**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/:u:/r/sites/blm-nrob/companyblog_manuals/MS-1291%20-%20Frequency%20Authorizations.url?csf=1&web=1)[*1292, Radio Communications Manual*](https://doimspp.sharepoint.com/:u:/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/:b:/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/:u:/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: |  |  |