



UNITED STATES MARINE CORPS  
2d Marine Division, Fleet Marine Force  
Camp Lejeune, North Carolina 28542-5500

DivO P3100.16C  
3:CRT:jmg  
18 Aug 1986

DIVISION ORDER P3100.16C

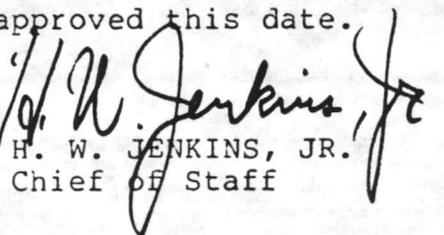
From: Commanding General  
To: Distribution List

Subj: Operational Reports

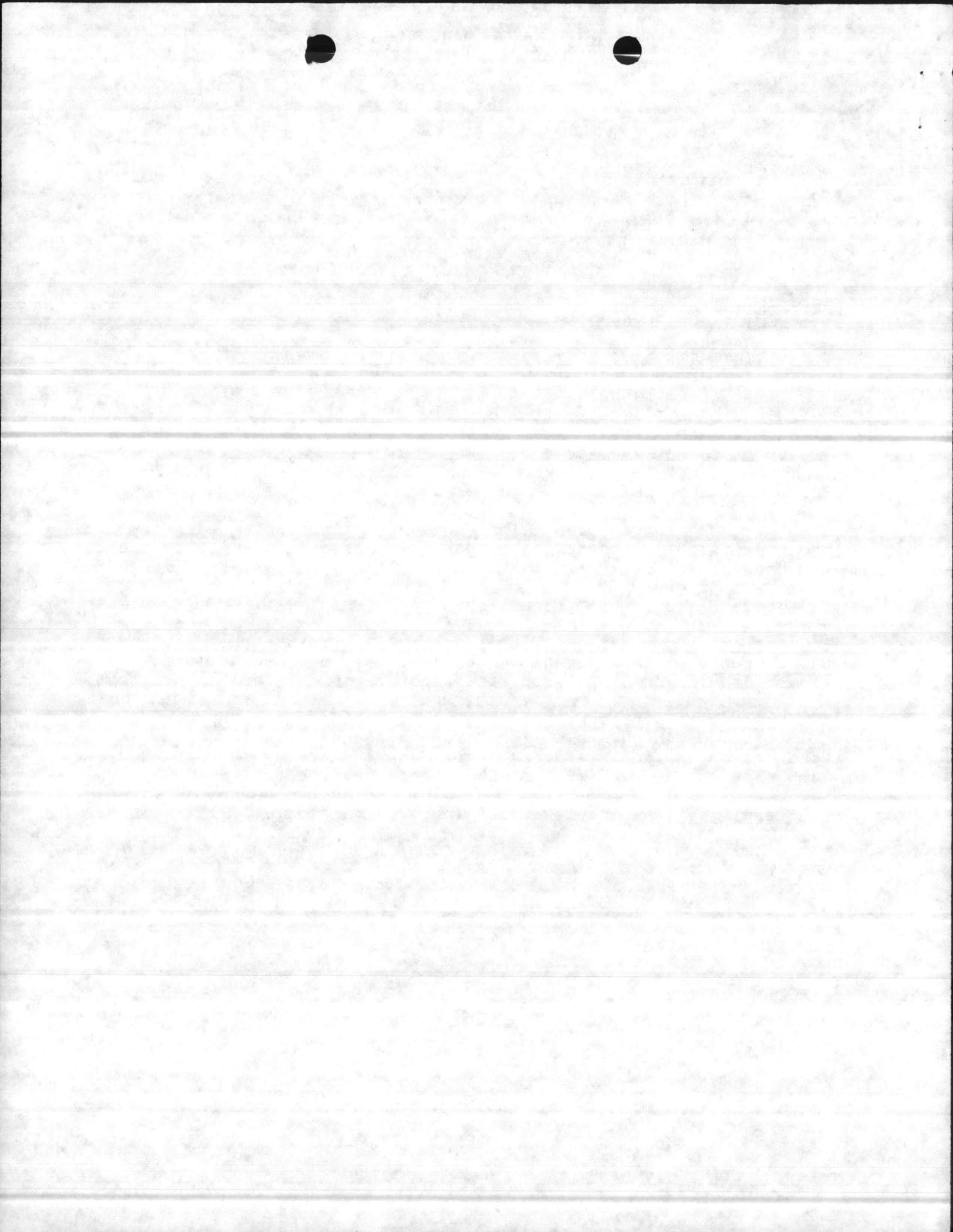
Ref: (a) FMFM 0-3  
(b) MCO 3000.2D  
(c) FMFM 11-1  
(d) STANJAG 2103 (ATP-45)  
(e) JCS Pub 6, Volume II, Part 2, Chapter 1  
(f) DivO P3000.9B  
(g) MCO P5750.1F  
(h) MCO 5740.2E  
(i) DivO 5740.1A

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate instructions and guidance necessary for the submission of operational reports, in accordance with references (a) through (i).
2. Cancellation. DivO P3100.16B.
3. Action. Commanding Officers are to familiarize themselves with the contents of this Manual and ensure timeliness and accuracy in report submission of the reports contained in chapters 1 through 8.
4. Summary of Revision. This Manual contains major chapter modifications which are designed to provide ease in location of specific operational reports. This Manual contains a substantial number of changes and must be completely reviewed.
5. Certification. Reviewed and approved this date.

  
H. W. JENKINS, JR.  
Chief of Staff

DISTRIBUTION: A



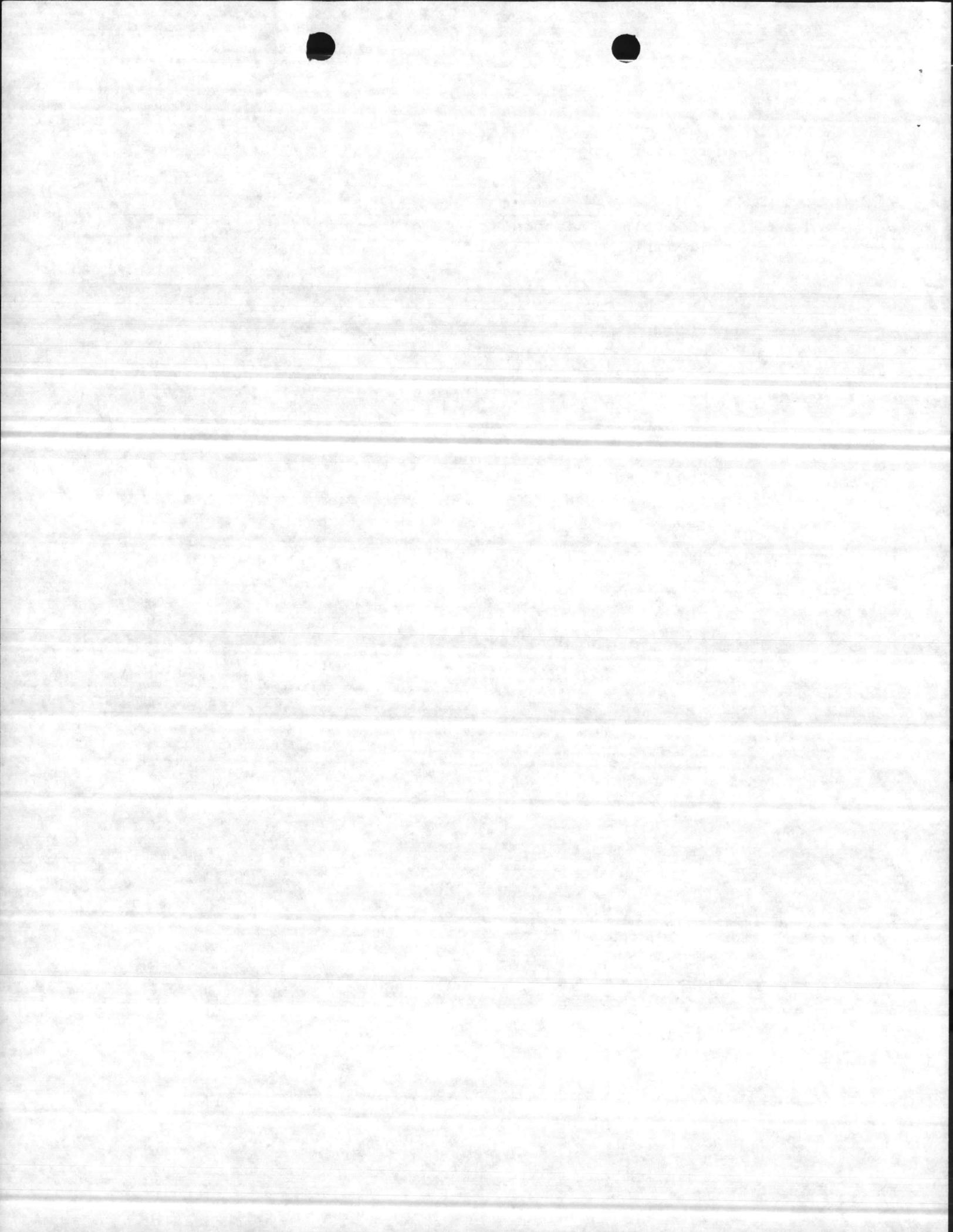
LOCATOR SHEET

Subj: Operational Reports

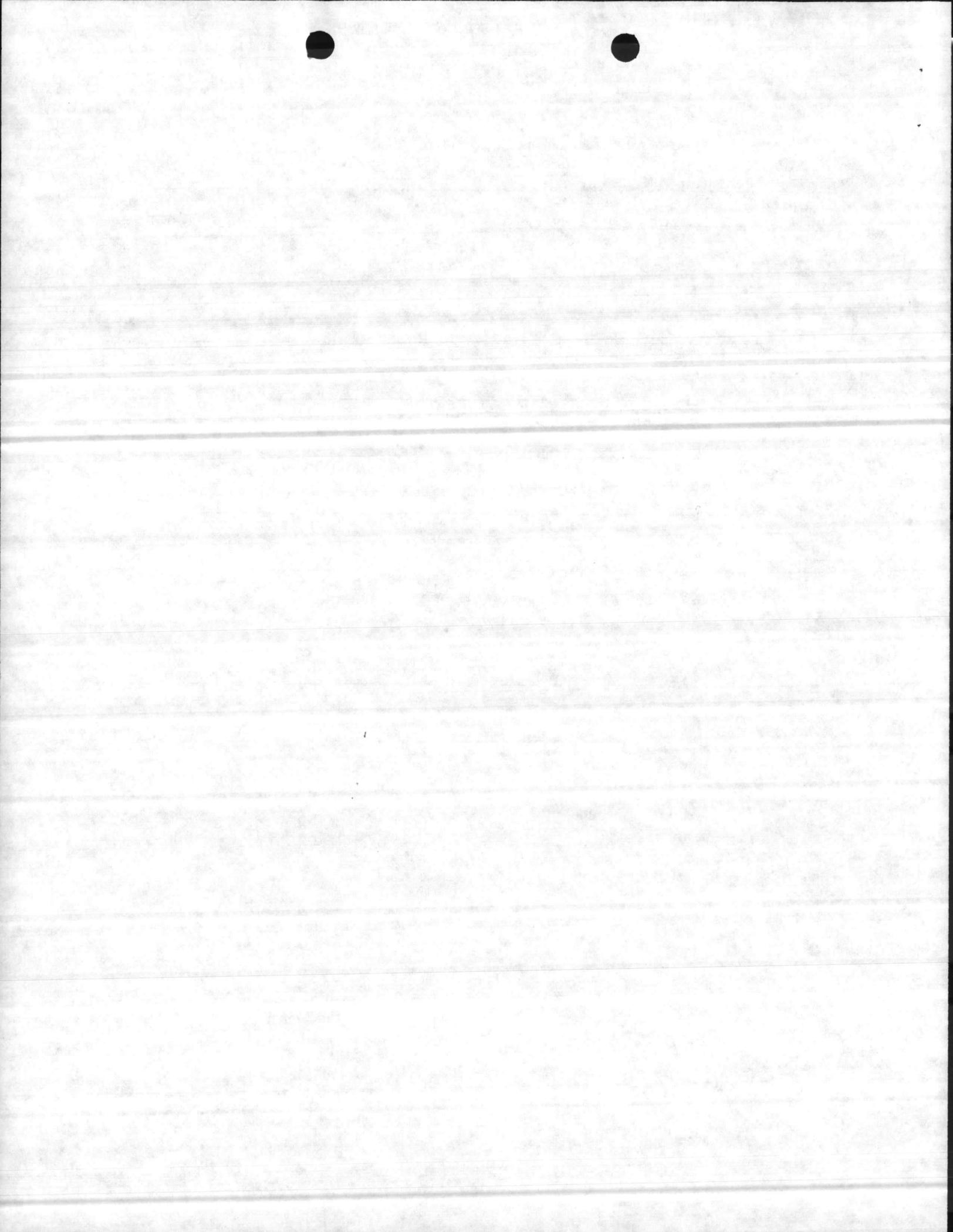
Location:

\_\_\_\_\_  
(Indicate the Location(s) of the copy(ies) of this  
Manual)

ENCLOSURE (1)



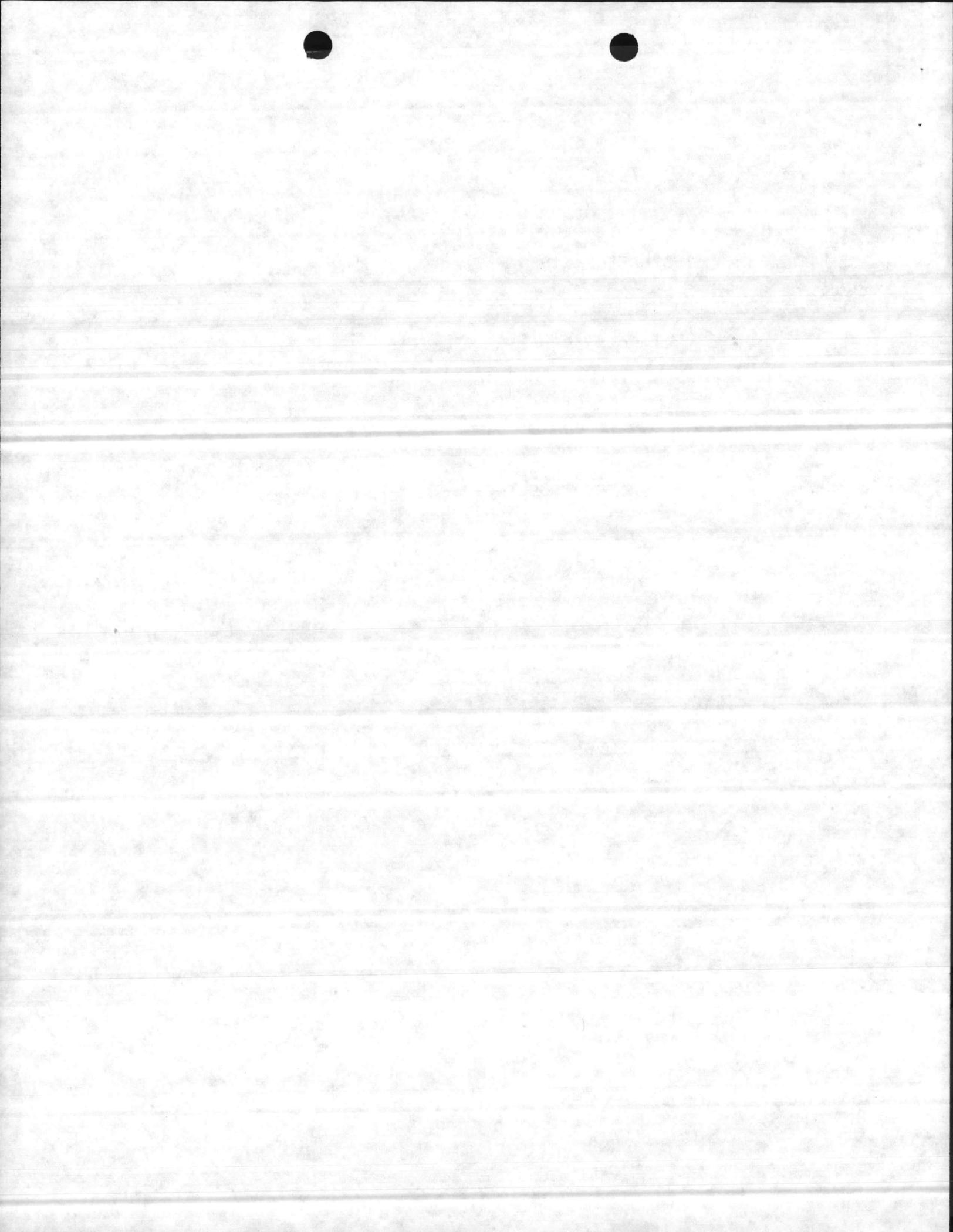




## CONTENTS

## CHAPTER

- INTRODUCTION
- 1 SITUATION REPORT (SITREP)
  - 2 SPOT REPORT (SPOTREP)
  - 3 PREDEPLOYMENT REPORT
  - 4 POST EXERCISE/DEPLOYMENT REPORT
  - 5 NBC REPORTING AND WARNING REPORTS
  - 6 UNITREP
  - 7 COMMAND CHRONOLOGY
  - 8 OPREP-3 SERIOUS INCIDENT REPORTS (OPREP-3 SIR)

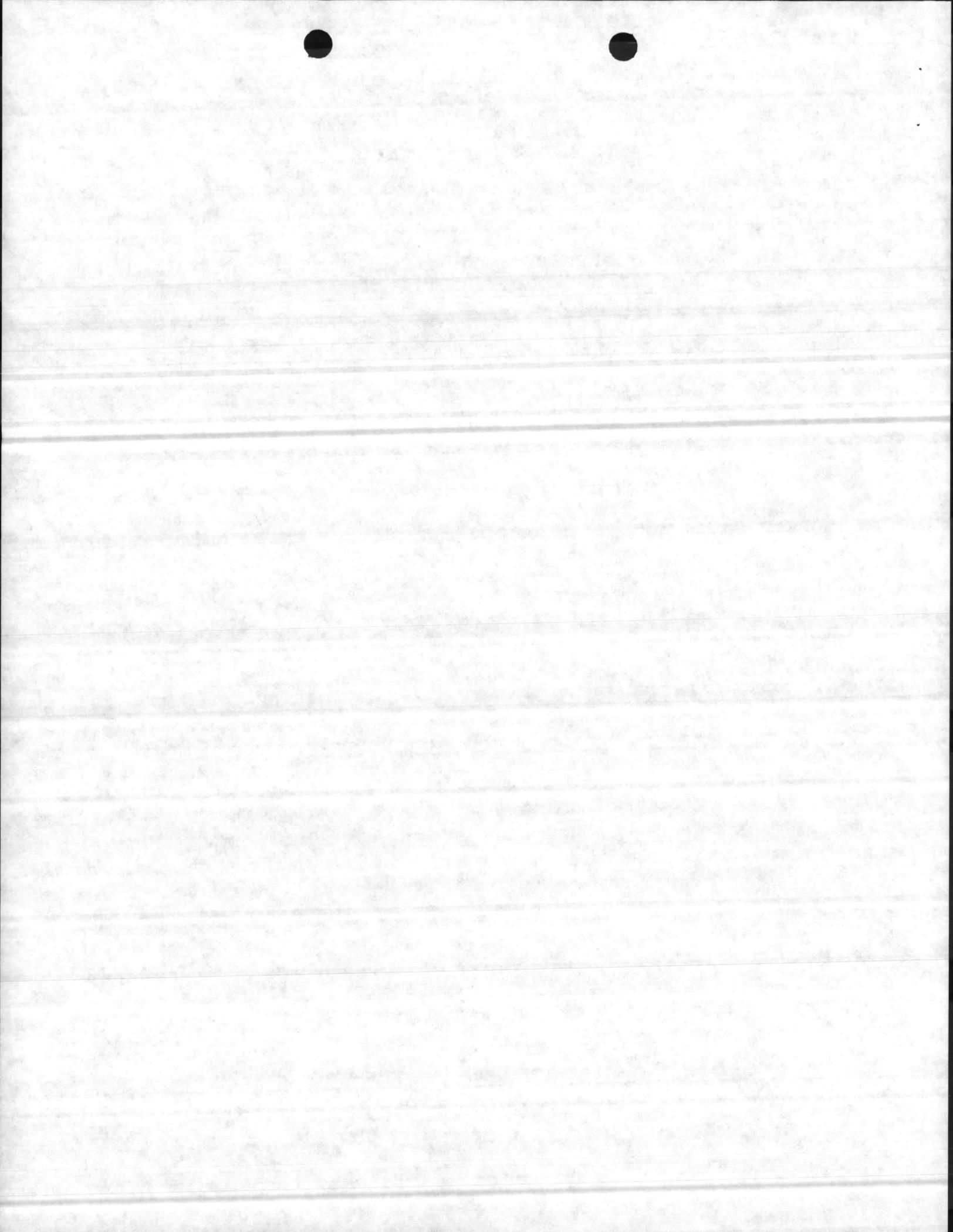


OPERATIONAL REPORTS

CHAPTER 1

SITUATION REPORT (SITREP)

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE. . . . .	1000	1-3
SITUATION REPORT REQUIREMENTS. . . . .	1001	1-3



## CHAPTER 1

## SITUATION REPORT (SITREP)

1000. PURPOSE. The requirement exists to keep the Commanding General informed on the progress of training or operations. Division units deployed away from Camp Lejeune for training will submit a situation report (SITREP) as directed by letter of instruction or implementing directive. During combat operations, a SITREP submitted in accordance with applicable order (i.e., initiating directive, OPORDER, etc.) will provide the necessary information.

1001. SITUATION REPORT REQUIREMENTS

1. Training Deployments. Situation reports for units conducting training away from Camp Lejeune will be submitted either daily or weekly. Daily reports are usually submitted by telephone, if feasible, to the AC/S, G-3 (Attn: Operations) or Command Duty Officer and are abbreviated in nature. Weekly reports will be submitted by message as of 2000 each Friday to this command, with information copy to parent command. Additional addressees will be directed by this command on a case-by-case basis. Reports required by operational commanders, other than Commanding General, 2d Marine Division, will be submitted in accordance with appropriate directives with information copy to this command.

a. Daily SITREP will include:

(1) What occurred today?

(2) What is scheduled for tomorrow?

