TCB Form 731 Filing
Requirements / Opportunities

Sandy Haase
EA 731 entries not included on TC 731
- Mail to:; Non-technical contact; etc.
- Does applicant request deferral of grant?
- Is this an application for SDR?
- Class III SDR Change
- Split Modular or Limited Split Modular option in drop down

TC 731 not included on EA 731
- TCB login, password, FRN, etc.
- TCB Scope (id’s equipment eligible to approve)
- 45 Day pre-fill on STC (modifiable)
- Grant Comments (add info / constraints specific to an application)
- Sequencing of information (TC# shown beginning of Section II; attachment upload after Section II; Section III after attachment upload)
- View Grant
- Modify Grant
- Accept Grant
TCB Application Actions / Notifications

- TCB application status limited to incomplete filing and granted – no long term deferral or dismissal

- Incomplete Status
  - TC > 30 days application is deleted
  - TC > 5 days receive notification of IF status
  - No Grant without minimum required exhibits
  - Composite check made – if the associated composite is not filed a reminder notification issued (2 X week)

- STC – TCB & applicant receive notification of expiration 7 days prior to expiration (STC date within 180 days - one notice only)

- 30 days to modify grant – after 30 days contact (judiciously) easadmin@fcc.gov to place in audit mode

- FCC review typically occurs within 30 days (exception is enforcement)
TCB Filing Options

- Submit Surveillance Report
  - Notifications begin approximately October 1
  - PDF Format only

- Modify Grant
  - Within 30 days modifications can be made
  - Exceptions / Explanations
    - Composite applications – must be filed within 5 days
    - Grantee Code and associated information is fixed

- Reprint Grant
  - Option to reprint original Grant
TCB Report Options
(for applications specific to logged in TCB)

- List Modify Exhibits
  - Prior to Grant attachments can be marked Confidential, Short Term Confidential, or supersede
  - After Grant attachments may only be marked Confidential or Short Term Confidential

- Short Term Confidential Exhibit Maintenance
  - Requires FCC ID and TC#
  - Checkbox to release all STC
  - Checkbox to extend STC to specific date (limited to within 180 days of Grant)

- Confirmation Number Search by FCC ID
  - Exact match
  - Returns granted or pending FCC ID
Applications Awaiting Info/Samples
- Audited applications awaiting additional information (RT status)
- Audited applications awaiting receipt of a sample (RS status)

Incomplete Applications
- List of all applications in IF (incomplete filing) status

Applications Missing Required Exhibits
- List of all applications for which at least one attachment in a specific exhibit type required for Grant is missing
TCB Report Options (cont’d)

- Equipment Class/Rule Part/Scope List
  - List of all equipment classes and associated rule parts that may be approved under a specific Scope

- TCB Accreditation Attachments
  - Scope Designation Correspondence
  - Correspondence sent from FCC to Accreditor
  - Surveillance Reports

- Key Employee List
  - EMC Reviewer
  - SAR Qualified Reviewer
  - General RF Exposure Reviewer
  - Decision Maker
  - Group Administrative Contact
TCB Miscellaneous

- Submit a KDB Inquiry – Quick link that highlights the inquiry to the FCC for priority processing
- Reply to a KDB Inquiry
  - Requires KDB Inquiry Tracking Number & e-mail address submitted with inquiry
  - Highlights the reply for priority processing
- Submit Administrative E-mail – Quick link e-mail to easadmin@fcc.gov that pre-fills with CC to selected TCB contacts, with option to modify
- Submit Technical E-mail - Quick link e-mail to eastech@fcc.gov that pre-fills with CC to selected TCB contacts, with option to modify
- Change Password
- TCB Exclusion List – latest version
TCB “Issues”

- Correspondence Addressee (Confidentiality, etc.)
  - TCB is acting on behalf of the FCC
  - Letter addressed to FCC or TCB is OK
- Supersede requests
  - In general - good conformance with no > 2 exhibit types
  - Review application before Grant!
    - Too many requests immediately after grant
    - Dismissal requests for > 2 exhibit types
      - Request for supersedes after Grant of Dismissed application still occurs
    - FCC to send application correspondence noting reason / timing of supersede request
      - Available to Accreditors who may impose sanctions
      - Implement October 27, 2008
KDB Problems / Issues

- Submit from within the TCB login to receive priority processing and “TCB only” Categories (Note: TCB questions often require consultation and coordination with policymakers, and may therefore take more time)

- Be as precise as possible, and always include at least a Tier 1 Category in a KDB inquiry. Inquiries are automatically assigned based on “experts” within a Category

- When possible, coordinate questions within an organization - do not send repeat questions from multiple parties
KDB Problems / Issues (cont’d)

- Retain Inquiry Tracking number to “complete” the inquiry

- If clarification or additional information is required after receiving a response, please enter those concerns using the original tracking number. DO NOT use a new tracking number.

- Conversely, do not continue to use the same Inquiry Tracking number when the topic has wandered from the original inquiry.
Questions ???

Thank You!