ICS-211a-CG DAILY SIGN-IN SHEET				1. INCIDENT NAME: 2. DATE:						
3. SIGN-IN LOCATION: ICP				DIVS		☐ STAG	SING [OTHER		
	5.	AME			7. A R C		9.	10. DATE/ TIME	11. DATE / TIME SIGN OUT	12. HOURS WORKED (completed by TIME)
13. PAGE	of	14. PREPARED BY COMMENTS	(Naı	me and Pos	ition) U	SE BACK FO	OR REMARKS OR	15. DATE	TIME TO RESTA	ΛT

DAILY SIGN-IN SHEET (ICS 211a-CG)

Purpose. This is an optional form to use as a daily sign-in sheet to track personnel hours worked on the incident for personnel already checked-in at the incident. Personnel who have not checked in on the incident must first check-in on the ICS-211 Check-In List.

Preparation. The Daily Sign-In Sheet is initiated daily (up to 24-hour period) at a number of incident locations including ICP, JIC, base, camps, helibase and in the field. Leaders and Managers at these locations record the personnel sign-in information. The same form is used when personnel sign-out. When all personnel are signed out for the day, the completed form is turned in to the Resources Unit. This form is not used for tactical equipment which are noted on the ICS-204 Assignment List because these resource hours are tracked by the operations section personnel on an ICS-214 Unit Log.

Distribution. Daily Sign-In Sheets are provided to both the Resources Unit and the Finance Section (Time Unit) to track time of incident personnel. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident and uses the Daily Sign-In Sheet to track hours for these personnel. Time Unit tracks the hours personnel have worked for pay purposes. All completed original forms MUST be given to the Documentation Unit.

Item#	Item Title	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Date	Enter date (day, month, year) prepared.
3.	Sign-In Location	Enter the name of the Sign-in location. For Camp, DIVS, Staging and Other; note specific location.
4.	Agency	Enter agency name or agency designator (USCG for U.S. Coast Guard)
5.	Name	Enter Name
6.	Paygrade	Enter military or government paygrade. If other organization or company, leave blank.
7.	A/R/C	Enter A for Active Duty, R for Reserve, C for Civilian
8.	Order # / EMPLID	Enter Order Number if known. Order number will be assigned by Agency dispatching the resources or personnel to the incident. If unknown, or not available, use EMPLID.
9.	Incident Assignment	Enter location at which the resource / individual is normally assigned.
10.	Date/Time Sign-In	Enter date (month, day, year) and time (24-hour clock) at time of Sign-in.
11.	Date/Time Sign-Out	Enter date (month, day, year) and time (24-hour clock) at time of Sign-out.
12.	Hours Worked	Time Unit (TIME) enters total hours worked.
13.	Page	Indicate page no. and no. of pages being used for Sign-In at this location.
14.	Prepared By	Enter the name of the person completing the form and position held.
15.	Date/Time	Enter the time this form was completed and sent to Resources Unit.