

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
DAILY PERSONNEL SIGN-IN SHEET (ICS 211A-CG)

GENERAL INSTRUCTIONS

Purpose. The Daily Incident Personnel Sign-in Sheet (ICS 211A-CG) is an optional form to track daily hours worked on the incident for personnel already checked into an incident. This form is used in addition to the ICS 211-CG and does not replace the Incident Check-in form.

Preparation. The ICS 211A-CG is initiated daily (up to a 24-hour period) at a number of incident locations including the ICP, JIC, base, camps, heli-bases, 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 as noted on the ICS-204-CG Assignment List since these resource hours are tracked by the Operations Section on an ICS 214-CG Activity Log.

Distribution. The ICS 211A-CG, which is completed by personnel at various locations, is provided to the Resources Unit, Demobilization Unit, and Finance/Administration Section for tracking personnel on a daily basis. All completed original forms MUST be given to the Documentation Unit.

| Item # | Item Title | Description |
|--------|--|--|
| 1. | Incident Name | Enter the name assigned to the incident. |
| 2. | Incident Location | Enter the location of the incident / City and State or Country if applicable. |
| 3. | Sign-In Location | Enter the name of the Sign-in location. E.g., ICP, Staging Area, other. |
| 4. | Operational Period | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 5. | Date | Enter the (month/day/year) in MM/DD/YYYY format. |
| 6. | Time In | Enter the time (24-hour clock) at time of sign-in. |
| 7. | Name | Enter name. |
| 8. | Organization | Enter name of agency or organization designator. |
| 9. | ICS Assignment | Enter incident assignment. |
| 10. | Contact Information | Enter contact information. E.g., cell phone, email, etc. |
| 11. | Completed Initial Check-In | Check the box if completed ICS 211-CG at Check-in when first arrived at incident. |
| 12. | Time Out | Enter the time (24-hour clock) at time of sign-out. |
| 13. | Recorded By <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time | Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |