

Finance Section Channel	Folder	Subfolder	Sub-Subfolder	File Naming Convention	Notes
NWCG-IPS TG naming convention for eDOC box {DocType}_{DocVersion}_{Date}_{IncidentNumber}	0 Uploads				
	1 COMP	01 Comp_Log			
			Comp_for_Injury_Documentation		Recommend: Maintain in hard copy records for confidentiality
NOTES: Don't use dashes with RO		02 Claims_Log	Claims_Documentation	Bear_Smokey_C1	Resource Name & Claim # from log; recommend use of AdobePro redact confidential info
Recommendations: If managing multiple incidents in one Firenet Incident Team, utilize the 6 digit incident number to differentiate between them.				SF91_2021MMDD	
				SF94_2021MMDD_Last_First	
		03 ICS_213_GMs		GM_CLMS_XXX_2021MMDD	XXX referencing a log #
		04 ICS_214_Unit_Logs		214_Last_First	
	2 COST				
		01 Aircraft_Costs-Rotary_Fixed_Wing	AircraftTailNumber_RO	122/23_2021MMDD	Aircraft use summary cost report
			Helibase Name	HelibaseCostSummary_2021MMDD	
			Tankerbase Name (example)	TankerbaseCostSummary_2021MMDD	
		02 Cost_Management			
			01 Caterer	VendorName_2021MMDD	If more than one, list RO i.e. VendorName_RO_2021MMDD
			02 Shower	VendorName_2021MMDD	If more than one, list RO i.e. VendorName_RO_2021MMDD
			03 BUYT_Spreadsheet	BUYT_SS_2021MMDD	
		03 Cost_Share_Apportionment_Agreements		CS_AGMT_2021MMDD	
				CS_Map_2021MMDD	
				CS_IAPsigned_2021MMDD	
		04 Cost_Summary - Cumulative		OH/NON-OH_2021MMDD	
				Graph_2021MMDD	
				Resource_2021MMDD	
				ResourceGraph_2021MMDD	
		05 Final_Statement_of_Costs (IHF PERM)		Final_Statement_of_Cost	
		06 Final_Daily_Cost_Tracking_Printouts		Daily_Cost_2021MMDD	
		07 ICS_213_GMs		GM_COST_2021MMDD	
		08 ICS_214_Unit_Logs		214_Last_First	
	3 PROC				
		0 Batches			
			ASC_Batch_Transmittals	MT-LNF-001234-001_date (Folder or file - BPM TBD)	Multiple teams use IC last name in number; MT-LNF-001234-001_Smith
			DOI_Payments	MT-CRA-001234-001_LastName_date	Last name of incident unit POC
			State_Payments	MT-SWS-001234-001_LastName_date	Last name of incident unit POC
		01 Land_Use_Agreements	LandOwnerName_RO	LUA_RO_2021MMDD	
		02 Commissary	PersonName_RO_CMSY		
		03 Contractor_Performance_Evaluations		VendorName_RO_EVAL_2021MMDD	Recommend using a symbol to indicate Eval has been sent to CO
		04 Equipment_Time_Record_Claims			
			0 Ready_for_Payment_Final_Audit	VendorName_RO_INVI/INVF_Audit_2021MMDD_XX	Recommend: Audit, date, XX (initials for auditor); once ready for payment, remove "audit" and "XX", save and copy to batch folder
Recommend:			01 Ready_for_Final_Finance_eDOC_Box	VendorName_RO_AgreementType	
				Acme_E1_VIPR	
				AGMT#_VendorName_RO	
				CIS_RO_2021MMDD	
				CC_RO_2021MMDD	
				FUEL_RO_2021MMDD	
				GM_RO_XXX_2021MMDD	XXX-reference what it pertains to i.e. Breakdown
				INVI/INVF_VendorName_RO_2021MMDD	
				PRE_RO_2021MMDD	
				POST_RO_2021MMDD	
				RO	
				SD_RO_XXX_2021MMDD	XXX_reference what it pertains to i.e. lodging Auth
				ST_RO_2021MMDD	
			CrewName_RO_NCC#/T2C#	Dustbuster_C1_NCC12A	
				AGMT#_VendorName_RO	
				CIS_RO_2021MMDD	
				CC_RO_2021MMDD	
				FUEL_RO_2021MMDD	
				GM_RO_XXX_2021MMDD	XXX-reference what it pertains to i.e. Breakdown
				INVI/INVF_VendorName_RO_2021MMDD	
				PRE_RO_2021MMDD	
				POST_RO_2021MMDD	
				RO	
				SD_RO_XXX_2021MMDD	XXX_reference what it pertains to i.e. lodging Auth
				ST_RO_2021MMDD	
		06 ICS_213_GMs		GM_PROC_2021MMDD	
		07 ICS_214_Unit_Logs		214_Last_First	
	4 TIME				
		0 ASC_Transmittals (FS Only)			
			MT-LNF-001234-001_2021MMDD		Multiple teams use IC last name in number; MT-LNF-001234-001_Smith

