

# MILITARY ENGLISH GUIDE

## Self-Study Workbook

Version 1.4



# **‘Military English Guide’**

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## **Introduction**

### **Who?**

This guide is intended to be used by anyone with an interest in military English. You may be serving in the armed forces, a civilian in a company or organization working closely with the military, or a student. Whatever your role, you may at times need to communicate in a military context in English. The contents of this book are aimed at making this easier for you.

You may use the book by yourself (self-study), choosing topics or skills which are useful to you, or it may be used with a teacher in class.

The language covered in the book is an example of English for Specific Purposes, in this case military English. It is appropriate for readers with a language level of NATO Stanag 6001 Level 2 or above.

### **How?**

Each unit covers either a type of communication (e.g., briefings, report writing, etc.) or a topic (e.g., terrain, ranks, etc.). Units consist of language input and exercises. You can either work your way through the book in order or select units of specific interest to you.

The best way to use each unit is to read the input, attempt the practice activities, then read the input again. There is a wordlist at the end of each vocabulary unit, as well as space for your own notes, plus extra tasks which you will find by using the QR codes at the end of the book.

The language included in each unit aims to be an introduction to the topic.

To help you find more detailed information, some units also list useful NATO documents related to types of communication or areas of interest.

Learn more and access these at:

<https://www.nato.int/cps/en/natohq/publications.htm>

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# 1 - MILITARY WRITING STYLE

Military personnel often need to write texts such as correspondence, orders, and reports. Formats vary depending on the context. However, all of these have one thing in common: the need for clear, easy-to-read text, written in neutral, military style. When writing, consider the following:

**Content** – Have you included all the required information? Remember BLUF (bottom line up front). In other words, get straight to the point. Prioritize information with the most important first.

**Style** – Military writing style, as outlined below, highlights the need for simplicity and clarity. Your writing should be **concise**, so keep sentences short.

Points to remember include the use of abbreviations, capital letters, dates, verb choice, etc. (see next page).

**Organisation** – Are the ideas/ main points presented coherently/ in logical order? Do you use paragraphs (see Unit 5)?

**Correctness** - Is your use of grammar and vocabulary accurate? Grammar errors make the text harder to understand and give a bad impression of your actual competence.

## Neutral/ Military Style

Most vocabulary and language structures can be described as *formal, informal, or neutral*. When writing in military contexts the use of **neutral** language predominates. Both the reader and writer are busy, so language is **clear, direct, and simple**. Sentences are short and there may be less use of **contractions** (I've= I have), **phrasal verbs** (go on = continue) or **passive voice** (The package was received at 1300hrs = we received the package at 1300hrs). It is not like speech, so there are no **conversational expressions** (I mean.../ Speaking of.../ By the way... etc.).

## Active vs Passive Voice

This is very important in military writing. Active voice uses a simpler grammar structure and is easier to read. Use active when possible.

The passive is formed using the verb “be” (in any tense) plus a past participle. Use it only when the actor is unknown or unimportant.

Compare these sentences:

*Active: The armed forces **use** radar in many situations.*

*Passive: Radar **is used** in many situations by the armed forces.*

The active sentence is easier for the reader to understand. Remember that you may be writing for readers whose English level is not advanced. Simple language is therefore very important.

## Verb Choice

There are often two (or more) choices to express an action or occurrence. Choose a single verb when possible.

Consider:

Given how quickly conflicts **build up**, commanders must routinely **put** spontaneous decisions **into** practice.

*Could be re-written as...* Given how quickly conflicts **escalate**, commanders must routinely **implement** spontaneous decisions.

## MILITARY WRITING STYLE GUIDELINES

### Abbreviations

Check the NATOTERM website for approved abbreviations.

The first time you use an abbreviation, write it in full, followed by the abbreviation in brackets.

This does not apply to common abbreviations, e.g. NATO, UN, UAV, COA, etc.

Some common abbreviations in operational writing:

IOT	in order to
BPT	be prepared to
NLT	no later than
IVO	in the vicinity of
IAW	in accordance with
NIL	nothing in line
AOO	area of operations
ROE	rules of engagement
COA	course of action
FOM	freedom of movement
NCO	non-commissioned officer
FOB	forward operating base
SOP	standard operating procedure

### Dates

Use a date time group (DTG), e.g. 121500ZAPR24 (i.e. 12 April 2024, 1500 Zulu time) when appropriate. Otherwise, write clearly e.g. 12 April 2024

### Apostrophes

Remember that plural forms are not formed using apostrophes, e.g.

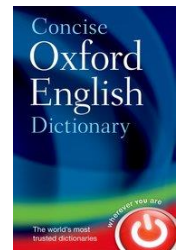
Incorrect- There are 200 IDP's ×

Correct- There are 200 IDPs ✓

### Terminology

A useful resource for finding NATO standardized terminology is the NATOTERM database. This helps you produce precise, standardized texts. Search online to find and bookmark this resource.

Note that NATO's preferred dictionary is the Concise Oxford English Dictionary.



### Active Voice

Use active voice when possible. This helps make your text easier to read, e.g.

2 Coy **will attack** PEGASUS BRIDGE at 1400hrs. (Active)

vs

PEGASUS BRIDGE **will be attacked** by 2 Coy at 1400hrs. (Passive)

However, when the actor is not important, it is still sometimes possible to use passive voice, e.g. It is recommended that... It is assessed that... It is believed that...

### Contractions

When speaking, it is common to use contractions, e.g. I've, You'll, They've, He's, We'll, etc.

When writing, write these in full, e.g. I have, You will, They have, He is, We will, etc.

### Vocabulary Choices

Think of the reader and keep it simple when you can.

Examples:

has the ability to = can

comes into conflict with = conflicts with

### Verb Use

Accurate use of modal verbs is essential.

**Will** and **is/ are to** are key tasking verbs, commonly used in written orders.

Be careful when using verbs in a tactical context. Check the list of **NATO Task Verbs** in ATP 112.

### Capital Letters

Examples of words often capitalized:

PLACES, PEOPLE, UNITS, VESSELS,

Most referential abbreviations such as COA, FOM, AOO, etc., plus Task Verbs, e.g. DEFEAT, DELAY, FOLLOW AND SUPPORT, etc.

<p><b>Eliminate Redundancies</b></p> <ul style="list-style-type: none"> <li>- Remove words or phrases that repeat the same idea.</li> <li>- Wordy: "The meeting was held at 10 a.m. in the morning."</li> <li>- Concise: "The meeting was held at 1000hrs."</li> </ul>	<p><b>Use Active Voice</b></p> <ul style="list-style-type: none"> <li>- Prefer active voice over passive voice to make sentences clearer and more direct.</li> <li>- Passive: "The order was approved by Cpt Smith."</li> <li>- Active: "Cpt Smith approved the order. "</li> </ul>	<p><b>Avoid Unnecessary Modifiers</b></p> <ul style="list-style-type: none"> <li>- Cut out adverbs and adjectives that don't add significant meaning.</li> <li>- Wordy: "We eventually moved to CP2."</li> <li>- Concise: "We moved to CP2. "</li> </ul>
<p><b>Replace Phrases with Single Words</b></p> <ul style="list-style-type: none"> <li>- Use a single word instead of a phrase whenever possible.</li> <li>- Wordy: "Due to the fact that"</li> <li>- Concise: "Because"</li> </ul>	<p><b>CONCISE STYLE GUIDELINES</b></p>	<p><b>Cut Out Unnecessary Words</b></p> <ul style="list-style-type: none"> <li>- Remove words that do not add meaning to the sentence.</li> <li>- Wordy: "There is one company which is in reserve."</li> <li>- Concise: "One company is in reserve."</li> </ul>
<p><b>Combine Sentences</b></p> <ul style="list-style-type: none"> <li>- Merge sentences to avoid repetition and enhance flow.</li> <li>- Wordy: "The final draft is due by 1500hrs. It must be completed by then."</li> <li>- Concise: " The final draft is due by 1500hrs."</li> </ul>	<p><b>Be Direct</b></p> <ul style="list-style-type: none"> <li>- State your ideas directly and avoid circumlocution.</li> <li>- Wordy: "In the event that you are unable to attend"</li> <li>- Concise: "If you cannot attend"</li> </ul>	<p><b>Use Strong Verbs</b></p> <ul style="list-style-type: none"> <li>- Replace weak verbs and verb phrases with stronger, more specific verbs.</li> <li>- Wordy: " We made the decision to attack."</li> <li>- Concise: "We decided to attack."</li> </ul>

## Practice

### 1. All the sentences below are in the passive voice. Change them to the active voice

a. Fourteen soldiers were given awards by the commanding officer.

\_\_\_\_\_

b. Next week all personnel will be told about the exercise by the commander.

\_\_\_\_\_

c. The attack will be carried out by the 2nd Mechanised Brigade.

\_\_\_\_\_

d. A note was taped to my door by the company commander.

\_\_\_\_\_

e. When I was on leave, my duties were completed by my 2IC.

\_\_\_\_\_

### 2. Choose the verb from the list that best replaces the verbs in *italics* in the extracts

determine	attribute	decline
develop	eliminate	maintain

a. The errors can be ***put down to*** poor discipline.

b. We have ***come up with*** a few alternative COAs.

c. The purpose of this mail is to try to ***figure out*** whether the use of drones ***gets rid of*** the risk of fatalities during surveillance operations.

d. Although the officer's association has been able to ***keep up*** membership levels, the number of active members has ***gone down***.

## 2 - CORRESPONDENCE

In daily military correspondence, there are many formats that you will meet, each with its own set of language rules. The types of correspondence you are most likely to meet are emails and letters. The most common form of daily correspondence is email. When writing either emails or letters, it is important to think about your reader. Most importantly, is the reader civilian (external) or military personnel (internal)? This will affect the language you use. Also consider the way that the originator has written, if replying to correspondence.

### External Correspondence

When writing to external recipients, avoid using **abbreviations** or **jargon** (words known only within your field). It is possible that a civilian reader may misunderstand or even be offended by very direct, brief emails or letters which include a lot of military vocabulary.

### Internal Correspondence

If writing to military colleagues, it may be possible to use **abbreviations** and **service/ branch specific** words.

**Vocabulary.** Use 24-hour clock times (e.g., **1300hrs**, not 1 o'clock or 1PM). To help with referencing, it is useful to number each paragraph. Remember to deliver the message clearly and directly.

### Subject line

Keep this brief and only include one subject. Consider the **security classification** if writing internally. Is your mail urgent? Be realistic when setting priorities.

### General Guidelines

Whoever the reader is, always try to use a style which is neutral and precise. All letters, as well as longer emails, are likely to have a similar structure:

- 1. Opening** - How you greet the reader depends on who the reader is (e.g., military rank, civilian status, known or unknown, relationship to the writer). When writing to an equal or junior who you know well, use the recipient's first name. If you don't know the person well, or if writing to a superior officer, use *Dear + Rank + Surname* (military), or *Dear Ms., Mrs, Miss, or Mr ...* (civilian). For military officers, use generic ranks; for example, refer to a *Major general* as *General* or *Lieutenant colonel* as *Colonel*. Never use an exclamation mark (!) in your salutation.
- 2. Introduction** - Establishes the reason for the correspondence.
- 3. Body** - The main message is communicated. This could include giving information, requesting information, or making a request for action. You may need more than one paragraph in this section. If so, you'll need to identify paragraphs and sub-divisions with numbers, letters, or Roman numerals, but only for internal, military mail and never to civilian recipients.
- 4. Close** - A final closing statement is polite and may focus on the main point of the correspondence. When writing formal texts, end with *Yours sincerely* if you opened with a name or *Yours faithfully* otherwise.

## CORRESPONDENCE- USEFUL LANGUAGE

### Key issues

Social context      Your relationship to the reader      Your purpose in writing

### Opening

Dear Mr/ Mrs/ Ms Smith      Ms = Use for women unless known to prefer Mrs  
 Dear Sir/ Madam      Name is unknown + civilian reader  
 Dear Col Smith      Military = Rank + Surname  
 Dear John      Possible when writing to equal or junior ranks  
 Hello/ Hi      Maybe acceptable in emails- not when writing first time

### Previous contact

Thank you for your email of (date).  
 Further to your previous mail/ our earlier conversation...  
 Re. your email... (informal)

### Reason for writing

I am writing in connection with/ with regard to/ about...  
 In reply to your email, here is...  
 I am writing on behalf of...

### Giving information

I am writing to inform you/ let you know that...  
 I can confirm that...  
 I am pleased to inform you that...  
 We regret to inform you that...  
 Unfortunately.../ I am afraid that....

### Enquiring/ RFI (Request for information)

I would like to know...  
 Could you give/ send/ provide information on...?  
 I am interested in...  
 Could you let me know...?  
 I need to know...

### Making requests

Please can/ could/ would you...  
 I would be grateful if you could...  
 Thank you in advance for...

### Attachments and closing

Please find attached the information requested.../ I have attached...  
 Please contact me if you require/ have any further questions.

Yours sincerely = formal + name of reader is known  
 Yours faithfully = formal + name of reader is unknown  
 Best regards/ Kind regards/ Regards/ Rgds/ Best/ BR = neutral and most commonly used

## NATO STANDARD STANAG 2066 MIS: LAYOUT FOR MILITARY CORRESPONDENCE

### AAP-56 (2018) – MILITARY CORRESPONDENCE

**Practice**

**1. Read the list of rules below and match to internal (military), external (civilian) or both types of correspondence**

- a. You may number each paragraph if body contains two or more paragraphs.
- b. If the recipient’s name is not important, you may use their job title instead.
- c. Use short, simple sentences where possible.
- d. Never number paragraphs.
- e. Use 24-hour clock times (1300hrs).
- f. You should identify paragraphs and sub-divisions clearly with numbers, letters, or Roman numerals.
- g. Greet with Dear+ Mr, Mrs, Ms., Miss + Surname.
- h. Greet with Dear+ Rank+ Surname.
- i. Break up writing into paragraphs, with one main idea per paragraph.
- j. Avoid military abbreviations.
- k. If you do not know the recipient’s name, use Dear Sir/ Madam, Sir, or Madam.

Internal (military reader)	External (civilian reader)	Both

**2. The following email is addressed to a military recipient. Fill the gaps**

Dear a)\_\_\_\_\_

b)\_\_\_\_\_ our earlier c)\_\_\_\_\_, I am writing in d)\_\_\_\_\_ with the Bde Comd’s plan to visit 21 Infantry Battalion following your return from OP ALLEGRO.

He has two dates available early next month. I e)\_\_\_\_\_ to know which of these are most convenient for you. The dates are:

Weds 5 (0900-1200Hrs)  
Tues 11 (1400-1700Hrs)

Please let me f)\_\_\_\_\_ as soon as possible and I will inform the Bde Comd. We will need an outline of events at least 48 hours prior to the visit.

Please g)\_\_\_\_\_ me if you have any further questions.

h)\_\_\_\_\_

SC Ribe  
PA  
33 (E) Bde

1. know	2. Best Rgds	3. need	4. contact
5. Further to	6. connection	7. discussion	8. Col Smith

NOTES

# 3 - ORDERS # 1 FIVE-PARAGRAPH-ORDERS

NATO forces traditionally use the same set of headings when preparing operational orders. This is often called a **five-paragraph order** (or **six-paragraph order** when a preliminary section is included). An overview of what this kind of order might contain is on the next page. You can apply this format to any type of operation although the information under each heading changes depending on the reason to produce the order. Formats and templates are available in NATO Stanag 2014.

Remember the main sections of the order with the mnemonic (memory aid) SMEAC: Situation, Mission, Execution, Administration/Logistics, and Command/Signal. This may also be called OSMEAC if preliminaries are included. Note that all section headings must be included but not contents, so the sub-headings suggested here are not mandatory.

Note that sub-headings within written orders often vary between nations and even services, so be prepared to see different versions of the example given in this unit. Regardless of the format, there are some basic principles to consider when writing all types of military order. It is important to remember that orders are not a request. The reader is obliged to do as instructed, so language use must be clear, precise, and accurate.

## a. **Task verb use**

Refer to NATO ATP-112 Mission Task Verbs for Use in the Planning and Dissemination of Orders. These verbs have specific meanings and must be used correctly. Write the verb in capital letters. Your nation may have its own list of task verbs. Be careful when translating. It is likely better to consider the task and find the best possible option in the NATO list, as translating may lead to miscommunication.

## b. **Verbs of obligation – orders style structures**

Verbs that indicate clear obligation such as: *are to/ is to/ must*, and the modal verbs *will* and *must* are usually used to give orders. Other modal verbs such as: *ought to*, *should*, *could*, *would* are not used as the meaning is not clear. Be careful not to translate these verbs directly e.g., *shall* is not used as it does not clearly express obligation in English.

## c. **Style**

As always, write clear, short sentences, and refer to the guidelines for military writing style.

## d. **Clarity**

Avoid any chance of misunderstanding. Language use must be clear, precise, and accurate. Do not use unnecessary language.

## EXAMPLE OF A GENERIC ORDER FORMAT

### 0. Prelims (preliminaries)

- a. Ground (Describe model or sketch)
- b. Task Org (Organization)
- c. Met (Meteorology, i.e., weather)

### 1. Situation

- a. En (enemy)
- b. FF (friendly forces)
- c. Atts & Dets (attachments and detachments)
- d. Civpop (civilian population)

### 2. Mission See Unit 4- NATO TASK VERBS & MISSION STATEMENTS

### 3. Execution

- a. Commander's intent
- b. ConOps (concept of operations)
- c. Tasks/missions to manoeuvre units
- d. Tasks/missions to combat support units
- e. Coordinating instructions

### 4. Administration/Logistics (also combat service support)

- a. Support Concept
- b. Materiel and Services
- c. Medical
- d. Personnel
- e. Civil-Military Cooperation
- f. Miscellaneous

### 5. Command & Signal

- a. Chain of command
- b. Radio frequencies
- c. EmCon (emission control)

**Situation** - A general description of the battlefield conditions, enemy forces, and friendly forces.

**Mission** - This paragraph provides a clear and concise statement of what the unit is to accomplish. The mission statement is the heart of the order and should answer the following five questions (the five W's): Who? What? When? Where? Why?

**Concept of operations** - A clear and concise statement of what the commander intends to accomplish and how it will be done using available resources.

**Tasks** - The specific missions to be accomplished by each subordinate element of the unit will be listed in a separate numbered subparagraph. Tasks are the subordinate units' mission statements.

**Coordinating Instructions** - The specific instructions and tasks that apply to two or more units. Information given includes order of movement, planned combat formations, tactical and fire control measures (i.e., phase lines, checkpoints), and any other tasks that pertain to the mission.

**Administration & Logistics** - Information or instructions pertaining to rations and ammunition; location of the distribution point, corpsman, and aid station; handling of prisoners of war; and other administrative and supply matters.

**Command & Signal** - Instructions and information relating to command and communications (control) functions. It contains two subparagraphs:

**Signal** - Gives signal instructions for the operation such as frequencies, call signs, pyrotechnics, challenge and password, and brevity codes.

