Licensee Progress Reports

The 800 MHz Transition Administrator, LLC (TA) actively monitors, tracks, and reports licensees' implementation progress. As such, the TA will contact the licensees' Point of Contact (POC) and/or Implementation Point of Contact (IPOC) on record to request progress reports of your implementation efforts. Licensees should be responsive to the TA's phone calls and/or emails seeking these updates.

The TA requests the following information from the licensees and any updates to that information:

    a.   Actual start and end dates for implementation milestones. Estimated dates should be provided if these activities have not been started or completed. Common milestones include having a fully-executed FRA, having a fully-executed Vendor Agreement, commencing subscriber unit reconfiguration and infrastructure reconfiguration, and subsequent touches (if applicable).

    b.   Duration and percentage complete of implementation tasks.

    c.   Total number of subscriber units to be retuned/replaced and the number of subscriber units retuned/replaced to date.

    d.   Total number of sites to be retuned and number of sites retuned to date.

    e.   Information about dependencies with other licensees and predecessor tasks (tasks to be completed first by other licensees that affect a licensee's schedule), if applicable.

    f.   Explanations for significant schedule changes or slippages.

    g.   Any other information that the licensee believes affects their implementation activities, including but not limited to vendor performance issues, pending Change Notices, frequency issues, or interoperability concerns.

2. If you would like to be proactive and provide progress reports to the TA, contact the TA at comments@800TA.org or at 1.888.800.8220 to receive specific instructions on *how* to submit your update. Instructions for submitting your update will vary by licensee and by region.

If your POC/IPOC information on file with the TA is inaccurate or has changed, please contact the TA at comments@800TA.org or at 1.888.800.8220 to update that information.

PLEASE NOTE: In addition to reporting your progress to the TA, if you expect the date(s) for your implementation activities to extend beyond the waiver date that you were granted by the FCC, you should file a further request for waiver with the FCC and your authority to exceed the granted waiver date is subject to approval by the FCC. Providing notice to the TA in a progress report that you will not meet your granted waiver date does not relieve you from your obligation to file a further request for waiver with the FCC.

For additional reconfiguration information, please visit the TA's website at www.800TA.org.

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