

## APPENDIX E

## SUGGESTED FORMAT FOR A TACTICAL STANDING OPERATING PROCEDURE

### E-1. General

Paragraph 4-5 of this manual discusses SOPs and states the requirement for dental units to have a TSOP. Field Manual 101-5 provides specific guidance on SOPs and should be referenced in development of the unit's TSOP. It is important to reemphasize that the TSOP of the parent unit is the most important source of guidance for the TSOPs of its subordinates. There is no prescribed format for a TSOP; however, the information contained in the remainder of this appendix offers a suggested format based on review of a number of dental unit TSOPs currently in use.

### E-2. Publication Format

A number of possibilities exist for format of a TSOP. Three are listed below with advantages and disadvantages.

- *Loose-leaf binder* — least expensive and easily updated; however, requirement for faithful update by users and potential for pages being lost through hard use is likely to produce a number of versions among the TSOP users.
- *Bound volume* — best method to maintain standardization of copies and easiest to handle and use; however, it is more expensive and subject to availability of a printing facility. It is also difficult to update.
- *Pocket-size bound volume* — easy to carry and a more ready-reference; however, more easily lost and more difficult to read. Otherwise, the same as a standard-size bound volume.

### E-3. Contents

The TSOP should contain the following sections:

- Directive.
- Table of contents.
- Record of changes and corrections.
- General information.
- Annexes, appendixes, and tabs.
- Index.

The information contained in each of these sections, other than the table of contents which is self-explanatory, is variable and will depend on the type of unit and guidance contained in the TSOP of the higher headquarters.

### E-4. Directive

The directive should be the first page of the TSOP. The directive is the letter order signed by the commander directing implementation of the TSOP. The directive should be in memorandum format (Figure E-1) on unit letterhead for distribution to subordinate units and elements to which the TSOP applies.

### E-5. Record of Changes and Corrections

A good TSOP requires regular maintenance to ensure currency and relevance. A page which acts as a record of changes and corrections in the front of the book allows the user and the commander to easily audit that particular copy of the TSOP. A single page formatted as shown in Figure E-2 will serve this purpose.

## SAMPLE FORMAT

OFFICE SYMBOL (MARKS NUMBER)

DATE

MEMORANDUM FOR Personnel Assigned to (Unit Designation)

SUBJECT: (Unit Designation) Tactical Standing Operating Procedure (TSOP)

1. **PURPOSE:** One sentence statement of purpose.
2. **APPLICABILITY:** Statement of the unit's subordinate units and elements to which the TSOP applies.
3. **GENERAL:** Any administrative information concerning the TSOP deemed necessary such as distribution of copies, where TSOP is to be maintained, and procedure for posting corrections and changes. The scope and content of this paragraph is a matter of preference; however, it should be a length which allows the entire directive to be a single page.
4. **POINT OF CONTACT:** Statement of which individual is the point of contact for recommendation of change and other matters relating to the TSOP. In the medical company (dental service) and medical battalion (dental service), the most likely point of contact is the executive officer of that unit.

*Figure E-1. Letter order which directs implementation of the TSOP.*

## SAMPLE FORMAT

### RECORD OF CHANGES AND CORRECTIONS

(Unit Designation) TSOP

NUMBER	DESCRIPTION	AUTHORITY	DATE	ENTERED BY
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*Figure E-2. Format for changes and corrections.*

## E-6. General Information

This section constitutes the body of the TSOP. It should contain information of general application and concern to the subordinate units and elements covered by the TSOP. Length of this section is variable depending on the unit concerned. If relatively short, it may even be incorporated into the “General” paragraph of the directive. For most, however, this section will be fairly substantial.

*a. Content.* Content of the body of the TSOP should be limited to information of a general nature. Information concerning specialized situations and operations should be contained in annexes which will be discussed later. Again, content is variable; however, certain paragraphs should be included. They are-

- **Mission.** Statement of unit’s mission.
- **Organization.** Organization of the unit and its subordinate units and elements.

- **Chain of Command.** Chain of command from subordinate to superior.

Additional areas may be covered in total in the body of the TSOP, amplified in annexes, or covered in total in annexes. Some of these areas are—

- Personnel and administration.
- Command, control and communication.
- Preparation of estimates, plans, and orders.
- Supply and maintenance.

