



NORTHERN ROCKIES COORDINATING GROUP

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

Date: December 1, 2017

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 Gmail, 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 – mdegrosky@mt.gov**
- **IDL – jwensman@idl.idaho.gov**
- **ND State – (ryan.melin@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 15, 2018

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
Idaho Department of Lands
North Dakota Forest Service
Fire Chief's Association



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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 Jim Edmonds at 503-808-2120**
3. Go to the website: <https://fireportal.usda.gov>
- 4.
5. Enter your e-auth log-in and password.
6. 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.
7. In the Application Menu, click the "ICAP – Incident Command Application" link.
8. Click the third tab – "Step 1: Applicant"
9. 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).
10. Click the "Step 2: Positions" tab at the top of the screen.
11. Select "Northern Rockies".
 - a. Select either Northern Rockies Type 1 Team 1 or Northern Rockies Type 2 Team 3.
 - b. You may also apply to the **"Northern Rockies Applicant Pool"**

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- 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:
 - a. As a Primary.
 - b. As a Alternate.
 - c. As a Job Share (available only for some assignments, position will be shared amongst 2 or more applicants)
 - d. As a Trainee.
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 1st priority"**. If applying for more than 1 position on one or more teams, you need to indicate 2nd, 3rd priorities, etc.. Please include all the emails for supervisor, agency administrator, and training coordinator.
14. Click Save
15. You should see "You Applied Successfully" at the top of the screen.
16. If you need to apply for a different position and/or a different team, start over beginning a- Step 10 above.
17. If you need to withdraw your application, just log-in and navigate to the respective IMT and position, and you will see the withdraw application button click this and then save. Edits can be done in the initial applicant screen then saved.
18. 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 February 2018**

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