

Falcon Battalion Operations Standing Operating Procedures (SOP)

- 1. Applicability.** This SOP applies to all cadre, staff, and cadets of the Falcon Battalion at Channelview HS.

- 2. References.**
 - a. AR 101-5
 - b. FM 101-5
 - c. FM 101-5-1

- 3. Responsibilities.**
 - a. The Senior Army Instructor (SAI) will ensure compliance with applicable policies and will implement guidelines for implementation of FM 101-5 as it applies to Junior Reserve Officers Training Corps (JROTC).
 - b. The S-3 is the accountable cadet and in cooperation with the SAI, AAIs, Battalion Commander and Executive Officer will ensure operations are executed in accordance with this SOP.
 - c. The Battalion Commander, Executive Officer and instructors will grant sufficient time to the Operations Officer in order to accomplish this mission IAW this SOP.

- 4. Organization.** The SOP is organized into the following sections:
 - Section 1. Maintaining the Ninety-Day Calendar
 - 1-1. Posted Calendars (Staff Room/Bulletin Board/Briefing Calendar)
 - 1-2. Archived Calendars

 - Section 2. Preparing Operations Orders (OPORD)
 - 2-1. Performance Steps
 - 2-2. Troop Leading Procedures

 - Section 3. Understanding Staff Responsibilities
 - 3-1 S-1 (Personnel/Administration)
 - 3-2 S-2 (Public Information)
 - 3-3 S-3 (Operations)
 - 3-4 S-4 (Logistics)
 - 3-5 S-5 (Morale Support)
 - 3-6 S-6 (ADP/Communications)

 - Section 4. Preparing the Training Schedule

- 4-1. Master Training Schedule
- 4-2. 6-weeks Training Schedule (posted/briefed)

Section 1. Maintaining the Ninety-Day Calendar

1-1. Posted Calendars

- a. The Ninety Day Calendar is a flexible (it can be altered to indicate any of the 12 months of the year) calendar that displays the present month and the two months to come.
- b. The Ninety-Day Calendar will be posted on the whiteboard in the staff room with every event that requires an OPORD.
- c. A paper copy of the Ninety Day Calendar will be posted on the bulletin board in the ROTC main corridor with every event that requires an OPORD.
- d. A paper copy of the Ninety Day Calendar will be prepared for and distributed to each attendee during the weekly Staff Meeting with every event that requires an OPORD.

1-2. Archived Calendars

On the first working day of the month an up-to-date calendar, posted with every event that requires an OPORD, of the expired month will be given to the S-2, will be kept on file, will be saved on hard disk on the S-3 computer and will be saved on floppy disk.

Section 2. Preparing OPORDs

2-1. Performance Steps.

- a. Develop your unit's mission statement.
 - 1. Use the instructions given by the BC, SAI and/or AAI to:
 - (a) Extract their mission and intent.
 - (b) Determine your unit's tasks. The situation, the mission, or the purpose of the operation may imply other tasks.
 - (c) Discover any constraints or limitations.
 - (d) Restate the unit's mission.
 - 2. Study intent
 - 3. Evaluate the constraints and limitations
 - 4. Based on the above, restate your unit's mission.

b. Collect all material (schedules, travel information, etc.) required for the OPORD.

c. Develop a warning order that as a minimum contain the following information:

1. Situation
2. Mission
3. Time of the operation
4. Specific instructions
5. Time and place for issue of the OPORD

d. Prepare the heading of the OPORD.

1. Write in the following information:

- (a) Copy number of how many copies
- (b) Issuing headquarters
- (c) Place of issue
- (d) Date-time group of the signature
- (e) Operation order number
- (f) References
- (g) Task organization.

e. Prepare the body of the OPORD. (OPORD format)

1. Situation:

(a) **Our Competition:** List information on disposition, composition, strength, capabilities, and most probable course of action. Most information concerning our competition is determined during the commander's estimate of the situation.

(b) **Our Team:** Write in the mission statements of higher headquarters, and the essential tasks of adjacent and supporting units. Assess the disposition, composition, strength, and capabilities of our team.

(c) Attachments and detachments: List all elements attached to, or detached from, the issuing headquarters. If a unit is to be attached or detached after the effective time of the OPORD, it is listed here with the effective time or conditions under which the change in status will occur.

2. **Mission**: Prepare a mission statement that is a clear, concise statement of the task(s) to be accomplished by the issuing unit and the purpose for doing it. The mission statement addresses the WHO, WHAT, WHERE, WHEN, and WHY of the operation. The mission is always stated in full and must stand alone, without reference to any other documents, except a map.

3. **Execution**:

(a) Intent. State the commander's intent. It defines the purpose of the operation and the desired end state with respect to the relationship between the team, competing teams, and the location of the mission.

(b) Concept of the operation.

(1) Scheme of maneuver. Address the movement or placement of all elements within the unit. Include the purpose for each element to achieve, mode of transportation, lodging, and meals.

(2) Tasks. Outline the commander's concept and the desired effects to be achieved by each task. Address the priority of tasks and any restrictions or safety measures.

(3) Intelligence. Describe how the overall information collection plan supports and complements the maneuver plans.

(4) Psychological Operations and Civil Affairs. Include additional subparagraphs as required for competitive support assets such as deception, psychological operations, and civil affairs. Outline their tasks, how they support the commander's maneuver plan, and restrictions on their use.

(c) Tasks to elements. List specific tasks to be accomplished by each element. Address the elements in order of decreasing size.

(d) Tasks to supporting elements. List the support elements' tasks in the same order they appear in the task organization. This includes supply and ADP (communications). Outline the logistics and communications support necessary and the priority of needs.

(e) Coordinating instructions. List details of coordination and control that apply to two or more elements in the unit, with the exception of signal items.

4. ***Command And Signal:*** At a minimum, include the initial location of the commander. You may also include the command post locations. Show the succession of command, if it differs from the unit tactical SOP.

f. Prepare the battalion operation order ending:

1. Include the following items:

- (a) Acknowledgment instructions.
- (b) Signature of the commander.
- (c) List of annexes.

2. Distribution list is the following:

- (a) SAI
- (b) AAI (s)
- (c) BC
- (d) XO
- (e) CSM
- (f) S-1
- (g) S-2
- (h) S-3
- (i) S-4
- (j) S-5

2-2 Troop Leading Procedures. For every Falcon Battalion event, competition or participation of any kind outside the normal class time instruction, the following troop leading procedures guide the Operations Officer:

- a. **Receive the mission.** The mission may come from the Battalion Commander, The Executive Officer, the Senior Army Instructor or an Associate Army Instructor with all special instructions
- b. **Issue warning order.** At the first available moment (if time permits the next Staff Meeting is optimal) the S-3 issues a warning order.
- c. **Make tentative plan.** The S-3 prepares a flexible plan of action, based upon the commander's intent, with options.
- d. **Start necessary movement.** Begin all initial processes, such as ensuring that all staff officers are aware of the event and are beginning their work in preparation for it.
- e. **Reconnoiter Step.** Ensure that all areas of the tentative plan are feasible, ie. Is the mode of transportation and lodging suitable?
- f. **Complete the plan Step.** Gather all the information from the staff officers and your own reconnoiter and establish the final plan of operation.
- g. **Issue the order Step.** Complete the final OPORD, distribute, and brief it.
- h. **Supervise.** Supervise its execution; recognizing that all staff officers are of equal stature (show respect)

Section 3. Understanding Staff Positions. It is vital that you understand the function and responsibilities of each staff officer. You will be called upon to work closely and even to task (in the name of the commander) each staff officer during events.

3-1. S-1. The Personnel Officer accounts for battalion personnel and their records. He or she maintains information on each cadet and executes personnel actions (in the name of the commander), such as promotions, demotions, assumptions of command, awards, etc.

3-2. S-2. The Public Information Officer informs the school and community about the Falcon Battalion. He or she performs this by maintaining trophy cases and bulletin boards, and causes our events and achievements to be published on the internet; in the local newspaper; in the school newspaper; etc.

3-3. S-3. The Operations Officer ensures that every Falcon Battalion event or training is executed and has the maximum opportunity to succeed at a high level. He or she is the catalyst for all training, competitions, and acts of service in which the battalion participates.

3-4. **S-4.** The Supply Officer ensures that the battalion has on hand and places in the correct hands all necessary supplies. He or she maintains strict accountability, effects the ordering of items as they become necessary, and maintains the supply areas in the optimum condition.

3-5. **S-5.** The Morale Support Officer is concerned with the morale of the battalion and arranges such activities to that end. A good S-5 seizes opportunities to add esprit de corps activities whenever possible, such as during Drill Meets out of town when there is scheduled down time. The S-3 will alert the S-2 of such down time and will add morale activities to OPORDS and training schedules.

3-6. **S-6.** The ADP/Communications Officer maintains all computers, radios, and other audio/video equipment and training aids. He or she also maintains the website and advises on the operation of all programs used within the battalion and sets up communications support during all events/activities.

Section 4. Preparing the Training Schedule

4-1. Master Training Schedule

- a. **Suspense.** The Master Training Schedule is prepared by the S-3 for the upcoming school year not later than June 15.
- b. **Disposition.**
 1. The Master Training Schedule will be posted in each classroom
 2. The Master Training Schedule will be saved on each instructor's hard drive
 3. The Master Training Schedule will be saved on the S-3's computer and on a floppy disk. A hard copy will be filed.
 4. A copy of the Master Training Schedule must be sent to 12th ROTC Brigade not later than the 20th of June of each year.
- c. **Composition.** The Master Training Schedule will contain, at a minimum, the following fields: Date, Time, Subject Area, Trainer, and Location.

4-2. Six Weeks Training Schedule. The Six Weeks Training schedule is really an up-to-date excerpt of the Master Training Schedule. While the Master Training Schedule is flexible, the Six Weeks Training Schedule is expected to be extremely accurate and it is from this that the S-3 briefs during Staff Meetings. The battalion runs on the Six Weeks Training Schedule. In general, Warning Orders are briefed six weeks from the event and, in general, the Six Weeks Training Schedule is not to be changed. A copy of it will be furnished to each attendee of the Staff Meeting. The Six Weeks Training Schedule will be posted as updates to the Master Training Schedule and in the same locations. The original Master Training Schedule (as sent to 12th Brigade Headquarters) will, however, be archived in its original form.