

**Headquarters, 158<sup>th</sup> Corps Support Battalion**  
**Camp Rifle, Iraq**  
**Battalion Tactical SOP**  
**1 Jul 2004**

**(NOTIONAL EXTRACT FOR TRAINING ONLY)**

**General.** The guidance and directives published in this tactical SOP apply to all soldiers and units assigned, attached, and under the operational control of this headquarters while in the CENTCOM theater of operations. The written directives established by this SOP are to be considered as lawful orders for the conduct of all battalion operations, and may be supplemented by either verbal or written guidance as the tactical situation dictates.

**1. Rules of Engagement**

- All soldiers are authorized to use deadly force to protect themselves and their fellow soldiers when threatened or engaged by persons using deadly force.
- You may use deadly force to protect the lives of innocent civilians who are threatened with deadly force by insurgents and criminals.
- You may not use "recon by fire" or similar means to engage unidentified enemy targets.
- You may not use indirect means of fire to engage the enemy without approval of the headquarters controlling the convoy route.
- You may not fire upon or target unarmed civilians at any time.
- When engaged by sniper fire, you may return fire on a clearly identified enemy target, using direct fire weapons.
- Captured enemy personnel will be treated and processed as prisoners of war.

**2. Rules of Interaction with Civilians**

- When available, use a U.S. employed linguist to interact with civilians.
- Avoid actions, speech and gestures that will needlessly incite anger with civilians, local officials, and coalition members.
- Treat all indigenous and coalition persons with respect and courtesy.
- Male soldiers may not search female civilians at any time. Use female soldiers to search female civilians, or have local police officials complete the search requirements.
- Detain civilians observed committing crimes and turn them over to local authorities.
- Avoid words, gestures or other actions that are offensive to local citizens.
- When requested to provide assistance of a military nature, report each request to this headquarters.
- Local officials and their assistants will not be routinely searched for weapons.
- Be courteous and respectful toward all civilians.

**3. Reports/Requests Message Formats**

- Use Blue 1 report (Appendix A) for daily SITREP to this headquarters NLT 0600 and 1800 daily.

- Use Blue 2 report (Appendix B) for spot reports, position reports, halts, enemy contact, IEDs, requests for civil-military assistance, and reports of unusual activities in the area of operations.
- Use Flash 3 report (Appendix K) for EOD and UXO support requests.
- Use Green 1 report (Appendix C) for fire support requests.
- Use Red 1 report (Appendix L) for all medical support, MEDEVAC requests and accident reports.
- Use Amber 1 report (Appendix D) for convoy mission after action report. Submit NLT two hours after arrival at destination.

#### **4. Convoy Commander, Serial/March Unit Commander Responsibilities**

The convoy commander is responsible to accomplish the following actions:

- Coordinating with the battalion or brigade S3.
- Conducting the route reconnaissance.
- Requesting convoy clearances utilizing the DD Form 1265.
- Requesting convoy clearances utilizing the DD Form 1266.

Each designated leader of a convoy or serial/march unit is responsible to accomplish the following actions:

- Receive the warning and/or mission order.
- Prepare appropriate mission orders for subordinates.
- Plan for special mission requirements.
- Review the unit SOP for convoy operations.
- Collect all applicable area maps.
- Ensure that strip maps are prepared and distributed.
- Evaluate the environmental impact of the convoy.
  - Impact of potentially hazardous cargo.
  - Impact of explosive cargo (ammunition).
  - Impact of fuel cargo on tankers.
  - Impact of fuel or fluid spills.
  - Protection of waterways and wet lands.
- Appoint and instruct the trail party.
- Plan for the placement of troop carrying vehicles.
- Divide the convoy into march units/serials.
- Conduct mission briefing for subordinates.
- Review the unit load plans.
  - Blocking and bracing plans.
  - Specialized cargo tie down plans.
- Ensure that the vehicles and personnel are prepared for movement.
- Enforce convoy discipline.
- Enforce convoy driving procedures.
- Schedule one 10 minute rest halt for each hour of estimated enroute time.
- Ensure that before, during, and after operation PMCS is completed for all convoy vehicles.
- Provide for overall physical security of the convoy based on the enemy threat and capabilities.
- Ensure that cargo is properly loaded and secured.
- Designate own location within the convoy/serial/march unit.
- Maintain radio command net for elements.

