APPENDIX A

BATTALION TACTICAL STANDING OPERATING PROCEDURE

This appendix provides the tactical standing operating procedure for infantry battalions. The procedure applies unless a leader makes a decision to deviate from it based on the factors of METT-T. In such a case, the exception applies only to the particular situation for which the leader made the decision.
BATTALION TACTICAL STANDING OPERATING PROCEDURE

(Classification)

HEADQUARTERS

___________ Battalion

(Location)

(Date)

___________ BATTALION TACTICAL STANDING OPERATING PROCEDURE

SECTION I. GENERAL.

A. Purpose. This TSOP prescribes guidance for the conduct of sustained tactical operations. It standardizes the recurring operational routines, procedures, and responsibilities executed by both organic and supporting organizational elements throughout the battalion.

B. Application /Scope. This TSOP covers only wartime operations that occur after a deployment. It does not repeat doctrine, tactics, or techniques provided in FMs, TMs, and MTPs. This TSOP applies to all supporting units operating in or occupying areas within the battalion area. All TSOP provisions apply except as modified by operations orders and plans. However, no provision replaces good judgment and common sense.

C. Directed Supporting Documents.

1. This TSOP and subordinate TSOPs incorporate all current provisions of FMs, TMs, Army and division regulations, STANAGs, joint agreements, and status-of-forces agreements.
2. Each battalion staff section develops and implements TSOPs to govern procedures in their functional area. Staff section TSOPs conform to the procedures contained in this SOP.

D. Proponency. The battalion XO is the proponent for this TSOP. The battalion commander ensures compliance with established TSOPs throughout the battalion; commanders and staffs at all levels monitor activities for compliance.

E. Changes.

1. Changes are submitted through the appropriate staff officers or company commanders to the battalion XO.
2. The battalion XO coordinates the changes.
3. The battalion commander is the approving authority.

SECTION II. CONTENTS.

ANNEX A. COMMAND AND CONTROL
APPENDIX 1. Orders
  Warning Orders
  Operation Order Format
  Fragmentary Orders
APPENDIX 2. Communications
APPENDIX 3. Battalion CP Organization (see Appendix B of this Manual)

ANNEX B. OPERATIONS
APPENDIX 1. Priority of Work
APPENDIX 2. Aviation
APPENDIX 3. Engineer
APPENDIX 4. Air Defense
APPENDIX 5. NBC Defense
APPENDIX 6. Reliefs in Place
APPENDIX 7. Linkups
APPENDIX 8. Passages of Lines
APPENDIX 9. Assembly Areas

ANNEX C. FIRE SUPPORT
APPENDIX 1. Field Artillery
APPENDIX 2. Offensive Air
APPENDIX 3. Target Numbering System
APPENDIX 4. Coordinated Surface and Air-Delivered Fire

ANNEX D. INTELLIGENCE
APPENDIX 1. Intelligence Annex OPORD Format
ANNEX E. OPERATIONS SECURITY
APPENDIX 1. Priority Intelligence Requirement

ANNEX F. LOGISTICS

ANNEX G. PERSONNEL AND ADMINISTRATION

ANNEX H. REPORTS AND REQUESTS
APPENDIX 1. Personnel Reports
PERSTATREP
Casualty Feeder Report
Witness Statement
Serious Incident Report

APPENDIX 2. Intelligence Reports
Patrol Report
EPW/Captured Material Report
SALUTE Report
Intelligence Summary
Air Request Reconnaissance
MIJI Feeder
Weather Forecast
RFI Format

APPENDIX 3. Operations Reports
Results of Contact Report
Commander’s Situation Report
Minefield Report
Naval Gunfire Request
TACAIR Request
Air Support Request
SHELREP, MORTREP, BOMREP
Order Message
OPLAN/OPORD Change
Air Defense Alert Message
Fire Support SITREP
Deployment/Redeployment Report
Closure Report

APPENDIX 4. Logistics Reports
LOGSTAT Report
Battle Loss Report
Resupply Insertion Request
APPENDIX 5. NBC Reports
   NBC 1 Report
   NBC 2 Report
   NBC 3 Report
   NBC 4 Report
   NBC 5 Report
   NBC 6 Report
   NUCWARN/CHEMWARN
   Effective Downwind Message
   Chemical Downwind Message

ANNEX 1. OPSKEDs

<table>
<thead>
<tr>
<th>TASK</th>
<th>CODE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPENDIX 1. Movement to Contact</td>
<td>Gold</td>
</tr>
<tr>
<td>APPENDIX 2. Ambush</td>
<td>Black</td>
</tr>
<tr>
<td>APPENDIX 3. Road March</td>
<td>Silver</td>
</tr>
<tr>
<td>APPENDIX 4. Patrol</td>
<td>Khaki</td>
</tr>
<tr>
<td>APPENDIX 5. Raid</td>
<td>White</td>
</tr>
<tr>
<td>APPENDIX 6. Air Assault</td>
<td>Gray</td>
</tr>
<tr>
<td>APPENDIX 7. Relief in Place</td>
<td>Green</td>
</tr>
<tr>
<td>APPENDIX 8. Defense</td>
<td>Pink</td>
</tr>
<tr>
<td>APPENDIX 9. Passage of Lines</td>
<td>Orange</td>
</tr>
<tr>
<td>APPENDIX 10. Linkup</td>
<td>Yellow</td>
</tr>
<tr>
<td>APPENDIX 11. River Crossing</td>
<td>Purple</td>
</tr>
<tr>
<td>APPENDIX 12. MOUT</td>
<td>Brown</td>
</tr>
</tbody>
</table>
ANNEX A (COMMAND AND CONTROL) to BATTALION TSOP

1. ORGANIZATION FOR TACTICAL COMMAND AND CONTROL.
   (See Appendix B of this manual.)

2. BATTALION COMMAND SUCCESSION.
The succession is battalion commander, battalion XO, battalion S3, then company commanders (in order of seniority).

APPENDIXES: 1— Orders
       2— Communications
APPENDIX 1 (ORDERS) to ANNEX A (COMMAND AND CONTROL) to BATTALION TSOP

1. ORDERS DISSEMINATION
Orders are delivered from commander to commander. If this cannot be accomplished, orders are disseminated IAW the following priorities:
   a. Battalion commander to company commanders.
   b. S3 to company commanders.
   c. FRAGO (TOC to company CP).

2. COMMANDER’S INTENT
This item is the intent stated and disseminated by the commander two levels higher.

3. GRAPHICS
Graphics should be nonrestrictive.

4. ORDERS GROUPS
The three battalion orders groups include:
   a. Orders Group A. This is used to disseminate battalion orders when the tactical situation allows maximum participation. The following personnel attend:
      —Battalion commander
      —Battalion CSM
      —Battalion XO
      —S1
      —S2
      —S3
      —S4
      —All special staff
      —FSO
      —Signal Officer
      —ALO
      —All company commanders
      —Mortar platoon leader
      —Scout platoon leader
      —Attachments OIC/NCOIC
b. Orders Group B. This is used to disseminate battalion orders when the tactical situation restricts attendee availability. The following personnel attend:
   — Battalion commander
   — S2
   — S3
   — S1/S4 representative
   — FSO
   — Signal officer
   — All company commanders

c. Orders Group C. This is used to plan battalion orders. The following personnel attend:
   — Battalion commander
   — Battalion XO
   — S1 representative
   — S2
   — S3
   — S4 representative
   — FSO
   — Signal officer
   — Special staff (as directed by the battalion XO)

TABS:  A — Warning Orders
        B — Operation Order Format
        C — Fragmentary Orders
**TAB A (WARNING ORDERS) to APPENDIX 1 (ORDERS) to ANNEX A (COMMAND AND CONTROL) to BATTALION TSOP**

The warning order format should follow the five-paragraph operation order format. The following is an example warning order:

1. **SITUATION**
   This item briefly describes the enemy and friendly situations. It includes a list of attachments and detachments to the battalion.

2. **MISSION**
   The commander uses the restated mission from the mission analysis for this item.

3. **EXECUTION**
   This item includes the following information:
   a. Special teams or task organization within the battalion.
   b. Uniform and equipment changes (from the SOP) that apply to all, for example, drop rucksacks, or drop/pick up helmets.
   c. Special weapons, ammunition, or items of equipment (other than those in the SOP) such as mines, satchel charges, grappling hooks, or night vision devices.
   d. The tentative time schedule, which is formed on the basis of mission analysis, including—
      1. The earliest time of move.
      2. The time and place of OPORD.
      3. The probable execution time.
      4. The times of inspection and items to be inspected, if these differ from the SOP.
      5. Rehearsal times and actions to be rehearsed if time allows, for example, actions at the objective, formation of special teams for bridges, searches, EPWs, or other actions.
   e. Special instructions.
   f. Other general instructions as needed or by SOP.

4. **SERVICE SUPPORT**
   This item includes any logistical information other than that in the battalion SOP.

5. **COMMAND AND SIGNAL**

**NOTE:** The following should be considered during the preparation of a warning order:
   —Staff estimates briefing
   —Time of early personnel attachments (FIST, FACs, and so on)
   —OPORD
— Air mission briefing/TACAIR briefing
— Company commanders’ briefbacks to battalion commander
— Strength figures to S1/S3 Air for planning
— Issue of equipment and SOIs
— COMMEX times
— Test fires and zeros (including NVDs)
— Vehicle TI/test run
— Rehearsals (squad/platoon/company/battalion/brigade)
— Distribute ammunition
— Initial/final inspections
— Refit schedule
— Reverse cycle requirements
— Religious services
— Staff/commander meetings/final briefback
— JM briefings/initial manifest call/SAT/final manifest call/load time/TOT (airborne units only)
— Battalion commander’s final premission talk to troops
— Final sanitizing of troops
— Security sweep by S2/counterintelligence
OPERATION ORDER NO. _____

References: Maps, charts, other relevant documents.

Time Zone Used Throughout the Order:

Task Organization: This explains how the commander has organized the unit for the operation. If the organization has not changed, this item should state “no change.”

1. SITUATION

This paragraph contains information on the overall situation that the subordinate commanders need to understand the current situation.

a. Enemy Forces. This subparagraph refers to the overlay and to written products from the IPB process such as the situation template.

   (1) Disposition, composition, and strength. This includes information about known enemy locations, current activities, the type of unit the friendly force is facing (for example, light infantry, mechanized or armored forces, forces equipped with T-64s or BMP 2s), and strength estimates with respect to major combat systems and personnel.

