

Appendix F

SAMPLE TACTICAL STANDING OPERATING PROCEDURES (TSOP) FORMAT

TASK ORGANIZATION

1st Squad
Plt Ldr

2d Squad
Senior Squad Ldr

3d Squad
Plt Sgt

- Who reports from each squad? The senior soldier of each squad will report information to the supported unit.

BATTLE COMMAND

- Breakdown of command

Plt Leader
Plt Sergeant
Senior Squad Leader
Squad Leader
Squad Leader
Vehicle Commander

- Who takes over? The senior soldier in succession will assume command.

OPERATIONS

- Tailor the FOX operation (movement and type of survey to conduct) to meet the need of the supported unit's mission.

NBC

- MOPP guidance for FOX crew - MOPP 2 undergarments when chemical employment is expected.
- Decontamination procedures for FOX - Hot soapy water; use M-13 DAP and DS-2 only as a last resort.

- Chemical and biological sample control - Control number register.
- Disposal procedures for contaminated material.
- Disposal of contaminated filter elements-filter elements of the FOX will be double bagged in garbage bags, sealed and marked with contamination marker flag and thrown out of the vehicle through the rear hatch. Ensure that location is noted and alert higher headquarters.

OPERATIONAL SECURITY

- Control of documents - Burn or shred excess and unused graphics and operation orders.
- Use and security of SOIs.
 - (1) Ensure all personnel are well trained in the use of SOIs.
 - (2) Ensure SOIs are accounted for twice daily.
- Controls for noise and light discipline.
 - (1) Ensure that vehicles are cranked in synchronization.
 - (2) Ensure that vehicle radio volume is kept to a minimum.
 - (3) Ensure all periscope light covers are used.
- Accounts for all sensitive items.

LOGISTICS

- Responsibilities - The reconnaissance element commander is responsible for ensuring all logistic requirements are available to his element.
- Combat load - Develop push packages (to restock).
- Maintenance Procedures - Contact parent unit commander and make personnel coordination for repair, parts, and location for maintenance.

REPORTS

- NBC Reports - Ensure all NBC reports contain all known information and are done in standard format.
- Spot or SALUTE - Ensure all enemy data and spot reports are sent to higher using the spot or SALUTE report formats.
- Sampling Reports - Ensure that sampling reports are sent to the NBCC daily to include sample control number and total number of samples and locations sample taken.