

## TASK PROCEDURE

1. **RECEIVES ORDERS:**

Arrives at RV O Grp on time and prepared

2. **DOES DETAILED TIME APPRECIATION:**

In FMP lays out key steps and time

3. **PREPARES / TRANSMITS WARNING ORDER:**

- a. Gives Forecast (brief Situation and Mission)
- b. Gives RV (location, time) for O Grp
- c. Gives special admin instructions (safety, kit, restricted areas, concurrent activity, environmental protection, time to reassemble after recce)

4. **CONDUCTS DETAILED RECCE:**

- a. Does physical recce of ground
- b. Does recce of stores/equipment
- c. Notes manpower available/limitations
- d. Seeks suggestions from personnel (optional)

5. **DEVELOPS DETAILED PLAN (PREPARES OP O):**

- a. Maintains control while planning through 2IC, tasks 2IC with appropriate concurrent activity
- b. Planning time appropriate for task

6. **ISSUES ORDERS:**

- a. Conducts O Grp at time, place set as RV;
- b. Puts personnel into groups for orders;
- c. Delivers orders in SMESC format (see Operation Order)
- d. Does time check, confirmation, encouragement

7. **SUPERVISES:**

- a. Observes section at work
- b. Gives orders in reaction to changes in situation
- c. Examines completed work
- d. Reacts to quality of work
- e. Takes direct charge of largest group or most important responsibility if personnel are in separate groups; supervises whole section if in one group

## **OPERATION ORDER**

### **1. SITUATION**

States paragraph heading, content given as per Orders (or “No change from Warning Order” if Situation was given in full in Warning Order).

### **2. MISSION**

States paragraph heading, content given as per Orders (or “No change from Warning Order” if Mission was given in full in Warning Order).

### **3. EXECUTION**

States paragraph heading; includes sub-paras

- a. **General Outline**: States sub-para heading, gives outline of plan which is clear and logical, presented in phases if appropriate, using diagram to explain plan, if appropriate;
- b. **Groupings and Taskings**: States sub-para heading, sets out detailed plan which answers WHO will do WHAT task, WITH WHAT equipment/stores, HOW task is to be done, WHERE task is to be done; presentation is logical, complete, making optimal use of available personnel and concurrent activity;
- c. **Coordinating Instructions**: States sub-para heading, gives start and completion times for task/phases, gives boundaries.

### **4. SERVICE SUPPORT**

States paragraph and sub-paragraph headings, to include Stores, Dress, Medical/Emergency Procedures, Safety, Environmental Protection

### **5. COMMAND AND SIGNALS**

States paragraph heading, identifies OIC, 2IC, all comms verbal