

UNITED STATES MARINE CORPS
OFFICER CANDIDATES SCHOOL
TRAINING COMMAND
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THE OPERATION ORDER - PART 1 (S.M.E.A.C.)

TERMINAL LEARNING OBJECTIVES.

Given subordinate units, an operations order or a mission and a commander's intent from higher, and considering the situation, unit capabilities, and time available, issue a five paragraph order, to communicate a complete, realistic, and tactically sound plan that accomplishes the mission in accordance with MCWP 3-11.2. (0302-OFF-1208)

1. PURPOSE. Several nations have agreed to use the standard operation order format contained in NATO Standard Agreement 2014 (STANAG 2014 - Operation Orders, Warning Orders and Administrative/Logistics Orders, Edition 7 dated 14 August 1991). This format is used throughout the U.S. Armed Forces. In the Marine Corps, we recognize it as "S.M.E.A.C." the five-paragraph, or operation order format. Nearly all types of combat orders are based on all or part of this five-paragraph format. Standard order formats expedite understanding, communication, prevent omissions and facilitate ready reference. The purpose of this period of instruction is to introduce the outline of the operation order format to the officer candidate and familiarize him/her with the framework on how to communicate orders.

2. WARNING ORDER. The warning order is simply the "heads up" given to the unit before issuing the operation order.

3. OPERATION ORDER OUTLINE FORMAT. The order consists of an orientation and five paragraphs. Below is the basic outline of the operation order format:

Orientation. Prior to issuing an order, the unit (or fireteam) leader orients his subordinates to the planned area of operation. The purpose of the orientation is to simply orient team members prior to issuing an order.

1. Situation. ("Here's the situation..." or "Here's what's going on...")

a. Enemy Forces. Information on the enemy situation is issued. (the acronym **SALUTE** is used = **s**ize, **a**ctivity, **l**ocation, **u**nit, **t**ime, **e**quipment)

b. Friendly Forces. Information about the friendly situation is issued. (the acronym **HAS** is used = **h**igher headquarters, **a**djacent units, **s**upporting units)

2. Mission. ("This is **WHAT** we have to do...") This is one clear, concise, simple statement on the task the unit (or fireteam) must accomplish and the purpose why. It answers the 5 Ws (when, who, what, where and why).

- Example: "At 0600 on 14 June 2006, 1st Fireteam will destroy the center 1/3 of the objective in order to (IOT) prevent the enemy from withdrawing."
- Example: "On order, 1st Squad will destroy the CLA radio retransmission site on Platoon Objective 1 in order to (IOT) prevent the CLA from interfering with the main effort attack on Company Objective A."

3. Execution. ("This is **HOW** we will accomplish the mission..." or "Here's the plan...")

a. Commander's Intent. (this will be covered in the Operation Order - Part 2 class)

b. Concept of the Operation.

(1) Scheme of Maneuver. This is the general overview on the "how to" of your plan - it is the "big picture" on how the entire unit will execute in accomplishing the mission. It is important that it is issued in anonymous terms in order to keep every subordinate's, or subordinate leader's, attention.

- o Example: (LRC scenario) "One candidate will provide local security oriented towards the enemy. Another candidate will move to the far side of the 2-rope bridge and provide local security there. I and another candidate will move the 55-gallon drum to the other side."

c. Tasks. These are the specific tasks given to members of the fireteam (or to subordinate leaders within higher levels of units) on the scheme of maneuver. This is when you are speaking specifically to the subordinate (unit or person) on the part of the scheme of maneuver they will execute.

- o Example: (LRC scenario) "Candidate Jones, you will provide local security oriented towards the enemy. Candidate Johnson, you will move to the far side of the

2-rope bridge and provide local security there.
Candidate Schmucaatelli, you will move the 55-gallon drum
to the halfway point."

d. Coordinating Instructions. This paragraph contains
instructions common to everyone.

- o Example: (LRC scenario) "All the areas painted red
represent unexploded ordnance and will produce casualties
if touched. All the areas painted white are safe areas
to touch."

4. Administration & Logistics. ("Oh, by the ways...") This
paragraph contains the administrative and logistical items used
to assist in accomplishing the mission. It uses the 4 Bs
(beans, bullets, band-aids, and badguys).

- Example: "Everyone will have two full canteens, map pens
and protractors, and ten rounds filled in one magazine
prior to departing the assembly area."

