<REQUESTOR'S COMMAND/ ORGANIZATION LETTER HEAD>

TO: Centre of Excellence for Operations in Confined and Shallow Waters (COE CSW) Executive Director

Schweriner Straße 31

D-24106 Kiel, Germany

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NSWAN-Mail: csw.coecswinfo@csw.coe.nato.int (when classified)

SUBJECT: Request for COE CSW Support

DATE: DD MM YYYY

**1. Background.**

In this paragraph, the requestor provides a summary of background information and major driving factors for this request. A brief description of related NATO or EU initiatives may be included as well as current or future operating conditions, operational requirements and corresponding gaps (e.g. in policy, doctrine, tactics, capabilities) that are to be considered.

*Example:*

* *Confined and shallow waters remain to be a key area in future operations where naval forces are exposed to multiple threats, including asymmetric threats.*
* *NATO lacks maritime tactics to counter multiple hybrid threats in a coastal environment.*

**2. Request.**

In this paragraph, the requestor provides (similar to a mission statement) the demanded task(s), if required also a specific format of the product [action to be taken ⇨ *what*], and the purpose [reason ⇨ *why*].

*Example: COE CSW is requested to [what] develop* a ‘*Counter Coastal Hybrid Threat’ EXTAC in order to [why] provide tactics for naval forces to counter multiple hybrid threats in a coastal environment.*

**3. Execution.**

In this paragraph, the requestor may detail any intentions for the conduct (e.g. proposed method) and suggestions (e.g. implied specialties, activities, entities or agencies).

*Example: COE CSW should develop appropriate tactics in cooperation with CJOS COE and validate them with support of CMRE preferably in NOCO 201X. Special focus should be laid on the integration of naval airpower and the employment of MUS. EXTAC should be releasable to NATO partners.*

**4. Completion.**

In this paragraph, the requestor clarifies the expected end state and due date, if applicable also additional recipient(s).

*Example:* *COE CSW is requested to provide a draft EXTAC preferably until end of 201X and present the principal results following MarOpsWG.*

**5. Coordination.**

In this paragraph, the requestor provides detailed contact data for any further queries.

*Example:* *POC: Cdr Sample, MARCOM N511, x.sample@mc.nato.int, T: +44(0)1923 XXX*