SOUTHERN AREA INTERAGENCY INCIDENT MANAGEMENT
ANNOUNCEMENT/APPLICATION WEBSITE

ANNOUNCEMENT CLOSES: **September 30, 2015**

OBJECTIVES:

To build and maintain teams of highly qualified and motivated specialists who are able to manage complex emergency operations in a professional and cost effective manner.

DATE AND LOCATION OF POSITIONS:

Individuals selected will be assigned to one of the Southern Area Incident Management Teams. Please indicate which team you are interested in applying for. Assignment(s) will begin approximately **January 1, 2016**

AREA AND LEVEL OF CONSIDERATION:

Employees from participating agencies, states, and cooperators in the Southern Area are encouraged to apply. Individuals applying for trainee or apprentice positions will be considered for those positions only. **Individuals currently serving on our Incident Management Teams in the Southern Area MUST reapply via the electronic ICAP system. Current team members from outside the Southern Area must reapply via the electronic ICAP system.**

Duties:

Individuals selected will be expected to perform at a high level of expertise as a member of an incident management team. Interaction between team members is an absolute necessity when performing in an emergency and often critical incident environment. Specific duties vary with positions and are listed in the Fireline Handbook and Position Taskbook. Individuals, when assigned as team members, will be expected to maintain availability for assignment when called and perform in a satisfactory manner in their assigned position.

TRAINEE/APPRENTICE POSITIONS:

Trainees and apprentices are selected for Southern Interagency Incident Management Teams to develop individuals to become future team members in positions that have an existing or predicted shortage of qualified personnel. The number of trainees and apprentices combined will not exceed 10 on an initial mobilization roster.

Apprentices should have the potential to become qualified for the target position in three to six years. Trainees will generally be assigned for one (1) year and will be assigned to train in the position for which they apply. Upon the recommendation of the Incident Commander, the Southern Area Coordinating Group may elect to retain selected trainees for more than a one year period, dependent upon the achievement of training objectives.

QUALIFICATIONS:

Applicants applying for positions must meet Incident Command System qualification standards as published in the 310-1 Wildland Fire Qualification Guide or the Forest Service 5109.17 Fire and Aviation Qualifications Guide. Individuals must be functionally qualified at the Type 1 or Type 2 (as applicable) level for the positions they apply for and/or fill or indicate on their application that they are applying as an apprentice or trainee. Only material submitted with the formal application will be considered in assessing qualifications. It is the responsibility of the applicant to ensure their qualifications are current and maintained with their dispatch center.

SELECTION PROCESS:

Some of the selection criteria are listed as follows:

- ✓ EXPERIENCE – This is both experience in the position the individual is applying for and experience with teams (Southern or others).
- ✓ OTHER QUALIFICATIONS - the broader the qualifications – the better.
- ✓ AVAILIBILITY – Past availability history.
- ✓ APPLICATION - Completed applications and possible interviews with the selecting official or their designate.

We will continue to strive to improve ethnic, gender, and agency diversity.
The Southern Area Coordinating Group along with the Incident Commanders will meet to review the applications and select the teams.

WHERE TO APPLY:

To complete the on-line application process you must first log in with your eAuthentication credentials. If you do not have eAuthentication credentials, follow the step-by-step instructions on the following pages. If you are a Forest Service employee sign in to eAuthentication and skip to step 3 below. If you have questions about the on-line application process, please contact Tracy Robinson, Southern Area Coordination Center, at 678-320-3002.

