

CPOF SOP

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1A) Main Workspace Setup

The "Main Workspace" is the pasteboard created (If none exist) so as to make the update process smooth and simple. This is the pasteboard in which the BTLNCO will use to update the BDE COP (Common Operational Picture), archive events and reports, and create events and reports. The pasteboard format described here is a baseline format. The user may add to but will not take away from the current format, as it will be linked to other efforts/pasteboards for ease of use.

The screenshot displays a complex software interface for workspace setup. It features several panels and a data table at the bottom.

Top Panels:

- Copy Link:** Contains a checkbox and text indicating "Copies: 1 Link: 0" and "500 copies allowed".
- Subjects:** A panel with a search bar and a list of subjects.
- URLs (0):** A panel for managing URLs.
- Posts (0):** A panel for managing posts.

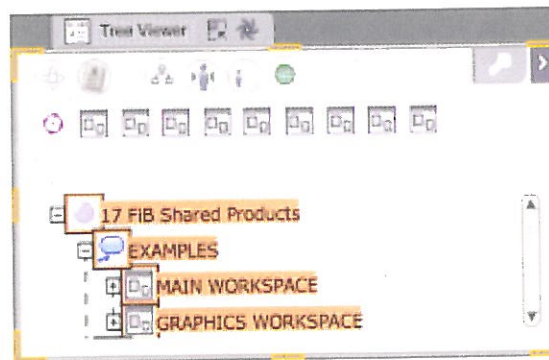
Bottom Table:

	GridCoords	createdTime	startTime
KX1025	10TET 20003 05951	16 0056Z Nov 12	13 0550Z Nov 12
DF7001	11TLM 25209 83606	16 0417Z Nov 12	13 0550Z Nov 12
DF6067	11TKL 69030 73025	16 0422Z Nov 12	13 0550Z Nov 12

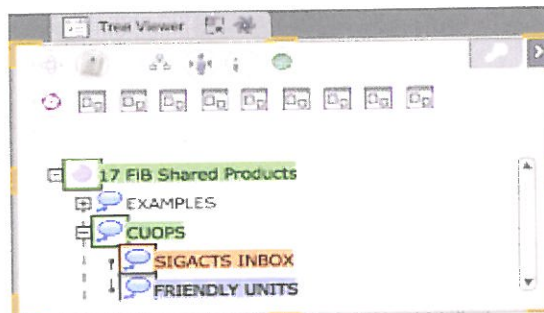
The Main workspace will include the following items:

1. Fire Mission Task (Top Left)
2. Enemy Icon (Top Center)
3. Copy machine (Top Right)
4. SIGACTS Inbox (Middle Left)
5. SIGACTS Recorded (Middle Center)
6. SIGACTS Archived (Middle Right)
7. Item palette and Trash Can (Middle Far Right)
8. Friendly Unit Inbox (Bottom Left)
9. Friendly Unit Archive (Bottom Center)
10. Graphics Palette and Toolbar (bottom right)
11. SIGACTS Table (Bottom)

The “Main Workspace” Pasteboard can be found within the Examples effort in the tree viewer:



Once the user has found the “Main Workspace” use the copy machine (located within the frame dispenser) to create a static copy. The inbox(s) will **not** be included within the Workspace Pasteboard, the active inbox for current operations can be found in the CUOPS effort located within the tree viewer:



: Once both the "SIGACTS" inbox and the "Friendly Units" inbox are located, place them in the appropriate positions within the "Main Workspace" pasteboard (indicated by a "Stickie" with the corresponding text).

The screenshot displays a software interface with a central workspace and several surrounding panels. On the left, there are two yellow sticky notes with text instructions. The top panel shows a 'Privileges' section with fields for 'LOTOS 03000 07700', 'SAF', 'Red', 'Hostile', '11/10/12 01:42', 'Name', 'Date', and 'Present'. Below this is a 'Container' section with 'URL Information' and 'Discussion'. The bottom panel shows a 'Privileges' section with 'LOTOS 03000 07700', 'SAF', 'Red', 'Hostile', '11/10/12 01:42', 'Name', 'Date', and 'Present'. The right side features a 'Copy Link' panel, a 'SIGACTS (AKA 11000)' panel, and a 'Graphic Palette' with various icons. At the bottom, there is a table with four columns: 'GridCoords', 'createdTime', and 'startTime'.

REPLACE ME WITH THE "SIGACTS" INBOX LOCATED IN THE CUOPS EFFORT UNDER THE "SHARED PRODUCTS EFFORT"

REPLACE ME WITH THE "FRIENDLY UNITS" INBOX LOCATED IN THE CUOPS EFFORT UNDER THE "SHARED PRODUCTS EFFORT"

	GridCoords	createdTime	startTime
KX1025	10TET 20883 05951	16 0056Z Nov 12	13 0550Z Nov 12
DF7001	11TLM 25289 83806	16 0417Z Nov 12	13 0550Z Nov 12
DF6067	11TKL 89830 79325	16 0422Z Nov 12	13 0550Z Nov 12

In order to effectively make use of the “Main Workspace”, the user must ensure that the “SIGACTS Reported” and the “Friendly Units” are both linked to the COP and the SIGACTS pasteboards.

