

*** Appendix A**

**Sample Tactical SOP for the Support Battalion and
Support Squadron Command Post**

This appendix contains a sample annex to a support battalion/squadron SOP. The purpose of this appendix is to provide a guide for a format and level of detail. It is not intended to be prescriptive.

**ANNEX_ (LOC/TOC ELEMENT) TO CP OPS, Tactical SOP, Support
Battalion/Squadron**

1. Purpose: To prescribe the tactical standing operating procedures of the LOC/TOC element of the support battalion/squadron.
2. Scope: Applicable to the HHC/BMMC, support battalion (separate brigades) and HHT/RMMC, support squadron (ACR).
3. Responsibility: Support battalion/squadron S2/S3 section.
4. Organization:
 - a. The LOC/TOC will operate in a two-shift configuration to provide 24-hour-a-day operations.
 - b. The LOC/TOC consists of the personnel and equipment assets organic to the command section (less the S1, S4, and chaplain) and the materiel management office.
 - c. Figures A-1 and A-2 depict the layout of the LOC/TOC for the support battalion/squadron. In the HSB and SIB/TDB the S2/S3 section operates out of a 5-ton expandable van. The command section works in and through the van. However, this section also works out of the command briefing tent set up in the support battalion LOC/TOC area. The BMMC works out of a tent. In the ACR, the S2/S3 section and RMMC each operate out of a 5-ton expandable van. These two vans are backed up to a common platform/trailer.
5. Duties:
 - a. Commander and XO:
 - (1) Perform the specific duties of the commander and the personnel of the command section as detailed in FM 63-1.

