

12 FAH-7 Appendix VI REPORTING FORMATS

*(TL:LGP-3; 12-31-2003)
(Office of Origin: DS/IP/FPO)*

12 FAH-7 Appendix VI-1 SURVEILLANCE DETECTION REPORTING FORMAT

(TL:LGP-3; 12-31-2003)

In an attempt to standardize post surveillance reports, posts should use the format and guidelines addressed below when reporting surveillance incidents. Telegrams should be sent sensitive but unclassified except in circumstances where classified information must be included in the cable. All surveillance reporting telegrams should be slugged for DS/DSS/ITA, DS/DSS/IP, DS/DO/ICI/PII, DS/DO/ICI/CI and DS/IP/FPO.

- (1) Post;*
- (2) Date and time of surveillance activity;*
- (3) Summary of surveillance activity (e.g., methods used, use of vehicle, use of video camera, etc.);*
- (4) Source(s) of the report;*
- (5) Number and description of surveillants (names, sex, and bio information, if available);*
- (6) Probable target(s) of the surveillance (e.g., post buildings or operations, post personnel, official residences, vehicles, etc.);*
- (7) Post investigative actions (e.g., record checks by another agency, consular checks, vehicle traces, surveillants confronted and/or interviewed);*
- (8) Post security/operational actions (e.g., security augmentation measures, briefings);*
- (9) Requests made by post for host government security assistance;*
- (10) Security actions taken by host government (e.g., police or host country intelligence checks, vehicle traces, surveillants confronted or interviewed; and*
- (11) Additional comments by post and/or request for investigative action.*

12 FAH-7 Appendix VI-2 EXPLOSIVE DETECTION ALARM (RESOLUTION REPORTING FORMAT)

(TL:LGP-01; 08-10-2001)

Reports are required on alarms generated by explosive detection equipment and the actions taken to resolve the alarm should be reported to DS/CIS/IST/FSE/FS via DS Channel cable using the format below.

- Detailed narrative of the circumstances of the detection, include date, time and description of where the sample was taken.
- Type of explosive detected.
- Steps taken to resolve the alarm, for example, describe detailed search conducted.
- Describe responses by the vehicle operator, occupants or carrier of the suspect bag or package.
- Report if an explosive ordnance disposal unit (EOD) was called and describe the assistance provided by the EOD or other host government element.
- Describe explosive or explosive device found, if any. The discovery of an explosive device should be reported via TERREP CHANNEL.
- Was the emergency bomb response plan initiated?
- Was the IDNS activated?
- Report the operating condition of the explosive detection equipment.

12 FAH-7 Appendix VI-3 SAMPLE OF INCIDENT REPORTING FORMAT

(TL:LGP-01; 08-10-2001)

Report Number _____

Date of Report _____ Time _____

Post No. _____ Location _____

Type of Incident:

Breach of Security _____

Attempted Breach of Security _____

Equipment Malfunction _____

Guard Malfeasance _____

Other _____

Date of Incident _____ Time of Day _____

Time of Day Guard Supervisor Notified _____

How Notified _____

Time of Day RSO and/or PSO Notified _____

How Notified _____

Details of Incident:

Guard Assigned to Post
(Print Name) _____

Signature _____

Guard Supervisor's Name (Printed)
(Print Name) _____

Signature _____

Follow Up Actions Taken (Describe and indicate by whom and when):

Original to RSO and/or PSO Date and Time Received _____

cc: Guard Supervisor, RSO and/or PSO