

Pacific Southwest Region

Region 5

Finance Section

Electronic Documentation Processes

This guide is designed for the individual(s) that are responsible for initial setup and managing of the electronic files.

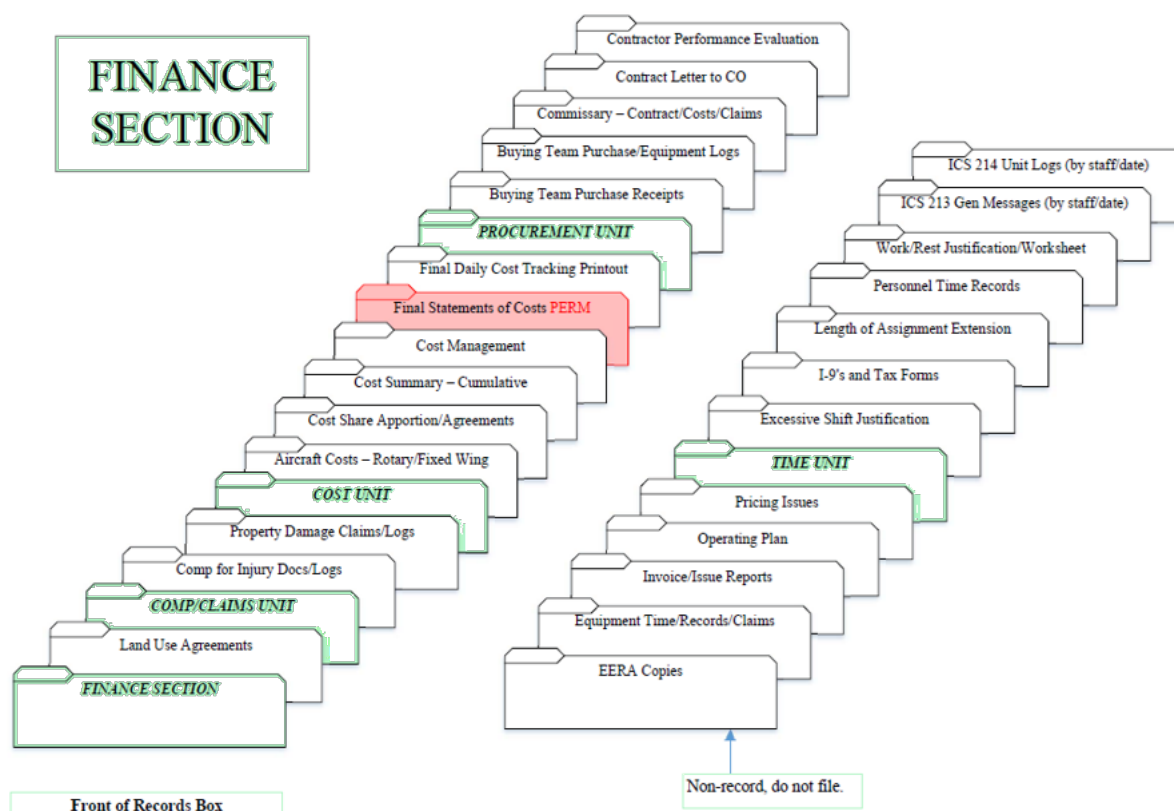
Updated: 6/15/2023

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Introduction

The intent of this document is to provide standard operating procedures for incident files in Microsoft Teams. It provides an overall view of how files should look within the electronic documentation box. Examples are provided throughout the document. The NWCG Nationally approved electronic standards were utilized in the development of this guide.



Digital Naming Convention Cheat Sheet

This serves as guidance for files that are in the working environment. Final naming convention is subject to agency specific direction.

Aircraft (A)
Casual Hire (CH)
COOPERATOR (COOP)
Crew Time Report (CTR)
Crews (C)
Emergency Equipment Rental Agreement (EERA)

Equipment (E)
General Message (GM)
Overhead (O)
Resource Order (RO)
Shift Ticket (ST)
Virtual Incident Procurement (VIPR)

Document Types and Descriptive Information Needed Document Type	File Name = Doc Type Plus	Example
Agreement (AGMT)	Request#	AGMT_E2
Amended Casual Hire Form (CHA)	LastName_Request#	CHA_Doe_E2-3
Buying Team Spreadsheet (BUYT_SS)	Date	BUYT_SS_YYMMDD
Casual Hire Form (CH)	LastName_Request#	CH_Doe_E2-3
Caterer Daily Invoice (CATR)	Request#_Date	CATR_E10_YYMMDD
Check In Sheet (CIS)	Request#	CIS_E1
Claim - Damage/Injury/Death (SF95)	ClaimsLog#	SF95_CL3
Combined CTR/Shift Ticket (CTR-ST)	Request#_Date (or date range)	CTR-ST_E1_YYMMDD (or YYMMDD-MMDD)
Commercial Invoice (COMINV)	Request#_Date (or date range)	COMINV_S3_YYMMDD-MMDD
Contract Claim (CC)	Description_Request#	CC_DoorDamage_E1
Contract Claim Documentation (CCD)	Description_Request#	CCD_FallerStatement_E5
Corrected Documents	Original_V2 (sequential if multiple)	CTR_A1_YYMMDD-MMDD_V2
Cost Share (CS)	Description_Date (or date range)	CS_IAPSigned_YYMMDD
Crew Manifest (CM)	Request#	CM_E1
Crew Time Report (CTR)	Request#_Date (or date range)	CTR_A1_YYMMDD (or YYMMDD-MMDD)
DOI Employee Claim (DI570)	Claims Log #	DI570_CL5
Evaluation (EVAL)	Vendor Name & Request#	EVAL_ABCCContracting_E1
Fuel & Oil Issues (FUEL)	Request#_Date	FUEL_E6_YYMMDD
General Message (GM)	Subject_Request#_Date	GM_LodgingRequest_C5_YYMMDD
Helibase Summary (HBSum)	HB name (for multiples) and Date	HBSum_YYMMDD
Individual Aircraft Summary or 122	Tail# and Date	14HXSum_YYMMDD
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
Miscellaneous (MISC)	Description_Request#_Date(optional)	MISC_EngineInventory_E2
Motor Vehicle Accident (SF91)	ClaimsLog#	SF91_CL1
Pre-Use Inspection (PRE)	Request#	PRE_E1
Property Loss/Damage (OF289)	ClaimsLog#	OF289_CL2
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)
Shower Daily Invoice (SHWR)	Request#_Date	SHWR_E11_YYMMDD
Supporting Document – Payment (XD)	Description_Request#	XD_PartsReceipt_E6
Supporting Document Claims (XDC)	Description_ClaimsLog#	XDC_Photo_CL2

Tankerbase Summary (TBSum)	TB name (for multiples) and Date	AbileneTBSum_YMMMDD
USDA Employee Claim (AD382)	Claims Log #	AD382_CL4
Witness Statement (SF94)	WitnessLastName_ClaimsLog#	SF94_Miller_CL1


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

Agreement (AGMT) Types			
COMM	Commercial Agreement Cooperative	LUA	Land Use Agreement
COOP	Agreement Emergency	NCCxxx	National T2IA Crew (xxx is crew #)
EERA	Equipment Rental Agmt	T2Cxx	National T2 Crew (xx is crew #)
IBPA	Incident Blanket Purchase Agmt	VIPR	Virtual Incident Procurement Agmt

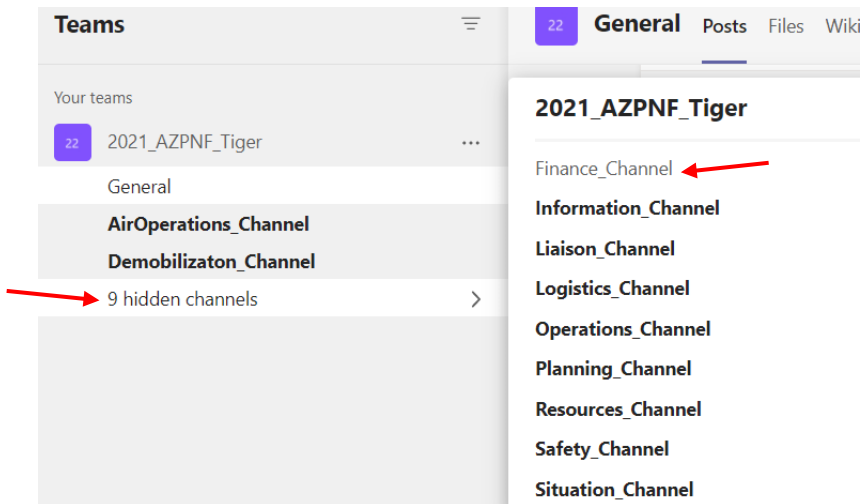
Employment Types			
DOIAD	AD hired by DOI Agency	OTH	Other (type not listed)
FSAD	AD hired by USFS Unit	State (use 2-letter ID)	State Employee (e.g., GA, MN)
FED	Regular Federal Employee		

How to Access Electronic Files

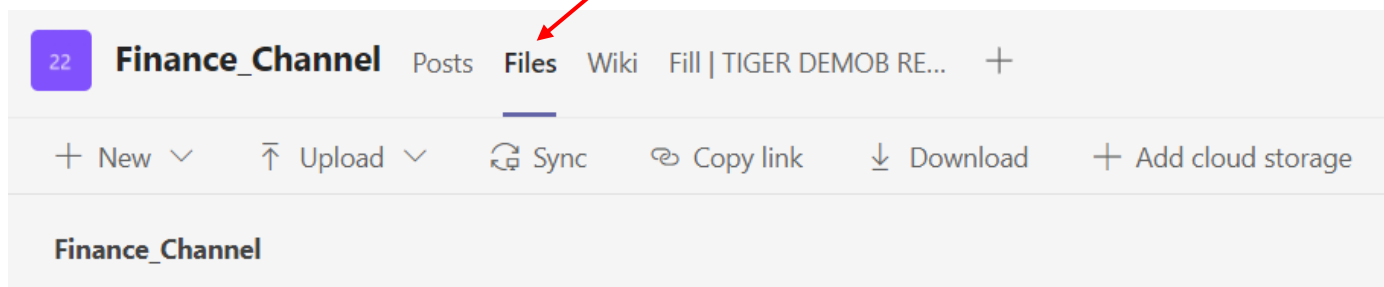
Sign on to your FireNet account <https://www.firenet.gov/>. If you do not have a FireNet account request a guest account from your teams IT support.

Click on the Office 365 App Launcher and select the Teams Icon 

Click on Hidden Channels and select Finance_Channel












Select Files



Finance Channel

General Folders

[Finance Working Files and Folder Matrix](#)




 0_Uploads	No subfolders included
 1_COMP	
 2_COST	
 3_PROC	
 4_TIME	
 5_Information	No subfolders included; file information pertinent to managing the section. A layer of subfolders may be created if necessary.
 6_IC213_GMs	Includes GMs for all Units and FSC. Use convention GM_YYMMDD_XXX XXX is a brief description of topic. Name limited to 30 characters.
 7_IC214_Unit_Logs	Includes Unit Logs for all Units and FSC. Use convention 214_AuthorLastName_Date
 8_Final_Finance_eDoc_Box	

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_IC213_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_IC214_Unit_Logs: Contents include unit logs filed using the convention 214_YYMMDD_LastName.

COMP/CLAIMS UNIT

 00_To_Be_Posted	
 01_Comp_for_Injury	Do not include Privacy Act protected information.
 02_Claims	Use convention Claim#_Claimant/PotentialClaimant_Subject_ClaimType Do not include contract claims - see PROC files for those.









Compensation for Injury files include the ICS-226 Incident Injury/Illness Log or equivalent document, which is a single document used throughout the life of the incident regardless of the number of IMTs assigned. These files may also include an APMC log, generic statistics summarizing unit activity, trends analysis, transition notes, 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**





 1_Comp_Log.pdf	This is a single document used by all teams assigned through the life of the incident. Naming convention facilitates sorting to the top. Cases are numbered consecutively with no letter.
 2_APMC_Log.pdf	This is a single document used by all teams assigned. The naming convention puts it directly below the comp log. Only used if APMC is authorized; cases numbered consecutively by M#, beginning with M-1.
 MedicalFacilitiesInfo.pdf	This is an example of a non-PII document with no set naming convention that may be included in the files. Name is limited to 30 characters or less.
 StatisticsForCloseout_230329.pdf	This is an example of an analysis document without a naming convention that includes a relevant date. Name is limited to 30 characters or less.
 TransitionNotes_230316.pdf	This is an example of a transition document that could be shared with either an incoming team or at closeout with the host agency.

Claims files include the ICS-227 Claims Log or equivalent document, which is a single document used throughout the life of the incident regardless of the number of IMTs assigned. Claims subfolders are created using the convention **Claim#_Claimant/PotentialClaimantName_Subject_ClaimType**. The claim number in the folder name should be at least two digits (e.g., 01) to facilitate chronological sorting to claim #99 in the files. Claims folders include records related to government property damage documented on an OF-289; however, incident replacement records are retained by the Supply Unit (reference SIIBM Chapter 30). 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 2 for a list of claim types.*

Finance Channel > 1_COMP > **02_ Claims**

 CL01_CarverFm_Fence_Potential	Example: Potential claim that could result from an incident involving a fence at Carver Farm. "Farm" is abbreviated to remain within 30 characters.
 CL02_BearDivideIHC_SawBar_GPD	Example of a claim related to government property damage documented on an OF-289. This is NOT an incident replacement request.
 CL03_Evans_Cattle_Tort	In this example, claimant Evans has filed a tort claim related to loss of cattle.
 CL04_Downs_Tent_EMP	In this example, DOI employee Downs filed a claim related to employee's tent
 1_Claims_Log.pdf	This is a single document used throughout the life of the incident. The 1_Claims_Log convention facilitates sorting to the top of the documents.
 DOA_GovernmentPropertyDamage.pdf	This is an example of a document with no established naming convention that would be retained in the Claims files. Title is limited to 30 characters or less.
 SummaryForINBA_230315.pdf	Example of an analysis document created by the COMP and retained in the Claims files. Title is limited to 30 characters or less.
 TransitionNotes_230316.pdf	Example of a transition document that could be used between teams or for closeout with host agency. Title limited to 30 characters or less.