   (2) Capabilities. This highlights what courses of action the enemy could execute and how much time each would require.

   (3) Most probable COA. This concisely states the enemy’s most probable course of action.

b. Friendly Forces. This subparagraph provides only the information the subordinate commanders need to accomplish their assigned missions.

   (1) Higher unit. This includes the higher unit commander’s mission statement (paragraph 2) and concept of the operation (paragraph 3a). It may also include a statement of intent, which precedes subparagraph 3a (often included in orders at division or higher). Each of these items is incorporated verbatim.

   (2) Left unit’s mission.

   (3) Right unit’s mission.

   (4) Forward unit’s mission.

   (5) Unit in reserve or unit following.

   (6) Units in support of or reinforcing the higher unit.
c. Attachments and Detachments. This subparagraph lists units attached or detached from the issuing headquarters; it lists effective times, unless this information is shown under “Task Organization” or is provided in an annex.

2. MISSION
This paragraph clearly and concisely states the purpose to be accomplished by the command (as this purpose relates to the main effort). Also, to further clarify the desired outcome, this paragraph lists the accompanying mission-essential task (for example, seize or destroy). The format used is WHO, for example, B Company; WHAT, for example, the mission-essential tasks; WHEN, for example, NLT 190500 Dec 91; WHERE for example, vic GL 123456; and WHY (the purpose of the mission). The mission statement should also include the type of operation (attack or defend) and the control measures that will be used (such as “objective” and “battle position”).

3. EXECUTION
An intent statement is included here only if the commander believes he must expand on the purpose in the higher unit mission statement included in paragraph 1b. At battalion level and below, the commander’s intent may be the same as the purpose in the mission statement. If so, it need not be restated. Intent is the commander’s stated vision. It defines the purpose of an operation and the desired end state with respect to the relationships between the force, the enemy, and the terrain.

a. Concept of the Operation. This is where the commander explains, in general terms, how his unit will accomplish its mission. This general statement always has the first three of the four elements that follow. The fourth is optional:
—A statement by the commander expanding on his purpose as stated in paragraph 2 (required).
—Designation of the decisive point (required).
—A statement of the array of forces. This should be a form of maneuver (for offensive actions) or a defensive pattern or technique (for defensive actions) (required).
—A brief statement of the most critical of the significant factors, unifying concepts, or principles underlying the plan, and why it is important (optional—not to exceed six sentences.)

(1) Maneuver. This addresses all major subordinate maneuver units by name. It includes the mission-essential task and purpose for each maneuver unit to achieve and designates the main effort.

(2) Fires. This describes how the tasks and purposes of fire support synchronize and complement the maneuver plan. It addresses all available fire support assets. It clearly states the commander’s intent for fire support (see Annex C). The fires paragraph also addresses the following:
—Priority of fire (to include shifting of priorities).
—Allocation of targets (such as priority targets). Identification of control of priority targets (FASCM, FPF, and so on).
—Restrictive fire control measures and restrictions on the use of fires.

(3) **Counterair operations.** This describes the overall concept of ADA employment in support of the maneuver plan as well as specific tasks and purposes assigned to an ADA unit. It also describes employment of passive and active air defense measures (if other than SOP). This item establishes the priority of air defense and provides weapons control and warning status.

(4) **Intelligence.** This describes how the overall information collection plan supports and complements the maneuver plan. It establishes priorities and coordinates responsibility for collection between organic and supporting units.

(5) **Electronic warfare.** This describes how electronic warfare supports and complements the commander’s maneuver plan as well as specific tasks and purposes assigned to the EW unit. It also includes employment of passive and active measures (if these differ from SOPs).

(6) **Engineering.** This describes how the integration of mobility, countermobility, and survivability assets and activities support the maneuver plan. This item may also refer to the overlay that shows obstacles and barriers. In addition, it should address the following issues:
   —Purpose to be achieved through the employment of engineer assets, obstacles, mines, and fortifications.
   —Priority of effort, both for engineer personnel and engineer equipment (mobility, countermobility, or survivability).
   —Priority of support both for engineer personnel and engineer equipment.
   —Employment of FASCAM.
   —Restrictions on the employment of engineer assets.

(7) **Other.** This includes additional subparagraphs as required for combat support assets such as deception, PSYOP, civil affairs.

b. **Tasks to Maneuver Units.** This subparagraph specifies tasks to be accomplished by each subordinate unit. The tasks are included as they appear in the task organization: in separate, numbered paragraphs. The purposes from “on-order” and “be prepared” mission statements may be included.

c. **Tasks to Combat Support Units.** This subparagraph lists the combat support unit tasks in the same order they appear in the task organization.

d. **Coordinating Instructions.** This subparagraph contains details of coordination and control that apply to two or more units in the command. Items that may be addressed in coordinating instructions include the following:
   (1) Timing paragraph.
   (2) Movement paragraph.
   (3) PIR/IR reporting tasks.
   (4) MOPP level.
   (5) Troop safety and OEG.
   (6) Engagement and disengagement criteria and instructions.
   (7) Fire distribution and control measures.
(8) Consolidation and reorganization instructions.
(9) Reporting requirements (such as crossing phase lines, checkpoints).
(10) Terrorism/counterterrorism instructions.
(11) Rules of engagement.
(12) Specified tasks that pertain to more than one subordinate unit.

4. SERVICE SUPPORT
This paragraph contains a statement of the CSS instructions and arrangements supporting the operation that are of primary interest to the unit being supported.

a. General. This subparagraph should explain generally how the CSS assets support the overall concept of operations. It provides current and proposed trains locations. It also identifies a service support or operations overlay, which must show the following: locations of supply routes, combat and field trains CPs, and LRPs.

b. Material and Services.
   (1) Supply. This maybe followed by a list of classes of supply, maps, water, special supplies, and captured enemy material.
   (2) Transportation. This provides route limitations and each unit’s traffic priorities.
   (3) Services. This includes the types of service available, the designation and location of the unit(s) or installation(s) providing the services, assignments to support units, and schedules for services.
      (a) Mortuary affairs.
      (b) Field services.
         • Laundry.
         • Bath.
         • Decontamination.
      (c) Health services.
   (4) Labor. This includes instructions and restrictions on the use of civilian and EPW labor.
   (5) Maintenance. This includes maintenance priorities by unit, vehicle type, or both; recovery priorities; location of facilities and collection points; and authority for controlled substitution.

c. Medical Evacuation and Hospitalization. This includes procedures for evacuating wounded: locations for unit casualty collection points, higher casualty collection points, the jump aid station, the BAS, and ambulance exchange points.

d. Personnel. This includes the procedure for evacuating PWs, the location of a PW collection point, and unit replacement activities.

e. Civil-Military Cooperation. This subparagraph includes instructions that affect the civilian population, such as PSYOP and restrictions on civilian actions.

f. Miscellaneous. This subparagraph includes the procedure for destroying supplies, if it was omitted from the SOP, plus any CSS information that was omitted from the SOP.
5. COMMAND AND SIGNAL
   a. Command.
      (1) Location of higher commander and CP.
      (2) Locations of the unit commander and of the CP. If the unit commander’s location will change during the operation, this indicates his locations throughout the mission.
      (3) Location of 2IC. If the location of the 2IC will change during the operation, this indicates his locations throughout the mission.
      (4) Succession of command (if other than in the SOP).
   b. Signal. This contains the index of the current SOI and all other signal information.
      (1) The SOI index that is in effect.
      (2) State of listening silence.
      (3) Methods of communication, by priority.
      (4) Code words and signals.

Acknowledge.

Smith
LTC

OFFICIAL:

Annexes: A—
          B—
          C—
          D—

Distribution:
ANNEXES
Not all annexes listed below are required for every OPORD. When they are used, they are labeled and those included are sequenced as follows:

<table>
<thead>
<tr>
<th>Title</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANNEX A. TASK ORGANIZATION</td>
<td>S3</td>
</tr>
<tr>
<td>ANNEX B. INTELLIGENCE</td>
<td>S2</td>
</tr>
<tr>
<td>APPENDIX 1. Light Data</td>
<td></td>
</tr>
<tr>
<td>APPENDIX 2. Counterintelligence</td>
<td></td>
</tr>
<tr>
<td>APPENDIX 3. Targeting</td>
<td></td>
</tr>
<tr>
<td>APPENDIX 4. Reconnaissance</td>
<td></td>
</tr>
<tr>
<td>APPENDIX 5. Counterterrorism</td>
<td></td>
</tr>
<tr>
<td>ANNEX C. OPERATIONS</td>
<td>S3</td>
</tr>
<tr>
<td>APPENDIX 1. Operations Overlay</td>
<td>S3</td>
</tr>
<tr>
<td>APPENDIX 2. Chemical Warfare and NBC</td>
<td>Chemical Defense Operations Officer</td>
</tr>
<tr>
<td>APPENDIX 3. Electronic Warfare</td>
<td>Signal Officer</td>
</tr>
<tr>
<td>APPENDIX 4. Psychological Warfare</td>
<td>S3</td>
</tr>
<tr>
<td>APPENDIX 5. Search and Rescue Operations</td>
<td>S3 Air</td>
</tr>
<tr>
<td>APPENDIX 6. Cover and Deception</td>
<td>S3</td>
</tr>
<tr>
<td>APPENDIX 7. Rules of Engagement</td>
<td>S3</td>
</tr>
<tr>
<td>APPENDIX 8. Air Movement</td>
<td>S3 Air</td>
</tr>
<tr>
<td>APPENDIX 9. Boat Movement</td>
<td>S3</td>
</tr>
<tr>
<td>APPENDIX 10. Road Movement</td>
<td>S3</td>
</tr>
<tr>
<td>APPENDIX 11. Escape and Evasion</td>
<td>S3</td>
</tr>
<tr>
<td>APPENDIX 12. Contingency Plans</td>
<td>S3</td>
</tr>
<tr>
<td>APPENDIX 13. Rehearsals</td>
<td>S3</td>
</tr>
<tr>
<td>APPENDIX 14. Air Defense</td>
<td>FSO</td>
</tr>
<tr>
<td>APPENDIX 15. Linkup</td>
<td>S3</td>
</tr>
<tr>
<td>APPENDIX 16. Passage of Lines</td>
<td>S3</td>
</tr>
<tr>
<td>APPENDIX 17. Relief in Place</td>
<td>S3</td>
</tr>
<tr>
<td>APPENDIX 18. Stream/River Crossing</td>
<td>S3</td>
</tr>
<tr>
<td>ANNEX D. LOGISTICS</td>
<td>S4</td>
</tr>
<tr>
<td>ANNEX E. PERSONNEL</td>
<td>S1</td>
</tr>
<tr>
<td>APPENDIX 1. Medical</td>
<td>S1</td>
</tr>
<tr>
<td>Title</td>
<td>Responsibility</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>APPENDIX 2. Prisoners of War, Civilian Internees, and Other Detained Personnel</td>
<td>S1</td>
</tr>
<tr>
<td>APPENDIX 3. Noncombatant Evacuation</td>
<td>S1</td>
</tr>
<tr>
<td>ANNEX F. PUBLIC AFFAIRS</td>
<td>S1</td>
</tr>
<tr>
<td>ANNEX G. CIVIL AFFAIRS</td>
<td>S1</td>
</tr>
<tr>
<td>ANNEX H. COMMAND RELATIONSHIPS</td>
<td>S3</td>
</tr>
<tr>
<td>ANNEX I. SIGNAL</td>
<td>Signal Officer</td>
</tr>
<tr>
<td>ANNEX J. OPERATIONS SECURITY</td>
<td>S3/S2</td>
</tr>
<tr>
<td>ANNEX K. MAPPING, CHARTING, AND GEODESY (OPLANs)</td>
<td>S2</td>
</tr>
<tr>
<td>ANNEX L. SAFETY</td>
<td>S1</td>
</tr>
<tr>
<td>ANNEX M. FIRE SUPPORT</td>
<td>FSO</td>
</tr>
<tr>
<td>ANNEX N. AIR SPACE MANAGEMENT</td>
<td>S3 Air</td>
</tr>
<tr>
<td>ANNEX O. ENGINEER</td>
<td>S3</td>
</tr>
<tr>
<td>ANNEX P. TIME SCHEDULE</td>
<td>S3</td>
</tr>
<tr>
<td>ANNEX Q. SPECIAL REPORTS</td>
<td>S3 (All staff)</td>
</tr>
<tr>
<td>ANNEX R. REDEVELOPMENT</td>
<td>S3</td>
</tr>
<tr>
<td>ANNEX S. LIAISON</td>
<td>S3</td>
</tr>
<tr>
<td>ANNEX T. EXECUTIVE CHECKLIST (See Enclosure 1)</td>
<td>S3</td>
</tr>
<tr>
<td>ANNEX U. DISTRIBUTION</td>
<td>S3</td>
</tr>
</tbody>
</table>

