



# NWCG Standards for Electronic Documentation (eDoc)

PMS 277

JULY 2022



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July 2022  
PMS 277

The *NWCG Standards for Electronic Documentation (eDoc)* establishes the standards for collection and retention of records on wildland fires. Incident Management Teams (IMTs) are required to maintain incident records and submit them to the host unit at the close of the incident. The Incident Commander is responsible for ensuring incident documentation is complete. These official documents provide a record of significant events and actions taken, provide information to address payments and claims and must be produced under the Freedom of Information Act (FOIA). Some records have permanent value for developing lessons learned and long-term value for managing natural resources.

The term records “includes all recorded information, regardless of form or characteristics, made or received by a federal agency under federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the United States Government or because of the informational value of data in them.”

United States Code, Title 44, Chapter 33 – Disposal of Records, Section 3301,

<https://uscode.house.gov/view.xhtml?path=/prelim@title44/chapter33&edition=prelim>. “Regardless of form or characteristics” means that the medium may be paper, film, disk, or other physical type or form. The method of recording may be manual, mechanical, photographic, electronic, or any other combination of these or other technologies.

FireNet is the interagency fire program’s best option as a temporary storage location for these records during wildland fire incident management. Eventual transfer by the local jurisdictional unit to respective agencies’ electronic records management systems will be required per that agency’s local policy. The use of the eDoc Box and associated default file directory structure on a consistent basis on all incidents is key to ensuring this critical records management task is undertaken consistently by all IMTs.

Complete information and a variety of tools to manage incident records are available for download on the NWCG website <https://www.nwcg.gov/committees/incident-planning-subcommittee> under incident records.

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The National Wildfire Coordinating Group (NWCG) provides national leadership to enable interoperable wildland fire operations among federal, state, tribal, territorial, and local partners. NWCG operations standards are interagency by design; they are developed with the intent of universal adoption by the member agencies. However, the decision to adopt and utilize them is made independently by the individual member agencies and communicated through their respective directives systems.

# Table of Contents

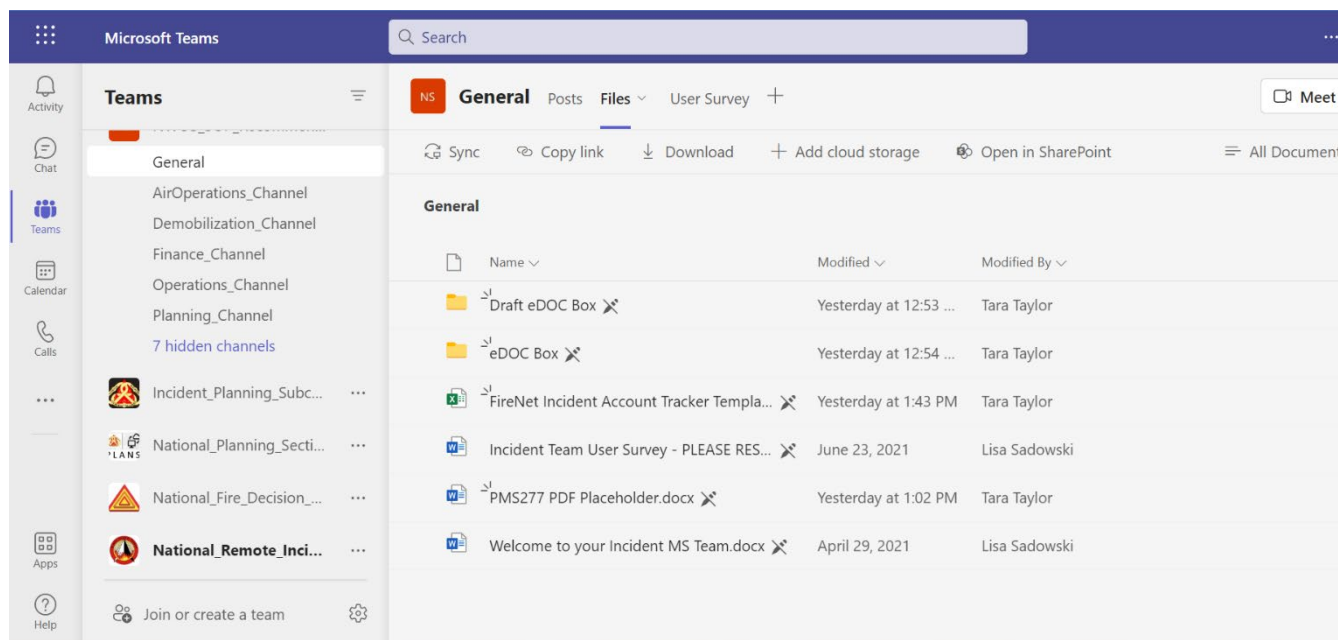
<b>Introduction</b> .....	<b>1</b>
<b>eDoc Box Folder Structure</b> .....	<b>1</b>
Working in the FireNet Incident Section Channel.....	1
Records vs Non-Records.....	4
<b>Work-Flow Process</b> .....	<b>5</b>
Logistics Channel.....	6
Communications Unit.....	6
Facilities Unit.....	6
Moving Records from the IMT Draft eDoc Box into the Incident eDoc Box:.....	7
Finance Documents.....	10
<b>Electronic File Naming Convention Standards</b> .....	<b>10</b>
File Naming Convention Format.....	11
File Naming Components.....	11
General Requirements.....	11
<b>Exceptions to the Standard File Naming Conventions</b> .....	<b>11</b>
<b>Recommended Equipment / Staffing</b> .....	<b>12</b>
Other Devices – Cell Phones and Digital Cameras:.....	12
Recommended Staffing.....	12
Record Transfer.....	13
Email Archiving / Storage.....	14
Other Considerations.....	14
<b>Appendices</b> .....	<b>14</b>
Electronic File Naming Convention Standards.....	15
Master Electronic Documentation Index.....	21

# Introduction

## eDoc Box Folder Structure

During the incident, the official electronic documentation records will be kept in a folder called eDoc Box. This folder is in the General channel within FireNet’s incident directory in Microsoft Teams. The eDoc Box folder will contain all official records of the incident. Each team does not keep an eDoc Box; instead, all official records for every team on the incident will be kept in the individual team Draft eDoc Box folder which is used to collect the official records that will be copied into the incident eDoc Box.

The eDoc Box folder structure will be created by FireNet Administrators when they create the incident directory in Microsoft Teams. The picture below shows an example of the official eDoc Box folder within an incident:



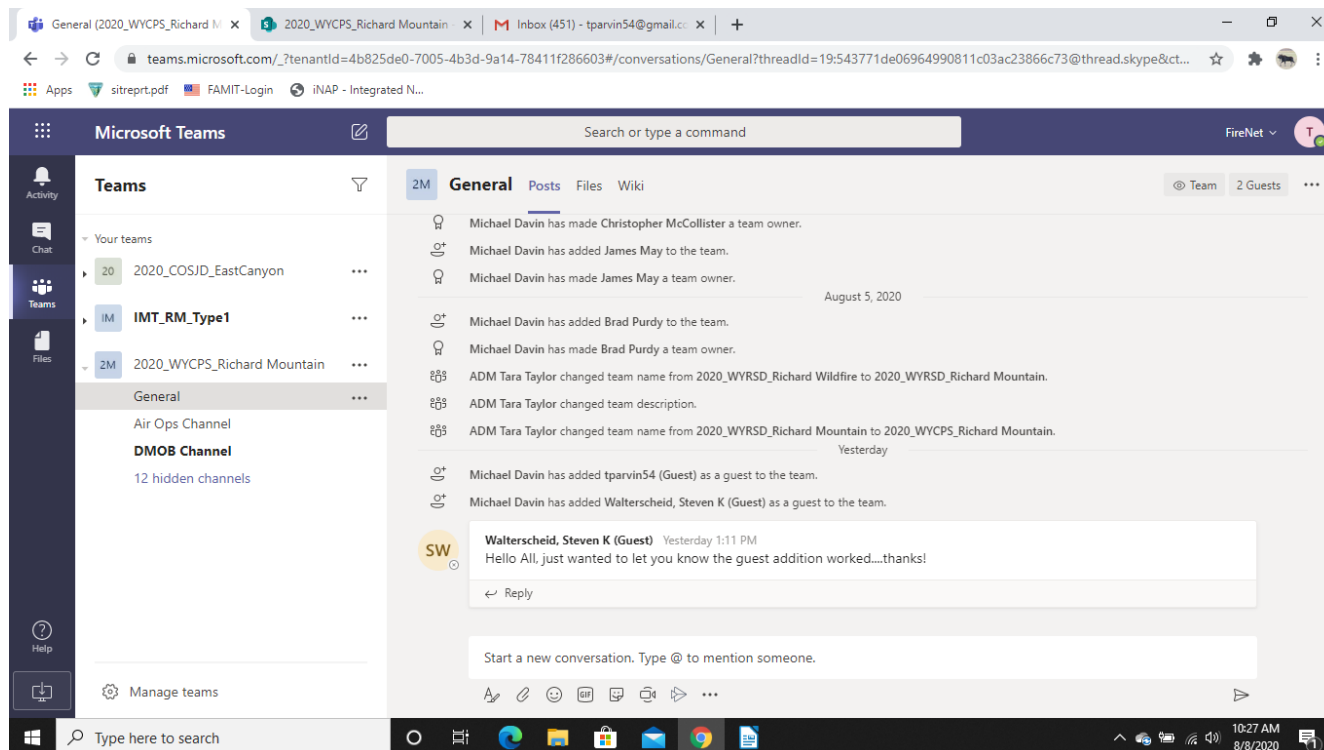
This eDoc Box folder will contain the folders and subfolders that represent the file structure of official incident records that used to be in the paper file box.

Only the Documentation Unit Leader (DOCL) or other designated plans leaders (Planning Section Chief [PSC], Resource Unit Leader [RESL], Situation Unit Leader [SITL]) will copy the official records into the incident eDoc Box folder. There are IMT individuals listed as ‘owners’ in the FireNet incident directory in Microsoft Teams. The ‘owners’ have the ability to restrict permissions and access to folders within the incident directory. All IMT members will create records and non-records (working documents) in their appropriate Section Channel folders. See the section below—“Records vs Non-Records.”

