

U.S. ARMY SERGEANTS MAJOR ACADEMY (BSNCOC)

W113

JUN 99

PLANS, ORDERS, AND ANNEXES

PRERESIDENT TRAINING SUPPORT PACKAGE

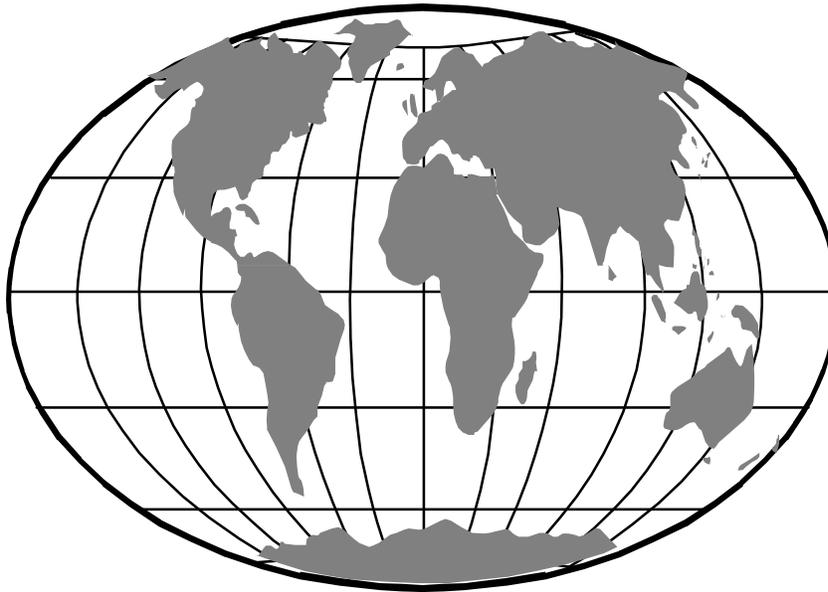
WAR FIGHTERS



Sergeant Major



Master Sergeant



Sergeant First Class



Staff Sergeant

OF THE 21ST CENTURY

PRERESIDENT TRAINING SUPPORT PACKAGE

**TSP Number/
Title** W113
Plans, Orders, and Annexes

Effective Date JUN 99

**Supersedes
TSPs** All previous Plans, Orders, and Annexes Preresident Training Support Packages.

TSP User The following course(s) use(s) this TSP:

Course Number(s)	Course Title(s)
250-ASI-2S	Battle Staff NCO Course

Proponent The proponent for this TSP is the United States Army Sergeants Major Academy.

**Comments
and
Recommendations** Send comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to:

ATTN ATSS DCR
CMDT USASMA
BLDG 11291 BIGGS FLD
FORT BLISS TX 79918-8002

**Foreign
Disclosure
Restrictions** The materials contained in this course have been reviewed by the course developers in coordination with the USASMA, foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

**This TSP
contains**

The following table lists the material included in this TSP:

Table of Contents		Page
Lesson	Section I, Administrative Data	3
	Section II, Introduction/Terminal Learning Objective	5
	Section III, Presentation	5
	Section IV, Summary	65
	Section V, Student Evaluation	65
Appendixes	A. Lesson Evaluation, Faculty Graded	Not Used
	B. Lesson Exercise and Solutions	B-1
	C. Student Handout(s)	Not Used

**Gender
Disclaimer**

Unless otherwise stated, the masculine gender of pronouns refers to both men and women in the publication.

SECTION I ADMINISTRATIVE DATA

**Task(s)
Trained** This lesson trains to standard the task(s) listed in the following table(s):

Task Title:	Prepare plans, orders, and annexes.
Conditions:	While serving as a battle staff NCO in a brigade or battalion staff.
Standard:	In accordance with FM 101-5.

**Task(s)
Taught or
Supported** This lesson teaches or supports the following tasks:

Task Number	Task Title
071-326-5502	Issue a Fragmentary Order.
071-326-5502	Issue a Warning Order.
071-900-0001	Prepare an Operations Plan.
071-900-0003	Prepare a Battalion Operations Order.

**Task(s)
Reinforced** N/A

**Prerequisite
Lessons** None.

**Clearance and
Access** There is no security clearance or access requirement for this lesson.

**Copyright
Statement** No copyrighted material reproduced for use in this lesson.

References The following table lists the reference(s) for this lesson.

Number	Title	Date	Para No.	Additional Information
FM 101-5	Staff Organization and Operations	May 97	Appendix H, Appendix F	NA

Equipment Required None

Materials Required None

Safety Requirements None.

Risk Assessment Level Low

Environmental Considerations None

Lesson Approval The following individuals have reviewed and approved this lesson for publication and incorporation into the Battle Staff NCO Course.

Name/Signature	Rank	Title	Date Signed
George V. Bucher Jr.	GS-9	Training Specialist, BSNCO	20 October 1999
William D. Adams	SGM	Chief Instructor, BSNCO	20 October 1999
Alan R. Tucker	SGM	Course Chief, BSNCO	20 October 1999

SECTION II INTRODUCTION

Terminal Learning Objective

At the completion of this lesson, you will:

Task Title:	Prepare plans, orders, and annexes.
Conditions:	In a self-study environment using the material contained in this lesson.
Standard:	In accordance with FM 101-5.

Evaluation

Each ELO has a Lesson Exercise and answer key. Complete each exercise and check your work with the answer key. If you answer any item incorrectly, study that part of the ELO again.

Instructional Lead-in

It is a critical time in all combat operations when the commander translates his thoughts and his decisions into orders. The commander must rapidly transmit instructions to subordinate commanders for prompt, unerring execution. You must be prepared to assist the commander by knowing the characteristics, preparation techniques, sources of information, and standardized formats of plans and orders.

SECTION III PRESENTATION

ELO 1

Action:	Recognize the uses and characteristics of plans, orders, and annexes.
Conditions:	In a self-study environment using the material contained in this lesson.
Standard:	In accordance with FM 101-5.

**Learning
Step/Activity
LS/A1, ELO 1,
Introduction**

Plans and orders are the means by which the commander expresses to his subordinates his battlefield visualization, intent, and decisions, focusing on the results the commander expects to achieve—his vision of the end state of an operation. This gives subordinates the maximum operational and tactical freedom to accomplish the mission while providing only the minimum restrictions and details necessary for synchronization and coordination. Plans and orders should provide the *what* rather than the *how* to encourage initiative. Commanders use plans and orders to synchronize military actions. Plans and orders also help the staff synchronize the commander's decisions and concepts. Plans and orders--

- Permit subordinate commanders to prepare supporting plans and orders.
- Implement operations derived from higher commander's plans and orders.
- Focus a subordinate's activities.
- Provide tasks and activities, constraints, and coordinating instructions necessary for the successful completion of missions.
- Do not inhibit agility, speed, and initiative in carrying out missions.
- Are communications conveying instructions in a standard recognizable, Clear, and simple format.

All operation plans and orders—

- Have five paragraphs.
 - Provide task organization and the scheme of maneuver.
 - Provide a clear, concise mission statement, based on the mission assigned by the higher headquarters that includes execution time and date.
 - Convey the commander's intent and concept of operations.
 - Usually include an overlay.
-

**LS/A1, ELO
1, Definition
of a Plan**

A plan is a proposal for executing a command decision or project. It represents the command's preparation for future or anticipated operations. Since plans concern future operations and help the staff make assumptions about the nature of the situation at the time of execution, plans cannot remain static. As the commander and staff change and adjust their estimates to reflect the current analysis of the situation, they must also change their plans.

Types of Plans

The following table lists and describes the types of plans:

Plan	Description
Operation Plan (OPLAN)	A plan a command uses to conduct military operations. Commanders may initiate preparation for possible operations by first issuing an OPLAN. The OPLAN: <ul style="list-style-type: none"> • States critical assumptions that form the basis of the plan (in paragraph 1d of the OPLAN). Assumptions must be revalidated prior to executions of the plan. • Becomes an OPORD when the conditions of execution occur and an execution time is determined.
Service Support Plan (SSPLAN)	Provides information and instructions covering service support for an operation. Estimates of the command's operational requirements are the bases for the service support plan. The SSPLAN becomes the service support order when the conditions of executions occur.
Supporting Plan	Complements another plan.
Contingency Plan	Provides for accomplishing different, anticipated major events, before, during, and after an operation.
Concept Plan (CONPLAN)	Used at Corps level when augmented to become a joint task force. It is an abbreviated plan, or outline, for an operation that requires considerable expansion or alteration to convert it into an OPLAN or OPORD. A CONPLAN States important features or principles of a course of action before detailed planning begins. It provides information to higher headquarters and seeks approval and allocations of resources.

**Definition of an
Order**

An order is a written or an oral communication directing actions. Orders are based on plans or the receipt of a new mission.

LS/A1, ELO 1, Categories of Orders

There are two general categories of orders--administrative and combat. Administrative orders cover normal administrative operations in garrison or in the field. They include general, specific, and memorandum orders; a court-martial orders; and bulletins, circulars and other memoranda. Combat orders pertain to strategic, operational, or tactical operations and their service support. Combat orders include operations orders, service support orders, movement orders, warning orders, and fragmentary orders.

Types of Combat Orders

The following table lists the types of combat orders and their description:

Orders	Description
Operation (OPORD)	A directive a commander issues to subordinate commanders to coordinate the execution of an operation. They always specify an execution time and date.
Service Support (SSORD)	<p>Provides the plan for service support of operations, including administrative movements. It provides information to supported elements and serves as a basis for the orders of supporting commanders to their units. SSORDs may be issued either with an OPORD, or separately when the commander expects the combat service support (CSS) situations to apply to more than one operations plan or order. At division and corps levels of command, the SSORD may replace an OPORDs service support annex. If that happens, the staff refers to the existence of the SSORD in paragraph 4 of the OPORD. Staffs at brigade and lower levels of command may cover all necessary information in paragraph 4 of the OPORD without annexes or a separate SSORD. The SSORD follows the same format as the OPORD. It is usually in writing and may include overlays, traces, and other annexes.</p> <p>The G-4 (S-4) has primary coordinating responsibility for preparing, publishing, and distributing the SSORD. Other staff officers, both coordinating and special, provide those parts of the order concerning their responsibilities. Their input may be a single sentence or a complete annex.</p>

LS/A1, ELO 1,
Types of
Orders,
continued

Orders	Description
Movement	<p>The Movement Order is a stand-alone order that facilitates an uncommitted unit's movement. The movements are typically administrative. When we do not anticipate enemy interference (except by air), we arrange troops and vehicles to expedite their movement and conserve time and energy. Normally, we conduct these movements in the communications zone. The G-4/S-4 has primary coordinating staff responsibility for planning and coordinating movement; however, he receives assistance from other coordinating and special staff officers/NCOs, namely, G-3/S-3, PM, MP, Transportation Officers, and Movement Control Personnel. The G-4/S-4 is also responsible for preparing, publishing and distributing the movement order.</p> <p>When conducting ground movement in rear areas of the combat zone where we expect enemy interference, the movement order may become a highway regulation annex (NATO refers to this as the "Movement" Annex) to an OPORD or SSORD. The G-3/S-3 plans and coordinates these tactical movements.</p>
Warning (WARNO)	<p>Is a preliminary notice of an order or action that is to follow. Warning Orders help subordinate units and their staffs prepare for new missions. Warning Orders maximize subordinates' planning time, provide essential details of the impending operation, and detail major time-line events that accompany mission execution. The amount of detail a WARNO includes depends on available time, available information, and information subordinate commanders need for proper planning and preparation.</p>

