

**Summary Report for Individual Task
150-718-5119
Prepare an Operations Order
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: The command has received an operations plan, or warning, operations or fragmentary order from higher headquarters and is exercising mission command. The commander has issued guidance on preparing an operations order. The command has established communications with subordinate and adjacent units, and higher headquarters. The mission command system is operational and processing information in accordance with standard operating procedures. This task can be performed in hours of daylight or limited visibility in various environment conditions. The unit has received guidance on the rules of engagement. Some iterations of this task should be performed in MOPP.

Standard: The staff officer developed the operation order in accordance with the commander's guidance, the approved course of action and the unit's standing operating procedure. The operation order was organized using the five paragraph order format and contained the appropriate attachments (annexes, appendixes, tabs, and exhibits).

Note: Task steps and performance measures may not apply to every unit or echelon. Prior to evaluation, coordination should be made between evaluator and the evaluated units' higher headquarters to determine the task steps and performance measures that may be omitted.

Special Condition: None

Special Standards: None

Special Equipment:

Safety Level: Low

MOPP: Sometimes

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.

Remarks: Task content last updated: 23 April 2012

Notes: Note: The term "staff officer" refers to any individual member of a staff section (Officer, Warrant Officer, or Noncommissioned Officer) that is responsible for conducting the task action or generating the product required by the task in the absence of the principal staff officer.

Performance Steps

1. The staff officer includes the following administrative information when preparing the operations order (OPORD):

a. Places the classification of the OPORD at the top and bottom of all pages and in front of each paragraph and subparagraph in parentheses:

(1) Top secret (TS).

(2) Secret (S).

(3) Classified (C).

(4) Unclassified (U).

b. Format the heading information of the OPORD to include:

(1) Copy number of number copies.

(2) Official designation of the issuing headquarters.

(3) Place of issue as:

(a) Code name.

(b) Postal designation.

(c) Geographic location.

(4) Date or date-time group the order was signed or issued and becomes effective unless specified otherwise in the coordinating instructions.

(5) Headquarters internal control number assigned to the orders in accordance with the unit's standard operating procedures (SOP).

c. OPERATIONS ORDER: number, code name, classification of title (Number the order consecutively by calendar year, include code name, if any).

d. Identifying pages:

(1) Identify pages following the first page of the order with a short title identification heading.

(2) Include the number (or letter) designation of the order and the issuing headquarters.

e. References: List documents/references essential to understanding the OPORD (list references concerning a specific function in the appropriate attachment).

(1) Maps.

(a) List maps and charts first.

(b) List series number, country, sheet names or numbers, edition, and scale.

(2) List other references in subparagraphs labeled.

f. Identified the Time Zone Used Throughout the OPORD:

(1) State the time zone used in the area of operations during execution.

(2) State when the OPORD applies to units in different time zones, use Greenwich Mean (ZULU) time.

g. List the Task Organization:

(1) Describe the organization of forces available to the issuing headquarters and their command and support relationships.

(2) Refer to Annex A (Task Organization) if long or complicated.

2. The staff officer follows the five-paragraph format when developing the OPORD to include the following paragraphs and sub-paragraphs:

a. Situation (Paragraph 1): Describe the conditions and circumstances of the operational environment that impact operations in the following subparagraphs:

(1) Area of Interest (AI): Describe the AI (refer to Annex B [Intelligence] as required.

(2) Area of Operations (AO): Describe the AO to include:

(a) Terrain: Describe the aspects of terrain that impact operations, refer to Annex B (Intelligence) as required.

(b) Weather: Describe the aspects of weather that impact operations, refer to Annex B (Intelligence) as required.

(3) Enemy Forces:

(a) Identify threat forces.

(b) Assess their general capabilities.

(c) Describe the threat's:

1 Disposition.

2 Location.

3 Strength.

4 Probable courses of action.

5 Identify known or potential terrorist threats and adversaries within the AO.

(4) Friendly Forces: Identify the missions of friendly forces and objectives, goals, and missions of civilian organizations that impact the issuing headquarters in the following subparagraphs:

(a) Higher headquarter's mission and commander's intent two levels up and one level up from the issuing headquarters.

1 Include the higher headquarters two levels up:

a Mission.

b Commander's intent.

2 Include the higher headquarters one level up:

a Mission.

b Commander's intent.

(b) Include the mission of Adjacent Unit's to include:

1 Identify and state mission of adjacent units.

2 Other units whose actions have a significant impact on the issuing headquarters.

(5) Interagency, Intergovernmental, and Nongovernmental Organizations:

(a) Identify and state the objective or goals and primary tasks of those Non-Department of Defense organizations that have a significant role within the AO.

(b) Refer to Annex V (Interagency Coordination) as required.

(6) Civil considerations: Describe the critical aspects of the civil situation that impact operations (refer to Appendix 1 [Intelligence Estimate] to Annex B [Intelligence] as required).

(7) Attached or detached:

(a) List units attached to or detached from the issuing headquarters.

(b) State when each attachment or detachment is effective if different from the effective time of the OPORD.

(c) Do not repeat information already listed in Annex A (Task Organization).

(8) Assumptions: List assumptions used in the development of the OPORD.

3. Mission (Paragraph 2): State the unit's mission—a short description of the who, what (task), when, where, and why (purpose) that clearly indicates the action to be taken and the reason for doing so.

4. Execution (Paragraph 3): Describe how the commander intends (developed by the commander) to accomplish the mission in terms of:

a. Commander's Intent includes:

(1) A clear, concise statement of what the force must do and the conditions the force must establish with respect to:

(a) The threat.

(b) Terrain.

(c) Civil considerations that represent the desired end state.

(2) Description of what constitutes the success of an operation and provide the purpose and conditions that define that desired end state.

(3) Easy to remember and clearly understood two echelons down.

b. Concept of Operations includes the following:

(1) A statement that directs the manner in which subordinate units cooperate to accomplish the mission and establishes the sequence of actions the force will use to achieve the end state.

(2) Expressed in terms of decisive, shaping, and sustaining operations.

(3) States the principal tasks required, the responsible subordinate units, and how the principal tasks complement one another.

(4) Projects the status of the force at the end of the operation.

(5) Phase the operation if the mission dictates a significant change in tasks during the operation.

(a) Describe each phase in a subparagraph if the concept of the operation is phased.

(b) Label subparagraphs as "Phase" followed by the appropriate roman numeral.

(c) All paragraphs, subparagraphs of the base order, and all annexes must mirror the phasing established in the concept of operations.

(6) May be a single paragraph, divided into two or more subparagraphs, or if unusually lengthy, summarized with details located in Annex C (Operations).

(7) Operation overlays and graphic depictions of lines of effort that portray the concept of operations and which are located in Annex C (Operations).

(8) Includes the following subparagraphs:

(a) Scheme of Movement and Maneuver: Describe the employment of maneuver units in accordance with the concept of operations.

1 Provide the primary tasks of maneuver units conducting the decisive operation and the purpose of each.

2 State the primary tasks of maneuver units conducting shaping operations, including security operations, and the purpose of each.

3 Identify the main effort if the operation is phased.

4 Identify and include priorities for the reserve.

5 Refer to Annex C (Operations) as required.

6 The Scheme of Movement and Maneuver includes:

a Scheme of Mobility/Counter-mobility which states the scheme of mobility/counter-mobility, including priorities by unit or area (refer to Annex G [Engineer] as required).

b Scheme of Battlefield Obscuration which states the scheme of battlefield obscuration, including priorities by unit or area (refer to Appendix 9 [Battlefield Obscuration] to Annex C [Operations] as required).

c Scheme of Information Collection which describe how the commander intends to use information collection to support the concept of operations and include the primary reconnaissance objectives (refer to Annex [Information Collection] as required).

(b) Scheme of Intelligence: Describe how the commander envisions intelligence supporting the concept of operations.

1 Include the priority of effort to situation development, targeting, and assessment.

2 State the priority of intelligence support to units and areas.

3 Refer to Annex B (Intelligence) as required.

(c) Scheme of Fires: Describe how the commander intends to use fires to support the concept of operations with emphasis on the scheme of maneuver.

1 State the fire support tasks and the purpose of each task.

2 State the priorities for the allocation of and restrictions on fires.

3 Refers to Annex D (Fires) as required, if Annex D is not used, use subparagraphs for fires categories based on the situation.

(d) Scheme of Protection: Describe how the commander envisions protection supporting the concept of operations:

1 Priority of protection by unit and area.

2 Scheme of operational area security, including:

a Routes.

b Bases.

c Critical infrastructure.

