

UNITED STATES MARINE CORPS
MARINE CORPS CIVIL-MILITARY OPERATIONS SCHOOL
WEAPONS TRAINING BATTALION
TRAINING COMMAND
2300 LOUIS ROAD (C478)
QUANTICO, VIRGINIA 22134-5036

STUDENT OUTLINE

CIVIL AFFAIRS TEAM ORDERS DEVELOPMENT

0530-131

CIVIL AFFAIRS OFFICER COURSE

M020A3D

FEBRUARY 2015

LEARNING OBJECTIVES

a. **TERMINAL LEARNING OBJECTIVE**. Given a mission, required equipment, and an operations order from higher headquarters, develop a CA CONOP, to clearly and concisely express what the commander intends to accomplish and how it will be done using available resources using the five paragraph order format. (CACT-EXE-2017)

b. **ENABLING LEARNING OBJECTIVES**

(1) Without the aid of references, identify the purpose of a fragmentary order, in accordance with MCWP 5-1, glossary. (CACT-EXE-2017c)

(2) Without the aid of references, identify the elements of the Operations Order, in accordance with MCWP 5-1, Annex K. (CACT-EXE-2017d)

(3) Given a FRAGO, develop a five paragraph order with a graphic narrative, in accordance with the PE checklist. (CACT-EXE-2017e)

1. ORDERS DEVELOPMENT GUIDANCE

a. The purpose of orders is to communicate the Commander's Intent, Guidance and Decisions in a clear useful form (oral, written and/or graphic communication) that is easily understood by those executing the order (sufficient to guide implementation and initiative by subordinates). Orders should contain only critical or new information, not routine matters normally found in SOPs.

b. Guiding Principles in Orders/Plans Development. As a rule, Orders/Plans should contain as much detail as required to provide subordinates necessary guidance, while allowing as much freedom of action and initiative as possible. These Orders and Plans exist for those who receive and execute them, rather than, from those who write them. Ensure orders and plans are clear, concise and simple as the situation permits. Be sure to exercise common sense in writing/developing the Order or Plan. Keep in mind the principal of "Napoleon's Corporal."

c. Types of Orders

(1) An OPLAN is any plan for the conduct of military operations prepared in response to actual and potential contingencies. It is a complete and detailed joint plan containing a full description of the concept of operations, all annexes applicable to the plan, and a time-phased force and deployment data (TPFDD) is included (JP 1-02). An OPLAN becomes an OPORD when execution is anticipated.

(2) An OPORD is a directive issued by a commander to subordinate commanders for the purpose of effecting the coordinated execution of an operation (JP 1-02).

(3) Fragmentary Order (FRAGORD or commonly used term FRAGO). An abbreviated form of an operation order... usually issued on a day-to-day basis that eliminates the need for restating information contained in a basic operation order (JP 1-02).

(4) Warning Order (WARNORD). A preliminary notice of an order which is to follow.

(5) Patrol Order. Follows a warning order; any of the following subjects that have been addressed in the warning order may be omitted with the exception of the mission statement. The Patrol Order is more detailed in that a great deal of attention is given to individual duties. The patrol order can include,

but is not limited to, weather, terrain, visibility, NBC considerations, local population situation, terrain model (Urban and Rural to include photographs and subterranean construction) and/or map orientation and behavior. (MCWP 3-11.3)

2. CA TEAM ORDERS DEVELOPMENT

a. **Purpose**. The purpose of the five paragraph order is to issue an order in a clear and concise manner by a thorough orientation of the area of operations. A five paragraph order gives the CA Team members the essential information needed to carry out the operation. The order converts the plan into action, gives direction to the efforts of his unit, and provides specific instruction. The SMEAC acronym is used to help remember the elements of the five paragraph order format.

b. **Format**. The Marine Corps orders formats are found the MCWP 5-1 Appendix K.

(a) **Situation**. The situation paragraph contains information on the overall status and disposition of both friendly and enemy forces. The situation paragraph contains three subparagraphs.