**Command** - Identifies the chain of command and their location (including the corpsman) before, during, and after the operation.

## Practice

1. Unscramble the following anagrams to reveal some of the key words in the headings of a 5-point order:

a. mmandoc

b. tionauist

xteoinuce

d. strmationdai

e. ssmnoii

2. Write the full headings in the correct sequence.

a \_\_\_\_\_ b \_\_\_\_\_ c \_\_\_\_\_ d \_\_\_\_\_ e \_\_\_\_\_

<b>English</b>	<b>Swedish</b>	<b>Notes</b>
situation	orientering	
mission/ mission statement	uppdrag	
enemy	fienden	
friendly forces	egna/ allierade förband	
execution	genomförande	
commander's intent	beslut i stort (BIS)	
concept of operations (ConOps)	genomförandeidé (GFI)/ riktlinjer	
tasks/ missions	indelning, gruppering och uppgifter (IGU)	
command and signal	ledning	
ground/ terrain	terräng	
attachments & detachments (atts & dets)	lednings-och lynadsförhållanden	
coordinating instructions	samordning	
task	uppgift	
fire support plan	eldunderstödsplan	
<p>N.B. Order formats may differ in some ways from a Swedish order. For this reason, there is sometimes no exact translation possible; these translations are a reasonable approximation but are not exact. Consider the context when using these terms.</p>		

**NATO STANDARD STANAG 2014 TOP (EDITION 9) - FORMATS FOR ORDERS AND DESIGNATION OF TIMINGS, LOCATIONS AND BOUNDARIES**

# 4 - ORDERS #2 NATO TASK VERBS & MISSION STATEMENTS

## Task Verbs

Task verbs are those action words you can use in MISSION STATEMENT to tell your reader the **effect** you want to achieve. NATO has given specific definitions of these to clarify exactly what each word or phrase means in a tactical context.

When written in, e.g., orders, write the verb in CAPITAL LETTERS. A basic list of task verbs and their definitions is provided on the next page. For a full version, including measures, graphical symbols, and notes, refer to ATP-112 MISSION TASK VERBS FOR USE IN THE PLANNING AND DISSEMINATION OF ORDERS.

## Mission Statements

The MISSION paragraph of an order provides a clear and concise statement of what the unit is to accomplish. The mission statement is the heart of the order and contains elements of the following five questions (the five W's):

- a. Who?
- b. What?
- c. When?
- d. Where?
- e. Why?

**Where** is usually contained in a graphic, or in the description of the objective. **When** is usually given in coordinating instructions.

**What** is to be done and **why** form the core of the **mission statement**.

A mission statement should contain the task of the subordinate command together with its purpose.

The description of purpose can be separated from the task by the term **in order to (IOT)**.

It is possible to use verbs not on the NATO list, but these must conform with the Concise Oxford English Dictionary definition. An example is CONDUCT + [type of activity], e.g., CONDUCT INFO OPS.

## Examples:

- C Coy is to **DENY** EAGLE BRIDGE IOT set conditions for the denial of INS LLoC through GZ.
- 

- TG 475.90 is to **INTERDICT** terrorist activity by enforcing the maritime arms embargo, keep the SLOCs open i.e., counter any mines laid and BPT offensively DENY enemy forces from operating in the area IOT counter terrorist activity in the AOR.
- 

- Y Coy is to **SECURE** beach head area IOT prepare for the arrival of X & Z coys.

<b>TASK VERB</b>	<b>DEFINITION</b>
<b>ADVANCE TO CONTACT</b>	Gain or re-establish contact with an enemy within assigned boundaries.
<b>AMBUSH</b>	Conduct a surprise attack from concealed positions on a moving or temporarily halted enemy.
<b>ATTACK</b>	Take offensive action against a specified target.
<b>ATTACK BY FIRE</b>	Engage enemy with direct and/or indirect fire, without closing with that target.
<b>BLOCK</b>	Deny access to a given area, movement in a given direction, or movement along a route or avenue of approach.
<b>BLOCK (FOR OBSTACLE EFFECT)</b>	An obstacle effect that integrates fire planning and obstacle effort to stop an attacker on a specific avenue of approach, or to prevent an enemy from exiting an engagement area.
<b>BREACH</b>	Force a passage through an obstacle or fortification.
<b>BYPASS</b>	Move around an entity or obstacle to maintain momentum.
<b>CANALIZE</b>	Constrain movement to a specific, narrow zone.
<b>CAPTURE</b>	Take possession of enemy personnel, materiel and/or information.
<b>CLEAR</b>	Ensure an area is free of enemy troops and their obstacles.
<b>CONTAIN</b>	Restrict an entity's freedom of movement to within a specified area.
<b>CONTROL</b>	Exert influence over an entity, process, object, or area to establish, maintain or prevent a specific situation or event.
<b>COUNTER-ATTACK</b>	Take offensive action against an attacking force.
<b>COVER</b>	Protect the main body of a force by engaging an enemy while also observing and reporting.
<b>DECEIVE</b>	Mislead an entity by manipulating its perceptions to induce it to react in a manner prejudicial to its interests.
<b>DEFEAT</b>	Diminish the effectiveness of an enemy or adversary to the extent that it is unable or unwilling to resist or achieve its intent.
<b>DELAY</b>	Slow an enemy by trading space for time while inflicting maximum damage on them without becoming decisively engaged.
<b>DEMONSTRATE</b>	Dissuade a hostile entity by a show of force, without seeking contact.
<b>DENY</b>	Prevent an entity from using specified people, space, or infrastructure.
<b>DESTROY</b>	Damage an object or enemy force so that it is unable to fulfil its intended function until it is reconstituted or entirely rebuilt.
<b>DISENGAGE</b>	Break contact with a hostile entity.
<b>DISRUPT</b>	Negatively affect a hostile entity's formation, tempo and/or timetable.
<b>DISRUPT (FOR AN OBSTACLE EFFECT)</b>	An obstacle effect that focusses fire planning and obstacle effort to cause the enemy to break up his formation and tempo, interrupt his timetable, commit breaching assets prematurely, and attack in a piecemeal effort.
<b>ENVELOP</b>	Pass around or over the enemy's defensive position to secure objectives to its rear.
<b>ESCORT</b>	Accompany and protect an entity that is on the move.
<b>EVACUATE</b>	Remove people, animals, or materiel from a place of actual or impending danger.
<b>EXFILTRATE</b>	Covertly extract a force from an area under hostile control.
<b>EXPLOIT</b>	Utilize successes or opportunities to maximize advantages or gains.
<b>FEINT</b>	Distract an enemy from the main effort by seeking contact while avoiding decisive engagement.
<b>FIX</b>	Prevent any part of a hostile entity from moving from a specified location for a specified period of time.
<b>FIX (FOR AN OBSTACLE EFFECT)</b>	An obstacle effect that focuses fire planning and obstacle effort to prevent a hostile force from moving from a specified location for a specified period of time.
<b>FOLLOW &amp; ASSUME</b>	Follow a force and be prepared to continue its assigned mission.
<b>FOLLOW &amp; SUPPORT</b>	Follow a force and be prepared to support it.
<b>GUARD</b>	Protect the main body of a force through the application of combat power while also observing and reporting.

<b>INFILTRATE</b>	Covertly move into or through an area under hostile control.
<b>INTERDICT</b>	Impede or disrupt a hostile entity's lines of communication or forces in depth.
<b>ISOLATE</b>	Prevent a hostile entity's freedom of movement and contact with external support.
<b>LOCATE</b>	Determine the geographical position of a specified entity or object.
<b>NEUTRALIZE</b>	Render a hostile entity or its materiel temporarily incapable of interfering with friendly forces.
<b>OCCUPY</b>	Position a force in a specified area or location that is free of active opposition.
<b>PENETRATE</b>	Break through the enemy's defence and disrupt its defensive system.
<b>PURSUE</b>	Catch or cut off hostile force attempting to escape, with the aim of destroying it.
<b>RECOVER</b>	Extract a friendly entity or materiel from an area or location not under friendly control.
<b>RELIEVE IN PLACE (RELIEF IN PLACE)</b>	Replace a force with an assigned mission in a specified area with a different force to continue that mission.
<b>RETAIN</b>	Hold an area or location to ensure it is free of hostile occupation or use.
<b>RETIRE</b>	Move away from a hostile entity while out of contact.
<b>SCREEN</b>	Protect the main body of a force by providing early warning.
<b>SECURE</b>	Gain possession of a specified area, location or objective and prevent its use or destruction by a hostile entity.
<b>SEIZE</b>	Take possession of a specified area, location, or object by force.
<b>SUPPORT BY FIRE</b>	Engage the enemy by direct fire in support of another manoeuvring force.
<b>TURN</b>	Force a hostile entity to move in a desired direction.
<b>TURN (FOR AN OBSTACLE EFFECT)</b>	An obstacle effect that integrates fire planning and obstacle effort to drive an enemy formation from one avenue of approach to an adjacent avenue of approach or into an engagement area.
<b>WITHDRAW</b>	Disengage and move away from a hostile entity.

## Practice

### 1. In the table below, match the verb to the definition

<b>Task Verb</b>	<b>Definition</b>
1. DEFEAT	a. Take possession of a specified area, location, or desired object by force
2. DESTROY	b. Damage an object or enemy force so that it is unable to fulfil its intended function until it is reconstituted or entirely rebuilt
3. SECURE	c. Diminish the effectiveness of an enemy or adversary to the extent that it is unable or unwilling to resist or achieve its intent
4. SEIZE	d. Gain possession of a specified area, location or objective and prevent its use or destruction by a hostile enemy

When you need to translate a TASK VERB, ask the questions:

- a. Is the verb comparable to a NATO verb?
- b. If not, how will you deal with this?

For example, **AVVÄRJA** does not have a clear NATO translation.

<p><b>verb</b></p> <ol style="list-style-type: none"> <li>1. (förhindrande) <u>head off</u>;</li> <li>2. (fiende) beat off; <u>repel</u>;</li> <li>3. (olycka) <u>avert</u>; <u>ward off</u>; <u>prevent</u>;</li> <li>4. (fara) <u>obviate</u>; <u>stave off</u>; <u>ward off</u>;</li> <li>5. (slå tillbaka) <u>fight off</u>; <u>resist</u>; struggle to avoid;</li> </ol>	<p>None of these translations are NATO task verbs. How will you deal with this?</p> <p>Will you use REPEL?</p> <p>If so, what must you consider when doing do?</p> <p>Will you choose a similar NATO task verb, e.g., BLOCK?</p> <p>Can you use DENY + a noun?</p>
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Commonly used NATO TASK VERBS with Swedish task verb translations:

English	Swedish	Notes
BLOCK	BLOCKERA	
CANALIZE	KANALISERA	
CLEAR	RENSA	
CONTAIN	INNESLUTA	
DEFEAT	SLÅ	
DELAY	FÖRDRÖJA	
DENY	FÖRNEKA	
DESTROY	FÖRSTÖRA	
ENVELOP	OMFATTA	
FIX	BINDA	
ISOLATE	AVSKÄRA	
SECURE	SÄKRA, ÖPPNA	
SEIZE	TA (TERRÄNG)	

## ATP-112 MISSION TASK VERBS FOR USE IN THE PLANNING AND DISSEMINATION OF ORDERS

# 5 - REPORTS

Texts you may write include different types of report or summary, such as briefs and memorandums, submissions, intelligence summaries (INTSUM), situation reports (SITREP), casualty reports (CASREP), personnel reports (PERSREP), and incident reports, among others.

The format of these texts will vary depending on the situation and you will always have templates and examples to help you. The variety of templates is too varied to include in a guide such as this one. However, there are some things to consider, which are true for all longer written texts.

## Style

Make sure that you write in the appropriate style for the task (see UNIT 1).

## Paragraphs

Improve your report writing by using structured paragraphs. Paragraphs are building blocks to construct a complex analysis or argument. A paragraph consists of several related sentences dealing with one main topic. This organization helps readers to understand and process written ideas more easily. Think about the following when writing a paragraph:

- **One paragraph = one main topic** Try to limit yourself to one main topic in each paragraph. It is okay to add information to support the main topic, or even have more than one point if what you write is related to the one main topic. However, as soon as you move on to a new topic, start a new paragraph.
- **A topic sentence** Make sure the reader understands what the paragraph is about by including a sentence that introduces the main topic. This usually comes at the beginning of each paragraph.
- **Length** As a rule, if a paragraph is very short, you have probably not included all the information needed to support your main topic. If it is long, you might have moved to a new topic, so consider the need to start a new paragraph.

## Linking words

Use words and phrases to link paragraphs, or sentences within the paragraphs. This improves the flow of your text and makes it easier to read.

## LINKING WORDS & PHRASES

### Add information

In addition... Moreover... Furthermore... Additionally...

### Compare

While... Whereas... Similarly... Equally... By the same token...

### Show cause & effect

Therefore... Thus... As a result... For this reason... Consequently...

### Clarify/ Restate

In other words... Simply stated... To clarify...

### Give examples

For example... For instance... To illustrate...

### Time sequence

First/ Initially... Second/ Thereafter... Next... Subsequently... Finally...

### Contrast

On the other hand... Despite this... However... Nonetheless... Nevertheless... Even so...

### Specify/ Emphasize

Specifically... Namely... In particular... Chiefly... Primarily...

### Summarise/ Conclude

To summarise... In summary... To conclude... In conclusion...

### Precision- Probability

Highly unlikely	Less than 10%
Improbable or unlikely	15%-25%
Realistic probability	25%-50%
Probably or likely	50%-75%
Highly probably or highly likely	75%-90%
Almost certain	More than 90%

## Writing a Brief

A common type of written text you may have to produce is a brief. The purpose of a brief is to share information or to obtain direction. It is important that the reader gets the main point of the brief as easily and quickly as possible. For this reason, the aim of the text and any recommendations are included in the first part of the brief (remember BLUF bottom line up front).

The style guidelines for a brief are the same as for most military writing (see Unit 1). Note that each new paragraph should be numbered.

The organisation and contents of a brief depends on the context, so remember that the format is flexible. However, a brief often has the following layout:

### **Introduction/ Background**

1. When will the brief be used and why? What's the situation that has led to the brief being written?

### **Aim**

2. A simple overview of the aim, which may begin: *The aim of this brief is to...*

### **Recommendation(s)**

3. *Xxx recommends that.../ It is recommended that...*

### **Main body**

4. A brief should not be overly long and for this reason background material can also be added as an appendix to the document. Keep the text short by including only information that is directly related to the topic here.

5. Consider how to organize this information into logical, readable sub-sections.

### **Conclusions/ Summary**

6. A simple summary of the main points will be helpful for a busy reader.

## Practice

1. Compare two versions of an **incident report**. Fill the gaps in the second incident report. Note the difference in style. **Version 2** is clearer, more concise and includes abbreviations and correctly capitalized words.

### Version 1

CJSOTF : 2 **civilians wounded**

CJSOTF reports that a **special forces** team with the ANA COMMANDOs were travelling **highway one against the base (Thomas)** when a white minibus travelling in the opposite direction was ordered to pull in. The minibus **did what he was told**, but as the convoy was passing it, it pulled out onto the road again. Because of the proximity of the location to a previous **car bomb**, one of the special forces vehicles fired **three times** at the engine block, after which, the minibus pulled back in. As the end of the convoy was passing, the driver of the minibus flagged down the last vehicle to request help. As a result of a deflection of **the burst** fired, **2 local people** were wounded from glass fragmentation. The wounded were prepared for going by **medical helicopter** to Kholm.

### Version 2

(FRIENDLY ACTION) ESCALATION OF FORCE RPT CJSOTF : a) \_\_\_\_\_

CJSOTF reports b) \_\_\_\_\_ team with ANA COMMANDOs were travelling c) \_\_\_\_\_ when a white minibus travelling in the opposite direction was ordered to pull in. The minibus d) \_\_\_\_\_, but as the convoy was passing, it pulled out onto the road again. Because of the proximity of the location to a previous e) \_\_\_\_\_, one of the SOF vehicles fired f) \_\_\_\_\_ at the engine block, after which, the minibus pulled back in. As the end of the convoy was passing, the driver of the minibus flagged down the last vehicle to request help. As a result of a deflection of the burst fired, g) \_\_\_\_\_ were wounded from glass fragmentation. The wounded were prepared for h) \_\_\_\_\_ to KHOLM.

- |                             |             |                 |                       |
|-----------------------------|-------------|-----------------|-----------------------|
| 1) CASEVAC                  | 2) complied | 3) 2 CIV WIA    | 4) SVBIED             |
| 5) HWY 1 towards FOB THOMAS | 6) SOF/SF   | 7) 2 x LN/ CIVs | 8) a 3 round MG burst |

# 6 - BRIEFINGS

Briefings are a common way of providing information in a military context. Language used is clear and concise so that the audience gets what they need immediately. How you plan and deliver the briefing depends on your situation and purpose.

## a. Types of Briefing

There are four types of military briefing.

### 1. Information Briefing

This type of briefing does not include conclusions or recommendations and it does not require decisions. It aims to give information in a form the audience can understand and use.

### 2. Decision Briefing

This type briefing obtains an answer to a question or results in a decision on a course of action (COA). It presents the recommended solution resulting from the analysis or study of a problem or problem area. These types of briefing vary in formality depending on the level of command and the decision makers' knowledge of the subject.

### 3. Mission Briefing

The goal of this type of briefing is to secure a coordinated or unified effort towards accomplishing the mission. It involves the exchange of information, the announcements of decisions within a command, issuing directives or the presentation of guidance.

### 4. Staff Briefing

The purpose of this type of briefing is to coordinate efforts by informing the staff and commander of the current situation. Staff representatives present relevant information from the functional areas. It may include features of all the other three types of briefing, the exchange of information, announcement of decisions, issuing directives or presenting guidance.

## b. General Briefing Format

Divide your briefing into three parts (see below). This may vary in different contexts, deployments, or exercises.

