



NATIONAL WILDFIRE COORDINATING GROUP

NWCG Memorandum 25-005

April 30, 2025

TO: NWCG Executive Board Members

FROM: Aitor Bidaburu, Chair, NWCG Executive Board

SUBJECT: Temporary Waiver for Triennial Requirement for RT-340, Human Resource Specialist Refresher Workshop

Purpose: This memorandum outlines the recommendation for a temporary waiver of the triennial requirement for RT-340, Human Resource Specialist Refresher Workshop.

Please distribute this information through your agency channels.

Issue/Action: Due to RT-340, Human Resource Specialist Refresher Workshop being unable to be offered in 2025, incident Human Resource Specialists (HRSP) due for a required triennial refresher are unable to maintain currency for the 2025 fire season.

Background: The position qualification requirements for Human Resource Specialist (HRSP) identified in the *NWCG Standards for Wildland Fire Position Qualifications*, PMS 310-1, includes the following required training:

- ICS-100, Introduction to ICS
- IS-700, NIMS: An Introduction
- RT-340, Human Resource Specialist Refresher Workshop (Triennial)
- S-340, Human Resource Specialist

RT-340, HRSP Refresher Workshop is 16 hours of Instructor-Led Training. Currently the RT-340 course material is maintained by the course steward, and the course material is not available online on the Wildland Fire Learning Portal (WFLP). Traditionally the committee members from the Incident Human Resource Specialist Unit are the national cadre for RT-340, and course is held once annually. No offering of RT-340 was able to be held in advance of the 2025 fire season due to cadre unavailability. As such HRSPs due for the required triennial refresher will be unable to maintain currency.

It is recommended that agencies provide a temporary (one-year) waiver of the requirement for RT-340 for HRSPs who require RT-340 to maintain currency for the 2025 fire season.

Contact: Contact your Incident and Position Standards Committee agency representative for additional details or questions (<https://www.nwcg.gov/committee/incident-and-position-standards-committee/roster>).

Distribution:

NWCG Committee Chairs

NWCG standards are interagency by design; however, the decision to adopt and utilize them is made independently by the individual member agencies and communicated through their respective directives systems.