

Training and Evaluation Outline Report

Status: Approved

05 Mar 2025

Effective Date: 05 Mar 2025

Task Number: 05-CO-0007

Task Title: Prepare an Operation Order (OPORD)

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the MSCoE/FLW foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	FM 5-0	PLANNING AND ORDERS PRODUCTION	Yes	Yes	
	FM 6-99	U.S. ARMY REPORT AND MESSAGE FORMATS	Yes	No	
	UNIT SOP	Unit / Unit's Standard Operating Procedure SOP	Yes	No	

Conditions: The element receives a mission from higher headquarters (HQ) or the commander derives a mission requiring the unit to prepare an operations order (OPORD). The unit's organic personnel, tools, equipment, and materials are available. Communications are established with higher HQ, supporting forces, and subordinate units and the warning order (WARNORD) is issued.

Note: The commander assesses the current unit training level and determines the level of training (crawl, walk, or run) the unit performs.

The commander determines if a task is conducted in a live, virtual, or constructive environment prior to evaluation. The element will conduct the task by using the objective task evaluation criteria matrix below. The operational environment should be based on the current unit proficiency level. Units should not increase intensity until training standards are met. Units can include variables that increase proficiency in all conditions.

Note: The condition statement is written assuming dynamic and complex training variables are reflected on the objective task evaluation criteria matrix, the requirement for the evaluated unit to receive a "fully trained" (T) rating.

Note: Condition terms definitions:

Dynamic: Operational variables and threat tactics, techniques, and procedures (TTP) for assigned counter-tasks change in response to blue forces (BLUFOR) execution of the task.

Complex: Requires a minimum of four or more operational variables; brigade and higher units require all eight operational variables (PMESII-PT) be replicated in varying degrees based on the task being trained.

Single threat: Regular, irregular, criminal, or terrorist.

Hybrid threat: The diverse and dynamic combination of regular forces, irregular forces, terrorist forces, and/or criminal elements unified to achieve mutually benefitting effects. Some iterations of this task should be performed in MOPP 4.

Standards: The element leader prepares a clear, concise, and complete OPORD that achieves mission success, follows the commander's intent, and enables the coordinated execution of the operation. The OPORD is developed using troop leading procedures (TLPs) and adheres to the five-paragraph format, as outlined in FM 5-0 encompassing planning and orders production. The OPORD contains all necessary information, including appropriate annexes, and is issued in accordance with established timelines, FM 5-0, FM 6-99, unit standard operating procedures (SOP), and orders from higher HQ.

Note: Leaders are defined as the commander, executive officer, first sergeant, operations sergeant, platoon leaders, platoon sergeants, squad leaders, and team leaders.

Live Fire: No

Objective Task Evaluation Criteria Matrix:

Plan and Prepare		Execute					Evaluate		
Operational Environment	Training Environment (L/V/C)	% Leaders present at training/authorized	% Present at training/authorized	External evaluation	Performance measures	Critical performance measures	Leader performance measures	Evaluator's observed task proficiency rating	Commander's assessment
CO & BN									
Dynamic and Complex (4+ OE Variables and Hybrid Threat)	Night	>=75%	>=80%	Yes	>=80% GO	All	>=85% GO	T	T
Dynamic (Single Threat)	Day	60-74%	60-79%	No		<All	75-84% GO	P	P
Static (Single Threat)		<=59%	<=59%				<65% GO	<=74% GO	U

Remarks: None

Notes: None

Safety Risk: Low

Task Statements

Cue: None

DANGER

Leaders have an inherent responsibility to conduct risk management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING

Risk management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations and activities is the responsibility of all Soldiers.

Performance Steps and Measures

NOTE: Assess task proficiency using the task evaluation criteria matrix.

NOTE: Asterisks (*) indicate leader steps; plus signs (+) indicate critical steps.

STEP/MEASURE

+ 1. The element receives the mission and issues the WARNORD to subordinate elements.

Note: Leaders can issue additional WARNORDs as necessary.

- a. Addresses time and place for issuing the OPORD.
- b. Identifies elements participating in the operation.
- c. Addresses specific tasks not addressed by the unit SOP.
- d. States the timeline for the operation.

Note: When developing a timeline, leaders use estimation, backwards planning, and the 1/3 (leader planning) to 2/3 (subordinate planning) rule.

- e. Issues rehearsal guidance with as much detail as possible.

+ 2. The element prepares a clear, concise, and complete OPORD addressing the situation.

- a. Addresses area of operation/area of interest.
 - (1) Important terrain characteristics and their significance to the unit and mission (OAKOC).
 - (2) Advantages and disadvantages to the enemy and friendly maneuver and engineer operations.
 - (3) Light data and expected weather and its impact on the operation.
- b. Communicates enemy capabilities and intentions.

