

(2) Administrative/Logistics Order. These orders provide for coordinated combat service support for the command and for the administrative movements. See figure 2-12 for the purpose, content, and staff activity of this order. Figures 2-13 through 2-16 will explain the format for this order.

ADMINISTRATIVE/LOGISTICS ORDER		
PURPOSE	CONTENT	STAFF ACTIVITY
<p>The administrative/logistics order provides the commander's plan for administrative and logistic support of operations to include administrative movements. An administrative/logistics order may be issued with or in relation to an OPOD. It is used to provide information to the supported elements, and it serves as a basis for the orders of supporting commanders to their units. At higher levels of command, the administrative/logistics order generally will replace the service support annex of an OPOD and be referred to in para 4, "SERVICE SUPPORT," of the OPOD. At lower levels, para 4, "SERVICE SUPPORT," may be adequate without annexes or separate administrative/logistics orders.</p>	<p>A change to an administrative/logistics order normally is made by issuing a FRAGO. A new order is issued when there is a complete change in the CSS or tactical situation or when many changes make the current order ineffective. An administrative/logistics order is issued separately when the CSS situation is expected to apply to more than one operation plan or order. Administrative/logistics orders are issued most often by commanders having major CSS responsibilities. However, other commanders may issue these orders depending on the type of unit and its mission, the complexity of the CSS situation, and the SOP.</p>	<p>The S4. has primary coordinating staff responsibility for preparation, publication, and distribution of the administrative/logistics order of a command. Other staff officers, both coordinating and special, assist by providing those parts of the order pertaining to their staff responsibilities. This contribution varies from a single sentence to a complex annex, depending on the requirement and the staff officer concerned. Appendix A contains a discussion of coordinating staff officer activities in the preparation and issuance of the administrative/logistics order.</p>

Figure 2-12. Administrative/Logistics Order.

(Classification)

(Change from oral orders, if any) (Note 1)

Copy no ____ of ____ copies
Issuing headquarters
Place of issue (may be in code)
Date-time group of signature
(must include time zone
suffix) (Note 2)
Message reference number

ADMINISTRATIVE/LOGISTICS PLAN (ORDER) NO ____ (Note 3)

RELATED OPERATION PLAN (ORDER) NO ____ (when applicable)

References: Maps, charts, and other relevant documents (Note 4).

Time Zone Used Throughout the Plan (Order): The time zone applicable to the operation. Composition and Location of Administrative and Logistic Service Units. This information may be given here, in the appropriate paragraph of the order, or in a trace or on an overlay. If units are not listed here, this heading may be omitted.

1. SITUATION

A general statement of administrative and logistic factors affecting support of the operation. Include information (from paragraph 1 of the related operation plan or order, if applicable) on the general overall situation essential to understand the current situation as it influences combat service support.

a. **Enemy Forces.** Composition, disposition, location, movements, estimated strengths, and identifications. (Reference to an operation order or to the intelligence annex to an operation order should be used, if published or to be published.) List enemy capabilities that can influence the CSS mission.

b. **Friendly Forces.** Pertinent information on own forces, other than those covered by a referenced operation order or to be included in subsequent paragraphs of this order, that may directly influence the CSS mission.

c. **Attachments and Detachments.**

d. **Assumptions (Note 5).**

2. MISSION

A clear and concise statement of the CSS task and its purpose.

3. GENERAL

Outline the general plan for CSS and any orders that are not suitably covered by succeeding paragraphs (for example, location of the division support area, location of coordinating agencies, general instructions for movement of installations.)

4. MATERIEL AND SERVICES

Include information about supply (normal daily requirements), transportation, maintenance, services, and allocation of labor for CSS purposes.

a. **Supply.** This paragraph should contain a subparagraph for each class of supply, maps, water, special supplies, excess materiel, salvage materiel, and captured enemy materiel. When applicable, each subparagraph contains the location of the installations concerned with the handling of supplies and materiel for supported units, the time of opening or closing,

(Classification)

Figure 2-13. Administrative/Logistics Plan (Order) Format.

