# Finance Electronic Files Management Guidance

**April 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 subfoldersin the Finance Channel thatcan 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.

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| **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 |
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| **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 |

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| 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 convention 214\_YYMMDD\_LastName.

**LAND USE AGREEMENTS**

Each Land Use Agreement (LUA) has an individual folder in the Finance Channel working files under **01\_Land\_Use\_Agreements**. Folders are named using the following convention:

4-digitRO\_VendorName\_RO\_LUA. The 4-digit RO # is dropped in the Final Finance eDoc box.

Examples: **S0001\_DoeJ\_S1\_LUA** (individual listed as owner; use last name and first initial)

 **S0002\_BarkerRanch\_S2\_LUA** (entity listed as owner)

An example of a completed LUA that has been moved to the Final Finance eDoc Box is shown:

Finance Channel > 8\_Final\_Finance\_eDoc\_Box > 1\_Land\_Use\_Agreements > **BarkerRanch\_S2\_LUA**



**PROCUREMENT UNIT**

A folder is established for each resource other than LUAs that is paid via OF-286 in the subfolder of “01\_Invoice\_Records” that corresponds to its Request #. Options are Crews, Equipment, Overhead or Supplies (C-#, E-#, 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: **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**

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.

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 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:**

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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**

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**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**



**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**



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**



# 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**



**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**



Claims > **CL1\_CarverFarm\_Fence\_Potential**

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Claims > **CL2\_BearDivideIHC\_SawBar\_GPD**

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Claims > **CL3\_Evans\_Cattle\_Tort**

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Claims > **CL4\_Downs\_Tent\_EMP**



# 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)*



Finance Channel > 2\_COST > 01\_Aircraft\_Costs **> Tankerbase**

*(Note: Manage helibase files similarly to tankerbase files shown below)*

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**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**

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Finance Channel > 2\_COST > 02\_Cost\_Management > **01\_Caterer**

*(Note: The “02\_Shower” folder would be handled in the same way)*



Finance Channel > 2\_COST > 02\_Cost\_Management > **03\_BUYT\_Spreadsheet**



Finance Channel > 2\_COST > 02\_Cost\_Management > **04\_Lend\_Lease**



Finance Channel > 2\_COST > 02\_Cost\_Management > **Evergreen\_S1\_COMM**

 *(Note: This is an example of a “white envelope” resource the COST is tracking)*

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Finance Channel > 2\_COST > 02\_Cost\_Management > **Tracking\_Spreadsheets**

*(Note: This is an example of a folder created by the COST to organize records)*



**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)*



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.)*



Finance Channel > 2\_COST > **05\_Final\_Cost\_Statement\_IHF** – Self-explanatory.