

2.1 Best Practices for

Orders Shorthand

DEVELOP your own orders shorthand technique IOT **write** and **issue** concise orders quickly.
 DEVELOP your own orders shorthand technique IOT **receive** and **record** concise orders quickly.

M: @ 0700, 1/5 SEIZES Hill 118 IOT control the highway bridge.

M: O/O "A" GUARDS Bn (R) flank IOT protect resupply convoys.

"G": NLT 1200 DEF BP 21 @ CP33D IOT prevent EN access to coast road.

"E": ME. @ H-Hour ATK (NW) to SEIZE LZ SPARROW IOT enable insert of FOF.

"F": RES @ BP21. BPT CATK (SW) IOT prevent EN withdrawal. ME and POF on CATK.

81s: POF to "G" (ME). BPT displace to Hill 118 after 1800 IOT support bridge DEF.

1st Plt: BPT SECURE Bldg 31 IOT overwatch RTE 4 intersection (CP 16B).

3d Plt: ME. NLT 1200, DEF @ BP20 IOT FIX EN CRP in EA FOX.

1st Sqd: BLOCK HWY N1 @ CP 27B IOT prevent EN WTH.

The following are recommendations, NOT exhaustive lists.

1. CAPITALIZE **place names** IAW STANAG 2014.

TUGOK	BAGHDAD	KABUL	NASIRIYAH
NAKTONG River	INCHON Harbor	Port ARTHUR	HUE City

2. CAPITALIZE **countries** IAW STANAG 1059 (ISO 3166) three-character country codes.

YEM	IRQ	AFG	SAU
DEU	CHN	HTI	KWT

3. CAPITALIZE **control measures**.

EA LION	BP ASP	PL GOLD	AO DAGGER
AA ALPHA	LZ SPARROW	PZ PEPPER	OBJ ECHO 21

4. CAPITALIZE **routes**.

MSR UTAH	ASR TEXAS	RTE TRUMAN	HWY N1
SAHEL (COAST) RD	AA BRANDY	CP 32D	SP 10, RP 70

5. PARENTHE SIZE **directions**.

(N)	(S)	(E)	(W)
(NE)	(SW)	(N)-(S) highway	(E)-(W) orientation

6. STATE **times** with four digits, with or without a colon.

0700	13:00	NET 2200	NLT 17:30
~1500	00:30	ETA 1500	TOT 18:30

7. ABBREVIATE **time** modifiers IAW *DOD Dictionary*.

NET	NLT	BMNT	EENT
TOS	TOT	ETA	DTG

8. ABBREVIATE the **start time** IAW STANAG 2014. Hours or minutes are stated. Days are NOT.

H-30 min	H+45 min	H-2 hours	H+6 hours
L-Hour	D-Day	D-1	D+3

9. STATE **grids** with six or eight digits, with a space after the easting, with or without the prefix.

657 879	11S TR 456 425	CP 32 (659 789)	vic 345 876
8765 9823	11S TS 4561 4252	TRP A1 (345 891)	@ 783 456

10. ABBREVIATE **unit sizes** IAW MCRP 1-10.2 *Marine Corps Supplement*.

Bn	Btry	Co	Det
Plt	Sect	Sqd	Tm

11. ABBREVIATE **unit types**.

AA	AD	AAV	AT
FA	HMG	SP	LAR

12. ABBREVIATE **unit designations** IAW MCRP 1-10.2 *Marine Corps Supplement*.

1st Tm	2d Sqd (NOT "2nd")	3d Plt (NOT "3rd")	"E"
E/2/5	2/5	E23 (2d Plt, 3d Sqd)	MG Sect

13. ABBREVIATE **U.S. weapons** and equipment.

AH-1W	MV-22	PRC-117F	M-4A1
JLTV	M-327 120mm	MTVR	LAV

14. ABBREVIATE **adversary weapons** and equipment IAW NATO designations.

BTR-80	BMP-2	T-72	HIND
2S3 155mm SP	ZSU	BRDM	SAGGER

15. PARENTHE SIZE **amounts**.

(21) EN soldiers	(4) SA-6	(11) days	(7) vehicles
(24) hours	(2) BTR-60	(50) meters across	(4) 81mm mortars

16. CAPITALIZE **negatives**.

NO	NOT	NONE	NO ONE
NOTHING	NEITHER	NEVER	ZERO

17. USE **symbols** as shorthand words.

"E" @ BP21 (at location)	ATK @ 1200 (at time)	"E" + HMG (attached)	"E" & "F" (and)
resupply ~ 1500 (around)	(L) flank	EN? (unknown)	SP = CP 31 (same grid)

18. ABBREVIATE **billets** IAW MCRP 1-10.2 *Marine Corps Supplement*.

1stSgt — 1st sergeant	Ldr — leader.
CDR — commander	PltCdr — platoon commander
CO — commanding officer	PltSgt — platoon sergeant
CoGySgt — company gunnery sergeant	S-2 — intelligence
FAC — forward air controller	SL — squad leader
FO — forward observer	XO — executive officer