<b>Introduction</b>	<b>Body of Briefing</b>	<b>Ending</b>
Greeting Name & Rank Purpose + BLUF Scope Classification	Consider how to: Handover to next speaker Transition to next point Refer to visuals Give examples Rephrase points	Summarise Conclude Questions

## BRIEFINGS- USEFUL LANGUAGE

<p><b>Greeting</b>          Good morning/ afternoon/ evening Col Smith/ Sir/ Ma'am.          I'm Lt Harris, the Assistant S3 of the 1<sup>st</sup> Bn 502 Inf.</p>	<p><b>Purpose</b>          Today I will brief you on...          The purpose of this briefing is to...          I have been tasked to brief you on...          My aim is to brief you about...          My objective is to...</p>
<p><b>Outline/ Scope</b>          During my briefing I'll...          First of all..., secondly..., third..., and finally...</p>	<p><b>Classification</b>          This is an UNCLASSIFIED briefing.          (SECRET, CONFIDENTIAL, RESTRICTED)</p>
<p><b>Questions</b>          I will answer questions at the end of the briefing.          Please save your questions until the end of this briefing.          If you have any questions, please feel free to ask at any stage.</p>	<p><b>Ending the briefing</b>          To summarise...          In short...          That concludes my briefing, pending your questions/ pending questions.          Pending your questions, that concludes my briefing.</p>
<p><b>Transition Phrases</b></p>	
<p><b>Moving to next point</b>          Let's look now at...          I'd like to move on to...          My next point is...          The next phase is...</p>	<p><b>Cause &amp; effect</b>          This is important because...          As a result...          Consequently...          For this/ that reason...</p>
<p><b>Referring to visual aids</b>          Next slide (please).          As you can see here...          The diagram shows...          I'd like to draw your attention to...</p>	<p><b>Rephrasing a point</b>          In other words...          The point is...          To put it more simply...</p>
<p><b>Handing over to next speaker</b>          I will now hand over to x who will...          X will now tell you about...          To talk about...          I will now hand over to x</p>	<p><b>Giving examples</b>          As an illustration...          An example of this is...          To give you an example...          To illustrate this point...</p>

## Producing Briefing Slides

You may be required to use slides when briefing. When producing slides, consider the amount of information needed, as well as the need for helpful visual aids, e.g., maps, table, charts, etc. Think also about how many words to use on each slide. If you use full sentences, you may be tempted to read directly from each slide. This may have a negative effect on communication. In order to reduce the number of words on each slide, you can use **ellipsis**.

**Ellipsis** is the removal of a word or words that are not needed, or which can be understood from context. When writing slides for presentations ellipsis is common practice. In military briefing slides, ellipsis is used to produce minimalist forms in accordance with the Accuracy, **Brevity**, Clarity (ABC) principle.

1 Bde has continued to conduct ops in its AOR

1 Bde **has** continued **to conduct** ops in **its** AOR

1 Bde continued ops in AOR

Which words and phrases are permissible/possible to omit without obscuring meaning when you are writing slides? This may be a matter of grammar, or the fact that context permits you to leave out the words.

Here are some examples of words and phrases that you can omit in slides.

- a. **Articles**, e.g., a/ an/ the, may be removed.
- b. **Auxiliary verbs** e.g., is/are/has/have, can be removed.
- c. **Modal verbs**, e.g., might/ can/ should/ may, can be omitted if they are not essential to the meaning of the phrase.
- d. **Personal pronouns**, e.g., you/ they/ I, are usually removed.
- e. **Other pronouns** e.g., it/ there/ that/ which, are usually removed.
- f. **Signposts** e.g., due to/then/moreover are usually removed or reduced e.g., iot/ iaw.
- g. If a word/phrase is **not needed** in relation to the point, do not include it.

**Practice**

**1. Match the start and finish of the following sentences, e.g., a-4**

- |                                       |  |
|---------------------------------------|--|
| a. I don't know sir/ madam...         | 1. ...to update you on the current situation in the AOR. |
| b. Please interrupt...                | 2. ... violations of the NFZ.                            |
| c. The purpose of this briefing is... | 3. ... the weather conditions will remain stable.        |
| d. This briefing is...                | 4. ...but I'll find out.                                 |
| e. The next slide shows...            | 5. ... restricted.                                       |
| f. As you can see here...             | 6. ...if you have any questions.                         |

**2. Match each sentence in activity 1 with a part of the briefing**

Introduction	
Purpose	
Body	
Questions	

**3. Match the following words with their simpler alternatives, e.g., a-6**

a. <b>give consideration to</b>	1. because
b. with regard to	2. about
c. due to the fact that	3. start
d. as a consequence of	4. because of
e. it is incumbent upon you	5. you must
f. initiate	<b>6. consider</b>

# 7 - RANKS & APPOINTMENTS

Ranks are normally broken down into two areas: other ranks (ORs) and officers (OFs). ORs comprise **enlisted** personnel i.e., soldiers ranging from **private** through to **warrant officer** while OFs are **commissioned** and complete leadership training to hold **command positions**.

## Promotion

Requirements for promotion vary from nation to nation and service to service although, in general, there is the need for one or more prerequisites (e.g., time served, attending courses, etc.) to be met before gaining promotion. Normally when promoted, an individual is promoted to the next higher rank, for example a **corporal** expects to be promoted to **sergeant** although it is possible, under certain circumstances, to jump several ranks on promotion especially on completion of a **specialist course**, which results in the individual having to hold a much higher rank. It is also possible in some armed forces to be promoted from OR to OF. A **sergeant** could, in theory, be promoted to **second lieutenant** on completion of a **commissioning course**.

## Other Ranks

Other ranks or personnel can be broken down into 4 categories: **warrant officers** (WOs), **senior non-commissioned officers** (SNCOs), **junior non-commissioned officers** (JNCOs) and **privates** (Ptes) and there are 9 OR NATO rank codes. Ranks for all three services for NATO countries are listed in STANAG 2116 – NATO Codes for Grades of Military Personnel.

## Officers

There are 10 NATO codes for officers ranging from OF-1 to OF-10 and like the OR ranks these can be broken down into 3 categories: **starred, flag or general officers**, which cover 1 star to 5-star **generals, field officers/senior officers** and finally **junior officers**. In major units and in the armed forces, lower ranks generally outnumber those holding higher ranks, which creates a pyramid effect. **Privates** will outnumber **lance corporals**, which in turn will outnumber **corporals**. The **commanding officer** will hold the most senior rank and appointment in a unit.

## Appointments

Appointments are jobs that personnel are assigned during their military career. Many are linked directly to the rank that the individual holds and therefore, they must have the correct rank to **hold the appointment**.

Appointments exist throughout the armed forces and cover all ranks, from **JNCO** through to **5 star general**. Appointments are found in all organisations from a section in an infantry battalion to the highest military headquarters. The **Supreme Allied Commander Europe (SACEUR)** is the second most senior military position in NATO. This appointment is a US 4-star general **tied post**, one that is filled by a specific nation.

A **brigadier** commanding a brigade holds the appointment of **brigade commander** (Bde Comd) and tends to be a **1 star general**. The brigade commander's second-in-command would normally be the **Chief of Staff** (COS). Major fighting units **under command of** a brigade, are normally commanded by a **lieutenant colonel** who is appointed as the unit's **commanding officer (CO)**. A CO will also have some staff to assist them, such as a **second-in-command (2IC)**. In many navies, the **commanding officer** of a ship is appointed and addressed as the **captain**, even though his actual/official rank may be lower than this, depending on the size of the ship. The captain's **second-in-command** is the **executive officer (XO)**.

Some appointments could be held by soldiers (enlisted) or officers (commissioned). A **platoon commander (pl comd)** in an infantry battalion, for example, could be either a **second lieutenant/lieutenant** or a **sergeant**.

Young soldiers can also hold appointments affording them low levels of command and positions of responsibility. For example, a **corporal** or even a **lance corporal** could find themselves appointed **section commander (sect comd)**.

<b>NATO CODE</b>	<b>Navy</b>	<b>Army</b>	<b>Air Force</b>
<b>Commissioned Officers (UK/US)</b>			
<b>OF-10</b>	Admiral of the Fleet/Fleet Admiral	Field Marshal/General of the Army	Marshal of the Royal Air Force/General of the Air Force
	-	-	-
<b>OF-9</b>	Admiral	General	Air Chief Marshal/General
<b>OF-8</b>	Vice-Admiral	Lieutenant General	Air Marshal/Lieutenant General
<b>OF-7</b>	Rear Admiral/ Rear-Admiral (upper half)	Major General	Air Vice-Marshal/Major General
<b>OF-6</b>	Commodore/ Rear-Admiral (lower half)	Brigadier/Brigadier General	Air Commodore/Brigadier General
<b>OF-5</b>	Captain	Colonel	Group Captain/Colonel
<b>OF-4</b>	Commander	Lieutenant Colonel	Wing Commander/Lieutenant Colonel
<b>OF-3</b>	Lieutenant Commander	Major	Squadron Leader/Major
<b>OF-2</b>	Lieutenant	Captain	Flight Lieutenant/Captain
<b>OF-1</b>	Sub-Lieutenant/Lieutenant Junior Grade	Lieutenant/First Lieutenant	Flying Officer/First Lieutenant
	Midshipman/Ensign	Second Lieutenant	Pilot Officer/ Second Lieutenant

<b>NATO CODE</b>	<b>Navy</b>	<b>Army</b>	<b>Air Force</b>
<b>Enlisted Grades (UK/US)</b>			
<b>OR-9</b>	Warrant Officer/Master Chief Petty Officer	Warrant Officer Class 1 /Sergeant Major of the Army, Command Sergeant Major, Sergeant Major	Warrant officer/Chief Master Sergeant
<b>OR-8</b>	No equivalent /Senior Chief Petty Officer	Warrant Officer Class 2/ Master Sergeant, First Sergeant	Flight Sergeant, Chief Technician /Senior Master Sergeant
<b>OR-7</b>	Chief Petty Officer	Staff or Colour Sergeant/ Sergeant first class	Sergeant/Master Sergeant
<b>OR-6</b>	Petty Officer/Petty Officer First Class	Sergeant	No equivalent/Technical Sergeant
<b>OR-5</b>	Petty Officer/Petty Officer Second Class	Sergeant	Corporal/Staff Sergeant
<b>OR-4</b>	Leading Rating/Petty Officer Third Class	Corporal/Corporal, Specialist	No equivalent /Senior Airman or Sergeant
<b>OR-3</b>	No equivalent/ Seaman	Lance Corporal/Private First Class	Junior Technician, Senior Aircraftman, Leading Aircraftman/Airman First Class
<b>OR-2</b>	Able Rating/Seaman Apprentice	Private/Private E2	Aircraftman/Airman
<b>OR-1</b>	Junior Rating/Seaman Recruit	Private/Private E1	No equivalent/Basic Airman

N.B. Space has been left for you to add corresponding ranks for you own Armed Forces.

**Practice**

1. Complete the ranks by matching an item from the first table with an item from the second to create recognised military ranks

Lieutenant	General	Colonel
Sergeant	Officer	Major

Colour	<b>Sergeant</b>
Flight	
Flying	
Lieutenant	
Lieutenant	
Master	
Major	
Petty	
Sergeant	
Staff	
Warrant	

2. The words and abbreviations below are linked to those who are either: commissioned (C), non-commissioned (N) or both (B)

General	C	Officer	
Commander		Enlisted	
JNCO		CO	
Major		Airman	

3. Study the collocations below. Use a dictionary to lookup any unfamiliar phrases or words

achieve, attain, be promoted to, reach, hold, be demoted to/from	a/the rank of
higher, senior, superior, junior, lower, first, latest, equal, acting, reduction in	a/an _____rank
accept, receive, hold, take up, resign from	an/the appointment
key, official, staff, unit, sub-unit, senior, military, permanent, command, junior	a/an _____ appointment

English	Swedish	Notes
warrant officer	underofficer	
senior/ junior NCO	underofficer/ underbefäl	
flag officer	flaggman	
field officer	regementsofficer	
general officer	general	
Commanding Officer (CO)	(förbands)chef	
appointment	befattning	
promote/ promotion	befordra till	
platoon commander	plutonchef	
Chief of staff	stabschef/ försvarsgrenschef	
Brigade commander	brigadchef	
commissioned officer	officer (taktisk)	
second-in-command (2IC)	ställföreträdare	
specialist course	specialistkurs	

**NATO STANDARD STANAG 2116 – NATO CODES FOR GRADES OF MILITARY PERSONNEL**

NOTES

# 8 – HEADQUARTERS

The basic definition of a military headquarters is a military installation from which a commander performs the function of command. To do this the commander also needs personnel, known as the **staff**, who focus on operational and administrative **functions** which will be covered in this text. Headquarters are found at all levels of command: strategic, operational, and tactical, and vary in size, and across all services of the military.

## Types of Headquarters

At the highest level is the NATO Headquarters which has both military and civilian **command structures**. The military command structure includes three tiers of command:

- **STRATEGIC:** Supreme Headquarters Allied Powers Europe (**SHAPE**), commanded by the Supreme Allied Commander Europe (**SACEUR**), who is also responsible to the Military Committee, the senior military authority in NATO which comes under the overall political authority of the **North Atlantic Council** (NAC) and **Nuclear Planning Group** (NPG).
- **OPERATIONAL:** Three standing **Joint Force Commands**: JFC Brunssum, Netherlands; JFC Naples, Italy; and JFC Norfolk, Virginia USA.
- **TACTICAL: Single Service Commands** (SSCs): Land (HQ LANDCOM), Maritime (HQ MARCOM), and Air (HQ AIRCOM). These SSCs support the JFCs at the operational level, report directly to SHAPE and are commanded by SACEUR.

Land operations at the operational level are usually commanded by Divisional and Brigade Headquarters. See the next page for an example of a generic Brigade Headquarters and its functions. Note that a headquarters may be organised differently, depending upon the level of command it provides. At the tactical level, and remaining with land, battalions, regiments, and units all have their own headquarters, as too will their sub-units, such as companies and squadrons etc.

## Functions

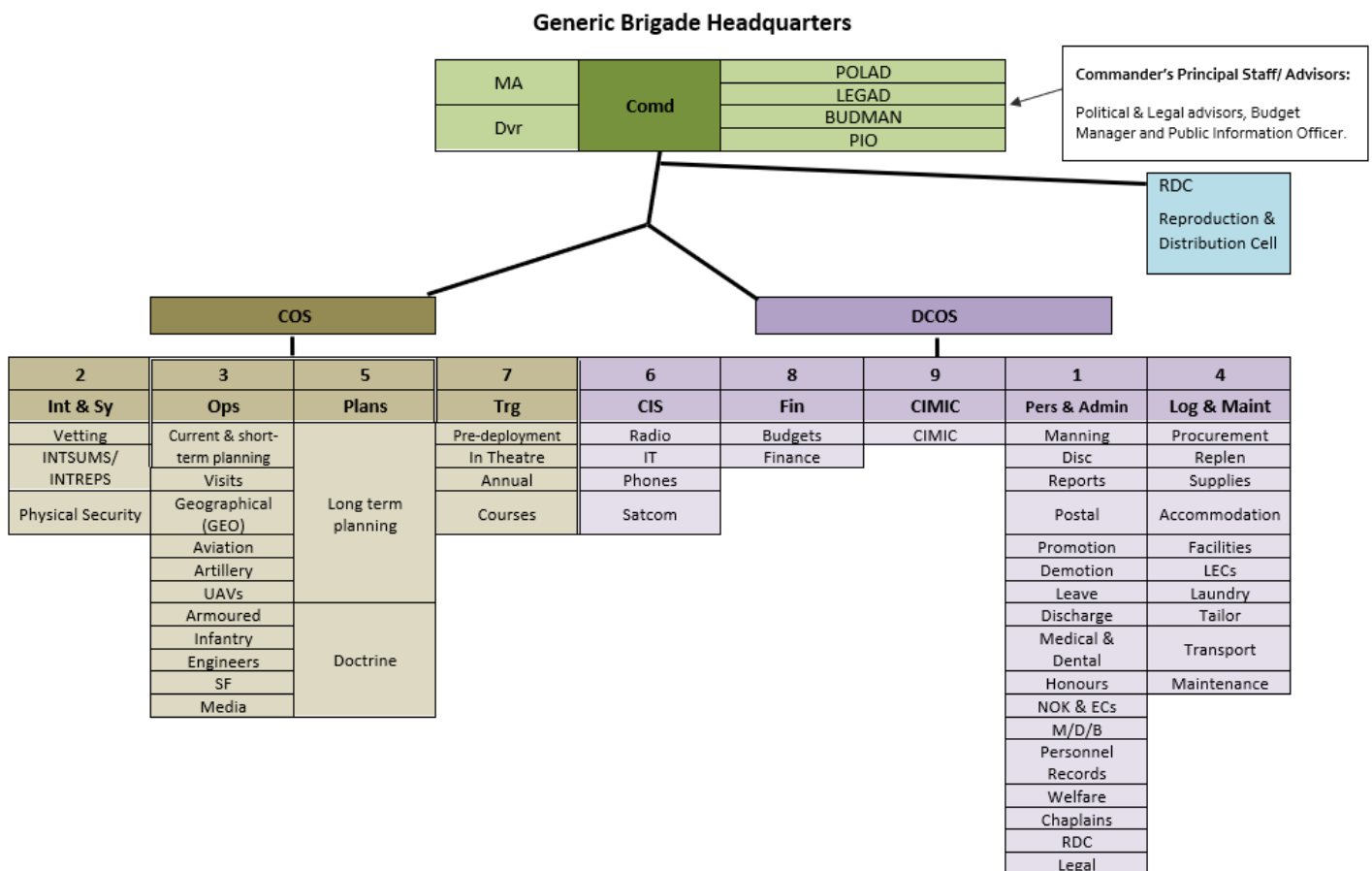
Traditionally staff functions were prefixed by the letter "G" (from the Prussian *Grosse Generalstab* – Great General Staff) and "G" continues to be used for land forces. Some of the more common prefixes in use today are:

A	AIR FORCE HEADQUARTERS
C	COMBINED (MULTINATIONAL) HEADQUARTERS
G	LAND FORCES HEADQUARTERS, BRIGADE LEVEL AND ABOVE
J	JOINT (MULTIPLE SERVICES) HEADQUARTERS
M	MARITIME HEADQUARTERS (SOME COUNTRIES USE N FOR NAVAL HEADQUARTERS)
S	USED BY SOME COUNTRIES FOR STAFF ROLES WITHIN HEADQUARTERS OF LOWER-LEVEL FORMATIONS AND UNITS (E.G., DIVISIONAL BRIGADES, REGIMENTS, BATTALIONS)

A staff officer in a headquarters can be referred to as the A1/G1/M1 etc. In large organizations, there will be more than one person involved with each of the staff functions and A1/G1/M1 will refer to both the staff branch and the officer in charge.

