



Alaska Wildland Fire Coordinating Group

October 25, 2016

**U.S. Department
of the Interior**

Bureau of Indian Affairs

Bureau of Land Management

National Park Service

US Fish and Wildlife Service

State of Alaska

Department of Fish and Game

Department of
Natural Resources
Division of Forestry

Department of
Environmental Conservation

**U.S. Department
of Agriculture**

US Forest Service

Native Organizations

Association of
Village Council Presidents

Chugachmiut

Tanana Chiefs Conference

**Structural Fire Departments
& other Organizations**

Anchorage Fire Department

To: All Interested Applicants

From: AWFCG Operations Committee

Subject: 2017 Incident Management Team (IMT) Application Announcement

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

The application period for the IC, Deputy IC and Trainee IC applicants open July 1, 2016 and close October 31, 2016.

Team applications must be received prior to January 6, 2017 in order to be considered in the 2017 Alaska IMT primary selection and trainee prioritization process. Applications for all positions will continue to be accepted after 1/6/17, but may not be considered in this process. Late applications will be placed in Alternate Pools, unless required to fill vacant C&G positions.

The Pacific Northwest Wildfire Coordinating Group (PNWCG) is soliciting applicants who are interested and available for the Applicant Pool to support the Type 1 and Type 2 IMT's hosted in the Pacific Northwest. Supervisor approval is **REQUIRED** for any PNW applications.

In January 2017, Incident Commanders and the Operations Committee will select primary positions for one Type 1 IMT and two Type 2 IMTs, and will prioritize trainee applications.

ICs and Deputy ICs, and C&G are assigned for a term not to exceed three years, with annual evaluation. All other team positions are for a one-year commitment. Applicants may apply as a primary team member for multiple teams but may only be selected as a primary for a single IMT.

Applications to Alaska IMTs will only be accepted through the Alaska Applicant Pool. Individual Alaska Teams will remain closed for application.

All applicants must update their ICAP application to ensure it is current for 2017. (See attached instructions). Especially take note of sections labeled **NOTE** and **NEW**.

Applicants will be notified of their status by February 28. The "Alaska Incident Management Meeting" will be held the week of March 27, 2017, at Alaska Fire Service on Ft. Wainwright, Alaska. The meeting serves as an annual refresher on mobilization and operating procedures. It will include section breakouts, and provide an opportunity to meet fellow team members and prepare for the fire season.

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 Alaska's IMT program continues to grow.

Thank you for your interest and we look forward to working with you.

Sincerely,

Robert Schmoll

Chair, AWFCG Operations Committee



2017 Alaska Interagency Incident Management Team Application Process

The Alaska IMT will continue to use the Incident Command Application System (ICAP) for the 2017 fire season. ICAP is a web based system and is available through PC, Mac, and smart-phone web-browsers. **NOTE:** The user interface has a new look for 2017, but functions nearly the same as before.

If you have not already established a Level 1 USDA eAuthentication account and requested access to the ICAP system, you will need to do so in order to apply to Alaska IMT. Level 1 eAuthentication accounts are available to anyone, including EFF and AD employees, and are not difficult to establish. Internet access and an email account are required. If you are unable to apply online using the following instructions, contact your Operations Committee representative (see page 4) for assistance.

To obtain an eAuthentication account and get access to ICAP (You only have to do this part once!):

