



North American Numbering Plan

Numbering Resource Utilization/Forecast (NRUF) Report, Form 502

JOB AID to Report Geographic Utilization and Forecast Data

September 16, 2011

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Please note the following areas highlighted and marked as “September 16 update”.

Page 22 - Added text to Forecast Forms in the Form 502 Data section noting that cells in the “Year” columns (i.e., Year 1, Year 2, etc.) should not be left blank for any completed row beginning with row 22 on a forecast worksheet.

Table of Contents

I.	How Often Carriers Must Submit the NRUF Report.....	3
II.	Who Must Submit NRUF Reports	4
III.	Who is Not Required to Submit NRUF Reports.....	4
IV.	Submission Methods.....	5
V.	Reporting Requirements	6
	Newly Assigned Resources.....	6
	Returned Resources	7
	Transferred Resources	7
VI.	Reporting Based on Separate Legal Entity Identified by Operating Company Number (OCN)	7
VII.	Rejected NRUF Submissions and Submissions with Minor Errors	7
VIII.	Missing or Anomalous Data	9
IX.	Form 502 EFT Submission	10
X.	NRUF on File for Request for NXX or NXX-X Assignment	11
XI.	Process for Revising or Correcting NRUF Submissions	11
XII.	NRUF Overwriting Guidelines	12
XIII.	NPA/Rate Center Changes (Splits, Overlays, etc.).....	13
XIV.	NRUF Cycle Change Timelines	13
XV.	Form 502 Data	14
	A. General Instructions Page	14
	B. Company Information Page	14
	C. Main Menu.....	19
	D. Utilization Forms	19
	E. Forecast Forms.....	22
XVI.	Record-Keeping Requirements.....	25
XVII.	Glossary	26
XVII.	Change History	27
XIX.	Index	28

North American Numbering Plan
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Form 502
JOB AID to Report Geographic Utilization and Forecast Data

This NRUF Geographic Job Aid provides information that supplements the instructions for completing and submitting FCC Form 502 to NANPA.

It is not intended to replace the instructions which are contained in the Excel™ version of Form 502 (the far right tab in the workbook) which is available on the NANPA website (www.nanpa.com) under Services/NRUF Data Collection & Analysis. The instructions are also available in NAS after logging in under Request for NRUF/Geo 502 Instructions.

This document provides essential information for completing the Excel™ and FTP (Electronic File Transfer) versions of Form 502 by providing step-by-step instructions and applicable field calculations.

Procedures for completing the on-line version of Form 502 are described in the NRUF (Form 502) On-Line User Guide on the NANPA website at:

http://www.nanpa.com/tools/nasUser_guide.html

Questions concerning this Job Aid should be directed to NANPA at 571-434-5789.

I. How Often Carriers Must Submit the NRUF Report

The Form 502 is a Federal Communications Commission (FCC) Form, approved by the Office of Management and Budget (OMB Approved No. 3060-0895) on January 1, 2001, and revised on May 16, 2007.

All reporting carriers must submit NRUF Reports to NANPA semi-annually, on or before February 1 for the preceding 6-month reporting period ending on December 31, and on or before August 1 for the preceding 6-month reporting period ending on June 30.

Per the 2nd Report and Order in the Matter of Numbering Resources Optimization, CC Docket No. 99-200, FCC 00-104, March 31, 2000 (“NRO Order”), an individual state commission may reduce the reporting to an annual submission which would be due on the August 1 submission deadline.

II. Who Must Submit NRUF Reports

Reporting is mandatory for reporting carriers as defined in the NRO Order. All carriers that receive numbering resources from NANPA (i.e., code holders), or receive numbering resources from the Pooling Administrator (PA) in thousands-blocks (i.e., block holders), must report utilization and forecast data to NANPA.

In addition, carriers that receive intermediate numbers must report utilization data for such numbers in their inventories to NANPA to the same extent required for code and block holders. For *intermediate numbers* controlled by non-carriers (such as retailers or unified messaging service providers), the carrier that provides *intermediate numbers* to such entities must report utilization and forecast data to NANPA for these numbers.

