

Orders Shorthand

In order to receive and issue orders rapidly and concisely, leaders need to develop an orders shorthand technique.

“Co E: RES. OCC BP21. BPT CATK(ABF) vic CP32C IOT deny EN WTH RTE. ME(POF) on CATK.”

“Co F: DEF BP20 NLT 1200 IOT DES EN MRB in EA FOX.”

1. **Amounts** are numerals in parenthesis.

(12) veh	(21) EN soldiers	(3) days	(4) MREs
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2. **Cardinal Directions** are capital letters in parenthesis.

(N)	North	(E)	East
(NW)	Northwest	(SE)	Southeast

(N)-(S) North-South is the orientation of a road, river, or other linear terrain feature.

(L) Left and (R) Right should be avoided, but are sometimes needed.

Azimuths are degrees or mils, grid or magnetic.

317°	317° mag	3200mils	3200mils grid
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3. **Distances** are metric abbreviations.

1100m	125m	17km	225km
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4. **Place Names** are capitalized. **Control Measure Names** are capitalized.

SAN RAFAEL	BIR EL GUBI	HUE CITY	NAKTONG River
PL GOLD	EA LION	AP ASP	RTE LINCOLN

5. **Locations** are MGRS six- or eight-digit coordinates, with a space between the easting and northing, either with or without the prefix.

876 678	8756 9837	QR 8757 6786	SU 4576 9273
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Horizontal datum, if not well defined, is included in parenthesis.

876 678 (WGS-84)	8756 9837 (NAD-27)
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GS 3617 is “Grid Square 3617” a 1k grid square defined by the lower left-hand corner.

vic 876 678 is “Vicinity of 876 678”

@ 876 678 is “at 876 678”

6. **Unit Sizes** are abbreviated. **Key Billets or Teams** are acronyms.

Tm	Sqd	Sect	Plat
Co	Bn	Regt	Det

FiST	FO	FAC	OCD
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7. **Specific units** are abbreviated.

“K” with or without “Co” is Company “K” or Kilo Co (or Kilo Btry)

3/5 is 3rd Battalion, 5th Marines

8. **Time** is four digits, with or without a colon.

0600	1201	18:30	22:00
NLT 1200	No Later Than...	NET 0100	No Earlier Than...
@ 0610	At 0610	~0500	Around 0500

H+2:00 is two *hours*. D-3 is three *days*. L-Hour is boots on deck, not take-off time.
H+0:30 is thirty min

9. **Tactical Missions and Terms** are capitalized acronyms and abbreviations.

ABF	Attack By Fire	FS	Fire Support
A/C	Aircraft	GS	General Support
A/F	Airfield	HHQ	Higher Headquarters
AIZ	Attack In Zone	IOT	In Order To
AOA	Avenue of Approach	LOC	Line of Communication
AP	Attack Position	ME	Main Effort
ATK	Attack	MTC	Move To Contact
BOF	Base of Fire	O/C	On Call
BPT	Be Prepared To	O/O	On Order
CATK	Counterattack	OOM	Order Of Movement
CG	Center of Gravity	O/W	Overwatch
CIZ	Clear In Zone	POF	Priority of Fire
CV	Critical Vulnerability	PoL	Passage of Lines
DEF	Defend	POS	Position
DIZ	Defend In Zone	REIN	Reinforced
DS	Direct Support	RES	Reserve
EN	Enemy	RIP	Relief In Place
FIT	Follow In Trace	SBF	Support By Fire
FOF	Follow-On Forces	WTH	Withdraw

10. **Tactical Control Measures and FSCM** are capitalized acronyms and abbreviations.

AA	Assembly Area	OBJ	Objective
BP	Battle Position	ORP	OBJ Rally Point
CP	Check Point	PL	Phase Line
EA	Engagement Area	RP	Release Point
LD	Line of Departure	SP	Start Point
LOA	Limit Of Advance	TGT	Target

11. **Common Words** are abbreviated.

prev	Prevent	hwy	Highway
est	Establish	rd	Road
fm	From	prot	Protect
rte	Route	bldg	Building
mvmnt	Movement	alt	Alternate

12. **Generic Weapons and Equipment** are capitalized acronyms.