(Classification)

ADMIN/LOG PLAN (ORDER) NO _____ (Note 3)

operating units, supported units, levels of supply, methods and schedules of distribution, instructions for submission of routine reports concerning the particular supplies listed, and any other pertinent instructions or information needed by supported units. Instructions and/or information for two or more classes may be included under one subparagraph when entries are limited and when clarity is not sacrificed. For class V, include the designation and location of the approving agency for ammunition requisitions, the controlled supply rate (CSR), the prescribed nuclear load (PNL), and the chemical munition allocations, as appropriate.

b. **Transportation.** Include location of terminals and installations (rail stations, airfields, ports, and beaches); operating units; schedules (march tables, timetables, and entraining tables); area responsibilities of the transportation movement officers and highway regulating teams; traffic control and regulation measures, such as regulations, restrictions, allocation priorities, and regulating and control points; and designation of the main supply route (MSR). Items listed in this subparagraph are not limited necessarily to transportation operations and may include ocean, inland waterway, coastal, highway, air, rail, pipeline, and miscellaneous activities.

c. **Services.** Include information and/or instructions for supported units that prescribe the type of service available, designation and location of the unit or installation providing the service, assignments to support units, and schedules for service, if applicable. Service missions for service units not covered in other orders (for example, priority of effort of engineers) may be included in this subparagraph. List under each subparagraph pertinent service installations, stating location, operating units, and assignments to supported units. In addition, special missions that are not covered in other orders may be assigned to service units in these subparagraphs.

(1) **Construction.**

(2) **Graves registration.** Location of collection points, evacuation procedures, and handling of personal effects. Outline procedures for isolated burials, mass burials, and/or contaminated remains if not contained in the unit SOP.

(3) **Field services.** Laundry, bath, clothing renovation and exchange, bakery, and decontamination.

(4) **Health services.** Medical, dental, veterinary service, including laboratory service, spectacle service, whole blood control, preventive medicine, and health and sanitation.

(5) **Installation service.** Real estate, repair and utilities, fire protection, sewage and trash disposal, and water supply.

(6) **Other.** Aviation, explosive ordnance disposal, photography, and procurement.

d. **Labor.** Include policies on the use of civilian and enemy prisoners of war (EPW) and civilian internees and/or detainees, restrictions on the use of civilians and prisoners of war (PW), allocation and priorities of available labor, and designation and location of labor units available.

e. **Maintenance.** Include priority of maintenance, location of facilities, and collecting points.

5. MEDICAL EVACUATION AND HOSPITALIZATION

This paragraph contains information and instructions for supported units that prescribe the plan for evacuation and hospitalization of sick, wounded, or injured military personnel.

a. **Evacuation.** This subparagraph should state routes, means, and schedules (if any) of evacuation and responsibilities. Evacuation and enroute treatment policies should be included, when applicable. Specific policy for evacuation by air or ground methods and evacuation of NBC-contaminated patients is included. Information concerning medical evacuation request procedures and channels should be included if applicable and different from SOP. The evacuation and/or holding policy is included in this paragraph.

b. **Hospitalization.** List of all appropriate treatment facilities (for example, dispensaries, aid stations, clearing stations, hospitals,) belonging to or supporting organizations the order is written for, their locations, and times of opening or closing, if appropriate. Definitive treatment policies including treatment of contaminated casualties should be included if established.

(Classification)

Figure 2-14. Admin/Logistics Plan (Order) Format
(Continued).

(Classification)

ADMIN/LOG PLAN (ORDER) NO _____ (Note 3)

c. **Other services.** Include pertinent information on any other health services matters (for example, dental, preventive medicine, medical supply, veterinary). Include unit locations, support information, policies, and any others, as appropriate.

6. PERSONNEL

This paragraph contains all necessary information and instructions on personnel matters, including foreign civilian labor used in direct military support functions. Under each of the following subparagraphs are listed, when applicable, the installation, location, and time of opening or closing; operating units; the units or area served; rest, leave, and rotation criteria and quotas allocated to units; unit responsibility for movement or administration of personnel; reports required; requisitions or plans concerning personnel activities; and necessary references to previous order, instructions, or SOP.

a. Maintenance of Unit Strength.

(1) **Strength reports.** Include instructions for submission of data required to keep the commander informed on the status of strength. These instructions will include requirements for routine reports and special reports following a mass destruction attack or a natural disaster.

(2) **Replacements.** Include a statement establishing the validity of existing personnel requisitions, instructions for submission of requisitions, instructions for processing and moving replacements, the location of replacement units and the units each will support, and the type and location of unit replacements under control of the issuing headquarters.

b. Personnel Management.

(1) **Military personnel.** Include any information and/or instructions concerning classification, assignment, promotion, transfer, reclassification, reduction, elimination, retirement, separation, training, rotation, and personnel economies.

(2) **Civilian personnel.** List sources of civilian labor; locations of civilian personnel offices or other labor administration centers and labor pools; procurement policies and procedures; restrictions on use of civilian labor; administrative and control procedures; pay schedules, allowances, and CSS to be provided; and responsibilities of subordinate commanders for administration. Refer to appropriate SOP or provide specific pay scales and other conditions of employment in an annex.

