

Garrison OPORD Format

Take roll of Subordinate Leaders.

My name is _____, I am your PL for _____ (date/time group). This is the OPORD for _____ (type of trng). Take out pen and paper, prepare to copy. Please hold all questions until the end.

TASK ORGANIZATION

I. SITUATION

A. Enemy Forces: disposition, capabilities, probable course of action

Weather: _____

Terrain: _____

B. Friendly Forces:

Higher's mission _____

Higher's intent _____

Units left _____ right _____ front _____ rear _____

C. Attachments _____ Detachments _____

II. MISSION

Who: _____ Sqd _____ Plt _____ Co

What: will conduct _____ training

When: from _____ to _____

Where: in vicinity _____ (trng area, location, grid coord)

Why: in order to _____

I say again!

III. EXECUTION

It is my intent that _____ Sqd _____ Plt _____ Co be prepared and on time for all training. Perfect accountability and safety will be maintained at all times. Everyone will complete the day's training with a high degree of motivation. I also want (quantifiable goal) _____

A. Concept of the Operation:

Maneuver: This operation will be conducted in 3 phases.

Phase I: _____

Phase II: _____

Phase III: _____

B. Task to Maneuver Units:

1 Sqd _____

2 Sqd _____

3 Sqd _____

4 Sqd _____

Include:

1. Barracks Maint. (latrine, floors, lockers, bunks, window sills, outside area)
2. 2 Road guards each from 1st and 4th squad
3. Chow runners from _____ squad

4. PSG: keep Plt on time, inspect barracks, maintain accountability, create a fire guard list and post before lights out.
 5. SLs: accountability, inspections (people and equipment for next day).
- D. Coordinating Instructions:
1. Timeline (posted) including: CoC wake up, FC/FF time and order of chow, time and order of weapons of draw
 2. Maps & Routes (primary & alt)
 3. Troop Safety:
 - a. RAMP
 - b. Safety concerns

IV. SERVICE SUPPORT

- A. General: changes to SOP
- B. Materials and Services:
 1. Supply:

Class I: Subsistence - MREs, As, order of chow by Plt, Sqd is _____

Class II: Clothing/tools/TA-50. The uniform is BDUs, rucks will have _____ (post it). Each squad will carry sunscreen and bug repellent.

Class VII: Major End items. M-16s will be drawn
 2. Transportation: We will be riding on bus # _____. Loading order is Plt/Sqd _____
 3. Services: Religious services will be held at _____.
 4. Maintenance: We will be cleaning weapons _____. Barracks will be cleaned _____
 5. MEDEVAC. Medic will be at trng site _____
Sick call is from _____ at _____ (location)
- C. Miscellaneous:
- D. Personnel: Fire guard lists turned in at _____ (time and place)

V. COMMAND & SIGNAL

- A. Command:
 1. Location of higher unit Cdr _____
 2. Location of PL: formation _____, at night _____ mvmt _____
 3. Location of PSG: formation _____, at night _____ mvmt _____
 4. Succession of Command: CO _____ XO _____ PL _____
PL _____ PSG _____ 1SL _____ 2SL _____
3SL _____ 4SL _____
- B. Signal

HQ _____, Hospital _____ MEDEVAC
freq _____ alt _____.

Co/Plt motto:
Safety motto:

The time is now _____. What are your questions?
Brief back...