

The *SOAR* SITREP

Level 4

-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 — 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 — SHRINK THE PROCESS _____
_____ (What Step Can You Eliminate?)

Cadet Signature: _____

Parent Signature: _____