ENCLOSURE: 1- Execution Checklist
ENCLOSURE 1 (EXECUTION CHECKLIST) to TAB B (OPERATION ORDER FORMAT) to APPENDIX 1 (ORDERS) to ANNEX A (COMMAND AND CONTROL) to BATTALION TSOP

EXECUTION CHECKLIST. This is a sequential outline of the operation.

EXECUTION CHECKLIST

<table>
<thead>
<tr>
<th>No.</th>
<th>Event/Situation</th>
<th>Report</th>
<th>Net</th>
<th>To</th>
<th>From</th>
<th>Word</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>M(1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DOG(2)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BAT</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CAT</td>
<td>3/3</td>
</tr>
<tr>
<td>4</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>RAT</td>
<td></td>
</tr>
</tbody>
</table>

NOTES:
1. **M/X.** Events/situations labeled “M” (mandatory) require a report. Events/situations labeled “X” (by exception) require a report only if the unit cannot or has not accomplished the event as scheduled.
2. **DOG.** Units report key events by code word to the operations center of the headquarters with the net control responsibility.
3. **1500/1515.** The planned execution time appears in the top left block in the time column. The actual execution time appears in the event/situation block and in the lower right block. Units do not use the code word until execution. They use the execution number (left column) to report the expected time of an event. For example, “Expect No. 1 at 2345” or “What is the status of Item No.4?”
TAB C (FRAGMENTARY ORDERS) to APPENDIX 1 (ORDERS) to ANNEX A (COMMAND AND CONTROL) to BATTALION TSOP

1. USE
Commanders use FRAGOs to change specific missions or to provide timely changes to existing orders.

2. BREVITY
Commanders include only the items that differ from the original OPORD in the FRAGO.

3. FORMAT
FRAGOs follow the standard five-paragraph order format. Commanders omit unneeded items.

EXAMPLE FORMAT

1. SITUATION
2. MISSION
3. EXECUTION
   (a) Commander's intent
   (b) Maneuver
   (c) Fires
   (d) Intelligence and electronic warfare
   (e) Obstacles, mines, and fortifications
   (f) Unit tasks
   (g) Coordinating instructions
4. SERVICE SUPPORT
5. COMMAND AND SIGNAL
APPENDIX 2 (COMMUNICATIONS) to ANNEX A (COMMAND AND CONTROL) to BATTALION TSOP

1. NETS
   a. Battalion Command Net (Secure Voice): The battalion commander and his company commanders use this net to control the tactical situation and the flow of maneuver. No one else uses this net.

![Diagram of Battalion Command Net]

*ONLY FOR RETRANSMISSION WHEN REQUIRED.*

Figure A-1. Battalion command net.
b. **Battalion Administrative/Logistics Net** (Secure Data): Units use this net for administrative or logistical traffic. They may transmit either teletype and facsimile messages on it.

* WHEN NOT USED IN RETRANSMISSION ROLE.

**Figure A-2. Battalion administrative/logistics net.**
c. **Battalion Fire Support Net** (FM Secure Voice, AN-PRC/77 with KY57): The FSO and FISTs coordinate all fire support assets on this net, which is the main fire support net. Requests for fires go directly to the battalion FSO.

![Diagram of Battalion Fire Support Net](image)

- **IF NOT COLLOCATED WITH THE BATTALION FSE**

- **IF APPLICABLE**

**Figure A-3. Battalion fire support net.**
d. **Tactical Air Request Net** (UHF Unsecure Voice/AN/PRC-113 w/HAVE QUICK): ALOs routinely use this net to request and position immediate CAS through USAF channels (ABCCC, AWACS, and so on) for handoff to users.

e. **Company FM Nets:** The NCS for the company FM net is normally the company headquarters or the company CP.

### 2. FREQUENCY CHANGES

This refers to frequency changes occurring outside of standard SOI periods.

a. **Directed Frequency Changes.** Units make these changes IAW the supplemental instructions in the SOI.

   (1) The NCS directs the frequency change by doing the following:
   
   (a) Determining the frequency is unusable.
   
   (b) Making the net call to announce the new frequency and the change time.
   
   —Units notify stations of frequency by secure means.
   
   —All stations acknowledge.
   
   (2) The NCS makes a net call on the new frequency and calls again every five minutes to reach stations that do not answer on the new frequency.

   (3) Stations that cannot reach the NCS within 15 minutes must use an alternate means of communication.

b. **Automatic Frequency Changes.** These changes are made only IAW the supplemental instructions to the battalion SOI.

   (1) Stations change frequency automatically only if the original frequency is unusable.

   (2) Stations try all other means of alternative communications before automatically changing the frequency.

### 3. VINSON PROCEDURES

a. Units change TEKs weekly at 0001Z unless the OPORD states otherwise. They update the TEKs by manual rekeying or over-the-air rekeying (OTAR). When feasible, operators physically transfer TEKs.

b. OTAR allows units to rapidly, automatically key the entire net. Units prefer this method of changing the TEK (traffic encryption key). Stations that miss the OTAR function can be keyed by a second attempt. If this fails, the station must be manually keyed.

### 4. SOI AND TEK REQUIREMENTS

The battalion must have the SOI and TEKs of controlling higher headquarters to maintain the ability to communicate outside the battalion.

### 5. STANDARD TIME HACK

The battalion Signal Officer is the proponent for official time. He obtains the official time by calling the Naval Observatory (DSN 294-1920 or commercial [900]410-8463). The TOC transmits a daily time hack over the battalion command net
at a noncritical, nonpriority time. This includes a 60-second warning, a 15-second
warning, then a 5-second countdown and “mark” transmitted in bursts of no more than
15 seconds each. All stations in the net respond in alphanumeric order.
ANNEX B (OPERATIONS) to BATTALION TSOP.
This annex standardizes selected routine operational procedures within the battalion.

APPENDIX ES:  
1—Priority of Work  
2—Aviation  
3—Engineer  
4—Air Defense  
5—NBC Defense  
6—Reliefs in Place  
7—Linkups  
8—Passages of Lines  
9—Assembly Areas
APPENDIX 1 (PRIORITY OF WORK) TO ANNEX B (OPERATIONS) TO BATTALION TSOP

1. GENERAL
All tactical situations are unique and depend upon METT-T. In every situation, the battalion must meet two basic requirements.
   a. Establish security.
   b. Prepare to protect the force and engage the enemy.

2. STAND-TO
The battalion holds a stand-to both morning and evening to ensure that each soldier adjusts to the changing light and noise conditions; and to ensure that each is dressed, equipped, and ready for action. The morning stand-to starts just before first light and continues for about 30 minutes until after first light. The evening stand-to starts just before dark and continues for about 30 minutes until after dark. Although the starting and ending times should vary to prevent the enemy from detecting a pattern, the stand-to must last long enough to accomplish its purpose.

3. PRIORITY OF WORK (DEFENSE)
An infantry battalion in the defense must observe the following priority of work:
   a. Establish security (one OP with Claymore for each platoon; R&S patrol; and local security). Tie in with wire. Conduct local R&S patrolling within the company or platoon sector in a clockwise rotation from left to right.
   b. Position crew-served weapons, attached weapons systems, or both. Coordinate with flank elements and establish communications with them.
   c. Establish other positions and assign sectors of fire. Walk fields of fire.
   d. Clear fields of fire. Emplace sector stakes and prepare range cards.
   e. Register mortars and adjust FPFs (artillery and mortar).
   f. Emplace early warning devices such as trip flares.
   g. Begin preparing crew-served weapons emplacements and individual fighting positions (remember limit-of-fire stakes).
   h. Emplace wire barriers, obstacles, mines, demolitions, and additional Claymores.
   i. Provide or establish wire communications.
   j. Select and reconnoiter routes for movement, resupply, and MEDEVAC.
   k. Select alternate and supplementary positions. Have all soldiers walk to these positions after assigning them sectors of fire and routes to the positions. After the FPFs are executed, ensure platoons move to their alternate defensive positions.
   l. Maintain weapons and equipment. Establish and enforce the following criteria to maintain adequate security and fire support:
      (1) No more than 33 percent of the machine guns and individual weapons are cleaned at the same time.
(2) No more than one antitank weapon in each company is cleaned at the same time.

