

**Summary Report for Individual Task
150-718-5117
Prepare a Warning 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 a warning 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 develops the warning order in the five paragraph order format as a preliminary notice of an order or action that is to follow in order to notify and increase planning time of subordinate units and staffs and assist with preparation for new missions by describing the situation, providing initial planning guidance, and directing preparation activities. The staff officer includes detail based on time and information available when it is issued and the information subordinate commanders need for planning and preparation. The staff officer informs subordinates that unless specifically stated, a warning order does not authorize execution other than planning and verifies that the words warning order precede the message text. Note: Task steps and performance measures may not apply to every staff, unit or echelon. Prior to evaluation, coordination should be made between evaluator and the evaluated staffs or units' higher headquarters to determine the performance measures that may not be evaluated.

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: 17 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.

Note: The warning order must contain as much detail as possible. It informs subordinates of the unit mission and gives them the leader's timeline. Army leaders may also pass on any other instructions or information they think will help subordinates prepare for the new mission. This includes information on the enemy, the nature of the higher headquarters' plan, and any specific instructions for preparing their units. The most important thing is that leaders not delay issuing the initial warning order.

Performance Steps

1. The staff officer places the classification of the warning order (WARNO) at the top and bottom of all pages and in front of each paragraph and sub paragraph:
 - a. Top secret.
 - b. Secret.
 - c. Classified.
 - d. Unclassified.
2. The staff officer formats the heading information of the WARNO.
 - a. Copy number.
 - b. Official designation of the issuing headquarters.
 - c. Place of issue. (Use uppercase letters [for example, KANDAHAR] for towns and countries.)
 - d. Date or date-time group the plan or order was signed or issued and becomes effective unless specified otherwise in the coordinating instructions.
 - e. Headquarters internal control number assigned to all plans and orders.
3. The staff officer numbers the WARNO consecutively by calendar year; include code name.
4. The staff officer documents/references essential to understanding the WARNO: (Optional)
 - a. Maps.
 - (1) List maps and charts first.
 - (2) Series number, country, sheet names or numbers, edition, and scale.
 - b. Charts.
 - c. Standing operation procedure.
 - d. Time zone used throughout the WARNO: (Optional)
 - (1) State the time zone used in the area of operations during execution.
 - (2) State when the WARNO applies to units in different time zones, use Greenwich Mean Time (ZULU).
 - e. List the task Organization: (Optional)
 - (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.

5. The staff officer provides input to the WARNO based on the significant of the up-coming operation as it relates to the sections war fighting function.

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

(1) Area of interest (AI): Describe significant changes to the AI.

(2) Area of operations (AO): Describe significant changes to the AO.

(3) Enemy Forces: List significant changes to enemy composition, disposition, and courses of action. Information not available may be included in subsequent WARNOs.

(4) Friendly forces: Address only if essential to WARNO.

(5) Interagency, Intergovernmental & Non Governmental Organizations.

(6) Civil considerations: (Optional) Address only if essential to WARNO.

(7) Attachments and detachments: Provide initial task organization that identifies major unit changes.

(8) Assumptions: List any significant assumptions for order development.

b. Mission: State the issuing headquarters mission.

c. Execution:

(1) Initial Commanders intent: Provide brief commander's intent statement.

(2) Concept of operations.

(3) Task to sub units.

(4) Coordinating Instructions: List any information available on commander's critical information requirements, essential elements of friendly information, and minimum essential stability tasks.

d. Sustainment: List support preparation tasks for potential operation:

(1) Logistics.

(2) Personnel.

(3) Health services support.

e. Command and Signal: List any changes to the existing order or state "no change."

