

The SOAR SITREP

Level 5

-Use to keep an authority figure and team members updated and advised on the details of a specific expectation.-

LINE 1 — DATE AND TIME _____ (To the Minute)

LINE 2 — ORIGINATOR _____ (Person Making Report)

LINE 3 — OBJECTIVE _____ (Task: Work)

LINE 4 — PRESENT LOCATION _____ (Origin of the Report:
Room)

LINE 5 — LOCATION _____ (Place of Work)

LINE 6 — ACTIVITY _____

(Brief Description of the Work Involved in Completing the Activity)

LINE 7 — ACTIVITY DETAILS _____

(Detailed Description of the Work Involved in Completing the Activity)

LINE 7 — EVALUATION _____ (Authority's Comments)

LINE 8 — PERSONAL EVALUATION _____

LINE 9 — SITUATION OVERVIEW _____

(A Brief Assessment of Problems)

LINE 10 — OPERATIONS _____

(A Brief Description of How Problems Were Dealt With)

LINE 11 — LESSON LEARNED _____

(How to Better Carry Out This Objective Next Time)

LINE 12 — COMMUNICATIONS _____

(Did Anything Stand Out?)

LINE 13 — PERSONNEL _____ (People Who Assisted You)

LINE 14 — COMMUNICATIONS _____ (Did Anything Stand Out?)

LINE 15 — PERSONNEL _____ (People Who Assisted You)

LINE 16 — SELF-EVALUATION _____

(What You Learned About
Yourself)

Cadet Signature: _____

Parent Signature: _____