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FM 1-75

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WAR DEPARTMENT

**ARMY AIR FORCES  
FIELD MANUAL**

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**COMBAT ORDERS**  
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ARMY AIR FORCES  
FIELD MANUAL



COMBAT ORDERS



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WASHINGTON, June 16, 1942.

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BY ORDER OF THE SECRETARY OF WAR:

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(For explanation of symbols see FM 21-6.)

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**RESTRICTED****ARMY AIR FORCES FIELD MANUAL****COMBAT ORDERS****SECTION I****GENERAL**

■ 1. **PURPOSE.**—This manual is intended to supplement FM 101-5 and to provide a suitable text on combat orders for the instruction of Army Air Forces personnel. It will be found useful as a guide in the preparation of combat orders in the various Army Air Forces combat organizations.

■ 2. **SCOPE.**—In order to meet the requirements of air force personnel for a text and reference guide, this manual embraces the following subjects:

a. Principles necessary for an understanding of the use of combat orders.

b. A brief review of the fundamental principles governing the employment of combat aviation.

c. The air estimate of the situation, the decision, and the plan.

d. Combat orders, their preparation and issuing.

e. Teletype orders.

f. Other types of combat orders.

■ 3. **RESPONSIBILITY OF COMMANDER.**—The commander of each unit of an air force is responsible to the next higher commander for all policies, plans, or decisions which affect the morale, training, supply, or tactical employment of his command. He is responsible that the orders and wishes of the higher commander are carried out. This responsibility of a commander is one that cannot be delegated or shifted to another. All orders or actions performed by a staff officer are given or performed in the name of and with the consent or approval of the commander. (See fig. 1.)

■ 4. **STEPS INVOLVED IN MILITARY ACTION.**—Before taking any action of a military nature there is a definite mental process, outlined in figure 2, which a commander should follow in

order to arrive at the best possible solution under the particular circumstances. Behind all orders there is basically a mission to be accomplished, and with this mission in mind the commander first makes an estimate of the situation. Having made an analysis of the situation as it is affected by

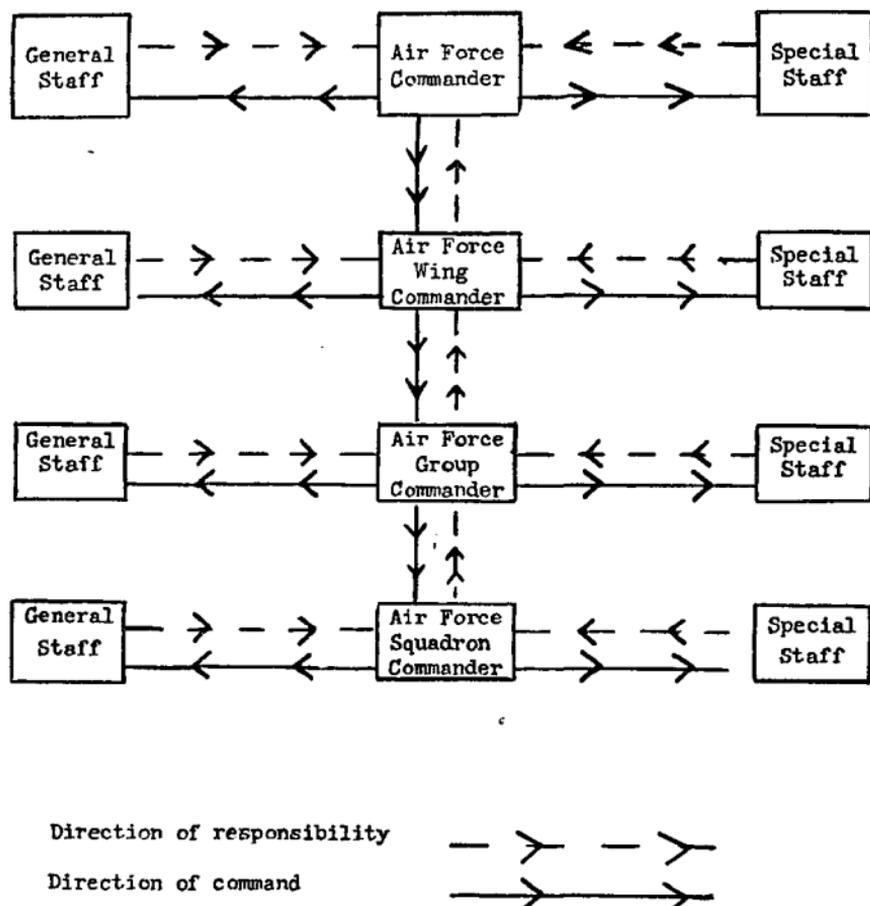


FIGURE 1.—Responsibility and chain of command.

his own set-up and that of the enemy, he arrives at a decision as to the proper action to take. The next logical step is to evolve a plan of action that will put the decision into effect. This plan of action is then conveyed to subordinate commanders by means of orders. The final phase is one of supervision to see that the orders are understood and properly

executed. In some instances this process may be very rapid and may be completed on the spur of the moment, while in other instances it may require extensive and prolonged preparation.

■ 5. ASSISTANCE BY STAFF.—The commander is usually relieved of many of the details in the exercise of his command responsibilities by members of his staff. The amount of

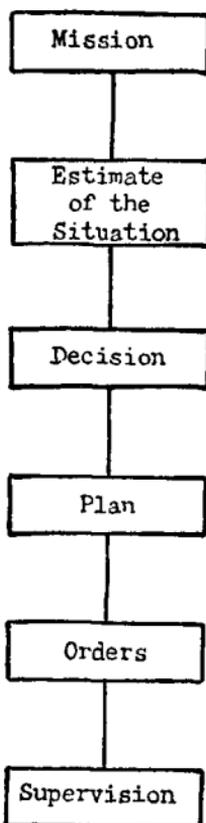


FIGURE 2.—Steps involved in military action.

assistance rendered is dependent upon many factors, such as size of the command and size of the staff, the extent of training of the staff, the capabilities of the commander, time and space factors, and availability of staff members. Staff members should train themselves in the functions of their own particular offices and learn the characteristics and

policies of the commander in order to develop teamwork and coordination of effort. Regardless of the amount of assistance rendered by the staff, the commander makes the decision.

## SECTION II

### SOME FUNDAMENTAL PRINCIPLES GOVERNING EMPLOYMENT OF AIR UNITS

■ **6. GENERAL.**—This section is a brief review of some of the important principles of the employment of combat aviation and should be kept constantly in mind when making an analysis of an air situation.

■ **7. AIR FORCE MISSION.**—The broad strategic decisions for the employment of units of the Army Air Forces are transmitted to the commander of those air force units in the field in the form of orders or instructions which set forth a mission to be accomplished. The air force commander in the field is thus confronted with the problem of tactically employing his available force for the accomplishment of his prescribed mission. The problem is normally approached by the selection of lines of action or tasks and the allocation of such tasks to subordinate units. These missions fall into one of the following general classifications: offensive, defensive, or support missions.

■ **8. EMPLOYMENT OF OFFENSIVE FORCE.**—There are three factors to be considered in the selection of tasks for the employment of the offensive force. (See fig. 3.)

*a. Objective.*—The task selected for the air offensive must accomplish the mission or effect the maximum contribution toward its accomplishment. Only such tasks as will meet this requirement and can be completed within the specified time should be considered. Once the task has been selected, sufficient concentration of effort must be expended to effect the maximum lasting result.

*b. Capacity.*—The selected task should approximate but not exceed the maximum capacity of the force. The capacity of the force is based on the following factors:

(1) Characteristics of the aircraft—offensive fire power, speed, and range.

(2) Number of airplanes available.

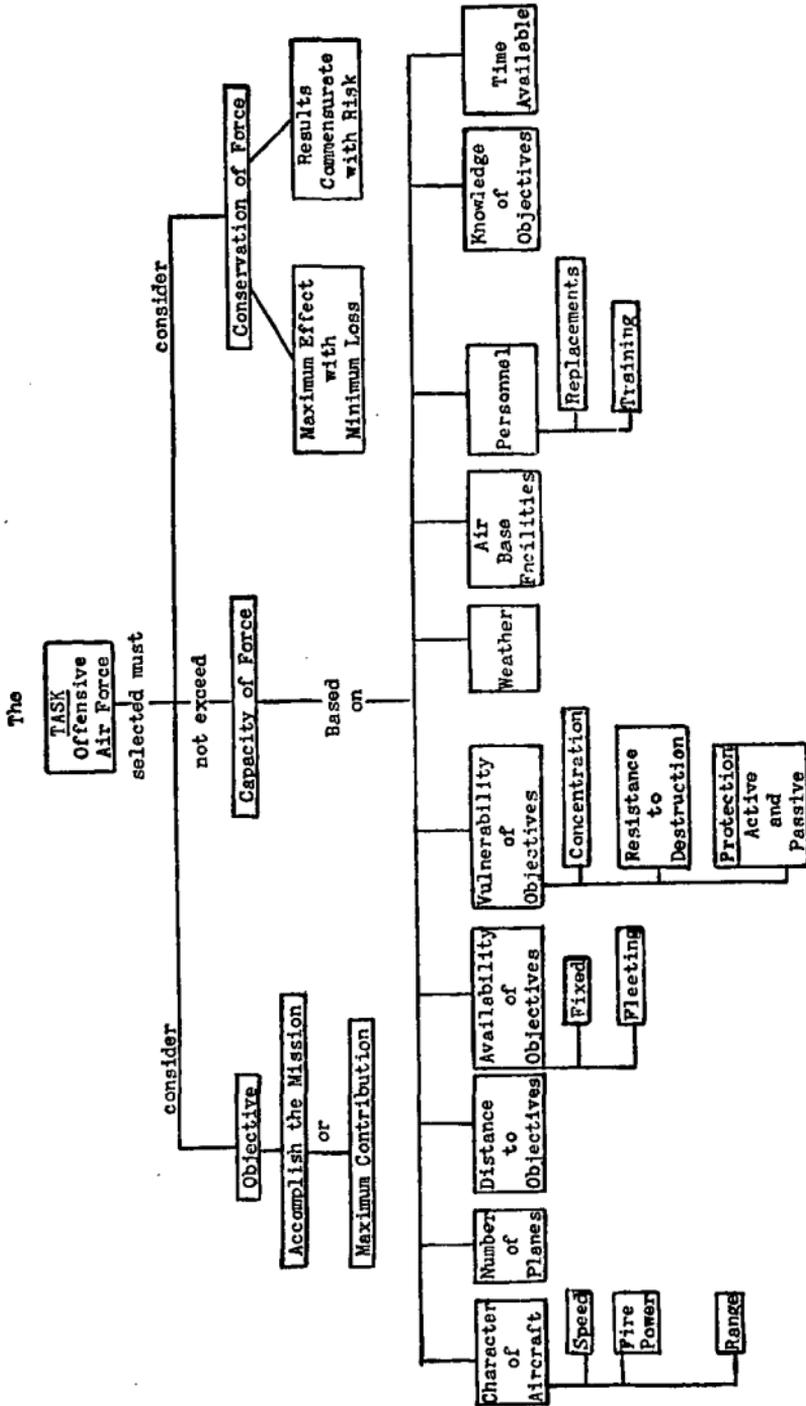


FIGURE 3.—Factors in selecting tasks for offensive employment.

(3) Distance of the objective from the air base.

(4) Availability of physical objectives. An offensive force will have a greater capacity against a fixed objective than against a fleeting objective.

(5) Vulnerability of the physical objectives. Vulnerability will vary with the degree of—

(a) Concentration.

(b) Resistance to destruction.

(c) Degree of protection (active, passive).

(d) Maneuverability.

(e) Dispersion.

(f) Size.

(6) Weather.

(7) Efficiency of air base facilities.

(8) Personnel—availability of replacements or reserves, degree of training.

(9) Knowledge of the objective.

(10) Time. If sufficient time is available, a small air force may by cumulative effect have the capacity to perform a larger task.

*c. Conservation.*—The selected task should produce the maximum effect upon the enemy with the minimum loss to the air force. The results expected should be commensurate with the risk of loss involved. A correct evaluation of these factors will result in the most efficient use of the striking force in accomplishing the prescribed mission.

