[CLASSIFICATION]

Place the classification at the top and bottom of every page of the OPLAN or OPORD. Place the classification marking (TS), (S), (C), or (U) at the front of each paragraph and subparagraph in parentheses. Refer to AR 380-5 for classification and release marking instructions.

Copy ## of ## copies
Issuing headquarters
Place of issue
Date-time group of signature
Message reference number

The first line of the heading is the copy number assigned by the issuing headquarters. Maintain a log of specific copies issued to addressees. The second line is the official designation of the issuing headquarters (for example, 1st Infantry Division). The third line is the place of issue. It may be a code name, postal designation, or geographic location. The fourth line is the date or date-time group that the plan or order was signed or issued and becomes effective unless specified otherwise in the coordinating instructions. The fifth line is a headquarters internal control number assigned to all plans and orders in accordance with unit standard operating procedures (SOPs).

OPERATION PLAN/ORDER [number] [(code name)] [(classification of title)]

Number plans and orders consecutively by calendar year. Include code name, if any.

(U) References: List documents essential to understanding the OPLAN or OPORD. List references concerning a specific function in the appropriate attachments.

(a) List maps and charts first. Map entries include series number, country, sheet names, or numbers, edition, and scale.

(b) List other references in subparagraphs labeled as shown.

(U) Time Zone Used Throughout the OPLAN/OPORD: State the time zone used in the area of operations during execution. When the OPLAN or OPORD applies to units in different time zones, use Greenwich Mean (ZULU) Time.

(U) Task Organization: Describe the organization of forces available to the issuing headquarters and their command and support relationships. Refer to Annex A (Task Organization) if long or complicated.

1. (U) Situation. The situation paragraph describes the conditions of the operational environment that impact operations in the following subparagraphs:

   a. (U) Area of Interest. Describe the area of interest. Refer to Annex B (Intelligence) as required.

   b. (U) Area of Operations. Describe the area of operations (AO). Refer to the appropriate map by its subparagraph under references, for example, “Map, reference (b).” Refer to the Appendix 2 (Operation Overlay) to Annex C (Operations) as required.

      (1) (U) Terrain. Describe the aspects of terrain that impact operations. Refer to Annex B (Intelligence) as required.

      (2) (U) Weather. Describe the aspects of weather that impact operations. Refer to Annex B (Intelligence) as required.

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[CLASSIFICATION]

Figure 12-2. Annotated Army OPLAN/OPORD format
c. (U) Enemy Forces. Identify enemy forces and appraise their general capabilities. Describe the enemy’s disposition, location, strength, and probable courses of action. Identify known or potential terrorist threats and adversaries within the AO. Refer to Annex B (Intelligence) as required.

d. (U) Friendly Forces. Briefly identify the missions of friendly forces and the objectives, goals, and missions of civilian organizations that impact the issuing headquarters in following subparagraphs:

   (1) (U) Higher Headquarters Mission and Intent. Identify and state the mission and commander’s intent for headquarters two levels up and one level up from the issuing headquarters.

      (a) (U) Higher Headquarters Two Levels Up. Identify the higher headquarters two levels up the paragraph heading (for example, Joint Task Force-18).

         1. (U) Mission

         2. (U) Commander’s Intent

      (b) (U) Higher Headquarters. Identify the higher headquarters one level up in the paragraph heading (for example, 1st [U.S.] Armored Division).

         1. (U) Mission

         2. (U) Commander’s Intent

   (2) (U) Missions of Adjacent Units. Identify and state the missions of adjacent units and other units whose actions have a significant impact on the issuing headquarters.

   e. (U) Interagency, Intergovernmental, and Nongovernmental Organizations. Identify and state the objective or goals and primary tasks of those non-Department of Defense organizations that have a significant role within the AO. Refer to Annex V (Interagency Coordination) as required.

   f. (U) Civil Considerations. Describe the critical aspects of the civil situation that impact operations. Refer to Appendix I (Intelligence Estimate) to Annex B (Intelligence) as required.

   g. (U) Attachments and Detachments. List units attached to or detached from the issuing headquarters. State when each attachment or detachment is effective (for example, on order, on commitment of the reserve) if different from the effective time of the OPLAN or OPORD. Do not repeat information already listed in Annex A (Task Organization).

   h. (U) Assumptions. List assumptions used in the development of the OPLAN or OPORD.

2. (U) Mission. State the unit’s mission—a short description of the who, what (task), when, where, and why (purpose) that clearly indicates the action to be taken and the reason for doing so.

