

Appendix E
Sample Tactical SOP

This appendix contains a sample annex to a DISCOM SOP. The purpose of this appendix is to provide a guide for a format and level of detail. It is not intended to be prescriptive.

ANNEX to CP Ops, Tactical SOP___DISCOM (LT)

1. Purpose: To prescribe the tactical standing operating procedures of the LID DISCOM CP.
2. Scope: Applicable to the HHC/DMMC, DISCOM.
3. Responsibility: DISCOM S2/S3 Section.
4. Organization:
 - a. The CP operates in two 12-hour shifts to provide 24 hour-a-day operations.
 - b. The CP consists of the personnel and equipment assets organic to the command section (less the S1, S4, and the chaplain); the S2/S3 office; the plans and operations branch; the movement control office; the division ammunition officer; and the division materiel management office.
 - c. The CP uses eight SICP tents with accessories. The division rear CP collocates with the DISCOM CP and uses two to four adjoining SICP tents.
5. Duties:
 - a. Commander and Deputy Commander:
 - (1) Provide command and control of the DISCOM CP and subordinate units.
 - (2) Supervise activities of subordinate units.
 - (3) Coordinate division logistics and HSS operations.
 - (4) Coordinate staff operations.
 - (5) Provide staff liaison.
 - (6) Provide guidance to the staff on OPLAN/OPORD preparation.
 - (7) Coordinate rear operations.

b. Division Medical Operations Center:

- division.
- (1) Plans, coordinates, and synchronizes HSS for the
 - (2) Prepares medical estimates and reports.
 - (3) Prepares input to OPLAN/OPORD.
 - (4) Maintains DMOC staff journal.
 - (5) Monitors the location and movement of HSS units.
 - (6) Plans, coordinates, and prioritizes medical
- logistics and maintenance.

c. S1:

- (1) Coordinates administrative, postal, finance, legal, religious, medical, public affairs, and morale, welfare, and recreation support.
- (2) Receives and consolidates hasty and deliberate strength information from subordinate units.
- (3) Recommends replacement priorities.
- (4) Advises the commander on the personnel status of the DISCOM.
- (5) Prepares and manages the personnel estimate.
- (6) Prepares input to OPLAN/OPORD.
- (7) Maintains daily log of significant events.
- (8) Manages the EPW, straggler, and civilian refugee activities.
- (9) Manages DISCOM safety program.

d. S2/S3 Office:

- (1) Prepares staff estimates.
- (2) Prepares input to OPLAN/OPORD.
- (3) Prepares OPLAN/OPORD.
- (4) Monitors the location and movement of subordinate units.
- (5) Establishes CP security.
- (6) Maintains daily log of significant events.

e. Plans/Operations Branch:

- (1) Determines DISCOM tactical support requirements.
 - (2) Prepares operation estimate.
 - (3) Directs reconnaissance and movement activities.
 - (4) Coordinates tactical support with division rear
- CP.

- (5) Prepares road movement order.
- (6) Organizes and briefs quartering party and coordinates requirements/activities.
- (7) Briefs march column commander.
- (8) Coordinates subordinate units movements under all circumstances.
- (9) Selects AO at each new or proposed location to include tentative layout plan.
- (10) Operates the CP.
- (11) Monitors establishment of DISCOM subordinate/attached units.
- (12) Coordinates establishment of the defense.
- (13) Provides intelligence support.
- (14) Plans and implements OPSEC program for current and future operations.
- (15) Determines status of OPSEC program.
- (16) Develops NBC defense plan and directs preparation for NBC defense.
- (17) Directs all NBC operations to include preparations for a friendly NBC strike, radiological/chemical surveys, and decontamination.
- (18) Develops base cluster fire plan, fire support plan, mobility and countermobility plan, air defense plan, and base cluster reaction force plan.
- (19) Prepares rear operations plan and required rear operations support.
- (20) Analyzes spot reports.
- (21) Maintains a daily log of all significant activities.

f. MCO:

- (1) Determines external movement support requirements.
- (2) Coordinates transportation support with customers, MSB, and the DTO.
- (3) Prepares movement planning data.
- (4) Maintains a daily log of all significant activities.

g. DMMO:

- (1) Coordinates supply operations (less Class VIII).
- (2) Monitors division supply management functions.
- (3) Coordinates maintenance operations.

(4) Manages Class I, II, III, IV, VII, and IX supplies and water.

(5) Maintains property book accountability for division units.

h. DAO:

(1) Serves as division manager for Class V supplies.

(2) Monitors RSR and enforces CSR.

(3) Authenticates ammunition requests.

(4) Maintains liaison with supporting ASPs and the CSA.