- Coordinate or obtain civilian police assistance from host nation if available.
- Submit After Action Report to this headquarters.

### **5. Convoy Driver Preparation**

Convoy commanders and serial/march unit commanders must ensure that all vehicle drivers are prepared.

- Ensure that all drivers have valid driving permits.
- Ensure that all drivers have rest periods equivalent to 10 minutes for every hour of travel.
- Ensure that drivers inspected their vehicles and loads.
- Ensure that drivers performed the operation checks on all equipment.
- Ensure that the drivers checked the load security (cover cargo with tarps).
- Ensure that combat inspections are scheduled for all personnel to verify each soldier has at a minimum.
  - Assigned weapon.
  - Helmet.
  - Body armor.
  - Ammunition.
  - Water.
- Ensure that the drivers police all areas prior to departure.

### **6. Convoy Control Measures and Reporting**

All battalion convoys will observe and comply with these reporting requirements. Reports will be given verbally via FM secure radio, or by digital means (FBCB2) if so equipped. The convoy commander is responsible for making all reports concerning the convoy as a whole. Each serial/march unit leader will provide feeder reports to the convoy commander.

- Report ready for departure NLT H-hour – 15 minutes.
- Report crossing Start Point of convoy route.
- Report all checkpoints designated on the route.
- Report all graphic control measures such as phase lines and traffic control points.
- Report all instances of enemy fire on convoy.
- Report all scheduled and unscheduled halts.
- Report all instances of known or suspected IED.
- Report all vehicle accidents involving military vehicles.
- Report reaching the convoy route Release Point.

### **7. Unscheduled Halts with Enemy Contact**

Actions on enemy contact during convoy operations will vary with each situation, but the convoy commander and serial/march unit leader will execute the immediate battle drills that address these actions:

- Deploy security elements as required by the situation.
- Send Blue 2 report.
- Treat and evacuate friendly casualties as needed.
- Continue convoy movement unless road is blocked.
- Maintain all around security.
- Maintain situational awareness by observation and monitoring radio.

- Engage only the enemy that you can see.
- Use escort and security elements to engage enemy forces.

### **8. Scheduled Halts**

When conducting a convoy, the convoy commander and serial/march unit leader will take the following actions concerning scheduled halts.

- Provide Blue 2 report to this headquarters.
- Brief drivers about the details of changes or adjustments at the halts.
- Schedule one 10 minute rest halt for each hour of estimated enroute time.
- Conduct reconnaissance in the immediate area of the halt point.
- Maintain 360 degree security and observation.
- Use convoy members to keep traffic away from convoy vehicles.
- Ensure that during operation PMCS are completed as needed.
  - Air hose couplings
  - Cooling systems
  - Oil and lubrication levels
  - Brakes
  - Tires
  - Radios (if installed)
- Interact courteously and professionally with all civilians.
- Lead and trail vehicles will have gunner observing from crew weapons station at all times.
- Update drivers with current information concerning the mission.
- Inspect for drivers conducting load security checks.
- Ensure that drivers police the halt area.

### **9. Disabled Vehicle Procedures – No enemy contact**

The convoy commander or serial/march unit leader will take the following actions in the event of vehicle breakdown for convoy and security elements.

- Provide Blue 2 report to this headquarters.
- Notify Trail Party of situation.
- Trail Party is responsible to make immediate repairs, if possible, or recover the disabled vehicle to the nearest secure coalition base area.
- Use driver and assistant driver or crew of the disabled vehicle for local security. These personnel will remain with disabled vehicle at all times.
- Ensure that during operation PMCS are completed as needed.
- Maintain situational awareness through observation and monitoring.
- Interact courteously and professionally with all civilians.
- Lead and trail vehicles will have gunner observing from crew weapons station at all times.

### **10. Arming Orders**

- When in base camp areas, all individual, crew served, and vehicle mounted weapons will be unloaded, cleared and in the SAFE position.
- All personnel will keep their individually assigned weapons and ammunition with them at all times within the base camp area.
- Vehicle mounted weapons will remain on vehicles within the base camp area.

- Vehicle mounted weapons will be manned at all times when outside of base camp areas.
- When departing a base camp area, all weapons will be loaded with a round in the chamber, and the weapon in the SAFE position.
- When engaged by the enemy, return fire only on positively identified enemy positions.
- Lead and trail vehicles will have gunner observing from crew weapons station at all times.

