The SALUTE Report *

The standard format for reporting enemy information is the SALUTE report. SALUTE is an acronym that stands for Size, Activity, Location, Unit identification, Time, and Equipment. The report body should be brief, accurate, and clear. Facts and opinions are distinguished. If secondhand information is reported, its source is included. SALUTE reports include all information of value, first about the enemy, and then about the originator. Messages are printed in block letters. Individual items of information are numbered and separated into paragraphs.

Information about the enemy must cover:

(1) S ize and/or strength of the enemy.

(2) A ctions or activity of the enemy.

(3) L ocation of the enemy and direction of movement.

(4) U nit identification. The designation of the enemy unit may be derived from unit markings, uniforms worn, or thorough information provided by enemy prisoners.

(5) T ime and date the enemy was observed.

(6) E quipment and weapons observed.

Information about the originator or writer must cover:

(7) Location at the time of enemy observation referenced to an identifiable terrain feature, by map coordinates, by the back azimuth from each of two identified points, or the back azimuth and distance from one known point.

(8) Intentions of the originator and/or observer. Examples include, remain in position? Continue on the mission?

An example of an appropriate SALUTE report posted from a recon patrol could be:

(1) Two NVA

(2) Moving trail when they opened fire with AK47's

(3) Map Coordinates YC949865 on wide trail

(4) Clothing not observed due to heavy vegetation

(5) Contact on 19680701 at 1500

(6) Two AK-47's

(7) Observer's location was map coordinate YC949865

(8) Results of contact one USMC WIA (Minor), one NVA KIA Prob. Patrol will move to extract point.

*Based on the United States Marine Corps, School of Infantry, Marine Combat Training Battalion Student Handout: REPORTING INFORMATION, CS11002, Section 4, Page 228-229: