

**Infantry Reference Card for Small Unit Leaders
(Troop Leading Procedures)**

References: ATP 3-21.8 (Infantry Platoon and Squad), April 12, 2015;
ATP 3-21.10 (Infantry Rifle Company), May 14, 2018

Chart depicts the steps of the troop leading procedures (TLP) and the relationship between the TLP and the development of the operation order (OPORD).

• **2 Course of Action (COA) Development** - (*develops paragraph 3 of OPORD*)

- Analyze relative combat power. Compare enemy and friendly strengths and weaknesses—use the elements of combat power, specifically by warfighting function (movement and maneuver, fires, intelligence, protection, sustainment, and command and control)
- Generate Options
 - Determine doctrinal requirements (for example; suppress, obscure, secure, reduce, and assault [known as SOSRA]).
 - Determine mission's decisive points.
 - Assign purposes to tactical tasks / determine purposes of main and supporting efforts.
 - Consider enemy and friendly decisive and decision points that lead to desired mission end state.
- Array forces (or known as assigning troops to task). Determines the specific quantity of squads, weapons (by type), and fire support necessary to accomplish each task against the enemy array of forces. Allocates resources required for the decisive operation's success first and determines the resources needed for shaping operations in descending order of importance.
- Develop a concept of operations. Describes how the commander envisions the operation unfolding, from its start to its conclusion or end state. Operations and actions consist of numerous activities, events, and tasks. Describes the relationships between activities, events, and tasks, and explains how the tasks will lead to accomplishing the mission. The concept of operation is a framework to assist leaders, not a script.
- Analyze Soldier load. How much is carried, how far, and in what configuration are critical mission considerations. Balance the risk to Soldiers from the enemy against the risk to mission accomplishment due to excessive loads and Soldier exhaustion and injury. Soldier load is limited to mission essential equipment to sustain continuous operations. Accepts prudent risks to reduce Soldier load based on a through mission analysis and collaboration with the higher echelon commander and staff.
- Assign responsibilities. Assign responsibility for each task to a subordinate. Whenever possible and depending on the existing chain of command, avoid fracturing unit integrity. Keep the span of control between two to five subordinate elements.
- Prepare COA statement and sketch. Use the COA statement and COA sketch to describe the concept of operation. These two products are the basis for paragraph 3 of the OPORD. The COA statement specifies how the company will accomplish the mission. The first three steps of COA development provide the bulk of the COA statement. The COA statement details how the unit's operation supports the higher commander's operation, the decisive point and why it is decisive, the form of maneuver or type of defensive mission, and operational framework. The COA sketch is a drawing or series of drawings to assist in describing how the operation will unfold. The sketch provides a picture of the maneuver aspects of the concept. Both the COA statement and sketch focus at the decisive point. The COA statement should identify—
 - Decisive point and what makes it decisive.
 - Form of maneuver or form of the defense.
 - Tasks and purposes of the decisive, shaping, and sustaining operations (then main and supporting efforts.)
 - Reserve planning priorities.
 - Purpose of critical warfighting functions.
 - End state.

The COA sketch identifies how the unit intends to focus the effects of overwhelming combat power at the decisive point. When integrated with terrain, the refined product becomes the unit's operations overlay. COA screening criteria at end of COA development must show that COA is: suitable, acceptable, distinguishable, complete, and feasible.

• **3 Analysis of COA** - COA analysis begins with both friendly and enemy COA and, using a method of action-reaction-counteraction war game, results in a synchronized friendly plan, identified strengths and weaknesses, and updated risk assessment. After developing the COA, the commander analyzes it to determine its strengths and weaknesses, visualizes the flow of the battle, identifies the conditions or requirements necessary to enhance synchronization, and gains insights into actions at the decisive point of the mission. If more than one COA is developed, the commander applies the same analysis to each COA developed. The commander does this analysis through war gaming or fighting the COA against at least one enemy COA. At small-unit level, the enemy's most probable COA is what the enemy is most likely to do. The best way to conduct the war game is to start at the unit's current location and go through the mission from start to finish, or start at a critical point such as the objective or engagement area.