Finance Channel > 1_COMP > 02_Claims > **CL01_CarverFm_Fence_Potential**

 GM_DamagedFence_CL1.pdf	General message reporting a damaged fence observed at Carver Farms near an accident site.
 MISC_EmailToINBA_CL1_230303.pdf	This copy of an email to INBA is labeled as MISC_ because it is not part of the claims package. Supporting documents such as photos would be XDC_.
 SF91_CL1.pdf	Accident report
 SF94_Miller_CL1.pdf	Statement by witness Miller




Finance Channel > 1_COMP > 02_Claims > **CL02_BearDivideIHC_SawBar_GPD**

 OF289_CL2.pdf	OF-289 completed by crew regarding damaged government equipment.
 RO_C1_CL2.pdf	RO for crew filing OF-289
 XDC_Estimate_CL2.pdf	Supporting document for the package.
















Finance Channel > 1_COMP > 02_Claims > **CL03_Evans_Cattle_Tort**

 GM_DeadCattle_CL3.pdf	General message related to claim
 MISC_UnitContactInfo_CL3.pdf	Example of a document retained in the file but not part of the claims package, so not labeled using XDC_ convention.
 SF95_CL3.pdf	SF-95 filed by Evans regarding dead cattle
 XDC_OSCStmt_CL3.pdf	Supporting document for claims package
 XDC_Photos_CL3.pdf	Supporting photos for claims package

Finance Channel > 1_COMP > 02_Claims > **CL04_Downs_Tent_EMP**






 DI570_CL4.pdf	Claim form submitted by DOI employee Downs
 RO_E15-3_CL4.pdf	RO for person filing the claim, in this case, employee Downs is E-15.3.
 XDC_InvestigationRpt_CL4.pdf	Supporting document for claims package.

COST Unit

 00_To_Be_Posted	
 01_Aircraft_Costs	Aircraft cost records
 AircraftTail#_RO#	For the first individual aircraft, rename the AircraftTail#_RO# folder using the this convention (e.g., 14HX_A1). For additional aircraft, create new folders.
 Helibase	Use convention HBSum_YYMMDD; for multiple helibases, include helibase name. Ex: BigPineHBSum_YYMMDD
 Tankerbase	Use convention TBSum_YYMMDD; for multiple tankerbases, include tankerbase name. Ex: OakFlatTBSum_YYMMDD
 02_Cost_Management	Resources other than aircraft not generating EIS costs via TIME or PROC, including "white envelope" resources. Add necessary subfolders to organize.
 01_Caterer	File by RO# and date using convention CATR_RO#_YYMMDD. If multiple vendors, subfolders may be established.
 02_Shower	File by RO# and date using convention SHWR_RO#_YYMMDD. If multiple vendors, subfolders may be established.
 03_BUYT_Spreadsheet	File using convention BUYT_SS_YYMMDD
 04_Lend_Lease	Files related to sharing of resources via lend lease. COST may create a level of subfolders if needed to organize appropriately.
 03_Daily_Cost_Tracking	Reports generated from e-ISuite data supporting CTD reporting and host agency requests.
 Current_Day_Summary	Use convention CurrentDaySum_YYMMDD
 Group_Category_Summary	Use convention GroupCategorySum_YYMMDD
 04_Cost_Share	Agreements and supporting documentation for settlement of cost share.
 05_Final_Cost_Statement-IHF	

01_Aircraft_Costs: There are three types of folders for aircraft records in the basic FireNet structure. For Helibase and Tankerbase summaries, use the corresponding folder. If there are additional aircraft reported individually, establish folders using the convention **AircraftTail#_RO#**. If additional aircraft cost documentation is received, documents may be filed directly in the 01_Aircraft_Costs folder and/or subfolders may be created as needed to organize records without exceeding four levels in the 01_Aircraft_Costs folder. 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	For the first individual aircraft, rename the folder AircraftTail#_RO# following that convention. For additional aircraft, create new folders.
 Helibase	Use convention HBSum_YMMMDD; for multiple helibases, include helibase name. Ex: BigPineHBSum_YMMMDD
 IR_Flights	This is an example of a folder created by COST to organize records.
 Tankerbase	Use convention TBSum_YMMMDD; for multiple tankerbases, include tankerbase name. Ex: OakFlatTBSum_YMMMDD
 AircraftSum_230331.pdf	If costs were reported in a single summary, these could be filed directly into the 01_Aircraft_Costs folder, or a subfolder could be created by COST.

Finance Channel > 2_COST > 01_Aircraft_Costs > **14HX_A1**





Notes: As the first individual aircraft folder, this was “created” by renaming the AircraftTail#_RO# folder.

If an aircraft has no or multiple (e.g., sharing local helicopter) RO#, a folder with Tail # only may be used.

 14HX_230317.pdf	3/17/23 cost summary for 14HX. This aircraft would be one that is NOT included on a helibase summary.
 14HX_230318.pdf	3/18/23 cost summary for for 14HX.









Finance Channel > 2_COST > 01_Aircraft_Costs > **Tankerbase**

Note: Manage helibase files similarly to tankerbase files shown below

 AlamagordoTBSum_230318.pdf	On 3/18, two TBs reported costs. These are differentiated by including the TB name.
 JeffcoTBSum_230318.pdf	
 NoTBCosts_230317.pdf	This “no cost” placeholder could be a copy of an email. Not a requirement; an option to facilitate auditing when there are gaps in dates.
 TBSum_230316.pdf	If only TB reporting, using TBSum_YMMMDD is appropriate.





02_Cost_Management – The COST documents tracking methods developed and/or used to calculate and record costs such as travel in/out, per diem, and cache. This documentation is filed in the 02_Cost_Management folder with other general cost unit documentation such as transition notes. Caterer, shower, buying team and lend/lease subfolders are provided; establish additional subfolders 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.

Finance Channel > 2_COST > **02_Cost_Management**



 01_Caterer	File by RO# and date using convention CATR_RO#_YYMMDD. If multiple vendors, subfolders may be established.
 02_Shower	File by RO# and date using convention SHWR_RO#_YYMMDD. If multiple vendors, subfolders may be established.
 03_BUYT_Spreadsheet	File using convention BUYT_SS_YYMMDD
 04_Lend_Lease	Files related to sharing of resources via lend lease. COST may create a level of subfolders if needed to organize appropriately.
 Evergreen_S1_COMM1	Example of a "white envelope" resource being tracked by COST.
 Other_Costs	Spreadsheets or other tools created to track costs such as cache, travel, and external support. Subfolders by cost type may be established if needed.
 CostTrackingMethods.pdf	Documentation of how other costs (e.g., cache, travel) and manual cost unit adjustments to system estimates were calculated/tracked. Document has no set naming convention. Add date or date range to differentiate as needed.
 TransitionNotes_230331.pdf	

Finance Channel > 2_COST > 02_Cost_Management > **01_Caterer**



Note: The "02_Shower" folder would be handled in the same way; optional to create a folder for each vendor.

