



# NORTHERN ROCKIES COORDINATING GROUP

Northern Rockies Coordination Center  
Aerial Fire Depot  
5765 West Broadway  
Missoula, MT 59808-9361  
406-329-4880

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Date: November 09, 2012

Topic: Northern Rockies Incident Management Team Electronic Application Instructions

**BEFORE YOU BEGIN...**

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

**PLEASE obtain your correct Supervisor and Qualifications Coordinator e-mail addresses. The Supervisor for AD's/Retirees is the FMO or Fire Staff of the unit who sponsors you.**

**(Many of the issues last year were due to incorrect e-mail addresses. If unsure, call and ask. Please do not guess at it. A lot of email addresses have changed since the migration to Outlook, especially in the DOI)**

**OBTAIN your IQCS or IQS Master Record Electronic File. This can be e-mailed to you and you will need to save the file on your computer, then import it into your application in Step 8c below.**

**OBTAIN your IQCS or IQS Employee ID Number from your most current Redcard, Master Record Electronic File, or by calling your Qualifications Coordinator.**

**DETERMINE from your unit who should be entered in as the Agency Administrator/E-mail. Some units may decide to have you enter the FMO. DFMO, Fire Staff another individual as the Agency Administrator.**

**However, applicants from the State Agencies and Fire Departments should enter the following in the Agency Administrator block(s)**

- **DNRC – Ted Mead (tmead@mt.gov)**
- **IDL – Ken Ockfen (kockfen@idl.idaho.gov)**
- **ND State – Sarah Tunge (Sarah.Tunge@ndsu.edu)**

**If you need additional assistance, please contact your local dispatch center.**

**LATE APPLICATIONS WILL NOT BE ACCEPTED. THE CLOSING DATE FOR VACANCIES IS JANUARY 31, 2013**

Montana DNRC  
Montana Firewardens Association  
Montana Disaster and  
Emergency Services Division  
MT Sheriffs and Peace Officers' Association

Bureau of Indian Affairs  
Bureau of Land Management  
National Park Service  
US Fish and Wildlife Service

USDA Forest Service  
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## Northern Rockies Incident Management Team Electronic Application Instructions

1. USFS applicants who already have an e-auth account may proceed to Step 3.
2. First, you will need to set up a log-in and password (e-auth account). Reference the attached pdf document (eauth\_account\_instructions.pdf) included in the same e-mail as these instruction and which is also accessible on the NRCC website. 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. **If you have problems or questions in setting up your E-Auth account, please call Dale Guenther at 503-807-8595.**
3. Go to the website: <http://www.nwportal.fs.usda.gov/>
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), click "Request Access to a System". Check the ICAP-Incident Command Application box and hit the "Request Access" button. Upon future log-ins, the ICAP system will be available to enter after log-on.
6. In the Application Menu, click the "ICAP – Incident Command Application" link.
7. Click the third tab – "Step 1: Applicant"
8. Enter all the required information. Some items of note are the following:
  - a. IQCS or IQS Number Field (Employee ID) – Obtain this from your most current Redcard or by calling your Qualifications Coordinator.
  - b. Enter your experience that relates to the positions applying for. (i.e. I've been a qualified DIVS for 5 years and have participated on IMT's for last 2 years.)
  - c. Browse for the Master Record File you have saved to your computer and import.
  - d. Applicant Dispatch Office – Select the GACC you are located in, followed by your local Dispatch Center.
  - e. Enter your specific Agency in the "Agency (other)" field, please **spell out** your agency as opposed to guessing at a Unit ID. (i.e. Lolo NF, Yellowstone National Park, Northern Cheyenne Agency, etc)
  - f. PLEASE ensure you know the CORRECT email addresses of your Supervisor, Qualifications Coordinator (IQCS or IQS), and your local Agency instruction for entries in the Agency Administrator block (s). (i.e. some units may instruct you to put the FMO, DFMO, Fire Staff Officer or another individual instead of the Agency Administrator).
  - g. Once all blocks are complete, click Save. (You should see "Information Was Updated Successfully" at the top of the screen).
9. Click the "Step 2: Positions" tab at the top of the screen.
10. Select "Northern Rockies".
11. Select the IMT for which you want to apply to. Some items of note:
  - a. Type 1 IMTs are identified as follows:
    - i. Northern Rockies Type 1 Team A = Poncin IMT
    - ii. Northern Rockies Type 1 Team B = Turman IMT