3 Include survivability.

4 Identify tactical combat forces and other reaction forces.

5 Use subparagraphs for protection categories based on the situation.

6 Refer to Annex E (Protection) as required.

(e) Stability Operations: Describe how the commander envisions the conduct of stability operations in coordination with other organizations through the primary stability tasks.

1 Assign a specific responsibilities for stability tasks to subordinate units in paragraph 3.i (Tasks to Subordinate Units) and paragraph 3.j (Coordinating Instructions).

2 Refer to Annex C (Operations) and Annex K (Civil Affairs Operations) as required.

(f) Assessment: Describe the priorities for assessment and identify the measures of effectiveness used to assess end state conditions and objectives (refer to Annex M [Assessment] as required).

(g) Tasks to Subordinate Units: State the task assigned to each unit that reports directly to the headquarters issuing the order.

Note:

1 Each task must include:

a Who (the subordinate unit assigned the task).

b What (the task itself).

c When.

d Where.

e Why (purpose).

2 Use a separate subparagraph for each unit and list units in task organization sequence.

3 Place tasks that affect two or more units in paragraph 3.j (Coordinating Instructions).

c. Coordinating Instructions: List only instructions applicable to two or more units not covered in unit SOP.

(1) Timing: State the time or condition when the OPORD becomes effective and list the operational timeline.

(2) Commander's Critical Information Requirements: List commander's critical information requirements.

(3) Essential Elements of Friendly Information: List essential elements of friendly information.

(4) Fire Support Coordination Measures: List critical fire support coordination or control measures.

(5) Airspace Coordinating Measures: List critical airspace coordinating or control measures.

(6) Rules of Engagement: List rules of engagement (refer to Appendix 12 [Rules of Engagement] to Annex C [Operations] as required).

(7) Risk Reduction Control Measures: State measures specific to the operation not included in the unit's SOPs to include:

(a) Mission-oriented protective posture.

(b) Operational exposure guidance.

(c) Troop-safety criteria.

(d) Fratricide prevention measures.

(e) Refer to Annex E (Protection) as required.

(8) Personnel Recovery Coordination Measures: Refer to Appendix 2 (Personnel Recovery) to Annex E (Protection) as required.

(9) Environmental Considerations: Refer to Appendix 6 (Environmental Considerations) to Annex G (Engineer) as required.

(10) Themes and Messages: List themes and messages.

(11) Other Coordinating Instructions: List additional coordinating instructions and tasks that apply to two or more units as required.

5. Sustainment (paragraph 4): Describe the concept of sustainment, including priorities of sustainment by unit or area and include:

a. Instructions for administrative movements, deployments, and transportation—or references to applicable appendixes—if appropriate.

b. Provide the broad concept of support for:

(1) Logistics: Refer to Appendix 1 (Logistics) to Annex F (Sustainment) as required.

(2) Personnel: Refer to Appendix 2 (Personnel Services Support) to Annex F (Sustainment) as required).

(3) Health System Support: Refer to Appendix 3 (Army Health System Support) to Annex F (Sustainment) as required).

6. Command and Signal (Paragraph 5):

a. Command:

(1) Location of Commander: 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 SOPs.

(3) Liaison Requirements: State liaison requirements not covered in the unit's SOPs.

b. Control:

(1) Command posts:

(a) Describe the employment of command posts (CPs), including the location of each CP and its time of opening and closing, as appropriate.

(b) State the primary controlling CP for specific tasks or phases of the operation.

(2) Reports: List reports not covered in SOPs (refer to Annex R [Reports] as required).

(3) Signal:

(a) Describe the concept of signal support, including location and movement of key signal nodes and critical electromagnetic spectrum considerations throughout the operation.

(b) Refer to Annex H (Signal) as required.

7. ACKNOWLEDGE: Include instructions for the acknowledgement of the OPORD by addressees (Refer to the message reference number if necessary).

- a. List annexes by letter and title.
- b. List those who are to receive the order.
- c. Obtain the commanders or authorized representative signature on the original copy.

8. ANNEXES: List annexes by letter and title (If a particular annex is not used, place "not used" beside that annex letter).