(3) Progress of the exercise/operation as viewed by the unit commander.

b. Format for the weekly SITREP is as follows:

From:

To:

Subj: (Unit) SITREP Number

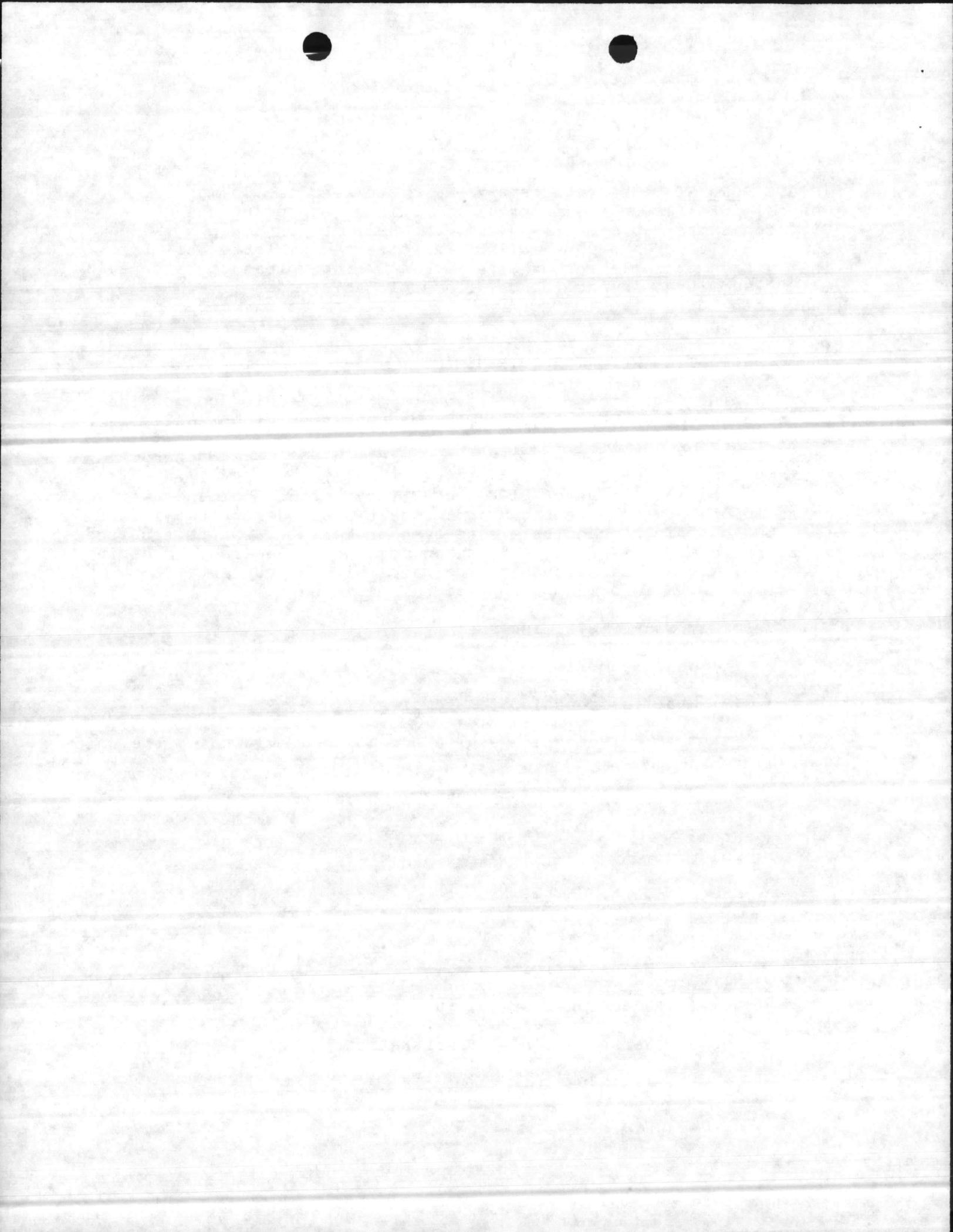
1. ( ) Period covered.

2. ( ) Major activities.

3. ( ) Functional areas.

a. Personnel and Administration

(1) NJP



the unit following in the deployment cycle listed as info addrees on all SITREPS.

2. Combat Reports. When directed, units are to submit tactical situation reports in the following format: (Sample reports are contained in reference (a)).

From:

To:

Subj: SITREP No. \_\_\_\_\_

Period Covered: (DATE TIME GROUP) (TIME ZONE)

1. ( ) Enemy:

- a. Units in contact.
- b. Enemy reserves which can affect the local situation.
- c. Brief description of enemy strength, material means, morale, and his probable knowledge of our situation.
- d. Conclusions covering course of action open to the enemy.

2. ( ) Own Situation

- a. Location of forward elements.
- b. Location of units, headquarters and boundaries.
- c. Location of adjacent units and supporting units.
- d. Brief description and results of operations during reporting period.
- e. Noneffective units.

3. ( ) Combat Service Support (CSS)

(General statement of the CSS situation of other than normal, as it directly affects the tactical situation.)

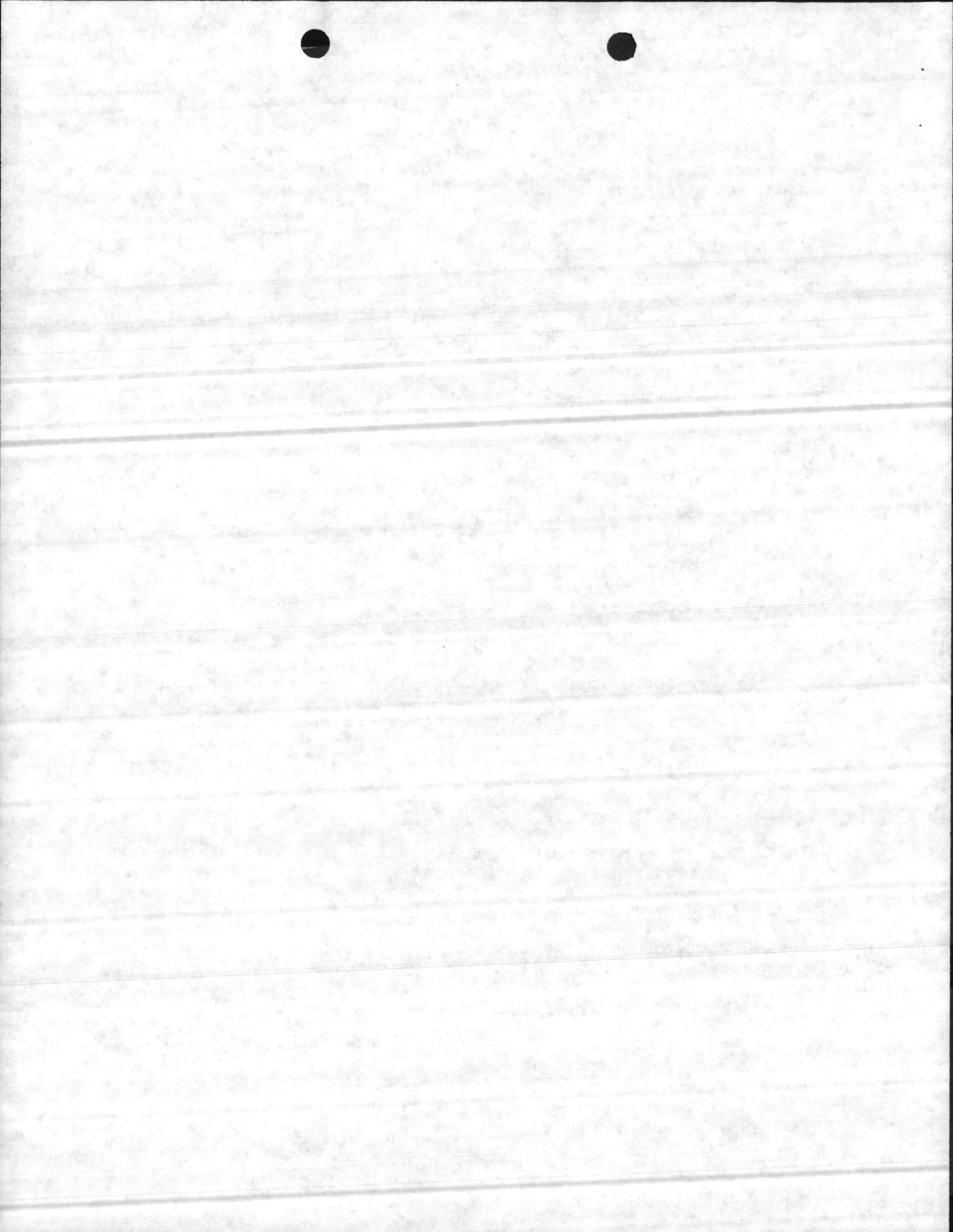
4. ( ) General

(Any items of interest of higher headquarters not covered elsewhere, to include future intentions.)

5. ( ) Commander's Evaluation

(To be completed when directed by higher authority.)

( ) = Classification of paragraphs as required.

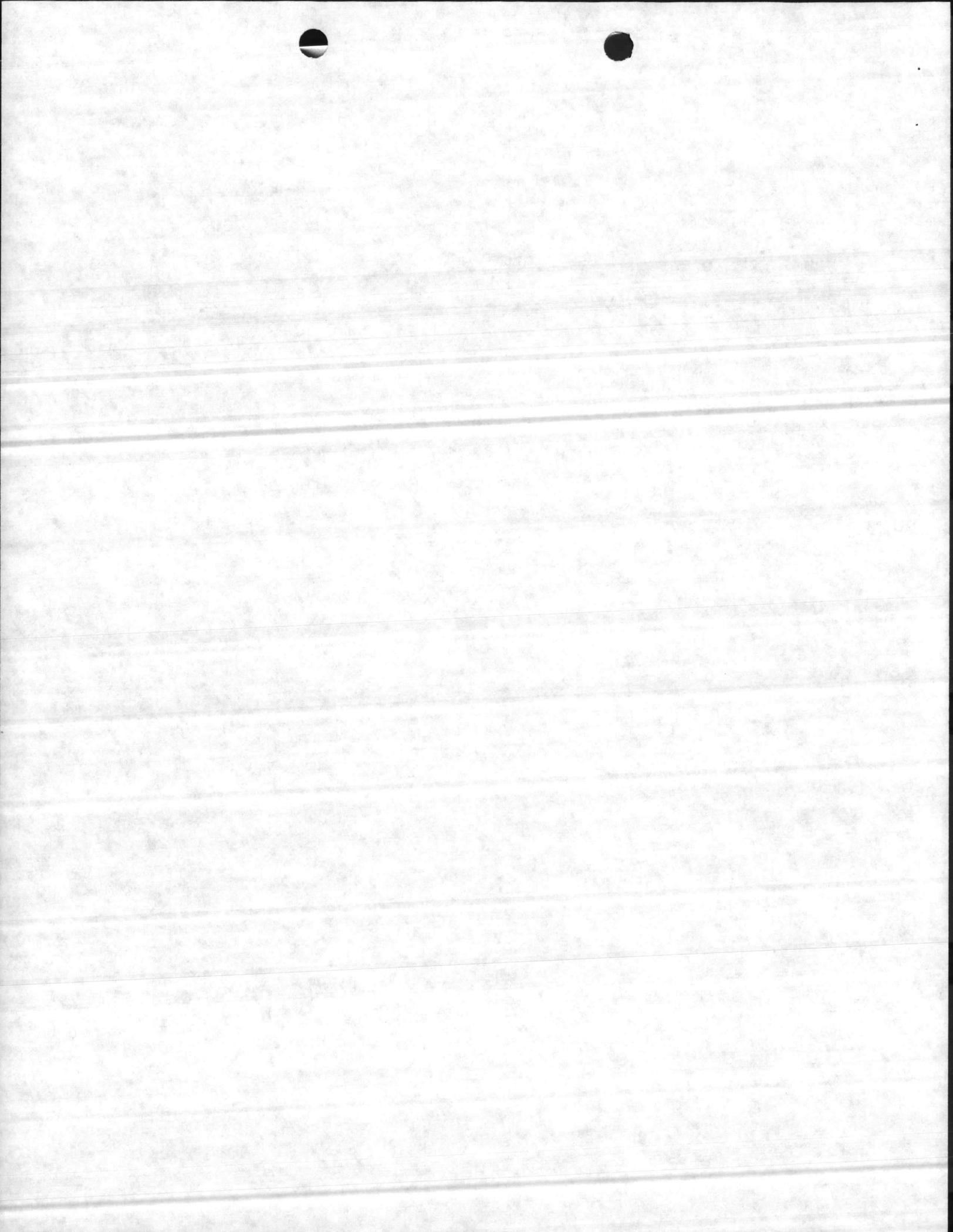


OPERATIONAL REPORTS

CHAPTER 2

SPOT REPORT (SPOTREP)

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE . . . . .	2000	2-3
SUBMISSION OF SPOTREP'S . . . . .	2001	2-3
FORMAT. . . . .	2002	2-3



## CHAPTER 2

## SPOT REPORT (SPOTREP)

2000. PURPOSE. Situations occur that require immediate reporting to higher commands. The SPOTREP fulfills this requirements.

2001. SUBMISSION OF SPOTREPS

1. The following reports are to be submitted by subordinate units as specific events occur in order to keep higher, adjacent, and supporting units informed of the tactical situation.

- a. Initial contact with the enemy (FLASH precedence).
- b. Time of attack or movement commences.
- c. Crossing of Division phase lines.
- d. Securing of assigned objective.
- e. Loss of contact with adjacent unit.
- f. Withdrawal of general outpost or combat outpost.
- g. Enemy penetration of the battle area.
- h. Commitment of the reserve.
- i. Enemy employment of airborne or heliborne forces.
- j. Change of command post location.
- k. Change of front line positions (i.e., 1000 meters or hourly if unit is on the move).
- l. Deviation from previously approved operations orders/ operations plans.
- m. Enemy air attack (FLASH precedence).

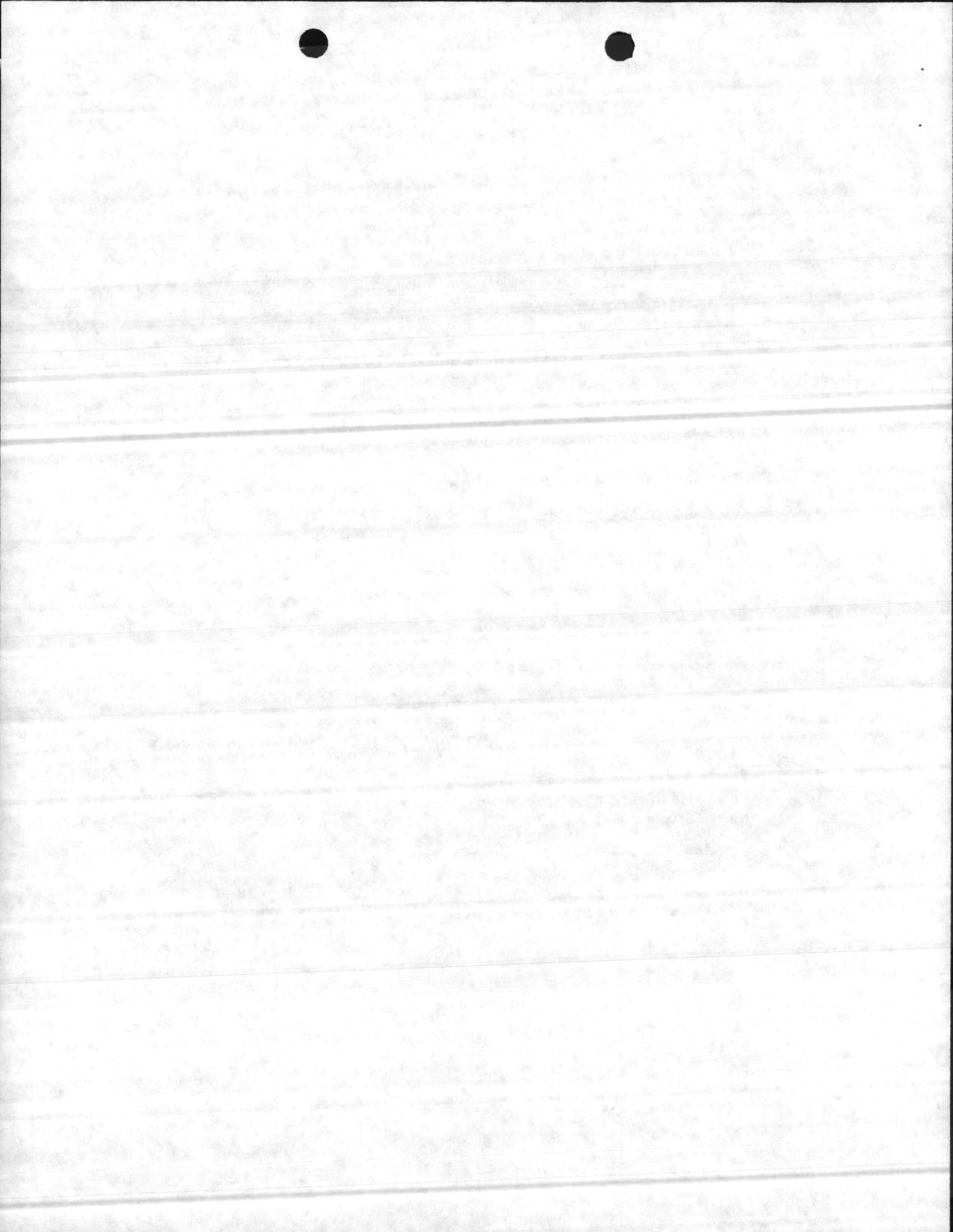
2002. FORMAT. When required, SPOTREP will be submitted in the following format, utilizing only those lines required:

From:

To:

Subj: SPOTREP

- a. Unit reporting.
- b. Date-time-group.

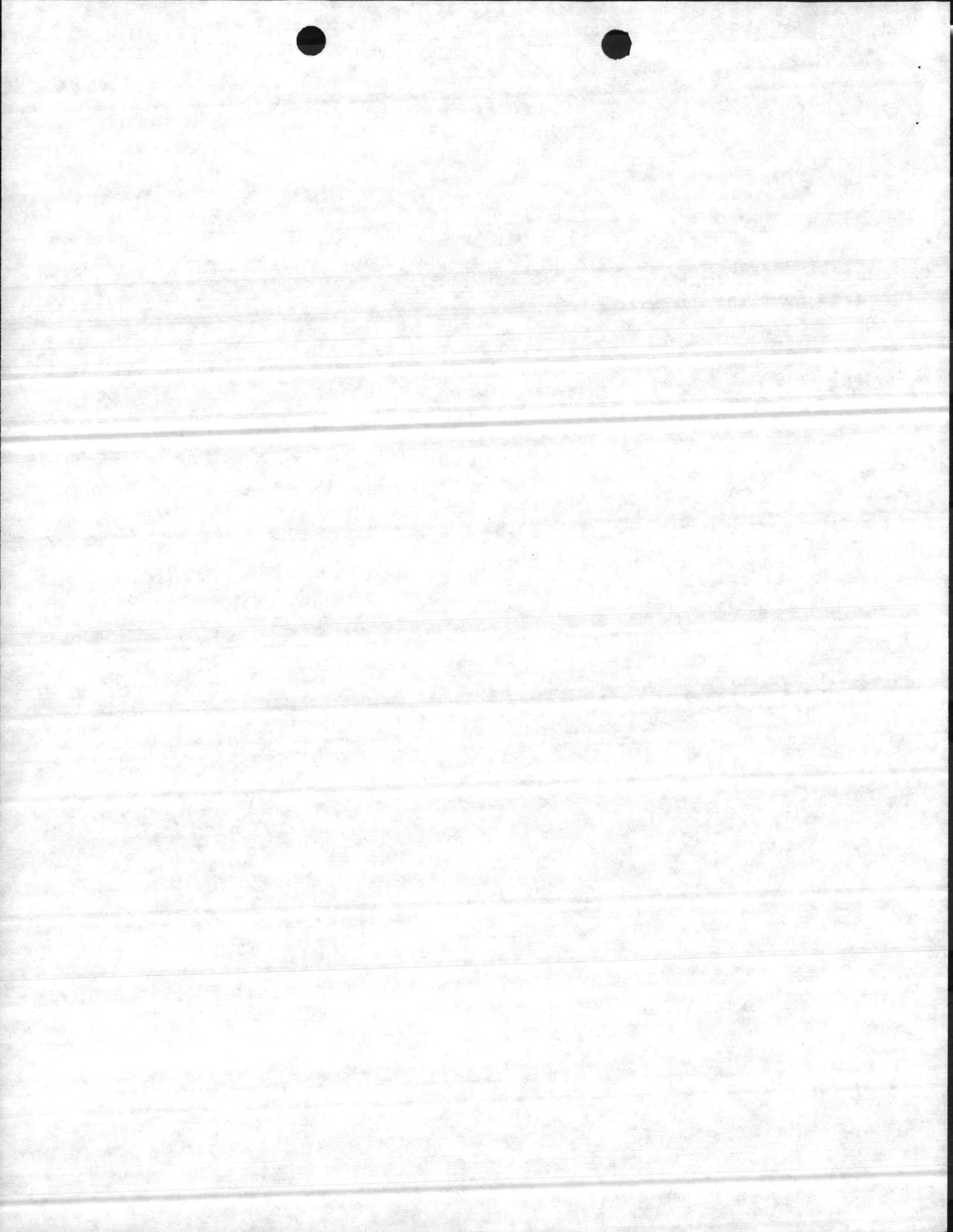


OPERATIONAL REPORTS

CHAPTER 3

PREDEPLOYMENT REPORTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE . . . . .	3000	3-3
BACKGROUND. . . . .	3001	3-3
FORMAT AND CONTENT. . . . .	3002	3-3
INSTRUCTIONS. . . . .	3003	3-4



OPERATIONAL REPORTS

CHAPTER 3

PREDEPLOYMENT REPORTS

3000. PURPOSE. To publish requirements within 2d Marine Division for the reporting of exercise, training and operational deployments.

3001. BACKGROUND. The Commandant of the Marine Corps and the Commanding General require accurate, detailed and up-to-date information on the disposition and activities of Marine Corps operating forces to meet their obligations to higher authorities and to execute their responsibilities to provide and support combat-ready Marine forces.

3002. FORMAT AND CONTENT. Predeployment reports are submitted to CMC, (CODEXPOC/MP/APP/RES/TAP) by CG 2d MarDiv or the Marine Air/Ground Task Force (MAGTF) Commander to which 2d MarDiv units are assigned. The report must be submitted in sufficient time to reach the CMC seven days prior to deployment. Predeployment reports are submitted in accordance with reference (b) and in the following format:

From: Reporting Command (CG 2d MarDiv unless unit is attached to a MAGTF Commander, then it is the MAGTF Commander's responsibility)  
 To: CMC Washington, DC  
 Info: (Operational and Administrative Chains of Command)  
 (Ensure CG 2d MarDiv, parent unit and the unit following in rotation are info addrees)

