2019 ICAP Application Instructions

Minnesota Incident Management Teams

Supervisors and Agency Administrators should receive an e-mail for each position an applicant applies to. The supervisor has the option of "Agree/Do Not Agree" with each. When an applicant applies to multiple positions and the supervisor chooses "agree or do not agree" it will apply to all positions the applicant applied to. If the supervisor agrees to one but not another they must request the applicant to remove the application(s) that is not approved. If the Training Coordinator or Agency Administrator does not agree with an applicant's application they will need to also request that the applicant remove the application.

APPLICANTS: there is a fifteen minute time limit on the application when there is no activity when working on your application.

Before you begin….**PLEASE** read each instruction as you go throughout the application process!

Identify your Supervisor, Training Coordinator and Agency Administrator e-mail addresses from the chart below.

Agency	Supervisor	Training Coordinator	Contact Information	Agency Administrator	Contact Information
Administratively Determined (AD) *USFS and All Other*	Chase Marshall	Primary Tracy Fifarek Secondary Debbie Hahn (State Only) Todd Manley	218/322-2756 tfifarek@fs.fed.us 218/322-2707 dhahn@fs.fed.us 218/322-2683 todd.manley@state.mn.us	Chase Marshall	218/322-2685 cmarshall@fs.fed.us
Bureau of Indian Affairs *Regular employees & BIA AD's*	Employee specific supervisor	Bob Lintelmann	218/755-6754 robert.lintelmann@bia.gov	Cory Berg	218/755-6756 cory.berg@bia.gov
National Park Service *Regular employees & NPS AD's*	Employee specific supervisor	Brenda Miles	218/283-6662 Brenda_miles@nps.gov	Kurt Fogelberg	218/283-6660 kurt_fogelberg@nps.gov
State of MN – DNR *Regular employees*	Employee specific supervisor	Todd Manley	218/322-2683 todd.manley@state.mn.us	Ron Stoffel	218/322-2682 Ronald.Stoffel@state.mn.us
US Fish and Wildlife Service *Regular employees & USFWS AD's*	Employee specific supervisor	Troy Boschee	218/736-0642 troy_boschee@fws.gov	Seth Grimm	218/844-3401 Seth_Grimm@fws.gov
US Forest Service *Regular employees*	Employee specific supervisor	Primary Tracy Fifarek Secondary Debbie Hahn	218/322-2756 tfifarek@fs.fed.us 218/322-2707 dhahn@fs.fed.us	Chase Marshall	218/322-2685 cmarshall@fs.fed.us

ICAP Application Instructions

Electronic Team Application Instructions

Applicants who already have an e-Auth account may proceed to step 3.

1. If you are a new ICAP user, you will need to set up a log-in and password (e-Auth account - Level 1). Reference the e-Auth Instructions document. 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.

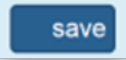   If you **have an account, but** forgot your password, navigate to here to reset it:
   https://www.eauth.usda.gov/AccountServices/ForgottenPasswordStep1_ForgottenPassword.aspx

2. Go to the web site: https://fireportal.usda.gov/ Select ▲ ICAP from the program list.

3. On the right side of the page in the blue shaded box click on the words "login to ICAP" Enter your e-Auth log in and password.

4. If this is the first time you have entered the Incident Command Application System (ICAP), you will need to "Request Access to a System". Use the top left ICAP dropdown to select "Applicant" use the next dropdown to select "Eastern". You do not need to select a Team in the last dropdown, leave that blank. Click the "Request Access" button.

   For future log-ins, the ICAP system will be available to enter after log-on by clicking on the ▲ ICAP link if it does not open direct to your application.

5. Click the "**Step 1: Applicant**" at the top of the screen.

6. Enter all the required personal information.

7. Attach your agency experience MASTER RECORD.

8. Choose your applicant employment type from the dropdown.

9. Obtain your IQCS or IQS Clearinghouse ID Number from your Red Card, Master Record File, or by calling your Training Coordinator. Enter this in the IQCS field even if it is an IQS identifier.

10. Applicant dispatch office-select the GACC you are located in, followed by your local Dispatch Center. Minnesota resources select Area: *Eastern*, State: *MN* and Dispatch Office: *Minnesota Interagency Fire Center.*

11. Enter your specific Agency Unit in the "Agency (other)" field; please spell out your agency as opposed to guessing at the Unit ID. (i.e. Minnesota Agency, Minnesota Valley NWR, Deer River Ranger District)

12. Employers address. Gather this ahead of time. **For USFS and "State" AD's the address to use will be 402 11th Street SE, Grand Rapids MN 55744.**

13. PLEASE ensure you know the correct e-mail addresses of your supervisor, qualifications coordinator (IQCS or IQS), and your agency administrator. See the chart above.

14. Add qualifications in the qualifications box. Include the description for any Technical Specialist qualification.

15. Add specific remark in the remarks box (i.e.: team preference, other teams applied for and what role, if you have availability restrictions etc.)

16. Once all blocks are complete, click [save] at the top of the page. If required information is missing the block will be highlighted in red and will need to be completed before saving successfully.

    You should see "Information was updated successfully" at the top of the screen when your information has been saved and is complete.

17. Click the "**Step 2: Positions"** tab at the top of the screen.

18. Select "Eastern" from the dropdown menu.

19. Scroll down the list to the section you see MNICS T3 IMT - Pool. These are the MNICS Team positions.

20. Select 'Apply Now" to the position you want to apply for.

21. On the next screen, you must choose between primary, alternate, job share or trainee. If you choose job share you must indicate in the qualifications box who you will job share with.

22. The remaining blocks should populate from your profile.

23. Enter any qualifications and experience related to the position you are applying for if it does not auto populate. In this block, you need to enter your priority if you are applying to more than one team/position, i.e. this in my 1st, 2nd, 3rd priority etc. include any Team preference.

24. Click [save] to submit you application.

25. Repeat from #20 for each position you wish to apply for.

26. You should see "You Applied Successfully" at the top of the screen.

27. It you need to edit or delete your application, just log-in and navigate to the respective IMT and position. You will see "drop" and "edit" links in the action column.

28. Click the "log out" tab.

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

    If you application is selected for a roster, you will be notified. Non-selectees will not be notified.

    When selections are approved rosters will be posted to the MNICS website and distributed to the Teams.