

Draft Standards for Electronic File Documentation (eDoc)

The Incident Planning Subcommittee (IPS) is tasked with developing the Standards for Electronic Records Management for Incidents and Incident Management Teams (IMTs). The tasking has been met and the following Draft Standards for Electronic Records Management for Incidents. IPS is requesting feedback through the 2021 Fire Season via NWCG Publication Review Form:

<https://www.nwcg.gov/publications/publication-review-form>. Publication review feedback will be applied appropriately to the Standards for Electronic Records Management for Incidents.

IMTs are required to maintain incident records and submit them to the host unit at the close of the incident. The Incident Commander is responsible for ensuring incident documentation is complete. These official documents provide a record of significant events and actions taken, provide information to address payments and claims and must be produced under the Freedom of Information Act (FOIA). Some records have permanent value for developing lessons learned and long-term value for managing natural resources.

All recorded information, regardless of form, or characteristics, made or received by a Federal agency under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the United States Government or because of the informational value of data in them. Regardless of physical form or characteristics means that the medium may be paper, film, disk, or other physical type or form; and that the method of recording may be manual, mechanical, photographic, electronic, or any other combination of these or other technologies.

OMB M-19-21 (1.1) requires that “[b]y December 31, 2019, all permanent electronic records in Federal agencies will be managed electronically (in an approved Electronic Information System (§2.15) or a Department-approved Electronic Records Management System (§2.20)) to the fullest extent possible for eventual transfer and accessioning by NARA in an electronic format.” OMB M-19-21 (1.2) requires that “[b]y December 31, 2022, all permanent records in Federal agencies will be managed electronically (in an approved Electronic Information System (§2.15) or a Department-approved Electronic Records Management System (§2.20)) to the fullest extent possible for eventual transfer and accessioning by NARA in an electronic format. This does not apply to permanent records accessioned into NARA or transferred for storage into Federal Records Centers before December 31, 2022. After December 31, 2022, all agencies will transfer permanent records to NARA in electronic formats and with appropriate metadata, in accordance with NARA regulations and transfer guidance, except where an agency has been granted an exception under procedures to be developed by NARA [...].”

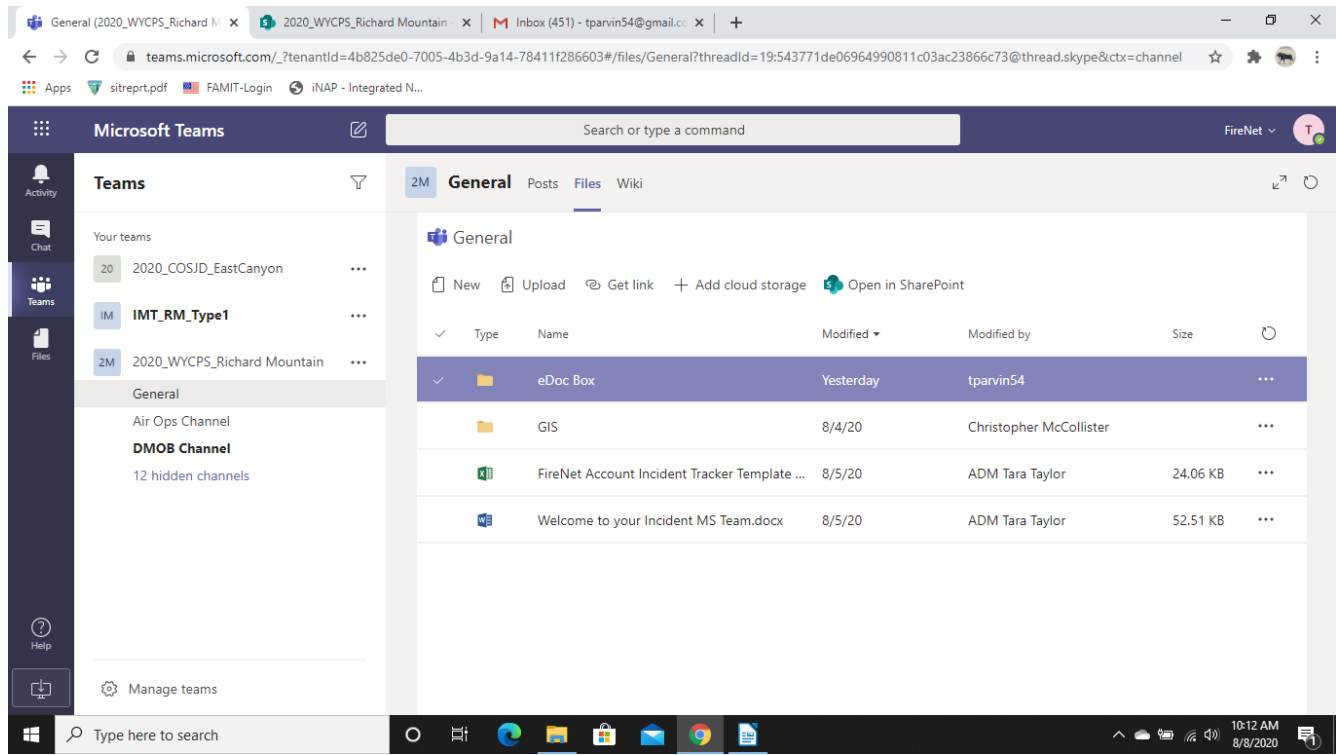
Firenet is the interagency fire program’s best option as a temporary storage location for these records during wildland fire incident management. Eventual transfer by the local jurisdictional unit to respective agencies’ electronic records management systems will be required per that agencies local policy. The use of the eDoc Box and associated default file directory structure on a consistent basis on all incidents is key to ensuring this critical records management task is undertaken consistently by all IMTs.

Complete information and a variety of tools to manage incident records are available for download on the NWCG website <https://www.nwcg.gov/committees/incident-planning-subcommittee> under incident records.

eDoc Box Directory Structure

During the incident, the official electronic documentation will be kept in a folder called eDoc Box. This folder is in the General channel within Firenet’s Incident directory in Microsoft Teams. The eDoc Box directory will contain all official records of the incident, including all documents from each team assigned to the fire. Each team does not keep an eDoc Box; instead, all official files for every team on the incident will be kept in the appropriate directory of a single eDoc Box directory.

The eDoc Box directory structure will be created by Firenet Administrators when they create the Incident’s team directory in Microsoft Teams. The picture below shows an example of the official eDoc Box directory within an incident:



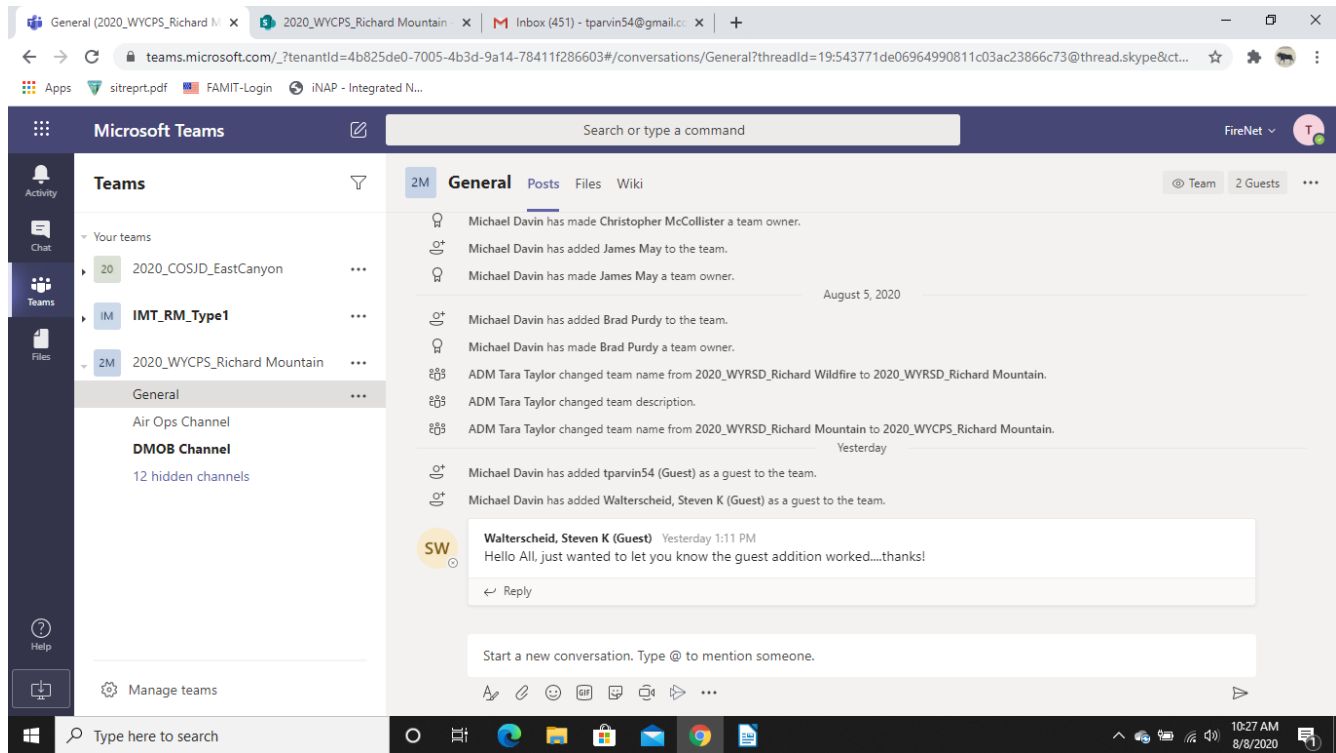
This eDoc Box directory will contain the folders and subfolders that represent the file structure of official incident records that used to be in the paper file box.

It is recommended that only the Documentation Unit Leader (DOCL) or other Plans leaders (PSC, RESL, SITL) copy the files into the official documentation eDoc Box directory, not individual members of the team. Members of the team will create Working Documents in their Section’s channels. See the section below “Work product vs important documents.”

How to put Documentation into a Firenet Incident Section Channel

Log into Firenet via Microsoft office 365 (www.office.com). It may be easiest to start from the email sent to you adding you to the Incident Team. Look for a message from Microsoft Teams with the subject “You have been added to a Team in Microsoft Teams.” Click on the Open Microsoft Teams button. It may ask you to Select a Teams org and you will need to choose Firenet account and possibly log into your Firenet account. You can use the web version of Teams or download the desktop version.

When you get into Firenet, it will look similar to this:



The picture above shows an example of Microsoft Teams. There are two Incidents being displayed (2020_COSJD_EastCanyon and 2020_WYCPS_Richard Mountain), as well as the IMT_RM_Type1 team. The right window shows Posts of activity within the Richard Mountain Incident.

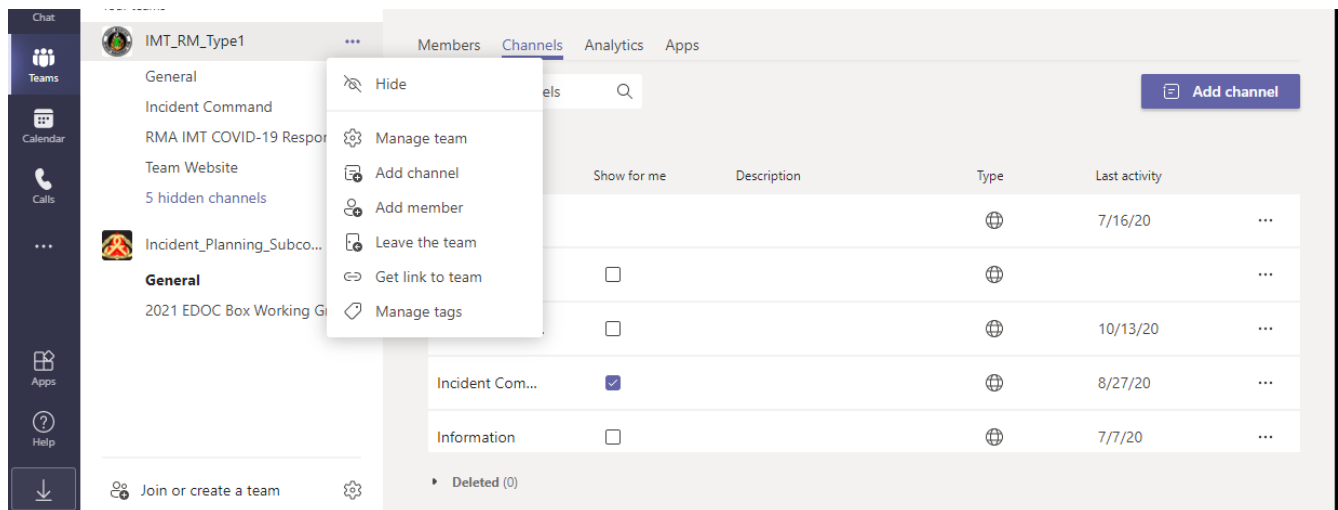
Difference between eDoc Box Files vs Channels

Note the Incident Team Name on the left (in the above example, “2020 WYCPS_Richard Mountain”), with channels below it. (In the example above, the General, Air Ops, and DMOB channels are showing, as well as 12 more hidden channels.) Think of the channels like directories. The channel is a place to put documents while working on them, i.e., collaborating with others to make a final version. This is NOT the location of the official electronic documentation.

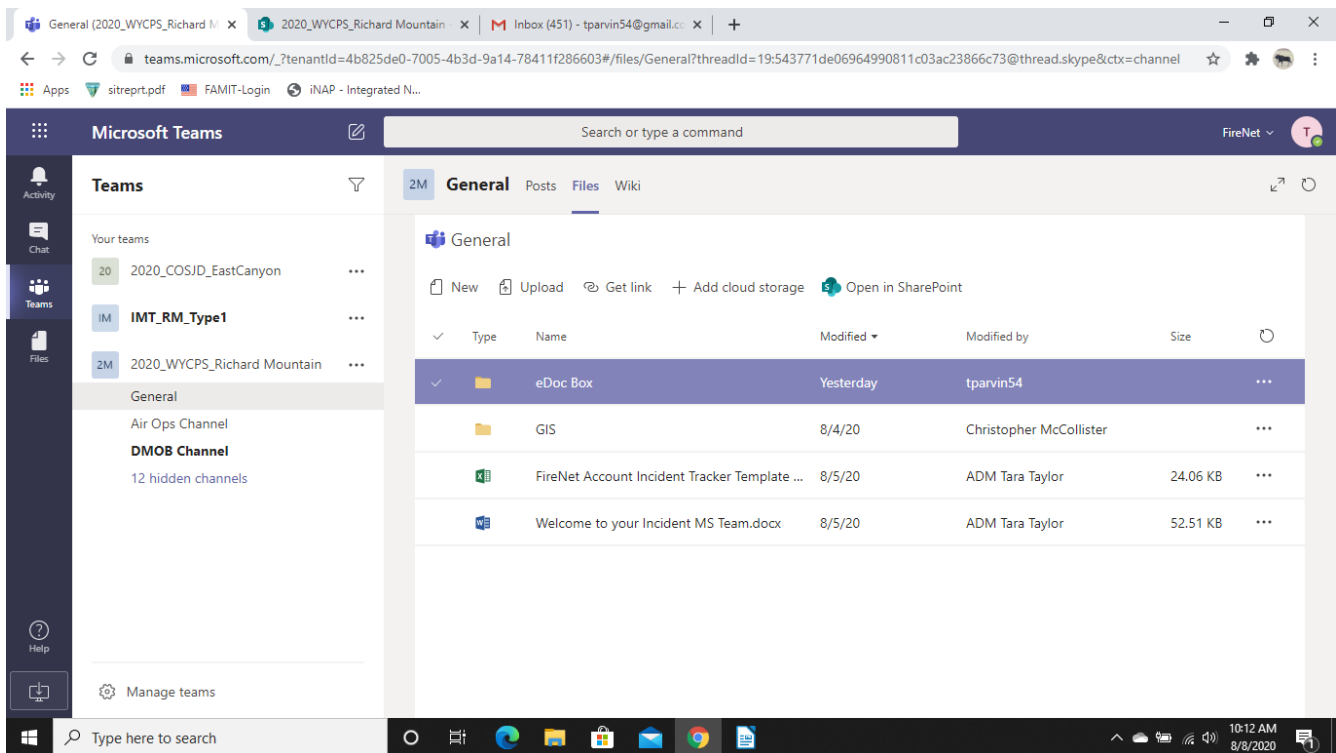
TIP: For ease of file transfer, naming, uploading, etc., open the Channel in SharePoint. To do this click on the button that says “Open in SharePoint” along the top of the screen. This is found in the same place as the “New, Upload, Sync, Copy Link, Download” buttons.

TIP: To see all the channels and choose a different channel to view, mouse over the row of hidden channels and then click on the right arrow that appears next to the hidden channels. Choose which channel(s) to display/view. Choose your section’s channel. This shows the channel temporarily. To choose the default channels that are always viewed, see the next tip.

TIP: To specify which channels display all the time, click on the three dots next to the Fire Team Name, in the example below, the team’s name is “RM_IM_Type1.” Click on the Manage Team settings in the popup. To choose channels you want to see, click on the word Channels. Put a checkmark in the square under the Show for Me column of the channels that you’d like to see all the time. Choose your section’s channel and any other Sections’ Channels that you might share files with. Remove the checkmarks on channels you don’t want to see all the time.






Once the channel is selected, click on the Files menu item on the right side to see the directories, subdirectories, and files located in that channel. (In the example below, the General channel is selected on the left side. The Files menu item has been selected in the right window, displaying the eDoc Box directory, a GIS directory, and two files in that channel).



Records vs Non-records

There is a difference between work products/working documents, non-records, and final records. Not all documents created during an incident are considered records or need to be filed within the eDoc Box.

