b>3.12.2</b>	If Yes, georeference for end:	Lat/Long
<b>3.13</b>	List emergency stations:	Lat/Long
<b>3.14</b>	List historic/religious sites:	Lat/Long
<b>3.15</b>	List signs of governance:	Lat/Long
<b>3.16</b>	List factories:	Lat/Long
<b>3.17</b>	List gas stations:	Lat/Long
<b>3.18</b>	Is the road near any bodies of water:	Ocean/River/Pond/Lake/Stream/ Other
<b>3.19</b>	List Natural Hazards:	Text
<b>3.20</b>	List Man-Made Hazards:	Text
<b>3.21</b>	List Freezing/Icing Hazards:	Text
<b>3.22</b>	List Rainfall/Snowfall Hazards:	text
<b>3.23</b>	List Dry or Flooding Pattern Hazards:	Text

## Appendix B - Civil Data Forms

### N. Bridge Assessment

Directions: Complete form A (general Information) before completing this form.  
Reference: Engineer Field Data FM 5-34 Chapter 7-Bridging

### Block 3: Bridge

Reference: Engineer Reconnaissance FM 5-170 Appendix B

3.1	Width of the bridge:	Meters
3.2	Length of the bridge:	Meters
3.3	Condition of the bridge:	Excellent/Good/Fair/Poor
3.4	What is being bridged:	Canyon/Lake/Ravine/Overpass/ Other
3.5	Type of Materials Used on Bridge:	Wood/Metal/Bamboo/Other
3.6	Obvious Deformations on bridge:	Cracks/Shearing/Missing structure items/Unstable/Not square/ Sloping in middle/Other
3.7	Obvious Deformations on bridge road connection:	Cracks/Missing structure items/ Unstable/Not square/Gaps/Other
3.8	Capacity of bridge:	Kilos
3.9	Is this bridge vital to local quality of living?	Y/N
3.9.1	If yes, explain the impact:	Text
3.10	Created for vehicle or personnel passage:	Vehicle/Passenger
3.11	How many vehicle/people have used this bridge during the assessment:	
3.11.1	Start Time:	HH:MM
3.11.2	Stop Time:	HH:MM
3.11.3	Number of vehicles:	Numeric
3.11.4	Number of people:	Numeric

***Appendix B - Civil Data Forms***

**NOTES**

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DIE-CUT AREA

**Z**

DIE-CUT AREA

## Appendix B - Civil Data Forms

### O. Railway Assessment

Directions: Complete form A (general Information) before completing this form.

### Block 3: Railway Information

<b>3.1</b>	Type of railway:	Light/Conventional/High-speed/Other		
<b>3.2</b>	Railway Assessment Start Point:	MGRS 8 digit grid		
<b>3.3</b>	Railway Assessment End Point:	MGRS 8 digit grid		
<b>3.4</b>	Track count along railway:	Numeric		
<b>3.5</b>	Train tracking system:	None/GPS/RFID/Other		
<b>3.6</b>	Bridges along railway:	Y/N		
<b>3.6.1</b>	If yes conduct bridge assessment:			
<b>3.7</b>	Tunnels along railway:	Y/N		
<b>3.7.1</b>	<b>Location</b>	<b>Height</b>	<b>Width</b>	<b>Length</b>
	MGRS 8 digit grid	Meters	Meters	Meters
<b>3.8</b>	Oncoming train signal system:	Y/N		
<b>3.9</b>	Primary construction material:			
<b>3.9.1</b>	<b>Material</b>	<b>Purpose</b>		
	Text	Text		
<b>3.10</b>	Track Gauge:	Numeric		
<b>3.11</b>	Defects along the railway			
<b>3.11.1</b>	<b>Defects</b>	<b>Location</b>	<b>Length</b>	<b>Condition</b>
	Text	MGRS 8 digit grid	Meters	Unusable/ Average/Good
<b>3.12</b>	Traction System:	Y/N		
<b>3.13</b>	Maximum Speed Rates:	Kilometer per hour		
<b>3.14</b>	Is there a switch stand?	Y/N		
<b>3.14.1</b>	If yes height of switchstand:	Meters		
<b>3.15</b>	FROG responds to switch stand:	Y/N		

**Appendix B - Civil Data Forms****Block 3: Railway Information Continued**

<b>3.16</b>	Are there signs of track use?	Y/N
<b>3.17</b>	Gross Trailing Load Quality:	Good/ Fair/ Poor
<b>3.18</b>	Block Distance:	Meters

**Block 4: Train Information**

<b>4.1</b>	Type of train that uses railway:	Cargo/Passenger/Combination/ High-speed/Other	
<b>4.2</b>	Height:	Meters	
<b>4.3</b>	Train composition		
<b>4.3.1</b>	<b>Cars</b>	<b>Number</b>	<b>Condition</b>
	Engine/Passenger/Sleeper/ Dining/Bulk/Refrigerator/Livestock/ HAZMAT/Tanker/Flatbed/Weapon:	Numeric	Poor/Average/ Good

## Appendix B - Civil Data Forms

### Engagement

P. DSF

Q. NGO

R. Subject Matter  
Expert Exchange

S. Key Leader

T. Civilian

U. Contractor

V. Mass Engagement



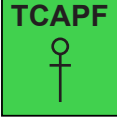


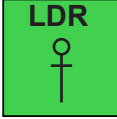






DIE-CUT AREA

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DIE-CUT AREA



## Appendix B - Civil Data Forms

ASSESSMENT TITLE	COORESPONDING MAP SYMBOL	ASSESSMENT TITLE	COORESPONDING MAP SYMBOL
TACTICAL CONFLICT ASSESSMENT AND PLANNING FRAMEWORK		CONTRACTOR	
NONGOVERNMENTAL ORGANIZATIONAL		LEADER	
SUBJECT MATTER EXPERT EXCHANGE		DISPLACED PERSONS, REFUGEES, AND EVACUEES	
KEY LEADER ENGAGEMENTS		GOVERNMENT LEADERSHIP	
CIVILIAN ENGAGEMENT		MASS ENGAGEMENT: PUBLIC VENUE	



## Appendix B - Civil Data Forms

### P. DSF Assessment

Directions: Complete form A (general Information) before completing this form. This assessment can be utilized as a stand-alone assessment or with other engagements.

#### Block 3: Information

3.1	Have there been population changes the last year?	Text
3.1.1	If yes, why:	Text
3.2	What are the most important problems the civilian is facing?	Text
3.2.1	Why is this a problem?	Text
3.3	Who does the civilian believe can solve the problem?	Text
3.3.1	Why can this (person/organization) solve the problem?	Text
3.4	What should be done first to help?	Text

### Q. NGO Assessment

Directions: Complete form A (general Information) before completing this form. Consider completing form P (TCAPF) during exchange.