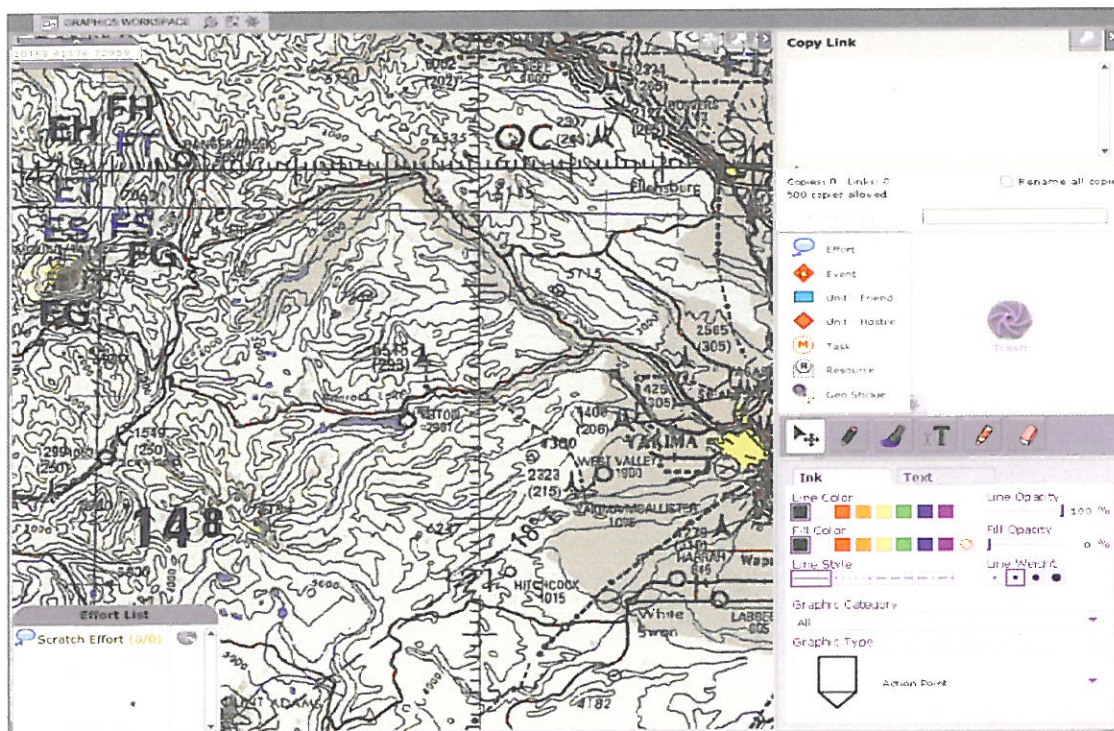
To do so, CTRL + drag the “SIGACTS reported” (creating a mirror copy) from the “Main Workspace” to the “COP” and “SIGACTS” Efforts list(s). Do the same for the “Friendly unit’s inbox”.

Now, whenever a SIGACT is reported via CPOF it will populate in the “SIGACTS inbox”, at which time the user will verify that all of the reported information is accurate before moving it to the “SIGACTS reported” effort.

The reporting requirements are outlined in section 4: **Unit Reporting System**.

1B) Graphics Workspace Setup

The “Graphics Workspace” is created to make creating graphic overlays for any and all linked efforts without unintentionally altering any of the current graphics displayed by the COP or SIGACTS pasteboards.



The Graphics workspace will include the following:

1. Map (not linked to anywhere else)
2. Item Palette
3. Trash Can
4. Toolbar
5. Graphics Palette
6. Copy Machine

Whenever the user is complete with a group of graphics, the user should ensure that the effort for the group of graphics created is removed from the graphics workspace to its intended location. This is to prevent unintentional changes from occurring while working on new efforts/graphics.

2) CUB Setup

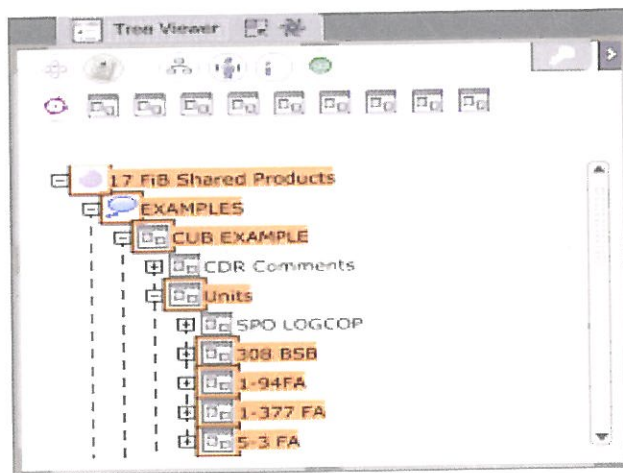
The CUB (Commanders Update Brief), will be a brief overview of the brigades overall disposition. It is ***not*** a Shift change over brief. It should not include any additional section(s) effort(s). Though a representative for each section may be present, ***only the following staff members are required to brief the commander.***

1. BTL CPT
 - a. Last 24- Brief those SIGACTS of significant value as well as update(s) to named operations.
 - b. Next 24-Brief only unit actions that either support or impede unit operations.
2. S2- Intelligence update
3. Subordinate Unit(s)/LNO(s)
 - a. Combat power
 - b. Last 24- Brief those SIGACTS of significant value as well as update(s) to unit participation within named operations.
 - c. Next 24-Brief only unit actions that either support or impede unit operations.

