**Firefighter (2021)**

**Checklist #14**

| **Location:** |  |
| --- | --- |
| **Date:**  MM/DD/YY |  |
| **Respondent:**  First, Last |  |
| **Number of Years as a Firefighter:** |  |
| **Reviewed by:**  First, Last |  |

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

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 1, 6, 12 | Documentation |
| 7 | BLM Form 1112-11 and a valid current state driver’s license |
| 9 | *IRPG* |
| 17 | Incident Qualification Card (Red Card) |
| 18 | EPAP, if required |
| 19 | Position task book documentation |
| 20 | DI-105 (Receipt for Property) |
| 23 | Documents listed |
|  | *Interagency Standards for Fire and Fire Aviation Operations* (<https://www.nifc.gov/standards/guides/red-book>) |

| **CHECKLIST ITEM #** | **CHECKLIST REFERENCES** |
| --- | --- |
| 12b, 12c | Employee Orientation Checklist (<https://www.nifc.gov/standards/blm-preparedness-review>) |

**TRAINING AND READINESS**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Wildland Fire Safety Training Annual Refresher is completed.  *[RB Ch 13]* | Choose an item. |  |
| 2 | Fire shelter training and practice drills are conducted.  *[RB Ch 7]* | Choose an item. |  |
| 3 | Individual is trained in the use of all required PPE.  *[RB Ch 7]* | Choose an item. |  |
| 4 | Personal fire equipment is issued and available: |  |  |
|  | 1. Personal protective equipment is issued and serviceable.   *[RB Ch 7]* | Choose an item. |  |
|  | 1. Personal fire gear bag and line gear are ready. | Choose an item. |  |
|  | 1. All equipment meets weight standard.   *[National Interagency Mobilization Guide]* | Choose an item. |  |
|  | 1. Fire shelter is inspected and meets standards.   *[RB Ch 7]* | Choose an item. |  |
| 5 | Safety meetings and project level risk assessments (RA) are conducted.  *[RB Ch 7]* | Choose an item. |  |
| 6 | If required for position, defensive driving training is complete.  *[RB Ch 2]* | Choose an item. |  |
| 7 | Individual has BLM Form 1112-11 and a valid current state driver’s license on file if driving a government vehicle or to drive private or rental vehicles for government business.  *[RB Ch 7]* | Choose an item. |  |
| 8 | Firefighter participates in the unit’s fitness program.  *[RB Ch 2]* | Choose an item. |  |
| 9 | Employee has *Incident Response Pocket Guide* (*IRPG*).  *[RB Ch 7]* | Choose an item. |  |
| 10 | Employee demonstrates proficiency in handheld radio use and programming. | Choose an item. |  |
| 11 | Employee is familiar with SAFENET and SAFECOM programs and understands reporting procedures.  *[RB Ch 7, Ch 16]* | Choose an item. |  |

**JOB ORIENTATION TRAINING**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 12 | Employee has attended orientation to include: |  |  |
|  | 1. Mutual respect/civil rights   *[RB Ch 2]* | Choose an item. |  |
|  | 1. Local resource management issues   *[Employee Orientation Checklist]* | Choose an item. |  |
|  | 1. Roles and responsibilities/chain of command/unit table of organization   *[Employee Orientation Checklist]* | Choose an item. |  |
|  | 1. First Aid and CPR are current.   *[RB Ch 2]* | Choose an item. |  |
|  | 1. Bloodborne Pathogen training is complete.   *[RB Ch 2]* | Choose an item. |  |
|  | 1. HAZMAT First Responder Awareness Level/Safety Data Sheets (SDS) training is complete.   *[RB Ch 2]* | Choose an item. |  |
| 13 | Employee is familiar with employment options, career paths, and position requirements for:  *[Employee Orientation Checklist]* |  |  |
|  | 1. BLM Fire and Aviation positions | Choose an item. |  |
|  | 1. Non-fire positions in the BLM | Choose an item. |  |
|  | 1. Positions with other federal agencies | Choose an item. |  |
| 14 | If required for position, Individual Development Plan (IDP) is completed as per instructions. *[Employee Orientation Checklist]* | Choose an item. |  |
| 15 | Employee is familiar with Interagency Fire Program Management (IFPM) requirements, National Wildfire Coordinating Group (NWCG) and agency-specific incident management position requirements, and GS-0401 Series Supplemental Qualification Standard for Wildland Fire Management Position requirements.  *[Employee Orientation Checklist]* | Choose an item. |  |
| 16 | Employee is familiar with DOI Personnel Bulletin (PB 18-01) *Prevention and Elimination of Harassing Conduct*.  *[Employee Orientation Checklist]* | Choose an item. |  |

**LEADERSHIP AND MANAGEMENT**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 17 | Incident Qualification Card (Red Card) is current.  *[RB Ch 13]* | Choose an item. |  |
| 18 | Employee Performance Appraisal Plan (EPAP) is initiated and has been reviewed and signed by employee, if eligible.  *[370 DM 430, p. 19]* | Choose an item. |  |
| 19 | Position task books are properly initiated, reviewed and documented.  *[RB Ch 13]* | Choose an item. |  |
| 20 | Complies with established property control/management measures.  *[BLM Manual 1520]* | Choose an item. |  |

**RADIO USERS (Law Enforcement, Field-going Personnel)**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 21 | Radio equipment checked/updated annually or as changes occur.  *[MS-1292, Radio Communications Manual]* | Choose an item. |  |
| 22 | The help desk (REMEDY) system used for reporting/managing radio and radio related issues.  *[MS-1292, Radio Communications Manual]* | Choose an item. |  |
| 23 | Repeater location maps and channel/frequency plans are provided upon request.  *[MS-1292, Radio Communications Manual]* | Choose an item. |  |
| 24 | Radio user training provided at least annually.  *[MS-1292, Radio Communications Manual]* |  |  |
| 1. Radio training includes use and operation of mobile radios. | Choose an item. |  |
| 1. Radio trainings includes operation and use of handheld radios. | Choose an item. |  |
| 1. Radio training includes channel/frequency plans. | Choose an item. |  |
| 1. Radio training includes user guides. | Choose an item. |  |
| 25 | Knowledge of radio programming (if needed, narrow/wide band/frequencies).  *[RB Ch 15]* | Choose an item. |  |
| 26 | Frequency authorization and use issues have been explained to the employee.  *[DM 377, MS 1291]* | Choose an item. |  |
| 27 | Radio User Comments |  |  |