TCB Form 731 Filing Requirements / Opportunities

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TCB Form 731

- ➢ 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

TCB Report Options (cont'd)

- ➢ 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
  ▪ <u>Review application before Grant!</u>
    • 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 !