



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



**Date:** May 3, 2011  
**To:** Zone Training Coordinators and SWA Training Committee  
**From:** Southwest Coordinating Group  
**Topic/Issue:** Zone Training Officers and Training Nomination Workflow Process

The Southwest Area Coordinating Group has reviewed NIMO’s recent report on the Southwest Training Program. Many of the recommendations contained in the report follow current thinking in terms of needed improvements to the program. The SWCG has discussed these issues/recommendations and have determined several changes that need to occur within the SWA training program within the upcoming year. Unfortunately, the SWA has not kept up with many of the changes that have occurred within other Geographic Areas. As a result, and in order to catch up with other GACC’s, the SWCG requests the following changes be implemented immediately.

1. The Training Committee Charter needs to be reviewed and signed by the SWCG. All Agency Training leads at the Regional/State level need to be identified and would be “ad-hoc” members of the SWA Training Committee.
2. The Nomination Workflow process within IQCS needs to be implemented for ALL Federal employees who request training courses. Agency and Zone Training Officers need to become familiar with this process and prioritize students nominated to each course. State and cooperator employees may still submit hard copy nominations.
3. Interagency Zones need to be re-emphasized and each Zone needs to select one person to act for ALL agencies within the Zone as a Training Officer. This representative will be the recognized, voting member to the SWA Training Committee.
4. All agencies within the Zone need to identify classes needed by their workforce annually and relayed to the Zone Training Officer. In the past, about 40% of the needs have been identified. This is not sufficient to truly identify needs within the SWA.

**Important Dates/Deadlines for Southwest Area Training Program**

Activity	Responsibility	Date Due
Begin Training Needs Analysis	Zone Training Representative	February 15
Submit completed Training Needs Analysis to SWA Training Committee Chair	Zone Training Representative	March 15
Compile Analyses and submit to GATR	SWA Training Committee Chair	April 15
SWA Representation at National GATR Meeting and priorities set for 300 and above level courses	Geographic Area Training Representative (GATR)	Usually first week of May
SWA portion of National Training Schedule published	Geographic Area Training Representative (GATR)	July 15
Nominations Due (300 level courses and above)	Students	November 1

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

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 Chair, Southwest Coordinating Group