#### **11. Force Protection Measures and Procedures**

- When outside of the base camp, all personnel will wear vest type body armor and Kevlar helmet at all times.
- Mounted personnel will not dismount vehicles except on order of the serial/march unit leader.
- All individuals in the convoy will have individual weapons with them at all times upon departure from the assembly area or base camp.
- All personnel will follow the arming orders given above.
- All personnel must ensure 360 degree ground and air observation and security at all times when outside base camp areas. This includes movement from assembly areas to the SP and from the RP to the destination.
- If you encounter a suspected IED, immediately establish a 300 meter exclusion area and notify EOD for assistance.
- Do not attempt to disarm or fire at any suspected explosive devices.
- Follow battalion battle drill actions on contact and serial/march unit leader orders when engaged by enemy fire.
- Captured enemy explosives and weapons require EOD assistance.
- All wheeled vehicles will have a double layer of sandbags on the floor of the driver and passenger compartment.
- Troop-carrying vehicles will have a double layer of interlaced sandbags in the cargo bed as defensive measure against mines and booby traps.
- Coordinate or obtain civilian police assistance from host nation if available.

#### **12. Pre-convoy Checks, Inventories, Procedures, and Briefings**

Pre-convoy checks (PCC) and pre-convoy inventories (PCI) for all convoy vehicles and personnel will be completed not later than one hour prior to the scheduled SP time. Report ready IAW with paragraph 5 above. Serial/march unit leaders will ensure that all members have required equipment, ammunition, supplies, and that all vehicles are mission ready.

- Ensure that before operation PMCS are completed.
  - Air hose couplings
  - Cooling systems
  - Oil and lubrication levels
  - Brakes
  - Tires
  - Radios (if installed)
- Check vehicle operator for qualification and permits.
- Check that each vehicle has strip map of the route.
- Verify radio frequencies and contact procedures.
- Inspect cargo loading and tie-downs.

- Coordinate with security and escort elements as required.
- Verify gap between serials with convoy commander.
- Verify that vehicular and portable communications equipment is operational.
- Verify convoy vehicle markings.
- Select the pacesetter.
- Ensure vehicles are correctly lined up.
- Verify serial/march unit configuration.
- Perform weapons functional checks.
- Designate position of gun trucks in serial/march units.
- Inspect for sandbags in vehicles.
- Conduct convoy briefing for all convoy personnel to include:
  - The operations or movement order including the situation, mission, execution, administration and logistics, command and signal, and safety.
  - Communications for the convoy.
  - Procedures for vehicle breakdowns.
  - Actions upon enemy contact.
  - Defensive measures against mines and booby traps.
  - Method of escort.
  - Special orders if applicable.
- Signal drivers to start engines.
- Signal drivers to move out.

### **13. Trail Party Responsibilities**

The convoy Trail Party leader will be in charge of all designated elements and personnel of the convoy Trail Party and will function as a march unit leader for the trail party.

- Responsible for enroute maintenance of disabled vehicles.
- Responsible for recovery of disabled vehicles and on-board cargo.
- Maintain radio contact with convoy commander/serial/march unit leader.
- Advise convoy commander/serial/march unit leader of vehicle recovery requirements beyond organic capabilities.
- Provide feeder information for convoy after action report.

### **14. Destination Actions**

The convoy commander and serial/march unit leader is responsible to ensure that all cargo arrives at its intended destination. After reaching the Release Point (RP) on the route, the convoy vehicles will proceed to destination points for offloading.

- Report to designated OIC/NCOIC for instructions.
- Release escort and security elements.
- Debrief drivers.
- Complete after-operations PMCS, to include refueling, if needed.
- Complete weapons and sensitive items inventory.

### **15. Convoy After-Action Reports**

Convoy commanders will complete the convoy report and submit final Amber 1 report (Appendix D.) Serial/march unit leaders will provide feeder information to the convoy commander as directed by the convoy commander. Pay particular attention to include weapons/sensitive items accountability, significant event activity, reconnaissance

information, enemy locations, casualty information, vehicle losses and any recommendations for future actions.

**END OF NOTIONAL BATTALION TACTICAL SOP EXTRACT**