EXAMPLE SQUAD OPERATION ORDER FORMAT

OPERATION ORDER (OPORD)

[Plans and orders normally contain a code name and are numbered consecutively within a calendar year.]

References: The heading of the plan or order lists maps, charts, data, or other documents the unit will need to understand the plan or order. The user need not reference the Standing Operating Procedures (SOP), but may refer to the SOP in the body of the plan or order. Refer to a map by map series number (and country or geographic area, if required), sheet number and name, edition, and scale, if required. "Datum" refers to the mathematical model of the earth that applies to the coordinates on a particular map. It is used to determine coordinates. Different nations use different datum for printing coordinates on their maps. The datum is usually referenced in the marginal information of each map.

Time zone used throughout the order: If the operation will take place in one time zone, use that time zone throughout the order (including annexes and appendixes). If the operation spans several time zones, use Zulu time.

Task organization: Describe the allocation of forces to support the commander's concept. You may show task organization in one of two places: just above paragraph 1, or in an annex, if the task organization is long or complex.

• Go to the map.
  • Apply the Orient, Box, Trace, and Familiarize technique to (only) the areas the unit is moving through. (Get this info from the platoon OPORD.)
    • Orient (relative to each point on the compass)
    • Box (in the entire Area of Operations with grid lines)
    • Trace (Each Zone using Boundaries)
    • Familiarize (by identifying 3 natural and 3 man-made features in each zone)
  • Determine the effects of seasonal vegetation within the Area of Operations (AO).

1. SITUATION

a. Area of Interest. Describe the area of interest or areas outside of your area of operation that can influence your area of operation.

b. Area of Operations. Describe the area of operations. Refer to the appropriate map and use overlays as needed.
Terrain: Using the Observation and Fields of Fire, Avenues of Approach, Key Terrain, Obstacles, Cover and Concealment (OAKOC) format, state how the terrain will affect both friendly and enemy forces in the Area of Operations.

**Observation and Fields of Fire.** Determine locations that provide the best observation and fields of fire along the approaches, near the objective, or on key terrain. The analysis of fields of fire is mainly concerned with the ability to cover the terrain with direct fire.

**Avenues of Approach.** Avenues of approach are developed next and identified one level down. Aerial and subterranean avenues must also be considered.

**Key Terrain.** Key terrain is any location or area that the seizure, retention, or control of affords a marked advantage to either combatant. Using the map and information already gathered, look for key terrain that dominates avenues of approach or the objective area. Next, look for decisive terrain that if held or controlled will have an extraordinary impact on the mission.

**Obstacles.** Identify the existing and reinforcing obstacles and hindering terrain that will affect mobility.

**Cover and Concealment.** The analysis of cover and concealment is often inseparable from the fields of fires and observation. Weapon positions must have both to be effective and to be survivable. Infantry units are capable of improving poor cover and concealment by digging in and camouflaging their positions. When moving, the terrain is used to provide cover and concealment.

Use the OAKOC from higher’s OPORD. Refine it based on your analysis of the terrain in the Area of Operations.

(2) **Weather.** Describe the aspects of weather that impact operations. Consider the five military aspects of weather to drive your analysis (V,W,T,C,P- Visibility, Winds, Temperature/Humidity, Cloud Cover, Precipitation)

<table>
<thead>
<tr>
<th>Temp High</th>
<th>Sunrise</th>
<th>Moonrise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temp Low</td>
<td>Sunset</td>
<td>Moonset</td>
</tr>
<tr>
<td>Wind Speed</td>
<td>Begin Morning Nautical Twilight (BMNT)</td>
<td>Moonphase</td>
</tr>
<tr>
<td>Wind Direction</td>
<td>End Evening Nautical Twilight (EENT)</td>
<td>Percent Illumination</td>
</tr>
</tbody>
</table>
c. **Enemy Forces.** The enemy situation in higher headquarters’ OPORD (paragraph 1c) forms the basis for this. Refine it by adding the detail your subordinates require. • *Point out* on the map the location of recent enemy activity known and suspected.

(1) State the enemy’s *composition, disposition, and strength*.

(2) Describe his *recent activities*.

(3) Describe his known or suspected *locations and capabilities*.

