



Pacific Northwest Wildfire Coordinating Group

DATE: October 3, 2016

TO: Individuals Interested in Being Considered for Positions on the Pacific Northwest Interagency Type 1 and Type 2 Incident Management Teams and the Alaska Applicant Pool.

FROM: Randy M. Johnson, Northwest Area Geo Board Chair

SUBJECT: Announcement and application process for the Pacific Northwest Type 1 and Type 2 Interagency Management Teams for 2017 Rotation and the Alaska Applicant Pool

The application process for the 2017 Incident Management Teams (IMT) is now available through the online ICAP system at <https://fireportal.usda.gov>.

The Northwest Area Interagency Incident Management Team Geographic Board (Geo Board) is soliciting applicants to fill the Pacific Northwest Interagency Incident Management Teams (IMTs) including:

- Two (2) Type 1 IMTs
- Eight (8) Type 2 IMTs

The Alaska Wildfire Coordinating Group (AWFCG) is soliciting applicants who are interested and available for the Applicant Pool to support the Type 1 and Type 2 IMTs hosted in Alaska. Supervisor Approval is REQUIRED for any Alaska applications.

Applicants may apply to each team as a primary, job-share, trainee or apprentice.

Applicants interested in being in the alternate pool or trainee pool must apply to the Applicant Pool as a primary or trainee. Applicants to the Alaska Region are able to apply to multiple within Region teams as primary or alternate.

The application period for the IC, Deputy IC and Trainee IC applicants open October 3, 2016 and close October 13, 2016. Team applications will open October 24 after the ICs have been announced and will close January 6, 2017. The Incident Commander and Deputy Incident Commander selections will be announced prior to the October 24 the Team Application opening.

The IMTs serve as the most experienced and knowledgeable forces for large incident management in and out of state and region. A viable incident management community is essential for emergency and wildland fire response.

Your participation as a primary, alternate, or trainee team member is important on a statewide and national level. We hope to see increased participation and individual advancement as the IMT program continues to grow.

Supervisors are encouraged to support individual applicants and their participation on a team if selected. If you have any questions please, contact your AWFCG or Geo Board representative.

**ALASKA / PACIFIC NORTHWEST INTERAGENCY
INCIDENT MANAGEMENT TEAMS
2017 ANNOUNCEMENT/APPLICATION**

The Incident Command Application Program (ICAP) will be utilized to apply to the Alaska and PNW Type 1 and Type 2 teams collectively referred to as IMT. Instructions for accessing and using this system are covered below. The goal of ICAP is to implement an easy to use system, which will greatly reduce the workload in managing applications. After team selections are made we will send an anonymous survey to determine the success of this system, and how it can be improved.

ANNOUNCEMENT DATES:

The application period for the IC, Deputy IC and Trainee IC applicants are open as of this announcement and close October 13, 2016. All remaining applications will open October 24 after the ICs have been announced and will close January 6 2017. Team selections will be made on January 20, 2017

OBJECTIVES:

To establish and maintain Type 1 Interagency Teams, and Type 2 Interagency Teams of highly qualified and motivated specialists to work for agency administrators to accomplish defined incident objectives through safe, effective and efficient management of complex incidents. IMTs have a primary mission of serving the wildfire suppression and other incident needs of agency administrators within Alaska and the Pacific Northwest. Operational guidance is provided by the AWFCG and the Geo Board accordingly.

IMTs are available for assignment to incidents of any kind and outside of Pacific Northwest under specific circumstances as defined by policy. A maximum of 50 positions will be filled for each of the teams: 27 standard positions and six trainees identified in the National Mobilization Guide and the remaining 17 positions that may be utilized to fill non-standard positions. Two additional S-520 apprentices are approved for the Type 1 teams.

ICs and Deputy ICs are assigned for a term not to exceed three years, with annual evaluation. All other team positions are for a one-year commitment. **Applicants should only apply as a primary team member for one team.**

DUTIES:

All applicants are expected to commit and perform at a high level in the position for which they serve. Respectful and effective interaction among team members is an absolute necessity when performing in an emergency incident environment. Specific qualifications for positions are listed in the NWCG Wildland and Prescribed Fire Qualification System Guide (PMS 310-1). A list of positions that may be filled from this announcement is provided on page 6.