*b. Format.* The format of the body of the TSOP should follow that of the directive, but need not be on letterhead. It should, however, be signed by the commander. The followings a recommended format for the body (Figure E-3).

## SAMPLE FORMAT

### (UNIT DESIGNATION) TACTICAL STANDING OPERATING PROCEDURE

#### Section 1. GENERAL

- 1-1. **Purpose.** Restatement of purpose of TSOP worded exactly the same as in directive.
- 1-2. **Applicability.** Same as in directive.

#### Section 2. ORGANIZATION

- 2-1. **Mission.** Statement of unit mission.
- 2-2. **Organization.** Organization of unit and its subordinate units and elements.

#### Section 3. COMMAND AND STAFF

- 3-1. **Chain of Command.** Chain of command for unit and higher headquarters.
- 3-2. **Staff Relationships.** Coordinating and technical staff relationships.

*Figure E-3. Recommended format for body of the TSOP.*

## SAMPLE FORMAT

3-3. Liaison. Liaison requirements with supporting and supported units if standardized.

### Section 4. PERSONNEL AND ADMINISTRATION

4-1. Personnel and Administrative Support Chain. Chain of personnel and administrative support actions to include supporting units and agencies as well as unit responsibilities.

4-2. Required Personnel and Administrative Reports.

4-3. Specific Actions. Specific actions and functions such as awards, promotions, efficiency reports, chaplain support, and others may be covered here or in an annex.

### Section 5. ESTIMATES, PLANS, AND ORDERS

5-1. Formats. Prescribe requirements and formats for estimates, plans and orders as necessary.

### Section 6. LOGISTICS: SUPPLY AND MAINTENANCE

6-1. Logistics Support Chain. Chain for logistics support actions to include supporting units and agencies as well as unit responsibilities.

6-2. Required Logistics Reports

6-3. Specific Actions. Specific supply and maintenance actions and procedures may be covered here or in an annex.

### Section 7. COMMAND, CONTROL, AND COMMUNICATION

7-1. Command Post Operations. Prescribe layout and operation of command post.

7-2. Communication Operations. Prescribe communication net and procedures.

7-3. Briefing Requirements. Prescribe briefing requirements and procedure.

7-4. Status Reports. Prescribe report requirements. Report formats may be covered in an annex.

SIGNATURE BLOCK  
COMMANDER

ANNEXES:

A. Title

B. \_\_\_\_\_

Z. \_\_\_\_\_

*Figure E-3. Recommended format for body of the TSOP (continued).*

**E-7. Annexes**

Most information relating to a specific procedure or area is incorporated into an annex dealing with that specific subject. Annexes are in turn supported by appendixes and tabs, as necessary, to the appendixes. As with the entire TSOP, information should not be redundant or voluminous; nevertheless, it must provide necessary guidance in enough detail to perform the prescribed procedure. Annexes address who, what, where, when, and how. They do not

address why. Annexes are attached in alphabetical order after the body of the TSOP. Appendixes are numbered and are attached immediately after their supported annex. Tabs are lettered and are attached immediately after their supported appendix.

*a. Formats.* Formats for annexes, appendixes, and tabs should be standardized throughout the TSOP. Annexes, appendixes, and tabs do not have signature blocks. Sample formats appear below (Figure E-4).

## SAMPLE FORMAT

### ANNEX (A-Z) TO THE (UNIT DESIGNATION) TSOP (TITLE OF ANNEX)

1. **PURPOSE:** Succinct statement of purpose of the annex beginning with the word “to.”
2. **POLICY:** Addresses who is responsible for the procedure and under what circumstances it is to be performed. Use of the action verb “will” provides directive force.
3. **PROCEDURE:** Detailed description of how the procedure(s) is to be performed.

Formats for appendixes and tabs are the same except for the title.

