Finance Electronic Files Management Guidance
May 2022

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 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 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)
- The creation of additional subfolders is restricted to no more than five levels in any unit.

Abbreviations are necessary. Common abbreviations are summarized in the tables below and on page 2.

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		

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 Claim

Document Types and Descriptive Information Needed		
Document Type	File Name = Doc Type Plus	Example
Agreement (AGMT)	Request#	AGMT_E2
Casual Hire Form (CH)	LastName_Request#	CH_Doe_E2-3 (Example is a subordinate E#)
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_YYMMDD (or YYMMDD-MMDD)
Combined CTR/Shift Ticket (CTR-ST)	Request#_Date (or date range)	CTR-ST_E1_YYMMDD (or YYMMDD-MMDD)
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
Miscellaneous (MISC)	Description_Reqest#	MISC_EngineInventory_E2
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
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_YYMMDD (or YYMMDD-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	YYMMDD_CS_IAPSigned
Buying Team Spreadsheet (BUYT_SS)	Date	YYMMDD_BUYT_SS
Helibase Summary HBSum	Date & HB name if multiples used	YYMMDD_HBSum
Tankerbase Summary TBSum	Date & TB name if multiples used	YYMMDD_AbileneTBSum
Individual Aircraft Summary or 122	Date & Tail#	YYMMDD_14HXSum

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 conventio 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 through the life of the incident regardless of the number of IMTs assigned. These files may also include generic statistics summarizing unit activity 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 through the life of the incident. The convention of 1_Comp_Log facilitates sorting to the top.
MedicalFacilitiesInfo.pdf	This is an example of a non-PII document that may be included. It has no set naming convention. Name is limited to 30 characters or less.
StatisticsForCloseout_220329.pdf	This is an example of a document without a naming convention that includes a relevant date. Name is limited to 30 characters or less.

Claims files include the ICS-227 Claims Log or equivalent document, which is a single document used through the life of the incident regardless of the number of IMTs assigned. Claims subfolders are created using the convention **Claim#_Claimant/PotentialClaimantName_Subject_ClaimType**. 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 1 for a list of claim types.*

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

CL1_CarverFarm_Fence_Potential	Example: Potential claim
CL2_BearDivideIHC_SawBar_GPD	Example: Government property damage
CL3_Evans_Cattle_Tort	In this example, claimant has filed a tort claim related to loss of cattle.
CL4_Downs_Tent_EMP	Example: DOI employee claim
1_Claims_Log.pdf	This is a single document used through the life of the incident. The 1_Claims_Log convention facilitates sorting to the top of the documents.
DOA_GovernmentPropertyDamage.pdf	This document has no established naming convention. Title is limited to 30 characters or less.

Claims > **CL1_CarverFarm_Fence_Potential**

🗎	GM_VehicleDamagedFence_CL1.pdf	General message reporting a damaged a fence observed at Carver Farms near the accident site.
🗎	MISC_EmailToINBA_220303.pdf	Miscellaneous document - copy of email reporting potential claim to INBA as host unit representative on 03/03/2022
🗎	SF91_CL1.pdf	Accident report
🗎	SF94_Miller_CL1.pdf	Statement by witness Miller

Claims > **CL2_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.

Claims > **CL3_Evans_Cattle_Tort**

🗎	GM_DeadCattle_CL3.pdf	General message related to claim
🗎	SF95_CL3.pdf	SF-95 filed by Evans regarding dead cattle
🗎	XDC_OSCStmt_CL3.pdf	Supporting document for claims package
🗎	XDC_Photos.pdf	Supporting photos for claims package

Claims > **CL4_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. For Helibase and Tankerbase summaries, use the corresponding folder. If there are additional aircraft reported individually, establish folders using the convention **AircraftTail#_RO#**. 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**
(Note: As the first individual aircraft folder, this was "created" by renaming the Aircraft#_Tail# folder)

📄	220301_14HXSum.pdf	3/1/22 costs reported for 14HX. This aircraft would be one that is NOT included on a helibase summary.
📄	220302_14HXSum.pdf	3/2/22 costs reported for 14HX. Using the convention YYMMDD_Tail# facilitates chronological sorting.

