

**COMMON CARRIER ANNUAL EMPLOYMENT REPORT**

[Please read instructions before completing and for Notice regarding public burden.]

**SECTION I – General Information**

1. Name and Mailing Address of Respondent		<input type="checkbox"/> Check here if this is a change of address.
2. Year Report Filed	3. Reporting Period (Ending Date of Pay Period Covered by Report)	4. Number of Full-Time Employees during Selected Reporting Period (check one): a. <input type="checkbox"/> Fewer than 16 (complete Sections I, V, and VI only) b. <input type="checkbox"/> 16 or more (complete all sections)

**SECTION II – Full-Time Employees.** Consider as full-time employees all those working 30 hours or more per week.

JOB CATEGORY	ALL EMPLOYEES			MALE					FEMALE				
	TOTAL	MALE	FEMALE	MINORITY-GROUP EMPLOYEES				White, not of Hispanic Origin	MINORITY-GROUP EMPLOYEES				White, not of Hispanic Origin
				Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic		Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic	
Officials and Managers													
Professionals													
Technicians													
Sales													
Office and Clerical													
Craft Workers (skilled)													
Operatives (semiskilled)													
Laborers (unskilled)													
Service Workers													
<b>TOTAL</b>													
Previous Year's Total (if any)													

**SECTION III – Part-Time Employees**

JOB CATEGORY	ALL EMPLOYEES			MALE					FEMALE				
	TOTAL	MALE	FEMALE	MINORITY-GROUP EMPLOYEES				White, not of Hispanic Origin	MINORITY-GROUP EMPLOYEES				White, not of Hispanic Origin
				Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic		Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic	
Officials and Managers													
Professionals													
Technicians													
Sales													
Office and Clerical													
Craft Workers (skilled)													
Operatives (semiskilled)													
Laborers (unskilled)													
Service Workers													
<b>TOTAL</b>													
Previous Year's Total (if any)													

**SECTION IV – On-the-Job Trainees.** Report only employees enrolled in formal on-the-job training programs. The data below shall be also included in the figures for the appropriate occupational categories in Sections II and III.

JOB CATEGORY	ALL EMPLOYEES			MALE					FEMALE				
	TOTAL	MALE	FEMALE	MINORITY-GROUP EMPLOYEES				White, not of Hispanic Origin	MINORITY-GROUP EMPLOYEES				White, not of Hispanic Origin
				Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic		Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic	
White Collar													
Production													

**SECTION V – Report of Discrimination Complaints Pursuant to 47 CFR 21.307, 22.321, and 23.55**

- This is to advise the Commission that no complaints regarding violations of the equal employment provisions of Federal, state, territorial, or local statutes have been filed against this company before any body having competent jurisdiction in such matters during the calendar year covered by this report.
- This is to advise the Commission that the following complaints alleging violations of the provisions of any equal employment opportunity statute have been filed against this company. (Attach a list indicating parties involved, date filed, courts or agencies before which the matter has been heard, file number or other designation, and current status or disposition.)

**SECTION VI – Certification**

I certify that to the best of my knowledge, information and belief, all statements contained in this report are true and correct.

Date	Typed or Printed Name of Person Signing	Signature	Telephone No.
Title of Person Signing		WILLFULLY FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (18 U.S.C. 1001) AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (47 U.S.C. 312 (A)(1)) AND/OR FORFEITURE (47 U.S.C. 503).	

## INSTRUCTIONS FOR COMPLETION OF FCC FORM 395 COMMON CARRIER ANNUAL EMPLOYMENT REPORT

**A. Who Must File:** The FCC Form 395, Common Carrier Annual Employment Report, is to be filed by all licensees and permittees of common carrier stations with sixteen (16) or more full-time employees, as required by 47 CFR 1.815 (see item D, below).

**B. Number of Copies to File:** Respondents must submit one (1) copy of each FCC Form 395 to the **FEDERAL COMMUNICATIONS COMMISSION, Wireline Competition Bureau, Industry Analysis and Technology Division, Washington, DC 20554**, or it may be submitted by facsimile to **(202) 418-0520**. The completed report must be filed by May 31 of each year.

**C. Reporting Period** (item 3 of FCC Form 395): The employment data being filed must reflect the employment figures from any one payroll period in January, February, or March. The same payroll period should be used in each year's report.

**D. Number of Full-Time Employees** (item 4 of FCC Form 395): (1) If the filing concerns a reporting unit that had fewer than sixteen (16) full-time employees during the selected payroll period (see item C, above), no Form 395 filing is required. Such a reporting unit, however, may fill in Sections I, V, and VI of the form and submit it to comply with the respondent's reporting obligations under 47 CFR 21.307, 22.321, or 23.55.

(2) If the filing concerns a reporting unit that had 16 or more full-time employees during the selected payroll period, all sections of the report should be completed.

### **E. Minority Group Identification**

1. Minority group information necessary for this section may be obtained either by visual surveys of the work force, or from post-employment records as to the identity of employees. An employee may be included in the minority group to which he or she appears to belong, or is regarded in the community as belonging.

2. Since visual surveys are permitted, the fact that minority group identifications are not present on company records is not an excuse for failure to provide the data called for.

3. Conducting a visual survey and keeping records of the race or ethnic origin of employees is legal in all jurisdictions and under all Federal and state laws. State laws prohibiting inquiries and record keeping as to race, ethnicity, etc., relate only to applicants for jobs, not to employees.

4. FCC Form 395 provides for reporting Native Americans, Asians or Pacific Islanders, blacks (non-Hispanic), Hispanics, and whites (non-Hispanic), whenever such persons are employed. The category that most closely reflects the individual's recognition in his or her community should be used to report persons of mixed racial and/or ethnic origins.