Ported Numbers

In the case of ported numbers, if a carrier ports numbers for the purpose of transferring an established customer's service to another service provider, the porting-out carrier should classify the numbers as "Assigned" and the numbers should not be counted by the receiving/porting-in carrier.

Resold Services

"Resold" services should also be treated like ported numbers, meaning the carrier transferring the service to another carrier or non-carrier entity should classify the numbers as "Assigned" and the numbers should not be counted by the receiving carrier. These numbers should not be considered intermediate numbers because the intermediate classification only applies to blocks of numbers obtained from or given to another carrier or non-carrier entity for future assignment. Numbers transferred with resold services already have established customer assignments and therefore cannot be used for future assignment.

III. Who is Not Required to Submit NRUF Reports

A non-carrier that receives numbering resources from a carrier is not required to submit Form 502. Examples of non-carriers are retailers and unified messaging service providers. A carrier or non-carrier that receives numbers through "resold" services should not report on these numbers. Please see the above explanation in Section II.

IV. Submission Methods

All reporting carriers must be registered NAS users using either the Service Provider Applicant (SPA) or Service Provider Consultant (SPC) profile. Reporting carriers must also have selected the NRUF resource subscription to submit a Form 502 either via email, NAS, secure FTP (File Transfer Protocol, a form of EFT), compact disk (CD), or paper. In addition, the user must ensure that the applicable NAS profile includes all the OCNs, states, and NPAs for which the user plans to report NRUF data. More information on registration is available by calling the NAS Help Desk at 866-623-2282 or by referring to the NAS User Registration Guide located on the NANPA web site:

http://www.nanpa.com/tools/nasUser_guide.html

The reporting carrier should also subscribe to the NANP Notification System (NNS) and check the NNS notification type “Notifications concerning submission of Form 502” to receive reminders of submission due dates and other notices applicable to NRUF.

Reporting carriers using the email submission method must submit the NRUF Form 502 to NANPA by sending the completed form as an email attachment to cocus@neustar.com. The entire workbook must be submitted directly to cocus@neustar.com without forwarding. File images such as Clip Art™, company logos, and textured backgrounds (e.g., .gif, .bmp, .png, .jpg file types) should not be included in the email text as these file types can be caught by corporate spam filters.

On-Line Form 502s are submitted via the NANPA website by selecting “NAS Login” on the left side of the homepage (www.nanpa.com) index. As mentioned previously, more information is available in the NRUF (Form 502) On-Line User Guide on the website.

Those carriers who wish to submit their NRUF via CD should first contact NANPA at 571-434-5789 to obtain the correct mailing address.

NANPA will enter paper submissions (faxed or mailed copies of the Excel™ spreadsheet) on behalf of service providers. Carriers using this method will be charged a fee by NANPA. The fee for this service is described at:

http://www.nationalnanpa.com/services/srv_nruf.html

If a reporting carrier chooses to submit Form 502 on paper, the entire workbook must be submitted. Carriers are requested to contact NANPA at 571-434-5789 prior to submitting a paper Form 502.

Carriers can expect to receive an email confirmation or error notification for NRUFs submitted via email, FTP, CD or paper within 5 business days. If a confirmation or error notification is not received, please call 571-434-5789 or 301-885-2428.

Carriers can expect to receive a tracking number as confirmation for on-line users. Errors are presented immediately for on-line users and must be corrected before proceeding.

V. Reporting Requirements

The reporting carrier must complete a minimum of three forms for each NRUF submission: Company information, one utilization, and one forecast. The two exceptions to this requirement are:

- Intermediate reporting carriers are not required to complete a forecast form. This exception only applies to carriers that operate solely as intermediate carriers.
- Reporting carriers that do not have any assigned numbers are not required to complete a utilization form.

Please note that if a carrier does not foresee a need for growth resources associated with a specific Service Provider Operating Company Number (SP OCN), the carrier should still complete the appropriate forecast by entering zeros for Year 1 through 5 on the appropriate growth forecast worksheet (F1b, F2b, or F3b).

