Finance Electronic Files Management Guidance
May 2023

This document provides guidelines intended to assist Incident Management Teams in building a complete electronic Incident Finance Package (IFP) using FireNet for subsequent transfer to host agency/agencies. It provides a basis for consistent management of electronic finance files between teams, incidents, and agencies in all geographic areas; however, in some situations with added complexities such as managing multiple incidents under unified command or specialized record-keeping requirements, teams may seek and/or receive additional guidance from the host agency administrator(s) and/or assigned INBA(s).

Using these naming conventions consistently will build an IFP in the **08_Final_Finance_eDoc_Box** folder and its subfolders in the Finance Channel that follows the Standards for Interagency Incident Business Management ([SIIBM](#)) Chapter 40 and can be transferred to an external drive and uploaded to an agency system of record efficiently. The intent of limiting both the type and number of characters in folder and file names as well the number of levels of folders is to ensure that the pathname to any file in the electronic IFP does not exceed 255 characters that can be managed by mass file transfer tools.

File and folder parameters:
- File/folder names do not exceed 30 characters in the IFP.
- File/folder names in the IFP include only alphanumeric characters, hyphens, and underscores.
- File extensions (e.g., .pdf, .docx, etc.) are not counted in the 30 characters.
- Dates are displayed as YYMMDD, using a leading 2-digit year.
- Resource order numbers include dashes only for subordinates.
- Resource order numbers for subordinates use a dash instead of period (e.g., E2-3)
- Subfolders may be created; however, the limit for folder levels is 5 in any unit.
- Corrected documents are named as the original convention followed by _V2 (e.g., CTR_A1_YYMMDD_V2. Multiples for the same document are numbered consecutively (i.e., V3, V4).

File and folder names do not include notations regarding status; however, teams may use the "Notes" column within FireNet for tracking purposes as shown in the claims example below:

📁 CL02_BearDivideIHC_SawBar_GPD	Approved for replacement; waiting for S#
📁 CL03_Evans_Cattle_Tort	Forwarded to host unit 3/17/2023
📁 CL04_Downs_Tent_EMP	To be forwarded to DOI home unit
📁 CL05_CarverFm_Fence_Potential	Notified INBA 03/03/2023

Abbreviations are necessary. Common abbreviations are summarized in the tables on pages 2-3.

Document Types and Descriptive Information Needed

Document Type	File Name = Doc Type Plus	Example
Agreement (AGMT)	Request#	AGMT_E2
Amended Casual Hire Form (CHA)	LastName_Request#	CHA_Doe_E2-3
Buying Team Spreadsheet (BUYT_SS)	Date	BUYT_SS_YYMMDD
Casual Hire Form (CH)	LastName_Request#	CH_Doe_E2-3
Caterer Daily Invoice (CATR)	Request#_Date	CATR_E10_YYMMDD
Check In Sheet (CIS)	Request#	CIS_E1
Claim - Damage/Injury/Death (SF95)	ClaimsLog#	SF95_CL3
Combined CTR/Shift Ticket (CTR-ST)	Request#_Date (or date range)	CTR-ST_E1_YYMMDD (or YYMMDD-MMDD)
Commercial Invoice (COMINV)	Request#_Date (or date range)	COMINV_S3_YYMMDD-MMDD
Contract Claim (CC)	Description_Request#	CC_DoorDamage_E1
Contract Claim Documentation (CCD)	Description_Request#	CCD_FallerStatement_E5
Corrected Documents	Original_V2 (sequential if multiple)	CTR_A1_YYMMDD-MMDD_V2
Cost Share (CS)	Description_Date (or date range)	CS_IAPSigned_YYMMDD
Crew Manifest (CM)	Request#	CM_E1
Crew Time Report (CTR)	Request#_Date (or date range)	CTR_A1_YYMMDD (or YYMMDD-MMDD)
DOI Employee Claim (DI570)	Claims Log #	DI570 _CL5
Evaluation (EVAL)	Vendor Name & Request#	EVAL_ABCContracting_E1
Fuel & Oil Issues (FUEL)	Request#_Date	FUEL_E6_YYMMDD
General Message (GM)	Subject_Request#_Date	GM_LodgingRequest_C5_YYMMDD
Helibase Summary (HBSum)	HB name (for multiples) and Date	HBSum_YYMMDD
Individual Aircraft Summary or 122	Tail# and Date	14HXSum_YYMMDD
Interim or Final Invoice (286I/286F)	Request#_LastDate	286I_E6_YYMMDD or 286F_E6_YYMMDD
Interim or Final Timesheet (288I/288F)	LastName_Request#_LastDate	288I_Doe_O1 or 288F_Doe_O1
Interim/Final Pymt Pkg (PKGI/PKGF)	Request#_LastDate	PKGF_E1_YYMMDD or PKGI_E1_YYMMDD
Miscellaneous (MISC)	Description_Reqest#_Date(optional)	MISC_EngineInventory_E2
Motor Vehicle Accident (SF91)	ClaimsLog#	SF91_CL1
Pre-Use Inspection (PRE)	Request#	PRE_E1
Property Loss/Damage (OF289)	ClaimsLog#	OF289_CL2
Release Inspection (POST)	Request#	POST_E1
Resource Order (RO)	Request #	RO_E1
Shift Ticket (ST)	Request#_Date (or date range)	ST_E1_YYMMDD (or YYMMDD-MMDD)
Shower Daily Invoice (SHWR)	Request#_Date	SHWR_E11_YYMMDD
Supporting Document – Payment (XD)	Description_Request#	XD_PartsReceipt_E6
Supporting Document Claims (XDC)	Description_ClaimsLog#	XDC_Photo_CL2
Tankerbase Summary (TBSum)	TB name (for multiples) and Date	AbileneTBSum_YYMMDD
USDA Employee Claim (AD382)	Claims Log #	AD382_CL4
Witness Statement (SF94)	WitnessLastName_ClaimsLog#	SF94_Miller_CL1

