



## INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

**Read the following text. Fill in the gaps using the following words.**

### Characteristics of Plans and Orders

*complete*  
*simple*  
*brief*  
*positive*  
*flexible*  
*timely*  
*authoritatively*  
*qualified*  
*the level of*  
*clear*  
*critical facts*

To write a good operation order, you must do the following:

*Include* \_\_\_\_\_. Evaluate all facts and assumptions. Retain only those facts and assumptions that directly affect the operation and reassess them as needed. OPLANs include assumptions, OPORDs do not.

*Write* \_\_\_\_\_. The plan reflects your intent. Therefore the plan or order's language must be direct and state exactly what you want your subordinate leaders to do.

*Use* \_\_\_\_\_ *expressions*. Write your instructions as affirmative statements. For example, "1st Squad will remain at the forward operating base," rather than "1st Squad will not accompany. . . ."

Operační program Vzdělávání pro konkurenceschopnost

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PROJEKT JE SPOLUFINANCOVÁN EVROPSKÝM SOCIÁLNÍM FONDEM A STÁTNÍM ROZPOČTEM ČESKÉ REPUBLIKY.

*Avoid \_\_\_\_\_ directives.* Orders should be clear and decisive. Don't use meaningless or vague phrases like "as soon as possible (ASAP)." Avoid qualifiers or other unnecessary words such as "violently attack" instead of "attack" or "delay while maintaining enemy contact" instead of "delay."

*Balance \_\_\_\_\_ control.* Balancing centralized and decentralized control is an important leadership skill. To determine the appropriate balance for an operation, you must consider METT-TC—the mission, enemy, terrain and weather, troops and support available, time available, and civil considerations. Although it's critical to decentralize decision making authority to the lowest practical level during battle, you must work to maintain precision at the same time.

*Keep it \_\_\_\_\_ .* Orders should be as simple as possible: The simplest plans are the easiest to understand.

*Keep it \_\_\_\_\_ .* Include only the necessary details. Use short declarative sentences and paragraphs. Avoid including material covered in SOPs (standing operating procedures), but refer to the SOP.

*Be \_\_\_\_\_ .* Since everyone who uses the order must understand it, avoid jargon. Watch for and eliminate wording that might cause subordinates to misunderstand your exact meaning.

*Be \_\_\_\_\_ .* Include all the information your subordinates need to implement the order. Provide adequate means to maintain control, clearly establish command and support relationships, and fix responsibility for all tasks.

*Coordinate.* Good plans and orders provide for direct contact among subordinates. Fit together all warfighting functions for synchronized and decisive action. Identify mutual-support arrangements and minimize the chances of fratricide (friendly fire).

*Stay \_\_\_\_\_ .* Leave room for adjustments—the unexpected *will* occur. The best plans allow the most flexibility.

*Be \_\_\_\_\_ .* Give your subordinates enough time to plan and prepare their actions. Accept substandard product from them only when time is short.

#### *Correct answers*

Include critical facts.

Write authoritatively.

Use positive expressions.

Avoid qualified directives.

Balance the level of control.

Keep it simple.

Keep it brief.

Be clear.  
Be complete.  
Coordinate.  
Stay flexible.  
*Be timely.*

***Read the following text. Match the types of plans with their explanations.***

### **Types of Plans**

Contingency Plan

Service Support Plan

Operation Plan (OPLAN)

A **plan** is a design for a future or anticipated operation. Plans come in many forms and vary in scope, complexity, and length of planning horizons. Strategic plans cover the overall conduct of a war. Operational or campaign plans cover a series of related military operations aimed at accomplishing a strategic or operational objective within a given time and space. Tactical plans cover the employment of units in operations, including the ordered arrangement and maneuver of units in relation to each other and to the enemy in order to use their full potential. As a platoon leader, you can expect to derive the majority of your experience from tactical plans.

\_\_\_\_\_ Any plan for the preparation, execution, and assessment of military operations. An \_\_\_\_\_ becomes an operation order (OPORD) when the commander sets an execution time. If time permits, you may begin preparation for possible operations by issuing an \_\_\_\_\_.

\_\_\_\_\_ provides information and instructions covering service support for an operation. Estimates of the command's operational requirements are the basis for a \_\_\_\_\_.

\_\_\_\_\_ is a plan for major contingencies that the command can reasonably anticipate. Army forces prepare \_\_\_\_\_ as part of all operations. \_\_\_\_\_ may take the form of branches or sequels. Operations never proceed exactly as planned. You prepare \_\_\_\_\_ to gain flexibility. Visualizing and planning branches and sequels are important because they involve transitions—changes in mission, type of operation, or forces required for execution. Unless you plan, prepare, execute, and assess transitions efficiently, they can reduce tempo, slow momentum, and cause you to give up the initiative.

### *Correct answers*

#### **Operation Plan (OPLAN)**

An **operation plan (OPLAN)** is any plan for the preparation, execution, and assessment of military operations. An OPLAN becomes an operation order (OPORD) when the commander sets an execution time. If time permits, you may begin preparation for possible operations by issuing an OPLAN.

#### **Service Support Plan**

A **service support plan** provides information and instructions covering service support for an operation. Estimates of the command's operational requirements are the basis for a service support plan. The service support plan becomes a service support order when the commander sets an execution time for the OPLAN that the service support plan supports.

#### **Contingency Plan**

A **contingency plan** is a plan for major contingencies that the command can reasonably anticipate. Army forces prepare contingency plans as part of all operations. Contingency plans may take the form of branches or sequels. Operations never proceed exactly as planned. You prepare contingency plans to gain flexibility. Visualizing and planning branches and sequels are important because they involve transitions—changes in mission, type of operation, or forces required for execution. Unless you plan, prepare, execute, and assess transitions efficiently, they can reduce tempo, slow momentum, and cause you to give up the initiative.

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