

**SOUTHERN AREA INTERAGENCY INCIDENT MANAGEMENT
ANNOUNCEMENT/APPLICATION WEBSITE**

ANNOUNCEMENT CLOSES: September 30, 2018

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. Applicants may apply for multiple teams, but should apply for no more than two different positions. Selections are effective **January 1, 2019**.

AREA AND LEVEL OF CONSIDERATION:

Employees from participating agencies, states, and cooperators in the Southern Area are encouraged to apply. **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 14 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 Fire and Aviation Qualifications Guide (FSFAQG). 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.

NOTIFICATIONS:

The Southern Area Incident Management Teams use One-Call Now as an automated notification system. The contact information (email addresses and phone numbers) gathered in the ICAP system will be used for that purpose. Phone numbers should be entered in the following format 999-999-9999.

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 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.

Quick Start Guide for ICAP

FOREST SERVICE APPLICANTS SKIP TO STEP 3

To access the Incident Command Application (ICAP) system for submitting IC Team applications, we have developed a website: <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

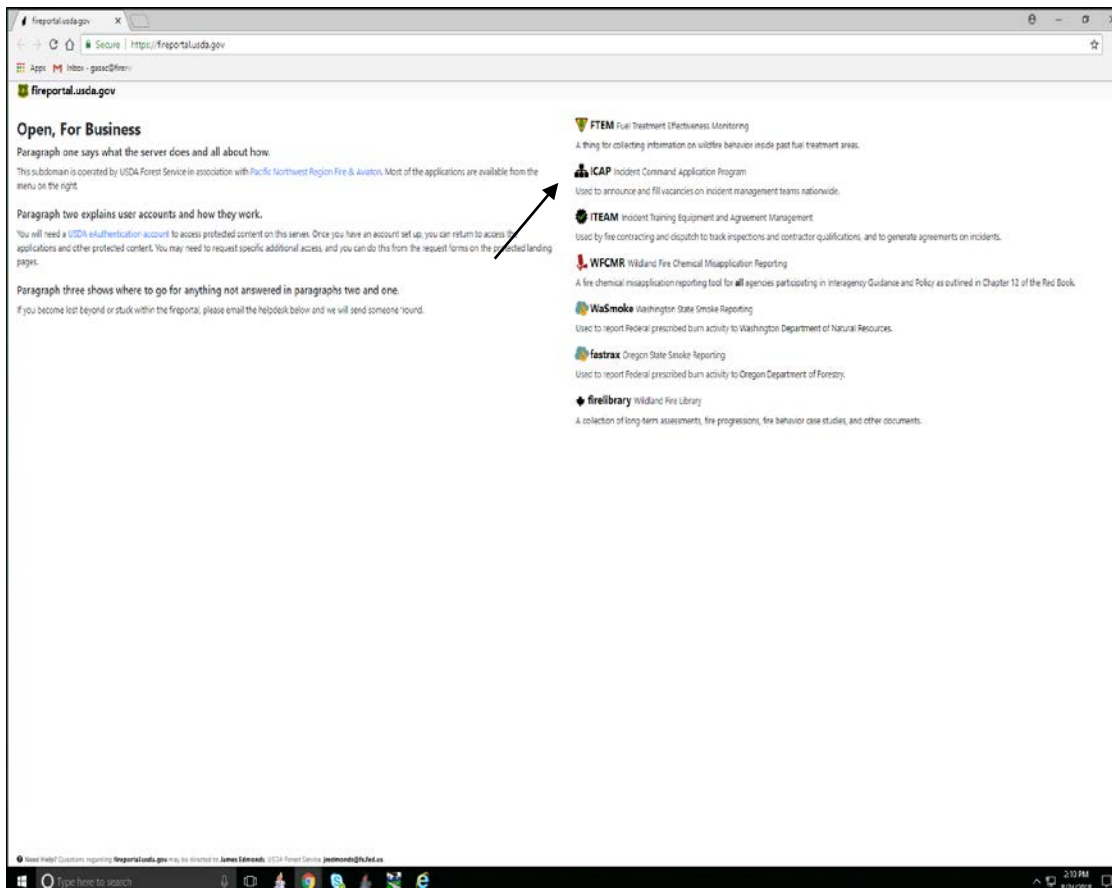
Step 1: Establishing Personnel Access

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 a 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: <https://fireportal.usda.gov>

Click on “ICAP”



Click on “get an eAuthentication account”

Incident Command Application fireportal.usda.gov

Background
The Incident Command Application 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 (NWCWG) 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.

