



Date: December 10, 2012

Great Basin Incident Management Team/Rocky Basin Buying 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. If you are unsure who this is, call your local dispatch center. (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, 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 10 below.

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

QUALIFICATIONS COORDINATOR: please notify the applicant to remove their application if they are not qualified or work with them to correct errors.

SUPERVISORS: Sometimes email from ICAP is labeled as spam. You may need to check your spam folder. Also certain email systems will flag the email as suspicious. It will disable links and images in the email, but at the top of the screen the user should have an option to allow the links to be active and to show images.

APPLICANTS: There is a fifteen minute time out on the application when there is no activity. Please be sure to click save!

Everyone will need to apply each year. (IC's will be on a three year commitment. All others will be on a one year commitment.)

BUYING TEAM MEMBERS: All Rocky Basin Buying Team Members will be solicited through the Great Basin.

DETERMINE your Agency Representative/E-mail from the following list.

Agency	Name	Phone Number	Email
BLM, Arizona Strip	Mark Rosenthal	w: 435-688-3350 c: 435-680-0738	mrosenth@blm.gov
BIA	Kirby Arrive	w: 435-722-2593 c: 435-722-4353	karrive@ubtanet.com
BLM – Idaho All NIFC-DOI Employees	Steve Shaw	w: 208-373-3855 c: 208-272-0854	srshaw@blm.gov
BLM – Nevada	Paul Petersen	w: 775-861-6507 c: 775-530-1947	ppeterse@blm.gov
BLM – Utah	Chris Delaney	w: 801-539-4277 c: 801-597-9392	cdelaney@blm.gov
FWS	Tracy Swenson	w: 435-734-6449	tracy_swenson@fws.gov
Out of Geo Area	Nelda St. Clair	w: 775-885-6078 c: 775-230-4351	nstclair@blm.gov
NPS	Chip Collins	w: 307-739-3310	chip_collins@nps.gov
State of Idaho	Julia Sullens	w: 208-334-3488 c: 208-914-6372	jsullens@idl.idaho.gov
State of Nevada	Mike Klug	w: 775-684-2500 c: 775-721-6378	mklug@forestry.nv.gov
State of Utah	Shane Freeman	w: 801-538-5501	shanefreeman@utah.gov
USFS All NIFC-USFS Employees	Beth Lund	w: 801-625-5513	elund@fs.fed.us

If you need additional assistance, please contact [Eastern Great Basin Coordination Center](#).

LATE APPLICATIONS WILL NOT BE ACCEPTED. THE CLOSING DATE FOR VACANCIES IS [January 25, 2013](#).

Everyone will need to apply each year. (IC's will be on a three year commitment. All others will be on a one year commitment.)

All Rocky Basin Buying Team will be solicited through the Great Basin.

Great Basin 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 level 1). Reference the attached pdf document (eauth_account_instructions.pdf) included in the same e-mail as these instruction and is also accessible on the EGBCC 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. This process normally takes about 30 minutes.

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/> (A link is posted on EGBCC or WGBCC website under Overhead)

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. **For IC’s, you will need to contact Dale Guenther and ask for the IC role to be assigned to you and anyone else on your team that you would like to have the IC role.**

6. In the Application Menu, click the “ICAP – Incident Command Application” link.

7. Click the “**Step 1: Applicant**” tab at the top of the screen.

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.

9. 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.)

10. Browse for the Master Record File you have saved to your computer and import.

11. Applicant Dispatch Office – Select the GACC you are located in, followed by your local Dispatch Center. **(Special instructions for Buying Team applicants who are outside of the Great Basin: Select Great Basin, choose other for the local dispatch and then type in your local dispatch center in the space provided).**

12. Enter your specific Agency in the “Agency (other)” field; please **spell out** your agency as opposed to guessing at a Unit ID. (i.e. Uinta-Wasatch-Cache NF, Idaho Department of Lands, Elko Field Office, Zion National Park, Western Nevada Agency, etc)

13. **PLEASE ensure you know the CORRECT email addresses of your Supervisor, Qualifications Coordinator (IQCS or IQS), and your Agency Representative. (listed as “Agency Administrator” in the ICAP application).**

14. Once all blocks are complete, click Save. (You should see “Information Was Updated Successfully” at the top of the screen).
You have now completed step 1. Your information will remain in the ICAP data base and will be used to auto fill in step 2.

15. Click the “**Step 2: Positions**” tab at the top of the screen.

16. Select Great Basin.

17. Select the IMT/Buying Team which you want to apply to.

Type 1 IMTs are identified as follows:

- Great Basin Type 1 Team 1 = Lund
- Great Basin Type 1 Team 2 = Harvey

Type 2 IMTs are identified as follows:

- Great Basin Type 2 Team 3 = Whalen
- Great Basin Type 2 Team 4= Kidd
- Great Basin Type 2 Team 5 = Wilde
- Great Basin Type 2 Team 6 = Dunford
- Great Basin Type 2 Team 7 = Adell

Type 1 Buying Teams are identified as follows:

- Rocky Basin Type 1 Team 2= Lindsay
- Rocky Basin Type 1 Team 5 = Huston

Type 2 Buying Teams are identified as follows:

- Rocky Basin Type 2 Team 3 = Shupla
- Rocky Basin Type 2 Team 4 = Vice Huether
- Rocky Basin Type 2 Team 1= Vice Tavenner

You may also apply to the “**Great Basin/Rocky Basin Applicant Pool**”. This is used when you want to be considered for a position on any of the Great Basin Teams. (i.e. - you do not have to apply 7 different times for the same position) IC’s will select from this pool at the Team Selection meeting in February.

Please limit your applications to 2 Teams and/or the applicant pool.

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.

18. 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 19 below.**

- As a Primary.
- As a Job Share (available only for some assignments, position will be shared amongst 2 or more applicants)
- As a Trainee.

- As an Apprentice/Mentoree. **This position is not used in the Great Basin. Do not use!**

19. 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 1st priority”.** If applying for more than 1 position on one or more teams, you need to indicate 2nd, 3rd priorities, etc. **If applying only as an Alternate, enter “Alternate Only” in this block.**

20. Check the box for Supervisor Approval (who must be briefed and approves your applying to Great Basin/Rocky Basin Teams).

21. Click the “Print” link to print for your records.

22. Click Submit Application.

23. You should see “You Applied Successfully” at the top of the screen.

24. If you need to apply for a different position and/or a different team, start over beginning at Step 10 above.

25. 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.

26. Click the “Logout” tab.

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

**** LATE APPLICATIONS WILL NOT BE ACCEPTED. THE CLOSING DATE FOR VACANCIES IS [January 25, 2013](#).**

Applicants will be notified via email of their selected/not selected status by February 28.