#### Block 3: Information

3.1	What type of organization?	International/National
3.2	Impact Area:	Regional-Specific/Country-Wide
3.3	Category of Service:	Text
3.4	Description of Services:	Text
3.3	Affiliation(s):	Text
3.6	Implementing Partners:	Text
3.7	Funding Source(s):	Text
3.8	Current On-going Projects:	Y/N
3.8.1	If yes, types of projects:	Text
3.8.2	If yes, location of projects:	Lat/Long

**Appendix B - Civil Data Forms****R. Subject Matter Expert Exchange Assessment**

Directions: Complete form A (general Information) before completing this form.  
This form is intended for SMEE cooperation in training scenarios or on projects, etc.

**Block 3: Information**

<b>3.1</b>	Is this enduring or short term?	Enduring/Short Term
<b>3.2</b>	Coordination with NGO/IGO:	Y/N; *Option to complete NGO Form (Q)
<b>3.3</b>	Event:	Text
<b>3.4</b>	Group(s) targeted:	Text
<b>3.3</b>	HN personnel participating (#):	Numeric
<b>3.3.1</b>	Type of HN personnel:	Text
<b>3.6</b>	Media interest:	Y/N
<b>3.7</b>	Total population impacted by SMEE:	Numeric
<b>3.7.1</b>	# male:	Numeric
<b>3.7.2</b>	# females:	Numeric
<b>3.7.3</b>	# children:	Numeric
<b>3.8</b>	Population receptiveness:	Excellent/Good/Fair/Poor
<b>3.9</b>	Area impacted (Sq Km):	Numeric
<b>3.10</b>	Topic(s) trained:	Text
<b>3.11</b>	List organic resources:	Text
<b>3.12</b>	List other resources:	Text
<b>3.13</b>	Initial assessment:	Text
<b>3.14</b>	Post assessment/impact:	Text
<b>3.15</b>	Considerations for future training:	Text

## Appendix B - Civil Data Forms

### S: Key Leader Engagement (KLE) Assessment

Directions: Complete form A (general Information) before this form and form P (TCAPF) during the exchange.

#### Block 3: Attendance Roster

<b>3.1</b>	US attendee names:	Last Name, First Name
<b>3.1.1</b>	US attendees organization:	Text
<b>3.2</b>	Diplomat names:	Last Name, First Name
<b>3.2.1</b>	Diplomats organization:	Text
<b>3.3</b>	Local key leader attendees:	Last Name, First Name
<b>3.3.1</b>	Key leader organization:	Govt office/Tribe/Religion/Party/ Other
<b>3.4</b>	US military attendees:	Last Name, First Name, Rank
<b>3.4.1</b>	US military unit:	Text
<b>3.5</b>	Foreign military attendees:	Last Name, First Name, Rank
<b>3.5.1</b>	Foreign military unit:	Text
<b>3.6</b>	NGO attendees:	Last Name, First Name
<b>3.6.1</b>	NGO organization:	Text
<b>3.7</b>	Personal security elements present:	By organization
<b>3.8</b>	Was the meeting open to the public:	Y/N

#### Block 4: KLE Objectives

<b>4.1</b>	List the desired effect:	Text
<b>4.2</b>	List supporting objectives:	Text
<b>4.3</b>	List the commitments desired by US:	Text
<b>4.4</b>	List RFI to be answered:	Text
<b>4.5</b>	Identify key leader agenda / goals:	Text
<b>4.6</b>	Identify key leaders social network:	
<b>4.6.1</b>	Names of other key leaders:	Last Name, First Name

**Appendix B - Civil Data Forms****Block 4: KLE Objectives Continued**

4.6.2	Other organizations:	Text
4.7	Identify local participation in projects:	Text
4.8	Identify security improvements:	Text

**Block 5: Engagement Nuances**

5.1	Did you identify a cooperation level?	Y/N
5.1.1	If yes explain:	Text
5.2	Did you identify levels of interest?	Y/N
5.2.1	If yes, what did they mostly mention?	Text
5.3	What were the cultural nuances?	Text (e.g. drinking tea, small talk)
5.4	What were the typical customary practices conducted during KLE?	Text (e.g. tea, dance, prayer, ceremonies)
5.5	Gift-exchange expectations?	Y/N
5.5.1	If yes, what was presented?	Text
5.6	Any additional observations?	Text

**Block 6: Outcomes**

6.1	What items were discussed?	Text
6.2	Did you achieve your desired effect?	Y/N
6.3	Did the KLE have a good outcome?	Y/N
6.4	Long term influence potential?	Y/N
6.5	List commitments made by US:	Text
6.6	List local leader commitments:	Text
6.7	What are recommendations for future KLE with this group?	Text
6.8	List any intelligence considerations:	Text
6.9	What RFIs were answered?	Text
6.10	What was the timeline of events?	HH:MM

## Appendix B - Civil Data Forms

### T: Civilian Engagement Assessment

Directions: Complete form A (general Information) before completing this form. Consider completing the TCAPF assessment (P) during exchange. This form is intended to assess an informal situation, an “individual field report”. For an organized meeting, complete Key Leader Engagement (R).

### Block 3: Biographical Referencing Data

3.1	List all alias names:	Last Name, First Name
3.2	Height:	Meters
3.3	Weight:	Kilos
3.4	Circle highest education achieved:	None/Primary/Secondary/Associate/ Baccalaureate/Master/Doctorate/ Other
3.5	List spoken languages:	Text
3.6	List understood languages:	Text
3.7	List handicaps:	Text
3.8	Race:	Mongoloid/Caucasoid/Australoid/ Negroid/Capoid
3.9	What is the persons skin tone?	Very light/Light/Intermediate light/ Intermediate dark/Dark/Very dark/ Other
3.10	What is the persons religion?	Christian/Jewish/Muslim/Confusian/ Hindu/Shinto/Buddhist
3.11	What is the persons sect?	Text
3.12	What is the persons social class?	Upper/Upper middle/Lower middle/ Working/Poor
3.13	Does the person have an ID?	Y/N
3.14	Does the person have a passport?	Y/N
3.15	List any diseases the person may have:	Text