Claim Types

EMP	Employee Claim		NTORT	Non-Tort Claim
GOVT	Government Claim (Not OF-289)		TORT	Tort Claim
GPD	Government Property Damage (OF-289)		POTENTIAL	Potential

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Agreement (AGMT) Types

COMM	Commercial Agreement	LUA	Land Use Agreement
COOP	Cooperative Agreement	NCCxxx	National T2IA Crew (xxx is crew #)
EERA	Emergency Equipment Rental Agmt	T2Cxx	National T2 Crew (xx is crew #)
IBPA	Incident Blanket Purchase Agmt	VIPR	Virtual Incident Procurement Agmt

Employment Types

DOIAD	AD hired by DOI Agency	OTH	Other (type not listed)
FSAD	AD hired by USFS Unit	State (use 2-letter ID)	State Employee (e.g., GA, MN)
FED	Regular Federal Employee		

Finance Channel General Folders

5_Information: This is intended as a repository for information relative to managing the section. The contents do not follow a standard convention other than the listed parameters.

6_ICS213_GMs: Contents include general messages filed using the convention GM_YYMMDD_XXX, where xxx is a reference to the topic. *File name limit is 30 characters.*

7_ICS214_Unit_Logs: Contents include unit logs filed using the convention 214_YYMMDD_LastName.

COMP/CLAIMS UNIT

Compensation for Injury files include the ICS-226 Incident Injury/Illness Log or equivalent document, which is a single document used throughout the life of the incident regardless of the number of IMTs assigned. These files may also include an APMC log, generic statistics summarizing unit activity, trends analysis, transition notes, and relevant information on unit management. The contents cannot include Privacy Act protected information. An example of the working file pathname with contents is shown below:

Finance Channel > 1_COMP > **01_Comp_for_Injury**

📄 1_Comp_Log.pdf	This is a single document used by all teams assigned through the life of the incident. Naming convention facilitates sorting to the top. Cases are numbered consecutively with no letter.
📄 2_APMC_Log.pdf	This is a single document used by all teams assigned. The naming convention puts it directly below the comp log. Only used if APMC is authorized; cases numbered consecutively by M#, beginning with M-1.
📄 MedicalFacilitiesInfo.pdf	This is an example of a non-PII document with no set naming convention that may be included in the files. Name is limited to 30 characters or less.
📄 StatisticsForCloseout_230329.pdf	This is an example of an analysis document without a naming convention that includes a relevant date. Name is limited to 30 characters or less.
📄 TransitionNotes_230316.pdf	This is an example of a transition document that could be shared with either an incoming team or at closeout with the host agency.

