APPENDIX A

ORDERS, FORMATS, AND SUPPLEMENTS

The Army's authority for staff procedures and formatting orders is FM 101-5, and the formats contained herein are consistent with it. Although these formats are written, mortar platoon or section leaders will normally receive their orders verbally from the battalion or company commander and will give them verbally to their units. They will use target lists, operations overlays, terrain models, and execution matrixes to supplement the order.

A-1. WARNING ORDER

Warning orders give subordinates advance notice of operations that are to come. This gives them time to prepare. The order should be brief, but complete. Using the standard five-paragraph field order format helps ensure nothing is omitted. A sample format follows:

1. **SITUATION.**
Brief description of the enemy and friendly situations. Attachments and detachments to the unit.
2. **MISSION.**
Use the restated mission from the mission analysis.
3. **EXECUTION.**
a.   Special teams or task organization within the unit.
b.   Uniform and equipment common to all (changes from SOP).
c.   Special weapons, ammunition, or equipment (different from SOP).
d.   Special instructions to subordinates leaders.
e.   The tentative time schedule. It includes at least:
(1)   Earliest expected time of move.
(2)   Time and place of OPORD.
(3)   Probable execution time.
(4)   Inspection times and items to be inspected different from SOP.
(5)   Rehearsal times and actions to be rehearsed.
f.   Additional general instruction as needed or by SOP.
4. **SERVICE SUPPORT.**
a.   Fuel and ammunition.
b.   Trains location.
c.   MEDEVAC/casualty collection.
d.   Survey support.
5. **COMMAND AND SIGNAL.**
a.   Any changes to the normal chain of command.
b.   Any changes to the SOI or standard signals.
c.   Special communications requirements.

SAMPLE VERBAL WARNING ORDER

Situation. The enemy has fallen back to hasty defensive positions along the Orhbach Road. He is improving his fortifications. Our brigade is attacking to seize the high ground on the left of that line of hills. (Points out the terrain.) The TF will attack to seize Hill 408 (NB570255) 0600 hours.

Mission. We will provide fire support for the attack initially from a defilade position in the vicinity of the village of Unterstetten (NB56531O).

Time of Operation. We must be ready to fire NLT 0545 hours. Move to SP at approximately 0300 hours.

Special and General Instructions. SFC Jones, meet the support platoon leader at the logistics release point (NB543328) in 30 minutes to lead the ammunition trucks to our current location. MOPP2 is in effect now. Begin NBC monitoring in 1 hour. We will not be able to register, but the advance party will prepare our firing points. The advance party will depart here at 0200. It will be organized by the platoon SOP, except that I want SFC Smith to lead it. I have arranged to have an artillery survey crew with a PADS vehicle go with you. They will be here at midnight. They can only stay a short time before they must return. Radio listening silence is in effect at 2400 hours.

Time and Place OPORD Issued. I will issue the OPORD to you here at 2200 hours. While I am gone, I want the squads to rehearse emergency and deliberate position occupation. I want the FDC to rehearse hipshoots.

A-2. OPERATIONS ORDER

An OPORD gives the subordinate leaders the essential information needed to carry out an operation. OPORDs use a five-paragraph format (shown below) to organize thoughts and ensure completeness. They also help subordinate leaders understand and follow the order. Use a terrain model or sketch along with a map to explain the order.

TASK ORGANIZATION:

1st PLT(l)	2d PLT(+)	3d PLT
2 Antiarmor Tms	l/lst PLT	
Antiarmor SEC(-)	CO Control	
	60-mm SEC	

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1. SITUATION.

(The company or battalion task organization for the mission is stated at the start of the OPORD so that the subordinates know what assets they will have during the operation.)

a. **Enemy Situation.**
(1) Composition, disposition, and strength.
(2) Recent activities.
(3) Capabilities.

(4) The enemy's most probable COA. A sketch or enemy overlay is normally included to clarify this description.

b. **Friendly Situation.**

(1) Mission and concept for the battalion.

(2) Mission for the unit on the left.

(3) Mission for the unit on the right.

(4) Mission for the unit to the front.

(5) Mission for the unit to the rear or following.

(6) Mission for the battalion reserve.

(7) Mission for any units supporting the battalion if they impact on the mortar mission.

c. **Attachments and Detachments.** Changes to the task organization during the operation. For example, if the task organization changes during the consolidation phase of an attack, it would be indicated here.

2. **MISSION.**

The mission essential task(s) and purpose(s), It normally includes Who, What, When, Where, and Why. The where is described in terms of terrain features/grid coordinates. If objective names are used, they are secondary references and placed in parentheses.

3. **EXECUTION.**

a. **Concept of the Operation.** This paragraph describes how the leader intends to accomplish his mission. At company level, a maneuver and fires subparagraph will always be included. The operation overlay/concept sketch is referenced here.

(1) *Maneuver.* The maneuver paragraph should be focused on the decisive action. At company level, a maneuver paragraph that outlines the missions to each platoon and or section and identifies the main effort normally, requires no additional clarification. If it should, the leader may clarify it in the concept of the operation paragraph (paragraph 3a).

(2) *Fires.* This paragraph describes how the leader intends for the fires to support the maneuver. It normally states the purpose to be achieved by the fires, the priority of fires, and the allocation of any priority targets. A target list, fires execution matrix, or target overlay maybe referenced here.

(3) *Engineering.* Often, especially in defensive operations, this paragraph is required to clarify the concept for preparing fortifications. When the mortar platoon or section is supported by engineers, the leader states his guidance for employing these assets here. He may do this by stating his priority for the engineer effort (survivability, countermobility, and mobility) and the priority for supporting the sections.

b. **Tasks to Sections or Squads.** This paragraph lists each of the section's tasks/limitations. Each subordinate unit will have a separate paragraph.

c. **Coordinating Instructions.** These are the tasks and limitations that apply to two or more subordinate units. If they do not apply to all the subordinate units, then those units that must comply are clearly stated.

4. SERVICE SUPPORT.

This paragraph provides the critical logistical information required to sustain the unit during the operation.

a. **General.**   It provides current and future trains locations.

b. **Materiel and Services.**   It may have a separate subparagraph for each class of supply, as required.

c. **Casualty Evacuation.**

d. **Miscellaneous.**

5. COMMAND AND SIGNAL.

a. **Command.**   This paragraph states where the C2 facilities and key personnel will be located during the operation and adjustments to the unit SOP, such as a change to the succession of command or the standard wire plan.

b. **Signal.** It provides critical communication requirements such as radio listening silence in effect forward of the LD, signals for specific events or actions,   emergency/visual signals for critical actions, and SOI information.

ACKNOWLEDGE. Use the message reference number.

ANNEXES

A-Intelligence/Intelligence Overlay(s).

B-Operation Overlay/Concept Sketches.

C-As required, such as road march, truck/boat movement, air assault, and river crossing.

EXAMPLE OF A VERBAL BATTALION MORTAR PLATOON OPERATION ORDER

1. SITUATION

a. *Enemy Forces.*   Elements of the 283d Motorized Rifle Regiment have established defensive positions in our zone. Their most likely location is in a company-sized strongpoint in the vicinity of Hill 408 (NB570255). They are estimated at 80 percent strength and their morale is good. They are equipped with BMP-2 armored personnel carriers and T-80 tanks, and are capable of employing chemical weapons and countermortar fires. They will probably defend in their present position.

b. *Friendly Forces.*   Task Force 2-79 IN attacks at 090600 Oct to seize Hill 408 (NB570255). 2d Bde attacks on the right at the same time to seize Hill 446 (NB605255). TF 2-77 attacks at the same time on our left to seize Hill 409 (NB543283). The 1-45 FA (DS) (155 SP) will support the brigade. 2-5 FA (8-inch SP) will be GSR to the 1-45 FA.

c. *Attachments and Detachments.* Two medics with a wheeled ambulance attached to the mortar platoon.

