

TITLE: REQUEST FOR INFORMATION [RFI]

REPORT NUMBER: R050 {USMTF # F014}

GENERAL INSTRUCTIONS: Use to request information from requesting unit's command post or other units. Reference: FM 101-5.

LINE 1 - DATE AND TIME _____ (DTG)

LINE 2 - UNIT _____ (Unit Making Request)

LINE 3 - REQUEST _____ (Desired Information (Specific Order or Request))

LINE 4 - PRIORITY _____ (Requestor's Priority: ONE, TWO, THREE, or FOUR)

LINE 5 - BY _____ (DTG Information Required)

LINE 6 - LTIOV _____ (DTG of Latest Time Information of Value)

LINE 7 - NARRATIVE _____ (Free Text for Additional Information Required for Clarification of Report)

LINE 8 - AUTHENTICATION _____ (Report Authentication)

TITLE: RESPONSE TO REQUEST FOR INFORMATION [RRI]

REPORT NUMBER: R055 {USMTF # F015}

GENERAL INSTRUCTIONS: Use to reply to requests for information. If the information is contained in a previous message, the RRI should reference that message in Line 6. Reference FM 34-3 and FM 101-5.

LINE 1 – DATE AND TIME _____ (DTG)

LINE 2 – UNIT _____ (Unit Making Report)

LINE 3 – REQUEST _____ (Request Number of Originator)

LINE 4 – RESPONSE _____ (Answer to Requested Information)

LINE 5 – DTG _____ (DTG of Originator Request)

LINE 6 – NARRATIVE _____ (Free Text for Additional Information Required for Clarification of Report)

LINE 7 – AUTHENTICATION _____ (Report Authentication)

TITLE: SPOT REPORT [SPOTREP]

REPORT NUMBER: S060

GENERAL INSTRUCTIONS: Use to send information to provide timely information or status regarding events that could have an immediate and significant effect on current planning and operations. Reference: FM 17-15, FM 17-98, and FM 7-7.

LINE 1 – DATE AND TIME _____ (DTG)

LINE 2 – UNIT _____ (Unit Making Report)

LINE 3 – SIZE _____ (Size of Unit/Group/Element)

LINE 4 – ACTIVITY _____ (Enemy Activity at DTG of Report)

LINE 5 – LOCATION :

- A. UTM Coordinate (6 digit using WGS84 Datum)
- B. Latitude/Longitude (DM.MMM)
- C. Address, including city, state, zip code
- D. City/County
- E. Polar Plot reference from known point

LINE 6 – UNIT _____ (Enemy Unit)

LINE 7 – TIME _____ (DTG of Observation)

LINE 8 – EQUIPMENT _____ (Equipment of Unit/Group/Element Observed)

LINE 9 – SENDER'S ASSESSMENT _____ (Specific Sender Information)

LINE 10 – NARRATIVE _____ (Free Text for Additional Information Required for Clarification of Report)

LINE 11 – AUTHENTICATION _____ (Report Authentication)

TITLE: SENSITIVE ITEMS REPORT [SENTREP]

REPORT NUMBER: S035

GENERAL INSTRUCTIONS: Use to convey status of military equipment deemed sensitive by chain of command. Send IAW unit SOPs. Reference: FM 19-30.

LINE 1 – DATE AND TIME _____ (DTG)

LINE 2 – UNIT _____ (Unit Making Report)

LINE 3 – STATUS _____ (GREEN indicates 100 percent Complete or to Denote Report With No Discrepancy; if Unit is Green Skip to Line 0; When Discrepancy is Noted Report UNIT RED and Continue Report. Note: Unit is either Green or Red in status.)

LINE 4 – LOSING UNIT _____ (Unit Making Report Loss)

LINE 5 – ITEM _____ (Item Lost by Serial Number)

LINE 6 – DTG OF LOSS _____ (DTG of Loss)

LINE 7 – DETAILS _____ (Circumstances of Loss)

LINE 8 – ACTION TAKEN _____ (Actions Taken to Recover the Item)

LINE 9 – NARRATIVE _____ (Free Text for Additional Information Required for Clarification of Report)

LINE 10 – AUTHENTICATION _____ (Report Authentication)

TITLE: MEDICAL STATUS REPORT [MEDSTAT]

REPORT NUMBER: M045 {USMTF # B907}

GENERAL INSTRUCTIONS: Use to provide status on hospitalization, incidence or occurrence of disease, and unresolved problems or items of significant interest having impact upon the overall medical capability or health of the command. The MEDSTAT report must be repeated in its entirety to report the medical status of ashore or afloat units. Reference: FM 8-10-24.

LINE 1 – DATE AND TIME _____ (DTG)
LINE 2 – UNIT _____ (Unit Making Report)
LINE 3 – TYPE _____ (Type of Medical Status Report: ASHORE REPORT or AFLOAT REPORT)
LINE 4 – COMMAND _____ (Name of Designator of Reporting Command or Facility if Ashore; Ship Name, Type and Hull Number)
LINE 5 – POC _____ (Name of Medical Point of Contact)
LINE 6 – AVAILABLE _____ (Number of Cots or Hospital Beds Available)
LINE 7 – OCCUPIED _____ (Number of Cots or Hospital Beds Occupied)
LINE 8 – OVERFLOW _____ (Number of Cots/Holding Beds Occupied)
LINE 9 – FULL _____ (Number of Cots/Holding Beds Occupied)
LINE 10 – WAITING _____ (Number of Patients Waiting Evacuation Out of/From Command's Area of Responsibility Since Last Report)
LINE 11 – MEDLOG _____ (Number of Days of Class VIII Supplies on Hand)
LINE 12 – PROBLEMS _____ (Unresolved Problems And Anticipated Problems/Issues)
LINE 13 – ASSESSMENT _____ (Commanding Officer's Assessment of Operational Capabilities and Ability to Continue Medical Support (Mandatory Entry))
LINE 14 – NARRATIVE _____ (Free Text for Additional Information Required for Clarification of Report)
LINE 15 – AUTHENTICATION _____ (Report Authentication)

TITLE: MEDICAL SITREP [MEDSITREP]

REPORT NUMBER: M035

GENERAL INSTRUCTIONS: Use to convey a quick, consolidated medical status report as a snapshot rather than a full report. Reference: FM 8-10-3.

- LINE 1 – DATE AND TIME _____ (DTG)
- LINE 2 – UNIT _____ (Unit Making Report)
- LINE 3 – LOCATION _____ (UTM or Six-Digit Grid
Coordinate With MGRS Grid Zone
Designator)
- LINE 4 – STATUS _____ (Number of Operational Cots,
Unoccupied Cots, Number of
Cots Uploaded)
- LINE 5 – PATIENTS _____ (Number of Patients)
- LINE 6 – PROJECTED LOCATIONS _____ (Anticipated Operations in the
Next 24 Hours; Anticipated
Opening and Closing Times at New
Locations)
- LINE 7 – COMBAT HEALTH LOGISTICS _____ (Number of Days Class VIII
& Blood OH)
- LINE 8 – EVACUATION ASSETS _____ (Availability and
Operational Capacity of Evacuation
Assets)
- LINE 9 – NARRATIVE _____ (Free Text for Additional
Information Required for Clarification of
Report)
- LINE 10 – AUTHENTICATION _____ (Report Authentication)

TITLE: MEDICAL EVACUATION REQUEST [MEDEVAC]

REPORT NUMBER: M030 {USMTF # D901}

GENERAL INSTRUCTIONS: Use to request evacuation of sick and wounded personnel by other than USAF fixed-wing assets. Reference: FM 8-10-6.

- LINE 1 – DATE AND TIME _____ (DTG)
- LINE 2 – UNIT _____ (Unit Making Report)
- LINE 3 – LOCATION _____ (UTM or Six-Digit Grid
Coordinate With MGRS Grid Zone
Designator of Pickup Site Location;
Encrypt if Using Non-Secure Means of
Communication)
- LINE 4 – RADIO FREQUENCY _____ (Radio Frequency at Pickup
Site; Call Sign, and Suffix)
- LINE 5 – NUMBER OF PATIENTS(P) _____ (Number of Patients by
Precedence. Report Only Applicable
Information and Encrypt the Brevity
Codes:
A – URGENT
B – URGENT-SURG
C – PRIORITY
D – ROUTINE
E – CONVENIENCE)
If two or more categories must be
reported in the same request, insert
the word BREAK between each
category.)
- LINE 6 – SPECIAL EQUIPMENT _____ (Encrypt the Applicable
Brevity Codes.
A – None
B – Hoist
C – Extraction Equipment)
- LINE 7 – NUMBER OF PATIENTS(T) _____ (Total Number of Patients by
Type.
L + # of PNT – Litter
A + # of PNT Ambulatory)
- LINE 8 – SECURITY OF PICK-UP SITE _____ (N – No Enemy Troops in Area
P – Possibly Enemy Troops in Area
(approach with caution)
E – Enemy Troops in Area
(approach with caution)
X – Enemy Troops in Area
(armed escort required))
- LINE 9 – NO. TYPE OF WOUND, INJURY, OR ILLNESS (PEACETIME) _____ (Specific Information
Regarding Patient Wounds by
Type)
- LINE 10 – METHOD OF MARKING AT PZ _____ (Encrypt the Brevity Codes:
A – Panels
B – Pyrotechnic signal
C – Smoke Signal
D – None

LINE 11 – PATIENT NATIONALITY _____ (Number of Patients in Each
E – Other)
Category Need Not Be Transmitted.
Encrypt Only the Applicable Brevity
Codes:
A – US Military
B – US Civilian
C – Non-US Military
D – Non-US Civilian
E – EPW)

LINE 12 – NBC CONTAMINATION _____ (NBC Contamination; Use
Brevity Codes:
N = Nuclear
B = Biological
C = Chemical
U = Unknown
A = All Clear)

LINE 13 – TERRAIN DESCRIPTION _____ (Description of Terrain
Features at the Proposed Pick-up Site)

LINE 14 – AUTHENTICATION _____ (Report Authentication)

TITLE: COMMANDER'S SITUATION REPORT [SITREP]

REPORT NUMBER: C035 {USMTF # C400}

GENERAL INSTRUCTIONS: Use to keep the commander's higher and lower staff updated and advised on the reporting commander's critical situation. Reference: FM 100-15, FM 71-3, and FM 71-2.

LINE 1 – DATE AND TIME _____(DTG)

LINE 2 – UNIT _____(Unit Making Report)

LINE 3 – PRESENT LOCATION _____(UTM or Six-Digit Grid Coordinate With MGRS Grid Zone Designator for the Present Location of the Reported Unit)

LINE 4 – ACTIVITY _____(Brief Description of Reported Unit's Current Activity)

LINE 5 – SITUATION OVERVIEW _____(A Brief Overall Assessment of the Situation to Include Circumstances or Conditions Which Increase or Materially Detract From the Capability and Readiness of Forces Assigned or Under Operational Control of the Command or Service)

LINE 6 – OPERATIONS _____(A Brief Description and Results of Operations Carried Out by Elements During the Period of the Report; Summary of Plans for Next 24 Hours Deviations or Variations From Previously Reported Intentions/Plans)

LINE 7 – INTELLIGENCE/RECONNAISSANCE _____(Brief Overview of the Situation, Including Operations, Order of Battle, Capabilities, and Threat Changes; Reference: Any Significant Spot Intelligence Reports (SPIREPs) or Intelligence Reports (INTREPs) submitted in Previous 24 Hours)

LINE 8 – LOGISTICS _____(Significant Deficiencies Affecting Support for Planned Operations; Problem Areas Beyond the Commander's or Services' Capability to Overcome or Alleviate in a Timely Manner)

LINE 9 – COMMUNICATIONS/CONNECTIVITY _____(Significant Outages, Traffic Volume, Incompatibilities, and Quantitative Equipment Deficiencies; an Assessment of the Mission Impact Caused by Communications Outages and Degradations)

LINE 10 – PERSONNEL _____(Factors Affecting Readiness of Forces/Units; Mobilization Status; Daily Battle Casualties (Ex: KIA, WIA, MIA) Aggregated by Service and Impact of All Casualties Sustained (Battle, Nonbattle, Critical Skills, Key Personnel Upon the Commands' Mission Capability))

LINE 11 – SIGNIFICANT POLITICAL/MILITARY/ DIPLOMATIC EVENTS _____(Events Not Reported by OPREP 3 PINNACLE But Which Could Result in US and Local and International Public Reaction; Results/Decisions of Key Allied or Other Foreign Government Meetings; Civil Unrest Indications of Civil Defense Measures Contemplated or Implemented; Large-Scale Military Exercises; Events Emphasizing Interests of Key Segments of the Society)

LINE 12 – CDR'S EVAL _____(Summary of Key Points From Paragraphs 12 Through 19 Highlighting Areas Requiring JCS and NCA Actions or Decisions; Continuity of Operations (COOP) Implementation Intentions on Execution)