THE FOLLOWING INSTRUCTIONS APPLY TO NON-FOREST SERVICE APPLICANTS ONLY

Quick Start Guide for ICAP

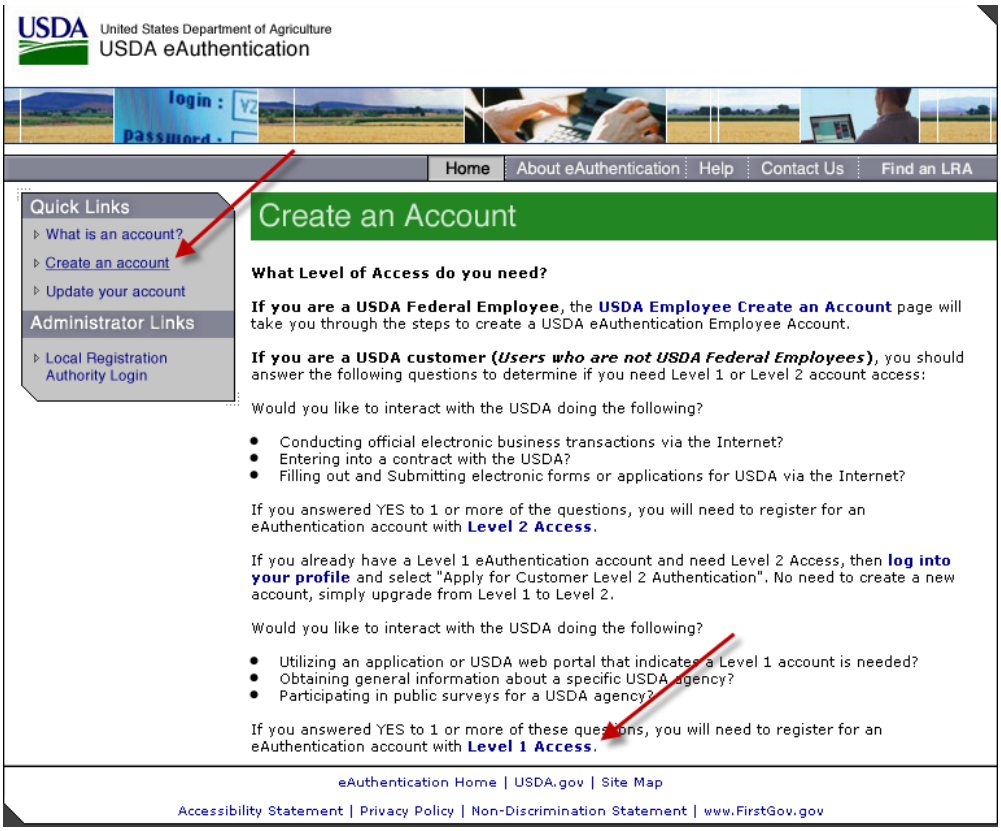
To access the Incident Command Application (ICAP) system for submitting IC Team applications, we have developed a web: www.fireportal.usda.gov. Access to this site is controlled through the USDA eAuthentication access control system. Anyone, from any agency or private individual, can create an eAuthentication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

Creating a new eAuthentication Account
Step 1: Establishing Personnel Access

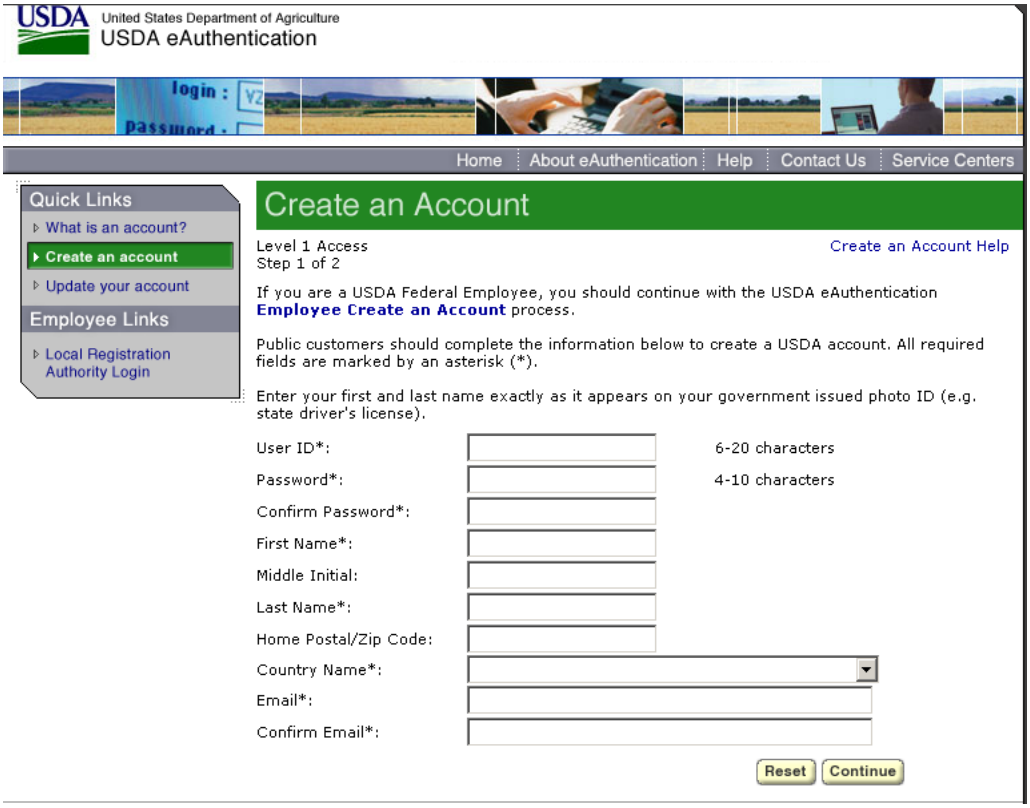
FIRST TIME USER
All users must obtain a **Level 1** security clearance through the US Department of Agriculture (USDA) eAuthentication process. USDA eAuthentication is the system required by USDA agencies to enable customers to get accounts that will allow them to access USDA Web applications and services 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 go to this website: http://www.fireportal.usda.gov