## Working in the FireNet Incident Section Channel

Log into FireNet via Microsoft office 365 ([www.office.com](http://www.office.com)). It may be easiest to start from the email sent to you adding you to the Incident Team. Look for a message from Microsoft Teams with the subject “You have been added to a team in Microsoft Teams.” Click on the Open Microsoft Teams button. It may ask you to select a Teams org and you will need to choose FireNet account and possibly log into your FireNet account. You can use the web version of Teams or download the desktop version.

When you get into FireNet, it will look similar to this:



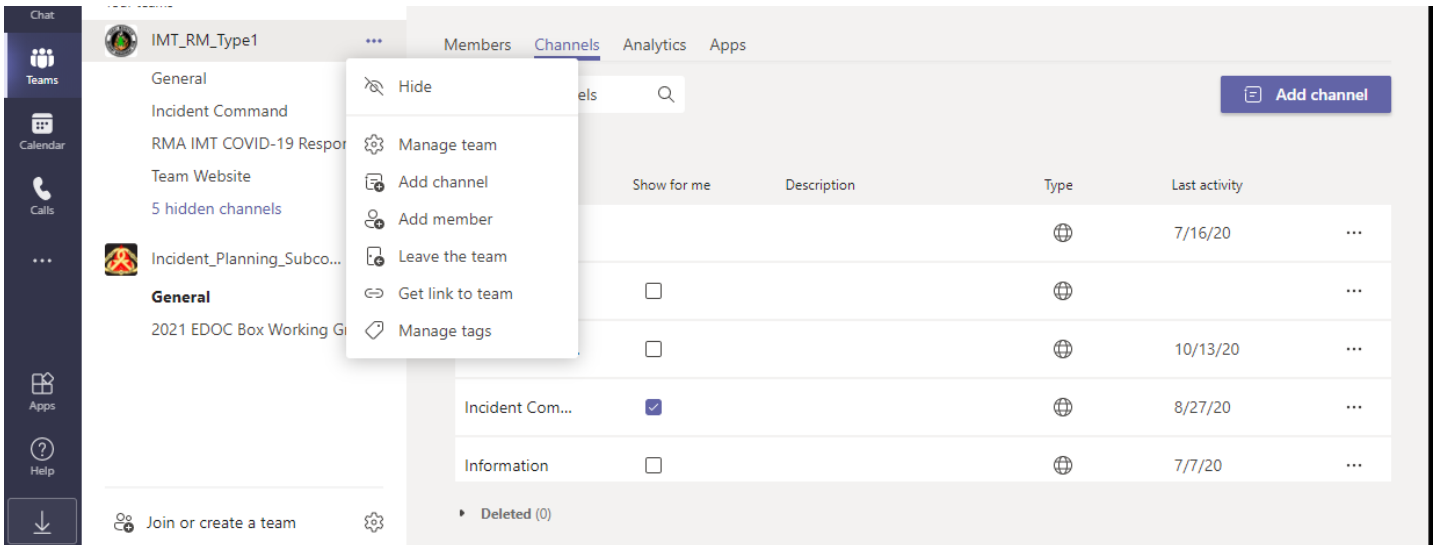
The picture above shows an example of Microsoft Teams. There are two incidents being displayed (2020\_COSJD\_EastCanyon and 2020\_WYCPS\_Richard Mountain), as well as the IMT\_RM\_Type1 team. The right window shows posts of activity within the Richard Mountain Incident.

Note the incident name on the MS Word Incident Team Directory. Below the incident name you will find a list of channels. The example above shows the General, Air Ops, and DMOB channels, and 12 hidden channels. Think of the channels like a filing cabinet. The channel is a place to put documents into folders while working on them. **This is NOT the final location of the official electronic records.**

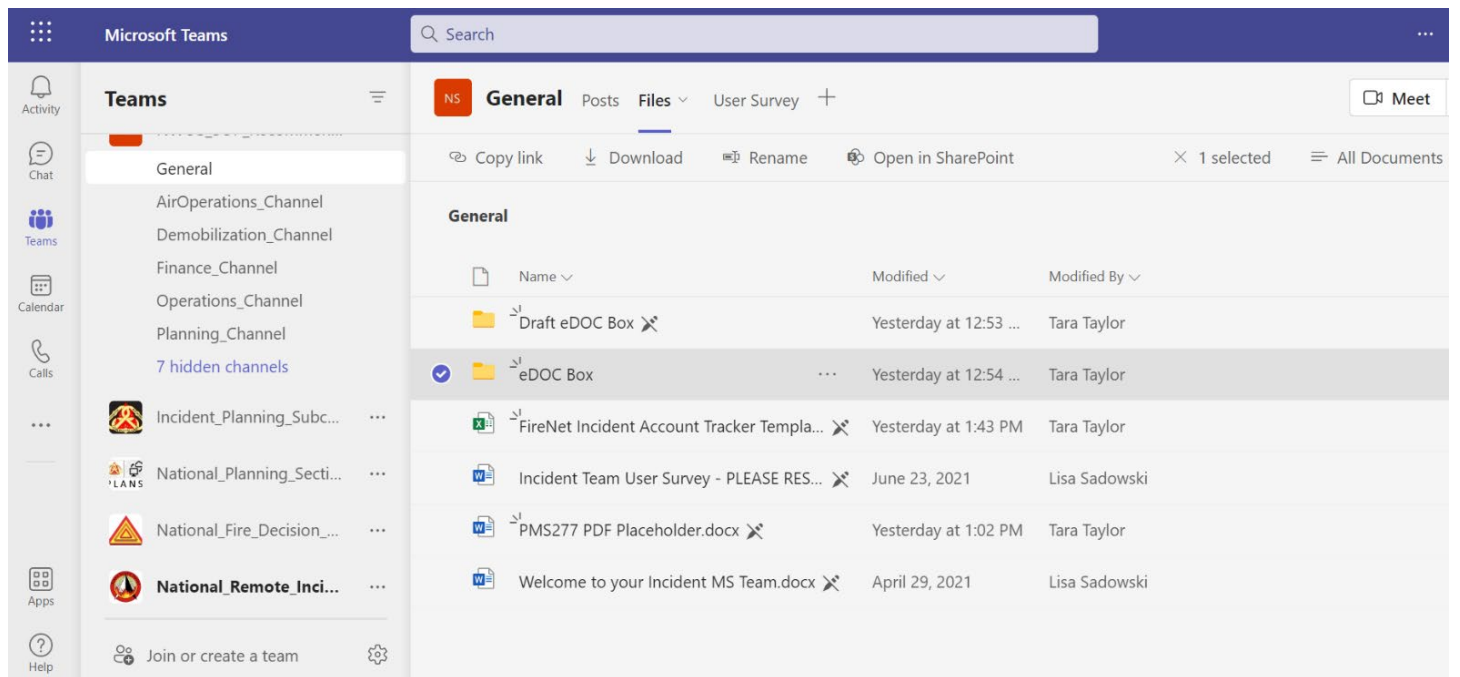
**TIP: For ease of file transfer, naming, uploading, etc., open SharePoint.** To do this click on the button that says Open in SharePoint along the top of the screen. This is found in the same place as the New, Upload, Sync, Copy Link, Download buttons.

**TIP: To see all the channels and choose a different channel to view,** mouse over the row of hidden channels and then click on the right arrow that appears next to the hidden channels. Choose which channel(s) to display/view. Choose your section's channel. This shows the channel temporarily. To choose the default channels that are always viewed, see the next tip.

**TIP: To specify which channels display all the time,** click on the three dots next to the Fire Team Name, in the example below, the team's name is "RM\_IM\_Type1." Click on the Manage Team settings in the popup. To choose channels you want to see, click on the word Channels. Put a checkmark in the square under the Show for Me column of the channels that you would like to see all the time. Choose your section's channel and any other sections' channels that you might share files with. Remove the checkmarks on channels you do not want to see all the time.



Once the channel is selected, click on the Files tab to see the folders, subfolders, and files located in that channel. The Files tab is located under the search box.



