



Title
ICAP Application User Guide

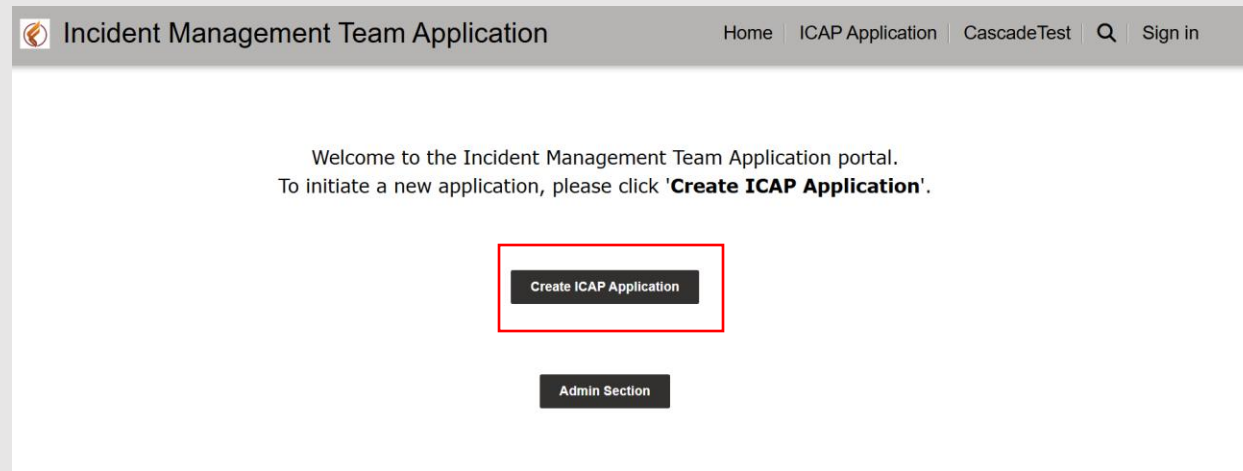
User Training Guide
Overview



Overview

- The Incident Command Application Program (ICAP) is a secure portal for Geographic Areas (GA) to solicit and select Incident Management Team (IMT) participants for wildland fire and all hazard response. ICAP streamlines applications, ensures data integrity, and supports standardized reporting across agencies.

- Go to: <https://site-imapp.powerappsportals.us/ICAPApplication/>
- Sign in if prompted (some features may require authentication).





Application Submission

If a user, or admin, does not use Chrome or Microsoft Edge while working in the form the solution may not work. We have noted the correct browsers to use below.

Step-by-Step

Fields with red (*) are required.

Incident Management Team Application

Applicant Email	
First Name	
Last Name	
Phone Number	
Applicant Home Geographic Area	Q
Home Dispatch Center	Q
Host Agency	Select v
Employment Type	Select v
Home Unit Identifier	Q
Geographic Area Where Applying	Q
IMT	Q
Position 1	Q
Qualification Status 1	Select v
Position Status1	Select v
Position 2	Q
Qualification Status 2	Select v
Position Status 2	Select v
Position 3	Q
Qualification Status 3	Select v
Position Status 3	Select v
My supervisor supports my application	Select v



Step-by-Step

Home Page

Click **Create ICAP Application** to start a new submission.

Applicant Information

Enter your **Email**, **First Name**, **Last Name**, and **Phone Number**.

Select your **Home Geographic Area** (lookup/search enabled).

Choose your **Home Dispatch Center** (filtered by Geographic Area).

Select your **Host Agency** and **Employment Type** (dropdowns).

Enter your **Home Unit Identifier** (lookup/search enabled).

Application Details

Select the **Geographic Area Where Applying**.

Choose your **IMT** (filtered by GA).

For each position (up to three):

Select **Position** (dropdown).

Choose **Qualification** (dropdown).

Set **Position Status** (dropdown).

Indicate if **your supervisor supports your application** (Yes/No).

Submit

Click **Submit**.

You will see a confirmation page: "Form submitted successfully."

Incident Management Team Application

Applicant Email	
First Name	
Last Name	
Phone Number	
Applicant Home Geographic Area	Q
Home Dispatch Center	Q
Host Agency	Select
Employment Type	Select
Home Unit Identifier	Q
Geographic Area Where Applying	Q
IMT	Q
Position 1	Q
Qualification Status 1	Select
Position Status 1	Select
Position 2	Q
Qualification Status 2	Select
Position Status 2	Select
Position 3	Q
Qualification Status 3	Select
Position Status 3	Select
My supervisor supports my application	Select



Field Descriptions

Applicant Email, First Name, Last Name, Phone Number: Basic contact info.

Home Geographic Area: Select from lookup; supports wildcard search (e.g., *AL for Alaska/California).

Home Dispatch Center: Filtered based on selected Geographic Area.

Host Agency: Choose from federal, state, local, or specific agency (e.g., BLM, FWS, NPS, BIA, DOI, USFS, DOD, State, Local).

