**LINE 1** — DATE AND TIME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(DTG)

**LINE 2** — UNIT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Unit Making Report)

**LINE 3** — REFERENCE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Provide Reference: Report Title, Originator, and DTG)

**LINE 4** — ORIGINATOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Unit Identification Code of the Unit Originating the Report)

**LINE 5** — REPORTED UNIT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Unit Identification Code of the Reported Unit)

**LINE 6** — HOME LOCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(UTM or Six-Digit Grid Coordinate With MGRS Grid Zone Designator for the Home Location of the Reported Unit)

**LINE 7** — PRESENT LOCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(UTM or Six-Digit Grid Coordinate With MGRS Grid Zone Designator for the Present Location of the Reported Unit)

**LINE 8** — ACTIVITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Brief Description of Reported Unit’s Current Activity)

**LINE 9** — EFFECTIVE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Commander’s Evaluation of the Reported Unit’s Combat Effectiveness)

**LINE 10** — OWN SITUATION DISPOSITION/STATUS\_\_\_\_\_\_\_\_(A Summary Updating Changes to or Not Previously Reported Major Combatant and Support Force Locations; Significant Mission Readiness Degradation on Units; Current Deployments; Proposed Deployments; Changes in Task Force Designations; Organization or Operational Control (CHOP); and Projected Requirements for Additional Forces)