



ROCKY MOUNTAIN COORDINATING GROUP

Bureau of Indian Affairs (Southwest, Rocky Mountain and Great Plains Regions)
Bureau of Land Management (Colorado and Wyoming)
Fish and Wildlife Service (Mountain/Prairie Region)
Forest Service (Rocky Mountain Region)
National Park Service (Intermountain and Midwest Regions)
State Agencies in Colorado, Wyoming, South Dakota, Nebraska and Kansas

Recruitment Notice for:
2018 Rocky Mountain Area Incident Management and Buying Teams
Team Members and Trainees
Nominations Close December 8, 2017

Recruitment for Team Members and Trainees for the 2018 Rocky Mountain Geographic Area Type 1 (IMT1) and Type 2 (IMT2) Incident Management Teams, and Buying Teams (BUYT). Directions are detailed below.

Background:

The Rocky Mountain Geographic Area (RMA) consists of Colorado, Kansas, Nebraska, South Dakota, and Wyoming. The RMA will host one Type 1 and two Type 2 interagency IMTs, and Geographic Area and National BUYTs in 2018. Additional *ad hoc* BUYTs may be assembled from the BUYT applicant pool as needed. Agency Administrators in the RMA continue to support and appreciate staff participation on these teams.

Incident Management and Buying Teams are under the oversight of the Rocky Mountain Coordinating Group (RMCG). IMTs manage high complexity incidents, and usually consist of the most experienced incident management personnel. IMT and BUYT primary response is for wildfires; however the teams may be requested to respond to all-risk incidents such as hurricanes, floods, or other National emergencies.

Type 1 IMTs and national BUYTs are available year-round per a national rotation. Type 2 IMTs and geographic area BUYTs typically remain available from the spring through fall, although the Blue team maintains year-round availability. Team assignments may be up to 14 days, exclusive of travel, but are often shorter.

Team	Incident Commander	RMA Season
Type 1 IMT	Todd Pechota	Year-round
Type 2 IMT, Blue	Jay Esperance	Year-round
Type 2 IMT, Black	Shane Greer	April 1 – October 31
National BUYT	Kim Luft	April 1 – October 15 (Year round)

RMA IMT Configuration:

- ***ALL IMT participants will apply through the web based Incident Command Application System (ICAP); additional information is below.***
- Length of commitment:
 - ICs and Deputy ICs: committed through 2018.
 - Command and General Staff: selected on an annual basis.
 - All other IMT positions including trainees: selected on an annual basis.

RMA IMT & BUYT ICAP Applications:

Application Guidelines:

- Application for specific IMTs:
 - *Command and General Staff*: can apply to a specific IMT and/or the RMA Applicant Pool.
 - *All other IMT and ALL Buying Team positions* including trainees: can only apply to the RMA Applicant Pool.
 - *If unsure whether to apply for a specific IMT or the RMA Applicant Pool, always apply to the pool.*
- Buying Team Leader applicants may be requested to participate in an oral interview.
- Buying Team Leader and Member applicants must submit the [RMA Buying Team Supplemental Questionnaire](#) to the Buying Team Coordinator no later than December 8, 2017.
- IMT and Buying Team Applicants may apply as a job share, where 2 individuals share one position.

Application Process:

- **ALL** team positions (ICs, overhead primary, job share, trainee) will be filled utilizing the national *Incident Command Application System (ICAP)* online nomination system. (The "alternate" option is still in ICAP however it serves the same function as "job share" so the preference is to select "job share".)
- Individuals may apply in ICAP for multiple positions that they are qualified for and willing to serve in, but will only be selected for 1 position on 1 IMT or Buying Team based on RMCG discretion and priorities.
- Instructions for utilizing the ICAP system can be found as a supplement to this document.
- Incomplete applications may be rejected from consideration.
- REMEMBER - ALL POSITIONS must reapply annually (Including ICs) in the ICAP system.

Note: ALL applicants working in the Rocky Mountain Area (RMA) who desire to apply to another geographic area **NEED TO CONTACT THEIR AGENCY'S OPERATIONS COMMITTEE (IMT) OR INCIDENT BUSINESS COMMITTEE REPRESENTATIVE (BUYT) FOR RMCG APPROVAL PRIOR TO SUBMITTING THAT APPLICATION.**

RMA IMT Selection Process:

- Applicants from outside of the RMA are required to notify their Geographic Area's Coordinating Group and/or Operations Committee (depending on policy) of their interest to participate on RMA IMTs.
- All ICAP applicants will be reviewed by the RMA Operations Committee and RMA IMT ICs. Team member recommendations will be submitted to RMCG.
- Final team member selections will be made by RMCG based on RMA priorities.

