

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
ASSIGNMENT LIST ATTACHMENT (ICS 204A-CG)

PRIVACY ACT STATEMENT

AUTHORITY: USCG is authorized to collect the information pursuant to Emergency Management Manual, Volume IV: Incident Management and Crisis Response, COMDTINST M3010.24; Management of Domestic Incidents, Homeland Security Presidential Directive-5 (HSPD-5); National Preparedness, Presidential Policy Directive-8 (PPD-8); U.S. Coast Guard Emergency Management Manual, Volume I: Emergency Management Planning Policy, COMDTINST M3010.11; 40 C.F.R. § 300.125(a)(b); 14 U.S.C. § 504, Commandant; general powers.

PURPOSE: USCG collects the information to document the Command's strategic direction and guidance through priorities, key decisions or procedures, and limitations or constraints used during the operational period.

ROUTINE USES: USCG will use this information to assist the Coast Guard and other agencies in all facets of emergency and incident management to prioritize and gauge the effectiveness of response actions. Information from this form may be disclosed externally as a "routine use" pursuant to DHS/USCG/PIA-008 Marine Information for Safety and Law Enforcement (MISLE).

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: Providing this information is voluntary. To assist with maintaining confidentiality, respondents are advised not to disclose any additional personally identifiable information (PII) in their free-form responses.

GENERAL INSTRUCTIONS

Purpose. The Assignment List Attachment form (ICS 204A-CG) shows more specific instructions for specific resources if needed. This form may be used to support ICS-204-CGs for the Operations Section or the Intelligence/Investigations Section. 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. The need for an ICS 204A-CG is determined by the Planning and Operations or Intelligence/Investigations Section Chiefs during the development of the Operational Planning Worksheet (ICS 215-CG) development.

Preparation. The ICS-204A-CG is completed by the Operations Section to accompany the ICS 204-CG Assignment List. These forms should be prepared with the assistance of the Safety Officer to ensure personnel assigned to the field have the proper equipment, supplies, and direction for potential threats and hazards.

Distribution. The ICS 204A-CG is attached to the corresponding Assignment List ICS 204-CG and provided to the Leader or personnel assigned. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Description
1.	Incident Name	Enter the name assigned to the incident.
2.	Incident Location	Enter the location of the incident / City and State or Country if applicable.
3.	Operational Period	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4.	Branch	Enter the designator of the Branch
5.	Division / Group	Enter the designator of the Division or Group.
6.	Strike Team / Task Force / Resource (Identifier)	Enter the designator of the Strike Teams, Task Force, or Resource.
7.	Leader	Enter the name of the Leader.
8.	Assignment Location	Enter assignment location.
9.	Work Assignment Special Instructions	Enter work assignment special instructions including safety requirements.
10.	Site Safety Plan located at	Enter the location where the approved Site Safety Plan is located.
11.	Other Attachments	Identify any additional attachments to the ICS-204A-CG such as maps, charts, weather forecast, tides/currents, hazardous materials information, or other attachments to assist in the completion of the assigned task.
12.	Prepared by	Enter the name of the person that prepared the form and date/time (24-hour).
13.	Reviewed by PSC	After review, enter the name and signature of the Planning Section Chief (PSC). Enter date (month/day/year) and time prepared (24-hour clock).
14.	Reviewed by OSC/ISC	After review, enter the name and signature of the Operations Section Chief (OSC) or Intelligence/Investigations Section Chief (ISC) as appropriate. Enter date (month/day/year) and time prepared (24-hour clock).

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD

ASSIGNMENT LIST ATTACHMENT (ICS 204A-CG)

1. Incident Name:	2. Incident Location:	3. Operational Period (Date/Time): From: _____ To: _____
4. Branch:	5. Division/Group:	6. Strike Team / Task Force / Resource:
7. Leader:	8. Assignment Location:	
9. Work Assignment Special Instructions, Special Equipment / Supplies Needed for Assignment, Special Environmental Considerations; Special Site-Specific Safety Considerations:		
10. Site Safety Plan located at:		
12. Prepared by: _____ Date/Time _____	13. Reviewed by (PSC): _____ Date/Time _____	14. Reviewed by (OSC/ISC): _____ Date/Time _____