

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
WORK ANALYSIS MATRIX (ICS 234-CG)

PRIVACY NOTICE

AUTHORITY: USCG is authorized to collect the information pursuant to Emergency Management Manual, Volume IV: Incident Management and Crisis Response, COMDTINST M3010.24; Management of Domestic Incidents, Homeland Security Presidential Directive-5 (HSPD-5); National Preparedness, Presidential Policy Directive-8 (PPD-8); U.S. Coast Guard Emergency Management Manual, Volume I: Emergency Management Planning Policy, COMDTINST M3010.11; 40 C.F.R. § 300.125(a)(b); 14 U.S.C. § 504, Commandant; general powers.

PURPOSE: USCG collects the information to determine the best strategies and tactics to successfully achieve operational objectives.

ROUTINE USES: USCG will use this information to assist the Coast Guard and other agencies in all facets of emergency and incident management to prioritize and gauge the effectiveness of response actions. Information from this form may be disclosed externally as a "routine use" pursuant to DHS/USCG/PIA-008 Marine Information for Safety and Law Enforcement (MISLE).

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: Providing this information is voluntary. In order to assist with maintaining confidentiality respondents are advised not to disclose any additional personally identifiable information (PII) in their free-form responses.

GENERAL INSTRUCTIONS

Purpose. The Work Analysis Matrix form (ICS 234-CG) is designed to help select the best strategies and tactics to achieve the operational objectives. This optional form assists staff in carrying out incident objectives by outlining the who, what, where, when, and how of the response. Each objective should be linked to the Objectives identified on the ICS 202-CG or ICS 202A-CG. The tactics from this form carry forward to the "Work Assignment" on the ICS 215-CG. Another purpose of the ICS 234-CG is that it presents alternative (or what-if) strategies and tactics to respond to bad weather, sudden changes in operational conditions, etc. This form is a formalized version of how most Operations Section Chiefs tend to turn objectives into tactical field work.

Preparation. The ICS 234-CG if used, is usually completed by the Operations Section Chief and Planning Section Chief prior to the Tactics Meeting. This form may also be used by the Intelligence/Investigations Section Chief as appropriate.

Distribution. 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.	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.
4.	Objectives	Enter the relevant Operational Objectives from the ICS 202-CG, with the corresponding identifier. The letter entered for the Operational Objectives should correspond to the ICS 202-CG or ICS 202A-CG.
5.	Strategies	Enter all strategies that could be used to meet the objective ("how").
6.	Tactics / Work Assignments	Enter details, including as much as possible, who, what, where, and when, of work assignments to carry out Operational Strategies.
7.	Prepared by <ul style="list-style-type: none"> • Name • Position / Title • Signature • Date/Time 	Enter the name, ICS title and signature of the person preparing the form. Enter date (MM/DD/YYYY) and time prepared (24-hour clock).