LS/A1, ELO 1,
Types of
Orders,
continued

Orders	Description
Warning (WARNO), continued	<p>The WARNO clearly informs the recipient of what tasks he must do now as well as possible future tasks. However, unless a WARNO specifically states it, it does not authorize execution other than planning. The WARNO may include:</p> <ul style="list-style-type: none"> • Required maps (if changed from the current OPORD). • The enemy situation and significant intelligence events. • The higher headquarters' mission. • Mission or tasks of the issuing headquarters. • The commander's intent statement (when available). • Orders for preliminary action, including reconnaissance and surveillance. • Coordinating instructions (estimated time lines, orders group meeting, time to issue order). • Service support instructions, any special equipment necessary, regrouping of transport, or preliminary movement of units. <p>We prepare warning orders in the five-paragraph format and put the words "WARNING ORDER" before the message text. With the commander's (or CofS's [XO's]) approval, a coordinating staff officer/NCO may issue the warning order.</p> <p>Every warning order involving movement should state a time before which there is no movement. This means that you must issue another order before that time to give actual movement timetables or to extend the period before which there will be no movement.</p>

LS/A1, ELO 1,
Types of
Orders,
continued

Orders	Description
Fragmentary (FRAGO)	<p>Provides timely changes to existing orders to subordinate and supporting commanders and provides notification of the changes to higher and adjacent commands.</p> <p>Commanders may authorize members of their staff to change existing orders by issuing FRAGOs in their name. A FRAGO is either oral or written and addresses only those parts of the original OPORD that have changes. You must use all five paragraph headings of the OPORD and follow the sequence of the OPORD. After each heading, state either “No Change” or the new information. This ensures that the recipients know they have received the entire FRAGO, especially if they received the FRAGO over the radio.</p> <p>The FRAGO differs from an OPORD only in the degree of detail that is in each. It refers to previous orders and provides brief and specific instructions. The higher headquarters issues a new OPORD when there is a complete change of the tactical situation or when many changes make the current order ineffective.</p>

LS/A1, ELO 1
Characteristics
of Plans and
Orders

Characteristics of good OPLANs or OPORDs include---

Characteristic	Description
Addressing of critical facts and assumptions	The commander and staff evaluate all facts and assumptions. They retain for future reassessment only those facts and assumptions that directly affect an operation’s success or failure. <u>OPORDs do not state assumptions.</u>
Authoritative expression	The plan or order reflects the commander’s intention and will. Therefore, its language must be direct. It must state unmistakably what the commander wants subordinate commands to do.

LS/A1, ELO 1,
 Characteristics
 of Plans and
 Orders,
 continued

Characteristic	Description
Positive expression	State plans and orders affirmatively. “The trains will remain in the assembly area” instead of “The trains will not accompany the unit.”
Avoiding unqualified directives	Do not use meaningless expressions like “as soon as possible.” Indecisive, vague, and ambiguous language leads to uncertainty and lack of confidence. For example, do not use “try to retain”; instead say “retain until.”
Balance	Provide a balance between centralization and decentralization. The commander determines the appropriate balance for a given operation by using METT-T. During the chaos of battle, it is essential to decentralize decision authority to the lowest practical level. Over-centralization slows action and contributes to loss of initiative. The commander must constantly balance competing risks while recognizing that loss of precision is usually preferable to inaction.
Simplicity	Reduce all essential elements to their simplest form, eliminating elements not essential to mission success
Brevity	Be concise, clear and to the point, and include only necessary details using short words, sentences, and paragraphs. Do not include matters covered in SOPs. However, where appropriate, they should refer to the SOP.
Clarity	Eliminate every opportunity for misunderstanding the commander’s exact, intended meaning. Everyone using the plan or order must readily understand it. Do not use jargon, although you may use acronyms, when they do not reduce clarity. Keep the plan or order simple by using doctrinal terms and graphics.
Completeness	Portray the commander’s will and provide necessary information required for the execution. Provide control measures that are complete and understandable, and that maximize the subordinate commander’s initiative.

LS/A1, ELO 1,
 Characteristics
 of Plans and
 Orders, cont

Characteristic	Description
Coordination	Provide for direct contact among subordinates; fit together all combat power elements for synchronized, decisive action; impose only necessary and doctrinally correct control measures; and help identify and provide for mutual support requirements while minimizing the force's exposure to fratricide.
Flexibility	Leave room for adjustments that unexpected operating conditions might cause. The best plan provides for the most flexibility.
Clear, concise mission and intent statements and essential tasks to subordinates	Use clear, concise mission and intent statements and essential tasks to subordinates. Tell subordinates in direct and unmistakable terms exactly what the commander wants them to do.
Centralized planning	The commander's mission, intent, and concept of operations underlie all plans and orders. Subordinate and supporting commanders develop plans and orders that support their commander's plan or order. The commander's control over subordinate commanders enhances synchronization and minimizes exposure to fratricide.
Decentralized execution	The commander delegates authority to subordinate and supporting commanders to execute the plan by telling them what he wants done not how to do it. He expects subordinates to seize and retain the initiative by aggressively and creatively executing his plan. In turn, subordinate and supporting commanders ensure their plans and orders provide for decentralized execution at the next lower echelon, allowing their subordinates to seize opportunities while the higher commander reviews courses of action to exploit success.
Use of existing resources for decisive action	Use all resources organic to the organization and available from higher headquarters. Provide subordinates with sufficient resources to accomplish their missions.
Timeliness	Send plans and orders to subordinates in time to allow them to adequately plan and prepare their own actions. When time is short, accept less than optimum products in the interest of timeliness.

LS/A1, ELO 1,
Techniques of
Issuing Orders

The following table describes the different techniques for issuing orders.

Technique	Description
Written	Five-paragraph written orders are the standard format for issuing combat orders.
Oral	Use oral orders when operating in an extremely time-constrained environment. They offer the advantage of quick dissemination to subordinates but at the risk of overlooking or misunderstanding critical information in the haste of the circumstances. Primarily you use oral orders for FRAGOs.
Electronic	You may generate and disseminate orders via electronic means to reduce the amount of time necessary to gather and brief the orders group.
Overlay Order	Combines the five-paragraph order with the operations overlay. The commander may issue the overlay order when planning preparation time is severely constrained and he must get the order to subordinate commanders by the most expeditious means. He may issue the overlay order by any suitable graphic method. The overlay order may consist of more than one overlay. A separate overlay or written annex can contain the service support coordination and organizations.

Annexes

Annexes provide details not readily incorporated into the basic order and help keep the order's basic text short. They increase the clarity and usefulness of the basic order by providing combat support, combat service support, and administrative details and instructions that amplify the basic order. They are a component of an order but not required if deemed unnecessary; each annex relates to a specific aspect of the operation. Appendixes expand information in annexes as necessary. Tabs expand appendixes as necessary and tabs are expanded by *Enclosures* as necessary. You will receive instructions in the specific labeling conventions used for each of these instruments in phase II of the battle staff course. Annexes, appendixes, tabs, and enclosures are referenced in the body of the order and in the ending of the order under the appropriate heading.

The staff officer with responsibility for the activity or service covered in the annex, appendix, tab, or enclosure prepares the document.

**LS/A1, ELO
1, Standing
Operating
Procedures**

Standing operating procedures (SOP) detail how forces will execute unit-specific techniques and procedures that commanders standardize to enhance effectiveness and flexibility. Commanders use SOP to standardize routine or recurring actions not needing their personal involvement. They develop SOP from doctrinal sources; applicable portions of the higher headquarters' published procedures, the commander's guidance, and techniques and procedures developed through experience. The SOP must be as complete as possible so that new arrivals or newly attached units can quickly become familiar with the unit's normal routine. In general, SOPs apply until commanders change them to meet altered conditions or practices. The benefits of SOPs include---

- Simplified, brief combat orders.
- Enhanced understanding and teamwork among commanders, staffs, and troops.
- Established synchronized staff drills.
- Established abbreviated or accelerated decision-making techniques.

The operations officer is responsible for preparing, coordinating, authenticating, publishing, and distributing the command's tactical and administrative SOP, with input from other staff sections.

**Matrixes and
Templates**

A number of staff tools exist to support the commander and his staff in the decision-making process and development of the order. Tools include the decision support template (DST), synchronization matrix, and execution matrix. However, matrixes and templates are only tools; they are not orders.

The commander and staff during the decision-making process create the decision support template. A DST graphically represents the projected situation, identifying where a decision must be made to initiate a specific activity or event. It does not dictate decisions; it indicates when and where the need for a decision is most likely to occur.

**LS/A1, ELO
1, Matrixes and
Templates,
continued**

The synchronization matrix provides a highly visible, clear method for ensuring that planners address all operating systems when they are developing courses of action and recording the results of war gaming. The matrix clearly shows the relationships between activities, units, support functions, and key events. The synchronization matrix supports the staff in adjusting activities based on the commander's guidance and intent and the enemy's most likely course of action. The synchronization matrix is not a formal part of plans and orders. It serves as a planning tool, an internal staff product, which normally is not distributed formally to subordinate and higher headquarters.

When used together, the synchronization matrix and the DST form a powerful graphic C² tool. Once a decision is made on the COA, the staff can use the DST and synchronization matrix to assist in writing the OPLAN or OPORD. Because missions and decisions are laid out in a logical and orderly fashion, this is also a good way to ensure nothing is left out of the OPLAN or OPORD.

The staff can write an annex to the OPLAN or OPORD as an execution matrix. An execution matrix depicts when and where specific-supporting actions must occur.

Orders Groups

Commanders establish orders groups to expedite the reconnaissance and planning process. Orders groups assemble on order of the commander. The following is an example of typical orders group designations:

Orders Group	Description
Alpha	Task Force (TF) commander, Executive Officer (XO), S-3, S-2, and Fire Support Officer (FSO).

LS/A1 ELO 1,
Orders Groups,
continued

Bravo	Orders group Alpha plus S-1, S-4, Forward Air Controller (FAC), Engineer, Air Defense Artillery (ADA), Scout Platoon Leader, Mortar Platoon Leader, Ground Surveillance Radar (GSR) Section Leader, Battalion Motor Officer (BMO), Command Sergeant Major (CSM), Signal Officer, S-3 Air, Chemical Officer, and Company E Commander.
Charlie	Orders group Alpha plus Company and Team Commanders, FSOs, and Scout Platoon Leader.
Delta	All orders groups and Liaison Officers (LNOs).

LS/A1, ELO 1,
Designation of
Units

The following table gives some format techniques and examples for depicting unit designations:

Format	Description	Example
Use authorized abbreviations	Abbreviations save time and space but use them only if there is no loss of clarity. Be sure you use abbreviations consistently throughout any order and its annexes	21st Army Group, 3d Army, 1st Corps, 17th IN Div
Use Arabic numbers	Give the numerical designations of units in Arabic numerals. When distinguishing between national forces of two or more nations, insert the NATO abbreviations for the country between the numerical designation and the unit name. Use abbreviated designations for organic units in plans and orders. However, to avoid confusion, use the full designation for non-organic units	10th Corps, 23d AR Div, 3d (GE) Corps Non-organic: 2-607 (155, SP) FA (CORPS) Organic: 2-607 FA

LS/A1, ELO 1,
Designation of
Units, continued

Format	Description	Example
Slash (/)	The slash (/) separates each level of command (squad/ platoon/ company/battalion)	1/A/54 MI 1 st Platoon, A company, 54 th MI Battalion.
Hyphen (-)	A hyphen used between two numbers designate units organized under the Combat Arms Regimental System (CARS).	4-5 AR, 4-78 MECH 1/A/1-42 FA
Combat Arms Regimental System	CARS units are: <ul style="list-style-type: none"> • Infantry • Armor • Field Artillery • Air Defense • Artillery Battalions • Divisional Armored Cavalry Squadrons • Special Forces Regiments 	1-12 FA, 1-3 AR, TF 1-78
Plus sign (+) and Minus sign (-)	Reinforced or detached (a force modifier) indicates the addition (+) of a next subordinate element or detachment (-) of the next subordinate element. The use of these symbols is limited to units of similar function having a command relationship to the higher headquarters. Symbols are always shown in parenthesis. Their use alerts commanders and staffs of significant changes to a unit's force structure. As such, they are not precise and require additional information to determine the unit's exact subelement composition.	