C L A S S I F I C A T I O N //N03120//

(Passing instructions) CMC//CODEXPOC/XMP/XAPP/XTAP//

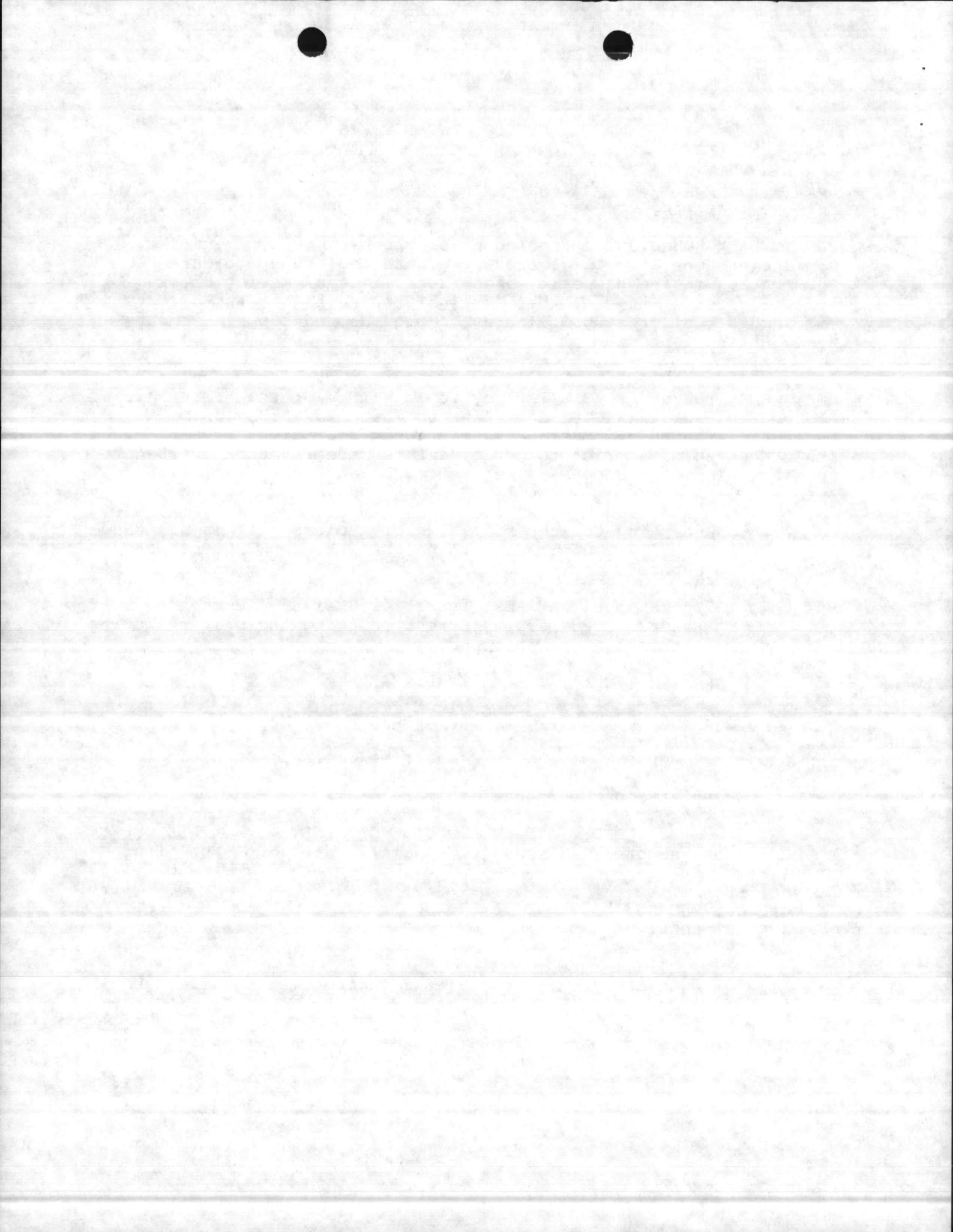
Subj: Predeployment report//(Exercise/Operational nickname)

1. Organizational/personnel summary

<u>UNIT</u>	<u>COMDR</u>	<u>USMC OFF/ENL</u>	<u>USN OFF/ENL</u>
Unit designator 1/ (CO, by grade/name)2/		total no's on first	
line			
HQ ELEMENT		00/00	00/00
GND CBT ELEM 3/			
AVN CBT ELEM			
CBT SVC SPT ELEM			

NOTE 1: Non-MAGTF units complete as appropriate, i.e. 2d LAVBN or Co, C, 2d LAVBN.

NOTE 2: Provide names of MAGTF Element Commanders only.

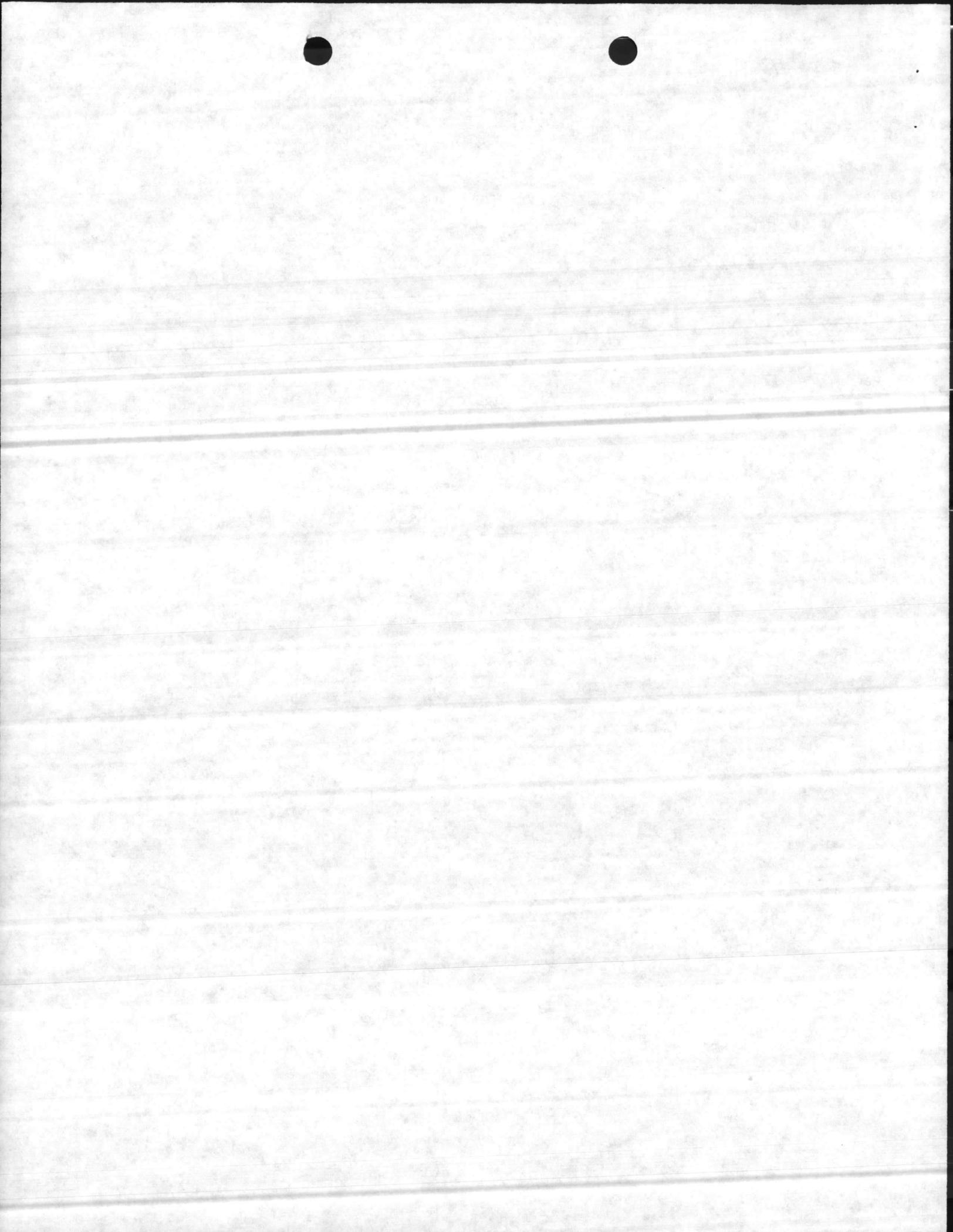


OPERATIONAL REPORTS

CHAPTER 4

POST EXERCISE/DEPLOYMENT REPORTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE . . . . .	4000	4-3
FORMAT AND CONTENT. . . . .	4001	4-3



## CHAPTER 4

## POST EXERCISE/DEPLOYMENT REPORTS

4000. PURPOSE. The post exercise/deployment report is the document that summarizes the unit's action and operations from the activation for planning to the deactivation day. It should be designed to assist future units and this command in planning for similar operations/training.

4001. FORMAT AND CONTENT. The report should include as a minimum the following, in the order listed:

1. Promulgation Letter. The promulgation letter is to address as a minimum:

- a. Brief synopsis of major events/operations.
- b. Major accomplishments.
- c. Major problems.
- d. Commander's critique/comments.

2. Enclosures. These subjects must be included but the report is not limited to:

- a. Chronology of significant events.
- b. Discussion of accomplishment of assigned training objectives.
- c. Submission of pertinent topics/subject for comment/action by senior headquarters or consideration by future deployers. The functional areas of Administration, Intelligence, Operations, Logistics, Communications are to be addressed in the following format:

(1) Functional area: \_\_\_\_\_

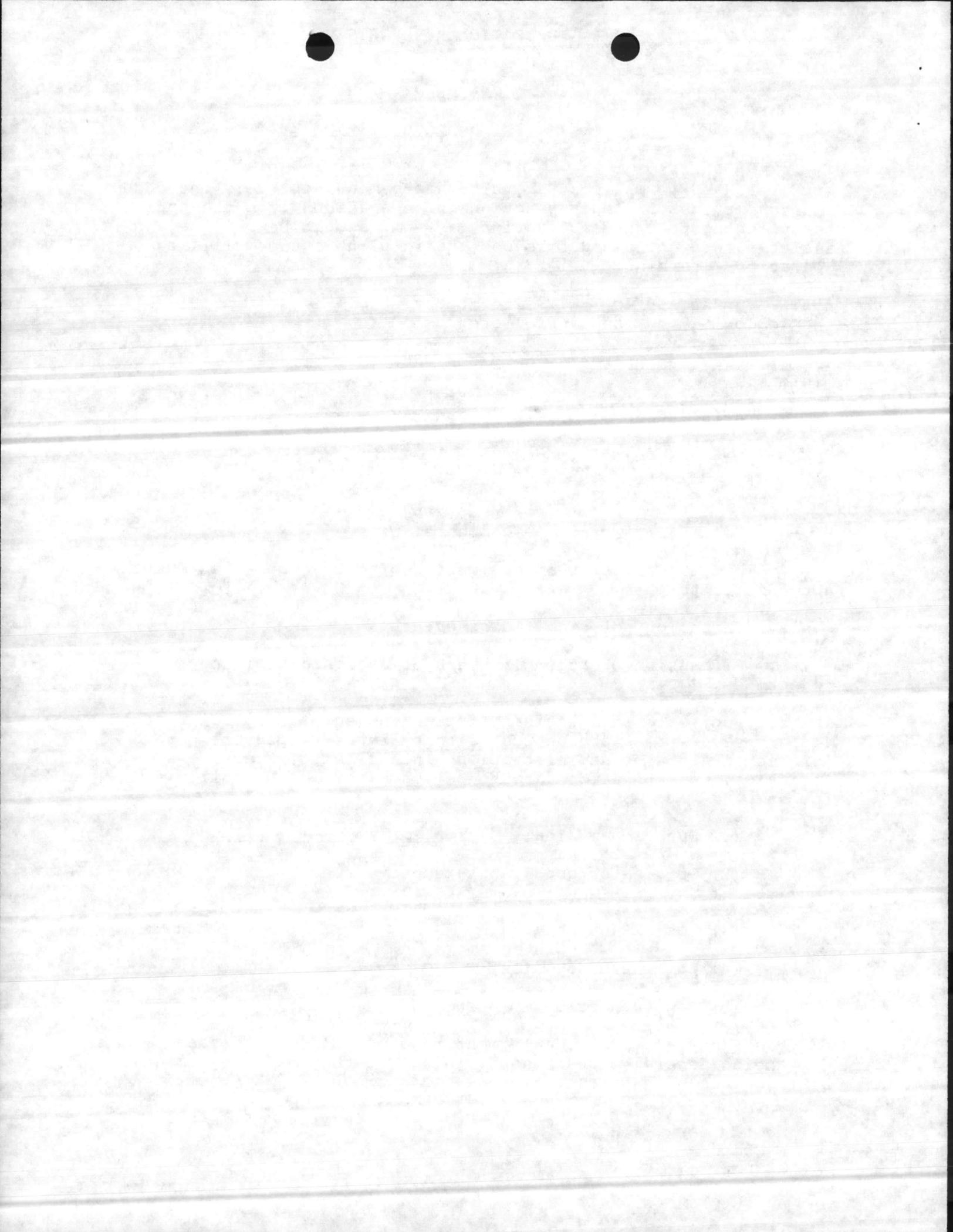
(2) Originator/cognizant executive special staff section submitting:

(3) Topic/Subject.

(4) Comment/Discussion:

(5) Recommendation:

3. Distribution. Post deployment reports will be addressed to the Commanding General, 2d Marine Division via the chain of command. Distribution will be as follows:

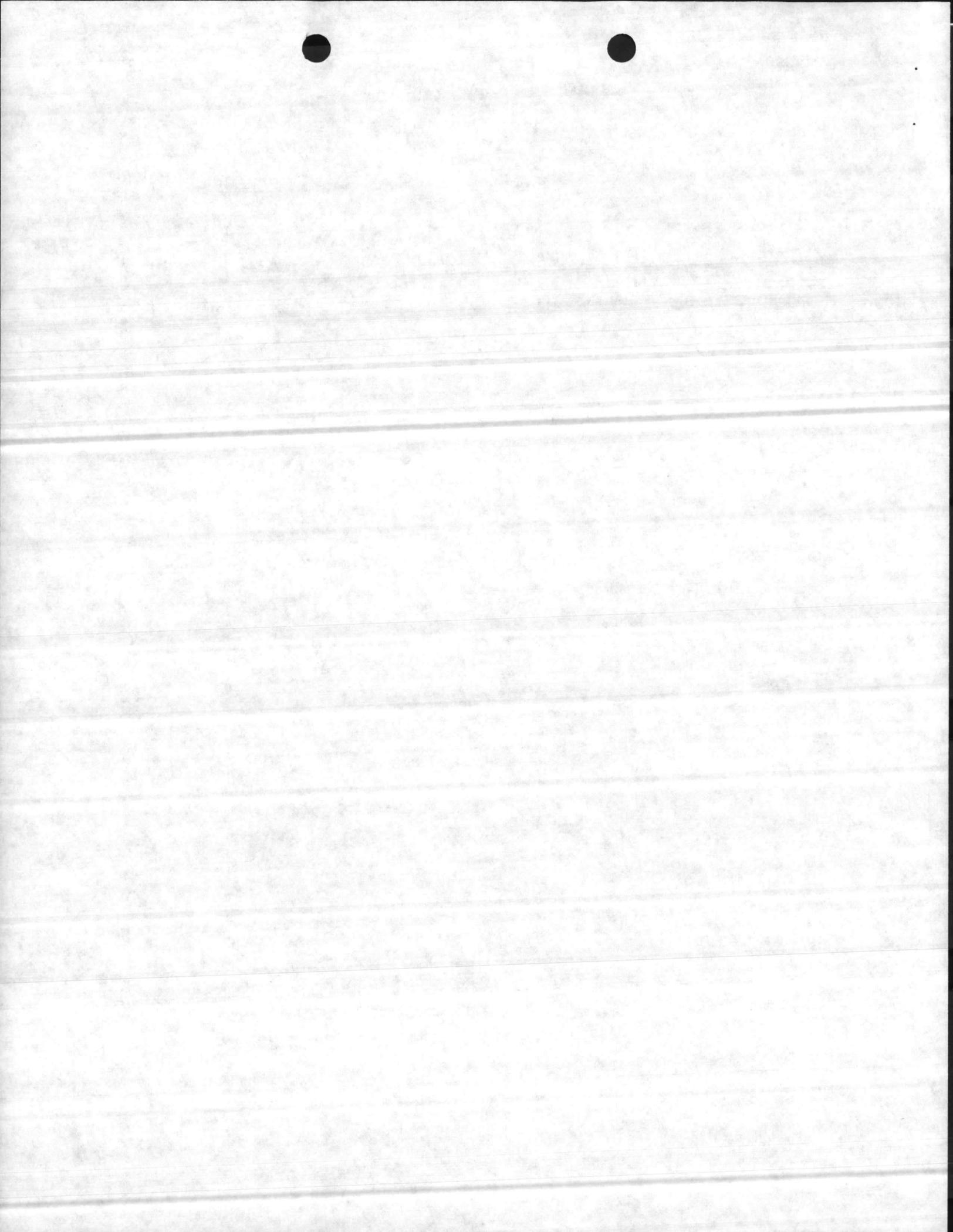


OPERATIONAL REPORTS

CHAPTER 5

NBC REPORTING AND WARNING REPORTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE . . . . .	5000	5-3
SUBMISSION. . . . .	5001	5-3
METEOROLOGICAL DATA . . . . .	5002	5-3



## CHAPTER 5

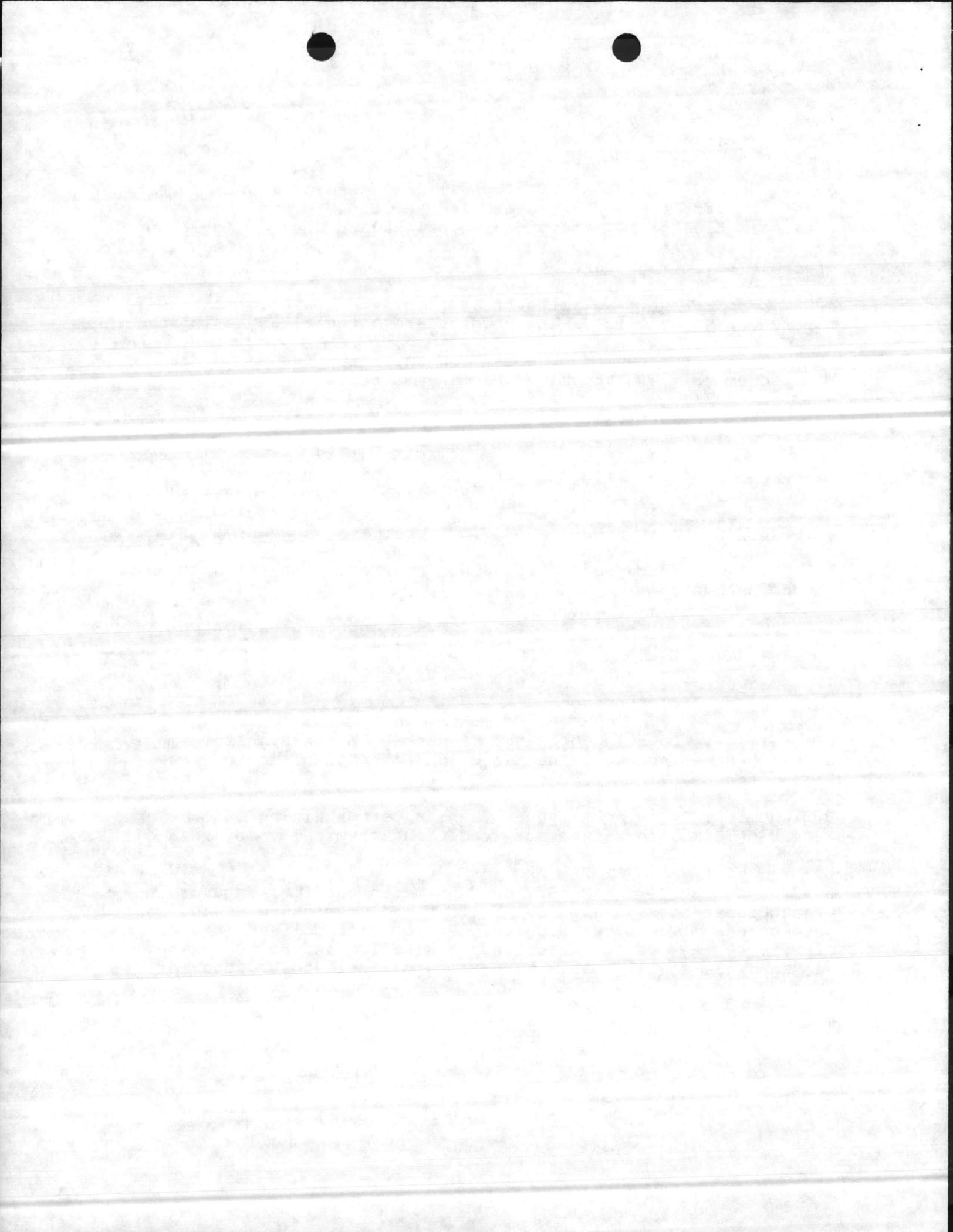
## NBC REPORTING AND WARNING REPORTS

5000. PURPOSE. Nuclear, Biological, and Chemical (NBC) reports are used to report enemy or unidentified NBC attacks and the resulting Chemical, Biological, and Radiological hazard areas. Additionally, the expected chemical and Radiological Hazardous area resulting from friendly employment is also reported.

5001. SUBMISSION. NBC reports are submitted in accordance with references (c) and (d). The reports are categorized as follows:

1. NBC 1. Report used by observing units to give basic data of an enemy chemical, biological or nuclear attack.
2. NBC 2. Report used for passing evaluated data of a chemical, biological, or nuclear attack.
3. NBC 3. Report used for immediate warning of predicted chemical, biological, and radiological contamination hazard areas.
4. NBC 4. Report used for passing monitoring and survey results.
5. NBC 5. Report used for passing information on areas of actual contamination.
6. NBC 6. Report used for passing detailed information on chemical or biological attacks to higher headquarters.
7. Strike Warning. Report used to warn of the use of friendly chemical or nuclear weapons.
8. Effective Downwind Message. A message containing information on downwind speed and downwind direction for each of seven preselected weapon fields.
9. Chemical Downwind Message. A message containing basic meteorological information for predicting chemical vapor hazard areas.

5002. METEOROLOGICAL DATA. Current meteorological data are a vital prerequisite for radiological fallout and chemical downwind hazard predictions. The meteorological service will collect data and distribute the message described as a Basic Wind Data Message. This message will contain basic meteorological data to be used for fallout prediction.

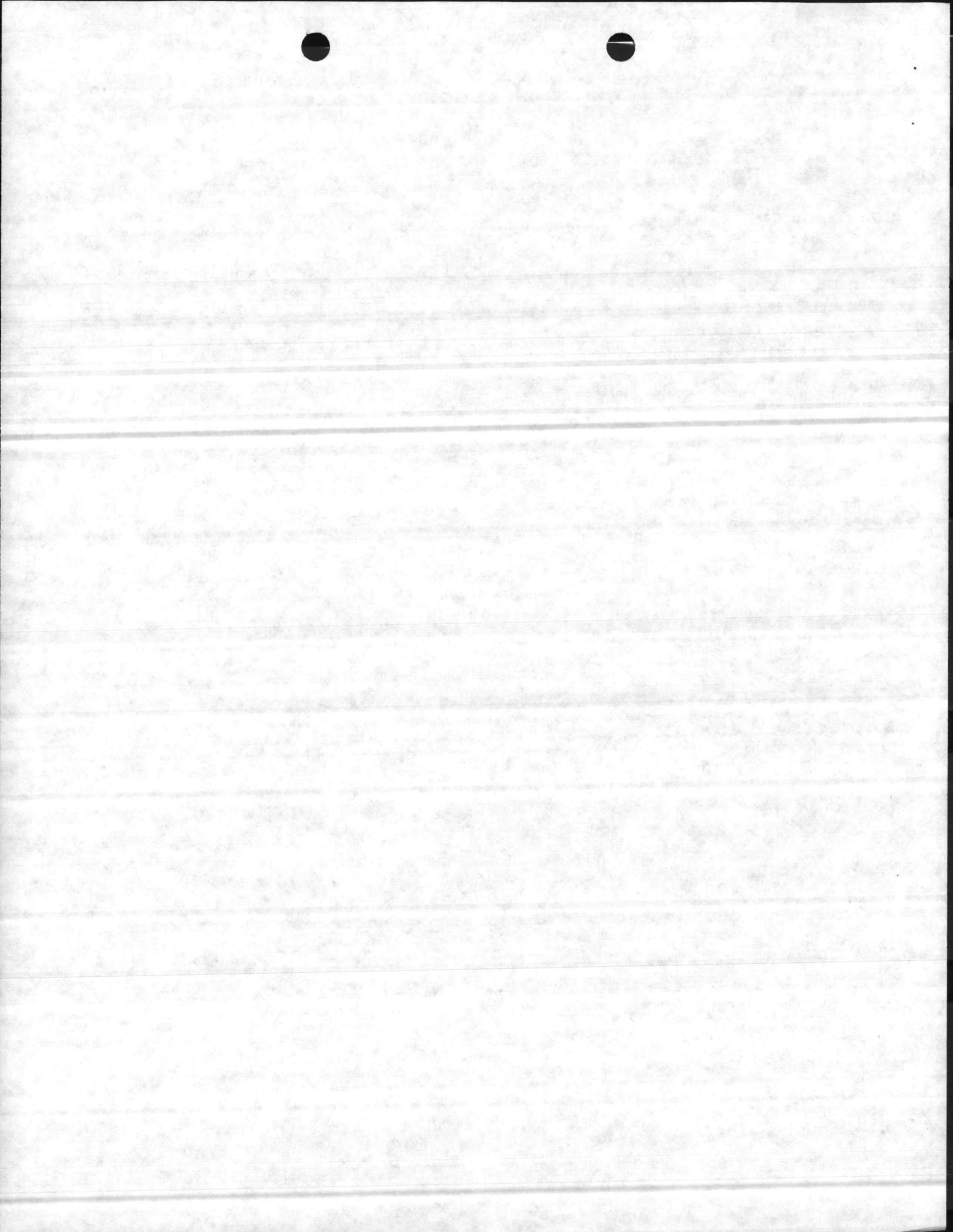


OPERATIONAL REPORTS

CHAPTER 6

UNITREP

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE . . . . .	6000	6-3
SCOPE . . . . .	6001	6-3
INSTRUCTIONS. . . . .	6002	6-5



## CHAPTER 6

## UNITREP

6000. PURPOSE. The Unit Status and Identity Report (UNITREP) is the single, automated, operational report within the Department of Defense that provides the Joint Chiefs of Staff/National Military Command Center (JCS/NMCC) with authoritative basic identity and status information concerning the combat readiness of military units/organizations.