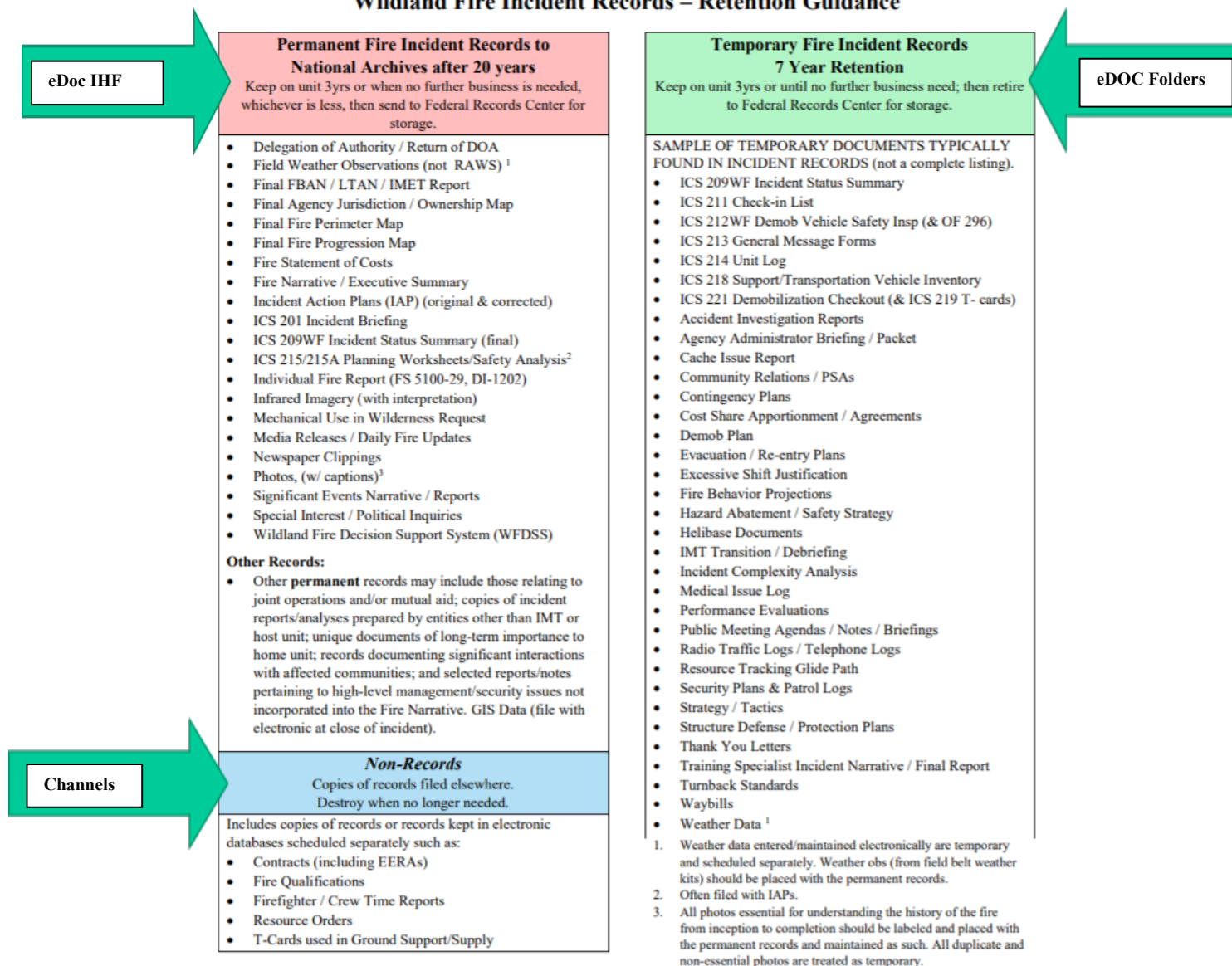
## Records vs Non-Records

There is a difference between non-records (work products and working files) and final records. Although many documents created during an incident are work products, only final records belong in the eDoc Box.

Working documents and products files are used to do the job. They are only stored within the section's channel. Examples of working documents that should not be filed in the eDoc Box: notes from a section meeting, schedule for covering tasks, spreadsheet of resources not showing in Interagency Resource Ordering Capability (IROC), edits to a map that have not been finalized, drafts of transitions plans, or parts of an unfinished Incident Action Plan (IAP).

Final documents are mandatory for records retention. These are the documents that tell the story of the incident: IAPs, Wildland Fire Decision Support System (WFDSS), closure orders, public meeting records, transition plans, annotated photos, and Incident Command System (ICS) forms. Note: some of these products will need a signature to be identified as a record. These are the records that sections are tasked with creating for the incident. All records must follow the naming convention standards – see the section on naming standards below.

### Wildland Fire Incident Records – Retention Guidance



## Work-Flow Process

The Draft eDoc Box folder is provided by FireNet for the incident and is located in the General channel. Once an IMT assumes command of the incident, the IMT is responsible for changing the filename of the Draft eDoc Box folder using the following naming convention:

Draft\_eDoc\_{Date Created}\_{IMT Identifier}\_{IncidentNumber}

Example: Draft\_eDoc\_20220715\_GBT5\_000757

DocType Title of the directory.

(Example used: Draft eDoc)

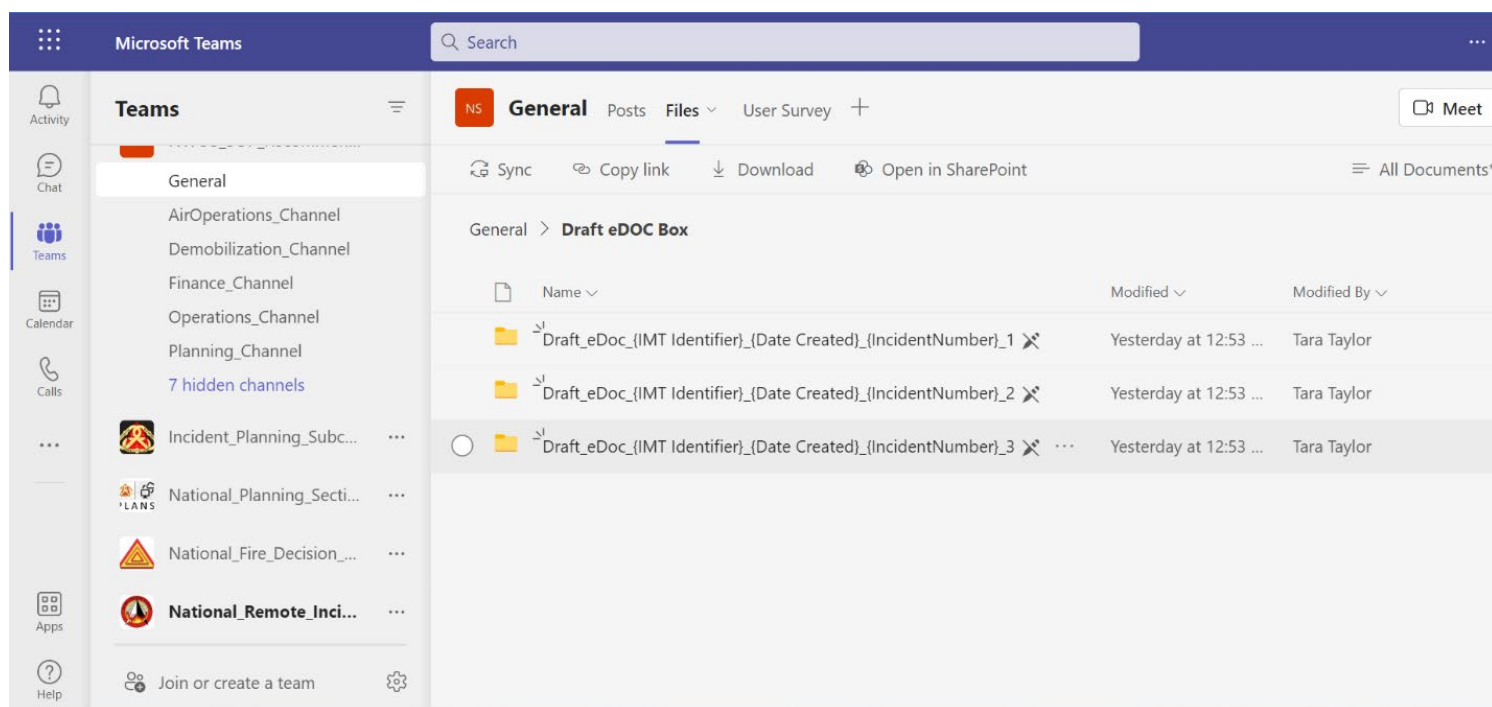
Date Created entered as YYYYMMDD – Y=year; M=month; D=day.

(Example: 20220715 represents the date July 15, 2022)

IMT Identifier Unique reference to IMT name, format should show Geographic Area and Unique IMT Identifier (ex. GBT5, RMBLue, SARed, NWT6, etc)

IncidentNumber the six-digit incident number\_000NNN – N=numeral.

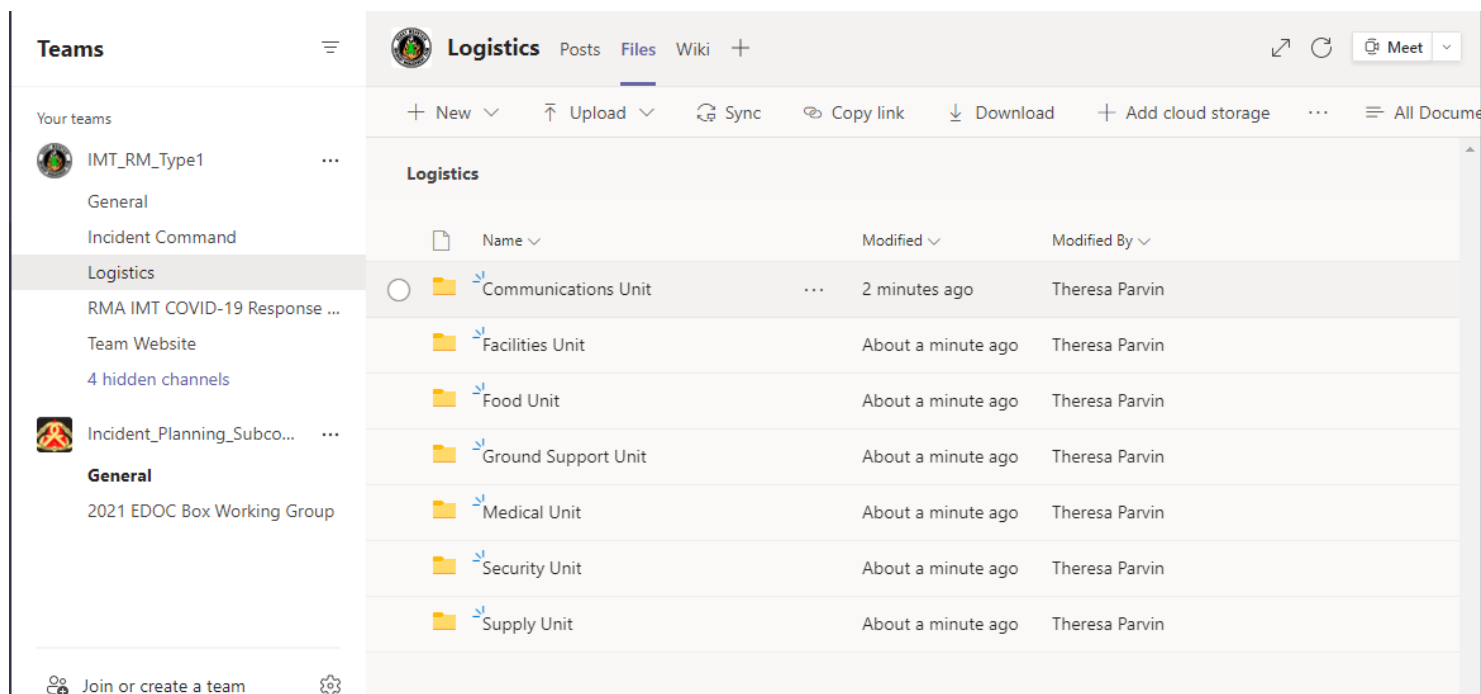
(Example: 000757 represents the incident number RM-SJF-000757)



**TIP:** If you are the third IMT assigned to an individual incident, make three additional full copies of the Draft\_eDOC\_{IMT Identifier}\_\*\*\* folder prior to naming your IMTs folder. This provides the necessary templates in the event additional IMTs transition after.



