

Appendix E

Sample Tactical SOP for the DISCOM Command Post**ANNEX_ (LOC/TOC ELEMENT) TO CP OPS, Tactical SOP, HVY DISCOM**

1. **PURPOSE:** To prescribe the organization and operation of the LOC/TOC element of the heavy DISCOM CP.

2. **SCOPE:** Applicable to HHC/MMC, Hvy DISCOM.

3. **RESPONSIBILITY:** DISCOM S2/S3 Section.

4. **ORGANIZATION:**

a. The LOC/TOC element of the DISCOM will collocate with the division rear CP (see Figure E-1). The LOC/TOC will organize in a two-shift configuration to provide 24-hour-a-day operation.

b. The LOC/TOC will consist of personnel and equipment from the DISCOM command section (minus the S1, S4, and chaplain). The S2/S3 office, the plans-intel branch, the div spt ops branch, the MCO, the DMOC, and the division materiel management office will be represented.

c. Figure E-1 depicts the layout of the LOC/TOC for the DISCOM. The spt ops branch and the DMMO will share a 5-ton expandable van. The S2/S3 office, the plans-intel branch, and the MCO will share a 5-ton expandable van. The DMOC will operate out of a single 5-ton expandable van. These three vans will be backed up to a common platform/trailer which will also be used by the division rear CP. The command section works in and through each of the three vans. However, this section will also work out of the command briefing tent set up in the DISCOM LOC/TOC area.

d. The configuration shown in Figure E-1 allows for the necessary interface between the DISCOM staff and the division rear CP staff personnel. The division rear CP will be dependent on the DISCOM for security of the CP area.

5. **DUTIES:**

a. Command Section:

(1) Performs the specific duties of the commander and the personnel of the command section as detailed in Chapter 2, FM 63-2.

(2) Ensures that communications are established with subordinate units and that the DISCOM mission is working IAW the dictates of the division commander.

(3) Maintains coordination with the division rear CP. This is to ensure that DISCOM elements are positioned in the DSA according to the overall terrain management plan and that the base cluster layout is established IAW the division rear operations plan.

b. S2/S3 Office:

(1) Prepares the staff estimate and input for the S2/S3 section.

(2) Prepares DISCOM OPORDs/OPLANs.

(3) Directs the relocation and movement of subordinate units IAW the mission and the commander's intent.

(4) Establishes security procedures for the LOC/TOC.

(5) Maintains a daily log of all significant activities of the section.

c. Plans-Intel Branch

(1) Plans Element:

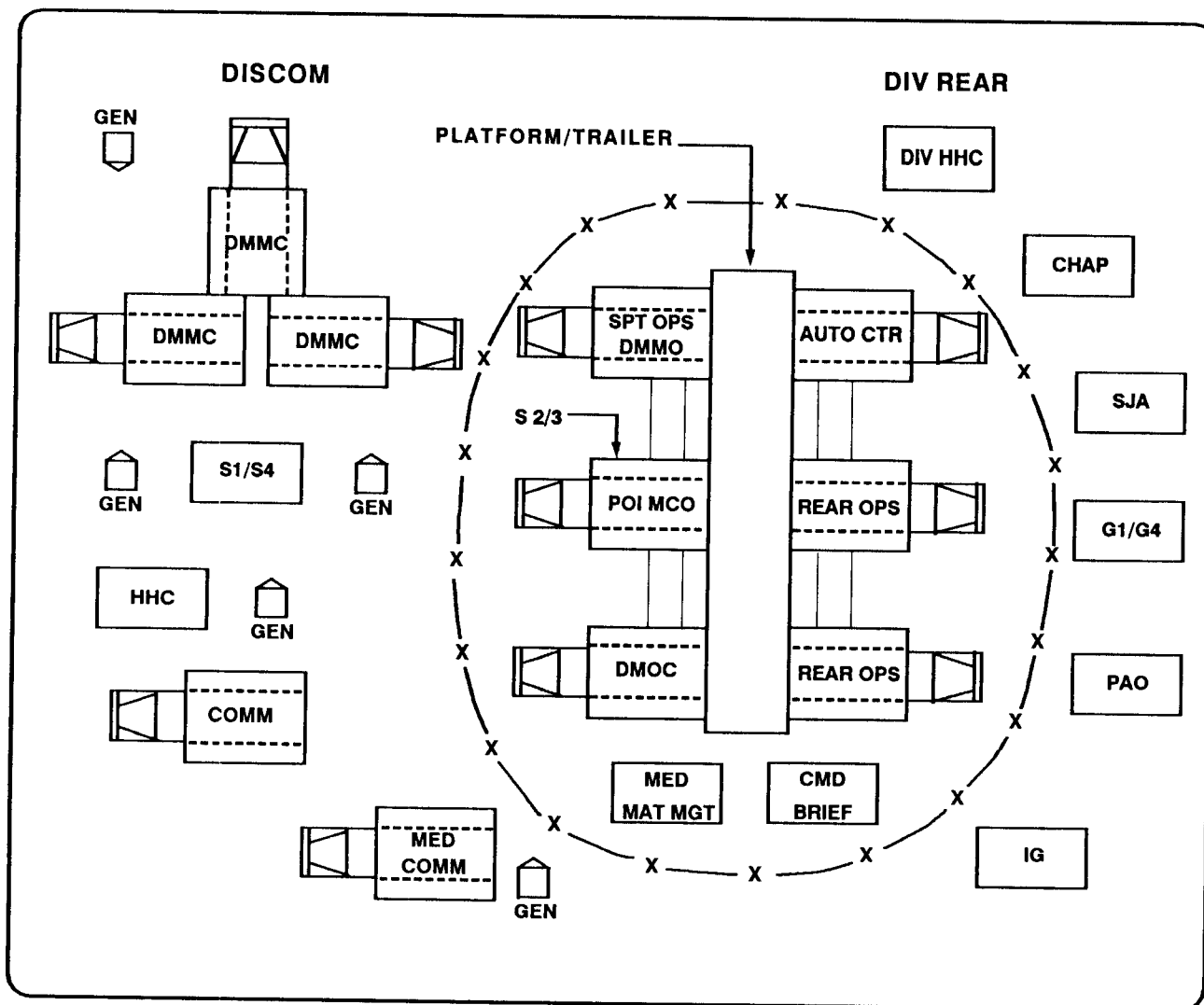


Figure E-1. Sample DISCOM command post.

(a) Determines the DISCOM tactical support requirements, less communications. It coordinates these requirements with the division rear CP.

(b) Directs recon and movement activities and prepares road movement orders.

(c) Organizes, briefs, and coordinates the activities of the advance/quartering parties.

(d) Prepares operations estimates.

(e) Briefs march column commander.

(f) Coordinates subordinate units crossing contaminated area(s).

(g) Selects and provides layout plans for all new or proposed locations for the section.

(h) Operates the LOC/TOC.

(i) Coordinates establishment of defense for DISCOM elements in the division rear. This includes the development of the base cluster fire plan and the fire support plan. It also includes the mobility and countermobility plan, the air defense plan, and the base cluster reaction force plan.

(2) Intel Element:

- (a) Provides intelligence support.
- (b) Plans and implements OPSEC for current and future operations.
- (c) Determines status of OPSEC program.
- (d) Develops and directs preparation for NBC defense plan.
- (e) Directs all NBC operations to include friendly NBC strikes, radiological/chemical surveys, and all decontamination operations.
- (f) Analyzes spot reports.
- (g) Maintains a daily log of all significant activities for the section.

d. Division Support Operations Branch

- (1) Determines DISCOM units' readiness to provide support.
- (2) Identifies division CSS assets and requirements.
- (3) Coordinates supply and maintenance operations and field service support. This is done with the MSB and FSB support operations sections, the MMC, and the COSCOM.
- (4) Maintains a daily log of all significant activities for the section.

e. Movement Control Office:

- (1) Coordinates transportation support with customers, MSB support operations section, and the DTO.
- (2) Determines external movement support activities.
- (3) Prepares movement planning data.
- (4) Maintains a daily log of all significant activities for the section.

f. Medical Operations Center:

- (1) Monitors all medical operations and advises the DISCOM commander on appropriate action.
- (2) Coordinates all division-level medical support operations and services.
- (3) Maintains a daily log of all significant activities for the center.

g. Division Materiel Management Office:

- (1) Supervises management of maintenance operations.
- (2) Supervises management of supply operations.
- (3) Maintains a daily log of all significant activities of the office.

6. INTERNAL LOC/TOC PROCEDURES:

a. Plans and Orders:

- (1) All plans and orders will be prepared and published by the S2/S3 section.
- (2) OPLANs, OPORDs, FRAGOs, and warning orders will be distributed IAW direction of the commander. Distribution will be made through the S2/S3 section. This section will also maintain a minimum of five extra copies of all published orders.
- (3) FRAGOs will be prepared in written format and issued (in priority of methods) by messenger/LO, FAX, FM, or RATT.
- (4) Warning orders will be issued as soon as a divisional order is received and analyzed.

b. Maps and Overlays:

(1) Maps:

(a) The S2/S3 will order and stock a basic load of five sets of maps. Each set is for a potential area of operations. Two sets of terrain analysis maps will also be stocked.

(b) The LOC/TOC will operate with three sets of maps, each mounted on a map board. One will be used for operations, one for intelligence information, and the other as a briefing map.

(c) One set of maps will be assembled and used on jumps.

(d) Vertical and horizontal grid numbers will be highlighted in a color to be determined by the S2/S3.

(2) Overlays:

(a) The following overlays will always be prepared for each operation:

- *Operations Overlay*. Includes tactical boundaries and locations of all battalions, separate companies, and command posts. This overlay is maintained by the S2/S3 and hung at all times on the operations map. Control measures will be marked in black. Significant activities will be designated by the S2/S3. The date/time group of the most recent update will be posted in the upper middle of the drop.
- *Support Operations Overlay*. Includes MSRs and the current and projected locations of all facilities. It is maintained by the support operations branch and hung at all times over the operations drop on the operations map. The logistics facilities will be labeled with the date/time group of the opening and projected closing (if appropriate) above the symbol of that facility. The indication "O/O" will be used to indicate an on-order opening or closing.
- *Intelligence Overlay*. Includes all identified significant intelligence data and suspected locations of enemy units to include RAGs and DAGs. This drop is maintained by the plans-intel branch and is always hung on the intelligence map. All enemy positions will be outlined with a color designated by the S2/S3.

