

Folder in Finance Channel	Subfolder = User-Created	Italics	Sub-Subfolder / 2Sub-Subfolder Italics = User-Created	File Naming Convention / Example	Notes
0_Uploads					Temporary repository for records collected via finance workflow.
1_COMP	00_To_Be_Posted				Temporary storage of documents from 0_Uploads and/or inbox for review/filing
	01_Comp_for_Injury			1_Comp_Log*	<b>No PII included</b> - Use "1_" to sort to top of documents; file in 01_Comp_for_Injury
				*Comp Log is <b>one document</b> used by <b>all</b> IMTs assigned.	
				APMC_Log*	M# log for incidents authorized to use APMC. <b>No PII included.</b>
				*APMC Log is <b>one document</b> used by <b>all</b> IMTs assigned.	
				HFLIA_Contacts_Procedures	No standard naming convention
				Stats_YMMMDD	<b>No PII included</b> ; no standard naming convention
					<b>Recommendation: Maintain case files outside of FireNet for confidentiality.</b>
	02_Claims			1_Claims_Log	Use 1_ to sort to top of documents; file in 02_Claims
		<i>Claim#_Claimant_Subject_Type</i>		<i>Sub-Subfolder: CL1_CarverFarm_Fence_Potential</i>	Info from 1_Claims_Log
				SF91_Claim# / SF91_CL1	Claim # from log; recommend redaction of confidential info
				SF94_WitnessLastName_Claim# / SF94_Miller_CL1	If multiple witnesses with same last name, add initial.
				<i>See table for additional document conventions</i>	
2_COST	00_To_Be_Posted				Temporary storage of documents from 0_Uploads and/or inbox for review/filing
	01_Aircraft_Costs				
		AircraftTail#_RO# **		<i>Sub-Subfolder: 14HX_A1</i>	**1st individual aircraft - rename AircraftTail#_RO#; subsequent - create new
				Files: YMMMDD_Tail# / 220202_14HX	Aircraft use summary cost report
		Helibase		Files: YMMMDD_HBSum or for multiples	Date first for sorting effectively
				YMMMDD_HBAlphaSum and YMMMDD_BetaHBSum	Add <b>helibase name</b> for multiples to differentiate daily files. 30 characters max.
		Tankerbase		Files: YMMMDD_TBSum or for multiples	
				YMMMDD_AlphaTBSum; YMMMDD_BetaTBSum	Add <b>tankerbase name</b> for multiples to differentiate daily files. 30 character max.
	02_Cost_Management			<i>CostProcessesDocument</i>	No standard naming convention
		01_Caterer		YMMMDD_VendorName	If multiples from same vendor, include RO#, e.g., YMMMDD_VendorName_RO#
		02_Shower		YMMMDD_VendorName	If multiples from same vendor, include RO#, e.g., YMMMDD_VendorName_RO#
		03_BUYT_Spreadsheet		YMMMDD_BUYT_SS	
		<i>VendorName_RO#_COMM</i>		<i>Sub-Subfolder: Evergreen_S1_COMM</i>	"White Envelope" resource
				AGMT_RO#	
				COMINV_RO#	
				RO_RO#	
		<i>Tracking_Spreadsheets</i>		<i>WFDSSWatch</i>	Created for additional tracking tools; Docs - no standard convention
	03_Daily_Cost_Tracking				
		Current_Day_Summary		YMMMDD_CurrentDaySum	
		Group_Category_Summary		YMMMDD_GroupCategorySum	
		<i>Other_EIS_Reports</i>		<i>YMMMDD_AgencyTotals</i>	Folder - created for EIS reports required; Docs - date first, remainder no standard
	04_Cost_Share			YMMMDD_CS_AGMT	
				YMMMDD_CS_XXX / 220301_CS_Map	
				YMMMDD_CS_XXX / 220301_CS_SignedIAP	
	<b>05_Final_Cost_Statement-IHF</b>			Final_Cost_Statement	
3_PROC	00_To_Be_Posted				Temporary storage of documents from 0_Uploads and/or inbox for review/filing
	01_Batches				
		<i>ASC_Batch_Transmittals / Batch#_YMMMDDM</i>	<i>Incident#-</i>	<i>2SubFolder: MT-LNF-001234-001_YMMMDD</i>	Number sequentially beginning with 001; no IMT name; YMMMDD is date batch is sent to ASC
				<i>CoverSheet_Batch#_YMMMDD</i>	YMMMDD = Date sent
				PKG#_RO#_YMMMDD	PKG# = documents for final payment to RO#; YMMMDD is last date included
				PKGI_RO#_YMMMDD	PKGI = documents for interim payment to RO#; YMMMDD is last date included
		<i>DOI_Payments / Batch#_YMMMDDM</i>	<i>Incident#-</i>	<i>2SubFolder: MT-CRA-001234-001_YMMMDD</i>	Number sequentially beginning with 001; no IMT name; YMMMDD is date sent to DOI contact. Folder contents follow ASC format - DO NOT SEND TO ASC
		<i>State_Payments / Batch#_YMMMDDM</i>	<i>Incident#-</i>	<i>2SubFolder: MT-SWS-001234-001_YMMMDD</i>	Number sequentially beginning with 001; no IMT name; YMMMDD is date sent to state contact. Folder contents follow ASC format - DO NOT SEND TO ASC
	02_Invoice_Records				
		0_Ready_for_Audit_and_Payment			Holds folders or 286I/288Is for processing. When complete, mark 286/288s w/batch # & move folder to 1_Ready_for_Finance_eDoc Box or interims to working files.
		1_Ready_for_Finance_eDOC_Box			Used to hold folders for final review prior to transfer to Final eDoc Box. Use is not required if activity level permits immediate finalization

