

Operation Order



INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

Operační program Vzdělávání pro konkurenceschopnost

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Warm-up

Work in pairs

- What do you know about writing operation orders in Czech?
- Are you familiar with some rules for writing operation order in English?
- What do you think an operation order should contain? Make a list.

Read the text on operation orders. The teacher will give you the text. After that read the following definitions and match them with a correct type of an order from the text.

- 1 These are usually formal, issued by a commander to subordinate commanders for the purpose of effecting the coordinated execution of an operation. They always specify an execution time and date.
- 2 This is a preliminary notice of an order or action that is to follow. These orders help subordinate units and their staffs prepare for new missions.
- 3 These cover normal administrative operations in garrison or in the field. They include general, specific, and memorandum orders; courts-martial orders; and bulletins, circulars, and other memoranda.
- 4 These pertain to strategic, operational, or tactical operations and their service support.
- 5 This provides timely changes of existing orders to subordinate and supporting commanders while providing notification to higher and adjacent commands.
- 6 These may be issued either with an OpO, or separately when the commander expects the CSS situation to apply to more than one operation plan or order.
- 7 The movement order is a stand-alone order that facilitates an uncommitted unit's movement.

Familiarize with the format of operation order.

1. Situation

a) Enemy Forces

- 1) Situation (enemy, weather and terrain)
- 2) Capabilities
- 3) Probable course of action

b) Friendly Forces

- 1) Mission of Next higher unit
- 2) Mission of adjacent units (left, right, front, rear)
- 3) Mission and location of supporting elements

c) Attachments and Detachments

2. Mission, Who, What, When, Why and Where (coordinates)

3. Execution

a) Concept of Operation

- 1) Scheme of manoeuvre
- 2) Formation
- 3) Route
- 4) Tactical Missions to subordinate Units

b) Subunit Subparagraphs

c) Coordinating Instructions

4. Service Support

- a) Supply
 - 1) Rations
 - 2) Uniforms and Equipment
 - 3) Arms and Ammunition
 - 4) Captured Materiel
- b) Transportation
- c) Medical Evacuation
- d) Personnel
- e) Prisoners of War

5. Command and Signal

- a) Signal
 - 1) Frequencies and Call Signs
 - 2) Pyrotechnics and Signals
 - 3) Challenge and Password
 - 4) Code Words
- b) Command
 - 1) Command Leader Location
 - 2) Chain of Command

Source: <<http://LeadersBook.ArmyStudyGuide.com>> [Accessed 2012-06-21].

Check the following nouns in your dictionary. After that, read the first description of an operational order.

Acknowledgement	List	Expression
Reference	Digit	Signature
Annex	Chart	Entry

An operational order should be written according to a format and should include a heading, body and ending. The title page is called heading and according to the regulations, the classification should be on the top and bottom of each page. For classification the following expressions are used: secret, confidential, restricted and unclassified. The copy number is used in the distribution list. Distribution may also be shown in a special annex. It shows the date and time when the order was signed. The reference number usually corresponds with the entry in the Daily Staff Journal. The reference specifies the map or aerial photograph required, giving the country or geographical area, the scale and the name or number of sheets in detail to identify the exact references used in the preparation of the order. The task organization of the command shows the initial organization for conduct of specific operation and establishes the command relationship. It also includes the task subdivisions or tactical components that form the command.

Read the second part of the text and answer the following questions.

- 1 What are the main parts of the opO?
- 2 What information can you find in the heading of the opO?
- 3 What does the situation paragraph describe?
- 4 Who states the mission in an opO?
- 5 Where can sub-units find their tasks in an operation order?
- 6 What information does the command and signal paragraph give?
- 7 What does the ending of an operation order include?

The body of an operational orders the most important part of the document. It consists of five main paragraphs written in capital letters and they are not underlined. Sub-paragraphs should be written in small letters and underlined. The situation paragraph provides the general picture to help to understand the current situation. The mission paragraph gives a clear statement of the mission of the command as stated by a higher authority or restated by the commander. The main paragraph of an operational order is Execution. It explains the concept of the operation and lists tasks for sub-units. It also includes reserve and coordinating instructions. The administration and logistics paragraph includes a statement of the administrative and logistical arrangements applicable to the operation. Details are usually issued separately in an administrative/logistical annex or order which is mentioned as a reference in this paragraph. The command and signal paragraph contains HQ location and movements, liaison arrangements, recognition and identification instructions and general rules using communications. The ending of the order consists of the acknowledgement instructions, signature of the commander, list of annexes if needed, distribution and authentication.

Source: B. Klotz at al. Tactical English for Land Forces in Peace Support Operations

Match the statements with the following paragraphs of operational order:

SITUATION

MISSION

EXECUTION

- 1 Eight parachutists and supplies were dropped near the frontier between Redland and Greenland.
- 2 UN Peacekeeping Troops will prevent aggression within the demilitarized zone in Redland by controlling the border between Redland and Greenland.
- 3 UN Peacekeeping Troops will concentrate on the border control. The control will include road blocking from Redland to Greenland.
- 4 Control border will be provided within assigned areas.
- 5 UN Peacekeeping Troops must NOT use any kind of force; arms might be used in-self-defence only.
- 6 UN Peacekeeping Troops will assist to stop escalating violence near the border.
- 7 Violence has escalated at the frontier between Redland and Greenland.

Read the following page with a sample of operational order and answer the following questions: (příklad operačního rozkazu vložit z příloženého souboru ve formátu pdf).

- 1 What is the classification of this order?
- 2 How many copies of this order have been issued?
- 3 When was the order signed?
- 4 What references were used in the preparation of the order?
- 5 What forces will have to conduct the operation?

Read the text and answer the question:

Who can read the document with the following classification?

Secret

Confidential

Restricted

Unclassified

Source: B. Klotz at al. Tactical English for Land Forces in Peace Support Operations



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Security Classification

Secret. This is the top security classification. The number of officers is authorised to grade documents at this level is severely restricted, normally the top echelon and some additional staff officers who are specifically designated. Distribution of this category of document must be severely restricted as well. Recipients of such highly graded documentation should only pass on information contained therein to subordinates on a “need to know” basis. In general, Secret documents contain information which if made public, could prejudice the mission.

Confidential. This is applied when the documents are less sensitive than those treated as Secret and require a wider distribution. Officers authorised to grade documents at this level will be designated. It is in effect a high security classification but allows more flexibility as to distribution.

Restricted. Any staff officers may grade a document at this level. In general terms, such documents contain information which would have undesirable consequences for the operation, if disclosed to public.

Unclassified. This is documentation for wide and unrestricted distribution.

Source: B. Klotz at al. Tactical English for Land Forces in Peace Support Operations



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Questions? Suggestions?

Thanks for your attention.



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