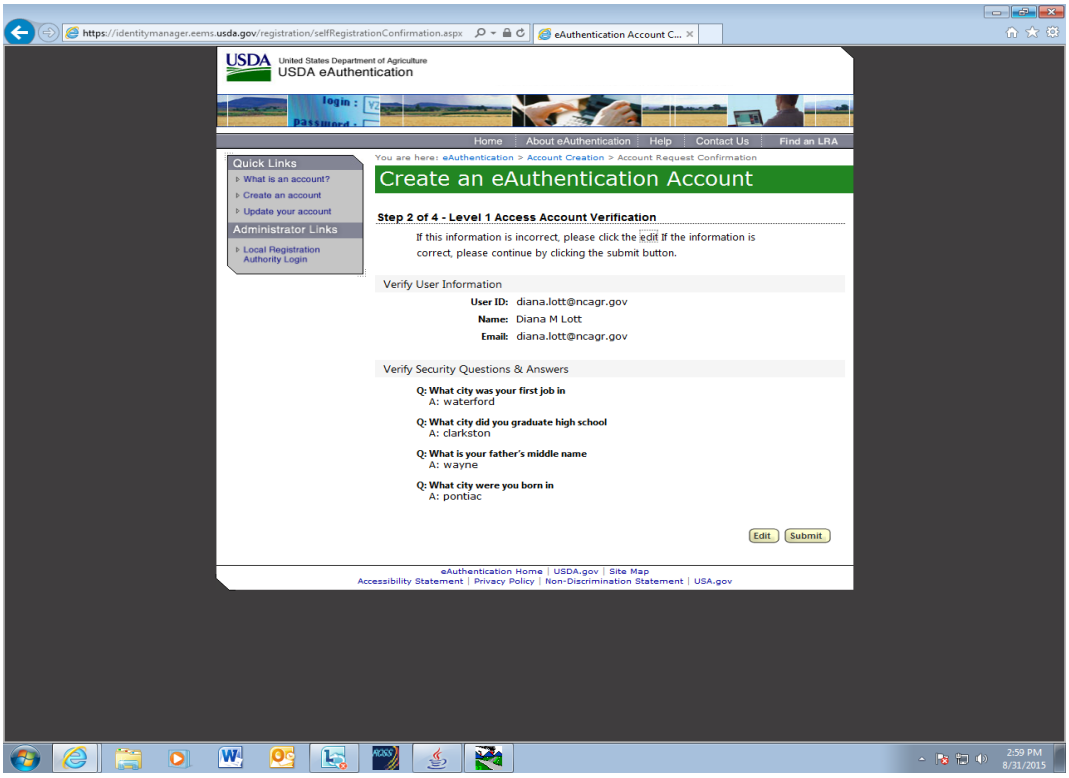
Move your cursor to "▷ Create an account" in the Quick Links box.



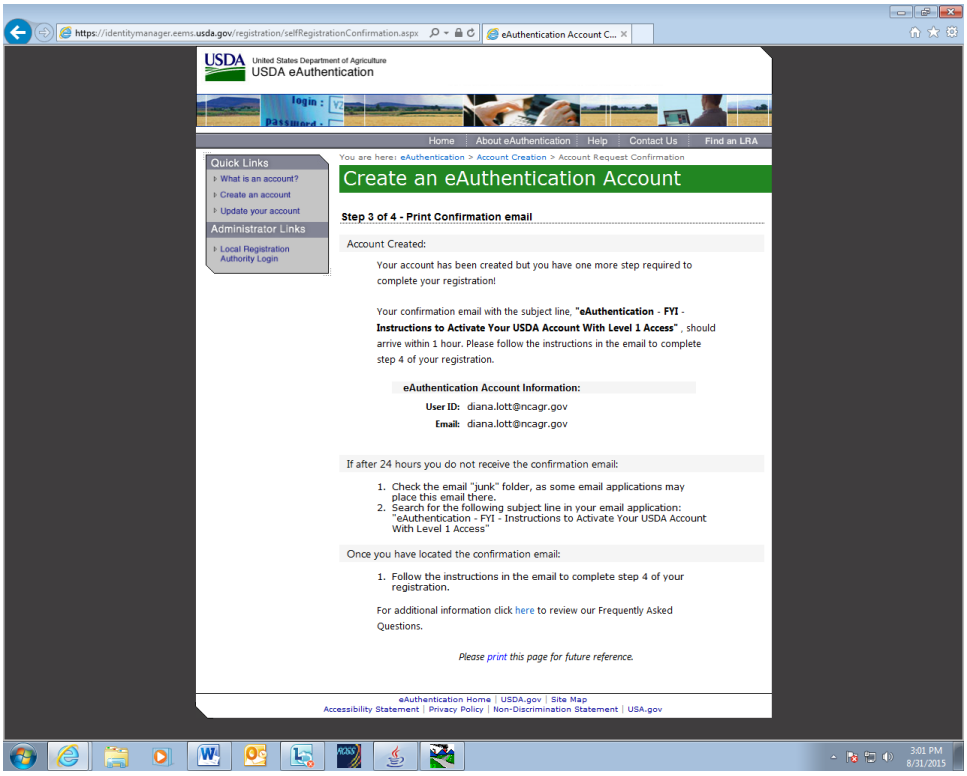
Follow the instructions for obtaining **LEVEL 1** security. Although the screen indicates your choice could be Level 1 or Level 2, **Create a LEVEL 1 account.**