5. Command & Signal. ("Oh, by the ways...") This paragraph
contains any signals that will be used to coordinate movement or
events with the scheme of maneuver. This paragraph also
identifies the location of key leaders and who will succeed in
command if key leaders become casualties

- Example (Signal): "We will use hand and arm signals during
movement. Upon enemy contact we will switch to voice
commands."
- Example (Command): "I (as fireteam leader) will be the
second to cross the obstacle, so as to best to control the
team. If I get wounded or killed and become ineffective,
Candidate Johnson will assume command."

Any Questions? Finally, after all five paragraphs have been
verbally communicated, the leader will ask if there are any
questions in order to clarify any misunderstandings and ensure
everyone is clear on the plan before execution commences.

SAMPLE #1 - SQUAD ORDER

*Issued from the Squad Leader and received by the Fireteam Leaders.
Orientation. You are currently located at grid coordinate 9583 6383.

1. Situation.

a. Enemy. About 4 hours ago, an enemy soldier was spotted establishing
a hasty ambush position near the crash site of a downed Marine pilot on
Platoon Objective 1. He was wearing desert camouflage uniform and armed with
a light machine gun.

b. Friendly. The platoon is currently located in the rear fifty meters of the company assembly area. 2nd Squad is to our left and 3rd Squad is to our right. The company 60mm Mortar Section is in support of 2nd Squad.

2. Mission. At 0800, on 8 Feb 2006, 1st Squad will recover a downed Marine pilot on the objective in order to prevent him from being captured by the enemy.

3. Execution.

b. Concept of the Operation. The squad will separate into three fireteams. Two teams will move to Platoon Objective 2 and await further instructions. The remaining fireteam will move via the most direct route to Platoon Objective 1, recover the downed Marine pilot, and then move to Platoon Objective 2.

c. Tasks.

(1) 1st Fire Team. At 0800, on 8 Feb 2006, 1st Fire Team will recover a downed Marine pilot on Platoon Objective 1 in order to prevent him from being captured by the enemy.

(2) 2nd Fire Team. At 1500, on 29 Mar 2006, you will move to Platoon Objective 2 and await further instructions.

(3) 3rd Fire Team. At 1500, on 29 Mar 2006, you will move to Platoon Objective 2 and await further instructions.

d. Coordinating Instructions.

Tactical Control Measures.

Assembly Area:	9583 6383
Attack Position:	9585 6386
Line Departure:	Trail
Assault Position:	9587 6387
Plt Obj 1:	9587 6388
Plt Obj 2:	9585 6384

Timeline.

0700-0715:	Prep for Combat
0715-0730:	Squad Rehearsals
0730-0745:	Rehearsals
0745-0800:	Final Inspections
0800:	Cross LD

4. Administration & Logistics. Everyone will have two full canteens, map pens and protractors, and ten rounds filled in one magazine prior to departing the assembly area.

5. Command & Signal.

a. Signal. We will use hand and arm signals during movement. Upon enemy contact we will switch to voice commands.

b. Command. Succession of Command will be to 1st, 2nd, then 3rd Fire Team Leader.

SAMPLE #2 - SQUAD ORDER

*Issued from the Squad Leader and received by the Fireteam Leaders about a squad "cook-out."

1. Situation. Eight weeks from now, 1st Squad is going to conduct a cookout.

2. Mission. At 1500, on 29 Mar 2006, 1st Squad will cookout at Sergeant Jones's house in order to promote camaraderie and build our unit cohesion.

3. Execution.

b. Concept of the Operation. The squad will fall out after mustering at 1200. Two fireteams will link up at the grocery store. Upon link up at the store, one fireteam will get enough meat for the squad. One fireteam will get enough beverages and chips. The remaining fireteam will go directly to Sergeant Jones's house after the 1200 muster and set up the grill. This remaining fireteam will cook all the meat after the other two fireteams have arrived. At 1500, the squad cookout will commence.

c. Tasks.

(1) 1st Fire Team. At 1500, on 29 Mar 2006, you will cookout at Sergeant Jones's house in order to promote camaraderie and build our unit cohesion. Provide enough meat to feed all members of the squad.

(2) 2nd Fire Team. At 1500, on 29 Mar 2006, you will cookout at Sergeant Jones's house in order to promote camaraderie and build our unit cohesion. Provide enough beverages and chips for the squad.