1. **Enemy Forces** - this subparagraph contains essential information concerning the enemy's composition, disposition, and strength based on its size, activity, location, unit, time, and equipment. While focusing on enemy forces there are two acronyms that will assist you with the information you must recall.

a. **SALUTE** - this acronym is an established method to remember how and what to report about the enemy. The purpose of SALUTE is to focus your thinking on identifying and locating enemy weaknesses that can be exploited:

Size - enemy squad, platoon, etc.
Activity - enemy digging in, bivouacking
Location - six-digit grid if possible
Unit - type and designation
Time - when the enemy was last observed
Equipment - equipment they possess

b. **DRAW-D** - this acronym is used to assist the leader in determining the enemy's capabilities and limitations:

Defend
Reinforce
Attack
Withdraw
Delay

2. Friendly Forces - this subparagraph contains essential information concerning the mission of the next higher unit, location and mission of adjacent units, and mission of non-organic supporting units. Information in this subparagraph can be remembered with the acronym HAS - Higher, Adjacent, Supporting.

3. Attachments and Detachments - units attached or detached from a squad by higher headquarters, including the effective time of attachment or detachment.

(b) Mission - provides a clear and concise statement of what the unit must accomplish. The mission statement is the heart of the order, and should provide information on the "who, what, when, where, and why" of the order.

(c) Execution - contains the information on how to conduct the operation. The paragraph is divided into three subparagraphs.

1. Concept of Operations - this is a general explanation of the tactical plan. It includes the Commander's intent and a brief scheme of maneuver from start to finish, type of attack, and fire support plan.

2. Task/Purpose - the specific mission to be accomplished by each element of the unit will be listed in a separate numbered subparagraph. The purpose is given for the subordinate element to understand why they have been tasked.

3. Coordinating Instructions - the specific instructions and tasks that apply to two or more units. This includes order of movement, planned combat formations, tactical and fire control measures (i.e., phase lines and checkpoints), and any other tasks that pertain to the mission.

(d) Administration and Logistics - this paragraph contains information or instructions pertaining to rations and

ammunition, location of the distribution point, corpsman and other medical considerations, aid station, handling of prisoners of war, other administrative and supply matters. This is also known as the four Bs - Beans, Bullets, Band-Aids, and Bad guys.

(e) Command and Signal - this paragraph contains instructions and information relating to command and communication functions. It contains two subparagraphs.

1. Command - identifies the chain of command and their location before, during, and after the operation.

2. Signal - gives signal instructions for the operation such as frequencies, call signs, pyrotechnics, emergency signals, radio procedures, brevity codes, challenges, and passwords.

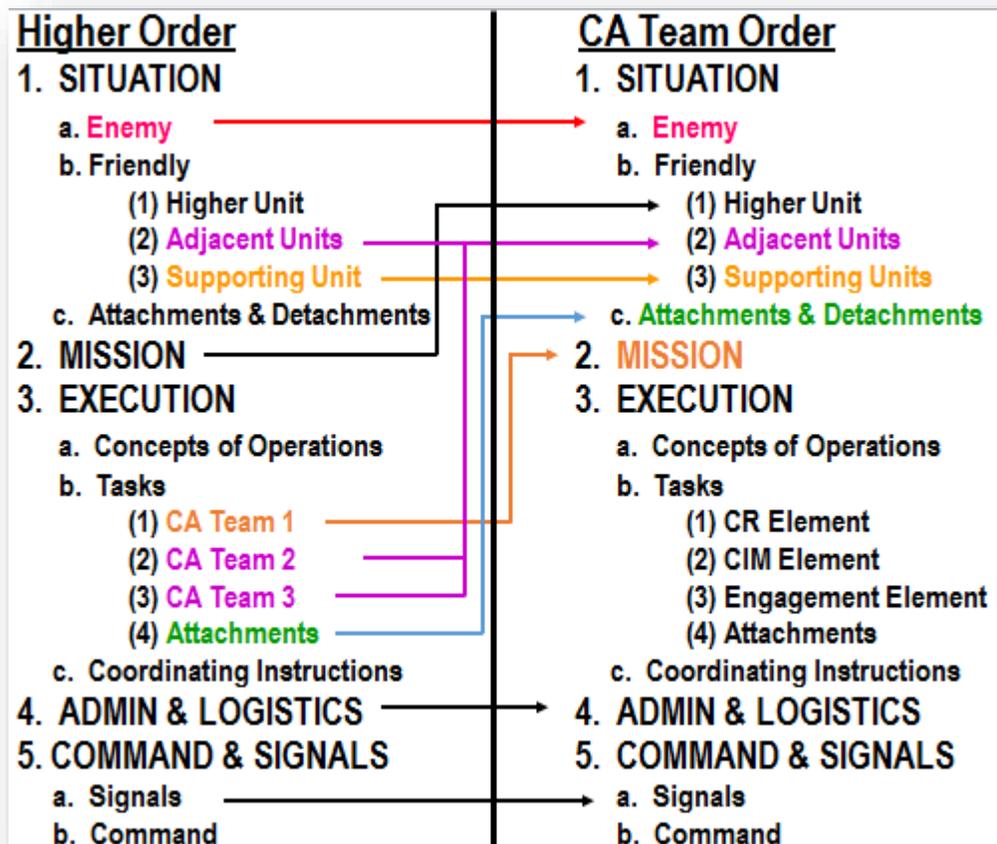
b. Several nations have agreed to use the format contained in standard agreement (STANAG 2014). Most Marines will recognize it as SMEAC, the five-paragraph operations order format. It is used throughout the U.S. Armed Forces, NATO, and elsewhere overseas. Nearly all types of combat orders are based on all or part of the five-paragraph format.

