

Washington Interagency Incident Management Team Geographic Board



October 27, 2011

Memorandum

To: Individuals Interested in Being Considered for Positions on the Washington Type 2 Interagency Incident Management Teams

From: Gerry Day, Chairman, Washington Interagency Incident Management Team Geographic Board

Subject: Announcement and application for 2012 Washington Type 2 Interagency Incident Management Teams

The Washington State Interagency Incident Management Team Geographic Board (Board) is soliciting to fill positions for five 2012 Washington Type 2 Interagency Incident Management Teams (WIIMT) and the Alternate pool, Trainee pool and Apprentices. All past participants wishing to serve on a team in 2012 must reapply under this announcement. The applicants selected will serve up to a one-year period.

The application period for incident commanders, deputy incident commanders and incident commander trainees is November 1 – November 11, 2011. The Board will seek to make incident commander selections on November 14th, 2011.

The application period for all other positions will be from November 1 – December 16, 2011. Selections for these positions will be made in mid-January 2012 and published prior to the end of that month.

Supervisors are encouraged to support individual applicants and their participation on a team if selected. If applicants or supervisors have questions they are encouraged to contact their agency's Board representative (contact information is provided on page 4 of this announcement).

Attachments: Announcement/application and instructions (17p.)

WASHINGTON STATE TYPE 2 INTERAGENCY INCIDENT MANAGEMENT TEAMS 2012 ANNOUNCEMENT/APPLICATION

For 2012, the Incident Command Application (ICAP) will again be utilized to apply to the WA Type 2 team positions. Instructions for accessing and using this on-line system are covered below.

ANNOUNCEMENT DATES:

The application period for incident commanders, deputy incident commanders and incident commander trainees is November 1 – November 11, 2011. The application period for all other positions is November 1 - December 16, 2011.

OBJECTIVES:

To establish and maintain five interagency teams of highly qualified and motivated specialists to work for agency administrators to accomplish defined incident objectives through safe, effective and efficient management of complex incidents. WIIMTs have a primary mission of serving the wildfire suppression and other incident needs of agency administrators within Washington State. Operational guidance is provided by the Board, which is comprised of authorized representatives from the PNWCG participating agencies. WIIMTs are available for assignment to incidents of any kind and outside of Washington under specific circumstances as defined by Board policy. A maximum of 50 positions will be filled for each of five teams: 27 standard positions identified in the National Mobilization Guide, trainees, and other positions that may be utilized to fill non-standard positions and up to two apprentices.

DUTIES:

Individuals selected as **WIIMT standing team members** are expected to commit and perform at a high level in the position for which they serve. Respectful and effective interaction among team members is an absolute necessity when performing in an emergency incident environment. Specific qualifications for positions are listed in the NWCG Wildland and Prescribed Fire Qualification System Guide (PMS 310-1). A list of positions that may be filled from this announcement is provided on page 5. Individuals assigned as team members are expected to be available for assignment when called and to perform in a satisfactory manner on assignments over the span of up to one year. Calls for assignments could begin as early as March 2012 and may continue for up to one year or until the recruitment process for 2013 is completed. With few exceptions, individual incident assignments are for a maximum of 14 days, exclusive of travel.

Alternate pool members are fully qualified individuals available for assignment to fill short-term vacancies on WIIMTs as they occur. Alternates are not expected to maintain the same degree of availability required of standing team members.

Trainees are persons working toward completing a position task book and who are highly interested in becoming fully qualified through experience and training gained on incidents of Type 2 complexity.

The incident commanders and Board jointly assign trainee positions. These are normally positions of critical need for the short- and long-term functioning of the WIIMTs; people serving in these positions are expected to complete assigned task books and training as their single top priority; they are assigned to a team for up to one year under the same conditions as applicable to standing team members. Once certified as qualified, a person leaves the WIIMT and joins the Alternate Pool for the remainder of the season; the IC and Board may then assign another trainee to that WIIMT. **Trainee Pool:** A pool of interested trainees will be established and drawn from when opportunities exist; a pool trainee is assigned to a WIIMT for a single incident, performs and receives an evaluation, and returns to the Trainee Pool. The Board determines relative priorities among individual trainees for specific ICS positions, and tracks resulting training assignments.

