

2018 ICAP Application Instructions

Area Command Team Electronic Application Instructions

Area Commanders and team members are on a three year commitment.

Supervisors, Qualifications Coordinators and Agency Administrators should receive an e-mail for each position an applicant applies to. Only the supervisor has the option of "Agree/Do Not Agree". When an applicant applies to multiple positions and the supervisor chooses "agree or do not agree" it will apply to all positions the applicant applied to. If the supervisor agrees to one but not another they must request the applicant to remove the application(s) that is not approved. If the Qualification Coordinator or Agency Administrator does not agree with an applicant's application they will need to also request that the applicant remove the application.

SUPERVISORS: Certain e-mail systems will flag the e-mail as suspicious. It will disable links and images in the e-mail, but at the top of the screen the user should have an option to allow the links to be active and to show images.

APPLICANTS: there is a fifteen minute time limit on the application when there is no activity. Please be sure to click save!

Before you begin:

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

PLEASE obtain your correct Supervisor, Qualifications Coordinator (usually the one who provides your redcard) and Agency Administrator e-mail addresses. The supervisor for AD's is the FMO or Fire Staff of the unit who sponsors you. If you are unsure of whom this is, call your local dispatch center.

Obtain your IQCS or IQS Employee ID Number from your Red Card, Master Record File, or by calling your Qualifications Coordinator.

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

LATE APPLICATIONS WILL NOT BE ACCEPTED. THE CLOSING DATE FOR VACANCIES IS March 16, 2018 at 1600.

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1. Applicants who already have an e-Auth account may proceed to step 3.
2. You will need to set up a log-in and password (e-Auth account level 1). Reference the e-Auth Instructions document accessible on the fireportal web site (<https://www.eauth.usda.gov/mainPages/index.aspx>). 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. This process normally takes about 30 minutes.

If you have problems or questions in setting up your e-Auth account, please call Jim Edmonds at 503-808-2120.

If you forgot your password, navigate to following website:

https://www.eauth.usda.gov/AccountServices/ForgottenPassword/Step1_ForgottenPassword.aspx

3. Go to the web site: <https://fireportal.usda.gov/>
Select ICAP from the fireportal.usda.gov window.
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), select Applicant and click "Request Access". Upon future log-ins, the ICAP system will be available to enter after log-on.
6. Click the "**Step 1: Applicant**" tab at the top of the screen.
7. Enter all the required information.
8. Enter your experience that relates to the position(s) you are applying for.
9. Applicant dispatch office: select the GACC you are located in, followed by your state and local Dispatch Center.
10. Enter your specific Agency in the "Agency (other)" field; please spell out your agency as opposed to guessing at the Unit ID. (I.e. Uinta-Wasatch-Cache NF, Idaho Department of Lands, Elko Field Office, Zion National Park, Western Nevada Agency, etc.)

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11. **PLEASE ensure you know the correct e-mail addresses of your supervisor, qualifications coordinator (IQCS or IQS), and your agency administrator.**
12. Once all blocks are complete, click save. (You should see “Information was updated successfully” at the top of the screen).
13. Click the “**Step 2: Positions**” tab at the top of the screen.
14. Select National and click “select” to populate the area command positions.
15. Select ‘Apply Now’ to the position you want to apply for. On the next screen, you must choose between primary, alternate, job share or trainee.
16. Enter any qualifications and experience related to the position you are applying for (this will be auto-filled from when you first entered your initial information). **In this block, you need to enter your priority if you are applying to more than one team/position, i.e. this in my 1st, 2nd, 3rd priority.**
17. Check the box for supervisor approval.
18. Click the “print” link to print your records.
19. Click submit application.
20. You should see “You Applied Successfully” at the top of the screen.
21. If you want to apply to another position start over at the beginning of step 10 above.
22. If you need to edit or delete your application, just log-in and navigate to the respective position. You will see “drop” and “edit” links in the action column.
23. Click the “log out” tab.
24. You should receive an e-mail confirmation that your ICAP application has been processed.