- a. A – Task Organization.
- b. B – Intelligence.
- c. C – Operations.
- d. D – Fires.
- e. E – Protection.
- f. F – Sustainment.
- g. G – Engineer.
- h. H – Signal.
- i. I – not used.
- j. J – Inform and Influence Activities.
- k. K – Civil Affairs Operations.
- l. L - Information Collection.
- m. M – Assessment.
- n. N – Space Operations.
- o. O – not used.
- p. P – Host-Nation Support.
- q. Q – spare.

- r. R – Reports.
- s. S – Special Technical Operations.
- t. T – spare.
- u. U – Inspector General.
- v. V – Interagency Coordination.
- w. W – spare.
- x. X – spare.
- y. Y – spare.
- z. Z – Distribution.

9. DISTRIBUTION:

- a. Furnish distribution copies either for action or for information.
- b. List in detail those who are to receive the order.
- c. Refer to Annex Z (Distribution) if lengthy.

(Asterisks indicates a leader performance step.)

Evaluation Preparation: Brief the Soldier: Tell the Soldier what is expected of him by reviewing the task standards. Stress to the Soldier the importance of observing all cautions and warnings to avoid injury to personnel and, if applicable, damage to equipment.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. The staff officer included the following administrative instructions when preparing the operations order (OPORD):			
a. Placed the classification of the OPOrd at the top and bottom of all pages and in front of each paragraph and sub-paragraph in parentheses:			
(1) Top secret (TS).			
(2) Secret (S).			
(3) Classified (C).			
(4) Unclassified (U).			
b. Formatted the heading information of the OPOrd to include:			
(1) Copy number of number copies.			
(2) Official designation of the issuing headquarters.			
(3) Place of issue as:			
(a) Code name.			
(b) Postal designation.			
(c) Geographic location.			
(4) Date or date-time group the order was signed or issued and becomes effective unless specified otherwise in the coordinating instructions.			
(5) Headquarters internal control number assigned to the orders in accordance with the unit's standard operating procedures (SOP).			
c. OPERATIONS ORDER: Number, code name, classification of title (numbered the order consecutively by calendar year, included code name, if any).			
d. Identified pages:			
(1) Identified pages following the first page of the order with a short title identification heading.			
(2) Included the number (or letter) designation of the order and the issuing headquarters.			
e. Reference: Listed documents/references essential to understanding the OPOrd (listed referneces concerning a specific function in the appropriate attachments):			
(1) Maps.			
(a) Listed maps and charts first.			
(b) Listed series number, country, sheet names or numbers, edition, and scale.			
(2) Listed other references in subparagraphs labeled.			
f. Identified the Time Zone Used throughout the OPOrd:			
(1) Stated the time zone used in the area of operations during execution.			
(2) Stated when the OPOrd applies to units in different time zones, use Greenwich Mean (ZULU) time.			
g. Listed the Task Organization:			
(1) Described the organization of forces available to the issuing headquarters and their command and support relationships.			
(2) Referred to Annex A (Task Organization) if long or complicated.			
2. The staff officer followed the five-paragraph format when developing the OPOrd to include the following paragraphs and sub-paragraphs:			
a. Situation (Paragraph 1): Described the conditions and circumstances of the operational environment that impacted operations in the following subparagraphs:			
(1) Area of Interest (AI): Described the AI (refer to Annex B [Intelligence] as required).			
(2) Area of Operations (AO): Described the AO to include:			
(a) Terrain: Described the aspects of terrain that impacted operations, referred to Annex B (Intelligence) as required.			