Finance Section Channel	Folder	Subfolder	Sub-Subfolder	File Naming Convention	Notes
		01 Personnel_Time_Records			
			0 Ready_for_Payment_Final_Audit	ResourceName_RO_INVI/INVF_Audit_2021MMDD_XX	Recommend: Audit, date, XX (initials for auditor); once ready for payment, remove "audit" and "xx", save and copy to batch folder
			01 Ready_for_Final_Finance_eDOC_Box		
			Last_FirstInitial_RO_EmploymentType	Bear_S_O1_FED	
				CIS_RO_2021MMDD	
				CTR_RO_2021MMDD	
				GM_RO_XXX_2021MMDD	XXX_reference what it pertains to i.e. lodging Auth.
				OF288I/OF288F_Last_FirstInitial_RO_2021MMDD	Audit, once ready for payment, move to transmittal folder
				RO	
				SD_RO_XXX_2021MMDD	XXX-reference what it pertains to
			CrewName_RO_EmploymentType	BitterrootIHC_C1_FED	
				CIS_RO_2021MMDD	
				CTR_RO_2021MMDD	
				OF288I/OF288F_Last_FirstInitial_RO_2021MMDD	Use if generating individual OF288s
				OF288I/OF288F_CrewName_RO_2021MMDD	Use if generating All OF288s
				RO	
				SD_RO_XXX_2021MMDD	XXX-reference what it pertains to
			CooperatorName_RO	MRFD_E1	
				CIS_RO_2021MMDD	
				CTR/ST_RO_2021MMDD	May be CTR and/or ST, or combined CTR-ST
				OF288I/OF288F_Last_FirstInitial_RO_2021MMDD	Use if generating individual OF288s
				OF288I/OF288F_CooperatorName_RO_2021MMDD	Use if generating All OF288s
				OF286I/OF286F_CoopName_RO_2021MMDD	
				RO	
				SD_RO_XXX_2021MMDD	XXX-reference what it pertains to
		02 Excess_Shift_Justification		Excess_Shift_Justification_2021MMDD	
		03 Work_Rest_Justification		Work_Rest_Justification_2021MMDD	
		04 Length_of_Assignment_Extensions	Name_RO_EmploymentType	BitterrootIHC_C1_FED	
		05 ICS_213_GMs		GM_TIME_2021MMDD	
		06 ICS_214_Unit_Logs		214_Last_First	
	5 Information				
		1 File_Structure_Workflow			File actual documentation
		2 Agency_Specific_Guidelines			For example, IBOG; File actual documentation
		3 Lodging_Authorizations_(Example)		SD_XXX_2021MMDD	XXX-reference what it pertains to
		4 Donations_(Example)		SD_XXX_2021MMDD	XXX-reference what it pertains to
		6 ICS_213_FSC_GMs		GM_FSC_2021MMDD	
		7 ICS_214_FSC_Unit_Logs		214_Last_First	
		8 Final_Finance_eDOC_Box			Move inactive Finance Files to this location

Document Type Abbreviation and File Naming Convention			Document Type Abbreviation and File Naming Convention		
Document Type	Abbreviation	Additional Description	Document Type	Abbreviation	Additional Description
Cooperator Agreement	COOP		Interim Timesheet (OF288)	OF288I	
Casual Hire Form	CH		Final Timesheet (OF288)	OF288F	
Amended Casual Hire Form	CH-A	Optional	Pre-Use Inspection (OF296)	PRE	Optional
Emergency Equipment Rental Agreement	EERA		Release Inspection (OF296)	POST	Optional
VIPR I-BPA Agreements	VIPR		Shift Ticket (OF297)	ST	Date/Range
Non-VIPR I-BPA Agreements	I-BPA		Resource Order	RO	
Contract Crew – National T2IA	NCC#		Miscellaneous	MISC	Include Description
Contract Crew – National T2	T2C#		Supporting Document	XD	Title/Type
Contract Crew – State		Use State Abbreviation	Supporting Document Claims	XDC	Title/Type
Contract Claim	CC	Subject	Motor Vehicle Accident (SF91)	SF91	Optional
Contract Claim Documentation	CCD	Title/Type	Witness Statement (SF94)	SF94	Witness Name
Check in Sheet	CIS		Property Loss/Damage (OF289)	OF289	
Crew Manifest (CM)	CM		Claim - Damage/Injury/Death (SF95)	SF95	
Crew Time Report (SF261)	CTR	Date/Range	USDA Employee Claim (AD382)	AD382	Optional
Employment Type	FED/State/AD/COOP/Other		DOI Employee Claim (DI570)	DI570	Optional
Evaluation	EVAL		Unit Log	214	
Fuel & Oil Issues	FUEL	Date	Cost Share	CS	
General Message	GM	Date or Number	BUYT Spreadsheet	BUYT_SS	
Interim Invoice (OF286)	INVI	Date/Range			
Final Invoice (OF286)	INVF	Date/Range			
Batch Confirmation Email	BATCH#EMAIL				