



Pacific Northwest Wildfire Coordinating Group

DATE: October 1, 2013

TO: Individuals interested in consideration for positions on the Pacific Northwest Interagency Type 1 and Type 2 Incident Management Teams

FROM: Bob Madden, Chair, PNWCG Geographic Board (Operations Working Team)
Kevin Martin, Chair, Oregon GEO Board
Albert Kassel, Chair, Washington GEO Board

SUBJECT: Announcement and application process for the Pacific Northwest Type 1 and Type 2 Interagency Incident Management Teams for 2014 rotation

The Pacific Northwest Interagency Incident Management Team Geographic Board, Oregon Geographic Board, and Washington Geographic Board (referred to as GEO Boards) are soliciting applicants to fill the Pacific Northwest Interagency Incident Managements teams including:

- PNW Type 1 IMTs
- Oregon Type 2 IMTs
- Washington Type 2 IMTs

The applicants selected will fill the positions for the 2014 rotation. It is the intention of the GEO Boards to field two Type 1 teams, 4 Oregon IMTs, and 5 Washington IMTs

Applicants may apply to each team as a primary, job-share, or trainee.

Alternate Pool Process: Applicants interested in being in the alternate pool or trainee pool for Washington need to apply to the Washington applicant pool as a primary or trainee. Applicants interested in being in the alternate or trainee pool for Oregon or Type 1 Teams must apply to the Oregon applicant pool as a primary or trainee.

The application period for all needed positions will be **October 7, 2013 through November 22, 2013**. The Washington IC, Deputy IC and Trainee IC applicant period closes October 30, 2013. The Washington Incident Commander and Deputy Incident Commander selections will be announced by November 1, 2013. Oregon and Type 1 IC's are on a three year rotation and have already been selected.

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 GEO Board representative.

**PACIFIC NORTHWEST INTERAGENCY
INCIDENT MANAGEMENT TEAMS
2014 ANNOUNCEMENT/APPLICATION**

The Incident Command Application Program (ICAP) will be utilized to apply to the PNW Type 1 and Type 2 teams (Oregon & Washington) collectively referred to as PNWIIMT. Instructions for accessing and using this system are covered below.

ANNOUNCEMENT DATES:

The application period for all team positions will open on October 7, 2013. The Washington IC, Deputy IC and Trainee IC applicant period closes October 30, 2013. All remaining applications will close November 22, 2013.

OBJECTIVES:

To establish and maintain two Type 1 Interagency Teams, four Oregon Interagency Teams, and five Washington 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. PNWIIMTs have a primary mission of serving the wildfire suppression and other incident needs of agency administrators within the Pacific Northwest. Operational guidance is provided by the PNWCG Operations Working Team (OWT) for the Type 1 teams, Oregon GEO Board for the Oregon Type 2 IMTs, and Washington GEO Board for Washington Type 2 IMTs.

PNWIIMTs are available for assignment to incidents of any kind and outside of Pacific Northwest under specific circumstances as defined by policy. A maximum of 50 positions will be filled for each of the teams: 27 standard positions and six trainees identified in the National Mobilization Guide and an additional 17 positions may be used to fill other positions and trainees. Additional S-520 mentees are approved for the Type 1 teams.

DUTIES:

All applicants 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 7.

Primary Team Members are expected to be available for assignment when called and to perform in a satisfactory manner on assignments. IMT mobilizations could begin as early as January 2014 and may continue for the remainder of the year or until the recruitment process for 2015 is completed. With few exceptions, individual incident assignments are for a maximum of 14 days, exclusive of travel.

Team 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 or Type 1 complexity.

The ICs and section chiefs jointly assign trainee positions to their respective teams. These are normally positions of critical need for the short- and long-term functioning of the PNWIIMTs;

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.

Applicant Pool members are either fully-qualified or trainee-qualified individuals available for assignments on PNWIIMTs when opportunities arise. Applicant Pool members are not expected to maintain the same degree of availability required of standing team members.

An Applicant Pool trainee is assigned to an IMT for a single incident, performs and receives an evaluation, and returns to the Applicant Pool.

QUALIFICATIONS:

Applicants applying for positions must meet ICS qualifications standards as published in the NWCG Wildland Fire Qualification System Guide (PMS 310-1). For USFS employees, applicants must also meet supplemental FSH 5109.17.

APPLICATION REQUIREMENTS:

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

1. Application: Electronic completion of the ICAP information. If the applicant is applying for more than one position they must apply to each position individually within the ICAP application. Prioritize your position choice(s) in the Experience narrative of ICAP.
2. Unit Fire Qualifications Coordinator must verify your fire qualifications.
3. Supervisor's and Agency Administrator's verification and support of your availability.