**Troop Leading Procedures Outline
(8-Step process)***

- 1. Receive the Mission** (Initial timeline, possible mission)
- 2. Issue a Warning Order** (5-paragraph format, minimum information)
- 3. Make a Tentative Plan** (5-step process as outlined)

- Mission analysis
- Course of action (COA) Development
- COA analysis
- COA comparison
- COA selection

4. Initiate Movement
(If necessary)

5. Conduct Reconnaissance

6. Complete the Plan
(Orders production)

7. Issue the Order
(Verbal, terrain model, paper)

8. Supervise and Refine

- Confirmation briefs
- Backbriefs
- Rehearsals
- Precombat checks (equipment and mission)
- Precombat inspections

*These steps are not necessarily sequential—some steps may be accomplished at the same time, others may be repeated (for example, reconnaissance or initiate movement).

• **3 Analysis of COA (cont)** – Using the action-reaction method, the commander can think through the engagement beforehand. The most important aspect of this process is not the method but the output, meaning a more in-depth understanding of the operation. Depending on the time available and the commander's personal preference, the commander may use the following war gaming techniques—box, belt, and avenue-in-depth.

• **4 & 5 COA comparison and COA selection**

- Only if time allows for developing more than 1 COA; rarely conducted at company and below. When more than one COA is developed, the commander must compare them by weighing the specific advantages, disadvantages, strengths, and weaknesses of each as noted during the war game. The commander makes the final selection of a COA based on own judgment, the start time of the operation, the area of operation, the scheme of maneuver, and subordinate unit tasks and purposes.

• **Note.** Issue **Warning Order #3**, if required; contains update to METT-TC analysis, scheme of maneuver.

- Type of operation.
- General location of operation.
- Initial timeline for operation.
- Reconnaissance to initiate.
- Movement to initiate.
- Planning and preparation instructions.
- Information requirements.
- Commander's critical information requirement (priority Intelligence requirements and friendly force information requirements).
- Essential element of friendly information.

1 Mission Analysis - Leaders conduct mission analysis to develop situational understanding and to confirm what the unit must do to accomplish the mission. Mission analysis answers four questions that become inputs into developing a COA. These questions are:

- What is the unit's mission?
- What is the current situation?
- How does the unit accomplish the mission?
- What are the risks?

Summary of mission analysis: (develops OPORD paragraph 1b)

- Restated mission.
- Initial risk assessment (tactical and accidental).
- Tentative decisive point.
- Initial commander's intent.

METT-TC--mission, enemy, terrain and weather, troops and support available, time available, and civil considerations:

Mission:

- Mission, commander's intent, and concept of operation (one and two levels up).
- Purpose.
- Constraints.
- Specified, implied, essential tasks.
- Restated mission - who, what (task), when, where, why (purpose).

Enemy: (develops situation template and paragraph 1a)

- General situation.
- Disposition.
- Composition.
- Strength.
- Vulnerabilities.
- Mobility capabilities.
- Counter-mobility capabilities.
- Survivability capabilities.
- Capabilities by warfighting function.
- Most probable COA.
- Most dangerous COA.
- Significant conclusions.
- High value target list.
- High payoff target list.

TERRAIN AND WEATHER (How terrain and weather uniquely affect the unit's mission and the enemy.)

- Analyze terrain using the five military aspects of terrain.
- Analyze weather using the five military aspects of weather.
- Significant conclusions:
 - Modifies combined obstacle overlay.
 - Mobility corridor.

TROOPS AND SUPPORT AVAILABLE (Assets/capabilities.)

- Leadership.
- Training and experience.
- Significant conclusions.
- Morale.
- Capabilities by warfighting function elements.

TIME AVAILABLE (1/3, 2/3 rule)

- One level up timeline.
- Company TLPs.
- Enemy data.
- Hard time.
- Light data.
- Significant conclusions.

CIVIL CONSIDERATIONS

- Areas.
- Capabilities.
- People.
- Significant conclusions.
- Structures.
- Organizations.
- Events.

Note. Conclusion of METT-TC analysis includes reevaluation of the initial risk assessment (tactical/ accidental risks) and the issuance of **Warning Order #2 if required**.

OPERATION ORDER FORMAT

Task Organization: Describe the allocation of forces to support the commander's concept.

• TERRAIN/WEATHER. Weather and Light Data and General Forecast:

High	Moonrise	Sunrise	Wind Speed	Moonphase	BMNT
Low	Moonsset	Sunset	Wind Direction	% Illumination	EENT

(Discuss the effects on friendly and enemy – for example, how does it affect your mission.) Visibility: Does it favor attacker or defender (illumination % and so forth)?