Finance Channel > 2_COST > 01_Aircraft_Costs **> Tankerbase**
(Note: Manage helibase files similarly to tankerbase files shown below)

📄	220301_TBSum.pdf	If only TB reporting, using YYMMDD_TBSum is appropriate.
📄	220302_NoTBCosts.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.
📄	220303_AlamagordoTBSum.pdf	On 3/3, two TBs reported costs. These are differentiated by including the TB name.
📄	220303_JeffcoTBSum.pdf	For all files, use the convention of date first to facilitate chronological sort.

02_Cost_Management – The COST documents processes/methodologies developed and/or used to calculate and track costs such as travel in/out, per diem, and cache. This documentation is filed under the main folder. Caterer, shower, buying team and lend/lease subfolders are provided; establish additional folders 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.

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

📄	CostProcesses.pdf	Document describing how non-aircraft costs were calculated /tracked beyond simple spreadsheet entries. It has no set naming convention.

Finance Channel > 2_COST > 02_Cost_Management > **01_Caterer**
(Note: The "02_Shower" folder would be handled in the same way)

220301_BigSky.pdf	These files can also be annotated with RO if needed for differentiation. In that case, YYMMDD_VendorName_RO.
220301_Starz.pdf	Date first convention ensures chronological sort regardless of number of vendors or vendor name.
220302_BigSky.pdf	
220302_Starz.pdf	

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

220301_BUYT_SS.xlsx	Date first convention for chronological sort.
220302_BUYT_SS.xlsx	

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

220301_DailyCost.pdf	No established convention; could be an email from the IMT providing resources stating the cost for the resources used.
220301_DivD204.pdf	No established convention; in this instance, the COST is using the 204 showing where the resources were assigned each day as documentation.

Finance Channel > 2_COST > 02_Cost_Management > **Evergreen_S1_COMM**
(Note: This is an example of a "white envelope" resource the COST is tracking)

AGMT_S1.pdf	In this example, the vendor is paid via CC, so Procurement Unit does not track.
COMINV_S1_220301-14.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 > **Tracking_Spreadsheets**
(Note: This is an example of a folder created by the 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 EIS reports generated for CTD 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)

📄 220301_CurrentDaySum.pdf	Date first for chronological sort.
📄 220302_CurrentDaySum.pdf	

Finance Channel > 2_COST > **04_Cost_Share**
(Note: If the agreement is amended later, the effective date at the start of file name will differentiate it. If there are multiple agreements in place, subfolders may be created to separate records.)

📄 220301_CS_AGMT.pdf	3/1/22 is the effective date of the CS Agreement. Date first facilitates chronological sort. YYMMDD_CS_AGMT is the naming conventtion.
📄 220301_CS_IAP_Signed.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.
📄 220301_CS_Map.pdf	The naming convention for documents other than the agreement is YYMMDD_CS_xxx, where xxx is a short descriptor.
📄 220302_CS_IAP_Signed.pdf	File names are limited to 30 characters.
📄 220302_CS_Map.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 4-DigitRO_VendorOrCooperatorName_RO_AgreementType*.
If the folder includes resources paid via OF-288, include employment type(s)*.   *See page 1.*
Examples: **S0001_DoeJ_S1_LUA** *(if individual listed as owner; use last name and first initial)*
　　　　S0300_ForestryContracting_S300_EERA
　　　　E0002_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: **C0005_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.

The leading 4-digit request number is used only in the working files and is removed when files are transferred to the Final Finance eDoc Box, leaving the files filed alphabetically by vendor or cooperator name. Ensure the folder name is limited to 30 characters in the Final Finance eDoc box. 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 > Equipment > **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: 4-Digit RO#_Name_RO#_Employment Type(s). When moved to the Final Finance e-Doc Box, the leading 4-digit RO# is removed.

Examples: **A0001_PineyHelitack_A1_FED**

       E0010_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**

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 SIIBMH.
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_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 or the first group.