(3) **EPWs and civilian internees and/or detainees.** Instructions concerning the collection, safeguarding, processing, evacuation, use, treatment, and discipline of EPWs and civilian internees and/or detainees and all other personnel arrested or captured but not immediately identifiable as PWs. Location of EPWs and civilian internee and/or detainee facilities.

c. **Development and Maintenance of Morale.** Include information and/or instructions concerning leaves, rest and recreation facilities, decorations and awards, postal and finance services, chaplain activities and religious coverage, personal hygiene, morale support activities, post exchanges, and legal assistance.

d. **Maintenance of Discipline, Law and Order.** Include information and instructions concerning troop conduct and appearance; the control and disposition of stragglers, including the location of straggler collecting points and special instructions for straggler control augmentation if mass destruction attacks occur; instructions for the administration of military justice; and any information or instructions concerning relations between military and civilian personnel, such as fraternization, black marketing, selling government property, and respect for local laws.

e. **Headquarters Management.** Include instructions concerning movement, internal arrangement, organization, and operation of the headquarters and allocation of shelter in the headquarters area for troops and for the headquarters.

f. **Miscellaneous.** Include any personnel administrative matters not specifically assigned to another coordinating staff section or included in the preceding subparagraphs.

7. CIVIL-MILITARY COOPERATION.

This paragraph covers such civil-military operation activities as the allocation of civil affairs units, control of refugees, feeding and treatment of the civilian population.

(Classification)

Figure 2-15. Admin/Logistics Plan (Order) Format
(Continued).

(Classification)

ADMIN/LOG PLAN (ORDER) NO _____ (Note 3)

8. MISCELLANEOUS

Special instructions not covered above.

- a. **Boundaries.** Location of rear boundary and any other boundary needed for CSS purposes.
- b. **Protection.** Measures established for the protection of CSS units and/or installations. Usually, this will consist of an announcement of the tactical unit providing the protection, CSS units or installations receiving the protection, and any conditioning factors to the protection. This announcement is information for CSS units, not an order to the tactical unit involved. Pertinent instructions from the rear area protection plan or reference to an annex or both will be included in this paragraph.
- c. **Special Reports.** Include those reports required but not included in previous paragraphs or reports requiring special emphasis.
- d. **Other CSS Matters.** Information and/or instructions not included in any previous paragraph.
- e. **Statement.** Include time or the conditions under which the plan is to be placed in effect (Note 2).

9. COMMAND AND SIGNAL

This paragraph contains the headquarters location and movements, liaison arrangements, recognition and identification instructions, and general rules concerning the use of communications and other electronic equipment, if necessary. An annex may be used when considered appropriate.

Acknowledgment instructions.

/s/ _____
(Commander) (Note 6)

Authentication (Note 7).

Annexes: (by letter and title; listed in the sequence in which they appear within the order)

Distribution:

- NOTES:**
- 1. Applicable only to an order. The phrase "No change from oral orders" or "No change from oral orders except paragraph _____" will appear here if oral orders have been issued concerning this operation. In the absence of oral orders, this space is left blank.
 - 2. This is the time the commander actually signs the plan or order and is the effective time of the order unless stated otherwise in paragraph 8.
 - 3. The type of administrative/logistics plan (order) indicates whether it is Naval, Army, Air Force, combined, or joint. Within a single service, the type of administrative/logistics order normally is omitted. When required, a code title also may be included.
 - 4. Reference to a map will include the map series number (and country or geographic area, if required), sheet number (and name if required), edition, and scale (if required) per STANAG 2029.
 - 5. Applicable only to a plan.
 - 6. The last name and the rank of the commander appear on all copies. The original copy (number 1) must be signed by the commander or a specifically authorized representative. If the chief of staff signs the original, the phrase "FOR THE COMMANDER" is added. The signed copy is the historical copy that remains in the files of the headquarters.
 - 7. If the commander or his authorized representative signs a master copy, the use of which permits automatic reproduction of the document with his signature thereon, no further authentication is required. If this signature is not reproduced, authentication by the preparing staff officer is required on all subsequent copies and only the last name and the rank of the commander appear in the signature block.

(Classification)

Figure 2-16. Admin/Logistics Plan (Order) Format
(Continued).

(3) Standing Operating Procedures (SOP). The standing operating procedures are standing orders and prescribe routine methods to be followed in operations. An SOP lists procedures unique to the organization and is used habitually for accomplishing routine or recurring actions or matters. See Figure 2-17 for the purpose, content, and staff activity. There is no specified format for the SOP. See Figures 2-18 through 2-21 and 2-22 through 2-24 for example formats on combat operations, and combat service support, respectively.