Primary Team Members are expected to be available for assignment when called and to perform in a satisfactory manner on assignments. Calls for assignments could begin as early as February 2016 and may continue for the remainder of the year or until the recruitment process for 2017 is completed. With few exceptions, individual incident assignments are for a maximum of 14 days, exclusive of travel.

Team trainees are persons working toward completing a position task book and who are highly interested in becoming fully qualified through experience and training gained on incidents of Type 2 or Type 1 complexity.

The ICs and section chiefs jointly assign trainee positions to their respective teams. These are normally positions of critical need for the short- and long-term functioning of the IMTs; people serving in these positions are expected to complete assigned task books and training as their single top priority; they are assigned to a team for up to one year under the same conditions as applicable to standing team members. Once certified as qualified, a person leaves the IMT and joins the Applicant Pool for the remainder of the season; the IC and Geo Board may then assign another trainee to that IMT.

Applicant Pool members are either fully-qualified or trainee-qualified individuals available for assignments on IMTs when opportunities arise. Applicant Pool members are not expected to maintain the same degree of availability required of standing team members.

An Applicant Pool trainee is assigned to an IMT for a single incident, performs and receives an evaluation, and returns to the Applicant Pool. The Board determines relative priorities among individual trainees for specific ICS positions, and tracks resulting training assignments.

Apprentices differ from trainees in that they have an interest in IMTs but lack the experience or prerequisite training necessary to be issued a position task book for a specific ICS position. The objective of apprentice assignments is accelerated career development of the individual and eventual qualification for assignment to IMTs. Apprentices will have a development plan outlined after the first assignment that identifies a target position; they will gain sufficient experience and complete prerequisite training necessary for the issuance of a PTB one year after first assignment as an apprentice. The objective is to complete the apprentice phase in one year. Apprentices come from PNWCG firefighting agencies and are nominated by management referral (Geo Board, agency administrators or incident commanders).

QUALIFICATIONS:

Except for Apprentices, applicants applying for positions must meet ICS qualifications standards as published in the NWCG Wildland and Prescribe Fire Qualification System Guide (PMS 310-1). Only information submitted with the formal application is considered when assessing qualifications.

AREA AND LEVEL OF CONSIDERATION:

Applicants from each PNWCG participating agency will be given full consideration.

APPLICATION REQUIREMENTS:

The following information is required of each applicant. You must apply on-line using ICAP. Failure to complete and submit all required information may result in non-selection.

1. Application: Electronic completion of the ICAP information. If the applicant is applying for more than one position they must apply to each position individually within the ICAP application. Prioritize your position choice(s) in the Experience narrative of ICAP.
2. Unit Fire Qualifications Coordinator's verification of your fire qualifications.
3. Supervisor's and Agency Administrator's verification of your availability.

SELECTION PROCESS:

Candidates will be evaluated on: certification of fire qualifications; their Agency Administrator's verification of availability; other information provided in the application and possible interviews.

Individuals are selected on the basis of merit, fitness, qualifications and interagency integration goals established by the Geo Board. 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.

- The Geo Board will select incident commanders and deputy incident commanders.
- The selected ICs will review applications for command and general staff candidates and make selections in consultation and with concurrence of the Geo Board.
- The ICs will review applications and select other team members.
- Trainee positions will be filled by the ICs in consultation and with concurrence of the Geo Board.
- S-520 Apprentices will be selected by the PNWCG Operations Working Team in consultation and with concurrence of the ICs for Type 1 teams.

Candidates not selected for a team position will be placed in the Applicant Pool unless their application specifies otherwise. The Geo Board chair in conjunction with the specific team IC will be responsible for notifying applicants of selection or non-selection.

WHEN AND WHERE TO APPLY:

The application period for the IC, Deputy IC and Trainee IC applicants opens October 3, 2016 and closes October 13, 2016. Team applications will open October 24, 2016 after the ICs have been announced and will close January 6, 2017.

ICAP will be utilized to apply to all team positions. If you wish to be considered for multiple positions, you will need to apply for each position and prioritize your choice(s) in the Experience narrative of ICAP.

Quick start instructions for applying:

- 1) The online application ICAP requires that you first set up an ID and password. This insures your application is secure. This process is very quick, and takes a few moments. Instructions are attached for creating your account. Be sure to request LEVEL 1 (one) access.
- 2) Once you have created an account you may then request access to ICAP, by logging in to the web site below, and selecting ICAP.
- 3) You are now ready to apply. Log in again to this same web site and you may then fill out your application (contact information and qualifications) once, and then apply for position(s).

