



**Bureau of Land Management: Arizona, New Mexico  
Fish and Wildlife Service, Region 2  
Bureau of Indian Affairs: Southwest, Navajo, Western Regions  
National Park Service: Intermountain Region  
U. S. Forest Service, Southwestern Region  
Arizona State Forestry Division  
New Mexico State Forestry**

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Date: May 9, 2011  
To: Chair, Southwest Area Zone Coordination Groups  
From: Chair, Southwest Coordinating Group (SWCG)  
Subject: Zone Coordination Group Roles and Responsibilities

The Zone Coordinating Group (Group) is an interagency group with the overall responsibility of coordinating the fire and incident management activities of those agencies represented in the zone.

The Group is comprised of representatives from cooperating federal, tribal, state, and local agencies that are physically located within the zone and have wildland fire management responsibility. Group members shall be assigned by and act as representatives for their Agency Administrator, with signatory authorization for the Annual Operational Plan. The term of the Chair and the number of meetings needed will be determined by each Group. The Chair will participate in SWCG/MAC group meetings as requested.

The Group is also responsible for developing a zone level charter, identifying a Chair and Vice-Chair, annually updating the zone operating plan and ensuring member lists are up to date. The SWCG is requesting each zone review the information posted at the following web address and verify the zone information.

[http://gacc.nifc.gov/swcc/swcg/zone\\_coordination/zone\\_chairs/zone\\_chairs.htm](http://gacc.nifc.gov/swcc/swcg/zone_coordination/zone_chairs/zone_chairs.htm)

Coordinate with Jay Ellington to update your zone's information. Due date for this exercise is May 27, 2011.

Sincerely,

*/s/ Leon W. Ben, Jr.*

Leon W. Ben, Jr.  
Chair, Southwest Coordinating Group