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			<i>Crews / 4-DigitRO#_EntityName_</i> <i>RO#_NCC#/T2C#</i>	<i>2SubFolder: C0001_HotlineFire_C1_NCC12A</i>	NCC# if T2IA; T2C# if T2 crew; drop 4-digit RO# when moved to final eDoc box
				286F_RO#_YYMMDD	Use 286I if interim; YYMMDD is last date included
				AGMT_RO#	
				CIS_RO#	
				CTR_RO#_YYMMDD or CTR_RO#_YYMMDD-MMDD	If range is in single month, YYMMDD-DD.
				FUEL_RO_YYMMDD	
				GM_XXX_RO# / <i>GM_LodgingAuth_C1</i>	XXX indicates brief description of topic (limit file name to 30 characters)
				PRE_RO#	
				POST_RO#	
				RO_RO# / <i>RO_C1</i>	
				XD_XXX_RO / <i>XD_LodgingReceipts_C1</i>	XXX indicates brief description of topic (limit file name to 30 characters)
			<i>Equipment / 4-DigitRO#_EntityName_</i> <i>RO_AgmtType_EmpType(s)</i>	<i>2SubFolder: E0001_MiddleForkFD_E1_COOP_OTH</i>	Drop 4-digit RO# when moved to final eDoc box.
				286F_RO#_YYMMDD	Use 286I if interim; YYMMDD is last date included
				288F_LastName_RO#_YYMMDD	Use 288I if interim; YYMMDD is last date included; RO# is subordinate #, e.g., E1-1
				288F_EntityName_RO#_YYMMDD	Use 288I if interim; YYMMDD is last date included; this is format for combined file.
				AGMT_RO#	
				CIS_RO#	
				CTR_RO#_YYMMDD or CTR_RO#_YYMMDD-MMDD	If range is in single month, YYMMDD-DD.
				CTR-ST_RO#_YYMMDD	CTR-ST is used if CTR and ST are combined on single document
				GM_XXX_RO#	XXX indicates brief description of topic (limit file name to 30 characters)
				RO_RO# / <i>RO_E1</i>	
				ST_RO#_YYMMDD or ST_RO#_YYMMDD-MMDD	If range is in single month, YYMMDD-DD.
				XD_XXX_RO# / <i>XD_Breakdown_E1</i>	XD=Supporting document for payment package; XXX is descriptor
			Land_Use_Agreements / <i>DigitRO#_VendorName_RO#_LUA</i> 4-	<i>2SubFolder: BarkerRanch_S2_LUA</i>	Drop 4-digit RO# when moved to final eDoc box.
				AGMT_RO# / <i>AGMT_S2</i>	
				MISC_XXX_RO# / <i>MISC_PostUsePhoto_S2</i>	MISC = Document not included in payment package
				XD_XXX_RO# / <i>XD_RateWorksheet_S2</i>	XD = supporting document submitted with payment package
				<i>See table for additional document conventions</i>	
			<i>Overhead / 4-DigitRO#_EntityName_</i> <i>RO#_AgmtType</i>	<i>2SubFolder: O0001_TimberFallersInc_O1_VIPR</i>	Drop 4-digit RO# when moved to final eDoc box.
				286F_RO#_YYMMDD_XXX	Use 286I if interim; YYMMDD is last date included; XXX is batch #
				AGMT_RO#	
				CIS_RO	
				EVAl_VendorName_RO_xx	xx = initials of sender - added after sent to CO or uploaded to EVAl repository
				PRE_RO_YYMMDD	
				POST_RO_YYMMDD	
				RO_RO#	
				ST_RO_YYMMDD	
			<i>Supply / 4-DigitRO#_EntityName_</i> <i>RO_AgmtType</i>	<i>2SubFolder: S0001_ComfortKing_S1_EERA</i>	Drop 4-digit RO# when moved to final eDoc box.
				286F_RO#_YYMMDD_XXX	Use 286I if interim; YYMMDD is last date included; XXX is batch #
				AGMT_RO#	
				COMINV_RO#	
				RO_RO#	
				XD_XXX_RO# / <i>XD_RateWorksheet_S1</i>	XXX indicates brief description of topic (limit file name to 30 characters)
4_TIME	00_To_Be_Posted				Temporary storage of documents from 0_Uploads and/or inbox for review/filing
	01_Batches				
			Incident#-Batch#_YYMMDD	<i>Sub-Subfolder: MT-LNF-001234-AD001_220301</i>	Sequential #'s beginning with AD001; no IMT name; YYMMDD is date sent to ASC. <b>Reminder - DOI ADs take original OF-288s to home unit. DO NOT SEND TO ASC.</b>
				CoverSheet_001_YYMMDD	
				PKGf_RO#_YYMMDD	PKGf = documents for final payment to RO#; YYMMDD is last date included
				PKGI_RO#_YYMMDD	PKGI = documents for interim payment to RO#; YYMMDD is last date included
	02_Personnel_Time_Records				