Newly Assigned Resources

For newly assigned resources, carriers must report on all codes/blocks assigned to them as of June 30 or December 31, regardless of the effective date of the code/block. This means that if a carrier was assigned a code/block as of June 30, that carrier should report that code/block on the appropriate utilization form for the August 1 submission, and if the carrier was assigned a code/block as of December 31, that carrier should report that code/block on the appropriate utilization form for the February 1 submission. In any instance when you have received a Part 3 Administrator confirmation on the assignment of an NXX (central office code) from NANPA on a different date than you received a Part 3 Administrator confirmation on the assignment of an NXX-X (thousands-block) for the same NXX from the Pooling Administrator, please use the NANPA date to determine whether you need to report on the newly assigned resource.

Returned Resources

Service Providers are not responsible for reporting utilization on resources that have been returned to a Numbering Administrator as long as the SP is in receipt of the Part 3 by December 31 for the February 1 submission and by June 30 for the August 1 submission. If the SP's request was suspended on the Part 3, the SP is not expected to report utilization.

Transferred Resources

For code transfers, block transfers, or OCN changes, SPs should use the Administrator Part 3 approval date of code/block transfer or OCN change, not the effective date, to determine under which OCN utilization is to be reported.

VI. Reporting Based on Separate Legal Entity Identified by Operating Company Number (OCN)

Carriers must submit their NRUF data based upon the OCN and must include all NPAs that fall under that OCN. Carriers should not file a separate Form 502 for each NPA, nor should they file separate NRUF reports for the utilization and forecast data under the OCN.

In those instances where the NRUF file becomes too large to manage, the carrier is requested to contact NANPA for assistance.

VII. Rejected NRUF Submissions and Submissions with Minor Errors

Examples of the types of NRUF submissions that will be automatically rejected include:

- Submissions in which specific fields of the company information page are missing. The specific fields are:

<Service Provider Name>	<SP OCN>
<Company Address>	<SP FRN>
<State>	<SP Service Type>
<Zip>	
<Contact Name>	
<E-mail>	

- Submissions which contain an email address not associated with an active NAS registration and password.
- Submissions where the carrier alters any of the forms within the Excel™ workbook, including deleting forms, removing cells, or modifying calculations.
- Submissions which do not contain the required minimum of three completed forms (please see the two exceptions noted under Section V, Reporting Requirements) within the Excel™ workbook, or if all utilization and forecast forms contain no data.
- Submissions in which the SP OCN has not been added to the user's NAS profile.
- Submissions in which the SP FCC Registration Number (FRN) field is not populated or is not 10 digits.
- Submissions that contain unrecognizable NPA information.

Submissions with minor error(s) will not be automatically rejected, but the carrier will be notified of the error(s). Examples of minor errors in NRUF submissions include:

- If a carrier includes an invalid rate center name on a utilization or forecast worksheet.
- If a carrier marks a block as "Donated to the Pool" and reports greater than 10% utilization (please see section XV.D, Reporting Utilization on Contaminated Blocks.)
- If a carrier reports a forecast for more than one NXX or NXX-X for initial codes/blocks on F1a or F2a.
- If a carrier reports utilization that adds up to more than 1,000 telephone numbers (TNs) on any of the rows on Form U1 (Utilization Reporting Form (for Non-Rural Primary Carriers)), or more than 10,000 TNs on any of the rows on Form U2 (Utilization Reporting Form (for Rural Primary Carriers)).
- If a carrier reports utilization of more TNs than received on Form U3 (Utilization Reporting Form (for Non-Rural Intermediate Carriers)) and Form U4 (Utilization Reporting Form (for Rural Intermediate Carriers)).
- If a carrier forecasts for TNs rather than thousands-blocks or NXX codes. For example, if the carrier fills in 10,000 in the Year 1 section of the F2b which would result in a forecast of 10,000 NXXs versus 10,000 TNs.
- If a carrier fails to enter carrier/entity information in the Notes/Assignee field when the carrier reports intermediate numbers or the carrier is an intermediate carrier. Primary carriers are expected to enter the name of the entity to which the primary carrier gave numbers, and intermediate carriers are expected to enter the name of the carrier from which the intermediate carrier received numbers.
- If a carrier forecasts a need for over 50 blocks or codes in one rate center in one year (on F3a and F3b the limit is 100 NXXs in one NPA in one year), NANPA will consider this an error until the carrier confirms the forecast.