#### ■ 9. EMPLOYMENT OF DEFENSIVE FORCE.—*a. Air defense.*—

(1) Air defense includes all measures necessary to prevent, interfere with, or reduce the effectiveness of hostile air action, effective after hostile aircraft have left their own airdromes or carriers. These measures include both active and passive air defense measures. (See fig. 4.)

(2) Active air defense takes place in the air space through which enemy aircraft move and is provided by aircraft, principally pursuit; projectiles fired from the ground, principally by antiaircraft artillery; and obstacles, principally barrage balloons.

(3) Passive air defense includes all other measures taken to minimize the effects of hostile air action.

(4) Interceptor pursuit aviation, antiaircraft artillery, and barrage balloons are employed to provide a coordinated and

complementary active air defense. All are served by an aircraft warning service which places before interceptor and regional commanders timely and usable intelligence of hostile aircraft and information of friendly aircraft. The same intelligence and information is used to inform civil and other military and naval establishments of the air situation, and as the basis for orders for the restriction of lighting and radio emissions which may aid the enemy in a given situation.

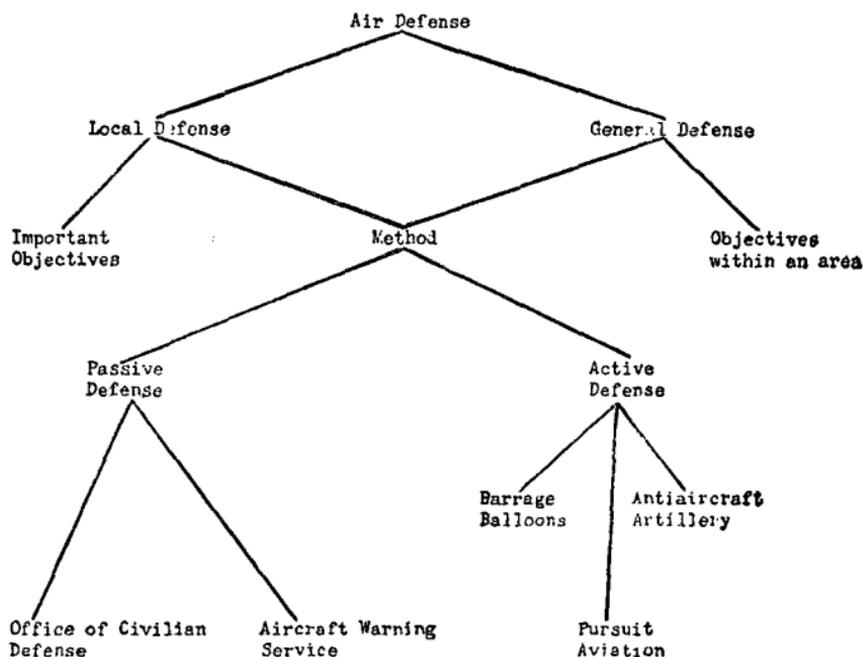


FIGURE 4.—Air defense.

*b. Pursuit aviation.*—(1) Interceptor pursuit may be employed in general or local defense. In a pursuit *general defense* the pursuit is disposed on airdromes over a broad front so as to be able to meet hostile aviation approaching to attack any of a large number of objectives. In a *local defense* the pursuit is disposed on airdromes to meet hostile aviation approaching to attack one objective or a group of objectives included within a small area. When the enemy has a choice of objectives extending over a wide area, the general defense is indicated. When the situation is such that the enemy aviation will direct his efforts toward a small area, a local pursuit defense of that area is indicated. (See fig. 5.)

(2) An interceptor commander is prepared to organize and conduct a general air defense of a space of any size within the capacity of the pursuit and aircraft warning service forces available to him. The size of the air space that can be defended by a given pursuit force is a function of the method

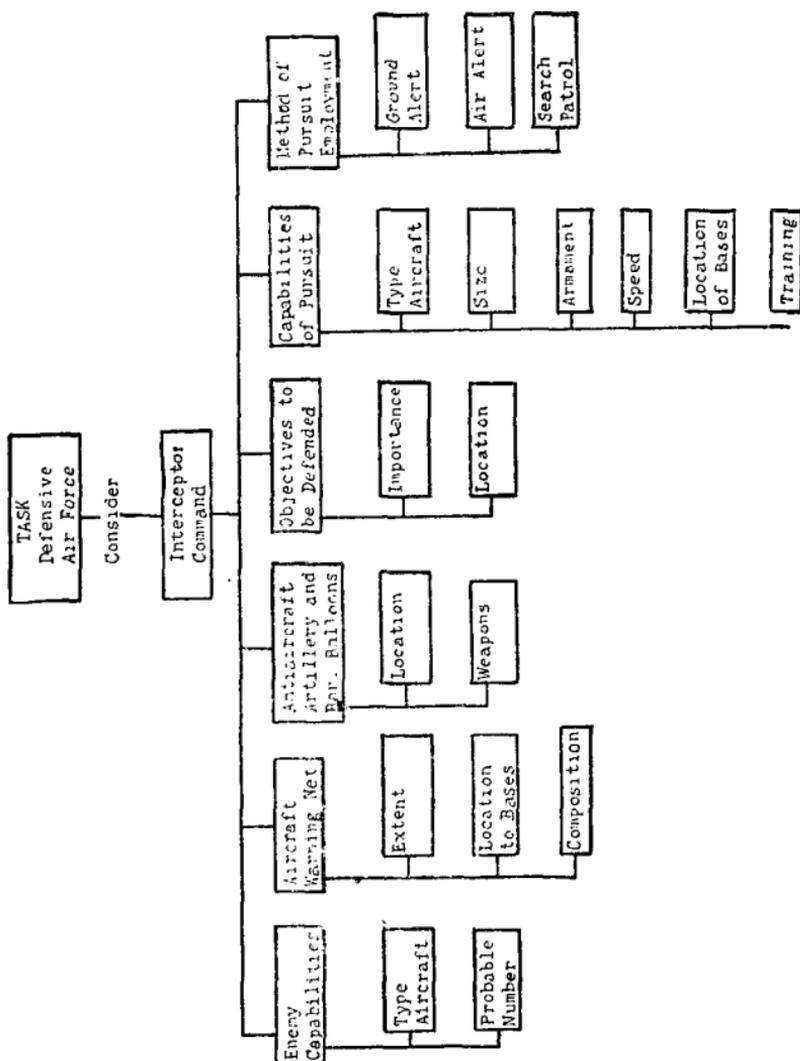


FIGURE 5.—Factors in selecting tasks for defensive employment.

of pursuit operation. The three methods of pursuit operation in air defense are: ground alert, air alert, and search patrol.

(a) The ground alert method involves the retention of the

defending pursuit force on the ground, on an alert status, until information is received of the approach of enemy aircraft. A considerable outward extension of the aircraft warning service is a prerequisite to the use of the ground alert method. This method is by far the most economical in force, as the pursuit does not fly until an enemy is actually located.

(b) The air alert method involves the maintenance of a pursuit unit in the air, in a restricted locality, at all times during which the enemy may approach. Upon receipt of information of the approach of an enemy, the pursuit unit in flight proceeds outward to intercept the enemy. The air alert method requires the continual maintenance of pursuit aircraft in flight, and is considerably more expensive in force than the ground alert method. It is estimated that the air alert method requires between three and four times as much force as the ground alert method. The air alert method is resorted to only when the outer limit to which the aircraft warning service can be extended will not permit the employment of the ground alert method. An aircraft warning service, even though limited, is a prerequisite to the employment of the air alert method.

(c) The search patrol method is used in the absence of an effective aircraft warning service, and involves the continual search for the enemy by pursuit aircraft in flight. This method possesses all of the disadvantages of the air alert method and, in addition, requires the continual search of the vast space through which the enemy may approach. This method is so costly in force as to be prohibitive in general. It is resorted to only in exceptional circumstances when air superiority is required in a limited area for a limited time and the aircraft warning service cannot be made available.

■ 10. AIR SUPPORT OF GROUND FORCE UNITS.—Air force units assigned missions of supporting ground forces include all types of bombardment, pursuit, and observation aviation and are under the direct control of the ground force commander to whom assigned. Successful air support is dependent to a great extent upon the following factors (fig. 6):

a. Neutralization of the hostile air force.

b. Direct and continuous communication between supported and supporting units.

c. Highest proficiency in training to obtain the greatest degree of coordination and cooperation.

d. Maximum speed, ability to locate and recognize targets, and ability to distinguish between hostile and friendly troops.

e. Proper assignment of missions. Missions should never be assigned to air support that can be accomplished by the available fire power of the ground force.

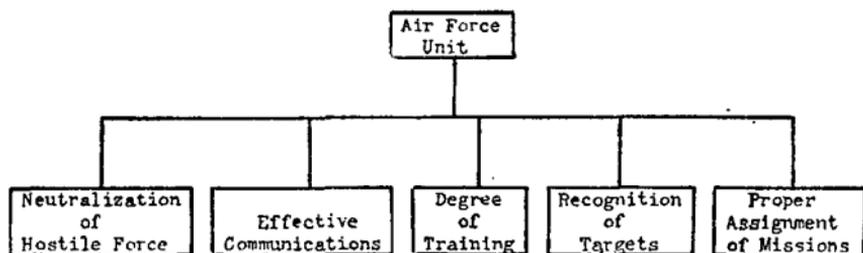


FIGURE 6.—Factors contributing to success of air support of ground units.

### SECTION III

#### AIR ESTIMATE OF SITUATION, DECISION, AND PLAN

■ 11. GENERAL.—*a.* The commanders of air force units, when confronted with a problem, an emergency, or a special situation, must go through a certain well-defined mental process in order to arrive at a sound decision. This process includes a consideration of the task, the difficulties to be overcome, and available means for overcoming these obstacles.

*b.* A commander of a small force or an individual pilot may be suddenly confronted with an emergency demanding immediate action. There may be almost no time for deliberation; yet before he can reach an intelligent decision there must flash through his mind certain essential factors pertaining to the task, the enemy, and his own force. On the other hand, the commander of a large force may be given a task that calls for days or even weeks of the most careful thought and study. The commander utilizing all of his staff considers everything that may possibly affect the problem. He foresees all probable contingencies and finally reaches his decision. These two examples illustrate

the extremes; but the mental process involved is fundamentally the same whether the unit be small or large, varying only in extent of detail. This process is termed the estimate of the situation.

c. The estimate of the situation has been arranged in a definite form to insure that proper consideration be given to all factors that may influence the outcome of an operation or the success of a mission. The form is set up in five main paragraphs arranged in the logical order in which it is believed a commander should consider the factors involved in making an analysis and in arriving at a decision. With slight modification the form can be applied in all situations.

d. A number of influencing factors have been included in the form, but a situation in which all of the factors may be applied will be rare. Those that have no application should be discarded from consideration. Any factors that may arise that are not covered by the form should be given the consideration their importance warrants.

e. Paragraphs 12 and 13 outline estimates of the situation for both an offensive and a defensive mission.

■ 12. OUTLINE FOR OFFENSIVE ESTIMATE OF SITUATION.—An outline for an offensive estimate of the situation follows and is illustrated by figure 7.

1. MISSION.—State the mission of the particular operation, including the time in which it is to be accomplished.
2. OPPOSING FORCES.
  - a. *Enemy capabilities.*
    - (1) Size of enemy air force.
    - (2) Type of planes and their efficiency.
    - (3) Fire power.
    - (4) Location of enemy air bases.
    - (5) Enemy antiaircraft defenses.
  - b. *Own capabilities.*
    - (1) Capacity of the force.
    - (2) Availability of the force.
    - (3) Fire power.
    - (4) Speed.
    - (5) Weather conditions.
    - (6) Air base facilities—supply.
3. ENEMY SITUATION.
  - a. Steps the enemy can take to defeat the accomplishment of the mission.
  - b. Possible knowledge the enemy may have of our prior or contemplated activity.
4. COMPARISON OF OWN LINES OF ACTION.
  - a. *Objectives.*—List the objectives which if destroyed will accomplish the mission or contribute most to its accomplish-

ment. Discard all tasks which cannot be completed in the specified time. Under objectives list—

- (1) Distance to the objective.
- (2) Availability of the objective.
- (3) Vulnerability of the objective.

b. *Conservation of the force.*—Consider the tasks in the light of the relative risks involved, discarding those tasks in which the risk is not commensurate with the results expected.

