



Southern Area Coordinating Group

Date: August 18, 2014

Memorandum

To: All Interested Applicants

From: Southern Area Multi-Agency Coordinating Group

Subject: Southern Area Incident Management Team (IMT) Membership/
Apprentice & Trainee Program Announcement

REPLY DUE September 30, 2014

The Southern Area Coordinating Group is seeking interested, qualified, and highly motivated applicants from all agencies to fill positions for (2) Type I; and (1) Type II Team in the Southern Area. Consideration for the Red Type I; Blue Type I; or Type II Team positions will depend on candidate's qualifications and, number of applications submitted. All current team members **MUST** re-apply via the electronic ICAP system.

As a member of a Southern Area Incident Management Team, team members will find themselves in an environment characterized by complex wildfires and other all-risk challenges. This provides opportunity and experience in unique team-oriented decision-making situations, as well as development of personal and professional achievement. Southern Area team members are expected to demonstrate the highest level of performance in their positions as well as personality traits. The achievement of Duty, Respect, and Integrity are benchmarks expected of all team members.

Southern Area Incident Management Teams will be selected and announced by the Southern Area Coordinating Group. Incident Commanders may elect to place additional candidates in alternate slots if they are not selected for the primary position for which they applied. It is expected that team members be available for their scheduled team rotations unless prior agreements are made to cover the position.

This announcement also solicits applicants interested in apprentice and trainee program assignments. Selections will be based on positions for which there are a shortage of qualified applicants. Therefore determination of which of these positions will be filled will not be known until the qualified candidates are selected. We normally select trainees in all positions to help in the development of skills and to address the successional staffing requirements for the future.

If you have questions, please direct them to Tracy Robinson, Southern Area Coordination Center, tdrobinson@fs.fed.us or 678-320-3002.

Chair, Southern Area Coordinating Group

Enclosures (1)

Southern Area Incident Management Team Membership Application Instructions.

SOUTHERN AREA INTERAGENCY INCIDENT MANAGEMENT
ANNOUNCEMENT/APPLICATION WEBSITE

ANNOUNCEMENT OPENS: September 1, 2014

ANNOUNCEMENT CLOSES: September 30, 2014

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, 2015**

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.
- ✓ **AVAILABILITY** – 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 for NWPportal, go to this website: <http://www.fireportal.usda.gov>

Move your cursor to “ [Create an account](#) ” in the **Quick Links** box.

The screenshot shows the USDA eAuthentication website. At the top left is the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". Below this is a navigation bar with links for "Home", "About eAuthentication", "Help", "Contact Us", and "Find an LRA". A "Quick Links" menu is open on the left, with a red arrow pointing to the "Create an account" link. The main content area is titled "Create an Account" and contains the following text:

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**.

At the bottom of the page, there are links for "eAuthentication Home", "USDA.gov", "Site Map", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", and "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

Home About eAuthentication Help Contact Us Service Centers

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**

[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: lgrover@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>.

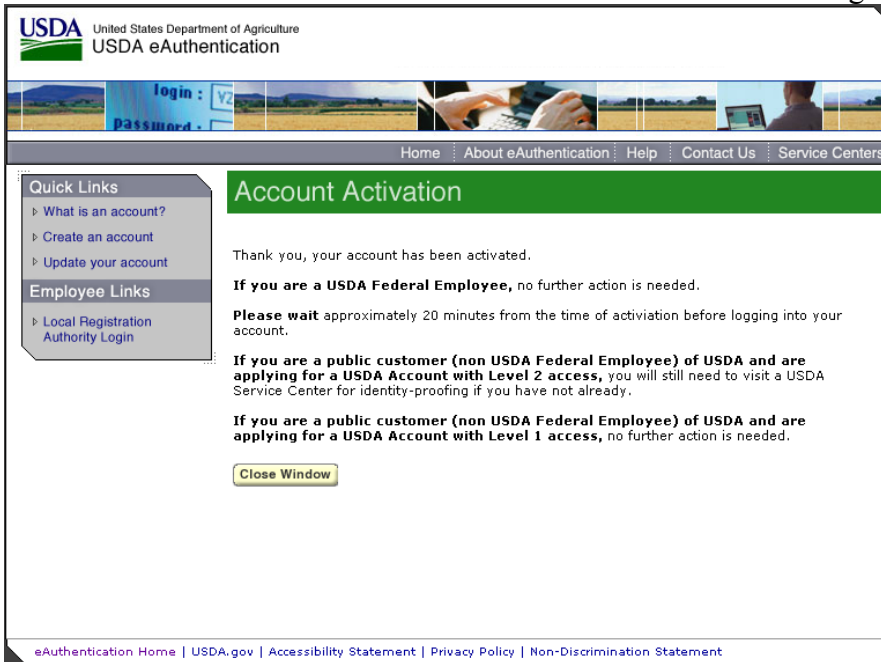
If you need further assistance, please email the USDA eAuthentication Help Desk at eAuthHelpDesk@usda.gov.

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.



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.

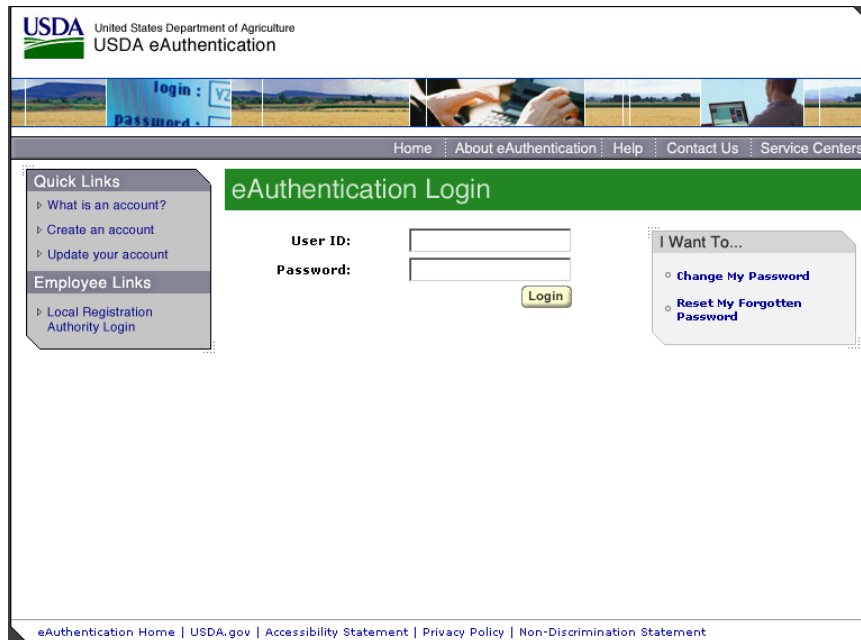
Step 3: Accessing the NWPortal System

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 NWPortal systems, ICAP.

The first time you access NWPortal 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 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 Dale Guenther, dguenther@fs.fed.us, 503-808-2188.