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**COMMAND AND STAFF TRAINING INSTITUTE
BANGLADESH AIR FORCE**



Individual Staff Studies Programme (ISSP)

**OPERATIONAL STAFF PAPER
PHASE-11 : PART-II**

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OPERATIONAL STAFF PAPER
PART-II : PHASE -11

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Revised by : **Gp Capt Md Shafiqul Alam, GD(N)**
Wg Cdr M Abbas Ali, GD(P)

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PHASE-11 : PART-II
CONDUCT OF THE PHASE
SUBJ: OPERATIONAL STAFF PAPER

Weeks: 05

Period: 50

Ser No	Topic		Pd Distr	Total Pd
1.	Orders and Instructions			5
	Sub Topic	Introduction	1	
		Purpose of Order and Instruction		
		Distinction between Order and Instruction	1	
		Construction	1	
		Production of written order and instruction	1	
		Types of orders and instruction	1	
2.	Warning Orders			4
	Sub Topic	Purpose	1	
		Contents	1	
		Acknowledgement		
		Degree of Notice	1	
		Specimen of warning Order	1	
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	Sub Topic	Introduction	1	
		Purpose of Operation Order		
		Types of order and their issue	1	
		Written ops order	1	
		Oral ops Order	1	
		Contents of ops Order	3	
		Annexes to Order	1	
		Standard Layout of a Formal Ops Order	2	
		Layout of a joint ops Order	2	
		Layout of an Air Force Ops Order	2	
		Layout of an Intelligence Annex to Ops order	2	
		Intelligence Annex to Ops Order	1	
		Note on slandered layout of Ops Order	1	
		Note on Joint Ops Order	1	
		Notes on layout of an Air Force Order	1	
		Notes on Intelligence Annex	1	
4.	Administrative Order			6
	Sub Topic	Purpose of Administrative Order	1	
		Standard layout of Admin Order	2	
		Example of Air Force Admin Order	1	
		Notes on Admin Order	1	
		Notes on Air Force Order	1	
5.	Fragmentary Orders			3
	Sub Topic	Introduction	1	
		Example of Fragmentary Orders	2	
6.	Revision and writing the TAE Paper			11

Total Period: 50

INTRODUCTION TO THE PHASE

Scope of the Phase

1. Phase-4 consists of Part-I and Part-II. It is divided into 4 different tasks. This phase aims at preparing staff papers. It includes how to prepare warning orders, operational order & Administrative Order. Each task has self Assessed Exercise with solution. It will greatly help the junior officer to be acquainted with different types of orders & instruction.

Objectives

2. At the end of this phase, you are expected to fulfill the following training objectives :
- a. To know how & when orders & instructions are to be initiated.
 - b. To acquaint with the procedure of writing warning & operational orders.
 - c. To recognize the basic principles which apply to the writing operational and administrative order.

TOPIC – 1
ORDERS AND INSTRUCTIONS

Introduction

1. The generic term 'orders and instructions' covers a number of other names in common use. Such names usually fall fairly clearly into either the category of orders or that of instructions. For instance, the word 'regulations' normally implies orders; conversely 'memoranda' may be used in the sense of instructions. The term 'directive' is sometimes used to describe an instruction issued at the highest levels. The essence of the matter lies not in the particular name used but rather in the way in which the orders or instructions are worded. If the phrasing is correct the recipient is in no doubt as to whether he is being told how to do something or merely being directed to achieve it.

Purpose of Orders and Instruction

2. Orders and instructions, whether oral or written, convey the directions, intentions or wishes of a commander to those who must act on or be informed of them. They must be :

- a. Accurate.
- b. Brief but clear.
- c. Unambiguous.
- d. Capable of execution.
- e. Received in time to be acted upon correctly.

Distinction Between Orders and Instruction

3. **Orders.** An order requires definite action to be taken to achieve an intention; the recipient must be in no doubt of the mission and the method of fulfilling it. It is issued when a commander has a degree of immediate control over the situation, and when execution by the method ordered is necessary for coordination; it should not, however, prejudice the use of initiative or local knowledge by a subordinate.

4. **Instructions.** An instruction is issued to convey the intention of a commander; it may indicate his overall plan but leaves the detailed course of independent action to the subordinate commander. It is used when it is impracticable or imprudent to be specific; eg when a subordinate is given an independent mission or when the timing or situation cannot be forecast. The particular form of instruction to a subordinate giving direction and guidance based on higher policy decisions is known as a directive (See Para 13).

Construction

5. The detailed construction of orders is contained in Para - 30 of this Chapter.

6. To prevent misunderstanding, the use of such vague expressions as 'dawn', 'dusk', and 'if practicable' is to be avoided. The specific meaning and the form of verb used in expressing orders and intentions should be chosen with care (See Para 7 and 8 of this Chapter).

Other Rules

7. **Expressing Orders and Intentions.** Orders and instructions are conveyed by the use of the following words :

- a. **'Is to' or 'Are to' (Imperative).** The words 'is to' or 'are to' are used to convey a direct order.
- b. **'To' (Infinitive).** The infinitive form of the verb is used to express an aim or intention. The executive form is used to give out a mission eg 'Hold river line ' or 'Capture Objective A ' etc.
- c. **'Should'.** In directives or instructions 'should' may be used to express the requirement where it is necessary to leave initiative and discretion to the commander on the spot.

8. **Specific Meanings.** The following words have specific meanings in the Services:

- a. **'Intend'.** 'Intend' is used to signify an intention which will be carried out unless countermanded by higher authority.
- b. **'Propose'.** 'Propose' is used, more usually in signal messages, to suggest a course of action which will not be carried out unless approved by a higher authority.
- c. **'Request'.** When used by a senior to a junior, 'request' is a courteous method of conveying an order; otherwise its meaning accords with English usage.
- d. **'Will'.** The verb 'will' is used only to convey information or express the future tense.

9. The whole purpose of an order or an instruction may be defeated if any one of the recipients is given a TOPIC which he cannot be expected to achieve. The contents of an order or instruction must, therefore, be directly related to the practical capabilities of each recipient's command.

Production of Written Orders and instructions

10. **Checking.** The draft of a written order or instruction should be checked by an officer other than the author. Reading aloud helps to identify inaccuracy, ambiguity and clumsiness of expressions. The final form, when typed or printed, should be checked by the author.

11. **Distribution.** The distribution of an order or instruction is to be stated in the subscription of the order which may also indicate the means of distribution. When an annex is issued separately, it is also to show its distribution. Orders and instructions, or extracts, are to be passed to all likely to be affected. Enough copies should be supplied to save reproduction of further copies; this applies particularly to annexes that may be required by specialists.

