# OPERATION ORDER

**WORKSHEET NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HEADING *(use proper military writing format: file number, date, name of exercise, addressee, subject, references)***

***(insert text)***

**1. SITUATION *(brief description of exercise and why the training is taking place )***

***(insert text)***

**2. MISSION *(aim of exercise: what exercise is to achieve to include unit, nature of the activity, where exercise will occur, and when the exercise will occur.)***

***(insert text)***

**3. EXECUTION**

**a. General Outline *(Broad outline of plan providing overview of exercise as a whole, organized into phases, each phase a distinct stage of exercise)***

**This Exercise will be conducted in Phases:**

***(insert text)***

**b. Groupings & Taskings**

**(1) Groupings *(Groupings of personnel into sub-units for core activities and support functions, with details in Annex)***

***(insert text)***

**(2) Taskings *(Assignment of specific jobs to specific positions, individuals or sub-units, both for core activities [e.g., instructors or activity supervisors], and for support functions [e.g., travel supervision, stores issue/ control/return, nominal roll/attendance, kit check, kit/stores loading/unloading, first aid personnel, etc.]; may have details in Annex)***

***(insert text)***

**c. Coordinating Instructions *(cite any Annexes in text and attach these to OpO)***

**(1) Timings (*Exercise Timetable for overall timings and support functions; Training Timetable for training/activity timings; due to length normally attached as Annexes)***

***(insert text)***

**(2) Routes *(Detailed descriptions, maps or sketch maps of routes to/from Exercise site, with particular attention to non-highway, e.g., city or back-road routes; attached as Annexes as necessary)***

***(insert text)***

**(3) RV's *(Detailed description [may include map grid references where appropriate] for any location at which personnel/vehicles must meet, e.g. form-up point, drop-off point, meeting contact personnel, etc; may be attached as Annex)***

***(insert text)***

1. **SERVICE SUPPORT *(Description of various support functions, with details in Annexes, e.g., stores lists, kit lists, list of medical facilities, etc., cite Annexes in text and attach these to Op O)***

***Note: The most important parts are highlighted. All headings do not need to be used unless appropriate to the exercise.***

**a. Rations & Feeding *(Description of arrangements for meals; may include types of meals, feeding details etc)***

***(insert text)***

**b. Transport *(Description of arrangements for transport, including detail on drivers, number and type of vehicles used etc)***

***(insert text)***

**c. Stores *(Exercise stores lists, set out in Annexes which may include lists of equipment needed for the exercise such as stoves, tents, etc. List stores drawn from different sources, etc, as appropriate)***

***(insert text)***

**d. Dress & Equipment *(Description of dress for various activities, with detailed kit list(s) required by those attending the exercise attached as an Annex if necessary)***

***(insert text)***

**e. Safety *(Description of any pertinent safety rules to be followed by personnel attending the exercise, which may include information such as use of fire picquets, supervision levels, travel requirements, out of bounds areas etc)***

***(insert text)***

**f. Emergency Procedures *(Description of procedures for responding to injuries, illness, with reference to details such as emergency numbers, who is responsible for dealing with the situation and how emergency situations would be handled. This may be attached as an Annex. Where a unit SOP is cited, relevant parts of the SOP must be provided as an Annex)***

***(insert text)***

**g. Medical/Emergency Facilities *(Description of the locations and routes to nearest medical facilities or other emergency support. Include emergency phone numbers as appropriate. Details attached as Annex(es))***

***(insert text)***

**h. Environmental Protection *(Description of any rules and precautions to be taken to protect the environment, which may include preventive measures and response to environmental damage such as spills, with details attached as an Annex as required)***

***(insert text)***

1. **Accommodations *(Description of arrangements for quarters; may include, as Annexes, details such as tent group assignments, bivouac lay-out diagram, room assignments, etc, as appropriate)***

***(insert text)***

**j. Water *(Description of the arrangements for providing potable water, including locations and routes to nearest source, as appropriate; details attached as Annex(es))***

***(insert text)***

**k. POL *(Description of the arrangements for providing fuel and other POL, including procedures for storing and handling; details attached as Annex(es))***

***(insert text)***

**l. Fire Regulations *(Description of rules regarding fire prevention and safety, with details attached as Annex; where unit SOP is cited, a copy of the SOP must be provided as Annex)***

***(insert text)***

**m. Fire Fighting *(Description of rules regarding response to fire, with details attached as Annex; where unit SOP is cited, a copy of the SOP must be provided as Annex)***

***(insert text)***

**n. Smoking *(Description of rules regarding smoking, with details attached as Annex; where unit SOP is cited, a copy of the SOP must be provided as Annex)***

***(insert text)***

**o. Visitors *(Description of rules regarding visitors, with details attached as Annex; where unit SOP is cited, a copy of the SOP must be provided as Annex)***

***(insert text)***

**p. Medications *(Description of rules regarding handling and control of medications, with details attached as Annex; where unit SOP is cited, a copy of the SOP must be provided as Annex)***

***(insert text)***

**q. Restricted Areas *(Description of areas that are out-of-bounds or otherwise restricted, with details such as maps or diagrams attached as Annex)***

***(insert text)***

**r. Hygiene *(Description of rules regarding hygiene, with details attached as Annex; where unit SOP is cited, a copy of the SOP must be provided as Annex)***

***(insert text)***

**5. COMMAND & SIGNALS *(cite any Annexes and attach these to Op O)***

**a. Command Structure *(identify OIC Ex, 2IC Ex, sub-unit commanders)***

***(insert text)***

**b. Location of HQ *(where OIC Ex can be found)***

***(insert text)***

**c. Contact Personnel/Tel No's *(home base contact, host contacts, emergency contacts, etc, with telephone numbers)***

***(insert text)***

**d. Communications *(method of communications, e.g., radio, land-line telephone, cellular phone with frequencies, channel, call signs, telephone numbers as appropriate)***

***(insert text)***

**CLOSING *(Use proper military writing format: signature of OIC Ex with signature block, Distribution List, list of annexes)***

***(insert text)***