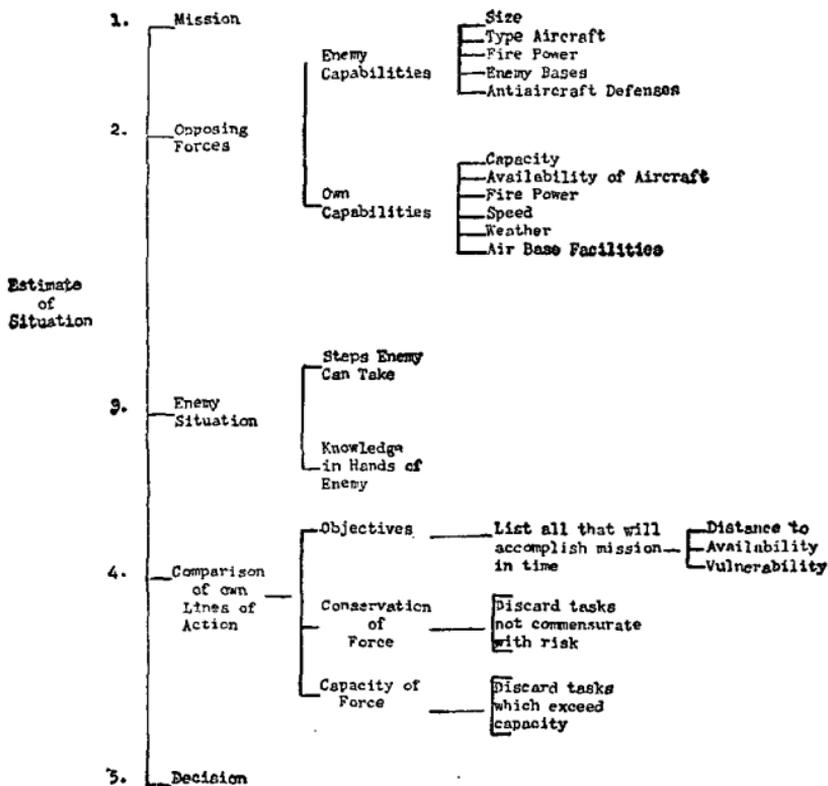


FIGURE 7.—Offensive estimate of situation.

c. *Capacity of the force.*—Consider the tasks in the light of the capacity of the force as referred to under own capabilities.

Discard those tasks which exceed the capacity of the force.

5. **DECISION.**—From an analysis and consideration of all the foregoing factors, the commander arrives at a decision as to the best plan of action to be taken and the priority in which tasks are to be performed by subordinate units.

■ 13. **OUTLINE FOR DEFENSIVE ESTIMATE OF SITUATION.**—An outline of a defensive estimate of the situation follows and is illustrated by figure 8.

1. MISSION.—State the mission to be accomplished.

a. What is to be defended.

b. Instructions from higher authority or decision as to type of defense.

(1) Local or general defense.

(2) Concentrated or limited-aim defense.

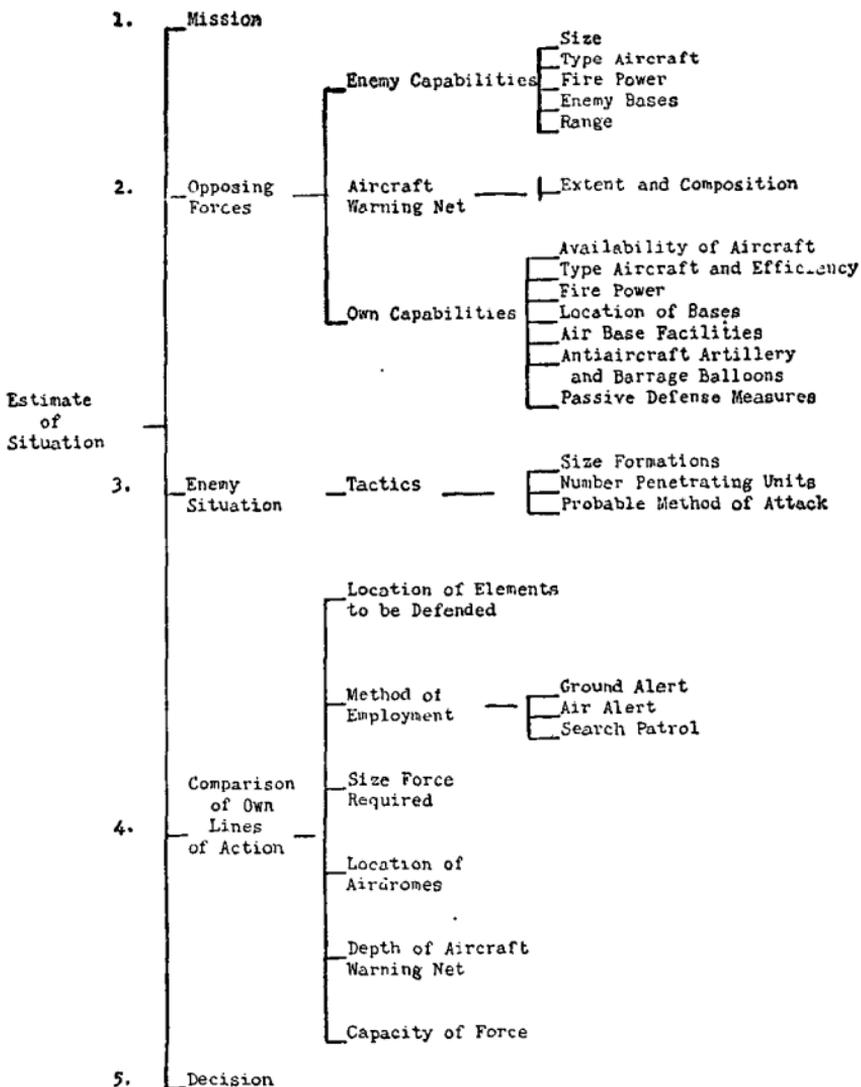


FIGURE 8.—Defensive estimate of situation.

2. OPPOSING FORCES.

a. *Enemy capabilities.*

(1) Size of enemy air force operating against us.

- (2) Type planes and their efficiency.
- (3) Fire power.
- (4) Location of enemy bases.
- b. *Own capabilities.*
  - (1) Available aircraft.
  - (2) Type planes and their efficiency.
  - (3) Fire power.
  - (4) Location of bases with respect to defended objectives.
  - (5) Air bases and facilities—supply.
- c. *Extent of aircraft warning net.*
  - (1) Distance out from bases.
  - (2) Distance out from defended objectives.
- 3. ENEMY SITUATION—TACTICS.
  - a. Size formations in use.
  - b. Number of penetrating units in use.
  - c. Probable method of attack.
- 4. COMPARISON OF OWN LINES OF ACTION.
  - a. Location of elements to be defended.
  - b. Methods of employment:
    - (1) Search patrol.
    - (2) Air alert.
    - (3) Ground alert.
  - c. Size force required for defense of various elements.
  - d. Location of airdromes with respect to method of employment.
  - e. Depth of aircraft warning net.
  - f. Capacity of force to defend the elements specified in the mission.
- 5. DECISION.—From a consideration of all factors, the commander makes a decision as to the best method for the employment of his available air force to accomplish the mission.

■ 14. NOTES ON PREPARATION OF ESTIMATE.—*a. Mission.*—The first and most important step in any estimate is to make sure that the mission is clear and thoroughly understood and then to keep it firmly fixed in mind. The mission should be written in a clear and concise statement either as given or as it may be deduced.

*b. Opposing forces.*—The next logical step in the estimate is a detailed analysis of the enemy's opposing forces and of our own forces. The primary purpose of this analysis is to arrive at an accurate conclusion as to the relative combat strength of our own and the enemy's aerial forces. All factors known which may influence the relative strength, especially those listed in paragraph 13, will be helpful in arriving at the proper conclusion.

*c. Enemy situation.*—This section of the estimate is devoted to an analysis of the several plans or courses of action which the enemy may take that will interfere with or prevent the accomplishment of the mission. An important factor in determining the plans open to the enemy is his probable knowledge of our aerial situation and intentions,

which may have been gained by various means, such as aerial observation, captured documents, and prisoners.

*d. Comparison of own lines of action.*—In this section of the estimate the commander should list all lines of action open to him, keeping in mind the limitations as developed by the preceding factors in the estimate and the conditions which prevail as developed by the subjects in the form. From an analysis of the various plans certain ones will be eliminated for one reason or another until there remains the one best plan or the one more feasible than the others.

■ 15. **DECISION.**—*a.* The decision, then, is the logical outcome of the foregoing processes. Its correctness is gaged by the aptness with which the decision meets the demands of the mission as affected by all the elements of the situation at the time that it is to be put into execution.

*b.* The decision should be expressed in general terms, and it should be a clear and definite statement of what the command is going to do as a whole; and where circumstances permit it should answer the questions as to what, when, where, how, and why the operation is to be executed. (See fig. 9.)

■ 16. **PLAN.**—*a.* The plan (see fig. 9) is a detailed and comprehensive scheme of operations for putting the decision into effect. It should furnish instructions as to the tactical employment of each subordinate unit and cover the intelligence and administrative details of the operation.

*b.* Two important characteristics of any plan should be simplicity and flexibility—simplicity to insure ease of execution and prevent misinterpretation, and flexibility to make it readily susceptible to changes in a changing situation.

*c.* In the preparation of the plan the commander usually issues a directive to his staff, and with that as a basis each staff section prepares the details pertaining to its particular part of the plan. Coordination in this respect as in all other staff functions is required in order to insure a timely and comprehensive formulation of the tactical, administrative, and intelligence elements of the plan.

*d.* The extent to which a commander will participate in the detailed formulation of the plan is most elastic and is dependent on many factors, such as experience and training of the staff, availability of staff officers, and available time.

e. An important factor in all planning is anticipation, which in turn includes advance planning. In modern warfare, situations change rapidly; and by anticipating and planning ahead the commander is in a better position to cope promptly with the changed situation.

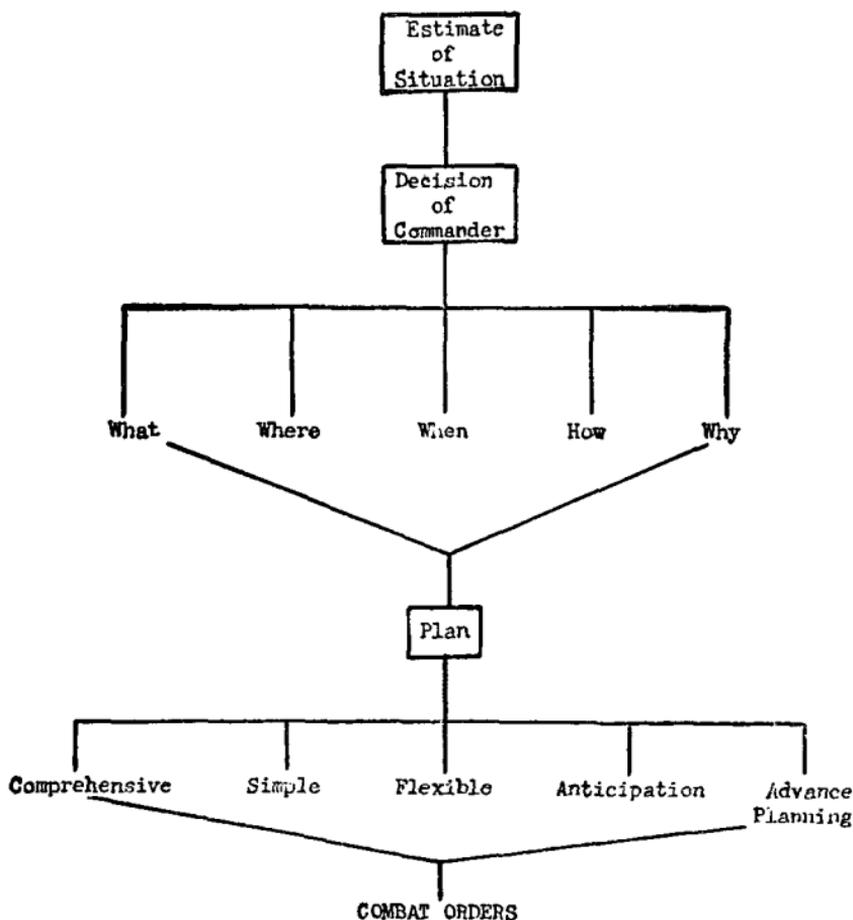


FIGURE 9.—Decision and plan.