2. MISSION

We will support the TF attack by firing a 10-minute prep beginning at 090610 Oct to neutralize the enemy's machine guns and AT weapons, and to suppress fires from his forward positions. We will then prepare to fire an on-call screen mission to prevent the enemy OP on Hill 410 from

observing the TF main effort, A Co. After that, we will respond to calls for fire to support the final assault and the consolidation on Hill 408.

3. EXECUTION

a. **Concept of Operation.**

Intent.   It is my intent to support this attack by occupying our first firing position in the dark, using our standard advance party techniques. We will register the No. 3 mortar on a hill near the enemy position but not on it. When the 10-minute preparatory fires begin, each squad will fire five rounds (three HE, two WP) as fast as possible, leveling the mortar between rounds.   After that, fire one round every 15 seconds until ordered to cease fire. We will immediately shift the tubes onto the deflection/elevation of the screen target. Once called, we will fire the screen for 25 minutes. This will use almost all of our remaining WP rounds. After the screen mission, we will immediately return to the preparatory fires data and prepare to fire suppression fires to support the final assault. I expect us to displace forward by section, keeping one section ready to fire at all times. We should be together again at the second firing position by noon. I intend to resupply there and prepare for our next mission.

(1) *Maneuver.*   We will move from our present locational 090415 Oct in order to reach the SP located at grid NB553326 at 090420 Oct. Movement will be along route RED to the initial firing position vic NB569328. The platoon must be prepared to fire NLT 090600. Displacement to subsequent locations will be on order, by sections, Sergeant Jones's section will displace first. Each section will pass through passage point 3 en route to its first subsequent position. Subsequent positions, passage points, and routes are shown on the displacement plan overlay. Initially, we will move behind Team (Tm) B in the center of the battalion sector. Tm A is on the left and Tm Tank follows Tm A.

(2) *Fires.* Tm A has 155-howitzer priority of fires. Tm B has mortar priority of fires initially, then Tm A has priority when it takes the lead. Tm B has one priority target just past the LD. Any emergency fire missions are likely to be mixed HE and smoke missions to cover movements of the forward teams. The platoon will participate in the final stage of the preparation beginning at 0620, and then shift fires to the ridgeline running north, where we will fire the screen. We will then fire on-call fires during the battalion's consolidation and reorganization.

b. **FDCs.**

(1) Initial azimuth of lay is 3100 mils. The azimuth of lay for the second position is 2680 mils.

(2) Tm B's priority target is NB57331O. Engage with two rounds HE and two rounds WP for each mortar. Be prepared to repeat that fire mission.

(3) There is no-fire area around the town of Unterweisenborn, see the overlay for its exact limits. Ensure this no-fire area is entered into the mortar ballistic computer.

(4) Prepare for split-section operations after occupying the initial firing position.

c. **First Section.** (May be given to squad level, if necessary.) Displace first from the initial position. Move to location two (see overlay). Report when you are ready to fire.

d. **Second Section.** (Omit if there are no specific instructions.)

e. **Platoon Sergeant.** Coordinate with the XO for traffic control measures during the passage of lines. Go with the second section.

f. **Coordinating Instructions.**

(1) Recon party departs 081800. Report to this location 10 minutes before departure. (Personnel and equipment specified by SOP.)

(2) MOPP2 is in effect now. Begin continuous monitoring at 090300 Oct.

(3) Report arrival at all firing positions.

(4) Report when ready to fire.

(5) Report ammunition status at the end of the preparation.

4. SERVICE SUPPORT

a. Controlled supply rate (CSR) is in force from 090001 Oct.

(1) HE – 45 rounds. (This does not include ammunition for the prep.)

(2) Illumination -18 rounds.

(3) WP -20 rounds.

b. We will prestock the prep ammunition (50 rounds per tube) in the initial firing position. The advance party will begin breaking this ammunition down. Fire prestocked ammunition first, or replace on-board ammunition as soon as possible. Depart the initial firing position with full ammunition racks.

c. TF logistics release point is located at grid NB570346. Ammo trucks will be met there and brought to our positions. Expect a resupply of ammunition once we arrive at our final firing location.

d. Company trains located at grid NB570330 behind Hill 502.

e. Casualty collection point located at grid NB579340, near the old barn.

f. EPW collection point located at grid NB577338, in the courtyard.

g. Three-day supply of rations for each man are to be drawn before to 082330 Oct. Be sure all fuel and water cans are full.