SOP		
PURPOSE	CONTENT	STAFF ACTIVITY
<p>An SOP lists procedures that are unique to the organization and is used habitually for accomplishing routine or recurring actions or matters. It facilitates and expedites operations by reducing the number, length, and frequency of other types of orders; by simplifying the preparation and the transmission of other orders; by simplifying training; by promoting understanding and teamwork among the commander, staff, and troops; by advising new arrivals or newly-attached units of procedures followed in the organization; and by reducing confusion and errors.</p>	<p>Each command develops an SOP based on applicable portions of published procedures of higher headquarters, the desires of the commander, and the procedures that have been developed through experience. The SOP of a command includes a definite statement that the subordinate unit SOP will be based on, and conform to, that of the issuing command. The SOP is changed to meet altered conditions or practices. The SOP is sufficiently complete to advise new arrivals or newly-attached units of the procedures followed in the command. The amount of detail depends on the size and state of training of the unit. Technical instructions affecting a limited number of specialists should not be included in the SOP, but should be issued as separate instructions or orders, including specific SOP, as appropriate. The SOP is not to be used to consolidate actions and procedures contained in other publications and documents available to the subordinate unit.</p>	<p>Preparation, publication, and distribution of the command SOP are responsibilities of the operation officer. Other staff officers prepare appropriate portions of the SOP. The SOP is published in the form most effective for the command.</p>

Figure 2-17. Standing Operating Procedures (SOP).

(Classification)

Headquarters
Location
Date

STANDING OPERATING PROCEDURES

1. GENERAL

a. **Purpose.** *A statement of the general coverage and uses of the standing operating procedure (SOP), including applicability and any special contingencies.*

b. **Conformity.** *Instructions concerning the requirement for conformity in the procedures of subordinate and supporting units.*

2. COMMAND AND CONTROL

This paragraph contains information of general applicability to all combat, combat support, and combat service support operations of the command.

a. **Organization.** *When applicable, designation of habitual task organizations and organizations of supporting and attached forces.*

b. **Command Posts.**

(1) *Composition, movement, and control; alternate command posts and succession of command applicable to the publishing headquarters.*

(2) *Requirements for, and procedures in, reporting information concerning command posts of subordinate units.*

c. **Liaison and Coordination.** *Liaison responsibilities and coordination responsibilities between headquarters.*

d. **C-E.**

e. **Orders, Reports, and Distribution.** *General information common to all orders and reports that is applicable to all units of the publishing headquarters.*

3. COORDINATION OF COMBAT AND COMBAT SUPPORT OPERATIONS

This paragraph in the body of the SOP contains information of general applicability, with references to appropriate annexes that provide detailed procedures.

a. **Intelligence.**

(1) **Reconnaissance and surveillance.** *Instructions covering acquisition, processing, and dissemination of information acquired with ground and air reconnaissance or surveillance means, including request procedures for support.*

(2) **Signal intelligence and EW.** *Instructions covering acquisition, processing, and dissemination of signal intelligence and integration of EW into operational plans.*

(3) **EPWs and civilian internees and detainees.** *Level and detail of interrogation for proper fulfillment of intelligence mission.*

(4) **Captured US personnel.** *Instructions for handling, processing, and debriefing of returned captured or missing US personnel.*

(5) **Captured documents.** *Instructions for handling and processing captured documents.*

(6) **Technical intelligence.** *Designation of items of enemy materiel required for examination and instructions for processing and disposition.*

(Classification)

Figure 2-18. Combat Operation, SOP Procedures.

(Classification)

SOP—CBTOP

(7) **Maps, photographs, photomaps, and terrain models.** *Instructions covering availability, requisition, and distribution.*

(8) **Weather.**

(9) **Counterintelligence.** *Instructions concerning routine and special CI measures.*

(10) **Fallout prediction, radiological monitoring and survey, chemical agent detection, and biological agent sampling.**

(11) **Attached and supporting intelligence specialists and units.**

b. Operations.