SELECTION PROCESS:

Candidates will be evaluated on: certification of fire qualifications; their Agency Administrator's verification of availability; other information provided in the application and possible interviews.

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.

- The GEO Boards will select incident commanders and deputy incident commanders.
- The selected ICs will review applications in consultation and with concurrence of the GEO Boards.
- S-520 Mentees will be selected by the OWT in consultation and with concurrence of the ICs for Type 1 teams.

Candidates not selected for a team position will be placed in the Applicant Pool as an alternate. ICAP will generate an email notifying applicant of selection or non-selection.

HOW TO APPLY:

The on-line application is available at: <http://www.nwportal.fs.usda.gov>. A user guide is located on the middle tab at the ICAP program for further assistance.

For procedural or qualification questions regarding the application process for Type 1 Teams, please contact your agency's Operations Working Team Representative below.

| | | | |
|--|---|--|---|
| <p>Washington Fire Service Randy Johnson Spokane County Fire District 4 3219 E. Chattaroy Road Chattaroy, WA 99003 Phone: 509-467-4500 Fax: 509-467-6032 randyj@scfd4.org</p> | <p>USDA Forest Service Steve Rawlings OR/WA State Office Fire & Aviation Management PO Box 3623 Portland, OR 97208 Phone: 503-808-2314 Fax: 503-808-6799 srawlings@fs.fed.us</p> | <p>Oregon Department of Forestry Doug Grafe 2600 State Street, Bldg. D Salem, OR 97310 Phone: 503-945-7437 Fax: 503-945-7430 doug.grafe@state.or.us</p> | <p>USDI Bureau of Land Management Joe Krish – Vice Chair OR/WA State Office Fire & Aviation Management P.O. Box 3623 Portland, OR 97208 Phone: 503-808-6559 Fax: 503-808-6799 jkrish@blm.gov</p> |
| <p>USDI Fish & Wildlife Service 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 – current vice chair John Szulc Northwest Regional Office Portland, OR 97232 Phone: 503-231-6797 Fax: 503-231-6774 john.szulc@bia.gov</p> | <p>USDI National Park Service Larry Nickey Olympic National Park 600 E. Park Ave Port Angeles, WA 98362 Phone: 360-565-3121 Fax: 360-565-3129 larry_nickey@nps.gov</p> | <p>WA Dept of Natural Resources Jeannie Abbott Resource Protection Division PO Box 47037 Olympia, WA 98504-7037 Phone: 360-902-1304 Fax: 360-902-1781 jeannie.abbott@dnr.wa.gov</p> |
| <p>Oregon Fire Service Robert Madden - Chair Bend Fire Department 1212 SW Simpson Ave. Bend, OR 97702 Phone: 541-322-6312 Fax: 541-322-6325 rmadden@ci.bend.or.us</p> | <p>Facilitator Carla Schamber Siuslaw National Forest PO Box 1148 4077 Research Way Corvallis, OR 97339 Phone: 541-750-7088 Fax: 503-750-7187 cschamber@fs.fed.us</p> | | |

For procedural or qualification questions regarding the Oregon IMT application process, please contact your agency's Geographic Board Representative below

| | | | |
|--|--|--|---|
| <p>USDA Forest Service Kevin Martin (Chair) 2517 S.W. Hailey Avenue Pendleton OR 97801 Work: 541-278-3716 Email: kmartin@fs.fed.us</p> | <p>USDA Forest Service Bret Ruby 1550 Dewey Avenue Baker City OR 97814 Work: 541-523-6391 Email: bruby@fs.fed.us</p> | <p>Oregon Department of Forestry Doug Grafe 2600 State Street, Bldg. D Salem OR 97310 Work: 503-945-7437 Email: doug.grafe@state.or.us</p> | <p>USDI Bureau of Land Management Don Gonzalez 100 Oregon St. Vale, OR 97918 Work: 541-473-3144 Email: dgonzale@blm.gov</p> |
| <p>USDI Fish & Wildlife Service 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 John Szulc Bureau of Indian Affairs 911 NE 11th Avenue Portland OR 97232-4181 Work: 503-231-6797 Email: john.szulc@bia.gov</p> | <p>USDI National Park Service – Currently Vacant Contact Larry Nickey or Christie Neill</p> | <p>USDA FS and USDI BLM Karen Curtiss 63095 Deschutes Market Rd. Bend OR 97701 Work: 541-383-5300 Email: kcurtiss@fs.fed.us</p> |
| <p>USDA Forest Service Jerry Ingersoll 4077 Research Way Corvallis OR 97333 Work: 541-750-7000 Email: jingersoll@fs.fed.us</p> | <p>PNWCG Liaison Bobbie Scopa State Office Regional Office (SORO) 333 SW First Avenue Portland OR 97208-6518 Work: 503-808-6518 Email: bscopa@fs.fed.us</p> | | |

For technical questions or problems with ICAP please contact Dale Guenther, dguenther@fs.fed.us, 503-808-2188.