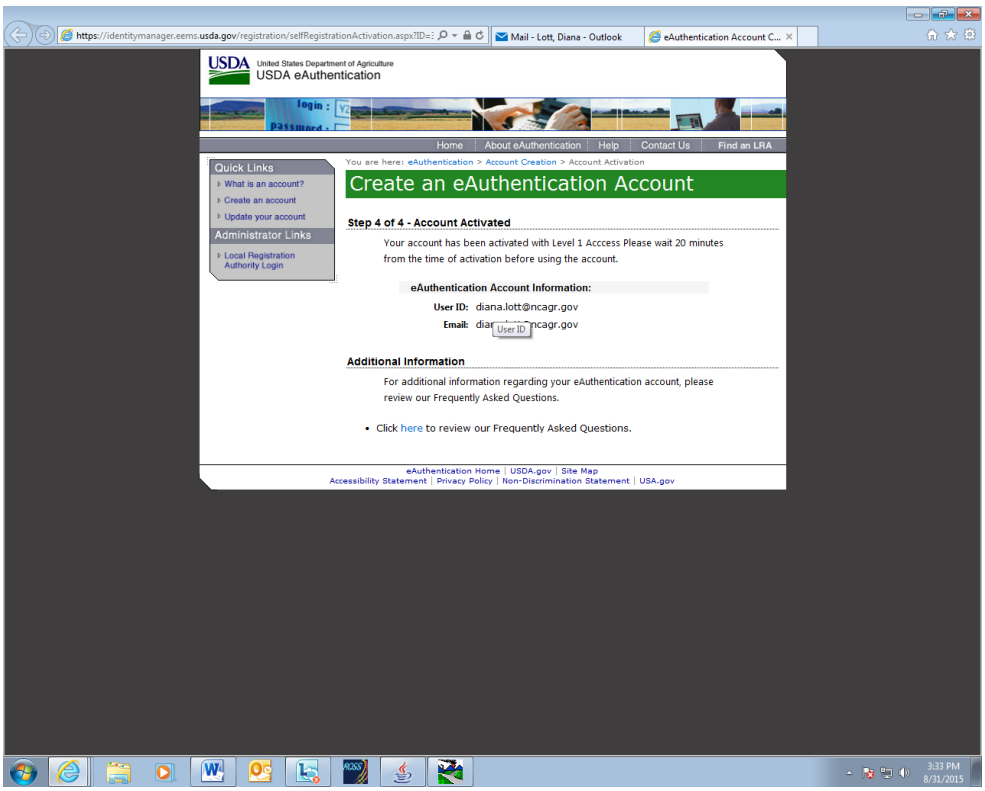
You will be asked to enter all required fields marked by an * (User ID, password, first name, last name, country and e-mail address). Click on "Continue."



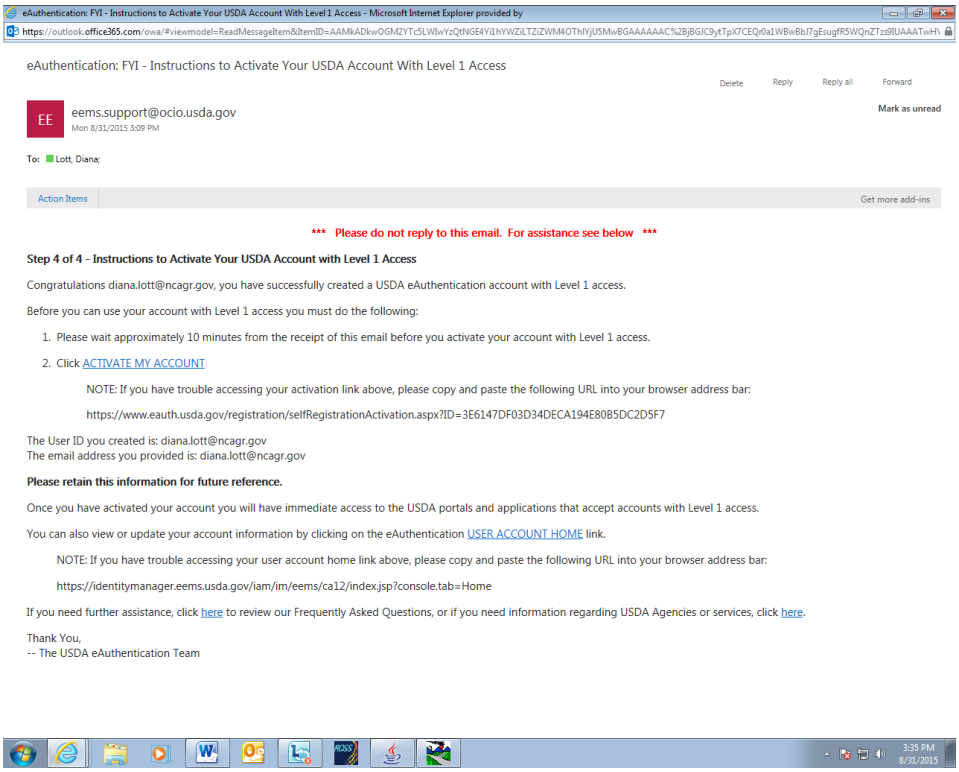
If all of the information is correct, you need to “Submit” in order to complete the registration process.