(3) No more than one 60-mm mortar in each section is out of action at the same time.

(4) No more than 33 percent of the equipment (for example, NVDs, M8 alarms, radios) in each platoon are cleaned at the same time. In each two-soldier position, no more than one weapon is cleaned at the same time, and no more than 33 percent of the total weapons in each platoon are cleaned at the same time.

m. Improve primary positions, to include overhead cover (this should be done continuously throughout the operation).

n. Establish supply and resupply points.

o. Prepare alternate and supplementary positions.

p. Prepare NBC protective shelters as required.

q. Enforce personal hygiene.

r. Eat.

s. Rest.

t. Prepare deceptive positions IAW deception plans.

4. DEFENSE PLANS

a. Each company submits its sector sketch (to include positioning of crew-served weapons, fire, and barriers and the antitank defense plans) to battalion NLT two hours after the company occupies the front line trace. Companies update their sector sketches at occupation plus 8 hours and include all crew-served weapon and obstacle locations.

b. The battalion provides companies with a patrol plan, the battalion counterattack plan, and the defense plan for the battalion antitank weapons and ADA.

c. The battalion submits one copy of each of the following to regiment, brigade, or both as soon as the battalion completes it:

—Battalion sector sketch.
—Patrol plan.
—Counterattack plan.
—Defense plan for antitank weapons and ADA.
APPENDIX 2 (AVIATION) TO ANNEX B (OPERATIONS) TO BATTALION TSOP

TABS:  A—Air Assault Operations Checklist. (See Appendix C, FM 90-4.)
       B—Helicopter Landing Zones. (See Appendix E, FM 90-4.)
       C—Slingload Operations. (See FM 55-450-3.)
       D—Rotary Wing Specifications. (See Appendix D, FM 90-4.)
       E—Rotary Wing Safety. (See Section VI, Appendix E, FM 90-4.)
       F—Air Mission Briefing Checklist. (See Section VIII, Chapter 3, FM 90-4.)
APPENDIX 3 (ENGINEER) TO ANNEX B (OPERATIONS) TO BATTALION TSOP

1. GENERAL
This appendix provides guidance for enhancing the capabilities of combat engineer assets.

2. COMMAND AND CONTROL
An engineer unit providing support to a battalion unit is normally OPCON (preferred command relationship) or DS (preferred support relationship) to the battalion. The battalion commander gives the engineer unit its task priorities.

3. EMPLOYMENT
   a. Engineers may perform the following tasks during battalion operations:
      (1) Seize and secure airfields, communications centers, command and control facilities, and key bridges.
      (2) Increase sustained combat capability for battalion units through mobility, countermobility, and survivability.
         (a) **Mobility** — The unit should plan to reduce obstacles to improve movement. Engineer tasks include—
             • Countermine (detect, bypass, breach, and mark enemy obstacles).
             • Counterobstacle (detect, bypass, breach, and reduce enemy obstacles).
             • Gap-crossing (prepare assault sites, secure far shore, and construct or emplace bridges).
         (b) **Countermobility**—These are the highest priority engineer tasks. The unit should plan to construct obstacles to delay, disrupt, and kill the enemy. Engineer tasks include—
             • Mine warfare (conventional or scatterable mines).
             • Demolition-type obstacles.
             • Conventional obstacles (craters, abatis, wire, and ditches).
         (c) **Survivability**—The unit should develop its fighting or protective position. Engineer tasks include—
             • Preparation of crew-served weapon and antitank positions.
             • Establishment of command and control facilities.
             • Choosing of vital logistics positions.
   b. The battalion gives the following information to engineer units addressed in OPORDs:
      (1) The mission and the enemy situation.
      (2) The concept of the operation and the commander’s intent.
(3) The initial location.
(4) Displacement instructions.
(5) On-order or be-prepared missions and tasks.
(6) Priorities of effort, support, or both.
APPENDIX 4 (AIR DEFENSE) to ANNEX B (OPERATIONS) to BATTALION TSOP

1. GENERAL
   a. The battalion must use passive air defense measures (cover, concealment, camouflage, dispersion, fire discipline, and protective construction) when the enemy can easily conduct tactical air or attack helicopter operations over the battalion area.
   b. The battalion uses active air defense measures only in extreme circumstances such as in the case of direct enemy attack.

2. ADA CONTROL AND COORDINATION
   a. When the battalion has no qualified air defense personnel available, the FSO manages air defense and airspace. He and the S3 air work together to plan these centrally. The commander of any forward area ADA element attached to or supporting the battalion acts as the battalion special staff officer (the ADO). If the battalion commander places any subordinate unit Stinger sections under centralized battalion control, he may designate a Stinger section leader to help the S3 plan and conduct air defense.
   b. Air defense warnings require immediate dissemination and immediate acknowledgement by any available means. All other air defense coordination is given on the FSC net.

3. AIR DEFENSE WARNINGS
   a. Red. An attack is imminent or in progress.
   b. Yellow. An attack is probable.
   c. White. An attack is neither probable nor imminent.

4. CONTROL OF AIR DEFENSE FIRES
   a. Weapon Control Status. Weapons-tight status applies unless higher specifies otherwise.
      (1) Weapons hold. Gunners fire only in self-defense.
      (2) Weapons tight. Gunners fire only at aircraft positively identified as hostile.
      (3) Weapons free. Gunners fire at any aircraft the not positively identified as friendly.
   b. Hostile Criteria. Units use the following criteria to determine what aircraft are hostile:
      (1) Aircraft are attacking friendly elements.
      (2) Aircraft have the military insignia or configuration of an aircraft employed by a known enemy nation.
      (3) Aircraft spray or smoke friendly units without prior coordination.
      (4) Aircraft drop flares or ECM devices over friendly territory without prior coordination.
(5) Aircraft discharge parachutists or unload troops without prior coordination and in numbers that exceed the size of a normal crew.

(6) Aircraft lay mines without prior coordination.

(7) Aircraft conduct improper or unauthorized entry into an area designated "restricted."


(1) Individual gunners and fire unit commanders may not deviate from the established weapons control status or hostile identification criteria during individual operation, except that the rule of self-defense applies. The commander changes the weapon control status and hostile identification criteria only—

(a) On order of higher headquarters. Verbal authentication is mandatory.

(b) By subordinate commanders, who may impose a more restrictive status or criteria.

(2) Soldiers under direct attack use individual and crew-sewed weapons (M16, M60, M249) to engage low-flying, positively identified hostile aircraft. They may do this only after a platoon leader or higher authorizes fire. Under special operational circumstances, company commanders may delegate this authority to squad leaders.

5. COMMUNICATION

The battalion TOC must verify changes to weapons control status, hostile identification criteria, and friendly flight information monitored on warning nets before the battalion retransmits the information to subordinate units. The TOC obtains verification via OP-intelligence or command nets.
APPENDIX 5 (NBC DEFENSE) to ANNEX B (OPERATIONS) to BATTALION TSOP

1. GENERAL
This annex provides guidance for effectively implementing NBC defense procedures in tactical situations, based on METT-T analysis.

2. EARLY WARNING AND MARMS
   a. NBC Reconnaissance. The battalion uses an M256 chemical detection kit and M8/M9 chemical detection paper to detect chemical contamination or the IM-174 radiacrumeter to detect radiological contamination.
   b. Alarms. This includes vocal and hand-and-arm signals.
      (1) The battalion uses the vocal alarm “GAS” to signal any chemical or biological hazard.
      (2) STP 21-1-SMCT describes the standard hand-and-arm signal for any NBC hazard.
      (3) The battalion may improvise an audio alarm such as metal on metal or three long blasts on a vehicle horn or siren.
      (4) The battalion TOC may employ an automatic alarm system consisting of two automatic (M8A1) alarm systems.

3. MASKING
   a. Automatic Masking. Individuals should mask automatically—
      (1) When an automatic alarm sounds.
      (2) When a positive reading is obtained on detector paper or chemical agent detection kits.
      (3) When anyone shows symptoms of chemical agent poisoning.
      (4) When a spray or artillery attack occurs in an NBC threat environment.
   b. Unmasking. Units should unmask—
      (1) As soon as possible, except when the battalion suspects a biological or chemical agent attack. The senior soldier in charge directs the unmasking procedures.
      (2) Only IAW the procedure outlined in FM 3-4.

4. NBC WARNING REPORTS (See Annex H for list of NBC warning reports.)
   a. All NBC defense personnel maintain a copy of GTA 3-6-3.
   b. FM 3-3 provides specific instructions for preparing and interpreting NBC messages.

5. DECONTAMINATION
Units conduct decontamination operations IAW the procedures outlined in FM 3-5.
6. MISSION-ORIENTED PROTECTIVE POSTURE
   a. **Mask Only.** The protective mask with hood, if worn with fatigues, leather work gloves, and jungle or combat boots, provides adequate protection against known vapor hazards. Soldiers need overgarments, rubber gloves, and boots only when liquid or solid contamination (persistent agents) are present.
   
   b. **MOPP Levels 0 through 4.**
      
      (1) Chemical protective overgarments, rubber gloves and boots, and decontamination kits are palletized for immediate deployment or are issued at the home station before deployment, depending on the METT-T analysis.
      
      (2) The battalion implements the following actions based on designated MOPP levels:

<table>
<thead>
<tr>
<th>MOPP LEVEL</th>
<th>OVERGARMENTS</th>
<th>OVERBOOTS</th>
<th>MASK/HOOD</th>
<th>GLOVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>CARRIED</td>
<td>CARRIED</td>
<td>CARRIED</td>
<td>CARRIED</td>
</tr>
<tr>
<td>1</td>
<td>WORN OPEN OR CLOSED</td>
<td>CARRIED</td>
<td>CARRIED</td>
<td>CARRIED</td>
</tr>
<tr>
<td>2</td>
<td>WORN OPEN OR CLOSED</td>
<td>WORN</td>
<td>WORN</td>
<td>CARRIED</td>
</tr>
<tr>
<td>3</td>
<td>WORN OPEN OR CLOSED</td>
<td>WORN</td>
<td>WORN</td>
<td>WORN</td>
</tr>
<tr>
<td>4</td>
<td>WORN CLOSED</td>
<td>WORN</td>
<td>WORN</td>
<td>WORN</td>
</tr>
</tbody>
</table>
APPENDIX 6 (RELIEFS IN PLACE) TO ANNEX B (OPERATIONS) TO BATTALION TSOP

1. GENERAL
The S3/2 of the relieving unit contacts the relieved unit as soon as the order to conduct a relief in place is received.

2. PREPARATION FOR THE RELIEF IN PLACE
The following is coordinated:
   a. Exchange of enemy information.
   b. Reconnaissance of the area.
   c. Exchange of communications information.
   d. Use of guides and liaison personnel.
   e. Security measures to be used, including deception plans.
   f. Control measures to be used.
   g. Fire support.
   h. Method and sequence of relief.
   i. Traffic control.
   j. Transfer of responsibility.
   k. Transfer or exchange of equipment, supplies, ammunition, and minefield.

3. RECONNAISSANCE OF AREA
Commanders and leaders of both units reconnoiter the area to determine—
   a. The disposition of the relieved unit in its defensive positions. Each commander should obtain a copy of the sector sketch.
   b. Locations of separate unit areas.
   c. Locations of the release points.
   d. Locations of the contact points.
   e. Separate routes to be used for each unit.
   f. Locations of any obstacles.
   g. Locations of the CS and CSS elements such as CPs, trains, aid stations, mortars, and antitank weapons.

4. CONDUCT OF THE RELIEF
   a. The units collocate their command and control for ease of control and coordination. After linkup, battalion and company CPs collocate and operate OPCON to the unit being relieved. The relieving unit assumes listening silence and moves from designated assembly areas only under the control of the unit being relieved.
   b. Commanders transfer responsibility face-to-face once the entire relieving unit is in position. They should apply the doctrinal rule for two-thirds turnover of sector responsibility only up through company echelon. Fire support, in-progress ground
operations, and other associated joint operations dictate that sector responsibility be relinquished at the time relief is complete at battalion and higher echelons.

c. Fire support elements (mortars) of the relieving unit collocate with the unit being relieved.

d. Units make physical contact at the contact point(s) IAW the coordination meeting and the OPORD.

e. The relieving units already in position are OPCON to the relieved unit if the enemy attacks before the responsibility is actually transferred. However, if contact is made after the responsibility is transferred, all units in position are OPCON to the relieving unit.

f. The relieving unit assumes the exact defensive positions of the relieved unit until the relief is complete.

g. Events—not time—determine how the commander conducts a relief. However, time lines help him plan for follow-on operations.

h. Subordinating one battalion to another during the relief and switching their roles after the relief in place enhances control, reduces signatures, and aids in the transition to follow-on operations.
APPENDIX 7 (LINKUPS) to ANNEX B (OPERATIONS) to BATTALION TSOP

1. GENERAL
The commander, S3/2, or LO of the unit that receives a warning order to execute a linkup contacts the other unit concerned. The moving unit always moves to the stationary unit. If both are moving, higher headquarters determines which unit should make contact.

2. PREPARATION FOR LINKUP
   a. The commanders establish coordination to provide for the following:
      — Command relationship of units upon linkup and effective time.
      — Mutual recognition system.
      — Communications plan.
      — Schemes of maneuver (to include control measures).
      — Fire support (to include control measures).
      — Actions to be taken after linkup.
      — Assistance.
      — Alternate plans.
   b. The stationary unit can normally provide the following:
      — Guides.
      — Lanes through obstacles or airhead.
      — Traffic control.
      — Limited logistical and maintenance support.
      — Limited medical support.
      — Information on recent enemy activity.
   c. The moving unit can normally provide the following:
      — Logistical support.
      — Maintenance support.
      — Medical support.
      — Fire support.

3. CONDUCT OF THE LINKUP
   a. Moving Units. The linkup units must adjust their movements to each other and must continuously coordinate on a predesignated secure radio net. One or both units shall halt briefly before the linkup.
   b. Moving and Stationary Units. The moving unit must orient on the stationary unit and must keep the stationary unit advised of its location. The stationary unit guides the moving unit to the linkup point by radio. The stationary unit must be ready to accept and position the moving unit as smoothly and quickly as possible. The moving element controls the overall operation.
c. Actions Following Linkup. The units maintain security by continuing the mission as quickly as possible.

4. LINKUP SIGNALS
The units use red-filtered flashlight signals.

  a. The stationary unit initiates signaling after gaining radio contact with the moving unit or at a predesignated time. They initiate it by flashing the red-filtered flashlight once in the expected direction of the moving unit.

  b. The moving unit answers the stationary unit by flashing their red-filtered flashlight twice toward the linkup point.

  c. The units use the same signaling procedure for flashlights with infrared lens covers that they use for red-filtered flashlights. Both units may use infrared lens covers on flashlights.
1. GENERAL
The commander and S3/2 of the moving unit contact the stationary unit on receipt of a warning order to execute a passage of lines or withdrawal through a rearward position.

2. PREPARATION FOR THE PASSAGE OF LINES
   a. Liaison. The units establish immediate liaison and maintain it until the operation has been completed.
   b. Forward and Rearward Passage of Lines.
      (1) Units establish coordination to provide for the following:
          (a) Selection of location for moving unit CP near that of the stationary unit CP.
          (b) Exchange of intelligence.
          (c) Exchange of tactical and communication plans.
          (d) Arrangements for reconnaissance of routes and for passage or withdrawal point patrols.
          (e) Security measures for the operation (recognition signals, exchange of SOI items, and so on).
          (f) Time and location for passage of command.
          (g) Administrative, refueling, supply, and medical support.
          (h) Route priority and movement control.
          (i) Areas of passage or withdrawal, and guides.
          (j) Fire support.
          (k) Signal support.
      (2) Areas selected for the passage or withdrawal should be unoccupied between or on the flanks of units in position. Units should use multiple routes to reduce their vulnerability during the operation.
      (3) Priority of routes go to units executing the passage or withdrawal. The unit in position controls traffic. This responsibility transfers along with the passage of command.
      (4) Passage of command is determined by mutual agreement by both commanders and is approved by the higher commander who directed the passage or linkup.
      (5) Tactical support.
          (a) The unit in position provides all possible assistance. It breaches minefield, provides guides, and provides indirect and direct fire support.
          (b) The unit in position provides fire support during a passage of lines until responsibility for the zone transfers to the passing unit. Then the passing unit artillery commander assumes responsibility for coordinating the artillery fires of both units.
(c) The unit in position supports the unit in contact throughout the withdrawal. Then the artillery commander of the unit in position begins coordinating artillery fires of both units.

(6) The unit in position provides the following administrative support:
(a) Evacuation of casualties and PWs.
(b) Civil-military operations (CMO).
(c) Unit facilities (fueling points, water points, and so on).
(d) Route priority and traffic control.

c. Conduct.
(1) Liaison is established from the moving unit to the unit in position, down to and including company level.
(2) Movement during execution must be as deliberate and rapid as the tactical situation, light, and terrain allow.
(3) Subordinate commanders report as soon as the operation has been completed.
(4) The commanders plan movement schedules to preclude assembly in the sector of the unit in position.
(5) Units reconnoiter routes, passage points, and soon to the lowest level practicable.
APPENDIX 9 (ASSEMBLY AREAS) TO ANNEX B (OPERATIONS) TO BATTALION TSOP

1. GENERAL
   The battalion occupies an assembly area for security while preparing for future operations. Preparations can include reorganizing the battalion, planning and issuing the order, rehearsing, receiving and issuing supplies, and maintaining vehicles and equipment.

2. QUARTERING PARTY
   The commander sends a quartering party to the forward assembly area in advance of the main body. The quartering party precedes the main body and moves by infiltration—not as part of the march column.
   a. The quartering party reconnoiters the new area and guides march elements into the assembly area. The party also ensures that the assembly area is free of enemy, obstacles, and NBC hazards. The commander informs the quartering party OIC of the main body’s route, order of march, and ETA. The S1 or the HHC XO usually lead the battalion quartering party, which consists of the quartering parties from each subordinate company. A company quartering party usually consists of a headquarters representative and one element from each platoon.
   b. A quartering party should have an OIC, a security element, communications and medical personnel, and necessary staff section and subunit representatives. The quartering party should also have sufficient guides, markers, and pioneer tools to improve the new area. To secure the area, the quartering party must establish OPs, set up early warning devices and NBC alarms, or provide early warning by some other means. As march elements clear the RP, quartering party members (waiting in covered and concealed positions) move to guide the march elements to selected or designated areas without halting.
   c. The quartering party reconnoiters and organizes the assembly area before the battalion arrives. This reduces the possibility of detection during the occupation of the position. The quartering party ensures that the area has the characteristics described above. It selects and marks areas for each company, for the CP, and for each CS/CSS element. It then guides arriving elements into position to avoid congesting or stopping the unit on an exposed route of march.

3. ORGANIZATION
   The commander may organize the assembly area by assigning companies either sectors of the battalion perimeter or dispersed assembly areas within the battalion assembly area.
   a. Units may use visual observation, sensors, and surveillance devices to augment security. The commander may designate contact points for units to aid in coordinating security efforts. All routes in and out of the assembly area are strictly controlled.
Roads are not used to define unit boundaries. Roads are the specific responsibility of the company whose sector they pass through.

b. The scout platoon may be tasked to reconnoiter routes of movement to counterattack positions, defensive positions, or passage lanes; or, it maybe tasked to provide security by establishing OPs, roadblocks, or traffic control points.

c. The commander positions CS elements with units they are to support or positions them to provide support to all elements of the battalion.

d. The assembly area must allow adequate dispersion of all elements of the battalion.

e. OPs cover key terrain features and avenues of approach.

f. The commander locates the battalion CP and trains centrally for security and to simplify planning, issuing orders, distributing supplies, and other activities.

g. Elements communicate by wire (if time and distance allows wire to be installed) or by messenger to avoid enemy direction-finding capabilities. Radio is used only when necessary.

h. The commander must choose company assembly areas that are large enough to allow dispersion. These areas must be sited to use available concealment from enemy observation and available cover from enemy direct fires. Locating company positions within the battalion assembly area should ease movement in future operations.

i. Locations for mortar positions are chosen based on employment distances. If some mortars must be positioned in adjacent company sectors, the company commander coordinates their placement.

j. Occupation of an assembly area during limited visibility requires preparation by the quartering party. Usually, the most critical handover occurs at the RP. Thorough coordination is necessary for the march unit to pass smoothly through the RP without halts.

k. Units use several marking techniques to aid in smooth nighttime occupation. Guides using prearranged colored or infrared lights for recognition signals meet the march unit at the RP and lead the unit along a marked route to the assembly area. All units practice light discipline. They shield all illumination devices, including infrared. They can use communication wire, engineer tape, or both to mark routes to platoon RPs. Subunit guides, using prearranged infrared or colored lights or flash recognition signals, link up with platoons or sections and lead them to prepared sectors. The unit can mark individual, vehicle, crew, or squad positions with stakes, chemical lights, engineer tape, and (prelaid) communication wire. The unit uses these markings to guide other the elements into position. Soldiers connect telephones to the wire once all units are in position, and the guide wire becomes the communications network.
ANNEX C (FIRE SUPPORT) to BATTALION TSOP

1. BATTALION FIRE SUPPORT ELEMENT.
   a. The battalion FSE—
      (1) Produces the fire support portions of the battalion OPLANs and OPORDs.
      (2) Coordinates fire support for the current battle.
   b. The FSE (with TACP augmentation) is collocated with the battalion commander. Fire support personnel are located in TOC 2. (See Appendix 3 to Annex A.)
   c. One ANGLICO representative maybe attached to each battalion task force.

