# BATCH FILING GUIDE VEC

Version 3.0

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# Batch Process Overview

Volunteer Exam Coordinators (VECs) send files containing information about examinations as well as amateur applications. The files are transmitted to the Wireless Telecommunications Bureau of the Federal Communications Commission using a https. The processing of these files entails entering information into the Universal Licensing System (ULS). ULS creates a response file for each data file received. The response file contains data informing the VEC what happened when ULS processed each of the applications in the data file. The response file is placed on a ULS batch server to be picked up either manually or using an application executing https commands.

The VEC is responsible for ensuring that each application file sent is uniquely named and correctly formatted. A VEC can send multiple application files per day. Files can be posted at any time of the day, seven days a week.

## Processing

ULS processes application files received from VECs every hour on the half-hour (i.e., 3:30 AM, 4:30 AM, 5:30 AM, etc.) except when the ULS nightly batch process is running. On FCC business days, ULS will auto-grant each application that it can. If there is an issue with an application, an appropriate error code will be returned indicating to the VEC why the application was not granted. Application files received on non-business days (i.e., weekends and federal holidays) will be submitted to ULS but not granted. The application is not granted until the next business morning.

The first step ULS takes with each application file is to verify the file format.  If there is any problem with the format of the file, e.g., an unprintable character contained in the data, the file is not processed. A response file is created with an appropriate error code indicating the file could not be processed.

Assuming the format is acceptable; the file is processed. When ULS has finished processing the file, the response file is available on a ULS batch server for pick up. The response file contains either positive confirmation, including file number, FCC Registration Number (FRN), status of the application and the call sign or appropriate error messages.

# Application File

## File Definition

The application file is a variable length ASCII file being sent to the FCC must be a uniquely named file utilizing the naming convention provided.

| File Name Convention | vmmddnn.dat | v – the VEC code<br>mmdd – the month and day the file is sent<br>nn – unique sequential number |
|---|---|---|
| File Type | ASCII MS DOS Text or Text Only | |
| File Extension | .dat | |

The *mmdd* is not used to determine the receipt date, it is simply a mechanism for naming files, so if a file is created one day and sent on another, there is no need to change the *mmdd*. The receipt date of the applications within the file will be determined by the date and time the file is physically received at the FCC, i.e., the date it is received by a ULS batch server.

## File Record Types

There are two possible record types per file with the contents of each record delimited by a pipe "|". Each record type starts with the unique two-character record code. The length of each record is dependent upon the actual data contents of the fields in that record. The last data field of the record **is not** followed by "|".

| VEC Record Type | VE | Identifies the VEC and will usually contain exam information |
|---|---|---|
| Application Record Type | VA | Contains the applicant's information |
| Order of Record Types | VE<br>VA<br>VA<br>VA | Identifies the VEC<br>First applicant's data<br>Second applicant's data<br>Third applicant's data |

# Sample VEC Record Type - VE
`VE|L|02/28/2017|WOODSFIELD|OH|1|1|3|3|3`

## VEC Record Type - VE

| Position | Data Element | Definition | Content |
|----------|-------------|------------|---------|
| 1 | Record Type | char(2) | VE |
| 2 | VEC Code | char(1) | Assigned by FCC |
| 3 | Session Date | date | mm/dd/yyyy |
| 4 | Exam Session City | char(20) | |
| 5 | Exam Session State | char(2) | |
| 6 | Number of Applicants Tested | integer | |
| 7 | Number of Applicants That Passed | integer | |
| 8 | Number of Applicants That Failed | integer | |
| 9 | Number of Elements Passed | integer | |
| 10 | Number of Elements Failed | integer | |

## Sample Application Record Type - VA

```
VA|||||William|A|Brown|II||5 Main Street||Hartford|CT|06335
|0000000000||billb@mynet.com|NE|N|Y|N|||N||||I|0004283453|10/06/1969||1|Favor
ite Color|Blue|N
```

