

SOUTHERN AREA INTERAGENCY INCIDENT MANAGEMENT
ANNOUNCEMENT/APPLICATION WEBSITE

ANNOUNCEMENT CLOSES: September 30, 2016

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, 2017**

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. **All applicants, including individuals currently serving on our Incident Management Teams in 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 10-12 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 you may see a “Coming Soon” notification when you sign in to eAuthentication -- 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 or tdrobinson@fs.fed.us.

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.

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 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" and "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.**

The screenshot shows the USDA eAuthentication website. The header includes the USDA logo and the text 'United States Department of Agriculture USDA eAuthentication'. A navigation bar contains links for Home, About eAuthentication, Help, Contact Us, and Service Centers. On the left, there are 'Quick Links' (What is an account?, Create an account, Update your account) and 'Employee Links' (Local Registration, Authority Login). The main content area is titled 'Create an Account' and 'Level 1 Access Step 1 of 2'. It provides instructions for users and public customers. Below the instructions is a form with the following fields: User ID* (6-20 characters), Password* (4-10 characters), Confirm Password*, First Name*, Middle Initial, Last Name*, Home Postal/Zip Code, Country Name* (dropdown menu), Email*, and Confirm Email*. 'Reset' and 'Continue' buttons are at the bottom right.

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.”

The screenshot shows the 'Create an eAuthentication Account' page, Step 2 of 4 - Level 1 Access Account Verification. The browser address bar shows the URL: https://identitymanager.eems.usda.gov/registration/selfRegistrationConfirmation.aspx. The page title is 'Create an eAuthentication Account'. The breadcrumb trail is 'You are here: eAuthentication > Account Creation > Account Request Confirmation'. The main heading is 'Create an eAuthentication Account' and the sub-heading is 'Step 2 of 4 - Level 1 Access Account Verification'. The instructions state: 'If this information is incorrect, please click the edit. If the information is correct, please continue by clicking the submit button.' The form contains two sections: 'Verify User Information' with fields for User ID (diana.lott@ncagr.gov), Name (Diana M Lott), and Email (diana.lott@ncagr.gov); and 'Verify Security Questions & Answers' with four questions and their corresponding answers: 'What city was your first job in' (waterford), 'What city did you graduate high school' (darkston), 'What is your father's middle name' (wayne), and 'What city were you born in' (pontiac). 'Edit' and 'Submit' buttons are at the bottom right. The footer contains links for eAuthentication Home, USDA.gov, Site Map, Accessibility Statement, Privacy Policy, and Non-Discrimination Statement. The Windows taskbar at the bottom shows the date and time as 2:59 PM on 8/31/2015.

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

The screenshot shows a web browser window with the URL <https://identitymanager.eems.usda.gov/registration/selfRegistrationConfirmation.aspx>. The page is titled "Create an eAuthentication Account" and is at "Step 3 of 4 - Print Confirmation email". The breadcrumb trail is "You are here: eAuthentication > Account Creation > Account Request Confirmation".

Account Created:
Your account has been created but you have one more step required to complete your registration.

Your confirmation email with the subject line, "eAuthentication - FYI - Instructions to Activate Your USDA Account With Level 1 Access", should arrive within 1 hour. Please follow the instructions in the email to complete step 4 of your registration.

eAuthentication Account Information:
User ID: diana.lott@ncagr.gov
Email: diana.lott@ncagr.gov

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

1. Check the email "junk" folder, as some email applications may place this email there.
2. Search for the following subject line in your email application: "eAuthentication - FYI - Instructions to Activate Your USDA Account With Level 1 Access"

Once you have located the confirmation email:

1. Follow the instructions in the email to complete step 4 of your registration.

For additional information click [here](#) to review our Frequently Asked Questions.

Please [print](#) this page for future reference.

At the bottom, there are links for "eAuthentication Home", "USDA.gov", "Site Map", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", and "USA.gov". The system tray shows the time as 3:01 PM on 8/31/2015.

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

The screenshot shows the same web browser window, but the URL is now <https://identitymanager.eems.usda.gov/registration/selfRegistrationActivation.aspx?ID=:>. The page is titled "Create an eAuthentication Account" and is at "Step 4 of 4 - Account Activated". The breadcrumb trail is "You are here: eAuthentication > Account Creation > Account Activation".

