**Notification of Qualification Letter (template)**

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| File Code: |  | Date: |  |
| Route To: | IQCS Master Record | | |
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| Subject: | Notification of IFPM Qualification | | |
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| To: | *Incumbent* | | |
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Congratulations! Based on our review of your NWCG Incident Management Qualifications and training records in *IQCS*, I have determined that you meet the Minimum Qualification Standards (MQS) for the IFPM position.

If you intend to pursue a career within Fire and Aviation Management, I would refer you to the *Forest Service Standard Position Description Crosswalk* located at: <http://www.fs.fed.us/fire/management/ifpm/> for the IFPM or FS-FPM Standard for key fire positions within FAM. Please take note of the NWCG Incident Management Qualifications and required training for those positions, and work with your supervisor to develop an Individual Development Plan (IDP) that will help you attain those requirements.

A copy of this letter will be filed in your IQCS Master Record.

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| Unit Fire Program Manager |

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| cc: | *Employee’s Supervisor* |