



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

Incident Business Committee (IBC)

**2021 FIRE SEASON STANDARD ELECTRONIC FILE NAMING CONVENTION FEEDBACK
REVIEW TASKING MEMO** **February 2, 2022**

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. In 2021 the IBC tasked a group to recommend a standard file naming convention that could be applied nationally. These recommendations were accepted and utilized throughout the 2021 season.

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. The IBC established standard naming conventions for use for electronic finance files in 2021. After a full fire season to test the usability of these standard naming conventions, the IBC requested feedback from those that utilized them. A small group is needed to review the comments to recommend the most relevant suggestions with a high probability of success.

OBJECTIVE: Review and consolidate standard naming convention feedback, recommend changes to current format, and update existing guidance to incorporate proposed changes.

BUDGET: Due to current budget and travel restraints funds have not been set aside for travel and per diem. Therefore, virtual participation on this task group is recommended; however if travel is needed, any required travel is to be funded by the home agency. The task group lead should work with team membership to determine conference call and video meeting schedules to meet the requirements of the tasking.

MEMBERSHIP: Ensure interagency participation:

Task Group Lead – Bonny Johnson

NPS Representative(s) – Rebecca Lang, Lisa Wilson, Veronica Klukas (detailed)

BLM Representative(s) – Kayla Davin, Billie Hopkins

FWS Representative(s) – Reah Reedy, Veronica Klukas

FS Representative(s) – Deanna Crawford, Karen Hardy

State Representative(s) – Krisanda Kappus (WY)

Incident Planning Subcommittee Liaison -

IBC Liaison – Brenda Even

TIME ESTIMATE: Beginning: February 7, 2022 and ending: March 30, 2022
Interim Report Out & Recommendation Review: March 19, 2022.

ROLES & RESPONSIBILITIES:

TASK GROUP:

- Review the various Geographic Area Incident Business Group's feedback and provide the IBC with proposed changes to the current format and guidance.
- 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: 1/31/2022

/s/ Bonny Johnson

Bonny Johnson, Task Group Leader
Date: 1/31/2022