



**National Wildfire Coordinating Group
(NWCG)
Preparedness Branch**

Incident Business Committee (IBC)

IBC Memo 23-08

May 12, 2023

To: Geographic Area Incident Business Committees
From: Dave Burley, Chairperson, National Wildfire Coordinating Group (NWCG) Interagency Incident Business Committee
Subject: Guidance for Incident Finance Electronic File Management

The NWCG Incident Business Committee (IBC) realized the file structure for COST and COMP unit folders needed additional refinement to the current standards. The same task group as previous was convened to address these types of files.

The buying team group revised electronic document standards for buying team files now being housed on FireNet. Those standards are attached as well.

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

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. Feedback, from the field, identified the rework involved to produce a comprehensive incident finance package within the requirements established in the *NWCG Standards for Interagency Incident Business Management* (SIIBM), chapter 40. Time and Procurement unit incident finance package guidelines necessitates the resources to be filed alphabetically. The IBC determined the standards will match the SIIBM. The standards issued with this memo reflect name first then resource order.

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

Dave Burley, Chair IBC
Date: May 12, 2022

Attachments