3. (U) Execution. Describe how the commander intends to accomplish the mission in terms of the commander’s intent, an overarching concept of operations, schemes of employment for each warfighting function, assessment, specified tasks to subordinate units, and key coordinating instructions in the subparagraphs below.
a. (U) **Commander’s Intent.** Commanders develop their intent statement personally. The commander’s intent is a clear, concise statement of what the force must do and conditions the force must establish with respect to the enemy, terrain, and civil considerations that represent the desired end state. It succinctly describes what constitutes the success of an operation and provides the purpose and conditions that define that desired end state. The commander’s intent must be easy to remember and clearly understood two echelons down.

b. (U) **Concept of Operations.** The concept of operations is a statement that directs the manner in which subordinate units cooperate to accomplish the mission and establishes the sequence of actions the force will use to achieve the end state. It is normally expressed in terms of decisive, shaping, and sustaining operations. It states the principal tasks required, the responsible subordinate units, and how the principal tasks complement one another. Normally, the concept of operations projects the status of the force at the end of the operation. If the mission dictates a significant change in tasks during the operation, the commander may phase the operation. The concept of operations may be a single paragraph, divided into two or more subparagraphs, or if unusually lengthy, summarize here with details located in Annex C (Operations). If the concept of operations is phased, describe each phase in a subparagraph. Label these subparagraphs as “Phase” followed by the appropriate Roman numeral, for example, “Phase I.” If the operation is phased, all paragraphs and subparagraphs of the base order and all annexes must mirror the phasing established in the concept of operations. The operation overlay and graphic depictions of lines of effort help portray the concept of operations and are located in Annex C (Operations).

c. (U) **Scheme of Movement and Maneuver.** Describe the employment of maneuver units in accordance with the concept of operations. Provide the primary tasks of maneuver units conducting the decisive operation and the purpose of each. Next, state the primary tasks of maneuver units conducting shaping operations, including security operations, and the purpose of each. For offensive operations, identify the form of maneuver. For defensive operations, identify the type of defense. For stability operations, describe the role of maneuver units by primary stability tasks. If the operation is phased, identify the main effort by phase. Identify and include priorities for the reserve. Refer to Annex C (Operations) as required.

   (1) (U) **Scheme of Mobility/Countermobility.** State the scheme of mobility/countermobility including priorities by unit or area. Refer to Annex G (Engineer) as required.

   (2) (U) **Scheme of Battlefield Obscuration.** State the scheme of battlefield obscuration, including priorities by unit or area. Refer to Appendix 9 (Battlefield Obscuration) to Annex C (Operations) as required.

   (3) (U) **Scheme of Reconnaissance and Surveillance.** Describe how the commander intends to use reconnaissance and surveillance to support the concept of operations. Include the primary reconnaissance objectives. Refer to Annex L (Reconnaissance and Surveillance) as required.

   (Note: Army forces do not conduct reconnaissance and surveillance within the United States and its territories. For domestic operations, this paragraph is titled “Information Awareness and Assessment” and the contents of this paragraph comply with Executive Order 12333.)
Chapter 12

[CLASSIFICATION]

OPLAN/OPORD [number] [(code name)]—[issuing headquarters] [(classification of title)]

d. (U) **Scheme of Intelligence.** Describe how the commander envisions intelligence supporting the concept of operations. Include the priority of effort to situation development, targeting, and assessment. State the priority of intelligence support to units and areas. Refer to Annex B (Intelligence) as required.

e. (U) **Scheme of Fires.** Describe how the commander intends to use fires to support the concept of operations with emphasis on the scheme of maneuver. State the fire support tasks and the purpose of each task. State the priorities for, allocation of, and restrictions on fires. Refer to Annex D (Fires) as required.

f. (U) **Scheme of Protection.** Describe how the commander envisions protection supporting the concept of operations. Include the priorities of protection by unit and area. Include survivability. Address the scheme of operational area security, including security for routes, bases, and critical infrastructure. Identify tactical combat forces and other reaction forces. Use subparagraphs for protection categories (for example, air and missile defense and explosive ordnance disposal) based on the situation. Refer to Annex E (Protection) as required.

g. (U) **Stability Operations.** Describe how the commander envisions the conduct of stability operations in coordination with other organizations through the primary stability tasks. (See FM 3-07.) If other organizations or the host nation are unable to provide for civil security, restoration of essential services, and civil control, then commanders with an assigned AO must do so with available resources, request additional resources, or request relief for these requirements from higher headquarters. Commanders assign specific responsibilities for stability tasks to subordinate units in paragraph 3i (Tasks to Subordinate Units) and paragraph 3j (Coordinating Instructions). Refer to Annex C (Operations) and Annex K (Civil Affairs Operations) as required.

h. (U) **Assessment.** Describe the priorities for assessment and identify the measures of effectiveness used to assess end state conditions and objectives. Refer to Annex M (Assessment) as required.

i. (U) **Tasks to Subordinate Units.** State the task assigned to each unit that reports directly to the headquarters issuing the order. Each task must include who (the subordinate unit assigned the task), what (the task itself), when, where, and why (purpose). Use a separate subparagraph for each unit. List units in task organization sequence. Place tasks that affect two or more units in paragraph 3j (Coordinating Instructions).

j. (U) **Coordinating Instructions.** List only instructions and tasks applicable to two or more units not covered in unit SOPs.

