NEW: The Alaska IMT will accept 2020 applications either through the Alaska IMT Application System at https://forms.gle/yjFtB52kQ3zSDoSDA, or through the National ICAP system at https://fireportal.usda.gov. The Alaska IMT Application System was developed in response to ICAP system outages and lack of user support during the application period for the 2019 season. Applicants may choose which system to use to submit their application.

Alaska IMT Application System

The Alaska IMT Application System is a Google Form available at https://forms.gle/yjFtB52kQ3zSDoSDA. No account or login is required. You will be asked for supervisor contact information and will be required to certify that they approve your IMT application, but unlike ICAP, supervisors will not receive emails asking them to approve applications. You may apply for up to four positions on a single application. To apply for additional positions you will need to submit an additional form and re-enter supervisor information as well as agency, dispatch, and contact information. Once you have submitted the form you should receive an email (at the Primary email address you entered) confirming your application within about 30 minutes.

Before you apply, make sure you have the following information available:

- Supervisor name, email, and phone number
- Your name as it appears in ROSS (optional, but valuable information for rostering teams)
- Your mobile phone number, primary email address, and FireNet email address, if you have one.
- The Agency you work for, your employment status, and the UnitID or name of your dispatch center.
- The position(s) you wish to apply for and the type of application (Primary, Shared, Alternate, Trainee)
- If you apply for a Shared position, be prepared to identify who you plan to share the position with.

That is pretty much it. The application is simple. It is self-explanatory, and should take less than five minutes to complete. Once you are finished with the form, there is no need to apply again in ICAP; however, you may only apply to the Alaska IMT program with this form. You must use ICAP to apply to IMTs in other GACCs.

If you have problems or questions, contact Peter Butteri at peter“Butteri@fws.gov or by phone at 907-350-4782
ICAP

Applying to the Alaska IMT through the ICAP system is still an option for the 2020 season. ICAP is a web based system and is available through PC, Mac, and smart-phone web-browsers.

If you have not already established a Level 1 USDA eAuthentication account and requested access to the ICAP system, you will need to do so in order to apply to Alaska IMT. Level 1 eAuthentication accounts are available to anyone, including EFF and AD employees, and are not difficult to establish. Internet access and an email account are required. If you are unable to apply online using the following instructions, contact your Operations Committee representative (see page 4) for assistance.

To obtain an eAuthentication account and get access to ICAP (You only have to do this part once!):

- **First Time Users without an existing eAuthenticate account:**
  - **Forest Service employees can use their existing account and skip this section.**
  - See the Help section at the end of this document for recommended Internet browser settings.
  - Open a browser window and navigate to https://identitymanager.eems.usda.gov/registration/index.aspx
  - Under USDA Customers - Click Register for a Level 1 Account.
  - Enter User Information, Contact information, and Login information, and answer the security questions.
    - **NOTE:** Password rules are strict! Read them. Any dictionary words embedded within your password may get rejected. Some special characters are not allowed.
  - Click Continue.
  - Verify that your access information is correct and click Submit.
  - The next screen will notify you that you have successfully created an account and should receive a confirmation email within 1 hour (usually 5 minutes).
  - Click Continue and close your browser.
  - Upon receipt of this email, wait 10 minutes, follow the instructions, and click the ACTIVATE MY ACCOUNT link. A browser window will open confirming your account activation. Click Close Window.

- **Once your eAuthenticate account is established and activated:**
  - Open a browser window and navigate to https://fireportal.usda.gov/icap/
  - Bookmark this link to simplify future access to ICAP.
  - Click the login to ICAP link in the blue box.
  - Login with your eAuthenticate User ID and Password.
  - Follow the instructions on the screen.

- **From now on to login to ICAP:**
  - Navigate to your bookmark at https://fireportal.usda.gov/icap/
  - Click the login to ICAP link in the blue box.
  - Login with your eAuthenticate User ID and Password.
To enter/edit your experience and contact information (you should do this annually and any time your information has changed):

- Click the red **STEP 1: APPLICANT** tab.
- Complete the form.
- **NOTE:** You must complete Step 1 before you go on to Step 2. If you do not, your application will not be completed and you will not get a warning!

It is your responsibility to keep your experience and contact information current!
Your IC or Section Chief uses this information to contact you and keep up to date on your qualifications.

- Enter your home geographic area in the **Area** field.
- **IQCS** is a mandatory field but currently optional for the Alaska IMTs. Enter your IQCS ID number if you know it. If you don’t have or don’t know your number, enter N/A. At some point in the future, a number may be required.
- Describe your experience and list your IMT qualifications in the **Qualifications** block.
- In the **Remarks** block any limiting factors to your availability, position and/or team preferences, and anything else you think is relevant to your IMT participation.
- You may optionally upload pdf versions of your IQCS or IQS record or other documents in the **File Uploads** section.
- The **Email** field will be used for all Team correspondence. It is important you enter an email address you can be reached at. **Phone numbers should be kept current.**
- **NOTE:** **Supervisor name** and **supervisor email** are mandatory. Each time you apply for an IMT position your Supervisor will receive an email requesting confirmation of that application. If you are an AD or EFF employee, or are unsure who to enter as your supervisor, enter the name and email address of your Operations Committee representative listed below.
- **NOTE:** **Agency administrator/operations group representative and Agency administrator email** should be filled in with your AWFCG Operations Committee representative (See page 4). Each time you apply for an IMT position your Operations Committee representative will receive a notification email.
- **NOTE:** **Training coordinator email** is mandatory. Enter your training coordinator’s email address. Each time you apply for an IMT position your Training Coordinator will receive a notification email. If you are an AD or EFF employee, or are unsure who to enter as your training coordinator, enter the name and email address of your Operations Committee representative listed on page 4.
- Use the **Remarks** section under Step 1 to note any information relevant to all of your applications.