 CATR_E20_230319.pdf	All invoices for the same RO# will be grouped together, in this case E-20.
 CATR_E20_230320.pdf	
 CATR_E50_230319.pdf	All invoices for the same RO# will be grouped together, in this case E-50.
 CATR_E50_230320.pdf	

Finance Channel > 2_COST > 02_Cost_Management > **03_BUYT_Spreadsheet**




 BUYT_SS_230316.xlsx	
 BUYT_SS_230317.xlsx	

Finance Channel > 2_COST > 02_Cost_Management > **04_Lend_Lease**

 DailyCost_230316.pdf	No established convention; could be an email from the IMT providing resources stating the cost for the resources used.
 DivD204_230316.pdf	No established convention; in this instance, the COST is using the 204 as documentation of where the resources were assigned.






Finance Channel > 2_COST > 02_Cost_Management > **Evergreen_S1_COMM**

Note: This folder was created by the COST to track a "white envelope" resource.

 AGMT_S1.pdf	In this example, the vendor is paid via CC, so Procurement Unit does not track.
 COMINV_S1_230301-14.pdf	Naming convention for commercial invoices, including when used in lieu of STs in the Procurement Unit. COMINV_RO_YMMMDD (or date range)
 RO_S1.pdf	

Finance Channel > 2_COST > 02_Cost_Management > **Other_Costs**

Note: This folder and its subfolders were created by the COST to organize records.

 Daily_209s_Annotated	Example of a folder created by COST to organize records
 LE_Support	Example of a folder created by COST to organize records
 CacheCosts.xlsx	These are not filed by date, as the examples here are used continuously (i.e., adding rows within the documents each day).
 TravellnOut.xlsx	These spreadsheets are examples, not requirements. There is no set naming convention beyond the 30-character length limit.
 WFDSSWatch.xlsx	

03_Daily_Cost_Tracking – This folder contains e-ISuite reports generated for cost-to-date 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.














 CurrentDaySum_230316.pdf	
 CurrentDaySum_230317.pdf	

Finance Channel > 2_COST > **04_Cost_Share**

Note: If there are multiple agreements in place, or if the volume of documents is large, subfolders may be created to separate and/or organize records.

 CS_AGMT_230316.pdf	3/16/23 is the effective date of the CS Agreement. CS_AGMT_YMMMDD is the naming convention.
 CS_IAPSigned_230316.pdf	The naming convention for documents other than the agreement is CS_XXX_YMMMDD, where XXX is a short descriptor.
 CS_IAPSigned_230317.pdf	These are examples of documents that might be included based on the terms of the CS AGMT. There are two per day in this example.
 CS_Map_230316.pdf	File names are limited to 30 characters.
 CS_Map_230317.pdf	

PROCUREMENT UNIT

 00_To_Be_Posted	
 01_Batches	
 ASC_Batch_Transmittals	Number sequentially with 3-digit number and do not include IMT name; e.g., MT-LNF-001234-001
 DOI_Payments	
 State_Payments	
 02_Invoice_Records	Use convention Vendor_RO_AgreementType. File by resource category.
 0_Ready_for_Audit_and_Payment	
 1_Ready_for_Finance_eDoc_Box	
 Crews	
 Equipment	
 Land_Use_Agreements	
 Overhead	
 Supply	

A folder is established for each resource that is paid via OF-286 in the subfolder of “02_Invoice_Records” that corresponds to its Request #. Options are Crews, Equipment, Land_Use_Agreements, Overhead or Supplies (C-#, E-#, S-#, 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 VendorOrCooperatorName_RO_AgreementType*. If the folder includes resources paid via OF-288, include employment type(s)*. *See pages 2-3.

Examples: **DoeJ_S1_LUA** (if individual listed as owner; use last name and first initial)

ForestryContracting_S300_EERA







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: **ForestryContracting_C5_NCC123**













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. Ensure folder and file names are limited to 30 characters. Examples of completed folders showing pathnames and contents are provided.

An LUA with an entity instead of an individual: Finance Channel > 8_Final_Finance_eDoc_Box > Procurement_Unit > Invoice_Records > Land_Use_Agreements > **BarkerRanch_S2_LUA**

 286F_S2_220329_001.pdf	OF-286 with the last date included 3/29. It was submitted in batch #001. Batch # is added after batching & before moving to finance eDoc box.
 AGMT_S2.pdf	Agreement with Barker Ranch. In this example, the LUA is to be paid by the USFS via the ASC.
 MISC_PostUsePhoto_S2.pdf	MISC documentation for the file, but not submitted with the payment package.
 RO_S2.pdf	Resource order
 ST_S2_220228-0329.pdf	Start-stop shift ticket covering 2/28-3/29.
 XD_RateWorksheet_S2.pdf	Rate worksheet submitted with OF-286 showing how posted amounts were calculated.
















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 > Crews > **ForestryContracting_C5_NCC123:**

 286F_C5_220306_002.pdf	Final OF-286 for the contract crew. Last day included was 3/6/22; it was submitted for payment in batch #002.
 AGMT_C5.pdf	Rate sheet and other contract information from the National Crew Contract.
 CC_TreeStrikeDamage_C5.pdf	Contract claim filed by the crew contractor, in this example, a tree strike to a crew vehicle.
 CCD_Determination-Finding_C5.pdf	Contract claim documentation - in this case, the determination and finding from the Contracting Officer.
 CIS_C5.pdf	Check in sheet
 CM_C5.pdf	Crew Manifest
 CTR_C5_220305-06.pdf	Two-day CTR
 POST_C5.pdf	Post-use inspection - this could be a two-page document instead of two separate documents like the pre-use examples shown.
 PRE_Vehicle1_C5.pdf	Pre-use inspection for 1 of 2 vehicles. The term "Vehicle 1" could be replaced by year/make (e.g., 99Ford) or last 6 of VIN to differentiate.
 PRE_Vehicle2_C5.pdf	Pre-use inspection for the 2nd of 2 vehicles.
 RO_E2.pdf	Resource order.
 XD_LodgingReceipt_C5.pdf	Supporting document for the invoice payment package (PKGf) submitted to ASC.