**Appendix B - Civil Data Forms****Block 3: Biographical Referencing Data Continued**

<b>3.16</b>	Were there biometrics collected from the person?	Y/N
<b>3.17</b>	When were biometrics collected?	MM/DD/YYYY
<b>3.18</b>	Where were biometrics collected?	Text
<b>3.19</b>	Does the person own a vehicle?	Y/N
<b>3.19.1</b>	Vehicle make:	Text
<b>3.19.2</b>	Vehicle model:	Text
<b>3.19.3</b>	Vehicle year:	YYYY
<b>3.19.4</b>	Vehicle color:	Text
<b>3.19.5</b>	Vehicle license plate:	Numeric
<b>3.20</b>	Does the person have a criminal record?	Y/N
<b>3.20.1</b>	What was the crime?	Text
<b>3.21</b>	Has the person ever been arrested?	Y/N
<b>3.21.1</b>	Why arrested?	Text
<b>3.21.2</b>	Who arrested person?	Text
<b>3.21.3</b>	Where was person arrested?	Text
<b>3.21.4</b>	Where was person jailed?	Text
<b>3.21.5</b>	Cellmate name(s):	Last Name, First Name
<b>3.22</b>	Is the person a soldier?	Y/N
<b>3.22.1</b>	What is the persons unit?	Text
<b>3.22.2</b>	What is the persons rank?	Text
<b>3.22.3</b>	What is the persons occupational specialty?	Text
<b>3.22.4</b>	List names of family members who are soldiers:	Last Name, First Name
<b>3.23</b>	What is the persons favorite pastime?	Text

## Appendix B - Civil Data Forms

### Block 3: Biographical Referencing Data Continued

3.24	Placement on black, white, or gray list?	Black/White/Grey
3.24.1	If yes, what is the justification?	Text
3.25	List the locations for the following:	
3.25.1	Birth place:	Text
3.25.2	School:	Text
3.25.3	Religious training:	Text
3.25.4	Job/Technical training:	Text
3.25.5	Currently socialize with friends:	Text
3.25.6	Vacation:	Text
3.25.7	Visited:	Text
3.25.8	Are the locations visited reflected in passports with dates?	Y/N
3.25.9	Where does person travel regularly to?	Work/School/Church/Friends/Entertainment/Other
3.25.10	Water source:	Text
3.25.11	Worship place:	Text
3.25.12	Medical care:	Text
3.25.13	Market:	Text
3.25.14	Vehicle maintenance:	Text
3.25.15	Bank:	Text
3.26	List primary transportation source:	Walk/Bike/Motorbike/POV/Taxi/Bus/Light rail/Other

### Block 4: Relationship Information

4.1	Name(s) of spouse(s):	Last Name, First Name
4.2	Names of kids:	Last Name, First Name
4.3	Name of father:	Last Name, First Name



**Appendix B - Civil Data Forms****Block 4: Relationship Information Continued**

<b>4.4</b>	Name of mother:	Last Name, First Name
<b>4.5</b>	Names of uncles:	Last Name, First Name
<b>4.6</b>	Names of aunts:	Last Name, First Name
<b>4.7</b>	Names of cousins:	Last Name, First Name
<b>4.8</b>	Tribe Name:	Text
<b>4.9</b>	Clan Name:	Text
<b>4.10</b>	List all clubs/sports teams affiliated with:	Text
<b>4.11</b>	List political organization memberships:	Text
<b>4.12</b>	List coworkers:	Last Name, First Name
<b>4.13</b>	List name(s) of boss(es):	Last Name, First Name
<b>4.14</b>	List names of teachers at last school:	Last Name, First Name
<b>4.15</b>	Who would person turn to if in trouble?	Last Name, First Name
<b>4.16</b>	Who is the most trusted man in persons village?	Last Name, First Name
<b>4.17</b>	List religious leader:	Last Name, First Name
<b>4.18</b>	List elder:	Last Name, First Name
<b>4.19</b>	List clan leader:	Last Name, First Name
<b>4.20</b>	List tribe leader:	Last Name, First Name
<b>4.21</b>	List local government representative:	Last Name, First Name
<b>4.22</b>	List neighbors:	Last Name, First Name



## Appendix B - Civil Data Forms

### U: Contractor Assessment

Directions: Complete form A (general Information) before completing this form.

#### Block 3: Contractor Personal Info

3.1	What is the type of contracting business?	Text
3.2	Has the contractor worked with US or Coalition forces in the past?	Y/N
3.3	Who recommends this contractor?	Last Name, First Name
3.4	Relationship between contractor and person recommending:	Text
3.4.1	What languages are understood/ spoken?	Text
	Where is the contractor on record as a trusted vender?	Embassy PRT Host Nation Coalition None Other
3.5	Currency the contractor accepts:	Text
3.6	Likelihood the contractor is working for or with the insurgency:	High/Unknown/Low
3.7	Has the contractor tried to cheat the US Coalition out of money?	Y/N
3.7.1	If yes explain:	Text
3.8	Can the contractor read?	Y/N
3.9	Expectation for US or Coalition to pay for fuel or for the use of business-owned transportation:	Y/N
3.10	Contractor's Competitors:	Text

#### Block 4: Contractor Past Project Referencing Data

4.1	Who has the contractor provided services to in the past?	Text
-----	--	------

**Appendix B - Civil Data Forms****Block 4: Contractor Past Project Referencing Data Continued**

<b>4.2</b>	Past projects the contractor completed:		
<b>4.2.1</b>	<b>Project</b>	<b>Location</b>	<b>Year</b>
	Text	Text	YYYY
<b>4.3</b>	Condition of past projects:	Scale (excellent, good, fair, poor)	
<b>4.4</b>	What are the contractor's costs for supplies?	Text; number (supply; cost)	
<b>4.5</b>	Where does the contractor get his labor from?	Text; number (location; cost)	
<b>4.6</b>	Where does the contractor get their material from?	Text; text (material; locations)	
<b>4.7</b>	What are the contractor's going rates?	Text; number (category of work; cost)	
<b>4.8</b>	Contact information of past customers:	Text; (Last Name, First Name; Contact info)	

## Appendix B - Civil Data Forms

### V. Mass Engagement Assessment

Directions: Complete form A (general Information) before completing this form.

#### Block 3: General Information

3.1	What is the type of mass engagement?	Convention/Social activity/ Community event/Religious/Political /Other
3.2	What was the approximate attendance?	Numeric
3.3	What key leaders were present?	Last Name, First Name
3.4	What organizations were represented?	Text
3.4.1	Who organized the event?	Last Name, First Name
3.5	What was the purpose for the event?	Text

#### Block 4: Nuances of the Engagement

4.1	Did you identify a level of cooperation?	Y/N
4.1.1	If yes explain:	Text
4.2	Did you identify levels of interest:	Y/N
4.2.1	If yes, what did they mention the most?	Text
4.3	What were the cultural nuances for gatherings/meetings?	Text (e.g. drinking tea, small talk)
4.4	Were typical customary practices conducted during the event?	Text (e.g. tea, dance, prayer, ceremonies)

#### Block 5: Outcome From the Event

5.1	What items were discussed?	Text
5.2	Did the organizer achieve the desired purpose?	Y/N

**Appendix B - Civil Data Forms**

V

**Block 5: Outcome From the Event Continued**

5.3	Did the engagement have a good outcome?	Y/N
5.4	Is there a potential for long term influence?	Y/N
5.5	List the commitments made by the US:	Text
5.6	List the commitments made by attendees:	Text
5.7	What are recommendations for future engagement at this event?	Text
5.8	Were there any intelligence considerations?	Text

## Appendix B - Civil Data Forms

### Facilities

W. Fishery / Hatchery

X. Ports / Harbors

Y. Airfield

Z. Farm

AA. Veterinary

BB. DC / HA

CC. Village



Facilities







DIE-CUT AREA

DIE-CUT AREA

DIE-CUT AREA

DIE-CUT AREA

## Appendix B - Civil Data Forms

ASSESSMENT TITLE	COORESPONDING MAP SYMBOL	ASSESSMENT TITLE	COORESPONDING MAP SYMBOL
FISHERIES		AIR TRAFFIC CONTROL FACILITY	
PORTS AND HARBORS		FARM	
AIRPORT		VETERINARY	

## Appendix B - Civil Data Forms

W

### W. Fishery / Hatchery Assessment

Directions: Complete form A (general Information) before completing this form.