Apprentices differ from trainees in that they have an interest in IMTs but lack the experience or prerequisite training necessary to be issued a position task book for a specific ICS position. The objective of apprentice assignments is accelerated career development of the individual and eventual qualification for assignment to IMTs. Apprentices will have a development plan outlined after the first assignment that identifies a target position; they will gain sufficient experience and complete prerequisite training necessary for the issuance of a PTB one year after first assignment as an apprentice. The objective is to complete the apprentice phase in one year. Apprentices come from PNWCG firefighting agencies and are nominated by management referral (Board, agency administrators or incident commanders). Teams may have up to two apprentices assigned at one time.

QUALIFICATIONS:

Except for Apprentices, applicants applying for positions must meet ICS qualifications standards as published in the NWCG Wildland and Prescribe Fire Qualification System Guide (PMS 310-1). Only information submitted with the formal application is considered when assessing qualifications.

AREA AND LEVEL OF CONSIDERATION:

Applicants from each PNWCG participating agency will be given full consideration. Individuals who served in 2011 on a WIIMT or in the Alternate or Trainee pool must re-apply for 2012.

APPLICATION REQUIREMENTS:

The following information is required of each applicant. You must apply on-line using the Incident Command Application (ICAP). Failure to complete and submit all required information may result in non-selection.

1. Application: This includes the applicant's statement of Knowledge, Skills and Abilities. If the applicant is applying for more than one position they should prioritize in their order of preference within the qualification and experience block of the on-line ICAP application.
2. Unit Fire Qualifications Coordinator's verification of your fire qualifications
3. Supervisor's and Agency Administrator's verification of your availability

SELECTION PROCESS:

Candidates will be evaluated on: their supervisor's appraisal and remarks; certification of fire qualifications; their Agency Administrator's verification of availability; possible interviews; and other information provided in the application. Individuals will be selected as follows on the basis of merit, fitness, qualifications and interagency integration goals established by the Board. All applicants will receive consideration without regard to race, color, age, sex, marital status, religion, national origin, political affiliation, handicap, or other non-merit factors.

- o The Board will select incident commanders, deputy incident commanders and incident commander trainees.
- o The selected ICs will review applications for command and general staff candidates and make selections in consultation and with concurrence of the Board.
- o The incident commanders will review applications and select other team members.
- o Trainee positions will be filled by the ICs in consultation and with concurrence of the Board.
- o Apprentices will be selected by the Board in consultation and with concurrence of the applicable incident commander(s).

Fully-qualified candidates not selected for a team position will be assumed interested in serving as an Alternate unless their application specifies otherwise. The Board Chairman is responsible for notifying applicants of selection or non-selection.

WHEN AND WHERE TO APPLY:

The application period for incident commanders, deputy incident commanders and incident commander trainees is November 1 – November 11, 2011. The application period for all other

positions is November 1 - December 16, 2011.

For 2012, the Incident Command Application (ICAP) will be utilized to apply to the WA Type 2 team positions. If you wish to be considered for multiple positions, you will need to apply for each position and prioritize your choice(s) in the Experience narrative of ICAPs.

Quick start instructions for applying:

- 1) The online application ICAP requires that you first set up a user ID and password. This insures your application is secure. This process is very quick, and takes a few moments. Applicants who have previously set up a user ID and password should use the same ones. If you forgot your user ID and/or password, use the [forgot your User ID?](#) and [forgot your password?](#) links on the login screen. Instructions are attached for creating your account for the first time. Be sure to request LEVEL 1 (one) access.
- 2) Once you have created an account you may then request access to ICAP, by logging in to the web site below, and selecting ICAP.
- 3) You are now ready to apply. Log in again to this same web site and you may then fill out your application (contact information and qualifications) once, and then apply for position(s).

The on-line application is available at: <http://www.nwportal.fs.usda.gov>

For procedural or qualification questions regarding the application process, please contact your agency's Geographic Board Representative below. For technical questions or problems with ICAP contact Dale Guenther, dguenther@fs.fed.us, 503-808-2188.

| | | | |
|---|--|---|--|
| <p>Dept of Natural Resources Gerry Day Resource Protection Division PO Box 47037 Olympia, WA 98504-7037 Phone: 360-902-1207 Fax: 360-902-1781 gerry.day@dnr.wa.gov</p> | <p>USDA Forest Service Janine Clayton Gifford Pinchot N.F. 10600 NE 51st Circle Vancouver, WA 98682 Phone: 360-891-5100 Fax: 360-891-5045 jclayton01@fs.fed.us</p> | <p>Washington Fire Service Bill Walkup Spokane County Fire District 8 E. 12100 Palouse Hwy Valleyford, WA 99036 Phone: 509-926-6699 ext. 206 Fax: 509-924-8358 bwalkup@scfd8.org</p> | <p>USDI Bureau of Land Mgmt Dennis Strange 1103 N Fancher Rd Spokane, WA 99212 Phone: 509-536-1237 Fax: 509-536-1285 dennis_strange@blm.gov</p> |
| <p>USDI Dept. of Fish & Wildlife Brian Gales 911 NE 11th Avenue Portland, OR 97232-4181 Phone: 503-231-6769 Fax: 503-231-2364 brian_gales@fws.gov</p> | <p>USDI Bureau of Indian Affairs Scott Rodgers Colville Agency P.O. Box 188 Mount Tolman Fire Center Keller, WA 99140-0188 Phone: 509-634-3118 Fax: 509-634-3149 scott.rodgers@bia.gov</p> | <p>USDI National Park Service Debbie Bird Lake Roosevelt National Recreation Area 1008 Crest Drive Coulee Dam, WA 99116-1259 Phone: 509-633-9441 ext. 111 Fax: 509-633-9184 debbie_bird@nps.gov</p> | |

Washington Type 2 Interagency Incident Management Teams

This announcement solicits applicants for the following positions for each team

| | |
|-------------------|--|
| COMMAND | |
| ICT2 | Incident Commander Type 2 |
| ICT2 | Deputy Incident Commander Type 2 |
| PIO2 | Incident Information Officer Type 2 |
| SOF2 | Safety Officer Type 2 |
| HRSP | Human Resource Specialist |
| OPERATIONS | |
| OSC2 | Operations Section Chief Type 2 |
| AOBD | Air Operations Branch Director |
| ASGS | Air Support Group Supervisor |
| ATGS | Air Tactical Group Supervisor |
| HEB1 | Helibase Manager Type 1 |
| DIVS | Division Supervisor |
| PLANNING | |
| PSC2 | Planning Section Chief Type 2 |
| RESL | Resource Unit Leader |
| SITL | Situation Unit Leader |
| DMOB | Demob Unit Leader |
| SCKN | Status Check-In Recorder |
| FBAN | Fire Behavior Analyst |
| TNSP | Training Specialist |
| CTSP | Computer Technical Specialist |
| GISS | GIS Technical Specialist |
| LOGISTICS | |
| LSC2 | Logistics Section Chief Type 2 |
| COML | Communications Unit Leader |
| MEDL | Medical Unit Leader |
| FDUL | Food Unit Leader |
| SPUL | Supply Unit Leader |
| ORDM | Ordering Manager |
| FACL | Facilities Unit Leader |
| GSUL | Ground Support Unit Leader |
| EQPM | Equipment Manager |
| INCM | Incident Communications Manager |
| RCDM | Receiving/Distribution Manager |
| BCMG | Base/Camp Manager |
| FINANCE | |
| FSC2 | Finance Section Chief Type 2 |
| TIME | Time Unit Leader |
| PTRC | Personnel Time Recorder |
| PROC | Procurement Unit Leader |
| EQTR | Equipment Time Recorder |
| COST | Cost Unit Leader |
| COMP | Comp/Claims Unit Leader |
| CLMS | Claims Specialist |
| CRNW | Contract Representative Northwest |

2012 Washington State Interagency Incident Management Team Formation Timeline

| | |
|----------------------------------|---|
| October 28 th , 2011 | Board approves 2012 WIIMT recruitment application |
| November 1 st , 2011 | 2012 WIIMT recruitment period opens |
| November 11 th , 2011 | Recruitment period closes for 2012 IC, DPIC and IC trainee applicants |
| November 14 th , 2011 | Board selects ICs, deputy ICs and IC trainees |
| November 30 th , 2011 | 2012 ICs, deputy ICs and IC trainees are announced |
| December 16 th , 2011 | Recruitment period closes for 2012 non-IC applicants |
| January 10 th , 2012 | Regular Board Meeting (AM) Board meeting with IC's & Deputies (PM) |
| January 11 th , 2012 | Board and ICs meeting to select Command & General staff and finalize team member selection for 2012 |
| January 27 th , 2012 | Publish WIIMT, alternate pool and trainee pool rosters |
| March 9 th , 2012 | Complete hotel reservations for 2012 WIIMT Meeting |
| April 16-18, 2012 | 2012 team meeting, Yakima, WA |