(1) Focuses on the enemy the element will fight, adjacent enemy units, and potential reinforcing units.

- (2) Types of enemy units, equipment, designations, locations, sizes, and strengths.
- (3) Pertinent and current enemy activities and known/templated enemy locations and activities.
- (4) Combat capabilities (range and orientation of direct/indirect fires, counterattack forces, reserves, NBC, and repositioning).
- (5) Mobility, countermobility, and survivability capabilities.
- (6) Most probable course(s) of enemy action and most dangerous course of action.

(7) Probable enemy reaction to an attack or defense and expected employment of mobility, countermobility, and survivability assets.

- (8) Critical enemy events that the element should look for during an engagement.

c. Briefs on friendly forces.

(1) Both the higher HQ and the unit mission, commander's intent, and scheme of maneuver/concept of the operation.

- (2) Scheme of engineer operations to support the maneuver unit scheme of maneuver.
- (3) Adjacent units, attachments, and detachments involved or supporting the mission.

+ 3. The element defines the mission.

- a. Presents a clear and concise statement of the element mission.
- b. Including the who, what, when, where, and why.

+ 4. The element addresses the execution phase.

- a. Briefs the commander's intent.
 - (1) Clear and concise statement of what the force must do to succeed.
 - (2) Link between the mission and the concept of the operation.
- b. Discusses the concept of the operation.
 - (1) Employment of subordinate elements and integration of other elements or systems.
 - (2) Maneuver, fires, additional engineer, and air defense aspects of the operation.

c. Tasks subordinate units.

- (1) Specific tasks and purposes.
- (2) Missions/tasks common to two or more subunits.

d. Instructing element(s) on reporting requirements, tasks, and instructions for coordination, to include-

- (1) Time or condition in which the order became effective.
- (2) Commander's critical information requirement (CCIR), priority intelligence requirement (PIR), friendly force information requirement (FFIR), risk reduction control measures, rules of engagement (ROE), and environmental considerations.

+ 5. The element addresses service support.

- a. Briefs the combat service support (CSS) plan for before, during, and after operations.
- b. Designates primary and backup channels for logistical support.
- c. Identifies and briefs the type of resupply to be used with locations of resupply points and times.
- d. Briefs material and service issues, to include-
 - (1) Allocations of command-regulated materials.
 - (2) Services available to the elements through the higher HQ or supported unit(s).

GO	NO-GO	N/A

Task Performance Summary Block										
Training Unit			ITERATION							
			1		2		3		4	
Date of Training per Iteration:										
Day or Night Training:			Day / Night		Day / Night		Day / Night		Day / Night	
			#	%	#	%	#	%	#	%
Total Leaders Authorized		% Leaders Present								
Total Soldiers Authorized		% Soldiers Present								
Total Number of Performance Measures		% Performance Measures 'GO'								
Total Number of Critical Performance Measures		% Critical Performance Measures 'GO'								
Live Fire, Total Number of Critical Performance Measures		% Critical Performance Measures 'GO'								
Total Number of Leader Performance Measures		% Leader Performance Measures 'GO'								
MOPP LEVEL										
Evaluated Rating per Iteration T, P, U										

Mission(s) supported: None

MOPP 4: Sometimes

MOPP 4 Statement: None

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s): None

Supporting Collective Task(s): None

OPFOR Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	150-C2-5112	Conduct Mission Analysis	150 - Mission Command (Individual)	Approved
	150-IO-3016	Analyze the Operational Environment	150 - Mission Command (Individual)	Approved
	150-LDR-5009	Issue Commander's Guidance	150 - Mission Command (Individual)	Approved

Supporting Drill(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
OP 5.3	Prepare Plans and Orders

TADSS

TADSS ID	Title	Product Type	Quantity
20-101	Joint Land Component Constructive Training Capability - Multi-Resolution Federation - Standard Configuration	DVC	1
71-20	Common Hardware Platform (CHP)	DVC	1

Equipment (LIN)

LIN	Nomenclature	Qty
G36237	Generator Set Diesel Engine Driven: 60HZ AC: MEP-531A	1
C05076	Computer System, Digital: AN/TYQ-161(V)5 USS	1
E05008	Encryption-Decryption Equipment: KGV-72	1
G11966	Generator Set: Diesel Engine Driven Skid Mounted 5KW 60HZ: MEP-802A	1
C05002	Computer System Digital: AN/PYQ-10(C)	1
G18358	Generator Set: Diesel Engine Driven Skid Mounted 3KW 60HZ: MEP 831	1
P40750	POWER SUPP PP-6224B/U	1
C05036	Computer Set Digital (JBC-P): AN/UYK-128B(V)3	1

Materiel Items (NSN)

NSN	LIN	Title	Qty
No materiel items specified			

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. .

Safety: In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW current CBRN doctrine.