#### Block 3: Infrastructure

<b>3.1</b>	What type of facility?	Fishery/Hatchery/Both			
<b>3.2</b>	What is the size of the fishery/hatchery?	Square meters			
<b>3.3</b>	Type of ownership:	Commercial/Private/other			
<b>3.4</b>	What is the existing structure?	Maritime area/Continental waterway/Building/Other			
<b>3.5</b>	Accessibility of waterways:	Easy access/Difficult access			
<b>3.6</b>	Are there laws regulating fishery activity?	Y/N			
<b>3.6.1</b>	Obtain a copy of the laws:				
<b>3.7</b>	Are there any exclusive economic zones (EEZ)?	Y/N			
<b>3.8</b>	Are boats present at the facility?	Y/N			
<b>3.8.1</b>	If yes, complete table:				
	Type of Vessel	Name of Vessel	Number	Owner	Operability
	Text	Text	Numeric	Last Name, First Name	Inoperable/ Poor/Good/ Excellent
<b>3.9</b>	Who maintains all the necessary boat equipment:	By name			
<b>3.10</b>	Special equipment used:				
<b>3.10.1</b>	Equipment	Quantity			
	Text	Numeric			

#### Block 4: Capabilities

<b>4.1</b>	Number of labors:	Numeric
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DIE-CUT AREA

DIE-CUT AREA

DIE-CUT AREA



**Appendix B - Civil Data Forms****Block 4: Capabilities Continued**

<b>4.1.1</b>	What training have they received?	Official/Unofficial
<b>4.1.2</b>	How long have they been working here?	By years
<b>4.1.3</b>	What is their monthly salary?	Numeric; in local currency
<b>4.2</b>	Types of cultivation:	Tuna/Carp/Marlin/Shark/Tilapia/Shellfish/Other
<b>4.3</b>	How is product cultivated:	Nets/Long-line/Pots/Other
<b>4.4</b>	Normal monthly production:	Kilos
<b>4.5</b>	How has the fishing been recently:	Text
<b>4.6</b>	Average daily harvest:	Kilos
<b>4.7</b>	Costs of the product, per kilo:	By local currency
<b>4.8</b>	How are the fish kept fresh?	Ice/Salt/Other
<b>4.9</b>	Where do the fish get processed?	On site/Off site
<b>4.9.1</b>	Off site location:	Text
<b>4.10</b>	Where does the processed product go?	Factory/Market/Other
<b>4.11</b>	How are the fish transported?	Truck/Bike/Hand-carried/Other
<b>4.12</b>	What is being done to deter piracy?	Text
<b>4.13</b>	Is there a piracy problem in the area?	Y/N
<b>4.13.1</b>	If yes explain:	Text
<b>4.14</b>	Social situation:	No strikes/ Discriminatory disputes/Other
<b>4.15</b>	Identify social conflicts if local fishery resources are depleted:	Text



## Appendix B - Civil Data Forms

### X. Ports and Harbors Assessment

Directions: Complete form A (general Information) before completing this form.

#### Block 3: Port/Harbor Information

3.1	Is harbor a fixed installation?	Temporary Permanent Not known
3.2	Harbor approach channel depth:	Numeric
3.3	Harbor maximum vessel draught:	Numeric
3.4	Harbor maximum vessel length:	Numeric
3.5	Harbor maximum vessel width:	Numeric
3.6	Harbor entrance restrictions:	Text
3.6.1	Is ice a natural harbor entrance restriction?	Y/N
3.6.2	Is swell a natural harbor entrance restriction?	Y/N
3.6.3	Harbor has overhead limitation:	Y/N
3.7	Is pilotage available?	Y/N
3.8	Is pilotage required?	Y/N
3.9	Are tugs available?	Y/N
3.10	Harbor has turning area:	Y/N
3.11	Harbor mean current tidal rate:	Numeric
3.12	Prevailing harbor wind direction:	All E E-NE E-SE N NE N-NE N-NW NW S SE S-SE S-SW SW W W-NW W-SW
3.13	Harbor prevailing wind speed unit of measure:	Kilometers per hour
3.14	Harbor prevailing wind rate:	Numeric
3.15	Mean neap tide:	Numeric
3.16	Mean spring tide:	Numeric
3.17	Tide comments:	Text

**Appendix B - Civil Data Forms****Block 3: Port/Harbor Information Continued**

<b>3.18</b>	Estimated time of arrival message required:	Y/N			
<b>3.19</b>	Description of piers:				
<b>3.19.1</b>	<b>Construction</b>	<b>Condition</b>	<b>Length</b>	<b>Width</b>	<b>Lighting</b>
	Masonry,Concrete, Lumber,Earthen, Other	Unusable, Poor, Fair, Good, Excellent	Meters	Meters	Y/N

**Block 4: Port/Harbor Capabilities**

<b>4.1</b>	Patrolled by security forces:	Navy Coast Guard Private NOS  Not known	
<b>4.1.1</b>	POC information of police/security forces chief or leader:	Text	
<b>4.1.2</b>	Water, airborne, and land patrols:	Y/N	
<b>4.1.3</b>	Equipment used to maintain security:	Weapons/Vehicles/Boats/Uniforms	
<b>4.2</b>	Is harbor a port of entry for Customs and Immigration?	Y/N	
<b>4.2.1</b>	Is there a Customs Agency representative present?	Last Name, First Name	
<b>4.2.2</b>	Customs Agency SOP being implemented:	Y/N	
<b>4.3</b>	Harbor fire fighting capability:	AFLOAT ASHORE NOS/Other	
<b>4.3.1</b>	Can supply fire-fighting capabilities:	Y/N	
<b>4.3.2</b>	Fresh water available:	Y/N	
<b>4.4</b>	Emergency services:		
<b>4.4.1</b>	<b>Service</b>	<b>Response time</b>	<b>Communications</b>
<b>4.4.2</b>	Fire/Police/HAZMAT/Other:	HH:MM	Text
<b>4.4.3</b>	Harbor supports LASH transport system:	Y/N	

