



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

Incident Business Committee (IBC)

ELECTRONIC FILING & NAMING CONVENTION TASKING MEMO January 19, 2021

TO: Task Group Members

FROM: Dave Burley, NWCG Interagency Incident Business Committee Chairperson

BACKGROUND: The challenges of the 2020 fire season led to significant increase in virtual support and electronic processing of finance documentation. IMTs established methodologies for gathering documents, sharing information, and producing electronic invoices and financial packages. These files and electronic packages were provided to the host unit upon demob of the incident.

PURPOSE: NWCG has established a standard filing structure for incident documentation packages, including the incident finance package. This allows host units to rely on consistent record keeping from all IMTs. However, with a significant increase in electronic processing of working files during an incident, the need exists to establish a standard naming convention and electronic filing structure for the working files associated with the Finance Section. This would provide a consistent approach for host units, as well as improve integrity of files during IMT transitions.

OBJECTIVE: Make a recommendation on a national standard for document naming conventions and filing structures of electronic files maintained within each unit of the Finance Section.

BUDGET: Due to current budget and travel restraints funds have not been set aside for travel and per diem. Therefore, participation on this task group will need to be funded by the home agency. The task group lead should work with team membership to determine conference call and video meeting schedule to meet the requirements of the tasking.

MEMBERSHIP: Ensure interagency participation:

Task Group Lead – Deanna Crawford

NPS Representative(s) – Danica Coley, Rebecca Lang, Lisa Wilson

BLM Representative(s) – Kayla Davin, Billie Hopkins, Karen Jackson

BIA Representative(s) – Amanda Boatright, Regina Hoffman

FWS Representative(s) – Reah Ready

FS Representative(s) – Bonny Johnson, Randee Olson, Rolene Mesa

State Representative(s) – Crissandra Kappus

Incident Planning Subcommittee Liaison -

IBC Liaison – Brenda Even

TIME ESTIMATE: Beginning January 19, 2021 and ending May 1, 2021
Interim Report Out & Recommendation Review: March 10, 2021

ROLES & RESPONSIBILITIES:

TASK GROUP:

- Research and gather current practices utilized by IMTs during 2020 fire season. Consider pros & cons to different approaches and make a recommendation to IBC for national standardization.
- Communicate with other working committees, groups or SMEs for review, advice and guidelines.
- Work as a team.
- Keep IBC Chair apprised of issues, concerns, progress.
- Request additional time if necessary.

IBC:

- Ensure interagency needs are represented
- Provide oversight and support.
- Keep agencies apprised of issues, concerns and progress.
- Identify technical specialists for task group use as necessary.

/s/ Dave Burley

Dave Burley, Chair IBC
Date: January 19, 2021

/s/ Deanna Crawford

Deanna Crawford, Task Group Leader
Date: January 19, 2021