2. COMMUNICATIONS NETS.
   (See Annex A, Appendix 2, paragraph 1e.)

3. COMMANDER’S INTENT FOR FIRE SUPPORT
   Development of the commander’s intent for fire support is an important first step in fire support. The commander’s intent sets priorities for fire support on the battlefield and provides for fire support at the critical time and place. The commander’s intent for fire support also allows the FSCOORD/FSO to integrate and synchronize the fire support system into the overall concept of the operation. To be useful, the commander’s intent for fire support must be feasible and clear. This requires a combined effort by both the FSCOORD/FSOs and the supported commanders; they must spell out and understand exactly what fire support can do and what it is expected to do during an operation. The commander’s fire support requirements must fall within the capabilities of the fire support system.

APPENDIXES: 1—Field Artillery
              2—Offensive Air
              3—Target Numbering System
              4—Coordinated Surface and Air-Delivered Fire
APPENDIX 1 (FIELD ARTILLERY) TO ANNEX C (FIRE SUPPORT) TO BATTALION TSOP

1. PURPOSE
This appendix establishes procedures for planning field artillery in support of battalion operations.

2. OPERATIONS
   a. Close support fires have priority over all other conventional missions.
   b. All planned fire requests from company FISTs are coordinated through the battalion FSO.
   c. All shell reports, bomb reports, and chemical reports are sent to the battalion FSE IAW Appendix 3 to Annex 1.
   d. The battalion FSO obtains the locations of ground sensors from the S2. The FSE integrates this information into its planned target data.

3. FIRE PLANNING
Company FISTs submit the target list and target overlays to the FSE as their first priority of work. They forward additional reports as required. The FSE provides final copies of the consolidated target list and overlay to the next higher headquarters, the supporting FA units, and subordinate units.

4. FIRE SUPPORT CONTROL MEASURES
   a. An RFL is established between converging friendly forces. Fires and the effects of fires across the RFL are prohibited unless the firing force coordinates with the affected force. This includes all supporting fire within 1,000 meters of the RFL, which is coordinated between the FSEs of the converging force.
   b. The battalion FSE disseminates airspace coordination area data and aviation control measures.
APPENDIX 2 (OFFENSIVE AIR) TO ANNEX C (FIRE SUPPORT) TO BATTALION TSOP

1. GENERAL
Offensive air support consists of tactical surveillance and reconnaissance (TSR), BAI, air interdiction, counterair, and close air support. The battalion is involved most often with CAS. The FSO integrates offensive air support missions. To do so, he works closely with the S3 Air and with members of the TACP.

2. REQUEST CHANNELS
   a. Planned Missions.
      (1) Requests for planned CAS missions originating at the company are forwarded to the battalion FSE over the FSC net (FM voice) or any other means available.
      (2) The battalion FSO, working with the ALO, coordinates preplanned CAS and forwards the consolidated requests to the brigade FSE.
      (3) The brigade FSO and ALO eliminate duplications, assign priorities, and forward requests to the supporting air operations center over the Army fire support net, external (FM voice).
      (4) The battalion FSE prepares BAI requests.
   b. Immediate Missions.
      (1) Companies request CAS over the FSC net (FM secure voice) using the joint application of firepower (J-Fire) reference guide (TRADOC Pam 34-2).
      (2) The battalion FSO/ALO forwards the request over the TAR net to the appropriate (USAF/Navy/USMC) air support operations center.
      (3) The brigade TACP monitors the transmission and acknowledges its receipt.
      (4) Brigade approves or disapproves the request within 10 minutes. Silence indicates approval.

3. EMPLOYMENT OF CAS
   a. Target Identification. Targets are identified by the casualty-producing ordnance used. This includes artillery or mortar rounds, illumination rounds with point-detonating fuzes, tracer rounds, 90-mm rounds, DEWs such as lasers, and so on.
   b. Friendly Position Identification. Units mark friendly positions using noncasually-producing devices, grenades, flares, fires, signal mirrors, panels, strobe lights, reflecting tape, and so on.
   c. Munitions Restrictions. Units avoid using certain munitions during preparation of DZs, LZs, or PZs or within an objective area. These include CBU and proximity, long-delayed, magnetic, or seismic-fuzed ammunition.
   d. Impact Adjustment.
      (1) Units try to mark the target and to make the fighters confirm the mark.
(2) Cardinal directions are preferred over clock references or corrections to attack headings.
(3) CAS aircraft must be cleared hot by the ground observer before they may deliver ordnance.
(4) Available FSE/TACP/ANGLICO personnel may exercise terminal control in the absence of a qualified FAC to ensure fires are timely and effective.

e. **Battle Damage Assessments.** BDAs are given IAW COMSEC requirements.
APPENDIX 3 (TARGET NUMBERING SYSTEM) to ANNEX C (FIRE SUPPORT)
to BATTALION TSOP

1. SYSTEM
   a. Target numbers are alphanumeric designators that each consist of two letters and four numbers. This system excludes the letters “I” and “O” to prevent confusion between the numbers one and zero.
   b. This numbering system identifies a series of targets by a code name or nickname that does not correspond to the phonetic alphabet.
   c. A group of targets is identified by a designator that consists of the two letters assigned to the battalion, such as “X” and “A” with a number inserted between them. For example, if the first group of targets is “X1A,” the second may be “X2A,” and so on.

2. SECURITY
   Target assignments are sent by a secure means of communication or are encoded and transmitted over a unsecure means. However, if the enemy attacks the target within 15 minutes from the time of transmission, further target assignments maybe sent in the clear by unsecure means.

3. TARGET NUMBER ALLOCATIONS
   The battalion allocation of target numbers is as follows:
   
   000—199.....Battalion FSE
   200—299.....FIST, Company A
   300—399.....FIST, Company B
   400—499.....FIST, Company C
   500—699.....Additional FISTs
   700—799.....Battalion mortar section
   800—999.....As required
APPENDIX 4 (COORDINATED SURFACE AND AIR-DELIVERED FIRE)  
TO ANNEX C (FIRE SUPPORT) TO BATTALION TSOP

1. PLANNING PROCEDURES
Before an operation, the FSO, S3 Air, and TACP prepare a complete plan of engagement. The plan must allow for tactical air and Army aviation. It must include but is not limited to the following elements:
   a. Artillery gun-target lines.
   b. Location of friendly troops (including adjacent units) in relation to the gun-target lines and to the probable flight corridors of aircraft.
   c. Orbit areas, immediate safe bail-out, and the nearest recovery base or ship for tactical and Army aviation.
   d. H-hour for airborne or air assault operations.
   e. Sequence of employment for fire support means.
   f. Employment of FSC measures.
   g. Plans for tactical air, Army aviation, FA and naval gunfire.
   h. Signals for shifting or lifting fires.
   i. Ground marking systems.
   j. Designation of personnel to control each type of fire support.
   k. Channels of radio communication.

2. EXECUTION PROCEDURES
   a. Effective artillery fire employed in support of soldiers in close contact may shift, but does not lift to allow simultaneous attack by aircraft.
      b. The FSO obtains the center of impact and the gun-target line maximum ordinate in front of supporting artillery and organic mortar fire. He relays this information to the TACP/FAC/pilot.
      c. The battalion commander specifies FSC measures. These restrictive measures should be applied at the latest possible time before the air strike, and should be removed upon completion of the air strike.
      d. The FSO/ALO employs aircraft maneuver coordination measures, such as an ACA when notified that aircraft are on station; this allows a safe distance to remain between aircraft maneuvers and the unit.
      e. Tactical air and Army aviation employed simultaneously must be separated laterally and must know the other’s attack heading, ordnance, breakaway direction, and orbit area.

3. SEPARATION PROCEDURES
   a. Artillery and tactical air can be separated laterally, vertically, or both.
      b. Fighters on high-angle attack with a pullout over 1,000 feet above the target surface can use vertical separation to work near or directly above low-angle artillery.
      c. Fighters on low-angle attack must be separated laterally from mortar or artillery firing high angle.
ANNEX D (INTELLIGENCE) TO BATTALION TSOP

1. GENERAL
The battalion S2 maintains continuous radio contact with the brigade S2 on the brigade O&I Net. He sends priority and perishable intelligence to brigade by voice. He sends routine intelligence, such as INTSUMs, weather reports, and so on, by DMDG at noncritical times to keep the command net free for priority traffic.

2. INTELLIGENCE PRODUCTS
   a. Intelligence Annex. This is a formal intelligence-tasking document. Commanders use it to disseminate information about enemy forces; higher commanders use it to instruct subordinate commanders to acquire information necessary for the conduct of the operation.
   b. Intelligence Estimate. This is a logical and orderly examination of the intelligence factors affecting mission accomplishment. The intelligence estimate provides the commander with an analysis of the area of operations and of enemy strengths and capabilities that can influence his mission. The intelligence estimate provides the basis for planning operations and for disseminating intelligence assets.

3. REQUESTS AND REPORTS. (See Annex H.)
   a. Each OPORD establishes the reports required for that particular mission and the times each report should be submitted.
   b. SALUTE reports are submitted when any known or suspected enemy activity has been observed.
   c. The S2 dispatches INTSUMs to companies and to higher headquarters.