## Appendix B - Civil Data Forms

### Block 4: Port/Harbor Capabilities Continued

4.4.4	Lighters are available:	Y/N	
4.4.5	Harbor has biologically secure facilities:	Y/N	
4.4.6	Day limit (kg) of net explosive quantity:	Numeric	
4.4.7	Harbor night limit net explosive quantity:	Numeric	
4.5	Harbor has degaussing capability:	Y/N	
4.6	Harbor can receive dirty ballast:	Y/N	
4.7	Passenger handing facilities are available:	Y/N	
4.7.1	Transit accommodation available:	Y/N	
4.8	Harbor vehicle handing type:	Not known NOS Fixedspan Floating-span Moveable-link span Other	
4.9	Harbor refueling location:	MGRS, LAT/LON, DTG, GZ Designator	
4.9.1	Harbor refueling type:	Bunkering-Barge Fixed Tanker-Road Other	
4.10	Harbor sheltering quality:	Excellent Good Fair Poor	
4.11	Harbor has convoy marshalling facilities:	Y/N	
4.12	Tanker facilities available:	Y/N	
4.13	Launch and recovery services:	Text	
4.14	Repair and dry dock operations:	Y/N	
4.14.1	<b>Equipment</b>	<b>Quantity</b>	<b>Condition</b>
	Text	Numeric	Inoperable/Poor/Good/Excellent
4.15	Cargo handling:	Y/N	

**Appendix B - Civil Data Forms****Block 4: Port/Harbor Capabilities Continued**

<b>4.15.1</b>	<b>Cargo handling equipment</b>	<b>Quantity</b>	<b>Condition</b>
	Text	Numeric	Inoperable/Poor/ Good/Excellent
<b>4.16</b>	<b>Communication systems:</b>	<b>Quantity</b>	<b>Condition</b>
	Cellular, Microwave, Harbor frequencies, Radio aids to navigation, Bridge to bridge radio, Military and rescue frequencies:	Numeric	Inoperable/Poor/ Good/Excellent
<b>4.17</b>	<b>Transportation systems in the Area:</b>	<b>Quantity</b>	<b>Condition</b>
	Airfields, Road access, Railways, with access points:	Numeric	Inoperable/Poor/ Good/Excellent
<b>4.18</b>	<b>Other Equipment</b>	<b>Quantity</b>	<b>Condition</b>
	Sonar, Radar, Optics/Low light optics, Laser rangefinder:	Numeric	Inoperable/Poor/ Good/Excellent
<b>4.19</b>	<b>Local policies, Regulations, and Restrictions:</b>	Text	
<b>4.20</b>	<b>Legal Tariffs, Cost, and Payments:</b>	Text	
<b>4.20.1</b>	Does illegal taxing occur?	Y/N	
<b>4.21</b>	<b>Harbor enclose marine sanctuary:</b>	Y/N	
<b>4.21.1</b>	National park:	Y/N	
<b>4.21.2</b>	Ecological restoration:	Y/N	
<b>4.21.3</b>	Wildlife habitat:	Y/N	
<b>4.21.4</b>	Tourist attraction:	Y/N	
<b>4.21.5</b>	Is harbor schedule publically available?	Y/N	
<b>4.22</b>	<b>Trash, garbage, sewage issues:</b>	Text	
<b>4.23</b>	<b>Dock of labor work force:</b>	Numeric	

## Appendix B - Civil Data Forms

### Y: Airfield / Airstrip

Directions: Complete form A (general Information) before completing this form.

### Block 3: General Information

<b>3.1</b>	Type of airfield/airstrip:	Military/Commercial/Private/Other			
<b>3.2</b>	International civil aviation code:	Text			
<b>3.3</b>	Runway information:				
<b>3.3.1</b>	<b>Length</b>	<b>Width</b>	<b>Narrowest</b>	<b>Composition</b>	<b>Restrictions</b>
	Meters	Meters	Meters	Paved Packed soil Grass NOS  Not known	Months
<b>3.4</b>	Hours of operations:	Text			
<b>3.5</b>	Provides air traffic control:	Y/N			
<b>3.6</b>	Instrument landing system:	Y/N			
<b>3.7</b>	Visual Navigation aid available:	Y/N			
<b>3.8</b>	Hangar information:				
<b>3.8.1</b>	<b>Hangar Location</b>	<b>Space Available</b>	<b>Height</b>	<b>Condition</b>	
	MGRS 8 digit grid	Square meter	Meters	Scale	
<b>3.9</b>	Aircraft parking capacity:	Numeric			
<b>3.10</b>	Approach lights operational:	Y/N			
<b>3.11</b>	Lights on parking ramp:	Y/N			
<b>3.12</b>	Fuel information:				
<b>3.12.1</b>	<b>Type</b>	<b>Storage Capacity</b>	<b>On-Hand</b>	<b>Location</b>	
	Text	Liters	Liters	MGRS 8 digit grid	
<b>3.13</b>	Radar operational:	Y/N			
<b>3.14</b>	Radar Location:	MGRS 8 digit grid			
<b>3.15</b>	Aircraft maintenance capability:	Text			
<b>3.16</b>	Location of passenger terminal:	MGRS 8 digit grid			

**Appendix B - Civil Data Forms****Block 3: General Information Continued**

<b>3.17</b>	Location of weather facility:	MGRS 8 digit grid		
<b>3.18</b>	Customs office location:	MGRS 8 digit grid		
<b>3.19</b>	Immigration office location:	MGRS 8 digit grid		
<b>3.20</b>	Cargo handling equipment:			
<b>3.20.1</b>	<b>Type</b>	<b>Quantity</b>	<b>Condition</b>	
	Text	Numeric	Inoperable/Poor/ Good/Excellent	
<b>3.21</b>	Cargo terminal location:	MGRS 8 digit grid		
<b>3.22</b>	Loading ramp condition:	Unusable/Poor/Good/Excellent		
<b>3.23</b>	De-icing equipment:	Y/N		
<b>3.24</b>	Emergency services:	Y/N		
<b>3.25</b>	Fire fighting capabilities:	Y/N		
<b>3.26</b>	Fire extinguishers present:	Y/N		
<b>3.27</b>	Crash crew available:	Y/N		
<b>3.28</b>	MEDEVAC capabilities:	Y/N		
<b>3.29</b>	Air traffic control tower height:	Meters		
<b>3.29.1</b>	Enclosed control tower:	Y/N		
<b>3.29.2</b>	Control tower air conditioning:	Y/N		
<b>3.29.3</b>	Operational hours per day:	HH:MM		
<b>3.30</b>	Ground personnel communications:	Text		
<b>3.31</b>	Equipment needing repair:			
<b>3.31.1</b>	<b>Type</b>	<b>Repair Required</b>	<b>Priority</b>	
	Text	Text	Numeric	
<b>3.32</b>	Airport Power Supply:			
<b>3.32.1</b>	<b>Source</b>	<b>Type</b>	<b>Condition</b>	<b>Hour / Day</b>
	Govt/Commercial/ On-site	Primary/Secondary/ Tertiary/Other	Operational/ Non-operational	HH:MM

## Appendix B - Civil Data Forms

### Z: Farm Assessment

Directions: Complete form A (general Information) before completing this form.

