

**TROOP LEADING PROCEDURES (TLP)**

**Step 1. Receive the Mission**

Mission, Enemy, Terrain, Troops, Time

**Step 2. Issue a warning order**

See Panel Below

**Step 3. Make a tentative plan**

MDMP  
Develop Courses of Action  
Analysis and Compare Courses of Action  
Decision

**Step 4. Start necessary movement**

Prepare men, weapons, and equipment  
Occurs at anytime during TLP's

**Step 5. Reconnoiter**

**Step 6. Complete the plan**

Stay within the commanders intent

**Step 7. Issue the complete order**

See Patrol Leader's Order  
Within sight of the objective (if possible)  
Terrain Model  
Soldiers understand commanders intent, mission, and concept of the operation

**Step 8. Supervise**

**Rehearsals.** Practice essential task, reveal problems in plan, coordinate actions, fosters confidence

**Inspections.** Weapons, ammunition, uniforms, equipment, communications, rations, water, camouflage.

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**PATROL LEADER'S ORDER**

**1. Situation**

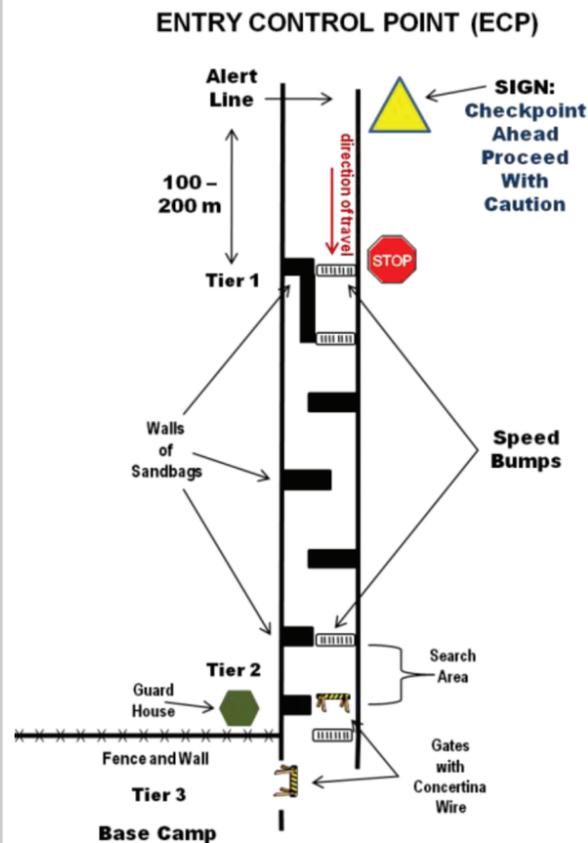
- Enemy
  - (1) Composition, disposition and strength.
  - (2) Capabilities.
  - (3) Recent activities.
  - (4) Most likely Course of Action.

- Friendly Forces
  - (1) Higher mission.
  - (2) Adjacent patrols task/purpose.
  - (3) Adjacent patrol objective/route (if known).
- Attachments and Detachments

**2. MISSION (Who, what [task], when, where, why [purpose]—from higher HQ's maneuver paragraph).**

**3. Execution**

- Concept of Operation
  - (1) Maneuver.
  - (2) Fires.
  - (3) Specific Duties
- Tasks to Maneuver Units.
- Coordinating Instructions
  - (1). Departure and Return timeline
  - (2). Movement plan
  - (3). Rehearsals
  - (4). Patrol base plan
  - (5). Departure of friendly lines
  - (6). Reentry of friendly lines
  - (7). Rallying points



**IMPROVISED EXPLOSIVES DEVICES (IEDs) UNEXPLODED ORDNANCE (UXO) BATTLE DRILL**

- Step 1. Confirm and Report**  
Confirm that it is an IED without undue risk, then report to your HQ and EOD. Use UXO/IED 9-Line Report.
- Step 2. Clear (evacuate) Evacuate** to a distance appropriate to the IED size
- Step 3. Secure the site** - Prevent unauthorized people from entering the site, be aware there may be secondary devices.
- Step 4. Control:** Control the site until EOD arrives. This will ensure that evidence has not been tampered with.