(1) **Fire support coordination.** *This subparagraph discusses the planning and execution of fire support so that targets are adequately covered by a suitable weapon or group of weapons. This should include procedures for a target numbering system, safety, observation, delivery of FA fires, CAS, naval gunfire support, air defense, use of smoke and battlefield illumination, and nuclear damage criteria.*

(2) **Operations security.** *Unit responsibilities, coordination requirements, reports, and requests for assistance.*

(3) **Development of the situation.** *Special instructions for establishing and maintaining contact and accomplishing special reconnaissance tasks by reconnaissance and security units.*

(4) **Tactical air support.** *Request procedures.*

(5) **Employment of nuclear weapons.** *Weapons constraints, defeat criteria, collateral damage preclusion, risk criteria, and reporting results of nuclear fires.*

(6) **Air defense operations.**

(7) **Army aviation operations.**

(8) **Chemical operations.**

(9) **Engineer operations.**

(10) **C-E operations to include signal security aids and equipment operations.**

(11) **MP operations.**

(12) **Denial operations and barriers.**

(13) **Tactical deception.** *Establish point of control over all activities.*

(14) **EW.** *Establish controls and procedures for integrating EW into operations and deception plans. Include instructions for compiling and coordinating RESTRICTED frequencies list.*

(15) **Unconventional warfare.**

(16) **PSYOP.**

(17) **CA.**

c. Techniques. *Operation and intelligence orders and reports on combat and combat support operations.*

d. Special Considerations.

(1) **Mobility.** *This subparagraph includes such information as march organization, control, priority, density and rate, halts, lights, passing, vehicle marking, and reporting accidents.*

(2) **Night operations.**

(3) **Regulation and coordination of the use of airspace.**

(4) **Actions to reduce the effects of enemy nuclear weapons and chemical and biological agents.**

(5) **Rear area protection.**

(Classification)

Figure 2-19. Combat Operations, SOP (Continued).

(Classification)

SOP—CBTOP

4. COORDINATION OF COMBAT SERVICE SUPPORT OPERATIONS

Only key operational procedures of general applicability are covered in the body of the SOP. Most of the subheadings below will refer to an annex for detailed coverage.

a. General. *This subparagraph establishes the normal CSS organization in support of the unit's operations. If a single coordinating agency (for example, the support command commander) is used, include such information here.*

b. Techniques. *Orders and reports on combat service support operations.*

c. Detailed Procedures.

(1) **CSS.**

(a) **Coordination of CSS activities within each administrative agency.**

(b) **Material and services.**

1. **Supply.** *All classes.*

2. **Transportation.** *All forms.*

3. **Services (including maintenance).** *May be in annexes.*

(2) **Personnel.**

(a) **Maintenance of unit strength.**

1. **Strength records and reports.** *Procedures are included for reporting personnel status, casualties, and unit disasters.*

2. **Replacements.**

(b) **Personnel management.**

1. **Military personnel.** *Personnel policies and activities used to implement the personnel management program.*

2. **Civilian personnel.** *Policies and procedures for personnel management of US and local national civilians, including mobile civilian units, fillers for type B units, and responsibilities of subordinate command elements for administration, pay, and logistic support under various situations, to include—*

(a) *Emergency modification of existing systems of employment.*

(b) *Methods of administration in changing and in stabilized situations.*

(c) *Organization and administration of mobile units.*

3. **EPWs and civilian internees and detainees.** *All normal phases of processing, handling, accounting, and evacuation, other than interrogation, will be covered.*

(c) **Development and maintenance of morale.** *This includes authorized absences (for example, pass, rest and recreation, leave), decorations and awards, mail, post exchange supplies, finance, chaplain, and morale support activities.*

(d) **Health services.**

(Classification)

Figure 2-20. Combat Service Support, SOP (Continued).

(Classification)

SOP—CBTOP

- (e) **Maintenance of discipline, law and order.** *Troop conduct and appearance, handling of stragglers, and other disciplinary cases.*
- (f) **Headquarters management.** *Applicable only to the command post of the publishing headquarters.*
- (g) **Miscellaneous.** *Matters not covered in above subparagraphs.*
- (3) **Miscellaneous CSS matters.**
 - (a) *Location of rear boundaries and designation of service areas.*
 - (b) *CSS responsibilities for handling of nuclear weapons.*
- (4) **ADC.** *Disasters of all types are considered. Coordination must be made with rear area protection plans.*
- (5) **Public information and community relations.** *Policies made to improve military-civilian relations.*

(Commanding)

OFFICIAL:

/s/ _____
S 3

Annexes: A — Command Post Organization and Displacement

- B — Intelligence
- C — Operations Security
- D — Electronic Warfare
- E — Fire Support Coordination
- F — Nuclear, Biological, and Chemical Defense
- G — Air Defense
- H — Army Aviation
- I — Movements
- J — Unconventional Warfare
- K — Psychological Operations
- L — Civil Affairs
- M — Combat Operations
- N — Engineer
- O — Medical
- P — Military Police
- Q — Communications-Electronics
- R — Materiel and Services
- S — Personnel and Administration
- T — Combat Service Support Responsibilities for Handling of Nuclear Weapons
- U — Reports

Distribution:

(Classification)

Figure 2-21. Combat Operations, SOP (Continued).