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			0_Ready_for_Audit_and_Payment		Holds folder(s) or 288i(s) for processing. When complete, mark 288s w/batch # & move folder to 1_Ready_for_Finance_eDoc Box or for interims, to working files.
			1_Ready_for_Finance_eDOC_Box		Used to hold folders for final review prior to transfer to Final eDoc Box. Use is not required if activity level permits immediate finalization
			<i>RO#_EmploymentType(s)</i>	<i>2SubFolder: A0001_PineyHelitack_A1_FED</i>	Folder contents similar to Crews; Drop 4-digit RO# when moved to final eDoc Box.
			<i>Crews / 4-DigitRO#_Name_</i> <i>RO#_EmploymentType(s)</i>	<i>2SubFolder: C0001_BitterrootIHC_C1_FED</i>	If multiple employment types, add <i>_Type(s)</i> , e.g. KYMA2201_C2_FED_ADFS_OTH; Drop 4-digit RO when moved to final eDoc Box.
				288F_LastName_RO#_YYMMDD	Use 288i if interim; YYMMDD is last date included; RO# is subordinate #, e.g., C1-1
				288F_CrewName_RO#_YYMMDD	Use 288i if interim; YYMMDD is last date included; this is format for combined file.
				CIS_RO#	
				CTR_RO#_YYMMDD or CTR_RO#_YYMMDD-MMDD	If range is in single month, YYMMDD-DD.
				GM_XXX_RO#	XXX indicates brief description of topic (file name limit is 30 characters)
				RO_RO# / RO_C1	
			Equipment / 4-DigitRO#_Name_		
			<i>RO#_EmpType(s)</i>	<i>2SubFolder: E0001_KYDBFE6161_E1_FED_KY</i>	Drop 4-digit RO# when moved to final eDoc Box
				288F_LastName_RO#_YYMMDD	Use 288i if interim; YYMMDD is last date included; RO# is subordinate #, e.g., E1-1
				288F_Name_RO#_YYMMDD	Use 288i if interim; YYMMDD is last date included; this is format for combined file.
				AGMT_E1	Included if needed for state (KY) employee(s) on equipment
				CIS_RO#	
				CTR_RO#_YYMMDD or CTR_RO#_YYMMDD-MMDD	If range is in single month, YYMMDD-DD.
				GM_XXX_RO#	XXX indicates brief description of topic (limit file name to 30 characters)
				RO_RO# / RO_E1	
			Overhead / LastFirstInit_RO#_EmpType		
				<i>2SubFolder: BearS_O1_FSAD</i>	For Overhead groups, use 4-DigitRO#_Name_RO#_EmploymentType(s) - similar to Crews; Drop 4-Digit RO# when moved to final eDoc box.
				288F_LastName_RO#_YYMMDD_XXX	Use 288i if interim; YYMMDD is last date included; XXX is batch # to ASC
				CH_LastName_RO#	Use CHA if hire form is amended
				CIS_RO#	
				CTR_RO#_YYMMDD or CTR_RO#_YYMMDD-MMDD	If range is in single month, YYMMDD-DD.
				RO_RO# / RO_O1	
			03_Excess_Hours_Documentation	ExcessHrs_YYMMDD	Do not duplicate in other folders; includes both excessive shifts and work/rest information.
			04_Assignment_Extensions	Name_RO_EmploymentType / BitterrootIHC_C1_FED	Documents filed here are not duplicated in other folders.
5_Information					Intended as a repository for information relative to managing the section
				<i>File_Structure_Workflow</i>	This is an example of a document that might be filed in the Information folder.
				<i>Host_Agency_Guidelines</i>	Documents have no established naming convention (limit is 30 characters)
6_ICS213_GMs					
	COMP			GM_YYMMDD_XXX	XXX indicates brief description of topic (file name limit is 30 characters)
	COST				
	FSC				
	PROC				
	TIME				
7_ICS214_Unit_Logs					
	COMP			214_YYMMDD_AuthorLastName	
	COST				
	FSC				
	PROC				
	TIME				
8_Final_Finance_eDOC_Box					Electronic Incident Finance Package (IFP) for finalized files. IFP files are <b>not</b> moved to the General Channel eDoc Box, also called the Incident History File (IHF); however, some, e.g., ICS-213, ICS-214, and the Final Cost Statement may be copied to the IHF.