(4) Describe the enemy's most likely and most dangerous *course of action*.

d. **Friendly Forces.** Get this information from paragraphs 1d, 2, and 3 of the higher headquarters’ OPORD.

(1) Higher Headquarters’ Mission and Intent

(a) Higher Headquarters Two Levels Up

   1 Mission- State the *mission* of the Higher Unit (*2 levels up*).

   2 Intent- State intent *2 levels up*.

(b) Higher Headquarters One Level Up

   1 Mission- State the *mission* of the Higher Unit (*1 level up*).

   2 Intent- State intent *1 levels up*.

(2) Mission of Adjacent Units. State *locations of units* to the left, right, front, and rear. State those units’ *tasks and purposes*; and say how those units will *influence* yours, particularly adjacent unit patrols.

(a) Show other units’ *locations* on map board.

(b) Include statements about the *influence each of the above patrols* will have on your mission, if any.

(c) Obtain this information from higher’s OPORD. It gives each leader an idea of what other units are doing and where they are going. This information is in paragraph 3b(1) (Execution, Concept of the Operation, Scheme of Movement and Maneuver).

(d) Also include any information obtained when the leader conducts adjacent unit coordination.
e. **Attachments and Detachments.** Avoid repeating information already listed in Task Organization. Try to put all information in the Task Organization. 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 will be in effect, if that differs from when the OPORD is in effect such as on order or on commitment of the reserve. Use the term “remains attached” when units will be or have been attached for some time.

2. **MISSION** State the mission derived during the planning process. A mission statement has no subparagraphs. Answer the 5 W’s: Who? What (task)? Where? When? and Why (purpose)?

   • State the **mission** clearly and concisely. Read it twice.
   
   • Go to map and point out the exact location of the OBJ and the unit’s present location

3. **EXECUTION**

   a. **Commander’s Intent.** State the commander’s intent which is his clear, concise statement of what the force must do and the conditions the force must establish with respect to the enemy, terrain, and civil considerations that represent the desired end state.

   b. **Concept of Operations.** Write a clear, concise concept statement. Describe how the unit will accomplish its mission from start to finish. Base the number of subparagraphs, if any, on what the leader considers appropriate, the level of leadership, and the complexity of the operation. The following subparagraphs from *Field Manual 5-0 The Operations Process (FM 5-0)* show what might be required within the concept of the operation. Ensure that you state the purpose of the war fighting functions within the concept of the operation.

   **WARFIGHTING FUNCTIONS**

   - Fire support
   - Movement and Maneuver
   - Protection
   - Command and Control
   - Intelligence
   - Sustainment (formerly called "Combat Service Support")

   c. **Scheme of Movement and Maneuver.** Describe the employment of maneuver units in accordance with the concept of operations. Address subordinate units and attachments by name. State each one’s mission as a task and purpose. Ensure that the subordinate units’ missions support that of the main effort. Focus on actions on the objective. Include a detailed plan and criteria for engagement / disengagement, an alternate plan in case of
compromise or unplanned enemy force movement, and a withdrawal plan. The brief is to be sequential, taking you from start to finish, covering all aspects of the operation.

- Brief from the start of your operation, to mission complete.

- Cover all routes, primary and alternate, from insertion, through Actions on the Objective, to link-up, until mission complete.

- Brief your plan for crossing known danger areas.

- Brief your plan for reacting to enemy contact.

- Brief any approved targets & causality collection points as you brief your routes.

d. Scheme of **Fires**. State scheme of fires to support the overall concept and state who (which maneuver unit) has priority of fire. You can use the PLOT-CR format (purpose, location, observer, trigger, communication method, resources) to plan fires. Refer to the target list worksheet and overlay here, if applicable. Discuss specific targets and point them out on the terrain model.

e. **Casualty Evacuation**. Provide a detailed casualty evacuation plan during each phase of the operation. Include causality collection points locations, tentative extraction points, and methods of extraction.

f. **Tasks to Subordinate Units**. Clearly state the missions or tasks for each subordinate unit that reports directly to the headquarters issuing the order. List the units in the task organization, including reserves. Use a separate subparagraph for each subordinate unit. State only the tasks needed for comprehension, clarity, and emphasis. Place tactical tasks that affect two or more units in Coordinating Instructions (subparagraph 3h). Platoon leaders may task their subordinate squads to provide any of the following special teams: reconnaissance and security, assault, support, aid and litter, Enemy Prisoner of War and search, clearing, and demolitions. You may also include detailed instructions for the platoon sergeant, Radio Operator, compass-man, and pace-man.

h. **Coordinating Instructions**. This is always the last subparagraph under paragraph 3. List only the instructions that apply to two or more units, and which are seldom covered in unit Standing Operating Procedures. Refer the user to an annex for more complex instructions. The information listed below is required.