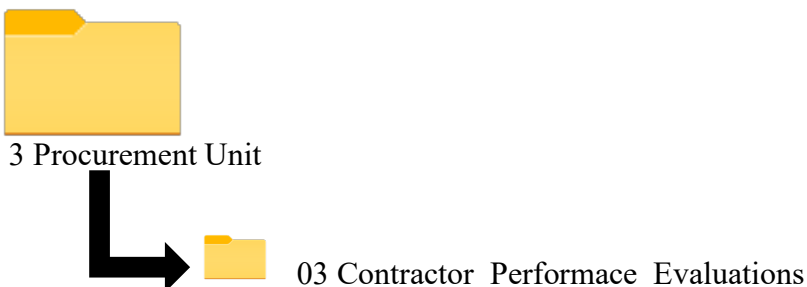
The pathname under Finance Channel > 8_Final_Finance_eDoc_Box and folder contents for E-2, a state engine with one AD crewmember:

Procurement_Unit > Invoice_Records > Equipment > **OKForestrySvcs_E2_COOP_OK_DOIAD**

 288F_Doe_E2-3_220306.pdf	Final OF-288 for Doe, an OK state employee. Last day included 3/6/22.
 288F_Smith_E2-1_220306.pdf	Final OF-288 for Smith, an AD hired by a DOI agency with a position change. Last day 3/6/22.
 288F_Torres_E2-2_220306.pdf	Final OF-288 for Torres, an OK state employee. Last day included 3/6/22.
 AGMT_E2.pdf	Cooperative agreement for Oklahoma Forestry Services
 CH_Smith_E2-1.pdf	Casual hire form
 CHA_Smith_E2-1.pdf	Amended casual hire form
 CIS_E2.pdf	Check in sheet
 CTR_E10_220304-06.pdf	Three-day CTR
 EVAL_E2.pdf	Performance evaluation - since this is a cooperator, it is not filed in 02_Contractor_Perf_Evals
 GM_PositionChangeSmith_E2.1.pdf	General message documenting position change.
 MISC_EngineInventory_E2.pdf	Supporting documentation for package; not submitted with payments.
 POST_E2.pdf	Post-use inspection
 PRE_E2.pdf	Pre-use inspection
 RO_E2.pdf	Resource order
 ST_220304-06.pdf	Three-day shift ticket for equipment.

Contractor Performance Evaluation

Copy all Evaluations from the VIPR Agreement folders to 03 Contractor Performance Evaluation Folder:




The Procurement or Time Until Leader will send the performance evaluations to the VIPR Email: Perform.ct5w8ujitbvot9yi@u.box.com, or can be uploaded by clicking [HERE](#).

Submit VIPR IBPA Performance Reviews (No National Agreements)

Save File as the Company's Name & Fire Name. File Description is the Agreement Number & CO. Click on Submit.
THANK YOU!

Upload files *



Drag and drop files

[Select Files](#)

File description *

Add additional information

[Submit](#)

TIME UNIT

- 📁 00_To_Be_Posted

- 📁 01_Batches ASC transmittals - number sequentially with 3-digit number and with no IMT name; e.g., MT-LNF-001234-AD001

- 📁 02_Personnel_Time_Records Single resource OH convention = LastName_RO_EmploymentType. Others use convention EntityName_RO_EmploymentType(s). File by resource category.
 - 📁 0_Ready_for_Audit_and_Payment



 - 📁 1_Ready_for_Finance_eDoc_Box

 - 📁 Aircraft

 - 📁 Crews

 - 📁 Equipment






 - 📁 Overhead

 03_Excess_Hours_Documentation	Documents use naming convention ExcessHrs_YYMMDD and cover both excessive shifts and work/rest justification information.
 04_Assignment_Extensions	Documents use naming convention Name_RO_EmploymentType

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**

 288F_Doe_O2_220315.pdf	Final OF-288 for J Doe. Last date included is 3/15/2022.
 CIS_O2.pdf	Check in sheet
 CTR_O2_220313.pdf	Single day CTR for 3/13
 CTR_O2_220314-15.pdf	Two day CTR for 3/14-15.
 RO_O2.pdf	Resource order

Working Folders for resources other than single-resource overhead are named using this format: Name_RO#_Employment Type(s).









Examples: **PineyHelitack_A1_FED**

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**

 288F_Adams_A1-2_220301.pdf	Final OF-288 for Adams; 3/1/22 is last day included. OF-288s sort alphabetically to follow SIIBMH.
 288F_Brown_A1-1_220301.pdf	This example shows only three of the group - all 288s would be named using the convention 288F_LastName_RO_LastDateIncluded.
 288F_Carter_A1-5_220301.pdf	Last name is included because for subordinates, this may be the only record in the eDoc box with the person's name in the title.
 CIS_A1.pdf	Check in sheet
 CM_A1.pdf	Crew manifest
 CTR_A1_220226-27.pdf	Two day CTR for range in one month
 CTR_A1_220228-0301.pdf	Two day CTR with range in two months
 RO_A1.pdf	Resource order

NWCG Incident Business Committee

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**








 288F_Jenkins_E10-4_220306.pdf	Final OF-288 for Jenkins (2nd group). 3/6/22 is last day included.
 288F_Jones_E10-3_220303_001.pdf	Final OF-288 for Jones , an FSAD in the 1st group. 3/3/22 is last day included; 001 is the batch # in which the 288 was sent to ASC.
 288F_Perez_E10-2_220303.pdf	Final OF-288 for Perez (1st group). 3/3/22 is last day included.
 288F_Perez_E10-6_220306.pdf	Final OF-288 for Perez (2nd group) 3/6/22 is last day included. The two Perez 288s are differentiated by RO#.
 288F_Tompkins_E10-5_220306_002.pdf	Final OF-288 for Tompkins, an FSAD in the 2nd group. 3/6/22 is last day included; 002 is the batch # in which the 288 was sent to ASC.
 288F_Williams_E10-1_220303.pdf	Final OF-288 for Williams (1st group) 3/3/22 is last day included. OF-288s sort alphabetically to follow SIIBM.
 CH_Jones_E10-3.pdf	Casual hire form
 CH_Tompkins_E10-5.pdf	Casual hire form
 CIS_E10.pdf	Check in sheet
 CIS2_E10.pdf	Check in sheet - labeled CIS2 for 2nd crew check in
 CTR_E10_220301-03.pdf	Three-day CTR (final CTR for 1st group)
 CTR_E10_220303_Tvl.pdf	Travel CTR for replacement crew. "Tvl" added to differentiate from final CTR for first crew that also includes 3/3 date.
 CTR_E10_220304-06.pdf	Three-day CTR (final CTR for 2nd group)
 GM_CrewSwap_E10.pdf	
 MISC_EngineInventory_E10.pdf	Supporting documentation for package; not submitted with payments.
 RO_E10.pdf	Resource order. An updated RO showing all subordinates can replace one filed earlier for the first group.

Ready for Payment Final Audit

Files in this folder have been completed by the equipment time recorder. Once the incident file has been audited, it is moved to 1 Ready for Final Finance eDOC BOX folder by the person completing the audit. A payment package is completed if applicable. Cooperators will take their paperwork home for processing at the end of the incident.

At the end of the incident 0 Ready for Payment Final Audit folder should be empty.