Types of Order and Instruction

12. The following types of order are used in BAF :

- a. Operation Orders (OpO)
- b. Administrative Orders (AdminO)
- c. Fragmentary Orders (FragO)
- d. Warning Orders (WngO)

Directives and Instructions

13. **Directives.** When addressed personally to senior commanders, directives are usually concerned with major policy matters and their implementation; they may also give guidance on priorities. Although directives are normally issued at Ministry or Chiefs of Staff level, any commander may issue a directive on such matters as training.

14. **The Command Directive.** Often a directive is issued to Chiefs of Staff or other senior Commanders on appointment defining functional responsibilities, known as a command directive.

15. The outline of a command directive issued in peacetime, which should be suitably arranged in paragraphs, could include the following :

- a. You have been appointed
- b. You are responsible to for the efficiency, readiness etc Of the forces under your command
- c. You are to maintain your forces in peace with the primary objective
- d. Your particular TOPICs are
- e. In war, you may be required to

16. **The Policy Directive.** Policy directives normally relate to a particular aspect of a commander's responsibilities and by definition concern matters of importance such as division of effort between allied forces.

17. There is no set form for a policy directive. The tone should be formal and polite. The expressions 'is to' and 'are to' need not be used; phrases like 'you will be required to' 'your primary objective will be' are often used.

18. **Planning Directives.** Planning directives are issued by a commander to set subordinate commanders and staff to work on preliminary planning, while the final details of the plan for an operation have still to be settled.

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19. A planning directive would express the commander's intention and might cover, in broad terms :

- a. Outline plan.
- b. Reconnaissance required before the operation.
- c. Preliminary deception arrangements.
- d. Moves contemplated.
- e. Preliminary administrative arrangements.
- f. Rehearsals of specialized phases.

Instructions

20. **Operation Instructions.** An operation instruction is often addressed to the recipient by name and signed by the commander personally. The recipient will have to act on his own judgment and the scope of an instruction will be wider than that of an order. For these reasons an instruction is usually worded in less formal language than an order. Though the mission is still expressed in the executive, commander's intentions bearing upon its execution may be expressed by 'should' rather than 'Do', 'Attack', 'is to' or 'are to'.

21. Operation instructions follow the general layout, for operation and administrative orders described in Chapter-2 of this TOPIC but no particular heading is mandatory and only those which are required are to be included.

22. The methods of issuing operation instructions are the same as those given in Para -30 for an operation order.

23. Operation instructions contain the commander's general intention and allow his subordinates to think ahead and make preparations. They are normally issued instead of an order :

- a. To a commander with an independent mission.
- b. Where the likely speed of movement or lack of information make specific orders impossible or undesirable.
- c. When a commander wishes to communicate further intentions or to influence events when detailed written orders cease to be appropriate.
- d. To meet contingencies that can only be partially foreseen, such as natural disasters or internal security operations. Such instructions will usually contain alternative courses of action to be selected in the light of events.

24. **Administrative Instructions.** The purpose for which an administrative instruction is issued is similar to those of administrative orders. See Chapter 2 of this TOPIC. The format is determined by the specific requirements but it generally follows the framework outlined in Chapter 2 of this TOPIC.

Operation Orders

25. **Purpose of Operation Orders.** Operation orders are used by a commander to direct and coordinate the actions of his forces in operations or in operational exercises. In Bangladesh Air Force they are also used to order the moves of operational units.

26. **Types of Order and Their Issue.** Operation orders are issued either in writing or orally. When in writing, they may be issued as formal orders, messages or confirmatory notes after oral orders. They must be issued in sufficient time to allow subordinates at all levels to prepare for and carry out the action required of them. The method selected for issuing operation orders will depend on their length and complexity, and the time available.

27. **Written Operation Orders.**

a. **Formal Operation Orders.** When much detail has to be included and time allows, the standard layout as shown at Annex A to this chapter –2 of this TOPIC should be used. Air Force operation orders with notes relating to the special requirements of each Service.

b. **Signal Messages.** Signal messages provide a quick method of issuing orders or changes to previous orders. Refer to Annex G (See Section –11 JSSDM) to this section about fragmentary orders that are similar. Within the Air Force, operational commands use special message forms for orders of a repetitive nature designed to meet the operational requirements appropriate to each command.

c. **Confirmatory Notes.** Oral orders should, whenever possible, be accompanied by the issue of confirmatory notes which provide an aide memoir for those attending orders. Their purpose is to confirm in writing the essential details of oral orders. Confirmatory notes may be issued before or after oral orders according to the time available and the commander's wishes. Irrespective of when they are issued, confirmatory notes are valuable to staff officers in subordinate headquarters and others who were not present at the oral orders and in case subordinate commanders become casualties. Confirmatory notes are easier to distribute than message operation orders since they are issued directly to the recipients, without involving the signals channel. The staff should have the confirmatory notes ready before hand and be prepared to make alteration in the details while the orders are being given out. The standard sequence of operation orders are followed. The amount of detail included will vary as the commander wishes, but in general the emphasis is on brevity and only the salient points of the plan should be given. An example of confirmatory notes is at Annex 'F' to Section 11 of JSSDM.

28. **Oral operation Orders.**

a. Oral orders are used more often in the Army than in the other 2 Services.

b. When possible a commander issues his orders in person to his subordinate commanders as he is then able to inspire confidence and enhance morale. When there is no opportunity to call subordinate commander together, the commander can issue this orders by radio or telephone. Only as a last resort should a commander delegate the responsibility to staff or liaison officers.

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29. **Contents of Operation Orders.** An operation order must contain a complete picture of the commander's overall intentions as well as clear directions to his subordinate commanders in enough detail to enable them to issue their own orders and to ensure coordination. The detail of how supporting and specialized units are to carry out their particular TOPICs forms the subject of their own orders.

30. All operation orders, at whatever level they are given and however issued, comprise 5 mandatory sections, the first of which contains 3 mandatory sub – sections:

1. **SITUATION.**
 - a. Enemy Forces.
 - b. Friendly Forces.
 - c. Attachments and detachments.
2. **MISSION.**
3. **EXECUTION.**
4. **SERVICE SUPPORT.**
5. **COMMAND AND SIGNAL.**

31. In written operation orders and those sent by signal message, these sections form paragraphs numbered as shown. The paragraph headings differ from normal Service writing conventions (See Paragraphs 0225 and 0229 of JSSDM), in that they are in block capitals, in full and may contribute to the sense of the text; they must all be included. Except in Paragraph 2, the text may be restricted to such terms as 'No Change', 'See Annex ... ' or 'Nil', or reference may be made to another document. Additional sub-paragraphs may be used in Paragraph 1 and Paragraphs 3 to 5. Paragraph 2 is not to be sub-paragraphed. All sub-paragraphs must have headings.

