1. Incident Name	2. Operational Period (Date/Time) From: To:	**ORGANIZATION ASSIGNMENT LIST** **ICS 203**

3. Incident Commander(s) and Staff

Agency	IC	Deputy

Safety Officer:	
Information Officer:	
Liaison Officer:	

4. Agency Representatives

Agency	Name

5. PLANNING/INTEL SECTION

Chief	
Deputy	
Resources Unit	
Situation Unit	
Environmental Unit	
Documentation Unit	
Demobilization Unit	
Technical Specialists	

6. LOGISTICS SECTION

Chief	
Deputy	

a. Support Branch

Director	
Supply Unit	
Facilities Unit	
Vessel Support Unit	
Ground Support Unit	

b. Service Branch

Director	
Communications Unit	
Medical Unit	
Food Unit	

7. OPERATION SECTION

Chief	
Deputy	
Deputy	
Staging Area Manager	
Staging Area Manager	
Staging Area Manager	

a. Branch – Division Groups

Branch Director	
Deputy	
Division Group	
Division Group	
Division Group	
Division/Group	
Division/Group	

b. Branch – Division/Groups

Branch Director	
Deputy	
Division/Group	
Division/Group	
Division/Group	
Division/Group	
Division/Group	

c. Branch – Division/Groups

Branch Director	
Deputy	
Division/Group	
Division/Group	
Division/Group	
Division/Group	
Division/Group	

d. Air Operations Branch

Air Operations Br. Dir	
Helicopter Coordinator	

8. FINANCE/ADMINISTRATION SECTION

Chief	
Deputy	
Time Unit	
Procurement Unit	
Compensation/Claims Unit	
Cost Unit	

9. Prepared By: (Resources Unit)   **Date/Time**

ORGANIZATION ASSIGNMENT LIST (ICS-203)
Instructions for filling out the form

Purpose. The Organization Assignment List provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS form 207) which is posted on the Incident Command Post display. An actual organization will be event-specific. **Not all positions need to be filled.** The size of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief.

The incident will drive the need for the Intelligence and Information function and where it is located in the ICS organization structure.

Distribution. The Organization Assignment List is duplicated and attached to the Incident Objectives form (ICS-202) and given to all recipients of the Incident Action Plan. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Incident Commander and Staff	Enter the names of the Incident Commander and Staff. Use at least the first initial and last name.
4.	Agency Representative	Enter the agency names and the names of their representatives. Use at least the first initial and last name.
5. thru 8.	Section	Enter the name of personnel staffing each of the listed positions. Use at least the first initial and last name. For Units, indicate Unit Leader and for Divisions/ Groups indicate Division/Group Supervisor. Use an additional page if more than three branches are activated. If there is a shift change during the specified operational period, list both names, separated by a slash.
9.	Prepared By Date/Time	Enter the name and position of the person completing the form Enter date (month, day, year) and time prepared (24-hour clock).