: Additional personnel briefs will be added as needed 1 hour prior to the CUB by the BTL CPT.

All briefers are expected to have only one pasteboard with all information tabulated within one pasteboard. Units/staff are to limit their briefs to the recommended layout.

Subordinate units are required to report/update their individual pasteboards NLT 1 hour prior to the CUB. The template for units reporting/updating their portion of the CUB will be found in the tree viewer:



: 30 minutes prior, the BTL CPT will verify that the information is correct and that all subordinate units attending are present on "Ventrillo".

At this time the BTL CPT will ensure that no further changes need to be made by staff or subordinate units. Permissions to the CUB will then be constricted to the BTL CPT only. Any last minute changes must be requested at least 10 minutes prior, and will be added pending the BTL CPT approval.

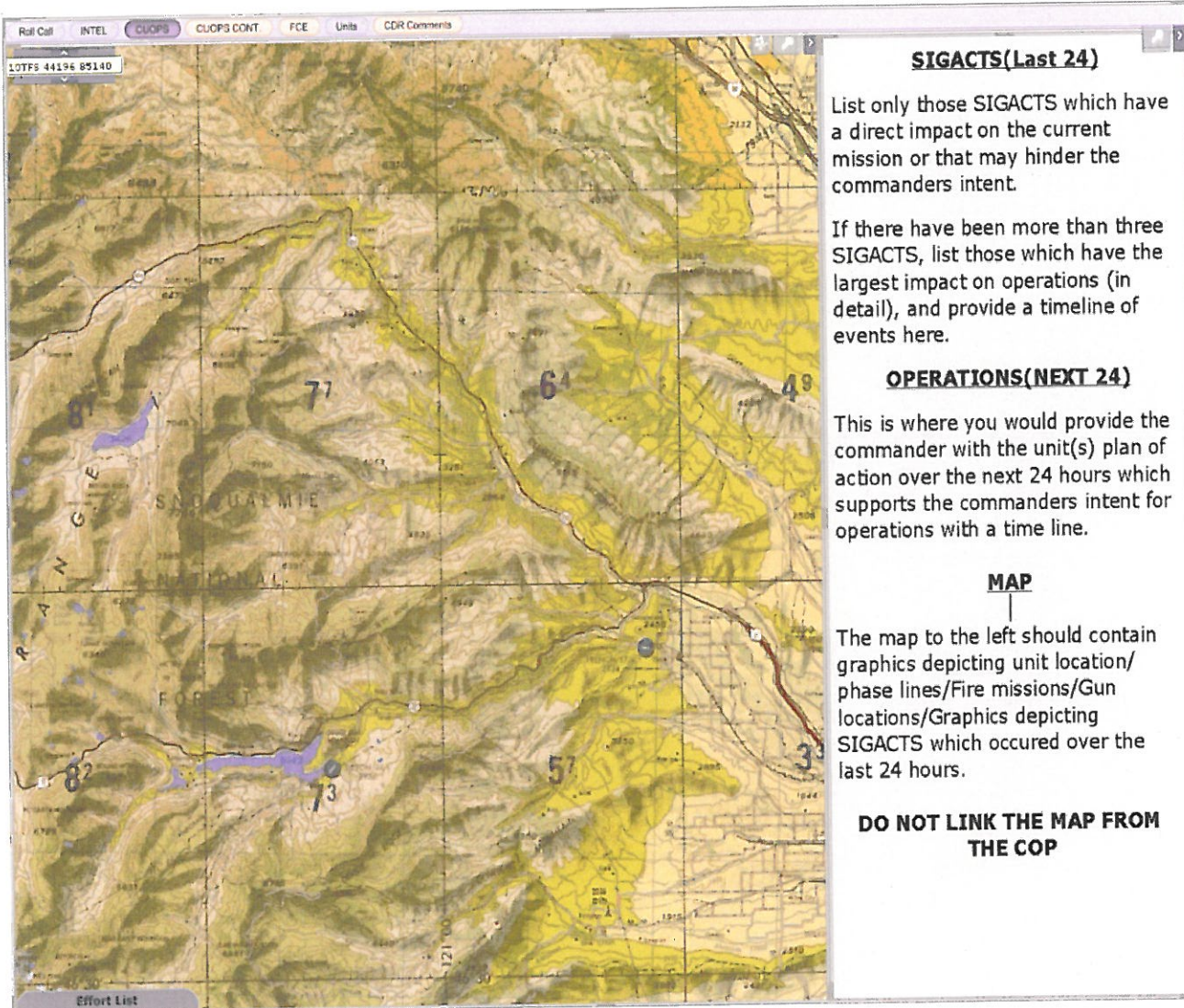
Ventrillo checks with the BDE BTL CPT should be conducted 30 minutes prior to the CUB IOT allow enough time for troubleshooting if necessary. For setup of Ventrillo refer to **section 3: Ventrillo Setup**.