Wildland Fire Incident Records – Retention Guidance

	<p style="text-align: center;">Permanent Fire Incident Records to National Archives after 20 years</p> <p style="text-align: center;">Keep on unit 3yrs or when no further business is needed, whichever is less, then send to Federal Records Center for storage.</p> <ul style="list-style-type: none"> • Delegation of Authority / Return of DOA • Field Weather Observations (not RAWs) ¹ • Final FBAN / LTAN / IMET Report • Final Agency Jurisdiction / Ownership Map • Final Fire Perimeter Map • Final Fire Progression Map • Fire Statement of Costs • Fire Narrative / Executive Summary • Incident Action Plans (IAP) (original & corrected) • ICS 201 Incident Briefing • ICS 209WF Incident Status Summary (final) • ICS 215/215A Planning Worksheets/Safety Analysis² • Individual Fire Report (FS 5100-29, DI-1202) • Infrared Imagery (with interpretation) • Mechanical Use in Wilderness Request • Media Releases / Daily Fire Updates • Newspaper Clippings • Photos, (w/ captions)³ • Significant Events Narrative / Reports • Special Interest / Political Inquiries • Wildland Fire Decision Support System (WFDSS) <p>Other Records:</p> <ul style="list-style-type: none"> • Other permanent records may include those relating to joint operations and/or mutual aid; copies of incident reports/analyses prepared by entities other than IMT or host unit; unique documents of long-term importance to home unit; records documenting significant interactions with affected communities; and selected reports/notes pertaining to high-level management/security issues not incorporated into the Fire Narrative. GIS Data (file with electronic at close of incident). 	<p style="text-align: center;">Temporary Fire Incident Records 7 Year Retention</p> <p style="text-align: center;">Keep on unit 3yrs or until no further business need; then retire to Federal Records Center for storage.</p> <p style="text-align: center;">SAMPLE OF TEMPORARY DOCUMENTS TYPICALLY FOUND IN INCIDENT RECORDS (not a complete listing).</p> <ul style="list-style-type: none"> • ICS 209WF Incident Status Summary • ICS 211 Check-in List • ICS 212WF Demob Vehicle Safety Insp (& OF 296) • ICS 213 General Message Forms • ICS 214 Unit Log • ICS 218 Support/Transportation Vehicle Inventory • ICS 221 Demobilization Checkout (& ICS 219 T- cards) • Accident Investigation Reports • Agency Administrator Briefing / Packet • Cache Issue Report • Community Relations / PSAs • Contingency Plans • Cost Share Apportionment / Agreements • Demob Plan • Evacuation / Re-entry Plans • Excessive Shift Justification • Fire Behavior Projections • Hazard Abatement / Safety Strategy • Helibase Documents • IMT Transition / Debriefing • Incident Complexity Analysis • Medical Issue Log • Performance Evaluations • Public Meeting Agendas / Notes / Briefings • Radio Traffic Logs / Telephone Logs • Resource Tracking Glide Path • Security Plans & Patrol Logs • Strategy / Tactics • Structure Defense / Protection Plans • Thank You Letters • Training Specialist Incident Narrative / Final Report • Turnback Standards • Waybills • Weather Data ¹ <ol style="list-style-type: none"> 1. Weather data entered/maintained electronically are temporary and scheduled separately. Weather obs (from field belt weather kits) should be placed with the permanent records. 2. Often filed with IAPs. 3. All photos essential for understanding the history of the fire from inception to completion should be labeled and placed with the permanent records and maintained as such. All duplicate and non-essential photos are treated as temporary. 	
	<p style="text-align: center;">Non-Records</p> <p style="text-align: center;">Copies of records filed elsewhere. Destroy when no longer needed.</p> <p>Includes copies of records or records kept in electronic databases scheduled separately such as:</p> <ul style="list-style-type: none"> • Contracts (including EERAs) • Fire Qualifications • Firefighter / Crew Time Reports • Resource Orders • T-Cards used in Ground Support/Supply 		

Working documents are temporary files are used to do the job. They are only to be stored within the Section's channel; not in the eDoc Box. The following are examples of files that could be considered working documents and should not be filed in the eDoc Box: notes from a section meeting, schedule for covering tasks, spreadsheet of resources not showing in Interagency Resource Ordering Capability (IROC), edits to a map that have not been finalized, drafts of transitions plans, or parts of an unfinished Incident Action Plan (IAP). All files, even non-records, in the Sections' channel should follow the official naming convention standards.

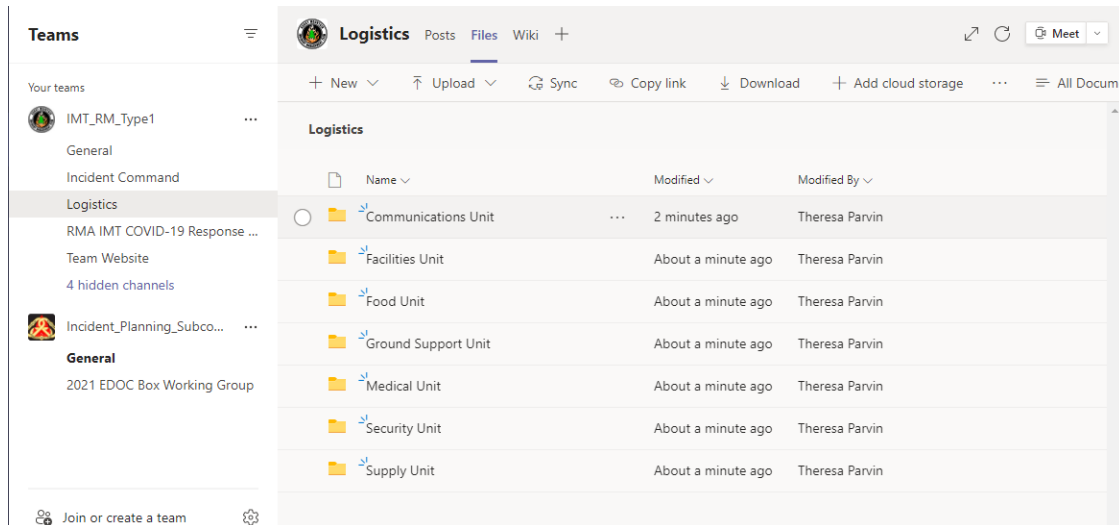
Final documents are necessary (and are mandatory) for records retention. These are the documents that tell the story of the incident, including: IAPs, WFDSS, closure orders, public meeting records, transition plans, annotated photos. These are the final (signed) versions of these products; not drafts. These are the documents that Sections are tasked with creating for the benefit of the Incident. They are stored in the eDoc Box and all products in the eDoc Box must follow the naming convention standards (see the

section on Naming Standards below).

The recommended process to populate the eDoc Box is for the DOCL (or Plans Section Chief or Resource Unit Leader) to move or copy the documents deemed necessary or important from the Sections' Channels to the appropriate eDoc Box directory. This process is documented later.

Work-Flow Process

Each Section channel will have folders from that section installed from the eDoc Box directory. Below is an example of the Logistics channel:



These folders will be the files that are necessary for the compilation of the eDoc Box. Documents placed into these folders will be migrated to the eDoc Box by the DOCL.

Do not put any filer into the eDoc Box under General channel.

Example:

LOGISTICS CHANNEL

COMMUNICATIONS UNIT

Communications Equipment Inventory

Radio Repairs

Radio Traffic Logs – Telephone Logs

Repeater Site Documentation

ICS 213

ICS 214

FACILITIES UNIT

Facilities Health Inspections

ICS 213

ICS 214

When a document is generated:

In this example we will use a radio traffic log. The electronic radio traffic log is named with the proper naming convention (elsewhere in this guide) and dropped into the *RADIO TRAFFIC LOGS-TELEPHONE LOGS* folder by the Communications Unit Leader. All working files will be kept in these directories while being worked on. When they are ready to be moved to the official eDoc Box, the DOCL, or other Plans official, will copy the document to the eDoc Box in the General channel and place

a small “x” in front of the file to show that it was copied to the proper location.

The steps:

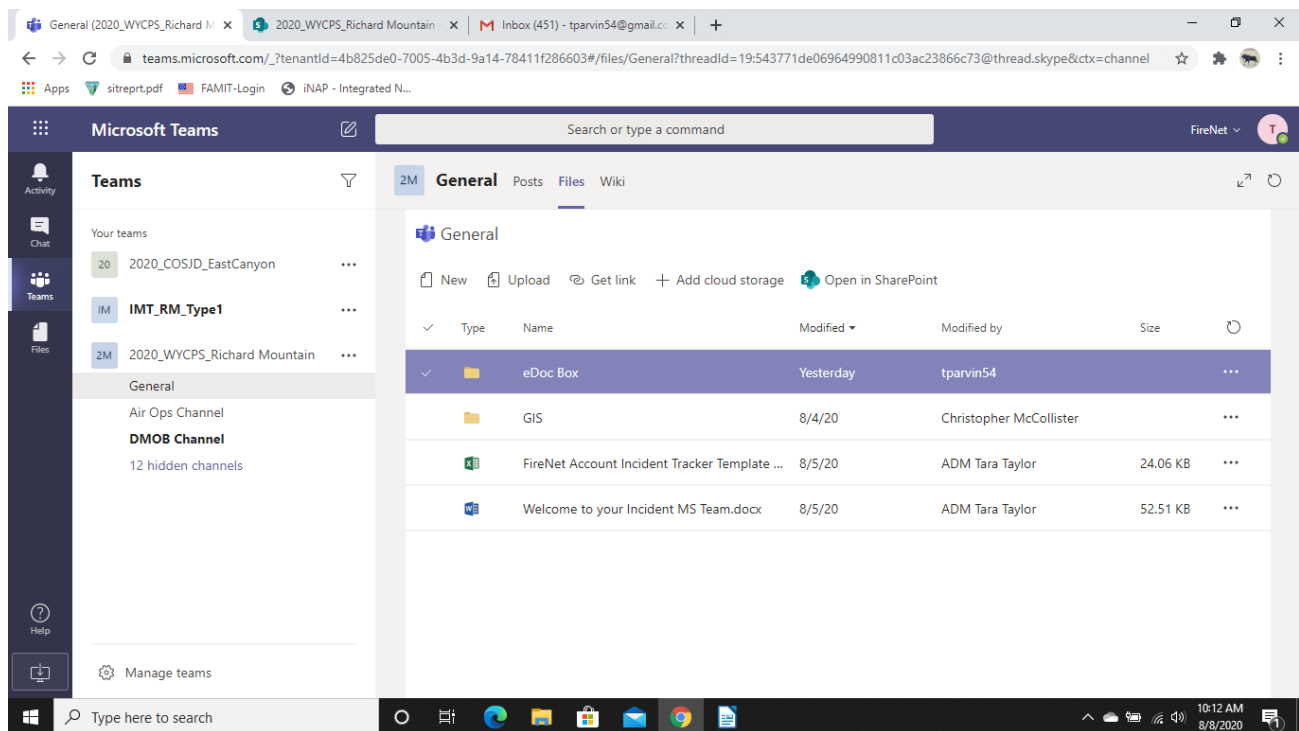
1. Document generated electronically.
2. Name with proper naming convention.
3. Place into appropriate folder in your Section’s channel.
4. ***DOCL will review and copy to the eDoc Box directory and place a small “x” in front of file in the section channel to indicate it has been placed in the eDoc Box.***

When several successive IMTs work on a large fire, and each team is creating documents at an Incident in Firenet MS Teams, it may be helpful if each team creates a subfolder under each channel, they are using with their IMT name for “working files.” This would keep things cleaner for the next IMT and would be similar to having their own “Incident Drive” that is now part of the permanent electronic record. If this procedure is followed, all documents that belong in the electronic documentation directory should be put into the files below the Section’s channel. Then they will be moved to the official eDoc Box directory by the DOCL or other appropriate personnel. *NOTE: All documents located in the Firenet Incident belong to the fire and ultimately the host unit.*

How to put Documentation into the eDoc Box in Firenet (DOCL, PSC, RESL)

The following procedures are intended for the appropriate personnel responsible for placing the files from the individual Incident’s section channel (ex: Plans, Air Ops, etc.) into the General channel eDoc Box directory.

