

ALERT

# February 3, 2014 FCC EEO Deadlines

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January 7, 2014

Certain radio and television stations face an upcoming Federal Communications Commission (FCC or Commission) Equal Employment Opportunity (EEO) annual reporting deadline on Monday, February 3, 2014:

## Annual EEO Public File Report

Radio and television station employment units (SEUs) located in **Arkansas, Louisiana, Mississippi, Kansas, Nebraska, Oklahoma, New Jersey, and New York** with five or more full-time employees must prepare by **Monday, February 3, 2014** an annual EEO Public File Report (PFR). The report must be placed in the public inspection file of each station in the SEU. For full-power and Class A *television* stations, this means the PFR must be uploaded to the station's online public inspection file hosted by the FCC. The PFR must also be posted on the website belonging to each station in the SEU.

The PFR should summarize the SEU's recruitment activity from February 1, 2013 through January 31, 2014, including full-time positions filled, the recruitment sources used to advertise those job openings, and the total number of interviewees and hires produced by each recruitment source. The PFR must also include a summary of the SEU's recruitment initiatives.

Note: Television stations in **New Jersey and New York** will be filing license renewal applications on February 1, 2015. These stations should consider sending a draft of the February 1, 2013 through January 31, 2014 PFR for our review now—the PFR must be filed with the Commission as part of the Form 396 Broadcast EEO Program Report next February (in addition to the subsequent February 1, 2014-January 31, 2015 PFR).

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## Practice Areas

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Media  
Telecom, Media & Technology

Certain broadcast license renewal applications are due on February 3, 2014. The license renewal process includes the filing of an FCC Form 396 Broadcast EEO Program Report, as described below:

**FCC Form 396 Broadcast EEO Program Report**

Radio stations in **New Jersey and New York** as well as television stations in **Kansas, Nebraska, and Oklahoma** must apply for license renewal on or before **Monday, February 3, 2014**. A critical component of the Commission's license renewal process is the Form 396 Broadcast EEO Program Report, which must be submitted to the FCC, electronically, prior to the filing of the Form 303-S Application for Renewal of Broadcast Station License. The Form 396 requires applicants to report discrimination complaints and, for SEUs with five or more full-time employees, to submit PFRs for 2013 (covering February 1, 2012-January 31, 2013) and 2014 (covering February 1, 2013-January 31, 2014).

Once filed with the FCC, the Form 396 must be placed in the public inspection file of each station in the SEU. For full-power and Class A *television* stations, the FCC will automatically place the electronically filed Form 396 in the station's online public inspection file. Stations should check their online public files to make sure the Form 396 is there.

If you would like a copy of our renewal primer, including information on the EEO component of the application, or should you have any questions about FCC EEO compliance, please contact the Wiley Rein attorneys listed below.