The following are examples of the BDE CUB format:

Roll Call	Agenda
BTL CPT BTL NCO S2 FCE FECC 5-3 1-94 1-377 308 TB 3 TB 5 TB 6 TB 7	Intel Update <ul style="list-style-type: none"> weather Operations Update FECC Battalion Updates

BTL CPT briefing pasteboard includes:

1. SIGACTS over the last 24 hours(in a Time Line format)
2. The plan of action leading into the next 24 hours.
3. Map which includes the operational graphics of the last 24 hours events.



SIGACTS(Last 24)

List only those SIGACTS which have a direct impact on the current mission or that may hinder the commanders intent.

If there have been more than three SIGACTS, list those which have the largest impact on operations (in detail), and provide a timeline of events here.

OPERATIONS(NEXT 24)

This is where you would provide the commander with the unit(s) plan of action over the next 24 hours which supports the commanders intent for operations with a time line.

MAP

The map to the left should contain graphics depicting unit location/phase lines/Fire missions/Gun locations/Graphics depicting SIGACTS which occurred over the last 24 hours.

DO NOT LINK THE MAP FROM THE COP

[INTEL UPDATE PASTEBBOARD(S)]

Battalion briefing pasteboard includes:

1. Overall combat power for the battalion.
2. Combat power of the individual companies.
3. SIGACTS over the last 24 hours.
4. An overview of the next 24 hours.
5. Any issues the unit has incurred which would impede operations.
6. Map with supporting graphics for the last 24 hours of events.
- 7.

Roll Call
INTEL
CUOPS
CUOPS CONT
FCE
Unit
CDR Comments

BN BOARD
SPO LOGGCP

PLACE UNIT NAME HERE

COMBAT POWER

GREEN
AMBER
RED
BLACK

CDR ASSESSMENT

GREEN
AMBER
RED
BLACK

LAST 24

NEXT 24

308 BSB COMBAT POWER

TYPE	AUTH	O/H	%
	0	0	100%
	0	0	100%
	0	0	100%
	0	0	100%
	0	0	100%

HHC COMBAT POWER

TYPE	AUTH	O/H	%
	0	0	100%
	0	0	100%
	0	0	100%
	0	0	100%

A CO COMBAT POWER

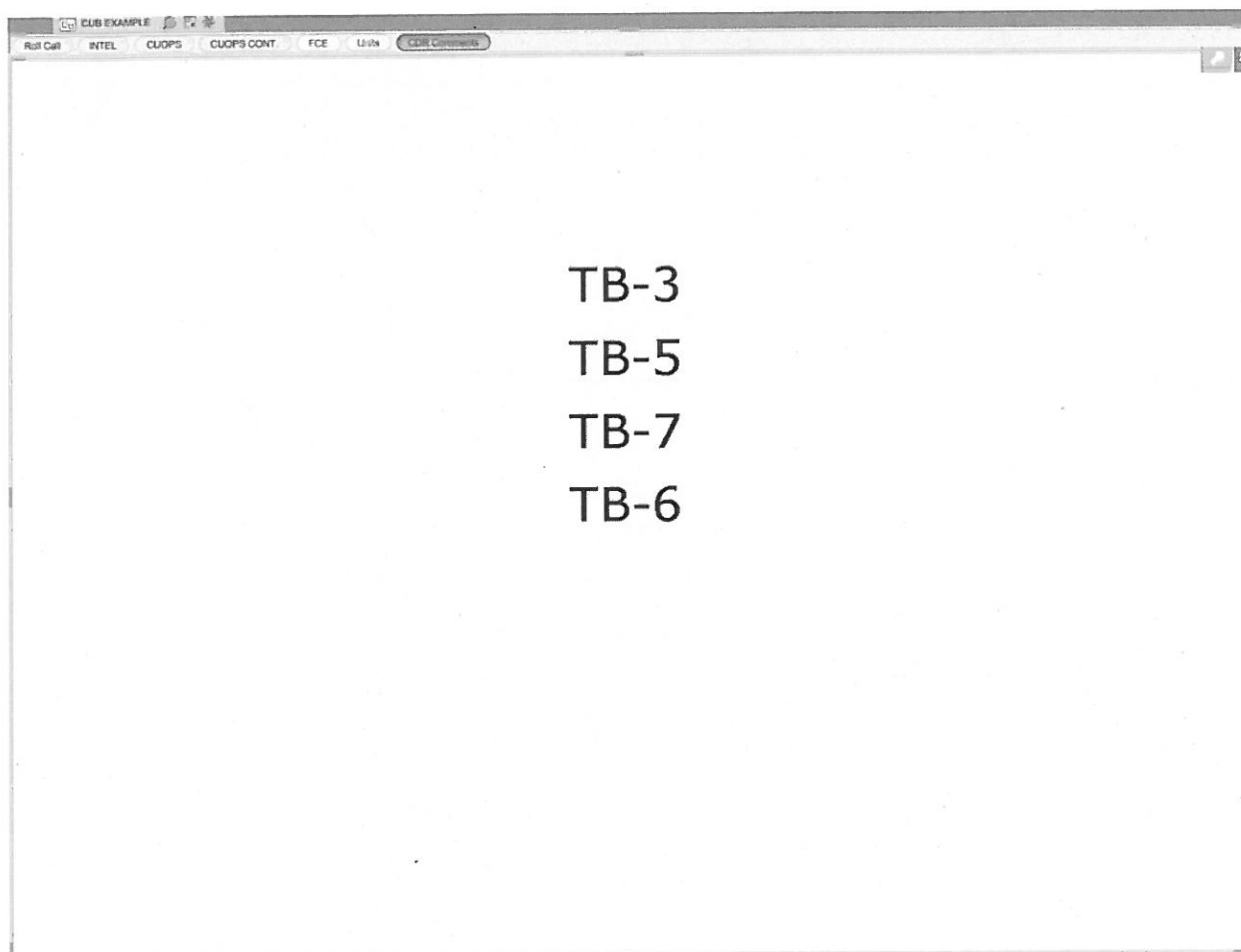
TYPE	AUTH	O/H	%
	0	0	100%
	0	0	100%
	0	0	100%

