FM 6-99.2 (FM 101-5-2)

U.S. ARMY REPORT AND MESSAGE FORMATS

April 2007

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Headquarters Department of the Army

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Field Manual
No. 6-99.2 (101-5-2)

Headquarters
Department of the Army
Washington, DC, 30 April 2007

US Army Report and Message Formats

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***This publication supersedes FM 101-5-2, 29 June 1999.**

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PREFACE

FM 6-99.2 is the Army's keystone manual for standardized report and message formats. It provides a standard, readily available reference from which soldiers as well as automation designers can extract report and message templates. FM 6-99.2 is a compendium of formats commonly used by tactical units from small unit to corps and forms the baseline for reporting and communicating as command, control, and communications technology evolves. It allows a common, authoritative understanding of reporting and communicating to exist among all US Army elements. It also relates to, supports, and drives command, control, and communications doctrine and US Army interaction with the joint and multinational communications communities.

FM 6-99.2 facilitates the tailoring and task organization of US Army elements through standardization of the command, control, and communications formats units use to communicate internally. The voice-message templates contained in FM 6-99.2 provide the bridge between technologically advanced units and those not yet modernized. This is significant because, while our modernized units are among the most capable, nonmodernized units currently comprise the majority of the US Army's active component, all of the reserve components, and the majority of our potential allies. The US Army will continue to modernize all units, but the requirement to communicate expeditiously and succinctly via voice will remain. Potential attacks on our command, control, and communications networks, equipment damage, incompatible communications systems, and equipment failures are other consequences that may require the use of voice message formats, even for modernized units.

As the US Army's doctrinal library for report and message voice templates, FM 6-99.2 is intended to prevent units from wasting time and resources designing command and control formats. Units at different locations and echelons can develop similar SOPs for report and message formats (voice and digital) that facilitate command, control, communications, computer, and intelligence (C4I) exchanges. The FM 6-99.2 formats are derived from existing Army Battle Command System (ABCS), United States Message Text Formats (USMTF), Allied Procedures Publication- 9 (APP-9) formats, as well as numerous unit SOPs. These sources, especially the formats from existing unit SOPs, have been collected, discussed, and chosen as the most user friendly, functional, and adaptable.

As a user's manual, FM 6-99.2 will drive the formatting of future ABCS report and messages, US Army input to the development of APP-9, and the USMTF message formats. Formats contained in FM 6-99.2 are the mechanism through which the US Army seeks to adapt these joint and multinational formats into a user-friendly and standardized land component message format library. Parallel formats for ABCS, APP-9 and USMTF will enable US Army units to operate in joint and multinational command structures without reconfiguring their normal mode of operation. All future digitization formats for the US Army will be based on these voice message templates.

FM 6-99.2 is directive and prescriptive. Units will use its report and message formats for all tactical communications. Units will not modify these formats unless authorized by the unit commander for critical information requirements. For Army-wide use, this manual does not include many branch-specific or technical reports and messages. These formats are contained in field manuals published by their respective proponents. Branch-specific or technical reports complement the reports in this manual and are not considered superseded by it. However, use the formats in FM 6-99.2 whenever possible.

This publication applies to the Active Army, the Army National Guard (ARNG)/Army National Guard of the United States (ARNGUS), and the United States Army Reserve unless otherwise stated.

Headquarters, U.S. Army Training and Doctrine Command is the proponent for this manual. The preparing agency is the Combined Arms Doctrine Directorate, U.S. Army Command Arms Center. Send written comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, US Army Combined Arms Center and Fort Leavenworth, ATTN: ATZL-CD (FM 6-99.2), 201 Reynolds Avenue, Fort Leavenworth, KS 66027-2337 Send comments and recommendations by e-mail to `leav-web-cadd@conus.army.mil`. Follow the DA Form 2028 format or submit an electronic DA Form 2028.

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U.S. Army Report and Message Formats

Section I - Instructions

The report and message formats in this manual are designed to ease preparation and manual transmission of written and voice reports and messages. They provide an organized template to manually record, pass, and store information. To send a formatted voice message, operators first fill in the appropriate blanks on the required message template and then read the message over the radio or telephone. The receiver, knowing the message type he is receiving, can easily record the information in the proper format. Voice messages normally are used when record traffic devices are inoperative or not available, or when the tactical situation does not allow adequate time to transmit a record message.

FM 6-99.2 enables standardization of battlefield reporting across all levels of command and throughout different types of units. Every format listed in FM 6-99.2 operates as a voice message format. Using standardized voice formats permits all units to communicate regardless of the unit's level of modernization. It is anticipated that future digital formats will evolve from those found in FM 6-99.2.

FM 6-99.2 has two sections: Section One contains instructions on transmitting written and voice reports and messages. Section Two contains message formats. Its use is discussed below.

MESSAGE ORGANIZATION

All radio-telephone report and message formats consist of three main parts: heading, body, and conclusion. Figure I-1 shows an example of the parts of a message. FM 24-19, Chapter 5, discusses message formatting in detail.

The *heading* is the administrative portion of the format. Its purpose is to identify the message source, destination, type, and importance. The heading contains the message addressee, originator, and precedence. It also includes the message classification, if required. (All report and message formats in FM 6-99.2 are unclassified. The unit commander or SOP determines the classification of a completed message.) The completed heading is normally included when sending a hard-copy message, as when sending by TACFAX, courier, or MCS. However, it must also be included in voice messages. Figure I-2 gives an example of the standard US Army message heading and explains how to transmit it by voice.