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:



eAuthentication: FYI - Instructions to Activate Your USDA Account With Level 1 Access - Microsoft Internet Explorer provided by

https://outlook.office365.com/owa/#viewmodel=ReadMessageItem&ItemID=AAMkADkwOGM2YTc5LWIwYzQtNGE4Yi1hYWZiLTZiZWM4OThlYjU5MwBGAAAAAAC%2BjBGJC9ytTpx7CEQr0a1WBwBbJ7gEsugfR5WQnZTzs9IUAAATwH\

eAuthentication: FYI - Instructions to Activate Your USDA Account With Level 1 Access

Delete Reply Reply all Forward

EE eems.support@ocio.usda.gov
Mon 8/31/2015 3:09 PM

Mark as unread

To: Lott, Diana;

Action Items Get more add-ins

*** Please do not reply to this email. For assistance see below ***

Step 4 of 4 - Instructions to Activate Your USDA Account with Level 1 Access

Congratulations diana.lott@ncagr.gov, you have successfully created a USDA eAuthentication account with Level 1 access.

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

1. Please wait approximately 10 minutes from the receipt of this email before you activate your account with Level 1 access.
2. Click ACTIVATE MY ACCOUNT

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

https://www.eauth.usda.gov/registration/selfRegistrationActivation.aspx?ID=3E6147DF03D34DECA194E80B5DC2D5F7

The User ID you created is: diana.lott@ncagr.gov
The email address you provided is: diana.lott@ncagr.gov

Please retain this information for future reference.

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 also view or update your account information by clicking on the eAuthentication USER ACCOUNT HOME link.

NOTE: If you have trouble accessing your user account home link above, please copy and paste the following URL into your browser address bar:

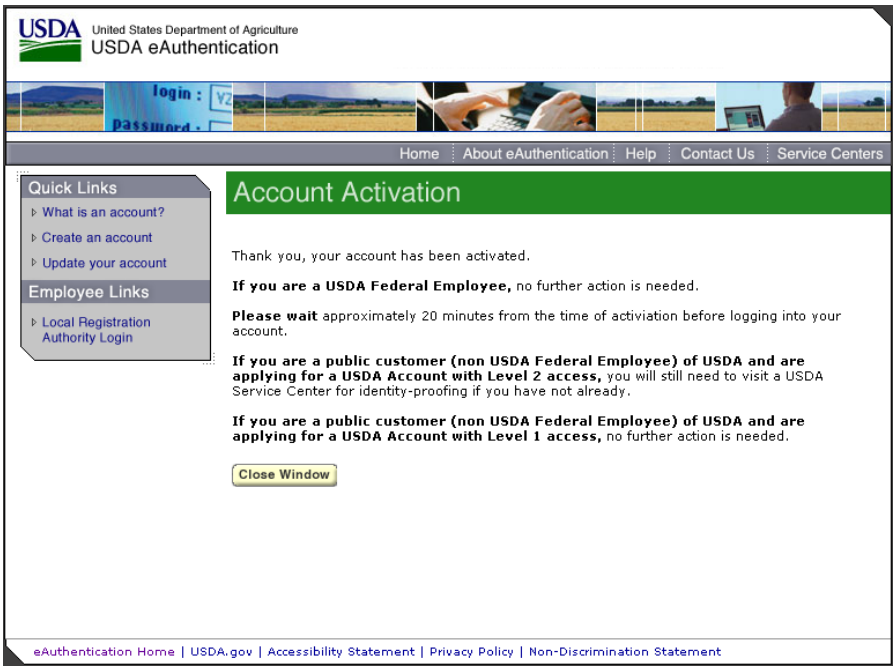
https://identitymanager.eems.usda.gov/iam/im/eems/ca12/index.jsp?console.tab=Home

If you need further assistance, click here to review our Frequently Asked Questions, or if you need information regarding USDA Agencies or services, click here.