#### Block 3: General Information

<b>3.1</b>	What is the principle product?	Dairy/Corn/Wheat/Rice/Vegetable/ Fruit/Cattle/Hogs/Chicken/Other	
<b>3.2</b>	Who owns the farm?	Govt/Commercial/Private/Other	
<b>3.3</b>	Farmable/pasture land:	Hectares	
<b>3.4</b>	Ground storage area usage:		
<b>3.4.1</b>	<b>Type of Storage</b>	<b>Capacity</b>	<b>Location</b>
	Silo/Barn/Warehouse/Tank/Stable:	Cubic Meters	MGRS 8 digit grid
<b>3.5</b>	Is the farm operational?	Y/N	
<b>3.5.1</b>	What is required to make it so?	Text	
<b>3.6</b>	How many people are employed?	Numeric	
<b>3.7</b>	Do the workers feel safe?	Y/N	
<b>3.7.1</b>	If No, Why:	Text	
<b>3.8</b>	Is the farmer part of an association?	Y/N	
<b>3.9</b>	How does the farm obtain supplies?		
<b>3.9.1</b>	<b>Supply</b>	<b>Source</b>	<b>Quantity/Month</b>
	Text	Text	Text
<b>3.10</b>	Primary means of transportation of farm products to market:	Government/Commercial/Private/ Other	
<b>3.11</b>	List primary water source:	Text	
<b>3.11.1</b>	List secondary water source:	Text	
<b>3.11.2</b>	List other water source(s):	Text	
<b>3.12</b>	List on hand farm equipment:		
<b>3.12.1</b>	<b>Equipment Type</b>	<b>Quantity</b>	<b>Condition</b>
	Text	Numeric	Non-operational/Operational - needs minor repair/Fully operational



**Appendix B - Civil Data Forms****Block 3: General Information Continued**

<b>3.13</b>	List farm's outside assistance:		
<b>3.13.1</b>	<b>What Assistance</b>	<b>Source of Assistance</b>	<b>Amount of Assistance</b>
	Financial, Labor, Agency/Organization	Government/ NGO/ Commercial/Private/Other	Text

**Block 4: Produce**

<b>4.1</b>	Primary sources of fertilizer:		Text	
<b>4.1.1</b>	<b>Type of Fertilizer</b>	<b>Source of Fertilizer</b>	<b>Quantities on Hand</b>	<b>Cost</b>
	Text	Text	Kilos	Dollars
<b>4.2</b>	List chemicals and pesticides used:			
<b>4.2.1</b>	<b>Type of Chemical</b>	<b>Source of Chemical</b>	<b>Quantities on Hand</b>	<b>Cost</b>
	Text	Text	Kilos/Liters	Dollars
<b>4.3</b>	HAZMAT Control measures:		Text	
<b>4.4</b>	Bio-security measures used:		Text	
<b>4.5</b>	Is the farm seasonal:		Y/N	
<b>4.6</b>	Is crop rotation practiced:		Y/N	
<b>4.7</b>	Is soil conservation practiced:		Y/N	

**Block 5: Livestock**

<b>5.1</b>	Any disease concerns:		Y/N	
<b>5.1.1</b>	<b>Disease Concern</b>	<b>Mitigation</b>	<b>Priority</b>	
	Text	Text	Numeric	
<b>5.2</b>	Is there an animal health program?		Y/N	
<b>5.2.1</b>	<b>Program</b>	<b>Source</b>	<b>Funding</b>	
	Text	Text	Dollars	
<b>5.3</b>	Is pasture rotation practiced?		Y/N	
<b>5.4</b>	What livestock products are produced?		Text	
<b>5.5</b>	Describe disposal of animal waste:		Text	



## Appendix B - Civil Data Forms

### AA. Veterinary Assessment

Directions: Complete form A (general Information) before completing this form.

### Block 3: Veterinarian Capabilities

<b>3.1</b>	Who provides majority of animal care?	Text		
<b>3.1.1</b>	Where is veterinary care received?	Text		
<b>3.1.2</b>	Has an animal census been done for the country?	Y/N		
<b>3.2</b>	Who conducted the census?	Text		
<b>3.2.1</b>	When was it done?	MM:YYYY		
<b>3.2.2</b>	Is census data available?	Y/N		
<b>3.3</b>	List current animal health programs, initiatives and programs:	Text		
<b>3.3.1</b>	<b>Program</b>	<b>Sponsor</b>	<b>Status</b>	<b>Followed</b>
	Text	Text	Text	Y/N
<b>3.4</b>	What are the limiting factors?	Text		
<b>3.4.1</b>	<b>Factor</b>	<b>Why Limiting</b>	<b>Mitigation</b>	
	Text	Text	Text	
<b>3.5</b>	List national veterinary laboratory:	Text		
<b>3.6</b>	Is wildlife conservation a national priority?	Y/N		
<b>3.7</b>	Is wildlife a major reason for tourism?	Y/N		
<b>3.8</b>	Deworm: Season/month:	Text		
<b>3.8.1</b>	Name of vaccine/antiparasitic:	Text		
<b>3.9</b>	Ectoparasitic: Season/month:	Text		
<b>3.9.1</b>	Name of vaccine/antiparasitic:	Text		
<b>3.10</b>	What is the animal and animal products market?	Text		

**Appendix B - Civil Data Forms****Block 3: Veterinarian Capabilities Continued**

<b>3.11</b>	List top five (5) animal products for this country:	Text
<b>3.12</b>	Are animals inspected at slaughter?	Y/N
<b>3.13</b>	List national surveillance programs:	
<b>3.13.1</b>	<b>For What Diseases?</b>	<b>Program Coordinator</b>
	Text	Text
<b>3.14</b>	Are disease outbreaks readily reported to OIE?	Y/N
<b>3.15</b>	Are there quarantine procedures for animals ENTERING the country?	Y/N
<b>3.16</b>	Are there quarantine procedures for animals LEAVING the country?	Y/N
<b>3.17</b>	Can the Ministry of Agriculture put a farm or area under quarantine?	Y/N