5. COMMAND SIGNAL

a. **Command.**

(1) I will initially be with the first section FDC, then I will recon subsequent positions.

(2) If I become a casualty, MSG Miller will be in charge.

(3) Chain of command:

Platoon Sergeant.

1st Section Sergeant.

2d Section Sergeant.

(Next ranking men in order.)

b. **Signal.**

(1) SOI Index 8-15, Edition A in effect.

(2) Emergency signal for lifting indirect fires is two red star clusters followed by one green star cluster.

(3) Radio listening silence in effect from 090500 to 090630.
Annex A: Target list and overlay (omitted).
Annex B: Maneuver overlay.
Annex C: Displacement plan overlay (omitted, see Chapter 3).
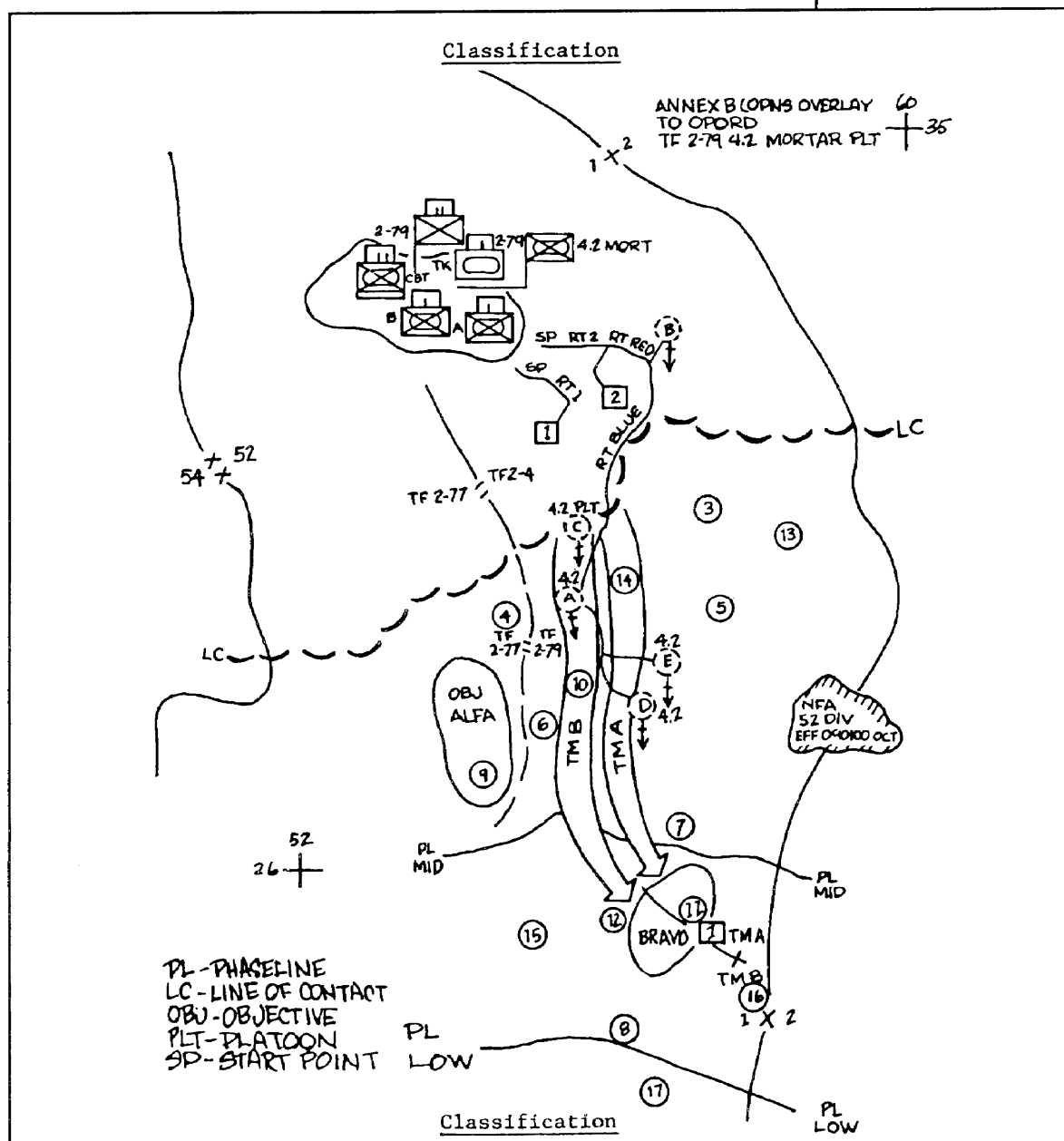
ANNEX B: Overlay (example).