#### SECTION IV

### COMBAT ORDERS, GENERAL

■ 17. DEFINITION.—Combat orders are orders of any type which contain instructions for subordinate units pertaining to all phases of combat operations.

■ 18. **CLASSIFICATION.**—Depending upon their form and purpose, combat orders are classified as follows:

- a. Letters of instruction.
- b. Warning orders.
- c. Field orders.
- d. Movement orders.
- e. Administrative orders.

■ 19. **DETAILS COVERED.**—In general, combat orders give the situation, the decision of the commander, and the part that each subordinate unit is to perform in the operation.

■ 20. **PERIOD COVERED.**—Anticipation and advance planning are most important, but the commander must be careful not to provide in his orders for things too far in advance. Orders that attempt to give instructions covering all contingencies that may arise will probably have to be changed before execution, and they will probably lead to misunderstanding and confusion with regard to the main objective.

## SECTION V

### FIELD ORDER

■ 21. **DEFINITION.**—Field orders are the formal statements of a commander giving his intentions and the necessary instructions for putting them into effect. They regulate the operations and tactical actions of a command.

■ 22. **SCOPE.**—Air force field orders state the situation, announce the decision and plan of the commander, and assign tasks to the subordinate tactical units. They contain all information and instructions necessary for the tactical and administrative operation of the command as a whole and of each subordinate unit. They must be concise so that the essentials will not be obscured by superfluous information or instructions. They must be clear and sufficiently comprehensive so that each subordinate unit may have an accurate and exact idea of its assigned task.

■ 23. **PREPARATION.**—The G-3 or S-3 staff officer is responsible for the actual formulation of the order after the commander has set forth in his plan the essential points of the contemplated operation. The details pertaining to person-

nel, enemy information, supply, etc., are furnished by the respective staff officers.

■ 24. AMOUNT OF DETAIL.—The amount of detail included in a field order varies greatly and is dependent upon the following factors:

a. Time available.

b. Simplicity or complexity of the operation—the more complex the operation the more detail necessary.

c. Status of training and degree of experience of the unit.

d. Size and composition of the unit.

■ 25. INDEPENDENT AUTHORITY OF SUBORDINATES.—The instructions in a field order should not trespass upon the independent authority of a subordinate unit commander. The proper interpretation of the phrase "independent authority" must be determined on the basis of the existing situation. The following example illustrates the application of independent authority.

a. The time of take-off of squadrons participating in a group operation will be prescribed by the group commander if all squadrons are based at the same airdrome. This instruction is clearly a function of the group commander in order to coordinate the movement and avoid confusion.

b. If the squadrons are based at separate airdromes, the time of take-off will be within the independent authority of the squadron commanders, as it is their responsibility to have the squadrons at the assembly point at the proper time.

■ 26. FORMULATING ORDER.—The formulation of a good order is an art acquired by continued practice and application. The form for preparation of orders should be used as a guide in order to maintain the proper sequence; but it should not be followed blindly, as all tactical situations vary in greater or less detail. Certain portions of the form may quite properly be omitted, while in other situations the form may be added to.

■ 27. DETAILS OF TECHNIQUE.—The details of technique have been developed through past experience and by approved usage and should be followed at all times. The important details are listed below.

*a. Capitalization.*—In writing field orders, all geographical names must be written or printed in capital letters and the spelling must be as it appears on the map. Capitalization makes the place or object mentioned stand out prominently and minimizes the chance of error. For example:

- (1) The town of Bainbridge—**BAINBRIDGE**.
- (2) The Alabama River—**ALABAMA RIVER**.
- (3) The house of J. A. Smith.—**J. A. SMITH**.
- (4) The Baltimore Turnpike—**BALTIMORE TURNPIKE**.
- (5) Martin Lake—**MARTIN LAKE**.
- (6) Jordan Dam—**JORDAN DAM**.
- (7) Wolf Hill—**WOLF HILL**.

*b. Designation of places.*—Places or features may be designated in a variety of approved ways; towns and cities, by their names. If the town or feature is not prominent, the additional use of coordinates or reference to another prominent feature is of great help in the rapid location of the place. This method would also be used if there were more than one place having the same name. For example:

- (1) **GEISLER**.
- (2) **GEISLER (359.2-750.2)**.
- (3) **GEISLER (2 miles north of BONNEAUVILLE)**.

*c. Designation of roads and highways.*—Roads are designated by several methods:

- (1) The name as shown on the map, for example:
  - (a) **TANEYTOWN ROAD**.
  - (b) **STATE HIGHWAY NO. 342**.
- (2) Two or more points along the road, for example, **UNION MILLS-LITTLESTOWN-BONNEAUVILLE** road.
- (3) By successive road-junction or cross-road numbers, for example, Road (**CR608-RJ561-RJ570-CR617**).

*d. Designation of hills.*—Hills are usually designated by a hill number, by the name of the hill, by its location with reference to some prominent point, or by grid coordinates. For example:

- (1) **Hill 207**.
- (2) **GRANITE HILL**.
- (3) **Hill 2 miles north WHITEHALL**.
- (4) **Hill (372.5-750.5)**.

*e. Designation of areas.*—Areas are designated by giving successive points in a counterclockwise direction starting

with the right front, for example, the area (BOWLDER-HEIDLERSBURG-PLAINVIEW-NEWCHESTER-BOWLDER).

*f. Designation of units.*—The numerical designation of an air force or an army is written in full; of corps, in Roman numerals; and of commands, divisions, and smaller units, in Arabic numerals. For example:

- (1) First Air Force.
- (2) First Army.
- (3) II Corps.
- (4) 1st Interceptor Command.
- (5) 2d Pursuit Group.
- (6) 3d Observation Squadron.

Units may also be designated by the use of "this" and "our," for example, "this group," "our air force."

*g. Abbreviations.*—Abbreviations authorized for use in combat orders, etc., are listed in paragraph 12, FM 21-30. It is important in using abbreviations that there be no misunderstanding of the meaning, and when once used they should be habitually used. The growing use of teletype for transmitting orders makes the knowledge and use of abbreviations all the more important.

*h. Military expressions.*—There are a number of military expressions and terms which have special significance and are generally understood by all concerned. Their use will make for clearer and more simplified orders.

(1) *Right (left) flank.*—The flanks of a unit facing in the direction of the enemy.

(2) *Right (left) bank.*—That bank of a river or stream on the observer's right or left when he is facing downstream. It is also advisable to supplement the description by giving a compass direction—"the right (north) bank."

(3) *The front.*—That direction toward the enemy.

(4) *Attached to.*—The unit attached comes under the direct orders of the commander of the unit to which attached. Example: "The 1st Observation Squadron is attached to the 1st Bombardment Group" means that the observation squadron commander will be under the orders of the bombardment group commander.

(5) *In support of (will support).*—The unit affording the support assists the supported unit but does not come under

the direct orders of the commander of that unit. Example: "1st Pursuit Squadron will support the 1st Bombardment (L) Squadron" means that, while the 1st Pursuit Squadron remains under the direct orders of the pursuit group commander, its action will assist that of the 1st Bombardment (L) Squadron.

(6) *Special support.*—"The 1st Pursuit Group will furnish special support to the 1st Bombardment Group" means that the 1st Pursuit Group will prevent hostile pursuit from attacking the 1st Bombardment Group at a time and place specified.

(7) *General support.*—"The 1st Pursuit Group will furnish general support over the area COLUMBIA-HARRISBURG-CARLISLE-HANOVER" means that the pursuit group will prevent hostile aviation from interfering with all air and ground operations in the prescribed area.

(8) *Zone of security.*—"The 1st Pursuit Group will establish a zone of security over the MARYSVILLE BUTTES from 0900 to 1000, 1 May 42, for the support of the operations of the 2d Bombardment Group" means that, in the event the bombardment group is intercepted by hostile aircraft while en route to or from its objective, it may proceed via the zone of security and receive the pursuit support provided therein.

(9) *Alert.*—This term means that airplanes are fully serviced and loaded with ammunition and bombs for the operation, that engines are warm, and that flying personnel are ready to receive final orders. Preliminary orders have been issued, and the unit is ready to take off within 15 minutes after the final order.

(10) *Assembly.*—The assembly is that point in the air to which all the elements of a command are first assigned. This term will be preceded by the appropriate unit designation, for example, "1st Pursuit Group assembly."

(11) *Element.*—In its general sense, this term means the next lower subdivision of a formation, for example, a squadron formation within a group formation or the reserve "element" of a pursuit formation. In its special sense, this term means the smallest formation. An element may be spoken of as "an element," "a two-plane element," or "a three-plane element."

(12) *Formation*.—A formation is two or more airplanes in coordinated flight.

(13) *Initial point*.—This is the position in space at which the elements (general) of a unit take up the disposition required for the execution of the task.

(14) *Rally*.—This is the position in space at which the elements (general) of a unit assemble upon completion of a task.

(15) *Readiness*.—A unit is in readiness when the flying personnel are at the airdrome, the airplanes are serviced and loaded with ammunition but not bombs, the engines are tested, and the unit is otherwise ready to take off within 1 hour after receipt of orders.

(16) *Secondary targets or objectives*.—Secondary targets or objectives are those to be engaged in case the primary target cannot be engaged because of circumstances beyond the control of the unit commander or the pilot in the case of airplanes operating singly.

(17) *Stations*.—Flying personnel are in the airplanes ready to taxi out on signal.

(18) *Time of take-off*.—This is that moment at which an airplane or a unit begins its run on the ground for the sole purpose of flying.

(19) *Time for taxi-out*.—This is that moment at which an airplane or a unit leaves its parking area to perform a mission.

(20) *Unit*.—The unit is a definite tactical organization prescribed in Tables of Organization, such as a squadron or a group.

## SECTION VI

### FORMAL WRITTEN FIELD ORDER

■ 28. GENERAL.—To facilitate the formulation of a field order and to assure the inclusion of all essential information and instructions, a standard form arranged in logical sequence has been developed and should be used as a guide or check list. If the standard form is always followed, the recipient of the orders will know just where to look to find any particular information desired. This is especially desirable in orders that are lengthy or involved. This formal 5-paragraph field order is described in detail in FM 101-5 as to the heading, body, and ending and with slight modification is applicable

to all branches. In the succeeding paragraphs, the standard form is illustrated and discussed in detail with particular reference to Army Air Forces orders.

29. PREPARATION.—*a. Basic form.*—There are three main parts to the form: heading, body, and ending. (See fig. 10.)

(1) *Heading.*

Name of unit  
Place  
Date and time of issue

Field order number

Maps: Full description of map(s) used in operation.

(2) *Body.*

1. *a.* (1) Ground information of the enemy.  
(2) Air information of the enemy.
- b.* (1) Information of supporting or supported ground forces.  
(2) Information of supporting or supported air forces.
2. The decision of the commander and so much of the plan and scheme of maneuver as applies to the entire command, including where applicable: route out, route back, assembly, unit initial point, axis of attack, method of attack, maneuver after attack, and rally. The questions as to *what, where, when, how, and why* should be answered.
3. Detailed instructions to *each* of the next lower subordinate units of the command, using a *separate lettered subparagraph for each*. Include loadings—ammunition, bombs, and chemicals.
  - a.*
  - b.*
  - x.* Instructions applicable to *two or more units*—may include where applicable: loadings, secondary objectives, rendering reports, operation of runways, and preparations for subsequent operations.
4. Instructions regarding supply and administration necessary for the operation, which may include supply, traffic, transportation, airdromes, personnel, and miscellaneous. If instructions are too voluminous, a separate administrative order may be used.
5. Instructions for:
  - a.* Signal communications—signal operation instructions (SOI) number, time effective, liaison frequencies.
  - b.* Axes of signal communications—supported ground forces.
  - c.* Command posts.
    - (1) Ground—state location, when necessary, of supporting or supported units.
    - (2) Air—position of commander, designation of deputy.