Regional Information for 2017-2018

SIACS	Open Dates	Contact
Alaska	2017 Jul 01 - 2017 Oct 31 for IC positions 2017 Jul 01 - 2018 Jan 06 for other positions	Peter Butteri 907 356-5874
California	2017 Oct 01 - 2017 Oct 29 for IC positions 2017 Dec 01 - 2018 Jan 15 for other positions	Van Arroyo 916 970-4442
Eastern	2017 Sep 01 - 2017 Oct 15	Brendan Neylon 414 944-2811
Great Basin	2017 Nov 21 - 2018 Jan 13	John "JP" Platt 801 531-5320 Jana Barabochkine 801 531-5320
Northern Rockies	2017 Dec 05 - 2018 Jan 20	Judy Heintz 406 329-4800
Roddy Mountain	2017 Nov 01 - 2017 Dec 01	Troy Hagan 303 445-4331
Southern	2017 Sep 01 - 2017 Sep 30	Tracy Roberson 678 320-3002
Southwest	2017 Nov 01 - 2017 Nov 30	Kevin Ditmarsen 505 842-5473
Pacific Northwest	2017 Oct 30 - 2017 Nov 10 for IC positions 2017 Nov 27 - 2018 Jan 08 for other positions	Jennifer Bamert 360 902-1300

Callout: If you need to apply to IMT positions, get an eAuthentication account and then login to ICAP.

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.**

Home : About eAuthentication : Help : Contact Us : Find an LRA

You are here: eAuthentication > Account Creation

Create an Account - Getting Started

USDA Federal Employees, Contractors, & Affiliates

If you are a USDA Federal Employee, Contractor, or Affiliate of the USDA, you must register for a USDA Internal Account.

[Register for an Internal Account](#)

USDA Customers - What Level of Access Do You Need?

Request Level 1 Access to:

- Visit a USDA web page that indicates a Level 1 account is necessary
- Obtain general information about the USDA or its agencies
- Participate in public surveys for a USDA agency

[Register for a Level 1 Account](#)

Request Level 2 Access to:

- Submit official business transactions via the Internet
- Enter into a contract with the USDA
- Submit forms or applications for the USDA via the Internet

[Register for a Level 2 Account](#)

Changing from Level 1 Access to Level 2 Access

If you already have a Level 1 account and require Level 2 access:

- Log into your profile
- Fill in and submit the required information
- Verify your Identity remotely by following the instructions on the "Level 2 Account Upgrade Request Confirmation" email, or visit a Local Registration Authority (LRA)

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

QUICK LINKS

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

Administrator Links

- > Local Registration Authority Login

Register for Your Account - Level 1

Form Approved OMB No. 0503-0014

Step 1 of 4 - Level 1 Access Account Registration

USDA customers should complete the information below to create a USDA eAuthentication account. Please read the eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are **red** and marked by an asterisk (i.e. *). Enter your first and last name exactly as it appears on your Government issued photo ID (e.g. state driver's license).

Note: The characters < > ^ : | are not allowed on this form (the character : is allowed for password only).

User Information ?

First Name* Required Field*

Middle Initial

Last Name*

Suffix

Contact Information ?

Email*

Confirm Email*

Login Information ?

The screenshot shows a browser window with the URL <https://identitymanager.eems.usda.gov/registration/selfRegistrationConfirmation.aspx?level=1>. The page title is "Create an eAuthentication Account" and it is labeled "Step 2 of 4 - Level 1 Access Account Verification".