## Application Record Type - VA

| Position | Data Element | Definition | Content |
|---|---|---|---|
| 1 | Record Type | char(2) | VA |
| 2 | Pending File Number for Withdrawals or Amendments | char(14) | Form 605 box 4 |
| 3 | Call Sign | char(6) | Form 605 box 5 |
| 4 | * Social Security Number (or Licensee ID) | char(9) | Form 605 box 9a<br><br>If sending FRN in Position 31, **Do Not** send SSN |
| 5 | Entity Name (e.g., club, military rec, and races) | varchar(200) | Form 605 box 12 |
| 6 | First Name | char(20) | Form 605 box 11 |
| 7 | MI Name | char(1) | Form 605 box 11 |
| 8 | Last Name | char(20) | Form 605 box 11 |
| 9 | Name Suffix | char(3) | Form 605 box 11 |
| 10 | Attention To | char(35) | Form 605 box 14 |
| 11 | Street Address | char(60) | Form 605 box 16 |
| 12 | PO Box | char(20) | Form 605 box 15 |
| 13 | City | char(20) | Form 605 box 17 |
| 14 | State | char(2) | Form 605 box 18 |
| 15 | Zip Code | char(9) | Form 605 box 19 |

| Position | Data Element | Definition | Content |
|---|---|---|---|
| 16 | Telephone Number | char(10) | Form 605 box 21 |
| 17 | Fax Number | char(10) | Form 605 box 22 |
| 18 | Email Address | char(50) | Form 605 box 23 |
| 19 | Application Purpose Code | char(2) | Form 605 box 2 |
| 20 | Operator Class | char(1) | <u>Definition</u>    <u>Code</u><br>Technician    T<br>General    G<br>Extra    E |
| 21 | Valid Signature | char(1) | Y/N; based on content of Form 605 Schedule D Signature block |
| 22 | Physician Certification | char(1) | Y/N; based on content of Form 605 |
| 23 | Requested Expiration date | mmdd | Form 605 box 6 |
| 24 | Waiver Request | char(1) | Form 605 box 7 |
| 25 | Attachments | char(1) | Form 605 box 8<br>Form 605 box 28 |
| 26 | Attachment File Name | char(12) | **Do Not Use**. Always send null. |
| 27 | Attachment to be Faxed | char(1) | **Do Not Use**. Always send null. |
| 28 | Change Call Sign Systematically? | char(1) | Form 605 Sched D box 1 |
| 29 | Trustee/Custodian Call Sign | char(10) | only send if a club, etc.; no corresponding form location |
| 30 | Applicant Type | char(1) | <u>Definition</u>    <u>Code</u> |

| Position | Data Element | Definition | Content | |
|---|---|---|---|---|
| | | | Individual | I |
| | | | Races | R |
| | | | Amateur Club | B |
| | | | Military Recreation | M |
| 31 | FCC Registration Number (FRN) | numeric (10,0) | Form 605 box 9c<br><br>*Note:* value must be a valid FRN in CORES; the FRN must be 10 digits, use leading zeroes if necessary | |
| 32 | Date of Birth | datetime | Form 605 box 11a<br><br>mm/dd/yyyy | |
| 33 | **\*\*** Licensee Name Change | char(1) | If the licensee name in position 5 or 6-9 is different than what is on the license, this field must be sent as N.<br><br>If you are not changing the name, send this as Null.<br><br>Form 605 box 13 | |
| 34 | Personal Security Question Code | varchar(4) | <u>Definition</u>  <u>Code</u><br>Custom PSQ  1<br>Original City of Birth  2<br>Pet's Name  3<br>Corp Internal Employee ID  4<br>Mother's Maiden Name  5 | |
| 35 | Custom Personal Security Question | varchar(60) | If the applicant chooses to use a custom security question, it will be sent in this position. | |

| Position | Data Element | Definition | Content |
|---|---|---|---|
| 36 | PSQ Answer | varchar(60) | The answer to the applicant's security question will be sent in this position. |
| 37 | *** Felony Question | char(1) | Form 605 box 28 <br><br> Send Y/N for NE, MD, RO, RM and AM for NE, MD, RM. Send null for all other application purposes. |

\* If an applicant does not want to provide a social security number to the VEC, the applicant is responsible for registering with the Commission Registration System (CORES) prior to filing in order to be assigned an FCC Registration Number (FRN). To register, the applicant should go to http://www.fcc.gov and click on the link labeled "Commission Registration System".

** In ULS, a name change indicates a sale (or transfer of control) of the license(s) to another party and for which proper FCC approval has not been received or proper notification provided and this is what this field is used for. This is why this field is sent as **N**. For example, a name change due to marriage does not meet this criteria.

*** If the answer to the Felony Question is not null and changes from Y to N or N to Y, Application Purpose must be Renew Modification (RM). If the answer to the Felony question is null and is newly answered Y, Application Purpose must be Renew Modification (RM).

# Attachments

If an applicant requests a waiver by answering yes to question #8 on Form 605, the applicant must provide an attachment file to the VEC. That attachment must be faxed to the Wireless Telecommunications Bureau in Gettysburg, PA or emailed to attach605@fcc.gov. Please write the applicant's FRN and file number or call sign, if available, on the fax or emailed attachment to identify it.