LS/A1, ELO 1,
Designation of
Units, continued

Format	Description	Example
Plus sign (+) and Minus sign (-), continued	Use the symbols when adding or deleting one or more subelements of similar functions from the parent unit. For example, if C company loses one platoon to B company, designate it as C Co (-). When two units swap one or more subelements (net gain is null), they would not receive a symbol. Another example, if the 53d MECH DIV received an additional maneuver brigade (in addition to its normally associated maneuver brigades), it would be shown as 53d MECH DIV (+). However, it would not show a (+) if it received an additional FA brigade (different function). In the last case, the 53d DIVARTY would show the (+).	53d MECH DIV (+) 3-82 MECH (-)
Task Force (TF)	A battalion-sized unit of the combat arms consisting of a battalion control headquarters, with at least one of its major organic subordinate elements (a company), and the attachment of at least one company-sized element of another combat or combat support arm. The TF is designated by using the last name of the commander of the force, using a code name, or by using a number.	TF SMITH, or TF SAWDUST, or TF 17

LS/A1, ELO 1,
Designation of
Units, continued

Format	Description	Example
Company Team	A combined arms team formed by attaching one or more nonorganic tank, mechanized infantry, or light infantry platoons to a tank, mechanized infantry, or light infantry company either in exchange for or in addition to organic platoons.	TM LEWIS, TM COBRA, TM ALPHA, TM THREE, TM TANK

Place and
Direction
Designations.

Describe locations or points on the ground by:

- Referring to Military Grid Reference System (MGRS) coordinates.
- Referring to longitude and latitude (if the maps available do not have the MGRS).
- Giving the distance and direction from a simple reference point (for example, crossroads 1,000 meters southwest of church tower of NAPERVILLE LB6448).

Designate directions in one of three ways:

- By using two locations or places (for example, direction ECKENTAL PV6690--PEGNITZ PA6851).
- As a point of the compass (for example, north or northeast).
- As a magnetic, grid, or true bearing, stating the unit of measure (for example, a magnetic bearing of 85 degrees).

LS/A1, ELO 1,
Place and
Direction
Designations,
continued

Instructions	Example
<p>When a place or feature on a map is mentioned for the first time in an order, print the name in capital letters exactly as spelled on the map, and show its grid coordinates in parentheses after it. When a control measure such as a contact point or supply point, is used for the first time in an order print the name or designation of the point, followed by its grid coordinates in parentheses. Thereafter, use names, planning names, or codes and repeat the coordinates only for clarity.</p>	<p>EITTERFELD (NB5622) Contact Point 1 (LB667945)</p>
<p>When mentioned for the first time in an order, identify hills for which surveyed elevations are on the map by writing "HILL" in capital letters and following it with the surveyed elevation and its grid coordinates in parentheses. Thereafter, repeat the coordinates only for clarity.</p>	<p>HILL 553 (NB359456) HILL 553</p>
<p>Identify unsurveyed elevations by using lower-case letters and giving the grid coordinates.</p>	<p>hill at NB369246 or high ground at NB369246.</p>
<p>Identify "named" control measures such as objectives and phase lines by using all capital letters.</p>	<p>AA PINE, OBJ THUNDER PL BLUE</p>

LS/A1, ELO 1, You must be careful in giving battlefield directions. To avoid confusion, give
OPORDs directions one of three ways; The first way is The second way is to use The
Directions third way is to use

The following table describes ways of giving directions:

Direction	Description	Example
General	Use cardinal directions to designate a general direction.	ASSEMBLY AREA 2 is west of the FEBA, rather than left of the FEBA
Area grid coordinates	Name the northernmost point first and the remaining points in clockwise order.	NB3622 to NB3825 to NB3424
Positions	Describe from left to right and front to rear, facing the enemy. To avoid confusion, use compass points to describe flanks, rather than “right” or “left” of the friendly force.	The unit to the north of Task Force 1-78 is Task Force 1-5.
Roads, tracks, and railroads	Identify the names of places located on roads, tracks, and railroads. The word “road,” “track,” or “railroad” precedes the place names. If you do not use place names, use grid coordinates.	Road DREW-WILKINS
Routes	Always add compass points for clarity when describing a route if the possibility of confusion exists. If a particular route already has a planning name (such as MSR LAME DOG), refer to the route using only that designator.	The route is northwest along the road LAPRAIRIE-DELSON
Riverbanks	Use the cardinal points of the compass or indicate either near or far in crossing operations when you describe riverbanks.	North riverbank of New River
Boundaries and Phase Lines	Designate easily distinguishable terrain features in the sequence in which the features occur on the ground.	Ridge from HILL 553 to HILL 581

LS/A1, ELO 1, Always use the date-time group (DTG) to designate dates and times in operation orders, plans, and annexes. Never use terms such as P.M., A.M., Designation of Dates and Time daylight, dusk, EENT, and BMNT in place of date-time groups.

The following table describes how to write dates and times in plans, order, and annexes:

Date of Time	Description	Example
Dates	Express date in the sequence day, month, and year.	6 August 1996
Time	Express time in the 24-hour clock system by means of a four-digit Arabic number. The first two digits represent the hour and the last two represent the minutes.	0140 is 1:40 a.m.
Time zone	Place a letter indicating the applicable time zone after the last digit of the time when any possibility of confusion exists as to which time zone applies. ZULU is standard for Joint and NATO operations.	1040Z Z=Greenwich Mean Time
DTG	Indicate the day of the month with the first two digits and use the last four digits to indicate the time. Place the time zone designator after the time. Add the month or the month and year to the DTG when necessary to avoid confusion.	061040Z August 1996
D-day	Use D-day to indicate the day on which an operation commences or is to commence.	
D-Arabic number	Refer to days preceding D-day by using a minus sign and an Arabic number following the letter "D."	D-3 is 3 days prior to D-day
D+Arabic number	Refer to days after D-day by using a plus sign and an Arabic number following the letter "D."	D+5 is 5 days after D-day

LS/A1, ELO 1,
Designation of
Dates and Time,
continued

Date or time	Description	Example
H-hour	Use H-hour to specify the hour on D-day at which an operation commences.	H-hour
H-Arabic number	Refer to hours preceding H-hour by using a minus sign and an Arabic number following the letter "H."	H-3 is 3 hours prior to H-hour
H+Arabic number	Refer to hours after H-hour by using a plus sign and an Arabic number following the letter "H."	H+8 is 8 hours after H-hour
Hours and minutes	Spell out all elements except the hours	H-30 minutes or H+30 minutes

**Learning
Step/Activity 2
(LS/A2), ELO 1**

Click here to go to [Lesson Exercise 1](#).

ELO 2

Action:	Recognize the use and format of an operation order/plan.
Conditions:	In a self-study environment using the material contained in this lesson.
Standard:	In accordance with FM 101-5.

LS/A1, ELO 2, Figure 2-1 shows the OPORD format.
OPORD Format

(Classification)
(No change from oral orders)
Copy No. _ of _ copies
Issuing unit
Place of issue
Date-time group
Message reference number
OPORD or OPLAN number
References:
Time Zone Used Throughout the Order:
Task Organization:
1. SITUATION
a. Enemy forces.
b. Friendly forces.
c. Attachments and detachments.
d. Assumptions (OPLAN only).
2. MISSION
3. EXECUTION
Intent
a. Concept of operations.
(Classification)

Figure 2-1. Example of an operation order format.

LS/A1, ELO 2,
OPORD
Format,
continued

	(Classification)
(1) Maneuver	
(2) Fires	
(3) Reconnaissance and Surveillance	
(4) Intelligence	
(5) Engineer	
(6) Air Defense	
(7) Information Operations	
b. Tasks to maneuver units.	
c. Tasks to combat support units.	
(1) Intelligence	
(2) Engineer	
(3) Fire Support	
(4) Air Defense	
(5) Signal	
(6) NBC	
(7) Provost Marshal	
(8) PSYOP	
(9) Civil Military	
(10) As Required	
	(Classification)

Figure 2-1. Example of an operation order format (continued).

LS/A1, ELO 2,
OPORD
Format,
continued

(Classification)
d. Coordinating instructions.
(1) Time or condition when a plan or order becomes effective
(2) CCIR
(3) Risk reduction control measures
(4) Rules of engagement
(5) Environmental considerations
(6) Force protection
(7) As required
4. SERVICE SUPPORT
a. Support concept.
b. Materiel and services.
c. Medical evacuation and hospitalization.
d. Personnel.
e. Civil military.
f. As required.
(Classification)

Figure 2-1. Example of an operation order format (continued).

LS/A1, ELO 2,
OPORD
Format,
continued

(Classification)
<p>5. COMMAND AND SIGNAL</p> <p style="margin-left: 40px;">a. Command.</p> <p style="margin-left: 40px;">b. Signal.</p> <p>ACKNOWLEDGE:</p> <p style="text-align: right;">NAME (Commander's last name) RANK (Commander's rank)</p> <p>OFFICIAL: Name and position</p> <p>ANNEXES:</p> <p>DISTRIBUTION:</p>
(Classification)

Figure 2-1. Example of an operation order format (continued).

Elements of a
Heading

Plans and orders consist of a heading, body and ending. In this section we will discuss the heading.

The heading of an operation order/plan consist of the following elements:

Elements	Description
Classification	All orders will have the security classification centered at the top and the bottom of each page.
Reference to Oral Orders	Leave out this comment when no oral orders were issued. If there were oral orders, use statements such as “No change from oral orders” or “No change from oral orders except for paragraph ” as appropriate.

LS/A1, ELO
2, Elements of
a Heading,
 continued

Copy Number	Assigned by S-3 for accountability.
Issuing Unit	Enter the unit issuing the order or plan.
Place of Issue	Show the place of issue (location of issuing headquarters) on each copy. Show the name of the town or place in capital letters, grid coordinates in parentheses, and the country in capital letters. You may encode both.
Date-Time Group	Enter the date and time the commander signed the order. In addition, it is the time the order is effective unless otherwise indicated in the coordinating instructions of the OPORD.
Message Reference Number	Assigned by the S-3 for acknowledging and/or referring to the order in the clear, over a nonsecure communication system.
Operation Plan (Order) Number (Code Name)	Assigned by the S-3. Numbers run consecutively through the calendar year. Entered on the left margin of the OPORD. Plans and orders normally contain a code name.
References	List any maps, charts, aerial photographs or other documents required to understand the order. When referring to a map, include the map series number, the sheet number and name, the edition number, and the map scale.
Time Zone Used Throughout the Plan (Order)	The time zone used throughout the order (including annexes and appendixes) is the time zone applicable to the operation. Operations across several time zones use ZULU Time.
Task Organization	Describes the allocation of forces to support the commander's concept. Task organization may be shown in one of two places: proceeding paragraph one, or in an annex, if the task organization is long and complicated.

**LS/A1, ELO
2, Example of
a Heading**

(Classification) (Change from oral orders, if any)	Copy _____ of _____ copies Issuing headquarters Place of issue (coordinates) Date-time group of signature Message reference number
OPERATION PLAN (ORDER) _____ (code name) (number)	
References:	
Time Zone Used Throughout the Plan (Order):	
Task Organization:	

Figure 2-2. Example of an OPLAN/OPORD heading.

**Example of
Task
Organization**

Task Organization:	
TF ADAMS 1-10 Armor (-) C/1-92 Mech 1/4/A/1-440 ADA Tm A/1/B/52 MI	Arty 1-50 FA (155 SP) (DS)
TF 1-92 1-92 Mech (-) C/1-10 Armor 2/4/A/1-440 ADA Tm B/1/B/52 MI	BDE Troops A/1-440 ADA (-) 3/C/1-440 ADA A/52 Eng (DS) 1/A52 Chem Co 1/A/52MI 1/B/52 MI (-) 1/52 MP Co (OPCON: 012200Z SEP)
1-94 Mech (+) C/1-93 Mech	Support Battalion 1 Fwd Spt Bn 1/A/752 Main Spt Bn

Figure 2-3. Example of a task organization listing in an OPORD.

