1. Incident Name			2. Operational Period (Date/Time)		ORGANIZATION	
			From: To:			ASSIGNMENT LIST ICS 203-CG
3. Incident Commander(s) and Staff			7. OPERATION SECTION			
Agency	IC	Deputy	4	Chief		
			-	Deputy		
				Deputy		
			Staging Area I	-		
			Staging Area I	-		
Cat			Staging Area I	Manager		
	fety Officer:		4		ļ	
	tion Officer:		4			
Llais			a Branch – Divisio	on Groups	Ļ	
4 Agonov	Representatives		a. Branch – Division Groups Branch Director			
	Name		- Dianon			
Agency	Name		Division Group	Deputy	<u> </u>	
			Division Group		<u> </u>	
			Division Group			
			Division/Group		+	
			Division/Group		+	
	NG/INTEL SECTION		b. Branch – Divisio	Groups	<u> </u>	
5. PLANINI	Chief			Director	\$ 	
	Deputy		- Dianon	Director		
Re	sources Unit		Division/Group	Deputy	 	
-	Situation Unit		Division/Group		<u> </u>	
	nmental Unit		Division/Group		1	
	entation Unit		Division/Group			
	vilization Unit		Division/Group		4	
	al Specialists		c. Branch – Divisio		Ļ	
1 Common			Branch Director			
			-	Deputy		
			Division/Group	Deputy	1	
			Division/Group			
					4	
6. LUGISTI	Chief		Division/Group Division/Group		<u> </u>	
	Deputy		Division/Group Division/Group		<u> </u>	
	. Support Branch		d. Air Operations	Branch		
ч Ч	Director		Air Operations		[
ç	Supply Unit		Helicopter Coo			
	acilities Unit			Junator		
Vessel Support Unit		8. FINANCE/ADMINISTRATIC				
	upport Unit			Chief		
Gibuna S			4	Deputy		
h	. Service Branch		I T	Time Unit		
Director		Procurement Unit				
Communications Unit		Compensation/Claims Unit				
Medical Unit			Cost Unit			
10	Food Unit		-	503t Onit		
0 Droporo		4		Data	/Time	
9. Prepared By: (Resources 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.

<u>Note</u>: Depending on the incident, the Intelligence and Information function may be organized in several ways: 1) within the Command Staff as the <u>Intelligence Officer</u>; 2) As an <u>Intelligence Unit</u> in Planning Section; 3) As an <u>Intelligence Branch or Group</u> in the Operations Section; 4) as a separate General Staff <u>Intelligence Section</u>; and 5) as an <u>Intelligence Technical Specialist</u>. 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 #	Item Title	Instructions
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
9.	Prepared By Date/Time	operational period, list both names, separated by a slash. Enter the name and position of the person completing the form Enter date (month, day, year) and time prepared (24-hour clock).