Scheduled Event	Date	Participant
Recruitment Bulletin to FMOs, Agency Administrators and potential IMT members	November 3, 2017	RMCG Operations Committee
Applications Due	December 8, 2017	Applicants
Announcement of RMCG approved IMT Rosters	February 1, 2018	RMCG and RMCG Operations Committee
Annual RMA IMT meeting for all teams	April 3-5, 2018 TBD	IMT's, RMCG, etc.

If you have any questions, please contact your agency's Rocky Mountain Area Operations Committee Representative:

Operations Representative	Agency	Email Address	Phone Number
Heath Estey	BIA – GP	heath.estey@bia.gov	605-226-7621
Dana Cook	BIA – NR	dana.cook@bia.gov	307-332-4408
John Cervantes	BIA - SW	john.cervantes@bia.gov	505-563-3370
Brian Achziger	BLM CO	bachziger@blm.gov	303-239-3687
Paul Hohn	BLM WY	phohn@blm.gov	307-775-6086
Neal Beetch	FWS	Neal_Beetch@fws.gov	303-445-4367
David Niemi	NPS	David_Niemi@nps.gov	402-661-1762
Troy Hagan	USFS	thagan@fs.fed.us	303-445-4331
David Vitwar	CO State	david.vitwar@state.co.us	720-354-6841
Rodney Redinger	KS State	rodney2@ksu.edu	620-728-4464
Rob Powell	SD State	rob.powell6@gmail.com	605-390-5699
Earl Imler	NE State	earl.imler@Nebraska.gov	402-472-2964
Dick Terry	WY State	dick.terry@wyo.gov	307-340-0937

RMA Buying Team Selection Process:

- Applicants from outside of the RMA are required to notify their Geographic Area's Coordinating Group and/or Operations Committee (depending on policy) of their interest to participate on RMA Buying Teams.
- All ICAP applicants will be reviewed by the RMA Incident Business Committee, Buying Team Coordinator, and Operations Committee. Team member recommendations will be submitted to RMCG.
- No applications will be considered without a completed [RMA Buying Team Supplemental Questionnaire](#).
- Final team member selections will be made by RMCG based on RMA priorities.


Scheduled Event	Date	Participant
Recruitment Bulletin to FMOs, Agency Administrators and potential BUYT members	November 3, 2017	RMCG Operations Committee/Buying Team Coordinator
Applications Due	December 8, 2017	Applicants
BUYT Supplemental Questionnaire Due	December 8, 2017	Applicants
Announcement of RMCG approved Buying Team Rosters	February 2018	RMCG and RMCG Incident Business Committee
Annual RMA Buying Team meeting for all members	To be determined	IMTs, RMCG, Buying Teams, etc.

If you have any questions, please contact the Rocky Mountain Area Buying Team Coordinator or your agency's Incident Business Committee representative:

Buying Team Coordinator	Agency	Email Address	Phone Number
Brooke Malcolm	FWS/RMACC	brooke_malcolm@fws.gov	303-445-4306
RMIBC Representative	Agency	Email Address	Phone Number
Kayla Davin	BLM Wyoming	kdavin@blm.gov	307-775-6054
Linda Turner	NPS	linda_turner@nps.gov	303-969-2948
Diane Cartney	BIA	diane.cartney@bia.gov	605-226-7621
Brenda Even	SD State	brenda.even@state.sd.us	605-393-8115
Amy Kamen	FWS	amy_kamen@fws.gov	303-236-4305
Erin Claussen	CO State	Erin.claussen@state.co.us	720-491-8497
Carol Robinson	USFS	crobinson@fs.fed.us	303-275-5316
Deborah Kai	NE State	deb.kai@nebraska.gov	402-471-7214

Serena Wicka	BLM Colorado	swicka@blm.gov	303-239-3958
Shielah Esterholdt	WY State	shielah.esterholdt@wyo.gov	307-777-7060
Aimee Hawkes	KS State	aimeh2@ksu.edu	785-532-3302

Thank you for your interest in participating as a member of one of our Rocky Mountain Area teams. We genuinely appreciate the dedication of our team participants.