Below is an example of the Logistics Channel:



The Channel folders contain the working files for each Unit. When a working document is complete and becomes a record (the official document), **the record will be moved from the Section Channel into the IMT Draft eDoc Box by the responsible Section Chief or their delegate.** The DOCL (or PSC or RESL) will copy the records from the IMT Draft eDoc Box folder to the incident eDoc Box folder.

Password protected records are not permitted and should not be added into the IMT eDoc Box folder or the incident eDoc Box folder.

Example:

## Logistics Channel

### Communications Unit

- Communications Equipment Inventory
- Radio Repairs
- Radio Traffic Logs – Telephone Logs
- Repeater Site Documentation
- General Message (ICS 213)
- Activity Log (ICS 214)

### Facilities Unit

- Facilities Health Inspections
- ICS 213
- ICS 214

## Moving a Record from the Unit Channel into the IMT Draft eDoc Box Folder:

This is an example of a radio traffic log. The Communications Unit Leader (COML) creates a PDF and names the electronic radio traffic log using the standard naming convention (elsewhere in this guide). The COML then places the correctly named record into the *RADIO TRAFFIC LOGS-TELEPHONE LOGS* folder in the LOGS/COMMUNICATION folder in the LOGS channel. All working documents will be kept in the channel while being worked on. When the working document is completed and becomes a record, it is ready for filing in the IMT Draft eDoc Box folder. The Logistics Section Chief (LSC) or their delegate/unit leader will copy the record from the LOGS channel into identical folder in the IMT Draft eDoc Box in the General channel. The DOCL will copy the file from the IMT Draft eDoc Box into the identical folder in the incident eDoc Box and place a lower case 'x' in front of the copied file in the IMT Draft eDoc Box.

The steps:

1. Record generated electronically.
2. Record named with proper naming convention.
3. Record copied from the Section Channel to the IMT Draft eDoc Box.
4. **DOCL will review the IMT Draft eDoc Box files and copy the files into the corresponding folders in the eDoc Box. The DOCL will then place a lower case "x" in front of file name in the IMT eDoc Box to indicate it has been placed in the eDoc Box.**

When several successive IMTs work on a large fire, and each team creates documents at an incident in FireNet MS Teams, it may be helpful if each team creates a subfolder under each channel, they are using with their IMT name for "working files." All records that belong in the incident eDoc Box should be put into the individual IMT Draft eDoc Box folder. The records from the IMT eDoc Box folder will be moved to the incident eDoc Box folder by the DOCL or other appropriate personnel.

All records located in the FireNet incident directory belong to the fire and ultimately the host unit.

## Moving Records from the IMT Draft eDoc Box into the Incident eDoc Box:

The appropriate personnel (DOCL, PSC, RESL) are responsible for moving the records from the IMT Draft eDoc Box folder into the incident eDoc Box folder in the General channel.

To copy a record to the incident eDoc Box from the IMT Draft eDoc Box, click on the General channel link. To view the files, click on the Files tab under the search bar. Now you will see the IMT Draft eDoc Box folder and the incident eDoc Box folder.

Microsoft Teams

Search

Activity Chat Teams Calendar Calls ... Apps Help

**Teams**

- General
- AirOperations\_Channel
- Demobilization\_Channel
- Finance\_Channel
- Operations\_Channel
- Planning\_Channel
- 7 hidden channels
- Incident\_Planning\_Subc...
- National\_Planning\_Secti...
- National\_Fire\_Decision\_...
- National\_Remote\_Inci...**

Join or create a team

**General** Posts Files User Survey Meet

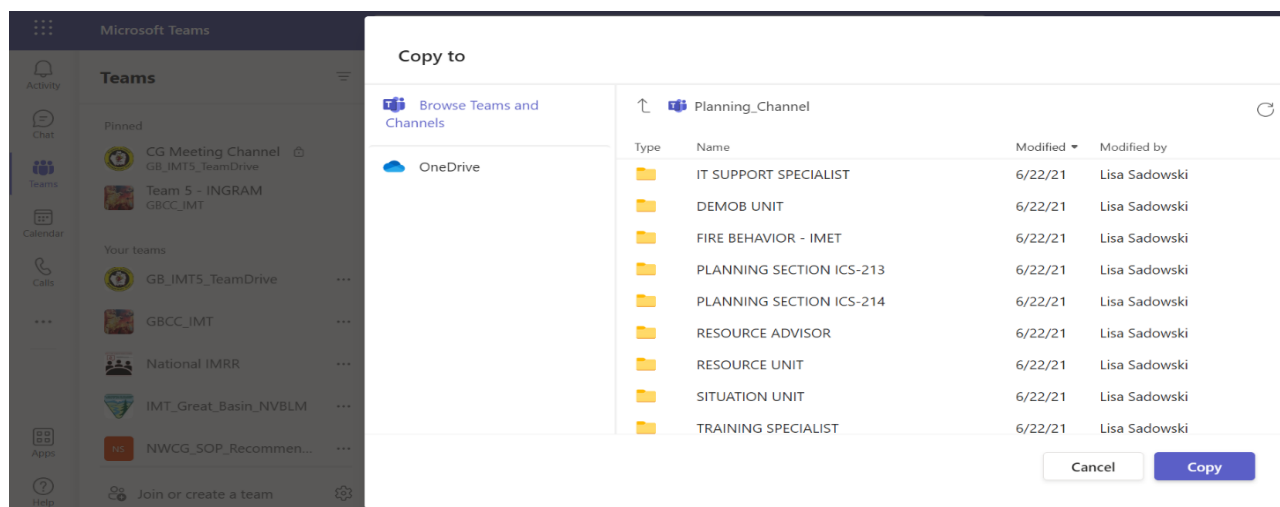
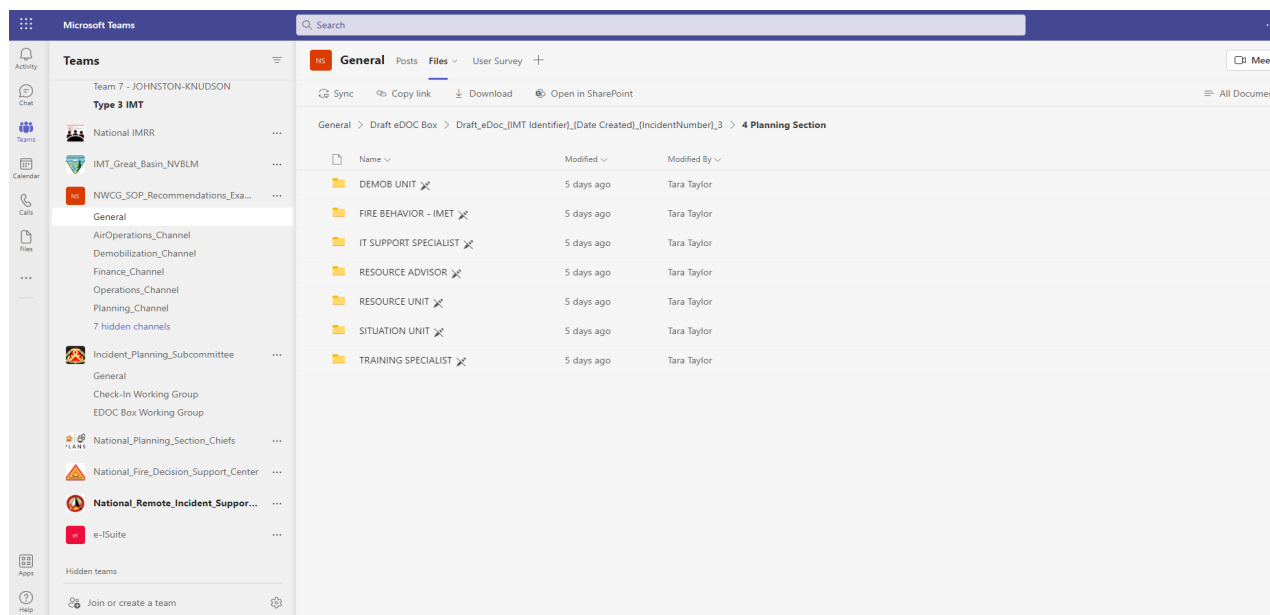
Copy link Download Rename Open in SharePoint 1 selected All Documents\*

Name	Modified	Modified By
Draft eDOC Box	Yesterday at 12:53 ...	Tara Taylor
eDOC Box	Yesterday at 12:54 ...	Tara Taylor
FireNet Incident Account Tracker Template 2022.xlsx	Yesterday at 1:43 PM	Tara Taylor
Incident Team User Survey - PLEASE RESPOND.docx	June 23, 2021	Lisa Sadowski
PMS277 PDF Placeholder.docx	Yesterday at 1:02 PM	Tara Taylor
Welcome to your Incident MS Team.docx	April 29, 2021	Lisa Sadowski

Move the cursor over the IMT Draft eDoc Box folder name and click to open. This will display the IMT Draft eDoc Box section folders. Find the section folder you want and click on the folder name (i.e., 4 Planning Section). This will open the Section Unit folders. Find the unit folder you want and click on the folder name. This will display all the file folders for that unit. Click on the file folders to display all the records located in the unit's file folder.

To upload documents from a computer or a USB thumb drive, click on Upload link. Navigate to the directory via PC or on USB thumb drive or any server share where your file is located. Select the file and click on the Open tab in the lower right corner of the dialog box. This will upload the file. (Note: Shift-click or Ctrl-click to add several files at one time.)

To copy a record from the IMT Draft eDoc Box folder to the incident eDoc Box folder, navigate to the unit file folder. Open the unit file folder, right click on the record you want to copy. A drop-down menu will appear. Select "Copy" on the drop-down menu.

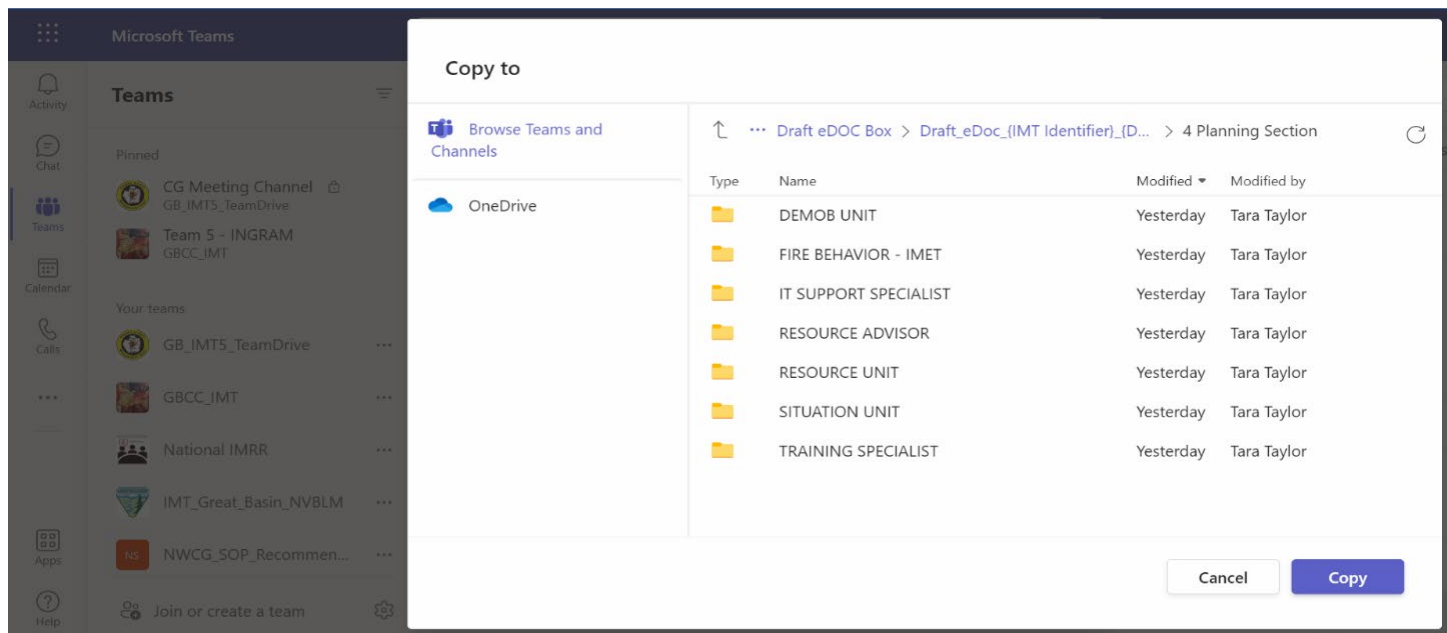


Click Copy, this will be the following screen:

In the prompt, click General channel → Incident eDOC Box → Navigate into the appropriate folder you will file your record: select the section folder; select the unit folder; select the unit file folder and insert the record. Return to the record copied from the IMT Draft eDoc Box file and place a lower case 'x' in front of the copied record.

The lower case 'x' in front of the record name shows the record in the IMT Draft eDoc Box file has been copied into the incident eDoc Box folder.

Below is an example for putting a file into the Planning Section.



If the file is not named using the naming standards, rename the file by clicking on the circle to the left of the filename. Click on the three dots (...) to the right and select Rename. If you click on the icon of the filename, you can use the Rename command to name your file. Refer to the DOCL or Plans Section Chief with documentation questions.

## Finance Documents

Only Incident History File (IHF) Finance files will be added into the eDoc Box and non-IHF files may be provided to the local agency separately from the rest of the files. The inclusion of these files into the eDoc Box and the completion of the Master Documentation Index/Finance files will be the responsibility of the Finance Section Chief (FSC), (final FSC in the event of multiple IMTs).

General messages should be filed/attached to the action that they were created for. If there are no specific actions, they should be filed in the appropriate section's directory in the eDoc Box. This guide is not all inclusive but DOCLs should understand there may be other significant records generated aside from what are included here that should be included at the request/discretion of the host unit. The NWCG Incident Business Committee, <https://www.nwcg.gov/committees/incident-business-committee>, provides the file naming standards and processes used for all finance related documents.

## Electronic File Naming Convention Standards

The electronic file naming conventions were adapted from the NWCG Incident Planning Committee's 2018 recommendation for electronic file naming. The naming structure includes only necessary components vital to an electronic file's identification and successful searchability while eliminating redundant or excessive information that causes confusion and error for users. The latest electronic file naming conventions have been developed for all Command and General Staff files to be placed in the incident electronic documentation box. Please see Appendix for all file naming structure templates within each IMT Section and separated by unit. If specific file names are not included in the appendix, use naming convention standards to add.

## File Naming Convention Format

Standard for all Section/Unit files with a few *Exceptions* (see bottom of page).

{DocType}\_{DocVersion}\_{Date}\_{IncidentNumber}

## File Naming Components

DocType                    The title of the document or the ICS form number.

(Examples: Public Meeting Events; 296)

DocVersion – Identifies individual files with the same doc type and date or a file that necessitates a name ID; not all electronic files will need a DocVersion. For files that are batch scanned, use this portion of the filename to signify batch reference.

(Examples: Name; Aircraft Tail number; Resource Order number; Time)

Date                        Entered as YYYYMMDD – Y=year; M=month; D=day

(Example: 20210704 represents the date July 4, 2021)

IncidentNumber        The six-digit incident number 000NNN – N=numeral

(Example: 000363 represents the incident number RM-SJF-**000363**)

## General Requirements

- File names contain only letters and numbers with NO SPACES.  
(Example: PerfEval is used for Performance Evaluation; 213 is used for General Messages).
- The underscore “\_” is used to separate file naming components for searchability.  
(Example: 214\_HigginsJody\_20210623\_000681).
- Capital letters make names easier to understand.  
(Example: JonesDavid; WindRiver631; EcoWashCo).
- Time format is 4 digits in a 24-hour format.  
(Example: 1315 represents 1:15pm).
- Numbers (1,2,3 etc.) are placed AFTER THE DATE when used to identify multiple docs per date.

## Exceptions to the Standard File Naming Conventions

- **Command Files.**

Delegation of Authority/Return Delegation of Authority File.

USE THIS FORMAT: {Date}\_{DocType}\_{DocVersion}\_{IncidentNumber} displayed as:

20210514\_DOA\_Signed\_000145 AND 20210528\_RDOA\_Signed\_000145.

- WFDSS File – USE THIS FORMAT:

{DocType}\_{Date}\_{DocVersion}\_{IncidentNumber} displayed as: WFDSS\_20210515\_0930\_000145.

- INFORMATION Section – Format for all work product files:

{DocType}\_{Date}\_{DocVersion}\_{IncidentNumber}.

- SITUATION/GISS – GIS File naming will follow *NWCG Standards for Geospatial Operations*, PMS 936.

- SUPPLY UNIT and ORDERING MANAGERS – See Appendix.
- FINANCE SECTION – See Appendix.

## Recommended Equipment / Staffing

In the world of scanning, it is difficult to say what are the prerequisites for a good scanner. The Epson WorkForce DS-60000 Color Document Scanner is an adequate, large incident scanner. It can scan color documents from 2.7" x 4.7" up to 11.7" x 100" at over 40 pages per minute. It supports automatic feed and will take heavier card stock, as in T-cards. It can take one or two-sided scans in one pass. This is a particularly good feature as opposed to machines that require two passes to get both sides. The software allows for skipping blank pages and naming the files in question (though not for a long file name). It is a scanner and not a photocopying machine or printer. This kind of scanner has been used on large incidents as well as scanning in large amounts of records after the fact. Advantages for this type of scanner include that it can be hooked directly to your computer. Scanners and printers are constantly being upgraded.

Various types of referenced equipment are pictured below.



When showing up at an incident there is often a couple photocopiers on order, or maybe you are working with copiers or printers belonging to the home unit. Other machines allow sending information directly to an email address. Many others can copy the scanned information onto a USB/thumb drive. Ensure rental machines are requested with this feature and checked. One of the first things you might want to do is make sure the machines provide enough scanning support to do your job. If they do not provide enough support, consult with Incident Technology Support Specialist (ITSS) and assess the incident needs.

While these machines provide printer and scanning support, they can be very slow. They can jam easily, and odd size documents have problem with the feed. Oftentimes it is easier to scan directly on the glass. Depending on the scanning software, you may need Adobe Acrobat to manipulate the resulting scans.

### Other Devices – Cell Phones and Digital Cameras:

Digital cameras also provide the immediate ability to digitize files. These can provide shortcuts for documenting incidents. Instructions should be provided to specify what file types (i.e., PDF or JPG) and resolutions are acceptable.

### Recommended Staffing

The recommendation that all Type 1 and Type 2 IMTs staff at least one qualified on-site DOCL or virtual DOCL to support the effectiveness of the workload for both the eDoc Box and hard copy Doc Box procedures.

### Additional Considerations for Managing eDocs:

- Engaging with incident staff: Be alert for opportunities to engage with other incident staff, such as team meetings, as this can be a challenge for virtual employees. Especially be on the lookout for records champions within units that generate large numbers of records, such as public information, ordering, and situation. Provide them with naming convention recommendations or work-flow instructions as needed.

- Strategize with key team members such as PSCs, Public Information Officers (PIOs), or Ordering Managers (ORDMs) on getting records into the eDoc box.

Examples include selecting a date at which older records can be moved by the DOCL into the eDoc box; suggesting that specific records such as final IAPs can be dropped into a “To Be Filed” folder; coordinate with on-the-ground staff for scanning and uploading paper ordering records.

