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.
TO: Usually the address of the supported S2/G2 (according to unit SOP)

FROM: Your unit or team designation, or your duty position, as appropriate

DTG: The date-time group of when the report is being submitted

Report Number: From local SOP

1. (S)ize/Who: 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).

2. (A)ctivity/What: 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.

3. (L)ocation/Where: 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.”

4. (U)nit/Who: 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.

5. (T)ime/When: 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.

6. (E)quipment/How: 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.

7. Remarks: 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.

Figure H-1. Example of a Written SALUTE Report.