Finance Channel > 8_Final_Finance_eDoc_Box

-  Comp_Claims_Unit
-  Cost_Unit
-  ICS213_GMs
-  ICS214_Unit_Logs
-  Information
-  Procurement_Unit
-  Time_Unit

Comp-Claims_Unit

Claims

Comp_for_Injury

Cost_Unit

Aircraft_Costs

Cost_Management

Cost_Share

Daily_Cost_Tracking

Final_Cost_Statement_IHF

ICS213_GMs

COMP

COST

FSC

PROC

TIME

ICS214_Unit_Logs

COMP

COST

FSC

PROC

TIME

Procurement_Unit

0_Batches

Invoice_Records

Crews

Equipment

Land_Use_Agreements

Overhead

Supply

Time_Unit

0_Transmittals

Assignment_Extensions

Excess_Hours_Documentation

Personnel_Time_Records

Aircraft

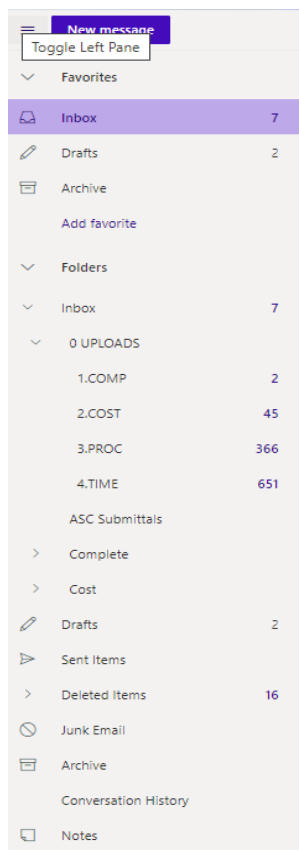
Crews

Equipment

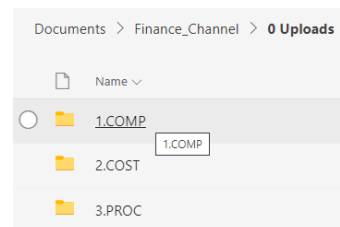
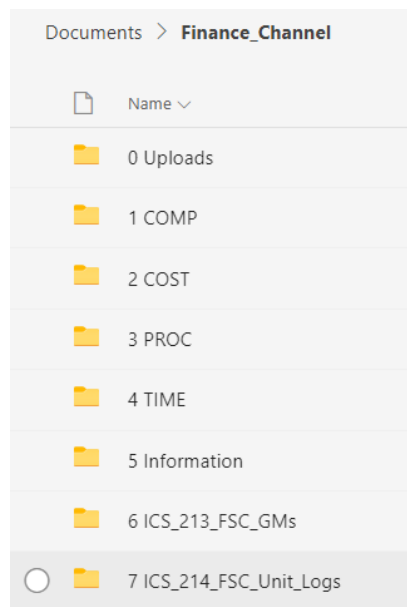
Overhead

Inbox Flow Management-Setting Up the Rules

	<p>4. TIME FLOW RULE If the message has an attachment and the message includes specific words in the subject 'TIME' or 'CTR' or 'PERSONNEL' or 'CREW', apply the following category: "4.TIME FLOW" move the message to folder '4 TIME' and stop processing more rules on this message.</p>	
	<p>3. PROC FLOW RULE If the message has an attachment and the message includes specific words in the subject 'PROC' or 'SHIFT TICKET' or 'cont' or 'equipment', apply the following category: "PROC FLOW", move the message to folder '3.PROC and stop processing more rules on this message.</p>	
	<p>2. COST FLOW RULE If the message has an attachment and the message includes specific words in the subject 'COST', apply the following category: "2.COST FLOW", move the message to folder '2.COST' and stop processing more rules on this message.</p>	
	<p>1. COMP FLOW RULE If the message has an attachment and the message includes specific words in the subject 'COMP' or 'CLAIMS', apply the following category: "1.COMP FLOW", move the message to folder '1.COMP' and stop processing more rules on this message.</p>	

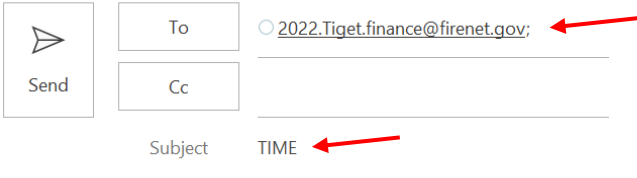
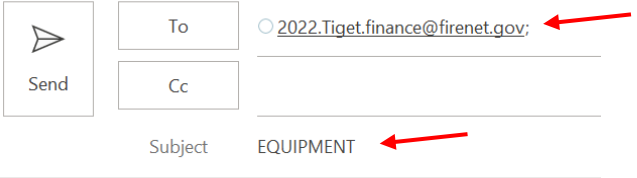


Setting Up Power Automate in Email



Submitting Electronic Files to Finance

Finance Email: 2022.FIRENAME.finance@firenet.gov

Overhead, Crews, Cooperator Resources	Documents to email finance:
<p>TO: 2022.FIRENAME.finance@firenet.gov SUBJECT: Include Keyword: TIME</p> <p>EXAMPLE:</p> 	<p><i>Regular Government Personnel, ADs and Cooperator</i></p> <p>Check-In: Crew Manifest, MOUs, or Cooperative Agreement (if applicable), AD Single Resource Casual Hire, Resource Orders</p> <p>Daily: Crew Time Report (CTR) Shift Tickets (if applicable), receipts (fuel issue, etc.)</p> <p>@Demob: Signed OF288, Final Equipment Use Invoice (Cooperator), Demob Sheet</p>
Contract Resources	Contract Resources documents to email Finance:
<p>TO: 2022.FIRENAME.finance@firenet.gov SUBJECT: Include Keyword: Equipment</p> <p>EXAMPLE:</p> 	<p><i>Private</i></p> <p>Check-In: Resource Order, Full Contract/Agreement, Certifications (if applicable), Pre-Inspection</p> <p>Daily: Shift Tickets, Receipts (fuel issue ticket, claims, etc.)</p> <p>@Demob: Contractor Evaluations, Final Shift Tickets, Receipt for addition/deductions, Post-Inspection, Final Signed Invoices, Demob Checkout sheet (ICS 221)</p>

Finance Demob Procedures

Refer to the IAP for demob instructions.

EXAMPLE: All Contract Resources, Cooperators, and Casual Hires (ADs) will close-out time with Finance by physically reporting to Finance at the ICP. Turn in final times and all supporting documents to the finance email and report to Finance to close-out when you are in the **DEMOB** process.

All Federal Employees will be sent their **DRAFT OF-288** via the Finance email and these steps will follow:

- ☑ 24 hours provided to allow the employee time to review their DRAFT OF-288.
- ☑ A reply to Finance with the statement “good to go” or a description of any discrepancies on the OF-288 is required.
- ☑ After Finance receives the email, any discrepancies will be corrected.

- ☑ The Federal employee is sent the FINAL OF-288 for signature.
- ☑ Once signed, the FINAL OF-288 is sent back to Finance.
- ☑ Finance will sign the FINAL OF-288, email a copy to employee and the process is complete.