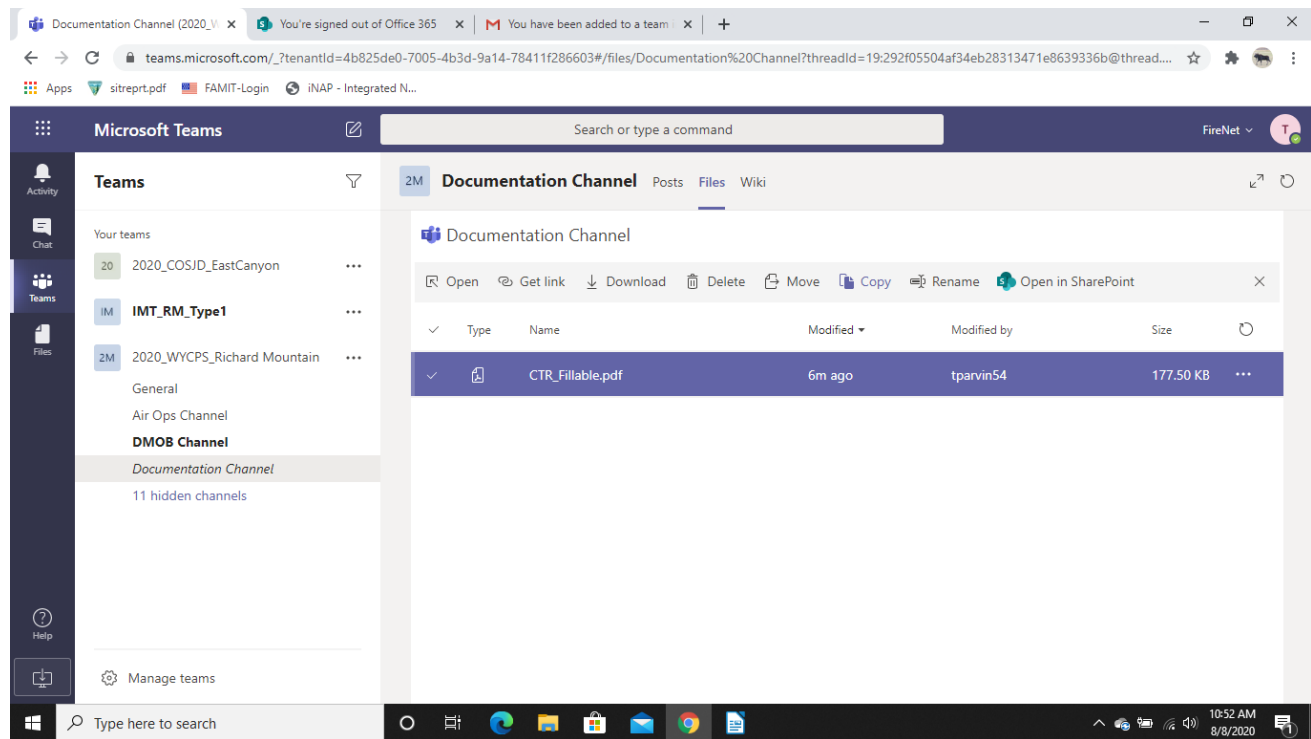
To move a file to the eDoc Box, click on the General channel. This will display actions taken on that channel on the right. To view the files, click on the Files menu item on the right. Now you will see the eDoc Box directory



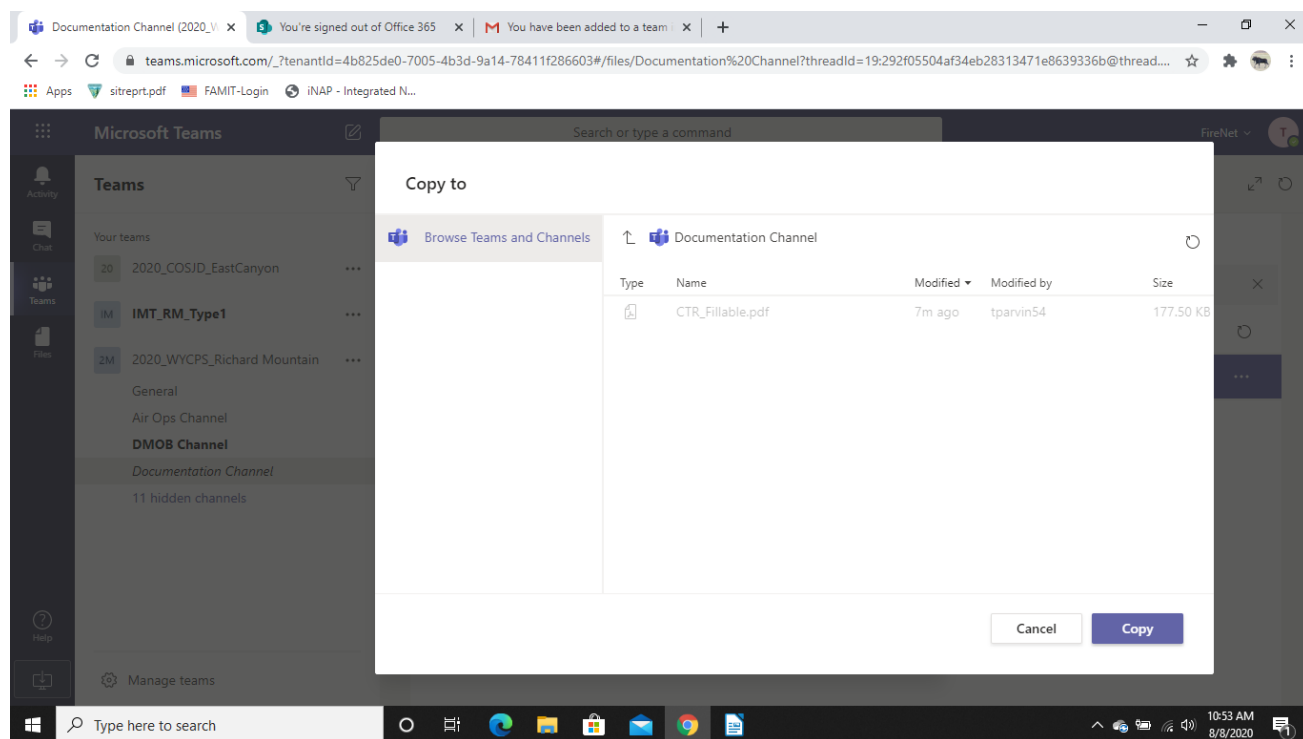
Click on the eDoc Box link (the words eDoc Box). This will open the Doc Box sections. Find the section and click on the words (i.e., 6 Finance Section). This will open the finance section folders. Proceed to the appropriate folder.

To upload documents from a computer or a USB thumb drive, click on Upload link. Navigate to the directory via PC or on USB thumb drive or any server share where your file is located. Select the file and click on the Open tab in the lower right corner of the dialog box. This will upload the file. (Note: Shift-click or ctrl-click to add several files at one time.)

To copy a file from a channel to the eDoc Box, navigate to the channel (i.e., Information channel) and click on the Files menu item to see files in that channel. Click on the file that you want to copy so that it is blue and highlighted, then choose the Copy menu item at the top. See the example below:

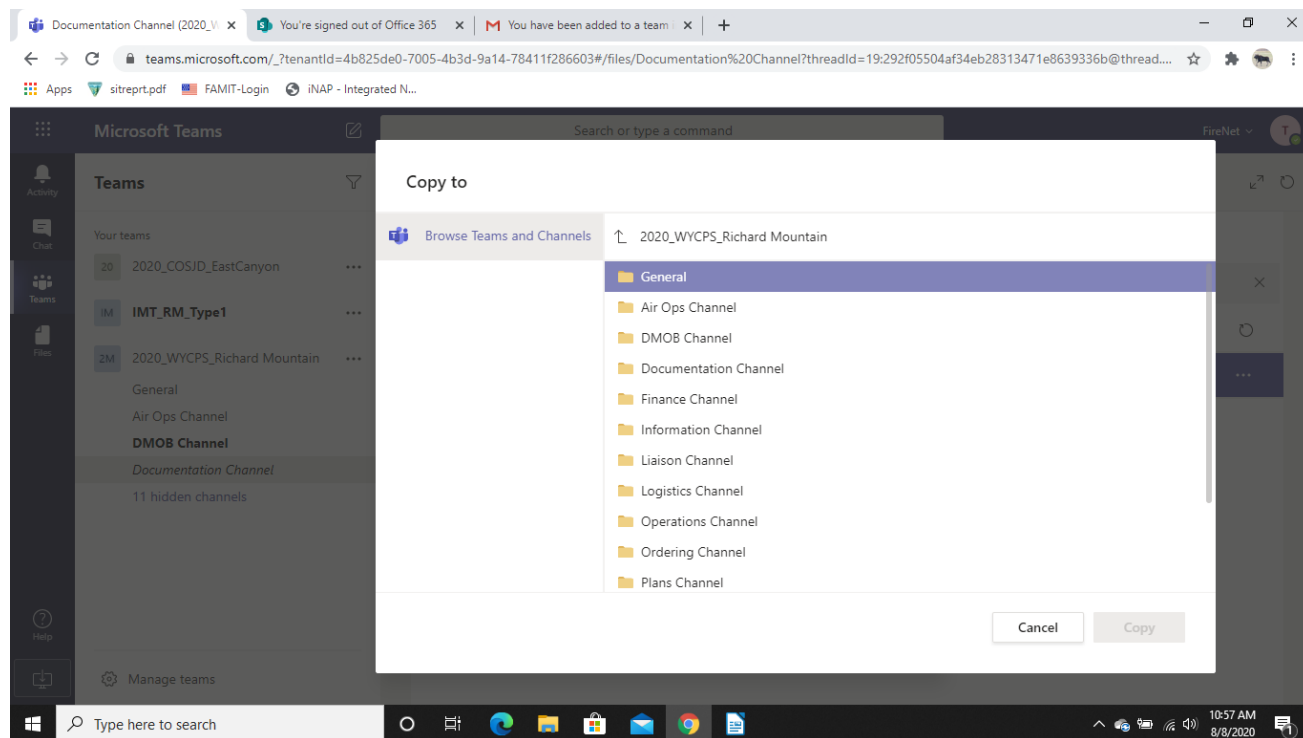


Click Copy, this will be the following screen:

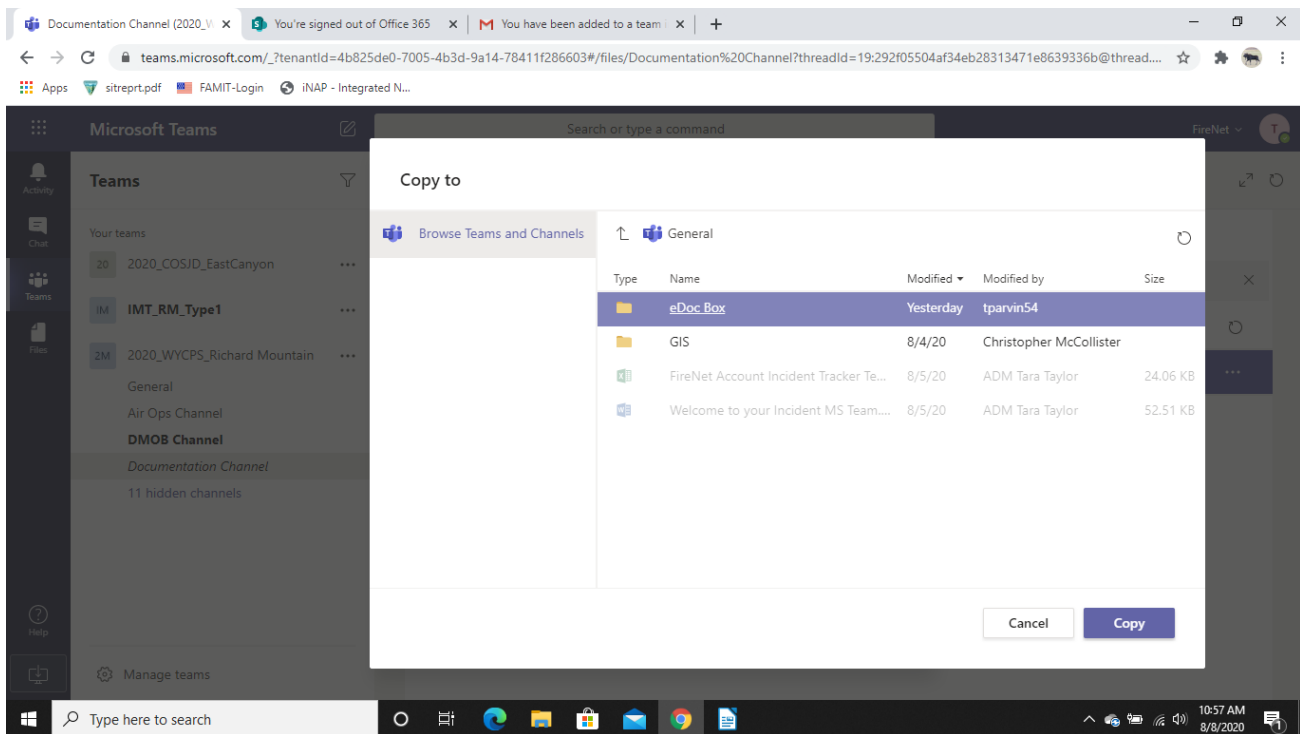


Click on the arrow to the left of the channel.

Find the General channel, (see example below).

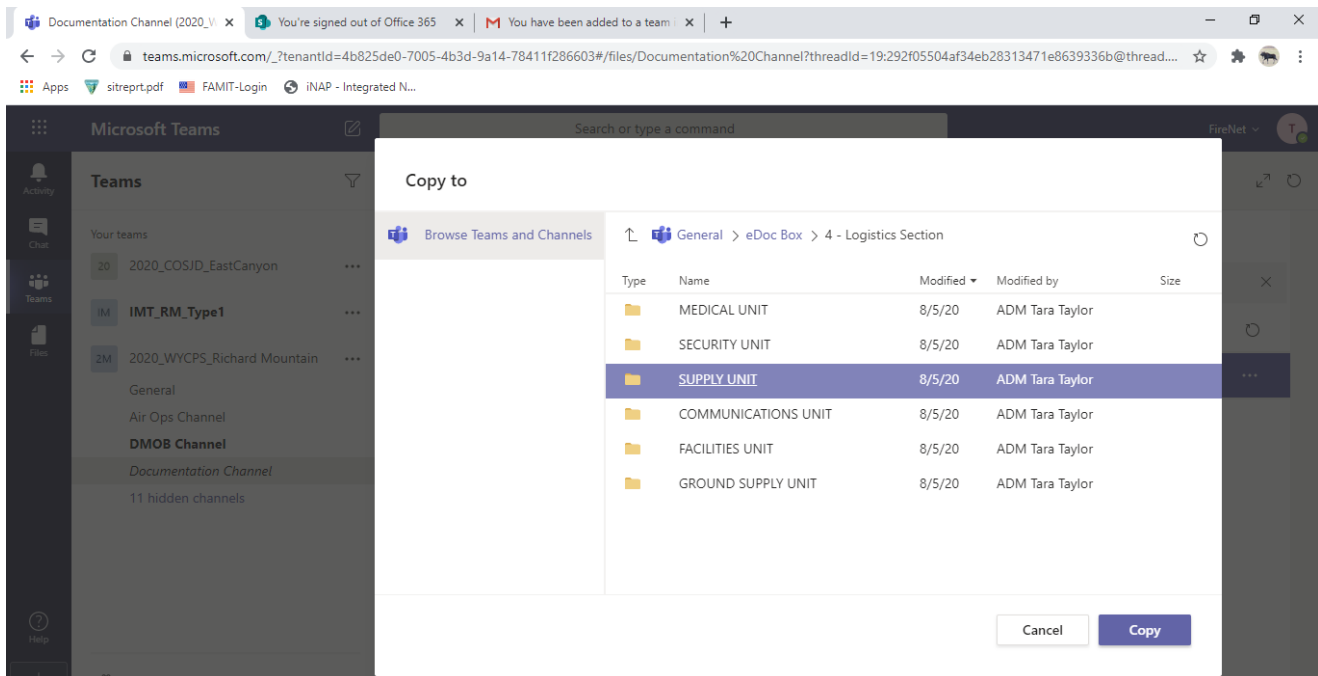


Navigate to the eDoc Box directory. Click on the words “eDoc Box.”



Then navigate into the appropriate folder you will file your document. Click on the directory of the section you want to add the file (i.e., Logistics Section), then click on the directories until you find the folder to put the file.

Below is an example for putting a file into the Logistics section.



Find the location, click the blue Copy button in the lower right corner.

Move to other directories by clicking on the directory in the path at the top (i.e., click on General to start over, click on eDoc Box to go to the main Doc Box directory).

Refer to the DOCL or Plans Section Chief with document questions.

If the file is not named using the Naming Standards, rename the file by clicking on the circle to the left of the filename. Click on the three dots (...) to the right and select Rename. If you click on the icon of the filename, you can use the Rename command to name your file.

Finance Docs

Finance files will be added into the eDoc Box and may be provided to the local agency separately from the rest of the files, other than what is required by the Incident History File. The inclusion of these files into the eDoc Box will be the responsibility of the Finance Section Chief.

General messages should be filed/attached to the action that they were created for. If there are no specific actions, they should be filed in the appropriate section's directory in the eDoc Box. This guide is not all inclusive but DOCLs should understand there may be other significant records generated aside from what are included here that should be included at the request/discretion of the host unit.

Electronic File Naming Convention Standards 2021

The 2021 electronic file naming conventions were adapted from the NWCG Incident Planning Committee's 2018 recommendation for electronic file naming. The 2021 naming structure includes only necessary components vital to an electronic file's identification and successful searchability while eliminating redundant or excessive information that causes confusion and error for users. The latest electronic file naming conventions have been developed for all Command and General Staff files to be placed in the incident electronic documentation box. Please see Appendix for all file naming structure templates within each IMT Section and separated by Unit.

File Naming Convention Format

Standard for all Section/Unit files with a few *EXCEPTIONS* (see bottom of page).

{DocType}_{DocVersion}_{Date}_{IncidentNumber}

File Naming Components

DocType	the title of the document or the ICS form number. (examples: Public Meeting Events; 296)
DocVersion	identifies individual files with the same doc type and date or a file that necessitates a name ID; <i>not all electronic files will need a DocVersion</i> . (examples: Resource Name; Aircraft Tail number; Resource Order number; Time)
Date	entered as YYYYMMDD – Y=year; M=month; D=day. (example: 20210704 represents the date July 4, 2021)
IncidentNumber	the six-digit incident number 000NNN – N=numeral. (example: 000363 represents the incident number RM-SJF- 000363)

General Requirements

- File names contain only letters and numbers with NO SPACES.
(example: PerfEval is used for Performance Evaluation; 213 is used for general messages).
- The underscore “_” is used to separate file naming components for searchability.
(example: 214_HigginsJody_20210623_000681).
- Capital letters make names easier to understand.
(example: JonesDavid; WindRiver631; EcoWashCo).
- Time format is 4 digits in a 24-hour format.
(example: 1315 represents 1:15pm).
- Numbers (1,2,3 etc.) are placed AFTER THE DATE when used to identify multiple docs per date.

