**Notification of Non-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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I have determined that you are currently encumbered in the IFPM position.

After completing a review of your NWCG Incident Management Qualifications and training records in *IQCS*, I have determined that you do not meet the Minimum Qualification Standards (MQS) for your IFPM position.

The records indicate you need the following to meet the MQS for your position:

NWCG Incident Management Qualification(s):

Required Training (if applicable):

For additional information on IFPM, refer to the *Forest Service Standard Position Description Crosswalk* and the *IFPM Implementation Plan* located at: <http://www.fs.fed.us/fire/management/ifpm/>

Once you have obtained the above qualifications or required training, you and your supervisor should re-submit a new Incumbent Declaration form for final certification. Please refer to Appendix B of the IFPM Implementation Plan for further clarification.

If you are included in the NFFE bargaining unit, you are entitled to Union representation in this matter. If you disagree with my determination, you may elect to file a grievance in accordance with Article 9 of the Master Agreement.

If you believe there are mitigating circumstances which have prevented you from fully meeting the MQS for your position, you may request an extension. See the procedures for requesting an extension described in Step 9 of the *Forest Service IFPM Implementation Plan*. The deadline for requesting the extension is November 15, 2010.

You and your supervisor are required to develop an Individual Development Plan (IDP) that will identify the appropriate training or position performance training experience, and describe the steps you will take to achieve those requirements.

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| */s/* |
| Unit Fire Program Manager |

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| cc: | *Employee’s Supervisor* |