6001. SCOPE. These instructions are applicable as indicated below:

1. Reporting Requirements. The following is a summary of the reporting requirements by card type for Division Units.

a. Card Type D, General Status Data

(1) Submission: Required by all UNITREP reporting units.

(2) Primary Purpose: To report general status data such as control, location and activity.

(3) When: At least monthly or as reported information changes.

b. Card Type DMI, General Status Data

(1) Submission: Required by all UNITREP reporting units.

(2) Primary Purpose: To report USMC unique general status data such as key billet, rank, and name.

(3) When: At least monthly or as reported information changes.

c. Card Type J, Personnel Strength Data

(1) Submission: Required by all UNITREP reporting units.

(2) Primary Purpose: To report personnel strengths.

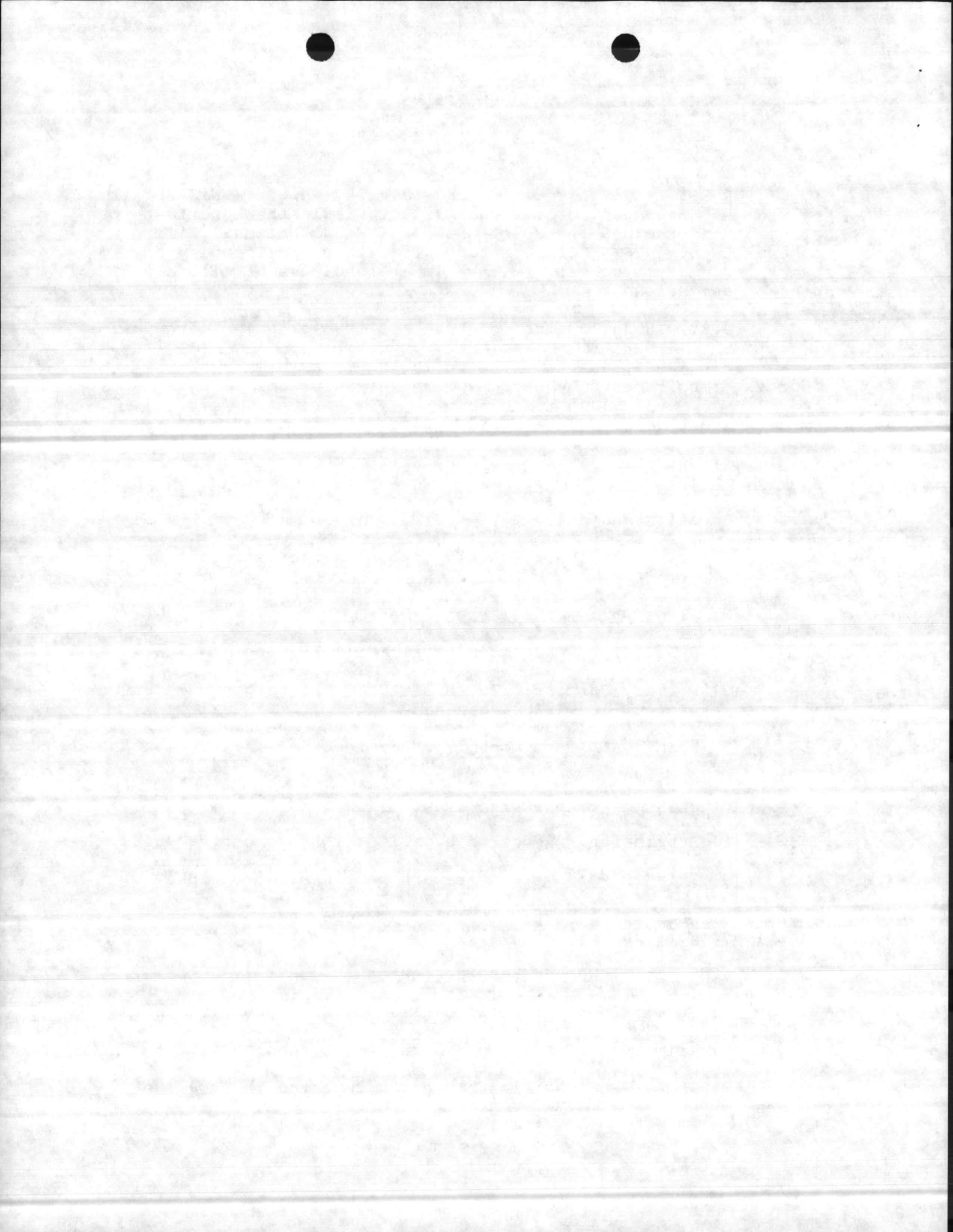
(3) When: At least monthly or as required to report significant personnel changes.

d. Card Type K, Combat Readiness Data

(1) Submission: Required by all UNITREP reporting units.

(2) Primary Purpose: To report combat readiness data.

(3) When: At least monthly or as reported information changes.



## 2. Amplifying Instructions

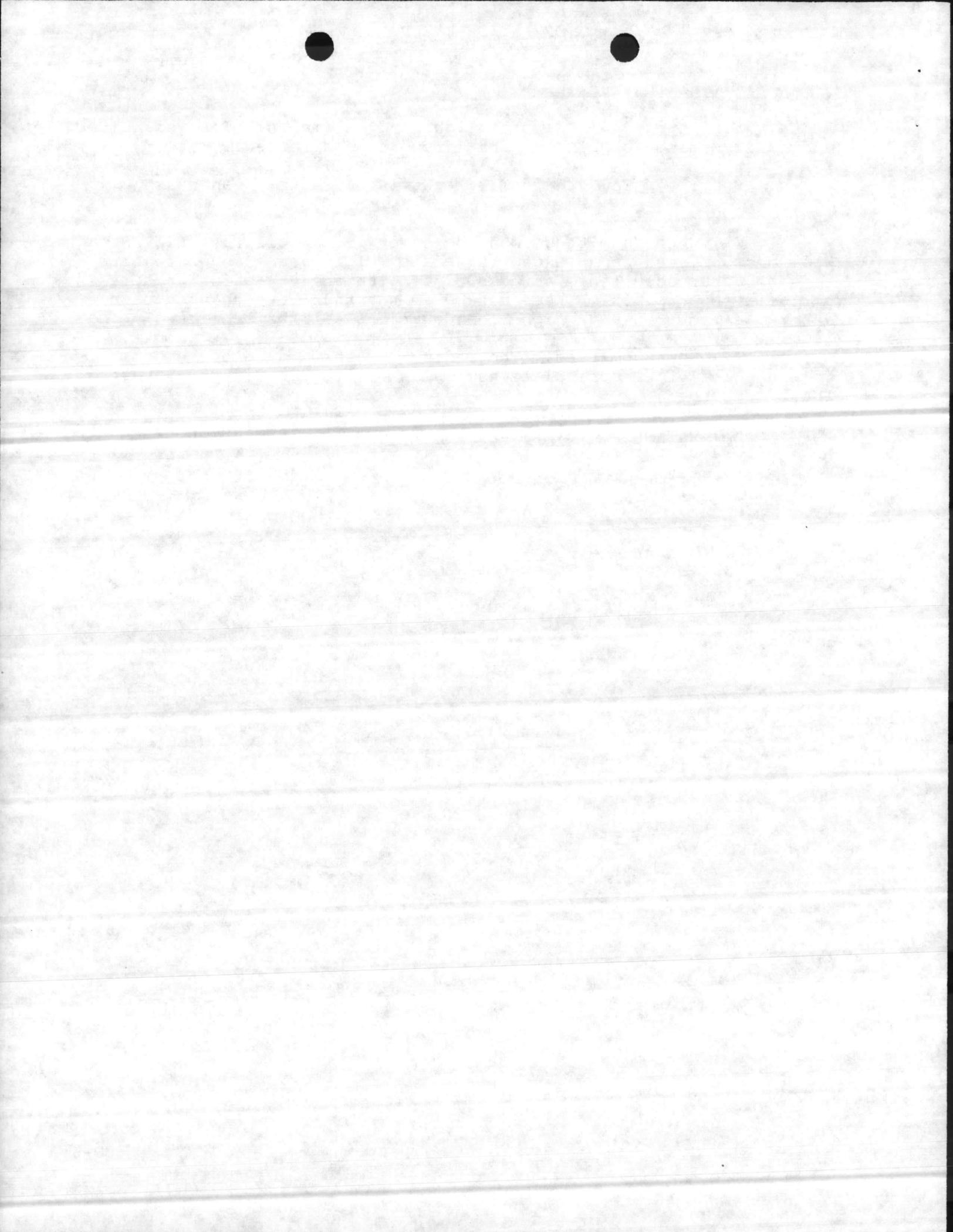
a. Submitted By. All battalions and regiments. Task organized and other Marine Corps units shall report as directed.

b. Submitted To. CG 2d Marine Division (Attn: Readiness Office)

(1) When Submitted. Unless otherwise specified, UNITREPs will be submitted on an exception basis, with data changes reported as soon after occurrence as possible. With the exception of certain periodic reports, only those data elements that have changed or are otherwise required by a higher headquarters will be submitted.

(2) How Submitted. The medium for forwarding of reports up to the point of electrical transmission will be as directed by the local commander.