Overlay Operation Orders

32. In addition to formal operation order, there is another format for an overlay type of operation order which consists of written orders that follow the principles of this section, combined, on the same sheet of paper, with a map overlay of the area of operations. The space limitations of this format necessarily restrict its use to simple operations extending over a limited area only. For these reasons its use is likely to be restricted to land operations mounted at short notice by individual units and small formations. An example of an overlay operation order is at Appendix 2 to Annex C to Section 11 of JSSDM.

Fragmentary Orders

33. In fast moving situation on land, it will often be necessary to issue operation orders in part only and to limit the distribution to those directly affected. Standard sequence of an operation order is followed. However, after the 5 standard headings, parts of the order which are unchanged, or are not essential, are omitted. Such orders are referred to as 'Fragmentary Orders' or 'FragO' in abbreviated form. The term is not specifically used in the Bangladesh Armed Forces but the procedure may be adopted if the situation requires. (See Sec – 11 of JSSDM).

TOPIC – 2
WARNING ORDERS

Purpose

1. A warning order contains the essential details of an impending operation and enables preparations to be made while detailed planning is still in progress. When orders have to be given with little time to spare, or the issue of the full order is likely to be delayed, a warning order should be sent so that recipients have the maximum time in which to make necessary preparations. Warning order may be sent verbally by radio, telephone or liaison officer, or they may be in writing.

Contents

2. The amount of detail which can be included in a warning order depends upon the time and means of communication available. A long and detailed warning order which has to be signaled will defeat its own aim; however, a warning order is to be clearly defined as such and should include :

- a. The scope of the operation and probable TOPICs or moves.
- b. The earliest time at which recipients will be required to act, and, if necessary the degree of notice on which they are placed.
- c. Details of necessary preparations.
- d. When and how detailed orders will be issued.

3. Care must be taken in the phrasing of a warning order to differentiate between those parts which are executive, such as the calling of an order group and other parts which are only a warning, such as the probable TOPIC. The recipient must not be in doubt what he must act on and what is a warning. An example of a warning order is given in Annex A to this TOPIC.

Acknowledgement

4. A warning order must be acknowledged. The originator should specify that an acknowledgement is required.

Degree of Notice

5. When communicating the degree of notice, a subordinate commander should be informed of the earliest time at which he may be required to act. This will enable him to rest and relax his command before the operation without keeping at short notice unnecessarily. He will also be able to allocate his priorities to the best advantage within the improved time scale. Thus every warning order must state a time before which there will be no move. This means that a further order must be issued before the move giving actual move timings, or extending the period before which there will be no move, or placing troops at so many hours or minutes notice to move.

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6. It is much more helpful for a commander if the order 'No move before' is coupled with a degree of notice. This enables him to issue his orders and to make preparations in accordance with the degree of notice. The text of a warning order should therefore be in the form :

'All units at 2 hrs' NTM from 310800 Aug'

This not only indicates that there is to be no move before 1000 hours, but also that all kit need not necessarily be packed up until further orders are received.

7. If a unit is placed at 2 hours' notice to move from 0800 hours, the commander knows that he will not be required to move before 1000 hours but by that time he must have completed certain preliminaries for a move. He will still be entitled to expect 2 hours in which to get ready after receipt of the executive order.

SELF-ASSESSED EXERCISE

Q1. What should a Warning Order include ?

Q2. Fill up the gaps with appropriate word/words :

- a. A warning order contains the -----details of an ----operation.
- b. A warning order should be sent so that -----have the maximum time in which to make necessary preparations.
- c. The amount of detail which can be included in a Warning Order depends upon the----&----of communication available.
- d. The originator should specify that ---- ---is required .

ANSWERS TO SELF-ASSESSED EXERCISE

- A1. A warning order should include the fol :
- a. The scope of the operation and probable TOPICs or moves.
 - b. The earliest time at which recipients will be required to act, and, if necessary the degree of notice on which they are placed.
 - c. Details of necessary preparations.
 - d. When and how detailed orders will be issued.
- A2.
- a. essential, impending.
 - b. recipients.
 - c. time, means.
 - d. an acknowledgement.

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ANNEX A TO
TOPIC-2

SPECIMEN WARNING ORDER

B.A.F (Sig) - 34 (Large)

FOR COMCEN/SIGS USE -----

PRECEDENCE ACTION IMMEDIATE	PRECEDENCE INFO PRIORITY	DATE-TIME GROUP 260430F JUN	MSG INSTRS
FROM : AIR SECY BR			PREFIX GR
TO : MTR BAFA 75 SQN BAF CSTI BAF - BY D/R AIR HQ(U) - BY HAND INFO : DTE AIR TRG DTE ENGG			SY CL CONFIDENTIAL ORIG'S NO AB - 258

REF CSTI/714/4/JC&SS/VVOL-4/48A DT 03 APR 2001 PAREN NOTAL UNPAREN
AND AIR HQ/11021/EDN/VOL-2/43A DT 22 APR 2001 PD AUTH IS HEREBY
ACCORDED IRO THE 57 JCS COURSE OF BAF FOR 26 OFFR PAREN OC CMM
ADJT CMM 4XDS AND 20XSTUDENT OFFR UNPAREN FROM CSTI BAF TO
DIFFERENT PLACES PD ON COMPLETION OF DUTIES CMM OFFR WILL RTU
AND TRAVEL BOTH THE WAYS AS PER PR -----

This image shows a single sheet of white paper with horizontal dashed lines, typical of primary-ruled notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

TOPIC-3
OPERATION ORDERS

Introduction

Purpose of Operation Orders

1. Operation orders are used by a commander to direct and coordinate the actions of his forces in operations or in operational exercises. In Bangladesh Air Force they are also used to order the moves of operational units.

Types of Order and Their Issue

2. Operation orders are issued either in writing or orally. When in writing, they may be issued as formal orders, messages or confirmatory notes after oral orders. They must be issued in sufficient time to allow subordinates at all levels to prepare for and carry out the action required of them. The method selected for issuing operation orders will depend on their length and complexity, and the time available.

a. **Written Operation Orders.**

(1). **Formal Operation Orders.** When much detail has to be included and time allows, the standard layout as shown at Annex A to section 11 in JSSDM should be used. At same section Annexes B, C, D and E are example of Joint, Army, Naval and Air Force operation orders with notes relating to the special requirements of each Service.

(2). **Signal Messages.** Signal messages provide a quick method of issuing orders or changes to previous orders. Refer to Annex G section 11 in JSSDM about fragmentary orders that are similar. Within the Air Force, operational commands use special message forms for orders of a repetitive nature designed to meet the operational requirements appropriate to each command.

(3) **Confirmatory Notes.** Oral orders should, whenever possible, be accompanied by the issue of confirmatory notes which provide an aide memoire for those attending orders. Their purpose is to confirm in writing the essential details of oral orders. Confirmatory notes may be issued before or after oral orders according to the time available and the commander's wishes. Irrespective of when they are issued, confirmatory notes are valuable to staff officers in subordinate headquarters and others who were not present at the oral orders and in case subordinate commanders become casualties. Confirmatory notes are easier to distribute than message operation orders since they are issued directly to the recipients, without involving the signals channel. The staff should have the confirmatory notes ready before hand and be prepared to make alteration in the details while the orders are being given out. The standard sequence of operation orders are followed. The amount of detail included will vary as the commander wishes, but in general the emphasis is on brevity and only the salient points of the plan should be given. An example of confirmatory notes is at Annex F to the same section in JSSDM.

b. **Oral Operation Orders.**

(1) Oral orders are used more often in the Army than in the other 2 Services.

(2). When possible a commander issues his orders in person to his subordinate commanders as he is then able to inspire confidence and enhance morale. When there is no opportunity to call subordinate commander together, the commander can issue this orders by radio or telephone. Only as a last resort should a commander delegate the responsibility to staff or liaison officers.

Contents of Operation Orders

3. An operation order must contain a complete picture of the commander's overall intentions as well as clear directions to his subordinate commanders in enough detail to enable them to issue their own orders and to ensure coordination. The detail of how supporting and specialized units are to carry out their particular TOPICs forms the subject of their own orders.

4. All operation orders, at whatever level they are given and however issued, comprise 5 mandatory sections, the first of which contains 3 mandatory sub – sections:

a. **SITUATION.**

(1) Enemy Forces.

(2) Friendly Forces.

(3) Attachments and detachments.

b. **MISSION.**

c. **EXECUTION.**

d. **SERVICE SUPPORT.**

e. **COMMAND AND SIGNAL.**

5. In written operation orders and those sent by signal message, these sections form paragraphs numbered as shown. The paragraph headings depart from normal Service writing conventions (see Paragraphs 0225 and 0229 of JSSDM, Section 2), in that they are in block capitals, in full and may contribute to the sense of the text; they must all be included. Except in Paragraph 2, the text may be restricted to such terms as 'No Change', 'See Annex ... ' or 'Nil', or reference may be made to another document. Additional sub-paragraphs may be used in Paragraph 1 and Paragraphs 3 to 5. Paragraph 2 is not to be sub-paragraphed. All sub-paragraphs must have headings.

Annexes to Operation Orders

6. Annexes contain matters of detail when their inclusion in the text of the order would impede its logical progression and make it unacceptably long; they also allow addressees to be given additional copies of specialized information, eg movement tables.

7. Most annexes provide information to fighting forces but some also give direction to supporting and administrative commanders. Although annexes are an integral part of an order, the information and direction given in the parent document may have to be repeated if an annex is given a distribution different from that of the order.

8. An annex or appendix may be a written document or an overlay, overprinted map, sketch, plan or table. It conforms to the normal conventions of Service writing as given out in Paragraph 0252 and 0253 at section 2 of JSSDM. Annexes issued with and in the same number of copies as the main order, are identified only as an integral part of the main order. Annexes issued separately from the main order are, in addition, to contain a superscription, signature of commander or his representative or other authentication, acknowledgement instructions and a distribution list.

Intelligence Annexure to an Operation Order

9. **Format.** The format of an intelligence annex to an operation order is more comprehensive and rigid than those of other annexes and should be followed as far as possible. It may well be issued before the operation order.

10. **Purpose of the Intelligence Annex** . The intelligence annex :

- a. Disseminates information on enemy forces which is essential to the conduct of operations.
- b. Instructs subordinate commanders to acquire information necessary to the conduct of an operation but which can. Only be obtained immediately before or during the operation.
- c. Gives any other necessary orders or guidance for the operation.

This annex is not intended to serve as a substitute for intelligence collection plans.

Content

11. The intelligence annex should be kept brief and clear, by reference, where possible, to supplementary intelligence reports (SUPINTREPS) and standing operating procedure (SOPs). Material of limited interest or containing much detail should be included in appendices to the annex.

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**ANNEX A TO
TOPIC-3**

LAYOUT OF FORMAL OPERATION ORDER

(Changes from oral orders, if any) (1)

Copy Number of (2)
Total pages

Issuing Headquarters
Place of Issue (3)
(may be in code)

Identifying Reference (5)

Date-Time Group of
Signature (4)

TYPE AND SERIAL NUMBER OF OPERATION ORDER (6)

Reference(s) : (7)

A. Maps, charts and relevant documents.

Time Zone Used Throughout the Order : (8)

1. **SITUATION.** (9) (10) Give briefly the general picture, so that subordinate commanders will understand the current situation, under the following headings :

a. **Enemy Forces.** (11) Composition, disposition, location, movements, estimated strengths, identification and capabilities.

b. **Friendly Forces.** (12) Information concerning friendly forces other than those covered by the operation order which may directly affect the action of subordinate commanders.

c. **Attachments and Detachments.** When not given under task organisation/ grouping in EXECUTION paragraph list here, or in an annex, units attached to or detached from the issuing formation/ unit together with the times they are effective.

2. **MISSION.** (14) A clear, concise statement of the task of the command and its purpose. This paragraph is not to be sub-divided.

1 of 2 (13) (2)

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3. **EXECUTION.** (15) The 'EXECUTION' paragraph is laid out to suit the requirements of the particular operation. Normally the first sub-paragraph is headed 'Concept of Operations' or 'General Outline' and gives a summary of the plan for the intended operation. Subsequent sub-paragraphs assign specific tasks to each element of the command charged with the execution of tactical duties and give details of coordination and the task organisation/grouping if not included in an annex. Instructions applicable to 2 or more elements of the command may be placed in a final sub-paragraph headed 'Coordinating Instructions'.

