

# BLM Radio Electronic Site Standards Committee

## Charter

### 1. Purpose/Mission/Background

#### a. Purpose

The purpose of the BLM Radio Electronic Site Standards Committee (RESSC) is to advise the Bureau of Land Management (BLM) Leadership Teams and the National Radio, National Lands and Realty and National Engineering Programs regarding: provide guidance and interpretations of current policies; provide technical recommendations for development of radio infrastructure sites; and provide for consistent professional judgment during development and maintenance of radio infrastructure (RI) at Land Mobile Radio (LMR) Electronic Sites.

#### b. Mission

The mission of the RESSC is to support the BLM vision for the balanced stewardship of America's Public Lands and resources. Support will focus on protection of life, property and natural resources on both the public lands and adjacent private lands, through a reliable, resilient, modern, and economical communications infrastructure. This is accomplished directly through the RESSC by adopting, or recommending for adoption, appropriate standards applicable to the development of radio infrastructure for the Department of the Interior (DOI) and the BLM.

#### c. Background

Radio spectrum dependent systems in the DOI are used to provide efficient, cost effective support of missions and activities. Radio frequency spectrum is a limited natural resource available for use nationally and internationally. Equitable sharing of the spectrum is managed, planned, and regulated through various governmental organizations.

Within the Department, 6 agencies depend on the use of radio spectrum to accomplish individual missions. These agencies are: the National Park Service (NPS); the BLM; the Bureau of Reclamation (BOR); the Bureau of Indian Affairs (BIA); the Fish and Wildlife Service (FWS); and the Geological Survey (USGS). Within the BLM, the implementation of radio infrastructure projects involves three primary national programs: Radio (Fire & Aviation Directorate); Engineering (Business, Fiscal Information Resources Management Directorate); and Lands and Realty (Energy, Minerals & Realty Management Directorate).

The purpose of this Charter is to formalize this relationship between the DOI and the BLM, as well as between the program areas within the BLM, and provide working group authority. The intent of this committee is to establish a forum to exchange ideas and provide advice for the benefit of the BLM, as well as to provide input to the DOI for Department-wide initiatives impacting or relating to radio infrastructure.

This charter establishes a standard set of rules and procedures for membership, meetings, leadership, and task execution. It is intended to be a frequently referenced document and designed to align future activities with the group's stated mission.

## **2. Authority**

The Board is created under the authority of the general BLM Manual as is guided by the Federal Land Policy and Management Act of 1976 (FLPMA) and other legislation. In particular, DOI Departmental Directive 2009-008 (dated December 11, 2009) requires that the DOI establish an RESSC to guide the agencies in the adoption of appropriate design and construction standards governing radio infrastructure sites department-wide. The creation of this committee is intended to be the BLM equivalent of the DOI RESSC, and as such will accept direction from and provide feedback and recommendations to, said DOI RESSC. The BLM RESSC exists to create guidance, recommendations and policy as deemed necessary or specifically delegated by either the DOI RESSC or relevant BLM administrative officers responsible for the overall direction of the Land Mobile Radio program, including but not limited to the National Radio Operations Branch, within the Fire & Aviation Directorate.

This committee contains representatives from the Fire Program (National Radio Operations Branch), the Engineering Program and the Lands and Realty Program. As such, the members of the committee report through their reporting structures to the Assistant Director Fire and Aviation, Assistant Director Business, Fiscal and Information Resources, and Assistant Director Energy, Minerals and Realty Management, respectively. Their signatures at the end of this Charter signify their authority for the formation of the committee and its ongoing activities.

The specific areas of responsibility (for radio infrastructure) for each program within the BLM are provided in BLM Radio Site Facility Handbook, H-1292-3. Decisions regarding categories for agency RI Sites and Communication Sites must be approved by the responsible program representative. For example a decision regarding buildings must be approved (by committee vote) by the voting representative(s) for the Engineering Program. Provided below is a chart regarding program representative votes required (by section) on the Department of Interior RI survey instrument.