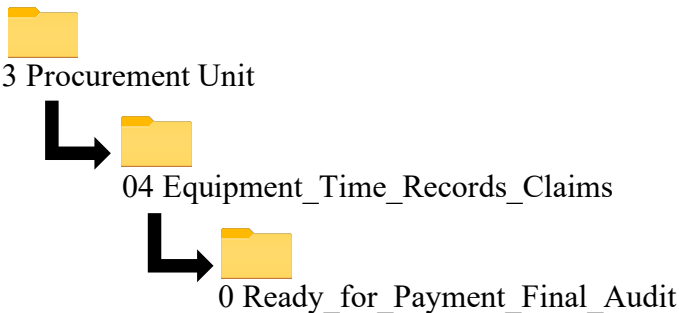
Batch Submission to Albuquerque Service Center (ASC)

Note* Payment batches (OF-288s and OF-286s) submitted to ASC-Incident Finance needs to have each payment package (OF-286 or OF-288, agreement or CHF, any special documentation) attached as individual documents instead of combining all payments packages in a batch into one document. One email may contain five payment packages, but each package will be an individual attachment.

Equipment Payment Packages

STEP 1

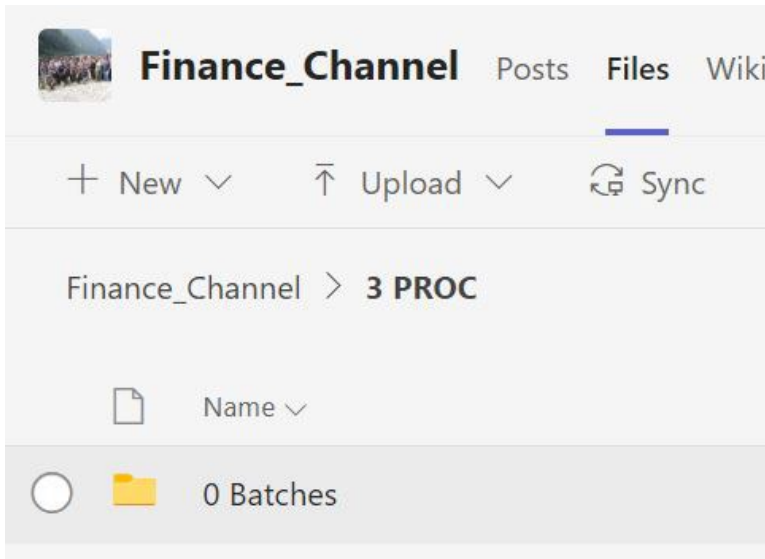
Procurement/Equipment Unit Leader, Time Unit Leader or Finance Section Chief retrieves resource file from the Ready for payment Final Audit folder in Teams Completes the audit to ensure the resource file has all of the applicable documentation; OF-286, agreement, supporting documentation for additions and deductions, shift tickets, crew time reports, crew rosters, fuel tickets, fuel logs, vendor invoices, contractor evaluations, vehicle inspections, resource order, or any other essential documentation.



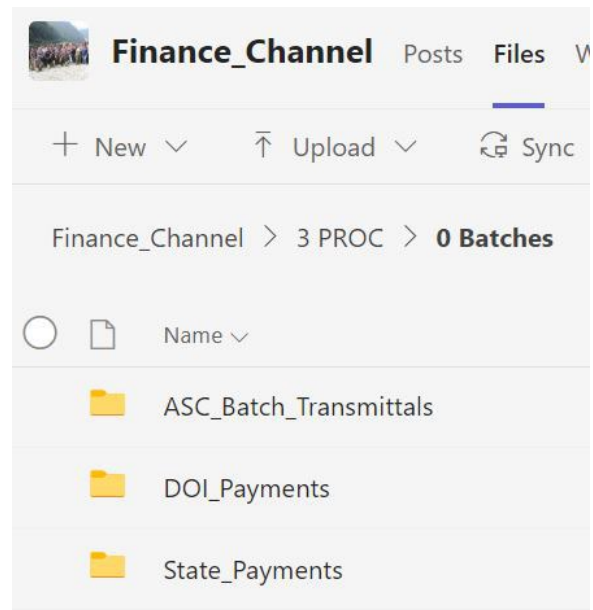
STEP 2

Move the final payment package to the Procurement Batch Folder.

Create a new folder in Teams that is labeled with Incident Order Number along with batch number (Batch AZ-CNF-000427-001). Create the batch log in Excel and complete attachment F (Emergency Equipment Use Invoice Transmittal) from the incident payment procedures.



Procurement Batches Folder



Payment Center Folders within Batches Folder

EQUIPMENT Payments ~ Batch Transmittal LIST				Batch Number: AZ-ASO-000123_SWA T3		
Date Sent: 03/01/22		Batch sent to: US FOREST SERVICE ASC - SM.FS.asc_eera@usda.gov				
Resource #	Final Payment?	Resource Name	Invoice Number	Inclusive Dates	Batch #	Date Mailed

Every batch folder will contain a maximum of 7 items, up to 5 separate payment packages, the batch log and attachment F. The final payment package consists of the OF-286, agreement, and documentation that supports additions and deductions. Any special documentation must also be included, such as; fuel logs, vendor invoices, and CTRs with hour calculations for contract crews, etc. NOTE: all documentation for national shower, caterer, and type 2 IA crews are submitted to ASC regardless of agency.

Electronic version of Original Emergency Equipment Use Invoice (OF-286)

- Finance will sign the FINAL OF-286, emailed a copy to employee and the process is completed.
- Must be signed and dated by both the Contractor/Vendor Representative and Receiving Officer.
- Verify that all information from the shift tickets or CTRs are transferred correctly to the Use Invoice.
- If there are any addition or deduction amounts in blocks 26 or 27, include the GSA per diem rate sheet, lodging receipts, copies of related repair orders, commissary issues, findings and determinations for claims, or any other documents supporting additions or deductions from the payment.

I-BPA/VIPR/EERA/LUA/Commercial Agreement (Short Finance Copy Only)

- Signed and dated by the Contractor/Vendor and a federal Contracting Officer (copy of signature page). Ensure that the agreement is the most current version and not expired, canceled, or suspended.
- Verify that the equipment on the Use Invoice is listed on the agreement and include appropriate rate sheets.
- Verify Contractor/Vendor information is legible, including phone numbers and other contact

information in case there are questions.

UEI/DUNS number must be included.

Casual Hire Package Submittal

STEP 1

Time Unit Leader or Finance Section Chief retrieves resource file from the Ready for payment Final Audit folder in Teams. Completes the audit to ensure the resource file has all of the applicable documentation; OF-288, crew time reports with hour calculations for contract crews, casual hire form, resource order and any supporting documentation.

STEP 2

Move the final resource file to the **Time Unit** Batch Folder. **Batch AZ-CNF-000427-001. Create the batch log in Excel and complete attachment D** Create the batch log in Excel and complete attachment D (Transmittal for Casuals' Incident Time Reports) from the incident payment procedures. The final payment package consists of the OF-286, agreement, and documentation that supports additions and deductions. Any special documentation must also be included, such as; fuel logs, vendor invoices, and crew time reports with hour calculations for contract crews, etc. *NOTE: all documentation for national shower, caterer, and type 2 IA crews are submitted to ASC regardless of agency.*

AD Payments ~ Batch Transmittal LIST		Batch Number: AZ-ASO-000123_SWA T3				
Date Sent: 03/01/22		Batch sent to: email US FOREST SERVICE ASC - SM.FS.asc_ipc@usda.gov				
Resource #	Final Payment?	OF -288 Last/First Name	Invoice Number	Inclusive Dates	Batch #	Date Sent

Electronic version of Original Emergency Equipment Use Invoice (OF-288)

Need audit check list (Tony)

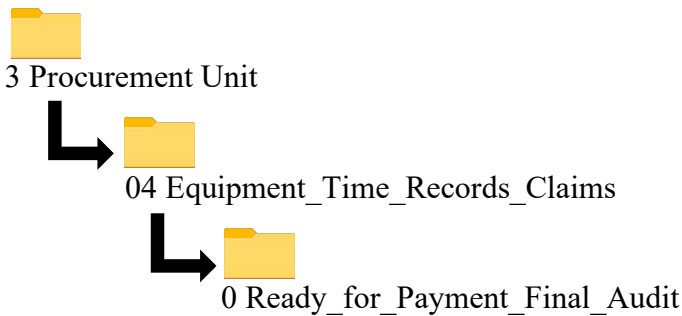
DOI Batch Submissions

Note: For all DOI agencies the payment packages are provided to the local unit incident business point of contact. The local unit will submit the payment packages to their associated payment center – The IMT does not submit payment packages.

Equipment Payment Packages

STEP 1

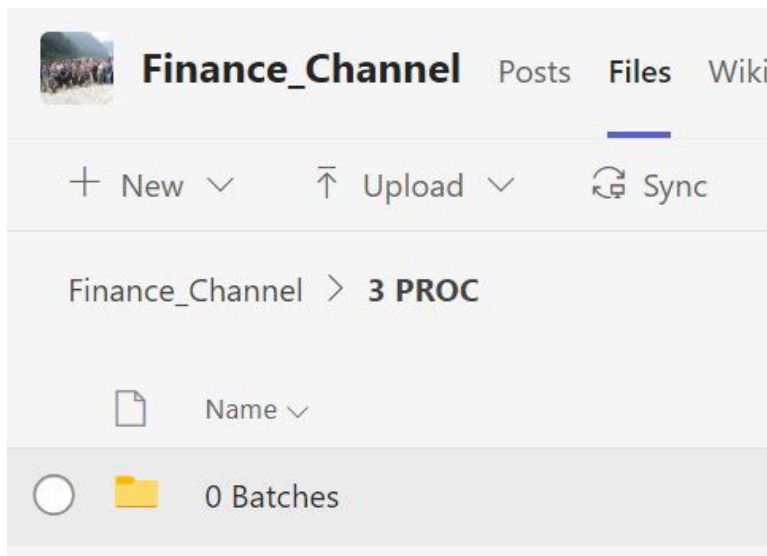
Procurement/Equipment Unit Leader, Time Unit Leader or Finance Section Chief retrieves resource file from the Ready for payment Final Audit folder in Teams Completes the audit to ensure the resource file has all of the applicable documentation; OF-286, agreement, supporting documentation for additions and deductions, shift tickets, crew time reports, crew rosters, fuel tickets, fuel logs, vendor invoices, contractor evaluations, vehicle inspections, resource order, or any other essential documentation.



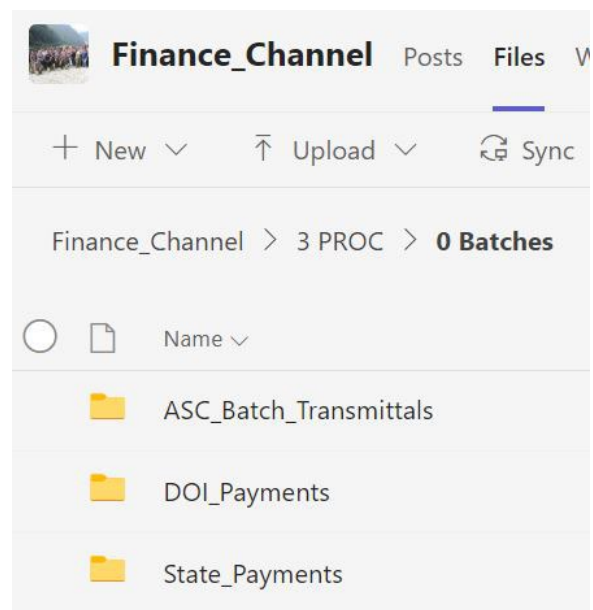
STEP 2

Move the final payment package to the Procurement Batch Folder.

Create a new folder in Teams that is labeled with Incident Order Number along with batch number (Batch AZ-CNF-000427-001). Create the batch log in Excel and complete attachment F (Emergency Equipment Use Invoice Transmittal) from the incident payment procedures.



Procurement Batches Folder



Payment Center Folders within Batches Folder

- WA-OWF-000521-SW3

- WA-OWF-000521-SW3-E01

- WA-OWF-000521-SW3-E02

- WA-OWF-000521-SW3-E03

- WA-OWF-000521-SW3-E04

- WA-OWF-000521-SW3-E05

- WA-OWF-000521-SW3-E06

- WA-OWF-000521-SW3-E07

- WA-OWF-000521-SW3-E08

- WA-OWF-000521-SW3-E09

- WA-OWF-000521-SW3-E10

- WA-OWF-000521-SW3-E11

- WA-OWF-000521-SW3-E12

- WA-OWF-000521-SW3-E13

Individual Batch folders within Payment Center Folder

Every batch folder will contain a maximum of 7 items, up to 5 separate payment packages, the batch log and attachment F. The final payment package consists of the OF-286, agreement, and documentation that supports additions and deductions. Any special documentation must also be included, such as; fuel logs, vendor invoices, and CTRs with hour calculations for contract crews, etc. NOTE: all documentation for national shower, caterer, and type 2 IA crews are submitted to ASC regardless of agency.

AD Payments ~ Batch Transmittal LIST		Batch Number: AZ-ASO-000123_SWA T3				
Date Sent: 03/01/22		Batch sent to: Provide to Local Unit Incident Business POC				
Resource #	Final Payment?	OF -288 Last/First Name	Invoice Number	Inclusive Dates	Batch #	Date Sent

Electronic version of Original Emergency Equipment Use Invoice (OF-286)

- Finance will sign the FINAL OF-286, emailed a copy to employee and the process is completed.
- Must be signed and dated by both the Contractor/Vendor Representative and Receiving Officer.
- Verify that all information from the shift tickets or CTRs are transferred correctly to the Use Invoice.
- If there are any addition or deduction amounts in blocks 26 or 27, include the GSA per diem rate sheet,

lodging receipts, copies of related repair orders, commissary issues, findings and determinations for claims, or any other documents supporting additions or deductions from the payment.

I-BPA/VIPR/EERA/LUA/Commercial Agreement (Short Finance Copy Only)

- Signed and dated by the Contractor/Vendor and a federal Contracting Officer (copy of signature page). Ensure that the agreement is the most current version and not expired, canceled, or suspended.
- Verify that the equipment on the Use Invoice is listed on the agreement and include appropriate rate sheets.
- Verify Contractor/Vendor information is legible, including phone numbers and other contact information in case there are questions.
- UEI/DUNS number must be included.