LS/A1, ELO 2, The OPORD has 5-paragraphs. The SITUATION paragraph is the first paragraph in the body of the OPORD. This paragraph provides an overview of the general situation and always contains three subparagraphs in an OPORD and four in an OPLAN.

Situation
Paragraph 1.

The following table describes each subparagraph:

Subparagraph	Description
a. Enemy Forces	Express this information in terms of two enemy echelons below yours. Describe the enemy's most likely and most dangerous course of action. Include an assessment of terrorist activities directed against US government interests in the area of operations.
b. Friendly Forces	Include the mission, the commander's intent, and concept of operations for headquarters one and two levels up. Subparagraphs state the missions of flank units and other units whose actions would have a significant bearing on the issuing headquarters.
c. Attachments and Detachments	Do not repeat information already listed under Task Organization or in Annex A (Task Organization). Try to put all information in the Task Organization or in Annex A and state, "See Task Organization" or "See Annex A." However, when not in the Task Organization, list units that are attached or detached to the headquarters that issues the order. State when attachment or detachment is to be effective if different from when the OPORD or OPLAN is effective (such as on order, on commitment of the reserve). Use the term "remains attached" when units will be or have been attached for some time.
d. Assumptions (OPLAN only)	List all assumptions.

LS/A1, ELO 2, The MISSION paragraph is a clear, concise statement of the task(s) the
 Mission issuing unit is to accomplish. The commanders determine their mission
 Paragraph 2. statement from the mission analysis during the decision-making process, and
 address the who, what, when, where, why and how of the operation. The
 mission must always be stated in full and stand alone. There are no
 subparagraphs to paragraph 2.

Mission
 Paragraph
 Example

<p>2. MISSION</p> <p>TF 2-77 Mech conducts a passage of lines and attacks at 060140Z September 1999 to seize OBJ BLUE vic HILL 295 (NB251369) and OBJ RED vic HILL 301 (NB296384) and prepares to continue the attack to the east on order.</p>
--

Figure 2-4. Example of mission paragraph.

Execution
 Paragraph 3.

The EXECUTION paragraph contains the commander's concept and "how
 to" information needed for mission accomplishment. This paragraph consists
 of the commander's intent and the following four subparagraphs:

- a. Concept of Operations.
 - b. Tasks to Maneuver Units.
 - c. Tasks to Combat Support Units.
 - d. Coordinating Instructions.
-

Commander's
 Intent

The commander's intent is a clear, concise statement of what the force must
 do to succeed with respect to the enemy, terrain, and desired end state. It
 provides the link between the mission and the concept of operations by stating
 the key tasks that, along with the mission, are the basis for subordinates to
 exercise initiative when unanticipated opportunities arise or when the original
 concept of operations no longer applies.

**LS/A1, ELO
2, Concept of
Operation**

The concept of operation statement expands the commander's intent, particularly his vision of how he will conduct the operation and whom he will assign to perform it. Base the commander's concept of operation on the course of action (COA) statement prepared during the military decision-making process. After the concept of operations, include any subparagraphs you need to clarify the concept and to ensure unity of effort. The following subparagraphs are examples of what may be required within the concept of operations:

Subparagraph	Description
Maneuver	Describes the movement or placement of all major subordinate maneuver elements within the unit. It shows HOW the commander plans to accomplish the mission. This paragraph must address deep, close, rear, security, and reserve operations in a sequence that promotes clarity.
Fires	Outlines the commander's concept for fires and integrates tasks for fires with the scheme of maneuver. The commander designates which maneuver unit is the main effort and has priority of fires. Refer to ANNEX D as necessary.
Reconnaissance and Surveillance	Identify the reconnaissance and surveillance plan and how it ties in with the basic concept of operations. You should address how these assets will operate in relation to the rest of the force. Refer to ANNEX L as necessary.
Intelligence	State the intelligence system concept supporting the scheme of maneuver. Describe the priority of effort among situation development, targeting, and battle damage assessment (BDA). Refer to ANNEX B as necessary.
Engineer	Clarify the scheme of engineer support to the maneuver plan, such as the integration of engineer assets and obstacles. Should indicate the priority of effort. Refer to ANNEX F as necessary.
Air Defense	State the overall concept of air defense in support of the scheme of maneuver. Establish priority of air defense for GS units and provide air defense weapons status and warning status. Refer to ANNEX G as necessary.
Information Operations	State overall concept of information operations in support of the scheme of maneuver. Establish priority of support and refer to appropriate annexes as required.

LS/A1, ELO 2, Tasks to Maneuver Units	List all the maneuver units that report directly to the headquarters issuing the order or plan in the same sequence as in the task organization, including reserves. Use a separate subparagraph for each maneuver unit. Clearly state the missions or tasks that each maneuver unit of the command is to accomplish.
<hr/>	
Tasks to Combat Support Units	<p>List the combat support units in the same order as they appear in the task organization. List only those specific tasks the CS units must accomplish. Do not list specified or implied tasks that you list elsewhere. Subparagraphs that you may use here are:</p> <ol style="list-style-type: none"> 1. Intelligence 2. Engineer 3. Fire Support 4. Air Defense 5. Signal 6. NBC 7. Provost Marshall 8. Psychological Operations 9. Civil-Military Operations.
<hr/>	
Coordinating Instructions	<p>List only instructions applicable to two or more units and not routinely covered in unit SOPs. This is always the last subparagraph in paragraph 3. Complex instructions should be referred to in an annex. Subparagraphs 1-5 below are mandatory.</p> <ol style="list-style-type: none"> (1) Time or condition when a plan or an order becomes effective. (2) Commander's critical information requirements (CCIR). List once only here. Do not list in Annex B (Intelligence). <ol style="list-style-type: none"> (a) Priority intelligence requirements (PIR). (b) Essential Elements of friendly information (EEFI). (c) Friendly force information requirements (FFIR). (3) Risk reduction control measures. These are measures unique to this operation and not included in unit SOPs and can include mission-oriented protective posture, operational exposure guidance, troop-safety criteria (corps only), vehicle recognition signals, and fratricide prevention measures.

LS/A1, ELO 2, (4) Rules of engagement (ROE). (Note: ROE can be addressed within its
Coordinating Annex.
Instructions, (5) Environmental considerations,
continued

(6) Force protection.

(7) Any additional coordinating instructions.

Service Support Paragraph 4. Address service support in the areas shown below as needed to clarify the service support concept. Refer to annexes, if required. Subparagraphs can include:

a. Support concept. State the concept of logistics support to provide non-CSS commanders and their staffs a visualization of how the operation will be logistically supported. This could include---

- A brief synopsis of the support command mission.
- Support command headquarters or support area locations, including locations of the next higher logistic bases if not clearly conveyed in the CSS overlay.
- The next higher level's support priorities and where the unit fits into those priorities.
- The commander's priorities of support.
- Units in the next higher CSS organization supporting the unit.
- The use of host nation support.
- Significant or unusual CSS issues that might impact the overall operation.
- Any significant sustainment risks.
- Unique support requirements in the functional areas of manning, arming, fueling, fixing, moving, and sustaining the soldier and his systems.
- The support concept organized into a framework based on operational phasing, or presented as before, during, and after operations format.

b. Material and services.

c. Medial evacuation and hospitalization.

d. Personnel support.

LS/A1, ELO 2,
Command and
Signal
Paragraph 5.

The COMMAND AND SIGNAL paragraph is the last paragraph in the OPORD body. The paragraph contains instructions and information relating to command and signal functions. The following table describes the subparagraphs for command and signal:

Subparagraph	Description
a. Command	State the map coordinates for the CP locations and at least one future location for each command post. Identify the chain of command if not addressed in unit SOPs.
b. Signal	List signal instructions not specified in unit SOPs; identify the specific signal operation instructions (SOI) addition in effect, required reports and formats, and times the reports are submitted.

Elements of an
Ending

Plans and orders consist of a heading, body and ending. In this section, we will discuss the ending. The following table describes ending elements for the OPORD:

Elements	Description
Acknowledgment	Include instructions for the acknowledgment of the plan or order by addressees. The word "acknowledge" may suffice or you may refer to the message reference number. Acknowledgment of a plan or order means that it has been received and understood.
Signature	The commander or his authorized representative signs the original copy of the OPORD. If the representative signs the original, add the phrase "For the Commander."
Authentication	The coordinating staff responsible for the preparation of the order must authenticate those copies of the order, which do not have the commander's original or reproduced signature.
Annexes	Number alphabetically using the letter designates on page H-34 in FM 101-5. For annexes distributed separately from the basic order, enter the phrase "Issued separately" in parenthesis following the title of the annex. If a particular annex is not used, place "Omitted" beside that annex letter.
Distribution	Indicates who receives copies of the OPLAN/OPORD. Distribute to adjacent, supporting, and attached units since they are not normally included in the standard SOP distribution.

**LS/A1,
ELO 2,
OPLAN/
OPORD
Format**

Figure 2-5 shows an explanation of the elements of an OPLAN/OPORD.

(Classification)
(Change from oral orders, if any) (note 1)
Copy no _____ of _____ copies Issuing headquarters Place of issue Date-time group of signature (must include time zone suffix) (note 2) Message reference number
OPERATION PLAN (ORDER) NO _____ (code name) (note 3)
References: Maps, charts, and other relevant documents (note 4)
Time Zone Used Throughout the Plan (Order): The time zone applicable to the operation.
Task Organization: The organization of the command for conduct of the operation. This information may be either here or in an annex.
<p>There are two methods for formatting task organization, the outline method and the matrix method. The sequence in which units are listed is the same for both methods. The CofS (XO) selects the method the staff will use for a given plan or order.</p> <p>The outline method of task organization is a detailed listing in the basic order or plan of the allocation of available resources to ground maneuver units. Long or complex task organizations go in Annex A. The outline method has five steps:</p>
(Classification)

Figure 2-5. Explanation of an OPLAN/OPORD format.

NOTE: Numbered notes begin on page 47.

LS/A1, ELO 2,
OPLAN/
OPORD
Format,
continued

(Classification)
<p>OPERATION PLAN (ORDER) NO _____</p> <p>List major subordinate control headquarters in the correct sequence. If applicable, list task organization by the phases of the operation.</p> <ol style="list-style-type: none"> a. Units are grouped by command and control headquarters. Major subordinate maneuver units (for example, 1st Bde) are listed first in alphabetical or numerical order (task forces that are a major subordinate command precede brigade listings), followed by division artillery (DIVARTY), division troops, and division support command (DISCOM). b. The order of listing units under the major subordinate headquarters is as follows: <ol style="list-style-type: none"> (1) Maneuver units (task forces, teams), infantry, light infantry, mechanized, motorized, air assault, airborne, armor, aviation, cavalry: armored and air). Then in numerical order: (2) Artillery units (firing batteries: tube (self-propelled), tube (towed), rockets, and target acquisition). (3) CS units by size of command echelon, then numerically, and then alphabetically. (4) CSS units by size of command echelon, then numerically, and then alphabetically. <p>Indent subordinate units two spaces under the C² headquarters to indicate that they are organic, assigned, or attached. Qualify relationships other than attached by using parenthetical terms (for example, (OPCON), (GS), (DS), (GSR:___, (R:___), and so forth). If possible, show all command and support relationships in the task organization. Place DS units below the maneuver units they support. A command or support relationship is not a mission assignment: mission assignments go in paragraph 3b or 3c of the basic OPORD or OPLAN under organization for combat. For clarity, list subsequent command or support relationships in the task organization in parentheses following the affected unit (for example, "...on order, OPCON to 2d Brigade" is written as (o/o OPCON 2d Bde)).</p>
(Classification)

Figure 2-5. Explanation of an OPLAN/OPORD format (continued)

LS/A1, ELO 2,
OPLAN/
OPORD
 Format,
 continued

(Classification)
<p>OPERATION PLAN (ORDER) NO _____</p> <p>When the effective attachment time of a nonorganic unit to another unit differs from the effective time of the OPLAN or OPORD, enclose the effective attachment time in parentheses after the attached unit (for example, OPCON 2d Bde PH II). List this information in either the task organization (preferred) or in paragraph 1c, but not both.</p> <p>Give the numerical designations of units in Arabic numerals (such as 10th Corps, 1st AF, 3d Corps, 23d AR Div). To distinguish national forces of two or more nations, insert distinguishing letters for the country between the numeric designation and the unit name (for example, 3d (GE) Corps). Use abbreviated designations for organic units in plans and orders: however, to avoid confusion, use the full designation for nonorganic units (2-607 (155, SP) FA (Corps) rather than 2-607 FA). Designate task forces by using the last name of the commander of the task force (TF WILLIAMS), a code name (TF WARRIOR), or a number (TF 47 or TF 1-77).</p> <p>Group units other than major subordinate commands and units that are attached to or support major subordinate commands under a single heading which reflects that they are under the command and control of the force headquarters (for example, division control, tactical combat force (TCF), DIVARTY, DISCOM).</p> <p>When using the outline method, subordinate commanders name the communications zone (COMMZ) either geographically or numerically. They designate CSS installations as follows:</p> <p>Supply points (SUPPTs) by number, class or classes of supply, and organization or area supported (for example, SUPPT 913, CL V, 10th Corps). Do not designate two supply points by the same number.</p>
(Classification)

Figure 2-5. Explanation of an OPLAN/OPORD format (continued).

LS/A1, ELO 2,
OPLAN/
OPORD
Format,
continued

(Classification)
OPERATION PLAN (ORDER) NO _____
1. SITUATION
Information of the overall situation essential to subordinate commander understanding of the current situation. This paragraph will always contain subparagraphs a, b, and c as shown below:
<p>a. Enemy Forces. Express this information in terms of two enemy echelons below yours (for instance, corps address brigades; battalions address platoons). Describe the enemy's most likely and most dangerous course of action.</p>
<p>b. Friendly Forces. Include the mission, the commander's intent, and concept of operations for headquarters one and two levels up. Subparagraphs state the missions of flank units and other units whose actions would have a significant bearing on the issuing headquarters.</p>
<p>c. Attachments and Detachments. Do not repeat information already listed under Task Organization or in Annex A (Task Organization). Try to put all information in the Task Organization or in Annex A and state, "See Task Organization" or "See Annex A." However, when not in the Task Organization, list units that are attached or detached to the headquarters that issues the order. State when attachment or detachment is to be effective if different from when the OPORD or OPLAN is effective (such as on order, on commitment of the reserve). Use the term "remains attached" when units will be or have been attached for some time.</p>
<p>d. Assumptions. Include those situations/conditions that the commander believes will exist at the time the operation plan becomes an operation order (note 5).</p>
2. MISSION
State the mission derived during the planning process. There are no subparagraphs in a mission statement. The mission statement will cover on-order missions. The mission statement must be able to stand-alone.
(Classification)

Figure 2-5. Explanation of an OPLAN/OPORD format (continued).

LS/A1 ELO 2,
OPLAN/
OPORD
Format,
continued

(Classification)
OPERATION PLAN (ORDER) NO _____
3. EXECUTION
<p>INTENT: The commander's intent is a clear, concise statement of what the force must do to succeed with respect to the enemy, terrain, and desired end state. The intent is derived during the planning process. (note 6)</p> <p>a. Concept of operations. The concept of operations may be a single paragraph, may be divided into two or more subparagraphs or, if unusually lengthy, may be prepared as a separate annex. The concept of operations should be based on the COA statement from the decision-making process and, at a minimum, will address close, deep, rear, security, and reserve operations as well as describe the type or form of operation and designate the main effort. The commander uses this subparagraph when he feels he must supply sufficient detail to ensure appropriate action by subordinates in the absence of additional communications or further instructions. The concept state should be concise and understandable.</p> <p>The concept describes---</p> <ul style="list-style-type: none"> • The employment of major maneuver elements in a scheme of maneuver. • A plan of fire support or "scheme of fires" supporting the maneuver with fires. • The integration of other major elements or systems within the operation. These include reconnaissance and security elements, intelligence assets, engineer assets, and air defense. • Any other aspects of the operation the commander considers appropriate to clarify the concept and to ensure unity of effort. If the integration and coordination are too lengthy for this paragraph, that integration and coordination are addressed in the appropriate annexes. • Any be-prepared missions.
(Classification)

Figure 2-5. Explanation of an OPLAN/OPORD format (continued).

LS/A1, ELO 2,
OPLAN/
OPORD
Format,
continued

(Classification)
<p>OPERATION PLAN (ORDER) NO _____</p> <p>When an operation involves two or more clearly distinct and separate phases, the concept of operation may be prepared in subparagraphs describing each phase. Designate phases as “Phase” followed by the appropriate Roman numeral, for example, Phase I.</p> <p>If the operation overlay is the only annex referenced, show it after “a. Concept of operations.” Place the commander’s intent and concept of operations statement on the overlay if the overlay does not accompany the OPORD or OPLAN.</p> <p>b. Tasks to maneuver units. Clearly state the missions or tasks for each maneuver unit that reports directly to the headquarters issuing the order. List units in the same sequence as in the task organization, including reserves. Use a separate subparagraph for each maneuver unit. Only state tasks that are necessary for comprehension, clarity, and emphasis. Place tactical tasks that affect two or more units in subparagraph 3d.</p> <p>c. Tasks to combat support units. Use these subparagraphs only as necessary. List CS units in subparagraphs in the same order as they appear in the task organization. Use CS subparagraphs to list only those specific tasks that CS units must accomplish and that are not specified or implied elsewhere. Include organization for combat, if not clear from task organization.</p> <p>(1) Intelligence. Annex B (Intelligence). Address the function or support roles of organic or attached combat C²W or MI units, if not clear in the task organization. Designate any special use of unmanned aerial vehicles (UAVs). Designate the placement of remote video terminals.</p> <p>(2) Engineer. Annex F (Engineer). List organization for combat, if not in the task organization. Assign priorities of effort and support. Address functions or support roles of organic or attached engineer units if it is not clear in task organization. Establish priorities of work if not addressed in unit SOPs.</p> <p>(a) Engineer units, priorities of work.</p>
(Classification)

Figure 2-5. Explanation of an OPLAN/OPORD format (continued).

LS/A1, ELO 2,
OPLAN/
OPORD
 Format,
 continued

(Classification)
OPERATION PLAN (ORDER) NO _____
(b) Environmental considerations.
(3) Fire Support. Annex D (fire Support). A fire support annex is usually published at division and corps levels. At brigade and lower, include fire support information here rather than in an annex.
(a) Air support. State allocation of CAS sorties, AI sorties (corps), and nominations (division). Show tactical air reconnaissance sorties here or in the intelligence annex. Include nuclear weapons target nominations (corps and echelons above corps (EAC) only).
(b) Field artillery support. Cover priorities such as counterfires or interdiction. State organization of r combat, to include command and support relationships only if they are not clear in task organization. Ensure that allocation of fires supports the commander's concept. At brigade and lower, most of the fire support information is contained in a matrix format in the fire support annex.
(c) Naval gunfire support.
(d) Fire support coordinating measures.
(4) Air Defense. Annex G (Air Defense). Address the following for organic and attached AD units if not addressed in unit SOPs:
(a) Organization for combat.
(b) Missions.
(c) Priorities for protection.
(5) Signal. Annex H (Signal). List organization for combat, if not in the task organization. Assign priorities of effort and support. Address functions or support roles of organic or attached signal units if it is not clear in task organization. Establish priorities of work if not addressed in unit SOPs.
(Classification)

Figure 2-5. Explanation of an OPLAN/OPORD format (continued).

LS/A1, ELO 2,
OPLAN/
OPORD
 Format,
 continued

(Classification)
<p>OPERATION PLAN (ORDER) NO _____</p> <p>(6) NBC. Annex J (NBC). List organization for combat, if not in the task organization. Assign priorities of effort and support. Address functions or support roles of organic or attached chemical and smoke units if it is not clear in task organization. Establish priorities of work if not addressed in unit SOPs.</p> <p>(7) Provost Marshall. Annex K (PM). List organization for combat, if not in the task organization. Assign priorities of effort and support. Address functions or support roles of organic or attached MP unit if it is not clear in task organization. Establish priorities of support to EPW operations, circulation control plan, and rear area security if not address in unit SOPs.</p> <p>(8) Psychological Operations (PSYOP). Refer to Annex R if used.</p> <p>(9) Civil-Military Operations. Refer to Annex U if used.</p> <p>d. Coordinating Instructions. List only instructions applicable to two or more units and not routinely covered in unit SOPs. This is always the last subparagraph in paragraph 3. Complex instructions should be referred to in an annex. Subparagraphs 1-5 below are mandatory.</p> <p>(1) Time or condition when a plan or an order becomes effective.</p> <p>(2) Commander's critical information requirements (CCIR). List once only here. Do not list in Annex B (Intelligence).</p> <p>(a) Priority intelligence requirements (PIR). (b) Essential Elements of friendly information (EEFI). (c) Friendly force information requirements (FFIR).</p> <p>(3) Risk reduction control measures. These are measures unique to this operation and not included in unit SOPs and can include mission-oriented protective posture, operational exposure guidance, troop-safety criteria (corps only), vehicle recognition signals, and fratricide prevention measures.</p>
(Classification)

Figure 2-5. Explanation of an OPLAN/OPORD format (continued).

LS/A1, ELO 2,
OPLAN/
OPORD
 Format,
 continued

(Classification)
<p>OPERATION PLAN (ORDER) NO _____</p> <p>(4) Rules of engagement (ROE). (Note: ROE can be addressed within its Annex.</p> <p>(5) Environmental considerations.</p> <p>(6) Force protection.</p> <p>(7) Any additional coordinating instructions.</p> <p>4. SERVICE SUPPORT Address service support in the areas shown below as needed to clarify the service support concept. Refer to annexes, if required. Subparagraphs can include:</p> <p>a. Support concept. State the concept of logistics support to provide non-CSS commanders and their staffs a visualization of how the operation will be logistically supported. This could include---</p> <ul style="list-style-type: none"> • A brief synopsis of the support command mission. • Support command headquarters or support area locations, including locations of the next higher logistic bases if not clearly conveyed in the CSS overlay. <ul style="list-style-type: none"> • The next higher level's support priorities and where the unit fits into those priorities. • The commander's priorities of support. • Units in the next higher CSS organization supporting the unit. • The use of host nation support. • Significant or unusual CSS issues that might impact the overall operation. <ul style="list-style-type: none"> • Any significant sustainment risks. • Unique support requirements in the functional areas of manning, arming, fueling, fixing, moving, and sustaining the soldier and his systems. <ul style="list-style-type: none"> • The support concept organized into a framework based on operational phasing, or presented as before, during, and after operations format.
(Classification)

Figure 2-5. Explanation of OPLAN/OPORD format (continued).

LS/A1, ELO 2,
OPLAN/
OPORD
Format,
continued

(Classification)
<p>OPERATION PLAN (ORDER) NO _____</p> <p>b. Material and services. c. Medial evacuation and hospitalization. d. Personnel support.</p> <p>5. COMMAND AND SIGNAL This paragraph has two subparagraphs: "Command" and "Signal." Command instructions state the map coordinates for the CP locations and at least one future location for each command post. Command also identifies the chain of command if not addressed in units SOPs.</p> <p>Signal instructions lists the signal instructions not specified in unit SOP; identifies the specific signal operating instructions (SOI) addition in effect, required reports and formats, and times the reports are submitted.</p> <p>ACKNOWLEDGE: Include instructions for the acknowledgement of the plan or order by addressees. The word "acknowledge" may suffice or you may refer to the message reference number. Acknowledgement of a plan or order means that it has been received and understood.</p> <p style="text-align: right;">NAME (Commander's last name) RANK (Commander's rank) (note 7)</p> <p>OFFICIAL: (Authentication) (note 8)</p> <p>ANNEXES: If a particular annex is not used, place a "not used" beside that annex letter.</p> <p>DISTRIBUTION: Furnish distribution copies either for action or for information. List in detail those who are to receive the plan or order. If necessary, also refer to an annex containing the distribution list or to a standard distribution list or SOP. When referring to a standard distribution list, also show distribution to reinforcing, supporting, and adjacent units, since that list does not normally include these units. When distribution includes a unit from another nation or from a NATO command, cite the distribution list in full.</p> <p style="text-align: center;">(Classification)</p>

Figure 2-5. Explanation of an OPLAN/OPORD format (continued).

LS/A1, ELO 2, NOTES:

OPLAN/

OPORD Notes,

1. Applicable only to an order. The phrase "No change from oral orders" or "No change from oral orders except paragraph _____" will appear here if oral orders have been issued concerning this operation. In the absence of oral orders, this space is left blank.
2. This is the time the commander actually signs the plan or order and is the effective time of the order unless stated otherwise in paragraph 3d (Coordinating Instructions).
3. Plans and orders normally contain a code name and are numbered consecutively within a calendar year.
4. Reference to a map will include the map series number (and country or geographic area, if required), sheet number and name, edition, and scale (if required).
5. Applicable only to an operations plan.
6. An example of the commander's visualization of the conduct of operation may be as follows:

"Div attacks with 1st Bde on the east making the main attack and 2d Bde, on the west making the secondary attack. 3d Bde will be in reserve; 1-23 Cav screens division east flank."

"Our initial dispositions are such that no major readjustment of our forces is required. Our main attack will cross the LD with at least two mechanized battalions and a tank battalion under the control of the 1st Bde. This penetration will require a heavy artillery preparation before and during the attack. We should employ radio silence and sound electronic counter-countermeasures procedures, plus smoke to conceal our movement. We must jam the enemy's command and control and fire support nets. This should enable us to cross the first major compartment and to gain Hill 339 (NB4595) rapidly. Although the enemy on Hill 339 should be weakened by our artillery and airstrikes, our success in this course of action will depend on the success of the supporting attack to neutralize enemy observation and fire from Hills 347 (NB3790) and 351 (NB4450) and the success of our deception of the enemy, as to the location of our main attack. The supporting attack will have two mechanized battalions and two tank companies and will be under the control of the 2d Bde."

LS/A1, ELO 2,
OPLAN/
OPORD Notes,
continued

Once the main attack reaches Hill 339, we can expect a counterattack by the enemy, probably elements of one or more of the unlocated tank battalions. The containment of this enemy reaction may be critical and may require the use of the main attack's reserve. The tank battalion initially allocated to the main attack is available to assist in meeting this threat. The attack on Hill 334 (NB4344) will be concealed by smoke. This rapid movement will depend on the success of our artillery and airstrikes on the enemy positions on Hill 334 and possible enemy reinforcement or local counterattack.

Also, the securing of ATLANTA Hill (NB4479) by the supporting attack will assist the attack on Hill 334. From Hill 334 to Hill 306 (NB4258) will be the most critical phase in the attack, since an enemy counterattack with up to a medium tank regiment in strength can be expected. We should attempt to delay and confuse the enemy regiment once it starts to move, by jamming its major command nets. With this amount of tank strength against us, our main attack should have at least two tank battalions, so that we can allocate an additional tank battalion to the main attack. The threat presented by the enemy tank regiment and the unlocated tank battalions dictates that the division reserve under the control of the 3d Bde be a strong reserve, consisting of two mechanized battalions and a tank battalion. To repulse this counterattack, the reserve should follow the main attack closely to ensure our maximum armor strength at this critical point. Also, at this time, it will be essential that the supporting attack control ATLANTA Hill. If the enemy does not counterattack, we should be able to move quickly to the final objective, and the supporting attack must continue to exert pressure by pushing forward toward Hill 271 (NB4667) and Hill 362 (NB4500) so that the main attack can continue to advance. The main attack must secure Hill 305 (NB 4759) after it secures Hill 306 (NB4657). The supporting attack, however, will move along high ground when it departs from Hill 326 (NB4350) to secure Hill 322 (NB4620). The use of artillery support and air support to neutralize the remaining enemy elements on the division objective will be particularly important during this phase of the operation. The enemy does have the advantage of excellent observation of the approach of our main attack to each key terrain features. The success of this attack will depend heavily on the success of our artillery and airstrikes and the success of our supporting attack in securing ATLANTA Hill and Hill 326 in rapid succession. An unfordable obstacle protects our west flank. Minimum assets will be needed to screen this obstacle and give us warning if a threat starts to develop on the west side of the river. The unfordable obstacle should allow us sufficient time to divert forces to counter the threat. The 1st Bde should have sufficient assets to provide a warning along this short, exposed flank.

LS/A1, ELO 2, This course of action will require the use of the division cavalry squadron as a screening force on the east flank of the division to impede movement of enemy units until Hill 271 can be secured. On securing the division objective, reorganization must be accomplished rapidly and preparations made to continue the attack to the south."
OPLAN/
OPORD
 Notes,
 continued

7. The commander or authorized representative signs the original copy. If the representative signs the original, add the phrase "For the Commander." The signed copy is the historical copy and remains in headquarters files.

8. Use only when applicable. If the commander signed the original, no further authentication is required. If the commander doesn't sign, authentication is required by the signature of the preparing staff officer and only the last name and rank of the commander appear in the signature block.

Learning
Step/Activity 2
(LS/A2),
ELO 2

Click here to go to [Lesson Exercise 2](#).

ELO 3

Action:	Recognize the use and format of a warning order.
Conditions:	In a self-study environment using the material contained in this lesson.
Standard:	In accordance with FM 101-5.

Learning
Step/Activity
1 (LS/A1)
ELO 3,
 Introduction

Commanders use warning orders at all levels of command. They provide early notice of actions or orders that are to follow to give subordinates maximum time for preparation for combat. Warning orders follow the same five-paragraph format as the OPORD. A warning order does not authorize execution unless specifically stated.

LS/A1 ELO 3, The warning order will include the following elements:
 Elements of a
 Warning Order

Element	Description
Classification	All orders will have the security classification centered at the top and the bottom of each page.
Heading	WARNO must always begin with the heading "WARNING ORDER" for easy recognition.
References	Refer to higher headquarters OPLAN/OPORD and identify the map sheet for the operation. Optional.
Time Zone Used Throughout the Order	Optional
Task Organization	Optional
SITUATION	<p>a. Enemy forces. Include significant changes in enemy composition and courses of action.</p> <p>b. Friendly forces. (Optional)</p> <p>(1) Higher commander's mission.</p> <p>(2) Higher commander's intent.</p> <p>c. Attachments and detachments. Initial task organization; only address major unit changes.</p>
MISSION	Issuing headquarters' mission at the time of the WARNO. This is nothing more than higher headquarters' restated mission or commander's decisions during MDMP.
EXECUTION	<p>Intent:</p> <p>a. Concept of operations. Provide as much information as available.</p> <p>b. Tasks to maneuver units. Include information on tasks to units for execution, movement to initiate, reconnaissance to initiate, or security to emplace.</p> <p>c. Tasks to combat support units. Same as "Tasks to maneuver units".</p>

LS/A1 ELO 3,
 Elements of a
 Warning
 Order,
 continued

EXECUTION, continued	d. Coordinating instructions May include the following: <ul style="list-style-type: none"> • CCIR • Risk guidance. • Deception Guidance. • Specific priorities, in order of completion. • Time line. • Guidance on orders and rehearsals. • Orders group meeting (attendees, location, and time.) • Earliest movement time and degree of notice.
SERVICE SUPPORT	(Optional) a. Special equipment. b. Transportation.
COMMAND AND SIGNAL	(Optional) a. Command. State the chain of command if different from unit SOP. b. Signal. Identify current SOI edition.
ACKNOWLEDG- EDGD	(Mandatory)
NAME RANK	Same as OPLAN/OPORD
OFFICIAL	(Optional)

LS/A1, ELO 3,
Example of a
Warning Order

(Classification)
Copy 4 of 10 TF 1-33 Mech, 2d Brigade JOSSA (FL894632), GE. 291200Z January 99 XZ
<p>WARNING ORDER 7-99</p> <p>References: Higher headquarters OPLAN/OPORD #, Map, Special Series, GE 1:50,000.</p> <p>Time Zone Used Throughout the Order: Zulu.</p> <p>Task Organization: No changes.</p> <p>1. SITUATION</p> <p style="padding-left: 20px;">a. Enemy forces. Expect elements from the 14th GRMD to attack 2d Bde as part of the 8th Combined Arms Army first echelon.</p> <p style="padding-left: 20px;">b. Friendly forces. 2d Bde, 23 AD defends in sector 311000Z January 99 from FL 983708 to FL 984604 and FL824613 to FL 830712; Cdr., 2d Bde intends to defeat the lead MRRs forward of PL GREEN and convince enemy to commit 2d echelon MRR in TF 1-33 sector.</p> <p style="padding-left: 20px;">c. Attachments and detachments.</p> <p style="padding-left: 40px;">(1) Attachments.</p> <p style="padding-left: 60px;">(a) A Co (-), TF 1-3 AR to TF 1-33 Mech effective 281200Z January 99.</p> <p style="padding-left: 40px;">(2) Detachments.</p> <p style="padding-left: 60px;">(b) C Co, TF 1-80 Mech, to TF 1-5 AR effective 281200Z January 99.</p>
(Classification)

Figure 2-6. Example of a warning order.

LS/A1, ELO 3,
Example of a
Warning Order,
continued

(Classification)
WARNO 7-99
2. MISSION
TF 1-33 Mech defends in sector 311000Z January 99 from FL 988652 to FL 984604 and FL 880619 to FL 887657 to destroy one MRR.
3. EXECUTION
Intent: I intend to accept the battle from 1/208th ACR at PL RED, conduct a passage of lines through 1/208th ACR to the FEBA, and destroy 3 tank companies forward and in the vicinity of BP 1-1 (NB450034).
a. Concept of operations. The obstacle system and fires will assist the task force in shaping the penetration into EA GOLF (NB459999). When the lead infantry companies begin deploying to assault the strongpoint DP 3-1 (NB460987), the task force counterattacks with TM D along AXIS DELTA.
b. Tasks to maneuver units. TF 1-33 Mech defends in sector initially with Co B forward, TM A in BP 1-1, TM D Reserve in BP 4-1 (NB460987), and Co C in SP 3-1 (NB450987).
c. Tasks to combat support units. None.
d. Coordinating instructions.
(1) Priority on MSR to 1/208th ACR until four hours after battle handover.
(2) Orders Group A to be present for OPORD issue at the TAC CP at 291800Z January 99.
4. SERVICE SUPPORT None.
(Classification)

Figure 2-6. Example of a warning order (cont).

LS/A1, ELO 3,
Example of a
Warning Order,
continued

(Classification)

WARNO 7-99

5. COMMAND AND SIGNAL

a. Command.

(1) TOC at vic FL 672625.

(2) Jump TOC at vic FL 695650.

b. Signal. SOI Index KTV 1600C in effect.

ACKNOWLEDGE:

SANCHEZ
LTC

OFFICIAL:
/S/

JOHNSON
S-3

DISTRIBUTION: A

(Classification)

Figure 2-6. Example of a warning order (cont.).

**Learning
Step/Activity
2 (LS/A2),
ELO 3**

Click here to go to [Lesson Exercise 3](#).

ELO 4

Action:	Recognize the uses and format of an annex.
Conditions:	In a self-study environment using the material contained in this lesson.
Standard:	In accordance with FM 101-5.