### APPENDIX (NUMBER) TO ANNEX (LETTER) TO THE (UNIT) TSOP (TITLE OF ANNEX)

### TAB (LETTER) TO APPENDIX (NUMBER) TO ANNEX (LETTER) TO THE (UNIT) TSOP (TITLE OF TAB)

*Figure E-4. Sample formats for annexes, appendixes, and tabs.*

*b. Topics.* Topics for annexes and their supporting appendixes and tabs depend on a number of factors. Those topics covered in the body of the TSOP need not be repeated unless amplification is required. Again, the TSOP of the parent headquarters is the best guide. Others to be considered are those topics specifically cited in this FM as being matters which should be included in the unit TSOP. Individual

soldier tasks critical to unit operations and survival should also be considered for inclusion. Below is a listing of annexes and their supporting appendixes and tabs developed by a dental unit (Figure E-5). This particular unit’s TSOP had a relatively brief body. In this sample format, the information which was suggested as being appropriate for the general section of the TSOP (see E-6 above) was covered in annexes.

## SAMPLE FORMAT

### ANNEX A - Personnel.

- APPENDIX 1 - Maintenance of Discipline, Law, and Order.
- APPENDIX 2 - Safety.
- APPENDIX 3 - Prescribed Uniform and Personal Equipment.

### ANNEX B - Intelligence.

- APPENDIX 1 - Communications Security.
- APPENDIX 2 - Counterintelligence.
- APPENDIX 3 - Handling of EPWs, Captured Materiel, Documents, and Funds.
- APPENDIX 4 - Technical Intelligence.
- APPENDIX 5 - Emergency Evacuation/Destruction of Classified Material.

### ANNEX C - Operations.

- APPENDIX 1 - Task Organization.
  - TAB A - Company Organization.
- APPENDIX 2 - Quartering Party.
- APPENDIX 3 - Company Movement.
  - TAB A - Convoy Commander Briefing.
  - TAB B - Movement Plan Checklist.
  - TAB C - En Route Actions.
  - TAB D - Area Establishment.
  - TAB E - Area Disestablishment.
  - TAB F - Vehicle Speeds and Intervals.
- APPENDIX 4 - Response to Attack.
  - TAB A - Air Defense and Weapons Status.
  - TAB B - Alarms.
- APPENDIX 5 - Perimeter Security.
  - TAB A - Fighting Positions.
  - TAB B - Challenge and Passwords.
- APPENDIX 6 - Command Post.
- APPENDIX 7 - Management of Mass Casualties.
  - TAB A - Priorities for Treatment and Evacuation.
  - TAB B - Combat Stress.
  - TAB C - Use of Dental X-ray Equipment in Mass Casualty Operations.
- APPENDIX 8 - Guard Mount.
- APPENDIX 9 - Weapons Security.
- APPENDIX 10 - Operations Security.
- APPENDIX 11 - Geneva Conventions.

*Figure E-5. Sample listing of annexes and their supporting appendixes and tabs.*

## SAMPLE FORMAT

### ANNEX D - Logistics.

#### APPENDIX 1 - Supply Procedures.

TAB A - Class I - Rations.

TAB B - Class II - Administrative and Personal Items.

TAB C - Class III - Petroleum, Oils and Lubricants.

TAB D - Class IV - Construction and Barrier Materials.

TAB E - Class V - Ammunition.

TAB F - Class VI - Sundries.

TAB G - Class VII - Major End Items.

TAB H - Class VIII - Medical Supply.

TAB I - Class IX - Repair Parts.

#### APPENDIX 2 - Services.

#### APPENDIX 3 - Transportation.

#### APPENDIX 4 - Medical Supply, Maintenance and Materiel Management.

### ANNEX E - Civil Affairs.

### ANNEX F - Communications.

#### APPENDIX 1 - Encryption and Decryption.

#### APPENDIX 2 - Maps and Overlays.

#### APPENDIX 3 - Communication Logs.

### ANNEX G - Field Sanitation.

#### APPENDIX 1 - Responsibilities.

#### APPENDIX 2 - Water Sources.

#### APPENDIX 3 - Water Treatment.

#### APPENDIX 4 - Human Waste Disposal.

#### APPENDIX 5 - Handwashing Facilities.

#### APPENDIX 6 - Garbage Disposal.

#### APPENDIX 7 - Waste Water Disposal.

#### APPENDIX 8 - Infectious Waste Disposal - Solid.

#### APPENDIX 9 - Infectious Waste Disposal - Liquid.

#### APPENDIX 10 - Feeding Facility Sanitation.

#### APPENDIX 11 - Heat and Cold Injury Protection.

#### APPENDIX 12 - Insect and Vermin Protection.

#### APPENDIX 13 - Field Sanitation Equipment and Material Checklist.

#### APPENDIX 14 - Personal Clothing and Equipment.

### ANNEX H - Environmental Protection.

*Figure E-5. Sample listing of annexes and their supporting appendixes and tabs (continued).*

