

171-COM-4080
Send a Spot Report (SPOTREP)
Status: Approved

Security Classification: U - Unclassified

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the G2, Fort Benning, GA 31905 foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: You are a member of a team or squad conducting operations and have a situation that requires you to send a spot report (SPOTREP). You have voice or digital communications with higher headquarters. Some iterations of this task should be performed in MOPP 4.

Standards: Prepare a SPOTREP in standard format and send to the next higher element.

Special Conditions: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: The SPOTREP is used to report timely intelligence or status regarding events that could have an immediate and significant effect on current and future operations. This is the initial means for reporting troops in contact and event information. Several lines of the SPOTREP provide sub-categories that structure reported data. Some lines may be omitted in an emergency. For example, the SPOTREP could provide only the reporting unit, event DTG, location, and activity. The format of a SPOTREP may also change based on unit's standard operating procedures (SOP).

If equipped with a digital communication system, the operator must update observed enemy force locations, neutral organizations, civilians and other battlefield hazards.

Performance Steps

1. Prepare SPOTREP.

a. LINE 1 – Date time group (DTG) of report submission.

b. LINE 2 – Reporting unit (unit making report).

Note: After the unit designation, the method of observation must be indicated: unaided, binoculars, infrared, thermal, night vision device (NVD), unmanned aircraft system (UAS), or other. Follow with narrative, if needed.

c. LINE 3 – Size of detected element.

d. LINE 4 - Activity of detected element at DTG of report.

e. LINE 5 - Location (of detected element activity or event observed).

f. LINE 6 - Unit (detected element unit, organization, or facility).

Note: The type of unit, organization, or facility detected should be identified. If it cannot be clearly identified it should be described in as much detail as possible to include the type uniform, vehicle markings, and other identifying information.

g. LINE 7 – Time (DTG of observation).

h. LINE 8 – Equipment (equipment of element observed).

Note: A narrative can be added, if necessary, to clarify, describe, or explain the type of equipment. The nomenclature, type, and quantity of all equipment observed should be provided, if known. If equipment cannot be clearly identified, it should be described in as much detail as possible.

i. LINE 9 – Assessment (apparent reason for or purpose of the activity observed, and apparent threats to or opportunities for friendly forces).

j. LINE 10 – Narrative (free text for clarifying report).

Note: The narrative should describe the actions taken related to the detected activity: attack, withdraw, continue to observe, or other. When feasible, the narrative should also state potential for subsequent reports such as air support request, battle damage assessment (BDA) report, call for fire, casualty report, explosive ordnance disposal (EOD) support, medical evacuation (MEDEVAC) or other reports.

k. LINE 11 – Authentication (report authentication) per SOP.

2. Send SPOTREP to next higher element.

Note: The unit SOP may have additional guidance on who receives the SPOTREP.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: Setup: Provide the Soldier with the equipment and materials described in the conditions statement.

Brief the Soldier: Tell the Soldier what is required to successfully complete the task by reviewing the conditions and standards. Stress the importance of observing cautions, warnings, and dangers, as applicable.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared the SPOTREP.			
2. Sent the SPOTREP to higher headquarters.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	FM 6-99	U.S. ARMY REPORT AND MESSAGE FORMATS	Yes	Yes	

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW current CBRN doctrine.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
171-300-0014	Conduct Surveillance from an Observation Post (OP)	171 - Armor (Individual)	Approved
171-138-0028	Identify Combat Vehicles and Aircraft	171 - Armor (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None

Knowledges :

Knowledge ID	Knowledge Name
K7843	Radiotelephone Procedure
031-K-627-074	Knowledge of standard military reports
551-K-0037	How to establish communications using a military radio network
805C-K-0153	Who receives report after completed
K6049	Know military radio procedures

Skills :

Skill ID	Skill Name
052-S-00001	Send a Radio Message
071-COM-0002	Operate Organic Radio Telephone Equipment
551-S-0077	Ability to establish communications using a military radio network
081-LD-CMN-0002	Operate Tactical Radio
S-551-G-0037	Ability to establish communications using a military radio network

ICTL Data : None