To access the several Web based information sites supported by the PNW, a single web site has been developed, NWPORTAL.FS.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

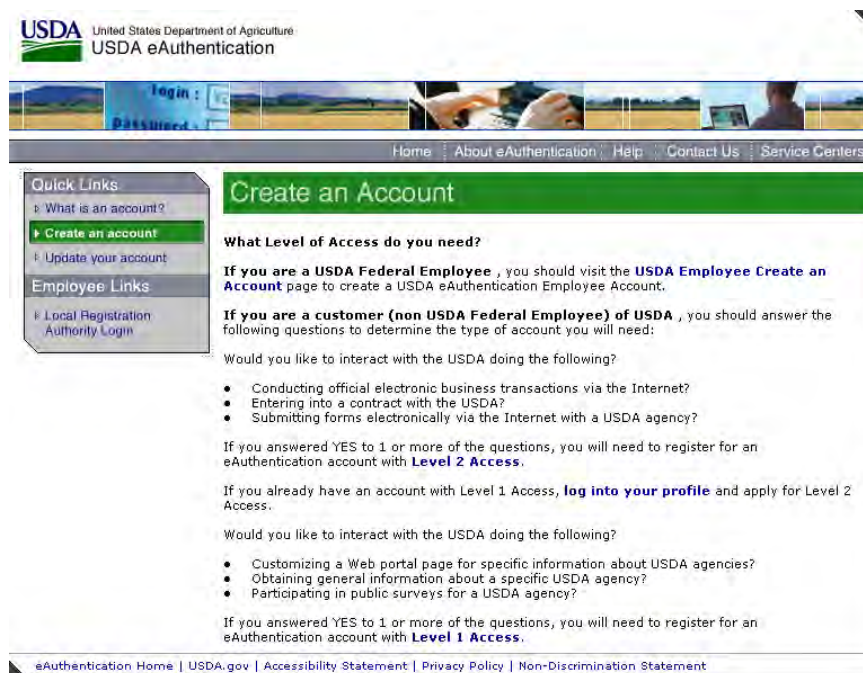
FIRST TIME USER

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 an 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 for NWPortal, go to this website:

<http://www.eauth.egov.usda.gov/>

Move your cursor to “ [▶ Create an account](#) ” in the [Quick Links](#) box.



The screenshot shows the USDA eAuthentication website. At the top left is the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". Below this is a navigation bar with links for "Home", "About eAuthentication", "Help", "Contact Us", and "Service Centers". On the left side, there is a "Quick Links" box with a dropdown menu. The "Create an account" option is highlighted. Below the navigation bar, the main content area is titled "Create an Account". It contains a section titled "What Level of Access do you need?" with two paragraphs of instructions. The first paragraph is for USDA Federal Employees, and the second is for customers (non-USDA Federal Employees). Both paragraphs include a list of questions to determine the level of access needed. The footer contains links for "eAuthentication Home", "USDA.gov", "Accessibility Statement", "Privacy Policy", and "Non-Discrimination Statement".

USDA United States Department of Agriculture
USDA eAuthentication

login :
Password :

Home | About eAuthentication | Help | Contact Us | Service Centers

Quick Links
▶ What is an account?
▶ **Create an account**
▶ Update your account
Employee Links
▶ Local Registration
▶ Authority Login

Create an Account

What Level of Access do you need?

If you are a USDA Federal Employee , you should visit the **USDA Employee Create an Account** page to create a USDA eAuthentication Employee Account.

If you are a customer (non USDA Federal Employee) of USDA , you should answer the following questions to determine the type of account you will need:

Would you like to interact with the USDA doing the following?

- Conducting official electronic business transactions via the Internet?
- Entering into a contract with the USDA?
- Submitting forms electronically via the Internet with a USDA agency?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with **Level 2 Access**.

If you already have an account with Level 1 Access, **log into your profile** and apply for Level 2 Access.

Would you like to interact with the USDA doing the following?

- Customizing a Web portal page for specific information about USDA agencies?
- Obtaining general information about a specific USDA agency?
- Participating in public surveys for a USDA agency?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with **Level 1 Access**.

eAuthentication Home | USDA.gov | Accessibility Statement | Privacy Policy | Non-Discrimination Statement

Follow the instructions for obtaining **LEVEL 1** security. Although the screen indicates your choice could be Level 1 or Level 2, your program is in **LEVEL 1**. **Create a LEVEL 1 account.**

The screenshot shows the USDA eAuthentication website. The header includes the USDA logo and navigation links: Home, About eAuthentication, Help, Contact Us, and Service Centers. A sidebar on the left contains 'Quick Links' (What is an account?, Create an account, Update your account) and 'Employee Links' (Local Registration, Authority Login). The main content area is titled 'Create an Account' and 'Level 1 Access Step 1 of 2'. It provides instructions for creating an account and lists the following fields to be filled: User ID* (6-20 characters), Password* (4-10 characters), Confirm Password*, First Name*, Middle Initial, Last Name*, Home Postal/Zip Code, Country Name* (dropdown menu), Email*, and Confirm Email*. 'Reset' and 'Continue' buttons are at the bottom right.

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

The screenshot shows the 'Verify your Level 1 access information' step. It displays the user's entered information: User ID: fireboy, Password: ** Not Shown **, First Name: Dan, Middle Initial: Barrett, Last Name: United States, Home Postal/Zip Code: c_green@hotmail.com, Country Name: United States, and Email: c_green@hotmail.com. 'Back' and 'Submit' buttons are at the bottom. The footer contains links for eAuthentication Home, USDA.gov, Accessibility Statement, Privacy Policy, and Non-Discrimination Statement.

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

The screenshot shows the USDA eAuthentication website. The header includes the USDA logo and navigation links: Home, About eAuthentication, Help, Contact Us, and Service Centers. A sidebar on the left contains 'Quick Links' (What is an account?, Create an account, Update your account) and 'Employee Links' (Local Registration, Authority Login). The main content area is titled 'Create an Account' and 'Level 1 Access Confirmation'. It states: 'Please print this page for future reference. Congratulations Don Jensen! You have successfully created a USDA account with Level 1 access. The User ID you created is : fireboy The email address you provided is: lgrover@fs.fed.us'. It provides instructions to check for a confirmation email within 1 hour and offers troubleshooting steps if not received after 24 hours. A 'Continue' button is at the bottom.

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 similar to the following:

The screenshot shows an email confirmation message. It begins with 'Congratulations fireboy' and states 'You have successfully created a USDA eAuthentication account with Level 1 access.' It includes the instruction 'Please print and retain this message for future reference.' and provides the user ID 'fireboy' and email 'lgrover@fs.fed.us'. It lists three steps for activation: 1. Wait 20 minutes, 2. Activate within 7 days, and 3. Click 'ACTIVATE MY ACCOUNT'. A note states that failure to click the link within 7 days will result in account termination. The message concludes with 'Once you have activated your account you will have immediate access to the USDA portals and applications that accept accounts with Level 1 access.'

You can view or update your account information by clicking [UPDATE YOUR ACCOUNT](#). You can also access

your account information from the USDA eAuthentication web site at <http://www.eauth.egov.usda.gov>.

If you need further assistance, please email the USDA eAuthentication Help Desk at eAuthHelpDesk@usda.gov.

Please include the following information in your email:

Your first and last name

Your eAuthentication User ID

Indicate whether you are a public customer, federal employee, state, or district employee

If you are a federal employee, provide the name of your employing agency

The URL (Web Address) of the Web site or application you were attempting to access