4. **SERVICE SUPPORT.** The 'SSERVICE SUPPORT' paragraph contains a statement of the administrative and logistics arrangements to support operation, of primary interest to the commander's direction to service commanders. If lengthy or not ready for inclusion in the operation order, this detail may be issued separately and referenced here but matters of immediate concern should be given together with such references. At higher formations this paragraph will probably state 'See Administrative Order'. At the lower levels of command this paragraph or the Order'. At the lower levels of command this paragraph or the Service Support Annex may eliminate the need for an administrative order.

5. **COMMAND AND SIGNAL.** The 'COMMAND AND SIGNAL' paragraph contains the headquarters location and movements, liaison arrangements, recognition and identification instructions and general rules concerning the use of communications and other electronic equipment, if necessary.

Signature of Commander of
Principal Staff Officer

Acknowledgement Instructions : (16)

Name
Rank (17)
Appointment

Authentication : (18)

Signature of Staff Officer
Name
Rank
Appointment (17)

Annexes :

Distribution : (19)

SECURITY CLASSIFICATION

Notes

1. **Changes from Oral Orders.** If there were no oral orders this space is left blank. If there were oral orders such expressions as 'No change from oral orders' or 'No change from oral orders except for Paragraph 4' are to be used. It is generally desirable that the date and time when oral orders are issued, together with the place of issue, are stated.

Notes

1. **Changes from Oral Orders.** If there were no oral orders this space is left blank. If there were oral orders such expressions as 'No change from oral orders' or 'No change from oral orders except for Paragraph 4' are to be used. It is generally desirable that the date and time when oral orders are issued, together with the place of issue, are stated.

2. **Copy Number.** Copy numbers are to be allotted regardless of the security classification of the order.

3. **Place of Issue.** Place of issue may be a place name or a grid reference or both.

4. **Date and Time of Signature.** The current rules regarding dates, times and months in messages are to apply, except that the year must also be shown. the date-time group in an operation order means the date and time at which the order was signed or authenticated. It is also the date and time at which the order is effective unless stated to the contrary in Paragraph 3 (EXECUTION) of the order. The time used in the date-time group of signature is to include a time zone suffix, eg 230110F May 01 (0110 hours F time 23 May 01).

5. **Identifying Reference.** The purpose of the identifying reference is to allow an operation order to be acknowledged in clear over the radio without the possibility of the enemy learning that an operation order has been issued. It is normally the internal number of the releasing authority. The identifying reference may be the appropriate file reference of the originating authority. This is inserted on the left-hand margin in line with the date-time group of signature.

6. **Type of Operation Order.** The type of operation order is to indicate whether it is Army, Navy, Air, Combined or Joint, eg :

- a. JOINT ARMY/NAVAL OPERATION ORDER 5.
- b.
- c. ARMY OPERATION ORDER 2.
- d.

At single-Service headquarters it is not necessary to include the type of order as this is indicated in the heading 'Issuing Headquarters'. In such circumstances the words 'OPERATION ORDER...' are sufficient. The number of the order normally indicates the cumulative total of orders issued by a headquarters during the year. It is written in underlined capitals and is abbreviated, eg 'OPO 3/00'

7. **References.** Under the heading 'References' are listed the relevant maps and charts. In addition, any other documents that are required by the recipient of the order may also be listed here. It is not necessary to list here standard orders, standing

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operating procedures (SOPs) etc that may however, be referred to in the body of the order. When reference is made to maps, the map series, sheet number (and name if required), edition and scale (if needed) are to be given.

8. **Time Zone Used Throughout the Order.** The time zone is to be spelt out in capitals against this heading only, eg 'FOXTROT', to avoid any possibility of a mistake in transmission. See Paragraph 0243e of JSSDM.

9. **Paragraph Headings.** These are to be in block capitals and not abbreviated (Paragraphs 0105a, 0241c, 1106 and 1107 of JSSDM).

10. **SITUATION.** It may be necessary to start this paragraph with a brief introduction if the general picture cannot adequately be covered under 'Enemy Forces', 'Friendly Forces' and 'Attachments and Detachments'. For example, a political situation that may influence the commander's mission or course of action may require to be stated separately.

11. **Enemy Forces.** It may be sufficient to refer to a previous intelligence report. Alternatively, all the information may be included in a separate annex.

12. **Friendly Forces.** Under 'Friendly Forces' given details of friendly forces not under command that will be operating in a supporting or complementary role to the operation, and of any other forces, whether under command or not, whose own operations may affect the action taken by units listed under heading 'Grouping'. The action to be taken by these friendly forces may be briefly outlined.

13. **Page Numbering.** See Paragraph 0261 in JSSDM Section 2.

14. **MISSION.** The 'Mission' is to be stated in the executive language, eg 'Capture.....'... Alternative missions, multiple missions, conditional statements depending upon developments, and all qualifications except those of time and place, are to be avoided. There must be no reference to the method by which the mission is to be achieved.

15. **EXECUTION.** lengthy subject matter may be given in an annex, or issued later as a supplement to the operation order, eg 'fire support annex' or 'Demolition Plan'. Alternatively, various parts of the Execution may be shown on an overlay which will be attached to an annex. It is acceptable to follow on an overlay which will be attached to an annex. It is acceptable to follow 'General Outline' with a sub-paragraph called 'Command and Control' ordering changes from the normal.

16. **Acknowledgement Instructions.** It is normally desirable to require acknowledgement Instructions for acknowledgement of an order are given here; if none is required 'Nil' is inserted. It may be necessary to specify which formation or units are to acknowledge. Acknowledgement by the specified recipient means that it has been received and understood and the word 'Acknowledge' may suffice.

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17. **Signature Block.** Only the commander's signature block or that of the principal staff officer authorized to sign for commander in his absence, is used, depending on which of these 2 officers will sign the order. Either may sign original order as follows :

(Name)
Air Cdre
AOC

(Name)
Gp Capt
For AOC

If the commander or his representative signs a master copy permitting reproduction of signature on copies, no authentication is necessary. If signature is not reproduced, authentication as in Note 18 is necessary.

18. **Authentication.** If neither the commander nor his authorised representative (the principal staff officer) is available to sign the order at the time of issue, the commander's signature block (shown on the left under Note 17) is typed and a staff officer authenticates the order Commander then signs original/file copy at first opportunity.

19. **Distribution.** The distribution is to show the copy number of the order issued to each addressee. Where the annexes are issued on a different scale from the body of the order, this is also recorded in the distribution.

