

UNITED STATES MARINE CORPS
OFFICER CANDIDATES SCHOOL
TRAINING COMMAND
2189 ELROD AVENUE
QUANTICO, VA 22134-5003

TACT 3024
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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 MCWP 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. Defend- | 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:

SUCCESION OF COMMAND:

NOTES:

