

CALIFORNIA WILDLAND FIRE COORDINATING GROUP



November 30, 2011

To: Agency Administrators, Fire Management Officers, Incident Management Team Members, and other interested candidates

Subject: Request for Nominations AND ICAP Database Population for ALL 2012 California Incident Management Team Members

Due Date: January 30, 2012

The California Wildland Fire Coordinating Group would like to announce the open period for accepting applications for the California Incident Management Teams (IMTs); **December 9, 2011 to January 30, 2012**. This announcement applies to all Type 1 and 2 IMT members except for the IC, Deputy IC, IC Trainee, and IC Mentee, which were advertised last month. This year we are transitioning to an electronic-based system which will add efficiencies and ease of nominations and selections into the future. However, this first year will likely be unfamiliar to most of you. It is important to note that all California IMT members are required to populate the database for the electronic system this year; however the previous tenures will be honored. Please read the application directions thoroughly prior to applying. There is additional information regarding the CA IMT selections in the 2012 IMT Operating Guidelines, which are published on the CWCG web site: <http://qacc.nifc.gov/oscc/cwcg/team/index.html>.

IMT members will be selected at the end of February. ICs will notify team members of selection and rotation information after the team selection meeting. Agency representatives will notify individuals who were not selected for a team by mid-March.

1. New Applicants: During this first year of electronic nominations, we will be asking for both electronic AND paper copies to ensure a backup system. Any individual that has changed agencies, moved to a job out of California, or who is leaving a roster position for another must reapply and a new tenure date established. Applicants should submit applications to the associated agency representative as identified in attachment A. All portions of the applications must be RECEIVED to the appropriate agency representative (shown in attachment A) by the closing date, **January 30, 2012**. The electronic nomination must also be completed by January 30, 2012.

1. Complete the electronic nomination within the ICAP system. Print the application screen for the position(s) you are applying for, and send it with the rest of the package. (Attachment B has the instructions on how to gain access to the system and how to print this page.) The ICAP system can be accessed through the following link:
www.nwportal.fs.usda.gov
2. Attach a record of experience and training for the position, including at least the last five years. The IQCS Master Record is required for federal applicants. Cooperators not utilizing the Incident Qualifications and Certification System must include a letter from their Chief certifying their qualification for the position.
3. Attach a signed copy of your latest Red Card.

Qualifications: All applicants MUST meet qualifications using the current National Wildfire Coordinating Group (NWCG) Wildland Fire Qualifications Guide 310-1 (June, 2009), USDA-Forest Service Handbook 5109.17, California Incident Command Certifications System (CICCS) or California Department of Forestry and Fire Protection 4039. A copy of the most current Red-Card must be provided for Federal Applicants. Cooperators not utilizing the Incident Qualifications and Certification System must include a letter from their Chief certifying their qualification for the position. Forest Service employees must get approval through their Forest Supervisor.

Selection Criteria: This advertisement is seeking nominations of highly qualified and motivated individuals to perform as incident management team members of a California Interagency Type 1 or 2 Incident Management Teams. Applicants will be considered only if 1) the candidate applies through the electronic ICAP system and 2) a complete application package is received by the agency representative by the due date including the record of experience and training for the position (IQCS or equivalent), copy of the latest Red Card, and complete electronic application.

Duration: The selected candidates will fill the IMT position for 3 years. After this time personnel will be required to re-apply. Starting in 2009, the California IMT time tenure was reduced from 5 years to 3 years. For example, applicants who were selected spring of 2007 must reapply this year as well as applicants who were selected spring of 2009. Individuals who are ADs or mentees must reapply every year.

Methods of evaluation and selection of new IMT members: The Incident Commander for each team is responsible for applying ranking criteria to determine the best-qualified candidates and selecting qualified individuals. Final roster approvals will be made by the CWCG Operations Committee. Selections will be made solely on the basis of merit, fitness, and qualifications. All applicants will receive consideration without regard to race, color, age, sex, marital status, religion, national origin, political affiliation, handicap, or other non-merit factors.

2. Current IMT Members: The electronic ICAP database population for members who have time remaining on their tenure will be required this year; however the previous tenures will be honored. Follow the directions in Attachment B, as if you were applying. The only difference is that there is no requirement to send in qualification records. Again, individuals with time remaining on their current IMT tenure will automatically be placed on the team roster in the position they currently occupy. Dale Guenther, ICAP database administrator, is available to help people through the process if needed. He can be reached at 503-808-2188. This database population needs to be completed by January 30, 2012. The ICAP system can be accessed through the following link: www.nwportal.fs.usda.gov, and attachment B has specific information on how to obtain a login and password.

General questions may be directed to the Chair of the California Operations Committee, Jessica Wade, at 916-978-6181 or questions regarding the ICAP system, Dale Guenther at 503-808-2188.

A handwritten signature in blue ink that reads "Willie Thompson". The signature is fluid and cursive, with the first name "Willie" and the last name "Thompson" clearly legible.

Willie Thompson
Chair, California Wildland Fire Coordinating Group

Attachment A – Agency Representatives

Attachment B – ICAP access instructions

Attachment A - Agency Representatives

FOREST SERVICE EMPLOYEES - USDA, Forest Service 3237 Peacekeeper Way McClellan Ca. 95652 PH: 530-226-2719 EMAIL: atorrez@fs.fed.us
Attention: Art Torrez

BUREAU OF LAND MANAGEMENT EMPLOYEES - Bureau of Land Management - California State Office, Branch of Fire Aviation Management, 2800 Cottage Way Room W-1623, Sacramento, CA 95825
PH: 916-978-4437 EMAIL: smarouk@blm.gov
Attention: Sam Marouk

NATIONAL PARK SERVICE EMPLOYEES - National Park Service, Pacific West Region Office, PO Box 500, Hathaway Pines, CA 95233
PH: 209-795-1381 ext 323 EMAIL: sid_beckman@nps.gov
Attention: Fire Management, Sid Beckman

BUREAU OF INDIAN AFFAIRS EMPLOYEES - Bureau of Indian Affairs, 2800 Cottage Way, Rm W-2820, Sacramento, CA 95825
PH: 916-978-6066 EMAIL: Yvonne.jones@bia.gov
Attention: Yvonne Jones

FISH AND WILDLIFE SERVICE EMPLOYEES – Fish and Wildlife Service, Branch of Fire Management, 2800 Cottage Way Suite W-2606, Sacramento, CA 95825
PH: 916-978-6181 EMAIL: Jessica_wade@fws.gov
Attention: Jessica Wade

STATE OF CALIFORNIA EMPLOYEES – CAL FIRE, PO Box 944246, Sacramento, CA 944246
PH: 916-657-4549 EMAIL: Kevin.Guerrero@fire.ca.gov
Attention: Kevin Guerrero

COOPERATING FIRE AGENCIES (All local government applicants) – California Emergency Management Agency 3650 Schriever Ave. Mather, Ca 95655
PH: 916-845-8711 EMAIL: brian.woodbeck@calema.ca.gov
Attention: Brian Woodbeck

Attachment B – Quick Start Guide for ICAP

Quick Start Guide for ICAP

To access the Incident Command Application (ICAP) system for submitting IC Team applications, we have developed a web: www.nwportal.fs.usda.gov. Access to this site is controlled through the USDA eAuthentication access control system. Anyone, from any agency or private individual, can create an eAuthentication account.

Creating a new eAuthentication Account

Step 1: Establishing Personnel Access

FIRST TIME USER

All users must obtain a **Level 1** security clearance through the US Department of Agriculture (USDA) eAuthentication process. USDA eAuthentication is the system required by USDA agencies to enable customers to get accounts that will allow them to access USDA Web applications and services via the Internet through an User Identification (User ID) and Password system. This process ensures the identity of those who access the system and what they should be allowed to access.

To obtain a login for NWPportal, go to this website:

<http://www.nwportal.fs.usda.gov>

Move your cursor to “  ” in the  box.

USDA United States Department of Agriculture
USDA eAuthentication

login : V2
password :

Home About eAuthentication Help Contact Us Find an LRA

Quick Links

- What is an account?
- Create an account**
- Update your account

Administrator Links

- Local Registration Authority Login

Create an Account

What Level of Access do you need?

If you are a **USDA Federal Employee**, the **USDA Employee Create an Account** page will take you through the steps to create a USDA eAuthentication Employee Account.

If you are a **USDA customer (Users who are not USDA Federal Employees)**, you should answer the following questions to determine if you need Level 1 or Level 2 account access:

Would you like to interact with the USDA doing the following?

- Conducting official electronic business transactions via the Internet?
- Entering into a contract with the USDA?
- Filling out and Submitting electronic forms or applications for USDA via the Internet?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with **Level 2 Access**.

If you already have a Level 1 eAuthentication account and need Level 2 Access, then **log into your profile** and select "Apply for Customer Level 2 Authentication". No need to create a new account, simply upgrade from Level 1 to Level 2.

Would you like to interact with the USDA doing the following?