Wind: Speed and direction (effects on obscuration and chemical, biological, radiological, and nuclear [CBRN]). Precipitation: Effects on trafficability, visibility, CBRN, and obscuration.

Cloud Cover: Effects on aviation, visibility, and laser-guided munitions. Also, certain conditions enhance obscuration and chemical use.

Temperature: Effects on personnel and equipment use; air density affects aviation payloads and smoke operations.

Terrain: Analyze using the military aspects of terrain; obstacles, avenues of approach, key terrain, observation and fields of fire, and cover and concealment (often expressed in the Army memory aid OAKOC). The leader determines the effects of each aspect of terrain on both friendly and enemy forces. These effects translate directly into conclusions that can apply to friendly or enemy COAs. This procedure is to first identify where forces have difficulty moving (obstacles)

– then identifying areas where forces can travel (avenues of approach) become more evident. Leaders may analyze "OAKOC" in any order they choose.

- Obstacles: Identify both existing and manmade obstacles, specifically highlighting those on/around the objective.
- Avenues of approach: Identify routes (air, ground, mounted, dismounted) of attacking forces leading to their objectives or key terrain.
- Key terrain: Identify terrain that provides a marked advantage to whomever controls it. If present, identify DECISIVE TERRAIN that must be controlled for success of the unit.
- Observation/fields of fire: Identify areas that provide observation and engagement possibilities for direct and indirect fire systems. Focus on identifying such positions in and around the objective, for both friendly and enemy forces. Locate intervisibility lines: terrain that prevents observation from one point to another.
- Cover and concealment: Identify positions that provide cover (protection from fire) and concealment (protection from observation). Positions of cover can often be found on the forward slope of intervisibility lines.

(Discuss the effects on friendly and enemy in your area of operations –for example, how does it affect your mission.)

1. SITUATION.

a. Enemy forces. The enemy situation in higher headquarters' OPORD (paragraph 1.a.) is the basis for this, but the leader refines this to provide the detail required by his subordinates. Include enemy support from higher, which may affect your mission.

- Composition: Identify the enemy we are facing using (if available) enemy order of battle diagrams. (What is the enemy's task organization?) Also, identify the enemy's equipment (weapons and ranges, night vision device and more). Describe the number of enemy (**STRENGTH**) and number of weapons available.
- Disposition: Where is the enemy and his weapon systems located? What is the enemy's mission? (Point to map or show on sand table.) Include both known and suspected locations.
- Capabilities: What CAN the enemy do?
- Recent Activities: Describe the enemy's **most likely COA**. If possible, use a sketch or sand table to aid in this description.

b. Friendly forces. This information is in paragraph 1b, 2 and 3 of higher headquarters' OPORD.

- (1) Include the mission, the commander's intent, and concept of operations for headquarters one and two levels up.
- (2) Identify the locations of units to the left, right, front, and rear. State those units' task and purpose and how those units will influence your unit, particularly adjacent unit patrols.

c. Attachments and detachments. Do not repeat information already listed under 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 is to be effective if different from when the OPORD 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.

2. MISSION. The leader concludes mission analysis by restating the mission. A mission statement is a short sentence or paragraph that describes the organization's essential task(s), purpose, and action containing the elements of who, what, when, where, and why. The five elements of a mission statement answer these questions, commonly referred to as the five Ws:

- Who will execute the linkup operation (unit or organization)?
- What is the unit's essential task (linkup, tactical mission task)?

3. EXECUTION.

a. Commander's intent. The commander's intent is a clear, concise statement of what the unit must do and conditions the unit must establish with respect to the enemy, terrain, and civil considerations that represent the desired end state.

- When will the operation begin (by time or event) or what is the duration of the operation?
- Where will the operation occur (linkup point[s], area of operations, objective, grid coordinates)?
- Why will the force conduct the linkup operation (for what purpose)?

b. 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 operation is based on the COA statement generated during the third step of the troop-leading procedures. The concept statement should be concise and understandable, and describe in general terms how the unit will accomplish its mission from start to finish. The concept—

- Describes the employment of maneuver elements in the form of a concept statement.
- Identifies by subunit the main effort and supporting efforts.
- Describes a general plan of fire support or "scheme of fires" supporting movement and maneuver with fires.
- Describes the integration of other elements or systems within the operation. These include, for example, reconnaissance forces, surveillance assets, security forces, intelligence operations, engineers, and air defense.