Thank You,
-- The USDA eAuthentication Team

3:35 PM
8/31/2015

Click on "3. **Click ACTIVATE MY ACCOUNT**" The following screen will appear.



USDA United States Department of Agriculture
USDA eAuthentication

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

Account Activation

Thank you, your account has been activated.

If you are a USDA Federal Employee, no further action is needed.

Please wait approximately 20 minutes from the time of activiation before logging into your account.

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.

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.

Close Window

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

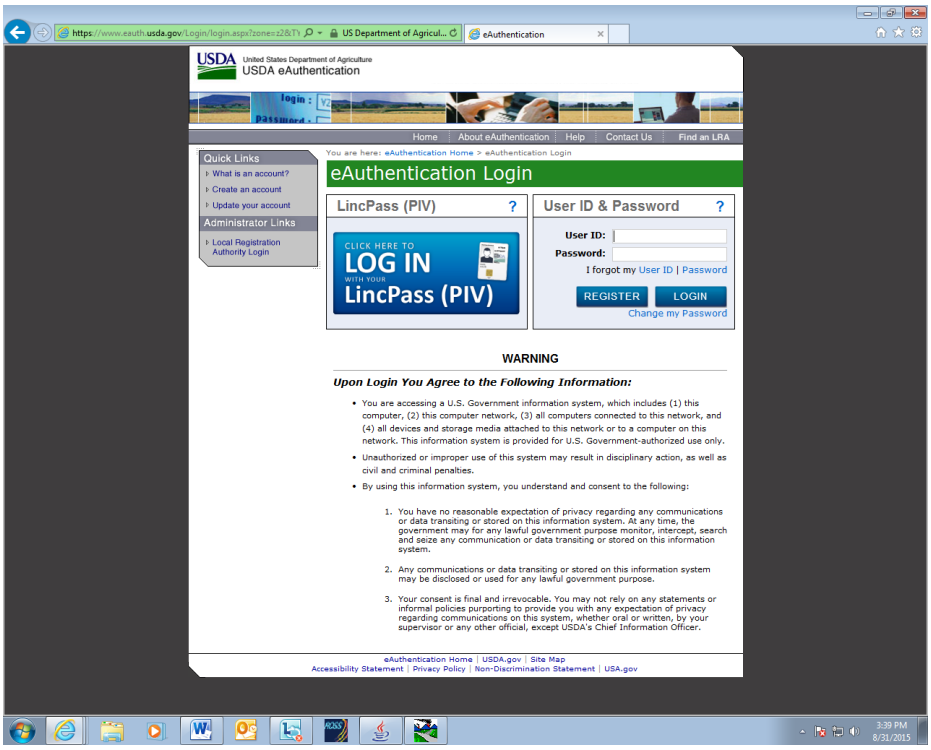
You are applying for a Level 1 account. No further action is needed. Close this screen. Your account has been activated.

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

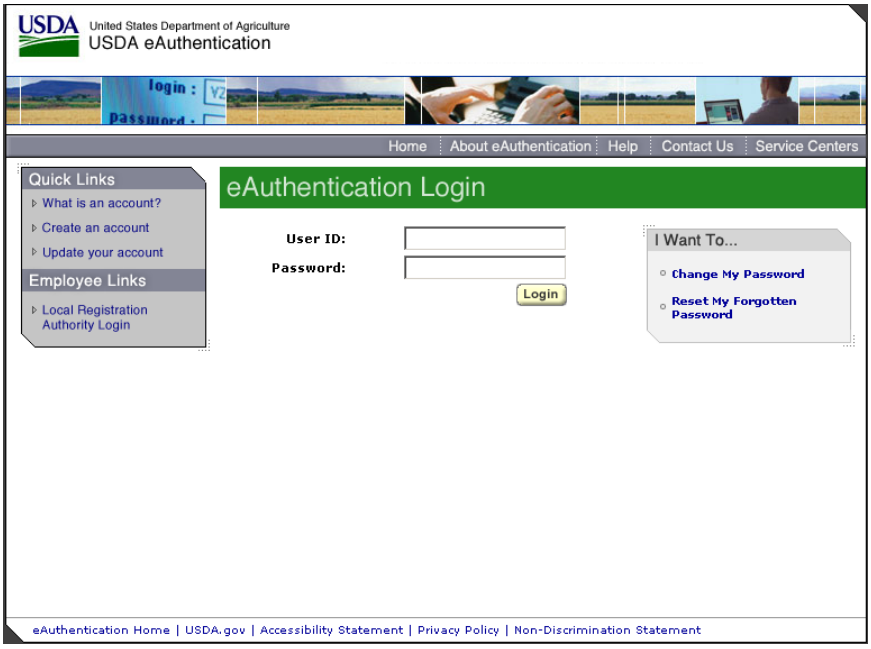
Step 3: Accessing the Fireportal System

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

The web address is: www.fireportal.usda.gov. You will use this web address for all further access.