Claims files include the ICS-227 Claims Log or equivalent document, which is a single document used throughout the life of the incident regardless of the number of IMTs assigned. Claims subfolders are created using the convention **Claim#_Claimant/PotentialClaimantName_Subject_ClaimType**. The claim number in the folder name should be at least two digits (e.g., 01) to facilitate chronological sorting to claim #99 in the files. Claims folders include records related to government property damage documented on an OF-289; however, incident replacement records are retained by the Supply Unit (reference SIIBM Chapter 30). Contract claims are an exception – those are filed in the associated contractor folder in the Procurement Unit.
Examples from working files are included below. *See also page 2 for a list of claim types.*

Finance Channel > 1_COMP > **02_ Claims**

📁 CL01_CarverFm_Fence_Potential	Example: Potential claim that could result from an incident involving a fence at Carver Farm. "Farm" is abbreviated to remain within 30 characters.
📁 CL02_BearDivideIHC_SawBar_GPD	Example of a claim related to government property damage documented on an OF-289. This is NOT an incident replacement request.
📁 CL03_Evans_Cattle_Tort	In this example, claimant Evans has filed a tort claim related to loss of cattle.
📁 CL04_Downs_Tent_EMP	In this example, DOI employee Downs filed a claim related to employee's tent
📄 1_Claims_Log.pdf	This is a single document used throughout the life of the incident. The 1_Claims_Log convention facilitates sorting to the top of the documents.
📄 DOA_GovernmentPropertyDamage.pdf	This is an example of a document with no established naming convention that would be retained in the Claims files. Title is limited to 30 characters or less.
📄 SummaryForINBA_230315.pdf	Example of an analysis document created by the COMP and retained in the Claims files. Title is limited to 30 characters or less.
📄 TransitionNotes_230316.pdf	Example of a transition document that could be used between teams or for closeout with host agency. Title limited to 30 characters or less.

Finance Channel > 1_COMP > 02_ Claims > **CL01_CarverFm_Fence_Potential**

📄 GM_DamagedFence_CL1.pdf	General message reporting a damaged fence observed at Carver Farms near an accident site.
📄 MISC_EmailToINBA_CL1_230303.pdf	This copy of an email to INBA is labeled as MISC_ because it is not part of the claims package. Supporting documents such as photos would be XDC_.
📄 SF91_CL1.pdf	Accident report
📄 SF94_Miller_CL1.pdf	Statement by witness Miller

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Finance Channel > 1_COMP > 02_ Claims > **CL02_BearDivideIHC_SawBar_GPD**

📄	OF289_CL2.pdf	OF-289 completed by crew regarding damaged government equipment.
📄	RO_C1_CL2.pdf	RO for crew filing OF-289
📄	XDC_Estimate_CL2.pdf	Supporting document for the package.

Finance Channel > 1_COMP > 02_ Claims > **CL03_Evans_Cattle_Tort**

📄	GM_DeadCattle_CL3.pdf	General message related to claim
📄	MISC_UnitContactInfo_CL3.pdf	Example of a document retained in the file but not part of the claims package, so not labeled using XDC_ convention.
📄	SF95_CL3.pdf	SF-95 filed by Evans regarding dead cattle
📄	XDC_OSCStmt_CL3.pdf	Supporting document for claims package
📄	XDC_Photos_CL3.pdf	Supporting photos for claims package

Finance Channel > 1_COMP > 02_ Claims > **CL04_Downs_Tent_EMP**

📄	DI570_CL4.pdf	Claim form submitted by DOI employee Downs
📄	RO_E15-3_CL4.pdf	RO for person filing the claim, in this case, employee Downs is E-15.3.
📄	XDC_InvestigationRpt_CL4.pdf	Supporting document for claims package.

COST Unit

01_Aircraft_Costs: There are three types of folders for aircraft records in the basic FireNet structure. For Helibase and Tankerbase summaries, use the corresponding folder. If there are additional aircraft reported individually, establish folders using the convention **AircraftTail#_RO#**. If additional aircraft cost documentation is received, documents may be filed directly in the 01_Aircraft_Costs folder and/or subfolders may be created as needed to organize records without exceeding four levels in the 01_Aircraft_Costs folder. Examples from working files are shown; however, the name and contents are identical in the Final Finance eDoc Box.

