

## FORMATS – ALL REPORTS

### **Routine Reports**

- MILOBS Team Site (TS) Daily Situation Report (SITREP)
- MILOBS FHQ (Force Headquarters) SITREP
- Patrol Report
- Weekly Assessment Report
- Weekly Patrol Plan

### **Special Reports**

- Flash / Special Incident Report (SINREP)
- Shooting incident report
- Investigation Report
- Cease-Fire Violation Report
- Special Patrol Report

### UNITED NATIONS MILITARY OBSERVERS DAILY SITREP

From	SECTOR xyx – MILOBS TEAM SITE
To:	
CC:	<u>Sector G2, Sector G3, Sector G5, Sector JOC,...</u>
Date:	Xxxx
Period Covered:	xxx – xxx
Unit Location:	

1. **OPERATIONAL:**

a. **Places Visited/Patrolled**

Ptrl	Places Visited	ToD TS*	ToA*	ToA TS	Country/District	Last Visited

\*ToDTS: Time of departure from TS, ToA: Time of arrival (first) destination, ToA TS: Time of Arrival at TS

**b. Any Significant Incidents or Observation:**

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**c. Action Taken:**

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**d. Special Reports Issued within Last 24hrs.**

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**e. Special Tasks:**

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**f. Subject: National Resources:**

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**g. Gender Related Observations and Actions:**

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**h. General Assessment for the Sector:**

**2. PATROL REPORT:**

**3. ADMINISTRATION:**

**a. Personnel**

Serial	Detail	Today	Remarks
1.	Strength		
2.	Effective		
3.	CTO/L		
4.	Others		

**b. Communication State**

#	Equipment	Qty	Can Communicate with FHQ		Remarks
			YES	NO	
1.	VHF Radio Set				
2.	HF Radio Set				
3.	Internet				
4.	Desk Phone				
5.	Dect Phone				
6.	Mobile Phone				
7.	Satellite Phone				
8.	GPS				

**c. Vehicles**

Vehicle	Op	Armored (Yes/No)	Winch	Accessories	Remarks

**d. Future Activities**

Patrol	Place to be visited	Date	Grid	Remarks

**Prepared by:**

**Rank**  
**Name**  
**Duty Officer**  
**TEL:\*\*\***

**Approved by:**

**Rank**  
**Name**  
**Team Leader SN**  
**TEL:\*\*\***

**UNITED NATIONS MILITARY OBSERVERS DAILY SITREP**

<b>FROM:</b>	<b>FHQ MILOBS OPERATION CELL</b>
<b>TO:</b>	

<b>CC:</b>	
<b>DATE:</b>	(NLT xxx hours daily)
<b>PERIOD COVERED:</b>	xxx – xxx
<b>UNIT LOCATION</b>	

1. **PERSONNEL**

DUTY STATION	STRENGTH	ON DUTY	CTO/AL	SICK	DUTY TRAVEL	CHECK IN	CHECK OUT	REMARKS
FHQ								
SECTOR								
SECTOR								
SECTOR								
<b>TOTAL</b>								

2. **OPERATIONS**

a. **PLACES VISITED/PATROLLED:**

SER	PLACES VISITED	LOC	LAST VISITED	AIR OF PATROL	REMARKS
<b>SECTOR</b>					
1					
<b>SECTOR</b>					
1					
<b>SECTOR</b>					
1					

- b. **OPERATIONAL VISITS:**
- c. **SIGNIFICANT INCIDENTS/EVENTS:**  
**SECTOR:**  
**SECTOR:**  
**SECTOR:**
- d. **GENDER RELATED OBSERVATIONS AND ACTIONS:**
- e. **MOVT REPORTS/CEASEFIRE VIOLATION/DDR:**
- f. **GENERAL ASSESSMENT FOR THE AOE/SECTORS:**
- g. **CONCLUSION/RECOMMENDATION:**
- h. **PATROL REPORTS/SITREPS FROM SECTORS:**

3. **FUTURE ACTIVITIES**

- a. **MILOBs FHQ Branch:**
- b. **Team Sites:**

SER	PLACES VISITED	LOC	LAST VISITED	AIR OF PATROL	REMARKS
<b>SECTOR</b>					
1					
2					
<b>SECTOR</b>					
1					
2					
<b>SECTOR</b>					
1					
2					