6. Internal CP Procedures:

a. Plans and orders:

(1) The DISCOM staff prepares all DISCOM plans and orders; the S2/S3 section publishes the plans and orders.

(2) The S2/S3 section publishes OPLANS/OPORDs, FRAGOs, and warning orders in hard copy and distributes them as follows:

1 - Cdr, DISCOM.

1 - HHC.

1 - DMMO.

1 - DISCOM S2/S3.

1 - MSB.

1 - AMCO.

1 - 1st FSB.

1 - 2d FSB.

1 - 3d FSB.

1 - G3.

1 - G4.

1 - Base cluster operations center

1 - Spare.

As needed - Attached and OPCON units.

(3) The DISCOM staff prepares FRAGOs in written format and issues them (in priority of methods) by messenger, facsimile, FM, and RATT.

(4) The commander issues a warning order as soon as a divisional order is received and analyzed.

(5) Personnel number plans and orders sequentially by fiscal year.

b. Maps and overlays:

(1) Maps:

(a) The S2/S3 orders and stocks a basic load of five sets of contingency maps.

(b) The CP operates with a minimum of four sets of maps, each mounted on a map board. One set is for operations, one for intelligence data, one for the DMMO, and one for briefings. Personnel assemble the fifth set for use on jumps.

(c) Personnel highlight vertical and horizontal grid numbers in yellow.

(d) All drops display three grid reference crosses: one in the upper left, one in the lower center, and one in the upper right. All drops use the same locations.

Personnel prepare the following drops for each operation:

1. Operations. Includes tactical boundaries and locations of all battalions, separate companies, and command posts. Personnel post the date/time group of the most recent update in the top middle of the drop. The S2/S3 section maintains the drop which hangs at all times on the operations map.

2. Support operations. Includes the MSRs and the current and projected locations of all logistics and HSS units down to company level and all logistics facilities. Personnel label logistics facilities with the date/time group of the opening and projected closing (if appropriate) above the symbol. They use 0/0 to indicate an on-order opening or closing. The S2/S3 section maintains the drop with input from the DMMO. It hangs at all times over the operations drop on the operations map. Personnel roll it above the operations drop.

3. Intelligence. Includes all significant intelligence data to include all identified and suspected locations of enemy units. Personnel outline all enemy positions with a red border. The S2/S3 section maintains it and hangs it at all times on the intelligence map.

4. Rear operations. Includes all rear operations boundaries, base clusters, and the locations of all units down to company size within the DSA. It also includes planned targets and fire support coordination measures. The base cluster operations center maintains it with the same procedures used for the operations drops. When required for operational planning, base cluster operations center provides drop to the S2/S3.

(2) Overlays:

(a) Personnel prepare overlays for OPORDs/OPLANS on opaque overlay paper or, if necessary, on a drop.

(b) All overlays have the standard OPORD/OPLAN heading in the upper right corner.

c. Charts:

(1) At a minimum, personnel maintain the following charts:

(a) Significant activities. Maintained by the on-duty S2/S3 personnel. It shows critical, tactical, and logistics events.

(b) Enemy order of battle. Maintained by the S2/S3. It indicates in list form the identified opposing enemy units and their estimated strength in percentages.

(c) Intelligence incidents. Maintained by the plans and operations branch. It is number coded to the location of incidents posted on the intelligence drop and provides a one-line description of each incident.

(d) CP security sketch. Maintained by the S2/S3. This chart shows the setup and security plan for the DISCOM CP base.

(e) CP shift duty. Maintained by the duty NCO and posted in the vicinity of the entrance to the CP. It identifies the on-duty shift by position and name.

(2) The S2/S3 ensures that these charts are maintained in the CP at all times. Additionally, there are five blank acetate covered charts for use as needed.

d. Warnings:

(1) All warnings are by secure land line or RATT and passed with flash precedence.

(2) Immediate dissemination of STRIKEWARN or CHEMWARN with or without encoded desired ground zero coordinates, may be required, depending on the time sensitivity for safety to US forces.

e. Briefings:

(1) Daily update briefing for the DISCOM commander:

(a) It is held at 1700 or as the commander determines.

(b) The deputy commander controls the briefing.

(c) The sequence is as follows: deputy commander, S2/S3, S1, S4, DMOC, DMMO, other issues or unit representatives.

(2) Operations order briefing:

(a) Each new OPORD or admin/log order is briefed to the DISCOM commander and the subordinate commanders as soon as possible after completion.

(b) The S2/S3 initiates the briefing using the following sequence: analysis of the AO, enemy situation and capabilities, weather, friendly situation, mission, and execution.

(3) Situation update:

(a) When the DISCOM commander enters the CP, the duty officer updates him on the current friendly situation, the current logistics capabilities, and the current enemy situation to include a summary of recent intelligence incidents.