(4) Fragmentary Order. These orders gives extracts from more detailed orders or which change previous orders. Like warning orders, these are usually brief oral or written messages. See Figure 2-22 for the purpose, content and staff activity of this order. A FRAGO does not have a specified format. See Figure 2-23 for an example of fragmentary order.

FRAGMENTARY ORDER		
PURPOSE	CONTENT	STAFF ACTIVITY
<p>A fragmentary order (FRAGO) provides pertinent extracts from more detailed orders. It provides instructions, as it is developed, before the complete order has been developed; provides specific instructions to commanders who do not require the complete order; or, more usually, provides timely changes to existing orders.</p>	<p>These elements found in a complete order are omitted when they have not changed, are not essential, or are incomplete at the time of issue. As a general rule a FRAGO is addressed to each commander required to take action; is addressed to higher and adjacent headquarters for information, if applicable; refers to a previous order, if applicable; indicates task organization changes, if applicable; when necessary for clarity, includes a brief outline of the situation that generated the requirement for the order, to include a statement of the mission, if changed; provides brief and specific instructions without loss of clarity; requests acknowledgment; and contains proper classification.</p>	<p>A FRAGO is prepared and issued by either coordinating or special staff officers with command approval.</p>

Figure 2-22. Fragmentary Order.

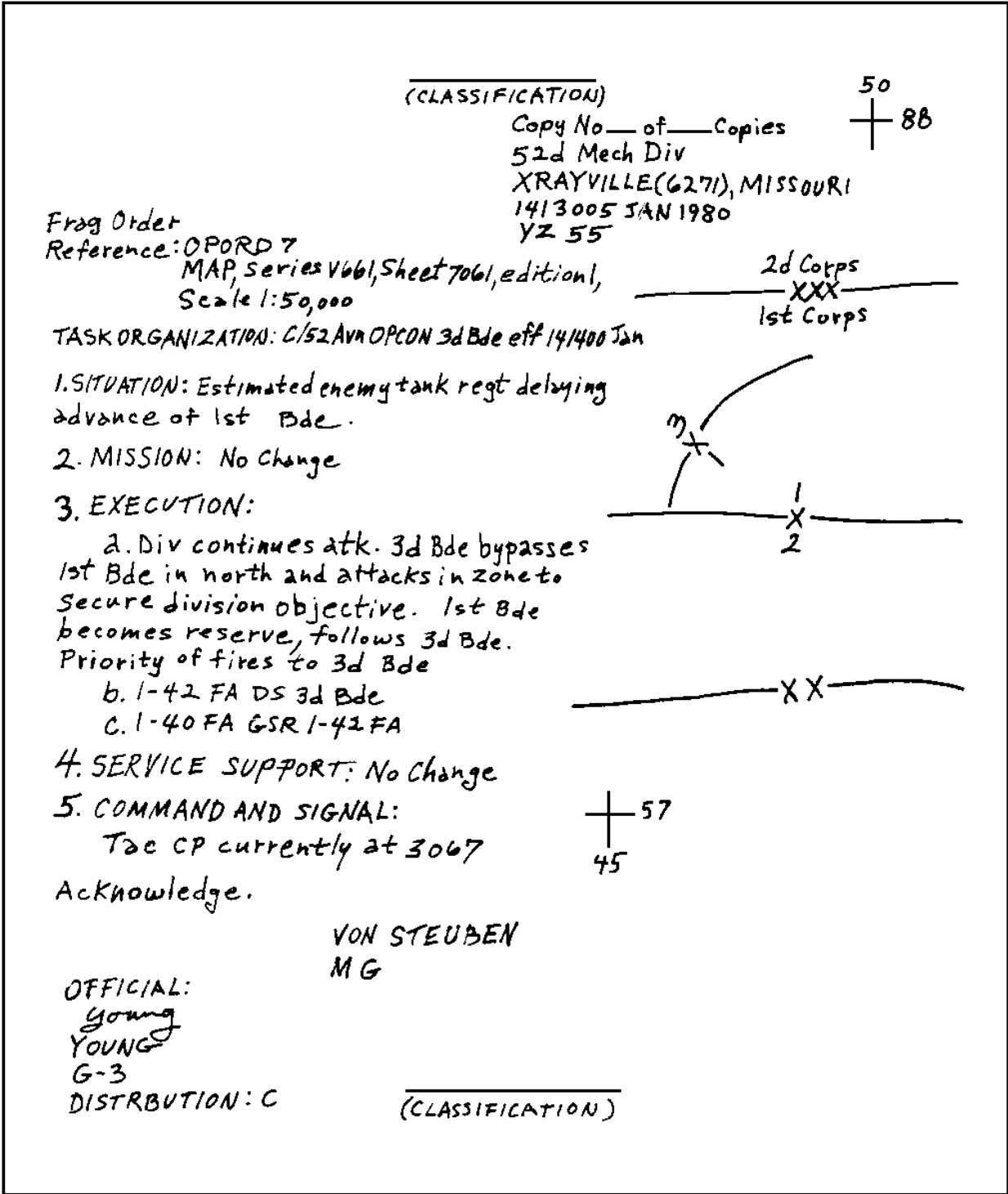


Figure 2-23. Example of Fragmentary Order.

(5) Warning Orders. Warning orders give preliminary notice of actions or orders that are to be followed. These orders are usually brief oral or written messages. See Figure 2-24 for more information on this order. There is no specified format for the warning order. See Figure 2-25 for an example of a warning order.

WARNING ORDER		
PURPOSE	CONTENT	STAFF ACTIVITY
<p>A warning order gives subordinate units advance notice of a contemplated action or order which is to follow. Its purpose is to help units and their staffs initiate the preparations for execution of a mission by giving them the maximum warning and the essential details of impending operations including planning time available.</p>	<p>The amount of detail included in a WO depends on the time and means of communication available and the information necessary for proper planning and preparation by subordinate commanders. The WO may include the following in sequence:</p> <ul style="list-style-type: none"> • Enemy situation, events, probable mission, task, and operation. • Earliest time of move or degree of notice to be given to the main body. • Rendezvous