(3) 3rd Fire Team. At 1500, on 29 Mar 2006, you will cookout at Sergeant Jones's house in order to promote camaraderie and build our unit cohesion. You will be the working party to cook all the chow for the squad.

d. Coordinating Instructions.

(1) 1st and 2nd Fire Teams will travel in column via privately owned vehicles. 3rd Fire Team Leader will drive the most direct route to Sergeant Jones's house. Team Leaders will drive.

(2) Each member of the squad will wear appropriate civilian attire.

4. Administration & Logistics.

a. Each member of the squad will contribute \$10.00 to the squad party fund.

b. The first aid kit will be inside Sergeant Jones's house on the kitchen counter next to the telephone in case of an emergency.

5. Command & Signal.

a. Signal. Cell phones will be the primary means of communication while in transit to Sergeant Jones's house. Secondary will be public payphones.

b. Command. Succession of Command will be to 1st Fire Team Leader, followed by 2nd Fire Team Leader then 3rd Fire Team Leader.

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Techniques for Issuing and Receiving the 5 Paragraph Op Order

TERMINAL LEARNING OBJECTIVES:

Given subordinate units, an operations order or a mission and a commander's intent from higher, and considering the situation, unit capabilities, and time available, issue a five paragraph order, to communicate a complete, realistic, and tactically sound plan that accomplishes the mission in accordance with MCMF 3-11.2. (0302-OFF-1208)

1. **TIME:** An operation order is often given in circumstances where time is critical. Commanders may issue an order to their squad leaders at conversational speed, or slightly faster. A squad leader must be prepared to copy a great deal of information in a short amount of time.

2. **ABBREVIATIONS:** One of the easiest methods used to save time and copy large amounts of information is to abbreviate certain words. There are no official USMC abbreviations for terms listed below. Develop your own abbreviations and become accustomed to using them. The following is a list of abbreviations that are commonly used during operation orders:

a. Defenc-	DEF	i. Attack-	ATK
b. Position-	POS	j. Seize-	SZE
c. Platoon-	PLT	k. Objective-	OBJ
d. Line of departure-	LOD	l. Squad-	SQD
e. Tentative assault position-	TAP	m. Fire team-	FTM
f. Order-	ORD	n. Prepare-	PREP
g. Re-supply-	RSP	o. Enemy-	EN
h. Location-	LOC	p. Route-	RTE

3. **SKELETON:** Another technique that saves time is developing an outline format that serves as a skeleton of the operations order. As the platoon commander moves through his order, plug the pertinent information into the proper place in the outline.

a. Use the sample five paragraph order from OCS 4012 as a guide to develop your own skeleton format. Practice writing up your skeleton over and over on your own until you are completely comfortable with it.

b. Use either letters (O, S-M-E-A-C) or numbers (1-2-3-4-5-6) to delineate the major subdivisions of the order.

c. Use small letters or key words to identify sub-paragraphs.

d. Write the appropriate acronyms in their appropriate place, in order to use them as a reference once you receive the platoon commander's order.

4. **ISSUING THE ORDER:** There are four techniques that should be used when issuing an order.

a. Speak in a clear, forceful, and conversational tone.

b. Speak at a conversational speed, or a little faster. Do not go too fast; subordinate leaders must be able to take notes.

c. Display confidence and enthusiasm in the plan. Any hesitation, apprehension, or confusion will be noticed by subordinates.

d. To avoid confusion, prevent any interruptions which may arise. Insist that all questions be held until the completion of the order.

5 PARAGRAPH ORDER SKELETON

OR: PL:

DOA:

OBJ:

1. SITUATION

a. ENEMY

S:

A:

L:

U:

T:

E:

(DRAW-D)

All information for the squad leader's "ENEMY SITUATION" is taken directly from the platoon commander's "ENEMY SITUATION"

b. FRIENDLY

H:

A:

S: (NONE)

The squad leader's HIGHER will be filled in when the platoon commander briefs the PLATOON MISSION STATEMENT. The squad leader's ADJACENT will be filled in with the location of the other two squads in the platoon during the operation.

c. ATT/DET: (NONE)

2 MISSION: (5 W'S)

The squad leader's mission is taken verbatim from the PLATOON COMMANDER'S TASK to your squad: it becomes your MISSION!