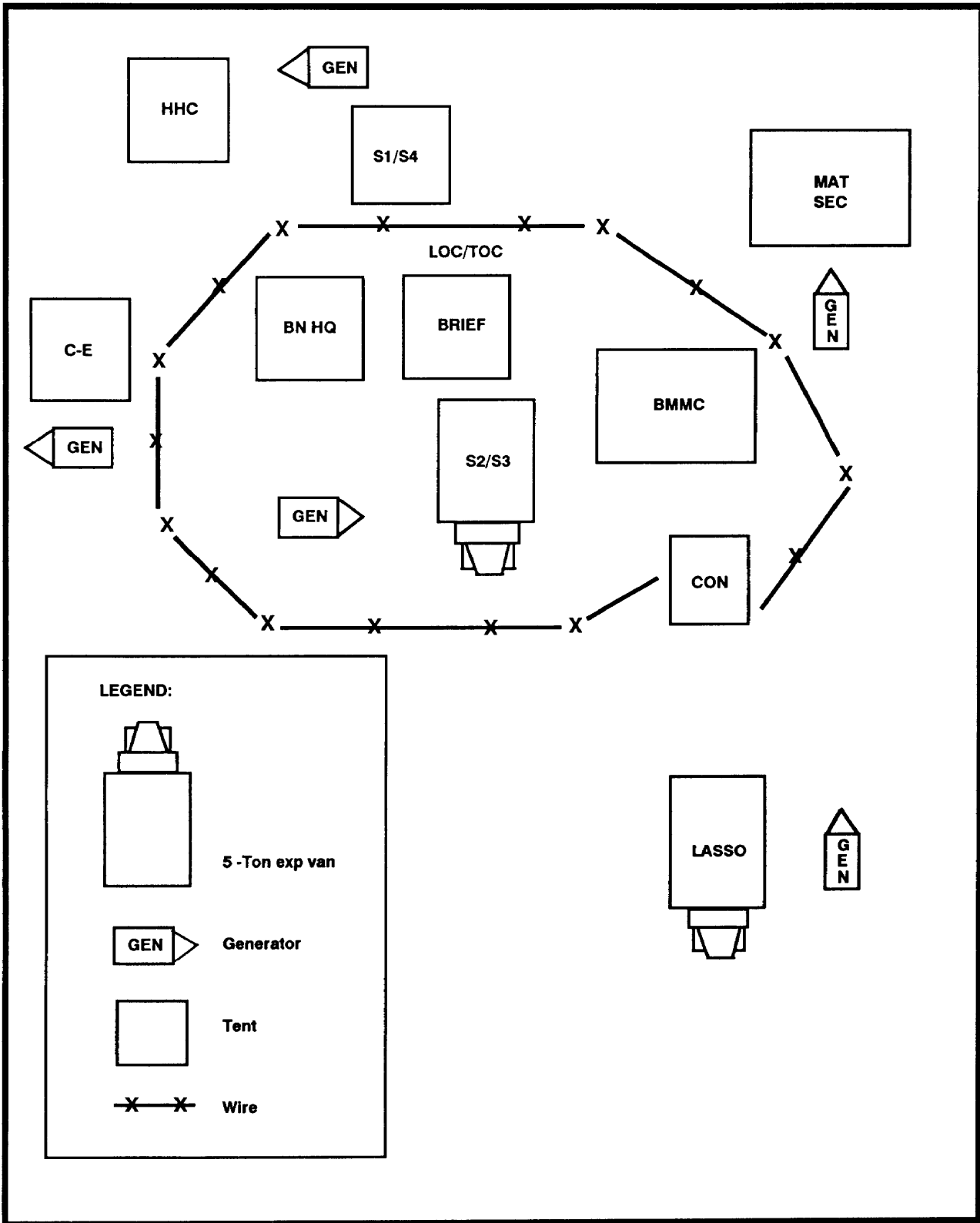


Figure A-1. Sample support battalion command post.

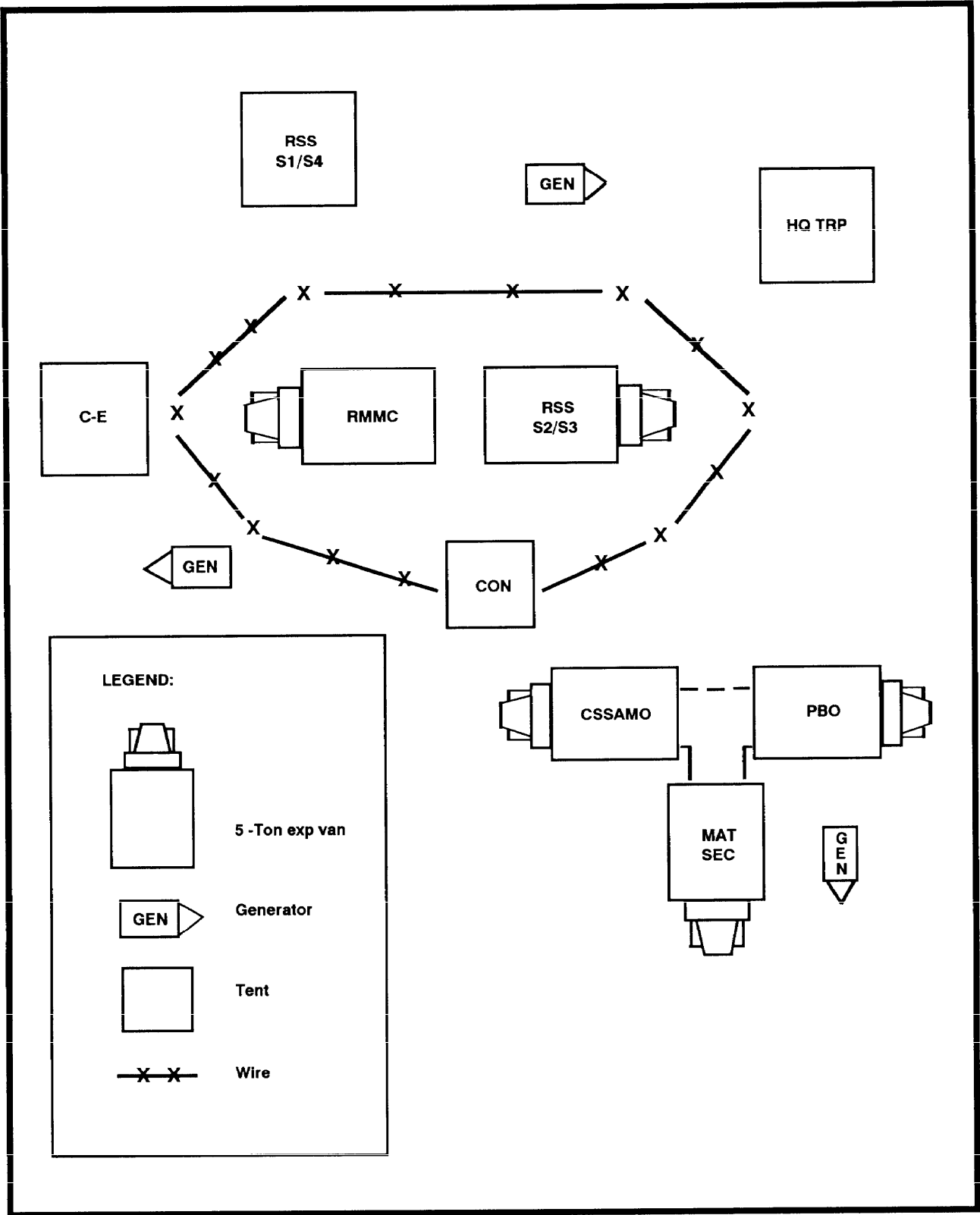


Figure A-2. Sample support squadron command post.

(2) Provide command and control of the support battalion/squadron CP and subordinate units.

(3) Supervise activities of subordinate units.

(4) Coordinate brigade logistics and HSS operations.

(5) Ensure that the support battalion/squadron mission is working IAW the brigade commander's intent.

(6) Provide staff liaison.

(7) Maintain coordination with the brigade rear CP. Ensure also that the base cluster layout is established IAW the overall brigade plan.

(8) Serve as base cluster commander for BSA/RSA.

b. S2/S3 Section:

(1) Prepare the staff estimates.

(2) Prepare OPLAN/OPORD.

(3) Monitor the location and movement of subordinate units.

(4) Establish LOC/TOC security.

(5) Maintain daily log of significant events.

(6) Provide intelligence support.

(7) Plan and implement OPSEC for current and future operations.

(8) Determine status of OPSEC program.

(9) Develop and direct preparation for NBC defense plan.

(10) Coordinate all logistics and HSS functions. In the case of the ACR, the support operations branch has the responsibility.

(11) Direct all NBC operations to include preparation for friendly NBC strikes, radiological/chemical surveys, and all decontamination operations.

(12) Analyze spot reports.

(13) Determine the support battalion/squadron tactical support requirements.

(14) Direct reconnaissance and movement activities and prepare road movement orders.

(15) Organize, brief, and coordinate the activities of the advance/quartering parties.

(16) Brief march column commander.

(17) Coordinate subordinate units crossing contaminated areas.

(18) Select and provide layout plan for all new or proposed locations for the section.

(19) Operate the LOC/TOC.

(20) Coordinate establishment of defense for support battalion/squadron elements in the brigade rear.

(21) Identify corps CSS assets and requirements. In the case of the ACR, the support operations branch has responsibility.

c. CSS Automation Management Office: (ACR, Support Squadron) :

(1) Receive, distribute, implement, retrieve, and dispose of all STAMIS software for the regiment.

(2) Coordinate signal support actions/requirements with the corps signal office.

(3) Assist units with CSS automation COOP planning and execution.

(4) Maintain the master library of CSS software and STAMIS user manuals for the ACR.

d. BMMO/RMMO:

(1) Receive from the battalion/squadron commander for implementation or help S2/S3 section develop logistics plans,

estimates, and directives relating to supply and maintenance support operations.

(2) Manage Class I (includes emergency water distribution), II (includes unclassified map supply), III, IV, V, VII, and IX supplies and water.

(3) Maintain property book accountability for brigade units.

(4) Develop and control the brigade ASL.

6. Internal LOC/TOC Procedures:

a. Plans and orders:

(1) The support battalion/squadron staff prepares all battalion/squadron plans and orders; the S2/S3 section publishes the plans and orders.

(2) The S2/S3 section publishes OPLANs/OPORDs, FRAGOs, and warning orders in hard copy and distributes them as follows (one each):

- Commander, support battalion/squadron.
- HHC/HHT.
- BMMO/RMMO.
- S2/S3.
- Each subordinate company.
- Brigade S3.
- Brigade S4.
- BCOC.
- Others as needed.

(3) The S2/S3 section prepares FRAGOs in written format and issues (in priority of methods) by messenger\LO, FAX, FM, or RATT.

(4) The S2/S3 section issues warning orders as soon as a brigade order is received and analyzed.

b. Maps and overlays:

(1) Maps:

(a) The S2/S3 orders and stocks a basic load of four sets of contingency maps. Two sets of terrain analysis maps are also stocked.

(b) The LOC/TOC operates with a minimum of four sets of maps, each mounted on a map board. One set is for operations, one for intelligence data, one for the BMMO/RMMO, and one for briefings. Personnel assemble the fourth set for use on jumps.

(c) Personnel highlight vertical and horizontal grid numbers in yellow.

(d) All drops display three grid reference crosses: one in the upper left, one in the lower center, and one in the upper right. All drops use the same locations. Personnel prepare the following drops for each operation:

1 Operations. Includes tactical boundaries and locations of all battalions, separate companies, and command posts. Personnel post the date/time group of the most recent update in the top middle of the drop. The S2/S3 section maintains the drop which hangs at all times on the operations map.

2 Support operations. Includes the MSRs and the current and projected locations of all logistics units down to company/troop level and all logistics facilities. Personnel label logistics facilities with the date/time group of the opening and projected closing (if appropriate) above the symbol. They use 0/0 to indicate an on-order opening or closing. The S2/S3 section maintains the drop with input from the BMMO. It hangs at all times over the operations drop on the operations map. Personnel normally roll it above the operations drop.

3 Intelligence. Includes all significant intelligence data to include all identified and suspected locations of enemy units. Personnel outline all enemy positions with a red border. The S2/S3 section maintains it and hangs it at all times on the intelligence map.

4 Rear operations. Includes all rear operations boundaries, base clusters, and the locations of all units down to company size within the BSA/RSA. The base cluster operations center maintains it with the same procedures used for the operations drops.

(2) Overlays:

(a) Personnel normally prepare overlays for OPORDs/OPLANs on opaque overlay paper or, if necessary, on a drop.

(b) All overlays have the standard OPORD/OPLAN heading in the upper right corner.

c. Charts:

(1) At a minimum, personnel maintain the following charts:

(a) Significant activities. Maintained by the on-duty S2/S3 personnel. It shows critical tactical and logistics events.

(b) Enemy order of battle. Maintained by the S2/S3 section. It indicates in list form the identified opposing enemy units and their estimated strength in percentages.

(c) Intelligence incidents. Maintained by the S2/S3 section. It is number coded to the location of incidents posted on the intelligence drop and provides a one-line description of each incident.

(d) LOC/TOC security sketch. Maintained by the S2/S3 section. This chart shows the setup and security plan for the support battalion/squadron CP base.

(2) The S2/S3 ensures that these charts are maintained in the LOC/TOC at all times. Additionally, there are five blank acetate covered charts for use as needed.

d. Warnings:

(1) All warnings are by secure land line or RATT and passed with flash precedence.

(2) Immediate dissemination of STRIKEWARN or CHEMWARN with or without encoded desired ground zero coordinates (depending on the time sensitivity for safety to US forces) is required.

e. Briefings:

(1) Daily update briefing for the support battalion commander:

(a) It is held at 1700 or as the commander determines.

(b) The XO controls the briefing.

(c) The sequence is as follows: XO, S2/S3, S1, S4, transportation officer, BMMO, other issues or unit representatives.

(2) Operations order briefing:

(a) Each new OPORD or service support order is briefed to the support battalion/squadron commander and the subordinate commanders as soon as possible after completion.

(b) The S3 initiates the briefing using the following sequence: analysis of the AO, enemy situation and capabilities, weather, friendly situation, mission, and execution.

