

## Appendix H

# SALUTE Reporting

H-1. The SALUTE report format requires brief entries which require the collector to break information down into basic elements: who, what, where, when, why, and how. This allows for efficient reporting via electronic or hardcopy medium. It also allows the analyst to quickly scan multiple reports to find specific information.

H-2. Figure H-1 provides guidance and is not to be construed as strict requirements. SALUTE reports of combat activity may only contain a word or two in each entry, whereas Intelligence reports tend to include more detail.

<p><b>TO:</b> Usually the address of the supported S2/G2 (according to unit SOP)</p> <p><b>FROM:</b> Your unit or team designation, or your duty position, as appropriate</p> <p><b>DTG:</b> The date-time group of when the report is being submitted</p> <p><b>Report Number:</b> From local SOP</p> <p>1. <b>(S)ize/Who:</b> Expressed as a quantity, and echelon, or size (e.g., 1 x BDE). If multiple echelons are involved in the activity being reported, there can be multiple entries (e.g., 1 x BDE; 2 x BN). Non-standard units are reported as such (e.g., bomb-making class; support staff).</p> <p>2. <b>(A)ctivity/What:</b> This line is the focal point of the report and relates to the PIR or important non-PIR information being reported. It should be a concise bullet statement.</p> <p>3. <b>(L)ocation/Where:</b> Generally a grid coordinate, including the 100,000 meter grid zone designator. The entry can also be an address, if appropriate, but still should include an 8-digit grid coordinate. City names will always be followed by the two-character country code. If the activity being reported involves movement (advance, withdrawal, etc.) the location entry will include “From” and “To” entries. The route used will be reported under “Equipment/How.”</p> <p>4. <b>(U)nit/Who:</b> This entry identifies who is performing the activity described in the “Activity/What” entry. Include the complete designation of a military unit, identification of a civilian or insurgent group, or the full name of an individual, as appropriate.</p> <p>5. <b>(T)ime/When:</b> For a future event, this is when the activity will initiate. Past events are usually not the subject of SALUTE reports, but if a past event is to be reported, the Time/When entry will generally reflect when the event ended. Ongoing events are reported as such. Reports of composition of forces, morale, and Electronic Technical Data and other non-event topics are reported as ongoing. When reporting on a disposition, the “Time/When” entry is generally the last time the source was at the disposition.</p> <p>6. <b>(E)quipment/How:</b> The information reported in this entry clarifies, completes, and/or expands upon information reported in any of the previous entries. It includes information concerning equipment involved, tactics used, and any essential elements of information not reported in the previous paragraphs.</p> <p>7. <b>Remarks:</b> Use this entry to report the source of the information, whether a person, a CED, open-source media, or other source. Include the date of information and the PIR that the reported information addresses. Map data for coordinates given in the “Location/Where” entry are included, stating map series name, sheet number, scale and edition. If there are enclosures to the SALUTE report, such as sketches, they are annotated here.</p>
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**Figure H-1. Example of a Written SALUTE Report.**