**IED / UXO REPORT**

- Line 1. Date-Time Group (DTG):** DTG item was discovered.
- Line 2. Reporting Unit and Location:** Your unit and location (grid of UXO).
- Line 3. Contact Details:** Radio frequency, call sign, point of contact, and telephone number.
- Line 4. Type of Munitions/IED:** Dropped, projected, placed, or thrown.
- Line 5. Contamination:** If present.
- Line 6. Resources Threatened:** Report any threatened equipment, facilities, or other assets.
- Line 7. Impact on Mission:** Provide a short description of your current tactical situation and how the presence of the UXO affects your status.
- Line 8. Protective Measures:** Describe any measures taken to protect personnel and equipment.
- Line 9. Recommended Priority:** Recommend a priority for response by EOD technicians.

**\*DO NOT Operate Radios within 100 meters of suspected IEDs\***

**ESCALATION OF FORCE (EOF)**

When a time and circumstances permit, use the following degrees of graduated force when responding to hostile act/intent.

1. Shout verbal warning to "HALT"
2. Show your weapon and demonstrate intent to use it
3. Block access or detain
4. Fire a warning shot
5. Shoot to eliminate the threat

In general, WARNING SHOTS are authorized ONLY when the use of deadly force would be authorized in that particular situation.

Be prepared to skip steps 1 thru 4 when the situation permits immediate action:

**EOF Report**

- **WHO:** Name of person(s)/Breakdown [male, female, adult, child; name of witnesses (x2 if possible)]; contact information
- **WHAT:** EOF procedures taken; approximate distance if possible; what actions/reactions did the drive take; what did other vehicles do
- **WHEN/WHERE:** Date/Time/Location
- **Additional Information:**
  - a. Results of vehicle search
  - b. Initial Intelligence assessment (known threats
  - c. Tactical questioning – do citizens understand the policies
  - d. What type of Investigation was Initiated

- **Submit** Situation Report (SITREP) to Higher Headquarters
- **Unit** must take information for claim or issue claim form on the scene

**Warning Order:**

(a) Situation: This includes only the information needed in order to prepare for the patrol. The complete situation is given in the patrol order.

(b) Mission: This is a brief and clear statement of what the operation must accomplish. It must tell who, what, when, where and why.

(c) General Instructions: These are instructions for all members of the fire team. It consists of:

1. Organization
2. Uniform and Equipment
3. Weapons, Ammunition, and Equipment
4. Chain of Command
5. Time Schedule
6. Receiving the Patrol Order
7. Inspections and Rehearsals
8. Specific Instructions to Subordinate Leaders

**PATROL LEADER'S ORDER (cont)**

**4. Support**

- Material and Services.
  - (1) Rations resupply plan:
  - (2) Water resupply plan:
  - (3) Arms and Ammunition
  - (4) Truck plan:
  - (5) Maintenance issues
  - (7) Enemy Prisoner of War plan

- Medical Evacuation Plan.
  - (1) Wounded evacuation plan
  - (2) Aid and litter duties

**5. Command & Signal**

- Command
  - (1) Location of Company Command Post
  - (2) Location of Patrol Leader
  - (3) Location of key leaders
  - (4) Succession of command

- Signal
  - (1) Location of radios
    - a During movement
    - b During actions on the objective
  - (2) Daylight
    - a. Arm & hand
    - b. Rallying point
    - c. Danger area
  - (3) Reports

**SALUTE REPORT**

**SIZE:** \_\_\_\_\_

**ACTIVITY:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**UNIT:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**EQUIPMENT:** \_\_\_\_\_

**SOURCE OF REPORT:** \_\_\_\_\_

**ACTION TAKEN:** \_\_\_\_\_

**NOTE: Keep information as much accurate as you can.**

**MEDEVAC**

**Line 1.** Location of the pick-up site.

**Line 2.** Radio frequency, call sign, and suffix.

**Line 3.** Number of patients by precedence:  
A - Urgent                      B - Priority  
C - Routine                      D - Convenience

**Line 4.** Special equipment required:  
A - None                      B - Hoist  
C - Extraction equipment      D - Ventilator

**Line 5.** Number of patients:  
L - Litter                      A - Ambulatory

**Line 6.** Security at pick-up site:  
N - No enemy troops in area  
P - Possible enemy troops in area (caution)  
E - Enemy troops in area (caution)  
X - Enemy troops in area (escort required)

**Line 7.** Method of marking pick-up site:  
A - Panels                      B - Pyrotechnic signal  
C - Smoke signal              D - None      E - Other

**Line 8.** Patient nationality and status:

**Line 9.** NBC Contamination:

**DEFENSIVE PRIORITIES OF WORK**

1. Establish Local Security
2. Position Key Weapons
3. Position other assets
4. Establish Communications
5. Designate Final Protective Lines and Final Protective Fires
6. Clear fields of fire; sector sketches; range cards
7. Coordinate with adjacent units
8. Prepare primary fighting positions
9. Emplace obstacles and mines
10. Mark or improve marking for Target Reference Points and other fire control measures
11. Improve primary fighting positions with overhead cover
12. Prepare alternate positions, the supplementary positions
13. Establish a sleep/rest plan
14. Recon routes
15. Rehearse Actions - Engagements, Disengagements, Counterattacks
16. Adjust positions as necessary
17. Stockpile supplies
18. Dig Trenches to connect positions
19. Continue to improve positions

14. Loyalty
13. Knowledge
12. Courage
11. Unselfishness
10. Bearing
9. Enthusiasm
8. Endurance
7. Integrity
6. Initiative
5. Tact
4. Decisiveness
3. Dependability
2. Justice
1. Judgment



**THE LEADERSHIP TRAITS**



**TACTICAL LEADERS CARD**

**THE LEADERSHIP PRINCIPLES**

1. Know yourself and seek self improvement
2. Be technically and tactically proficient
3. Seek responsibility and take responsibility for your actions
4. Make sound and timely decisions
5. Set the example
6. Know your soldiers and look out for their well-being
7. Keep your subordinates informed
8. Develop a sense of responsibility in your subordinates
9. Ensure the task is understood, supervised, and accomplished
10. Build the team
11. Employ your unit in accordance with its capabilities

**STANDARD RANGE CARD**  
For use of this form see FM 7-8. The proponent agency is TRADOC.

SOD \_\_\_\_\_  
PLT \_\_\_\_\_  
CO \_\_\_\_\_

May be used for all types of direct fire weapons

MAGNETIC NORTH

DATA SECTION

POSITION IDENTIFICATION		DATE	
WEAPON		EACH CIRCLE EQUALS METERS	
NO	DIRECTION / DEFLECTION	ELEVATION	DESCRIPTION
REMARKS			

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**RANGE CARD LEGEND**

- (1) Position identification. List either primary, alternate, or supplementary.
- (2) Weapon.
- (3) Date. List the day and month.
- (4) Each circle equals \_\_\_\_\_ meters. Write the distance between the circles in meters.
- (5) No. (number). Starting with number 1, list the left limit, the right limit, and locations of ATEAs and TRPs shown on the sector.
- (6) Direction/deflection.
- (7) Elevation. This is only used with a ground-mounted machine gun.
- (8) Range. Distance in meters from the weapon to the TRP or target engagement area.
- (9) Ammunition. List the type of ammunition used, if applicable.
- (10) Description. List the name of the object; for example, road, windmill, church.
- (11) Remarks. Enter the weapon's reference point and any additional information not listed.

**VEHICLE SEARCH: KEY POINTS**

- 1- All searches should be completed **quickly**, efficiently and **thoroughly**.
  - 2- Do not **damage** the vehicle and be **courteous** to the driver and passengers.
  - 3- Look for things that are **unusual** or out of place.
- a- check the chassis to make sure it is not **modified/altered/changed/different**.
- b- make sure there is nothing **hanging/suspended/hidden** in the filler tank pipe
- c- test to see if there is **air/anything** in the spare tire
- d- inspect the **fabric/materials/condition** of the seat covers for any repairs or alterations
- e- ask the driver to turn the **radio/engine** on to test whether it works or not
- f- check all pipes in the engine compartment to ensure they have not been **enlarged/widened/modified/altered**.

