



# PUBLIC NOTICE

**Federal Communications Commission**  
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**DA 08-1167**  
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## **Television Station Filing Procedures for Broadcast EEO Mid-Term Report (FCC Form 397)**

To enable the Commission's staff to conduct its mid-term review of the Equal Employment Opportunity ("EEO") practices of its broadcast licensees, the Commission's EEO rules and policies, including Section 73.2080(f)(2) of those rules, require that, for television stations, where a station is part of an employment unit with five or more full-time employees, its unit must file with the Commission an FCC Form 397 "Broadcast Mid-Term Report." The Form seeks certain information about the stations that comprise the unit and identification of the person responsible for EEO matters, and requires the submission of the unit's two most recent EEO public file reports. The Form must be filed four years after the due date of the unit station's last license renewal application, which was four months prior to the station's most recent license expiration date, as provided for in Section 73.1020(a) of the Rules.

Thus, the first television station renewal group whose units must file the Form is the DC-Maryland-Virginia-West Virginia group, whose licenses expired on October 1, 2004. These units must file their Forms 397 by June 2, 2008, the next business day after the four-year anniversary of the June 1, 2004, filing deadline for the renewal applications of the stations in the group. The units of other station groups must file a Form 397, on a rolling basis, on the four-year anniversary of the most recent filing deadline for the license renewal applications for the units' stations, as those anniversaries arise.

Because low power television stations are not required to maintain EEO public file reports, they do not have to file Form 397 unless they are included in an employment unit that is required to file EEO public file reports (that is, a unit that also includes one or more full power stations).

The Public Notice released on May 16, 2007, DA 07-2074, which can be accessed on the Media Bureau's EEO web page, <http://www.fcc.gov/mb/policy/eo/>, contains additional information about the applicable procedures where multiple stations are included in an employment unit.

The Public Notice released on March 9, 2007, DA 07-964, which can be accessed on the Media Bureau's EEO web page, <http://www.fcc.gov/mb/policy/eo/>, contains additional information about the procedures for electronic filing of the Form. For technical assistance using the system or to report problems, please contact the CDBS Help Desk at (202) 418-2MMB. To request additional information concerning the FCC Form 397, please call the EEO staff at (202) 418-1450.

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