### OPORD FORMAT

#### Time Zone
- **1. Situation**
  - **a) Enemy**
    1. Composition/Disposition/Strength
    2. Recent Activities
      3. Capabilities & Suspected Location
      4. Most Probably Course of Action
  - **b) Friendly Forces**
    1. Mission, intent & concept 1+2 levels up
    2. Higher Unit
    3. Left Unit’s Mission
    4. Right Unit’s Mission
    5. Mission of Unit in Reserve
    6. Units in Support or Reinforcing Higher Unit
  - **c) Attachments and Detachments**
- **2. Mission (Task & Purpose + 5Ws)**
- **3. Execution—Intent (Expanded Purpose, Key Tasks, End State)**
  - **a) Concept of Operations (How unit accomplishes mission)**
    - gives direction, distance, time, and mode of travel
  - **1. Maneuver**
    - Designate main effort and ID tasks
    - address all subordinate units with detailed instructions
    - give detailed action on objective
  - **2. Fires**
    - Concept of fire support, address priority of fires, priority
    Targets & TRPs, and restrictive control measures
  - **b) Tasks to Maneuver Units (tasks & purposes)**
    - identify aid & litter, demo, EPW teams by name in SQD
  - **c) Tasks to Combat Support Units**
  - **d) Coordinating Instructions**
    1. Priority intelligence requirements & report tasks

#### TLPs
- **1. Receive the Mission**
- **2. Issue WARN0**
- **3. Make Tentative Plan**
- **4. Start Necessary Movement**
- **5. Reconnoiter**
- **6. Complete Plan**
- **7. Issue complete OPORD**
- **8. Supervise**

#### OCOKA
- **O – Observation & Fields of Fire**
- **C – Cover & Concealment**
- **O – Obstacles**
- **K – Key Terrain Features**
- **A – Avenues of Approach**

#### GOTWA
- **G – Where the leader is going**
- **O – Others going with the leader**
- **T – Time when leader will return**
- **W – What to do if late return**
- **A – Actions on enemy contact**

#### METT-TC
- **M – Mission**
- **E – Enemy**
- **T – Time**
- **T – Terrain/Weather**
- **C – Civilian Considerations**

**Time is now ______ what are your questions?**