B CO COMBAT POWER

TYPE	AUTH	O/H	%
	0	0	100%
	0	0	100%
	0	0	100%

ISSUES

Commander's comments pasteboard:



3) Ventrillo Setup

Ventrillo is to remain active at all times during operations. This provides BTL CPT's with a direct line of communication to one another. Ventrillo communications checks are to be conducted once every hour to ensure communications are being maintained during operations.

This is also the main form of communication for the CUB.

Use the following naming convention when creating a new user:

UNIT:ROLE (ie: 17FiB:BTL CPT, 5-3FA:BTL CPT, 308BSB:BTL CPT, 1-377FA:BTL CPT, 1-94FA:BTL CPT)

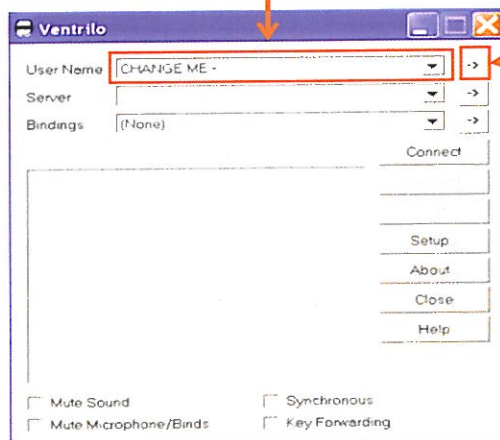
In the event of a communications failure on ventrillo, use the CPOF IM contact the S3 BTL CPT IOT verify that:

1. The Ventrillo server is up and running.
2. The server IP address is correct.
3. The Server port number is correct.

: If none of the above apply, contact S6 personnel for troubleshooting procedures and contact the BDE BTL CPT via SVOIP or FM communications.

Use the following instructions for ventrillo setup.

When starting Ventrillo,
change your "User Name"
to match your role.
IE: 17FiB:BTL CPT
5-3FA:BTL CPT



To do so,
select the
arrow here.

Setup User

Select: **CHANGE ME** **New** **Clone** **Delete**

Phonetic: _____ Play

Description: _____

Work Dir: _____ ?

OK Cancel Help

Select the new button below to create a new user.

Setup new user

Name: **17FiB BTL CPT**

OK Cancel

Enter your user name in the dialog box that appears, then press the "OK" button.

Ventrilo

User Name: **17FiB BTL CPT** ->

Server: _____ ->

Bindings: **[None]** ->

Connect

Setup

About

Close

Help

☐ Mute Sound ☐ Synchronous

☐ Mute Microphone/Binds ☐ Key Forwarding

Connection Editor

Select: _____ **New**

Hostname or IP: _____

Port number: _____

Password: _____

Default Channel: _____

OK Cancel Help

Setup new server

Name: _____

OK Cancel

Now create a new server.

Select the new button to begin entering server information

Enter a new server name

Connection Editor

Select: 17FiB Ventrilo

New Clone Delete

Hostname or IP: 000 000 000 000

Port number: 0000

Password:

Default Channel:

OK Cancel Help

Enter the IP address and Port number, which will be provided by S6 personnel.

Ventrilo

User Name: 17FiB BTL CPT -

Server: 17FiB Ventrilo

Bindings: (None)

Connect

Setup About Close Help

☐ Mute Sound ☐ Synchronous
☐ Mute Microphone/Binds ☐ Key Forwarding

After completing the steps above, select the "Connect" button.

4) Unit Reporting

Reporting SIGACTS will be conducted using the "SIGACTS INBOX" located within the shared products effort.

The SIGACTS inbox allows units to provide BDE with a graphic which may be updated continuously by the reporting unit.