Finance Channel > 2_COST > **01_Aircraft_Costs**

📁	14HX_A1	For the first individual aircraft, rename the folder AircraftTail#_RO# following that convention. For additional aircraft, create new folders.
📁	Helibase	Use convention HBSum_YYMMDD; for multiple helibases, include helibase name. Ex: BigPineHBSum_YYMMDD
📁	IR_Flights	This is an example of a folder created by COST to organize records.
📁	Tankerbase	Use convention TBSum_YYMMDD; for multiple tankerbases, include tankerbase name. Ex: OakFlatTBSum_YYMMDD
📄	AircraftSum_230331.pdf	If costs were reported in a single summary, these could be filed directly into the 01_Aircraft_Costs folder, or a subfolder could be created by COST.

Finance Channel > 2_COST > 01_Aircraft_Costs **> 14HX_A1**

Notes: As the first individual aircraft folder, this was "created" by renaming the AircraftTail#_RO# folder.
If an aircraft has no or multiple (e.g., sharing local helicopter) RO#s, a folder with Tail # only may be used.

📄	14HX_230317.pdf	3/17/23 cost summary for 14HX. This aircraft would be one that is NOT included on a helibase summary.
📄	14HX_230318.pdf	3/18/23 cost summary for for 14HX.

Finance Channel > 2_COST > 01_Aircraft_Costs **> Tankerbase**

Note: Manage helibase files similarly to tankerbase files shown below

📄	AlamagordoTBSum_230318.pdf	On 3/18, two TBs reported costs. These are differentiated by including the TB name.
📄	JeffcoTBSum_230318.pdf	
📄	NoTBCosts_230317.pdf	This "no cost" placeholder could be a copy of an email. Not a requirement; an option to facilitate auditing when there are gaps in dates.
📄	TBSum_230316.pdf	If only TB reporting, using TBSum_YYMMDD is appropriate.

02_Cost_Management – The COST documents tracking methods developed and/or used to calculate and record costs such as travel in/out, per diem, and cache. This documentation is filed in the 02_Cost_Management folder with other general cost unit documentation such as transition notes. Caterer, shower, buying team and lend/lease subfolders are provided; establish additional subfolders as needed to track other costs, including any "white envelope" resources tracked separately by the COST. Examples from the working files are shown; however, the Final Finance eDoc Box will be the same.

Finance Channel > 2_COST > **02_Cost_Management**

📁	01_Caterer	File by RO# and date using convention CATR_RO#_YYMMDD. If multiple vendors, subfolders may be established.
📁	02_Shower	File by RO# and date using convention SHWR_RO#_YYMMDD. If multiple vendors, subfolders may be established.
📁	03_BUYT_Spreadsheet	File using convention BUYT_SS_YYMMDD
📁	04_Lend_Lease	Files related to sharing of resources via lend lease. COST may create a level of subfolders if needed to organize appropriately.
📁	Evergreen_S1_COMM1	Example of a "white envelope" resource being tracked by COST.
📁	Other_Costs	Spreadsheets or other tools created to track costs such as cache, travel, and external support. Subfolders by cost type may be established if needed.
📄	CostTrackingMethods.pdf	Documentation of how other costs (e.g., cache, travel) and manual cost unit adjustments to system estimates were calculated/tracked. Document has no set naming convention. Add date or date range to differentiate as needed.
📄	TransitionNotes_230331.pdf	

Finance Channel > 2_COST > 02_Cost_Management > **01_Caterer**
Note: The "02_Shower" folder would be handled in the same way; optional to create a folder for each vendor.

📄	CATR_E20_230319.pdf	All invoices for the same RO# will be grouped together, in this case E-20.
📄	CATR_E20_230320.pdf	
📄	CATR_E50_230319.pdf	All invoices for the same RO# will be grouped together, in this case E-50.
📄	CATR_E50_230320.pdf	

Finance Channel > 2_COST > 02_Cost_Management > **03_BUYT_Spreadsheet**

📊	BUYT_SS_230316.xlsx
📊	BUYT_SS_230317.xlsx

Finance Channel > 2_COST > 02_Cost_Management > **04_Lend_Lease**

📄	DailyCost_230316.pdf	No established convention; could be an email from the IMT providing resources stating the cost for the resources used.
📄	DivD204_230316.pdf	No established convention; in this instance, the COST is using the 204 as documentation of where the resources were assigned.