6002. INSTRUCTIONS: Detailed instructions for submission of UNITREP are contained in references (e) and (f).

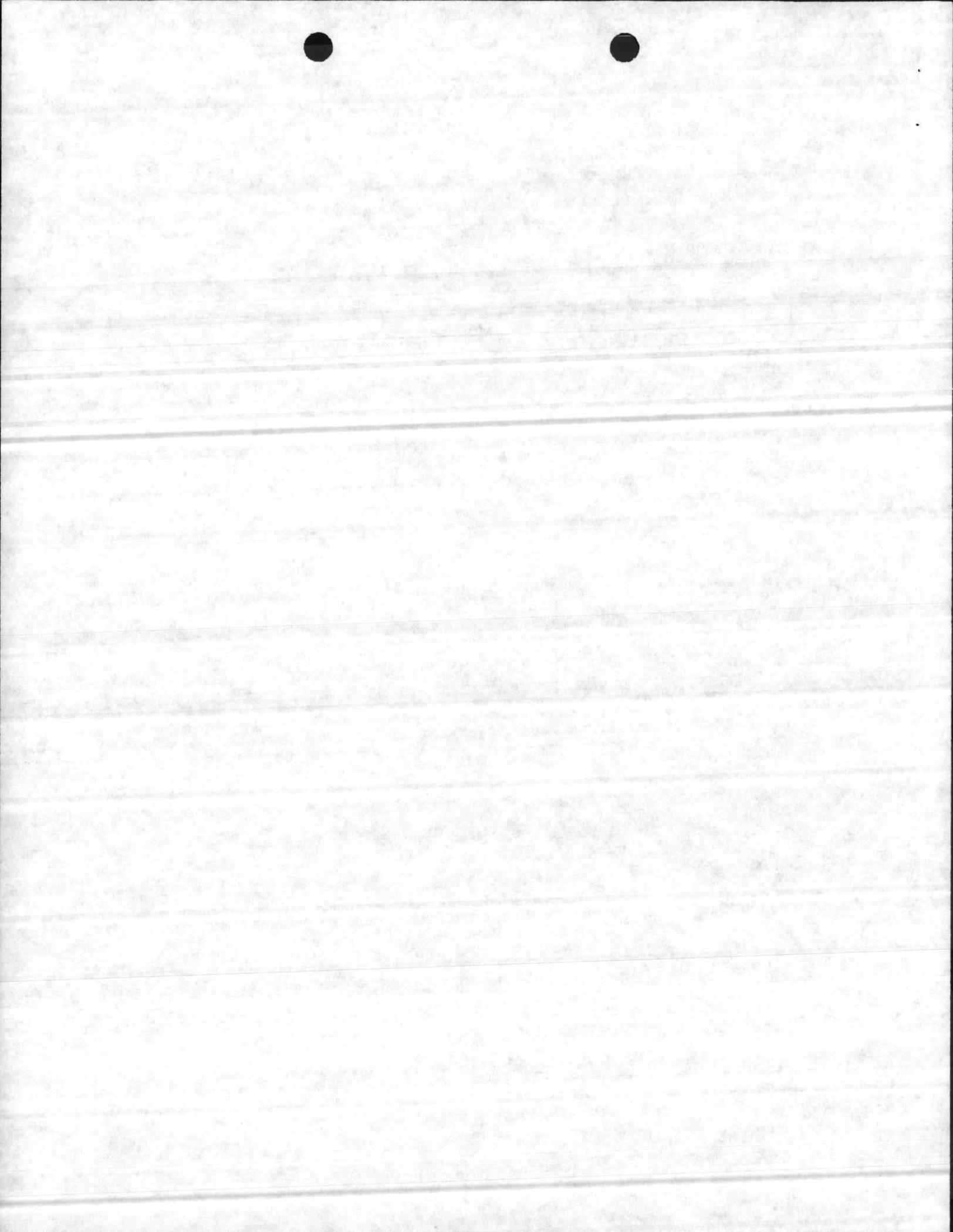


OPERATIONAL REPORTS

CHAPTER 7

COMMAND CHRONOLOGY

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE . . . . .	7000	7-3
SUBMISSION OF COMMAND CHRONOLOGY. . . . .	7001	7-3

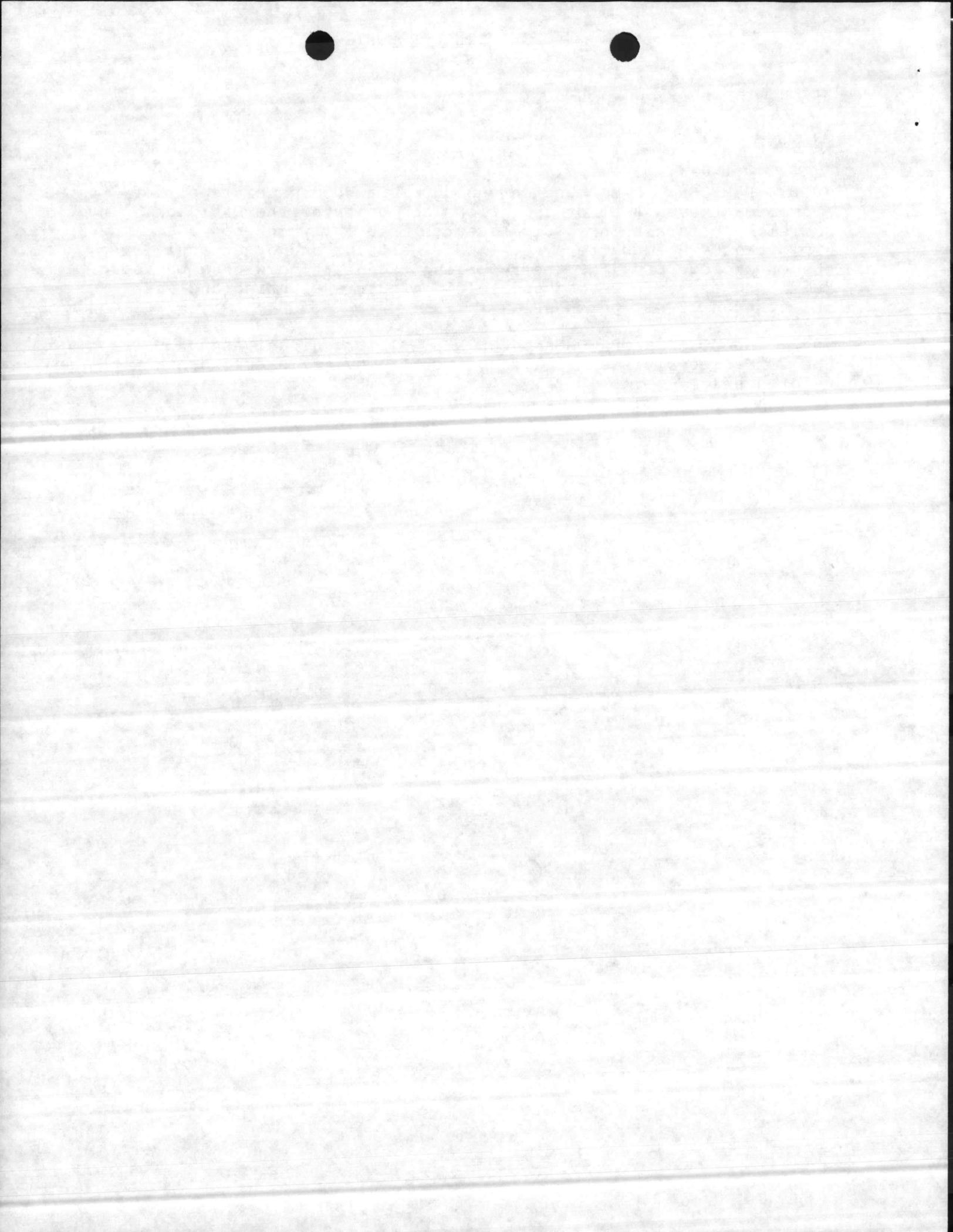


## CHAPTER 7

## COMMAND CHRONOLOGY

7000. PURPOSE. A command chronology is a documented report of significant events of organizations and units of the Division. In addition to furnishing basic research material which can be exploited by Headquarters, U. S. Marine Corps and other activities, the chronology provides the reporting organization with a periodic summation of its experiences useful in future planning and in orientation of new personnel.

7001. SUBMISSION OF COMMAND CHRONOLOGY. Organizations and units of the 2d Marine Division will submit chronologies in accordance with reference (g).

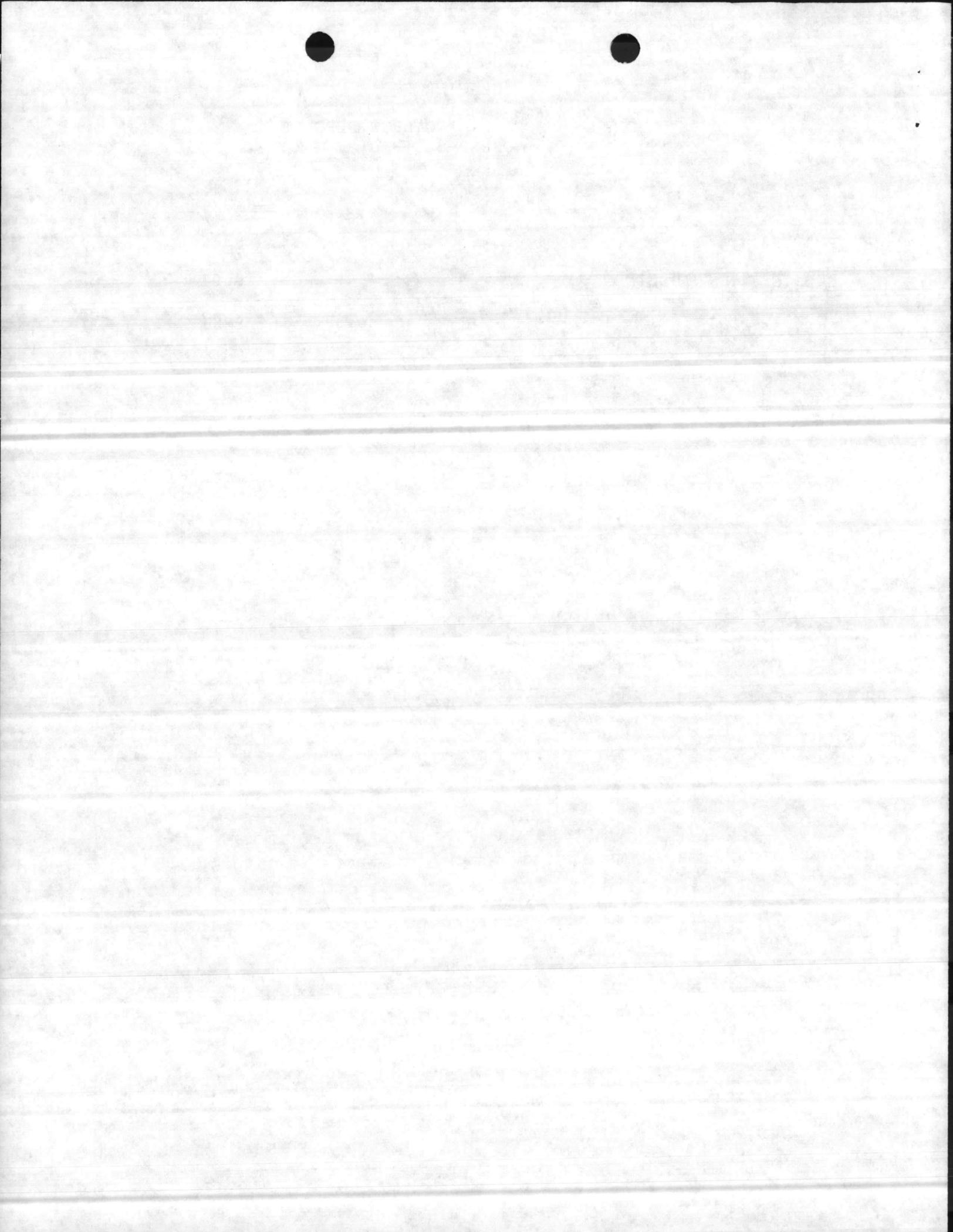


OPERATIONAL REPORTS

CHAPTER 8

ORREP-3 SERIOUS INCIDENT REPORTS  
(OPREP-3 SIR)

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE . . . . .	8000	8-3
SUBMISSION GUIDELINES . . . . .	8001	8-3
FORMAT. . . . .	8002	8-3



7. Designation of the organization or offices, military and civilian, conducting the investigation or point of contact for additional information.

8. Statement as to present or anticipated reaction of the civil populace to the incident. Include a statement that the cognizant public affairs office (has) (has not) been notified of this incident. Include present media coverage to date and anticipated news media interest in the incident.

9. Statement that the local intelligence officer (has) (has not) been notified of this incident.

10. Further action being taken.

11. A narrative summary of the factual information concerning the incident. When indicated because of the nature of the incident, the extent of injuries to personnel and estimated dollar value of damages or loss will be included.