**Learning
Step/Activity
1 (LS/A1)
ELO 4,
Annexes**

The basic OPLAN/OPORD includes most of the essential information required to execute the commander's intent. However, the order may require an annex and additions if the commander's intent requires amplification.

An annex is a component to an order that relates to a specific aspect of the operation, for example, fire support. The staff officer having responsibility for the activity prepares the annexes.

We use annexes, appendices, tabs, and enclosures to expand on an OPLAN/OPORD and make the basic order easier to understand. The following table describes the additions:

Additions	Description
Annexes	Amplify and supplement instructions in the basic order. Annexes are designated by capital letters. Units that do not require a particular annex indicate this by stating "ANNEX OMITTED."
Appendixes	Amplify annexes. Number appendixes sequentially with Arabic numbers.
Tabs	Amplify appendixes; Letter them consecutively with capital letters.
Enclosures	Amplify tabs. Number them consecutively with Arabic numbers.

LS/A1 ELO 4, Figure 2-7 shows how to label additions.
Annexes,
continued

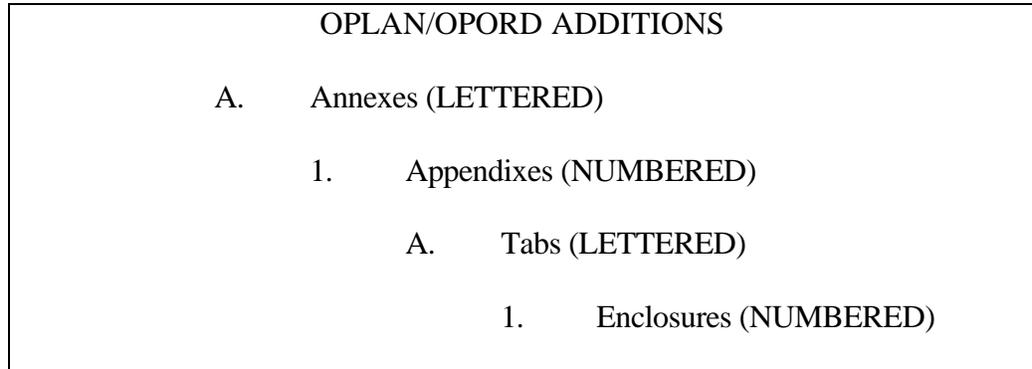


Figure 2-7. Example of OPLAN/OPORD additions.

Purpose of
Annexes

The purpose of an annex is to keep the basic text of an order short. The number or type of annexes used is governed by the needs of the particular order. Annexes—

- Should increase the clarity and usefulness of the order.
- Allow the selective distribution of certain information.
- Provide information and direction to subordinate and supporting units of the command.
- Should not be an order from supporting unit commanders to their troops unless it's an annex to their own orders.
- Should not include matters covered in the SOP.

Use of
Annexes

OPORDs and OPLANs can use overprinted maps, sketches, matrices, tables, and overlays as annexes. When issuing an overlay, use the same scale map the subordinate commands use. Annexes include--

- Details that amplify the basic order.
- Combat support instructions (fire support and engineer).
- CSS instruction (service support overlay, traffic circulation and control instructions)
- Information or instructions on related operations (psychological operations, rear area operations)
- Any other information or directions required to amplify the order.

Reference Annexes	Identify the annex by its title and headquarters (for example, ANNEX B (Intelligence) to Operation Order 10--52d IN Div (M) (B)). Reference all annexes in the body of the parent document by letter or number and title, enclosed in parentheses, and listed at the bottom of the parent document under the appropriate heading.
Distribution of Annexes	Units may issue annexes simultaneously with the order or distribute them separately. Unless there is good reason to the contrary, the S-3, or the appropriate staff officers will issue all copies of an order complete with all of its annexes. An annex issued at the same time as the basic order with the same distribution does not need a separate heading or ending, nor does it require signature or authentication. Annexes issued separately from the basic order must contain a complete heading and a complete ending. The primary staff officer responsible for an annex issued separately from the OPORD must authenticate that annex.

LS/A1 ELO 4, Figure 2-8 shows an example of an annex format (General).
 Example of an
 Annex

<p>(Classification) (Change from oral orders, if any)</p> <p style="text-align: right;">Copy no ___ of ___ copies Issuing Headquarters Place of issue Date-time group Message reference number</p> <p>ANNEX ____ (Title) TO OPERATION ORDER NO ____</p> <p>Reference: Maps, Charts, and other relevant documents.</p> <p>Time Zone Used Throughout the Order:</p> <p>1. SITUATION. Include the items of information affecting the functional area that paragraph 1 of the OPORD does not cover or that needs to be expanded.</p> <p style="padding-left: 40px;">a. Enemy. Reference to intelligence annex, if applicable.</p> <p style="padding-left: 80px;">(1) Terrain. List all critical terrain aspects that would impact functional area operations.</p> <p style="padding-left: 80px;">(2) Weather. List all critical weather aspects that would impact functional area operations.</p> <p style="padding-left: 80px;">(3) Enemy functional area capability and/or activity. List locations and activities of enemy functional area units. Normally gathered one level up and two levels down.</p> <p style="padding-left: 40px;">b. Friendly situation.</p> <p style="padding-left: 80px;">(1) Outline higher headquarters plan.</p> <p style="padding-left: 80px;">(2) List designation, location, and outline of the plan of higher, adjacent, and other functional area assets that support or would otherwise impact the issuing headquarters or would require coordination, and any other functional area supporting the unit.</p> <p style="padding-left: 80px;">(3) List nonfunctional-area units capable of assisting in functional area operations (such as non-engineer units capable of emplacing scatterable mines).</p> <p style="text-align: center;">(Classification)</p>
--

Figure 2-8. Example of an annex (General).

LS/A1 ELO 4,
Example of an
Annex,
continued

(Classification)
<p>ANNEX ___(Abb Title) TO OPORD NO ___</p> <p>b. Attachments and Detachments.</p> <p>(1) List units attached or detached only as necessary to clarify task organization.</p> <p>(2) Highlight changes in functional area task organization that occur during the operation, including effective times or events.</p> <p>2. MISSION. State the mission of the functional area in support of the basic OPORD or OPLAN.</p> <p>3. EXECUTION</p> <p>a. Scheme of support. May be titled “Scheme of (functional area) operations” or “support”.</p> <p>(1) Describe the concept of functional area operations to support the commander’s intent and the maneuver plan, tying in critical functional area tasks or the functional area’s main effort by mission.</p> <p>(2) Establish the main functional area effort by mission and unit for each phase of the operation.</p> <p>(3) State functional area priorities.</p> <p>b. Tasks to subordinate units.</p> <p>(1) List functional area tasks that specific maneuver elements are to accomplish that the base OPORD does not contain.</p> <p>(2) List functional area tasks that the functional area units supporting the maneuver elements are to accomplish, only as necessary to ensure unity of effort.</p> <p>c. Coordinating instructions. Include only instructions common to two or more units not already covered in the basic OPORD.</p> <p>(1) State specific rules of engagement that apply to the functional area.</p> <p>(2) Refer to supporting appendixes not referenced elsewhere.</p> <p>(3) Do not include SOP information.</p> <p style="text-align: center;">(Classification)</p>

Figure 2-8. Example of an annex (General) (continued).

LS/A1 ELO 4,
Example of an
Annex,
continued

(Classification)
ANNEX ____ (Abb Title) TO OPORD NO ____
4. SERVICE SUPPORT
<p>a. Command-regulated classes of supply. Highlight subordinate allocations of command-regulated classes of supply that impact functional area operations (such as a controlled supply rate).</p> <p>b. Supply distribution plan.</p> <p>(1) State the method of supply (supply point or unit distribution) to be used for appropriate classes of supply for each subordinate or supporting unit.</p> <p>(2) Give tentative locations for supply points or locations for linkup of push packages direct to units.</p> <p>(3) Give allocation of classes of supply supplies by subordinate unit, control measure, or combination.</p> <p>c. Transportation. State the allocation and priority of support of haul or airlift assets dedicated for haul of classes of supply.</p> <p>d. Combat health support. Address arrangements made for health support of functional area units operating in forward maneuver units' areas.</p> <p>e. Maintenance. State priority of support, locations of maintenance facilities, and any relevant policies.</p> <p>f. Field services. State priority of support, locations of facilities, and command policies.</p> <p>g. Host nation.</p> <p>(1) List the type and location of HN functional area facilities assets, or support.</p> <p>(2) List the procedures for requesting and acquiring HN functional area support.</p> <p>(3) Highlight any limitations or restrictions on HN support.</p>
(Classification)

Figure 2-8. Example of an annex (General) (continued).

LS/A1 ELO 4,
Example of an
Annex,
continued

(Classification)
ANNEX ____ (Abb Title) TO OPORD NO ____
5. COMMAND AND SIGNAL
a. Command.
(1) State the location of key functional area leaders.
(2) Designate a functional area chain of command, to include succession of command.
(3) Designate a functional area headquarters to control the functional area effort within functional area work lines on an area basis.
(4) List command post and other C ² facilities and their locations.
b. Signal.
(1) State the SOI edition in effect. Do not write “current SOI in effect”; state the specific edition number.
(2) Describe the nets that must be monitored for reports.
(3) Designate critical functional area reporting requirements of subordinate units.
(4) Address any unique communications or digitization connectivity requirements or coordination necessary to meet functional responsibilities.
ACKNOWLEDGE:
NAME (An annex or appendix can be signed by either the commander or primary staff officer)
RANK
Appendixes:
Distribution:
(Classification)

Figure 2-8. Example of an annex (General) (continued).

Sequence of
Annexes and
Appendixes

List annexes by letter and title in the sequence shown in Figure 2-9.

Annex	Title
A	Task Organization
B	Intelligence
C	Operation Overlay
D	Fire Support
E	Rules of Engagement (ROE)
F	Engineer
G	Air Defense
H	Signal
I	Service Support
J	Nuclear, Biological, and Chemical (NBC) Operations
K	Provost Marshal (PM)
L	Reconnaissance and Surveillance Operations
M	Deep Operations
N	Rear Operations
O	Airspace Command and Control (AC2)
P	Command and Control Warfare (C2W)
Q	Operations Security (OPSEC)
R	PSYOP
S	Deception
T	Electronic Warfare (EW)
U	Civil-Military Operations (CMO)
V	Public Affairs

Figure 2-9. Sequence of annexes.

**Learning
Step/Activity
2 (LS/A2),
ELO 4**

Click here to go to [Lesson Exercise 4](#).

ELO 5

Action:	Recognize the use and format of a fragmentary order.
Conditions:	In a self-study environment using the material contained in this lesson.
Standard:	In accordance with FM 101-5.

Learning Step/Activity 1 (LS/A1)
ELO 5,
 FRAGO,
 Introduction

A fragmentary order (FRAGO) provides timely changes of existing orders to subordinate and supporting commanders while providing notification to higher and adjacent commands. FRAGOs are appropriate whenever the commander needs to change or amend an order. Since an operation order does not always allow for all situations, FRAGOs allow the headquarters to adjust the execution of an order to successfully complete the mission. As more information becomes available, you should use a FRAGO to disseminate changes to plans and orders in sufficient time to allow subordinate commanders to react.

Dissemination
 of FRAGOs

Commanders may authorize members of their staff to change existing orders by issuing FRAGOs in their name. Coordinate FRAGOs with the S-3. As the primary coordinating staff section for preparing, authenticating, and publishing OPORDs and OPLANs, the S-3 ensures the order allocates priorities correctly and distributes combat power adequately.

FRAGO
 Methods of
 Issue

The characteristics of a FRAGO are the same as an OPLAN/OPORD. The FRAGO differs from an OPORD only in the degree of detail provided. A FRAGO is either written or oral and addresses only those parts of the original OPORD that have changed. A FRAGO must use the five-paragraph order format. After each heading, state either "No Change" or write the new information. It is good practice to follow an oral FRAGO with a written copy of the FRAGO.