Finance Channel > 2_COST > 02_Cost_Management > **Evergreen_S1_COMM**
Note: This folder was created by the COST to track a "white envelope" resource.

📄	AGMT_S1.pdf	In this example, the vendor is paid via CC, so Procurement Unit does not track.
📄	COMINV_S1_230301-14.pdf	Naming convention for commercial invoices, including when used in lieu of STs in the Procurement Unit. COMINV_RO_YYMMDD (or date range)
📄	RO_S1.pdf	

Finance Channel > 2_COST > 02_Cost_Management > **Other_Costs**
Note: This folder and its subfolders were created by the COST to organize records.

📁	Daily_209s_Annotated	Example of a folder created by COST to organize records
📁	LE_Support	Example of a folder created by COST to organize records
📊	CacheCosts.xlsx	These are not filed by date, as the examples here are used continuously (i.e., adding rows within the documents each day).
📊	TravelInOut.xlsx	These spreadsheets are examples, not requirements. There is no set naming convention beyond the 30-character length limit.
📊	WFDSSWatch.xlsx	

03_Daily_Cost_Tracking – This folder contains e-ISuite reports generated for cost-to-date and other agency-required reporting. Subfolders are provided for Current Day Summary and Group Category Summary; however, additional subfolders may be created at this level as needed.

Finance Channel > 2_COST > 03_CostManagement > **Current_Day_Summary**
Note: The Group_Category_Summary folder would be handled in the same way.

📄	CurrentDaySum_230316.pdf
📄	CurrentDaySum_230317.pdf

Finance Channel > 2_COST > **04_Cost_Share**

Note: If there are multiple agreements in place, or if the volume of documents is large, subfolders may be created to separate and/or organize records.

CS_AGMT_230316.pdf	3/16/23 is the effective date of the CS Agreement. CS_AGMT_YYMMDD is the naming convention.
CS_IAPSigned_230316.pdf	The naming convention for documents other than the agreement is CS_xxx_YYMMDD, where xxx is a short descriptor.
CS_IAPSigned_230317.pdf	These are examples of documents that might be included based on the terms of the CS AGMT. There are two per day in this example.
CS_Map_230316.pdf	File names are limited to 30 characters.
CS_Map_230317.pdf	

Finance Channel > 2_COST > **05_Final_Cost_Statement_IHF** – Self-explanatory.

PROCUREMENT UNIT

A folder is established for each resource that is paid via OF-286 in the subfolder of "02_Invoice_Records" that corresponds to its Request #. Options are Crews, Equipment, Land_Use_Agreements, Overhead or Supplies (C-#, E-#, S-#, O-# and S-# requests, respectively). Folders for resources paid via cooperative agreement also belong in these folders. Folders for resources under commercial agreement (i.e., "white envelope" resources) are maintained by the Cost Unit in the "02_Cost_Management" folder.

Folders are named using the format VendorOrCooperatorName_RO_AgreementType*. If the folder includes resources paid via OF-288, include employment type(s)*.   *See pages 2-3.*
Examples: **DoeJ_S1_LUA** *(if individual listed as owner; use last name and first initial)*
          ForestryContracting_S300_EERA
          OKForestrySvcs_E2_COOP_OK_DOIAD *(crew is a mix of OK state and DOIAD)*
  When establishing a folder for a contract crew, the crew number is included in the agreement type:
  Example: **ForestryContracting_C5_NCC123**

If there is a need to separate documents **within** these parent folders, establish subfolders. Keep all documentation for a single request number (e.g., E2) and its subordinates (e.g., E2-1, E2-2, E2-3) within the parent folder and one additional level of subfolders. Ensure folder and file names are limited to 30 characters. Examples of completed folders showing pathnames and contents are provided.