**VEHICLE SEARCH PROCEDURES**

- UNDERNEATH THE VEHICLE**
- radiator
  - exhaust silencer
  - chassis
  - engine sump
  - fuel tank
- OUTSIDE THE VEHICLE**
- lights
  - petrol filler cap
  - bonnet
  - filler tank Pipe
- INSIDE THE BOOT**
- rear window shelf
  - spare wheel
  - spare tire
- INSIDE THE VEHICLE**
- seat
  - heating system
  - gear stick
  - carpets
  - radio
  - seat fabric
  - ashtrays
  - handbrake housing
  - rubber floor covering
- IN THE ENGINE COMPARTMENT**
- pipes
  - cooling system cap
  - filter bowl
  - radiator
  - oil filter

**CONVOY BRIEF**

1. **Situation**
  - a. Enemy:
    - (1) Weather.
    - (2) Light Data (EENT, % Illumination, MR, MS, BMNT)
    - (3) Discuss Enemy.
      - Identification of enemy (if known)
      - Composition/capabilities/strengthen/equipment
      - Location (Hot spots highlighted on map)
  - b. Friendly:
    - (1) Operational support provided by higher headquarters
      - Helicopter / Gunships
      - Quick Reaction Forces (QRFs)
      - Military Police Escorts / Rat patrols
      - Fire Support Elements
    - c. Attachments: (from outside the organization)
2. **Mission:** (WHO, WHAT, WHEN, WHERE, & WHY)
3. **Employment Tactics, Techniques and Procedures**
  - a. Readiness Level
    - i. Ride / Scanning (Observation)
      - ii. At the Ready
    - b. Scanning / Sector of Fire
      - i. River
        1. Sector of Scan is 9-1 o'clock position
        2. Observation with Mirrors
        3. Sector of Fire is 9-11 o'clock position
      - ii. TC
        1. Sector of Scan is 11-3 o'clock position
        2. Sector of Fire is 1-3 o'clock position
      - iii. Other Systems are based off vehicle type and load

**CONVOY BRIEF (cont)**

- c. Target ID
  - i. Communicate / Signal
- d. Body Positioning
  - i. Engage as you Train (Right or left handed Firing)
  - ii. Firing-side Shoulder Down
  - iii. Maintain your Body Position
  - iv. Weapon to Head
- e. Rules of Engagement Concerns – Employ the appropriate systems based off the threat.
- f. Point of Aim
  - i. Moving Platform – Stationary Target requires aim to the rear (trail) and low dependent upon speed.
  - ii. Moving Platform – Moving target requires aim directly on and low.
  - iii. Stationary Platform – Moving Target requires aim to the front and low dependent upon speed.
- g. Rate of Fire
  - i. Burst Mode
  - ii. Steady Suppression (ROE)
- h. Magazine Awareness
  - i. Serviceability / maintenance
  - ii. Tracer Mix
  - iii. Magazine Storage / Placement
  - iv. Mounted, reload when time is available.

**HUMAN RIGHTS PRINCIPLES**

**Human rights are universal and inalienable** - They are universal because everyone is born with and possesses the same rights, regardless of where they live, their gender or race, or their religious, cultural or ethnic background.

**Inalienable** - People's rights can never be taken away. All human beings are born free and equal in dignity and rights.

**Indivisible, Interdependent, and Interrelated** – Indivisible, interdependent, and Interrelated because all rights – political, civil, social, cultural and economic – are equal in importance and none can be fully enjoyed without the others.

Human Rights apply to all equally, and all have the right to participate in decisions that affect their lives. They are upheld by the rule of law and strengthened through legitimate claims for duty-bearers to be accountable to international standards.

**PEACEKEEPING OPERATIONS RULES OF THUMB TO REMEMBER**

**Actions in Peacekeeping**

1. Follow the Rules of Engagement
2. Protect host country population
3. Report human rights violations
4. Respect others, regardless of race, nationality, ethnicity, religion, age or gender
5. Build confidence & defuse tensions
6. Uphold respect for human dignity
7. Promote freedom of expression
8. Eliminate racial discrimination
9. Prevent gender-base violence

**Violations**

1. Murder
2. Rape
3. Torture
4. Corporal Punishment
5. Mutilation
6. Outrages on human dignity
7. Hostage taking
8. Collective punishment
9. Execution without trial
10. Cruel or degrading treatment