



National Wildfire Coordinating Group Incident and Position Standards Committee

IPSC-2025-03

Date: 04/28/2025
To: Aitor Bidaburu, Chair, NWCG Executive Board
From: Michael Froelich, Chair, Incident and Position Standards Committee 
Subject: IPSC Recommendation of Temporary Waiver for Triennial Requirement for RT-340, Human Resource Specialist Refresher Workshop

Digitally signed by Michael Froelich
Date: 2025.04.28 14:22:00 -0400

Purpose: This memorandum outlines the Incident and Position Standards Committee (IPSC) recommendation for temporarily waiving the triennial requirement for RT-340, Human Resource Specialist Refresher Workshop.

Issue: Due to RT-340, the 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, include 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. The course steward for RT-340 is the Incident Human Resource Specialist Unit, under the Incident Command Subcommittee (ICSC), under the Incident and Position Standards Committee (IPSC). 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 the course is held once annually. No offering of RT-340 was able to be held in advance of the 2025 fire season, and HRSPs due for the required triennial refresher will be unable to maintain currency.

Recommendation: Temporary (one-year) waiver of the requirement for RT-340 for HRSPs who require RT-340 to maintain currency for the 2025 fire season.