AA	Anti-Aircraft	HF	High-Frequency
AT	Anti-Tank	MG	Machinegun

13. **Ammunition sizes and Amounts** are abbreviated.

81mm	.50cal	3.5in	(62)rds
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14. **Friendly Weapons and Equipment** are referred to by nomenclature.

M-203	M-240G	SMAW	AT-4
AV-8B	CH-46	PRC-113	PVS-14
HMMWV	M-1A1	LAV	M-198

15. **Enemy Weapons and Equipment** are referred to by nomenclature or NATO designator.

AK-47	BTR-60	BMP-2	BRDM
SAGGER	HIND	SPIGOT	HIP

16. **Orders Headings** are abbreviated and followed by a colon.

S:	Situation	EN:	Enemy
		Fr:	Friendly
M:	Mission	IOT	In Order To
E:	Execution	CoO:	Concept of Ops
		FS:	Fire Support Plan
		Tasks:	Tasks
		Coord:	Coordinating Instruct
A:	Admin & Logistics		
C:	Command & Signal		

17. **Task Organizations** are specified.

+	Attached	"K" + HMG + CEB	
-	Detached	3/5 – "K"	
att	Attached	det	Detached

Orders Shorthand Worksheet

Read the following sentences aloud, fully pronouncing all terms.
Leaders then write what they hear in shorthand on whiteboard or notepaper.

1. M: "A" Co guards Bn rear IOT prev EN interference with our WTH.
2. 1st Plat: ME. Seize the village IOT control the hwy for the Bn advance.
3. "A" Co clears the coastal rd (E) to PL SILVER IOT establish LOC with 2nd Bn.
4. "F" Co. RES. FIT of "G." BPT cont ATK (SW) IOT prev EN interference along MSR.
5. "G" Co. DEF BP21 IOT prev EN access to coast.
6. Tm Mech. Find and fix EN in GS 3617 IOT SPT Co ATK along RTE JEFFERSON.
7. Bn secures (NW)-(SW) MSR, RTE GOLD, IOT prev EN interference with convoy traffic.
8. M: From BP A10, block (S) ave of wadi IOT prot Bn (L) flank.
9. 5th Bde. ME. @ H-Hour est block from CP37 to CP75 IOT prot (L) flank of XXX Corps.
10. Recon Bn. RES. BPT CATK EN penetrations. ME on CATK. POF on CATK.
11. "K" Co: O/O est BP20 vic CP33D IOT deceive EN as to actual Bn POS.
12. E: CoO: (1) Plat det to Bn. (1) Plat guards town. (1) ME Plat moves (S) to est guard POS.
13. 1/1: O/O ATK along axis BRANDY IOT SPT ME ATK in (N) corridor. BPT DEF fm alt BP vic 880 004 IOT prev EN penetration.
14. E: CoO: While (1) Plat blocks the (N) rd IOT prev EN CATK, (2) Plats clear both sides of the A/F from (N) to (S) to 56 (N). FS: R/W CAS O/C @ 1630. Mort move with 1st Plat.
15. M: 3/7: O/O CIZ IOT expel EN from valley.
E: CoO: (See Overlay) ME ATK OBJ 1 with CAAT O/W to (W). Tks clear (E) AOA.
FS: 2/11 DS to 5th Bde. POF to ME (3/7). R/W CAS O/C NLT 1430.
Tasks:
"K": ME. @ H-Hour Seize OBJ 1 IOT deny EN use of village.
CAAT: @ H-Hour O/W "K" mvmnt fm (W) IOT SPT ME.
Tm Tk: @ H-1:00 conduct MTC on RTE LINCOLN IOT find EN stay-behinds.

Coord: H-Hour is 1200. LD is 97 (N). Base Unit is "K." PL RED is 99 (N). OBJ 3 is 775 988 (NAD-27). SBF POS is 774 982 (NAD-17). CEB Plat det @ 1900. CAAT DS to "K" on OBJ.
OOM: "K," CAAT, Tm Tk, CEB, "L."

A: SOP
C: SOP

McBreen