



SOUTHWEST COORDINATION CENTER (SWCC)



"Cooperation Through Coordination"

Date: October 31, 2016

Topic: Southwest Area Incident Management Team Electronic Application Instructions

BEFORE YOU BEGIN....

PLEASE read each instruction as you go throughout the application process!

PLEASE obtain your correct Supervisor and Qualifications Coordinator e-mail addresses. The Supervisor for AD's/Retirees is the FMO or Fire Staff of the unit who sponsors you.

(Many of the issues last year were due to incorrect e-mail addresses. If unsure, call and ask. Please do not guess at it. A lot of email addresses have changed since the migration to Outlook, especially in the DOI)

OBTAIN your IQCS or IQS Master Record Electronic File. This can be e-mailed to you and you will need to save the file on your computer, then import it into your application in Step 8c below.

OBTAIN your IQCS or IQS Employee ID Number from your most current Redcard, Master Record Electronic File, or by calling your Qualifications Coordinator.

DETERMINE from your unit who should be entered in as the Agency Administrator/E-mail. Some units may decide to have you enter the FMO or Fire Staff as opposed to the Agency Administrator. However, applicants from the State Agencies and Fire Departments should enter the following in the Agency Administrator block(s)

- AZ State – John Truett – johntruett@azsf.gov
- NM State – Donald Griego – donald.griego@state.nm.us

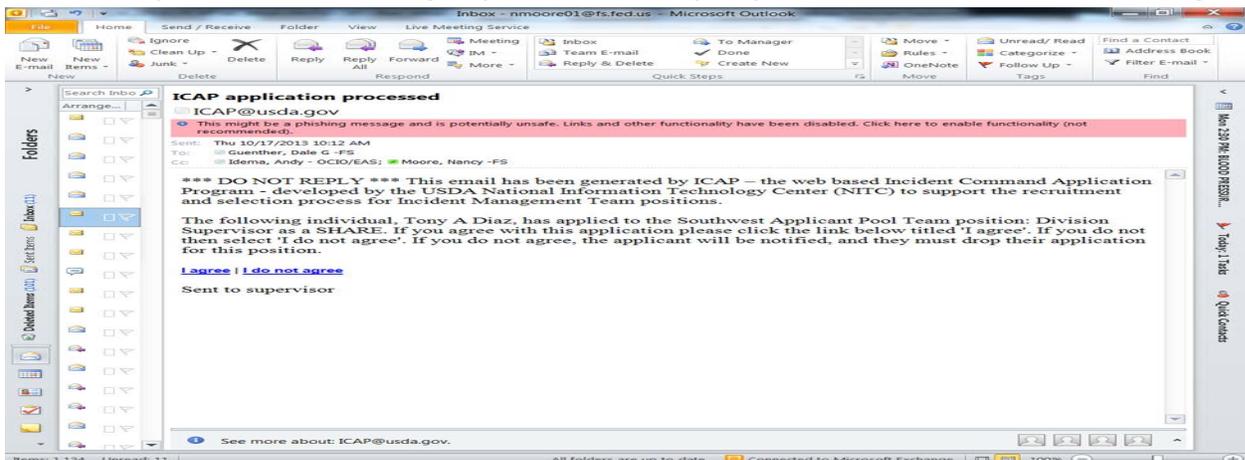
If you need additional assistance, please contact your local dispatch center.