The page content includes:

- USDA logo and navigation menu (Home, About eAuthentication, Help, Contact Us, Find an LRA).
- Breadcrumbs: You are here: eAuthentication > Account Creation > Account Request Confirmation.
- Section: **Verify User Information**
 - User ID: sadispatch18
 - Name: Smokey S Bear
 - Email: gasac@firenet.gov
- Section: **Verify Security Questions & Answers**
 - Q: Who was your childhood hero (use a specific name, not Dad/Mom/Brother/Sister)
A: Woody Owl
 - Q: What was the name of your second pet
A: Fido
 - Q: What is your favorite childhood cartoon character
A: Me
 - Q: What is the last name of your best friend from childhood
A: Ranger Rick
- Buttons:
- Footer: eAuthentication Home | USDA.gov | Site Map | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | USA.gov

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



Create an eAuthentication Account

Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

Administrator Links

- ▶ [Local Registration Authority Login](#)

Step 3 of 4 - Print Confirmation email

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:

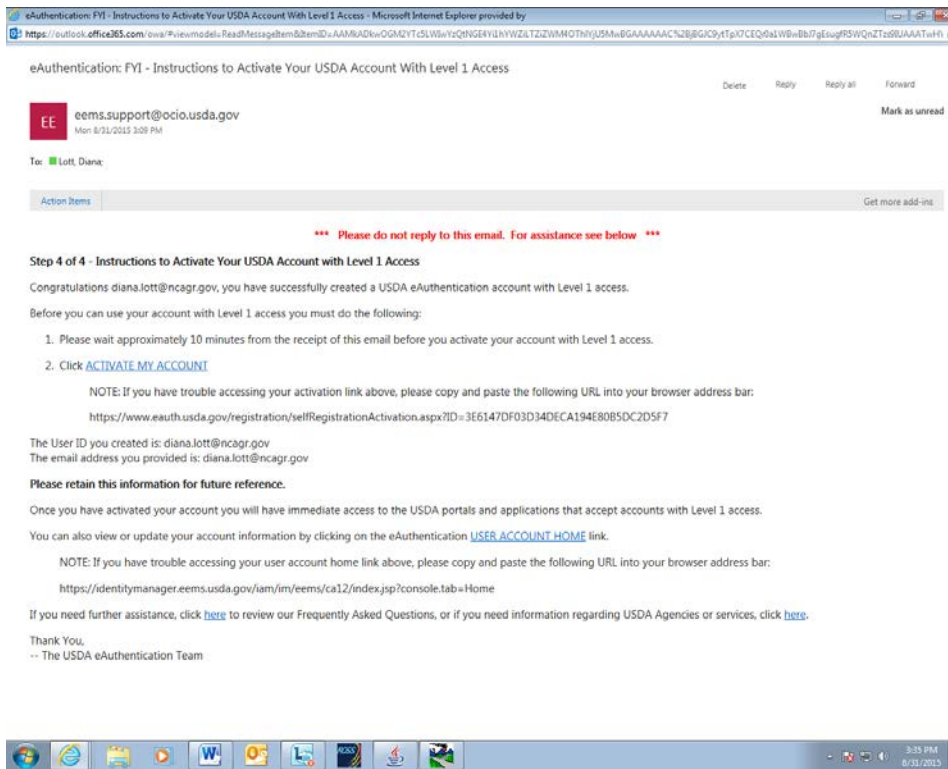
1. Follow the instructions in the email to complete step 4 of your registration.

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

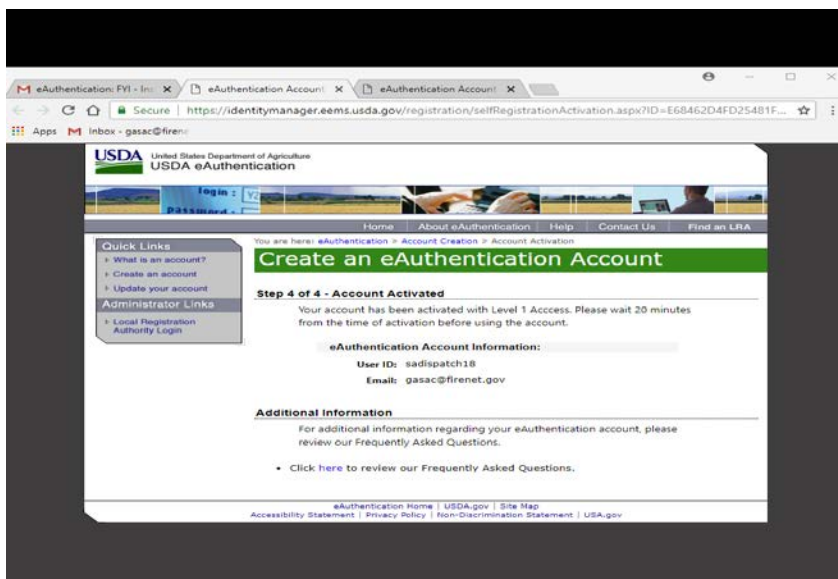
Please [print](#) this page for future reference.