and time for assembly of an orders group, if any, stating whether commanders or representatives are to attend, and maps required; or the time which written orders may be expected. • Orders for preliminary action, reconnaissance, surveillance, and observation. • Administrative and logistic instructions, any special equipment required, regrouping of transport, preliminary moves to assembly areas, if necessary. <p>The wording of the WO must show clearly those parts which are executive, such as the calling of an order group, and other parts which are only a warning, such as the probable task. The recipient must not be in doubt about what he must act on and what is a warning. Usually the task (mission) of the subordinate units (other than preliminary action, reconnaissance, surveillance, and observation) should not be given in a WO. Every WO involving movement should state a time before which there is no move. This means that a further order must be issued before that time giving actual move timings, or extending the period before which there will be no move, or placing troops at so many hours or minutes notice to move.</p>	<p>A coordinating or a special staff officer may issue a WO; however, completion of appropriate staff coordination must be assured.</p>

Figure 2-24. Warning Order Format.

JOINT MESSAGEFORM										SECURITY CLASSIFICATION (Classification)	
PAGE	DTG RELEASER TIME				PRECEDENCE		CLASS	SPECAT	LMF	CC	ORIG MSG IDENT
	DATE	TIME	MONTH	YR	ACT	INFO					
OF	050800Z		AUG	7	PP						
BOOK NO	MESSAGE HANDLING INSTRUCTIONS										
<p>FROM: CDR20TH INF DIV//USAID-HD//</p> <p>TO: CDR1ST BDE//USAID-FB//</p> <p>CDR2D BDE//USAID-SB//</p> <p>CDR3D BDE//USAID-TB//</p> <p>CDRDIV ARTY//USAID-DA//</p> <p>CDRDISCOM//USAID-DS//</p> <p>CDR1-21 CAV//USAID-AR//</p> <p>CDR20TH AVN BN//USAID-AV//</p> <p>CDR20TH CML CO//USAID-CM//</p> <p>CDR20TH ENGR BN//USAID-EN//</p> <p>CDR20TH MP CO//USAID-MP//</p> <p>CDR20TH SIG BN//USAID-CE//</p> <p>CDR404TH TRANS BN (MT)//USATR-HD//</p> <p>(Classification)</p> <p>USAID-HD</p> <p>Subj: Warning Order (U)</p> <p>() Div moves night of 5-6 Aug to assy area vic YR1016; prep to adv early 7 Aug to secure crossings over WARTA River to cover deployment of 1st Corps. Five trans trk co atch eff 051900Z. Rd mov plan and OPLAN to be iss at cdr conf at 051300Z.</p>											
<p>DISTR</p> <p>G1, G2, G4, G5</p>											
<p>DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE</p> <p>ROBERT YOUNG MAJ ASST G3 USAID-HT HAWK 3</p>							<p>SPECIAL INSTRUCTIONS</p>				
RELEASER	<p>TYPED NAME TITLE OFFICE SYMBOL AND PHONE</p> <p>L. WALLACE LTC G3 USAID-HT HAWK 3</p>						<p>SECURITY CLASSIFICATION</p> <p>(Classification)</p>		<p>DATE TIME GROUP</p>		
	<p>SIGNATURE</p>										

DD FORM 173/3 (OCR)

Figure 2-25. Example Warning Order.