- Team Instructions: Make sure there is a folder in the General channel with document instructions such as naming conventions for team use. Also, blank forms such as ICS 213 and ICS 214 can be made available here.
- Transition reports: Be aware of when team transitions occur and provide narrative as appropriate for Documentation Sections.
- Consider providing a Job Hazard Analysis (JHA) for virtual staff, as sedentary, isolated jobs do have hazards associated with them.

## Record Transfer

- Electronic files should be segregated and transferred to the home unit; NOT intermingled with paper records. The use of the FireNet Incident Account eDoc Box in General Files will be the temporary storage medium for these files for efficient transfer from IMT(s) to the local unit.
- Local units should ensure that, at the completion of the incident, files are transferred from the FireNet Incident Account to their agency’s approved Electronic Records Management System using approved processes and procedures.
- In order to ensure maximum ability for local units to access this data and manage these records per agency policy, it is recommended that the following positions all have licensed FireNet accounts to ensure proper file sharing permissions and editing ability: Agency Administrators, Fire Management Officers, incident business specialists/support staff, GIS specialists, including non-Geographic Information System Specialist (GISS), and all local dispatch center personnel.
- It will be the responsibility of the home unit (as the owner of the incident in Teams) at the close of the incident to ensure that all parties needing access to the official eDoc Box have access. This could include ensuring that all partners have a FireNet account to access the data themselves or that they have copies of the data from FireNet. PSCs should ensure transfer to a licensed “owner” from the local unit similar to transfer of the document retention kit as part of the transition/closeout process.
- At the conclusion of the incident, local incident business specialists or records management staff should be identified by the Agency Administrator and the outgoing IMT should ensure that they are provided “Owner” role within the Incident Team to manage files and documentation transfer.
- FireNet will not store Wildland fire incident data on Microsoft Teams and SharePoint indefinitely.
- FireNet is considered an authoritative source for incident data during an active incident; however, it is not the system of record for final incident data. The system of record is based on official records retention policies, per host agency guidelines and National Archives and Records Administration (NARA) policy.
- IMTs should follow instructions given in the delegation of authority, and final authority rests with host agency records retention direction.
- Although there is no current cycle in place for deletion of files within FireNet, older information will be removed from the system to ensure adequate data storage capacity within the environment to support active incident collaboration. Once deleted, data is no longer recoverable.



- FireNet is not the permanent system of record for incidents. It is recommended that all incident data and files should be copied and saved according to agency policy and requirements within 12 months after the fire is out. Within 24 months of the incident's creation, files may be deleted to ensure adequate storage space for new incidents. At that point, deleted files will be irretrievable. Extensions may be granted if extenuating circumstances exist. Local agencies and dispatch centers should have plans and processes in place for the movement of files once the incident has concluded.
- All users will be removed from the incident after demobing (with the exception of those identified in the Flow section of the Incident Tracker). If access is needed to the incident after demobing, it will be the responsibility of the user to request access from the home unit or dispatch "Owner."
- Work with your agency records officer to understand proper records procedures, transfers, storage, and disposition.

## Email Archiving / Storage

- These records are not required as part of the eDoc Box as FireNet maintains the archives.

## Other Considerations

- Sensitive/confidential records covered by the Privacy Act must be protected (such as SS #s, tax ID #s, personal phone numbers/addresses). DO NOT leave in file. Hand off to appropriate agency official on the host unit.
- The *NWCG Standards for Geospatial Operations*, PMS 936 (GeoOps), <https://www.nwcg.gov/publications/936>, provides the basis for consistency in the delivery of wildfire incident GIS products and services. These standards must be adhered to for all work performed by incident GISS to fulfill the GIS needs of the Planning Section of the IMT.
- Electronic records should mirror the Master Electronic Documentation Index. Electronic files should be segregated and handed off to the home unit, NOT intermingled with paper records. It is preferred to file all electronic records using FireNet rather than other mediums (i.e., USB Drive, External Drive).
- The Master Documentation Index and associated records retention schedule is reviewed and updated based on agency policy in coordination with NARA.

## Appendices

- File Naming Convention Standards (Print Double Sided for One Page Per Section).
- Electronic Documentation Master Index, *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277, <https://www.nwcg.gov/publications/277>
- Incident Business Committee Memo 22-02, Guidance for Incident Finance Electronic File Management, <https://www.nwcg.gov/committees/incident-business-committee/correspondence>.

## **Electronic File Naming Convention Standards**

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{DocType}\_{DocVersion}\_{Date}\_{IncidentNumber}

### **File Naming Components**

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- (Example: PerfEval is used for Performance Evaluation; ICS 213 is used for General Messages)
- The underscore “\_” is used to separate file naming components for searchability
- (Example: 214\_HigginsJody\_20210623\_000681)
- Capital letters make names easier to understand
- (Example: JonesDavid; WindRiver631; EcoWashCo)
- Time format is 4 digits in a 24-hour format
- (Example: 1315 represents 1:15pm)
- Numbers (1,2,3 etc) are to be placed AFTER THE DATE when identifying multiple docs per date

### **Exceptions to the Standard File Naming Conventions**

- COMMAND FILES
- Delegation of Authority/Return Delegation of Authority File – USE THIS FORMAT:
  - {Date}\_{DocType}\_{DocVersion}\_{IncidentNumber} displayed as:  
20210514\_DOA\_Signed\_000145  
20210528\_RDOA\_Signed\_000145
- WFDSS File – USE THIS FORMAT (using TIME as DocVersion):
  - {DocType}\_{Date}\_{DocVersion}\_{IncidentNumber} displayed as:

- INFORMATION UNIT – Format for ALL WORK PRODUCT FILES
- {DocType}\_{Date}\_{DocVersion}\_{IncidentNumber}
- SITUATION/GISS – GISS will determine file formatting for GIS DATA FOLDER based on GeoOps PMS936
- SUPPLY UNIT and ORDERING MANAGERS – See Appendix for Logistics file formatting template
- FINANCE SECTION – See Appendix for Finance file formatting template

### Electronic File Naming Convention Standards

The electronic file naming conventions were adapted from the NWCG Incident Planning Committee’s 2018 recommendation for:

#### COMMAND/ADMIN SECTION

Electronic File Naming Conventions TEMPLATE

**COMMAND/ADMIN – {DocType}\_{DocVersion}\_{Date:YYYYMMDD}\_{IncidentNumber:000NNN}**  
**INFORMATION – {DocType}\_{Date:YYYYMMDD}\_{DocVersion}\_{IncidentNumber:000NNN}**

#### COMMAND

AgencyAdminBrf\_2021MMDD\_000NNN  
2021MMDD\_DOA\_Signed\_000NNN  
2021MMDD\_RDOA\_Signed\_000NNN  
NarrExecSum\_2021MMDD\_000NNN  
201\_IncBrief\_2021MMDD\_000NNN  
IMTTransDbrf\_2021MMDD\_000NNN  
IncCmplxAnlys\_2021MMDD\_000NNN  
IndFireRpt\_2021MMDD\_000NNN  
MechUseWildnssRqt\_2021MMDD\_000NNN  
SigEvntsNarrRpts\_2021MMDD\_000NNN  
SpecIntrstPolInq\_2021MMDD\_000NNN  
TurnbkStand\_2021MMDD\_000NNN  
WFDSS\_2021MMDD\_0936\_000NNN  
use TIME created as DocVersion

#### LIAISON/AGENCY REPS

ContactLogConvRec\_2021MMDD\_000NNN  
LOFRSigEventsRpts\_2021MMDD\_000NNN

#### SAFETY

AccInvRpt\_DivW\_2021MMDD\_000NNN  
use ASSIGNED UNIT as DocVersion  
215A\_2021MMDD\_000NNN  
HlthSftyStrat\_2021MMDD\_000NNN  
JHAFireSheltrTrng\_2021MMDD\_000NNN  
InspOshaRpt\_2021MMDD\_000NNN  
Safenets\_2021MMDD\_000NNN

#### PERFORMANCE EVALUATION – OVERHEAD

PerfEvalO\_SmithDane\_2021MMDD\_000NNN  
use Last name First name (no spaces) as DocVersion

#### INFORMATION

PSA\_2021MMDD\_SmokeOutlook\_000NNN  
use INFO TYPE as DocVersion  
CloseOrds\_2021MMDD\_MBRTBOrder275\_000NNN  
use RESTRICTION ORDER NUMBER as DocVersion  
FireRestrictions\_2021MMDD\_MBRTBOrder275\_000NNN  
use RESTRICTION ORDER NUMBER as DocVersion  
InfoSummCommStrat\_2021MMDD\_000NNN  
ContactLog\_2021MMDD\_Media\_000NNN  
use PUBLIC, MEDIA, or TRAPLINE as DocVersion  
MediaRelDalyUpdate\_2021MMDD\_000NNN  
NewsClips\_2021MMDD\_NYTimes\_000NNN  
use NEWS AGENCY as DocVersion  
PubMtgAgendas\_2021MMDD\_CentralHS\_000NNN  
PubMtgNotes\_2021MMDD\_CentralHS\_000NNN  
PubMtgBrfs\_2021MMDD\_CentralHS\_000NNN  
use PUBLIC MEETING LOCATION as DocVersion  
SpecEvntsToursVIPs\_2021MMDD\_1\_000NNN  
use 1,2,3 etch FOR MULTIPLE DOCS PER DAY as DocVersion  
ThnkYouLtrs\_2021MMDD\_List\_000NNN  
use KIND OF DOCUMENT DocVersion  
WebPgs\_2021MMDD\_YouTube\_000NNN  
use WEBSITE NAME as DocVersion  
Videos\_2021MMDD\_HeavyEquip\_000NNN  
use DESCRIPTION as DocVersion  
Photos\_2021MMDD\_AirOps\_000NNN  
use DESCRIPTION as DocVersion

## **GENERAL MESSAGES – ICS 213**

General Messages RECEIVED by your unit – DO NOT FILE GENERAL MESSAGES YOU SEND TO OTHER UNITS :

{213}\_{SENDER's UNIT NAME}\_{SENDER's Last Name if known}\_{Date Received}\_{IncidentNumber}

Example:

213\_OPS\_Davis\_20210523\_000511 (this was submitted to Safety from Operations / filed in 213 Safety )

## **UNIT DAILY LOGS – ICS 214**

{214}\_{AUTHOR or UNIT NAME}\_{Operational Period Start DATE}\_{IncidentNumber}

Example:

214\_Landry\_20210509\_000511 (individual daily log from PIO / filed in 214 Information)

214\_INFO\_20210515\_000511 (entire unit daily log / filed in 214 Information)

## **PLANNING SECTION Electronic File Naming Conventions TEMPLATE**

{DocType}\_{DocVersion}\_{Date:YYYYMMDD}\_{IncidentNumber:000NNN}

### **DEMOB**

DemobPlan\_Signed\_2021MMDD\_000NNN

FnlResDBPrint\_2021MMDD\_000NNN

DmbCkout\_C11\_2021MMDD\_000NNN

DmbCkoutEmrg\_O118\_2021MMDD\_000NNN

DmbCkout\_E56\_2021MMDD\_000NNN

DmbCkout\_O87\_2021MMDD\_000NNN

PerfEvalC\_PA1\_2021MMDD\_000NNN

PerfEvalE\_WhiteRiver338\_2021MMDD\_000NNN

PerfEvalO\_SmithJane\_2021MMDD\_000NNN

RRPlanInfo\_2021MMDD\_000NNN

ResTrackGldPth\_2021MMDD\_000NNN

### **FBAN/LTAN/IMET**

FldWeathObs\_DivW\_2021MMDD\_000NNN

use DIVISION NAME as DocVersion

FnlRpt\_FBAN\_2021MMDD\_000NNN

FnlRpt\_LTAN\_2021MMDD\_000NNN

FnlRpt\_IMET\_2021MMDD\_000NNN

FireBehvrProj\_2021MMDD\_000NNN

SptWthrForcst\_DivL\_2021MMDD\_000NNN

use DIVISION NAME as DocVersion

### **RESOURCE ADVISOR**

InfoPlans\_2021MMDD\_000NNN

SuppReprRehbPln\_2021MMDD\_000NNN

### **RESOURCES UNIT**

IAP\_Original\_2021MMDD\_000NNN

IAP\_Corrected\_2021MMDD\_000NNN

207\_OrgChrt\_2021MMDD\_000NNN

ChkIn\_C11\_WhiteRiver\_2021MMDD\_000NNN

ChkIn\_E48\_RapidCityE111\_2021MMDD\_000NNN

ChkIn\_O375\_MillerJody\_2021MMDD\_000NNN

ChkInSpreadsht\_2021MMDD\_000NNN

215\_PlnWksht\_2021MMDD\_000NNN

215A\_2021MMDD\_000NNN

### **SITUATION**

FnlJurOwnMap\_2021MMDD\_000NNN

FnlPerimMap\_2021MMDD\_000NNN

FnlProgMap\_2021MMDD\_000NNN

FnlSupReprRehbMap\_2021MMDD\_000NNN

IRMapInterp\_2021MMDD\_1\_000NNN

use 1,2,3 etc FOR MULTIPLE DOCS PER DAY

StrucDmgAsmnt\_2021MMDD\_000NNN

209\_2022MMDD\_000NNN

## **IT SUPPORT SPECIALIST**

EquipPropRec\_2021MMDD\_000NNN

## **TRAINING SPECIALIST**

TrnNarFnlRpt\_2021MMDD\_000NNN

TrnRcd\_JonesLeslie\_2021MMDD\_000NNN

## **PERFORMANCE EVALUATION – OVERHEAD**

PerfEvalO\_SmithJane\_2021MMDD\_000NNN

use Last name First name as DocVersion

## **GENERAL MESSAGES – ICS 213**

General Messages RECEIVED by your unit – DO NOT FILE GENERAL MESSAGES YOU SEND TO OTHER UNITS:

{213}\_{SENDER's UNIT NAME}\_{SENDER's Last name if known}\_{Date Received}\_{IncidentNumber}

Example: 213\_FUDL\_Brady\_20210411\_000257 (this was submitted to Plans from FUDL / filed in 213 PLANS SECTION)

## **UNIT DAILY LOGS – ICS 214**

{214}\_{AUTHOR or UNIT NAME}\_{Operational Period Start DATE}\_{IncidentNumber}

Example: 214\_Wallace\_20210409\_000257 (individual daily log / filed in Situation Unit)

214\_SIT\_20210425\_000257 (entire unit daily log / filed in Situation Unit)

## LOGISTICS SECTION Electronic File Naming Conventions TEMPLATE

{DocType}\_{DocVersion}\_{Date:YYYYMMDD}\_{IncidentNumber:000NNN}

### COMMUNICATIONS

EquipInv\_2021MMDD\_000NNN  
RadTrafLog\_2021MMDD\_000NNN  
TelLog\_2021MMDD\_000NNN  
RepSitDocs\_2021MMDD\_000NNN  
RadRepairs\_2021MMDD\_000NNN

### FACILITIES

HlthInsp\_2021MMDD\_000NNN

### FOOD

MenuMealLogs\_2021MMDD\_000NNN  
CatrOrdWaybills\_2021MMDD\_000NNN  
CatrHlthInsp\_2021MMDD\_000NNN

### GROUND SUPPORT

EquipRepOrd\_E149\_2021MMDD\_000NNN  
use E# as DocVersion  
HazMit\_2021MMDD\_000NNN  
212\_E68\_2021MMDD\_000NNN  
use E# as DocVersion  
218\_2021MMDD\_000NNN  
Rec'd}\_{Incident#}  
296\_E8\_2021MMDD\_000NNN  
use E# as DocVersion  
RenVehList\_2021MMDD\_000NNN  
RenVehInv\_2021MMDD\_000NNN  
VehDispLog\_2021MMDD\_000NNN

### PERFORMANCE EVALUATION – EQUIPMENT, OVERHEAD

PerfEvalC\_SanPedro\_2021MMDD\_000NNN PerfEvalE\_EcoWashCo\_2021MMDD\_000NNN  
use Crew Name (no spaces) as DocVersion use Business Name (no spaces) as DocVersion  
PerfEvalO\_SmithJason\_2021MMDD\_000NNN  
use Last name First name (no spaces) as DocVersion

### GENERAL MESSAGES – ICS 213

General Messages RECEIVED by your unit – DO NOT FILE GENERAL MESSAGES YOU SEND TO OTHER UNITS :

### MEDICAL

AccidentActPlan\_2021MMDD\_000NNN  
MedInjTreatPlan\_2021MMDD\_000NNN  
MedIssLog\_2021MMDD\_000NNN

### SECURITY

PatLog\_Smith\_2021MMDD\_000NNN  
SecPlan\_Signed\_2021MMDD\_000NNN

### SUPPLY

AccPropSum\_2021MMDD\_000NNN  
IncReplAuth\_JonesO98\_2021MMDD\_000NNN  
CacheIssRpt\_2021MMDD\_1\_000NNN  
use 1,2,3 etc for multiple docs per date (structure deviation)  
FirPropIssLog\_2021MMDDDD\_000NNN  
PropLossRpt\_2021MMDD\_000NNN  
SawPartOrd\_C12\_2021MMDD\_000NNN  
Waybill\_2021MMDD\_1\_000NNN  
use 1,2,3 etc for multiple docs per date (structure deviation)  
DO NOT file Buying Team Waybills

### ORDM {DocType}\_{A,C,E,O,S}\_{GM0NNN}\_{Date

213\_A\_GM0NNN\_2021MMDD\_000NNN  
213\_C\_GM0NNN\_2021MMDD\_000NNN  
213\_E\_GM0NNN\_2021MMDD\_000NNN  
213\_O\_GM0NNN\_2021MMDD\_000NNN  
213\_S\_GM0NNN\_2021MMDD\_000NNN

{213}\_{SENDER's UNIT NAME}\_{SENDER's Last Name if known}\_{Date Received}\_{IncidentNumber}

Example: 213\_DMOB\_FUDL\_Brady\_20210411\_1927\_000257 (this was submitted to DEMOB from FUDL / filed in 213 PLANS SECTION)

#### **DAILY UNIT LOGS – ICS 214**

{214}\_{AUTHOR or UNIT NAME}\_{Operational Period Start DATE}\_{IncidentNumber}

Example::214\_Willey\_2021MMDD\_000NNN (individual daily log / filed in 214 COMMUNICATIONS UNIT)

214\_COMM\_2021MMDD\_000NNN (entire unit daily log / filed in 214 COMMUNICATIONS UNIT)

#### **OPERATIONS SECTION Electronic File Naming Conventions TEMPLATE**

{DocType}\_{DocVersion}\_{Date:YYYYMMDD}\_{IncidentNumber:000NNN}

##### **OPS**

ContinPlan\_2021MMDD\_000NNN

DemobGlidPth\_2021MMDD\_000NNN

EvacReEntryPlans\_2021MMDD\_000NNN

StratTactics\_2021MMDD\_000NNN

StructDefProtnPlan\_2021MMDD\_000NNN

##### **AIR OPS**

AirAuth\_2021MMDD\_000NNN

FlitUseHrTrack\_N570\_2021MMDD\_000NNN

HelicptrBrfDbrf\_N18T\_2021MMDD\_000NNN

HelicptrCrwInfo\_N555\_2021MMDD\_000NNN

HelicptrInfoSht\_N034\_2021MMDD\_000NNN

HelicptrDembInfo\_N9\_2021MMDD\_000NNN

LoadCalcMan\_N987\_2021MMDD\_000NNN

MissRqstFliFolLog\_N21\_2021MMDD\_000NNN

RetardDropTrack\_N489\_2021MMDD\_000NNN

Use TAIL NUMBER as DocVersion

Safecomms\_2021MMDD\_000NNN

TFR\_2021MMDD\_000NNN

#### **PERFORMANCE EVALUATIONS – CREW, EQUIPMENT, OVERHEAD**

PerfEvalC\_PA1\_2021MMDD\_000NNN

use Crew Name (no spaces) as DocVersion

PerfEvalE\_WhiteRiver338\_2021MMDD\_000NNN

use Call Name (no spaces) as DocVersion

PerfEvalO\_SmithOlivia\_2021MMDD\_000NNN

use Last name First name (no spaces) as DocVersion

#### **GENERAL MESSAGES – ICS 213**

General Messages RECEIVED by your unit – DO NOT FILE GENERAL MESSAGES YOU SEND TO OTHER UNITS:

{213}\_{SENDER's UNIT NAME}\_{SENDER's Last Name if known}\_{Date Received}\_{IncidentNumber}

Example: 213\_COMM\_Willey\_20210610\_000821 (this was submitted to Air Ops from Communications/ filed in 213 Air Ops )

#### **UNIT DAILY LOGS – ICS 214**

{214}\_{AUTHOR or UNIT NAME}\_{Operational Period Start DATE}\_{IncidentNumber}

Example:

214\_Toelle\_20210608\_000821 (individual daily log / filed in 214 OPS Section, Air Ops Unit)

214\_Ops\_20210612\_000821 (entire unit daily log / filed in 214 OPS section, Ops Unit)

Master Electronic Documentation Index

INCIDENT NAME:

INCIDENT NUMBER:

DATES:

LOCATION:

INCIDENT COMMANDER(S):

PLANNING SECTION CHIEF(S):

	Section Records		Section Records
	<b>COMMAND / ADMIN</b>		<b>DEMOBILIZATION UNIT</b> Cont'd
	Agency Administrator Briefing / Packet		ICS 221 Demob Checkout EQUIPMENT
IHF	Delegation of Authority / Return of DOA		ICS 221 Demob Checkout OVERHEAD
IHF	Fire Narrative/Executive Summary		Performance Evaluations CREW
IHF	ICS 201 Incident Briefing		Performance Evaluations EQUIPMENT
	IMT Transition / Debriefing		Performance Evaluations OVERHEAD
	Incident Complexity Analysis		R & R Plan / Information
IHF	Individual Fire Report (FS 5100-29/DI-1202)		<b>FBAN / LTAN / IMET</b>
IHF	Mechanical Use in Wilderness Request	IHF	Field Weather Observations (not RAWs)
IHF	Significant Events Narrative / Reports	IHF	Final FBAN / LTAN / IMET Report
IHF	Special Interest / Political Inquiries		Fire Behavior Projections
	Turnback Standards		Spot Weather Forecasts
IHF	Wildland Fire Decision Support System (WFDSS)		<b>RESOURCE ADVISOR</b>
	<b>INFORMATION</b>		Resource Advisor Information / Plans
	Closure Orders / Restrictions		Suppression Repair / Rehab Plan
	Community Relations / PSAs		<b>RESOURCES UNIT</b>
	Information Summary / Comm Strategy	IHF	Incident Action Plans, orig/corr (with 215/215A)
	Media Log / Key Contacts / Traplines		ICS 207 Organization Chart
IHF	Media Releases / Daily Fire Updates		ICS 211WF Check in Lists/Spreadsheets
IHF	Newspaper Clippings	IHF	ICS 215 Planning Worksheet
	Public Meeting Agendas / Notes / Briefings	IHF	ICS 215A LCES Safety Analysis
	Special Events / Tours / VIP Visits		Resource Tracking Glide Path
	Thank You Letters		<b>SITUATION UNIT</b>
	Web Pages / Videos / Photos	IHF	Final Agency Jurisdiction / Ownership Map
	<b>LIAISON / AGENCY REPS</b>	IHF	Final Fire Perimeter Map
	Contact Log / Conversation Record	IHF	Final Fire Progression Map
	LOFR Significant Events / Reports		Final Fire Suppression Repair / Rehab Map
	<b>SAFETY</b>		GIS Data (file w/electronic @ close of incident)
	Accident Investigation Reports		ICS 209WF Incident Status Summary
	Hazard Abatement / Safety Strategy	IHF	ICS 209WF Incident Status Summary (final)
	JHAs / Fire Shelter Training	IHF	Infrared Imagery (with interpretation)
	Safety Inspections / OSHA Reports		Maps – Special Products (not daily ops)
	SAFENETs		Structural Damage Assessment
	<b>PLANNING SECTION</b>		<b>TRAINING SPECIALIST</b>
IHF	Photos (with annotations)		Incident Training Narrative / Final Report
	<b>IT SUPPORT SPECIALIST</b>		Individual Records A-L
	Equipment / Property Records		Individual Records M-Z
	<b>DEMOB UNIT</b>		<b>LOGISTICS SECTION</b>
	Demob Plan		<b>COMMUNICATIONS UNIT</b>
	Final Resources Database Printout		Communications Equipment Inventory
	ICS 221 Demob Checkout AIRCRAFT		Radio Repairs
	ICS 221 Demob Checkout CREWS		Radio Traffic Logs / Telephone Logs
	ICS 221 Demob Checkout EMERGENCY		Repeater Site Documentation



Section Records		Section Records	
<b>FACILITIES UNIT</b>		<b>AIR OPERATIONS</b> Cont'd	
Facilities Health Inspections		Safecomms	
<b>FOOD UNIT</b>		Temporary Flight Restrictions (TFRs)	
Caterer – Menu / Meal Logs		<b>FINANCE SECTION (to be completed by FSC)</b>	
Caterer – Orders / Waybills		Land Use Agreements	
Food / Caterer Health Inspections		<b>COMP / CLAIMS UNIT</b>	
<b>GROUND SUPPORT UNIT</b>		Comp for Injury Documents / Logs	
Equipment Repair Orders		Property Damage Claims / Logs	
Hazard Mitigation – Noxious Weeds / Hazmat		<b>COST UNIT</b>	
ICS 212WF DMOB Vehicle Safety Inspection		Aircraft Costs – Rotary / Fixed Wing	
ICS 218 Support / Trans Vehicle Inventory		Cost Management	
OF 296 Vehicle / Heavy Equip Inspection Ckfst		Cost Share Apportionment / Agreements	
Rental Vehicle Checkout List & Inventory		Cost Summary (Cumulative)	
Vehicle Dispatch Logs – Buses, Pick-ups, etc		Final Daily Cost Tracking Database Printout	
<b>MEDICAL UNIT</b>	IHF	Final Statement of Costs	
Accident Action Plan		<b>PROCUREMENT UNIT</b>	
Medical Injury / Treatment Log		Buying Team Purchase Receipts	
Medical Issue Log		Buying Team Purchase Log / Equipment Log	
<b>SECURITY UNIT</b>		Commissary – Contract / Costs / Claims	
Patrol Logs		Contract Letter to CO	
Security Plan		Contractor Performance Evaluations	
<b>SUPPLY UNIT</b>		Equipment Time / Records / Claims	
Accountable Property Summary to Cache		Invoices / Issue Reports	
Cache Issue Report		Operating Plan	
Cache Orders		Pricing Issues	
Daily Inventory		<b>TIME UNIT</b>	
Fire Property Issue Logs (Durable only)		Excessive Shift Justification	
Incident Replacement Authorizations		I-9s and Tax Forms	
Property Loss / Salvage Reports		Length of Assignment Extension	
Resource Orders – CREWS / EQUIP (ICS 213)		Personnel Time Records	
Resource Orders – OH / SUPPLIES (ICS 213)		Work / Rest Justification / Worksheet	
Saw Parts Orders		<b>ICS 213 – GENERAL MESSAGES</b>	
Supply Issue Logs		COMMAND/ADMIN ICS 213	
Supply Orders – BUYT (ICS 213)		IC / Deputy IC	
Supply Orders – CACHE (ICS 213)		Information	
Supply Orders – LINE (ICS 213)		Human Resources	
Supply Orders – GENERAL (ICS 213)		Liaison / AREP	
Waybills (not Buying Team Waybills)		Safety	
<b>OPERATIONS SECTION</b>		<b>FINANCE SECTION ICS 213</b>	
Contingency Plan(s)		Finance Section Chief	
Demob Glide Path		Comp / Claims	
Evacuation / Re-Entry Plans		Cost	
Strategy / Tactics		Procurement	
Structure Defense / Protection Plan(s)		Time	
<b>AIR OPERATIONS</b>		<b>LOGISTICS SECTION ICS 213</b>	
Aircraft Authorizations		Logistics Section Chief	
Flight Use / Hour Tracking (FS 127/OES 23)		Communications	
Helicopter Briefing / Debriefing Checklist		Facilities	
Helicopter Crew Information Sheet		Food	
Helicopter Information Sheet		Ground Support	
Helicopter Demob Information Sheet		Medical	
Load Calculations / Manifests		Security	
Mission Request / Flight Following Log		Supply (Orders)	
Retardant Drop Tracking		Supply (Other Messages)	

Section Records		Section Records	
<b>PLANNING SECTION ICS 213</b>		<b>PLANNING SECTION ICS 214</b>	
Planning Section Chief		Planning Section Chief	
Demob		Demob	
Documentation		Documentation	
IT Support Specialist		IT Support Specialist	
Resource Advisor		Resource Advisor	
Resources		Resources	
Situation (includes FBAN / IMET / FOBS)		Situation (includes FBAN / IMET / FOBS)	
Training Specialist		Training Specialist	
<b>OPERATIONS SECTION ICS 213</b>		<b>OPERATIONS SECTION ICS 214</b>	
Operations Section Chief		Operations Section Chief	
Air Operations		Air Operations	
Divisions / Groups		Divisions / Groups	
<b>ICS 214 – UNIT LOGS</b>			
<b>COMMAND / ADMIN ICS 214</b>			
IC / Deputy IC			
Information			
Human Resources			
Liaison / AREP			
Safety			
<b>FINANCE SECTION ICS 214</b>			
Finance Section Chief			
Comp / Claims			
Cost			
Procurement			
Time			
<b>LOGISTICS SECTION ICS 214</b>			
Logistics Section Chief			
Communications			
Facilities			
Food			
Ground Support			
Medical			
Security			
Supply			

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