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.



Click on 2. '[ACTIVATE MY ACCOUNT](#)' The following screen will appear.

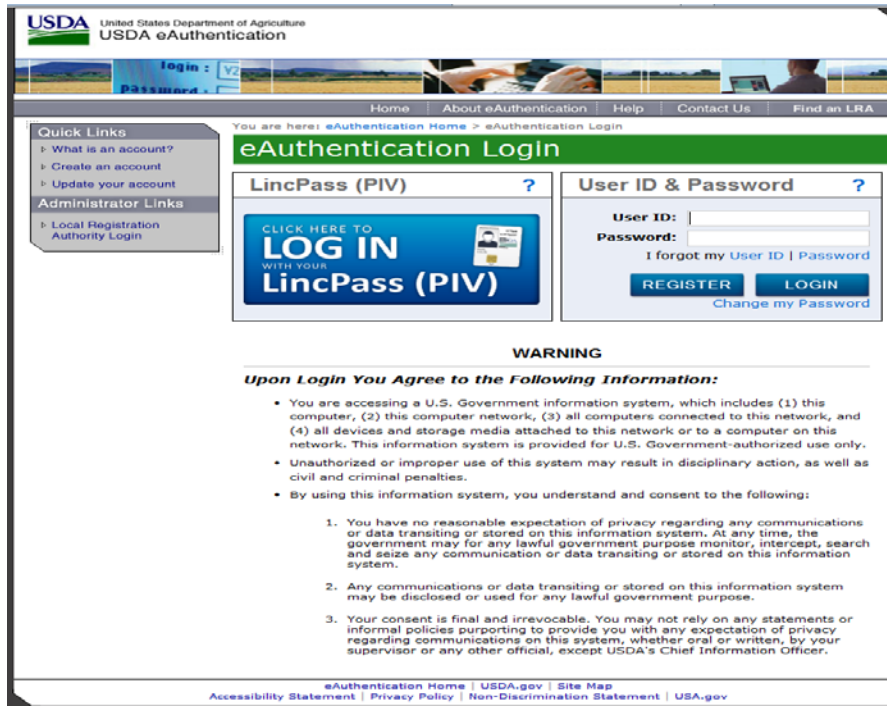


You are applying for a Level 1 account. No further action is needed. Close this screen. Your account has been activated.

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 by e-Authentication) they may begin using the system. The web address is: <https://fireportal.usda.gov>. You will use this web address for all further access.



Log in using the ‘user ID’ and ‘password’ you established or click to login using your LincPass.

Step 4: Selecting ICAP.

Select ICAP –Incident Command Application Program.