- Utilizing an application or USDA web portal that indicates a Level 1 account is needed?
- Obtaining general information about a specific USDA agency?
- Participating in public surveys for a USDA agency?

If you answered YES to 1 or more of these questions, you will need to register for an eAuthentication account with **Level 1 Access**.

eAuthentication Home | USDA.gov | Site Map

Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

Follow the instructions for obtaining LEVEL 1 security. Although the screen indicates your choice could be Level 1 or Level 2, Create a LEVEL 1 account.

USDA United States Department of Agriculture
USDA eAuthentication

login : V2
password :

Home About eAuthentication Help Contact Us Service Centers

Quick Links

- What is an account?
- Create an account**
- Update your account

Employee Links

- Local Registration Authority Login

Create an Account

Level 1 Access Create an Account Help
Step 1 of 2

If you are a USDA Federal Employee, you should continue with the USDA eAuthentication **Employee Create an Account** process.

Public customers should complete the information below to create a USDA account. All required fields are marked by an asterisk (*).

Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*: 6-20 characters

Password*: 4-10 characters

Confirm Password*:

First Name*:

Middle Initial:

Last Name*:

Home Postal/Zip Code:

Country Name*:

Email*:

Confirm Email*:

You will be asked to enter all required fields marked by an * (User ID, password, first name, last name, country and e-mail address). Click on "Continue."

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Service Centers

Create an Account

Level 1 Access
Step 2 of 2

Verify your Level 1 access information.
Click the Back button to make changes or click the Submit button to create your account with Level 1 access.

User ID: fireboy
Password: ** Not Shown **
First Name: Dan
Middle Initial: Barrett
Last Name: Barrett
Home Postal/Zip Code: United States
Country Name: United States
Email: c_green@hotmail.com

Back Submit

eAuthentication Home | USDA.gov | Accessibility Statement | Privacy Policy | Non-Discrimination Statement

If all of the information is correct, you need to "Submit" in order to complete the registration process.

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Service Centers

Create an Account

Level 1 Access Confirmation

Please print this page for future reference.

Congratulations Don Jensen! You have successfully created a USDA account with Level 1 access.

The User ID you created is : fireboy
The email address you provided is: lgroven@fs.fed.us

You should receive a confirmation email within 1 hour from eAuthHelpDesk@usda.gov with the subject line of 'Activate Your USDA Account with Level 1 Access within 7 Days'

If after 24 hours you do not receive the confirmation email:

1. Check your email provider filters.
2. Check your personal email filter settings.
3. Contact the eAuthentication helpdesk at eAuthHelpDesk@usda.gov. Please provide your User ID, first and last name, and email address.

To activate your account, you must click on the activation link provided in the confirmation email within **7 days**. Be sure to follow the instructions provided in the confirmation email to activate your account with Level 1 access.

• **NOTE: If you do not confirm your account within the required 7 days, your account will be terminated and you will have to start the entire process over again.**

Continue

eAuthentication Home | USDA.gov | Accessibility Statement | Privacy Policy | Non-Discrimination Statement

Once you have submitted this information you will be notified via e-mail of your registration. This is usually immediate.

Step 2: Confirm your Account – You will get an electronic message to your e-mail address confirming your application to the eAuthentication process similar to the following:

Congratulations fireboy

You have successfully created a USDA eAuthentication account with Level 1 access.

Please print and retain this message for future reference.

The User ID you created is: fireboy The email address you provided is: lgrover@fs.fed.us

Before you can use your account with Level 1 access you must do the following:

1. **Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 1 access.**
2. **Activate your account within 7 days of the receipt of this email.**
3. Click [ACTIVATE MY ACCOUNT](#)

NOTE: If you do not click on the "Activate My Account" link within the required 7 days, your account will be terminated and you will have to start the entire process over again.

Once you have activated your account you will have immediate access to the USDA portals and applications that accept accounts with Level 1 access.

You can view or update your account information by clicking [UPDATE YOUR ACCOUNT](#). You can also access your account information from the USDA eAuthentication web site at <http://www.eauth.egov.usda.gov>.

If you need further assistance, please email the USDA eAuthentication Help Desk at eAuthHelpDesk@usda.gov.

Please include the following information in your email:

Your first and last name

Your eAuthentication User ID

Indicate whether you are a public customer, federal employee, state, or district employee

If you are a federal employee, provide the name of your employing agency

The URL (Web Address) of the Web site or application you were attempting to access

The text of any error messages and a detailed description of the problem

If you have trouble accessing your activation link above, please copy and paste the following link into your browser address bar:

<https://eauth.sc.egov.usda.gov/eAuth/activateUser.do?username=fireboy&str=>

15182714112434-121162724311427-11528-1151413-13028*

Click on "3. [Click ACTIVATE MY ACCOUNT](#)" The following screen will appear.

