



## ASSIGNMENT LIST (ICS FORM 204-OS)

**Special Note.** The Assignment List, ICS form 204-OS submits assignments at the level of Divisions and Groups. The Assignment List Attachment, ICS form 204a-OS shows more specific assignment information, if needed. The need for an ICS form 204a-OS is determined by the Planning and Operations Section Chiefs during the Operational Planning Worksheet (ICS form 215-OS) development.

**Purpose.** The Assignment List(s) informs Division and Group supervisors of incident assignments. Once the assignments are agreed to by the Unified Command and General Staff, the assignment information is given to the appropriate Divisions and Groups.

**Preparation.** The Assignment List is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS form 202-OS), Operational Planning Worksheet (ICS form 215-OS), and the Operations Section Chief. The Assignment List must be approved by the Planning Section Chief. When approved, it is included as part of the Incident Action Plan (IAP). Specific instructions for individual Task Forces / Strike Teams may be entered on an ICS form 204a-OS for dissemination to the field, but not included in the IAP.

**Distribution.** The Assignment List is duplicated and attached to the Incident Objectives and given to all recipients of the Incident Action Plan. In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
		A separate sheet is used for each Division or Group. The identification letter of the Division is entered in the form title. Also enter the number (roman numeral) assigned to the Branch.
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.	Branch	Enter the Branch designator.
4.	Division/Group	Enter the Division/Group designator.
5.	Operations Personnel	Enter the name of the Operations Chief, applicable Branch Director, and Division Supervisor.

Item #	Item Title	Instructions
6.	Resources Assigned This Period  Strike Team / Task Force / Resource Identifier Leader Contact Information  Number of Persons  Special Notes / Remarks Assignment List Attachment	Each line in this field may have a separate Assignment List Attachment (ICS form 204a-OS). Enter the following information about the resources assigned to Division or Group for this period: List identifier  Leader name Primary means of contacting this person (e.g., radio, phone, pager, etc.). Be sure to include area code when listing a phone number. Total number of personnel for the strike team, task force, or single resource assigned. Special notes or directions, specific to this strike team, task force, or single resource. Enter an "X" check if an Assignment List Attachment (ICS form 204a-OS) will be prepared and attached. The need for an ICS form 204a-OS is determined by the Planning and Operations Section Chiefs during the Operational Planning Worksheet (ICS form 215-OS) development.
7.	Assignments	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
8.	Special Instructions for Division/Group	Enter a statement noting any safety problems, specific precautions to be exercised, or other important information.
9.	Communications	Enter specific communications information (including emergency numbers) for this division /group. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS form 205-OS). Note: Phone numbers should include area code.
10.	Prepared By  Date/Time	Enter the name of the person completing the form, normally the Resources Unit Leader.  Enter the Date (month, day, year) and Time (24-hour clock) the form was prepared.
11.	Approved By  Date/Time	Enter the name of the person approving the form, normally the Planning Section Chief.  Enter the Date (month, day, year) and Time (24-hour clock) the form was approved.