1. Incident Name					2. Operational Period (Date/Time)			ORGANIZATION
					From:	То:		ASSIGNMENT LIST ICS 203-CG
3. Incident Commander(s) and Staff				7. OPERATION SECTION				
Agency	IC		Deputy			Chief		
						Deputy		
						Deputy		
					Staging Area			
					Staging Area			
					Staging Area	Manager		
	fety Officer:							
Information Officer:								
Liaison Officer:			a Pranch Divisio	n Grauna				
			a. Branch – Division Groups Branch Director					
4. Agency Representatives				Branch				
Agency	Name				Division Croun	Deputy		
					Division Group			
					Division Group Division Group			
					Division/Group			
					Division/Group			
E DI ANNII	 NG/INTEL SE	CTION			b. Branch – Divisio	n/Croups		
5. PLAININI	Chief	CTION				Director	•	
	Deputy				Dialici	Deputy		
Po	sources Unit				Division/Group	Deputy		
_	Situation Unit				Division/Group			
Environmental Unit					Division/Group			
Documentation Unit				Division/Group				
Demobilization Unit					Division/Group			
			c. Branch – Divisio	 n/Groups				
Technical Specialists			Branch Director					
					Dianon	Deputy		
					Division/Group	Deputy		
					Division/Group			
6 LOGIST	ICS SECTION	J			Division/Group			
U. LOGISTI	6. LOGISTICS SECTION Chief				Division/Group			
	Deputy				Division/Group			
a. Support Branch			d. Air Operations	Branch				
Director			Air Operations Br. Dir					
Supply Unit					Helicopter Coordinator			
	acilities Unit							
	Support Unit				8. FINANCE/ADMINISTRATION	ON SECTION	ON	
Ground Support Unit		Chief						
2.30						Deputy		
b. Service Branch			Т	ime Unit				
Director			Procuren					
Communications Unit		Compensation/Claims Unit						
	/ledical Unit					Cost Unit		
	Food Unit					-		
9. Prepare	d By: (Resou	rces Unit)				Date	/Time	

ORGANIZATION ASSIGNMENT LIST (ICS 203-CG) 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-CG) 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.

Note: Depending on the incident, the Intelligence and Information function may be organized in several ways: 1) within the Command Staff as the Intelligence Officer; 2) As an Intelligence Unit in Planning Section; 3) As an Intelligence Branch or Group in the Operations Section; 4) as a separate General Staff Intelligence Section; and 5) as an Intelligence Technical Specialist. The incident will drive the need for the Intelligence and Information function and where it is located in the ICS organization structure. The Intelligence and information function is described in significant detail in NIMS and in the Coast Guard Incident Management Handbook (IMH).

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

Item #	<u>Item Title</u>	<u>Instructions</u>
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).