6. The staff officer issues the WARNO.

(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 placed the classification of the warning order (WARNO) at the top and bottom of all pages and in front of each paragraph and sub paragraph.			
a. Top secret.			
b. Secret.			
c. Classified.			
d. Unclassified.			
2. The staff officer formatted the heading information of the WARNO.			
a. Copy number.			
b. Official designation of the issuing headquarters.			
c. Place of issue. (Used uppercase letters [for example, KANDAHAR] for towns and countries.)			
d. Date or date-time group the plan or order was signed or issued and becomes effective unless specified otherwise in the coordinating instructions.			
e. Headquarters internal control number assigned to all plans and orders.			
3. Numbered the WARNO consecutively by calendar year, include code name.			
4. Listed documents/references essential to understanding the WARNO (Optional).			
a. Maps.			
(1) Listed maps and charts first.			
(2) Series number, country, sheet names or numbers, edition, and scale.			
b. Charts.			
c. Standing operation procedure.			
d. Time zone used throughout the WARNO: (Optional)			
(1) Stated the time zone used in the area of operations during execution.			
(2) Stated when the WARNO applies to units in different time zones, used Greenwich Mean Time (ZULU).			
e. Listed the task Organization: (Optional)			
(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.			
5. The staff officer provided input to the WARNO based on the significant of the upcoming operation as it relates to the sections war fighting function.			
a. Situation: Described the conditions and circumstances of the operational environment.			
(1) Area of interest (AI): Described significant changes to the AI.			
(2) Area of operations (AO): Described significant changes to the AO.			
(3) Enemy Forces: Listed significant changes to enemy composition, disposition, and courses of action. Information not available may be included in subsequent WARNOs.			
(4) Friendly forces: Addressed only if essential to WARNO.			
(5) Interagency, Intergovernmental & Non Governmental Organizations.			
(6) Civil considerations: (Optional) Addressed only if essential to WARNO.			
(7) Attachments and detachments: Provided initial task organization that identifies major unit changes.			
(8) Assumptions: Listed any significant assumptions for order development.			
b. Mission: Stated the issuing headquarters mission.			
c. Execution: Stated:			
(1) Initial Commanders intent: Provided brief commander's intent statement.			
(2) Concept of operations.			
(3) Task to sub units.			
(4) Coordinating Instructions: Listed any information available on commander's critical information requirements, essential elements of friendly information, and minimum essential stability tasks.			
d. Sustainment: Listed support preparation tasks for:			

(1) Logistics.			
(2) Personnel.			
(3) Health services support.			
e. Command and Signal: Listed any changes to the existing order or stated "no change."			
6. The staff officer issued the WARNO.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 3-0	Unified Land Operations	Yes	No
	FM 5-0	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
150-718-2010	Prepare an Operations Plan/Order using the Military Decision Making Process-Assistant Application on the AN/PYQ-6 Series Maneuver Contro (6.4.4.3P7)	150 - Combined Arms (Individual)	Approved

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
150-718-5111	Participate in the Military Decision Making Process	150 - Combined Arms (Individual)	Approved

Supported Individual Tasks :

Task Number	Title	Proponent	Status
150-718-5121	Participate in Course of Action Approval	150 - Combined Arms (Individual)	Approved

Supported Collective Tasks :

Task Number	Title	Proponent	Status
71-8-5200	Conduct Command Post Operations (Battalion - Corps)	71 - Combined Arms (Collective)	Approved
63-7-2953(Step: 4.)	Coordinate Reception, Staging, Onward Movement, and Integration (RSOI) of the Supported Force	63 - Multifunctional Logistics (Collective)	Analysis
71-8-5100	Execute the Operations Process (Battalion - Corps)	71 - Combined Arms (Collective)	Approved
71-8-5142	Evaluate Situation or Operation (Battalion - Corps)	71 - Combined Arms (Collective)	Approved
71-8-5111	Conduct the Military Decision Making Process (Battalion - Corps)	71 - Combined Arms (Collective)	Approved

71-8-5110	Plan Operations Using the Military Decision Making Process (Battalion - Corps)	71 - Combined Arms (Collective)	Approved
55-9-0016(Step: 4.)	Direct Theater Reception, Staging, and Onward Movement	55 - Transportation (Collective)	Approved