- **First Time Users without an existing eAuthenticate account:**
 - **Forest Service employees can use their existing account and skip this section.**
 - See the Help section at the end of this document for recommended Internet browser settings.
 - Open a browser window and navigate to <https://www.eauth.usda.gov/mainPages/index.aspx>
 - Click the **Create an Account** link in the **Quick Links** section. (Gray box on the left)
 - Under **USDA Customers** - Click **Register for a Level 1 Account**.
 - Enter User Information, Contact information, and Login information and answer the security questions.
 - **NOTE:** Password rules are strict! Read them. Any dictionary words embedded within your password may get rejected. Some special characters are not allowed.
 - Click **Continue**.
 - Verify that your access information is correct and click **Submit**.
 - The next screen will notify you that you have successfully created an account and should receive a confirmation email within 1 hour (usually 5 minutes).
 - Click **Continue** and close your browser.
 - Upon receipt of this email, wait 10 minutes, follow the instructions, and click the **ACTIVATE MY ACCOUNT** link. A browser window will open confirming your account activation. Click **Close Window**.
- **Once your eAuthenticate account is established:**
 - Open a browser window and navigate to <https://fireportal.usda.gov>
 - Bookmark this link to simplify future access to ICAP.
 - Read and heed the Warning Banner.
 - Login with your eAuthenticate User ID and Password.
 - Click the Go button next to **Access Request Form**.
 - Under **ICAP: Incident Command Application Program** select **Applicant** and **Alaska**.
 - Click **Request Access**.
 - You will receive an email when your ICAP access request has been approved
 - The next time you login to eAuthenticate click the Go button next to **ICAP: Incident Command Application Program** and you are in the system!

To enter/edit your experience and contact information *(you should do this annually and any time your information has changed)*:

- Click the **STEP 1: APPLICANT** tab.
- Complete the form. **NOTE:** Experience and Contact data is very important. Your IC or Section Chief uses this information to contact you and keep up to date on your qualifications.

It is your responsibility to keep your experience and contact information current!

- **IQCS or IQS Number** is a mandatory field but currently optional for the Alaska IMTs. If you don't have or don't know your number, enter N/A. At some point in the future, a number may be required.
 - Describe your experience and list your IMT qualifications in the **Qualifications** block.
 - In the **Remarks** block any limiting factors to your availability, position and/or team preferences, and anything else you think is relevant to your IMT participation.
 - You may optionally upload pdf versions of your IQCS or IQS record or other documents in the **File Uploads** section.
 - The **Email** field will be used for all Team correspondence. It is important you enter an email address you can be reached at. **Phone numbers should be kept current.**
 - **NOTE: Supervisor name and supervisor email** are mandatory. Each time you apply for an IMT position your Supervisor will receive an email requesting confirmation of that application. If you are an AD or EFF employee, or are unsure who to enter as your supervisor, enter the name and email address of your Operations Committee representative listed below.
 - **NOTE: Agency administrator/operations group representative and Agency administrator email** should be filled in with your AWFCG Operations Committee representative (See page 4). Each time you apply for an IMT position your Operations Committee representative will receive a notification email.
 - **NOTE: Training coordinator email** is mandatory. Enter your training coordinator's email address. Each time you apply for an IMT position your Training Coordinator will receive a notification email. If you are an AD or EFF employee, or are unsure who to enter as your training coordinator, enter the name and email address of your Operations Committee representative listed on page 4.
 - Use the **Remarks** section under Step 1 to note any information relevant to all of your applications.
- Once you have completed the form, click **Save**.

To review your current application status:

- Navigate to the **ICAP** (home) page and click the **view your application history** link in the header.
- Make sure the application date for all 2017 positions you are interested in applying for is 07/01/2016 or later. See below for instructions on how to reapply.

To apply for an Alaska Incident Management Team position:

- You must complete **STEP 1: APPLICANT** prior to beginning **STEP 2**.

NOTE: To apply for Alaska Teams you must select **Alaska** in the **STEP 1 Area** field.

- Click the **STEP 2: POSITIONS** link.

NOTE: For the 2017 season all Alaska IMT applications will be submitted to the Applicant Pool. All Alaska Interagency Type 1, Alaska Black Type 2, and Alaska Green Type 2 positions will show **Closed**. ICs, Section Chiefs, and the Operations Committee will select pool applicants to the individual IMTs in February.