Account Activated:
Your account has been activated with Level 1 Access Please wait 20 minutes from the time of activation before using the account.

eAuthentication Account Information:
User ID: diana.lott@ncagr.gov
Email: diana.lott@ncagr.gov

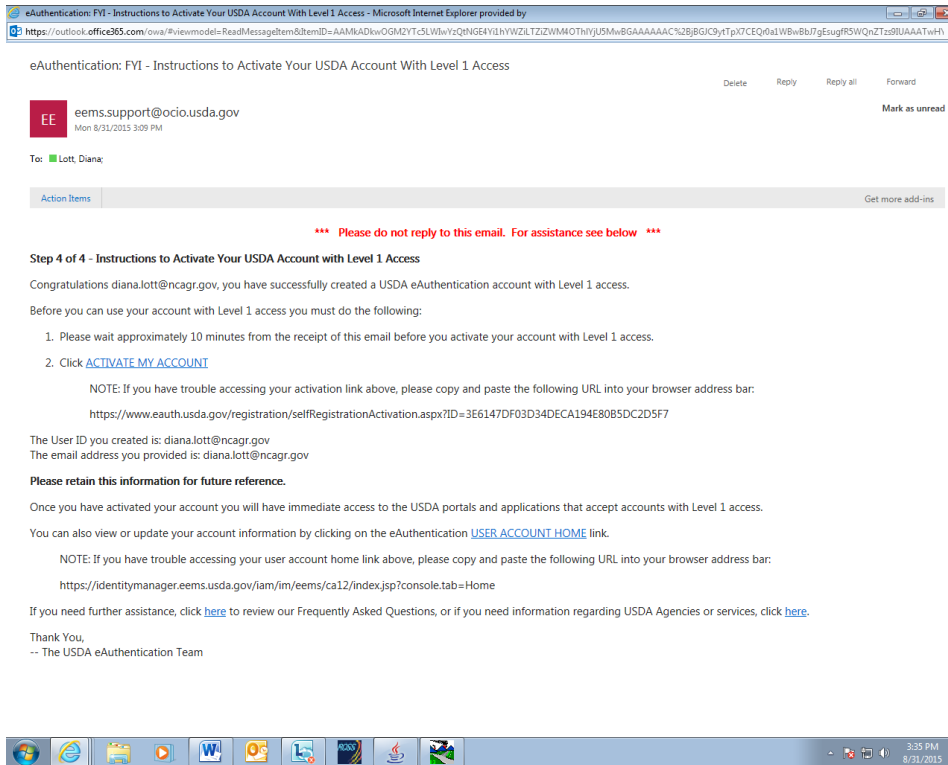
Additional Information

For additional information regarding your eAuthentication account, please review our Frequently Asked Questions.

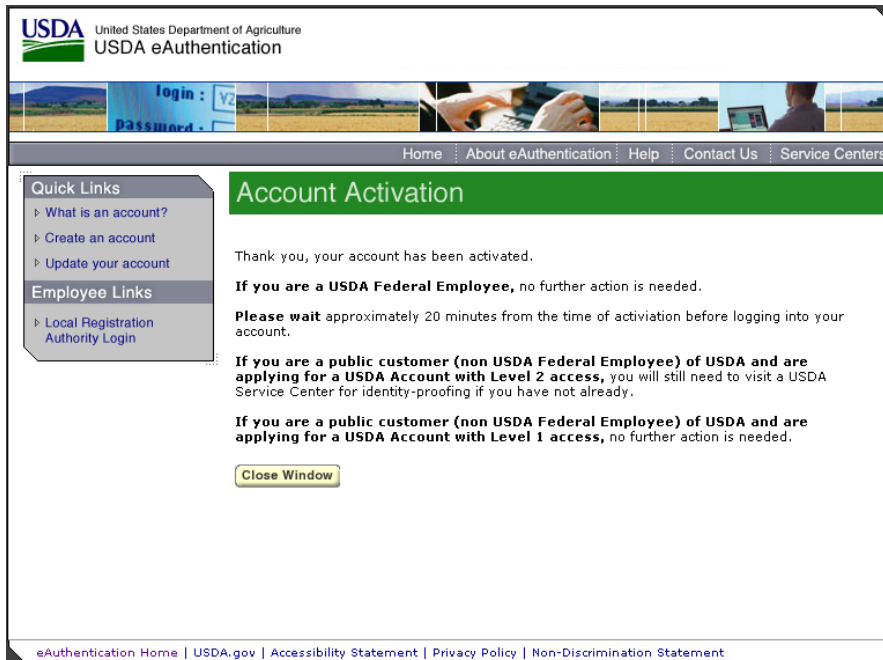
- Click [here](#) to review our Frequently Asked Questions.

At the bottom, there are links for "eAuthentication Home", "USDA.gov", "Site Map", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", and "USA.gov". The system tray shows the time as 3:33 PM on 8/31/2015.

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:



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



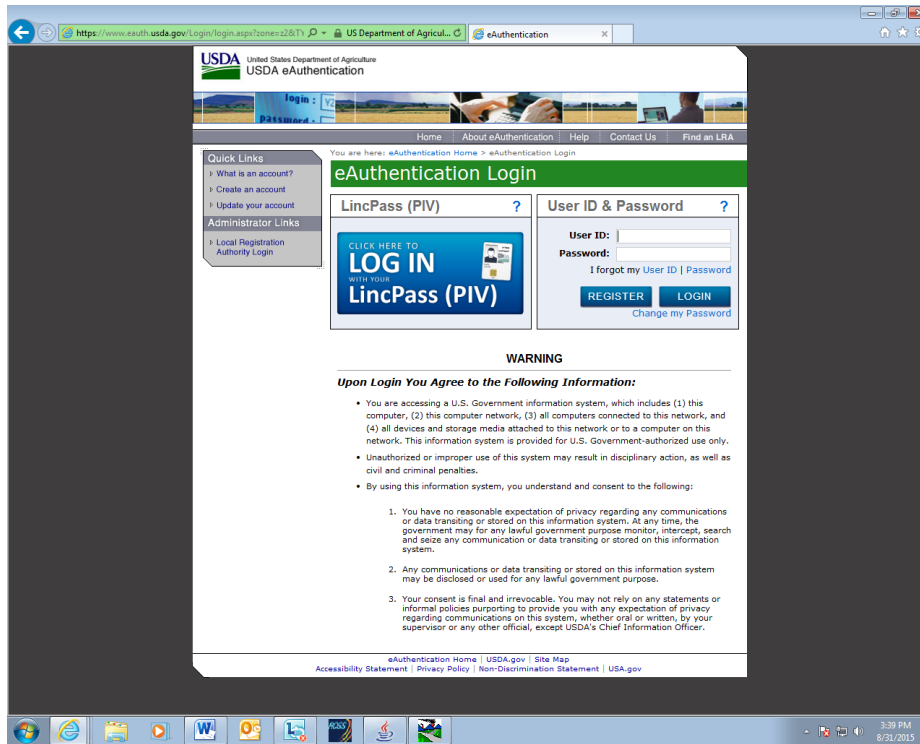
You are applying for a Level 1 account. No further action is needed. Close this screen. Your account has been activated.

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

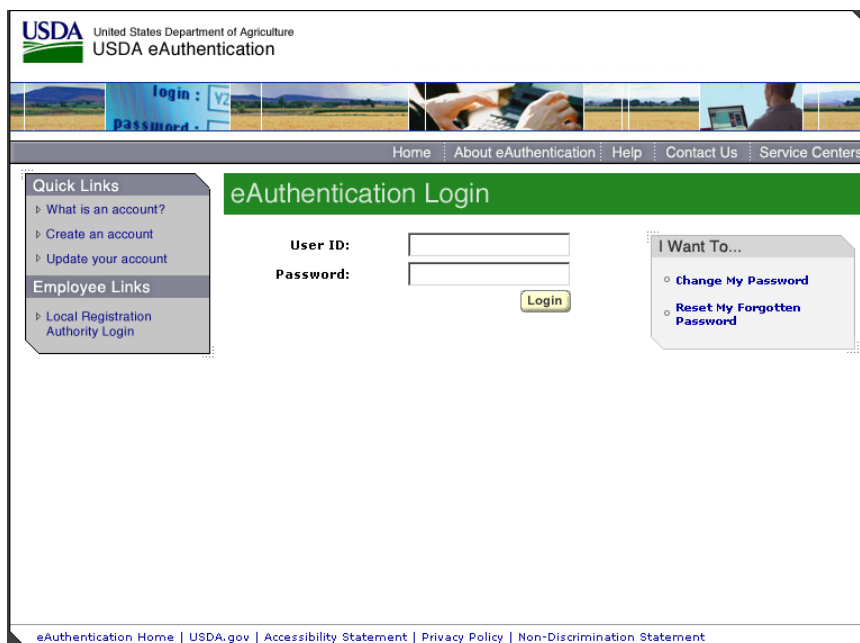
Step 3: Accessing the Fireportal System

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.