(3) *Ending.*

Signature (commanding officer,  
executive officer, or staff  
officer).

Authentication

"Official"

Signature of S-3

## Annexes:

Operations maps  
Objective folders  
Administrative orders  
Intelligence reports

## Distribution:

Those to whom the order is to go (may be by standard list)

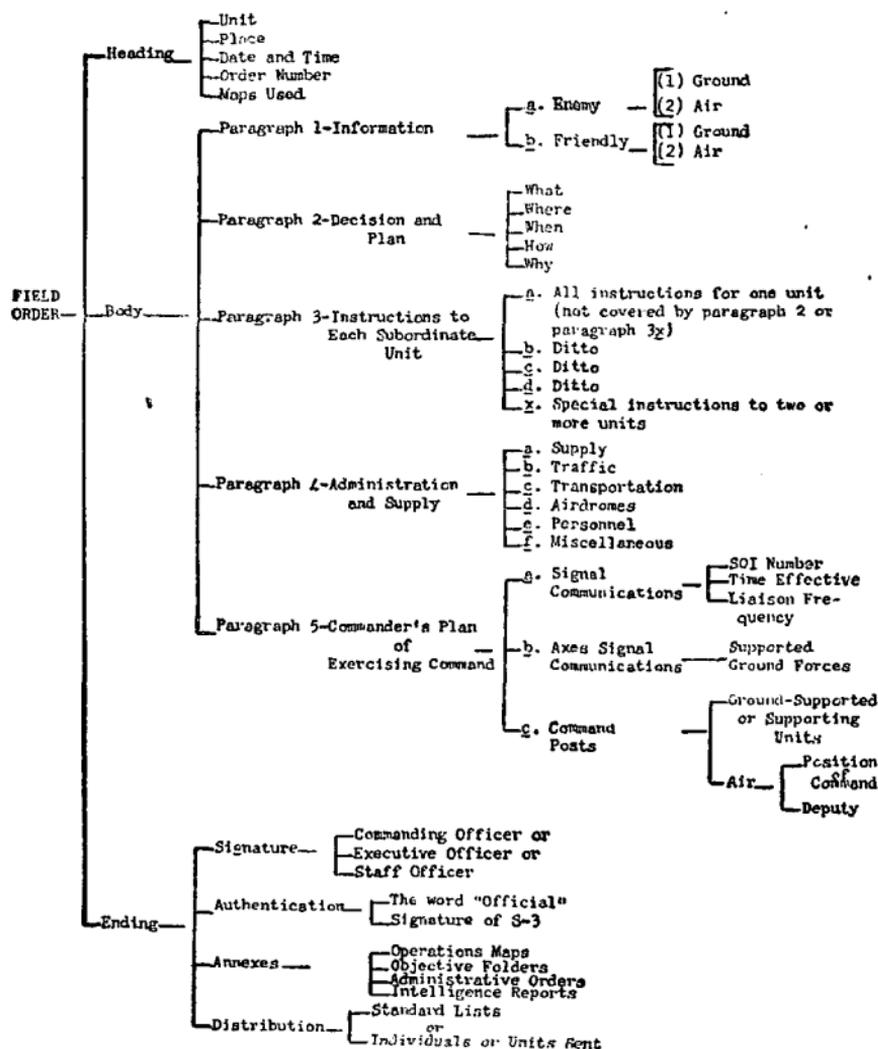


FIGURE 10.—Field order.

*b. Example.*—The following complete written field order illustrates how the foregoing form may be used as a guide and check list for a particular operation:

1st Bomb Gp  
 BROAD RUN (305-636) VA  
 19 Mar 42, 1700

## FO 2

Maps: Atlantic Coast, New York, Norfolk and Vicinity, 1: 500,000.

1. a. (1) (a) Hostile ground situation: No change.  
 (b) Hostile aircraft and supply depot and airdromes at READING (470-810). See Objective Folder No. 8.  
 (2) Hostile aircraft interception net established south of line NEW YORK (640-860)—SCRANTON (495-945)—HARRISBURG (385-800).
- b. (1) Friendly ground situation: No change.  
 (2) (a) 2d Bomb Gp attacks enemy aircraft and munitions factories at POTTSVILLE (445-855) at 0645 20 Mar 42.  
 (b) 3d Bomb (L) Gp attacks the hostile airdromes at QUAKERSTOWN (520-930) at 0640 20 Mar 42.  
 (c) 1st Rcn Sq conducts reconnaissance missions and furnishes weather data.  
 (d) 2d Pur Gp will furnish protection for the air force airdrome area commencing 0545 20 Mar 42.  
 (e) For additional details see G-3 Situation Map No. 5, 19 Mar 42.
2. This Gp will destroy the hostile air depot and airdromes at READING (470-810) 20 Mar 42.  
 Take-off: 0520 in order of 1st, 2d, 3d, and 4th Sq.  
 Route out: LEESBURG (320-660)—FREDERICK (400-767)—MYERSTOWN (437-816)—ROBESONIA (452-814)—Objective.  
 Route back: BIRDSBORO (485-805)—NEW PROVIDENCE (438-762)—Airdromes.  
 Gp assembly: LEESBURG, 0600, 12,000 feet, route column.  
 IP: ROBESONIA.  
 Axis of attack: 75° mag.  
 Method of bombing: Individual squadrons from route column at 16,000 feet. Salvo by squadrons.  
 Rally: BIRDSBORO, 14,000 feet, group stagger.
3. a. 1st Bomb Sq, leading element of group formation, attack target "A", Objective Folder No. 8.  
 b. 2d Bomb Sq, second element of group formation, attack target "B", Objective Folder No. 8.  
 c. 3d Bomb Sq, third element of group formation, attack target "C", Objective Folder No. 8.  
 d. 4th Rcn Sq, fourth element of group formation, attack target "D", Objective Folder No. 8.  
 x. (1) Squadrons will report results of missions to these headquarters immediately upon return.  
 (2) All squadrons will employ 300-lb. bombs with delay fuzes.
4. Administrative and supply details: No change.
5. a. (1) Index No. 2 to Signal Operations Instructions effective midnight 19-20 Mar 42.  
 (2) Rcn-Bomb in frequencies:  
 1st Bomb Sq—6200 KCS.  
 2d Bomb Sq—6205 KCS.  
 3d Bomb Sq—6210 KCS.  
 4th Rcn Sq—6215 KCS.

- b. (1) Ground: No change.  
 (2) Air: Gp Comdr in leading airplane 3d Bomb Sq.  
 Deputy—Maj --, 2d Bomb Sq.

By order of COLONEL SMITH:

(s) J. Jones  
 J. JONES,  
 Lt. Col., Air Corps,  
 Executive.

Official

(s) John Doe  
 JOHN DOE,  
 S-3.

Annex: No. 1, Objective Folder No. 8.  
 Distribution: A.

*c. Notes on preparation.*—(1) There should be no question as to the proper method of formulating the heading of the orders if the few rules and examples given in FM 101-5 and the example shown above are adhered to.

(2) *Paragraph 1.*—(a) This paragraph is devoted exclusively to information. It should contain no part of the commander's plan and no instructions to subordinate units.

(b) To conduct efficiently the operations with which they are charged, the subordinate units must be conversant with the hostile and friendly situation in the area over which they are to operate; and only such information as has a bearing on the execution of the mission should be included.

(c) The information given in this paragraph should give the subordinate units a clear picture of the situation and how the part they play fits into the picture as a whole.

(d) The sources of information for paragraph 1 are G-2 (S-2), G-3 (S-3) reports, situation maps, objective folders, etc. If the information has previously been given, it is not necessary to repeat in detail but to give only that information which brings the situation up to date.

(3) *Paragraph 2.*—(a) In paragraph 2 the decision of the commander and so much of the plan of operation as applies to the entire command are given. The subordinate units are informed of the task or mission to be accomplished by the issuing unit as a whole. As previously stated, the decision of the commander and the statement of the mission should answer the questions of *what, where, when, how, and why*. The answers to some of these questions may be by implication. Applying this test to the sample field order, we have:

"This Gp will destroy the hostile air depot and airdromes at READING (470-810) 20 Mar 42."

*What*—Destroy the hostile air depot and airdromes.

*Where*—At READING (470-810).

*When*—20 Mar 42 (group assembly given as 0600).

*How*—Bombardment action (implied).

*Why*—To prevent the further use of the air depot and to destroy hostile aircraft on the ground (implied, as the destruction of aircraft on the ground is a normal mission of bombardment aviation).

(b) It is important that no instruction be given to any one unit that is not applicable to all.

(c) Paragraph 2 may be written in either the present or future (imperative) tense, and the form used is more or less dependent on the length of time between the issuance and execution of the order.

(d) The tabulation, in column form, of the information pertaining to route out, route back, assembly, unit initial point, axis of attack, method of attack, maneuver after attack, and rally makes for a clearer presentation and facilitates future reference for vital information.

(4) *Paragraph 3.*—(a) In this paragraph are found the detailed instructions pertaining to each individual unit. It contains the assignment of the specific tasks necessary to carry out the mission of the command as specified in paragraph 2. A separate lettered subparagraph is devoted to each of the next lower subordinate units.

(b) The amount of detail in paragraph 3 is dependent on that contained in paragraph 2. The more instructions given in paragraph 2 the less will appear in paragraph 3. For instance, if all squadrons of a group have the same objective and the same time of take-off, these instructions will appear in paragraph 2; otherwise, they will appear in separate subparagraphs of paragraph 3.

(c) The last subparagraph of paragraph 3 is always lettered *x*. This subparagraph contains special instructions which apply to two or more units or to the command as a whole. Nothing pertaining to the scheme of maneuver should appear here but should be placed in paragraph 2; or, if pertaining to subordinate units, it should be placed in the appropriate lettered subparagraph of paragraph 3. The

kind of instructions which may appear in subparagraph *x* is as follows: time, bomb loading, directions for reporting results of missions, secondary objectives to be engaged in case unforeseen conditions prevent the engagement of the primary objective, the operation and use of runways, and preparation for subsequent operations.

(5) *Paragraph 4.*—(a) This paragraph contains special instructions and information pertaining to administration and supply necessary to the proper execution of the air force mission.

(b) The administrative and supply details of an air force command must be highly organized and must function quickly and smoothly. This can best be done by having a well conceived supply plan and making many of the activities, as far as supply for combat is concerned, automatic and according to standard operating procedure (SOP). All subordinate units should be thoroughly familiar with the plan and the SOP for supply. For the foregoing reason, it is undesirable to include in paragraph 4 any instructions that would be normal and according to SOP. Paragraph 4 of the field order would then include those changes in the plan that may be necessary for the particular operation. If there are no changes in the plan, the statement "No change" would suffice. If reference to the administrative and supply plan is desired, paragraph 4 may read "See Administrative Order No. \_\_\_\_\_."

(6) *Paragraph 5.*—(a) In paragraph 5 is found the commander's plan for exercising his command functions during the operation. This is important information that should be in the hands of the subordinate commanders. This plan may include any or all of the following points, each being given a separate lettered subparagraph:

1. Plan for signal communication.
2. Axes of signal communication.
3. Command posts.

(b) The plans for signal communication are usually issued prior to general operations and are covered in detail as "Signal Operation Instructions No. —," usually written SOI. In referring to the SOI in the order, it would be necessary to state the number and the time they became effec-

tive—for example, “SOI No. 10 in effect 2000 2 Mar 42.” Examples of other pertinent remarks that may be included in this subparagraph are: “Bomb Gp liaison frequency 3120 KC” or “Radio silent \_\_\_\_\_ (period of silence).”

(c) The axes of signal communication are the successive points on the ground through which the various command posts move forward from the initial command post. As air force units do not normally operate from successive command posts during a particular operation, the axes of signal communications are not normally given. However, if an air force unit is supporting a ground force, it would be well to specify the axis of the supported ground force. If no axis is shown in the order, it is not necessary to state that it is omitted.