c. Scheme of movement and maneuver. This paragraph addresses, in detail, the mechanics of the operations. Specifically address all subordinate units and attachments by name, giving each its mission in the form of a **task and purpose**. The main effort must be designated and all other subordinates' missions must relate to the main effort. (At the squad level, *actions on the objective* will comprise the majority of this paragraph and therefore could address the plan for actions on the objective, engagement/disengagement criteria, an alternate plan in the event of compromise or unplanned movement of enemy forces, and a withdrawal plan. In other words, all actions of this unit from start of mission until completion.)

d. Scheme of fires. Clarify scheme of fires to support the overall concept. This paragraph should state which maneuver unit is the main effort and has priority of fires, to include stating any essential fire support tasks (task, purpose, method, effect) that this has responsibility for firing. A target list worksheet and fire support overlay are referenced here, if applicable. Specific targets are discussed and pointed out on the terrain model.

e. Tasks to subordinate units. Clearly state any 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 coordinating instructions. Platoon leaders task their subordinate squads. Those squads may be tasked to provide any of the following special teams: reconnaissance, security, assault, support, aid and litter, enemy prisoner of war (EPW), search, clearing, and demolitions. Detailed instructions may also be given to platoon sergeants, radio telephone operators, compassmen, and pacemen.

f. Coordinating instructions. List only instructions applicable to two or more units and not routinely covered in unit standard operating procedures (SOPs). This is always the last subparagraph in paragraph 3. Complex instructions should be referred to in an annex. Subparagraph f (1) to f (6) below are mandatory.

- (1) Time schedule (rehearsals, back briefs, inspections, and movement).
- (2) Commander's critical information requirement (CCIR).
 - (a) Priority intelligence requirement (PIR) – Intelligence required by the commander for planning and decision making.
 - (b) Friendly force information requirement (FFIR) – Information the commander needs about friendly forces available for the operation. May include personnel status, ammunition status, and leadership capabilities.
- (3) Essential element of friendly information (EEFI) – 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 this operation and not included in unit SOPs 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) Protection.
- (8) Movement plan. Use terrain model and or sketch. State azimuths, directions, and grid coordinates.
 - (a) Order of movement, formation, and movement technique.
 - (b) Actions at halts (long and short).
 - (c) Routes.
 - (d) Departure and reentry of friendly lines.
 - (e) Rally points and actions at rally points (plan must include initial rally point, objective rally point, enroute rally points, near-and far-side rally points, and reentry rally points and all other planned rally points to include grid location and terrain reference).
 - (f) Actions at danger areas (general plan for unknown linear, small open areas and large open areas; specific plan for all known danger areas that unit will encounter along the route).

4. SUSTAINMENT. Address sustainment in the areas shown below as needed to clarify the concept of support. Subparagraphs can include:

a. General. Reference the SOPs that govern the sustainment operations of the unit. Provide current and proposed company trains locations, casualty and damaged equipment collection points, and routes.

b. Logistics.

- (1) Supply (may also consider how the unit is fueled, fixed, sustained, manned, moved, and armed).
 - (a) Class I – Rations plan.
 - (b) Class V – Ammunition.
 - (c) Class VII – Major end items (weapons).
 - (d) Class VIII – Medical.
 - (e) Class IX – Repair parts.
 - (f) Distribution methods.
- (2) Transportation.
- (3) Services (laundry and showers).
- (4) Maintenance (weapons and equipment).
 - (a) Medical evacuation and hospitalization. Method of evacuating dead and wounded, friendly and enemy personnel. Include priorities and location of casualty collection point (CCP)/alternate collection points.
 - (b) Personnel support. Method of handling EPWs and designation of the EPW collection point.

5. COMMAND AND SIGNAL. This paragraph states where command and control facilities and key leaders are located during the operation.

a. Command.

- (1) Location of the higher unit commander and command posts (CPs).
- (2) Location of unit key personnel and CP during each phase of the operation.
- (3) Succession of command.
- (4) Adjustments to the SOP.