EXCEPTIONS to the STANDARD FILE NAMING CONVENTIONS

- **COMMAND FILES.**
Delegation of Authority/Return Delegation of Authority File.
USE THIS FORMAT: {Date}_{DocType}_{DocVersion}_{IncidentNumber} displayed as:
20210514_DOA_Signed_000145 AND 20210528_RDOA_Signed_000145.
WFDSS File – USE THIS FORMAT:
{DocType}_{Date}_{DocVersion}_{IncidentNumber} displayed as:
WFDSS_20210515_0930_000145.
- **INFORMATION Section** – Format for all work product files:
{DocType}_{Date}_{DocVersion}_{IncidentNumber}.
- **SITUATION/GISS** – GIS File naming will follow NWCG Standards for Geospatial Operations.
- **SUPPLY UNIT and ORDERING MANAGERS** – See Appendix.
- **FINANCE SECTION** – See Appendix.

Recommended Equipment / Staffing

In the world of scanning, it is difficult to say what are the prerequisites for a "good" scanner. The Epson WorkForce DS-60000 Color Document Scanner is an adequate, large incident scanner. It can scan color documents from 2.7" x 4.7" up to 11.7" x 100" at over 40 pages per minute. It supports automatic feed and will take heavier card stock, as in T-cards. It can take one or two-sided scans in one pass. This is a particularly good feature. Machines that require two passes to get both sides. The software allows for skipping blank pages and naming the files in question (though not for a long file name). It is a scanner and not a photocopying machine or printer. This kind of scanner has been used on large incidents as well as scanning in large amounts of records after the fact. Advantages for this type of scanner is it can be hooked directly to your computer. Scanners and printers are constantly being upgraded.

Various types of referenced equipment are pictured below.



When showing up at an incident there is often a couple photocopiers on order, or maybe you are working with copiers or printers belonging to the home unit. Many of these machines now have scanning capabilities though Doing so on a network it might be easy. Other machines allow sending information directly to an email address. Many others can copy the scanned information onto a USB/thumb drive. Ensure rental machines are requested with this feature and checked. One of the first things you might want to do is make sure the machines provide enough scanning support to do your job. If they do not provide enough support, y consult with Incident Technology Support Specialist (ITSS) and assess the incident needs.

While these machines provide printer and scanning support, they can be very slow. They can jam easily, and odd size documents have problem with the feed. Oftentimes it is easier to scan directly off the glass. Depending on the scanning software you may need Adobe Acrobat to manipulate the resulting scans.

Other devices – iPhones and Digital Cameras

Digital cameras also provide the immediate ability to digitize files. These can provide shortcuts do documenting incidents and might be better than nothing and should not be discounted.

Recommended Staffing

In order to support the workload identified for both the eDoc Box and normal Doc Box it is recommended that all Type 1 / Type 2 IMTs are staffed by at least one qualified on-site DOCL.

Record Transfer

- Electronic files should be segregated and transferred to the home unit; NOT intermingled with paper records. The use of the Firenet Incident Account eDoc Box in General Files will be the temporary storage medium for these files for efficient transfer from IMT(s) to the local unit.
- Local unit should ensure that at the completion of the incident that files are transferred from the Firenet Incident Account to their agencies approved Electronic Records Management System using approved processes and procedures.
- In order to ensure maximum ability and access for local units to access this data and manage these records per agency policy it is recommended that the following positions all have licensed Firenet accounts to ensure proper file sharing permissions and editing ability: Agency Administrators, Fire Management Officers, Incident Business Specialists / Support Staff, GIS Specialists (non-GISS), and all Local Dispatch Center Personnel.
- It will be the responsibility of the home unit (as the owner of the incident in Teams) at the close of the incident to ensure that all parties needing access to the official eDoc Box have access. This could include ensuring that all partners have a Firenet account to access the data themselves or that they have copies of the data from Firenet. Planning Section Chiefs should ensure transfer to a licensed “owner” from the local unit similar to transfer of the document retention kit as part of the transition / closeout process.
- Access to Incident eDoc Box files will be available for 12-18 months before Firenet removes incident accounts. Local units should coordinate with Firenet if access is needed beyond that timeframe.
- All users will be removed from the Incident after demobing (with the exception of those identified in the “flow” section of the Incident Tracker). If access is needed to the Incident after demobing, it will be the responsibility of the user to request access from the Home Unit or Dispatch office “Owner.”

Email Archiving / Storage

- Firenet has the ability to archive PST files for shared inboxes to capture all recorded email traffic. At this time, these records are not required as part of the eDoc Box as Firenet maintains the archives.

Other Considerations

- *Sensitive/Confidential Records* covered by the Privacy Act must be protected (such as SS #s, tax ID #s, personal phone numbers/addresses). DO NOT leave in file. Hand off to appropriate agency official on the host unit.

- The IT Support Specialist should organize electronic records to mirror the *Master Electronic Documentation Index*. Electronic files should be segregated and handed off to the home unit, NOT intermingled with paper records. It is preferred to file all electronic records using Firenet rather than other mediums (i.e., USB Drive, External Drive).

APPENDICES:

- Final Master Electronic Documentation Directory.
- Electronic File Naming Convention Standards.

FINAL MASTER ELECTRONIC DOCUMENTATION DIRECTORY

INCIDENT NAME:

INCIDENT NUMBER:

DATES:

LOCATION:

INCIDENT COMMANDER(S):

PLANNING SECTION CHIEF(S):

	Section Records		Section Records
	COMMAND / ADMIN		DMOBILIZATION UNIT Cont'd
	Agency Administrator Briefing / Packet		Demob Checkout OVERHEAD
IHF	Delegation of Authority / Return of DOA		Performance Evaluations CREW
IHF	Final Fire Narrative/Executive Summary		Performance Evaluations EQUIPMENT
IHF	ICS 201 Incident Briefing		R & R Plan / Information
	IMT Transition / Debriefing		
	Incident Complexity Analysis		FBAN / LTAN / IMET
IHF	Individual Fire Report (FS 5100-29/DI-1202)	IHF	Field Weather Observations (not RAWs)
IHF	Mechanical Use in Wilderness Request	IHF	Final FBAN / LTAN / IMET Report
IHF	Significant Events Narrative / Reports		Fire Behavior Projections
IHF	Special Interest / Political Inquiries		Spot Weather Forecasts
	Turnback Standards		RESOURCE ADVISOR
IHF	Wildland Fire Decision Support System (WFDSS)		Resource Advisor Information / Plans
	INFORMATION		Suppression Repair / Rehab Plan
	Community Relations / PSAs		RESOURCES UNIT
	Closure Orders / Restrictions	IHF	Incident Action Plans, orig/corr (with 215/215A)
	Information Summary / Comm Strategy		ICS 207 Organization Chart
	Media Log / Key Contacts / Traplines		Check in Spreadsheets/ICS 211 Check in Lists
IHF	Media Releases / Daily Fire Updates	IHF	ICS 215 Planning Worksheet
IHF	Newspaper Clippings	IHF	ICS 215A LCES Safety Analysis
	Public Meeting Agendas / Notes / Briefings		Resource Tracking Glide Path
	Special Events / Tours / VIP Visits		SITUATION UNIT
	Thank You Letters	IHF	Final Agency Jurisdiction / Ownership Map
	Web Pages / Videos / Photos	IHF	Final Fire Perimeter Map
	LIAISON / AGENCY REPS	IHF	Final Fire Progression Map
	Contact Log / Conversation Record		Final Fire Suppression Repair / Rehab Map
	LOFR Significant Events / Reports		GIS Data (file w/electronic @ close of incident)
	SAFETY		ICS 209WF Incident Status Summary
	Accident Investigation Reports	IHF	ICS 209WF Incident Status Summary (final)
	Hazard Abatement / Safety Strategy	IHF	Infrared Imagery (with interpretation)
	Health Safety Strategy		Maps – Special Products (not daily ops)
	JHAs / Fire Shelter Training		Structural Damage Assessment
	Safety Inspections / OSHA Reports		TRAINING SPECIALIST
	SAFENETs		Incident Training Narrative / Final Report
			Individual Records A-L
			Individual Records M-Z
	PLANNING SECTION		
	IT SUPPORT SPECIALIST		
	Equipment / Property Records		LOGISTICS SECTION
	DEMOBILIZATION UNIT		COMMUNICATIONS UNIT
	Demob Plan		Communications Equipment Inventory
	Final Resources Database Printout		Radio Traffic Logs / Telephone Logs
	Demob Checkout CREWS		Repeater Site Documentation
	Demob Checkout EMERGENCY		Radio Repairs
	Demob Checkout EQUIPMENT		