The screenshot shows the USDA eAuthentication website interface. At the top, it says "USDA United States Department of Agriculture USDA eAuthentication". Below this is a navigation bar with links for Home, About eAuthentication, Help, Contact Us, and Service Centers. The main content area has a green header "Account Activation". Below the header, it says "Thank you, your account has been activated." and "If you are a USDA Federal Employee, no further action is needed." It then provides instructions for public customers: "Please wait approximately 20 minutes from the time of activation before logging into your account." and "If you are a public customer (non USDA Federal Employee) of USDA and are applying for a USDA Account with Level 2 access, you will still need to visit a USDA Service Center for identity-proofing if you have not already." It also states: "If you are a public customer (non USDA Federal Employee) of USDA and are applying for a USDA Account with Level 1 access, no further action is needed." There is a "Close Window" button at the bottom of the main content area. On the left side, there are "Quick Links" and "Employee Links" sections. The footer contains links for eAuthentication Home, USDA.gov, Accessibility Statement, Privacy Policy, and Non-Discrimination Statement.

You are applying for a Level 1 account. No further action is needed. Close this screen. Your account has been activated.


The email mentions waiting 20 minutes before logging, but this is not necessary.

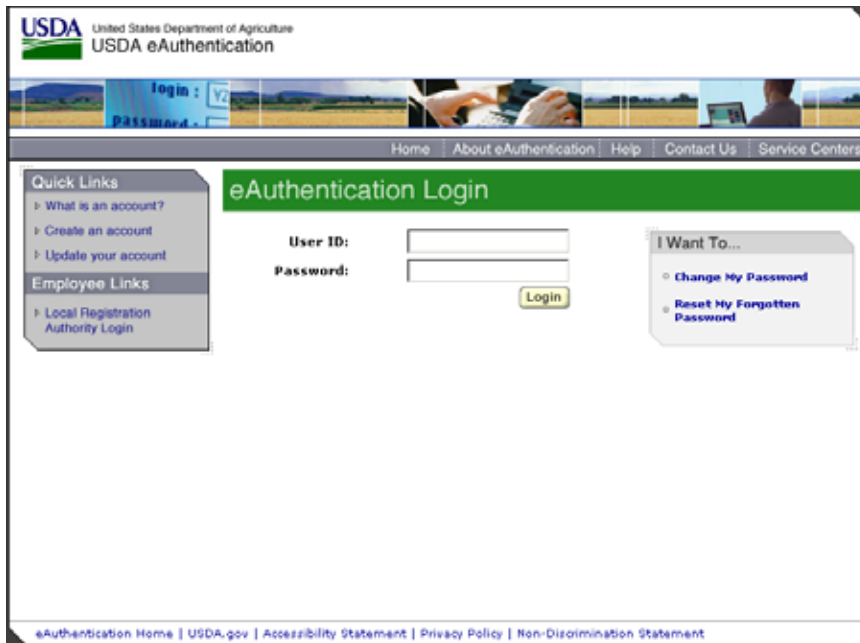
Step 3: Accessing the NWPortal System

After an individual has completed the e-Authentication process (including responding to the e-mail message sent to him/her by e-Authentication) they may begin using the NWPortal system.

The web address is NWPortal is: www.nwportal.fs.usda.gov. You will use this web address for all further access to the NWPortal system.



Click on 



Log in using the 'user ID' and 'password' you established.

Step 4: Selecting NWPportal systems, ICAP.

The first time you access NWPportal you need to request access to the ICAP application. Select 'Request Access to a System', then select the "ICAP - Incident Command Application".

The system manager will review your request and grant access. You will be notified via email.



The next time you enter NWPportal you may enter those system(s).

At this point you may bookmark the location, or save in your Favorites on your browser.

If you have any questions please contact Dale Guenther, dguenther@fs.fed.us, 503-808-2188.

How to apply: Quick Start

Before starting your application we suggest you read the User Guide. This is the first tab in the ICAP system.

Next select the Applicant tab. Here you will complete your contact and supervisor information.

You may now apply for the Team position(s) using the Positions tab. Positions that are open are in green, click the apply button.

California applicants must also print and send in their application, for each position you apply to. To print click the print button at the bottom of the screen. Be sure to also click the Submit Application button, or your application will NOT be submitted.