(d) The subparagraph on command posts is usually subdivided further into two additional subparagraphs—ground and air. The command post is the place where orders, reports, and messages are sent to the headquarters of a unit or its commander. In giving the details of a ground command post, it may sometimes be necessary to give the time and date of opening or closing. In cases where an air force unit is supporting a ground force, the command post of the ground force should be given. The air command post should designate the position of the unit commander and the designation and position of a deputy. Example:

Par. 5. a.

b.

c. Command posts—ground:

1st Div BELMORE after 1200 2 Mar 42.

21st Bomb Gp WALKER.

Command posts—air:

Gp Comdr: Maj A leading 2d Bomb Sq.

Dep Gp Comdr: Maj B leading 4th Bomb Sq.

(7) *Ending.*—The ending of all field orders consists of the following: signature, authentication, list of annexes, and distribution list.

(a) The signature is the name of the officer who signed the original copy of the order. Air force orders are signed by the commander personally, by the chief of staff, by the

executive, or by G-3 (S-3). If the order is signed by the commander, the grade and arm are both shown if the grade is less than a brigadier general. Otherwise, the arm is omitted. If the order is signed by a staff officer, the words "By order of" or "By command of" precede the signature. The grade and arm are both omitted in this case, but the officer's official designation is shown. Example:

By order of COLONEL SMITH:

(s) J. Jones  
J. JONES,  
S-3.

(b) Authentication consists of the word "Official" followed by the name and official designation of the authenticating officer. Authentication is required on all orders signed by a staff officers and on all copies of orders the original of which was signed by the commander. Field orders are authenticated by the officer who prepared the order, namely, the chief of the third staff section (G-3 or S-3).

(c) The list of annexes follows the authentication and consists of the word "Annexes" followed by the number and name of each annex which has been referred to in the order. When the order has no annex, this part of the ending is entirely omitted.

(d) The distribution list is a check to insure that every officer and unit concerned receives a copy of the order. The distribution list is the last part of the order and consists of the word "Distribution" followed by a reference to a standard distribution list or by a list of all officers and units receiving a copy of the order. The sequence usually followed in listing officers and units is as follows: unit commander, each staff officer, commanders of subordinate units, commanders of supported or supporting units, commander of next higher unit, and diary. Authorized abbreviations are always used in listing the officers and units. (See app. II.)

■ 30. ANNEXES.—*a. Definition.*—Anything which accompanies a field order is called an annex to that order. A map, photograph, objective folder, or any similar document may be an annex.

*b. When used.*—It is obvious that such documents as special maps or objective folders, when needed by subordinates for proper understanding and execution of the order, should receive the same distribution as the order. To insure against loss or separation, such documents are made annexes to, and become part of, the order.

*c. Preparation.*—Annexes are prepared by the appropriate staff officers and submitted to the commander for approval prior to issue.

*d. Form of annex.*—Since any document may be made an annex to a field order, it is evident that there can be no standard form for the body of an annex; but every annex, regardless of its nature, has a standard caption and a standard form for signature and authentication.

*e. Caption.*—(1) The caption gives the number of the annex, the number and source of the field order of which it is a part, and the title of the annex.

(2) The caption is written on two lines, the second line being devoted exclusively to the title of the annex.

(3) The entire caption is written in capital letters. Examples:

ANNEX NO. 1 TO FIELD ORDERS NO. 5, 1ST BOMB GP  
OBJECTIVE FOLDER

ANNEX NO. 2 TO FIELD ORDERS NO. 5, 1ST BOMB GP  
SIGNAL INSTRUCTIONS

*f. Signature.*—Annexes are signed by the chief of staff or executive, and all copies are authenticated by the staff officer concerned. Example:

By order of COLONEL SMITH:

(s) J. Jones  
J. JONES,  
Executive.

Official

(s) B. Brown  
B. BROWN,  
S-4.

*g. Annex to an annex.*—Any document used as an annex may itself require amplification by means of other documents. The latter are properly made annexes to the former.

## SECTION VII

## METHOD OF ISSUING ORDERS

■ 31. **SELECTION OF METHOD.**—There are several methods of issuing an order: in fragmentary or complete form, given orally, dictated, or written. The particular method used in each case is a matter for the determination of the commander. He is influenced by the amount of time available, by the type of operation, by the degree of training of his staff and subordinate commanders, and by his personal preferences. The invariable rule is that an order must reach the lowest subordinate concerned in its execution in sufficient time to afford him suitable opportunity to make his own plans, issue his orders, and effect his dispositions in sufficient time to accomplish his assigned task.

■ 32. **FRAGMENTARY FIELD ORDERS.**—*a. Sequence.*—When a field order is issued in fragmentary form, the sequence and technique of the complete 5-paragraph order are followed as closely as circumstances permit.

*b. How issued.*—Fragmentary field orders may be issued orally, dictated, or written. They may be issued direct to subordinate commanders or to their representatives; or they may be transmitted by means of officers, special messengers, telephone, teletype, radio, or airplane. When transmitted in a form other than written, the instruction should be followed as soon as possible by a written confirmation. When conditions permit, officers are used for the delivery of oral fragmentary field orders. The unit which has the least time to initiate its action should be the first to receive the order.

*c. Amplification.*—A fragmentary order assigns specific missions to one or more of the respective units comprising the command. Necessarily such orders are in the form of concise messages. Therefore, they may fail to convey clearly to all concerned the general scheme of maneuvers and joint action desired. For this reason, they are amplified as soon as possible by additional instructions promulgated by means of conferences with subordinate commanders or their representatives or by messages sent by telephone or other means of communication as circumstances may permit.

*d. Confirmation.*—When facilities and time permit, a field

order issued initially in fragmentary form should be confirmed by the issuance of the order in complete written form and, if possible, delivered to the units during the operation. If delivery is not possible, the order should still be prepared in written form for future reference and for the record.

■ 33. ORAL AND DICTATED FIELD ORDERS.—*a. Method of issue.*—

Oral and dictated orders are similar in that both are spoken orders. Dictated orders are spoken slowly so that the receivers may write them down verbatim. Oral orders are not written verbatim, but notes are taken. The commander may say, "Copy this order," signifying that it will be a dictated order; or he may say, "Take notes," signifying an oral order.

*b. Oral orders.*—The greatest advantage of oral orders is the short time required for their issuance. They have the disadvantage of depending upon the ear and, to a great extent, on the memory of the receiver. This may result in errors and misunderstandings. Oral orders have particular advantage and application in a rapidly changing situation, and in many instances the orders will be oral and in fragmentary form.

*c. Dictated orders.*—The dictated field order has many advantages over the oral order. The receiver is required to take down verbatim all provisions of the order as given. It then becomes a permanent ready reference for the subordinate's use, and the chances of subsequent error due to forgetfulness or misunderstanding on his part are much less than in the case of oral orders. When time does not permit the issue of a complete written field order and the commanders can be readily assembled, the dictated order should be given in preference to the oral order.

*d. Sequence.*—A strict adherence to the prescribed sequence of the standard form for field orders is particularly applicable to oral and dictated orders. Training the mind to follow a logical systematic method of dealing with the situation is highly important. The written order, before issue, can be corrected, modified, added to, or otherwise changed. This can be done also with dictated or oral orders; but the moment a commander starts changing his dictated or oral orders he opens the door to confusion and misunderstanding, to say nothing of the lack of confidence in him as a com-

mander that is engendered by his apparent indecision and vagueness.

*e. Technique.*—The formulation of a field order which is to be dictated or given orally is a more delicate task than that of a written order and requires more practice. Regardless of the size of the unit for which issued, dictated and oral orders should follow the prescribed form, which is the form for the formal written field order. The smaller the unit the more this is necessary in order to prevent the omission of essential details. Care and exactitude in the choice of language are also requisites. Before dictating an order or giving one orally, the commander must have his plan thoroughly crystallized and must know exactly what he is going to say and the exact language he is going to use. When he has the time, he should block out on paper the various headings and paragraphs of the order, noting the force to be included in each and the instructions to be given to each unit. When time does not permit this blocking out on paper, the order should be completely arranged in his mind before he starts giving it; that is, the decision must be made and the means for carrying that decision into effect must be determined upon before any start is made to issue the order.

*f. Confirmation.*—When field orders are issued orally by a headquarters which customarily issues written field orders, a written copy of the order should follow as soon as practicable.

*g. Numbering.*—A complete field order, though originally issued orally or dictated, receives its proper serial number.

## SECTION VIII

### TRANSMISSION OF ORDERS BY TELETYPE

■ 34. NECESSITY FOR TELETYPE METHOD.—Due to present operating conditions in which airdromes and various headquarters are widely dispersed, a necessity has arisen for an expeditious method of transmitting the written order. The teletype equipment is the most satisfactory solution to the problem. As all machines are connected through a central switchboard, all or any one or more units can be contacted and the written message be delivered in the time it takes to type the message at the sending unit headquarters.

■ 35. GENERAL PRINCIPLES.—The sequence of the 5-paragraph field order should be retained when preparing an order for teletype transmission. The technique of preparation is slightly different in order that the maximum speed and value may be obtained from this method of transmittal.

■ 36. TECHNIQUE OF PREPARATION.—The following standard procedure and technique will govern in the preparation of teletype orders:

- a. Authorized abbreviations are habitually used.
- b. The beginning of each line should be flush with the left limit of the teletype carriage. No indentions should be used except for the signature.
- c. Due to construction peculiarities of the teletype machine, all transmission must be accomplished in capital letters.
- d. Paragraph 1 should include only such information as has not been furnished subordinate units.
- e. Paragraphs 4 and 5 should include only such instructions as have not been furnished subordinate units.
- f. If there has been no change in the contents of any paragraph, the number only of that paragraph should be transmitted. Such procedure would indicate "No change" for that paragraph.
- g. The signature is the only line which is indented, and it consists solely of the last name of the commander.
- h. Authentication and distribution are omitted.
- i. A teletype order is not a "telegraphic order," and the brevity of a telegram is not adhered to. Reasonable brevity is desirable but not to the extent of excluding or beclouding normal essential information and instructions of the field order.
- j. The following exemplifies how the same field order illustrated in section VI would be prepared for teletype transmission:

1ST BOMB GP  
 BROAD RUN (305-635) VA  
 19 MAR 42 1700  
 FO 2

MAPS: ATLANTIC COAST, NEW YORK, NORFOLK AND VICINITY,  
 1: 500,000.

1. A. (1) FOR DETAILS CONCERNING HOSTILE AIRCRAFT AND SUP DEP AND ADRMS AT READING (470-810) SEE OBJECTIVE FOLDER NO 8.

(2) HOSTILE AIRCRAFT INTERCEPTION NET ESTABLISHED S OF LINE NEW YORK (640-860)—SCRANTON (495-945)—HARRISBURG (385-800).

B. (1)

(2) (A) 2D BOMB GP WILL ATK ENEMY AIRCRAFT AND MUNITIONS FACTORIES POTTSVILLE (445-855) 0645 20 MAR 42.

(B) 3D BOMB (L) GP WILL ATK ENEMY ADRMS AT QUAKERTOWN (520-830) 0640 20 MAR 42.

(C) 1ST RCN GP CONDUCTS RCN FOR OUR AF AND FURNISHES WEATHER DATA.

(D) 2D PUR GP WILL FURNISH PROTECTION FOR THE AF ADRM AREA COMMENCING 0545 20 MAR 42.

FOR ADDITIONAL DETAILS OF FRIENDLY SITUATION SEE G-3 SITUATION MAP NO 5, 19 MAR 42.

2. THIS GP WILL DESTROY THE HOSTILE AIR DEP AND ADRM AT READING (470-810) 20 MAR 42.

TAKE OFF: 0520 IN ORDER OF 1ST, 2D, 3D, AND 4TH SQ.

ROUTE OUT: LEESBURG (320-660)—FREDERICK (400-767)—MYERSTOWN (437-816)—ROBESONIA (452-814)—OBJECTIVE.