(b) The duty officer provides the same briefing to the S2/S3 and deputy commander after returning from a long absence and to subordinate LOs.

f. Operations:

(1) Shift Changes:

(a) Personnel man shifts in accordance with the schedule published by the S2/S3.

(b) Outgoing duty personnel thoroughly brief incoming replacements to completely familiarize them with all activities within their area during the last shift. This briefing includes a physical review of the log, the log file, and the current operations and intelligence drops.

(c) The on-duty shift is responsible for awakening the replacement shift. The replacement shift is responsible for being present in the CP no later than 30 minutes prior to the start of their shift.

(d) The current shift duty officer releases outgoing personnel when he is satisfied that the incoming personnel are properly briefed.

(2) Communications:

(a) The CP is the NCS for the DISCOM command net.

(b) The CP duty officer/NCO monitors the division command/operations net and maintains a log.

(c) The S2/S3 section monitors the division I&O net and maintains a log.

(d) The CP duty officer/NCO ensures that the DISCOM command net is monitored in the CP and that designated personnel maintain a log.

(e) Designated personnel log incoming and outgoing messages, mark them with the date/time group and log entry number, and file them in the log support file.

(3) Guidance for the CP duty officer:

(a) Keep the maps current and accurate.

(b) Be prepared to brief the commander or visitors on current tactical operations and the logistics situation.

(c) Maintain all communications systems.

(d) Ensure all required reports are timely.

(e) Pursue subordinate units' reports.

(f) Keep the duty log updated.

(4) Security:

(a) The HHC commander is responsible for the security of the CP.

(b) Three rolls of concertina wire surround the CP if available. If not, no less than one roll is used.

(c) An armed guard equipped with an access roster mans the entrance through the wire.

(d) All personnel entering receive a permanent or temporary CP pass.

(e) The guard does not admit anyone to the CP unless his name is on the access roster.

(5) Uniform:

(a) The commander determines the uniform for all personnel in the DISCOM CP area. Protective mask and appropriate MOPP gear may be required.

(b) Personnel wear or carry the protective mask at all times.

(c) All soldiers have their individual weapon with them at all times.

(6) Administration:

(a) CP duty NCO conducts a sensitive items check at the beginning and end of each shift. They check weapons physically by serial number.

(b) Personnel tactically park all vehicles when not in use.

(c) Personnel strictly maintain noise and light discipline.

(d) All personnel maintain appropriate daily hygiene and appearance.

7. CP Establishment and Layout:

a. The S2/S3 selects the general location of the CP based on guidance from the DISCOM commander. The S2/S3 selects the specific location and plan the internal arrangements of the CP in coordination with the HHC commander under the supervision of the deputy commander and the division rear CP.

b. The CP SICP tents and vehicles take maximum advantage of natural cover and concealment. Personnel continually improve concealment by camouflage with natural material and nets.

c. The HHC commander provides traffic control in and around the CP.

d. Sequence of movement is:

(1) Phase I - An element of the CP conducts a survey of the proposed CP site. The deputy commander controls the element which consists of: the deputy commander, communications officer, S2/S3 NCO, MCO specialist, S1 representative, HHC representative, three personnel from the HHC (NBC team), and three DMMC representatives. The duties of the element in order of priority are--

(a) Secure the area.

(b) Establish communications with the CP.

(c) Establish jump CP.

(d) Designate sites for the elements of the DISCOM headquarters.

(e) Serve as guides upon arrival of main body.

(2) Phase II - Once control has passed to the jump CP, the CP prepares for and conducts convoy movement to the new CP location. The quartering party arrives approximately two hours before the main body. The quartering party includes all equipment and personnel required to erect the CP complex.

(3) Phase III - When the CP has completed its reestablishment, control passes back to it from the jump CP.

Appendix (Field Preparation Checklist) to Annex

YES NO

1. Personal gear packed.
2. All camouflage with poles loaded for all equipment.
3. All tents with poles and pins loaded.
4. OPORDs and overlays loaded (secured by S2/S3 personnel).
5. Field filing cabinets and safe loaded.
6. All appropriate FMs, TMs, and SOPs loaded.
7. All cots loaded with end boards.
8. All tools loaded (axes, shovels, mallets, picks).
9. Engineer tape, acetate, tracing paper, gloves for concertina wire, clipboards, trash bags, and in and out boxes loaded.
10. All briefing charts, along with easel and butcher paper, and mapboard loaded.
11. Computer equipment and typewriter with ample supplies loaded.
12. All pallets (10), plywood (6), landing pallets (2), chock blocks (4) loaded; water can filled and loaded.
13. Lantern with fuel and extra mantles loaded.
14. All decon units drawn by drivers.
15. Load plans checked for proper loading of trucks.