At SHAPE the letter prefix used is “J”; this stands for “joint” and indicates the presence of the 3 core services (Army, Air Force and Navy) working together planning and conducting “joint” (land, maritime and air) operations and missions. There are nine joint staff branches:

- J1 – PERSONNEL & ADMIN
- J2 – INTELLIGENCE & SECURITY
- J3 – OPERATIONS
- J4 – LOGISTICS & MAINTAINANCE
- J5 – PLANS & POLICY
- J6 – COMMUNICATION & INFORMATION SYSTEMS (CIS)
- J7 – TRAINING & EXERCISES
- J8 – BUDGET & FINANCE
- J9 – CIVIL-MILITARY CO-OPERATION (CIMIC)



## Practice

### 1. Match a headquarters branch with a function

a) J1 PERSONNEL	
b) J2 INTELLIGENCE	
c) J3 OPERATIONS	
d) J4 LOGISTICS	
e) J5 PLANS & POLICY	
f) J6 CIS	
g) J7 TRAINING + EXERCISES	
h) J8 BUDGET & FINANCE	
i) J9 CIMIC	
<ol style="list-style-type: none"><li>1. Accommodation</li><li>2. Manning</li><li>3. UAVs</li><li>4. INTSUMs</li><li>5. Courses (pre-deployment/ in-theatre/ annual)</li><li>6. Honours (e.g., medals)</li><li>7. Laundry</li><li>8. Doctrine</li><li>9. Finance</li><li>10. RDC (Reproduction + distribution cell)</li><li>11. M/D/B (marriages, deaths + births)</li><li>12. Promotion + demotion</li><li>13. Special Forces</li><li>14. Current/ Short-term planning</li><li>15. Artillery</li><li>16. Long-term planning</li></ol>	

<b>English</b>	<b>Swedish</b>	<b>Notes</b>
Staff	stab	
Function	funktion	
Command structure	befälsordning	
Single service	försvarsgrensegen	
Personnel & Admin	HR, personaltjänst	
Intelligence	underrättelsetjänst	
Operations	operationer	
Logistics	logistik	
Plans & Policy	planering	
Training & Exercises	utbildning och övningar	
Budget & Finance	ekonomi	
CIMIC Civilian Military Cooperation	civil-militär samverkan	
Reproduction & distribution cell	stabsexpedition (STEX)	

# 9 - DESCRIBING TERRAIN

This unit will look at the vocabulary of describing **land**, and how to describe its tactical use.

The American word 'terrain' and the British word 'ground' mean the same thing.

## Read a commander's terrain model briefing below:

'OK, let's examine the model. The terrain we'll navigate for this operation is situated in the southwest of NORTHLAND. It transitions from **flat** ground in the east to **hills** in the center and **mountains** in the west. While the flat terrain offers excellent **mobility**, **dense** forests in certain areas can restrict **observation**. Our Area of Operations (AO) is characterized by two prominent **peaks**: MOUNT GOLD and MOUNT SILVER, both currently under enemy control. These **heights** provide the enemy with tactical advantages, offering extensive observation points.

The **canalizing** valley between these mountains, known as BRONZE VALLEY, is inaccessible to us due to enemy fire coverage and frequent ambushes.

Additionally, there are other notable **features** to consider: look at the RIVER TORRENS winding around the foothills of MOUNT SILVER, flowing eastward toward the city of NORTHVILLE. It poses a significant **obstacle to movement**, with only the bridges depicted on the model serving as potential **crossing points**. The river is fed by several tributaries, some bordered by **marshland**, where the going is heavy for vehicles above Military Load Capacity (MLC) 110. However, some tributaries offer fords that can be utilized as alternative **wet crossing** points. It's also worth mentioning LAKE MAGENTA, a vital freshwater source for NORTHLAND's population. Additionally, there's a **wadi** originating from MOUNT GOLD toward NORTHVILLE, providing a concealed route toward the **urban area**.

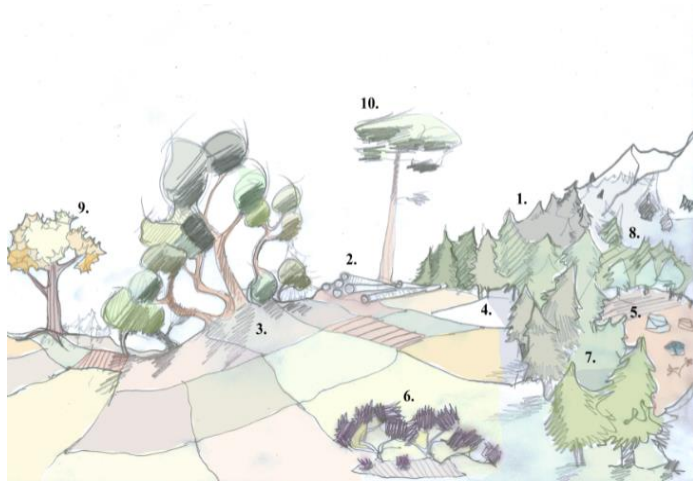
Also, take note of the extensively irrigated northern bank of the RIVER TORRENS, where a network of **canals** and **ditches** creates both obstacles and potential **fire positions**. With the exception of one bridge over the RIVER TORRENS, all the river bridges depicted on the model are currently under enemy control, giving them dominance over this obstacle.

Additionally, significant infrastructure in the AO includes the MSR RED (Main Supply Route), which traverses NORTHLAND's southern and western borders, along with two other **paved** (asphalt) north-south roads. One of these, MSR GREEN, serves NORTHVILLE, and it's vitally important that we keep these routes open to ensure our **freedom of movement (FOM)**.

East of NORTHVILLE, there are numerous smaller roads, while in the mountainous west, **trails** predominate. To summarize, the eastern region, with its **flat terrain**, is advantageous for our mobility and observation, and it encompasses the **primary population centers**, aligning well with our objectives'.

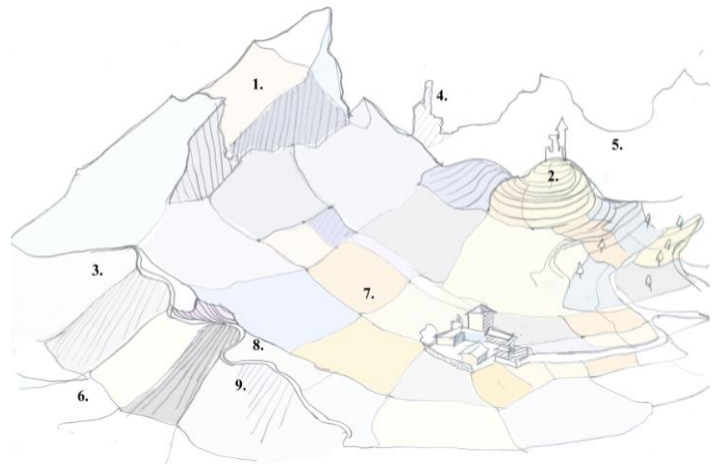
### Broken Terrain

- |  |                                 |
|--|---------------------------------|
| 1. wooded area (woods & forest)        | 6. scrub/ undergrowth           |
| 2. logs                                | 7. dense/thick                  |
| 3. arable/ farmland                    | 8. sparse terrain               |
| 4. tree line (front edge of the woods) | 9. deciduous trees              |
| 5. clearing                            | 10. coniferous/ evergreen trees |



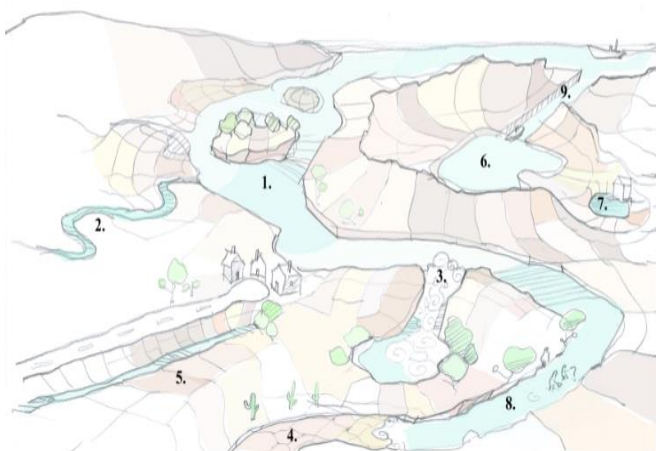
### Hilly Landscape

- |             |                  |
|-------------|------------------|
| 1. mountain | 6. draw          |
| 2. hill     | 7. valley        |
| 3. ridge    | 8. reverse slope |
| 4. finger   | 9. facing slope  |
| 5. saddle   |                  |



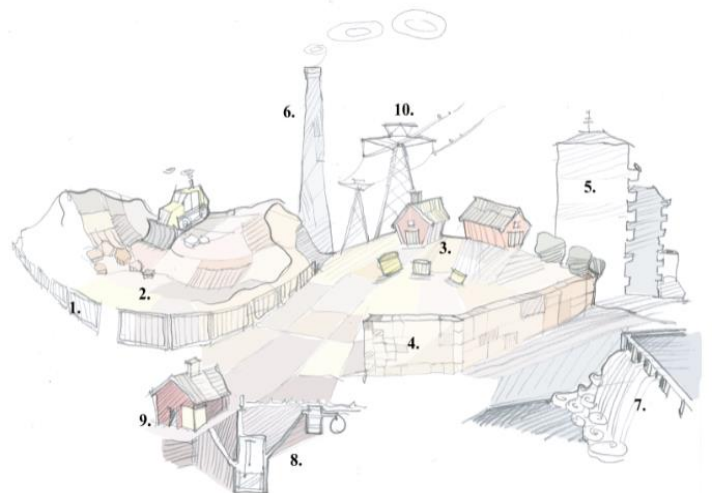
### Riverine & Littoral Features

- |                       |          |
|-----------------------|----------|
| 1. river              | 5. ditch |
| 2. tributary          | 6. lake  |
| 3. stream/ brook      | 7. pond  |
| 4. wadi/ dry riverbed | 8. ford  |
|                       | 9. canal |



### Urban/ Populated Areas

- |                                    |                 |
|------------------------------------|-----------------|
| 1. fence                           | 6. chimney      |
| 2. earthwork/berm                  | 7. dam          |
| 3. barn                            | 8. waterworks   |
| 4. wall                            | 9. house        |
| 5. block of flats/ apartment block | 10. power pylon |



## Breaking up the ground- lanes and strips (segment method)



- Focus attention into an area by saying e.g., 'Look left near distance' or, 'Look right far distance' .
- Focus on the reference points in the relevant areas. These are usually obvious features such as a tree line, apartment block or bridge. You may also give the estimated range or distance from you to the reference point.
- When the person sees what they think is the right object they say, 'seen'.
- From that reference point use various methods out from the initial reference point such as a clock face (1 o'clock, 3 o'clock etc.), fist, fingers, knuckles, etc.

For example:

- Reference left middle distance- centre long grey building – far left window - sniper.
- Reference right far distance- ridge line on horizon- left high peak- artillery.

Reference centre near distance – lone bush centre- observation post (OP).

<b>English</b>	<b>Swedish</b>	<b>English</b>	<b>Swedish</b>
approach	framryckningsväg	copse	skogsdunge
arc (left + right)	skjutgräns	mountain	berg
dead ground	inskyddad terräng	hill	kulle
field of fire	eldområde	clearing	glänta
fire position	eldställning	scrub/ undergrowth	undervegetation
heights	höjder	deciduous (trees)	lövträd
crossing point	övergångsställe	coniferous/ evergreen (trees)	barrträd
canalizing ground	kanaliserande terräng	ridge	ås/ bergsrygg
obstacle to movement	hinder	finger/ rock needle	stennål, pinnackel
flat	platt	marsh/wetland	sumpmark
draw/ ravine	ravin	saddle	sadel (låg del av en ås)
tributary	biflod	valley	dal
dense/ thick	tät	sparse	gles
canopy	trädkoppar	reverse/ facing slope	omvänd/ vänd sluttning
ditch	dike	tree line (front edge)	bestandsgräns
paved road/ black top	asfalterad väg	stream/brook	bäck
going (e.g., 'going is heavy')	terräng, stegdjup	block of flats/ apartment block	flerbostadshus
trail	led	pond	damm
freedom of movement (FOM)	rörelsefrihet	ford	vadställe/ övergångsställe
earthwork/ berm	jordvall	dam	vattenreservoar
barn	ladugård	waterworks	reningsverk
chimney	skorsten	power pylon	mast
fence	staket	house	hus/ villa
irrigated	bevattnade	wadi/ dry riverbed	wadi/ torr flodbädd
observation post	postering/ observationsplats	reference point	referenspunkt, utgångspunkt
wall	vägg	arable/ farmland	åkermark

# 10 - THE ARMY

An army is a large, organized body of armed personnel trained for war especially on land. An army normally has several **command organisations** at the **operational** and **tactical** levels, for example: **divisions** and **brigades**. These divisions and brigades can vary in size and formation, there are **mechanised, armoured, infantry/light role** and **airborne** variants.

An army is formed based on 3 main combat and support elements know as **Arms** which rely on each other in order to function. These 3 elements/arms are: **Combat Arms (CA)**, **Combat Support (CS)** and **Combat Service Support (CSS)** with each element having its own clearly defined role. CA will face the enemy and conduct most of the fighting and are formed primarily by armoured and infantry units. CS units directly assist the fighting troops by providing an array of support such as **indirect fire** in the form of **artillery, combat engineering** resources as well as other direct support to combat troops such as providing **communications infrastructure** and **intelligence**. Finally, CSS provides **administrative and logistic support** to all land-based troops, and this is probably the largest Arm providing support such as **logistics**, including food, water, clothing, ammunition and petroleum, oil and lubricants (POL); **mechanics**, who not only repair vehicles, but are also responsible for repairing weapon systems; **medics; engineers** (non-combat); and **administrators**, who are also on hand to provide combat service support.

There are many **branches** within the army and in order for an army to work efficiently and effectively these branches generally work together in **combined arms operations**. An example of a combined arms operation might involve a squadron of tanks and a company of armoured infantry, supported by artillery and combat engineers. As mentioned previously, the army is just one-third of that which forms an armed force. Combining these services and working together on **joint operations**, where two or more services (e.g., navy and air-force) work together, becomes even more effective and a major force to be reckoned with.

In addition to fighting wars and defending nations, armies can be deployed as part of **peacekeeping** or **peace enforcement** operations alongside other nations and allies on **combined operations**. Likewise, the army can be called upon to assist **civilian authorities** in moments of national need.

## VOCABULARY- ARMY ORGANISATION

Map Symbol	Name	Notes/definition
XXXXX	Army Group	The largest field organisation made up of more than one army, usually responsible for a geographical area
XXXX	Army	A tactical grouping of two or more corps
XXX	Corps	A tactical army grouping of two or more divisions
XX	Division (Div)	A tactical army grouping of two or more brigades
X	Brigade (Bde)	A tactical army grouping of two or more battalions and/or regiments
III	Regiment/Group (Regt/Gp)	A tactical and administrative army grouping of two or more battalions. An administrative grouping of one or more infantry battalions plus a separate regimental headquarters
II	Regiment (Regt)	A tank battalion consisting of 3 or more squadrons. A battalion sized artillery grouping, consisting of 3 or more batteries. A battalion size grouping for certain supporting arms
II	Battalion (Bn)	A tactical and administrative army grouping of 3 or more companies or equivalent sized groupings
I	Company (Coy)	A tactical and administrative army grouping of 3 or more platoons. Sometimes called 'squadrons'
•••	Platoon (Pl)	Platoon-sized groupings of tanks, artillery, and certain supporting arms, such as the engineers, are often called 'troops'
••	Section/ Squad (Sect)	A tactical infantry grouping of eight to twelve soldiers Section known as squad in the US infantry A half-platoon may also be called a multiple
•	Fire team	The smallest element controlled by a leader is the fire team. This consists of four soldiers

## Practice

### 1. Match the type of unit with a category (arm)

Combat Arm	Combat Support Arm	Combat Service Support Arm
		Logistics

Infantry / Intelligence / Special Forces / Armour / Signals /  
 Medical / Combat Engineers / Artillery / Mechanical Engineers

### 2. Match an organizational unit with the command rank

a) Army Group	
b) Army	
c) Corps	
d) Division (Div)	
e) Brigade (Bde)	
f) Regiment (Regt)	
g) Battalion (Bn)	
h) Company (Coy)	
i) Platoon (Pl)	
j) Section/ Squad	
k) Fire team	
1. Lance Corporal/ Corporal 2. General (4*) 3. Lieutenant Colonel 4. Lieutenant General (3*) 5. Field Marshall (5*) 6. Major/Captain 7. Major General (2*) 8. Brigadier (1*) 9. Lieutenant/ Second Lieutenant 10. Colonel 11. Lance Corporal/ Corporal	

English	Swedish	Notes
command	befäl/ ledning	
mechanised infantry	mekaniserat infanteri	
armoured infantry	pansarinfanteri	
communications	ledningssystem	
combat arm	vapenslag	
combat support	understöd	
combat service support	underhållstjänst	
indirect fire	indirekt eld	
combat engineering	ingenjör	
logistics	logistik, underhållstjänst	
branch	truppslag	
joint operation	gemensam operation	
peacekeeping operation	fredsbevarande operation	
peace enforcement operation	fredsframtvingande operation	
multinational/ combined operations	multinationella operationer	
civilian authorities	civila myndigheter	

**AJP-3.2 (2009) – ALLIED JOINT DOCTRINE FOR LAND OPERATIONS**  
**ATP-3.2.1 (2018) – ALLIED LAND TACTICS**

# 11 - THE AIR FORCE

Air forces are responsible for airborne, airbase and command and control units, often working together on joint operations with the army and navy. Air units conduct many roles, including combat, training, and reconnaissance.

## Air Operations

The US DOD defines tactical air operations as: *the deployment of air power in coordination with ground or naval forces: to a. **gain and maintain air superiority**; b. **prevent movement** of enemy forces into and within the **objective area** and to **seek out and destroy** those forces and their **supporting installations**; c. join with ground or naval forces within the objective area, to assist directly in their immediate objective.*

At first glance it may seem that this definition relegates air power to a supporting role for other services. However, on closer inspection this definition highlights the fact that air operations are sophisticated and complex.

## Offensive Air Operations

Air operations can be both **offensive** and **defensive**. The current NATO doctrine for airpower AJP 3.3 describes several core air power roles. The more offensive roles include **strategic attack** against targets to weaken the adversary's ability and will to engage in conflict. They also include a range of counter surface force operations including **air interdiction (AI)** to **disrupt, degrade** or **destroy** adversary capabilities before they can be used effectively.

Combat roles such as **close air support (CAS)** involve **striking** enemy targets that are an immediate threat to friendly forces in battles on land and at sea. The terms **anti-surface warfare** and **anti-submarine warfare** describe direct support against enemy maritime forces. Both capabilities are used to **destroy** or **neutralize** adversary maritime forces either above or below the surface.

## Defensive Air Operations

**Counter-air** operations and missions are designed to **destroy** or **neutralize** enemy aircraft and missiles before they are used to achieve **air superiority**. Air superiority is described as a level of dominance in the air that allows a force to conduct air, land, and maritime operations with little interference from an opposing force. The ideal scenario for any side is **air supremacy** where the opposing force cannot interfere effectively at all.

## Other Types of Operations

Some operations don't fall neatly into offensive or defensive categories. Aircraft (a/c) are commonly used for **Show of Force** showcasing that a force has capabilities and can act at will. The main aim is often to create a **deterrent**.

**Air Transport (AT)** involves the transport of personnel and materiel into the area of operations (AO), **inter-theatre AT** or within the area of operations **intra-theatre AT**.