Michael Haydon
Chair, Rocky Mountain Coordinating Group



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Bureau of Indian Affairs (Southwest, Rocky Mountain and Great Plains Regions)
Bureau of Land Management (Colorado and Wyoming)
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Forest Service (Rocky Mountain Region)
National Park Service (Intermountain and Midwest Regions)
State Agencies in Colorado, Wyoming, South Dakota, Nebraska and Kansas

Date: November 6, 2017

Rocky Mountain Area Incident Management Teams Electronic Application Instructions

Note: Applicants working in the Rocky Mountain Area (RMA) who desire to apply to a team in another geographic area, **NEED TO CONTACT THEIR AGENCY'S RMA OPERATIONS COMMITTEE REPRESENTATIVE FOR RMA APPROVAL PRIOR TO SUBMITTING THAT APPLICATION IN ICAP.**

Before You Begin

1. PLEASE read each instruction thoroughly as you go through the application process!
2. In order to receive full consideration, you must enter the correct names and e-mail addresses for the Supervisor, Agency Administrator, and Fire Qualifications sections of the application. PLEASE enter the correct e-mail addresses for these individuals to ensure your application is properly received and reviewed. See pages 4 and 5 for details.
3. OBTAIN an electronic file of your IQCS or IQS Master Record. The file can be emailed to you, saved on your computer, and then imported into your application in Step 7.c below.
4. OBTAIN your IQCS or IQS Employee ID Number from your most current Incident Qualifications Card, Master Record electronic file, or by calling your Qualifications Coordinator. IQS ID Numbers can only be obtained directly from the IQS program (contact the IQS Data Manager for your agency).

LATE APPLICATIONS WILL NOT BE ACCEPTED. YOU MUST APPLY BY THE CLOSING DATE AS INDICATED IN THE RECRUITMENT ANNOUNCEMENT.

Incident Command Application System (ICAP) Instructions

1. USFS applicants who already have an E-Auth account may proceed to Step 3. All others proceed to Step 2.
2. New users will need to set up a login and password (E-Auth account). Reference the attached document (2014 RMA IMT ICAP eAuth Account Creation.pdf) included in the same e-mail as these instructions. 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.
 - Return users may need to reset their user name and/or password using the links on the website.
 - If you have problems or questions in setting up your E-Auth account, please call your Operations Committee Representative.
3. Go to the website: <https://fireportal.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." Enter all the required information. Some items of note:
 - a. IQCS or IQS Number Field (Employee ID) – Obtain this from your most current Incident Qualifications Card 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 Interagency Dispatch Center.
 - e. *AD – click "Yes" if you are a federal, Administratively Determined (AD) employee. All regular federal, state, and cooperator agency employees should click "No."*
 - f. Employment or host (AD) agency – select the appropriate item for your agency from the drop down menu.
 - g. Enter your specific Agency in the "Agency (other)" field. Please spell out your agency as opposed to guessing at a Unit ID (i.e. Shoshone NF, Rocky Mountain National Park, Anytown Fire Protection District, etc.).
 - h. PLEASE ensure you list the CORRECT e-mail addresses of your **Supervisor, Fire Qualifications Coordinator** (IQCS or IQS), and **Agency Administrator**. **Make sure to follow the instructions on pages 4 and 5 of this document.**
 - i. Once all blocks are complete, click "Save." (You should see "Information Was Updated Successfully" at the top of the screen).
8. Click the "Step 2: Positions" tab at the top of the screen.
 - a. Select "Rocky Mountain" from the drop down menu.
 - b. Select the position and IMT for which you want to apply to.
 - c. **Refer to Recruitment Announcements for instructions on which Team to select (specific IMTs versus Pool) by position level (Command and**

General Staff, regular Team Members and Trainees). You must follow those instructions in order to receive full consideration.