EXAMPLE OF AN AIR FORCE OPERATION ORDER

Copy No of 50
Total pages

Air HQ/218/1/ops

Jan 01

OPO 04/01

Ref :

A. NG-45 8th Edition; 1:1,000,000.

Time Zone Used Throughout the Order : FOXTROT.

Task Org :

BAF BSR
BAF MTR
3 Sqn

1. **SITUATION.** The Ministry of Food and Disaster Management (MoFDM) has req for BAF asst in airlifting rel food and med sup into the flooded dist of RANGPUR. A det of AN-26 ac will be depl to undertake this task, and will op from BAF BSR. The del op is expected to last 20 days. This order details the reqrs for the depl and rec of the det and its sp svcs, and spec the airlift tasks.

a. **En Forces.** Nil.

b. **Friendly Forces.**

(1) 8 E Bengal will provide DZ facilities.

(2) 11 ST Coy will del the food and med sup to be airdropped.

c. **Atts and Dets.** Nil.

2. **MISSION.** Airdrop rel food and med sup to RANGPUR dist.

3. **EXECUTION.**

a. **Concept of Ops** Two AN-26 ac of 3 Sqn together with sp pers and eqpt, are to depl from BAF MTR to BAF BSR to conduct the airdrop del op planned to start on or after 18 Jul. On completion of the op, they are to rec to BAF MTR.

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b. **Del Op.**

(1) **Op Comd.** AOC BAF BSR to ex op comd of 3 Sqn det for the duration of the op.

(2) **Op and Admin Con.** OC 3 Sqn to ex op and admin con of the det.

c. **Provision of Ac, Crew and Sp Elms.** OC 3 Sqn to provide two AN-26ac and 5 crew. AOC BAF BSR to provide grd pers and eqpt in sp of this op.

d. **Del Op.**

(1) **Routes and Timings.** Detailed instrs are given in Anx A.

(2) **Airlift.** Details of airlift reqrs are given in Anx B.

e. **Air Mov.** Task Org to comply with Air HQ Mov Instr 5/77.

f. **Airdrop Op at RANGPUR.**

(1) AN-26 ac to be ready to start op from BAF BSR by 1805000 Jul

(2) Aircrew to conduct all sup msns from BAF BSR by airdrop in accordance with Anx C.

(3) Aircrew to op in accordance with Air HQ ASIs and AN-26 SOPs.

4. **SERVICE SUPPORT.**

a. **Admin Instr.**

(1) **Pers.** AOC BAF BSR to provide sp pers detailed in Anx D

(2) **Addl Instr.** Task Org to comply with Anx D.

b. **Engr Instrs.** Task Org to comply with Anx F.

5. **COMMAND AND SIGNAL.**

a. **Comm Instrs.** Task Org to comply with Anx F.

b. **Code Word.** The code word of this op will be JHATIKA. It is UNCLAS, but its meaning is RESTRICTED.

RESTRICTED

- c. **Downgrading Procedure.** Air HQ will issue instrs to downgrade this order.
Ack Instrs : Ack.

RASHID AHMED

Air Cdre
ACAS (O&T)

Authen :

M A KHAN

Gp Capt
DAC

Anxs :

- A. Routes and Timings.
- B. Airlift Reqrs.
- C. Instrs for Airdrop Del Op.
- D. Admin Instr.
- E. Engr Instr.
- F. Comm Instr.

Distr:

Copy No

Anxs:

Internal :

PS to COAS
ACAS (O&T)
(etc)

1
2
(etc)

All
All
(etc)

Notes:

1. Omitted for example purposes.

CHAPTER-2 : SELF-ASSESSED EXERCISE

- Q1 What are the different types of operation order ?
- Q2. What are the mandatory sections of operation order ?
- Q3 What do you mean by Annexes to Operation orders ?
- Q4 What are the purposes of Intelligence Annex ?

ANSWER TO SELF-ASSESSED EXERCISE

A1. The fol are the different types of operation order :

- a. Written Operation Order .
 - (1) Formal Operation Order.
 - (2) Signal Message
 - (3) Confirmatory Notes
- b. Oral Operation Order.

A2. All Operation Orders comprise of the fol 5 mandatory sections :

- a. **SITUATION.**
 - (1) Enemy Forces.
 - (2) Friendly Forces.
 - (3) Attachments and detachments.
- b. MISSION.
- c. EXECUTION.
- d. SERVICE SUPPORT.
- e. COMMAND AND SIGNAL.

A3. a. Annexes contain matters of detail when their inclusion in the text of the order would impede its logical progression and make it unacceptable long; they also allow addressees to be given additional copies of specialized information, eg movement tables.

b. Most annexes provide information to fighting forces but some also give direction to supporting and administrative commanders. Although annexes are an integral part of an order, the information and direction given in the parent document may have to be repeated if an annex is given a distribution different from that of the order.

c. An annex or appendix may be a written document or an overlay, overprinted map, sketch, plan or table. It conforms to the normal conventions of Service writing as given out in Paragraph 0252 and 0253 at section 2 in JSSDM. Annexes issued with and in the same number of copies as the main order, are identified only as an integral part of the main order. Annexes issued separately from the main order are, in addition, to contain a superscription, signature of commander or his representative or other authentication, acknowledgement instructions and a distribution list.

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- A4. The intelligence annex has the fol purposes :
- a. Disseminates information on enemy forces which is essential to the conduct of operations.
 - b. Instructs subordinate commanders to acquire information necessary to the conduct of an operation but which can. Only be obtained immediately before or during the operation.
 - c. Gives any other necessary orders or guidance for the operation.
- A5. Time Zone used throughout an operation order is as fol :
- a. **Situation**
 - (1) Enemy forces
 - (2) Friendly forces
 - (3) Attachment and detachment
 - b. **Mission.**
 - c. Execution.
 - d. Service support
 - e. Command & Signal
- A6. If a covering letter is used it should include the fol points :
- a. Oral orders are used more often in the Army than in the other 2 Services.
 - b. When possible a commander issues his orders in person to his subordinate commanders as he is then able to inspire confidence and enhance morale. When there is no opportunity to call subordinate commander together, the commander can issue this orders by radio or telephone. Only as a last resort should a commander delegate the responsibility to staff or liaison officers.

TOPIC0-4
ADMINISTRATIVE ORDERS

Purpose of Administrative Orders

1. An administrative order, covering such matters as supply, transport, personnel and medical services, is issued to direct and coordinate the action of forces when only administrative or logistics commitments are involved. It may also be required to supplement an operation order by giving the commander's plan for administrative and logistics support of operations in which case it :

- a. Allots TOPIC and gives essential details and information to the administrative/logistic units so that they can carry out these TOPICs.
- b. Gives the necessary administrative information to the formations and units being supported.

