



# ORGANISATION ASSIGNMENT LIST

## PURPOSE

The Organization Assignment List (ICS 203) 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 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. Not all positions need to be filled. Some blocks may contain more than one name. 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. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

## DISTRIBUTION

The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP).

All completed original forms must be given to the Documentation Unit.

## NOTES

- The ICS 203 is part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure

NO.	TITLE.	INSTRUCTIONS.
1	Incident Name / Number	Enter the name / number assigned to the incident.
2	Incident Type	Enter the type of incident. Eg: wildfire, flood, etc.
3	Date Prepared	Enter date prepared (day/month/year).
4	Time Prepared	Enter the time prepared (Use 24-hour clock).
5	Operational Period (Date/Time)	Enter the Start and End of the Operational Period including date and time.
6	Incident Commander and Command Staff	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. Include the qualification level of the IC in the Type space eg: ICT3. For Unified Command, also include agency names.
7	Agency Representatives	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
8	Planning Section	Enter the name of the Planning Section Officer, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
9	Logistics Section	Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.



## ORGANISATION ASSIGNMENT LIST - CONTINUED

NO.	TITLE.	INSTRUCTIONS.
10	Operations Section	<p>Enter the name of the Operations Section OIC, Deputy, Branch Officers, Sector Officers, and personnel staffing each of the listed positions. Branches and Sectors may be named for functionality or by geography. Use an additional page if more than three Branches are activated. List whether a Division or Group Supervisor in the space preceding the name by use of DIVS or GRPS. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.</p>
11	Finance Section	<p>Enter the name of the Finance Section Officer, Deputy, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.</p>
12	Prepared By	<p>Enter the name and position (if not Resources Unit Leader), date and time of the person completing the ICS 203.</p>



1. INCIDENT NAME/NUMBER	

2. INCIDENT TYPE	

6. INCIDENT COMMANDER AND STAFF	
PRIMARY	
TYPE	
DEPUTY	
TYPE	
SAFETY OFFICER	
INFORMATION OFFICER	
LIAISON OFFICER	

7. AGENCY REPRESENTATIVES	
AGENCY	NAME

8. PLANNING SECTION	
CHIEF	
DEPUTY	
RESOURCES UNIT	
SITUATION UNIT	
DOCUMENTATION UNIT	
DEMOBILIZATION UNIT	
TECHNICAL SPECIALISTS	

9. LOGISTICS SECTION	
CHIEF	
DEPUTY	

A. SUPPORT BRANCH	
DIRECTOR	
SUPPLY UNIT	
FACILITIES UNIT	
TRANSPORTATION UNIT	

B. SERVICE BRANCH	
DIRECTOR	
COMMUNICATIONS UNIT	
MEDICAL UNIT	
FOOD UNIT	

3. DATE PREPARED		4. TIME PREPARED	
DATE		TIME	

5. OPERATIONAL PERIOD (DATE/TIME)			
FROM		TO	

10. OPERATIONS SECTION	
CHIEF	
DEPUTY	
A. BRANCH I - DIVISION / GROUPS	
BRANCH DIRECTOR	
DEPUTY	
DIVISION / GROUP	
DIVISION / GROUP	
DIVISION / GROUP	
DIVISION / GROUP	
DIVISION / GROUP	

B. BRANCH II - DIVISION / GROUPS	
BRANCH DIRECTOR	
DEPUTY	
DIVISION / GROUP	
DIVISION / GROUP	
DIVISION / GROUP	
DIVISION / GROUP	
DIVISION / GROUP	

C. BRANCH III - DIVISION / GROUPS	
BRANCH DIRECTOR	
DEPUTY	
DIVISION / GROUP	
DIVISION / GROUP	
DIVISION / GROUP	
DIVISION / GROUP	
DIVISION / GROUP	

D. AIR OPERATIONS BRANCH	
AIR OPS. BR. DIRECTOR	
AIR TACTICAL SUPERVISOR	
AIR SUPPORT SUPERVISOR	
HELICOPTER COORDINATOR	
FIXED-WING COORDINATOR	

11. FINANCE SECTION	
CHIEF	
DEPUTY	
TIME UNIT	
PROCUREMENT UNIT	
COMPENSATION UNIT	
DEMOBILIZATION UNIT	
COST UNIT	

12. PREPARED BY (RESOURCES UNIT)	



1. INCIDENT NAME/NUMBER	

2. INCIDENT TYPE	

6. INCIDENT COMMANDER AND STAFF	
PRIMARY	
TYPE	
DEPUTY	
TYPE	
SAFETY OFFICER	
INFORMATION OFFICER	
LIAISON OFFICER	

7. AGENCY REPRESENTATIVES	
AGENCY	NAME

8. PLANNING SECTION	
CHIEF	
DEPUTY	
RESOURCES UNIT	
SITUATION UNIT	
DOCUMENTATION UNIT	
DEMOBILIZATION UNIT	
TECHNICAL SPECIALISTS	

9. LOGISTICS SECTION	
CHIEF	
DEPUTY	

A. SUPPORT BRANCH	
DIRECTOR	
SUPPLY UNIT	
FACILITIES UNIT	
TRANSPORTATION UNIT	

B. SERVICE BRANCH	
DIRECTOR	
COMMUNICATIONS UNIT	
MEDICAL UNIT	
FOOD UNIT	

3. DATE PREPARED		4. TIME PREPARED	
DATE		TIME	

5. OPERATIONAL PERIOD			
FROM		TO	

10. OPERATIONS SECTION			
CHIEF			
DEPUTY			
A. BRANCH I - DIVISION / GROUPS			
BRANCH DIRECTOR			
DEPUTY			
DIVISION / GROUP + NAME			
DIVISION / GROUP + NAME			
DIVISION / GROUP + NAME			
DIVISION / GROUP + NAME			
DIVISION / GROUP + NAME			
B. BRANCH II - DIVISION / GROUPS			
BRANCH DIRECTOR			
DEPUTY			
DIVISION / GROUP + NAME			
DIVISION / GROUP + NAME			
DIVISION / GROUP + NAME			
DIVISION / GROUP + NAME			
DIVISION / GROUP + NAME			
C. BRANCH III - DIVISION / GROUPS			
BRANCH DIRECTOR			
DEPUTY			
DIVISION / GROUP + NAME			
DIVISION / GROUP + NAME			
DIVISION / GROUP + NAME			
DIVISION / GROUP + NAME			
DIVISION / GROUP + NAME			
D. AIR OPERATIONS BRANCH			
AIR OPS. BR. DIRECTOR			
AIR TACTICAL SUPERVISOR			
AIR SUPPORT SUPERVISOR			
HELICOPTER COORDINATOR			
FIXED-WING COORDINATOR			

11. FINANCE SECTION	
CHIEF	
DEPUTY	
TIME UNIT	
PROCUREMENT UNIT	
COMPENSATION UNIT	
DEMOBILIZATION UNIT	
COST UNIT	

12. PREPARED BY (RESOURCES UNIT)	