Figure A-1.   Example of a maneuver overlay.

A-3. FRAGMENTARY ORDER

These provide timely changes to existing orders. Elements normally found in a complete order may be omitted when these elements have not changed, when they are not required to the mission, when they might delay transmission, or when they are unavailable or incomplete at the time of issue. Fragmentary orders are normally used to issue supplemental instructions or changes to a current OPORD while the operation is in progress.

SAMPLE VERBAL MORTAR PLATOON FRAGO

Situation. The TF attack has been successful. The TF has been ordered to continue the attack south toward the town of Malges. The enemy is delaying and seems to be consolidating in the vicinity of Malges.

Changes to Organization. None.

Orders to Subordinates. FDC No. 1- The FSO is sending a new target list to your present location by way of messenger – stay there until he arrives. If he is not there by 1200 hours, displace to position Charlie. Report your new location to the FSO.

Section One – Continue to support from present position. Move to position Charlie when Section Two is ready to fire from there or no later than 1200 hours.

Section Two - Move to position Charlie immediately by way of the River Road. I will meet you there.

Platoon Sergeant – The S4 is sending ammunition to our location now. If it arrives in time, resupply Section One immediately. If not, take all the trucks to position Charlie and upload both sections there.

Fire Support. A Company now has priority of fires for mortars. Artillery priority of fires goes to B Company.

Coordinating Instructions. I will be with the FSO for 10 to 20 minutes. I will rejoin the platoon at position Charlie at 1230 hours.

A-4. SUPPLEMENTS TO ORDERS

Orders can be supplemented by overlays, concept sketches, execution matrixes, and operations schedules.

a. *Overlays.* Overlays are used to show both friendly and enemy information, such as indirect fire support, scheme of maneuver, logistic sites, and displacement plan. All this information can be combined on a single overlay unless this is confusing. Overlays are drawn to scale using the symbols shown in FM 101-5-1 (Figure A-2). Information shown on the overlay, except the mission statement, need not be repeated in the OPORD or FRAGO. Overlays can be combined with a written mission statement and an execution matrix (both written on the overlay) to produce a complete OPORD.

b. *Concept Sketch.* The company area of operations or objective area is often so small that on a 1:50,000 map, overlays are not sufficiently clear. The leader then makes a concept sketch or terrain model that accomplishes the same purpose. He begins by sketching the terrain of the area of

operations or objective area. He does this by free-handing the dominant terrain features from the military map onto the sketch paper. Additional details of terrain and vegetation are added based on reconnaissance and a more detailed examination of the map. The enemy situation, the scheme of maneuver, fires, mobility/countermobility, or other pertinent data as desired are then superimposed. If possible, the synchronization of units in time and space is represented by using modified graphic symbols (explained by a legend) that show the order of occurrence.