Like operation orders and instructions, administrative orders should be clear, concise and accurate and should always be issued in time to be acted upon.

2. At higher levels of command, an administrative order may be issued separately form, but in conjunction with, an operation order; it then takes the place of the Service Support Annex of the operation order. In these circumstances, the separate administrative order is then referred to under the heading of Service Support (Paragraph 4) of the operation order. At lower echelons, either Paragraph 4 or the Service Support Annex of the operation order, may well suffice. When it is known that an administrative order will not be issued at the same time as an operation order, the operation order (or warning order) should contain any administrative matters that subordinate commanders need to know immediately for their operational planning. In the Air Force, administrative orders are issued on their own on such occasions as the formation or disbandment of units, the transfer of stations from one command to another, and the preparation for formal inspections. They are not used on their own when an operation order will serve equally well; in particular they are not used for orders relating to the active employment or exercising of air forces in the functional role.

Standard Layout

3. The standard form of administrative order used by the army and the Air Force is not suitable for use in the Navy whose needs are met by the operation order and a standard naval logistics annex to it. A standard layout of an Air Force Admin Order is given at Annex 'A' to this chapter.

SELF ASSESSED EXERCISE

Answer the following questions

- Q1. What are the features of Orders & Instructions ?
- Q2. Differentiate between Orders & Instructions.
- Q3. What are the rules for Orders & Instructions ?
- Q4. Write down the different types of Order and Instruction.
- Q5. What points must cover in a Planning directive ?
- Q6. Mention the mandatory sections of an Operation order.
- Q7. What are the purposes of an Administrative order ?
- Q8. Mention the main heading points for an Admin order of Air Force.

Answer to the Self Assessed Exercise

A1. Orders and instructions, whether oral or written, convey the directions, intentions or wishes of a commander to those who must act on or be informed of them. They must be :

- a. Accurate.
- b. Brief but clear.
- c. Unambiguous.
- d. Capable of execution.
- e. Received in time to be acted upon correctly.

A2. An order requires definite action to be taken to achieve an intention; the recipient must be in no doubt of the mission and the method of fulfilling it. It is issued when a commander has a degree of immediate control over the situation, and when execution by the method ordered is necessary for coordination; it should not, however, prejudice the use of initiative or local knowledge by a subordinate.

A3. a. Orders and instructions are conveyed by the use of the following words :

(1) **'Is to' or 'Are to' (Imperative).** The words 'is to' or 'are to' are used to convey a direct order.

(2) **'To' (Infinitive).** The infinitive form of the verb is used to express an aim or intention. The executive form is used to give out a mission eg 'Hold river line ' or 'Capture Objective A ' etc.

(3) **'Should'.** In directives or instructions 'should' may be used to express the requirement where it is necessary to leave initiative and discretion to the commander on the spot.

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b. The following words have specific meanings in the Services :

- (1). **'Intend'**. 'Intend' is used to signify an intention which will be carried out unless countermanded by higher authority.
- (2). **'Propose'**. 'Propose' is used, more usually in signal messages, to suggest a course of action which will not be carried out unless approved by a higher authority.
- (3). **'Request'**. When used by a senior to a junior, 'request' is a courteous method of conveying an order; otherwise its meaning accords with English usage.
- (4). **'Will'**. The verb 'will' is used only to convey information or express the future tense.

A4. The following types of order are used in the BAF :

- a. Operation Orders (OpO)
- b. Administrative Orders (AdminO)
- c. Fragmentary Orders (FragO)
- d. Warning Orders (WngO)

A5. A planning directive would express the commander's intention and might cover, in broad terms :

- a. Outline plan.
- b. Reconnaissance required before the operation.
- c. Preliminary deception arrangements.
- d. Moves contemplated.
- e. Preliminary administrative arrangements.
- f. Rehearsals of specialized phases.

A6. All operation orders, at whatever level they are given and however issued, comprise 5 mandatory sections, the first of which contains 3 mandatory sub – sections:

- a. **SITUATION.**
 - (1) **Enemy Forces.**
 - (2) **Friendly Forces.**
 - (3) **Attachments and detachments.**
- b. **MISSION.**
- c. **EXECUTION.**
- d. **SERVICE SUPPORT.**
- e. **COMMAND AND SIGNAL.**

A7. An administrative order, covering such matters as supply, transport, personnel and medical services, is issued to direct and coordinate the action of forces when only administrative or logistics commitments are involved. It may also be required to

RESTRICTED

supplement an operation order by giving the commander's plan for administrative and logistics support of operations in which case it :

- a. Allots TOPIC and gives essential details and information to the administrative/logistic units so that they can carry out these TOPICS.
- b. Gives the necessary administrative information to the formations and units being supported.

Like operation orders and instructions, administrative orders should be clear, concise and accurate and should always be issued in time to be acted upon.

A8. The fol are the heading points for an Air Force Order :

- a. **SITUATION**
- b. **MISSION.**
- c. **MATERIEL AND SERVICES.**
 - (1) **Mov Arrangements.**
 - (2) **Estb. .**
 - (3) **Parenting.**
 - (4) **Married Qtrs.**
 - (5) **Mil Lands.**
 - (6) **Files, Records and Docus.**
 - (7) **APs.**
- d. **PERSONNEL.**
 - (1) **Offr.**
 - (2) **Airmen.**
 - (3) **Civs.**
- e. **CIVIL MILITARY COOPERATION.**
- f. **COMMAND AND SIGNAL.**

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ANNEX 'A' TO
TOPIC - 4 Chapter-2

EXAMPLE OF AN AIR FORCE ADMINISTRATIVE ORDER

SECRET

Copy No of 22
Total pages

Air HQ
DHAKA

Air HQ/123459/Org

Jan 01

ADMINO 16/01

Related OpO 7/01

Time Zone Used Throughout the Order : FOXTROT.

