

Due to recent changes in TCNS processes, the FCC has experienced an uptick in the volume of manual referrals of Tribes for failure to respond to notifications. As such, in order to facilitate the timely processing of those referrals, we are stressing the importance of submitting referrals in a consistent format. We previously provided an example of a preferred format and appreciate those consultants who employed it. However, we have found it necessary to revise the preferred format slightly and emphasize the importance of using it. Failure to do so may lead to delays in the processing of manual referrals.

Going forward, all Manual Referrals should conform to the following template:

- Send referrals to [TCNSreferrals@fcc.gov](mailto:TCNSreferrals@fcc.gov) and be sure to copy the Tribal representative.
- Please use “Manual Referral TCNS# XXXXXX” as the subject of the email.
- The text of the email should include: *Good morning, I am emailing you to refer the \_\_\_\_\_ Tribe for E106 Filing Number xxxxxxxxxxx (TCNS# xxxxx). I was unable to refer the Tribe to the FCC via TCNS due to their reply through the TCNS system. It has been more than 30 days since the Tribe can be shown to have received or may reasonably be expected to have received the Submission Packet. Please see the following table for additional information:*

Name & email of referring party	E106 #	TCNS #	Site Name	Tribe	Date and Method Documentation Sent

The table should include only one entry per row. If there are multiple Tribal Nations with the same TCNS#, list them separately.

Referrals should include the documentation of delivery (mail delivery receipt, email confirmation, portal submittal confirmation, etc)

Prior to referring, consultants must ensure:

- That the E106 filing commenced;
- That the 30/35 day period is up – referrals become available on the 31<sup>st</sup>/36<sup>th</sup> day;
- That they don’t include NRENI tribes;
- That they are using the FULL Tribal Name as it appears on the NOO;
- *In order for referrals to be included in weekly reports, they must be made by COB Tuesday.*