fireportal.usda.gov

Open, For Business

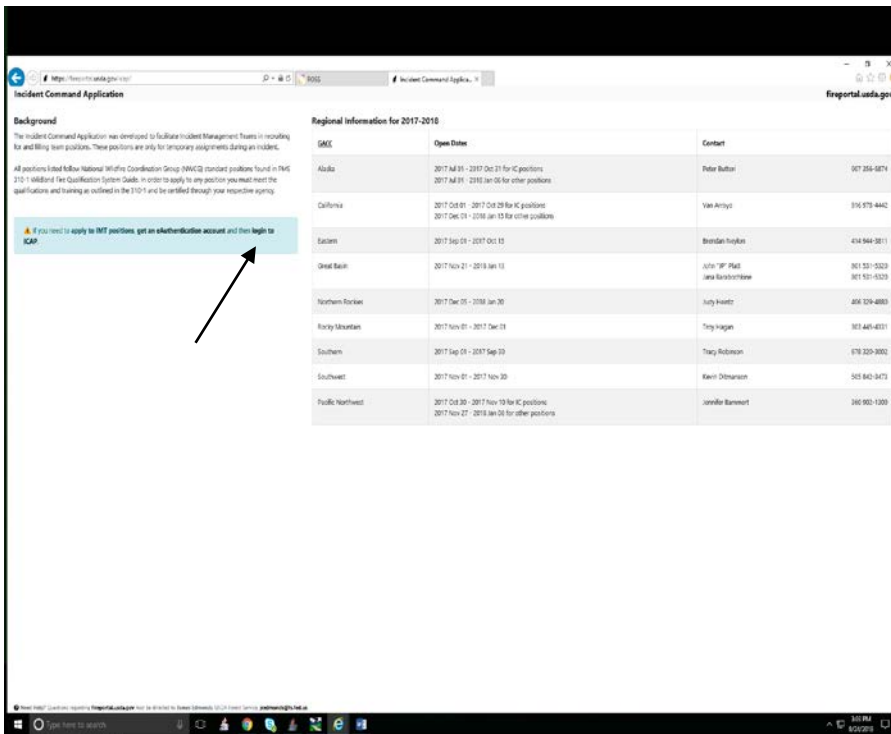
Paragraph one says what the server does and all about how. This subdomain is operated by USDA Forest Service in association with Pacific Northwest Region Fire & Aviation. Most of the applications are available from the menu on the right.

Paragraph two explains user accounts and how they work. You will need a [USDA eAuthentication account](#) to access protected content on this server. Once you have an account set up, you can return to access the applications and other protected content. You may need to request specific additional access, and you can do this from the request forms on the protected landing pages.

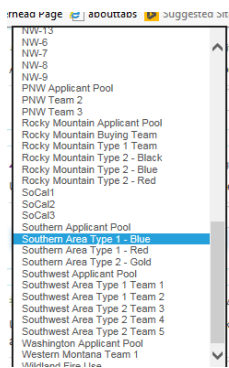
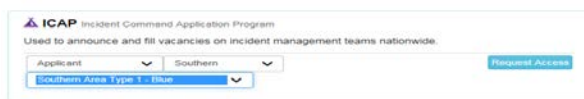
Paragraph three shows where to go for anything not answered in paragraphs two and one. If you become lost beyond or stuck within the fireportal, please email the helpdesk and we will send someone round.

- FTEM** Fuel Treatment Effectiveness Monitoring
A thing for collecting information on wildfire behavior inside past fuel treatment areas.
- ICAP** Incident Command Application Program
Used to announce and fill vacancies on incident management teams nationwide.
- ITEAM** Incident Training Equipment and Agreement Management
Used by fire contracting and dispatch to track inspections and contractor qualifications, and to generate agreements on incidents.
- WFCMR** Wildland Fire Chemical Misapplication Reporting
A fire chemical misapplication reporting tool for all agencies participating in Interagency Guidance and Policy as outlined in Chapter 12 of the Red Book.
- WaSmoke** Washington State Smoke Reporting
Used to report Federal prescribed burn activity to Washington Department of Natural Resources.
- fastrax** Oregon State Smoke Reporting
Used to report Federal prescribed burn activity to Oregon Department of Forestry.
- firelibrary** Wildland Fire Library
A collection of long-term assessments, fire progressions, fire behavior case studies, and other documents.

Need Help? Questions regarding fireportal.usda.gov may be directed to James Edmonds, USDA Forest Service, jredmonds@fs.fed.us.



At this point you may bookmark the location, or save in your Favorites on your browser. Click on “login to ICAP.” On the next screen select ‘Applicant’, ‘Southern’, and either Blue, Red, or Gold team. DO NOT select ‘Southern Applicant Pool’. Click ‘Request Access’,



From now on when you log on to ICAP from <https://fireportal.usda.gov> you will not need to repeat this step. It should take you directly to the next screen and you can select either ‘edit your applicant record’, ‘browse and apply to positions’ or ‘view your application history’. Please note the contact information you supply will be used in the One-Call system to notify you of team mobilizations, the need to confirm your availability, etc. Phone numbers should be entered in the 999-999-9999 format. When you select ‘browse and apply to positions’ for the Southern Area the Southern Applicant Pool will be displayed initially. Scroll down to locate open positions on the Red, Blue, and Gold teams. You may apply for multiple Southern Area teams, but it is recommended that you limit the number of different positions you apply for to no more than two.