



**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: October 20, 2015**

**To: SWA Zone Coordinating Groups, Training Representatives, and Dispatch Center Managers**

**From: Southwest Coordinating Group**

**Topic: Priority Trainee Program and Zone Prioritization**

The Southwest Area implemented a Priority Trainee Program in 2015 and achieved success with 178 trainee mobilizations with many of those being recommended for certification. The Southwest Coordinating Group continues to support this effort and has approved and distributed the 2016 procedures and nomination form which are due to the respective unit training representatives by the end of October.

One approved change to nomination form was the use of a Zone Use Only box and the following guidance shall be used by the Zone Coordinating Group to implement its intent:

- The raw scores calculated from the form generate a priority order for a given position and most often there will be no need for a Zone adjustment to the priority order, thus no Zone Use Only points are given to any trainees
- If a Zone adjustment to the priority order is needed, award only the minimum amount of points in the Zone Use Only box to achieve the reprioritization.
- The Zone Use Only box is only used for adjustments in priority for personnel within the Zone. The adjusted point total will be used for generation of the Southwest Master List; however, points should not be added to enhance an applicant's score versus other Zones.
- The Zone Use Only box will not be used to reprioritize ADs/Supplemental personnel above Agency/Full Time Cooperator personnel.

Thanks for your continued support to the Southwest Priority Trainee Program and please contact the Southwest Area Geographic Training Representative with any questions.

**/s/ Loren DeRosear**

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**Chair, Southwest Coordinating Group**