If an applicant answers yes to question #28 on Form 605 the applicant must fax an attachment to the Wireless Telecommunications Bureau in Gettysburg, PA or email the attachment to attach605@fcc.gov. Please include the applicant's FRN and file number or call sign, if available, on the fax or within email attachment to identify it.

# Response File

## File Definition

The response file is a variable length ASCII file containing only printable characters.

| | | |
|---|---|---|
| File Type | ASCII MS DOS Text or Text Only | |
| File Extension | .rsp | |

## File Record Types

There are two possible record types per file with the contents of each record delimited by a pipe "|". Each record type starts with the unique two-character record code. The length of each record is dependent upon the actual data contents of the fields in that record. The last data field of the record **is not** followed by "|".

The file always starts with an RS Record. (If ULS could not process the file at all, then the response file will only contain an RS record.) Following the RS record will be one RA record per application received.

| | | |
|---|---|---|
| Session Response Record Type | RS | Contains exam information to identify the contents |
| Status Record Type | RA | Contains the status of the application |
| Order of Record Types | RS<br>RA<br>RA<br>RA | Identifies the VEC<br>First applicant's data<br>Second applicant's data<br>Third applicant's data |

## Sample Session Response Record Type - RS

`RS|L|02/28/2017|WOODSFIELD|OH|0`

## Session Response Record Type - RS

| Position | Data Element | Definition | Content |
|---|---|---|---|
| 1 | Record Type | char(2) | RS |
| 2 | VEC Code | char(1) | From the application file |
| 3 | Session Date | date | mm/dd/yyyy |
| 4 | Exam Session City | char(20) | From the application file |
| 5 | Exam Session State | char(2) | From the application file |
| 6 | File Status | integer | Indicates if the file was successfully processed. If there is a problem this field will contain an appropriate error code. |

## Sample Status Record Type – RA
### *Granted*
```
RA|0000162008|Jane|Q|Public||21532|WZ6ZAA|T|000123546|G|||
```

### *Filed on Weekend*
```
RA|0000162009|John|Q|Public|Jr|21403||E|000123547|0|||
```

### *File Rejected*
```
RA||Milo||Public||78729|KA2FXE|||9480|||
```

## Status Record Type - RA

| Position | Data Element | Definition | Content |
|---|---|---|---|
| 1 | Record Type | char(2) | RA |
| 2 | ULS File Number | char(14) | Assigned by ULS if status code is 0 (zero), G, D, R, 1 or 2 |
| 3 | Applicant First Name | varchar(20) | |
| 4 | Applicant Middle Initial | char(1) | |
| 5 | Applicant Last Name | varchar(20) | |
| 6 | Applicant Suffix | char(3) | |
| 7 | Applicant Zip Code | char(9) | |
| 8 | Call Sign | char(6) | |
| 9 | Operator Class Code | char(1) | |
| 10 | FRN | numeric(10,0) | |
| 11 | Status Code | char(5) | Indicates that the application was accepted for filing (0), the processing status of the application (G, D, R, 1, 2) or the error that kept the application from being accepted for filing. |
| 12 | Payment Type Code | char(4) | |
| 13 | Quantity | integer | |

| Position | Data Element | Definition | Content |
|:---:|---|:---:|---|
| 14 | Fee Amount | money | |

# Status Codes

Assuming the file format has the correct file format and therefore could be processed, there is at least one "RA" record per "VA" record received. For application files received on FCC business days, if the application data on the "VA" record is complete, a "G" is returned to indicate that the application was received and granted. The call sign is also returned in the response file. For application files received on weekends and holidays, if the application data on the "VA" record is complete, a zero is returned to indicate that the application was created and is accepted for filing, i.e., has been entered into ULS but is not yet processed. These applications are processed the morning of the next business day. If the application is accepted for filing, it can be downloaded in the daily Amateur data file from fcc.gov. It is also available in the following weekend's complete database download file. It can also be accessed online using ULS Application Search to check its status. If it has been granted, it can be accessed online using ULS License Search.

| Status Code | Definition |
|:---:|---|
| G | The application was granted |
| R | The application was created but was returned to the applicant |
| D | The application was created and dismissed by ULS |
| W | The application was successfully withdrawn |
| 0 | The application was filed on a non-business day (weekend or federal holiday). The application will be processed on the next business day. |
| 2 | The application is off-lined for processing by FCC staff. |

# Error Codes

A listing of current error code can be found at https://www.fcc.gov/uls-ebf/error-codes