3. CA TEAM ORDERS DEVELOPMENT

a. Typically, the CA Team will receive a 5-paragraph order from higher HQ which sets in motion the "BAMCIS" process. It is important to understand that you analyze - not regurgitate - the information provided in higher's order in order to complete yours!

b. What are CA team Missions? While a CA team will conduct numerous and varied tasks and missions, a common requirement is to support civil reconnaissance. Civil reconnaissance is "a targeted, planned, and coordinated observation and evaluation of specific civil aspects of the environment such as areas, structures, capabilities, organizations, people, or events." To support this, the majority of CA team tasks will be focused on gathering information about the civil environment, therefore, CA team patrols will be generally more aligned to 'reconnaissance patrols' than 'combat patrols.' More specifically, CA Marines are specially educated and trained to perform civil reconnaissance missions in support of the MAGTF commander's concept of operations (CONOPS).

c. Civil Reconnaissance tasks include but are not limited to the following civil information; ongoing assessments (ASCOPE) of the area of operations that identify measures of effectiveness trends, validating assumptions, answering identified 'unknowns' in civil information, filling 'gaps' identified during collation and analysis remaining in the area study and area assessment, etc. Additionally, the CA team will likely interact with the indigenous populace, to include; HN government officials, religious leaders, tribal or clan leaders, dislocated civilians, infrastructure managers and workers, medical and educational personnel, etc.



4. CA TEAMS CONOPS

a. CONOPS. CONOPS is a verbal or graphic statement that clearly and concisely expresses what the commander (CA Team Leader) intends to accomplish and how it will be done using available resources. It can be expressed in a multi-page, written form, as a series of 'cartoons' with minimal words, utilizing operational terms and graphics or as a 'slide' in

combined form using a graphic and narrative to explain actions. Regardless of its presentation, the common format is "SMEAC."

The CONOPS developed by the team follows the five paragraph format, though each will differ due to time and information available or required.

<p>Orientation</p> <p style="text-align: center; font-size: 24pt;">ADD MAP HERE</p>	<p>Execution</p> <ul style="list-style-type: none"> - Concept of operations - Tasks - CCIRs - Coordinating Instructions 																											
<p>Situation:</p> <p>Adversary:</p> <p>Civil MLCOA -</p> <p>Higher-Mission -</p> <p>Adjacent -</p> <p>Supporting -</p>	<p>Admin/Logistics</p>																											
<p>Mission.</p>	<p>Command/Signal</p>																											
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b. **CA Team Leader's Follow-on Actions**. It should be noted for the CA team leader, that the supported unit commander should approve the CA Team CONOPS.

(1) The CA Team Leader should brief and disseminate the CONOPS and planning support products to the team prior to execution.

(2) CMO logistical support requirements are identified.

REFERENCES:

- MCWP 5-1 Marine Corps Planning Process
- MCWP 3-33.1 MAGTF Civil Military Operations