Prepared by:

Approved by:

*Name*

*Name*

*Rank*  
DO  
MILOBS HQ  
MISSION FHQ

*Rank*  
SMO  
MILOBS HQ  
MISSION FHQ

**MILOBS PATROL REPORT FORMS**

<b>SECTOR</b>	
<b>DATE OF PATROL</b>	
<b>TYPE OF PATROL</b>	
<b>OTHER MEMBERS (DDR, HR etc)</b>	
<b>START DATE AND TIME</b>	
<b>END DATE AND TIME</b>	

**1. Patrol Members:**

<b>S/No.</b>	<b>Rank &amp; Name</b>	<b>ID#</b>	<b>Responsibility</b>	<b>VHF Call Sign</b>
<b>1.</b>				

<b>2.</b>				
<b>3.</b>				
<b>4.</b>				
<b>5.</b>				

**2. Aim of Patrol:**

<b>AIM 1.</b>	
<b>AIM 2.</b>	

**3. Background to Patrol:**

<b>Task</b>	
<b>Purpose</b>	
<b>First/Last Visit</b>	
<b>Route Out</b>	
<b>Route In</b>	
<b>Grid References</b>	
<b>Distance Covered (from veh odometer)</b>	

**4. Patrol Finding, Assessment & Recommendation:**

**a. Findings:**

a. <b>General:</b>
b. <b>Specific Issues:</b>
c. <b>Most Important:</b>

**b. Assessment:**



<b>To a.:</b>
<b>To b.:</b>
<b>To c.:</b>

**c. Deductions/Recommendation:**

<b>To a.:</b>
<b>To b.:</b>
<b>To c.:</b>

**5. Pictorial Record:**

**6. Patrol Authentication:**

**a. Drafter.**

<b>Rank</b>	<b>Name (First Name &amp; Surname)</b>	<b>Signature</b>	<b>Contact Information</b>

**b. Team Leader.**

<b>Rank</b>	<b>Name (First Name &amp; Surname)</b>	<b>Signature</b>	<b>Contact Information</b>

**WEEKLY ASSESSMENT REPORT**

**MILOBs TS**

1. **OPERATIONS**

- a. Significant Events:
  
- b. Cease Fire Violations:
  
- c. Patrols conducted from xxxx to xxxx.

MISSION/ROLE	SECTOR			REMARK
	SRP	MRP	LRP	

<b>ROUTINE</b>				
<b>LIAISON/ FAMILIZATION</b>				
<b>INVESTIGATION</b>				
<b>DDR</b>				
<b>ANY OTHER</b>				
<b>TOTAL</b>				

2. **ASSESSMENT OF THE DEVELOPMENT:**

- a. Security Situation in the AoR.
- b. Civilian Situation.
- c. Situation of the Teamsite.

3. **MISCELLANEOUS:**

*(Any other business/request/remarks)*

**Name**

**Rank**

**Position**

**Telephone**

# FLASH REPORT

<b>WHEN</b>	
<b>WHERE</b>	
<b>WHAT</b>	
<b>HOW</b>	
<b>WHO</b>	
<b>WHY</b>	
<b>ACTIONS TAKEN</b>	

DRAFT BY *Rank, Name, Phone Number*  
SIGNED BY *Rank, Name, Phone Number*

# SHOOTING INCIDENT REPORT

<b>WHEN</b>	<i>Exact date and time of the shooting</i>
<b>WHERE</b>	<i>Exact position and direction of the shots fired</i>
<b>WHAT</b>	<i>What was targeted</i>
<b>AMOUNT OF ROUNDS FIRED</b>	<i>No of shots/rounds fired</i>
<b>CASUALTIES/ INJURIES</b>	<i>No of casualties/injuries</i>
<b>HOW</b>	<i>Description of the incident, what happened and why was it considered to be necessary to shoot</i>
<b>WHO</b>	<i>Who was the shooter (Name, Rank, Team Site, ID-Number)</i>
<b>ACTIONS TAKEN</b>	<i>What actions have been taken afterwards so far?</i>

**DRAFT BY** *Rank, Name, Phone Number*

**SIGNED BY** *Rank, Name, Phone Number*

## **GUIDELINES ON CONDUCTING INVESTIGATIONS BY MILOBS**

1. **Appointment of an Investigation Team.** Investigations are normally carried out against the background of a potentially serious or serious situation. As such they are very important, and if properly handled can help to diffuse tension and maintain good relations between the Mission and parties to a conflict. A request for any investigation can be initiated from Mission HQ. However, MILOBS TSL may commence an investigation if requested by local representatives of the parties after coordination with FHQ MILOBS Cell and approval of the CMO/ SMO. An investigation can be ordered by the Mission without a request from the party/parties if operational needs require so. The following procedure will apply:

- a. At least 2 MILOBS of different nationality will form part of the investigation team.
- b. The appointed MILOBS are to be suitably qualified to carry out the investigation.
- c. MILOBS assigned to the investigation are to be conversant with the nature of the problem to be investigated, and with any provisions of the agreement which may affect the investigation.

2. **Conduct of Investigation.** In the conduct of investigation, MILOBS are to exercise courtesy and discretion towards representatives of the parties and civilian inhabitants. If required, additional assistance may be requested from UNPOL/local police if available. Documentary or material evidence and witnesses are to be properly utilized. When a party is refused access into an area, the reasons are to be determined and the representative of the party be informed that this would be viewed as separate violation of agreements(s). If access is still refused for unacceptable reasons, FHQ is to be informed. It is not necessary to force the way into an area, a report about that restriction of movement has to be made. Full details of any restriction are to be included in the investigation report. Investigating MILOBS are to be strictly impartial and are not to express opinions of a personal nature. Where possible, communications are to be maintained by the investigation team incorporated MILOBS with the Team Site Duty Officer in whose area the investigation is taking place.

3. **Reporting.** MILOBS appointed to conduct an investigation are to be briefed by the initiating officer and are to submit report in accordance with the oral or written terms of reference issued. Reports are to be detailed, timely and accurate. Where an investigation team cannot submit its reports by the date given, an interim report stating

the reason for the delay is to be forwarded to FHQ MILOB Ops Cell. The report, when submitted, should include:

- a. Terms of references issued by the convening HQ.
- b. Actions by MILOBs during the investigation. This should be given in detail and in date/time order.
- c. Statement by witnesses, including any follow- up questioning.
- d. Any physical evidence.
- e. Sketches or if possible photographs.
- f. Any restriction imposed by the party on any investigation team.

## MILOBS INVESTIGATION REPORT FORM

<b>SECTOR</b>	
<b>DATE OF INVESTIGATION</b>	
<b>TERMS OF REFERENCES ISSUE BY THE CONVENING HQ</b>	
<b>INVESTIGATION TEAM MEMBERS</b>	
<b>START DATE AND TIME</b>	
<b>END DATE AND TIME</b>	

**1. Investigation Team Members:**

<b>S/No.</b>	<b>Rank &amp; Name</b>	<b>ID#</b>	<b>Responsibility</b>	<b>VHF Call Sign</b>
1.				
2.				
3.				

**2. Aim of the Investigation:**

**3. Background to the Mission:**

<b>Task</b>	
<b>Purpose</b>	
<b>Route Out</b>	
<b>Route In</b>	
<b>Grid References</b>	
<b>Distance covered</b>	



(from veh odometer)	
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4. **Finding, Assessment & Recommendation:**

a. Findings:

<p><b>General:</b></p> <ul style="list-style-type: none"><li>(1) <i>What happened? Describe the facts as reported.</i></li><li>(2) <i>When did it happen? Give a date time group.</i></li><li>(3) <i>Where did it happen? Provide name of the Village, Town or City. Provide grid reference of the location, as well as the true direction and distance of the place from a prominent town if in a remote area. Use the GPS as appropriate.</i></li><li>(4) <i>Who was or were involved? Give full names, appointments or assignments of the persons who were interviewed or involved in the incident.</i></li><li>(5) <i>Why did it happen? Report only the facts – NO ASSUMPTIONS.</i></li></ul>
<p><b>Specific Issues:</b></p>
<p><b>Authenticity of Source:</b> <i>An evaluation of the source of the information should be made to ascertain their authenticity. The source(s) should be classified according to the information provided previously and their usefulness.</i></p>

b. **Assessment:**

<p><b>To a.:</b></p> <p><i>Information must be relevant. It must provide detail relative to a particular situation or incident. MILOBs have to determine if the information collected is significant and if it affects or threat peace and security.</i></p>
<p><b>To b.:</b></p>

c. **Deductions/Recommendation:**

<p><b>To a.:</b></p>
<p><b>To b.:</b></p>

5. Sketches or photographs:
6. Any restriction imposed by the part on any investigation team.
7. Witnesses:

<b>S/No.</b>	<b>Name (First Name &amp; Surname)</b>	<b>Location</b>	<b>Responsibility</b>	<b>Remarks</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
<b>4.</b>				
<b>5.</b>				

a. Drafter.

<b>Rank</b>	<b>Name (First Name &amp; Surname)</b>	<b>Signature</b>	<b>Contact Information</b>

b. **Investigation Team Leader.**

<b>Rank</b>	<b>Name (First Name &amp; Surname)</b>	<b>Signature</b>	<b>Contact Information</b>

## REPORT OF CEASE FIRE VIOLATION

SECTOR:.....

<b>1.</b>	Name & Location of the Place	
<b>2.</b>	Grid Reference	
<b>3.</b>	Distance from the Sector Team Site	
<b>4.</b>	When did the incident take place? (Time and Date):	
<b>5.</b>	Who was involved? (Detailed description of people or groups who were involved):	
<b>6.</b>	Which people or group were at the scene when the incident occurred?	
<b>7.</b>	Who reported/provided information about the cease fire Violation (Name, Function, Background, Contact):	
<b>8.</b>	Nature of the cease fire violation? Which type of arms/ammunitions etc were used?	
<b>9.</b>	What happened and how? (Description of the sequence of	

	events):	
<b>10.</b>	What actions have been taken?	
<b>11.</b>	What are the reasons/circumstances for the cease fire violation?	
<b>12.</b>	What is the effect of the cease fire violation on the general public?	
<b>13.</b>	What is the security implication of the cease fire violation?	
<b>14.</b>	What is the effect of the cease fire violation on the peace agreement?	
<b>15.</b>	Victims/Nature of Wounds:	
<b>16.</b>	Damage to Property:	

17.

ASSESSMENT:

18.

RECOMMENDATION:

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**19. INVESTIGATION OFFICER**

NAME (Rank & Name)	ID#	DATE & TIME OF REPORT	SIGNATURE

**MILOBS SECTOR xy**  
**SPECIAL REPORT**

<b>SECTOR</b>	
<b>DATE OF PATROL</b>	
<b>TYPE OF PATROL</b>	
<b>OTHER MEMBERS (DDR, HR etc)</b>	
<b>START DATE AND TIME</b>	
<b>END DATE AND TIME</b>	

**PATROL MEMBERS:**

<b>S/No.</b>	<b>Rank &amp; Name</b>	<b>ID#</b>	<b>Responsibility</b>	<b>VHF Call Sign</b>
1.				
2.				

**INTRODUCTION/BACKGROUND:**

**AIM OF THE VISIT:**

**TASKS:**

**FINDINGS:**

**ASSESSMENT:**

**DEDUCTIONS/RECOMMENDATION:**

**VISIT TEAM AUTHENTICATION:**

**Drafter**

<b>Rank</b>	<b>Name (First Name &amp; Surname)</b>	<b>Signature</b>	<b>Contact Information</b>

**Patrol Team Leader**

<b>Rank</b>	<b>Name (First Name &amp; Surname)</b>	<b>Signature</b>	<b>Contact Information</b>

## Weekly Patrol Plan

xx-xx Month 20XX

Date	Time		Destination	Distance (Turn Round)	Route	Type of Patrol*	Specific Tasks	Composition**			Communication	Remarks
	ETD	ETA						Leader	Members	Vehicle		
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												

Prepared By: \_\_\_\_\_

\_\_\_\_\_  
Signature

Approved By: \_\_\_\_\_

\_\_\_\_\_  
Team Leader

\_\_\_\_\_  
Signature

**Note:**

\*Type of Patrol;

- Long range Patrol
- Short range Patrol
- Verification Patrol & etc.

\*\* Composition: Indicate male and female soldiers separately. For example in case of 6 male and 2 female soldiers: 6m, 2f.