DOI RI Checklist Section	Program Representative Affirmative Vote Required
2.0 Site Design & Development	Engineering & Office Management
3.0 Site Building (RI Site)	Engineering
3.0 (alt) Site Building (Comm. Site)	Engineering & Office Management
4.0 External Grounding (RI Site)	Engineering
4.0 (alt) External Grounding (Comm. Site)	Engineering & Office Management
5.0 Internal Grounding (RI Site)	Engineering
5.0 (alt) Internal Grounding (Comm. Site)	Engineering & Office Management
6.0 Power (RI Site)	Engineering
6.0 (alt) Power (Comm. Site)	Engineering
7.0 Interference (RI Site)	Radio
7.0 (alt) Interference (Comm. Site)	Radio & Office Management
8.0 Equipment Installation (RI Site)	Radio
8.0 (alt) Equipment Installation (Comm. Site)	Radio & Office Management
Items not appearing on DOI RI Checklist Section	Program Representative Affirmative Vote Required
Formal Authorization – ROW	Realty

**3. Name:**

Radio Electronic Site Standards Committee (RESSC) will be herein referred to as “The Board.”

**4. Goals and Objectives**

The goals and objectives of The Board include various matters directly related to the maintenance of relevant and technically competent standards for the use of the BLM engineers and radio technicians, as well as supervisory personnel, who are charged with the responsibility for developing, operating and maintaining the radio system infrastructure of the BLM. This infrastructure includes all facilities which support any radio assets used by the BLM field-going personnel in the performance of their customary duties, including any emergency or non-routine assignments they may receive.

These goals and objectives include, but are not limited to the following:

- Maintaining a set of standard plans, specifications and technical details for all BLM RI projects.
- Maintain technical currency on all relevant radio technology that may impact the BLM RI.
- Create and maintain a “waiver system” whereby consideration of special circumstances may be allowed to impact the applicability of adopted standards.
- Publication of updates to the standards, including any new standards which are issued or any standards which are revoked or cancelled, at least annually.
- Prepare an annual report of the RESSC to senior BLM and DOI management summarizing all activities and achievements of the RESSC.
- Assure that all planning and implementation procedures which will result in on the ground activities are in conformance with FLPMA Title V, the Code of Federal Regulations Part 2800 and the National Environmental Policy Act.
- Maintain an active right-of-way authorization on each communication site facility,

- Require all tenants or customers to have a right-of-way authorization.
- Establishing and maintaining an active and vibrant group of radio, engineering, and “lands and realty” professionals through interesting assignments, rotation of committee leadership, and meaningful input into the deliberations of the RESSC.
- Improving the RI CASHE performance measure to increase the percentage of the BLM radio organizational units rated in good safety, health and environmental condition.
- Achieving an acceptable FCI score, or improvement to the FCI score on a global BLM basis (by tracking the number of facilities in each FCI category)
- Comply with Departmental Directive 2009-008 goals and maintain systems accordingly.
- Enlist other Federal agencies in adopting similar standards and goals (United States Forest Service, Department of Homeland Security, Department of Defense, etc.)
- Meet at least quarterly. Review all existing radio infrastructure standards with recommendations for additions, deletions, corrections and/or changes.
- Prepare an annual report to the Assistant Directors of all three signatory Directorates, due no later than 2<sup>nd</sup> working day of Second Quarter of the BLM fiscal year containing summary recommendations for action on radio electronic site standards.

## **5. Membership**

There shall be three (3) types of membership in the RESSC: General Member; Voting Member; and Invited Member.

**General Members** include all radio technicians in the BLM Radio Program, all engineers or technicians in the Engineering Program, and all realty specialists in the Lands and Realty Program. By extension, the general members will also include all supervisors of the core members, up to and including the directorate leadership. In addition, general members will include field office managers who are responsible for budgeting work at the radio infrastructure sites, as well as supervising the planning, design, construction, operation and maintenance of these facilities.

**Voting Members** (herein referred to as “Board Members”) shall be those General Members who volunteer to serve in this role and are confirmed by their respective supervisors to represent their program. The nomination process shall be coordinated by the Assistant Director’s offices of the respective Directorate.

**Invited Members** may include any person or entity invited by the Board to address the Board or participate in Board meetings or other Board-sponsored activities, such as special work groups or committees or sub-teams. Invited members will include advisory groups such as the BLM LMR Radio Users Group, or other groups who use the radio infrastructure or who rely on the radio systems as part of their lifeline during the performance of their duties, whether BLM employees or not.

An Invited Member may also be a consultant to the Board or specialist, such as a Safety Officer or other specialist whose experience and expertise are valuable to the Board and can inform the Board’s deliberations and decisions.

