

DRAFT Ver 4.1

California Management Control Review Plan

31 March – 11 April, 2003

Purpose: This review is to evaluate the BLM California radio program to determine if the actions, procedures, and systems used by managers to accomplish the organization's objectives, are performed efficiently and effectively, within the planned time, with approved cost constraints, and within planned quality and quantity of outputs. In addition to meeting the Management Control Review (MCR) requirements from DOI, it is this team's goal to identify best practices within California; document the adequacy of resources supporting the radio program; solicit feedback regarding bureau policy and direction; and finally, with California's help, to improve the MCR process.

Method: The review will be accomplished by interviewing management, cooperators and radio users. The state's written policies, plans as well as telecommunication processes will be analyzed. In addition, a technical team will survey radio sites and installations to provide a summation of the compliance to technical standards.

Reporting: The DOI Management Control Review Guide Questionnaire will be used to report the review. This document is forwarded to DOI with endorsements.

Review Team Members:

<u>Name</u>	<u>Area of Focus</u>	<u>Contact Information</u>
(Lead) Robin Stoebe	Management	(406) 896-5179
Russ Sveda	Policy & Frequency Management	(303) 236-2315
Rhonda Toronto	Site Technical Surveys	(208) 672-3880 x102

Additional technical staff will assist in the site surveys

Interviews: As part of the review, interviews with the following positions are desired. *If California has additional staff or cooperators that they would like to have interviewed, please contact Robin Stoebe or Russ Sveda.*

1. State Management
 - a. Fire Management Officer
 - b. Law Enforcement Lead
 - c. State CIO
 - d. Telecommunications Manager
 - e. Radio Telecommunications Lead

2. Cooperators (Federal, State, and Local)
 - a. Forest Services (FS)

- b. National Park Service (NPS)
 - c. Fish and Wildlife Service (FWS)
 - d. Bureau of Indian Affairs (BIA)
 - e. California Division of Forestry (CDF)
 - f. California Division of Telecommunications
3. Users/Support
- a. Dispatchers
 - b. Law Enforcement/Rangers
 - c. Fire Fighters
 - d. Resource Management Personnel
 - e. Zone Telecommunications Technicians
 - f. Support Services Group

Technical Site Visits: It is not the intent of the technical team to visit every radio site and installation but rather a random list based on interview comments and the importance of a given site/installation. The technical team will be coordinating separately with the state radio lead and zone technicians for scheduling of these visits.

Schedule of Events:

31 March, 2003

Sacramento

0900 -In brief with State Director or designated representative.

Attendees: Entire Review Team

Robin/Russ/Rhonda - to develop issues, priorities, discuss schedule, etc., will hold interviews with:

TBD CIO
TBD Telecommunications Manager
TBD Fire Management Officer
TBD Senior Agent in Charge

1 April, 2003

Sacramento

Robin - to discuss sharing initiatives, interoperability issues, future plans, etc., with Cooperators:

TBD California Division of Telecommunications
TBD California Division of Forestry

-Russ

TBD Interview with the State Telecom Manager
TBD Review state telecommunications policies

TBD

-Technical team(s) site survey

2 April, 2003

Sacramento

Robin - to discuss sharing initiatives, interoperability issues, future plans, etc.,
with Cooperators:

TBD Forest Service
TBD National Park Service

-Russ

TBD Interview with the State Radio Manager
TBD Review of radio support and maintenance procedures

TBD

-Technical team(s) site survey

3 April, 2003

Sacramento

-Russ and Robin
0800-1200 Review of State Narrowband Radio Plan

-Robin - to discuss best practices, policy, direction, MCR process, etc.,
1300-1600 Interview with CIO & TCM concerning sharing, personnel & staffing and
budget

-Russ

1300-1600 Review of Freq authorizations and system drawings

TBD

-Technical team(s) site survey

- Robin and Russ transition to Riverside (*fly*)

4 April, 2003

Riverside

-Robin and Russ - Interviews
1000-1600 District Manager
Support Services Group Lead
Fire Management Officer
Senior Agent in Charge
Dispatch Center Director

5 April, 2003

Toro Peak, CDD radio control site

-Site Survey - All Team members (*Russ joins the technical review team*)

6 April, 2003

Bakersfield

-Robin transition to Bakersfield (*rental car-171miles*)

TBD

-Technical team(s) site survey

7 April, 2003

Bakersfield

-Robin holds interviews

0900-1200 District Manager
Support Services Group Lead
Fire Management Officer
Senior Agent in Charge

-Robin transition to Sacramento (*rental car return and fly from Riverside*)

TBD

-Technical team(s) site survey

8 April, 2003

Sacramento

-Robin transition to Ukiah (*rental car*)

Ukiah -Robin interviews

1300-1500 District Manager (Ukiah)
Support Services Group Lead (Ukiah)
Fire Management Officer (Ukiah)
Senior Agent in Charge (Ukiah)

-Robin transition to Willows [overnight] (*rental car – 112 miles*)

TBD

-Technical team(s) site survey

9 April, 2003

Ukiah

-Robin Transition to Susanville (*rental car – 148 miles*)

9 April, 2003

Susanville

-Robin interviews

1300-1500 District Manager (Susanville)

Support Services Group lead (Susanville)

Fire Management Officer (Susanville)

Senior Agent in Charge (Susanville)

TBD

-Technical team(s) site survey

10 April, 2003

Sacramento

-Team transitions to Sacramento

1300-? Report preparation meeting

11 April, 2003

Sacramento

-Out-briefing

0900 State Management

Attendees: Robin, Russ and Technical Team Representative