Some **Intra-theatre AT** can be critical to the success of both defensive and offensive operations. These include **airborne operations** that are **time-sensitive** and involve the movement of capabilities using **fixed** or **rotary-wing air assets** to provide extra combat power to **seize** ground or installations through **air-assault** or **airdrop**.

**Aeromedical evacuation (AE)** involves the extraction of patients from combat zones to medical treatment facilities (**MTFs**) and is a key capability, ensuring that as few lives as possible are lost on the battlefield. Like **Personnel Recovery (PR)** involves recovering and extracting isolated military personnel from areas dominated by enemy forces to ensure force protection.

### Mission Abbreviations

<b>ISR</b>	Intelligence, Surveillance & Reconnaissance
<b>SAR</b>	Search & Rescue
<b>TAL</b>	Tactical Airlift
<b>SEAD</b>	Suppression of Enemy Air Defences
<b>CAS</b>	Close Air Support
<b>QRA</b>	Quick Reaction Alert
<b>PR</b>	Personnel Recovery

### Easy to confuse:

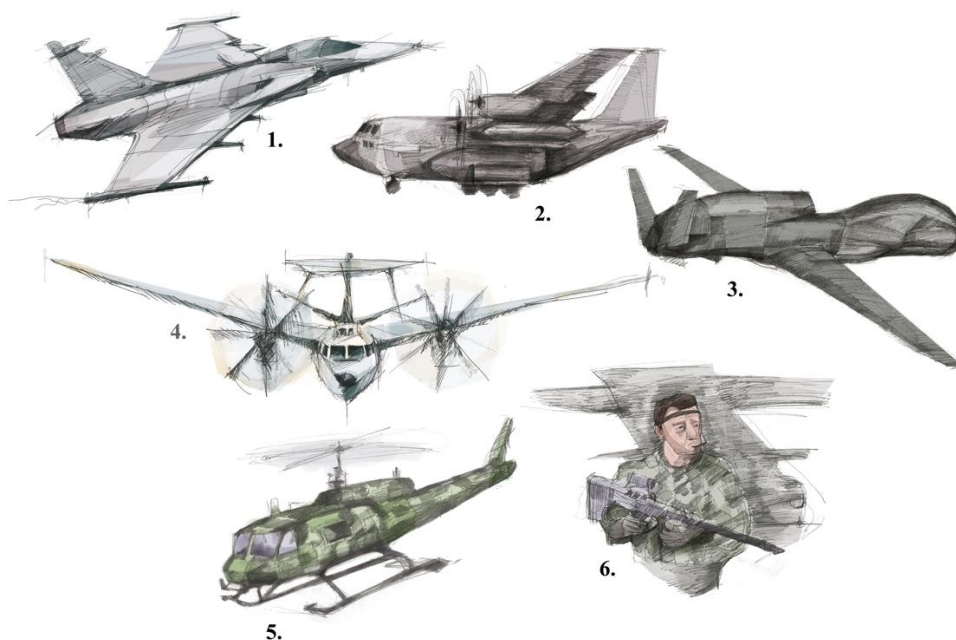
**Fixed Wing and Rotary Wing** are terms used to describe airplanes (Fixed Wing) and helicopters (Rotary Wing).

**Multirole Aircraft (MRA)** can perform multiple missions and are equipped accordingly. For example, a CSAR HEL is equipped with surveillance and rescue equipment. Not to be confused with **Swing-role Aircraft** can switch between mission types or carry out more than one mission simultaneously in flight for example identifying targets and escorting other units.

The terms **Forward Air Base (FAB)** and **Aerial Port of Debarkation (APOD)** are also tricky. **FABs** are bases which provide all roles from intelligence to maintenance. **APOD** refers to the point from which cargo, personnel and missions are dispatched.

### AIR FORCE UNITS

1. **Fighter aircraft** units can conduct operations against targets on the ground, in the air and over water, with extreme precision and a high degree of flexibility and force. These units also conduct intelligence gathering and are on constant standby to defend the nation's territorial integrity. These are supported by **command-and-control** units who report on current airspace status, and command airborne units, (fighter command).
2. **Transport aircraft** units perform airlift operations and are used for example in national and international humanitarian missions.
3. **Signals reconnaissance units** conduct electronic combat reconnaissance and intelligence gathering.
4. **Radar surveillance units** are used primarily to improve data obtained from ground-based and naval sensors.
5. **Helicopter units** carry out national and international ground-based and naval operations.
6. **Base units** are responsible for securing air bases from the ground.



**Practice**

**1. Complete the report with the correct word, abbreviation, or phrase (some examples are included)**

aeromedical evacuation / sorties / SAR / show of force / air strikes / transport / airdropped / deployed

Following an attack on January 28, which killed four Burkina Faso soldiers in Soum province, the Barkhane force a) \_\_\_\_\_ a Mirage 2000 fighter jet patrol, followed by a GTD-A Tigre patrol. This b) \_\_\_\_\_ demonstrated a presence by flying over at very low altitude and very high speed. It also allowed for the c) \_\_\_\_\_ of three wounded Burkina Faso personnel by helicopter to Ouagadougou forward operating base.

French aircraft first deployed to Operation Barkhane in October 2018 where they carried out d) \_\_\_\_\_ against a convoy of insurgents. Air Ops have increased significantly since then. There were 95 e) \_\_\_\_\_ in the January 23-29 period alone in support of 4,500 French personnel, some of whom were f) \_\_\_\_\_ into the AOO in October. Additionally, three U.K. Royal Air Force Chinook g) \_\_\_\_\_ helicopters, based in Gao provide support in a force-protection capacity mostly through h) \_\_\_\_\_ or SAL (Search and Locate) missions.

**2. Match the job with its description**

a. Air Surveillance Operator	1. Manages both civilian and military aircraft movements in domestic environments.
b. Airborne Electronics Analyst	2. Is responsible for base patrols, protective security, explosives detection, emergency response and risk management.
c. Air Traffic Controller	3. Acquires and disseminates information from a high-tech network of radar and intelligence systems, to help detect illegal incursions or other threats to national security.
d. Mission Crew (Air Combat Officer)	4. Operates sophisticated electronic surveillance equipment to conduct above and below surface warfare, detect illegal activity, participate in search and rescue missions.
e. Air Force Security Officer	5. Maintains airframes, engines, armaments, and other equipment.
f. Aircraft Technician	6. Operates sophisticated airborne electronic systems, working in surveillance and battle management, air combat or maritime patrol and response.

English	Swedish	Notes
air superiority	luftöverlägsenhet	
air interdiction	avreglering av luften	
close air support (CAS)	flygunderstöd	
air supremacy	luftherravälde	
show of force	styrkedemonstration	
fixed wing	flygplan	
rotary wing	helikopter	
forward air base	framskjuten flygbas	
aerial port of debarkation	urlastningsplats flyg	
sortie	(flyg)uppdrag	
air strike	flyganfall/ flygangrepp/ flygräd	
airdrop	luftlandsätta (med fallskärm)	
air surveillance	luftbevakning	
air traffic control	flygtrafikledning	
recognized air picture	luftlägesbild	

### AJP-3.3 (2016) – ALLIED JOINT DOCTRINE FOR AIR AND SPACE OPERATIONS

# 12 - THE NAVY

Navies have a variety of roles in the modern armed forces, taking part in both national and international missions. These include helping to avoid conflict and protecting trade routes through **strategic positioning** at global trade chokepoints. This includes **anti-piracy** operations on trade routes which pass unstable regions as well as **anti-crime** operations targeting traffickers and terrorists. Being present as a **show of force**, for example with aircraft carriers or destroyers, in areas of conflict also plays a role in suppressing aggression from other states and non-state actors. Navies also provide **humanitarian support**, including helping to evacuate victims of natural disasters.

A typical modern navy may be organised in the following way:

<b>Navy or Admiralty</b>	All vessels in a navy	2+ Fleets
<b>Fleet</b>	All vessels in an ocean or general region	2+ Battle Fleets or Task Forces
<b>Battle Fleet or Task Force</b>	Many vessels of all types	2+ Task Groups
<b>Task Group</b>	A collection of complementary vessels	2+ Task Units or Squadrons
<b>Squadron or Task Unit</b>	Usually, <b>capital ships</b> (The capital ships of a navy are its most important warships)	A small number of vessels
<b>Flotilla or Task Unit</b>	Usually not capital ships	A small number of vessels, usually of the same or similar types
<b>Task Element</b>	A single vessel	One

Many navies also include an **amphibious force**, usually known as **Marines**. These troops generally arrive by sea but conduct operations on land. Functions of the marines include land operations, serving on naval vessels and protecting naval property at naval bases.

A **submarine** flotilla can engage targets submerged or on the surface, transport special forces, or conduct intelligence gathering and surveillance.

## The Maritime Domain

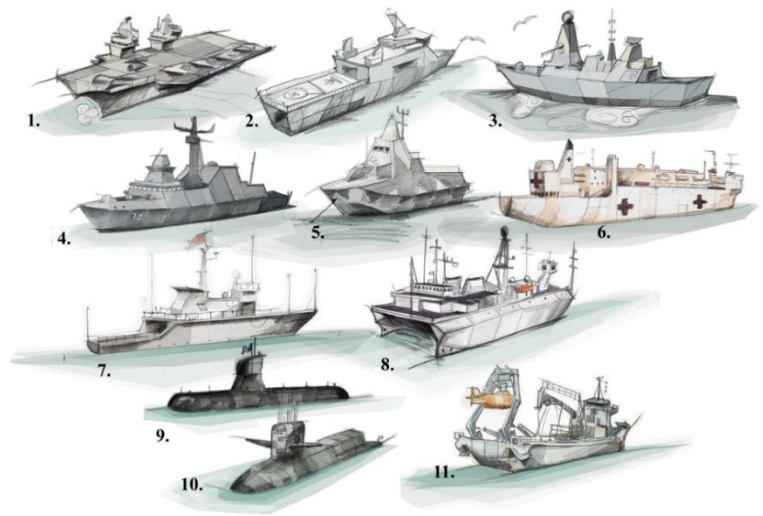
The areas of the sea in which maritime forces operate are often broken down into three regions:

**Blue water** refers to the open or high seas. **Green water** means coastal waters, ports, and harbours. **Brown water** refers to navigable rivers and estuaries.

Currently, the Blue-water navies are generally defined as being capable of sustained overseas deployment, with equipment such as aircraft carriers. So, the term green-water navies is restricted to those operating in coastal and regional areas such as littoral zones. The Brown water navy is defined as maritime forces operating in **littoral zones** to 200 nautical miles (**a nautical mile is 1,852 meters**).

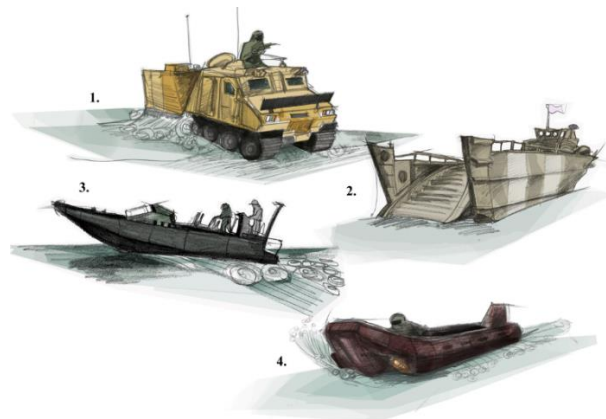
## **Ships**

- |                                 |                                |
|---------------------------------|--------------------------------|
| 1. Aircraft carrier             | 8. Surveillance vessel         |
| 2. Landing Platform Dock Vessel | 9. Ballistic missile submarine |
| 3. Destroyer                    | 10. Attack submarine           |
| 4. Frigate                      | 11. Submarine rescue vessel    |
| 5. Corvette                     |                                |
| 6. Auxiliary/support vessel     |                                |
| 7. Mine countermeasure vessel   |                                |

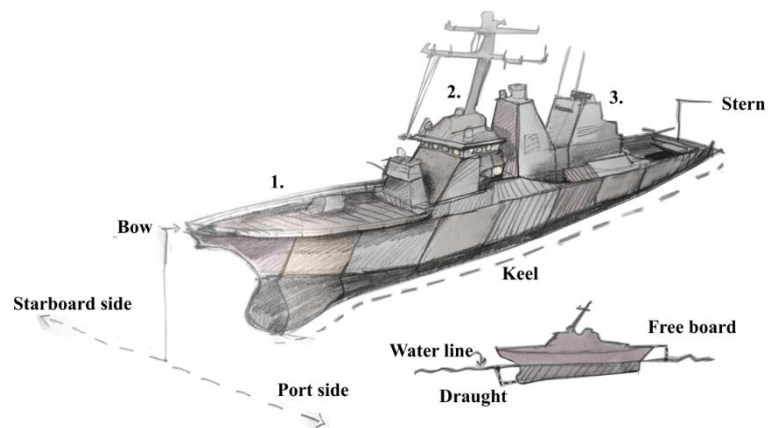


## **Amphibious Forces (the Marines)**

- |  |                             |
|--|-----------------------------|
| 1. Amphibious vehicle (armoured personnel vehicle APV) | 2. Landing craft            |
|  | 3. Fast attack craft        |
|  | 4. Inflatable raiding craft |



## **A Ship's Hull**



## Practice

### 1. Match the naval terms with their definitions. The first match has been done for you.

a	<b>Fleet (8)</b>	1. The employment of naval forces, supported by land, air, and other forces as appropriate, to achieve military objectives in vital sea areas. Such operations include destruction of enemy naval forces, suppression of enemy sea commerce, and protection of vital sea lanes.
b	Fleet in being	2. Efforts to monitor, query, and board merchant vessels in international waters to enforce sanctions against other nations such as those in support of United Nations Security Council Resolutions and/or prevent the transport of restricted goods.
c	Maritime interception operations	3. Is a naval force that extends a controlling influence without ever leaving port; were the fleet to leave port and face the enemy, it might lose in battle and no longer influence the enemy's actions, but while it remains safely in port, the enemy is forced to continually deploy forces to guard against it. A "fleet in being" can be part of a sea denial doctrine, but not one of sea control.
d	Recognized Maritime Picture RMP	4. The use of cargo ships for the deployment of military assets, such as weaponry, vehicles, military personnel, and supplies. It complements other means of transport, such as strategic airlifters, in order to enhance a state's ability to project power.
e	Sea Line of Communication SLOC	5. Primary maritime routes between ports, used for trade, logistics and naval forces. It is generally used in reference to naval operations to ensure that SLOCs are open, or in times of war, to close them.
f	Sea Control	6. A composite picture of activity of a maritime area of interest for a given time.
g	Sea Denial	7. Procedures by which US forces conduct maritime interception operations to determine the true character of vessels, cargo, and passengers.
h	Sealift	<b>8. A major force used to gain, maintain, or dispute control of the seas. By this definition, neither amphibious forces nor ballistic missile submarines constitute a fleet.</b>
i	Visit, board, search, and seizure (VBSS)	9. Attempts to deny an enemy's ability to use the sea (usually with naval blockades or port blockades), at the same time making no attempt to control the sea itself.
j	SPOD	10. The geographic point at which cargo or personnel are discharged. This may be a seaport or aerial port of debarkation (APOD).

English	Swedish	Notes
strategic positioning	strategisk positionering	
anti-piracy	bekämpning av sjöröveri	
humanitarian support	humanitärt stöd	
recognized maritime picture (RMP)	sjölägesbild	
Sea Lines of Communication (SLOC)	farleder	
sea control	herravälde till sjöss, säkerställa den egna handlingsfriheten till sjöss	
sea denial	kontroll till sjöss, bestrider motståndarens handlingsfrihet	
sealift	träng- och sjötransport	
Sea Port of Debarkation (SPOD)	urlastningsplats sjö	
capital ship	slagskepp, örlogsfartyg	
littoral zone	kustzon	
green water navy	kustområden, regional havsflotta	
blue water navy	världshavsflotta	
marines	marinsoldater	
fleet-in-being	fleet-in-being	
brown water navy	skärgårdsflotta	

### AJP-3.1 (2004) – ALLIED JOINT MARITIME OPERATIONS

# 13 - AMPHIBIOUS FORCES

Amphibious forces are the link between naval and army forces, operating in coastal regions, river deltas, ports, archipelagos, entrance ports, and fairways. They can be described as the maritime land force arm of the Navy, focused on **coastal defence** and **coastal fortifications**, including taking measures to provide protection against military attack at or near a coastline (or other shoreline), for example, fortifications and coastal artillery. The five types of amphibious operations are: amphibious raid, amphibious demonstration, amphibious assault, amphibious withdrawal, and amphibious support to crisis response and other operations. Since the amphibious forces can move personnel swiftly, landings can be executed in areas to create the element of surprise. Amphibious troops use landing crafts, fast attack vessels, inflatable raiding crafts, and amphibious vehicles (armoured personnel vehicle APV), where smaller vessels have a parent ship. Amphibious ships are designed to embark, transport, land, and support land forces. Some common abbreviations for larger amphibious platforms include:

- LHA/LHD** Landing helicopter assault/  
Landing helicopter dock
- LPD** Landing platform dock
- LSD** Landing ship dock



Landings can be conducted in a silent or forceful way and using systems such as mines, missiles, and grenades.

## Amphibious operations

An amphibious operation is defined as a military operation launched from the sea by a naval and landing force embarked in ships or craft, with the principal purpose of projecting the landing force ashore tactically into an environment ranging from permissive to hostile. There are different kinds of amphibious operations:

<b>Amphibious Raid</b>	A type of amphibious operation involving swift incursion into, or temporary occupation of an objective followed by a planned withdrawal.
<b>Amphibious Demonstration</b>	A type of amphibious operation conducted for the purpose of deceiving the enemy by a show of force with the expectation of deluding the enemy into a course of action unfavourable to them.
<b>Amphibious Assault</b>	The principal type of amphibious operation which involves establishing a force on a hostile or potentially hostile shore.
<b>Amphibious Withdrawal</b>	A type of amphibious operation involving the extraction of forces by sea in naval ships or craft from a hostile or potentially hostile shore.

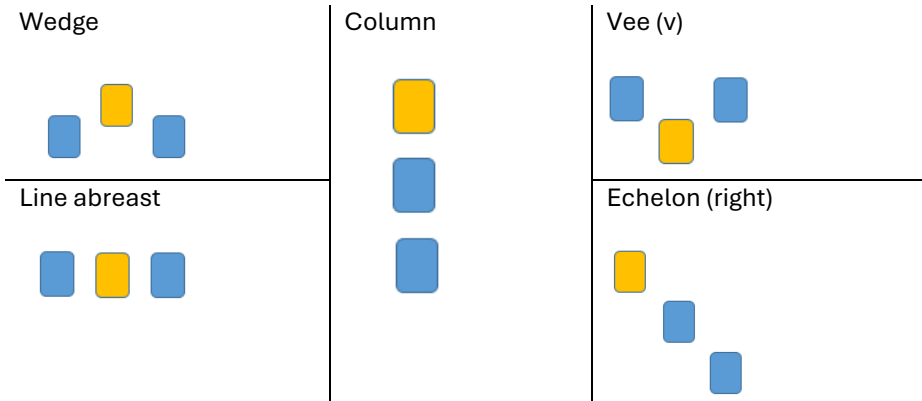
Planning is vital in amphibious operations to establish direct **avenues of approach** for landings. The **landing craft availability table** is the most important document and lists the type and number of landing craft available, and the total required. The **approach schedule** indicates the time of departure from the LD, other control points (CPs), as well as time of arrival at the beach; the **unloading plan** has the sequencing of when to unload the landing force; and the **debarkation schedule** lists the debarkation of troops, equipment, and emergency supplies. The **assault wave diagram** displays the assault waves as they will appear at specified times.

An amphibious unit needs to study the **craft landing zone (CLZ), landing zone (LZ)** or beach, thoroughly in advance in a **Beach Survey Report**, generated via intelligence-gathering. This report includes dimensions (usable length of beach, maximum and minimum width), terrain (sand type, sea walls, and obstructions to ACV), back of the beach and exits.

<b>Boat lane</b>	A lane for amphibious assault landing craft, which extends seaward from the landing beaches to the line of departure. The width of a boat lane is determined by the length of the corresponding beach.
<b>Approach lane</b>	An extension of a boat lane from the line of departure toward the transport area. It may be terminated by marker ships, boats, or buoys.
<b>Line of departure (LD)</b>	In amphibious warfare, a suitably marked offshore coordinating line to assist assault craft to land on designated beaches at scheduled times
<b>Control points (CP)</b>	A position marked by a buoy, boat, aircraft, electronic device, conspicuous terrain feature, or other identifiable object which is given a name or number and used as an aid to navigation or control of ships, boats, or aircraft.
<b>Departure points (DP)</b>	In amphibious operations, an air control point at the seaward end of the helicopter approach lane system from which helicopter waves are dispatched along the selected helicopter approach lane to the initial point.
<b>Rendezvous area</b>	The area where the vessels meet to form waves prior to movement to LD

**Vessel formation**

Each square represents a vessel. The orange square represents the base of the formation.



**Practice**

**1. Complete the report with the correct word, abbreviation, or phrase (some examples are included)**

1. LSD	2. LZ	3. approach lane	4. column	5. LD
6. assault wave diagram	7. boat lane	8. beach survey	9. debarkation schedule	10. amphibious assault

The previous evening, all units had been given an updated operation order of how to execute the (a) \_\_\_\_\_ of Alpha Beach. The (b) \_\_\_\_\_ showed the (c) \_\_\_\_\_ to be in good conditions with deep water until the shore, a 200-meter-long beach with hard sand. At dawn, five (d) \_\_\_\_\_ debarked the fast attack crafts, according to the (e) \_\_\_\_\_. The fast attack crafts followed the (f) \_\_\_\_\_, in a (g) \_\_\_\_\_ formation until the (h) \_\_\_\_\_. According to (i) \_\_\_\_\_, the vessels followed the (j) \_\_\_\_\_ to unload personnel.

**2. Match the operation with its description**

a. Amphibious Raid	1. Landing forces on a potentially hostile shore.
b. Amphibious Assault	2. To deceive the enemy with a show of force and mislead them.
c. Amphibious Demonstration	3. Temporary seizing an area, with a plan of withdrawal.
d. Amphibious Withdrawal	4. Extracting personnel from a hostile, or potentially hostile shore.

**3. Write the correct definition of each abbreviation**

a. LD	
b. LZ	
c. CP	
d. DP	
e. LPD	
f. CLZ	

English	Swedish	Notes
coastal defence and fortification	kustförsvar	
coastal artillery	kustartilleri	
Amphibious Raid	amfibiskt räd/ rädföretag	
Amphibious Demonstration	amfibisk styrkedemonstration	
Amphibious Assault	amfibiskt anfall	
Amphibious Withdrawal	amfibisk urdraging	
Beach Survey Report	rapport från strandrekognoscering	
Boat/approach lane	angöringsled/ landstigningsled	
Line of departure (LD)	utgångspunkt för anfall (UFA)	
Control point (CP)	utgångspunkt på kartan (UPK)	
Departure point (DP)	utgångspunkt för anfall (UFA)	
Rendezvous area	återsamlingsområde (ÅSA)	

**NATO STANDARD AAP-06 2021 NATO GLOSSARY OF TERMS AND DEFINITIONS  
NATO STANDARD ATP-08(B) DOCTRINE FOR AMPHIBIOUS OPERATIONS**

**STANAG 2263 ED4 (1976) – COASTAL AREAS & LANDING BEACHES (VOCABULARY)**

# 14- CONTEMPORARY OPERATIONAL ENVIRONMENT

Some of the most used words in this Handbook are **Operations**, **Operational** or **Operating**. This chapter aims to identify some keywords and common acronyms relevant to the Contemporary Operational (or Operating) Environment.

**Infantry** through “boots on the ground” is a key component regardless of **manoeuvre** or **defensive** approaches.

**Armour** is another key element. However, Anti-tank/anti-armour weapons such as the Javelin **Missile** are effective. **Tanks** have remained vital assets. Armoured personnel carriers (**APCs**) or Infantry Fighting Vehicles (**IFVs**) should also be noted beyond “**soft-skinned**” vehicles.

**Engineer** assets and capabilities remain critical in terms of **denial** through minefields and the rapid creation of strong defensive positions and complex **trench** systems that can protect from **Fires** and **Airborne Surveillance** assets.

Indirect **fires** include Artillery, Mortar and Missile platforms. In logistics terms, **stockpiles** of the ammunition required are a critical strategic concern. **Mass** and **precision** are also important concepts. Mass artillery and rocket fire can be employed with a view to an **A2/AD** effect, anti-access/area denial. Precision effects can be provided by Missile technology and assets such as HIMARs and Storm Shadow. Hypersonic missiles are now available, but sophisticated countermeasures and **Air Defence (AD)** systems such as Patriot can intercept these missiles. Mortars and other Indirect Fires are increasingly being integrated with **drones (Unmanned Aerial Systems/Vehicles, UAS/UAV)** for more precision targeting and **Intelligence, Surveillance, Target Acquisition and Reconnaissance (ISTAR)** purposes. Smaller drones are now being deployed with offensive weapons, such as grenades, as swarms and in a ‘suicide’ style role.

Linked to **Drone** technology, Unmanned Ground Vehicles (**UGVs**) are also becoming more common. From their deployment for mine clearance and counter-improvised explosive devices (**C-IED**) situations, they are now used for other purposes in the logistic and medical chains for resupply and casualty evacuations (**CASEVAC**). At sea, drone ships are evidently being employed through unmanned coastal defence systems, **Unmanned/Uncrewed Surface vessels (USVs)** or **Autonomous Surface Vessels (ASVs)**, including sea mine clearance drones. In electronic warfare (**EW**) terms, this adds to possible targets. Jamming drone signals is common and leads to high rates of **attrition**. Intercepting mobile phone (**SIGINT**) location data has also led to successful targeting.

The use of bioweapons remains a consideration. In **Chemical, Biological, Radiological, and Nuclear (CBRN)** terms, the nuclear threat also continues at multiple levels, from attacks on and around nuclear power stations to the positioning and potential use of **tactical warheads**.

In terms of “manning”, there can be differences between volunteers, conscripts, mercenaries, and professional fighters. In the current operating environment, state-sponsored private military companies/corporations (**PMCs**) are important for projecting combat power and harnessing manpower, including through the compulsion of convicted criminals. There are also partisan and international, and national “legion” fighters involved. The Law of Armed Conflict (**LOAC**) usually enables actors to distinguish between these types of combatants. Psychological Operations (**PSYOPS**) targeting conscripts, deserters, criminal elements, and foreign fighters should also be noted.

Elements of **Security Force Assistance** act in conventional conflicts through training, equipping, advising, supporting, mentoring, liaising, partnering, and supply-style interventions. This multi-layered assistance includes direct government aid, contractor integration, Non-Government Organisation (NGO) support and smaller-scale volunteer intervention.

**Cyber** threats and more **Hybrid** warfare elements have impacted civilian populations. Civilian facilities are targets, and intense periods and pockets of **Urban Warfare** are common.

## VOCABULARY- CONTEMPORARY OPERATIONAL ENVIRONMENT

<b>Types of Warfare</b>	
Insurgency/ counterinsurgency CBRN- Chemical, Biological, Radiological & Nuclear Irregular/ Conventional Hybrid Cyber	Electronic (EW) Manoeuvre Attrition Urban
<b>Key terms in modern warfare</b>	
Conscription Mercenary soldier Trench CASEVAC Tactical warhead Private military company (PMC)	A2/AD anti access/ area denial Drone/ UAV/ USV/ ASV Intelligence, Surveillance, Target Acquisition & Reconnaissance (ISTAR) Law of Armed Conflict (LOAC) Psychological Operations (PSYOPS)
<b>Military Operations other than War (MOOTW)</b>	
Counterterrorism Crisis Management Civil Defence Disaster Relief	Humanitarian Response Peace Support Operations ( <b>PSO</b> ) Security Force Assistance ( <b>SFA</b> )
<b>Security Force Assistance (SFA)</b>	<b>Peace Support Operations (PSO)</b>
Supply Support Advise Liaise Train Partner Mentor Equip	Prevention Mediation Enforcement Peacemaking Peacekeeping Peacebuilding

## Practice

### 1. What does the abbreviation stand for, and how might you translate that or note an example?

	English	Swedish
APC	Armoured Personnel Carrier	
IFV		
AD		
A2/AD		
UGV		
USV		
ASV		
PSO		
MOOTW		
CBRN		
PMC		
LOAC		
COIN		

### 2. Match the terms and their definitions. e.g., a-6

a. Mentor	1. Maintain peace in conflict zones through monitoring, enforcing ceasefires etc. (minimum use of force).
b. Advise	2. The use of military assets to enforce a peace, e.g., often against the will of involved parties (greater use of force).
c. Peacekeeping	3. Strategy emphasizing agility, speed, and the rapid exploitation of vulnerabilities.
d. Peace Enforcement	4. Combination of conventional/unconventional tactics e.g., Cyber, Irregular, Info ops.
e. Manoeuvre Warfare	5. Provides expert opinions, recommendations, and information to assist decisions.
f. Hybrid Warfare	6. Provides guidance, support, and knowledge to a person or unit.

### 3. Deduce five other “types” of war/warfare than those in the mind map

- |                  |  |
|------------------|--|
| a. <u>Jungle</u> | 1. Tropical climate, dense foliage.                                |
| b. M_____n       | 2. High altitude, manoeuvre difficult.                             |
| c. D_____t       | 3. Hot, dry conditions, sandy.                                     |
| d. G_____a       | 4. Linked to more limited, asymmetric, and unconventional warfare. |
| e. T_____h       | 5. Dug in, defensive posture, protection from indirect fire.       |

English	Swedish	Notes
operational environment	operationsmiljö	
denial	förnekande	
conscript	värnpliktig	
mercenary soldier	legosoldat	
fires	eldgivning	
stockpile	förråd	
mass	mängd	
trench	skyttegrav	
drone	drönare	
effects	resultat	
CASEVAC	evakuering av skadade eller sjuka	
missile	robot	
tactical warhead	taktisk kärnvapen	
attrition	utnötning	
NGO (Non-governmental organisation)	icke-statlig organisation	
Law of Armed Conflict (LOAC)	krigets lagar	

#### **AJP 3.4.1 (2001) – PEACE SUPPORT OPERATIONS**

#### **AJP 9 – NATO CIVIL-MILITARY COOPERATION (CIMIC) DOCTRINE**

# 15 - COLD WEATHER WARFARE

Sweden can be cold in the winter. Northern parts of the country, especially above the Arctic Circle, can experience temperatures below -20°C . Such extreme conditions result in the need for specific cold weather training for military personnel.

Soldiers must develop their cardio level and endurance, and dress properly to reduce **sweating**. Sweating creates energy loss, and makes clothing damp, which has an icing effect and can lead to **hypothermia**. It is extremely important not to touch any metal with bare skin in cold weather, since that also leads to **frostbite**. If a shallow frostbite (frostnip) occurs, treat it by warming the affected area gently. Avoid dehydration by drinking 1-2 litres more water in cold weather. Water bottles freeze quickly and should therefore be placed around the neck to avoid this.

Weapons can also start to develop **condensation** when there are big temperature changes, with detrimental effects in cold weather. If a soldier exits a warm area with a weapon, the condensation that the weapon has created will become ice. In your compound or camp, weapons can be kept close to the **tent canvas** to avoid this.

Communication is still vital in cold weather warfare, but radios and their batteries are affected by cold weather. Batteries are sensitive to the cold and must be stored close to a soldier's body and the **radio microphone** is sensitive to ice forming when talked directly into. A radio is never placed in direct snow, it is better to put it on a mat made from **evergreen boughs** (not a groundsheet, since it decreases the radio's range).

When there is snow on the ground, it is easy to spot **tracks** with drones or helicopters, so planning the route ahead is vital. However, sometimes tracks can be used to **mislead** the enemy so one must pay attention to the enemy's old tracks, since they can be dangerous (e.g., mined). Avoid **avalanches** by walking as high up as possible on the slope, avoid **snow cornices**, use **bare ground** where possible, plan, and check weather conditions.

Movement on foot is easy, even though there is snow. However, skis become necessary when the **snow depth** is over 50 centimetres. Since you may have a lot of materiel to transport, a **sledge** pulled by two skiers is often used. Nonetheless, creating tracks and pulling a sledge is energy consuming, so **skijoring** can be preferable, with a tow from an all-terrain vehicle (ATV). When moving with skis, a normal **fire and manoeuvre** advancing technique can be used, where the one advancing creates a track for those following. Creating tracks is very demanding, so advance ten meters at a time.

All **firing positions** used in normal bare ground conditions can also be used in snow. However, when there is over 30 centimetres of snow, it is difficult to fire from a **lying/ prone position** since the elbows and weapons sink down in the snow. Therefore, a **kneeling position** is favourable if no branches or rocks can be used as support.

When a **fire engagement** happens on skis, the soldiers first take cover by throwing themselves down in the snow and then taking the skis off, to continue the battle on foot. If **contact** occurs in your camp, 2 meters of packed snow is enough to protect from **small arms fire**. Snow depth affects the effect of all types of **shrapnel** and smoke ammunition, thus the amount of ammunition used in snowy conditions is 40% higher than in normal conditions.

## VOCABULARY- ARCTIC WARFARE

Survival	Weather & Environment
Dehydration Avalanche shovel Snow saw Snow shelter Tent canvas Insulation Frostbite & Frostnip Dugout Bivouac Exposure Hypothermia	Avalanche Cornice Black ice Exposure Wind chill factor Condensation Evergreen boughs Bare ground Snow depth Packed snow Thaw
Transport	Clothing
Skijoring Sledge Ski tracks Snowcat Snow mobile Skis Ski bindings Tyre chains	Snow camouflage Mittens & Gloves Snowsuit Winter warmer Headover Balaclava Insoles Winter helmet cover Rucksack cover Thermal underwear
Temperature	

Wet Cold (4 to -7 °C)      Dry Cold (-7 to -20 °C)      Intense Cold (-20 to -32 °C)

Extreme Cold (-32 to -40 °C)      Hazardous Cold (-40 °C)

## Practice

### 1. Complete the text about the essentials in cold weather conditions with the correct word

a. barrel	b. aiming device/ sights	c. ammunition	d. mounds	e. evergreen bough mat
f. avalanches	g. close	h. sledge	<b>i. frostbite</b>	j. ice

In cold weather conditions, there are multiple dangers to keep in mind to maintain efficiency. Firstly, long exposure to cold weather can create 1. **frostbite** on exposed parts, such as the cheek. Secondly, the snowy conditions can create 2. \_\_\_\_\_, especially if there are snow cornices, and thus planning is vital. It is possible to move by foot in snow, but skis are preferable, and especially with a 3. \_\_\_\_\_ when transporting heavy materiel. In the compound, radios should be put on an 4. \_\_\_\_\_, instead of groundsheets and snow can be used to build effective 5. \_\_\_\_\_ against small arms fire. It is common that weather conditions create 6. \_\_\_\_\_ battles due to limited sight. When battles occur, soldiers who use branches as support for their weapon can be hindered by snow on their 7. \_\_\_\_\_. Nevertheless, it is equally important for soldiers to avoid fast temperature changes for their weapons since condensation can develop into 8. \_\_\_\_\_, which in the 9. \_\_\_\_\_ can create weapon explosion, or in the 10. \_\_\_\_\_ stops the feeding.

### 2. Match the word with its relevance in winter warfare, example a2

a. <b>Condensation</b>	1. ...are often connected with avalanches
b. Batteries	<b>2. ...is caused by temperature changes, and if it happens it is dangerous in winter warfare</b>
c. Cornices	3. ...can save a lot of energy in cold weather
d. Skijoring	4. ...are key to communication and should be stored close to a human

### 3. Consider the numbers below. Why are these numbers relevant in winter warfare? Match the number with a statement, e.g., A/4

Number	Relevance
a. <b>50cm</b>	1. Combat effectiveness due to training
b. 1-2 litres	2. The number of soldiers pulling a sledge
c. 30 cm	<b>3. When skis are necessary for movement</b>
d. 10 meters	4. Snow depth making it difficult to fire from a lying position
e. 2 people	5. How much more a soldier must drink in weather conditions
f. 70 percent	6. The appropriate/common advance when creating tracks in fire and manoeuvre

English	Swedish	Notes
combat effectiveness	stridsvärde	
frostbite	kylskada	
hypothermia	hypotermi	
condensation	kondensering	
evergreen boughs	vintergrön växtlighet	
avalanche	lavin	
snow cornice	hängdriva	
bare ground	barmark	
sledge	kälke, släde	
firing position	eldställning	
fire engagement/ contact	stridskontakt	
shrapnel	granatsplitter	
mittens	vantar	
insole	iläggsula	
winter warmer	värmejacka	
headover	balaklava	
snowdrift	snödrev	

## STANAG 2981- PREVENTION OF A COLD INJURY

# 16 - LOGISTICS

NATO defines logistics at joint operational level as planning and carrying out the movement and maintenance of forces. During operations, logistics is the bridge between deployed forces and the base, which produces the **materiel** and weapons the deployed forces need to accomplish their mission. Materiel covers a wide range of things, including water, **rations**, petroleum, oil & lubricants (POL), ammunition, equipment, and medical supplies.

A synonym for logistics is **sustainment**; one of the seven joint functions (C2, information, intelligence, fires, movement and manoeuvre, protection, and sustainment). The combat power that a military force can generate is thus dependent on its logistics capability. For this reason, logistics is an integral part of operational planning.

In NATO, logistics covers all areas related to:

- Design and development, **acquisition, storage**, transport, distribution, **maintenance**, and **disposal** of material (reverse supply chain)
- Transport of personnel
- **Provision of facilities-** acquire, construct, maintain, operate, and dispose of physical assets such as buildings.
- Provision of services
- Medical and health service support, e.g. MEDEVAC

When planning operations, force generation is the provision of combat ready units, including the capability to **deploy, sustain** and **recover** the force. Logistic assets are required at different levels of **readiness** to enable this and can include the need for civilian contractors, known as contractor support for operations (CSO) who can make up for any shortfalls in military personnel. These may also be known as LECs (Locally Employed Civilians).

At unit level, the responsibility for logistics and the supply and maintenance of equipment lies with the **quartermaster (QM)** primarily for classes I, II and III of supply, and monitoring and maintaining the unit's Days of Supply (DOS).

There are 10 classes of supply although the 4 main classes are:

- Class I Items consumed by personnel or animals, e.g. rations & water.
- Class II Clothing and individual equipment, tools, and administrative supplies.
- Class III Fuels & lubricants.
- Class IV Items such as construction materials
- Class V Ammunition, explosives, and chemical agents.

The quartermaster will maintain the supplies at the unit's rear echelon and is responsible for resupplying sub-unit logistical support elements prior to sub-units conducting replenishment (REPLEN).

## Vocabulary- Logistic Support to Operations

Force protection Readiness Materiel Petroleum oil & lubricants (POL)	MEDEVAC Joint Logistic Support Group (JLSG) Facilities Quartermaster	Host nation support Logistic planning team Days of supply (DOS) Rations Replenishment	
<b>Mounting</b>		<b>Coupling Bridge</b>	
Assembly Preparation Maintenance Deployment plan	Recognized logistic picture(RLP) Strategic base Full operating capability	Logistic nodes Joint Ops Area (JOA) Airlift	Strategic lift Sealift Air, rail & seaports of embarkation/ debarkation (APOD/ SPOD)
<b>Reception, Staging, Onward movement &amp; Integration (RSOM/ RSOI)</b>			
<b>Reception</b>	<b>Staging</b>	<b>Onward Movement</b>	<b>Integration</b>
Receive Offload Record transport	Feed Accommodate	Relocate Operational deployment location (ODL)	Transfer personnel to joint forces
<b>Restoring Combat Power</b>		<b>Sustainment</b>	
Recover Reverse supply chain Redeploy Rehabilitate Recuperate	Maintain combat power Consumables Equipment Combat losses		

## Practice

### 1. Match key terms in logistics planning with a definition, e.g., 1-F

1. Days of supply (DOS)	a. Land, water & air routes connecting bases with military forces, e.g., Sea line of communication (SLOC).
2. Force protection (FP)	b. Assets, civil and military, at the disposal of a nation.
3. Coupling Bridge	c. Impact of logistics in the Area of Operations (AOO).
4. Host nation support	d. Returning unused materiel from the Area of Operations (AOO).
5. Lines of communication (LOC)	e. Activities which provide the force commander FOA.
6. Logistic footprint	<b>f. Quantity of supplies a formation is expected to consume daily.</b>
7. Logistic planning team	g. Elements & capabilities needed to provide operational logistics.
8. Reverse supply chain	h. Coordinates all planning as the J4 function of a Joint Ops Headquarters.
9. Strategic base	i. Help given by a nation to forces operating in or transiting its territory.
10. Joint logistic enablers	j. Activities related to delivering materiel & personnel from LOC to the Area of Operations (AOO).
11. Strategic lift	k. Equipment and supplies need to support a military operation. Not to be used as a synonym for material.
12. Joint Logistic Support Group (JLSG)	l. The time measured between receiving an order and being operationally ready.
13. Readiness	m. Capability of transporting forces and materiel over long distances, often rapidly.
14. Materiel	n. Formed as part of NATO planning process and responsible for coordinating logistic needs and support to a deployed force.

English	Swedish	Notes
rations	ransoner	
sustainment	vidmakthållande	
acquisition	förvärv	
storage	lagring	
disposal	bortskaffande	
provision	anskaffande	
facilities	anläggningar	
readiness	beredskap	
quartermaster	kvartermästare	
deploy	gruppera/ basera	
recover	tillfriskna/ återhämta	
replenishment	återfyllning	
consumables	förbrukningsvaror	
maintenance	underhåll	
host nation	värdnation	

#### **AJP 4 – ALLIED JOINT DOCTRINE FOR LOGISTICS**

#### **STANAG 2034 LOG – NATO STANDARD PROCEDURES FOR MUTUAL LOGISTICS ASSISTANCE**

# 17 – MILITARY ENGINEERING

According to NATO, **military engineering** is “that engineer activity undertaken, regardless of component or service, to shape the physical operating environment. Military engineering includes support to manoeuvre and to the whole force, including military engineering functions such as engineer support to force protection, **counter-improvised explosive devices**, environmental protection, engineer intelligence and military **search**”.

Modern military engineering can be divided into three main fields: **combat engineering**, strategic support, and ancillary support. Strategic support involves providing services in communication zones, e.g., the construction of bases, bridges and airfields and the improvement of ports, roads, and railways. Ancillary support includes provision and distribution of maps and the disposal of **unexploded ordnance**.

Military engineering construction and demolition tasks are usually performed by soldiers trained as sappers or pioneers. In modern armies, soldiers trained to perform such tasks well forward in combat are often called **combat engineers**.

An infantry battalion usually includes a platoon of **assault pioneers**. These are trained to perform counter-mobility tasks such as constructing obstacles on the battlefield.

Combat engineering is engineering on the battlefield. Here the roles of military engineers include **Mobility** Support, **Counter-mobility** Support, **Survivability** Support and General Engineer Support. The main tasks within the broad title of General Engineer Support, would include:

- Water supply
- Construction of air landing facilities
- Airfield damage repair (ADR)
- Construction and maintenance of utilities and structures, including deployed force infrastructure and HNS in conjunction with civil agencies
- Explosive ordnance disposal (EOD). EOD is not exclusively an engineer task. Some nations select EOD operators from other arms. Operations to counter EO hazards may require EOD trained personnel to be augmented by ammunition technical personnel or divers
- Railways and ports
- CBRN decontamination
- Support to reconstruction and CIMIC tasks

## VOCABULARY- MILITARY ENGINEERING

### Mobility tasks

**Gap crossing** – wet and dry gaps, using bridges and ferries.

**Countermine operations** – detection, reconnaissance, marking, bypassing, breaching and clearance of mined areas.

**Counter obstacle operations** – the breaching, bypassing or reduction of obstacles other than gaps or mined or booby-trapped areas.

**Routes** – developing and improving routes for tactical movement.

**Support to forward aviation** – construction, repair and maintenance of forward airstrips and preparation of landing areas.

**Explosive threat management** – disposal, search and EOD/IEDD tasks.

**Route clearance** – to achieve and maintain freedom of movement, by marking, neutralization, destruction, or removal of explosive ordnance (EO) and other obstacles.

**Area clearance** – focuses on vulnerable points and suspicious areas to reduce the risk posed by explosive ordnance (EO) and other obstacles.

**Military search** – the location of specified targets (people, information or material resources employed by adversary)

### Counter-mobility tasks

**Emplacing obstacles** –includes the use of mines, explosives, digging etc., to achieve the desired effect depending on the situation.

**Reinforcing man-made obstacles** - strengthening civilian structures and military obstacles.

**Enhancing natural obstacles** – including gaps and trees.

**Increasing Combined Arms/Branch Synchronization** – the value of obstacles can be greatly increased by overlaying them with effective fires.

### Survivability tasks

Assistance in the preparation and construction of field fortifications

Assistance in the hardening and construction of protective infrastructure works.

Assistance with camouflage, concealment, and deception

Assistance in the clearance of fields of fire.

Explosive threat management.

## Practice

### 1. Combat Engineer Terminology

In the table below, match the terms (1-10) with the correct definition (A-J). Then decide what type of task the term is associated with – mobility (M), counter-mobility (CM), survivability (S) or general engineer support (G). Note that the terms may be associated with more than one type of task.

Term	Definition	M/CM /S/G
1. Area clearance	A. A target for demolition, the destruction of which must be controlled at a specific level of command because it plays a vital part in the tactical or strategic plan, or because of the importance of the structure itself, or because the demolition may be executed in the face of the enemy.	
2. Crossing area	B. An explosive filled pipe in connectable sections which is normally detonated to cut a passage through a wire obstacle.	
3. Protective minefield	C. A minefield laid to delay and disorganize the enemy and to hinder his use of an area or route.	
4. Tactical minefield	D. In land mine warfare, a minefield employed to assist a unit in its local, close-in protection.	
5. Preliminary demolition target	E. A local force positioned to ensure that a target is not captured by an enemy before orders are given for its demolition and before the demolition has been successfully fired. He is responsible for transmitting the order to fire to the demolition firing party.	
6. Demolition guard	F. A target, other than a reserved demolition target, which is earmarked for demolition, and which can be executed immediately after preparation, provided that prior authority has been granted.	
7. Bangalore torpedo	G. The party at the site which is technically responsible for the demolition.	
8. Demolition firing party	H. Several adjacent crossing sites under the control of one commander.	
9. Nuisance minefield	I. A minefield which is part of a formation obstacle plan and is laid to delay, channel, or break up an enemy advance.	
10. Reserved demolition target	J. In land operations, the detection and if found, the identification, marking and neutralization, destruction or removal of mines or other explosive ordnance, improvised explosive devices and booby traps in a defined area to allow a military operation to continue with reduced risk.	

English	Swedish	Notes
Military engineering	fältarbeten	
Counter improvised explosive device (CIED)	röjning av improviserat tillverkade bomber	
Horizontal action/ off-route mine	sidverkande mina	
Military search	sök, systematisk spaning	
Combat engineering	fältarbete	
Combat engineers	ingenjörtrupp	
Crossing site	övergångsplats	
Route clearance	vägklarering/röjning	
Unexploded ordnance (UO)	oexploderad ammunition	
Bridge demolition	broförstörning	
Mobility	rörlighet	
Counter mobility tasks	fördröjande fältarbeten	
Fortification	befästning	
Demolition firing party	sprängpatrull	
Minefield	minfält	
Mine clearance	minröjning	
Mine detection	minspaning	

**AAP-19(D) (2003) - NATO COMBAT ENGINEER GLOSSARY**

# 18 – COMMUNICATIONS AND INFORMATION SYSTEMS

Communications and Information Systems (CIS) support operations by combining the fundamentals of the Information Exchange Requirement (IER), **CIS capability** and Information Management (IM) to achieve operational advantage. IERs define the need for information exchange between two or more parties that support a given process. IM directs and supports the handling of information, ensuring it becomes the right information in the right form to meet the demands of an organisation. NATO doctrine defines Communications and Information Systems (CIS) as the “assembly of equipment, methods and procedures, and if necessary, personnel, organised so as to accomplish specific information, **conveyance** and processing functions”.

CIS involves the installation, maintenance and operation of information and communication systems (ICS). Note that CIS represents a capability; ICS describes the services available. CIS is an essential part of military operations and provides commanders at all levels with the means to exercise **command and control (C2)** and **disseminate** vital information. In addition, CIS concerns the provision of administrative systems. CIS facilitates the accurate, real-time sharing of intelligence and is necessary to ensure that commanders’ orders and reports are passed quickly and accurately between the various levels of command, and to enable coordinated and synchronized operations to be executed as directed.

Battlefield management systems (BMS) process information in order to enhance command and control via the use of C4ISR (Command, Control, Communications, Computers, Intelligence, **Surveillance** and **Reconnaissance**) systems to improve situational awareness. This is particularly useful when tracking friendly (blue) forces and can help avoid ‘blue-on-blue’ incidents. Examples of BMS are Bowman (UK) and 9LAND (Sweden).

At lower levels, CIS involves systems operated by non-specialists in their own units, e.g., combat net radio (CNR) and global positioning system (GPS) equipment operated by infantry soldiers. At higher levels, CIS units with specialist equipment and technically trained personnel usually provide CIS, e.g., SATCOM, EW, and cyber defence units. In many armies, a HQ and signal company provides CIS to an army brigade HQ, and a HQ and signal/ command & control battalion provides CIS to a divisional HQ. The Royal Air Force (RAF) and United States Air Force (USAF) have communications squadrons and wings, which provide CIS to certain HQs.

## VOCABULARY – COMMUNICATIONS AND INFORMATION SYSTEMS

<b>Battle Management Systems</b>			
Command	Control	Surveillance	Computers
Communications	Intelligence	Reconnaissance	C4SR
<b>C2 Systems</b>		<b>Satellite Communications (SATCOM)</b>	
<b>Combat Net Radio</b>	<b>Cable &amp; Digital Systems</b>	<b>Telephones</b>	Landline Satellite phone Cellular
<b>Electronic Warfare (EWY)</b>		<b>Cyber Defence</b>	
Electronic Attack (EA):  Neutralisation Jamming Deception	Electronic Surveillance (ES):  Find, understand, locate, deny & disrupt	Sabotage Espionage Cybersecurity Denial of service Cyber attack	
<b>Electronic Countermeasures (ECM)</b>			

Electronic Defence (ED):

Protect signal contents

Minimize

Reduce risk of electronic attack

## Practice

### 1. Electronic warfare

Electronic warfare (EW) refers to any action that uses directed electro-magnetic (EM) energy to control the electro-magnetic spectrum (EMS) to attack, **impede (1)**, **disrupt (2)** or **monitor (3)** enemy use of the EMS.

The purpose of electronic warfare is also to **deny (4)** the opponent the advantage of the EMS whilst ensuring friendly unimpeded access to the EMS.

Electronic attack (EA) is the use of EM energy for offensive purposes. EA is employed to neutralise, deny, **degrade (5)**, disrupt, or **deceive (6)** adversaries' C2 capabilities and **diminish (7)** their opportunities to shape or exploit the operational environment.

The three priorities of electronic defence (ED) are to minimise the chance of detection, which includes staying undetected or remaining unnoticed in the EM environment, to protect contents of a signal, again, remaining anonymous in a cluttered environment or preventing detailed, timely analysis of the signal, and to reduce **susceptibility (8)** to EA.

Failure to understand the implications of ES, EA and ED and **exploit (9)** the opportunities available, while operating in a hostile EW environment, will leave our forces at a considerable disadvantage.

In the sentences above there are nine words, which are numbered and in bold type. For each of those words, select the best synonym from the three options (a-c) in the table below.

Word/Answer	a.	b.	c.
1. <b>impede</b>	block	hinder	impact
2. <b>disrupt</b>	discard	agitate	interrupt
3. <b>monitor</b>	observe	screen	control
4. <b>deny</b>	break	deprive	forbid
5. <b>degrade</b>	depose	reduce	break
6. <b>deceive</b>	delude	defraud	beat
7. <b>diminish</b>	shrink	lessen	disappear
8. <b>susceptibility</b>	sensitivity	vulnerability	susceptibility
9. <b>exploit</b>	explore	apply	use

English	Swedish	Notes
impede	hindra	
disrupt	störa	
monitor	övervaka	
deny	förneka	
degrade	nedsätta	
deceive	vilseleda	
diminish	förminska	
susceptibility	sårbarhet	
exploit	utnyttja	
capability	förmåga	
Command and Control	ledning	
disseminate	sprida	
Signal battalion	signalbataljon/ledningsbataljon	
surveillance	övervakning	
reconnaissance	spaning	

### AJP 3.20 ALLIED JOINT DOCTRINE FOR CYBERSPACE OPERATIONS

## Annex A- Key Terms (PUT + General Military)

Swedish	English	Swedish	English
<b>PHASE 1</b>			
Lösa uppdraget	Achieve the mission (NOT “solve”)	Handlingsfrihet	Freedom of action
Förstå uppdraget	Mission analysis	Samverkan	Cooperation
Slutsatser	Conclusions	Samordningsbehov	Coordination requirements
Förmågor	Capabilities	Framgångsfaktorer	Criteria for success
Begränsningar	Constraints and restraints	Målbild	Endstate

<b>PHASE 2</b>			
Civilläge	Civil situation	Styrkejämförelser	Comparison of forces
Vårt läge	Own situation	Fiendens handlingsmöjligheter	Enemy courses of action
Stridsvärde	Combat effectiveness	Kritiska sårbarheter	Critical vulnerabilities
Tredje part	Third parties	Fiendens farligaste agerande	Enemy’s most dangerous course of action
Sikt	Visibility		

<b>PHASE 3</b>			
Egna handlingsmöjligheter	Own courses of action	Stridsindelning	Task organisation
Avgörande punkter	Decisive points	Beslut i Stort (BIS)	Commander’s intent
Trovärdig	Credible	Oleat (SLO)	Overlay
Genomförandeidé (GFI)	Concept of operations or Scheme of manoeuvre	Militärt slutläge	Desired endstate
Spela på planen	Wargaming	Gruppering och uppgifter (IGU)	Deployment and tasks/ Tasks & missions