(b) Weather: Described the aspects of weather that impacted operations, referred to Annex B (Intelligence) as required.			
(3) Enemy Forces:			
(a) Identified threat forces.			
(b) Assessed their general capabilities.			
(c) Described the threat's:			
1 Disposition.			
2 Location.			
3 Strength.			
4 Probable courses of action.			
5 Identified known or potential terrorist threats and adversaries within the AO.			
(4) Friendly Forces: Identified the missions of friendly forces and objectives, goals, and missions of civilian organizations that impacted the issuing headquarters in the following subparagraphs:			
(a) Higher headquarter's mission and commander's intent two levels up and one level up from the issuing headquarters.			
1 Included the higher headquarters two levels up.			
a Mission.			
b Commander's intent.			
2 Included the higher headquarters one level up.			
a Mission.			
b Commander's intent.			
(b) Included the mission of Adjacent Unit's to include:			
1 Identified and stated mission of adjacent units.			
2 Other units whose actions have a significant impact on the issuing headquarters.			
(5) Interagency, Intergovernmental, and Nongovernmental Organizations:			
(a) Identified and stated the objective or goals and primary tasks of those Non-Department of Defense organizations that have a significant role within the AO.			
(b) Referred to Annex V (Interagency Coordination) as required.			
(6) Civil considerations: Described the critical aspects of the civil situation that impact operations (refer to Appendix 1 (Intelligence Estimate) to Annex B (Intelligence) as required).			
(7) Attached or detached:			
(a) Listed units attached to or detached from the issuing headquarters.			
(b) Stated when each attachment or detachment is effective if different from the effective time of the OPORD.			
(c) Did not repeat information already listed in Annex A (Task Organization).			
(8) Assumptions: Listed assumptions used in the development of the OPORD.			
3. Mission (Paragraph 2): Stated the unit's mission—a short description of the who, what (task), when, where, and why (purpose) that clearly indicated the action to be taken and the reason for doing so.			
4. Execution (Paragraph 3): Described how the commander intends to accomplish the mission in terms of:			
a. Commander's Intent (developed by the commander) included:			
(1) A clear, concise statement of what the force must do and the conditions the force must establish with respect to:			
(a) The threat.			
(b) Terrain.			

(c) Civil considerations that represented the desired end state.			
(2) Described what constituted the success of an operation and provided the purpose and conditions that defined that desired end state.			
(3) An easy to remember and clearly understood two echelons down.			
b. Concept of Operations included the following:			
(1) A statement that directed the manner in which subordinate units cooperated to accomplish the mission and established the sequence of actions the force would use to achieve the end state.			
(2) Expressed in terms of decisive, shaping, and sustaining operations.			
(3) Stated the principal tasks required, the responsible subordinate units, and how the principal tasks complemented one another.			
(4) Projected the status of the force at the end of the operation.			
(5) Phased the operation if the mission dictated a significant change in tasks during the operation.			
(a) Described each phase in a subparagraph if the concept of the operation was phased.			
(b) Labeled subparagraphs as "Phase" followed by the appropriate roman numeral.			
(c) All paragraphs, subparagraphs of the base order, and all annexes mirrored the phasing established in the concept of operations.			
(6) May be a single paragraph, divided into two or more subparagraphs, or if unusually lengthy, summarized with details located in Annex C (Operations).			
(7) Operation overlays and graphic depictions of lines of effort that portrayed the concept of operations and were located in Annex C (Operations).			
(8) Included the following subparagraphs:			
(a) Scheme of Movement and Maneuver: Described the employment of maneuver units in accordance with the concept of operations.			
1 Provided the primary tasks of maneuver units conducting the decisive operation and the purpose of each.			
2 Stated the primary tasks of maneuver units conducting shaping operations, included security operations, and the purpose of each.			
3 Identified the main effort if the operation was phased.			
4 Identified and included priorities for the reserve.			
5 Referred to Annex C (Operations) as required.			
6 The Scheme of Movement and Maneuver included:			
a Scheme of Mobility/Counter-mobility which stated the scheme of mobility/counter-mobility, included priorities by unit or area (referred to Annex G [Engineer] as required).			
b Scheme of Battlefield Obscuration which stated the scheme of battlefield obscuration, included priorities by unit or area (referred to Appendix 9 [Battlefield Obscuration] to Annex C [Operations] as required).			
c Scheme of Information Collection which described how the commander intends to use information collection to support the concept of operations and included the primary reconnaissance objectives (referred to Annex L [Information Collection] as required).			
(b) Scheme of Intelligence: Described how the commander envisioned intelligence supporting the concept of operations.			
1 Included the priority of effort to situation development, targeting, and assessment.			
2 Stated the priority of intelligence support to units and areas.			
3 Referred to Annex B (Intelligence) as required.			
(c) Scheme of Fires: Described how the commander intended to use fires to support the concept of operations with emphasis on the scheme of maneuver.			

1 Stated the fire support tasks and the purpose of each task.			
2 Stated the priorities for the allocation of and restrictions on fires.			
3 Referred to Annex D (Fires) as required, if Annex D was not used, used subparagraphs for fires categories based on the situation.			
(d) Scheme of Protection: Described how the commander envisioned protection supporting the concept of operations:			
1 Priority of protection by unit and area.			
2 Scheme of operational area security, included:			
a Routes.			
b Bases.			
c Critical infrastructure.			
3 Included survivability.			
4 Identified tactical combat forces and other reaction forces.			
5 Used subparagraphs for protection categories based on the situation.			
6 Referred to Annex E (Protection) as required.			
(e) Stability Operations: Described how the commander envisioned the conduct of stability operations in coordination with other organizations through the primary stability tasks.			
1 Assigned a specific responsibilities for stability tasks to subordinate units in paragraph 3.i (Tasks to Subordinate Units) and paragraph 3.j (Coordinating Instructions).			
2 Referred to Annex C (Operations) and Annex K (Civil Affairs Operations) as required.			
(f) Assessment: Described the priorities for assessment and identified the measures of effectiveness used to assess end state conditions and objectives (refer to Annex M [Assessment] as required).			
(g) Tasked to Subordinate Units: Stated the task assigned to each unit that reported directly to the headquarters issuing the order.			
1 Each task included:			
a Who (the subordinate unit assigned the task).			
b What (the task itself).			
c When.			
d Where.			
e Why (purpose).			
2 Used a separate subparagraph for each unit and listed units in task organization sequence.			
3 Placed tasks that affect two or more units in paragraph 3.j (Coordinating Instructions).			
c. Coordinating Instructions: Listed only instructions applicable to two or more units not covered in unit SOP.			
(1) Timing: Stated the time or condition when the OPORD became effective and listed the operational timeline.			
(2) Commander's Critical Information Requirements: Listed commander's critical information requirements.			
(3) Essential Elements of Friendly Information: Listed essential elements of friendly information.			
(4) Fire Support Coordination Measures: Listed critical fire support coordination or control measures.			
(5) Airspace Coordinating Measures: Listed critical airspace coordinating or control measures.			
(6) Rules of Engagement: Listed rules of engagement (referred to Appendix 12 [Rules of Engagement] to Annex C [Operations] as required).			

(7) Risk Reduction Control Measures: Stated measures specific to the operation not included in unit SOPs to include:			
(a) Mission-oriented protective posture.			
(b) Operational exposure guidance.			
(c) Troop-safety criteria.			
(d) Fratricide prevention measures.			
(e) Referred to Annex E (Protection) as required.			
(8) Personnel Recovery Coordination Measures: Referred to Appendix 2 (Personnel Recovery) to Annex E (Protection) as required.			
(9) Environmental Considerations: Referred to Appendix 6 (Environmental Considerations) to Annex G (Engineer) as required.			
(10) Themes and Messages: Listed themes and messages.			
(11) Other Coordinating Instructions: Listed additional coordinating instructions and tasks that applied to two or more units as required.			
5. Sustainment (paragraph 4): Described the concept of sustainment, included priorities of sustainment by unit or area and included:			
a. Instructions for administrative movements, deployments, and transportation—or references to applicable appendixes—if appropriate.			
b. Provided the broad concept of support for:			
(1) Logistics: Referred to Appendix 1 (Logistics) to Annex F (Sustainment) as required.			
(2) Personnel: Referred to Appendix 2 (Personnel Services Support) to Annex F (Sustainment) as required).			
(3) Health System Support: Referred to Appendix 3 (Army Health System Support) to Annex F (Sustainment) as required).			
6. Command and Signal (Paragraph 5):			
a. Command:			
(1) Location of Commander: Stated where the commander intends to be during the operation, by phase if the operation is phased.			
(2) Succession of Command: Stated the succession of command if not covered in the unit's SOPs.			
(3) Liaison Requirements: Stated liaison requirements not covered in the unit's SOPs.			
b. Command posts:			
(1) Control:			
(a) Described the employment of command posts (CPs), included the location of each CP and its time of opening and closing, as appropriate.			
(b) Stated the primary controlling CP for specific tasks or phases of the operation.			
(2) Reports: Listed reports not covered in SOPs (referred to Annex R [Reports] as required).			
(3) Signal:			
(a) Described the concept of signal support, included location and movement of key signal nodes and critical electromagnetic spectrum considerations throughout the operation.			
(b) Referred to Annex H (Signal) as required.			
7. ACKNOWLEDGE: Included instructions for the acknowledgement of the OPORD by addressees (referred to the message reference number if necessary).			
a. Listed annexes by letter and title.			
b. Listed those who are to receive the order.			
c. Obtained the commanders or authorized representative signature on the original copy.			