   (1) (U) **Time or condition when the OPORD becomes effective.**

   (2) (U) **Commander’s Critical Information Requirements.** List commander’s critical information requirements (CCIRs).

   (3) (U) **Essential Elements of Friendly Information.** List essential elements of friendly information (EEFIs).

   (4) (U) **Fire Support Coordination Measures.** List critical fire support coordination or control measures.

Figure 12-2. Annotated Army OPLAN/OPORD format (continued)
4. (U) **Sustainment.** Describe the concept of sustainment, including priorities of sustainment by unit or area. Include instructions for administrative movements, deployments, and transportation—or references to applicable appendixes—if appropriate. Use the following subparagraphs to provide the broad concept of support for logistics, personnel, and Army health system support. Provide detailed instructions for each sustainment sub-function in the appendixes to Annex F (Sustainment) listed in Table E-2.

   a. (U) **Logistics.** Refer to Annex F (Sustainment) as required.
   b. (U) **Personnel.** Refer to Annex F (Sustainment) as required.
   c. (U) **Army Health System Support.** Refer to Annex F (Sustainment) as required.

5. (U) **Command and Signal.**

   a. (U) **Command.**

      (1) (U) **Location of Commander.** State where the commander intends to be during the operation, by phase if the operation is phased.

      (2) (U) **Succession of Command.** State the succession of command if not covered in the unit’s SOPs.

      (3) (U) **Liaison Requirements.** State liaison requirements not covered in the unit’s SOPs.

Figure 12-2. Annotated Army OPLAN/OPORD format (continued)
b. (U) **Control.**

(1) (U) **Command Posts.** Describe the employment of command posts (CPs), including the location of each CP and its time of opening and closing, as appropriate. State the primary controlling CP for specific tasks or phases of the operation (for example, “Division tactical command post will control the air assault”).

(2) (U) **Reports.** List reports not covered in SOPs. Refer to Annex R (Reports) as required.

c. (U) **Signal.** Describe the concept of signal support, including location and movement of key signal nodes and critical electromagnetic spectrum considerations throughout the operation. Refer to Annex H (Signal) as required.

**ACKNOWLEDGE:** Include instructions for the acknowledgement of the OPLAN or OPORD by addressees. The word “acknowledge” may suffice. Refer to the message reference number if necessary. Acknowledgement of a plan or order means that it has been received and understood.

[Commander’s last name]
[Commander’s rank]

The commander or authorized representative signs the original copy. If the representative signs the original, add the phrase “For the Commander.” The signed copy is the historical copy and remains in the headquarters’ files.

**OFFICIAL:**

[Authenticator’s name]
[Authenticator’s position]

Use only if the commander does not sign the original order. If the commander signs the original, no further authentication is required. If the commander does not sign, the signature of the preparing staff officer requires authentication and only the last name and rank of the commander appear in the signature block.

**ANNEXES:** List annexes by letter and title. Army and joint OPLANs or OPORDs do not use Annexes I and O as attachments and in Army orders label these annexes “Not Used.” Annexes Q, T, W, X, and Y are available for use in Army OPLANs or OPORDs and are labeled as “Spare.” When an attachment required by doctrine or an SOP is unnecessary, label it “Omitted.”

Annex A – Task Organization
Annex B – Intelligence
Annex C – Operations
Annex D – Fires
Annex E – Protection
Annex F – Sustainment
Annex G – Engineer
Annex H – Signal
Annex I – Not Used
Annex J – Inform and Influence Activities
Annex K – Civil Affairs Operations
Annex L – Reconnaissance and Surveillance

**Figure 12-2. Annotated Army OPLAN/OPORD Format (continued)**
## OPLAN/OPORD [number] [(code name)]—[issuing headquarters] [(classification of title)]

- Annex M – Assessment
- Annex N – Space Operations
- Annex O – Not Used
- Annex P – Host-Nation Support
- Annex Q – Spare
- Annex R – Reports
- Annex S – Special Technical Operations
- Annex T – Spare
- Annex U – Inspector General
- Annex V – Interagency Coordination
- Annex W – Spare
- Annex X – Spare
- Annex Y – Spare
- Annex Z – Distribution

**DISTRIBUTION:** Furnish distribution copies either for action or for information. List in detail those who are to receive the plan or order. Refer to Annex Z (Distribution) if lengthy.

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**Figure 12-2. Annotated Army OPLAN/OPORD format (continued)**