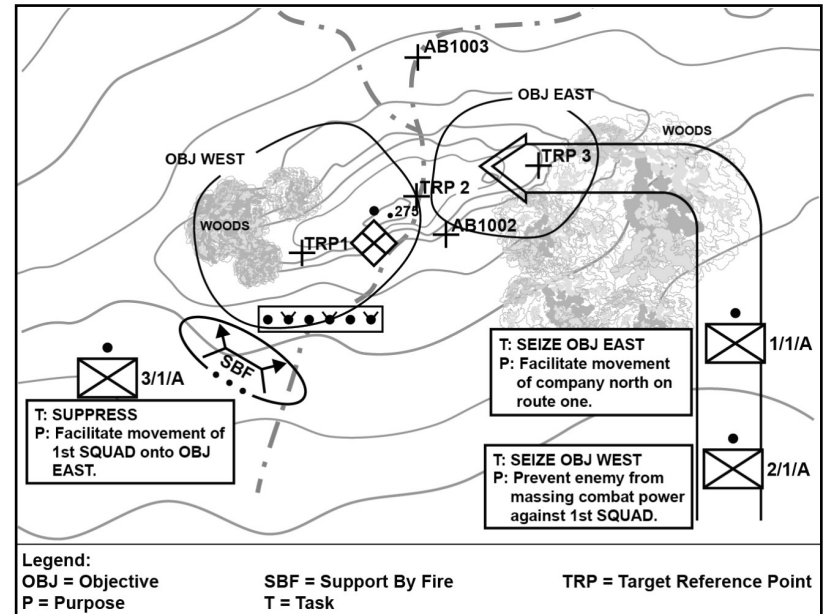
b. Signal.

- (1) Automated net control device day is in effect.
- (2) Methods of communication in priority.
- (3) Pyrotechnics and signals to include arm-and-hand signals.
- (4) Code words.
- (5) Challenge and password (used when behind friendly lines).
- (6) Number combination (used when forward of friendly lines).
- (7) Running password.
- (8) Recognition signals (near/far and day/night).

c. Special Instructions to radio telephone operators.

ISSUE ANNEXES, ISSUE TIME HACK, ASK FOR QUESTIONS

This platoon concept sketch is referenced on pages 6, 7, and 8 of this GTA:



Example squad OPORD, 1st squad (main effort) seizes objective East to enable company's movement north on Route 1.

Note. An OPORD at squad level will not have some elements of the sample blank OPORD shell addressed below. An OPORD at platoon level contains more of the information presented in the blank OPORD shell.

TASK ORG: Task organization for our squad is pure.

WEATHER: (State weather facts and conclusions here.)

TERRAIN:

Obstacles. The terrain along our advance is unrestricted as it will not force us to change formations. Additionally, there is an antitank/antipersonnel (AP) minefield located to the south of the objective along the north/south running trail.

Avenues of approach. We will be traveling to the east flank of the objective. There is a platoon-sized mounted avenue of approach along an improved trail, which splits objective East and objective West. Enemy reinforcements may use this trail network to counterattack from the north.

Key terrain. The hilltop (275), where the enemy is located, is decisive terrain as its control is vital to mission accomplishment for the platoon. The small hill to the southeast of our objective is key terrain, as it overwatches movement from the southeast of the objective. The enemy may have patrols that extend to this terrain as part of the enemy's security plan.

Observation/fields of fire. From the objective, the enemy can range out to 2 kilometers (km) along the trail network. The enemy's observation is blocked to the southeast by the intervisibility line running along the small hill. Our squad can travel unobserved up to the small hill to the southeast of the objective. Once we crest that hill, we will have good fields of fire up to the hilltop on the objective target reference point (TRP) 2. We will not be able to engage anything west of TRP 2.

Cover and concealment. The small shrubs located to the east of the objective will provide some concealment. The hill to the east will provide cover.

1. SITUATION.

ENEMY FORCES:

- The **general situation** is that the enemy has deployed forward outposts to provide early warning. The enemy is protecting a small village located 2 thousand (k) north where there is a weapons cache. There is another defense line around the village 1.5k to the north.
- The enemy we face (**composition**) is a squad outpost located on hill 275. The enemy squad has five to seven infantrymen who are part of the enemy's recon platoon. They have one machine gun, one grenade launcher, and small arms. They only have two sets of night vision goggles that will be utilized by the squad leader, and the assistant gunner for the machine gunner. They have a radio that will reach their platoon leader, located 1.5k to the north.
- The enemy on Hill 275 has a mission of disrupting our forward advance, to provide time for the main defenses to complete their defense preparation. The enemy does have a reserve that can reinforce this hill within one hour of being notified. Reinforcements will approach from the north using the trail system. This reserve is mounted on a technical vehicle (.50-caliber machine gun) with 4-6 infantry.
- The enemy on the objective is capable of digging in waist high trenches, and utilizing a roving patrol to the flanks. Due to the small number of Soldiers in this outpost, roving patrols will be conducted about once per hour. Patrols are expected to travel within line of site of the main positions as they do not have additional radios for communication. The enemy is capable of calling in fire missions with the platoon's 81-millimeter mortar, but we do not expect these fires to be responsive.