8. ANNEXES: Listed annexes by letter and title (If a particular annex was not used, placed "not used" beside that annex letter.			
a. A – Task Organization.			
b. B – Intelligence.			
c. C – Operations.			
d. D – Fires.			
e. E – Protection.			
f. F – Sustainment.			
g. G – Engineer.			
h. H – Signal.			
i. I – not used.			
j. Inform and Influence Activities.			
k. K – Civil Affairs Operations.			
l. I - Information Collection.			
m. M – Assessment.			
n. N – Space Operations.			
o. O – not used.			
p. P – Host-Nation Support.			
q. Q – spare.			
r. R – Reports.			
s. S – Special Technical Operations.			
t. T – spare.			
u. U – Inspector General.			
v. V – Interagency Coordination.			
w. W – spare.			
x. X – spare.			
y. Y – spare.			
z. Z – Distribution.			
9. Distribution:			
a. Furnished distribution copies either for action or for information.			
b. Listed in detail those who are to receive the order.			
c. Referred to Annex Z (Distribution) if lengthy.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 3-0	Unified Land Operations	Yes	No
	FM 5-0.1	The Operations Process	Yes	Yes
	FM 6-0	MISSION COMMAND	Yes	No

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 FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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 FM 3-11.4, NBC Protection, FM 3-11.5, CBRN Decontamination. .

Prerequisite Individual Tasks :

Task Number	Title	Proponent	Status
150-718-5115	Participate in Course of Action Analysis and Wargaming	150 - Combined Arms (Individual)	Approved
150-718-5121	Participate in Course of Action Approval	150 - Combined Arms (Individual)	Approved
150-718-5111	Participate in the Military Decision Making Process	150 - Combined Arms (Individual)	Approved
150-718-5117	Prepare a Warning Order	150 - Combined Arms (Individual)	Approved
150-718-5113	Recommend the Commanders Critical Information Requirements	150 - Combined Arms (Individual)	Approved
150-718-5120	Participate in Receipt of Mission Planning	150 - Combined Arms (Individual)	Approved
150-718-5116	Participate in Course of Action Comparison	150 - Combined Arms (Individual)	Approved
150-718-5112	Participate in Mission Analysis	150 - Combined Arms (Individual)	Approved
150-718-5114	Participate in Course of Action Development	150 - Combined Arms (Individual)	Approved

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
150-718-5124	Refine the Plan	150 - Combined Arms (Individual)	Approved
150-718-5125	Prepare a Fragmentary Order	150 - Combined Arms (Individual)	Approved
150-718-5144	Prepare a Running Estimate	150 - Combined Arms (Individual)	Approved
150-718-5130	Assess The Current Situation (Battalion - Corps)	150 - Combined Arms (Individual)	Approved

Supported Individual Tasks : None**Supported Collective Tasks :**

Task Number	Title	Proponent	Status
71-8-5111	Conduct the Military Decision Making Process (Battalion - Corps)	71 - Combined Arms (Collective)	Approved
71-8-2311	Develop Information Requirements (Battalion - Corps)	71 - Combined Arms (Collective)	Approved
63-7-2072	Prepare Initial Contingency Operation Support Plan Annexes, Appendices, Enclosures, Tabs, Additions, and Overlays	63 - Multifunctional Logistics (Collective)	Approved
63-6-4006	Prepare Operations Plan/Order	63 - Multifunctional Logistics (Collective)	Approved
71-8-5132	Perform Planned Actions, Sequels, and Branches (Battalion - Corps)	71 - Combined Arms (Collective)	Approved
71-8-5123	Task Organize for Operations (Battalion - Corps)	71 - Combined Arms (Collective)	Approved
63-8-2902	Prepare Redeployment Plan	63 - Multifunctional Logistics (Collective)	Approved
71-9-5740	Coordinate Plans with Non-Department of Defense Organizations (Division Echelon and Above [Operational])	71 - Combined Arms (Collective)	Approved
71-8-5100	Execute the Operations Process (Battalion - Corps)	71 - Combined Arms (Collective)	Approved