For procedural or qualification questions regarding the WashingtonIMT application process, please contact your agency's Geographic Board Representative below

| | | | |
|--|--|---|--|
| <p>Dept of Natural Resources Albert Kassel Resource Protection Division PO Box 47037 Olympia, WA 98504-7037 Phone: 360-902-1316 Fax: 360-902-1781 albert.kassel@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 Randy Johnson Spokane County Fire District 4 3219 E. Chattaroy Road Chattaroy, WA 99003 Phone: 509-467-4500 Fax: 509-467-6032 randyj@scfd4.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 dstrange@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 Christie Neill 333 Bush Street Suite 500 San Francisco, CA 94104 Phone: (510) 512-8792 Fax: (530)-621-5297 christie_neill@nps.gov</p> | |

Pacific Northwest Interagency Incident Management Team

This announcement solicits applicants for the following positions for the teams

Type 1 / 2 Long Team Configuration (Total of 27 positions, plus 6 IC identified trainees)

(2013 National Mobilization Guide Chapter 60)

| | |
|---|---|
| IC – Incident Commander | SITL – Situation Unit Leader |
| DPIC* – Deputy Incident Commander | ASGS – Air Support Group Supervisor |
| FBAN – Fire Behavior Analyst | FSC - Finance Section Chief |
| SOF - Safety Officer | TIME -Time Unit Leader |
| PIO – Public Information Officer | ATGS – Air Tactical Support |
| OSC – Operations Section Chief (2 ea.) | DIVS – Division Group Supervisor (4 ea.) |
| AOBD – Air Operations Branch Director | COMP - Comps/Claims Unit Leader |
| PROC - Procurement Unit Leader | COML – Communications Unit |
| PSC - Planning Section Chief | SPUL - Supply Unit Leader |
| LSC - Logistics Section Chief | FACL - Facilities Unit Leader |
| RESL - Resource Unit Leader (2 ea.) | GSUL - Ground Unit Leader |

* The DPIC position is authorized on In-State mobilizations

An additional 17 positions being solicited for filling within this announcement are located within the ICAP and will be filled at the IC's discretion.

2014 Pacific Northwest Interagency Incident Management Team Formation Timeline

| | |
|-----------------------------|---|
| October 1, 2013 | GEO Boards approve 2014 PNWIIMT recruitment application |
| October 7, 2013 | 2014 PNWIIMT recruitment period opens |
| November 22, 2013 | Recruitment period closes for 2014 team applications |
| December 10-11, 2013 | Team Selection Meeting with GEO Boards and ICs |

Quick Start Guide for ICAP

To access the Incident Command Application (ICAP) system for submitting IC Team applications, we have developed a web: www.fireportal.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.fireportal.usda.gov>

Move your cursor to “  ” in the  box.

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

Create an Account

What Level of Access do you need?

If you are a USDA Federal Employee, the **USDA Employee Create an Account** page will take you through the steps to create a USDA eAuthentication Employee Account.

If you are a USDA customer (Users who are not USDA Federal Employees), you should answer the following questions to determine if you need Level 1 or Level 2 account access:

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?
- Filling out and Submitting electronic forms or applications for USDA via the Internet?

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 a Level 1 eAuthentication account and need Level 2 Access, then **log into your profile** and select "Apply for Customer Level 2 Authentication". No need to create a new account, simply upgrade from Level 1 to Level 2.

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

- Utilizing an application or USDA web portal that indicates a Level 1 account is needed?
- 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 these questions, you will need to register for an eAuthentication account with **Level 1 Access**.

eAuthentication Home | USDA.gov | Site Map

Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

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

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Service Centers

Create an Account

Level 1 Access Create an Account Help
Step 1 of 2

If you are a USDA Federal Employee, you should continue with the USDA eAuthentication **Employee Create an Account** process.

Public customers should complete the information below to create a USDA account. All required fields are marked by an asterisk (*).

Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*: 6-20 characters

Password*: 4-10 characters

Confirm Password*:

First Name*:

Middle Initial:

Last Name*:

Home Postal/Zip Code:

Country Name*:

Email*:

Confirm Email*:

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."