LATE APPLICATIONS WILL NOT BE ACCEPTED. THE CLOSING DATE FOR VACANCIES IS November 30, 2016

Southwest Area Incident Management Team Electronic Application Instructions

1. USFS applicants who already have an e-auth account may proceed to Step 3.
2. First, you will need to set up a log-in and password (e-auth account). Reference the attached pdf document (eauth_account_instructions.pdf) included in the same e-mail as these instructions and is also accessible on the SWCC website. PLEASE complete all the steps of setting up your e-auth account which includes clicking on the activation link you receive in your e-mail after submitting your information. **Please direct all questions to Jim Edmonds [jredmonds@fs.fed.us, 503-896-0920] or Lani Williams [208-387-5278].**
3. Go to the website: <http://www.nwportal.fs.usda.gov/>
4. Enter your e-auth log-in and password.
5. If this is the first time you have entered the Incident Command Application System (ICAP), click “Request Access to a System”. Check the ICAP-Incident Command Application box and hit the “Request Access” button. Upon future log-ins, the ICAP system will be available to enter after log-on.
6. In the Application Menu, click the “ICAP – Incident Command Application” link.
7. Click the third tab – “Step 1: Applicant”
8. Enter all the required information. Some items of note are the following:
 - a. IQCS or IQS Number Field (Employee ID) – Obtain this from your most current Redcard or by calling your Qualifications Coordinator.
 - b. Enter your experience that relates to the positions applying for. (i.e. I’ve been a qualified DIVS for 5 years and have participated on IMT’s for last 2 years.)
 - c. Browse for the Master Record File you have saved to your computer and import.
 - d. Applicant Dispatch Office – Select the GACC you are located in, followed by your local Dispatch Center.
 - e. Enter your specific Agency in the “Agency (other)” field, please **spell out** your agency as opposed to guessing at a Unit ID. (i.e. Apache-Sitgreaves NF, Grand Canyon National Park, Northern Pueblos Agency, etc)
 - f. PLEASE ensure you know the CORRECT email addresses of your Supervisor, Qualifications Coordinator (IQCS or IQS), and your local Agency instruction for entries in the Agency Administrator block (s). (i.e. some units may instruct you to put the FMO or Fire Staff instead of the Agency Administrator).
 - g. Once all blocks are complete, click Save. (You should see “Information Was Updated Successfully” at the top of the screen).
9. Click the “Step 2: Positions” tab at the top of the screen.
10. Select “Southwest”.
11. Select the IMT for which you want to apply to. Some items of note:
 - a. IMTs are identified as follows:
 - i. Southwest Area Type 1 Team 1 = Bea Day IMT
 - ii. Southwest Area Type 1 Team 2 = John Pierson IMT
 - iii. Southwest Area Type 2 Team 3 = Alan Sinclair IMT
 - iv. Southwest Area Type 2 Team 4 = Dave Bales IMT
 - v. Southwest Area Type 2 Team 5 = Jeff Andrews IMT
 - b. You may also apply to the **“Southwest Applicant Pool”**
 - i. This is used when you want to be considered for a position on any of the Southwest Teams. (i.e. - you do not have to apply 6 different times for the same position)
 - ii. IC’s will select from this pool at the Team Member Selection day in January.

- c. If possible, please try and avoid applying for 2 positions on one Team, 3 on another, and 2 on yet another... Consider applying to the “Applicant Pool” for those positions as a better option.
12. Select “Apply” to the position you want to apply for. On the next screen, you must choose between 3 different options: **NOTE – If applying only be an Alternate, select “Job Share” and also enter “Alternate Only” in step 13 below.**
 - a. As a Primary.
 - b. As a Job Share (available only for some assignments, position will be shared amongst 2 or more applicants)
 - c. As a Trainee.
13. Enter any Qualifications and Experience related to the position applying for (this will be auto-filled from when you first entered your initial information also). **In this block, you also need to enter your priority, i.e. “This position is my 1st priority”.** If applying for more than 1 position on one or more teams, you need to indicate 2nd, 3rd priorities, etc. **If applying only as an Alternate, enter “Alternate Only” in this block.**
14. Check the box for Supervisor Approval (who must be briefed and approves your applying to Southwest Teams).
15. Click the “Print” link to print for your records.
16. Click Submit Application.
17. You should see “You Applied Successfully” at the top of the screen.
18. If you need to apply for a different position and/or a different team, start over beginning at Step 10 above.
19. If you need to edit or delete your application, just log-in and navigate to the respective IMT and position, and you will see “drop” and “edit” links in the Action column.
20. Click the “Logout” tab.
21. You should receive an e-mail confirmation that your ICAP application has been processed.
22. **IMPORTANT PLEASE READ!!! Please notify you supervisor of your application as they will receive an e-mail that requires action. Due to Agency restrictions, they may see a screen similar to the following...**



****In this example, your supervisor needs to click the pink bar and enable the functionality FIRST before clicking the “I Agree” link.**

**** LATE APPLICATIONS WILL NOT BE ACCEPTED IN ICAP. THE CLOSING DATE FOR VACANCIES IS NOVEMBER 30, 2016****

Applicants will be notified via email of their acceptance/non-acceptance after the Selection Meeting January 18-19, 2017**