ROUTE BACK: BIRDSBORO (485-805)—NEW PROVIDENCE (438-762)—ADRMS.

GP ASSEMBLY: LEESBURG 0600 AT 12,000 FT.

IP: ROBESONIA.

AX OF ATK: 75 DEGREES MAG.

METHOD OF BOMB: INDIVIDUAL SQS, SALVO, FROM ROUTE CLM AT 16,000 FT.

RALLY: BIRDSBORO, 14,000 FT, GP STAGGER.

3. A. 1ST BOMB SQ, LEADING ELM OF GP FORMATION, ATK TARGET A, OBJECTIVE FOLDER NO. 8.

B. 2D BOMB SQ, SECOND ELM OF GP FORMATION, ATK TARGET B, OBJECTIVE FOLDER NO 8.

C. 3D BOMB SQ. THIRD ELM OF GP FORMATION, ATK TARGET C, OBJECTIVE FOLDER NO 8.

D. 4TH BOMB SQ, REAR ELM OF GP FORMATION, ATK TARGET D, OBJECTIVE FOLDER NO 8.

X. (1) ALL SQS REPORT RESULTS OF MISSION TO THESE HQ IMMEDIATELY UPON COMPLETION THEREOF.

(2) ALL SQS EMPLOY 300 LB BOMBS WITH DELAY FUZES.

4.

5. A. (1) INDEX 2 TO SOI EFFECTIVE MIDNIGHT 19-20 MAR. 42.

(2) RCN-BOMB IN FREQ.

B. CPS: THE GP COMDR IN THE LEADING AP 3D BOMB SQ. DEPUTY MAJ ----- 2D BOMB SQ.

JONES

■ 37. APPLICATION TO OTHER TYPE ORDERS.—The same general principles of teletype transmittal as applied to field orders should apply equally well to the other types of combat orders.

## SECTION IX

### ADMINISTRATIVE ORDER

■ 38. DEFINITION.—Administrative orders are the formal orders covering the administrative details and the supply plan for operations. They will usually be issued by a large

unit such as an air force. They may be issued by smaller units when the volume of detail that would be required in paragraph 4 of the field order would be too great.

■ 39. **OBJECT.**—The object of an administrative order is to outline the operations of the several technical, supply, and administrative sections; to coordinate their activities; and to transmit to subordinate units the commander's plan of administration. An administrative order may be complete in itself, or it may be accompanied by annexes.

■ 40. **STAFF SECTION CHARGED WITH PREPARATION.**—The administrative order is prepared by G-4 (S-4) staff sections. The parts of the order pertaining to the first section are coordinated by G-1 (S-1) and transmitted to G-4 (S-4) for incorporation in the orders. G-3 (S-3) is consulted freely in order that there may be complete accord between the tactical and administrative plans. The order may be amended from time to time by publishing changes, or a new order may be issued.

■ 41. **BASIS.**—*a.* Fundamentally, administrative orders are based on—

- (1) The plan for the employment of the units concerned.
- (2) The administrative plans of higher headquarters.

*b.* To formulate a suitable administrative order, a thorough understanding of the tactical plan is essential. To this end the officers charged with the preparation must have the entire confidence of the commander and must consult frequently and cooperate constantly with the various staff sections.

*c.* In general, the group administrative order is based upon the wing administrative order; and the wing administrative order is based upon the administrative order issued by the air force.

■ 42. **HOW ISSUED.**—The administrative order may be issued as a separate order or to accompany a specific field order. Like field orders, they may be oral, dictated, or written and may be either in complete or in fragmentary form.

■ 43. **WHEN ISSUED.**—New administrative orders are issued when changes in the administrative details of the plan become necessary as a result of a change in the tactical or administrative situation of the command. The administrative order usually is prepared in time to accompany a field order. It

may be delayed. When it is known that the administrative order will be issued later, certain information contained therein may be given out orally or by memorandum to subordinate commanders and chiefs of services in order that those officers may not be delayed in the preparation of their own orders. This is particularly true in cases where time is limited.

■ 44. AMOUNT OF DETAIL.—When a command is inexperienced, it may be necessary to include in an administrative order many details which otherwise might not appear. Such details may include instructions with reference to replenishing reserve rations, traffic control, use of extra trucks, movement of special units, quartering, posting of signs, etc. In a well-trained and experienced command it is apparent that many of the foregoing details may be omitted, as they would have become routine through training and through standard operating procedure. Detailed instructions to a service of interest to that service alone should be given in the form of a memorandum to the chief of the service concerned and should not be included in the administrative order.

■ 45. TECHNIQUE.—The details of technique prescribed in section V for the preparation of field orders apply as well to the preparation of the administrative order, except that no abbreviations will be used in the headings of the paragraphs or subparagraphs.

■ 46. FORM FOR COMPLETE WRITTEN ORDER.—*a.* A form for the complete written administrative order follows:

Issuing unit  
Place of issue  
Date and hour of issue

ADM O ----- to accompany FO ----- (Reference to FO is omitted if issued separately.)

Maps:

1. SUPPLY.

*a. Railheads.*—Location, time, and date of opening. Hour of arrival of daily train.

*b. Air bases.*—Location and units served.

*c. Class I supply* (rations, etc.).

(1) Method of distribution. Location of refilling points, distributing points, and time schedule of distribution to units drawing supplies (if necessary).

(2) Other special instructions when necessary.

*d. Class II and III supply* (individual and organizational equipment; motor transport fuel and lubricants).

- (1) Location of refilling and distributing points (by organization).
  - (2) Instructions regarding method of issue.
  - e. *Class III (A) supply* (aviation fuel and lubricants).
    - (1) Location of refilling points.
    - (2) Instructions regarding method of replacement.
    - (3) Special instructions when necessary.
  - f. *Class IV supply* (construction material, machinery, and other supplies).
    - (1) Location of refilling point.
    - (2) Method of procurement.
    - (3) Special instructions when necessary.
  - g. *Class IV (E) supply* (aircraft, spares, and supplies for maintenance).
    - (1) Aircraft—location of refilling point. Instructions regarding credits and issue.
    - (2) Airplane maintenance supplies.
      - (a) Location of refilling points.
      - (b) Location of distributing points.
      - (c) Special instructions when necessary.
  - h. *Class V supply* (ammunition, bombs, pyrotechnics, and CWS chemicals).
    - (1) Location of refilling points.
    - (2) Location of distributing points.
    - (3) Special instructions when necessary.
  - i. *Water*.
    - (1) Location of distributing points or method of supply.
    - (2) Special instructions relative to condition of water, chlorination, etc.
  - j. *Replacements*.—Location of replacement depot.
2. **EVACUATION.**
- a. *Casualties*.
    - (1) Location of collecting station or stations—method of evacuation.
    - (2) Location of hospital station or stations.
  - b. *Burial*.—Location of cemeteries; burials and reports.
  - c. *Salvage*.—Instructions regarding collection and evacuation.
  - d. *Captured air material*.—Disposition and reports.
  - e. *Prisoners of war*.—Location of collecting points; disposition.
3. **TRAFFIC.**
- a. *Circulation*.
    - (1) Reference to appropriate circulation maps.
    - (2) *Restrictions*—assignment and use of reserved roads, limits of daylight traffic, special routes.
    - (3) *Control*—instructions to provost marshal relative to police arrangements on roads, schedule of traffic priority, disabled vehicles, road distances.
  - b. *Construction and maintenance of routes*.
    - (1) Roads and bridges—construction and maintenance, by whom.
    - (2) Direction signs.
    - (3) Reference to appropriate annex.
4. **TRANSPORTATION.**
- a. *Air*—location and operation of air transports.
  - b. *Motor*—location and operation of supply trains.
5. **AIRDROMES.**
- a. *Construction—by whom*.
    - (1) Refilling points for material.

(2) Special instructions to construction units.

b. *Maintenance—by whom.*

(1) Refilling points for maintenance material.

(2) Special instructions to maintenance units.

#### 6. PERSONNEL.

a. *Stragglers.*—Collection and disposition.

b. *Surplus baggage.*—Disposition.

c. *Mail.*—Method and hour of distribution.

d. *Shelter.*—Quartering or quartering parties.

#### 7. MISCELLANEOUS.

a. *Attachment of service troops.*—Attachment to subordinate units when necessary.

b. *Protected areas.*—Location and boundaries.

c. *Rear echelon of headquarters.*—Location and hour of opening.

d. *Administrative matters not otherwise covered.*

e. *Other administrative details.*—No change (when applicable).

By command (order) of -----:

(s) -----

-----,  
Grade, arm, or branch,  
Chief of staff or executive.

Official

(s) -----

-----,  
Grade, arm, or branch,

AC of S, G-4.

Annexes:

Distribution:

b. *Notes on preparation.*—(1) *Numbered paragraphs.*—The administrative order is divided into seven numbered paragraphs. If there are no instructions under a particular paragraph, it is omitted. For example, if there are no instructions pertaining to "airdromes," then that paragraph will be omitted and the next paragraph will take its number (5).

(2) *Number of subparagraphs.*—Each paragraph may have as many or as few subparagraphs as desired or required.

(3) *Reference to previous orders.*—When there is no change in a portion of an existing plan, an administrative order may refer to a previous order; or a subparagraph of the "miscellaneous" paragraph may state, "other details, no change."

(4) *Signature and authentication.*—The ending contains the signatures and authentication of the order, the list of annexes, and a statement of the distribution. The order is signed by the chief of staff or executive; it is made official by the assistant chief of staff, G-4 or S-4, who is responsible for the preparation of the order.

(5) *Annexes.*—The administrative order may be complete within itself; or, whenever it is necessary to publish details

too voluminous for inclusion in the order, any paragraph or subparagraph may be amplified by an annex. These annexes are listed and referred to in the proper paragraph as in the case of the field order.

(6) *Distribution.*—It is important that no agency or officer to whom special instructions have been given in the order be overlooked in its distribution. This is likely to occur unless the order is checked against the distribution list. The order is distributed through the message center as in the case of the field order.

## SECTION X

### OTHER TYPES OF COMBAT ORDERS

■ 47. **GENERAL.**—Of the five types of combat orders listed in section IV, the field order and the administrative order have been discussed in detail. They were thus treated because of their relative importance. The other three also require care in preparation and should follow as far as possible the basic principles used in formulating field orders.

■ 48. **LETTERS OF INSTRUCTION.**—At the beginning of operations and from time to time thereafter plans of the superior commanders, such as those from the War Department, a group of armies, or an army, are communicated in the form of letters of instruction. These letters regulate operations over large areas and for considerable periods of time. They deal with the broader phases of operations and are generally limited to stating the mission and prescribing the part each major unit is to play in its attainment. In active campaigns, commanders of all units may keep their immediate subordinate commanders informed of anticipatory plans to meet possible changes in the situation and of their intentions over longer periods of time than are covered in orders. Such information and plans are transmitted by personal conferences, messages, or, in case of large commands, letters of instructions.

■ 49. **WARNING ORDERS.**—Warning orders are usually issued as a brief oral or written message giving preliminary notice of action which is to follow. A warning order usually precedes more detailed orders, its purpose being simply to give advance information which will enable commanders to make timely

preparations for the contemplated operation. Issue of a warning order is governed by the rule that it should be sent whenever time can be saved or energy conserved through its use. Where a warning order has been given general distribution, matters fully covered therein need not be repeated in the subsequent field orders. Where warranted, reference to warning orders should be made in the field orders which follow.

■ 50. MOVEMENT ORDERS.—Movement orders, as their name implies, are the orders issued to cover all details of the movements of units from one point to another. The movement may be by road, rail, water, or air. The orders should include march graphs and tables of loadings, detailed instructions to each unit covering the equipment to be carried and that to be shipped, time of departure and the order of movement, messing details, issuance of supplies, refilling points, and refueling points. Movement orders should be closely coordinated, especially with reference to the time factor.

■ 51. SUPERVISION.—*a. Necessity.*—The responsibility of the commanders does not end with the issuance of orders. The ideal order is one which is so clear that it admits of no misunderstanding. However, the subordinates who are to carry out the provisions of the orders differ in character and experience. They do not all think or react alike. Therefore, to secure proper compliance by subordinates and to assure himself that plans of subordinates are in furtherance of his own plan, the commander must supervise the execution of the orders which he has issued.

