



PUBLIC NOTICE

Federal Communications Commission
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DA 20-266
Released: March 13, 2020

AUDIO DIVISION ANNOUNCES PROCEDURES RELATED TO CORONAVIRUS

Due to concerns over COVID-19, Audio Division staff will begin teleworking commencing March 13, 2020, and continuing until further notice. During this time, the public should follow these guidelines concerning Audio Division matters:

College and University Radio Stations

A number of colleges and universities have announced closures related to COVID-19. Noncommercial educational stations that are not able to broadcast during these school closures will not be required to adhere to the minimum operating schedule in section 73.561 of the Commission's rules.¹ The Audio Division will classify these school closures as a recess period consistent with section 73.561(a). If stations do not resume broadcasts within thirty days due to COVID-19 related closures, they will not be required to notify the Commission pursuant to section 73.561(d) or to seek special temporary authority.

Non-Electronic Filings

Because Audio Division staff will not be working at FCC headquarters, the Audio Division will not be able to accept for filing any items that are not submitted electronically. The public is strongly encouraged to use the Audio Division's CDBS and LMS databases for all applications and pleadings that can be filed electronically. The following requests that cannot be filed using those databases, should be submitted by email as follows:

- Tolling Requests should be submitted by email to Victoria McCauley (victoria.mccauley@fcc.gov) and Tom Hutton (tom.hutton@fcc.gov).
- Applications for AM Broadcast License (Form 302) – a scanned copy of the completed form should be emailed to Jim Bradshaw (james.bradshaw@fcc.gov) and Nazifa Sawez (nazifa.sawez@fcc.gov).
- Extension of time requests concerning pending applications or docketed proceedings should be submitted by email to all of the following: Albert Shuldiner (albert.shuldiner@fcc.gov), Christopher Clark (christopher.clark@fcc.gov), Tom Hutton (tom.hutton@fcc.gov) and Lisa Scanlan (lisa.scanlan@fcc.gov).
- Requests for Special Temporary Authority should be filed using the CDBS database. Any requests that cannot be filed in CDBS should be submitted by email to all of the following:

¹ 47 CFR § 73.561.

Jim Bradshaw (james.bradshaw@fcc.gov), Dale Bickel (dale.bickel@fcc.gov) and Jerry Manarchuck (jerome.manarchuck@fcc.gov).

- Experimental license requests should be submitted by email to Jim Bradshaw (james.bradshaw@fcc.gov) and Rudy Bonacci (rodolpho.bonacci@fcc.gov).

Audio Division Letter Decisions

It has been the Audio Division's practice to send signed copies of letter decisions in adjudicatory matters by U.S. mail in addition to updating the CDBS or LMS databases. Because Audio Division staff will not be working at FCC Headquarters, adjudicatory decisions and other items that are not released through the *Daily Digest* will be sent to applicants, petitioners and other parties by email. Parties are encouraged to ensure they have an updated email address on file with the Commission.

For additional information on Audio Division procedures, please contact Jim Bradshaw (james.bradshaw@fcc.gov) or Albert Shuldiner (albert.shuldiner@fcc.gov) of the Media Bureau, Audio Division. Press inquiries should be directed to Janice Wise (Janice.wise@fcc.gov).

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