ORGANIZATION ASSIGNMENTS LIST (ICS FORM 203)

Purpose. The Organization Assignment List provides E-ICS personnel with information on the positions that are currently activated and the names of personnel staffing each position. It is used to complete the Incident Organization Charts (E-ICS Form 207) which is posted in the Situation Status Area of the Incident Command Post.

Preparation. The list is prepared and maintained by the Resources Unit Leader under the direction of the Planning Section Chief.

Distribution. The Organization Assignment List is duplicated and included in the Incident Action Plan.

Item #	Item Title	Instructions
		An Organization Assignment List may be completed any time the number of personnel assigned to the incident increase or decrease or a change in assignments occurs
1.	Incident Name	Print the name assigned to the incident.
2.	Date Prepared	Enter date prepared (month, day, year)
3.	Time Prepared	Enter time prepared (24-hour clock).
4.	Operational Period	Enter the time interval for which the assignment list applies. Record the start time and end time and include date(s).
5. thru 10.		Enter the names of personnel staffing each of the listed position. Use at least 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 operational period, list both names separated by a slash (/).
11.	Prepared By	Enter the name of the Resources Unit member preparing the form. Attach form to the Incident Action Plan.

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ORGANIZATION ASSIGNMENT LIST	1. Incident Name	2. Date Prepared:	4. Operational Period	Date	Time
		3. Time Prepared:	From:		
			To:		

5. Incident Commander and Staff

	Primary	Deputy
Federal		
State		
RP(s)		
Safety Officer		
Public Info Officer		
Liaison Officer		
IC Assistant		
EOC Support Super.		

6. Agency Representatives

Agency	Name

7. Planning Section

Chief	
Deputy	
Resources Leader	
Plan Development Leader	
Situation Unit Leader	
Documentation Leader	
Demobilization Leader	
Technical Specialists	

8. Logistics Section

Chief	
Deputy	
Security Unit Leader	
Comms Unit Leader	
Transport Unit Leader	
Supply Unit Leader	
Mass Care Unit Leader	
Facilities Unit Leader	
Personnel Unit Leader	

9. Operations Section

Chief	
Deputy	
Fire	
Law Enforcement	
EMS	
Public Works	
Medical & Health	
Division Supervisors	
Staging Area Mgrs	

11. Finance Section

Chief	
Deputy	
Time Keeping Leader	
Compensation/Claims Leader	
Purchasing Leader	

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11. Prepared by: