Formal Orders and Briefings

This generic format can be applied to any type of operation or task and is designed to ensure that no important points are omitted. The following sequence can be used as a guide for operation briefings:

1.GROUND:
A detailed description of the terrain over which the operation or task will be carried out.

2. SITUATION:
   a. Target Group: i.e. locations, strengths, organization, current activity and future intentions
   b. Friendlies: i.e. overall plan of the higher formation, locations and tasks of neighbouring groupings
   c. Attachments and Detachments: i.e. any sub-units which are attached to the grouping for this operation and any of the grouping's own sub-units which have been detached for other tasks.

3. MISSION:
   A simple and concise statement, which explains exactly what the grouping is trying to achieve (e.g. "our mission is to secure the bridge at grid 324599"). This is always stated twice.

4. EXECUTION:
   a. Concept of Operations: i.e. a general outline of how the operation is intended to proceed
   b. Detailed Tasks: i.e. specific tasks allocated to each sub-unit of the grouping
   c. Coordinating Instructions: e.g. timings, rules of engagement (ROE), indirect support, actions to be carried out in the event of something going wrong, etc.

5. ADMINISTRATION AND LOGISTICS:
General administrative details such as: dress, equipment, weapons, ammunition, rations (food and water), medical facilities, prisoners, transport, ablutions (toilet facilities) etc.

6. COMMAND AND SIGNALS:
   a. Command: i.e. command structure of the grouping and nomination of alternative commanders in the event of casualties
   b. Signal: e.g. radio frequencies, codes and code-words, report lines, passwords, etc.

Warning Order

A Warning Order is a written notice that is posted in a common duty area to advise team members of an "O" Group (Orders Group)

- Who: who is this notice for   e.g. Patrol Group 2
- When: time and date   e.g. 1400hrs/171104
- Where: where is the briefing to be given   e.g. Rm2, Building 9, ARRC
- Why: reason for O Group   e.g. Patrol Orders