Voting membership of the Board is derived from current BLM employees within the Radio, Lands and Realty and Engineering Program Areas (including supervisors and field office managers) who volunteer to participate with this Board as a collateral duty. These programs include employees at all levels within the programs having varied technical knowledge, backgrounds and experience. Additional membership

components include, but are not limited to, a consulting Safety Officer and BLM Land Mobile Radio Users Group.

The Board consists of seven (7) voting members including three (3) elected officers.

The three (3) elected officers are:

- Board Chair
- Board Vice Chair
- Board Recorder

The maximum length of time for a member to serve as an elected officer on the Board is two (2) years.

The Board requires two (2) non-voting consulting entities for periodic consultation specific to their relationship with Land Mobile Radio Sites:

The Consulting entities are:

- Safety Officer
- BLM Land Mobile Radio Users Group

The members shall be representatives from within the BLM Radio, Lands and Realty and Engineering Programs. Membership shall be balanced between these three programs; each with a minimum of two (2) representatives on the Board. In addition, it is desirable that at least one Assistant District Manager or District Manager be a member of the Board, to provide insight into overall BLM priorities, funding issues and related management matters.

The Consulting Safety Officer member shall be identified yearly and shall be a representative from within the BLM Safety Program who is currently serving in a permanent full time position dedicated to Safety.

The Consulting BLM Land Mobile Radio Users Group shall be identified for each specific issue or survey for which the Board needs feedback. These include employees who, by nature of their duties, may spend extended periods of time in the field relying on mobile radio as the single method for communicating work progress and well-being status. The Consulting BLM Land Mobile Radio Users Group should consist of a minimum of three (3) or four (4) mobile radio users: one from the Fire Program, one from the Law Enforcement Program, one Dispatcher and one field-going employee. Other user groups may also be formed and may include other users of radio facilities, either from within the BLM or cooperating agencies, or industry.

The Board Chair and Vice-Chair shall rotate yearly between the Radio Program area, Lands and Realty Program and the Engineering Program. If the Board Chair is a representative from the Radio Program, the Vice-Chair shall be a representative of the Engineering Program or the Lands and Realty Program and vice-versa.

The knowledge base from within the voting membership of the Board shall encompass the standard requirements for education, knowledge, skill and ability of their respective positions.

## **6. Board Organizational Procedures**

- THE BOARD

- The Board is virtual and provides national level coordination and guidance; establishing, maintaining, providing ground-level feedback, and reviewing new and updating standards for consistency and compliance involving construction of and repairs to mission dependent and mission-critical infrastructure serving the BLM Land Mobile Radio Programs. This infrastructure serves and protects the mission-critical mobile-radios and equipment used for communication during routine business operations and emergency events involving protection of lives and property across the BLM.
- The most frequently recurring task is a quarterly conference call. The call may use one or more electronic media including internet meeting programs, video-teleconferencing and presentation media, and/or land-line; hereinafter referred to as “virtual meetings.”
- Additional meetings may be called upon by either a call for a quorum by a voting committee member to address an urgent matter, or by the Chair, as deemed necessary to address matters that come before the board which cannot be held until a regularly scheduled meeting.
- Individual Board Members may volunteer or receive assignments at the conclusion of a virtual meeting for which they are responsible to provide information and/or deliverables back to the Board according to an established timeline.
- Nominations and voting for Elected Officers will occur every December and the elected individuals will begin their responsibilities to the Board beginning the following January. Electronic media will be used to solicit nominations and votes. Because electronic media formats vary and the method used depends on bureau availability, approved and functioning technology at the time, secret ballot voting for Elected Officers is not mandatory.
- If a virtual meeting is conducted to determine nominations and conduct voting, the Elected Officers will be elected by a majority of the Board Members that happen to be present at that virtual meeting. A quorum of the voting members of the committee must be present at the meeting.
- Each Board Member shall serve a two (2) year term. Within each program, the two (2) board representatives shall have staggered terms, with one position re-nominated each year. Initially, each program shall appoint one member for a two (2) year term and one member for a one (1) year term. Thereafter, all subsequent nominations to the Board shall be for two (2) year terms.
- The Board may convene sub-teams (or committees) as necessary to address emerging or evolving issues. Sub-teams/committees should have an uneven number of participants and should be limited to 3 – 5, with no more than 7 volunteers of varied backgrounds from within the Engineering, Lands and Realty and Radio Programs. Each sub-team/committee is required to have at least one representative from the Engineering Program, one representative from the Lands and Realty Program and one representative from the Radio Program. The minimum Key Roles required for a Sub-team/committee include identifying a Sub-team/committee Lead and Recorder. The individual serving as the Sub-team/committee Lead should be aligned with whether the issue is primarily an Engineering issue, Lands and Realty issue, or a Radio issue. Sub-teams/committees will confer more frequently than the Board and their virtual meetings may occur daily, weekly or monthly as required until the established timeline has expired or the issue is resolved and the Sub-team/committee’s recommendation(s) is accepted by the Board.