- If a carrier fails to completely remove data from a spreadsheet within the Form 502 (please see section XV.D, Moving Data from One Sheet to Another.)

In all of the above examples, NANPA will send notification to the carrier of the reason the form must be revised and resubmitted. Failure to correct the identified errors may result in numbering resources being withheld.

The Excel™ version of Form 502 includes a button labeled “Check the Data Before Submitting” on each of the worksheets except the Company Information page. A carrier can use this button after populating each worksheet to run an error check on the respective page. Error messages displayed at the right end of each row should be corrected before submitting the form to NANPA. Included in the errors checked are that the rate center is ten characters or less, the NPA is three digits, and the SP OCN is a four-place alphanumeric. Please note that NANPA performs final verification of these fields once the Form 502 is received.

VIII. Missing or Anomalous Data

NANPA will send a Missing Utilization notification to any carrier who has filed an NRUF for the current NRUF cycle but who has not filed a utilization form for all numbering resources assigned to the carrier’s OCN in NAS or PAS (Pooling Administration System).

NANPA will send an Anomalous notification to any carrier who has not filed any NRUF for the current NRUF cycle and who has numbering resources assigned to the carrier’s OCN in NAS or PAS.

If a carrier’s code assignment records need to be updated in NAS to show the proper OCN assignment, the carrier should file a Part 1 to change those records or contact NANPA for assistance. If a carrier’s thousands-block assignment records need to be updated in PAS to show the proper OCN assignment, the carrier should file a Part 1A to change those records or contact the Pooling Administrator for assistance.

As part of NANPA’s efforts to ensure the integrity of code and thousands-block assignment data, NANPA may send a Missing or Anomalous notification to a carrier if it appears an NRUF has not been properly filed. Such notifications will typically be distributed within 90 days of the submission deadline but may also occur at any time there is a need to address potential code or thousands-block assignment data discrepancies.

In cases in which NANPA concludes the data provided on an NRUF is insufficient, NANPA may refer the matter to the appropriate state commission and the FCC. No additional resources will be assigned to that carrier until the appropriate state commission has resolved all questions regarding the

inconsistency or anomaly.

Service providers are advised to run a Utilization Missing Report in NAS. The Utilization Missing Report shows geographic codes and thousands-blocks where the service provider in NAS did not report utilization on codes or thousands-blocks assigned to them for the current cycle.

IX. Form 502 EFT Submission

The text file format for submitting NRUFs via secure FTP is specified by the EFT format instructions on the NANPA web site under Services/NRUF Data Collection & Analysis.

Please note that using EFT submission will require NAS registration. If you plan to transmit your file in text file format, please contact the NRUF Manager at 571-434-5789. Testing will be required.

Directions for completing the Form 502 in the text file format differ slightly from the Form 502 Excel™ file format in the following areas:

- When a reporting carrier submits using Excel™, the carrier is directed to submit the entire twenty-two-page workbook, regardless of how many worksheets are populated. If a carrier chooses to report via EFT, the carrier should only submit those files that contain data.
- When a reporting carrier updates the Form 502 submitted via EFT, the carrier only needs to submit those text files that contain changed data. For example, if a carrier needs to add a growth forecast for a new rate center not originally reported, the carrier can simply submit the revised F1b via EFT.
- If a carrier chooses to report via EFT, the carrier must fill in the appropriate utilization level and amount of available numbers.

The EFT file specifications state that the utilization level on the FTP file in the 12th field should be a number, and it should be calculated for U1 and U3 at the 1000-block level and for U2 and U4 at the code (10,000 TN) level.