The on-line application is available at: <https://fireportal.usda.gov>

For procedural or qualification questions regarding the application process, please contact your agency's Geo Board Representative below.

NAME	REPRESENTING	POSITION	EMAIL	PHONE
Carol Benkosky	BLM	Line Officer Representative	cbenkosk@blm.gov	541-416-6730 office
Bob Johnson	PNWCG Liaison to the NW Geo Board	Wildfire Division Manager WA DNR	bob.johnson@dnr.wa.gov	360-902-1316 office
Randy Johnson	Washington Fire Service	Fire Chief, Spokane County FD #4	randyj@scfd4.org	509-467-4500 office
Rob MacWhorter	USFS	Rogue/Siskiyou Forest Supervisor	rmacwhorter@fs.fed.us	541 618-2030 office
Joe Reinarz	USFS	NIMO	jreinarz@fs.fed.us	541-219-0094 office
Brian Goff	USFS	IC Council Representative	blgoff@fs.fed.us	541-278-3748
Bill Slosson	Washington Fire Marshal	Chief Deputy State Fire Marshal	william.slosson@wsp.wa.gov	360-596-3928 office
Scott Stanton	Oregon Fire Service	Chief, Umatilla County FD #1	sstanton@ucfd1.com	541-567-8822 office
Kevin Martin	PNWCG Liaison to the NW Geoboard	Dir. For Fire, Fuels and Aviation, Pacific Northwest and Alaska Regions	kdmartin@fs.fed.us	503-808-2143 office
Karen Swearingen	ODF	Fire Operations Manager	karen.swearingen@oregon.gov	503-945-7437 office
John Szulc	BIA	NW Region Assistant FMO	john.szulc@bia.gov	503-231-6797 office
Dan Foster	NPS	Superintendent Lake Roosevelt NRA	dan_foster@nps.gov	509-754-7812 office
John Kaikkonen	WDNR	Deputy Div Manager, Wildfire Division, WA DNR	john.kaikkonen@dnr.wa.gov	office 360-902-1300
Chuck Turley	WDNR	PC Region Assistant Region Manager	chuck.turley@dnr.wa.gov	360-575-5002 office

For questions specific to applying for the Alaska Applicant Pool please contact:

Jason (Jake) Dollard

Regional Fire Management Officer Alaska

Bureau of Indian Affairs

(d) (907) 586-7404

(c) (907)209-0105

jason.dollard@bia.gov

Pacific Northwest Interagency Incident Management Team

This announcement solicits applicants for the following positions for the teams

Type 1 / 2 Long Team Configuration (Total of 27 positions, plus 6 IC identified trainees)

(2014 National Mobilization Guide Chapter 60)

IC – Incident Commander

DPIC* – Deputy Incident Commander

FBAN – Fire Behavior Analyst

SOF- Safety Officer

PIO – Public Information Officer

OSC – Operations Section Chief (2 ea.)

AOBD – Air Operations Branch Director

PROC - Procurement Unit Leader

PSC - Planning Section Chief

LSC - Logistics Section Chief

RESL - Resource Unit Leader (2 ea.)

SITL – Situation Unit Leader

ASGS – Air Support Group Supervisor

FSC - Finance Section Chief

TIME -Time Unit Leader

ATGS – Air Tactical Support

DIVS – Division Group Supervisor (4 ea.)

COMP - Comps/Claims Unit Leader

COML – Communications Unit

SPUL - Supply Unit Leader

FACL - Facilities Unit Leader

GSUL - Ground Unit Leader

* The DPIC position is authorized on In-State mobilizations

The additional 17 positions being solicited for filling within this announcement are located within the ICAP and will be filled at the IC's discretion.

2017 Alaska / Pacific Northwest Interagency Incident Management Team Formation Timeline
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October 3, 2016	Geo Board and AWFCG approves 2016 IMT recruitment application process and 2017 IMT recruitment period opens
October 13, 2016	Recruitment period closes for 2017 IC, Deputy IC and Trainee applications
October 18, 2016	IC selections are completed
October 24, 2016	Team positions are opened for application
January 6, 2017	Recruitment period closes for 2017 team applications
January 17, 2017	Team Selection Meeting with Geo Board and ICs

USDA eAuthentication access control system

To access the several Web based information sites supported by the PNW, the Fire and Aviation's Management Portal (FAM Portal) has been developed: <https://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

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.

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