3 EXECUTION:

a. COMMANDER'S INTENT

b. CONCEPT OF OPERATIONS

1. SCHEME OF MANEUVER

FORM OF MANEUVER

AA-ATK POS

ATK POS-ASLT POS

ASLT POS-OBJ

180/Cons

2. FIRE SUPPORT PLAN: (NONE)

c. TASKS (& ASSIGN MAIN EFFORT!)

1st FTM: 5W

2nd FTM: 5W

3rd FTM: 5W

d. COORDINATING INSTRUCTIONS

1. TOA:

2. BASE UNIT:

3. ORDER/FORMATIONS FOR MOVEMENT:

AA-ATK POS:ex: (Sqd Col, OOM: 2nd, 1st, 3rd)

ATK POS-ASLT POS:

ASLT POS-OBJ: ex: (Sqd Line, OOM: 1st, 2nd, 3rd L to R)

4. SECURITY ASSIGNMENTS DURING: MOVEMENT/HALTS: 1st: 2nd: 3rd:

HASTY 180: 1st: 2nd: 3rd:

CONSOLIDATION: 1st: 2nd: 3rd:

5. TACTICAL CONTROL MEASURES: (8 DIGIT GRID & TERRAIN FEATURE)

ASSEMBLY AREA:

ATTACK POSITION:

LINE OF DEPARTURE:

ASSAULT POSITION:

OBJECTIVE:

6. ROUTE TO OBJECTIVE:

Remember, no specific units mentioned here! Candidates must generate this information on their own, with Form of Maneuver and the Attack Position drawn from the METT-T provided during the leader's recon brief.

Directly from TCM given in platoon commander's coordinating instructions.

	AZIMUTH	DISTANCE	TERRAIN FEATURE
AA-ATK POS			
ATK POS-ASLT POS			
ASLT POS-OBJ			

4. ADMINISTRATION/LOGISTICS
THE "4 B"S

Directly from platoon commander's
Paragraph IV.

5. COMMAND/SIGNAL:
a. SIGNAL:

b. COMMAND: PLT CDR:
PLT SGT:
SQD LDR:
SUCCESSION OF COMMAND:

NOTES:

This is an abbreviated "skeleton" reference. This illustrates what and where information transfers from the platoon commander's order to your squad order.

Plt Cmdr's Order
ORIENTATION

Your (1st) Squad Order
ORIENTATION

1. SIT

1. SIT

A. EN
SALUTE
DRAW-D

A. EN
SALUTE
DRAW-D

B. FRIEND
HQ
ADJ
SPTING

B. FRIEND
HQ
ADJ
SPTING

C. ATT/DET

C. ATT/DET

2. MISSION

2. MISSION

3. EXECUTION

3. EXECUTION

A. CMDR'S INTENT

A. CMDR'S INTENT

B. CON OPS
(1) S.O.M.
(2) F.S.P.

B. CON OPS
(1) S.O.M.
(2) F.S.P.

C. TASKS
1ST SQD LDR
2D SQUAD
3D SQUAD

C. TASKS
1ST FIRE TEAM
2D FIRE TEAM
3D FIRE TEAM

D. COORD INST
T.O.A.
BASE UNIT
ORDER OF MVMT
SEC
T.C.M.s
RTE TO OBJ

D. COORD INST
T.O.A.
BASE UNIT
ORDER OF MVMT
SEC
T.C.M.s
RTE TO OBJ

4. ADMIN / LOG

4. ADMIN / LOG

A. ADMIN
MEDICAL
EPW'S

A. ADMIN
MEDICAL
EPW'S

B. LOG
AMMO, CHOW, WATER
BATTERIES, TRANSP, ETC.

B. LOGISTICS
AMMO, CHOW, WATER
BATTERIES, TRANSP, ETC.

5. CMD / SIG

5. CMD & SIG

A. SIG

A. SIG

B. CMD
LOCATION OF KEY LEADERS
LOCATION OF PLT COMMANDER
SUCCESSION OF COMMAND

B. CMD
LOCATION OF KEY LEADERS
LOCATION OF SQD LDR
SUCCESSION OF COMMAND

OPERATION ORDER QUIZ

NAME: _____

DATE: _____

CLASS: _____

1. What is BAMCIS
2. What does each letter in BAMCIS Stand for?
3. What does each letter in SMEAC stand for?
4. At the company level and below, operation orders are most commonly issued orally with the aid of a _____ (fill in the blank)
5. Orientation should include what three things?
6. What three subparagraphs should the Situation part of the operation order contain?
7. The mission statement is a _____ of what the unit is _____. (fill in the blank)
8. The primary task and purpose in the mission statement is represented by what?
9. The purpose of the mission statement is always represented by the words _____. (fill in the blank)
10. The _____ is the commanders bid for success and must be identified in the mission statement.
11. While covering the enemy forces situation what two acronyms are used and what does each letter in both acronyms mean?