## Annex B Key Military Terms

English	Swedish		
air assault	luftlandsättning	close air support (CAS)	direkt flygunderstöd
air power	luftmakt	close battle (combat)	slag (strid) på kortare avstånd
air supremacy	luftherravälde	coalition	koalition
airborne	luftburen	collateral damage	skada på ej förutsedda mål
aircraft carrier	hangarfartyg	combat	strid
airdrop	luftlandsättning med fallskärm	combat vehicle	stridsfordon
air-to-air combat	luftstrid	combat effectiveness	stridsvärde
air-to-ground combat	attack mot markmål	command of the sea	herravälde till sjöss
all-terrain vehicle (tracked)	bandvagn	command post	ledningsplats
ambush	eldöverfall	commander	befälhavare
anticipate	förutse	commanding officer	förbandschef
anti-aircraft artillery	luftvärn	concentration	kraftsamling
anti-tank weapon	pansarvärnsvapen	conscript	värnpliktig
area of responsibility (AOR)	områdesansvar	constabulary forces	militärt organiserad poliskår/ gendermeri
area of operations (AOO)	operationsområde	constraints	begränsningar
archipelago	skärgård	contingency plan	omfall
armour	pansar (även i sammansättningar)	control of the sea	sjökontroll
armoured fighting vehicle (AFV)	stridsfordon	corps	kår
armoured personnel carrier (APC)	pansarbandvagn; bepansrat trupptransportfordon	counter insurgency	upprorsbekämpning
arms	truppslag (inom armén)	counterattack	motanfall
assault	överfall	counter-battery	artilleribekämpning
assembly area	uppsamlingsområde	countermeasures	motmedel, motåtgärd
attrition warfare	utnöttningskrig	deception	vilseledning
battalion	bataljon	decisive battle	avgörande slag
battle	slag	deep operation	operation på djupet
battle group	stridsgrupp	defensive operation	försvarsoperation
battlefield	slagfält	deploy	gruppera
blockade	blockad	destroyer (ship)	jagare
bomber	bombflygplan	disengage	lösgöra
branch	truppslag/fack/funktion (inom försvarsgren)	dispute	bestrida
break out	utbrytning	division	division (armé)
breakthrough	genombrott	double envelopment	dubbel omfattning
bridgehead	brohuvud	effect	verkan, resultat
briefing	orientering	end state	målbild
brigade	brigad	engage	bekämpa
bypass	kringgå	engagement	strid
campaign	fälttåg	envelopment	omfattning
capability	förmåga	effects based operations	verkansbaserade operationer
casualties	förluster (sårade och stupade)	exploitation	anfallets fullföljande
centre of gravity	tyngdpunkt	expeditionary force	snabbinsatsstyrka
chain of command	tjänsteväg, befälsordning	fire fight	eldstrid
		firepower	eldkraft
		fire support	indirekt eld
		fire support team	eldledningsgrupp
		flank	flank
		forming up place (FUP)	utgångsläge för anfall

forward line of battle area (FEBA)	frontlinjen
forward line of own troops (FLOT)	främsta linje (egna)
forward position	förpostställning
freedom of movement (FOM)	rörelsefrihet
headquarters	stab
Home Guard	hemvärn
incendiary bomb	brandbomb
indirect fire	indirekt eld
information warfare	informationskrigföring
interdiction	indirekt understöd
joint operation	gemensam operation
landing	landstigning
liaison	samverkan
line of defence	försvarslinje, -ställning
line of sight	siktlinje
littoral	kustnära
live firing	skarp-skjutning
logistics	logistik, underhållstjänst
low-intensity conflict	lågintensiv konflikt
main battle tank (MBT)	stridsvagn
main effort	huvudanfall
main objective of an operation	operationens huvudsakliga mål
maintain	vidmakthålla
manoeuvre	manöver
mechanized	mekaniserad
meeting engagement	renkonterstrid
missile	robot
mission command	uppdragstaktik
mobility	rörlighet
morale	anda, mentalt stridsvärde
multinational operations	multinationella operationer
munitions	tygmateriel
narrow waters	innanhav
node	knutpunkt
non-state actor	icke-statlig aktör
nuclear weapons	kärnvapen
objective	mål,
offensive operation	offensiv operation
operational art	operationskonst
operational deployment	uppmarsch
operational level	operativ nivå
order of battle (orbat)	ständig indelning
ordnance	tygmateriel (åld), vapen och ammunition
peace enforcement operations	fredsframtvängande operationer
peace keeping operations	fredsbevarande operationer

plan of action	stridsplan
positional warfare	ställningskrig
psychological warfare	psykologisk krigföring
pursuit	förfölja
quick reaction force	insatsstyrka
rear	rygg, i detta sammanhang bakre
Reconnoitre (recce/recon)	spana
redeploy	omgruppera
retreat	reträtt, återtåg
sea-lines of communications	sjöförbindelser
section (UK)/squad (US) - sect/sq	grupp, tropp
service	försvarsgren
shaping	
situation report (sitrep)	lägesrapport
skirmish line	skyttelinje
special forces	specialförband
squadron (sqn)	division (flyg)
staff	stabspersonal
staff & supply platoon	stabs & trosspluton
strategic deployment	uppmarsch
strategic level	strategisk nivå
stronghold/strongpoint	motståndsnäste
subordinate	underlydande
supplies	förråd, lager; förnödenheter
support	understöd
suppress	nedhålla
suppressive fire	nedhållande eld/ spärrelid
surface attack	attack mot sjömål (flyg)
surveillance	övervakning
tactical deployment	stridsgruppering, gruppering
tactical level	taktisk nivå
task force	tillfälligt indelat förband, stridsgrupp
theatre of operations	operationsområde
theatre of war	krigsskådeplats
troops	trupper, manskap
truce	vapenvila
UN mandate	FN-mandat, förordnande
unit	förband
warning order	förberedande order

Swedish	English
anda, mentalt stridsvärde	morale
anfallets fullföljande	exploitation
artilleribekämpning	counter-battery
attack mot markmål	air-to-ground combat
attack mot sjömål (flyg)	surface attack
avgörande slag	decisive battle
bandvagn	all-terrain vehicle (tracked)
bataljon	battalion
befälhavare	commander
begränsningar	constraints
bekämpa	engage
bestrida	dispute
blockad	blockade
bombflygplan	bomber
brandbomb	incendiary bomb
brigad	brigade
brohuvud	bridgehead
direkt flygunderstöd	close air support (CAS)
division (armé)	division
division (flyg)	squadron (sqn)
dubbel omfattning	double envelopment
eldkraft	firepower
eldledningsgrupp	fire support team
eldstrid	fire fight
eldöverfall	ambush
flank	flank
FN-mandat, förordnande	UN mandate
fredsbevarande operationer	peace keeping operations
fredsframtvigande operationer	peace enforcement operations
frontlinjen	forward line of battle area (FEBA)
främsta linje (egna)	forward line of own troops (FLOT)
fälttåg	campaign
förband	unit
förbandschef	commanding officer
förberedande order	warning order
förfölja	pursuit
förluster (sårade och stupade)	casualties
förmåga	capability
förpostställning	forward position
förråd, lager; förnödenheter	supplies
försvarsgren	service
försvarslinje, -ställning	line of defence
försvarsoperation	defensive operation
förtutse	anticipate
gemensam operation	joint operation

genombrott	breakthrough
grupp, tropp	section (UK)/squad (US) - sect/sq
gruppera	deploy
hangarfartyg	aircraft carrier
hemvärn	Home Guard
herravälde till sjöss	command of the sea
huvudanfall	main effort
icke-statlig aktör	non-state actor
indirekt eld	fire support
indirekt eld	indirect fire
indirekt understöd	interdiction
informationskrigföring	information warfare
innanhav	narrow waters
insatsstyrka	Quick reaction force (QRF)
jagare	destroyer
knutpunkt	node
koalition	coalition
kraftsamling	concentration
krigsskådeplats	theatre of war
kringgå	bypass
kustnära	littoral
kår	corps
kärnvapen	nuclear weapons
landstigning	landing
ledningsplats	command post
logistik, underhållstjänst	logistics
luftburen	airborne
luftherravälde	air supremacy
luftlandsättning	air assault
luftlandsättning med fallskärm	airdrop
luftmakt	air power
luftstrid	air-to-air combat
luftvärn	anti-aircraft artillery
lågintensiv konflikt	low-intensity conflict
lägesrapport	situation report (sitrep)
lösgöra	disengage
manöver	manoeuvre
mekaniserad	mechanized
militärt organiserad poliskår/ gendermeri	constabulary forces
motanfall	counterattack
motmedel, motåtgärd	countermeasures
motståndsnäste	stronghold/strongpoint
multinationella operationer	multinational operations
mål,	objective
målbild	endstate
nedhålla	suppress
nedhållande eld/ spärrelld	suppressive fire

offensiv operation	offensive operation
omfall	contingency plan
omfattning	envelopment
omgruppera	redeploy
områdesansvar	area of responsibility (AOR)
operation på djupet	deep operation
operationens huvudsakliga mål	main objective of an operation
operationskonst	operational art
operationsområde	area of operations (AOO)
operationsområde	theatre of operations
operativ nivå	operational level
orientering	briefing
pansar (även i sammansättningar)	armour
pansarbandvagn; bepansrat trupptransportfordon	armoured personnel carrier (APC)
pansarvärnsvapen	anti-tank weapon
psykologisk krigföring	psychological warfare
renkonterstrid	meeting engagement
reträtt, återtåg	retreat
robot	missile
rygg, i detta sammanhang bakre	rear
rörelsefrihet	freedom of movement (FOM)
rörlighet	mobility
samverkan	liaison
siktlinje	line of sight
sjöförbindelser	sea-lines of communications
sjökontroll	control of the sea
skada på ej förutsedda mål	collateral damage
skarpsskjutning	live firing
skyttelinje	skirmish line
skärgård	archipelago
slag	battle
slag (strid) på kortare avstånd i direkt anslutning till fronten (motsats till slag (strid) på djupet)	close battle (combat)
slagfält	battlefield
snabbinsatsstyrka	expeditionary force
spana	reconnoitre (recce/ recon)
specialförband	special forces

stab	headquarters
stabs & trosspluton	staff & supply platoon
stabspersonal	staff
strategisk nivå	strategic level
strid	combat
strid	engagement
stridsfordon	armoured fighting vehicle (AFV)
stridsfordon	combat vehicle
stridsgrupp	battle group
stridsgruppering, gruppering	tactical deployment
stridsplan	plan of action
stridsvagn	main battle tank (MBT)
stridsvärde	combat effectiveness
ställningskrig	positional warfare
ständig indelning	order of battle (orbat)
taktisk nivå	tactical level
tillfälligt indelat förband, stridsgrupp	task force
tjänsteväg, befälsordning	chain of command
trupper, manskap	troops
truppslag (inom armén)	arms
truppslag/fack/funktion (inom försvarsgren)	branch
tygmateriel	munitions
tygmateriel (åld), vapen och ammunition	ordnance
tyngdpunkt	centre of gravity
underlydande	subordinate
understöd	support
uppdragstaktik	mission command
uppmarsch	operational deployment
uppmarsch	strategic deployment
upprorsbekämpning	counter insurgency
uppsamlingsområde	assembly area
utbrytning	break out
utgångsläge för anfall	forming up place (FUP)
utnötningskrig	attrition warfare
vapenvila	truce
verkan, resultat	effect
verkansbaserade operationer	effects based operations
vidmakthålla	maintain
vilseledning	deception
överfall	assault
övervakning	surveillance

**Annex C - NATO Phonetic Alphabet**

A	ALPHA	
B	BRAVO	
C	CHARLIE	
D	DELTA	
E	ECHO	
F	FOXTROT	
G	GOLF	
H	HOTEL	
I	INDIA	
J	JULIET	
K	KILO	
L	LIMA	
M	MIKE	
N	NOVEMBER	
O	OSCAR	
P	PAPA	
Q	QUEBEC	
R	ROMEO	
S	SIERRA	
T	TANGO	
U	UNIFORM	
V	VICTOR	
W	WHISKEY	
X	X-RAY	
Y	YANKEE	
Z	ZULU	

## KEY TO PRACTICE ACTIVITIES

### Unit 1 - Writing Style

1.

- a. The commanding officer gave fourteen soldiers awards.
- b. The commander will tell all personnel about the exercise next week.
- c. The 2<sup>nd</sup> Mechanised Brigade will carry out the attack next week.
- d. The company commander taped a note to my door.
- e. When I was on leave, my 2IC completed my duties.

2.

- a. attributed to
- b. developed
- c. determine
- d. eliminate
- e. maintain
- f. declined

### Unit 2 – Correspondence

Internal: a, b, e, f & h

External: d & j

Both: c, g, i & k

### Unit 3 – Orders #1 (1&2)

- a. Situation
- b. Mission
- c. Execution
- d. Administration
- e. Command

### Unit 4 – Orders #2

DEFEAT. c

DESTROY. b

SECURE. d

SEIZE. a

### Unit 5 – Reports

- a. 3
- b. 6
- c. 5
- d. 2
- e. 4
- f. 8
- g. 7
- h. 1

### Unit 6 – Briefings

1.

- a. I don't know Sir... but I'll find out.
- b. Please interrupt... if you have any questions.
- c. The purpose of this briefing is... to update you on the current situation in the AOR.
- d. This briefing is... restricted.
- e. The next slide shows... violations of the NFZ.
- f. As you can see here... the weather conditions will remain stable.

2.

Introduction: b & d

Purpose: c

Body: e & f

Questions: a

3.

- a. give consideration to – consider
- b. with regard to – about
- c. due to the fact that – because
- d. as a consequence of – because of
- e. it is obligatory – you must
- f. initiate – start

## Unit 7 – Ranks & Appointments

Colour	Sergeant
Flight	Sergeant
Flying	Officer
Lieutenant	General
Lieutenant	Colonel
Master	Sergeant
Major	General
Petty	Officer
Sergeant	Major
Staff	Sergeant
Warrant	Officer

General	C	Officer	B
Commander	B	Enlisted	N
JNCO	N	CO	C
Major	B	Airman	N

## Unit 8 – Headquarters

1. d
2. a
3. c
4. b
5. g
6. a
7. d
8. e
9. h
10. a
11. a
12. a
13. c
14. c
15. c
16. e

## Unit 10 – The Army

1.  
CA – Infantry, Special Forces, Armour  
CSA – Artillery, Combat Engineers,  
Intelligence, Signals  
CSSA – Logistics, Medical,  
Mechanical Engineers

2.
  - a. 5
  - b. 2
  - c. 4
  - d. 7
  - e. 8
  - f. 10
  - g. 3
  - h. 6
  - i. 9
  - j. 1
  - k. 11

## Unit 11 – Air Force

1.
  - a. deployed
  - b. show of force
  - c. aeromedical evacuation
  - d. air strikes
  - e. sorties
  - f. airdropped
  - g. transport
  - h. SAR
2.
  - a. 3
  - b. 4
  - c. 1
  - d. 6
  - e. 2
  - f. 5

## Unit 12 – The Navy

- a. 8
- b. 3
- c. 7
- d. 6
- e. 5
- f. 1
- g. 9
- h. 4
- i. 2
- j. 10

## Unit 13 – Amphibious Forces

1.

- a. 10
- b. 8
- c. 2
- d. 1
- e. 9
- f. 3
- g. 4
- h. 5
- i. 6
- j. 7

2.

- a. 3
- b. 1
- c. 2
- d. 4

3.

- a. Line of Departure
- b. Landing Zone
- c. Control Point
- d. Departure Point
- e. Landing Platform Dock
- f. Craft Landing Zone

## Unit 14 – Contemporary Operational Environment

1.

- APC = Armoured Personal Carrier
- IFV = Infantry Fighting Vehicle
- A2/AD = Anti-Access/Anti-Denial
- AD = Air Defence
- UGV = Unmanned Ground Vehicle
- USV = Uncrewed Surface Vessel
- ASV = Autonomous Surface Vessel
- PSO = Peace Support Operations
- MOOTW = Military Operations Other Than War
- CBRN = Chemical, Biological, Radiological, and Nuclear
- PMC = Private Military Company
- LOAC = Law of Armed Conflict
- COIN = Counterinsurgency

2.

- a. 6
- b. 5
- c. 1
- d. 2
- e. 3
- f. 4

3.

- a. Jungle
- b. Mountain
- c. Desert
- d. Guerrilla
- e. Trench

## Unit 15 – Cold Weather Warfare

1.

- 1. i
- 2. f
- 3. h
- 4. e
- 5. d
- 6. g
- 7. b
- 8. j
- 9. a
- 10. c

2.

- a. 2
- b. 4
- c. 1
- d. 3

3.

- a. 3
- b. 5
- c. 4
- d. 6
- e. 2
- f. 1

**Unit 16 – Logistics**

- 1. F
- 2. E
- 3. J
- 4. I
- 5. A
- 6. C
- 7. N
- 8. D
- 9. B
- 10. G
- 11. M
- 12. H
- 13. L
- 14. K

**Unit 17 – Military Engineering**

- 1. J
- 2. H
- 3. D
- 4. I
- 5. F
- 6. E
- 7. B
- 8. G
- 9. C
- 10. A

**Unit 18 – Communications and Information Systems**

- 1. B
- 2. C
- 3. A
- 4. B
- 5. B
- 6. A
- 7. B
- 8. B
- 9. C

## **Publications & Useful Links**

### **Publications**

#### **AAPs (Allied Administrative Publications)**

AAP-06 (2021) – NATO Glossary of Terms and Definitions (English & French)  
AAP-6A (1998) – Military Symbols for Land Based Systems  
AAP-6(B) (2008) – Joint Symbology  
AAP-15 (2021) – NATO Glossary of Abbreviations used in NATO Documents & Publications  
AAP-19(D) (2003) - NATO Combat Engineer Glossary  
AAP-39 (2015) – NATO Handbook of Land Operations Terminology  
AAP-42 (2011) – NATO Glossary of Standardisation Terms and Definitions (English and French)  
AAP-56 (2018) – Military Correspondence  
AAP-77 (2018) – NATO Terminology Manual

#### **AJPs (Allied Joint Publications)**

AJP-3.1 (2004) – Allied Joint Maritime Operations  
AJP-3.2 (2009) – Allied Joint Doctrine for Land Operations  
AJP-3.3 (2016) – Allied Joint Doctrine for Air and Space Operations  
AJP-3.4.1 (2001) – Peace Support Operations

#### **ATPs (Allied Tactical Publications)**

ATP-112 (2020) – Mission Task Verbs for use in Planning and Disseminations of Orders  
ATP-3.2.1 (2018) – Allied Land Tactics

#### **JSPs (Joint Service Publications UK)**

JSP 101 v3.1 (2010) – Defence Writing Guide  
JSP 101 Pt2 v4 – Defence Writing Guide Part 2

#### **STANAGs (Standard NATO Agreements)**

STANAG 2014 Ed9 (2000) - Formats for Orders and Designation of Timings, Locations and Boundaries  
STANAG 2066 – Layout for Military Correspondence  
STANAG 2116E (2010) – NATO Codes for Grades of Military Personnel  
STANAG 2263 Ed4 (1976) – Coastal Areas & Landing Beaches (Vocabulary)  
STANAG 2287 – (See ATP-112 above)  
STANAG 2991 – (See AAP-19(D) above)  
STANAG 7186 – (See AAP-42 above)

#### **Others**

Writers' Handbook (2019) – (Published by the MOD UK)  
Department of Defense (DOD) Dictionary of Military and Associated Terms (2020) – JP 1-02

## QR Codes for Additional Practice Activities:

ORDERS #1 FIVE-PARAGRAPH  
ORDERS



ORDERS #2 NATO TASK VERBS



RANKS & APPOINTMENTS



HEADQUARTERS



DESCRIBING TERRAIN



THE ARMY



THE AIR FORCE



THE NAVY



AMPHIBIOUS FORCES



CONTEMPORARY OPERATIONAL ENVIRONMENT



COLD WEATHER WARFARE



LOGISTICS



MILITARY ENGINEERING

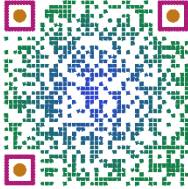


COMMUNICATIONS AND INFORMATION SYSTEMS



## Useful Links:

- [https://dacipad.whs.mil/images/Public/10-Reading\\_Room/03\\_Acronyms\\_Terms/DoD\\_Acronyms\\_Dictionary.pdf](https://dacipad.whs.mil/images/Public/10-Reading_Room/03_Acronyms_Terms/DoD_Acronyms_Dictionary.pdf)  
(DOD pdf of Military Abbreviations a-Z) – US



- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/227048/acronyms\\_and\\_abbreviations\\_dec08.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/227048/acronyms_and_abbreviations_dec08.pdf)  
(Definitions for terms and acronyms used throughout MOD) – UK



- <https://nso.nato.int/natoterm/content/nato/pages/home.html?lg=en>  
(The official NATO Terminology Database)



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