- Once you have completed the form, click **Save**.

To review your current application status:

- Navigate to the white **ICAP** (home) page and click the **view your application history** link in the header.
- Make sure the application date for all 2019 positions you are interested in applying for is 2018-07-01 or later. See below for instructions on how to reapply.
To apply for an Alaska Incident Management Team position:

- You must complete/update **STEP 1: APPLICANT** prior to beginning **STEP 2**.
- Click the orange **STEP 2: POSITIONS** link.

**NOTE:** For the 2020 season, all Alaska IMT applications will be submitted to the Applicant Pool. All Alaska Interagency Type 1, Alaska Black Type 2, and Alaska Green Type 2 positions will show Closed. ICs, Section Chiefs, and the Operations Committee will select pool applicants to the individual IMTs in February.

- Scroll to the IMT position you wish to apply for and click **Apply Now**.
- In the **Consideration** drop-down select the level of participation you wish to be considered for:
  - **Primary** indicates an applicant who is fully qualified and will be available for rotation every fourteen days in the case of Type 2, or according to the national rotation list in the case of Type 1. **NEW:** All primary selections will be made annually for a one-year term; however, consideration will be given during the selection process to maintaining continuity within C&G positions for three years. Supervisors of those nominated as Primary team members should have a plan in place that allows these applicants to fulfill their obligation to the teams.
  - **Shared** indicates that two or more applicants are willing to commit as a group at the primary level (ie., one or the other will be available for every rotation.) Indicate the name(s) of all individuals sharing the application in the **Qualifications** block.
  - **Alternate** indicates an applicant who is fully qualified yet has restricted availability. When available and requested, applicants in this category fill in for absent Primary team rotation members.
  - **Trainee** indicates an applicant who has an initiated taskbook and meets NWCG requirements for trainees in this position, and is ready to fill the trainee role on the Type 1 or Type 2 team rotation.
- Qualifications and experience you entered in **STEP 1** carry over to the **Qualifications** block here. You may edit this information here in order to tailor it for this specific position.
- Selecting **Yes** in the **Supervisor Approval** field is mandatory, and indicates that your supervisor is aware of this application and approves. (Supervisor will receive an automated email in order to confirm this.)
- Click **Save**.
- A green **Success** banner will confirm your application. You have successfully applied for a position with the Alaska IMT! You, your supervisor, your agency administrator, and your training coordinator will receive emails documenting this application.
- You may repeat this process in order to apply for additional positions.
- **TO RE-APPLY** to a position you have applied for in previous year(s), click **Apply Now**, review your choices in the application form, check **Supervisor Approval**, and click **Save**. This will update your application and overwrite it with the current date.
- **TO WITHDRAW AN APPLICATION:** The application form for positions you have already applied for will show a red **Withdraw Application** button. Click the button to withdraw your application.
Contacts - Questions – Help:

- Note the following recommended Internet browsers and settings:
  - Recommended Internet browsers include Chrome, Internet Explorer 10 or 11.
  - There are known issues with Internet Explorer 9 and you may experience problems with other browsers.
  - It is recommended that your browser support 128-bit encryption, accepts cookies, and is JavaScript enabled.
  - Enabling Compatibility View in Internet Explorer may help resolve some issues.
- The eAuthentication Help page includes links for frequently asked questions, password support, and a help desk. Support here is limited to eAuthentication issues.
  - Phone: 1-800-457-3642 (Option 1)
  - Email: eAuthHelpDesk@ftc.usda.gov
- For ICAP specific issues and any unresolved trouble with the eAuthentication site, contact Ben Pratt at 907-656-1231 benjamin_pratt@fws.gov or Jim Edmonds at 503-896-0920 jredmonds@fs.fed.us.
- If you are unable to apply online using the preceding instructions, contact your Operations Committee representative below for alternate application arrangements.
- For Alaska IMT specific issues contact your Agency Operations Committee representative:
  - Alaska Division of Forestry (& State EFF) – Robert Schmoll, Fire Operations Forester
    - PH: 907-356-5850  FAX: 907-356-5833  robert.schmoll@alaska.gov
  - Bureau of Indian Affairs – Regional Fire Management Officer
  - Bureau of Land Management (@ BLM AD) - Dave Whitmer, Chief of Fire Operations
    - PH: 907-356-5642  FAX: 907-356-5560  d5whitme@blm.gov
  - National Park Service – Jason Devcich, Eastern Area Assistant Fire Management Officer
    - PH: 907-455-0650  FAX: 907- 455-0601  jason_devcich@nps.gov
  - U.S. Fish and Wildlife Service – Ben Pratt, Northwestern Fire Management Officer
    - PH: 907-656-1231  FAX: 907-656-1708  benjamin_pratt@fws.gov
  - U.S. Forest Service (& FS AD) – Tristan Fluharty, Tongass Fire Management Officer
    - PH: 907-228-6223  FAX: 907-228-6313  tfluharty@fs.fed.us