12. While covering the friendly forces situation what acronym is used and what does each letter in that acronym stand for?
13. When an attachment is given what two things must be given to cover that part of the situation?
14. The execution paragraph contains the _____ information needed to conduct the operation. (fill in the blank)
15. What are the four subparagraphs of the execution paragraph?
16. The scheme of maneuver and the fire support plan are a part of what subparagraph under the execution paragraph?
17. What five things need to be included in an offensive scheme of maneuver?
18. The _____ will be used to complement the scheme of maneuver and if there is none available you will simply state "none". (fill in the blank)
19. The "Tasks" statements should be written in the same matter as any _____. (fill in the blank)
20. What are Coordinating Instructions?
21. What 6 items are addressed in the coordinating instructions?
22. When covering the coordinating instructions what 5 things do you need to list the 6 digit grid and terrain features for?
23. The administration and logistics paragraph contains what four things which is represented by the four B's?

24. What does "EPW" stand for?
25. What are the two subparagraphs of the Command and Signal paragraph?
26. What are three things that could be included in the signal subparagraph?
27. What two things are identified in the command subparagraph?

OPERATION ORDER ANSWER KEY

1. THE SIX TROOP LEADING STEPS
2. BEGIN THE PLANNING, ARRANGE RECON, COMPLETE THE PLANNING, ISSUE ORDER, SUPERVISE
3. SITUATION, MISSION, EXECUTION, ADMIN AND LOGISTICS, COMMAND AND SIGNAL
4. TERRAIN MODEL
5. PRESENT LOCATION (EIGHT DIGIT GRID), DIRECTION OF ATTACK (CARDINAL DIRECTION), LOCATION OF THE OBJECTIVE (EIGHT DIGIT GRID)
6. ENEMY UNITS, FRIENDLY UNITS, ATTACHMENTS AND DETACHMENTS
7. CLEAR AND CONCISE, ASSIGNED TO ACCOMPLISH
8. THE FIVE W'S WHO WHAT WHEN WHERE AND WHY
9. IN ORDER TO
10. THE MAIN EFFORT
11. SALUTE (SIZE ACTIVITY LOCATION UNIT TIME EQUIPMENT) DRAW (DEFEND REINFORCE ATTACK WITHDRAW DELAY)
12. HAS (HIGHER, ADJACENT, SUPPORTING)
13. TIME OF ATTACHMENT, AND TIME OF DETACHMENT
14. HOW TO
15. COMMANDER'S INTENT, CONCEPT OF OPERATION, TASKS, COORDINATING INSTRUCTIONS
16. CONCEPT OF OPERATION
17. FORM OF MANUEVER, INITIAL FORMATION, ASSAULT FORMATION, BASIC PLAN FOR CONSOLIDATION AND REORGANIZATION
18. FIRE SUPPORT PLAN
19. ANY MISSION STATEMENT
20. THOSE SPECIFIC INSTRUCTIONS AND TASKS THAT ARE COMMON TO ALL SUBORDINATE UNITS THAT TIE THE PLAN TOGETHER
21. TIME OF ATTACK, BASE UNIT, ORDER OF MOVEMENT, SECURITY, TACTICAL CONTROL MEASURES, ROUTE TO THE OBJECTIVE
22. ASSEMBLY AREA, ATTACK POSITION, LINE OF DEPARTURE, ASSAULT POSITION, OBJECTIVE
23. BEANS BULLETS, BAND-AIDS, BAD GUYS
24. ENEMY PRISONER OF WAR
25. COMMAND AND SIGNAL
26. PREARRANGED SIGNALS, PASSWORDS AND COUNTERSIGNS, RADIO CALL SIGNS FREQUENCIES AND RADIO PROCEDURES, EMERGENCY SIGNALS, PYROTECHNICS, RESTRICTIONS ON THE USE OF COMMUNICATIONS
27. LOCATION OF KEY LEADERS AND THE HIGHER COMMANDER, SUCCESSION OF COMMAND