- The enemy's most probable COA is as follows: This main effort is the enemy machine gun team. This machine gun team is oriented on the obstacle to the enemy's front along the trail. The enemy squad will have a supplementary position to the flank. This machine gun team has the mission of disrupting our forces to provide time for the main defenses to complete their defensive preparation. The squad's supporting effort is the remaining infantrymen. These will employ patrols to the flanks, and when not patrolling, be positioned to protect the flanks of the machine gun, while allowing them to provide direct fire to the obstacle. The enemy will withdraw when the enemy leader feels the squad can no longer defend its position, and has identified supplementary positions to the north. The enemy feels it can continue to halt our advance from its supplementary positions with the mounted reserve force arriving to continue the delay of our forces. This reserve force will also contain an additional technical vehicle to extract this forward squad.

FRIENDLY FORCES:

- Our platoon has the mission to seize (task) Hill 275 in order to (purpose) enable the company's advance.
- We are the platoon's main effort squad and objective East is the platoon's decisive point. Third squad (plus machine guns) will suppress the enemy on the objective, allowing our squad to maneuver to objective East. Second squad will follow behind us and seize objective West to prevent the enemy from massing combat power against us from the west.
- The company mission is to destroy these outposts to enable the battalion's advance into the village. The company's decisive point is Hill 275; this hill controls the primary attack route of the battalion. The other platoons in the company will pass through our position and continue to destroy enemy outposts further north. The company commander's end state is that all enemy machine gun systems be destroyed, the battalion axis of advance is clear of minefields, and our forces are postured to destroy the enemy's counterattacks.

2. MISSION. First Squad, 1st Platoon, Company A seizes objective East not later than (NLT) 24 0630 May XX to enable the company's advance.

3. EXECUTION.

a. Commander's intent. Seize objective East to enable the platoon's seizure of Hill 275 that controls the primary attack route of the battalion.

b. Concept of operation: At the objective rally point, the platoon leader will conduct leader's recon of objective, taking the entire 3rd squad as well. The platoon leader will position the support by fire, then continue recon of the objective. After return and dissemination of info, our squad will lead the remainder of the platoon along the east flank of the objective. We will approach to the objective until we reach the Hill to the southeast – this will be our assault position. From here, the platoon leader will initiate with machine guns from TRP 1 to TRP 3. Additionally, company mortars will fire TRP 2 (Hilltop 275). On order (primary frequency modulation [FM], alternate green star cluster) support by fire will shift to TRP 2; our squad will advance to the objective. Once we reach the far east of the objective (TRP 3), support by fire will lift fire (primary FM and alternate white star cluster). We will destroy the enemy and seize the objective, establishing overwatch positions to the north upon consolidation and reorganization.

c. Scheme of maneuver:

- Team A will establish base of fire from east end of objective East to allow team B to advance against the enemy.
- Team B destroys enemy and seizes objective East to enable the advance towards objective West.
- Actions on the objective. From the assault position, the squad will assume a squad bounding overwatch movement technique, fire teams on line. Team A will establish a base of fire oriented on TRP 2. Once team B reaches the far end of the objective (vicinity TRP 3), team B will establish base of fire oriented on TRP 2, team A will bound up on line with team B. I will travel with the bounding element. If we take casualties, the CCP will be located at our assault position. The platoon leader will call for and adjust direct and indirect fires as we approach. From TRP 3, our teams will utilize successive bounds – from the last covered position, I will have one fire team continue to provide suppression, while the other fire team will assault the enemy position. Enemy positions are waist deep or lower, oriented to the south. We will approach from the east. Once the first team enters the trench, we will establish local security at the entry point and on order, pass the second team into the trench. Our focus is the destruction of the machine gun position. On order, our squad will pass 2nd squad onto objective West. Upon consolidation and reorganization, we will establish overwatch positions to the north, prepared to destroy counterattack forces.

d. Scheme of fires. The platoon leader will fire target AB 1002 (suspected machine gun position) while we are in the assault position. As we continue our attack, the platoon leader will shift fires to the north (AB 1003) to suppress enemy counterattack forces. Company mortars will be firing from firing position one (vicinity company objective rally point) – our unit does not have battalion mortars or artillery support. The fire support task for the platoon is the destruction of machine gun position. The purpose of this fire is to facilitate our platoon's maneuver onto the objective. Priority of company mortars is to our platoon, platoon leader will adjust fires as necessary. Allocation is one target (AB 1002) on the machine gun position. There are no indirect fire restrictions.

e. Task to subordinate units:

- List additional tasks not covered above.
- Highlight duties covered by SOP as necessary to insure understanding of responsibilities.

f. Coordinating instructions: List here—may be covered by SOP. Include specific responsibilities by name.