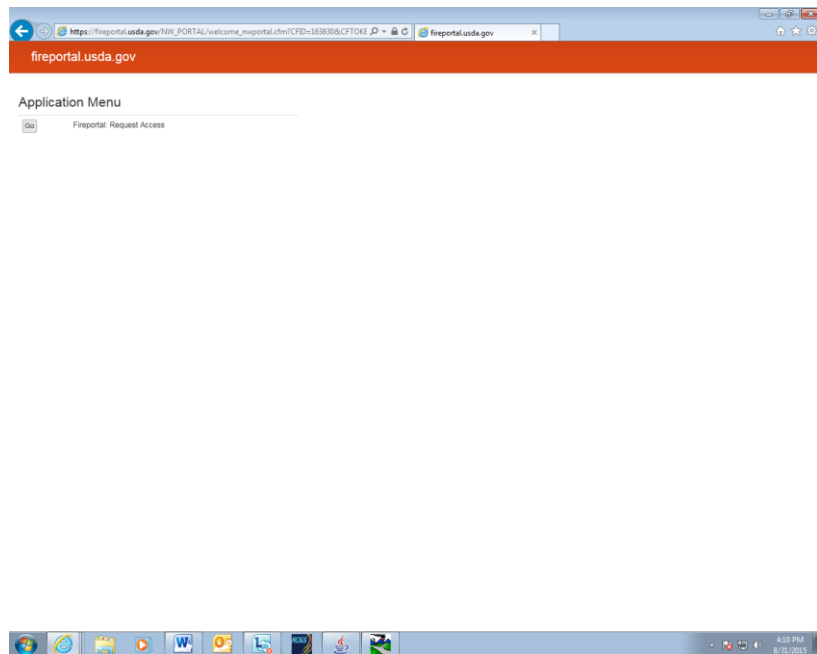
Click on



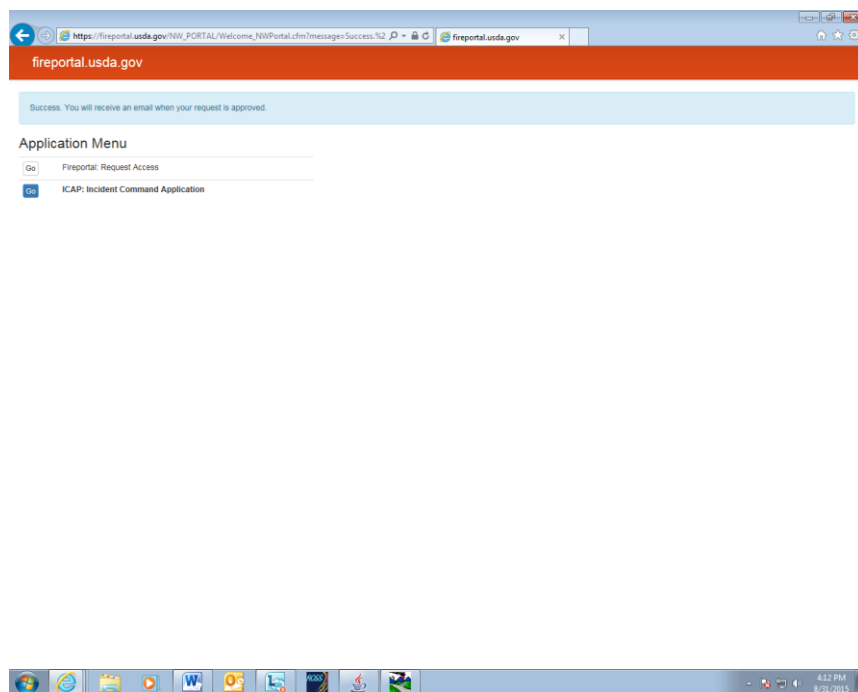
Log in using the ‘user ID’ and ‘password’ you established.

Step 4: Selecting ICAP.