**Block 4: Vet Support Income**

<b>4.1</b>	MoA Director of Livestock/Veterinary Services:	Last Name, First Name
<b>4.2</b>	USAID Agriculture / Economics POC:	Last Name, First Name
<b>4.3</b>	USAID Veterinary/Livestock Specialist:	Last Name, First Name
<b>4.4</b>	USDA - APHIS - IS Representative:	Last Name, First Name
<b>4.5</b>	List active veterinary programs:	Text
<b>4.5.1</b>	Programs POC:	Last Name, First Name
<b>4.6</b>	Describe "Other" that run active veterinary programs:	Text
<b>4.7</b>	Are there any NGOs working in the area providing veterinary support?	Text

## Appendix B - Civil Data Forms

### Block 4: Vet Support Income Continued

<b>4.7.1</b>	NGO POC:	Last Name, First Name
<b>4.8</b>	Are there programs/projects being conducted by USAID or USDA?	Y/N
<b>4.8.1</b>	Program:	Sponsor:
	Text	USAID/USDA/Other

### Block 5: Vet Training

<b>5.1</b>	Does the country have accreditation procedure?	Y/N
<b>5.2</b>	How many are accredited by other countries?	Text
<b>5.3</b>	Veterinary Schools:	
<b>5.3.1</b>	School Name      Location	Accreditation
	Text	MGRS 8 digit grid Text
<b>5.4</b>	Are veterinarians required to obtain a license to practice?	Y/N
<b>5.5</b>	Is continuing education mandatory for license renewal?	Y/N
<b>5.5.1</b>	Is this enforced?	Y/N
<b>5.5.2</b>	Is it readily available in country?	Y/N
<b>5.6</b>	Who provides Continuing Education?	
<b>5.6.1</b>	School Name:      Location:	Accreditation
	Text	Text Text
<b>5.7</b>	Agriculture, Veterinary, Farm Associations:	
<b>5.7.1</b>	Association	Function      POC
	Text	Text      Last Name, First Name
<b>5.8</b>	Which three (3) countries educate the majority of the veterinarians?	Text
<b>5.9</b>	Who pays for the education of veterinarians outside the country?	Text
<b>5.10</b>	# of Veterinary schools:	Numeric

**Appendix B - Civil Data Forms**

**Block 6: Domesticated Animals**

<b>6.1</b>	Are corrals or pans available?	Y/N			
<b>6.2</b>	Are chutes available?	Y/N			
<b>6.3</b>	Are chutes temporary or permanent?	Temporary / Permanent			
<b>6.4</b>	List Animals present:				
<b>6.4.1</b>	<b>Land Animals Present: (Domesticated)</b>	<b>Number</b>	<b>Primary Use</b>	<b>Secondary Use</b>	<b>Birthing Season</b>
	Text	Numeric	Text	Text	MM
<b>6.4.2</b>	<b>Aquatic Animals Present: (Domesticated)</b>	<b>Number</b>	<b>Primary Use</b>	<b>Secondary Use</b>	<b>Birthing Season</b>
	Text	Numeric	Text	Text	MM
<b>6.4.3</b>	<b>Winged Animals Present: (Domesticated)</b>	<b>Number</b>	<b>Primary Use</b>	<b>Secondary Use</b>	<b>Birthing Season</b>
	Text	Numeric	Text	Text	MM

## Appendix B - Civil Data Forms

### BB. Dislocated Civilian/Humanitarian Assistance (DC/HA) Assessment

Directions: Complete form A (general Information) before completing this form.

#### Block 3: Veterinarian Capabilities

<b>3.1</b>	Is this an Enduring or Short Term Camp?	Enduring/Short Term
<b>3.2</b>	List all NGO/IGO Coordination:	Text; *Option to complete NGO assessment*
<b>3.3</b>	Total Population impacted (#):	Numeric
<b>3.4</b>	# Males:	Numeric
<b>3.6</b>	# Females:	Numeric
<b>3.7</b>	# Children:	Numeric
<b>3.8</b>	Households within population (#):	Numeric
<b>3.9</b>	Group(s) Targeted:	Text
<b>3.10</b>	Area impacted (in Sq Km):	Numeric
<b>3.11</b>	Distance between DC-Camp and Displaced-area:	Numeric; in Km
<b>3.12</b>	Are the IDPs organized with representatives?	Y/N
<b>3.12.1</b>	If yes, List Top 3 priorities that have been expressed:	Text
<b>3.12.2</b>	List how representatives convey messages:	Word of mouth/Town hall meetings/ Other
<b>3.12.3</b>	Population's Receptiveness:	Text
<b>3.13</b>	Media Interest:	Y/N
<b>3.14</b>	Does Admin maintain population records?	Y/N
<b>3.16</b>	Does Admin maintain support received records?	Y/N

**Appendix B - Civil Data Forms****Block 3: Veterinarian Capabilities Continued**

<b>3.17</b>	Is there a reliable system for safe food distribution?	Y/N
<b>3.18</b>	Is there a medical facility at site?	Y/N
<b>3.18.1</b>	Describe medical capabilities:	Text
<b>3.19</b>	Is there a religious center?	Y/N
<b>3.20</b>	Are there camp security forces?	Y/N
<b>3.21</b>	Is there a camp detention facility?	Y/N
<b>3.22</b>	What is the accessibility to major roads?	Text
<b>3.23</b>	Describe human waste management practice:	Text
<b>3.24</b>	Describe personal hygiene practices:	Text
<b>3.25</b>	List laundry cleaning capabilities:	Text

**Block 4: Availability/Needs**

<b>4.1</b>	List details about the following Supplies/Needs:				
		<b>Type</b>	<b># Available</b>	<b># Needed</b>	<b>Donated By</b>
<b>4.1.1</b>	Food	Text	Numeric	Numeric	Text
<b>4.1.2</b>	Water	Text	Numeric	Numeric	Text
<b>4.1.3</b>	Clothing	Text	Numeric	Numeric	Text
<b>4.1.4</b>	Shelter	Text	Numeric	Numeric	Text
<b>4.1.4.1</b>	Cots	Text	Numeric	Numeric	Text
<b>4.1.3</b>	Medical	Text	Numeric	Numeric	Text
<b>4.1.6</b>	Financial Aid	Text	Numeric	Numeric	Text
<b>4.1.7</b>	Education	Text	Numeric	Numeric	Text
<b>4.1.8</b>	Other	Text	Numeric	Numeric	Text

## Appendix B - Civil Data Forms

### CC. Village Assessment

Directions: Complete form A (general Information) before completing this form.  
 For Hamlet, complete Level 1 questions only. Village, complete Level 1-2 questions.  
 Town, complete Level 1-3 questions. Urban Area, complete Level 1-4 questions. City,  
 complete Level 1-5 and only if there are more then 1 urban areas being assessed.