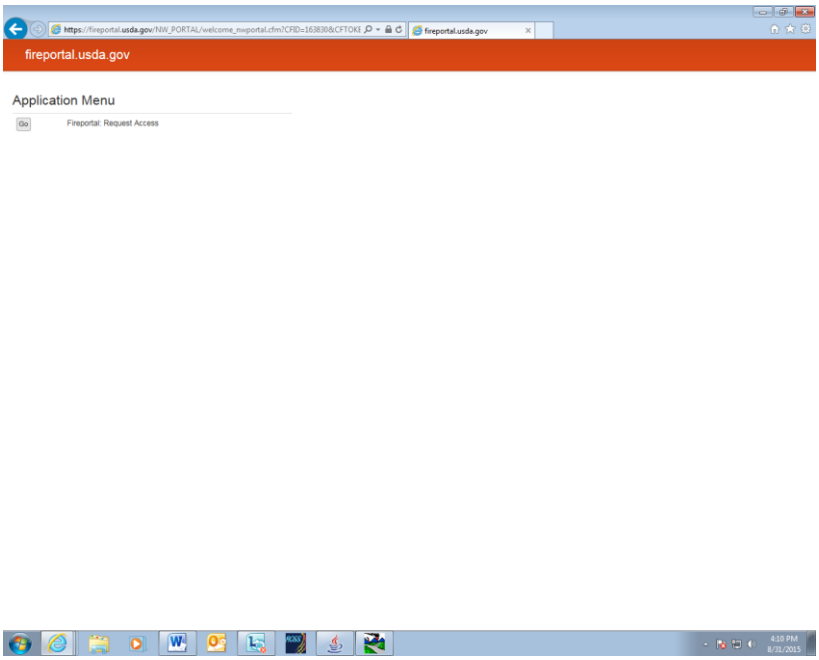
Click on



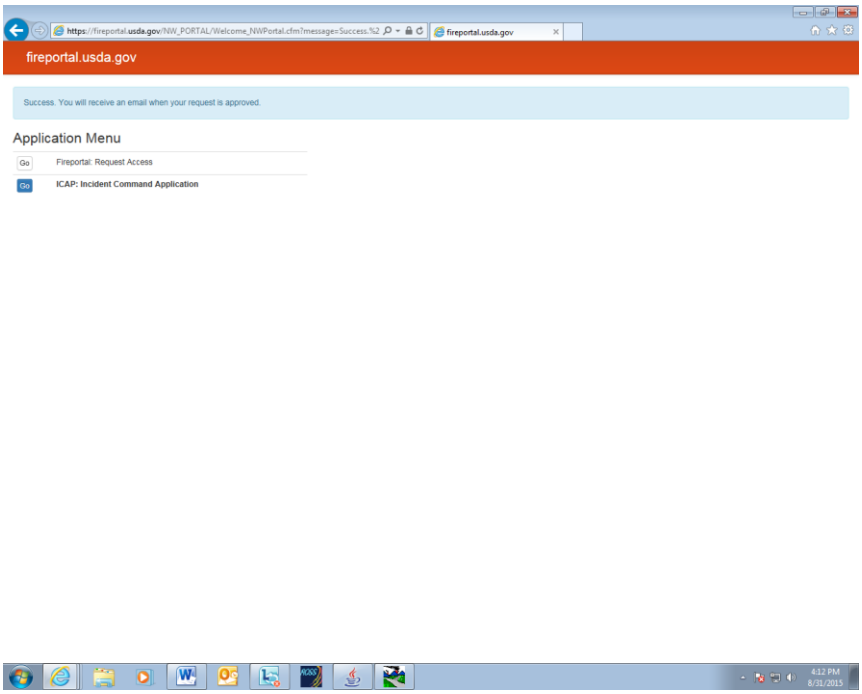
Log in using the ‘user ID’ and ‘password’ you established.

Step 4: Selecting ICAP.

