

**TELECOMMUNICATIONS SERVICE PRIORITY (TSP) SYSTEM
TSP ACTION APPEAL FOR SERVICE USERS**

(See Instructions on back before completion.)

*Form Approved
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The public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (1630-0002), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO ADDRESS BELOW.

1. APPEAL REQUESTOR INFORMATION

a. NAME/TITLE		b. MAILING ADDRESS	
c. ORGANIZATION (Dept/Agency)		d. CITY/STATE/ZIP CODE	
e. TELEPHONE NUMBER (Area Code/ Number/Extension)	f. SIGNATURE		g. DATE

2. APPEAL RATIONALE (Attach additional sheets as necessary)

3. SPONSORSHIP INFORMATION FOR A NON-FEDERAL USER (To be completed by sponsor)

a. FEDERAL SPONSORING AGENCY		b. SPONSOR NAME/TITLE	
c. TELEPHONE NUMBER (Area Code/ Number/Extension)	d. RECOMMENDED DISPOSITION		
e. SPONSOR SIGNATURE			f. DATE

NOTE: Attach all information submitted to and received from the Manager, NCS regarding the appeal. Send a copy, clearly marked as an information copy, to the Federal Communications Commission.

Send completed form to:

Manager, National Communications System
ATTN: Office of Priority Telecommunications
701 South Court House Road
Arlington, VA 22204-2198

Send copy to:

Federal Communications Commission
ATTN: Chief, Domestic Services Branch
Common Carrier Bureau
Washington, D.C. 20554

TO BE COMPLETED BY THE TSP PROGRAM OFFICE

4. RESOLUTION OF APPEAL:	<input type="checkbox"/>	GRANTED	<input type="checkbox"/>	DENIED
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5. COMMENTS

6. APPROVED BY

a. NAME		
b. SIGNATURE	c. DATE	

INSTRUCTIONS FOR TSP ACTION APPEAL

Complete this form only if you are a service user or sponsoring Federal organization appealing an action taken by the TSP Program Office.

Item 1. Appeal Requestor Information. Provide the name and commercial phone number (area code/phone/extension) of an individual knowledgeable about this appeal.

Item 2. Appeal Rationale. Explain the reason for your appeal. Use additional sheets if required. Attach copies of all relevant correspondence.

Item 3. Sponsorship Information for a Non-Federal User. This information MUST be completed and signed by the sponsoring activity.

APPEAL PROCESS

1. Service users or sponsoring Federal Organizations may appeal any priority level assignment, denial, revision, revocation, approval, or disapproval to the TSP Program Office within 30 days of notification to the service user. The appeal must include supporting factual details. (NOTE: Non-Federal service users must appeal through their sponsor.) An appeal that includes a claim of new information may be submitted at any time.
2. Service users may appeal any priority action to the TSP Program Office within 30 days of notification of the action. All TSP appeals must be filed using this form. Submit the completed appeal form, along with copies of any relevant correspondence, to the TSP Program Office. A copy of the appeal package, clearly marked as an information copy, must also be submitted to the Federal Communications Commission (FCC). The TSP Program Office will determine the disposition of the appeal and respond within 30 days of receipt.
3. If the service user is not satisfied with the TSP Program Office's decision, they may then escalate the appeal to the Manager, NCS. This escalation must be submitted within 30 days of the TSP Program Office's notice of action on the initial appeal. The service user will submit a letter explaining the reason for escalating the appeal and attach the appeal package previously submitted to the TSP Program Office. The Manager, NCS will determine the disposition of the appeal and respond to the service user within 30 days of receipt.
4. Service users may only appeal a priority action directly to the FCC after first submitting an appeal to the TSP Program Office and escalating the appeal to the Manager, NCS. This appeal must be submitted to the FCC within 30 days of notification of the decision made by the Manager, NCS on the escalated appeal. The service user will submit a letter to the FCC Common Carrier Bureau detailing the reasons for appealing the decision made by the Manager, NCS. Copies of the letter of appeal to the FCC will be submitted to the TSP Program Office, Manager, NCS, and any other parties directly involved. The FCC will not issue a public notice of an appeal. The FCC will provide notice of its decision on the appeal to all parties of record.
5. Following the FCC's decision, involved parties may file a response to the FCC within 20 days of the FCC's appeal determination. The organization that originally filed the appeal may then file replies to the FCC's decision within 10 days of the FCC's response. Additionally, the TSP Program Manager may appeal any FCC revision, approval, or disapproval to the FCC.