To make effective use of this system, the reporting unit:

1. Gathers the information.
2. Creates a graphic with as much detailed information possible (refer to fig 1.1).
3. Drag and drop the graphic into the SIGACTS inbox effort.
4. Contact the BTL CPT via CPOF IM or Ventrillo to verify receipt of the SIGACT.
5. Maintain open communications with the BTL CPT until the SIGACT has been concluded.
6. Once the SIGACT has been concluded the BDE BTL CPT will archive a copy of the SIGACT by moving the SIGACT into the SIGACTS archive effort.

The BDE BTL CPT will provide support and guidance to subordinate unit(s) through Ventrillo and CPOF IM IOT mitigate miscommunication errors.

Whenever the reporting unit updates a SIGACT with additional information, the reporting unit is to verify that all information is correct and that the BDE BTL CPT is notified of the changes.

Reporting a SIGACT

The initial SIGACT must include the basics of a SALUTE report. And read similar to the following:

"AT 211114MAR05 A PATROL FROM 5-3 FA WAS ENGAGED BY RPG FIRE FROM 4-5 DISTMOUNTED INSURGENTS VIC 38S MB 1234 5678 RESULTING IN FRIENDLY BDA OF 1 x KIA, 1 x WIA. THE PATROL RETURNED FIRE WITH ENEMY BDA: 4 ENEMY KIA, 1 ENEMY ESCAPED.

MEDEVAC STATUS ON GOING, QRF NOTIFIED – WILL UPDAT AS INFO BECOMES AVAILABLE.

CURRENTLY NOT REQUESTING ANY EXTERNAL SUPPORT."

: When new information is available about the SIGACT, the unit enters "UPDATE [DTG] 5-3 FA BTL CPT", and enters the text for the update. It is after this point that the reporting BTL CPT verifies the information and contacts the BDE BTL CPT to notify of changes. See the following:

The screenshot shows a software interface for a SIGACT report. At the top, it says "SAF" with a red diamond icon. Below are fields for "Owner: (2)" and "Contributor: (1)". A timestamp "10TFT 36601 04248" is displayed. The report status is "SAF Red" with a dropdown menu showing "Hostile", "Ineffective", and "SIGACT". A date "01/08/13 22:21" is shown. The "Present" section is highlighted with a red box. The main text area contains the following information:

A PATROL FROM 5-3 FA WAS ENGAGED BY RPG FIRE FROM 4-5 DISMOUNTED INSURGENTS VIC 385 MB 1234 5678 RESULTING IN:

FRIENDLY BDA:
1 KIA
1 WIA
ENEMY BDA:
4 KIA
1 ESCAPED.

MEDEVAC STATUS ON GOING, QRF NOTIFIED.

CURRENTLY NOT REQUESTING ANY EXTERNAL SUPPORT

UPDATE 2245 5-3 BTL CPT: ESCAPED DISMOUNT HAS BEEN CAPTURED.

UPDATE 2250 5-3 BTL CPT: MEDEVAC COMPLETE, PATROL IS RETURNING TO BASE

At the bottom, there are fields for "URLs (0)", "Photo: 0", and "Extended Attributes".

Two orange boxes with arrows point to the text area:

- INITIAL REPORT** points to the first paragraph.
- UPDATES TO THE REPORT** points to the two update paragraphs.

Closing out a SIGACT or SPOT Report

Upon culmination or when no further information is available, update the SPAT report with "CLOSED OUT".

Archiving SIGACTs or SPOT Reports

When a SIGACT is CLOSED OUT, it should also be archived at the end of that reporting period. To archive a SIGACT (or a group of SIGACTS within one effort) drop it into the ARCHIVE REPORTS effort. When the SIGACT is archived, it will no longer be able to be accessed. Archiving of SIGACTS is a daily occurrence.

1. Store archived SIGACTS within separate efforts labeled by date and unit.
2. Battalions are responsible for creating and maintaining their own archives.

Indirect Fires SIGACTS

Non-Acquired IDF SIGACT:

Battalions will drop a POI event on the reported POI grid in the SIGACTS INBOX. Battalions will also provide updates as they occur IAW this SOP. BN FECC will analyze the event. BN will draw an arrow along the BAZ (back azimuth) from the POI to the max range for the assessed projectile caliber/type. After drawing the arrow, it will be placed in the "contains elements" region of the POI event.

Acquired IDF SIGACTS:

Battalions will drop a POI event on the Acquired/Reported POI grid in the SIGACTS INBOX. Battalions will provide updates as they occur IAW this SOP. BDE FECC will analyze the event.

BN will draw a line from the POI to the POO. BN will draw the line using the thinnest setting. After drawing the arrow, it will be placed in the "contains elements" region of the POI event. Upon determination of projectile caliber/type, BN creates an enemy unit "MORTAR", "ROCKET" or "HOWITZER" at the POO grid using the unit palette in the Frame Dispenser. If unable to determine the projectile caliber/type, BN FEC will change the unit type according to the RCS value reported by the RADAR sections acquiring the projectiles.

BN FECC will type "ACQ" in the incident type box of the POI event. BN will clone the enemy event and drop it into the contains elements region of the POI event.