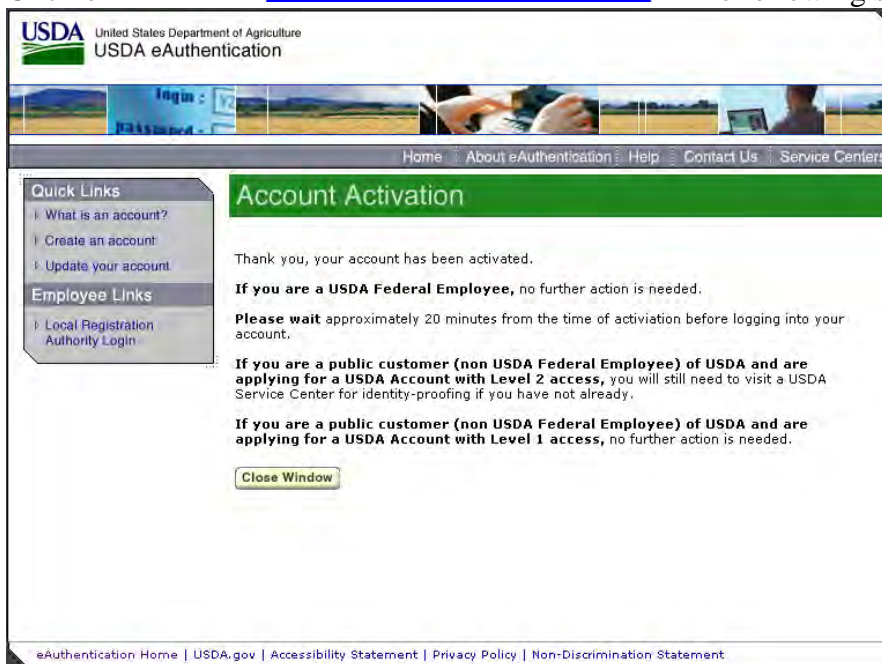
The text of any error messages and a detailed description of the problem

If you have trouble accessing your activation link above, please copy and paste the following link into your browser address bar:

<https://eauth.sc.egov.usda.gov/eAuth/activateUser.do?username=firebov&str=>

15182714112434-121162724311427-11528-1151413-13028"

Click on “3. [Click 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.

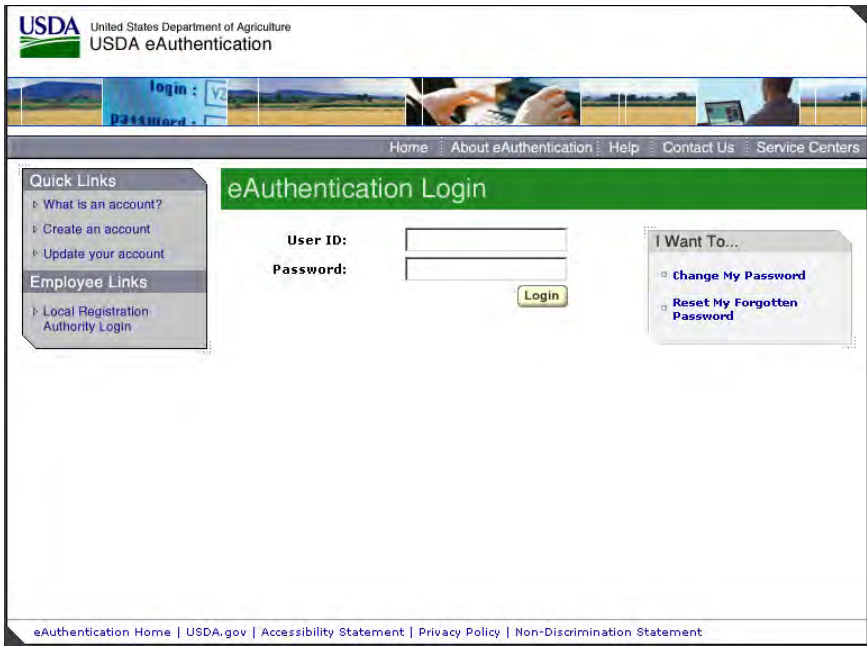
Step 3: Accessing the NWPortal System

After an individual has completed the e-Authentication process (including responding to the e-mail message sent to him/her by e-Authentication) they may begin using the NWPortal system.

The web address is NWPortal is: www.nwportal.fs.usda.gov. You will use this web address for all further access to the NWPortal system.



Click on 



Log in using the 'user ID' and 'password' you established.

Step 4: Selecting NWPortal systems.

The first time you access NWPortal you will be provided a list of application which to access. Select all that apply to you. The system manager will review your request and grant access. You will be notified via email.

The next time you enter NWPortal you may enter those system(s).

At this point you may bookmark the location, or save in your Favorites on your browser.

If you have any questions please contact Dale Guenther, dguenther@fs.fed.us, 503-808-2188.



Incident Command Application System (ICAP) Applicant User Guide

10/2011

This short guide will show applicants how to apply to the PNW Incident Command Teams roster.

The ICAP system was developed to facilitate Incident Command Teams filling positions. IC Teams may use the system to identify which positions they need to recruit for, list applicants and their qualifications, and select applicants for a position as a primary, alternate, trainee, job share, and/or apprentice. Teams have full control over how many positions to advertise, (or all), how many applicants may fill a position, and the type for each applicant (Primary, Alternate, Trainee, etc).

