

1. Incident Name	2. Operational Period (Date / Time) From: _____ To: _____		ASSIGNMENT LIST ATTACHMENT ICS 204a-OS
3. Branch	4. Division / Group		
5. Strike Team / Task Force / Resource Identifier	6. Leader	7. Assignment Location	
8. Work Assignment Special Instructions (if any) [Ops]			
9. Special Equipment / Supplies Needed for Assignment (if any) [Ops]			
10. Special Environmental Considerations (if any) [P.S.C.]			
11. Special Site-Specific Safety Considerations (if any) [S.O.]			
Approved Site Safety Plan Located at:			
12. Other Attachments (as needed) ☐ Map ☐ Weather Forecast ☐ Shoreline Cleanup Assessment Team Report ☐ Tides ☐ _____ ☐ _____			
13. Prepared by: (Resources Unit Leader)			Date / Time
ASSIGNMENT LIST ATTACHMENT		June 2000	ICS 204a-OS

ASSIGNMENT LIST ATTACHMENT (ICS FORM 204a-OS)

Special Note. This form is an optional attachment, which can be used in conjunction with the Assignment List, ICS form 204-OS. The ICS form 204-OS is used to give assignments to Divisions and Groups; the ICS form 204a-OS provides more specific assignment information, when needed. If there is a check, then there will be one ICS form 204a-OS for each Strike Team / Task Force / Resource Identifier listed in Item 6 of ICS form 204-OS and marked with a check (•) in the last column. 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 Attachment informs field personnel of specific incident assignment information. Once the Unified Command and General Staff agree to the Group / Division assignments, the specific assignment information is given to the appropriate Strike Team or Task Force Leaders.

Preparation. The Assignment List Attachment form is normally prepared by the Resources Unit under the direction of the Planning and Operations Section Chiefs using guidance from the Incident Objectives (ICS form 202-OS) and the Operational Planning Worksheet (ICS form 215-OS).

Distribution. The Assignment List Attachment is duplicated and distributed to the Group or Division supervisor for communication to individual Task Forces and Strike Teams. In some cases, assignments may be communicated via radio, phone, or computer. All completed original forms MUST be given to the Documentation Unit.

NOTE: A separate sheet is used for each Strike Team or Task Force.

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.	Branch	Enter the Branch designator.
4.	Division/Group	Enter the Division/Group designator.
5.	Strike Team / Task Force / Resource Identifier	Enter the Identifier of the Strike Team / Task Force / Resource.
6.	Leader	Enter the name of the Strike Team / Task Force leader.
7.	Assignment Location	Enter the location of the assignment for the Strike Team / Task Force.
8.	Work Assignment Special Instructions (if any) [OPS]	Provide special instructions, as needed, to highlight site-specific work assignments.
9.	Special Equipment and/or Supplies Needed for Assignment (if any) [OPS]	Enter a description, quantity, and comments for special equipment and/or supplies needed for this assignment.

Item #	Item Title	Instructions
10.	Special Environmental Considerations (if any) [PSC]	Enter any special environmental considerations specific to this location (e.g., presence of endangered species, archeological sites, sensitive habitats to be avoided, etc.). If needed, reference the Resources at Risk Summary (ICS form 232-OS) for further information.
11.	Special Site-Specific Safety Considerations [SO]	Enter any safety considerations specific to this location. For example, presence of dangerous wildlife, possibility of hazardous materials in the area, rough terrain issues, etc. Enter the location where the Approved Site Safety Plan is available for review.
12.	Additional Attachments (as needed)	"X" the appropriate box for any attachments.
13.	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.