- Scroll to the IMT position you wish to apply for and click **Apply Now**.
- Positions you have already applied for will be indicated by a **Withdraw Application** button. You may drop or edit applications as necessary. **NOTE: This feature has not yet been implemented as of 10/21/16.**
- **TO RE-APPLY** to a position you have applied for in previous year(s), click **Apply Now**, review your choices in the Apply form, check Supervisor Approval, and click Submit Application. This will update your application and overwrite it with the current date.
- Select the level of participation you wish to be considered for:
 - **Primary** indicates an applicant who is fully qualified and will be available for rotation every fourteen days in the case of Type 2, or according to the national rotation list in the case of Type 1. **NEW:** Primary IC and C&G applicants are expected to commit for up to a three year term with the IMT and will be available for incident assignments as described in the National Interagency Mobilization Guide. Supervisors of those nominated as Primary ICs and C&G should have a plan in place that allows these applicants to fulfill their obligation to the teams should they be selected as primary team rotation member. All other positions are selected for a single year term.
 - **Share** indicates that two or more applicants are willing to commit as a group at the primary level (ie., one or the other will be available for every rotation.) Indicate the name(s) of all individuals sharing the application in the **Qualifications** block.
 - **Alternate** indicates an applicant who is fully qualified yet has restricted availability. When available and requested, applicants in this category fill in for absent Primary team rotation members.
 - **Trainee** indicates an applicant who has an initiated taskbook and meets NWCG requirements for trainees in this position, and is ready to fill the trainee role on the Type 1 or Type 2 team rotation.
 - **NEW: Mentee, and Apprentice** application options are no longer available.
- Qualifications and experience you entered in **STEP 1** carry over to the **Qualifications** block here. You may edit this information here in order to tailor it for this specific position.
- Selecting **Yes** in the **Supervisor Approval** field is mandatory, and indicates that your supervisor is aware of this application and approves. (Supervisor will receive an automated email in order to confirm this.)
- Click **Save**.
- You have successfully applied for a position with the Alaska IMT! A green **Success** banner will confirm your application. You, your supervisor, your agency administrator, and your training coordinator will receive emails documenting this application.
- You may repeat this process in order to apply for additional positions.

Contacts - Questions – Help:

- Note the following recommended Internet browsers and settings:
 - Recommended Internet browsers include Internet Explorer 10 or 11.
 - There are known issues with Internet Explorer 9 and you may experience problems with other browsers.
 - It is recommended that your browser support 128-bit encryption, accepts cookies, and is JavaScript enabled.
 - Enabling Compatibility View in Internet Explorer may help resolve some issues.
- The eAuthentication Help page includes links for frequently asked questions, password support, and a help desk. Support here is limited to eAuthentication issues.
 - Phone: 1-800-457-3642 (Option 1)
 - Email: eAuthHelpDesk@ftc.usda.gov
- For ICAP specific issues and any unresolved trouble with the eAuthentication site, contact Peter Butteri at 907-356-5874 peter_butteri@fws.gov, Jim Edmonds at 503-896-0920 jredmonds@fs.fed.us, or Lani Williams at 208-387-5278.
- **If you are unable to apply online using the preceding instructions, contact your Operations Committee representative below for alternate application arrangements.**
- For Alaska IMT specific issues contact your Agency Operations Committee representative:
 - Alaska Division of Forestry (& State EFF) – Robert Schmoll, Fire Operations Forester
 - PH: 907-356-5850 FAX: 907-356-5833 robert.schmoll@alaska.gov
 - Bureau of Indian Affairs – Jason Dollard, Regional Fire Management Officer
 - PH: 907-586-7404 FAX: 907-586-7120 jason.dollard@bia.gov
 - Bureau of Land Management (@ BLM AD) - Dave Whitmer, Chief of Fire Operations
 - PH: 907-356-5642 FAX: 907-356-5560 d5whitme@blm.gov
 - National Park Service – Jason Devcich, Eastern Area Assistant Fire Management Officer
 - PH: 907-455-0650 FAX: 907-455-0601 jason_devcich@nps.gov
 - U.S. Fish and Wildlife Service – Ben Pratt, Northwestern Fire Management Officer
 - PH: 907-656-1231 FAX: 907-656-1708 benjamin_pratt@fws.gov
 - U.S. Forest Service (& FS AD) – Tristan Fluharty, Tongass Fire Management Officer
 - PH: 907-228-6223 FAX: 907-228-6313 tfluharty@fs.fed.us