- d. 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 8.f 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; or
 - As an Apprentice/Mentee. 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 that you are carrying on your Incident Qualifications Card (**Mentees will be listed as Apprentice**).
- e. 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.
- f. Check the box for Supervisor Approval (who must be briefed and who approves you applying to a Rocky Mountain Area IMT).
- g. Click the "Print" link to print for your records.
- h. Click "Submit Application."
- i. You should see "You Applied Successfully" at the top of the screen.
- j. If you need to apply for a different position and/or a different team, start over beginning at Step 8.a above.
- k. If you need to edit or delete your application, just login and navigate to the respective IMT and position, and you will see "drop" and "edit" links in the Action column.
- l. Click on the "Logout" tab.
- m. You should receive an e-mail confirmation that your ICAP application has been processed.

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Supervisor Section in ICAP:

1. List the name and correct e-mail address for your Supervisor. This should be the individual with the designated authority for your agency to approve your participation and commitment.
2. The Supervisor for ADs/Retirees is the FMO or Fire Staff of the unit who sponsors you. Many past application issues were due to incorrect e-mail addresses. If unsure, call and ask. Please do not guess. A lot of email addresses have changed since the migrations to Outlook and Google.

Agency Administrator Section in ICAP:

Only list the appropriate individual from the list below to ensure your application is properly received and considered:

Operations Committee Representative	Agency	Email Address
Heath Estey	BIA	heath.estey@bia.gov
Brian Achziger	BLM CO	bachziger@blm.gov
Paul Hohn	BLM WY	phohn@blm.gov
Neal Beetch	FWS	Neal.Beetch@fws.gov
David Niemi	NPS	David.Niemi@nps.gov
Troy Hagan	USFS	thagan@fs.fed.us
Phillip Daniels or Vaughn Jones	CO State	Phil.Daniels@state.co.us Vaughn.Jones@state.co.us
Rodney Redinger	KS State	rodney2@ksu.edu
Earl Imler or Casey McCoy	NE State	earl.imler@Nebraska.gov cmccoy3@unl.edu
Rob Powell	SD State	rob.powell6@gmail.com
Dick Terry	WY State	Dick.Terry@wyo.gov
Scott Swendsen	All out-of-area applicants for RMA IMTs	sswendsen@fs.fed.us

Fire Qualifications (IQCS and IOS) Section in ICAP:

BIA: Please contact Heath Estey at (605) 226-7621, BIA Operations Committee representative.

BLM CO: BLM Colorado applicants will list their Unit FMO as their Fire Qualifications (IQCS) representative. State office staff should list Brian Achziger. If you have questions, contact Brian Achziger (303) 239-3687, BLM Colorado Operations Committee representative.

BLM WY: BLM Wyoming applicants will list their Unit FMO as their Fire Qualifications (IQCS) representative. State office staff should list Paul Hohn. If you have questions, contact Paul Hohn (307) 775-6086, BLM Wyoming Operations Committee representative.

FWS: For Region 6 FWS applicants in field offices will list their District/Zone FMO as their Fire Qualifications (IQCS) representative. Regional office staff will utilize David Carter. If you have questions, contact Neal Beetch (303) 445-4367, FWS Operations Committee representative or Mike Haydon (303) 236-8125, FWS RMCG representative.

NPS: NPS IMR and MWR Regions applicants in park units will list their Park Group FMO as their Fire Qualifications (IQCS) representative. MWR Regional office staff and Park FMOs will utilize David Niemi, and IMR Regional Office staff and Park FMOs will utilize

Operations Committee representative or Michael Davin (303) 969-2951.

USFS: USFS applicants will use their Unit FMO as their Fire Qualifications (IQCS) representative. Regional Office employees should list Scott McDermid, smcdermid@fs.fed.us. If you have questions, contact Troy Hagan (303) 445-4331, USFS Operations Committee representative.

CO State: For Colorado County and Fire Department cooperators, list your Division of Fire Prevention and Control (DFPC) Regional FMO as your Fire Qualifications (IQS) representative. IQS ID numbers and Master Records can be obtained from your individual agency's IQS Manager. If you have questions, contact Phillip Daniels (720) 588-3473, CO State Operations Committee representative.

KS State: Please contact the KS State Operations Committee representative Rodney Reddinger at (620) 728-4464.

NE State: Please contact the NE State Operations Committee representative Earl Imler, earl.imler@Nebraska.gov, or Casey McCoy at (402) 472-2964.

SD State: If you have questions, contact Rob Powell (605) 390-5699, SD State Operations Committee representative.

WY State: If you have questions regarding qualifications for State of Wyoming resources, contact Dick Terry (307) 746-4261, WY State Operations Committee representative.