**Radio Program Review - Program Manager/Lead**

**Checklist #1**

| **Location:** |       |
| --- | --- |
| **Date:**MM/DD/YY |       |
| **Respondent:**First, Last |       |
| **Reviewed by:**First, Last |       |

**For the Radio Program Review, you will need to have the following items available for review:**

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 1, 2, 7, 11, 19, 20 | Documents listed |
| 7, 9, 10, 13 | Documentation of training |
| 5, 6 | Radio frequency authorization and/or memorandum of understanding documentation |
| 3, 4, 8, 12, 14, 15, 16, 17, 18 | [*MS-1291, Radio Frequency Authorization Manual*](https://doimspp.sharepoint.com/%3Au%3A/r/sites/blm-nrob/companyblog_manuals/MS-1291%20-%20Frequency%20Authorizations.url?csf=1&web=1)*;* [*H-1291-1, Radio Frequency Authorization Handbook, Internal*](https://doimspp.sharepoint.com/%3Ab%3A/r/sites/blm-nrob/companyblog_handbooks/H-1291-1-Frequency%20Authorizations.pdf?csf=1&web=1)*;* [*MS-1292, Radio Communications Manual*](https://doimspp.sharepoint.com/%3Au%3A/r/sites/blm-nrob/companyblog_manuals/MS-1292%20-%20Radio%20Communications%20Manual.url?csf=1&web=1)*;* [*Interagency Standards for Fire and Fire Aviation Operations*](https://www.nifc.gov/standards/guides/red-book)*;* [*H-1112-1, BLM Safety and Health Management*](https://doimspp.sharepoint.com/%3Ab%3A/r/sites/blm-nrob/companyblog_handbooks/H-1292-1-Communications%20Tower%20Climbing%20Program.pdf?csf=1&web=1)  |

**STATE OFFICE RADIO PROGRAM MANAGER/LEAD**

Objective: To identify findings in LMR and radio spectrum management specifically related to roles/responsibilities of state radio program lead.

**Key Code: Y= Yes N= No NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | A State Strategic Radio Communications Plan is in place and aligns with the National Radio Strategic Plan. *[MS-1292, para. 2.1, Radio Communications Manual]* | Choose an item. |       |
| 2 | Radio program annual work plan (AWP).*[MS-1292, para. 2, Radio Communications Manual]* |  |  |
| 1. An annual plan of action (annual work plan) is completed.
 | Choose an item. |       |
| 1. Equipment is within life cycle replacement requirements.
 | Choose an item. |       |
| 1. All approved radio technician position(s) are filled.
 | Choose an item. |       |
| 1. Program funding meets program requirements and adequately covers approved positions, travel, life-cycle maintenance and replacement, and operation.
 | Choose an item. |       |
| 3 | Radio advisory/users group.*[MS-1292, para. 2.7 B, Radio Communications Manual]* |  |  |
|  | a. State utilizes radio advisory/users group for radio equipment requirements, field user requirements, issues, plans, and radio programming channel plans. | Choose an item. |       |
|  | b. Membership includes representation from all field-going programs. | Choose an item. |       |
| 4 | Interoperability. *[MS-1292, para. 4.2, Radio Communications Manual]* |  |  |
| 1. Radio Lead collaborates and coordinates with partners from other federal and non-federal organizations to promote interoperability.
 | Choose an item. |       |
| 1. Radio Lead has contact information and coordinates at least annually with the Statewide Interoperability Coordinator (SWIC).
 | Choose an item. |       |
| 5 | Memorandums of Understanding (MOUs) for RFAs and radio sites.*MS-1291, para. 4.2, Radio Frequency Authorization Manual]* |  |  |
|  | a. Current MOUs are approved and current for all cooperator radio frequencies. | Choose an item. |       |
| b. All MOUs have a central files document tracking number. | Choose an item. |       |
| 6 | Radio Frequency Authorizations (RFAs).*[MS-1291, para. 1.6, Radio Frequency Authorization Manual]* |  |  |
|  | a. Current RFAs are approved for all agency-managed frequencies in use. | Choose an item. |       |
|  | b. RFAs are posted or are available at fixed radio transmitter site(s). | Choose an item. |       |
|  | c. RFA coordinates are accurate and posted on National SharePoint site. | Choose an item. |       |
| 7 | A tower climbing protection program is in place and implemented.*[MS-1292, para. 1.4, Radio Communications Manual; H-1292-1, para. 1.5, Radio Communications Tower Climbing Handbook]* |  |  |
|  | a. Tower climbing coordinator appointment letter is signed and is posted on the National SharePoint site. | Choose an item. |       |
|  | 1. Approved and accurate risk management documents are on the National SharePoint site.
 | Choose an item. |       |
|  | c. Tower work safety meeting checklists received, approved, and archived within required timelines. | Choose an item. |       |
|  | d. Climber letters of authorization are signed annually and include documentation for training and medical clearance.  | Choose an item. |       |
| 8 | Occupational equipment and workspace.*[MS-1292, para. 2.5, Radio Communications Manual]* |  |  |
| a. Vehicle is sufficient to safely provide access to remote radio sites for radio technicians and allow technicians to perform required work. | Choose an item. |       |
| b. Personal protective equipment (PPE) is provided to radio technicians when requested. | Choose an item. |       |
| c. Specialized radio tools and test equipment is provided for radio technicians when requested. | Choose an item. |       |
| d. Test, measuring, and diagnostic equipment in use is calibrated and within LCR. | Choose an item. |       |
| 1. Program Lead has a safe workspace to work on radios and equipment and risk mitigations in place when hazards must be mitigated (e.g., field work).

*[H-1112-1, BLM Safety and Health Management]* | Choose an item. |        |
| 9 | Check-in/check-out procedures are understood and shared with field-going technicians, including specific requirements and changes based on location/offices. (reference Safety Manual)  | Choose an item. |        |
| 10 | Employee(s) mandatory training. [*Interagency Standards for Fire and Fire Aviation Operations, ch. 2 and ch. 7; H-1112-1, BLM Safety and Health Management; MS-1292 para. 7.2, Radio Communications Manual]* |  |  |
| a. State Lead understands work/rest requirements. | Choose an item. |       |
| b. Defensive driving training (if applicable) has been completed within three years. | Choose an item. |       |
| c. State Lead understands driver duty limitations. | Choose an item. |       |
| d. CPR/First Aid/AED every three years (only if field going). | Choose an item. |       |
| 1. State Lead has had bloodborne pathogens trainings at least once.
 | Choose an item. |       |
| 1. State Lead understands the Risk Management Process.
 | Choose an item. |       |
| 1. Occupational Radio Frequency (RF) Hazard training (annual refresher) completed.
 | Choose an item. |       |
| 11 | Radio user training and user guides are provided to State Office field-going personnel when requested and/or posted on SharePoint or similar site.*[MS-1292, para. 8.1, Radio Communications Manual]* | Choose an item. |       |
| 12 | Procedures are in place requiring all personnel who drive government, private, or rental vehicles for government business have a valid current state driver’s license and *BLM Form 1112-11* is on file.*[Interagency Standards for Fire and Fire Aviation Operations, ch. 7; H-1112-1, BLM Safety and Health Management]* | Choose an item. |       |
| 13 | Documentation of driver training for regular drivers of specialized vehicles (e.g., ATV/UTV, snowmobile, snowcat, etc.) is complete and up to date.*[Interagency Standards for Fire and Fire Aviation Operations, ch. 2]* | Choose an item. |       |
| 14 | A help desk system is used by the field, technicians, and State Radio Program Manager. *[MS-1292, para. 2.7, Radio Communications Manual]* | Choose an item. |       |
| 15 | Supervisors have access to links and have provided corrective actions for all BLM radio-related SAFENETs/SAFECOMs in their jurisdiction. *[Interagency Standards for Fire and Fire Aviation Operations, ch. 7 and ch. 16]* |  |  |
| 1. SMIS reporting.
 | Choose an item. |       |
|  | 1. SAFENET reporting.
 | Choose an item. |       |
|  | 1. SAFECOM reporting.
 | Choose an item. |       |
| 16 | Preventative maintenance is scheduled and being completed as required.*[MS-1292, para. 1.4 O, Radio Communications Manual]* | Choose an item. |       |
| 17 | Plan is in place for maintaining end user radios through life-cycle maintenance and replacement.*[MS-1292, para. 1.4 M, Radio Communications Manual]* | Choose an item. |       |
| 18 | Radio system provides coverage necessary for employees to perform duties safely and efficiently. (Propagation maps or studies are available.)[*MS-1292, para. 1.2, Radio Communications Manual]* | Choose an item. |       |
| 19 | Area(s) where coverage is unavailable/unreliable are identified and alternate communication plans/equipment (e.g., portable repeaters, satellite devices, cellular phones) are provided and adequate. [*MS-1292, para. 2.3, Radio Communications Manual]* | Choose an item. |       |
| 20 | A plan is in place to provide coverage for telecommunications assistance for offices outside of normal working hours, including fire or other emergency-related radio issues. [*MS-1292, para. 2.3, Radio Communications Manual]* | Choose an item. |       |
| 21 | General comments from the Radio Lead on the state of the radio program: |  |       |