

Date: December 2, 2011

Topic: Northern Rockies Area Incident Management Team Electronic Application Instructions

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

**PLEASE obtain your correct Supervisor and Qualifications Coordinator e-mail addresses before you begin!**

**Keep an eye out for additional direction from your agency unit in the event there is specific local direction as to the entering of the line officer and/or FMO e-mail addresses.**

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

**LATE APPLICATIONS WILL NOT BE ACCEPTED. THE CLOSING DATE FOR VACANCIES IS **January 30, 2012 at 1200AM Hours****

1. Go to the website: <http://www.imtcenter.net>
2. Click on "Team Vacancies (Beta Test)" on the left hand side of the screen.
3. When searching for positions to apply for, especially when applying for more than one position, be sure to scroll the entire screen. Positions are often listed in the order they were entered and not necessarily grouped alphabetically or by team. Even though a team may carry multiple positions of the same qualification (i.e. Division Group Supervisor), only one DIVS position/vacancy is listed. Multiple applicants will be selected to the IMT for that particular qualification, depending on that IMT's configuration.

**There are 3 ways to search for open positions:**

- **By GACC** - if Northern Rockies is selected, every vacancy on all Northern Rockies IMT's will be listed

*\*\*use this if applying to different positions on more than one team\*\**

- **By Position** - lists that position vacancy on all IMT's nationwide

*\*\*use this if applying to the same position on one or more teams\*\**

- **By Team** - lists all vacancies on the team selected

*\*\*use this if applying to one or more positions on the same team\*\**

4. Once all boxes are checked for the positions you want to apply for, select the "apply to selected positions" link at the bottom of the page.
5. If applying to more than one position, you must then select your priority order in which you want to be considered for each vacancy. Then select "Continue" twice.
6. Enter the required information in the application form:
  - Name, agency, address, contact information, etc

- Answer if you are a seasonal or AD

7. Enter supervisor's name, phone, and **email address** (please make sure this is correct as your supervisor will receive an email and will approve or deny your application to the IMT)

**\*\*AD's should enter the local unit FMO as the supervisor\*\* (if you are unsure who this is, call your local dispatch center)**

8. If **USFS**, enter your Line Officer name, phone, and **email address** (will give approval after supervisor and qualifications approvals are confirmed).

9. Enter your Qualifications Coordinator (IQCS/IQS) name, phone, and email address (qualifications coordinator will receive an email and will approve or deny your application to the IMT. **If you are unsure who this is, call your local dispatch center**)

10. **"State or GACC where you currently work"** is a block that was used by the Southern Area and the Lessoned Learned Center has agreed to get this block removed. Depending on when you submit your application, this block **may or may not be visible to you**. If it is visible, you can leave it as "Pennsylvania." This will not affect the accuracy of your application.

11. The **"Current IMT Coordinator"** Name, Phone, and Email blocks are also going to be removed. Depending on when you submit your application, these blocks **may or may not be visible to you**. If it is visible, enter in **the coordinator for your team**.

12. Do **not** check the box "This team is located in my state".

13. Check whether or not the Team applying for is located in my GACC. This will be checked for all applicants except for those applying to an IMT from out of area.

14. Make a selection in the drop down menu indicating which capacity (fully qualified, trainee, 520 candidate, etc) you are applying for. **Note: if applying for alternate only, indicate "alternate only" in the white block titled "Optional" which is located below the Relevant Experience block for that position.**

15. Enter your relevant experience (required).

16. Enter any other qualifications and or experience (optional). **Note: If applying for a "shared" primary position, indicate in this block, and who the position is shared with (if known).**

17. Select the "Terms of Agreement" check boxes (all 4).

18. Select "Submit my application."

19. Print your "receipt."

20. Exit the site.

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**Applicants will be notified via email of their acceptance/non-acceptance on or around the week of February 20<sup>th</sup> 2012\*\***