The *conclusion* consists of the message authentication. An authentication is normally an alphanumeric from the unit signal operating instructions (SOI). The last line of every format in this manual is the authentication line (the conclusion) of the message. Upon receiving a complete message that is properly authenticated, the addressee indicates this with a response similar to the one in Figure I-4. If the originator requests an acknowledgement, the addressee replies by transmitting the pro-word "*WILCO,*" Lines 1 and 2 of the message being acknowledged, and the pro-word "*OUT.*" If the originator requires an acknowledgement and read-back, the addressee replies by transmitting "*WILCO*" and repeating the lines for which the read-back is required followed by "*OUT.*"

The *body* contains the information the originator wants to send to the addressee. In a properly prepared message the information is in the line-by-line format established for the message type. This information exchange is the main focus of FM 6-99.2. Figure I-3 shows an example of a message body.

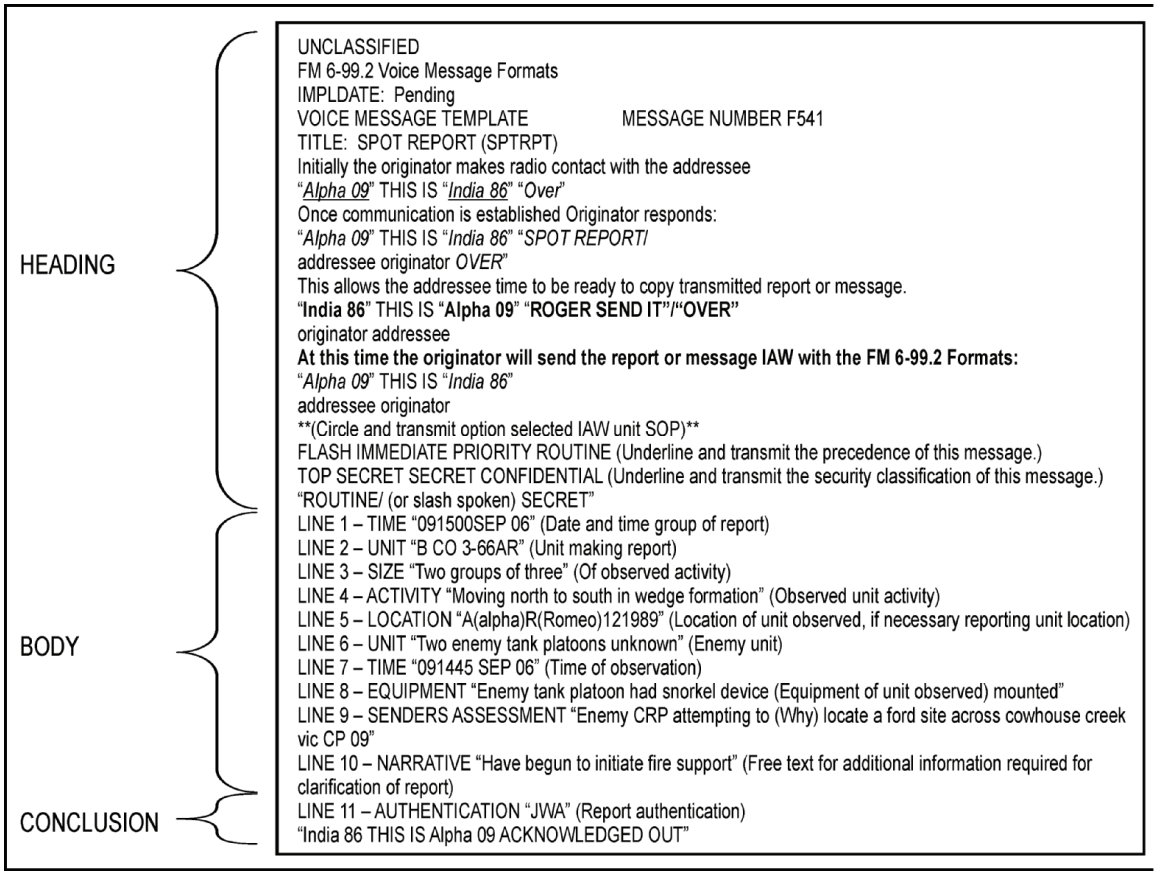

Figure I-1. Sample message

UNCLASSIFIED
FM 101-5-2 Voice Message Formats
IMPLDATE: Pending
VOICE MESSAGE TEMPLATE MESSAGE NUMBER F541
TITLE: SPOT REPORT (SPTRPT)
Initially the originator makes radio contact with the addressee. Italicized words demonstrate how to speak a template over the radio.
"*Alpha 09 THIS IS India 86 Over*"
"*India 86 THIS IS Alpha 09 Over*"
Once communication is established, the Originator responds:
"*Alpha 09 THIS IS India 86 _____ SPOT REPORT...OVER*"
addressee originator
This allows the addressee time to copy a transmitted report or message.
"*India 86 THIS IS Alpha 09 ROGER SEND IT/OVER*"
originator addressee
"*Alpha 09 THIS IS India 86*"
addressee originator
(Circle and transmit option selected IAW unit SOP)
FLASH IMMEDIATE PRIORITY ROUTINE
(Underline and transmit the precedence of this message.)
TOP SECRET SECRET CONFIDENTIAL (Underline and transmit the security classification of this message.)
"ROUTINE/SECRET" (the slash is spoken)

Figure I-2. Sample heading