c. *Execution Matrix.* An execution matrix shows the most critical tasks or events in a matrix format. The matrix is used to help the commander during the conduct of the mission, as well as to supplement the operations overlay and oral order. The execution matrix does not replace the mission-type order that the commander gives to his subordinates; it assists their understanding of the mission.
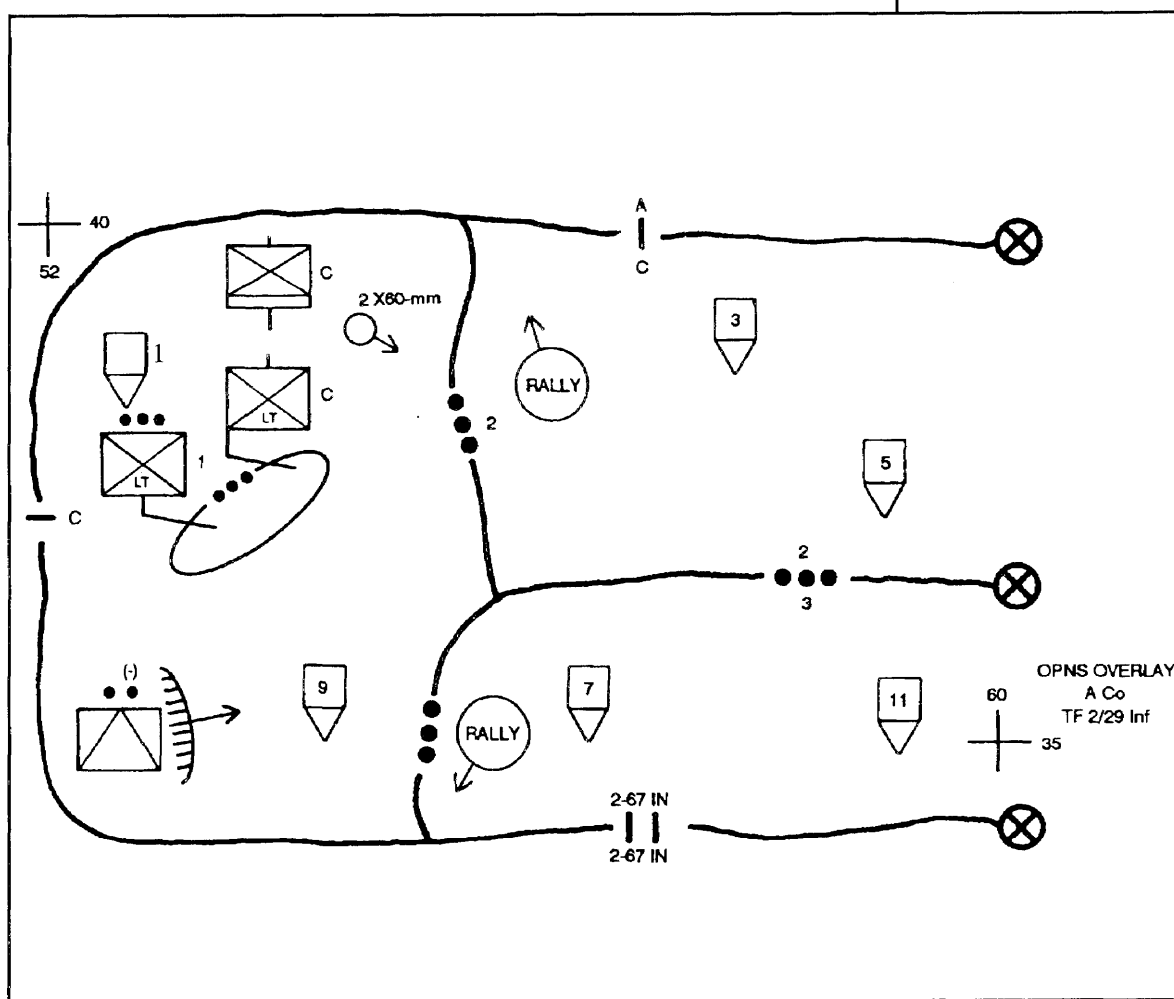

Figure A-2. Company operation overlay.

d. *Operation Schedule.* An operation schedule (OPSKED) is a sequential list of events designated by numbers. An operation schedule is different from a brevity code in that each number is a cue for several events, even if the number is often a report as opposed to an order. For example, 2d Platoon reaches their support position and reports 101; the company FSO automatically calls for suppressive fires, and the 1st Platoon automatically begins movement to the assault position. Operation schedules can be used separately or in conjunction with execution matrixes.