<b>Document Type</b>	<b>File Name = Doc Type Plus</b>	<b>Example</b>
Agreement (AGMT)	Request#	AGMT_E2
Casual Hire Form (CH)	LastName_Request#	CH_Doe_E2-3
Amended Casual Hire Form (CHA)	LastName_Request#	CHA_Doe_E2-3
Check In Sheet (CIS)	Request#	CIS_E1
Commercial Invoice (COMINV)	Request#	COMINV_S3
Contract Claim (CC)	Description_Request#	CC_DoorDamage_E1
Contract Claim Documentation (CCD)	Description_Request#	CCD_FallerStatement_E5
Crew Manifest (CM)	Request#	CM_E1
Crew Time Report (CTR)	Request#_Date (or date range)	CTR_A1_YMMMDD (or YMMMDD-MMDD)
Combined CTR/Shift Ticket (CTR-ST)	Request#_Date (or date range)	CTR-ST_E1_YMMMDD (or YMMMDD-MMDD)
Evaluation (EVAL)	Vendor Name & Request#	EVAL_ABCContracting_E1
Fuel & Oil Issues (FUEL)	Request#_Date	FUEL_E6_YMMMDD
General Message (GM)	Subject_Request#_Date	GM_LodgingRequest_C5_YMMMDD
Miscellaneous (MISC)	Description_Request#	MISC_EngineInventory_E2
Interim or Final Invoice (286I/286F)	Request#_LastDate	286I_E6_YMMMDD or 286F_E6_YMMMDD
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_YMMMDD or PKGI_E1_YMMMDD
Pre-Use Inspection (PRE)	Request#	PRE_E1
Release Inspection (POST)	Request#	POST_E1
Resource Order (RO)	Request #	RO_E1
Shift Ticket (ST)	Request#_Date (or date range)	ST_E1_YMMMDD (or YMMMDD-MMDD)
Motor Vehicle Accident (SF91)	ClaimsLog#	SF91_CL1
Witness Statement (SF94)	WitnessLastName_ClaimsLog#	SF94_Miller_CL1
Supporting Document – Payment (XD)	Description_Request#	XD_PartsReceipt_E6
Supporting Document Claims (XDC)	Description_ClaimsLog#	XDC_Photo_CL2
Property Loss/Damage (OF289)	ClaimsLog#	OF289_CL2
Claim - Damage/Injury/Death (SF95)	ClaimsLog#	SF95_CL3
USDA Employee Claim (AD382)	Claims Log #	AD382_CL4
DOI Employee Claim (DI570)	Claims Log #	DI570_CL5
Cost Share (CS)	Date_Description	YMMMDD_CS_IAPSigned
Buying Team Spreadsheet (BUYT_SS)	Date	YMMMDD_BUYT_SS
Helibase Summary HBSum	Date & HB name if multiples used	YMMMDD_HBSum
Tankerbase Summary TBSum	Date & TB name if multiples used	YMMMDD_AbileneTBSum
Individual Aircraft Summary or 122	Date & Tail#	YMMMDD_14HXSum

## Agreement Types

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

## Claim Types

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

## Employment Types

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