

DEPARTMENT OF HOMELAND SECURITY  
U.S. COAST GUARD

**INCIDENT ACCOUNTABLE RESOURCE TRACKING SHEET (ICS 261-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 track resources and property acquired for the incident, manage resource ordering, resource status, and assists in determining incident costs.

**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 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 Incident Accountable Resource Tracking Sheet (ICS 261-CG) is used to track resources and property acquired for the incident

**Preparation.** The ICS 261-CG is initiated and maintained by the Supply Unit Leader.

**Distribution.** This form is maintained in order to manage resource ordering, resource status, and assists in determining incident costs. 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.	Funding Source	Enter the funding source code
4.	Project Number	Enter the project number code
5.	In Service Date	Enter the date the item went in-service
6.	Acquisition Method	Enter the acquisition method/type
7.	Item Name and Model Number	Enter the name and model number of the item. Be as descriptive as possible
8.	Serial Number	Enter the serial number of the item.
9.	Actual Cost	Enter the actual cost of the item
10.	ICS 213RR Request Number	Enter the Request Number of the item from the ICS 213RR form
11.	Issued to Location	Enter the location where the item was issued
12.	Issued To	Enter the resource, crew, or person the item was issued
13.	Issued Date	Enter the date the item was issued
14.	Date Returned to Supply Unit	Enter the date the item was returned to the Supply Unit
15.	Current Disposition	Enter the current disposition of the item
16.	Final Disposition	Enter the final disposition of the unit