1. **SITUATION.** A new AD Gp is to be formed wef 200001 Feb 01, with its HQ at KURMITOLA. This order details the admin/log arrangements for the transfer of certain functions from Air HQ and BAF BSR to HQ AD Gp.
2. **MISSION.** Estb HQ AD Gp, KURMITOLA wef 200001 Feb 01.
3. **MATERIEL AND SERVICES.**
 - a. **Mov Arrangements.** Pers detailed to form the staff of HQ AD Gp are to move to BAF KURMITOLA between 08 Jan 01 and 20 Feb 01. Mov instrs will be issued later by this HQ.
 - b. **Estb.** DAC is to initiate all nec changes in estb.
 - c. **Parenting.** DAC is to realloc certain parenting resps from BAF BSR to BAF KURMITOLA.
 - d. **Married Qtrs.** AOC BAF BSR is to assume resp for married qtr occupied by pers of HQ AD Gp.
 - e. **Mil Lands.** DMLC will issue instrs when plans for the disposal of bldgs formerly occupied by ADOC are known.
 - f. **Files, Records and Docus.** Heads of brs at Air HQ and AOC BAF BSR are to review all files, docus and records relating to AD matters, and to transfer those likely to be reqr by HQ AD Gp to that HQ by 210800 Feb 01.

1 of 2
SECRET

29
RESTRICTED

RESTRICTED

SECRET

g. **APs.** Heads of brs at Air HQ and AOC BAF BSR are to determine the likely reqrs of APs for HQ AD Gp.

4. **PERSONNEL.**

a. **Offrs.** The Air Secy is to take posting action iro offrs transferring from Air HQ and BAF BSR to HQ AD Gp.

b. **Airmen.** OC BAF Record Office is to take posting action iro airmen transferring from Air HQ and BAF BSR to HQ AD Gp.

c. **Civs.** ADP (Civ) is to issue detailed instrs for the redepl to and emp at HQ AD Gp of civs.

5. **CIVIL MILITARY COOPERATION.** DAC is to liaise with DC DHAKA, and the Dir Gen Civ Avn concerning the estb of HQ AD Gp.

6. **COMMAND AND SIGNAL.** DC & E is to arrange for the provision of sig and tel facilities at HQ AD Gp.

Ack instrs : Nil.

M FAKHRUL AZAM

Air Cdre
ACAS (Admin)

H M SHIBLY FAROOQ

Gp Capt
DAC

Authen :

Distr : Copy No :

DS GUIDELINE FOR QUESTION SETTING

TUTOR ASSESSED-EXERCISE (TAE)

Answer any five questions. The figures in the margin indicate allotted marks.

Q1. Broad question with one or multiple segment.

X+Y+Z = 20

Q2.

Q3.

Q4.

Q5.

Q6.

Q7.

Q8.

Note :

1. DS is to fol this guide line.
 2. In one question there may be segments from different TOPICs.
 3. All the TOPICs of the phase should be covered.
-

DS GUIDELINE FOR QUESTION SETTING

END OF PHASE EXAMINATION (EPE)

Answer any five questions. The figures in the margin indicate allotted marks.

Q1. Broad question with one or multiple segment. X+Y+Z = 20

Q2.

Q3.

Q4.

Q5.

Q6.

Q7.

Q8.

Note :

1. DS is to fol this guide line.
 2. In one question there may be segments from different TOPICs.
 3. All the TOPICs of the phase should be covered.
-

TOPIC-5
FRAGMENTARY ORDERS (1109)

In fast moving situation on land, it will often be necessary to issue OpO in part only and to limit distribution to those directly affected. Standard sequence of an OpO is followed. However, after the 5 standard headings, parts of the order which are unchanged, or are not essential, are omitted. Such orders are referred to as 'Fragmentary Orders' or 'FragO' in Abbreviated form.

ANNEXES TO ORDERS (1110-12)

anx contain matters of detail when their inclusion in the text or the order would impede its logical progression and make it unacceptably long; they also allow addressees to be given additional copies of specialized information, eg movement tables. Most annexes provide information to fighting forces but some also give direction to supporting and administrative commanders. An annex or appendix may be a written document or an overlay, overprinted map, sketch, plan or table.

TYPES OF ANX(1113)

The following types of anx with specimen formats for int and fire support anx only when used in conjunction with OpO can be used. These are :

- a. Intelligence anx.
- b. Fire support anx.
- c. Engineer anx.
- d. Service Support anx.
- e. Sig or Com – Electronics anx.
- f. Movement anx.
- g. Admin and Logistics anx.

INT ANX TO AN OpO(1114)

Format : The format of an int anx to an OpO is more comprehensive and rigid than those of other anx and before the OpO.

PURPOSE OF THE INT ANX (1115)

- a. Disseminates information on enemy forces.
- b. Instructs subordinate commanders to acquire information.
- c. Given any other necessary order or guidance for the op.
- e. This anx is not intended to serve as a substitute for int collection plans.

CONTENT (1116)

The int anx should be kept brief and clear, by reference where possible, to supplementary int reports (SUPINTREPS) and standing operating procedure (SOPS). material of limited interest or containing much detail should be incl in appendices to the anx. A format is given at anx 'H'.

EX-IN SD : JC&SS CSTI

1. **Assume that:**

- a. You are Gp Capt Manzur Ahmed, DAO.
- b. The Armed Forces of the Republic of Blue Land have been fighting Muslim rebels for 3 months in the hills bordering Green Land. About 10,000 rebels and 1,00,000 civ population have been pushed into Green Land territory in the past 3 wk.
- c. The Blue Land Air Force (BLAF) has violated Green Land air space 6 times and bombed the rebel posn in Alnetro twice in the past 2 days. A no of Green Land nationals were also killed in that attk. Blue Land denied to have conducted any attk.
- d. Those attk were carr out from a recently activated BLAF base at Munshirhat, 40 miles from the international border (loc 649326, Map sheet 79 N/16, Scale 1: 50,000). (Contd.....)
- e. Green Land sympathizes with the rebels. The Govt has decided that at aerial attk over Munshirhat will be carr out to retaliate BLAF attk and draw world attention to the revel problem. Purpose of that clandestine air attk is to inflict hy damage to Munshirhat at fd and nearby mil obj & instl.
- f. The Air HQ has planned a pre-dawn strike by 6 ac tomorrow at0500 hrs over Munshirhat BLAF Base. The op will carr out by 3 ac eafrom 27 and 97 Sqn posn at Al Nahno and Warid Bases respectively.
- g. In an emergency the GLAF ac will be allowed to land secretly at Pea Mil Airfd in the Rwakiz Democratic Republic on the basis of a friendship treaty between the 2 countries.
- h. A wngO has already been issued to the Sqn and the AOC GLAF Base AL Nahno, will ex the op comd over the Sqn for the assignment. The code word of the op is 'MAUUT.'

2. Write an opO on behalf on AVM M Azharul Islam DCOAS (Ops) and circulate it under your signature.