- It is not mandatory for the Consulting Safety Officer to participate in virtual meetings or sub-teams/committees; the Consulting Safety Officer will participate as needed and requested by the Chair, Board, or Sub-teams/committees.
- It is not mandatory for representatives of the land mobile-radio users group to participate in virtual meetings or sub-teams/committees. The primary assignment requested of these resource representatives is to provide feedback to the Chair, Board or a Sub-team/committee regarding their mobile-radio experiences.
- COST
  - The cost required for creating and maintaining the Board is negligible and sourced from yearly allocated base funds within Engineering, Realty and Radio Programs for labor and travel. Costs are tracked within the Program Management Function and/or Program Element for the respective Programs.
  - A small measure of funding may be available from time to time from Department Level or other sources for special radio initiatives, but is not expected.
- HUMAN RESOURCES
  - New positions are not needed for the bureau table of organization as a result of forming this Board. Board members contribute and participate as part of their regular business operations. As current employees vacate engineering, radio, or lands and realty positions, incoming replacements will be notified of their membership with the Board.
  - Yearly participation of the members will vary based on current issues. The following are average and approximate:
    - Anticipated yearly contribution for the Chair is approximately 60 labor-hours.
    - Anticipated yearly contribution for the Vice-Chair is approximately 60 labor-hours.
    - Anticipated yearly contribution for the Secretary is approximately 80 labor-hours.
    - Anticipated yearly contribution for the Consulting Safety Officer is 20 labor-hours.
    - Anticipated yearly contribution for the remaining Board Members is 40 labor-hours.
- OTHER RESOURCES
  - Members will need access to computers, networks, internal and external sites, internet, audio and video conferencing equipment, and occasionally printers and plotters.

### **7. Establishing Partnerships**

The RESSC may assist the BLM and the Department in formalizing relationships with Federal, State, local and tribal organizations, associations, departments, bureaus, agencies, or individuals that would benefit the mission of the RESSC. In this way, projects of mutual concern to all of the wireless community can be addressed in a cooperative manner.

### **8. Amending the RESSC Charter**

Recommendations to amend these procedures may be considered and/or passed at any regular meeting by a majority vote of all RESSC voting members, as long as the amendment was submitted, in writing, to the Chair at least 10 days before a regular scheduled meeting. Final approval of any amendment to the charter must be approved by the signatories to the charter before the amended charter is officially adopted by the BLM.



***SIGNATORY PAGE***

_____	_____	_____
Assistant Director, BLM – Fire & Aviation	Printed Name	Date

_____	_____	_____
Assistant Director, BLM – Business, Fiscal & Information Resources Management	Printed Name	Date

_____	_____	_____
Assistant Director, BLM – Energy, Minerals & Realty Management	Printed Name	Date

## APPENDIX

### 1. National Radio Program SharePoint Site:

<http://teamspace/projects/radiomgmt/default.aspx>

### 2. National Radio Infrastructure SharePoint Site (National Operations Center, A/E Branch):

<http://teamspace/sites-oc/archandeng/AE%20Design/Radio/SitePages/Home.aspx>

### 3. National Realty Program SharePoint sites:

BLM Communication Site Management:

[http://www.blm.gov/wo/st/en/prog/more/lands/communication\\_sites.html](http://www.blm.gov/wo/st/en/prog/more/lands/communication_sites.html)

BLM Communication Site Rent Schedules:

[http://www.blm.gov/wo/st/en/prog/energy/cost\\_recovery\\_regulations/grant\\_issuance.html](http://www.blm.gov/wo/st/en/prog/energy/cost_recovery_regulations/grant_issuance.html)

BLM National Right-of-Way Web Site:

[http://www.blm.gov/wo/st/en/prog/energy/cost\\_recovery\\_regulations.html](http://www.blm.gov/wo/st/en/prog/energy/cost_recovery_regulations.html)

BLM National Web Site:

<http://www.blm.gov/wo/st/en.html>