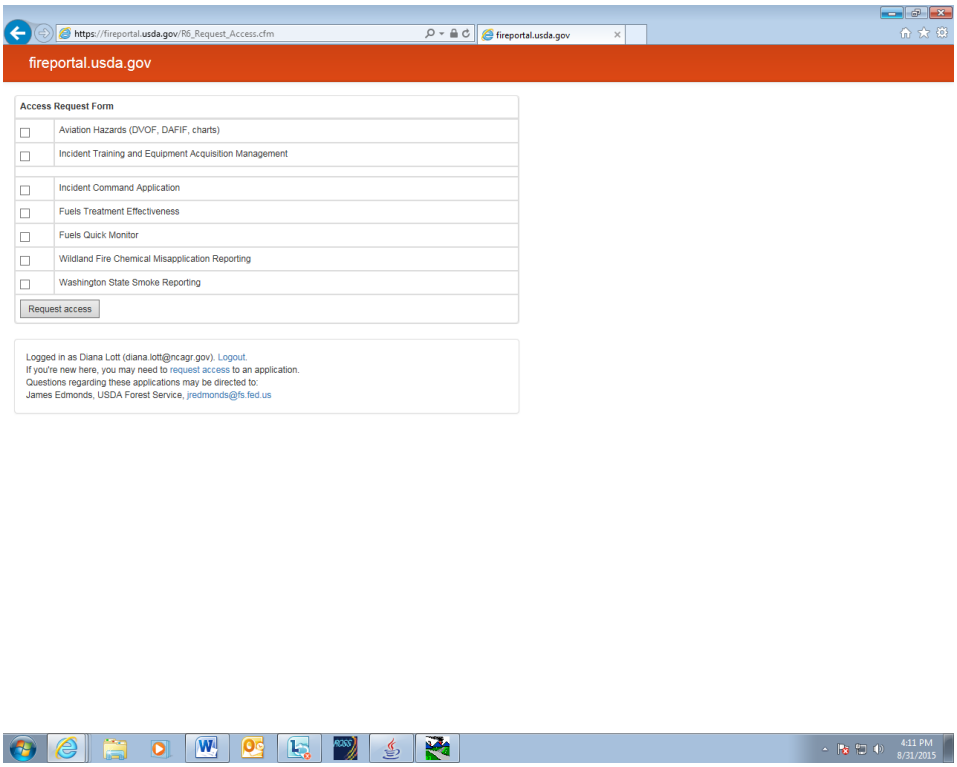
The first time you access fireportal you need to request access to the ICAP application. Select GO at ‘Fireportal Request Access’



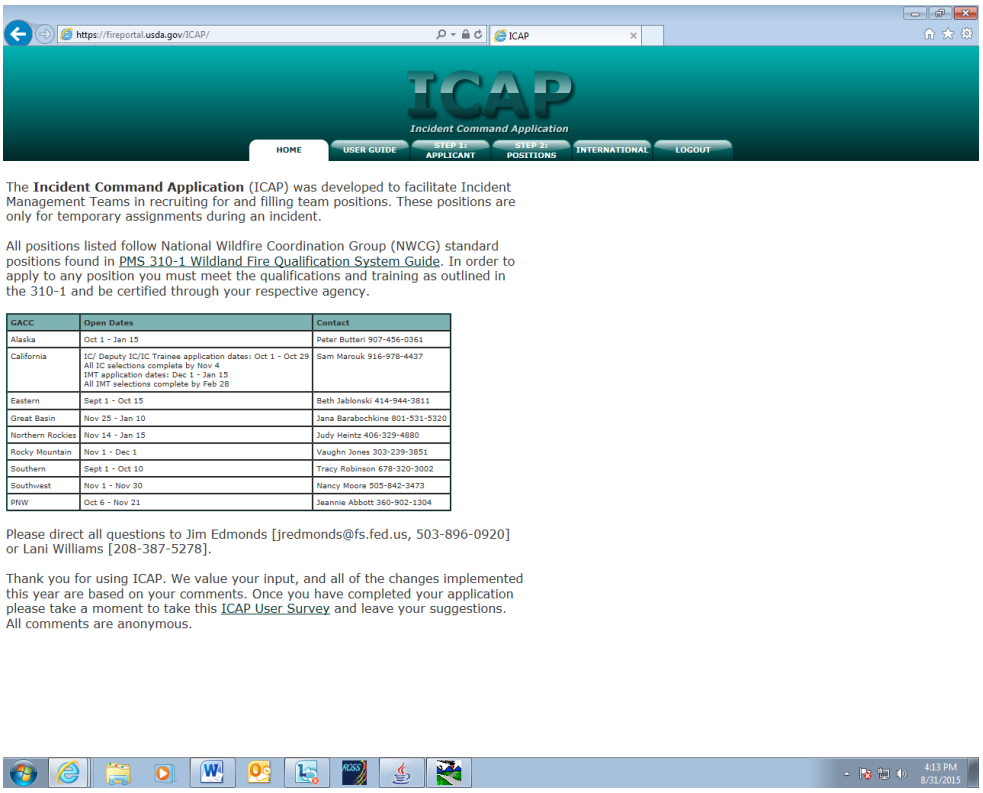
“ICAP - Incident Command Application”. Select GO at ‘ICAP: Incident Command Application’. The system manager will review your request and grant access. You will be notified via email.



Select ‘Incident Command Application’. Click on ‘Request access’.



Click on Step 1: Applicant



The next time you enter FirePortal 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 Jim Edmonds, jredmonds@fs.fed.us, 503-808-2120.