

OPORD Format Reference

Detailed formatting standards for Army Operation Orders (OPORDs) and Warning Orders (WARNORDs).

DOCUMENT FORMAT STANDARDS

GitHub Flavored Markdown (GFM) Requirements

- Write all Army orders in GitHub Flavored Markdown (GFM) format
- Use proper heading hierarchies: #, ##, ###, etc.
- Use **bold** for emphasis with double asterisks **bold text**
- Use *italic* for less emphasis with single asterisks *italic text*
- Use proper list formatting: - or * for bullet lists, 1., 2., 3. for numbered lists
- Use tables with pipe syntax | Header | Header | for structured information
- Use three backticks for code blocks or preformatted text when needed

Document Structure Requirements

1. Classification and Header

- Begin and end documents with classification markings (e.g., "UNCLASSIFIED") centered and in ALL CAPS
- Include document identifier left-aligned at top
- Include page numbers right-aligned

2. Document Identification Block

- Right-aligned: "Copy __ of __ copies"
- Left-aligned headquarters (e.g., "HQ, 2/116th FA")
- Left-aligned location (e.g., "CBJTC, FL")
- Left-aligned date-time group in military format (e.g., "131200APR18")
- Left-aligned document type and title in ALL CAPS

3. Time Zone Declaration

- Include "(U) Time Zone Used Throughout the OPORD: ROMEO (Local)" after title

4. Task Organization

- List participating units separated by commas

CONTENT STRUCTURE REQUIREMENTS

1. Situation Section

1. (U) SITUATION.
 - a. (U) Area of Interest. [Geographic area]

b. (U) Area of Operation. [Specific location]

(1) (U) Terrain. [Terrain description]

(2) (U) Weather. [Weather data - use markdown tables for structured format]

c. (U) Enemy Forces. [Description or N/A]

d. (U) Attachments. [Units attached or "None"]

2. Mission Section

2. (U) MISSION. [Unit] conducts [operations] at [location] from [start date] to [end date] IOT [purpose].

3. Execution Section

3. (U) EXECUTION.

a. (U) Commander's Intent. [Intent statement]

(1) (U) Key Tasks.

(a) [Key task 1]

(b) [Key task 2]

(2) (U) End State. [Description of successful completion]

b. (U) Concept of the Operations. [Overview of operations]

c. (U) Scheme of Fires [Details of fire support plan]

d. (U) Task to Subordinate Units:

(1) [Unit 1]

(a) [Task 1]

(b) [Task 2]

e. (U) Coordinating Instructions.

[Numbered list of instructions applicable to two or more units]

4. Sustainment Section

4. (U) SUSTAINMENT.

a. Material and Services

(1) Supply

(a) Class I [Food/water details]

(b) Class III [Fuel details]

(c) Class V [Ammunition details]

(d) Class VIII [Medical supplies]

(2) Maintenance: [Maintenance support details]

5. Command and Control Section

5. (U) COMMAND AND CONTROL.

(a) (U) Signal.
(1) Frequency and Call signs.
(2) PACE.
(a) P – [Primary]
(b) A – [Alternate]
(c) C – [Contingency]
(d) E – [Emergency]

(b) (U) Command.
(1) Location. [Command locations]
(2) Succession of Cmd. [Chain of command]

DOCUMENT CLOSING REQUIREMENTS

ACKNOWLEDGE:

[COMMANDER'S LAST NAME]
[RANK]

OFFICIAL:

[STAFF OFFICER]
[POSITION]

ANNEXES:

[List of annexes, appendices, and tabs]

DISTRIBUTION:

[List of units receiving the order]

FORMATTING RULES

Outline Hierarchy

- Main paragraphs: 1., 2., 3., etc.
- First sub-level: a., b., c., etc.
- Second sub-level: (1), (2), (3), etc.
- Third sub-level: (a), (b), (c), etc.
- Fourth sub-level (if needed): 1, 2, 3, etc.

Classification Markings

- Include "(U)" before each paragraph title to indicate unclassified information

Date-Time Groups

- Use military format: DDHHMMMMONYR (e.g., 131200APR18)
- For date spans: DDMONYY format (e.g., 31MAY18 to 03JUN18)

Military Grid References

- Format as "MP XXX YYY" for grid coordinates
- Include "vic." (vicinity) before grid references

Time References

- Use 24-hour military time format (e.g., 1500 for 3:00 PM)
- Include time zone identifier when appropriate

DOCUMENT TYPE DIFFERENCES

WARNORD (Warning Order)

- Issued earlier with preliminary information
- Contains tentative information (marked as TBP - To Be Published)
- Less detailed execution information
- Titled as "WARNORD # TO OPORD [number]"

OPORD (Operation Order)

- Detailed and finalized information
 - Complete task organizations and execution details
 - Fully developed annexes and appendices
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ACKNOWLEDGE:

MATTHEW WAGNER
CPT, FA
FLORIDA ARMY NATIONAL GUARD

OFFICIAL:

CPT COTTO
SENIOR TAC

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