An LUA with an entity instead of an individual: Finance Channel > 8_Final_Finance_eDoc_Box > Procurement_Unit > Invoice_Records > Land_Use_Agreements > **BarkerRanch_S2_LUA**

📄	286F_S2_220329_001.pdf	OF-286 with the last date included 3/29. It was submitted in batch #001. Batch # is added after batching & before moving to finance eDoc box.
📄	AGMT_S2.pdf	Agreement with Barker Ranch. In this example, the LUA is to be paid by the USFS via the ASC.
📄	MISC_PostUsePhoto_S2.pdf	MISC documentation for the file, but not submitted with the payment package.
📄	RO_S2.pdf	Resource order
📄	ST_S2_220228-0329.pdf	Start-stop shift ticket covering 2/28-3/29.
📄	XD_RateWorksheet_S2.pdf	Rate worksheet submitted with OF-286 showing how posted amounts were calculated.

The pathname under Finance Channel > 8_Final_Finance_eDoc_Box and folder contents for C-5, a contract crew that filed a contract claim:

Procurement_Unit > Invoice_Records > Crews > **ForestryContracting_C5_NCC123:**

📄	286F_C5_220306_002.pdf	Final OF-286 for the contract crew. Last day included was 3/6/22; it was submitted for payment in batch #002.
📄	AGMT_C5.pdf	Rate sheet and other contract information from the National Crew Contract.
📄	CC_TreeStrikeDamage_C5.pdf	Contract claim filed by the crew contractor, in this example, a tree strike to a crew vehicle.
📄	CCD_Determination-Finding_C5.pdf	Contract claim documentation - in this case, the determination and finding from the Contracting Officer.
📄	CIS_C5.pdf	Check in sheet
📄	CM_C5.pdf	Crew Manifest
📄	CTR_C5_220305-06.pdf	Two-day CTR
📄	POST_C5.pdf	Post-use inspection - this could be a two-page document instead of two separate documents like the pre-use examples shown.
📄	PRE_Vehicle1_C5.pdf	Pre-use inspection for 1 of 2 vehicles. The term "Vehicle 1" could be replaced by year/make (e.g., 99Ford) or last 6 of VIN to differentiate.
📄	PRE_Vehicle2_C5.pdf	Pre-use inspection for the 2nd of 2 vehicles.
📄	RO_E2.pdf	Resource order.
📄	XD_LodgingReceipt_C5.pdf	Supporting document for the invoice payment package (PKGF) submitted to ASC.

The pathname under Finance Channel > 8_Final_Finance_eDoc_Box and folder contents for E-2, a state engine with one AD crewmember:

Procurement_Unit > Invoice_Records > Equipment > **OKForestrySvcs_E2_COOP_OK_DOIAD**

📄	288F_Doe_E2-3_220306.pdf	Final OF-288 for Doe, an OK state employee. Last day included 3/6/22.
📄	288F_Smith_E2-1_220306.pdf	Final OF-288 for Smith, an AD hired by a DOI agency with a position change. Last day 3/6/22.
📄	288F_Torres_E2-2_220306.pdf	Final OF-288 for Torres, an OK state employee. Last day included 3/6/22.
📄	AGMT_E2.pdf	Cooperative agreement for Oklahoma Forestry Services
📄	CH_Smith_E2-1.pdf	Casual hire form
📄	CHA_Smith_E2-1.pdf	Amended casual hire form
📄	CIS_E2.pdf	Check in sheet
📄	CTR_E10_220304-06.pdf	Three-day CTR
📄	EVAL_E2.pdf	Performance evaluation - since this is a cooperator, it is not filed in 02_Contractor_Perf_Evals
📄	GM_PositionChangeSmith_E2.1.pdf	General message documenting position change.
📄	MISC_EngineInventory_E2.pdf	Supporting documentation for package; not submitted with payments.
📄	POST_E2.pdf	Post-use inspeaction
📄	PRE_E2.pdf	Pre-use inspection
📄	RO_E2.pdf	Resource order
📄	ST_220304-06.pdf	Three-day shift ticket for equipment.

TIME UNIT

A folder is established for each resource that is paid via OF-288 unless that resource is included in the Procurement Unit files as a subordinate on a resource paid via OF-286. Folders are established in the subfolder of "01_Personnel_Time_Records" corresponding to the RO. Options are Aircraft, Crews, Equipment or Overhead (A-#, C-#, E-# and O-# requests, respectively).

