

AmRRON SPOT REPORT

The Spot Report is a guide to assist with reporting threatening or potentially threatening activity that you or someone you know have observed. Designed as a tool to aid soldiers in reporting observed enemy activity, this can be adapted to report criminal activity, invading military forces, or forces of an oppressive regime. This is a combination of two reporting formats (SALUTE & 5W's). Fill everything out as soon and as accurately as possible.

S - ize
A - ctivity
L - ocation
U - nit
T - ime
E - quipment

Who
What
Where
When
Why
How (How Many)

[1] FROM: (Sender)

[2] TO: (Recipient)

[3] PRECEDENCE:

[4] Current DTG: (YYYYMMDD-HHMMZ Use UTC)

S **[5] Size** (Platoon? Battalion? #Vehicles #Persons)

A **[6] Activity** (Convoy, Checkpoint, Patrol, Cordon, Training, Interrogation, Relocating Citizens, Etc)

L **[7] Location** (GPS/Grid Coord, address, road name/#, Direction, proximity to landmarks, nearest town, etc.)

U **[8] Unit** (Domestic/Foreign, Police, Military, branch, guard/reserve, Unit Designation, civ supt, volunteer, etc.)

T **[9] Time & Duration** (Time/Date Group: Yr mo date 24hr-time eg. 20131117 0930 Mtn/Pcfc/Zulu/etc.)

E **[10] Equipment** (Weapons, equip, supplies, vehicles, armor, etc.)

[11] Narrative/Comments:

End of Report

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Who	Who are you (Code name)? Did you witness this yourself? Who did? Is this person credible/reliable? Who did you speak with? Who told you this? Did you get his/her contact information?
What	What happened? What did you see? What did you hear? What did they say to you? What was the end result? (CREATE A TIMELINE, in Chronological Sequence)
Where	Same as 'L' (Location) in the SALUTE report. Where did this happen/is this located? What direction? Location of first and last observation?
When	Same as 'T' (Time) in the SALUTE report. Time/Date and duration.
Why	Explanation given for activity (yours & theirs), if any. Why were you there and why did you have access to this event/information? (Passerby, Observed, participated, solicited, coerced, detained, etc.)
How/How Many	How do you know? How did they treat you? How did you react? How were they carrying out this activity? How many people, trucks, tents, crates, trailers, antennas, backpacks, etc.