

Orders Shorthand

In order to receive and issue orders rapidly and concisely, leaders need to develop an orders shorthand technique. *The following is only a guide* – the best shorthand is whatever works for you.

1. **Amounts** are numerals in parenthesis.

Twelve vehicles = (12) veh

Four meals-ready-to-eat = (4) MREs

2. **Cardinal Directions** are capital letters in parentheses.

North = (N)

East = (E)

Northwest = (NW)

South-southeast = (SSE)

The orientation of a road, river, or other linear terrain feature: North-South = (N)-(S)

Left = (L) and Right = (R) should be avoided, but are sometimes needed.

Azimuths are degrees or mils, grid or magnetic.

317°

317° mag

3200mils

3200mils grid

3. **Distances** are metric abbreviations.

100 meters = 100m

17 kilometers = 17km

5 nautical miles = 5nm

4. **Place Names** are capitalized. **Control Measure Names** are capitalized.

Town of San Rafael = SAN RAFAEL

Naktong River = NAKTONG River

Phase line Gold = PL GOLD

Route Lincoln = RTE LINCOLN

5. **Locations** are MGRS six- or eight-digit coordinates, often with a space between the easting and northing, either with or without the prefix.

876 678

8756 9837

QR 8757 6786

SU 4576 9273

Horizontal datum, if not well defined, is included in parenthesis.

876 678 (WGS-84)

8756 9837 (NAD-27)

GS 3617 is "Grid Square 3617" a 1km grid square defined by the lower left-hand corner.

Vicinity of 876 678 = vic 876 678

At 876 678 = @ 876 678

6. **Unit Sizes** are abbreviated. **Key Billets or Teams** are acronyms.

Team = Tm

Squad = Sqd

Section = Sect

Platoon = Plt

Company = Co

Battalion = Bn

Detachment = Det

Regiment = Regt

Fire Support Team = FiST

Forward Air Controller = FAC

Forward Observer = FO

7. **Specific units** are abbreviated.

Company "K"/Kilo Company/Kilo Battery = K
3rd Battalion, 5th Marines = 3/5
2nd Platoon, Bravo Company, 1st Battalion, 8th Marines = 2/B/1/8

8. **Time** is four digits, with or without a colon.

0600	18:30
No Later Than = NLT	No Earlier Than = NET
At = @ (At 2230 = @2230)	Around = ~ (Around 1500 = ~1500)

D = (D-Day) the day an operation commences	H = (H-hour) the hour an operation commences
L = (L-hour) the hour a landing occurs (air/sea)	H - 0:30 = 30 min before H-hour
L +3 = 3 days after the landing	H + 3:00 = 3 hours after H-hour

9. **Tactical Missions and Terms** are usually capitalized acronyms and abbreviations.

ABF = Attack By Fire	FS = Fire Support
A/C = Aircraft	GS = General Support
A/F = Airfield	HHQ = Higher Headquarters
AIZ = Attack In Zone	IOT = In Order To
AOA = Avenue of Approach	LOC = Line of Communication
AP = Attack Position	ME = Main Effort
ATK = Attack	MTC = Movement To Contact
BOF = Base of Fire	O/C = On Call
BPT = Be Prepared To	O/O = On Order
CATK = Counterattack	OOM = Order Of Movement
CG = Center of Gravity	O/W = Overwatch
CIZ = Clear In Zone	POF = Priority of Fire
CV = Critical Vulnerability	PoL = Passage of Lines
DEF = Defend	POS = Position
DIZ = Defend In Zone	REIN = Reinforced
DS = Direct Support	RES = Reserve
EN = Enemy	RIPv = Relief In Place
FIT = Follow In Trace	SBF = Support By Fire
FOF = Follow-On Forces	WTH = Withdraw

10. **Tactical Control Measures and Fire Support Coordination Measures** are usually capitalized acronyms and abbreviations.

AA = Assembly Area	OBJ = Objective
BP = Battle Position	ORP = OBJ Rally Point
CP = Check Point	PL = Phase Line
EA = Engagement Area	RP = Release Point
LD = Line of Departure	SP = Start Point
LOA = Limit Of Advance	TGT = Target

11. **Common Words** are abbreviated.

prev =	Prevent	hwy =	Highway
est =	Establish	rd =	Road
fm =	From	prot =	Protect
rte =	Route	bdg =	Building
mvmnt =	Movement	alt =	Alternate
spt =	Support	Intf =	interfere

12. **Generic Weapons and Equipment** are capitalized acronyms.

AA =	Anti-Aircraft	HF =	High-Frequency
AT =	Anti-Tank	MG =	Machinegun

13. **Ammunition sizes and Amounts** are abbreviated.

81 millimeter = 81mm .50 caliber = .50cal Sixty-two rounds = (62)rds

14. **Friendly Weapons and Equipment** are referred to by nomenclature.

M-203	M-240G	SMAW	AT-4
AV-8B	CH-46	PRC-113	PVS-14
HMMWV	M-1A1	LAV	M-198

15. **Enemy Weapons and Equipment** are referred to by nomenclature or NATO designator.

AK-47	BTR-60	BMP-2	BRDM
SAGGER	HIND	SPIGOT	HIP

16. **Orders Headings** are abbreviated and followed by a colon.

S = Situation
EN = Enemy
Fr = Friendly

M = Mission

E = Execution
CoO = Concept of Operations
FSP = Fire Support Plan
Coord Inst = Coordinating Instructions

A = Admin & Logistics

C = Command & Signal

17. **Task Organizations** are specified.

+ or att = Attached (Co K w/Heavy Machineguns and combat engineers attached = K + HMG + CEB)
- or det = Detached (3rd Battalion, 5th Marines w/Co K detached = 3/5 – K)