Platoon orders – at a minimum, the following individuals will attend platoon orders:

(1) Platoon leader   
(2) Platoon sergeant   
(3) Squad leaders   
(4) Platoon FO   
(5) PLT Medic   
(6) Attachment leaders

Platoon OPORD Skeleton

Platoon Operation Order

(1) Situation

(a) Enemy Forces

1. Disposition, composition, and strength   
2. Capabilities   
3. Most probable course of action

(b) Friendly Forces

1. Higher Unit   
2. Left Unit’s Mission   
3. Right Unit’s Mission   
4. Forward Unit’s Mission   
5. Mission of Unit in Reserve or Following   
6. Units in Support or Reinforcing Higher Unit

(c) Attachments and Detachments

(2) Mission Task and Purpose (Who, What, When, Where, Why)

(3) Execution – Intent (Expanded Purpose – Key Tasks - Endstate)

(a) Concept of the Operation - How unit will accomplish the mission.

1. Maneuver - Designate main effort and ID tasks   
2. Fires - Concept of fire support, address priority of fires, priority   
targets, and restrictive control measures.   
3. Additional combat support elements - Concept of employment and   
priority of effort.

(b) Tasks to Maneuver Units - Tasks and purpose for each.   
(c) Tasks to combat support units   
(d) Coordinating Instructions

1. Priority intelligence requirements and report tasks   
2. MOPP level   
3. Troop safety and operational exposure guide   
4. Engagement and disengagement criteria and instructions   
5. Fire distribution and control measures   
6. Consolidation and reorganization instructions   
7. Reporting requirements   
8. Specified tasks that pertain to more than one   
9. Rules of engagement   
10. Order of march and other MMNT procedures

(e) Safety

(4) Service Support

(a) General - Provide trains location, Casualty and damaged equipment   
collection points, and routes to and from them.   
(b) Material and services

1. Supply

a. --Class I – Subsistence   
b. --Class II - Clothing, individual equip., tools and tent packages   
c. --Class III - Petroleum, oil, and lubricants   
d. --Class IV - Construction Materials   
e. --Class V – Ammunition   
f. --Class VI - Personal demand items   
g. --Class VII - Major end items   
h. --Class VIII - Medical Supplies   
i. --Class IX - Repair parts

2. Transportation - Schedule and distribution 13  
3. Services - Type, designation, location.   
4. Maintenance   
5. Medical evacuation (See appendix 3 Annex J)

(c) Personnel - EPW collection point and handling instructions.   
(d) Miscellaneous

(5) Command and Signal

(a) Command

1. Location of higher unit commander and CP   
2. Location of unit leader or CP   
3. Location of second in command or alternate CP   
4. Succession of command - During combat, any member of the platoon may be required to assume command. Frequently, the platoon FO or RATELO may need to continue operations and direct the operation until the chain of command can be reestablished. Under normal conditions, the platoon successionof command will be:

a. Platoon leader   
b. Platoon sergeant   
c. Main effort squad leader   
d. Supporting effort squad leaders by rank

(b) Signal

1. SOI index in effect   
2. Listening silence if applicable   
3. Methods of communication in priority   
4. Emergency signals   
5. Code words