

TROOP LEADING PROCEDURES

Process a leader goes through to prepare his unit for an operation / mission. It begins when the leader is alerted for a mission or receives a change in the original mission or receives a new mission.

-TLP's consist of the following steps;

Receive the Mission
Issue a Warning Order
Make a Tentative Plan
Initiate Movement
Conduct Reconnaissance
Complete the Plan
Issue Operations Order
Supervise

1. Receive the Mission. The leader may receive the mission in the form of an Operations Order, Warning Order, or Fragmentary Order.

-WARNO and OPORD use a 5 paragraph format:

(1) Situation
(2) Mission
(3) Execution
(4) Service and Support
(5) Command and Signal

-The leader uses 1/3rd of his time preparing for the mission and allows his subordinates 2/3rds to prepare and plan.

-A leader needs to consider other factors:

(1) Distance to and from his Headquarters element
(2) How much daylight he has

2. Issue the Warning Order. The WARNO contains enough information for the unit to begin preparation of the mission as soon as possible.

- The WARNO must contain the Mission Statement, Timeline, and Issuance (where) of OPORD and Place of OPORD.

3. Make a Tentative Plan. Leader conducts mission analysis covering;

(1) METT-TC
(2) OCOKA
(3) Specified and Implied Tasks
(4) Mission Essential Tasks
(5) Limitation and Restrictions
(6) Different Courses of Action (unless he is using the tactical decision making process.
(7) Restated Mission Statement

4. Start Necessary Movement. The unit may need to begin movement while the leader is conducting a forward Recon or is still planning.

-This movement can occur at anytime throughout the TLP's.

5. Reconnaissance. If time allows, the leader will conduct a thorough reconnaissance of his routes, rally points, ORP, and objective.

-If time does not allow a reconnaissance, he must at least brief from a Map.

6. Complete the Plan. Leader completes the plan based on the information he has received from the reconnaissance and any situational updates.

7. Issue the Complete Order. Platoon Leader and Section Commander's issue the oral order to their subordinates and they make sure that they understand the concept of the operation.

-If possible, issue the OPORD within sight of the objective.

-Use a sand model to emphasize routes, METT-TC, OCOKA, and actions on the objective (at a minimum). Make sure subordinates are questioned on their assigned tasks.

8. Supervise. The leader uses rehearsals and inspections to;

(1) Practice essential tasks
(2) Reveal weaknesses in the plan
(3) Coordinate the actions of subordinate elements
(4) Improve soldier understanding of the concept of the operation.

-Leader should conduct rehearsals on terrain that resembles the objective location

-Conduct day and night rehearsals

-Important tasks to rehearse are;

(1) Actions on the objective

(2) Actions upon unexpected hostile force contact

(3) Breaching obstacles

(4) Using special equipment

-Inspections check soldiers knowledge about the operation (back-brief)

-Initial inspections should begin after WARNO is given.

-Weapons and ammunition

-Uniforms and equipment

-Mission essential equipment

-Communications

-Rations and water

-Camouflage

-Deficiencies noted during earlier inspections.

Types of Reconnaissance

Ground

Leader/Personal

Recon Team

Aerial

Map/Photo/Sketch

Types of Rehearsals

Full Dress

Reduced Force or Key Ldrs

“Rock Drill” or Sand Table

Battle Drill

OCOKA

Obstacles

Cover and concealment

Observation and fields of fire

Key Terrain

Avenues of approach

Operations or Warning Order:

Map Reference: Time Zone:

1. Situation. Enemy (most likely course of action, capabilities, etc.)
 - a. Friendly (adjacent units locations)
 - b. Attachments and Detachments
2. Mission
3. Execution
 - a. Intent:
 - b. Concept of the Op (with graphics/sketch/sand-table)
 - c. Tasks to Subordinate Units
 - d. Coordinating Instructions
 - i. Timeline
 - ii. CCIR (Info to gather)
4. Service Support
 - a. Special Equipment
 - b. Transportation
 - c. Plan for ammo, rations, fuel, medical, and maintenance
5. Command and Signal
 - a. Command (Chain of Cmd)
 - b. Signal. (Callsigns , Freq’s, Challenge and Password)

METT-TC

Mission

Enemy

Terrain (OCOKA) and Weather

Troops Available

Time Available

Civil Considerations

SALUTE REPORT

Size – “Five Enemy Soldiers”

Activity – “Moving on foot to the south”

Location – “PG 123456”

Unit/Uniform – “Wearing camouflage uniforms and no hats”

Time – “10 1215 Oct 13”21

Equipment – “four AKs and one RPG”

9-Line MEDEVAC:

1. Location of pickup site:

2. Frequency/Call sign at pickup site:

3. Number of patients by precedence:
_____ **Urgent** - to save life, limb, or eyesight within two hours

_____ **Priority** - May deteriorate to Urgent within four hours

_____ **Routine** - Personnel evacuation requiring within 24 hours

4. Special equipment (circle one if needed):
None, Hoist, Ventilator, Litter, other

5. Number of patients by type:

_____ **# of litter patients**

_____ **# of ambulatory patients**

6. Type of wound, injury, or illness:

7. Method of marking pickup site (circle one): Panel, Pyro, Smoke, Mirror, None

8. Patient Nationality and Status (circle one):
Military, Civilian, EPW

9. Landing or Pickup Zone Description:



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