Observed Launches

BN will drop the applicable unit type on the reported POO grid in the SIGACTS INBOX. BN will also provide updates as they occur IAW this SOP. BDE FECC will analyze the event. If unable to determine type of launch, BN will drop an "UNKNOWN" icon on the reported POO grid. BN will type the word "LAUNCH" instead of "UNKNOWN".

All IDF incidents will include:

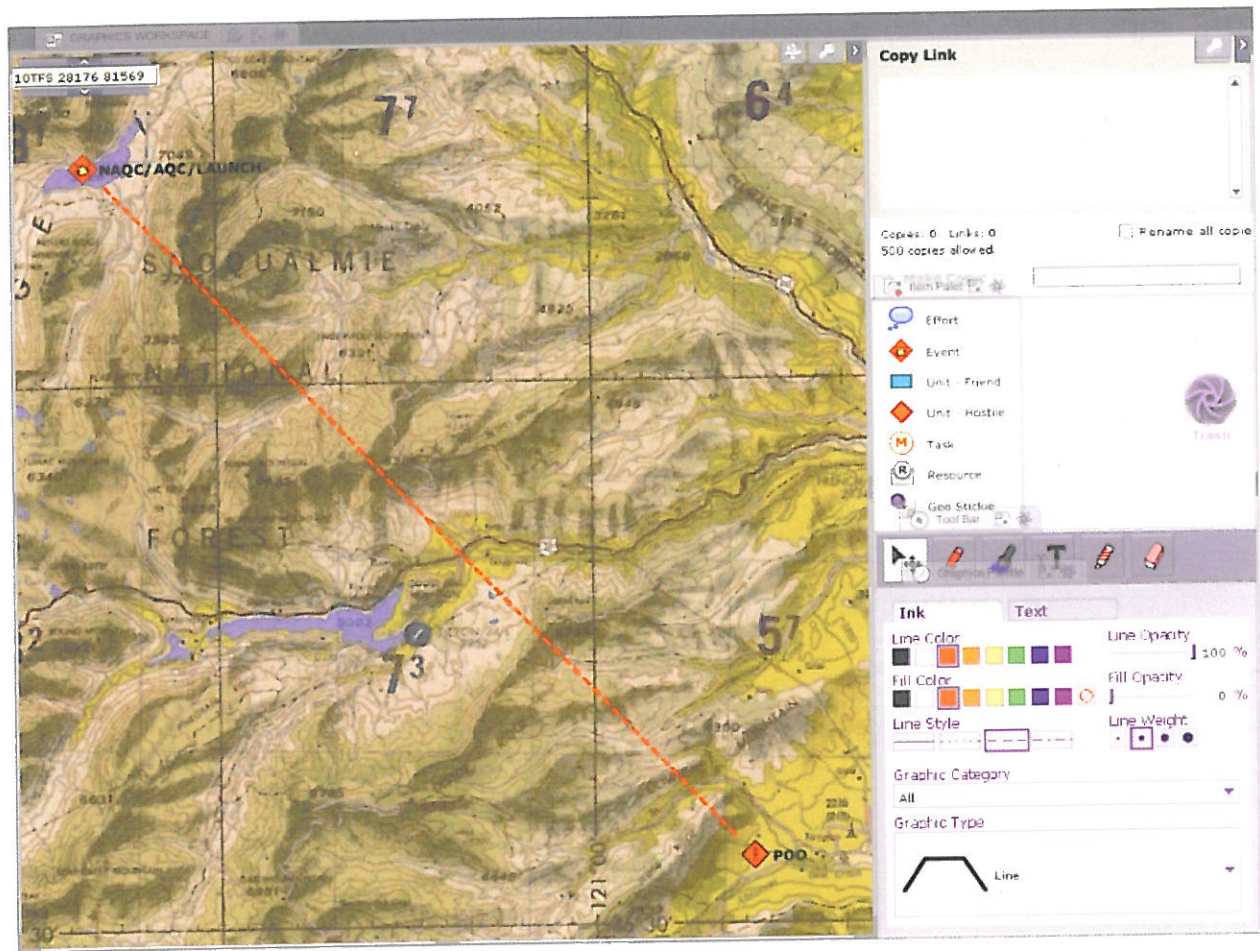
1. Title
2. Affiliation
3. Incident type
4. Color IAW this SOP
5. Unit which reported impact
6. Time impacted
7. Caliber/type
8. Rounds impacted
9. Acquiring unit
10. # rounds acquired
11. POO (Grid)
12. BDA/who confirmed BDA
13. Counter Fire/unit/time/rounds/fuse

BN must update time of the event. BN will set permissions within the event to include the S3 BTL CPT. BN will also include KIA # WIA # in the name region of the event IAW this SOP.