## SAMPLE FORMAT

### ANNEX I - Training.

- APPENDIX 1 - Mission Essential Task List.
- APPENDIX 2 - Crisis Action Battle Drills.
  - TAB A - Automatic Masking.
  - TAB B - Ambush Reaction.
  - TAB C - Response to Chemical Attack.
  - TAB D - Response to Nuclear Attack.
  - TAB E - Response to Ground Attack.
  - TAB F - First Aid/Buddy Aid.
  - TAB G - Response to a Biological Attack.
- APPENDIX 3 - Deliberate Actions.
  - TAB A - Cross a Radiologically Contaminated Area.
  - TAB B - Cross a Chemically Contaminated Area.
  - TAB C - Prepare for a Nuclear Attack.
  - TAB D - Prepare for a Chemical Attack.
  - TAB E - Prepare for a Biological Attack.

### ANNEX J - Nuclear, Biological, and Chemical.

- APPENDIX 1 - Unit Alarms and Warning Systems.
- APPENDIX 2 - Nuclear, Biological, and Chemical First Aid.
- APPENDIX 3 - Care and Maintenance of Protective Mask.
- APPENDIX 4 - Extended Operations in a Contaminated Area.
- APPENDIX 5 - Decontamination.
- APPENDIX 6 - Marking of Contaminated Areas.
- APPENDIX 7 - Mission-Oriented Protective Posture.
- APPENDIX 8 - Chemical Survey and Monitoring.
- APPENDIX 9 - Radiological Survey and Monitoring.
- APPENDIX 10 - Radiation Exposure Guidance.
- APPENDIX 11 - Nuclear, Biological, and Chemical Intelligence/Briefings.
- APPENDIX 12 - Care and Maintenance of NBC Equipment.
- APPENDIX 13 - Nuclear, Biological, and Chemical Supply Checklist and Procedure.

### ANNEX K - Reports.

- APPENDIX 1 - Feeder Reports.
  - TAB A - Personnel Status Report.
  - TAB B - Logistics Status Report.
  - TAB C - Sensitive Items Report.
  - TAB D - Major Equipment Status Report.
  - TAB E - Departure Report.
  - TAB F - Arrival Report.

*Figure E-5. Sample listing of annexes and their supporting appendixes and tabs (continued).*

## SAMPLE FORMAT

- TAB G - Commander's Situation Report.
- TAB H - Dental Patient Report.
- TAB I - Dental Work Load Report.
- APPENDIX 2 - Intermittent Reports.
  - TAB A - Post Attack Status Report.
  - TAB B - Size, Activity, Location, Unit, Time, and Equipment Report.
  - TAB C - Situation Report.
  - TAB D - Medical Evacuation Request.
  - TAB E - Artillery Shell Report.
  - TAB F - Fire Support Request.
- APPENDIX 3 - Nuclear, Biological, and Chemical Reports.
  - TAB A - Chemical Downwind Message.
  - TAB B - Effective Downwind Message.
  - TAB C - Observers Report (NBC 1).
  - TAB D - Evaluated Data (NBC 2).
  - TAB E - Immediate Warning of Contamination (NBC 3).
  - TAB F - Reconnaissance, Monitor, and Survey Report (NBC 4).
  - TAB G - Areas of Actual Contamination (NBC 5).
  - TAB H - Detailed Information on Strikes (NBC 6).
  - TAB I - Chemical Strike Warning.
  - TAB J - Nuclear Strike Warning.
  - TAB K - Radiation Status Chart.
  - TAB L - Chemical Survey Chart.
- APPENDIX 4 - Mission After-Action Report.

*Figure E-5. Sample listing of annexes and their supporting appendixes and tabs (continued).*

### **E-8. Index**

A well-constructed, comprehensive index of the material contained in the TSOP and its supporting

annexes, appendixes, and tabs is a valuable complement to the TSOP. The addition of an index facilitates use of the TSOP, particularly its use as a ready reference.