Folders for single-resource overhead are named identically in the working files and in the Final Finance eDoc Box using this format: **LastNameFirstInitial_RO#_Employment Type**. The Finance Channel pathname and folder contents for O-1, J Doe, a federal employee, is shown below:

8_Final_Finance_eDoc_Box > Time_Unit > Personnel_Time_Records > Overhead > **DoeJ_O2_FED**

📄	288F_Doe_O2_220315.pdf	Final OF-288 for J Doe. Last date included is 3/15/2022.
📄	CIS_O2.pdf	Check in sheet
📄	CTR_O2_220313.pdf	Single day CTR for 3/13
📄	CTR_O2_220314-15.pdf	Two day CTR for 3/14-15.
📄	RO_O2.pdf	Resource order

Working Folders for resources other than single-resource overhead are named using this format: Name_RO#_Employment Type(s).
Examples: **PineyHelitack_A1_FED**
            KYDBFE6161_E10_FED_FSAD *(mixed employment types)*

If there is a need to separate documents **within** these parent folders, establish subfolders. Keep all documentation for a single request number (e.g., E-10) and its subordinates (e.g., E10-1, E10-2, E10-3) within the parent folder and one additional level of subfolders.

The pathname in Finance Channel > 8_Final_Finance_eDoc_Box and folder contents for A1, a federal helitack crew:

Time_Unit > Personnel_Time_Records > Aircraft > **PineyHelitack_A1_FED**

📄	288F_Adams_A1-2_220301.pdf	Final OF-288 for Adams; 3/1/22 is last day included. OF-288s sort alphabetically to follow SIIBMH.
📄	288F_Brown_A1-1_220301.pdf	This example shows only three of the group - all 288s would be named using the convention 288F_LastName_RO_LastDateIncluded.
📄	288F_Carter_A1-5_220301.pdf	Last name is included because for subordinates, this may be the only record in the eDoc box with the person's name in the title.
📄	CIS_A1.pdf	Check in sheet
📄	CM_A1.pdf	Crew manifest
📄	CTR_A1_220226-27.pdf	Two day CTR for range in one month
📄	CTR_A1_220228-0301.pdf	Two day CTR with range in two months
📄	RO_A1.pdf	Resource order

The pathname in Finance Channel > 8_Final_Finance_eDoc_Box and folder contents for E10, a federal Type 6 engine that did a crew swap after 3 days, demobed on day 6, and had 1 AD crewmember on each crew:

Time Unit > Personnel_Time_Records > Equipment > **KYDBFE6161_E10_FED_FSAD**

	File	Description
📄	288F_Jenkins_E10-4_220306.pdf	Final OF-288 for Jenkins (2nd group). 3/6/22 is last day included.
📄	288F_Jones_E10-3_220303_001.pdf	Final OF-288 for Jones , an FSAD in the 1st group. 3/3/22 is last day included; 001 is the batch # in which the 288 was sent to ASC.
📄	288F_Perez_E10-2_220303.pdf	Final OF-288 for Perez (1st group). 3/3/22 is last day included.
📄	288F_Perez_E10-6_220306.pdf	Final OF-288 for Perez (2nd group) 3/6/22 is last day included. The two Perez 288s are differentiated by RO#.
📄	288F_Tompkins_E10-5_220306_002.pdf	Final OF-288 for Tompkins, an FSAD in the 2nd group. 3/6/22 is last day included; 002 is the batch # in which the 288 was sent to ASC.
📄	288F_Williams_E10-1_220303.pdf	Final OF-288 for Williams (1st group) 3/3/22 is last day included. OF-288s sort alphabetically to follow SIIBM.
📄	CH_Jones_E10-3.pdf	Casual hire form
📄	CH_Tompkins_E10-5.pdf	Casual hire form
📄	CIS_E10.pdf	Check in sheet
📄	CIS2_E10.pdf	Check in sheet - labeled CIS2 for 2nd crew check in
📄	CTR_E10_220301-03.pdf	Three-day CTR (final CTR for 1st group)
📄	CTR_E10_220303_Tvl.pdf	Travel CTR for replacement crew. "Tvl" added to differentiate from final CTR for first crew that also includes 3/3 date.
📄	CTR_E10_220304-06.pdf	Three-day CTR (final CTR for 2nd group)
📄	GM_CrewSwap_E10.pdf	
📄	MISC_EngineInventory_E10.pdf	Supporting documentation for package; not submitted with payments.
📄	RO_E10.pdf	Resource order. An updated RO showing all subordinates can replace one filed earlier for the first group.