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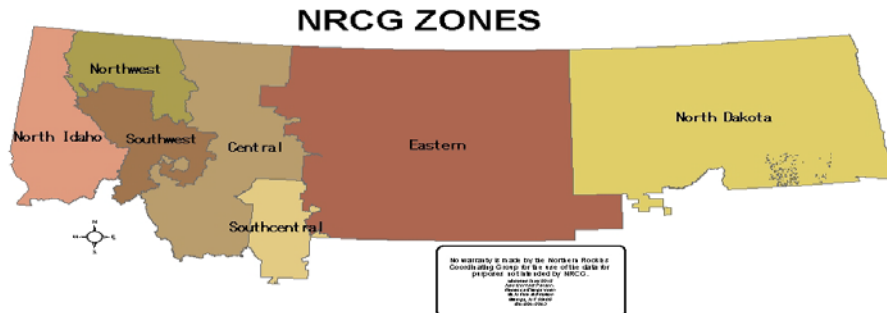
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- iii. Northern Rockies WFMT Team A = Hutton WFMT
- iv. Northern Rockies WFMT Team B = McBratney WFMT



- v. The Type 2 Teams are named by general Geographic Area. The Eastern Montana includes the following NRCG zones: Central, South Central, Eastern and North Dakota. Western Montana includes the Southwest and Northwest zone. North Idaho includes the portion of Idaho in the Northern Rockies Geographic Area.
    - 1. Eastern Montana Team 1 = Benes IMT
    - 2. Eastern Montana Team 2 = Heintz IMT
    - 3. Northern Idaho Team 1 = Kusicko IMT
    - 4. Northern Idaho Team 2 = Pearson IMT
    - 5. Western Montana Team 1 – Fry IMT
  - b. You may also apply to the **“Northern Rockies Applicant Pool”**
    - i. This is used when you want to be considered for a position on any of the Northern Rockies Teams. (i.e. - you do not have to apply 6 different times for the same position)
    - ii. IC’s will select from this pool at the Team Member Selection Meeting.
  - c. If possible, please try and avoid applying for 2 positions on one Team, 3 on another, and 2 on yet another... Consider applying to the “Applicant Pool” for those positions as a better option.
12. Select “Apply” to the position you want to apply for. On the next screen, you must choose between 4 different options: **NOTE – If applying only to be an Alternate, select “Job Share” and also enter “Alternate Only” in step 13 below.**
- a. As a Primary.

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- b. As a Job Share (available only for some assignments, position will be shared amongst 2 or more applicants)
  - c. As a Trainee.
  - d. As an Apprentice/Mentoree. Note – in this case you are considered to only observe the duties of this position. You will actually be carried on the IMT as a related position you are carrying on your Redcard.
13. Enter any Qualifications and Experience related to the position applying for (this will be auto-filled from when you first entered your initial information also). **In this block, you also need to enter your priority, i.e. “This position is my 1<sup>st</sup> priority”.** If applying for more than 1 position on one or more teams, you need to indicate 2<sup>nd</sup>, 3<sup>rd</sup> priorities, etc. **If applying only as an Alternate, enter “Alternate Only” in this block.**
  14. Check the box for Supervisor Approval (who must be briefed and approves your applying to Northern Rockies Teams).
  15. Click the “Print” link to print for your records.
  16. Click Submit Application.
  17. You should see “You Applied Successfully” at the top of the screen.
  18. If you need to apply for a different position and/or a different team, start over beginning at Step 10 above.
  19. If you need to edit or delete your application, just log-in and navigate to the respective IMT and position, and you will see “drop” and “edit” links in the Action column.
  20. Click the “Logout” tab.
  21. You should receive an e-mail confirmation that your ICAP application has been processed.

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**Applicants will be notified via email of their acceptance/non-acceptance on or around March 15, 2013\*\***

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