### Block 3: Mandatory Information

HAMLET		LEVEL 1 VILLAGE ASSESSMENT
<b>3.1</b>	Population:	Numeric
<b>3.1.1</b>	Sq Km:	Numeric
<b>3.1.2</b>	Dwelling Building material:	Construction Material
<b>3.1.3</b>	Residents Reaction towards U.S.:	Hostile Friendly Neutral UnKnown
<b>3.1.4</b>	Occupied:	Y/N/U
VILLAGE		LEVEL 2 VILLAGE ASSESSMENT
<b>3.2</b>	What is the highest legal authority?	Religious   Law enforcement   Tribal   Elected   Appointed Local  Appointed Non-local
<b>3.2.1</b>	Village leader:	Block #2 POC data
Capabilities		
<b>3.2.2</b>	a. Education:	Capacity = Full   Normal   Below   None   Unknown
<b>3.2.2.1</b>	Primary:	Capability Rating
<b>3.2.2.2</b>	Secondary:	Capability Rating
<b>3.2.2.3</b>	Trade:	Capability Rating
<b>3.2.2.4</b>	Higher:	Capability Rating
<b>3.2.3</b>	b. Distributed power:	
<b>3.2.3.1</b>	Type	Renewable  Gas   Coal   Other
<b>3.2.3.2</b>	Hours per day:	Numeric
<b>3.2.4</b>	c. Religion:	Capacity = Full   Normal   Below   None   Unknown
<b>3.2.4.1</b>	Places of worship:	Capability Rating



**Appendix B - Civil Data Forms****Block 3: Mandatory Information Continued**

<b>3.2.4.2</b>	Education:	Capability Rating
<b>3.2.5</b>	d. Library:	Capacity = Full   Normal   Below   None   Unknown
<b>3.2.6</b>	e. Medical:	Capacity = Full   Normal   Below   None   Unknown
<b>3.2.7</b>	f. Local potable water:	Capacity = Full   Normal   Below   None   Unknown
<b>3.2.8</b>	g. Police:	Capacity = Full   Normal   Below   None   Unknown
<b>3.2.9</b>	h. Fire Department:	Capacity = Full   Normal   Below   None   Unknown
<b>3.2.10</b>	i. Media:	
<b>3.2.10.1</b>	Newspaper:	Y/N/U
<b>3.2.10.2</b>	Internet:	Y/N/U
<b>3.2.10.3</b>	TV:	Y/N/U
<b>3.2.10.4</b>	Radio:	Y/N/U
<b>3.2.11</b>	j. Telecommunications: Always  Usually   Sometimes   Rarely   Never   None   Unknown	
<b>3.2.11.1</b>	Cell phone signal:	
<b>3.2.11.2</b>	Land line phone:	
<b>3.2.11.3</b>	cable Internet:	
<b>3.2.12</b>	k. Economics: Always  Usually   Sometimes   Rarely   Never   None   Unknown	
<b>3.2.12.1</b>	Provide local goods:	
<b>3.2.12.2</b>	Provide delivered goods:	
	<b>Town</b>	<b>Level 3 Village Assessment</b>
<b>3.3</b>	Areas covered:	Description of town area covered
	Bounding coordinates:	
<b>3.3.1</b>	NW	Geolocation
<b>3.3.2</b>	NE	Geolocation
<b>3.3.3</b>	SW	Geolocation
<b>3.3.4</b>	SE	Geolocation



## Appendix B - Civil Data Forms

### Block 3: Mandatory Information Continued

	Bounding Features:	
<b>3.3.5</b>	North	Text
<b>3.3.6</b>	South	Text
<b>3.3.7</b>	East	Text
<b>3.3.8</b>	West	Text
<b>3.3.9</b>	Associated Infrastructure:	
<b>3.3.9.a</b>	Shallow water docking:	Y/N/U
<b>3.3.9.b</b>	Port / Harbor:	Y/N/U
<b>3.3.9.c</b>	Railway:	Y/N/U
<b>3.3.9.d</b>	Air cargo:	Y/N/U
<b>3.3.9.e</b>	Air transit:	Y/N/U
<b>3.3.9.f</b>	Trucking:	Y/N/U
<b>3.3.9.g</b>	Military basing:	Y/N/U
<b>3.3.9.h</b>	Monetary Exchange:	Y/N/U
<b>3.3.9.i</b>	Universities:	Y/N/U
<b>3.3.9.j</b>	Highways/Interstates:	Y/N/U
<b>3.3.9.k</b>	NGOs:	Text
	<b>Urbanized Area</b>	<b>Level 4 Village Assessment</b>
<b>3.4</b>	Name of Suburb or dominant facility:	Text (e.g. Downtown, Hoover Dam)
<b>3.4.1</b>	Zoning or predominant structures:	Residential   Industrial   Commercial Retail   Commercial Business   Utility
<b>3.4.2</b>	Specific purpose of area survey:	PRC   SCA   NA   FHA   Other
<b>CAPABILITIES</b>		
<b>3.4.3</b>	Engineering:	
<b>3.4.3.1</b>	Construction Equipment:	Text
<b>3.4.3.2</b>	Foundation:	Pile   Slab   Other
<b>3.4.4</b>	Transmission:	

**Appendix B - Civil Data Forms****Block 3: Mandatory Information Continued**

<b>3.4.4.1</b>	RF (Media channels):	Range in KM
<b>3.4.4.2</b>	Bandwidth (Internet, Satellite):	Mb/Sec
<b>3.4.5</b>	Power:	SQ KM
<b>3.4.6</b>	Maintenance:	NA   Unit   Direct   General   Depot   Above
<b>3.4.6.1</b>	Wheeled:	
<b>3.4.6.2</b>	Water craft:	
<b>3.4.6.3</b>	Communications:	
<b>3.4.7</b>	Storage:	
<b>3.4.7.1</b>	Warehouse space:	10/m <sup>3</sup> (i.e. 3 = 300 cu m)
<b>3.4.7.2</b>	Climate controlled, warehouse space:	10/ cu m (i.e. 3=30 cu m)
<b>3.4.8</b>	Infrastructure:	
<b>3.4.8.1</b>	Paved surfaces max load:	# of Axels
<b>3.4.8.2</b>	Lowest load class Bridges:	Tons
	City	Level 5 Village Assessment
<b>3.5</b>	Local Govt POC:	POC data (not to replace Block #2)
<b>3.5.1</b>	Dept of State Action required - e.g. Accompanied visit, Official gathering:	Y/N
<b>3.5.2</b>	Dept of State action type:	Text
<b>3.5.3</b>	Has senior military leader engaged (Bde Cdr or higher meeting w/city leadership?)	Y/N/Never/ Not known
<b>3.5.4</b>	Has senior civilian leader engaged Consulate or Diplomatic Attache?	Y/N/Never/ Not known