Example of POO and POI:

POO	NAQC/AQC/LAUNCH
Owner: (3) 17 FIB IntelAuthority Administrator SRT	Owner: (3) 17 FIB IntelAuthority Administrator SRT
Contributor: (2) 17 FIB BTL CPT SRT	Contributor: (2) 17 FIB BTL CPT SRT
10TFS 61529 55146 Mortar Heavy Red Hostile 0 0 Present	10TFS 26772 89784 Point Of Impact Hostile Red Ineffective 01/10/13 23:44 SIGACT WIA KIA Present
UNIT: TIME: CALIBER/TYPE: ROUNDS: POO: BDA: CONFIRMED BY:	UNIT: TIME: CALIBER/TYPE: ROUNDS: BDA: CONFIRMED BY: COUNTERFIRE: UNIT: ROUNDS: TIME: FUSE:
URL: (0) Pub: 0	URL: (0) Pub: 0

Example of POO/POI AQC in the graphics workspace:



Story board

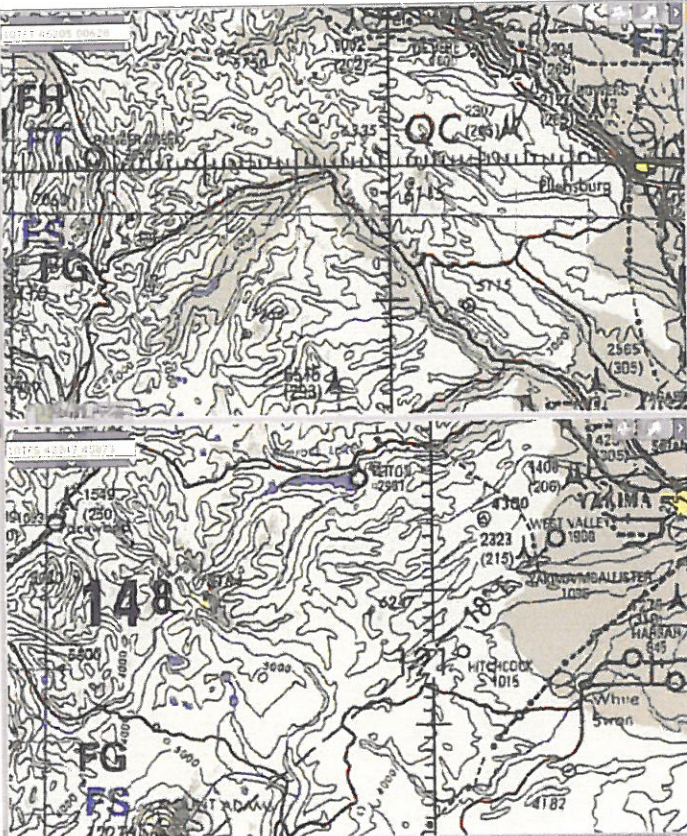
Whenever a SIGACT occurs the BN will report IAW the SIGACTS reporting section of this SOP. When a SIGACT is concluded, the reporting unit must develop a storyboard and place it in the appropriate units storyboard effort in the tree viewer under "CUOPS->Storyboards".

The reporting unit will give the BDE BTL CPT full permissions.

After the story board has been submitted and approved, the BTL CPT will archive it and it will no longer be allowed to be updated.

The following is the Storyboard format to be followed:

Storyboard format:

TIME LINE		INTEL ANALYSIS
012200ZJAN2013- EVENT TYPE FOLLOWED BY SUPPORTING COMMENTS WHICH COVER A SINGLE PORTION OF THE EVENT. INCLUDE THE 5 W's AS THE BULK OF INFORMATION.		THIS PART IS COVERED IN THE S2 PORTION OF THIS SOP, AND IS FILLED OUT BY THE UNITS INTEL PERSONNEL.
012300ZJAN2013- EVENT TYPE FOLLOWED BY SUPPORTING COMMENTS WHICH COVER THIS PORTION OF THE EVENT. INCLUDE THE 5 W's AS THE BULK OF INFORMATION.		THE MAPS TO THE LEFT ARE TO DEPICT THE STAGES OF THE EVENT.
012315ZJAN2013- EVENT TYPE FOLLOWED BY SUPPORTING COMMENTS WHICH COVER THIS PORTION OF THE EVENT. INCLUDE THE 5 W's AS THE BULK OF INFORMATION.		THE TOP MAP WILL DEPICT THE EARLY STAGES OF THE SIGACT.
012345ZJAN2013- EVENT TYPE FOLLOWED BY SUPPORTING COMMENTS WHICH COVER THIS PORTION OF THE EVENT. INCLUDE THE 5 W's AS THE BULK OF INFORMATION.		THE BOTTOM MAP WILL DEPICT THE MOST CRITICAL POINT(S) DURING THE SIGACT.
012355ZJAN2013- EVENT TYPE FOLLOWED BY SUPPORTING COMMENTS WHICH COVER THIS PORTION OF THE EVENT. INCLUDE THE 5 W's AS THE BULK OF INFORMATION.		IF THE EVENT TAKES LESS THAN 30 MINUTES, ONLY ONE MAP IS REQUIRED. DO NOT LINK GRAPHICS FROM OTHER MAPS ONTO YOUR STORYBOARDS.

Do not link any graphics from other maps to your storyboard.

Fire mission reporting

Fire Missions will be reported via AFATDS through the PASS server.

COUNTER-FIRE reporting

Counter-Fire missions will be reported via AFATDS through the PASS server.