Employment Type: Permanent, Seasonal, Temp, AD, Supplemental.

Home Unit Identifier: Lookup with search and filter.

IMT, Position, Qualification, Status: Select from dropdowns; supports multiple positions.

Supervisor Support: Yes/No field to indicate supervisor endorsement.

Incident Management Team Application

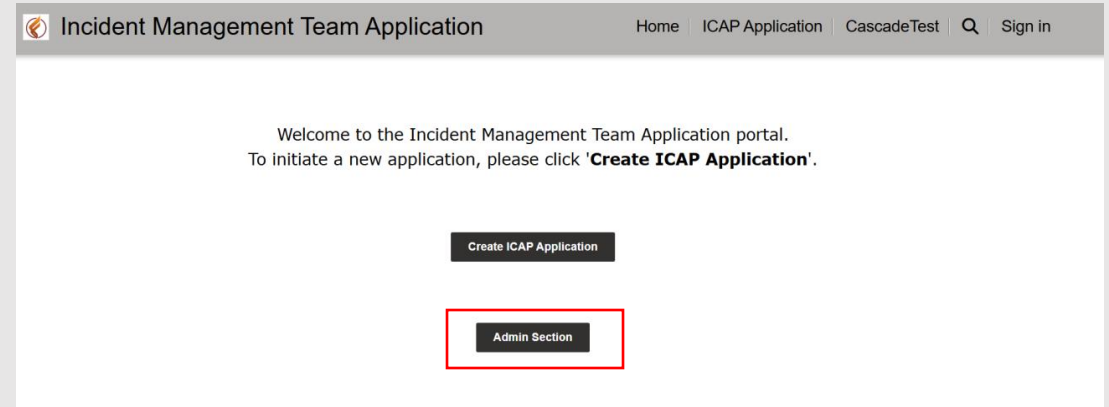
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Home Unit Identifier	Q
Geographic Area Where Applying	Q
IMT	Q
Position 1	Q
Qualification Status 1	Select v
Position Status1	Select v
Position 2	Q
Qualification Status 2	Select v
Position Status 2	Select v
Position 3	Q
Qualification Status 3	Select v
Position Status 3	Select v
My supervisor supports my application	Select v



Admin Section

Admin Center Access:

- Click the **Admin** button to open the ICAP Applications Admin Center.

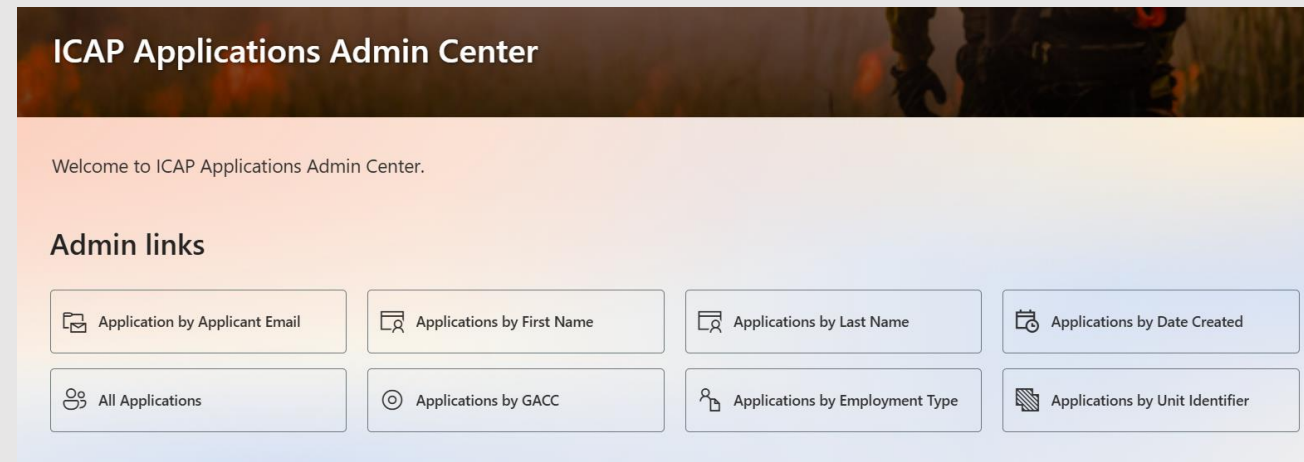




Admin Section

Admin Center Access:

- Click the **Admin** button to open the ICAP Applications Admin Center.



- **Frequently Asked Questions**

- **Q: Can I apply for multiple IMT positions?**

A: Yes, you can select up to three positions per application.

- **Q: How do I search for my Home Geographic Area or Unit Identifier?**

A: Use the lookup field and wildcard search (e.g., *AK for Alaska).

- **Q: What does “My supervisor supports my application” mean?**

A: This field confirms your supervisor’s endorsement, required for some positions.

- **Q: Do I need to login to access or submit the application?**

A: No, you don’t need to login to access and submit the applicaiton