



# 2019 Alaska Interagency Incident Management Team Application Process

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The Alaska IMT will continue to use the Incident Command Application System (ICAP) for the 2019 fire season. ICAP is a web based system and is available through PC, Mac, and smart-phone web-browsers.

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://identitymanager.eems.usda.gov/registration/index.aspx>
  - 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 and activated:**
  - Open a browser window and navigate to <https://fireportal.usda.gov/icap/>
  - Bookmark this link to simplify future access to ICAP.
  - Click the login to ICAP link in the blue box.
  - Login with your eAuthenticate User ID and Password.
  - Follow the instructions on the screen.
- **From now on to login to ICAP:**
  - Navigate to your bookmark at <https://fireportal.usda.gov/icap/>
  - Click the login to ICAP link in the blue box.
  - Login with your eAuthenticate User ID and Password.

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

- Click the red **STEP 1: APPLICANT** tab.
- Complete the form.
- **NOTE:** You must complete Step 1 before you go on to Step 2. If you do not, your application will not be completed and you will not get a warning!

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

Your IC or Section Chief uses this information to contact you and keep up to date on your qualifications.

- Enter your home geographic area in the **Area** field.
  - **IQCS** is a mandatory field but currently optional for the Alaska IMTs. Enter your IQCS or IQS ID number if you know it. 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 white **ICAP** (home) page and click the **view your application history** link in the header.
- Make sure the application date for all 2019 positions you are interested in applying for is 2018-07-01 or later. See below for instructions on how to reapply.

## To apply for an Alaska Incident Management Team position:

- You must complete/update **STEP 1: APPLICANT** prior to beginning **STEP 2**.
- Click the orange **STEP 2: POSITIONS** link.

**NOTE:** For the 2019 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**.
- In the **Consideration** drop-down 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:** All primary selections will be made annually for a one-year term; however, consideration will be given during the selection process to maintaining continuity within C&G positions for three years. Supervisors of those nominated as Primary team members should have a plan in place that allows these applicants to fulfill their obligation to the teams.
  - **Shared** 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.
  - **NOTE: 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**.
- A green **Success** banner will confirm your application. You have successfully applied for a position with the Alaska IMT! 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.
- **TO RE-APPLY** to a position you have applied for in previous year(s), click **Apply Now**, review your choices in the application form, check **Supervisor Approval**, and click **Save**. This will update your application and overwrite it with the current date.
- **TO WITHDRAW AN APPLICATION:** The application form for positions you have already applied for will show a red **Withdraw Application** button. Click the button to withdraw your application.

## Contacts - Questions – Help:

- Note the following recommended Internet browsers and settings:
  - Recommended Internet browsers include Chrome, 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](mailto:eAuthHelpDesk@ftc.usda.gov)
- For ICAP specific issues and any unresolved trouble with the eAuthentication site, contact Ben Pratt at 907-656-1231 [benjamin\\_pratt@fws.gov](mailto:benjamin_pratt@fws.gov) or Jim Edmonds at 503-896-0920 [jredmonds@fs.fed.us](mailto:jredmonds@fs.fed.us).
- **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](mailto: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](mailto: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](mailto:d5whitme@blm.gov)
  - National Park Service – Jason Devcich, Eastern Area Fire Management Officer
    - PH: 907-455-0650 FAX: 907-455-0601 [jason\\_devcich@nps.gov](mailto: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](mailto: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](mailto:tfluharty@fs.fed.us)