4. INTELLIGENCE OPERATIONS CHECKLIST
   a. Planning phase.
      (1) Analyze the mission.
      (2) Prepare analysis of the area of operations and of IPB.
      (3) Prepare the intelligence estimate.
      (4) Recommend PIR and IR.
      (5) Forward RFI.
      (6) Coordinate with the S3 to determine the need for EW and deception.
      (7) Request and distribute maps and imagery.
      (8) Coordinate with the S3 to develop intelligence-acquisition tasks for higher, lower, and adjacent units.
      (9) Coordinate with the S1 and S4 to develop EPW, refugee, captured material, and document plans.
      (10) Coordinate with the S3 and Signal Officer to develop SIGSEC and OPSEC measures.
      (11) Prepare the intelligence annex to the OPORD/OPLAN.
(12) Request intelligence augmentation support.
   (a) Intelligence analysts.
   (b) Interpreters.
   (c) Interrogators.
   (d) SIGINT.
   (e) Psychological warfare teams.
   (f) COMSEC monitoring teams.
(13) Determine and coordinate intelligence communications links.
(14) Coordinate with the S3 and S4 on rehearsal target construction.
(15) Coordinate weather support.
(16) Coordinate with the S3 to establish PIR.
(17) Conduct threat and OPSEC briefings.
(18) Coordinate reporting schedules with higher and subordinate units.
(19) Coordinate LO functions.
(20) Develop access controls for planning, rehearsing, and staging areas.
(21) Verify the construction of targets at the rehearsal sites.

b. Execution Phase.
   (1) Report all significant information to higher using the proper report
   (see [Annex H]).
   (2) Ensure subordinate units report promptly.
   (3) Disseminate information to subordinates promptly.
   (4) Keep the commander and S3 informed.
   (5) Check the fire support net periodically for information.
   (6) Recommend changes to PIR and IR.
   (7) Provide updated information about the effects of weather and terrain
   on enemy operations.
   (8) Report the capture of EPW and equipment (especially radio
   frequencies) promptly.
   (9) Debrief patrols and raids.
   (10) Conduct OPSEC.
       (a) Monitor nets for unnecessary chatter.
       (b) Ensure soldiers carry no personal items on operations.
       (c) Ensure friendly units leave no compromising trash behind.
       (d) Control access into the TOC area.

APPENDIX: l—Intelligence Annex OPORD Format
APPENDIX 1 (INTELLIGENCE ANNEX OPORD FORMAT) to ANNEX D (INTELLIGENCE) to BATTALION TSOP

1. GENERAL
The intelligence annex is a formal intelligence-tasking document that usually accompanies an OPORD or OPLAN. The commander uses it to disseminate information about enemy forces and to instruct subordinate commanders to acquire information necessary for the conduct of the operation.

2. FORMAT
   a. Summary of enemy situation.
   b. Intelligence requirements.
      (1) PIR.
      (2) IR.
   c. Intelligence acquisition tasks.
      (1) Orders to subordinate and attached units.
      (2) Requests to higher, adjacent, and cooperating units.
   d. Measures for handling personnel, documents, and material.
      (1) EPWs, deserters, repatriates, inhabitants, and other persons.
      (2) Captured documents.

3. Captured material
   e. Documents or equipment required.
   f. Counterintelligence.
   g. Reports and distribution.
   h. Miscellaneous instructions.
ANNEX E (OPERATIONS SECURITY) to BATTALION TSOP

1. GENERAL. OPSEC
OPSEC is the protection of military operations and activities. Good OPSEC results from identifying and eliminating friendly intelligence weaknesses. OPSEC applies to all battalion and subordinate activities. OPSEC must preserve the advantage of surprise by continuously protecting classified and unclassified information.

2. PHYSICAL SECURITY
Security forces restrict access to areas and limit access to equipment, activities, materials, and so on. Methods of enhancing physical security include the following:
   a. Using sandbags on headlights.
   b. Covering windshields of parked vehicles with ponchos or poncho liners.
   c. Employing at least one OP per platoon.
   d. Employing at least 33 percent security.
   e. Employing at least one security patrol from each unit. These patrols should be sent out at first light and sporadically during other times.
   f. Reconnoitering by air at first light and last light (if assets are available).
   g. Departing from the perimeter only with approval through the chain of command.
   h. Strictly enforcing noise and light discipline. Limiting light, including IR, to essential requirements to achieve a blackout. (Burning open fires and smoking cigarettes at night are prohibited.)

3. SIGNAL SECURITY
SIGSEC includes COMSEC and ELSEC. Whoever transmits information over the radio must observe SIGSEC as follows:
   a. Use proper authentication procedures in all operations.
   b. Have SOI secured around his neck on a tie-down cord for security.
   c. Use radios on low power.
   d. Transmit for no more than 15 seconds.
   e. Use directional antennas.
   f. Use abbreviated radio procedure and send abbreviated reports.
   g. Use the secure mode when possible.
   h. Send timely, accurate reports, following the SALUTE format.
   i. Keep radio volume low and use hand mikes while listening.
   j. Use brevity codes and OPSKEDs where possible.
   k. Whisper at night.

4. INFORMATION SECURITY
Material that might provide the enemy with intelligence, including classified and unclassified information, must be protected. Examples include documents,
requisitions, and reports that might expose sensitive operations. Techniques include screening or protecting orders, news releases, and graphic information. Battalion commanders should ensure subordinates—
   a. Classify all plans and OPORDs, mark them with appropriate downgrading instructions, and destroy them accordingly.
   b. Classify all training orders.
   c. Sign out plans/OPORDs only on a need-to-know basis.
   d. Brief supporting units on the sensitive nature of the plans/OPORDs.
   e. Safeguard unit rosters and follow proper mail-handling procedure.
   f. Adhere to trash discipline.
   g. Use expedient methods, such as burning, crumbling, chewing, or swallowing, to destroy PIR.
   h. Never discuss PIR items with unauthorized personnel; also, never mention these items over telephones, radios, or radiotelephones. (PIR are listed in Appendix 1 to Annex E.)

5. DECEPTION AND COUNTERSURVEILLANCE MEASURES

Leaders should consider the following:
   —Dummy weapons positions.
   —Dummy radio traffic.
   —Air assault false insertions.
   —Dummy resupply operations.
   —Vehicle movement.
   —Lighting.
   —Engineer work (obstacles).
   —Fictional overlays, maps, or both, left where the enemy will find them.

APPENDIX: 1—Priority Intelligence Requirement
APPENDIX 1 (PRIORITY INTELLIGENCE REQUIREMENT) to ANNEX E
(OPERTATIONS SECURITY) to BATTALION TSOP

1. GENERAL
The battalion OPSEC plan must include safeguards to prevent the enemy from learning
the PIR listed in succeeding paragraphs.

2. ORGANIC ASSETS
   a. Communications assets.
   b. Special weapons systems.
   c. Special deployment equipment (infiltration or exfiltration).
   d. Units, especially their combat efficiency.
   e. REMAB sites.
   f. Intelligence, surveillance, and reconnaissance resources.

3. LOCATIONS
   a. Deployment sites, rehearsal sites, and assembly areas (REMAB, ISB).
   b. Command posts.
   c. Units deployed on any contingency mission.
   d. Tactical or strategic objectives.
   e. VIPs in the unit area.
   f. Key personalities in the command.
   g. LZs and DZs

4. PLANS AND OPERATIONS
   a. Alert and mobilization.
   b. Deployment.
   c. Contingency requirements, including pre-positioning of equipment.
   d. Air and artillery support.
   e. Deception.
   f. Reconnaissance and security.
   g. Security of unit buildings and areas.
   h. Infiltration techniques (by parachute, helicopter, or small boat).
   i. Unit SOPs.
   j. Command relationships between brigade and higher headquarters.
   k. Contingency areas of command/operational interest.
   l. Logistics.

5. REPORTS
   a. Casualties.
   b. Operational status.
   c. Results of enemy action.
d. Personnel status.

e. Availability of replacements.

f. Success or failure of tactical operations.

g. Requests for key mission-essential items of equipment.

h. Operations or communications security violations.

i. Logistics capabilities.

j. Unit morale/desertions.

6. SOI AND ENCRYPTION.

7. RULES OF ENGAGEMENT.

8. SPECIALIZED TRAINING.
ANNEX F (LOGISTICS) to BATTALION TSOP

1. GENERAL
   a. The field trains is normally located in the BSA and is manned by representatives of the S1 and S4 as the mission requires.
   b. The combat trains functions as the main control cell for administrative and logistical actions.

2. REPORTS (See Annex H)
   a. Daily LOGSTAT Report. (Page I-4-A-1.) This report is due to the S4 NLT 0600Z daily indicating status as of 2400Z (6 hours earlier). Submission is by secure means. The LOGSTAT report is confidential when filled in. After initial submission, only changes are reported.
   b. Battle Loss Report. (Page I-4-B-1.) This is a spot report indicating a loss of such significance that mission accomplishment may be impaired. Submission of such a report constitutes a request for corrective action. The logistics operations center immediately coordinates with higher headquarters as appropriate to effect corrective action.
   c. Resupply Insertion Request. (Page I-4-C-1.) This request provides for needed resupply into the objective area.

3. SOLDIER’S LOAD
   a. Leaders must plan detailed logistics support to reduce the soldier’s load.
   b. Rucksacks do not exceed 35 pounds.
   c. Total soldier load does not exceed 60 pounds.
ANNEX G (PERSONNEL AND ADMINISTRATION) TO BATTALION TSOP

1. PERSONNEL MANAGEMENT
   a. Reports. Units report their status ASAP when PDY strength falls below 85 percent, then 70 percent, then 50 percent. Key personnel losses and any identified or temporary replacements are highlighted. (See Annex H, Appendix 1 for a list of personnel management reports.)
   b. Replacements. Assignment of all replacements is controlled at the logistics operations center. Their transportation to the units is coordinated through this center; pickup times and locations are published if the tactical situation allows.
   c. Casualties. All casualties are reported on the administrative/logistics radio net via PERSTATREP. Team leaders and above each carry DA Form 1155/1156 pads in the top flaps of their rucksacks for recording casualty information. Transportation of bodies is coordinated on the administrative/logistics net by the unit S4 as soon as the tactical situation allows. If no evacuation/transportation is available, the dead are buried and the area’s eight-digit grid coordinates are recorded for future recovery. The unit S4 arranges for the recovery of bodies and personal effects for evacuation to the soldiers’ home stations.
   d. Prisoners of War. Prisoners of war are evacuated to a collection point as specified in the OPORD—not to command posts. Units provide guards to remain with PWs until they are transferred to MP custody.

