Obtain a copy of FM 6-0 (Commander and Staff Organization and Operations); use the doctrinal template for the annex.

Identify the focal areas of your functional area.

Identify the unit’s key tasks.

Matrix functional area tasks, priority of support (subordinate units) and priority of effort (tasks) by focal area to unit key tasks.

How will anything about the operational environment affect the proper employment of your functional area: political, social/cultural, economic, infrastructure, terrain, weather, time/events/calendar?

Is there anything particular that the enemy is going to target relative to your functional area? Is there anything particularly special (strength or weakness) that your enemy counterpart has in regard to their capability?

What is the unit’s mission (not your section’s) in regard to your functional area?

Summarize the concept of operation for your functional area.

By focal area, detail priority of support (subordinate units) and priority of effort (tasks), authorities, and constraints.

Detail tasks to a particular unit (mini mission statement).

Detail coordinating instructions: Timeline, information requirements, coordination requirements, and protection measures.

Summarize the concept of support for your functional area: special equipment, maintenance, transportation, services, personnel support, and medical support.

Note who is in charge of your functional area (shifts?), where they will be, and how to contact them.

Detail liaison requirements, if any.

Describe where the section/branch/cell will do business and contact information, if different from above

List reporting requirements and where to find the format.

Summarize the concept of communication (telephone, radio, and computer) used to support your functional area (primary, alternate, contingency, emergency (PACE)).

\*\*\* Don’t repeat something found somewhere else in the order, reference it.

\*\*\* Don’t repeat something that is in a reference document, reference it.

\*\*\* Don’t make the order a tactical SOP; write an SOP and reference it.

\*\*\*Bottom line up front; use active voice; use first person; use correct spelling, grammar, and punctuation; use positive expression; use authoritative phrases (avoid unqualified directives; be concise; be clear; be simple; and package effectively.