(b) All overlays will display three grid reference crosses. One will be positioned on the upper left, one on the lower center, and the third on the upper right of all drops. All drops will use the same locations. These references are placed on the overlays to ensure that they are properly positioned on maps being used by the sections to brief the operation.

(c) Overlays for OPORDs/OPLANs will normally be prepared on drop or opaque paper.

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

c. Charts:

(1) The following charts will be maintained by the different sections and branches:

(a) *Significant Activities*. Maintained by the S2/S3 personnel. It will show critical tactical and logistics events.

(b) *Enemy Order of Battle*. Maintained by the S2/S3. It will indicate in list form the identified opposing enemy units and their estimated strength in percentages.

(c) *Intelligence Incidents*. Maintained by the plans-intel branch. It will be number coded to the location of incidents posted on the intelligence drop and will provide a one-line description of each incident.

(d) *LOC/TOC Security Sketch*. Maintained by the S2/S3. This chart shows the setup and security plan for the DISCOM CP base.

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

d. Warnings:

(1) All warnings will be by secure land or RATT passes with FLASH precedence.

(2) For STRIKEWARN or CHEMWARN, immediate dissemination is required. Whether the warning is issued with or without encoded desired ground zero coordinates depends on the time sensitivity for safety to US forces.

e. Briefings:

(1) Daily Update Briefing

(a) The XO will control this briefing held for the DISCOM commander and staff.

(b) The sequence will be as follows:

- XO.
- S2/S3.
- Spt Ops.
- S1.
- S4.
- Med Ops.
- DMMC.
- Other issues or unit representatives.

(2) Operations Order Briefing

(a) Each new OPORD or admin/log order will be briefed to the DISCOM commander and the subordinate commanders as soon as possible after completion.

(b) The S2/S3 will initiate the briefing using the following sequence: analysis of the area of operations, enemy situation and capabilities, weather, friendly situation, mission, and execution.

(3) Situation Update:

(a) When the DISCOM commander enters the LOC/TOC, the TOC duty officer will be prepared to update him on the current friendly situation, the current logistics capabilities, and the current enemy situation to include a summary of recent incidents.

(b) The same briefing will be provided to the S2/S3 and the XO after they have returned from long absences. Subordinate unit LOS will also be briefed.

f. Operations within the LOC/TOC:

(1) Shift Changes:

(a) Two shifts will man the LOC/TOC maintaining 24-hour operations IAW a schedule published by the S2/S3. Chapter 2 of FM 63-2 provides an example of a proposed dual-shift breakdown for the DISCOM.

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

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

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

(2) Communications:

(a) The LOC/TOC is the NCS for the DISCOM command.

- (b) The LOC/TOC duty officer or NCO will monitor the division command net and maintain a daily log.
- (c) The S2/S3 section will monitor the division O&I net and maintain a daily log.
- (d) The LOC/TOC duty officer will ensure that the DISCOM command net is audible throughout the LOC/TOC and that a log is maintained.
- (e) All incoming and outgoing messages and reports will be logged. Each will be marked with date/time group and a log entry number and then filed in the log support file.
- (3) Guidance to be Followed by the LOC/TOC Duty Officer:
 - (a) Keep the maps current and accurate.
 - (b) Be prepared to brief the commander and visitors on current tactical operational and logistics situations.
 - (c) Maintain all communications systems.
 - (d) Ensure all reports required are timely.
 - (e) Pursue subordinate units reports.
 - (f) Keep the duty log up-to-date.
- (4) Security:
 - (a) The HHC commander is responsible for the security of the LOC/TOC area.
 - (b) Security for the LOC/TOC area will be maintained through roving guards. Guards will be posted and a schedule maintained by the HHC commander. This guard will be scheduled over a 24-hour time period. There will be a designated entrance to the LOC/TOC area. This entrance point will be manned by an armed guard who will have an access roster. This roster will be established by the S2/S3 and only those on the list will be given entrance to the LOC/TOC.
 - (c) The uniform for all personnel in the LOC/TOC area will be established by the S2/S3. The protective mask will be carried at all times and individual weapons will remain with the individuals.
 - (d) The duty NCO will conduct a sensitive item check at the beginning and end of each shift. Weapons will be physically checked by serial number. All vehicles will be tactically parked. All personnel will be required to ensure that noise and light discipline are strictly maintained.
 - (e) The LOC/TOC vehicles and tents will be arranged to take maximum advantage of natural cover and concealment. Concealment will be continually improved by camouflage with natural material and nets.
 - (f) Traffic control in and around the LOC/TOC will be directed through the HHC commander and the guards posted to secure the area.