4. SUSTAINMENT.

- Highlight from platoon order as necessary. At a minimum, discuss casualty evacuation plan.
- Ensure that obscurants, signal devices, and so forth, are cross-leveled to the Soldier responsible for execution.

5. COMMAND and SIGNAL.

- Highlight from platoon order as necessary. At a minimum, discuss primary and alternate signal plans.

Example squad OPORD, 3rd squad (supporting effort) establishes support by fire position, supports 1st squad's assault and seizure of objective East (see concept sketch for this GTA).

TASK ORG: Task organization for our squad is pure; we also have the two machine gun teams attached.

WEATHER: (State weather facts and conclusions here.)

TERRAIN:

Obstacle. See previous example.

Avenues of approach. We will be traveling to the west flank of the objective. There is a mounted avenue of approach along an improved trail, which splits the objective. Enemy reinforcements may use this trail network to conduct its counterattack from the north.

Key terrain. The hilltop (275) where the enemy is located is decisive terrain as its control is vital to mission accomplishment for the platoon. The small hill to the southwest of our objective is key terrain, because it overwatches movement from the southeast of the objective. The enemy may have patrols that extend to this terrain as part of the enemy's security plan. This hill is the location from which we will establish our support by fire position.

Observation/fields of fire. From the objective, the enemy can range out to 2k along the trail network. The enemy's observation is blocked to the southwest by the intervisibility line running along the small hill. Our squad can travel unobserved up to the small hill to the southwest of the objective. Once we crest that hill, we will have good fields of fire up to the hilltop on the objective (TRP 2). The platoon leader has identified TRPs 1, 2 and 3. TRP 1 is the western edge of the objective, where the woodland stops. TRP 2 is located on the topographical crest of the hill. TRP 3 is located on the far east of the objective to support 1st Squad's initial assault.

Cover and concealment. There is little concealment on the western side of the objective, so it is essential that we use the hill to the west to provide cover.

1. SITUATION. (Similar to previous example.)

2. MISSION. Third squad, 1st Platoon, Company A establishes support by fire position to suppress the enemy to facilitate 1st Squad's assault of the enemy.

3. EXECUTION.

a. Commander's intent. Suppress enemy vicinity objective East to enable 1st squad's assault and seizure of objective East.

b. Concept of operation: At the objective rally point, platoon leader will conduct leader's recon of objective; our entire squad will accompany the platoon leader. The platoon leader and I will position our squad once at the support by fire position, then the platoon leader will continue recon of the objective. On order from the platoon leader, we will initiate with machine guns from TRP 1 to TRP 3. Mortars will fire TRP 2 (Hilltop 275). On order (primary FM, alternate green star cluster) we will shift to TRP 2. On order, we will lift fire with a prepared mission to clear obstacles along the trail. At this time, the platoon leader will call forward the machine guns to augment overwatch positions to the north of the objective.

c. Scheme of maneuver:

