

INFORMATION ABOUT SCHEDULE S

Description: Schedule S is a new, standardized form adopted by the Federal Communications Commission on June 26, 2003, in its Third Report and Order in IB Docket No. 02-34 and Third Report and Order in IB Docket No. 00-248. The Schedule S is being used to collect technical and operational data associated with satellite license applications. This data is needed to determine whether a proposed satellite system would further the public interest as required by Section 309(a) of the Communications Act. Collection of this data, which is mandatory beginning March 1, 2004, is expected to expedite the Commission's review of satellite applications.

Types of Applications Requiring a Schedule S:

Space Station Applications

- Authorization for License of New Station
- Letter of Intent to Use Non-U.S. Licensed Satellite to Provide Service in the United States
- Replacement Satellite Application - new frequency bands (Not eligible for streamlined processing)
- Petition for Declaratory Ruling to be Added to the Permitted List
- Amendments with technical changes
- Modifications with technical changes
- Special Temporary Authority

Earth Station Applications

- Earth Stations Applications to Access a Non-U.S. Satellite Not Currently Authorized to Provide the Proposed Service in the Proposed Frequencies in the United States

Basic Steps to File a Space or Earth Station Application with a Schedule S:

1. Download Schedule S software from the IBFS web site
2. Install and Configure the Schedule S software
3. Complete entry of technical data in the Schedule S database and save the file
4. From the IBFS web site, log into your IBFS account
5. Select the application type you wish to file
6. Enter the applicant's FRN and password
7. Complete the Main Form 312.
8. Attach the Schedule S database file saved in Step 3 using the "Schedule S" button at the end of the Main form.
9. Validate and File the Form.
10. Pay the Fee

Computer & Software Requirements: The Schedule S program runs under the Microsoft Windows operating system. It has been tested on Windows 98, 2000, and XP. A 800x600 pixel screen resolution is recommended.

The Schedule S program is written in Microsoft Visual Basic 5, and compiled with Microsoft Visual Basic 6.

The program uses Microsoft Access databases that must be in Access 97 version. If newer versions of Access are used to open these databases, DO NOT convert the Schedule S databases to Access 2000 or 2002! Schedule S can only read Access 97 database files.

Converting Schedule S .mdb file to Access 97 if saved to a different version of Access:

The downloaded Schedule S software is in MSAccess 97 format. After completing your Schedule S .mdb file using the downloadable software, you may wish to view the raw data in MSAccess.

After you have completed viewing the .mdb file in MSAccess, **please ensure that the file has not been inadvertently converted to another version of MSAccess.** If it has, please convert it back to MSAccess 97. The IB program will have difficulty accepting files that are not in MSAccess 97 format.

Follow the following steps for conversion:

- In MSAccess, click on the "Tool" menu.
- Click on "Database Utilities."
- Select "Convert Database."
- Select MSAccess97.
- A dialog box will appear asking you to select the location of where to save the file. Please select a location, name the file and click "Save."
- A progress bar in the lower left-hand corner will indicate the progress of the conversion and compacting of the file.
- Once the conversion is complete, a message box will appear. Click "OK."