Section Records		Section Records
FACILITIES UNIT		FINANCE SECTION
Facilities Health Inspections	IHF	Final Statement of Costs
FOOD UNIT		
Caterer – Menu / Meal Logs		ICS 213 – GENERAL MESSAGES
Caterer – Orders / Waybills		COMMAND/ADMIN ICS 213
Food / Caterer Health Inspections		IC / Deputy IC
GROUND SUPPORT UNIT		Information
Equipment Repair Orders		Human Resources
Hazard Mitigation – Noxious Weeds / Hazmat		Liaison / AREP
ICS 212WF Demob Vehicle Safety Inspection		Safety
ICS 218 Support / Trans Vehicle Inventory		FINANCE SECTION ICS 213
OF 296 Vehicle / Heavy Equip Inspection Ckfst		Finance Section Chief
Rental Vehicle Checkout List & Inventory		Comp / Claims
Vehicle Dispatch Logs – Buses, Pick-ups, etc.		Cost
MEDICAL UNIT		Procurement
Accident Action Plan		Time
Medical Injury / Treatment Log		LOGISTICS SECTION ICS 213
Medical Issue Log		Logistics Section Chief
SECURITY UNIT		Communications
Patrol Logs		Facilities
Security Plan		Food
SUPPLY UNIT		Ground Support
Accountable Property Summary to Cache		Medical
Incident Replacement Authorizations		Security
Cache Issue Report		Supply (Other Messages)
Cache Orders		PLANNING SECTION ICS 213
Daily Inventory		Planning Section Chief
Fire Property Issue Logs (Durable only)		Demob
Property Loss / Salvage Reports		Documentation
Resource Orders – AIRCRAFT (ICS 213)		IT Support Specialist
Resource Orders – CREWS (ICS 213)		Resource Advisor
Resource Orders –EQUIP (ICS 213)		Resources
Resource Orders – OVERHEAD (ICS 213)		Situation (includes FBAN / IMET / FOBS)
Resource Orders – SUPPLIES (ICS 213)		Training Specialist
Saw Parts Orders		
Waybills (Not Buying Team Waybills)		
		OPERATIONS SECTION ICS 213
OPERATIONS SECTION		Operations Section Chief
Contingency Plan(s)		Air Operations
Demob Glide Path		Divisions/Groups
Evacuation / Re-Entry Plans		ICS 214 – UNIT LOGS
Strategy / Tactics		COMMAND / ADMIN ICS 214
Structure Defense / Protection Plan(s)		IC / Deputy IC
AIR OPERATIONS		Information
Aircraft Authorizations		Human Resources
Flight Use / Hour Tracking (FS 127/OES 23)		Liaison / AREP
Helicopter Briefing / Debriefing Checklist		Safety
Helicopter Crew Information Sheet		FINANCE SECTION ICS 214
Helicopter Information Sheet		Finance Section Chief
Helicopter Demob Information Sheet		Comp / Claims
Load Calculations / Manifests		Cost
Mission Request / Flight Following Log		Procurement
Retardant Drop Tracking		Time
Safecomms		
Temporary Flight Restrictions (TFRs)		

	Section Records				
	LOGISTICS SECTION ICS 214				
	Logistics Section Chief				
	Communications				
	Facilities				
	Food				
	Ground Support				
	Medical				
	Security				
	Supply				
	PLANNING SECTION ICS 214				
	Planning Section Chief				
	Demob				
	Documentation				
	IT Support Specialist				
	Resource Advisor				
	Resources				
	Situation (includes FBAN / IMET / FOBS)				
	Training Specialist				
	OPERATIONS SECTION ICS 214				
	Operations Section Chief				
	Divisions/Groups				
	Air Operations				

Electronic File Naming Convention Standards 2021

The 2021 electronic file naming conventions were adapted from the NWCG Incident Planning Committee's 2018 recommendation for electronic file naming. The 2021 naming structure includes only necessary components vital to an electronic file's identification and successful searchability while eliminating redundant or excessive information that causes confusion and error for users. The latest electronic file naming conventions have been developed for all Command and General Staff files to be placed in the incident electronic documentation box. Please see Appendix for all file naming structure templates within each IMT Section and separated by Unit.

File Naming Convention Format

Standard for all Section/Unit files with a few *EXCEPTIONS* (see bottom of page)

{DocType}_{DocVersion}_{Date}_{IncidentNumber}

File Naming Components

DocType	is the title of the document or the ICS form number (examples: Public Meeting Events; 296).
DocVersion	identifies individual files with the same doc type and date or a file that necessitates a name ID. <i>Not all electronic files will need a DocVersion</i> (examples: Resource Name; Aircraft Tail number; Resource Order number; Time).
Date	is entered as YYYYMMDD – Y=year; M=month; D=day (example: 20210704 represents the date July 4, 2021).
IncidentNumber	is the six-digit incident number 000NNN – N=numeral (example: 000363 represents the incident number RM-SJF- 000363).

General Requirements

- File names contain **only letters and numbers with NO SPACES**
(example: PerfEval is used for Performance Evaluation; 213 is used for general messages)
- The underscore “_” is used to separate file naming components for searchability
(example: 214_HigginsJody_20210623_000681)
- Capital letters make names easier to understand
(example: JonesDavid; WindRiver631; EcoWashCo)
- Time format is four digits in a 24-hour format
(example: 1315 represents 1:15pm)
- Numbers (1,2,3 etc.) are to be placed **AFTER THE DATE** when identifying multiple docs per date

EXCEPTIONS to the STANDARD FILE NAMING CONVENTIONS

- **COMMAND FILES**
Delegation of Authority/Return Delegation of Authority File – **USE THIS FORMAT:**
{Date}_{DocType}_{DocVersion}_{IncidentNumber} displayed as: 20210514_DOA_Signed_000145
20210528_RDOA_Signed_000145
WFDSS File – **USE THIS FORMAT (using TIME as DocVersion):**
{DocType}_{Date}_{DocVersion}_{IncidentNumber} displayed as: WFDSS_20210515_0930_000145
- **INFORMATION UNIT – Format for ALL WORK PRODUCT FILES**
{DocType}_{Date}_{DocVersion}_{IncidentNumber}
- **SITUATION/GISS – GISS will determine file formatting for GIS DATA FOLDER**
- **SUPPLY UNIT and ORDERING MANAGERS – See Appendix for Logistics file formatting template**
- **FINANCE SECTION – See Appendix for Finance file formatting template**

COMMAND/ADMIN SECTION

Electronic File Naming Conventions TEMPLATE

{DocType}_{DocVersion}_{Date: YYYYMMDD}_{IncidentNumber:000NNN}
{DocType}_{Date:YYYYMMDD}_{DocVersion}_{IncidentNumber:000NNN}

COMMAND

AgencyAdminBrf_2021MMDD_000NNN
2021MMDD_DOA_Signed_000NNN
2021MMDD_RDOA_Signed_000NNN
NarrExecSum_2021MMDD_000NNN
201_IncBrief_2021MMDD_000NNN
IMTTransDbrf_2021MMDD_000NNN
IncCmplxAnlys_2021MMDD_000NNN
IndFireRpt_2021MMDD_000NNN
MechUseWildnssRqt_2021MMDD_000NNN
SigEvntsNarrRpts_2021MMDD_000NNN
SpecIntrstPollnq_2021MMDD_000NNN
TurnbkStand_2021MMDD_000NNN
WFDSS_2021MMDD_0936_000NNN
 use TIME created as DocVersion

LIAISON/AGENCY REPS

ContactLogConvRec_2021MMDD_000NNN
LOFRSigEventsRpts_2021MMDD_000NNN
DocVersion

SAFETY

AcclnvRpt_DivW_2021MMDD_000NNN
 use ASSIGNED UNIT as DocVersion
215A_2021MMDD_000NNN
HlthSftyStrat_2021MMDD_000NNN
JHAFireSheltrTrng_2021MMDD_000NNN
InspOshaRpt_2021MMDD_000NNN
Safenets_2021MMDD_000NNN

INFORMATION

PSA_2021MMDD_FireRestrictions_000NNN
 use INFO TYPE as DocVersion
CloseOrds_2021MMDD_MBRTBOrder275_000NNN
 use RESTRICTION ORDER NUMBER as DocVersion
FireRestrictions_2021MMDD_MBRTBOrder275_000NNN
 use RESTRICTION ORDER NUMBER as DocVersion
InfoSummCommStrat_2021MMDD_000NNN
ContactLog_2021MMDD_Media_000NNN
 use PUBLIC, MEDIA, or TRAPLINE as DocVersion
MediaRelDalyUpdate_2021MMDD_000NNN
NewsClips_2021MMDD_NYTimes_000NNN
 use NEWS AGENCY as DocVersion
PubMtgAgendas_2021MMDD_CentralHS_000NNN
PubMtgNotes_2021MMDD_CentralHS_000NNN
PubMtgBrfs_2021MMDD_CentralHS_000NNN
 use PUBLIC MEETING LOCATION as DocVersion
SpecEvntsToursVIPs_2021MMDD_1_000NNN
 use 1,2,3 etc. FOR MULTIPLE DOCS PER DAY as

ThnkYouLtrs_2021MMDD_List_000NNN
 use KIND OF DOCUMENT DocVersion
WebPgs_2021MMDD_YouTube_000NNN
 use WEBSITE NAME as DocVersion
Videos_2021MMDD_HeavyEquip_000NNN
 use DESCRIPTION as DocVersion
Photos_2021MMDD_AirOps_000NNN
 use DESCRIPTION as DocVersion

PERFORMANCE EVALUATION – OVERHEAD

PerfEvalO_SmithDane_2021MMDD_000NNN
 use Last name First name (no spaces) as DocVersion

GENERAL MESSAGES – ICS 213

General Messages **RECEIVED** by your unit – **DO NOT FILE GENERAL MESSAGES YOU SEND TO OTHER UNITS:**

{213}_{SENDER's UNIT NAME}_{SENDER's Last Name if known}_{Date Received}_{IncidentNumber}

Example: **213_OPS_Davis_20210523_000511** (this was **submitted to Safety** from Operations / filed in 213 Safety)

UNIT DAILY LOGS – ICS 214

{214}_{AUTHOR or UNIT NAME}_{Operational Period Start DATE}_{IncidentNumber}

Example: **214_Landry_20210509_000511** (individual daily log from PIO / filed in 214 Information)

214_INFO_20210515_000511 (entire unit daily log / filed in 214 Information)

OPERATIONS SECTION

Electronic File Naming Conventions TEMPLATE

{DocType}_{DocVersion}_{Date:YYYYMMDD}_{IncidentNumber:000NNN}

OPS

ContinPlan_2021MMDD_000NNN
DemobGlidPth_2021MMDD_000NNN
EvacReEntryPlans_2021MMDD_000NNN
StratTactics_2021MMDD_000NNN
StructDefProtnPlan_2021MMDD_000NNN