(3) Situation update:

(a) When the support battalion/squadron commander enters the LOC/TOC, the duty officer updates him on the current friendly situation, the current logistics capabilities, and the current enemy situation to include a summary of recent intelligence incidents.

(b) The duty officer provides the same briefing to the S2/S3 and XO after returning from a long absence and to subordinate LOS.

f. Operations:

(1) Shift Changes:

(a) Personnel man shifts in accordance with the schedule published by the S2/S3.

(b) Outgoing duty personnel thoroughly brief incoming replacements to completely familiarize them with all activities within their area during the last shift. This briefing includes a physical review of the log, the log file, and the current operations and intelligence drops.

(c) The on-duty shift is responsible for awakening the replacement shift. The replacement shift is present in the LOC/TOC no later than 30 minutes prior to the start of their shift.

(d) The current shift duty officer releases outgoing personnel when he is satisfied that the incoming personnel are properly briefed.

(2) Communications:

(a) The LOC/TOC is the NCS for the support battalion/squadron command net.

(b) The LOC/TOC duty officer/NCO monitors the brigade command/operations net and maintains a log.

(c) The S2/S3 section monitors the brigade 1/0 net and maintains a log.

(d) The LOC/TOC duty officer/NCO ensures that the support battalion command net is audible throughout the LOC/TOC and that personnel maintain a log.

(e) Personnel log incoming and outgoing messages, mark them with the date/time group and log entry number, and file them in the log support file.

(3) Guidance for the LOC/TOC duty officer:

(a) Keep the maps current and accurate.

(b) Be prepared to brief the commander or visitors on current tactical operations and the logistics situation.

(c) Maintain all communications systems.

(d) Ensure all required reports are timely.

(e) Pursue subordinate unit's reports.

(f) Keep the duty log updated.

(4) Security:

(a) The HHC/HHT commander is responsible for the security of the LOC/TOC.

(b) Three rolls of concertina wire surround the LOC/TOC if available. If not, no less than one roll is used.

(c) An armed guard equipped with an access roster mans the entrance through the wire.

(d) All personnel entering receive a permanent or temporary LOC/TOC pass.

(e) The guard does not admit anyone to the LOC/TOC unless their name is on the access roster.

(5) Uniform:

(a) The commander determines the uniform for all personnel in the support battalion/squadron CP area. Protective mask and appropriate MOPP gear may be required.

(b) Personnel wear or carry the protective mask at all times.

(c) All soldiers have their individual weapon with them at all times.

(6) Administration:

(a) LOC/TOC duty NCO conducts a sensitive items check at the beginning and end of each shift. Personnel check weapons physically by serial number.

(b) Personnel tactically park all vehicles when not in use.

(c) Personnel strictly maintain noise and light discipline.

(d) All personnel maintain appropriate daily hygiene and appearance.

7. LOC/TOC Establishment and Layout:

a. The S2/S3 selects the general location of the LOC/TOC based on guidance from the support battalion/squadron commander. The S2/S3 selects the specific location and plans the internal arrangement of the LOC/TOC under the supervision of the XO in coordination with the HHC commander and the brigade rear CP.

b. The LOC\TOC SICP tents and vehicles take maximum advantage of natural cover and concealment. Personnel continually improve concealment by camouflage with natural material and nets.

The HHC/HHT commander provides traffic control in and around the LOC/TOC.

d. Sequence of movement is:

(1) Phase I - A quartering party conducts a survey of the proposed CP site. The XO controls the quartering party which consists of: the XO, communications officer, S2/S3 NCO, movement officer, S1 representative, HHC/HHT representative, three personnel from the HHC/HHT (NBC team), and three BMMC representatives. The duties of the quartering party in order of priority are--

(a) Secure the area.

(b) Establish communications with the LOC/TOC.

(c) Establish jump CP

(d) Designate sites for the elements of the support battalion/squadron headquarters.

(e) Serve as guides upon arrival of main body.

(2) Phase II - Once control passes to the jump CP, the LOC/TOC prepares and conducts convoy movement to the new CP location. The quartering party arrives approximately two hours before the main body.

(3) Phase III - When the LOC/TOC completes its reestablishment, control is passed back to it from the jump CP.