

## 2019 ICAP Application Instructions EA Buying Teams

**Supervisors and Agency Administrators** will receive an e-mail for each position an applicant applies to. The supervisor has the option of “Agree/Do Not Agree” with each. When an applicant applies to multiple positions and the supervisor chooses “Agree/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 Training Coordinator or Agency Administrator does not agree with an applicant’s application they will need to also request that the applicant remove the application. Please let your Supervisor, Training Coordinator and Agency Administrator know you are applying so they will expect an email notification.

**Applicants** should note unsaved work will be lost and the user is automatically logged out after 15 minutes of inactivity.

**Before you begin....PLEASE** read the instructions and gather the following information before beginning the application process!

- You will need to identify your Supervisor, Training Coordinator and Agency Administrator. The person’s name and email will need to be entered during the application process.
- Your dispatch center phone and fax #.
- The address of your workstation.
- A copy of your most current IQCS/IQS Fire Master Record or other form of experience and qualification verification must be uploaded during the application process.

If you are a new ICAP user, you will need to set up a log-in and password (e-Auth account - Level 1). Reference the e-Auth Instructions document. 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 an account, but forgot your password, navigate to here to reset it:

[https://www.eauth.usda.gov/AccountServices/ForgottenPasswordStep1\\_ForgottenPassword.aspx](https://www.eauth.usda.gov/AccountServices/ForgottenPasswordStep1_ForgottenPassword.aspx)

1. Navigate to the web site: <https://fireportal.usda.gov/>
  - Select **▲ ICAP** from the program list.
  - Enter your e-Auth log in and password.
  - If this is the first time you have entered the Incident Command Application System (ICAP), you will need to “Request Access to a System”. Use the top left ICAP dropdown box to select “Applicant” the rest of the dropdowns can remain blank. Click the “Request Access” button.
  - A green banner should appear at the top of the page “Success: Access requested. Applicants may **continue to ICAP to apply**. If you are an Area Coordinator or IC, you will be notified by email when your access request is approved”. Click on the words “**continue to ICAP to apply**”.
  - On the next page, the following links appear at the top of the page. These are quick links to navigate ICAP. **fireportal.usda.gov / fam / icap [step 1: applicant](#) [step 2: positions](#)**.

2. Click the “**step 1: applicant**” tab at the top of the screen.
  - Enter all the required personal information. Home phone is required but can be the same as you cell phone.
  - Attach your experience MASTER RECORD.
  - Choose your applicant employment type from the dropdown.
  - Enter your IQCS identifier. Use your IQS identifier if you have one (found on your master record). *\*If you are unable to locate the number enter NA.*
  - Applicant dispatch office-select the GACC you are located in, followed by your local Dispatch Center. EXAMPLE: Minnesota resources select Area: Eastern, State: MN and Dispatch Office: Minnesota Interagency Fire Center.
  - Enter your specific Agency Unit in the “Agency (other)” field; please spell out your agency as opposed to guessing at the Unit ID. (i.e. Minnesota Agency, Saint Croix National Park, Athens Ranger District etc.)
  - Employers address.
  - PLEASE ensure you know the correct e-mail addresses of your supervisor, qualifications coordinator (IQCS or IQS), and your agency administrator. Your application is routed via email for approval.
  - Add qualifications in the qualifications box EDSP, EDSO or EDRC and identify TRAINEE if that is your status.
  - Add specific remark in the remarks box (i.e.: other teams applied for and what role, if you have availability restrictions etc.)
  - Once all blocks are complete click save at the top of the page. If required information is missing the block will be highlighted in red and will need to be completed before saving successfully. A successful save shows in a green banner at the top of the page. Go back and make corrections and save again if needed.
3. Click the “**step 2: positions**” tab at the top of the screen.
  - Select “Eastern” from the dropdown menu in the blue shaded section at the top of the page.
  - Scroll down the list to the section identified for the Dispatch Team. It should be identified by team name and then a list of positions (BUYL and BUYM).
  - Select ‘Apply Now’ to the position you want to apply for.
  - On the next screen, you must choose between primary, alternate or trainee.
  - The remaining blocks should populate from your profile.
  - Enter any qualifications and experience related to the position you are applying for if it does not auto populate. 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 preference etc.
  - Click save to submit your application.
  - You should see “You Applied Successfully” at the top of the screen.
  - Repeat “**step 2: positions**” for each position you wish to apply for.

You can edit and make changes to your application as long as the application period is open. Once recruitment is closed, your application is locked.

Click the “log out” tab.

You should receive an e-mail confirmation that your ICAP application has been processed.

***If you application is selected for a roster you will be notified.***