### **F. Race/Ethnic Categories**

1. Black, not of Hispanic origin: A person descended from any of the black racial groups of Africa.

2. Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

3. Asian or Pacific Islander: A person descended from any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific islands. This area includes Hawaii and such countries as China, Japan, Korea, Vietnam, Indonesia, and the Philippines.

4. Native American: A person descended from any of the original peoples of North America, and who maintains cultural identification through tribal affiliation and/or community recognition.

5. White, not of Hispanic origin: A person descended from any of the original peoples of Europe, North Africa, or the Middle East.

### **G. Job Categories**

The following job category definitions are provided for your guidance and may be used in completing FCC Form 395. A person who works in more than one job category is to be included in the one that represents the most important work done by that individual and is to be listed only once. Specific job titles enumerated below are not all-inclusive or rigid. The proper categorization of any employee depends on the kind and level of the employee's responsibilities.

1. Officials and Managers: Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of such policies, and direct individual departments or special phases of a firm's operations. Includes officials, executives, middle management, plant managers, department managers, salaried supervisors who are members of management, and purchasing agents.

2. Professionals: Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes accountants and auditors, airplane pilots, architects, artists, designers, writers and editors, engineers, lawyers, librarians, computer scientists, mathematicians, physicians, registered nurses, natural scientists, social scientists, and personnel and labor relations specialists.

3. Technicians: Occupations requiring a combination of basic scientific knowledge and manual skill that can be obtained through about two years of post-high-school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes computer programmers and operators, drafting technicians,

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engineering aides, junior engineers, electronics technicians, mathematical aides, scientific assistants, radio operators, surveyors, photographers, technical illustrators, and kindred personnel.

4. Sales: Occupations engaged wholly or primarily in direct selling. Includes advertising salespersons, marketing assistants, sales representatives, technical sales workers, demonstrators, and sales promoters.

5. Office and Clerical: Comprises all clerical-type work, regardless of the level of difficulty, where the activities are predominantly non-manual, although some manual work not directly involved with altering or transporting the product is included. Includes bookkeepers, cashiers, collectors (bill and account), office clerks and messengers, office machine operators, shipping and receiving clerks, telephone operators, typists and secretaries, and kindred personnel.

6. Craft Workers (skilled): Manual workers of a relatively high skill level, who have a thorough and comprehensive knowledge of the process involved in their work, exercise considerable independent judgment, and usually receive an extensive period of training. Includes hourly paid supervisors who are not members of management, skilled mechanics, telephone equipment installers and repairers, line and cable workers, machinists, printing craft workers, electricians, pattern and model makers, and stationary engineers.

7. Operatives (semiskilled): Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level that can be mastered in a few weeks and require only limited training. Includes apprentices (electricians, machinists, mechanics, etc.), machine operators, assemblers, welders, attendants (auto service and parking), chauffeurs, truck drivers, and delivery workers. (For this report, employees enrolled in a program that includes work training and related instructions to learn a trade or craft that has traditionally begun with an apprenticeship, should be considered apprentices, regardless of whether the program is registered with a Federal or state agency.)

8. Laborers (unskilled): Workers in manual occupations who require no special training and perform elementary duties that may be learned in a few days and which require the application of little or no independent judgment. Includes garage laborers, vehicle washers and equipment cleaners, stock handlers, groundskeepers, and other laborers who perform lifting, digging, mixing, loading, or pushing and pulling operations.

9. Service Workers: Workers in both protective and non-protective service occupations. Includes personal service attendants, health service aides, food service workers, fire protection personnel, janitors and cleaners, security guards, and doorkeepers.

#### H. On-the-Job Trainees

Report only employees who are enrolled in formal on-the-job training programs. The data that are provided in this section should also be included in the figures being reported for the appropriate occupational categories in Sections II and III.

1. White Collar: Persons engaged in formal training for positions as officials and managers, professionals, technicians, salespersons, or office and clerical personnel.

2. Production: Persons engaged in formal training for jobs as craft workers, operatives (when not being trained under apprenticeship programs), laborers, or service workers.

#### I. Report of Discrimination Complaints

All common carrier licensees and permittees are required by 47 CFR 21.307, 22.321, or 23.55 to file a report of equal employment opportunity discrimination complaints brought against them. Section V makes this complaints report a part of the annual employment report for those reporting units that file Form 395 (see item D, above).

J. **Certification.** FCC Form 395 must be certified: by the licensee or permittee, if an individual; by a partner, if a partnership; by an officer, if a corporation or association; or by an attorney of the licensee or permittee, in case of his or her disability or absence from the United States.

#### FCC NOTICE TO INDIVIDUALS, AS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT

The solicitation of personal information requested in this report is authorized by the Communications Act of 1934, as amended. The data collected will be used to assess compliance with the FCC rules and regulations pertaining to EEO requirements. Failure to file the FCC Form 395 in accordance with the Commission's rules and these instructions may lead to enforcement action pursuant to the Act and other applicable law. Information requested by this form will be available for public inspection. Your response is mandatory.

The public reporting burden for this collection of information is estimated to average one hour per response, including the time needed for reviewing instructions, searching existing data sources, gathering and maintaining the required data, and completing and reviewing the report. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to the Federal Communications Commission, AMD-PERM, Paperwork Reduction Project (3060-0076), Washington, DC 20554. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to [jboley@fcc.gov](mailto:jboley@fcc.gov). PLEASE DO NOT SEND YOUR RESPONSE TO THIS ADDRESS. (Send your completed FCC Form 395 to the address given in item B, above.) Remember: You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice.

**THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3), AND BY THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. 3507.**