(6) Overlays. When overlays are used, consideration must be given to the scale of maps available to recipients of the plan or order and to requirements to accurately describe the location of coordinating points, boundaries, and other control measures. When appropriate, key coordinates should be listed on the overlay. See Figures 2-26 and 2-27 for example formats.

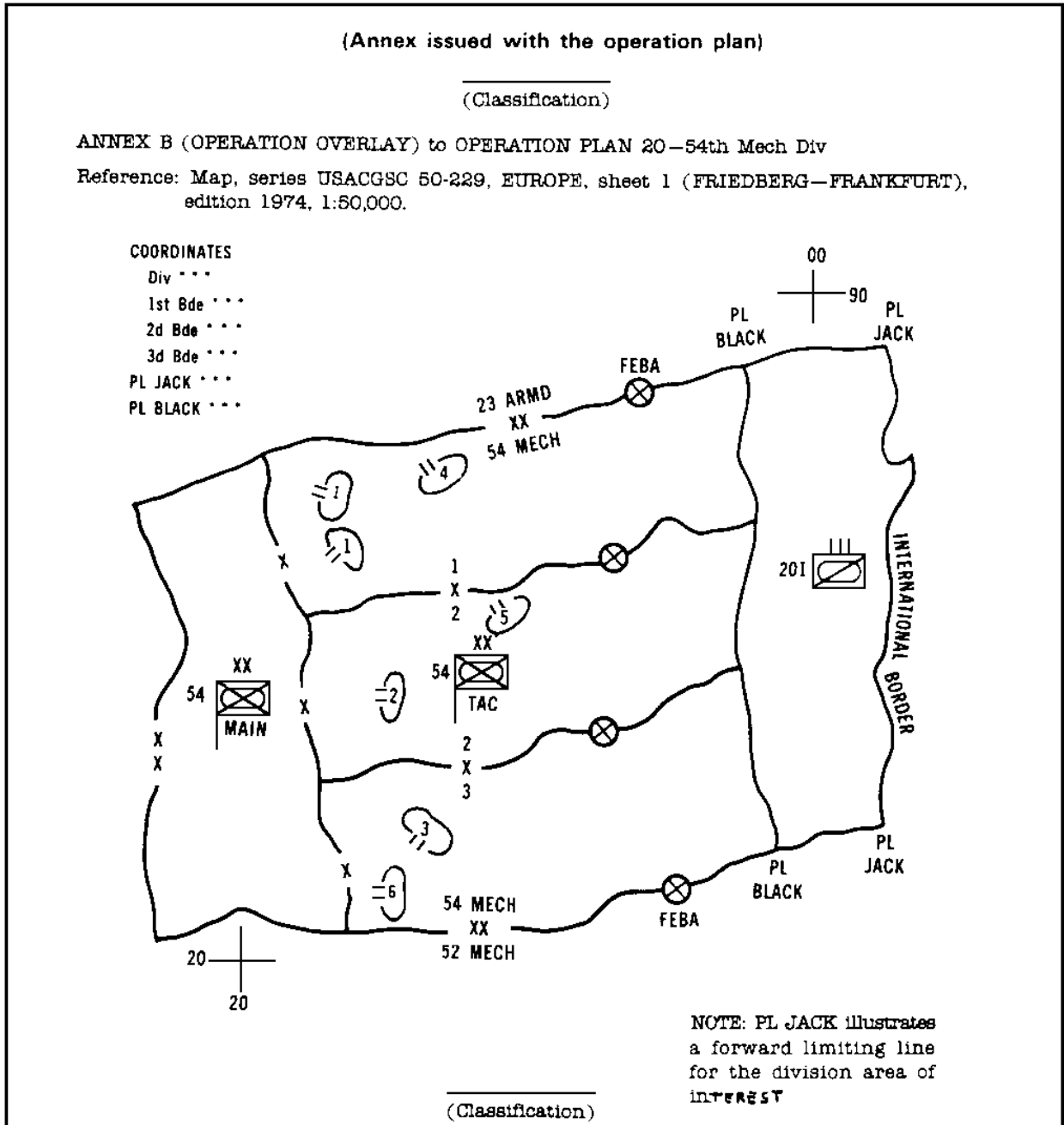


Figure 2-26. Operation Overlay.