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**Issuing headquarters**

**Place of issue**

**Date-time group of signature**

**Message reference number**

*Include heading if attachment is distributed separately from the base order or higher-level attachment.* **[Attachment type and number/letter] [(attachment title)] TO [higher-level attachment type and number/letter, if applicable] [(higher-level attachment title, if applicable)] TO OPERATION PLAN/ORDER [number] [(code name)] [(classification of title)]**

Example: **EXHIBIT 1 (TRAFFIC CIRCULATION AND CONTROL) TO TAB C**

**(TRANSPORTATION) TO APPENDIX 1 (LOGISTICS) TO ANNEX F (SUSTAINMENT) TO OPORD 3411 (OPERATION DESERT DRAGON) (UNCLASSIFIED)**

**References:** *Refer to higher headquarters’ OPLAN or OPORD and identify map sheets for operation (Optional).*

**Time Zone Used Throughout the Order:**

**1. (U) Situation.** *Include information affecting the functional area that paragraph 1 of the OPLAN or*

*OPORD does not cover or that needs expansion.*

a. (U) Area of Interest. *Refer to Annex B (Intelligence) as required.*

b. (U) Area of Operations. *Refer to Appendix 2 (Operation Overlay) to Annex C (Operations).*

(1) (U) Terrain. *Describe aspects of terrain that impact functional area operations. Refer to Annex B (Intelligence) as required.*

(2) (U) Weather. *Describe aspects of weather that impact functional area operations. Refer to Annex B (Intelligence) as required.*

c. (U) Enemy Forces. *List known and templated locations and activities of enemy functional area units for one echelon up and two echelons down. List enemy maneuver and other area capabilities that will impact friendly operations. State expected enemy courses of action and employment of enemy functional area assets. Refer to Annex B (Intelligence) as required.*

d. (U) Friendly Forces. *Outline the higher headquarters’ plan as it pertains to the functional area. List designation, location, and outline of plan of higher, adjacent, and other functional area assets that support or impact the issuing headquarters or require coordination and additional support.*

e. (U) Interagency, Intergovernmental, and Nongovernmental Organizations*. Identify and describe other organizations in the area of operations that may impact the conduct of functional area operations or implementation of functional area-specific equipment and tactics.*

f. (U) Civil Considerations. *Describe critical aspects of the civil situation that impact functional area operations. Refer to Annex K (Civil Affairs Operations) as required.*

g. (U) Attachments and Detachments. *List units attached or detached only as necessary to clarify task organization. Refer to Annex A (Task Organization) as required.*

h. (U) Assumptions. *List any functional area-specific assumptions that support the development of this attachment.*

**2. (U) Mission.** *State the mission of the functional area in support of the base plan or order.*

**3. (U) Execution.**

a. (U) Scheme of Support. *Describe how the functional area supports the commander’s intent and concept of operations. Establish the priorities of support to units for each phase of the operation. Refer to Annex C (Operations) as required.*

b. (U) Tasks to Subordinate Units. *List functional area tasks assigned to specific subordinate units not contained in the base order.*

c. (U) Coordinating Instructions. *List only instructions applicable to two or more subordinate units not covered in the base order.*

**4. (U) Sustainment.** *Identify priorities of sustainment for functional area key tasks and specify*

*additional instructions as required. Refer to Annex F (Sustainment) as required.*

**5. (U) Command and Signal.**

a. (U) Command. *State the location of commander and key leaders.*

b. (U) Control. *State the functional area liaison requirements not covered in the base order.*

c. (U) Signal. *Address any functional area-specific communications requirements or reports. Referto Annex H (Signal) as required.*

**ACKNOWLEDGE:** *Include only if attachment is distributed separately from the base order.*

[Commander’s last name]

[Commander’s rank]

**OFFICIAL:**

[Authenticator’s name]

[Authenticator’s position]

*Either the commander or principal staff officer responsible for the functional area will sign attachments.*

**ATTACHMENT:** *List lower-level attachments as required.*

**DISTRIBUTION:** *Show only if distributed separately from the base order or higher-level attachments.*