19. ABBREVIATE **control measures** IAW MCWP 3-01 *Offensive and Defensive Tactics*.

AA — assembly area	LZ — landing zone
AO — area of operations	OP — observation post

BP	— battle position	PL	— phase line
CP	— checkpoint, contact point	PZ	— pickup zone
EA	— engagement area	RP	— release point
LD	— line of departure	SP	— start point

20. ABBREVIATE **tasks** and **maneuvers** IAW MCWP 3-01 *Offensive and Defensive Tactics*.

ABF	— attack by fire	FIT	— follow in trace
AIZ	— attack in zone	OCC	— occupy
ATK	— attack	REIN	— reinforce
CATK	— counterattack	RES	— reserve
DEF	— defend	RIP	— relief in place
DEST	— destroy	SBF	— support by fire

KNOW the definitions of tactical tasks, the language of your profession. KNOW the symbols.

- MCDP 1-0 Ch 1-3 *Marine Corps Operations*, 29 Mar 2019. Tasks are Appendix C.
- MCWP 3-01 *Offensive and Defensive Tactics*, 20 Sep 2019. Tasks are Appendix C.
- MCRP 3-10A.2 *Infantry Company Operations*, 4 Apr 2018. Tasks are Appendix D.
- FM 3-90-1 *Offense and Defense*, 13 Apr 2015. Tasks are Appendix B.
- MIL-STD-2525D *Joint Military Symbolology*, 10 Jun 2014. Appendix H is control measures.
- FM 1-02.2 *Military Symbols*, 10 Nov 2020. Chapter 5 is control measures.

21. ABBREVIATE **conditions** for tasks.

BPT	— be prepared to	O/C	— on call
IOT	— in order to	O/O	— on order
IOTA	— in order to allow	O/S	— on signal
ME	— main effort	SE	— supporting effort
MHP	—mission has priority	THP	— time has priority

22. ABBREVIATE **intelligence** terms IAW MCRP 1-10.2 *Marine Corps Supplement*.

AOI	— area of interest
CLIC	— company level intelligence cell
IPB	— intelligence preparation of the battlefield
NAI	— named area of interest
PIR	— priority intelligence requirement

UAS — unmanned aerial system

23. ABBREVIATE **aviation** terms IAW MCRP 1-10.2 *Marine Corps Supplement*.

CAS — close air support

FARP — forward arming and refueling point

FW — fixed-wing

RW — rotary wing

TACP — tactical air control party

TOS — time on station

24. ABBREVIATE **fires** terms.

DOF — direction of fire

DS — direct support

HE — high explosive

GS — general support

POF — priority of fire

TOT — time on target

25. ABBREVIATE each **section** of the order.

1. S: — Situation

EN: EMLCOA, EMDCOA, SALUTE, DRAW-D

Fr: HAS

2. M: — Mission

3. E: — Execution

CONOPS: — Concept of Operations

FS: — Fire Support Plan

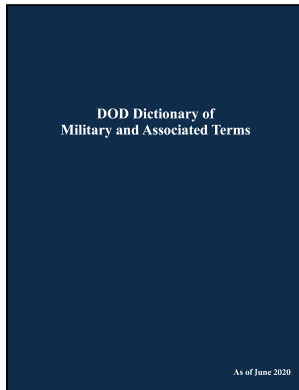
Tasks: — Tasks

Coord: — Coordinating Instructions

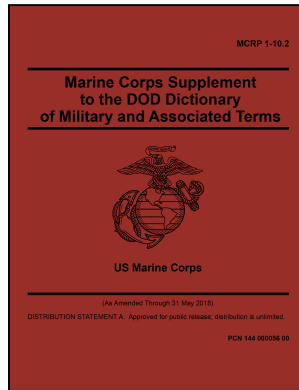
4. A: — Administration and Logistics

5. C: — Command and Signal

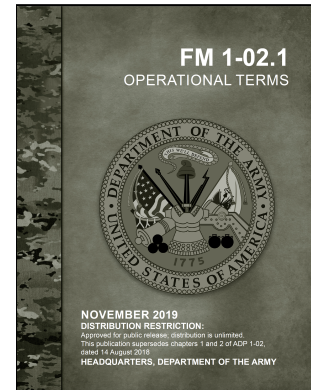
26. LOOK it up. The primary source for all definitions and abbreviations is the ***DOD Dictionary***, Jan 2021. Additional Marine Corps terms are defined in MCRP 1-10.2 ***Marine Corps Supplement to the DOD Dictionary***, 31 May 2018. For ground operations terms and control measures, see FM 1-02.1 ***Operational Terms***, 21 Nov 2019.



DOD Dictionary,
Jan 2021.



MCRP 1-10.2 ***Marine Corps Supplement***, 31 May 2018.



FM 1-02.1 ***Operational Terms***,
21 Nov 2019.

27. Train on orders shorthand techniques.
Read the example sentences aloud, fully pronouncing all tactical terms.
Leaders then write what they hear in shorthand on whiteboard or notepaper.

Perspectives

“Precision language is more important than precision weapons.”

— Major B.B. McBreen