- Team A will secure the northern portion of the support by fire position to allow the machine guns to suppress the enemy.
- Team B will secure the southern portion of the support by fire position to allow the machine guns to suppress the enemy.
- Machine gun section will suppress the enemy on objective to allow 1st squad to seize objective East.
- Actions on the objective. From the objective rally point, 3rd squad will assume a squad bounding overwatch movement technique, fire teams in wedge. Machine gun team 1 will bound with team A, machine gun team 2 with team B. Squad is prepared to conduct battle drill attack to destroy enemy forces occupying support by fire position. Platoon leader will give guidance as far as positioning of machine gun teams while teams A and B will secure flanks. If we take casualties, the CCP will be located to the south of our support by fire position. On order, we will initiate fire from TRP 3 to TRP 1. (This action will occur once 1st squad reaches its assault position.) The platoon leader will fire TRP 2. The machine guns (on tripods) will initiate with 30 seconds of cyclic fire followed by rapid rate. From our support by fire position (approximately 500 meters) we will have a beaten zone of 1 meter wide X 110 meters long; therefore, it's essential that our machine gun positions run parallel to the trench line and enemy machine gun position. Machine guns will use enfilade fire. Engagement criteria for our machine guns are the enemy machine gun position, then other bunkers, then dismounts. Criteria for small arms are dismounts, then fortified positions. The M203 will engage enemy bunkers, then dismounts. On order (FM or green star cluster), and once 1st squad begins assault of objective, we will shift from TRP 3 to TRP 2. At this time, machine gun team 1 continues to engage vicinity TRP 2, machine gun team 2 engages enemy vicinity TRP 1. At this time, machine guns will utilize traverse and search fire. On order (2nd squad seizes objective West) our squad will cease fire. On order, machine guns will link up with platoon leader on objective; I will have team A overwatch while team B moves to the objective.

(See previous example for remainder of the OPORD.)

SAMPLE BLANK OPORD SHELL

Task Organization:

• **TERRAIN/WEATHER. Weather and Light Data and General Forecast:**

High	Moonrise	Sunrise	Wind Speed	Moonphase	BMNT
Low	Moonset	Sunset	Wind Direction	% Illumination	EENT

WEATHER EFFECTS:

TERRAIN:

Obstacles:

Avenues of approach:

Key terrain:

Observation/fields of fire:

Cover and concealment:

TERRAIN EFFECTS:

1. SITUATION

a. Enemy forces.

Composition:

Disposition:

Capabilities:

Recent activities:

Enemy most likely COA:

b. Friendly forces.

(1) Mission/intent/concept 1 and 2 levels up:

(2) Location/mission unit to north, south, east, and west.

c. Attachments and detachments.

2. MISSION. (who, what [task], when, where, and why [purpose])

3. EXECUTION.

a. Commander's intent.

b. Concept of the operations.

c. Scheme of movement and maneuver. (may include "Actions on the Objective" at the squad level)

d. Scheme of fires.

e. Tasks to subordinate units.

f. Coordinating instructions.

(1) Time schedule.

(2) CCIR (PIR and FFIR).

(3) EEFI

(4) Risk reduction control measures.

(5) Rules of engagement.

(6) Environmental considerations.

(7) Protection.

(8) Movement plan.

(a) Order of movement, formation, and movement technique.

(b) Actions at halts (long and short).

(c) Routes.

Coordinating Instructions (continued)

- (d) Departure and reentry of friendly lines.
- (e) Rally points and actions at rally points (plan must include initial rally point, objective rally point, and reentry rally point and all other planned rally points to include grid location and terrain reference).
- (f) Actions at danger areas (general plan for unknown linear, small open areas and large open areas; specific plan for all known danger areas that unit will encounter along the route).

4. Sustainment.

a. General: Reference the SOPs that govern the unit's operation. Identify current and proposed unit trains locations, casualty and damaged equipment collection points, and routes.

b. Logistics:

- (1) Supply (may also consider how the unit is fueled, fixed, sustained, manned, moved, and armed).
 - (a) Class I – Rations plan.
 - (b) Class V – Ammunition.
 - (c) Class VII – Major end items (weapons).
 - (d) Class VIII – Medical.
 - (e) Class IX – Repair parts.
 - (f) Distribution methods.
- (2) Transportation.
- (3) Services (laundry and showers).
- (4) Maintenance (weapons and equipment).
 - (a) Medical evacuation and hospitalization.
 - (b) Personnel support. Method of handling enemy prisoners of war (EPWs) and designation of the EPW collection point.

(5) **COMMAND AND SIGNAL.**

a. Command.

- (1) Location of the higher unit commander and command post (CP).
- (2) Location of key personnel and CP during each phase of the operation.
- (3) Succession of command.
- (4) Adjustments to the SOP.

b. Signal.

- (1) Automated net control device day is in effect.
- (2) Methods of communication in priority.

Signal (continued)

- (3) Pyrotechnics and signals, to include arm-and-hand signals
- (4) Code words.
- (5) Challenge and password (used when behind friendly lines).
- (6) Number combination (used when forward of friendly lines).
- (7) Running password.
- (8) Recognition signals (near/far and day/night).

c. Special Instructions to radio telephone operators.

ISSUE ANNEXES, ISSUE TIME HACK, ASK FOR QUESTIONS

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