LS/A1 ELO 5,
 Example of
 FRAGO

(Classification) (Change from oral orders, if any)	Copy ___ of ___ Copies Issuing headquarters Place of issue Date-time group Message reference number
FRAGMENTARY ORDER_____	
References: (Mandatory) Reference the order being modified.	
Time Zone Used Throughout the Order (Optional)	
1. SITUATION (Mandatory) Include any changes to the existing order. 2. MISSION (Mandatory) List the new mission. 3. EXECUTION Intent: (Optional) <ul style="list-style-type: none"> a. Concept of operations. (Mandatory) b. Tasks to subordinate units. (Mandatory) c. Coordinating instructions. (Mandatory) Include statement, "Current overlay remains in effect" or "See change 1 to Annex C, Operation Overlay." Mark changes to control measures on overlay or issue a new overlay. 4. SERVICE SUPPORT Include any changes to existing order or the statement, "No change to OPORD_____." 5. COMMAND AND SIGNAL Include any changes to existing order or "No change to OPORD_____."	
ACKNOWLEDGE: (Mandatory)	
NAME (Commander's last name) RANK (Commander's rank)	
OFFICIAL: (Optional) ANNEXES: (Optional) DISTRIBUTION: (Optional)	
(Classification)	

Figure 2-10. Example of a fragmentary order.

**Learning
Step/Activity
2 (LS/A2),
ELO 5**

Click here to go to [Lesson Exercise 5](#).

SECTION IV SUMMARY

Review/
Summarize
Lesson

This lesson covered the definitions of and procedures for preparing plans, orders, and annexes. At the end of each ELO was a lesson exercise to provide you the opportunity to check your understanding of the lesson content.

Check on
Learning

The five lesson exercises that you completed during this lesson serve as the check on learning for the TLO.

Transition to
Next Lesson

None

SECTION V STUDENT EVALUATION

Testing
Requirements

During the resident phase you will take a written, objective examination. This will evaluate your knowledge of lesson W113 Plans, Orders, and Annexes. You must correctly answer at least 70 percent of the questions to receive a “GO”. A “GO” is a requirement for graduation.

Feedback
Requirement

Upon completion of the Plans, Orders, and Annexes examination, your instructor will counsel you on your performance.

During this counseling your instructor will inform you if you receive a “GO” or “NO GO” on the examination. If you receive a “NO GO” you will receive the location, date, and time for your retest.



Lesson Exercise 1: Instructions

The following ten questions will test your knowledge of the materials covered in ELO 1. There is only one correct answer for each item. When you answer each question, you will be given immediate feedback. If you answer any question incorrectly, study that part of the ELO again.





Which type of plan provides for accomplishing different anticipated major events before, during, and after an operation?

- A. Contingency.
- B. Operation.
- C. Concept.
- D. Supporting.





Complete the following statement.

_____ are directives the commander issues to subordinate commanders to coordinate the execution of an operation.

- A. FRAGOs
- B. OPORDs
- C. SSORDs
- D. WARNOs





Which of the following separates each level of command?

- A. - (dash).
- B. / (slash).
- C. (+) (plus sign).
- D. (-) (minus sign).





Use acronyms when they do not reduce _____

- A. Brevity.
- B. Clarity.
- C. Completeness.
- D. Simplicity.





What is the correct method to identify area grid coordinates?

- A. Name the northernmost point first and the remaining points in clockwise order.
- B. Name the westernmost point first and the remaining points in clockwise order.
- C. Name the southernmost point first and the remaining points in clockwise order.
- D. Name the northernmost point first and the remaining points in counter-clockwise order.





Complete the following statement.

_____ maximize subordinates' planning time, provide essential details of the impending operations, and detail major timeline events that accompany mission execution.

- A. FRAGOs
- B. OPORDs
- C. SOPs
- D. WARNOs





Use of which of the following identifies an unsurveyed elevation?

- A. Capital letters and giving the grid coordinates.
- B. Capital letters and the specific name of the geographic area.
- C. Lowercase letters and giving the grid coordinates.
- D. Lowercase letters and giving the name of the geographic area.





Which of the following represents five days after D-day?

- A. D5.
- B. D(+) 5 .
- C. D+ 5 .
- D. D(-) 5 .





Portray the commander's will and provide necessary information required for the execution describes which of the following characteristics?

- A. Brevity.
- B. Clarity.
- C. Completeness.
- D. Timeliness.





Complete the following statement.

_____ provide timely changes to existing orders to subordinate and supporting commanders.

- A. Movement Orders
- B. Warning Orders
- C. Fragmentary Orders
- D. Service Support Orders



INCORRECT

The correct answer is A.

A contingency plan provides for accomplishing different anticipated major events before, during, and after an operation. PTP, Page 7.



CORRECT



INCORRECT

The correct answer is B.

OPORDs are directives the commander issues to subordinate commanders to coordinate the execution of an operation. PTP, Page 8.



CORRECT



INCORRECT

The correct answer is B.

The / (slash) separates each level of command. PTP, Page 17.



CORRECT



INCORRECT

The correct answer is B.

Use acronyms when they do not reduce clarity. PTP, Page 12.



CORRECT



INCORRECT

The correct answer is A.

The correct method to identify area grid coordinates is by naming the northernmost point first and the remaining points in clockwise order. PTP, Page 21.



CORRECT



INCORRECT

The correct answer is D.

WARNOs maximize subordinates' planning time, provide essential details of the impending operations, and detail major timeline events that accompany mission execution. PTP, Page 9.



CORRECT



INCORRECT

The correct answer is C.

Identify unsurveyed elevations by using lowercase letters and giving the grid coordinates.
PTP, Page 20.



CORRECT



INCORRECT

The correct answer is C.

D+5 represents five days after D-day. PTP, Page 22.



CORRECT



INCORRECT

The correct answer is C.

Completeness. Portray the commander's will and provide necessary information required for the execution. PTP, Page 12.



CORRECT



INCORRECT

The correct answer is C.

Fragmentary Orders provide timely changes to existing orders to subordinate and supporting commanders. PTP, Page 11.



CORRECT





Lesson Exercise 2: Instructions

The following eight questions will test your knowledge of the materials covered in ELO 2. There is only one correct answer for each item. When you answer each question, you will be given immediate feedback. If you answer any question incorrectly, study that part of the ELO again.





Which of the following is the first paragraph in the body of the OPORD?

- A. Execution.
- B. Mission.
- C. Service Support.
- D. Situation.





Complete the following statement.

The _____ paragraph contains the commander's concept and "how to" information needed for mission accomplishment.

- A. Command and Signal
- B. Execution
- C. Service support
- D. Situation





Which of the following SITUATION subparagraph appears in the OPLAN only?

- A. Assumptions.
- B. Attachments/detachments.
- C. Enemy forces.
- D. Friendly forces.





Complete the following statement.

The last subparagraph of the EXECUTION paragraph is always _____

- A. Concept of operations.
- B. Task to maneuver units.
- C. Tasks to combat support units.
- D. Coordinating instructions.





Which is an element of the EXECUTION paragraph?

- A. Command and Signal.
- B. Concept of operations.
- C. Personnel Support.
- D. Service support.





Which heading element lists any maps, charts, or other documents required to understand the order?

- A. Copy number.
- B. Message reference number.
- C. References.
- D. Reference to oral orders.





Complete the following statement.

_____ is the last paragraph in the OPORD body and contains instructions and information relating to command and signal functions.

- A. Command and signal
- B. Execution
- C. Mission
- D. Service support





Which of the following is an OPORD ending element?

- A. Acknowledgment.
- B. Carbon copy.
- C. Date-time-group.
- D. Precedence.



INCORRECT

The correct answer is D.

The SITUATION paragraph is the first paragraph in the body of the OPORD.
PTP, Page 30.



CORRECT



INCORRECT

The correct answer is B.

The EXECUTION paragraph contains the commander's concept and "how to" information needed for mission accomplishment. PTP, Page 31.



CORRECT



INCORRECT

The correct answer is A.

The assumptions subparagraph appears in the OPLAN only. PTP, Page 30.



CORRECT



INCORRECT

The correct answer is D.

The last subparagraph of the EXECUTION paragraph is always Coordinating Instructions. PTP, Page 33.



CORRECT



INCORRECT

The correct answer is B.

Concept of operations an element of the EXECUTION paragraph. PTP, Page 31.



CORRECT



INCORRECT

The correct answer is C.

References lists any maps, charts, or other document required to understand the order.
PTP, Page 28.



CORRECT



INCORRECT

The correct answer is A.

Command and Signal is the last paragraph in the OPORD body and contains instructions and information relation to command and signal functions. PTP, Page 36.



CORRECT



INCORRECT

The correct answer is A.

Acknowledgment is an OPORD ending element. PTP, Page 36.



CORRECT





Lesson Exercise 3: Instructions

The following two questions will test your knowledge of the materials covered in ELO 3. There is only one correct answer for each item. When you answer each question, you will be given immediate feedback. If you answer any question incorrectly, study that part of the ELO again.





Complete the following statement.

The _____ does not authorize execution unless specifically stated.

- A. Situation
- B. Warning Order
- C. Concept of operations
- D. Commander's Intent





The Warning Order must always begin with the heading _____ for easy recognition.

- A. Classification
- B. Commander's Intent
- C. Warning Order
- D. Coordinating instructions



INCORRECT

The correct answer is B.

The Warning Order does not authorize execution unless specifically stated.
PTP, Page 49.



CORRECT



INCORRECT

The correct answer is C.

The Warning Order must always begin with the heading “Warning Order” for easy recognition. PTP, Page 50.



CORRECT





Lesson Exercise 4: Instructions

The following three questions will test your knowledge of the materials covered in ELO 4. There is only one correct answer for each item. When you answer each question, you will be given immediate feedback. If you answer any question incorrectly, study that part of the ELO again.





Which of the following is a purpose of an annex?

- A. Annexes should increase the clarity and usefulness of the order.
- B. Annexes provide information and direction to subordinate but not to supporting units of the command.
- C. Annexes should include matters covered in the SOP.
- D. Annexes allow the general distribution of certain information.





When do units distribute annexes?

- A. Units issue annexes only after the order is complete.
- B. Units issue annexes before the order is complete.
- C. Units may issue annexes simultaneously with the order or distribute them separately.
- D. Units issue annexes after the execution of the order.





Which of the following OPORD/OPLAN additions amplify annexes and are numbered sequentially with Arabic numbers?

- A. Subparagraphs.
- B. Appendixes.
- C. Enclosures.
- D. Tabs.



INCORRECT

The correct answer is A.

Annexes should increase the clarity and usefulness of the order. PTP, Page 56.



CORRECT



INCORRECT

The correct answer is C.

Units may issue annexes simultaneously with the order or distribute them separately.
PTP, Page 57.



CORRECT



INCORRECT

The correct answer is B.

Appendixes amplify annexes. Number sequentially with Arabic numbers. PTP, Page 55.



CORRECT





Lesson Exercise 5: Instructions

The following two questions will test your knowledge of the materials covered in ELO 5. There is only one correct answer for each item. When you answer each question, you will be given immediate feedback. If you answer any question incorrectly, study that part of the ELO again.





Complete the following statement.

FRAGOs differ from an OPORD_____

- A. Because it is always given orally.
- B. Does not reference overlays.
- C. Only in degree of detail provided.
- D. In that it has only four paragraphs.





Who ensures that the order allocates priorities correctly and distributes combat power adequately?

- A. S-2.
- B. S-3.
- C. S-4.
- D. Commander.



INCORRECT

The correct answer is C.

Only in the degree of detail provided. PTP, Page 63.



CORRECT



INCORRECT

The correct answer is B

The S-3 ensures that the order allocates priorities correctly and distributes combat power adequately. PTP, Page 63.



CORRECT