1. **Time Schedule**. State time, place, uniform, and priority of rehearsals, backbriefs, inspections, and movement.

2. **Commander's Critical Information Requirements**. Include Priority intelligence requirement and Friendly force information requirements.

   a. **Priority intelligence requirements** includes all intelligence that the commander must have for planning and decision making.
(b) **Friendly force information requirements** include what the commander needs to know about friendly forces available for the operation. It can include personnel status, ammunition status, and leadership capabilities.

(3) **Essential elements of friendly information** are critical aspects of friendly operations that, if known by the enemy, would compromise, lead to failure, or limit success of the operation.

(4) **Risk-Reduction Control Measures.** These are measures unique to the operation. They supplement the unit Standing Operating Procedures and can include mission-oriented protective posture, operational exposure guidance, vehicle recognition signals, and fratricide prevention measures.

(5) **Rules of Engagement (ROE).**

(6) **Environmental Considerations.**

(7) **Force Protection.**

4. **SUSTAINMENT** Describe the concept of sustainment to include logistics, personnel, and medical.

a. Logistics.

   (1) Sustainment Overlay. Include current and proposed company trains locations, Casualty Collection Points (include marking method), equipment collection points, Helicopter Landing Zones, Ammunition transfer points, and any friendly sustainment locations (Forward Operating Bases, etc).

   (2) Maintenance. Include weapons and equipment direct exchange time and location.

   (3) Transportation. State method and mode of transportation for infiltration/exfiltration, load plan, number of lifts/serials, bump plan, recovery assets, recovery plan.

   (4) Supply.

      Class I--Rations plan.

      Class III--Petroleum.

      Class V--Ammunition.

      Class VII--Major end items.

      Class VIII--Medical.
Class IX--Repair parts.

Distribution Methods.

(5) Field Services. Include any services provided or required (laundry, showers etc).

b. Personnel Services Support.

(1) Method of marking and handling Enemy Prisoners of War.

(2) Religious Services.

c. Army Health System Support.

(1) Medical Command and Control. Include location of medics, identify medical leadership, personnel controlling medics, and method of marking patients.

(2) Medical Treatment. State how wounded or injured Soldiers will be treated (self-aid, buddy aid, Combat Life Saver, Emergency Medical Technician, etc).

(3) Medical Evacuation. Describe how dead or wounded, friendly and enemy personnel will be evacuated and identify aid and litter teams. Include special equipment needed for evacuation.

(4) Preventive Medicine. Identify any preventive medicine Soldiers may need for the mission (sun block, chap stick, insect repellant, in-country specific medicine).

5. COMMAND AND CONTROL  State where command and control facilities and key leaders are located during the operation.

a. Command.

(1) Location of Commander/Patrol Leader. State where the commander intends to be during the operation, by phase if the operation is phased.

(2) Succession of Command. State the succession of command if not covered in the unit’s Standing Operating Procedures.

b. Control.

(1) Command Posts. Describe the employment of command posts, including the location of each Command Post and its time of opening and closing, as appropriate. Typically, at platoon level the only reference to command posts will be the company Command Post.

(2) Reports. List reports not covered in Standing Operating Procedures.
c. Signal. Describe the concept of signal support, including current Signal Operation Instructions (SOI) edition or refer to higher OPORD.

(1) Identify the **SOI index** that is in effect

(2) Identify **methods of communication by priority**

(3) Describe **pyrotechnics and signals**, to include arm and hand signals (demonstrate)

(4) Give **code words** such as Operations Schedules

(5) Give **challenge and password** (use behind friendly lines)

(6) Give **number combination** (use forward of friendly lines)

(7) Give **running password**

(8) Give **recognition signals** (near/ far and day/ night)

*Actions after Issuance of OPORD:*

- Issue annexes
- **Highlight next hard time**
- **Give time hack**
- **ASK for questions**