



National Wildfire Coordinating Group (NWCG)

Incident Business Committee (IBC)

IBC Memo 22-02

June 3, 2022

To: Geographic Area Incident Business Committees

From: Dave Burley, Chairperson, NWCG Interagency Incident Business Committee

Subject: Guidance for Incident Finance Electronic File Management

In June 2021, the NWCG Incident Business Committee (IBC) issued electronic file format standards for incident finance staff to use when utilizing the FireNet Teams environment. In November, the IBC requested feedback from all the Geographic Area Incident Business Groups. A task group was convened in February 2022 to review comments and propose necessary changes. This proposal was submitted to the IBC in April.

The following documents, which have been approved by the IBC, are provided as national standards for incident finance electronic files and folders.

- FireNet Final Folder Structure
- FireNet Working Folder Structure
- Finance Working File and Folder Matrix
- Guidance for Management of Electronic Finance Files

The intent is to provide a standard and consistent approach nationally across incidents, to improve transitions between incident management teams (IMTs), and to provide a standard product for host units.

This information can be found at: <https://www.nwcg.gov/committees/incident-business-committee/correspondence>. For questions, please contact your IBC representative.

1st Dave Burley

Dave Burley, Chair, IBC

Date: June 3, 2022

Attachments:

FireNet Final Folder Structure
FireNet Working Folder Structure
Finance Working File and Folder Matrix
Guidance for Management of Electronic Finance Files