*b. Means.*—Supervision is exercised by means of conferences and visits to the units by the commander or by staff officers. Such conferences are not for the purpose of criticizing the orders or plans of the commander or of influencing his decision. Their object is to promote mutual understanding, the correct interpretation of doubtful or obscure points, and the development of teamwork. In no other way can the commander insure to the fullest extent the development of the action along the lines he has planned.

## APPENDIX I

### ABBREVIATIONS

■ **1. GENERAL ABBREVIATIONS.**—The following list contains the authorized abbreviations most frequently used in the preparation of combat orders. They are written without spacing or punctuation. Whenever practicable, abbreviations are grouped to economize space. In each case the abbreviations not inclosed in parentheses plus any of those inclosed will give a proper abbreviation. Example: Bomb (Gp) (Sq), Bomb Sq. When an abbreviation is not made up by grouping the abbreviations of the component words, the special abbreviation is given separately. Example: DHQ for Division Headquarters, rather than Div Hq.

Adjutant.....	Adj
Administrative orders.....	Adm O
Advance.....	Adv
Afternoon (i. e., between 12:00 noon and 12:00 midnight).....	PM
Aide-de-camp.....	ADC
Air base.....	AB
Air Corps.....	AC
Aircraft warning service.....	AWS
Airdrome (squadron) (section) (officer)....	Adrm (Sq) (Sec) (O)
Air depot.....	Air Dep
Air force.....	AF
Airplane.....	Ap
Air transport squadron (flight).....	Air T Sq (Flt)
Ambulance.....	Amb
Ammunition (company) (train) (distributing point).....	Am (Co) (Tn) (DP)
Antiaircraft.....	AA
Antiaircraft artillery.....	AAA
Armament (officer) (section).....	Arm (O) (Sec)
Armor-piercing.....	AP
Army Air Force.....	AAF
Army aviation.....	A Avn
Army chief of aviation.....	AC of Avn
Army headquarters.....	AHQ
Army medical (service).....	A Med (Serv)
Artillery (brigade) (liaison officer).....	Arty (Brig) (Ln O)
Assistant chief of staff.....	AC of S
Attached.....	Atchd
Attack (group) (squadron).....	Atk (Gp) (Sq)
August.....	Aug
Aviation.....	Avn
Axis or axes of signal communication.....	Ax Sig Com
Balloon (wing) (group) (squadron).....	Bln (Wg) (Gp) (Sq)
Battalion.....	Bn
Battery.....	Btry

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Bench mark.....	BM
Bombardment (light) (wing) (group) (squadron).....	Bomb (L) (Wg) (Gp) (Sq)
Brigade.....	Brig
Brigadier general.....	Brig Gen
Caliber.....	cal
Camouflage (company) (battalion).....	Cam (Co) (Bn)
Captain.....	Capt
Cavalry.....	Cav
Chemical (company) (battalion) (officer).....	Cml (Co) (Bn) (O)
Chemical warfare officer.....	CWO
Chief of Staff.....	C of S
Class I supplies.....	Cl I Sup
Coast Artillery Corps.....	CAC
Collecting (company) (point).....	Coll (Co) (Pt)
Colonel.....	Col
Column.....	Clm
Combat train.....	C Tn
Command.....	Comd
Commander.....	Comdr
Commanding.....	Comdg
Commanding general.....	CG
Commanding officer.....	CO
Command post (posts).....	CP (CPs)
Communication (section) (officer).....	Com (Sec) (O)
Construction.....	Cons
Convalescent (hospital).....	Conv (Hosp)
Corporal.....	Corp
Corps aviation.....	C Avn
Corps chief of aviation.....	CC of Avn
Crossroads.....	CR
December.....	Dec
Depot (supply officer) (supply section) (commander).....	Dep (Sup O) (Sup Sec) (Comdr)
Deputy chief of staff.....	DC of S
Detachment.....	Det
Distributing point.....	DP
Division air officer.....	DAO
Division headquarters.....	DHQ
Dump.....	Dp
Echelon.....	Ech
Element.....	Elm
Engineer (officer).....	Engr (O)
Engineering (section) (officer).....	Engr (Sec) (O)
Engineers (combat) (general service).....	Engrs (C) (Gen Serv)
Enlisted men.....	EM
Evacuation.....	Evac
Exclusive.....	excl
Executive (officer).....	Ex (O)
February.....	Feb
Field Artillery.....	FA
Field orders.....	FO
Finance.....	Fin
First lieutenant.....	1st Lt
Flight (commander) (surgeon).....	Flt (Comdr) (Surg)

## COMBAT ORDERS

Foot (feet)-----	ft
Forward echelon-----	Fwd Ech
General-----	Gen
General headquarters-----	GHQ
General service-----	Gen Serv
General staff (corps)-----	GS (C)
General staff (first section) (second section) (third section) (fourth section)---	GS (G-1) (G-2) (G-3) (G-4)
Geological survey-----	Geol' Surv
Group (headquarters) (commander)-----	Gp (Hq) (Comdr)
Guard-----	Gd
Headquarters (squadron) (section)-----	Hq (Sq) (Sec)
Headquarters and headquarters squadron-----	Hq & Hq Sq
Headquarters commandant-----	Hq Comdt
Heavy weapons company-----	Hv W Co
Highway-----	Hwy
Hospital-----	Hosp
Inch-----	in
Inclusive-----	incl
Infantry-----	Inf
Initial point-----	IP
Inspector general-----	IG
Intelligence officer-----	Int O
January-----	Jan
Judge advocate-----	JA
Judge advocate general-----	JAG
Liaison officer-----	Ln O
Lieutenant (colonel) (general)-----	Lt (Col) (Gen)
Lights-----	Lts
Machine gun-----	MG
Maintenance-----	Maint
Major (general)-----	Maj (Gen)
March-----	Mar
Medical-----	Med
Medical Corps-----	MC
Medical department-----	MD
Message center-----	Msg Cen
Message dropping and pick-up, ground-----	Msg DPU
Messenger section-----	Msgr Sec
Mile(s)-----	mi
Military police-----	MP
Months-----	mos
January-----	Jan
February-----	Feb
March-----	Mar
April-----	Apr
May-----	May
June-----	June
July-----	July
August-----	Aug
September-----	Sept
October-----	Oct
November-----	Nov
December-----	Dec

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Morning (i. e., between 12:00 midnight and 12:00 noon)-----	AM
Motor transport (company) (officer)-----	MT (Co) (O)
Motor truck company-----	M Trk Co
Noncommissioned officer-----	NCO
November-----	Nov
Number-----	No
Observation (group) (squadron)-----	Obsn (Gp) (Sq)
Observation flash battalion-----	Obsn Fl Bn
Observation post-----	OP
Observer-----	Obsr
October-----	Oct
Officer-----	O
Operations officer-----	S-3
Operations section-----	Opns Sec
Ordnance (depot)-----	Ord (Dep)
Ordnance officer-----	OO
Personnel officer-----	Pers O
Photographic (officer) (section)-----	Photo (O) (Sec)
Pigeon company-----	Pgn Co
Pioneer-----	Pion
Platoon-----	Plat
Point-----	Pt
Private-----	Pvt
Provisional-----	Prov
Provost marshal general-----	PMG
Pursuit (wing) (group) (squadron)-----	Pur (Wg) (Gp) (Sq)
Radio (station) (section)-----	Rad (Sta) (Sec)
Radio and panel section-----	R & P Sec
Railhead detachment-----	Rhd Det
Railhead officer-----	RHO
Railroad-----	RR
Railroad transportation officer-----	RTO
Railway (battalion)-----	Ry (Bn)
Ration distributing point-----	RDP
Reconnaissance officer-----	Rcn O
Refilling point-----	RP
Regiment-----	Regt
Regimental-----	Regtl
Regimental headquarters-----	RHQ
Repair squadron-----	Rep Sq
Road-----	Rd
Road junction-----	RJ
Salvage company-----	Salv Co
Searchlight-----	Slt
Second lieutenant-----	2d Lt
Section-----	Sec
September-----	Sept
Sergeant-----	Sgt
Service (squadron)-----	Serv (Sq)
Signal-----	Sig
Special troops-----	Sp Trs
Squad-----	Sqd
Squadron (headquarters)-----	Sq (Hq)
Staff-----	Stf

## COMBAT ORDERS

Station.....	Sta
Supply (squadron) (officer) (section).....	Sup (Sq) (O) (Sec)
Surgeon.....	Surg
Tank.....	Tk
Telegraph and telephone section.....	Tg and Tp Sec
Teletype.....	Tt
Theater of operations.....	T of Opns
Train.....	Tn
Transport (squadron) (officer).....	T (Sq) (O)
Transportation section.....	T Sec
Troop.....	Tr
Veterinary.....	Vet
War Department.....	WD
Warrant officer.....	WO
Water tank (train).....	W Tk (Tn)
Weather.....	Wea
Wing (commander).....	Wg (Comdr)
Wire section.....	Wire Sec
Yard(s).....	yd(s)
Zone of the interior.....	Z of I

■ 2. ABBREVIATIONS PERTAINING TO PARTICULAR STAFFS.—The following list may be used as a ready reference to indicate the staff officers of combat units who should be recipients of field orders issued by their particular headquarters, together with the abbreviations used in a distribution list. The organization of a particular staff may change from time to time, and before this list is used in service it should be brought up to date for the particular unit concerned. It will be noted that several of the staff posts listed may be filled by one officer; but usually files will be kept for each responsibility, and hence each should be included in a distribution list.

### *Squadron and group staffs*

Commanding officer.....	CO
Executive.....	Ex
Adjutant (administrative or personnel officer).....	S-1
Operations officer.....	S-3
Intelligence officer.....	S-2
Matériel officer.....	S-4
Engineering officer.....	Engr O
Armament and chemical officer.....	Arm & Cml O
Communication officer.....	Com O
Supply officer.....	Sup O
Transportation officer.....	TO
Weather officer.....	Wea O
Navigation officer.....	Nav O
Photographic officer.....	Photo O
Flight surgeon.....	Flt Surg

## APPENDIX II

### DISTRIBUTION LIST

Document: Field Orders No. 22 (Unit) 1st Bombardment Group  
 Number of copies: 22 (Date and hour) 2 April 30, 3:00 PM  
 To MESSAGE CENTER for transmission as checked below.  
 (s) John Smith, S-3.

Standard distribution				Special distribution		Organization or office
A (check)		B		No. of copies	Copy No.	
No. of copies	Copy No.	No. of copies	Copy No.			
1	1	1	1	-----	-----	Commanding officer.
1	2	1	2	-----	-----	Executive.
1	3	2	3-4	-----	-----	S-1.
1	4	2	5-6	-----	-----	S-2.
2	5-6	2	7-8	-----	-----	S-3.
2	7-8	2	9-10	-----	-----	S-4.
1	9	2	11-12	-----	-----	Engineering officer.
1	10	1	13	-----	-----	Armament and chemical officer.
1	11	1	14	-----	-----	Communications officer.
1	12	2	15-16	-----	-----	Supply officer.
1	13	1	17	-----	-----	Flight surgeon.
1	14	1	18	-----	-----	1st Bombardment Squadron.
1	15	1	19	-----	-----	2d Bombardment Squadron.
1	16	1	20	-----	-----	3d Bombardment Squadron.
1	17	1	21	-----	-----	4th Bombardment Squadron.
1	18	1	22	-----	-----	Headquarters Squadron.
1	19	2	23-24	-----	-----	Commanding officer, air base.
1	20	2	25-26	-----	-----	Commanding General, 1st Wing.
1	21	1	27	-----	-----	CO 1st Bombardment (L) Group (supported or supporting unit).
1	22	1	28	-----	-----	CO 1st Pursuit Group (supported or supporting unit).

NOTE.—This is a sample distribution list for one particular unit, a bombardment group. Distribution lists for other air units will follow the same form with appropriate additions to and subtractions from the organizations and officers listed. Also, changes in staff organization from time to time will necessitate a change in the "Organization or office" column even in this sample. Care must be exercised to see that the distribution list for the particular organization at a particular time and for a particular action is complete.