ICAP is a web based system. No software is necessary to download and install. The system will run on MS Windows and Apple computers. Access to the system is controlled by the USDA eAuthentication Security System. While this system is managed and used by all USDA agencies for payroll and retirement information, anyone may request access. EAuthentication has passed USDA CIO Certification and Authentication. Further information is available upon request.

ICAP is run and managed at the USDA National Information Technology Center (NITC), Kansas City, Missouri. NITC has passed USDA CIO Certification and Authentication. Instructions for creating an eAuthentication account and requesting access to ICAP may be found in the document 'eAuthentication Account Creation.doc'. Be sure to request a **level 1** access.

Once you have created an account, you need to close the browser (Internet Explorer), and open a new one and go to the web site: www.nwportal.fs.usda.gov

This portal is used to access the many web applications and information hosted by the PNW Fire and Aviation Staff, with ICAP being one.

The first time in you must request access to ICAP. If you are pre-approved for Incident Commander (or staff) access it will be granted. All requesting Applicant status will automatically be granted. The next time you visit the www.nwportal.fs.usda.gov site you will be able to use the ICAP system. Follow the instructions below.

There is a time limit on entering information, when there is 15 minutes with No activity you will be logged off. We suggest you draft your application narratives in Word, then paste into ICAP.

Using the ICAP System:

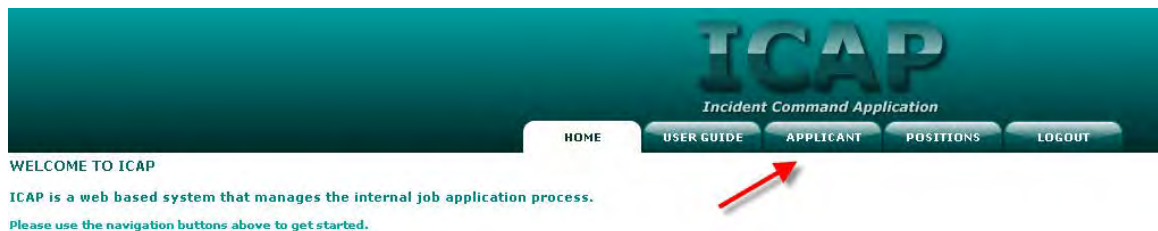
There are 3 functions of the system.

User Guide – Displays this User Guide for reference.

Applicant – Enter your contact information and standard job qualifications. These may be updated when you apply.

Positions – This tab displays all positions for Oregon, Washington, and California. Each position on each team will display whether they are open or closed. It is here that you apply for position(s).

- Applying for a position, first enter your contact and dispatch office information:
1. From the Home menu select the 'Applicant' tab.



2. On the Applicant page enter your contact information and basic qualifications.

Incident Command Application

HOME USER GUIDE APPLICANT POSITIONS LOGOUT

ICAP: APPLICANT FORM
ICAP Applicant Form

Name: Dale Guenther

IQES Number: 123456

Experience: Simply testing the qualifications text box.

Retired: Yes No

Agency: Oregon rural fire district

Agency address: 333 SW First Av

City: Portland

State: OR

Zip: 97204

Dispatch agency: Blue Mountains Interagency Dispatch Center

Other (if agency not listed above): Test Data

Email: dguenther@fs.fed.us

Work phone: 555-555-1111

Home phone: 555-555-1111

Cell phone: 555-555-1111

Pager: NA

Dispatch phone: 555-555-1111

Fax: 555-555-1111

Jet port: Portland

Supervisor name: John Smith

Supervisor email: dguenther@fs.fed.us

Agency administrator name: Agency Admin Test

Agency administrator email: dguenther@fs.fed.us

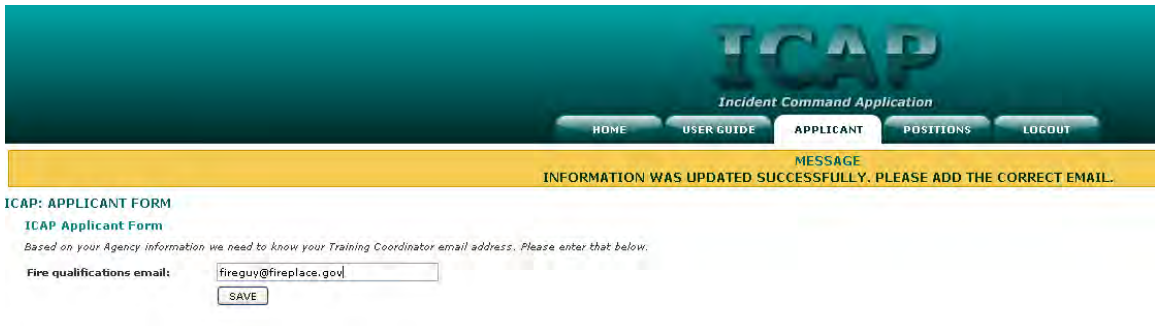
SAVE

Select the Agency and address which you are employed with, or associated with as an AD.

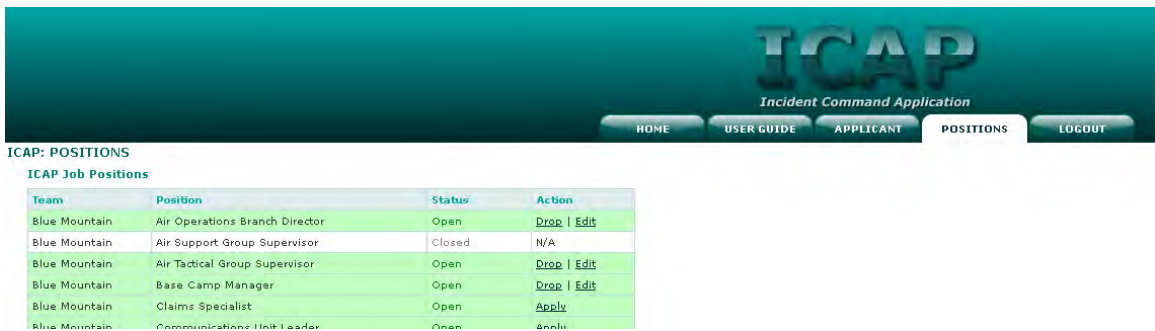
Select your Dispatch Office from the pull-down list. If it is not present then select 'Other', and type in the name of the Dispatch Office in the space provided under Other..

Enter your Supervisor's email address. It is critical that you have their permission before applying to a position. If you are an AD then enter the contact email for the Agency office you entered above.

Be sure to click 'Save'. Your information will not be saved unless you do so. Depending on the agency you work for, the ICAP system will set the correct Training Coordinator and their email address. For several, such as rural fire districts, we need to ask you to fill this in on the following screen. Again, this is only for certain employers, so it may not come up for you.



3. Select the 'Positions' tab to find team positions to apply to. There are many teams and positions in the system covering California, Oregon, and Washington. To help you select the team and position we first ask what state you are interested in with the following screen:



This page will show all teams and all positions for those teams. Those that are highlighted in green are open for you to apply. If they are white then they are closed.

To apply select the 'Apply' button.

4. Fill in your position type and related job information.

For those applying to Washington teams you may elect to be assigned to a pool of applicants, rather than a specific team. Select the Alternate or Training Pool.

You may adjust your basic qualifications to fit this position. Be sure to print the page when you are finished for your records.

You MUST have supervisor approval (for those NOT retired). Checking the box is required.

Click the “Submit Application” button to save your applications to the ICAP system. The system will then email you a confirmation. It will also email your supervisor, Training Qualifications Coordinator, and Agency Administrator (Washington State Only and FS California) on your application.

5. You may drop your application to a position. You will not be considered for that position. You may then re-apply if you like, as long as the position is still open.

To drop an application click the Positions tab, and click the Drop button.

| | | | |
|----------------|-----------------------------------|--------|---|
| Central Oregon | Base Camp Manager | Closed | N/A |
| Central Oregon | Claims Specialist | Closed | N/A |
| Central Oregon | Communications Unit Leader | Open | Apply |
| Central Oregon | Comp/Claims Unit Leader | Closed | N/A |
| Central Oregon | Computer Technical Specialist | Closed | N/A |
| Central Oregon | Contract Representative Northwest | Closed | N/A |
| Central Oregon | Cost Unit Leader | Open | Drop Edit |
| Central Oregon | Deputy Incident Commander | Closed | N/A |

6. Clicking the Edit option will allow you to edit your application. This may be done until the position is closed by the Incident Commander.