2. PERSONNEL ADMINISTRATION
   a. Postal. Delivery and postal services are established at the logistics operations center. Only first-class mail is delivered to the objective area. Mail received at battalion for dispatch to units in the objective area is bundled for delivery. Unit mail clerks collect and distribute mail IAW AR 67-75. Mail is secured and transported in a locked mail bag.
   b. Awards and Decorations. All awards and decorations are processed IAW AR 672-5-1. Any nomination for a valor award must include two witness statements.
   c. Finance. The Secretary of Defense notifies units about areas subject to hostile fire. Determination of hostile-fire pay is made IAW the DOD Military Pay and Allowances Entitlements Manual.

3. MEDICAL
   a. Planning. (1) The senior medical officer/NCO, in coordination with the S1, plans medical support for the battalion. The three basic elements are:
      (a) Triage/treatment.
      (b) Evacuation.
      (c) Supply/resupply.
(2) Medical augmentation is established by brigade or other higher headquarters on a mission-by-mission basis.

b. MEDEVAC. Reports are initiated on the command net, then transferred to administrative/logistics for execution and recovery. Units must try to evacuate patients back to unit aid stations for sustained treatment. Evacuation priorities are determined by the unit senior medic based on patient condition. Personal equipment is evacuated with the individual.

c. Preventive Medicine.
   (1) Daily personal hygiene includes washing, shaving, and brushing teeth.
   (2) Soldiers in heavily forested/jungle areas should inspect themselves and remove any ticks they find every six hours. They should report all parasitic infestations (ticks, fleas, lice, and so on) to medical personnel immediately.
   (3) Soldiers must avoid trying to capture or handle snakes for any reason. Snake bite first aid should include the following:
      (a) Apply a tourniquet above the bite between the injury and the heart. The tourniquet should not be applied too tightly—the soldier should be able to pass one finger under the tourniquet.
      (b) A soldier bitten by a snake should be evacuated immediately for expert medical care (usually to the location of the senior medic or battalion surgeon).
   (4) Soldiers avoid trying to capture or handle animals. They must report any animal bites immediately to the battalion surgeon.
   (5) Company preventive medical teams must inspect latrine and mess facilities daily and report the results to the company XO. The XO ensures deficiencies are corrected immediately.
   (6) Soldiers report all diarrhea illnesses to the battalion surgeon/PA.

4. RELIGIOUS SERVICES
Battalion chaplains coordinate religious services within their units.

5. LEGAL
   a. Discipline, Law, and Order.
      (1) Personnel remain assigned to their units for military justice. Commanders may exercise the full range of judicial, nonjudicial, and administrative measures available to them. If judicial action is contemplated, units preserve evidence (as much as possible), make sketches, and take statements for eventual action upon redeployment.
      (2) Follow-on forces may pick up soldiers separated from their units and stragglers for rapid return to their units or for other appropriate disposition.
      (3) Legal defense services are unavailable during the initial stages of deployment. The division SJA can provide legal assistance as appropriate.
b. **Conduct if Captured.** Captured soldiers identify themselves as American soldiers and insist on proper treatment IAW the 1949 Geneva Convention. The Code of Conduct and the UCMJ remain in effect.

c. **Claims.** The unit claims officer refers claims by local citizens to the SJA for disposition. The unit should make a reasonable effort to preserve evidence of accidents for further investigation by US Claims authorities. Under no circumstances should soldiers promise or commit the US to reimburse for damages.

d. **War Crimes.** Suspected violations of the law of war committed by anyone—the enemy, US allies, or US personnel—are immediately reported through the chain of command or through other appropriate channels (PM, IG, JAG, or chaplain) for rapid investigation.

e. **Disposition of Captured Weapons, Material, and Equipment.**
   
   (1) All captured material is evacuated through appropriate channels as US Government property.
   (2) No war trophies or mementos are taken.
   (3) Personal property of EPWs, civilians, or enemy KIA remains with them.

f. **Weapons and Munitions.**
   
   (1) No privately owned weapons, ammunition, or explosives are carried or used by soldiers during operations.
   (2) All military munitions, explosives, ammunition, and firing devices are controlled, accounted for, secured, and turned in upon completion of operations.
ANNEX H (REPORTS AND REQUESTS) to BATTALION TSOP

1. SCHEDULE OF REPORTS
The following is a schedule of mandatory recurring reports and the times they are due:

<table>
<thead>
<tr>
<th>REPORT</th>
<th>FREQ</th>
<th>NET USED</th>
<th>AS-OF TIME</th>
<th>DUE TO BN OPS CENTER</th>
<th>DUE TO BDE OPS CENTER</th>
<th>PROPONENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSTATREP</td>
<td>D/X</td>
<td>ADMIN/LOG</td>
<td>1100Z</td>
<td>1300Z</td>
<td>1500Z</td>
<td>S1</td>
</tr>
<tr>
<td>PERSTATREP (Sec I)</td>
<td>X</td>
<td>ADMIN/LOG</td>
<td>2400Z</td>
<td>0100Z</td>
<td>0300Z</td>
<td>S1</td>
</tr>
<tr>
<td>Commander's situation report</td>
<td>D</td>
<td>COMMAND</td>
<td>2400Z</td>
<td>0600Z</td>
<td>0800Z</td>
<td>S3</td>
</tr>
<tr>
<td>LOGSTAT</td>
<td>D</td>
<td>ADMIN/LOG</td>
<td>2400Z</td>
<td>0600Z</td>
<td>0800Z</td>
<td>S4</td>
</tr>
<tr>
<td>Battle loss</td>
<td>D/X</td>
<td>CMD</td>
<td>2400Z</td>
<td>0600Z</td>
<td>0800Z</td>
<td>S4</td>
</tr>
<tr>
<td>Effective downwind message</td>
<td>D/X</td>
<td>CMD</td>
<td>Updated every 12 hours</td>
<td>N/A</td>
<td>N/A</td>
<td>S3</td>
</tr>
<tr>
<td>Chemical downwind message</td>
<td>D/X</td>
<td>CMD</td>
<td>Updated every 6 hours</td>
<td>N/A</td>
<td>N/A</td>
<td>S3</td>
</tr>
</tbody>
</table>

(D = Daily, X = by exception)

2. MEANS OF TRANSMISSION
Reports should be transmitted by messenger. However, commanders use wire or secure radio when messengers cannot be used.

3. REPORT MATRIX
This matrix recaps all reports required within the battalion daily. Battalion/company listings are included to help leaders log in reports at all levels. This matrix can also be used as a checklist for RATELOs.
4. FORMATS

a. Appendix 1—Personnel Reports
   (1) Tab A—PERSTATREP
   (2) Tab B—Casualty Feeder Report
   (3) Tab C—Witness Statement
   (4) Tab D—Serious Incident Report

b. Appendix 2—Intelligence Reports
   (1) Tab A—Patrol Report
   (2) Tab B—EPW/Captured Material Report
   (3) Tab C—SALUTE Report
   (4) Tab D—Intelligence Summary
   (5) Tab E—Air Request Reconnaissance
   (6) Tab F—MIJI Feeder
   (7) Tab G—Weather Forecast
   (8) Tab H—RFI Format
c. Appendix 3—Operations Reports
(1) Tab A—Results of Contact Report
(2) Tab B—Commander’s Situation Report
(3) Tab C—Minefield Report
(4) Tab D—Naval Gunfire Request
(5) Tab E—TACAIR Request
(6) Tab F—Air Support Request
(7) Tab G—SHELREP, MORTREP, BOMREP
(8) Tab H—Order Message
(9) Tab I—OPLAN/OPORD Change
(10) Tab J—Air Defense Alert Message
(11) Tab K—Fire Support SITREP
(12) Tab L—Deployment/Redeployment Report
(13) Tab M—Closure Report

d. Appendix 4—Logistics Reports
(1) Tab A—LOGSTAT Report
(2) Tab B—Battle Loss Report
(3) Tab C—Resupply Insertion Request

e. Appendix 5—NBC Reports
(1) Tab A—NBC 1 Report
(2) Tab B—NBC 2 Report
(3) Tab C—NBC 3 Report
(4) Tab D—NBC 4 Report
(5) Tab E—NBC 5 Report
(6) Tab F—NBC 6 Report
(7) Tab G—NUCWARN/CHEMWARN
(8) Tab H—Effective Downwind Message
(9) Tab I—Chemical Downwind Message
ANNEX I (OPSKEDs) to BATTALION TSOP

<table>
<thead>
<tr>
<th>TASK</th>
<th>CODE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix 1. Movement to Contact</td>
<td>GOLD</td>
</tr>
<tr>
<td>Appendix 2. Ambush</td>
<td>BLACK</td>
</tr>
<tr>
<td>Appendix 3. Road March</td>
<td>SILVER</td>
</tr>
<tr>
<td>Appendix 4. Patrol</td>
<td>KHAKI</td>
</tr>
<tr>
<td>Appendix 5. Raid</td>
<td>WHITE</td>
</tr>
<tr>
<td>Appendix 6. Air Assault</td>
<td>GRAY</td>
</tr>
<tr>
<td>Appendix 7. Relief in Place</td>
<td>GREEN</td>
</tr>
<tr>
<td>Appendix 8. Defense</td>
<td>PINK</td>
</tr>
<tr>
<td>Appendix 9. Passage of Lines</td>
<td>ORANGE</td>
</tr>
<tr>
<td>Appendix 10. Linkup</td>
<td>YELLOW</td>
</tr>
<tr>
<td>Appendix 11. River Crossing</td>
<td>PURPLE</td>
</tr>
<tr>
<td>Appendix 12. MOUT</td>
<td>BROWN</td>
</tr>
</tbody>
</table>

**NOTE:** Appendix 1 is an example OPSKED. Appendixes 2 through 12 are omitted.
APPENDIX 1 (MOVEMENT to CONTACT) TO ANNEX I (OPSKEDs) to BATTALION TSOP

MOVEMENT TO CONTACT OPSKED (GOLD)

1. Executing movement.
2. Conducting passage of lines.
   a. Completed.
   b. Passage halted.
3. Crossing LD.
4. Crossing phase line ____________.
5. Crossing intermediate march objective ____________.
6. Occupying battle position ________________.
7. Requesting additional forces.
   a. Infantry.
   b. Engineers.
   c. Fire support.
   d. ADA.
   e. Medic.
   f. Other.
8. Sending forces to ________________________.
9. Holding up movement at ___________________.
10. Commencing hasty attack on objective ___________.
11. Destroying enemy at OBJ ________________.
12. Announcing objective secured.
13. Continuing advance/pursuit.
14. Arriving at LOA.
15. Requesting resupply at _________________.
17. Spare.