

The S.A.L.U.T.E. Report.

When reporting any intelligence information to Headquarters or other Units the S.A.L.U.T.E. format should always be used. This will ensure all information is accurate and complete. S ize A ctivity L ocation U nit T ime E quipment.

S=SIZE of enemy force. Actual numbers if possible. (Squad=12, Platoon=38, Company=145, Battalion=600)

Details:

A=ACTIVITIES of the enemy. (If moving, give direction and method of transportation. Take your time. Be specific. Include small details, even if they seem insignificant.)

Details:

L=LOCATION. 6 digit coordinates, or clear description.

Details:

U=UNIT IDENTIFICATION. (Markings, symbols, uniforms, vehicles, agency markings. Don't give up until you are sure about this one...)

Details:

T=TIME and DATE of sighting. give Military 24hr time or am/pm.

Details:

E=EQUIPMENT carried by the enemy. (To include: type weaponry, webgear, electronics, night vision, body armor, vehicles, tents, etc.)

Details:

Additional information or photos attached:

Signature(s)