**Radio Program Review – Radio Users**

**Checklist #4**

| **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** |
| --- | --- |
| 3, 6 | Documents listed |
| 7 | Documentation of training |
| 1, 2, 4, 5, 8, 9 | [*MS-*](https://doimspp.sharepoint.com/%3Au%3A/r/sites/blm-nrob/companyblog_manuals/MS-1291%20-%20Frequency%20Authorizations.url?csf=1&web=1)[*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)*,* [*H-1292-1, Communication Tower Climbing and Safety, Internal*](https://doimspp.sharepoint.com/%3Ab%3A/r/sites/blm-nrob/companyblog_handbooks/H-1292-1-Communications%20Tower%20Climbing%20Program.pdf?csf=1&web=1)*,* [*BLM Radio Users Guide*](https://doimspp.sharepoint.com/%3Au%3A/r/sites/blm-nrob/companyblog_handbooks/H-1292-2%20Radio%20Frequency%20Exposure%20Awareness%20Program.url?csf=1&web=1)*,* [*Interagency Standards for Fire and Fire Aviation*](https://www.nifc.gov/standards/guides/red-book) |

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

Objective: to identify shortfalls – requirements vs equipment/service/support provided.

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

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Do you know who your local technician is? | Choose an item. |       |
| 1. Radio technicians are available to provide service/support to communication systems for field-going employees when requested.

*[MS-1292, para. 8.2, Radio Communications Manual]* | Choose an item. |       |
| 2 | Radio equipment is inspected and/or repaired annually and has correct and up-to-date radio channel programming.*[MS-1292, para. 1.4 O, Radio Communications Manual]* | Choose an item. |       |
| 3 | Radio system supports field-going employees and allows performance of duties safely and efficiently. [*MS-1292, para. 1.2, Radio Communications Manual]* | Choose an item. |       |
| 4 | Area(s) where coverage is unavailable/unreliable are identified and alternate communication plans/equipment are provided and adequate. [*MS-1292, para. 2.3, Radio Communications Manual]* | Choose an item. |       |
| 5 | The help desk system is used for radio-related issues and meets radio user requirements.*[MS-1292, para. 2.7, Radio Communications Manual]* | Choose an item. |       |
| 6 | Repeater location maps and channel/frequency information is easy to use and provided/available to all field-going employees.*[MS-1292, para. 2.3, Radio Communications Manual]* | Choose an item. |       |
| 7 | Radio user training provided/offered at least annually.*[MS-1292, para. 8.1, Radio Communications Manual]* |  |  |
| 1. Radio training includes use and operation of mobile radios.
 | Choose an item. |       |
| 1. Radio trainings includes use and operation of handheld radios.
 | Choose an item. |       |
| 1. Radio training includes channel/frequency information/plans and how to select/change.
 | Choose an item. |       |
| 1. Radio training includes user guides.
 | Choose an item. |       |
| 1. Radio user training for new or unfamiliar communication equipment is provided to employees.
 | Choose an item. |       |
| 1. Radio user training includes operational checking of equipment and information to contact radio technicians for service/support.
 | Choose an item. |       |
| 8 | Radio users have a knowledge of radio programming (if needed, analog/digital/trunked channels).*[Interagency for Fire and Fire Aviation Operations, ch. 15; BLM Radio User Guide; MS-1292, para. 8.7, Radio Communications Manual]* | Choose an item. |       |
| 9 | Radio frequencies are being properly used, explained and understood.*[MS-1292, para. 2.8, Radio Communications Manual]* | Choose an item. |       |
| 10 | Any comments from the radio user on radios: |  |       |