AIR OPS

AirAuth_2021MMDD_000NNN
FlitUseHrTrack_ **N570**_2021MMDD_000NNN
HelicptrBrfDbrf_ **N18T**_2021MMDD_000NNN
HelicptrCrwInfo_ **N555**_2021MMDD_000NNN
HelicptrInfoSht_ **N034**_2021MMDD_000NNN
HelicptrDembInfo_ **N9**_2021MMDD_000NNN
LoadCalcMan_ **N987**_2021MMDD_000NNN
MissRqstFliFolLog_ **N21**_2021MMDD_000NNN
RetardDropTrack_ **N489**_2021MMDD_000NNN
use TAIL NUMBER as DocVersion
Safecomms_2021MMDD_000NNN
TFR_2021MMDD_000NNN

PERFORMANCE EVALUATIONS – CREW, EQUIPMENT, OVERHEAD

PerfEvalC_ **PA1**_2021MMDD_000NNN
use Crew Name (no spaces) as DocVersion

PerfEvalE_ **WhiteRiver338**_2021MMDD_000NNN
use Call Name (no spaces) as DocVersion

PerfEvalO_ **SmithOlivia**_2021MMDD_000NNN
use Last name First name (no spaces) as DocVersion

GENERAL MESSAGES – ICS 213

General Messages **RECEIVED** by your unit – **DO NOT FILE GENERAL MESSAGES YOU SEND TO OTHER UNITS** :
{213}_{SENDER's UNIT NAME}_{SENDER's Last Name if known}_{Date Received}_{IncidentNumber}

Example: **213_COMM_Willey_20210610_000821** (this was **submitted to Air Ops** from Communications/ filed in 213 Air Ops)

UNIT DAILY LOGS – ICS 214

{214}_{AUTHOR or UNIT NAME}_{Operational Period Start DATE}_{IncidentNumber}

Example: **214_Toelle_20210608_000821** (individual daily log / filed in 214 OPS Section, Air Ops Unit)
214_Ops_20210612_000821 (entire unit daily log / filed in 214 OPS section, Ops Unit)

LOGISTICS SECTION

Electronic File Naming Conventions TEMPLATE

{DocType}_{DocVersion}_{Date:YYYYMMDD}_{IncidentNumber:000NNN}

COMMUNICATIONS

EquipInv_2021MMDD_000NNN
RadTrafLog_2021MMDD_000NNN
TelLog_2021MMDD_000NNN
RepSitDocs_2021MMDD_000NNN
RadRepairs_2021MMDD_000NNN

FACILITIES

HlthInsp_2021MMDD_000NNN

FOOD

MenuMealLogs_2021MMDD_000NNN
CatrOrdWaybills_2021MMDD_000NNN
CatrHlthInsp_2021MMDD_000NNN

GROUND SUPPORT

EquipRepOrd_E149_2021MMDD_000NNN
 use E# as DocVersion
HazMit_2021MMDD_000NNN
212_E68_2021MMDD_000NNN
 use E# as DocVersion
218_2021MMDD_000NNN
296_E8_2021MMDD_000NNN
 use E# as DocVersion
RenVehList_2021MMDD_000NNN
RenVehInv_2021MMDD_000NNN
VehDispLog_2021MMDD_000NNN

MEDICAL

AccidentActPlan_2021MMDD_000NNN
MedInjTreatPlan_2021MMDD_000NNN
MedIssLog_2021MMDD_000NNN

SECURITY

PatLog_Smith_2021MMDD_000NNN
SecPlan_Signed_2021MMDD_000NNN

SUPPLY

AccPropSum_2021MMDD_000NNN
IncReplAuth_JonesO98_2021MMDD_000NNN
CacheIssRpt_2021MMDD_1_000NNN
 use 1,2,3, etc. for multiple docs per date (structure deviation)
FirPropIssLog_2021MMDDDD_000NNN
PropLossRpt_2021MMDD_000NNN
SawPartOrd_C12_2021MMDD_000NNN
Waybill_2021MMDD_1_000NNN
 use 1,2,3, etc. for multiple docs per date (structure deviation)
 DO NOT file Buying Team Waybills

ORDM {DocType}_{A,C,E,O,S}_{GM0NNN}_{Date Rec'd}_{Incident#}

213_A_GM0NNN_2021MMDD_000NNN
213_C_GM0NNN_2021MMDD_000NNN
213_E_GM0NNN_2021MMDD_000NNN
213_O_GM0NNN_2021MMDD_000NNN
213_S_GM0NNN_2021MMDD_000NNN

PERFORMANCE EVALUATION – EQUIPMENT, OVERHEAD

PerfEvalC_SanPedro_2021MMDD_000NNN
 use Crew Name (no spaces) as DocVersion
PerfEvalO_SmithJason_2021MMDD_000NNN
 use Last name First name (no spaces) as DocVersion
PerfEvalE_EcoWashCo_2021MMDD_000NNN
 use Business Name (no spaces) as DocVersion

GENERAL MESSAGES - ICS 213

General Messages **RECEIVED** by your unit – **DO NOT FILE GENERAL MESSAGES YOU SEND TO OTHER UNITS :**

{213}_{SENDER's UNIT NAME}_{SENDER's Last Name if known}_{Date Received}_{IncidentNumber}

Example: **213_PLANS_Stadel_2021MMDD_000NNN** (this was **submitted to FUDL** from Plans/ filed in 213 FOOD UNIT LEADER)

213_OPS_2021MMDD_000NNN (this was **submitted to FUDL** without sender name /filed in 213 FOOD UNIT LEADER)

DAILY UNIT LOGS – ICS 214

{214}_{AUTHOR or UNIT NAME}_{Operational Period Start DATE}_{IncidentNumber}

Example: **214_Willey_2021MMDD_000NNN** (individual daily log / filed in 214 COMMUNICATIONS UNIT)

214_COMM_2021MMDD_000NNN (entire unit daily log / filed in 214 COMMUNICATIONS UNIT)

PLANNING SECTION

Electronic File Naming Conventions TEMPLATE

{DocType}_{DocVersion}_{Date:YYYYMMDD}_{IncidentNumber:000NNN}

DEMOB

DemobPlan_Signed_2021MMDD_000NNN
FnlResDBPrint_2021MMDD_000NNN
DmbCkout_C11_2021MMDD_000NNN
DmbCkoutEmrg_O118_2021MMDD_000NNN
DmbCkout_E56_2021MMDD_000NNN
DmbCkout_O87_2021MMDD_000NNN
PerfEvalC_PA1_2021MMDD_000NNN
PerfEvalE_WhiteRiver338_2021MMDD_000NNN
PerfEvalO_SmithJane_2021MMDD_000NNN
RRPlanInfo_2021MMDD_000NNN
ResTrackGldPth_2021MMDD_000NNN

FBAN/LTAN/IMET

FldWeathObs_DivW_2021MMDD_000NNN
 use DIVISION NAME as DocVersion
FnlRpt_FBAN_2021MMDD_000NNN
FnlRpt_LTAN_2021MMDD_000NNN
FnlRpt_IMET_2021MMDD_000NNN
FireBehvrProj_2021MMDD_000NNN
SptWthrForcst_DivL_2021MMDD_000NNN
 use DIVISION NAME as DocVersion

IT SUPPORT SPECIALIST

EquipPropRec_2021MMDD_000NNN

RESOURCE ADVISOR

InfoPlans_2021MMDD_000NNN
SuppReprRehbPln_2021MMDD_000NNN

RESOURCES UNIT

IAP_Original_2021MMDD_000NNN
IAP_Corrected_2021MMDD_000NNN
207_OrgChrt_2021MMDD_000NNN
Chkln_C11_WhiteRiver_2021MMDD_000NNN
Chkln_E48_RapidCityE111_2021MMDD_000NNN
Chkln_O375_MillerJody_2021MMDD_000NNN
ChklnSpreadshet_2021MMDD_000NNN
215_PlnWksht_2021MMDD_000NNN
215A_2021MMDD_000NNN

SITUATION

FnlJurOwnMap_2021MMDD_000NNN
FnlPerimMap_2021MMDD_000NNN
FnlProgMap_2021MMDD_000NNN
FnlSupReprRehbMap_2021MMDD_000NNN
IRMapInterp_2021MMDD_1_000NNN
 use 1,2,3 etc. FOR MULTIPLE DOCS PER DAY
StrucDmgAsmnt_2021MMDD_000NNN

TRAINING SPECIALIST

TrnNarFnlRpt_2021MMDD_000NNN
TrnRcd_JonesLeslie_2021MMDD_000NNN

PERFORMANCE EVALUATION – OVERHEAD

PerfEvalO_SmithJane_2021MMDD_000NNN
 use Last name First name as DocVersion

GENERAL MESSAGES – ICS 213

General Messages **RECEIVED** by your unit – **DO NOT FILE GENERAL MESSAGES YOU SEND TO OTHER UNITS** :
{213}_{SENDER's UNIT NAME}_{SENDER's Last name if known}_{Date Received}_{IncidentNumber}
Example: **213_FUDL_Brady_20210411_000257** (this was **submitted to Plans** from FUDL / filed in 213 PLANS SECTION)

UNIT DAILY LOGS – ICS 214

{214}_{AUTHOR or UNIT NAME}_{Operational Period Start DATE}_{IncidentNumber}

Example: **214_Wallace_20210409_000257** (individual daily log / filed in Situation Unit)
214_SIT_20210425_000257 (entire unit daily log / filed in Situation Unit)

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
				SF91_2021MMDD	
Recommendations: If managing multiple incidents in one Firenet Incident Team, utilize the 6 digit incident number to differentiate between them.				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
			01 Ready_for_Final_Finance_eDOC_Box		
Recommend:			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				