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Service Centers

Create an Account

Level 1 Access
Step 2 of 2

Verify your Level 1 access information.
Click the Back button to make changes or click the Submit button to create your account with Level 1 access.

User ID: **fireboy**
 Password: **** Not Shown ****
 First Name: **Dan**
 Middle Initial:
 Last Name: **Barrett**
 Home Postal/Zip Code:
 Country Name: **United States**
 Email: **c_green@hotmail.com**

[Back](#) [Submit](#)

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

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

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Service Centers

Create an Account

Level 1 Access Confirmation

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

You should receive a confirmation email within 1 hour from **eAuthHelpDesk@usda.gov** with the subject line of "Activate Your USDA Account with Level 1 Access within 7 Days"

If after 24 hours you do not receive the confirmation email:
 1. Check your email provider filters.
 2. Check your personal email filter settings.
 3. Contact the eAuthentication helpdesk at **eAuthHelpDesk@usda.gov**. Please provide your User ID, first and last name, and email address.

To activate your account, you must click on the activation link provided in the confirmation email within **7 days**. Be sure to follow the instructions provided in the confirmation email to activate your account with Level 1 access.

- NOTE: If you do not confirm your account within the required 7 days, your account will be terminated and you will have to start the entire process over again.**

[Continue](#)

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

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:

Congratulations fireboy

You have successfully created a USDA eAuthentication account with Level 1 access.

Please print and retain this message for future reference.

The User ID you created is: fireboy The email address you provided is: lgrover@fs.fed.us

Before you can use your account with Level 1 access you must do the following:

1. **Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 1 access.**
2. **Activate your account within 7 days of the receipt of this email.**
3. Click [ACTIVATE MY ACCOUNT](#)

NOTE: If you do not click on the "Activate My Account" link within the required 7 days, your account will be terminated and you will have to start the entire process over again.

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=fireboy&str=>

15182714112434-121162724311427-11528-1151413-13028"

Click on "3. [Click ACTIVATE MY ACCOUNT](#)" The following screen will appear.

USDA United States Department of Agriculture
USDA eAuthentication

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

Account Activation

Thank you, your account has been activated.

If you are a USDA Federal Employee, no further action is needed.

Please wait approximately 20 minutes from the time of activation before logging into your account.

If you are a public customer (non USDA Federal Employee) of USDA and are applying for a USDA Account with Level 2 access, you will still need to visit a USDA Service Center for identity-proofing if you have not already.

If you are a public customer (non USDA Federal Employee) of USDA and are applying for a USDA Account with Level 1 access, no further action is needed.

[Close Window](#)

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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.

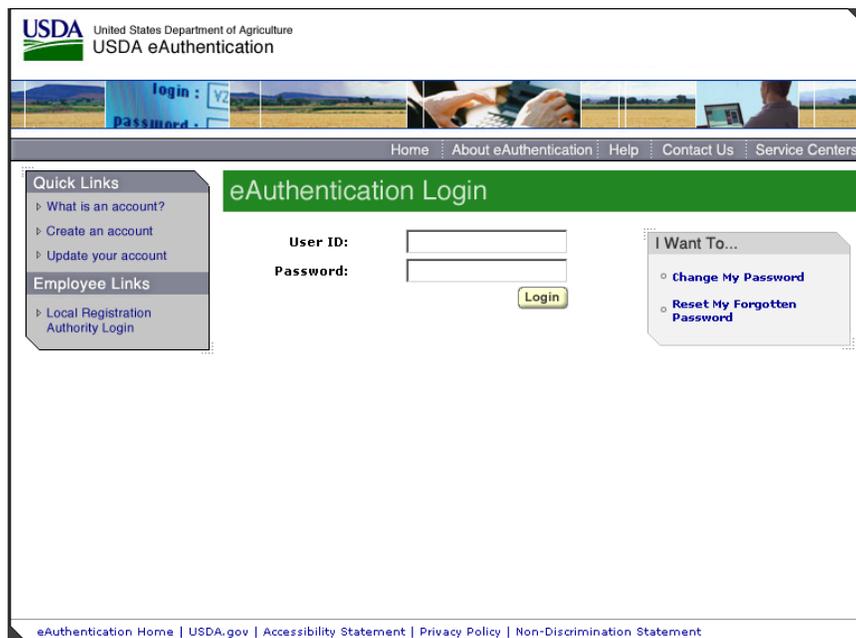
Step 3: Accessing the NWPortal System

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, ICAP.

The first time you access NWPortal you need to request access to the ICAP application. Select 'Request Access to a System', then select the "ICAP - Incident Command Application".

The system manager will review your request and grant access. You will be notified via email.



The next time you enter FirePortal 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.