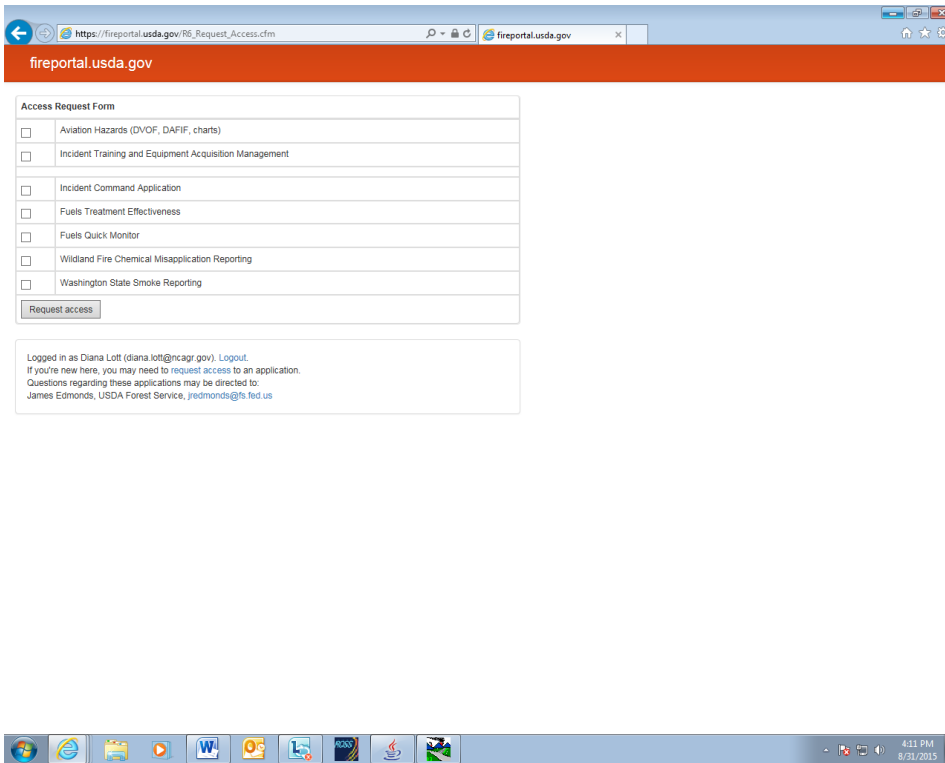
The first time you access fireportal you need to request access to the ICAP application. Select GO at ‘Fireportal Request Access’



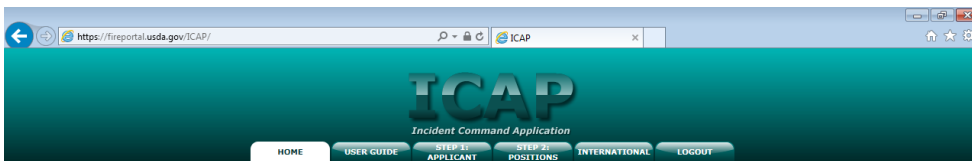
‘ICAP - Incident Command Application’. Select GO at ‘ICAP: Incident Command Application’. The system manager will review your request and grant access. You will be notified via email.



Select 'Incident Command Application'. Click on 'Request access'.



Click on Step 1: Applicant



The **Incident Command Application (ICAP)** was developed to facilitate Incident Management Teams in recruiting for and filling team positions. These positions are only for temporary assignments during an incident.

All positions listed follow National Wildfire Coordination Group (NWCG) standard positions found in [PMS 310-1 Wildland Fire Qualification System Guide](#). In order to apply to any position you must meet the qualifications and training as outlined in the 310-1 and be certified through your respective agency.

GACC	Open Dates	Contact
Alaska	Oct 1 - Jan 15	Peter Butleri 907-456-0361
California	IC/ Deputy IC/IC Trainee application dates: Oct 1 - Oct 29 All IC selections complete by Nov 4 JMT application dates: Dec 1 - Jan 15 All JMT selections complete by Feb 28	Sam Marouk 916-978-4437
Eastern	Sept 1 - Oct 15	Beth Jablonski 414-944-3811
Great Basin	Nov 25 - Jan 10	Jana Barabochkine 801-531-5320
Northern Rockies	Nov 14 - Jan 15	Judy Heintz 406-329-4880
Rocky Mountain	Nov 1 - Dec 1	Vaughn Jones 303-239-3851
Southern	Sept 1 - Oct 10	Tracy Robinson 678-320-3002
Southwest	Nov 1 - Nov 30	Nancy Moore 505-842-3473
PNW	Oct 6 - Nov 21	Jeannie Abbott 360-902-1304

Please direct all questions to Jim Edmonds [jredmonds@fs.fed.us, 503-896-0920] or Lani Williams [208-387-5278].

Thank you for using ICAP. We value your input, and all of the changes implemented this year are based on your comments. Once you have completed your application please take a moment to take this [ICAP User Survey](#) and leave your suggestions. All comments are anonymous.



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.