For U1 the calculation would be:
 $(\text{Assigned}/(1000 - \text{Intermediate numbers})) \times 100$

For U2 the calculation would be:
 $(\text{Assigned}/(10,000 - \text{Intermediate numbers})) \times 100$

For U3 the calculation would be:
 $(\text{Assigned}/(\text{Received numbers} - \text{Intermediate numbers})) \times 100$

For U4 the calculation would be:
(Assigned/(Received numbers - Intermediate numbers)) x 100

For example, in completing U1, if a carrier had 101 numbers assigned and 60 numbers in intermediate status in a 1000-block, the utilization percentage field would be 10.7.

If a carrier donated a block to the pool, on the U1 the carrier should report 1000 in the 11th field (Donated to Pool) of the utilization information, and the carrier should report utilization percentage in the 12th field as 0.00. The carrier should report 1000 in the 10th field (Available).

X. NRUF on File for Request for NXX or NXX-X Assignment

When a carrier submits a Part 1 application – Request for NXX Code Assignment to NANPA Code Administration, or a Part 1A – Thousand Block Application Form to the Pooling Administrator, the Number Administrator is required to verify that the carrier identified by the SP OCN indicated on the Part 1 (or Part 1A) has an accepted NRUF on file with NANPA for the requested NPA (for non-pooling area codes) or for the requested rate center in an NPA (for pooling area codes). An NRUF for the current reporting cycle must be on file with NANPA for the carrier to receive numbering resources.

If a carrier applies for a code or block and the Number Administrator does not find an NRUF on file as outlined above, the Number Administrator will deny the application and provide to the applicant a Part 3 - Administrator's Response/Confirmation, stating that the applicant must have an NRUF on file, including an appropriate forecast for the area in which the resources are being requested. Additional instructions will be provided on where to obtain a copy of the NRUF Form 502 and appropriate NANPA contact information for the applicant to address their questions.

Although Parent Company information (Parent Company Name and Parent Company OCN, if applicable) is requested on the NRUF report per the NRO Order, NANPA does not validate or utilize this field for purposes of verifying that the carrier has an NRUF on file.

XI. Process for Revising or Correcting NRUF Submissions

Please note that you can revise your NRUF submission for the current period if you find that you need to update your utilization and/or forecast. If you need to update the forecast to request new codes or thousands-blocks in an area for which you did not provide a forecast in your most recent submission, it is recommended to allow at least two business days from the time you submit your updated NRUF prior to attempting to request a thousands-block from the PA. Please note that if you are experiencing problems submitting a thousands-block

application for an NPA for which you recently updated your NRUF, please contact the Pooling Administration Help Desk at 866-638-7665.

If the NRUF submission is found to have errors which prevent the submission from being accepted into the NRUF database (such as invalid OCN, insufficient data, etc.), the carrier will be notified of the error(s) and the carrier should correct the submission immediately. The corrected form should be sent directly to the NRUF representative email address as directed in the NANPA notification. Service Providers that fail to address the problem(s) identified by NANPA with their submission will be deemed, for purposes of applications for numbering resources, not to have an NRUF on file which may result in a code or block denial.

If a carrier changes an SP OCN after the most recent Form 502 submission, the carrier must submit a new Form 502 forecast. The new Form 502 should contain the new SP OCN in the company information and the appropriate forecast form. The carrier must submit the new forecast prior to submitting a code or block application using the new SP OCN.

NANPA will accept updates to previously-submitted NRUF submissions associated with the current reporting cycle. Carriers are directed to send Excel™ (email version) updates to rev-cocus@neustar.com and send error corrections to the NRUF representative identified in the NANPA notification. Carriers should not send them to both email addresses.

XII. NRUF Overwriting Guidelines

NANPA recommends that service providers use one submission method (Excel™, NAS, CD or FTP) for their initial and any subsequent NRUF submissions, or use a base submission method (Excel™, CD or FTP) and use NAS (on-line) for updates only.

If the carrier submits NRUF data using one of the base methods and desires to make an update/revision, the carrier must include all the previously-reported data contained on the Form 502 for the service provider OCN in question as well as the update/revision. This is necessary because the new submission will replace any previously-submitted data for the service provider OCN.

If the carrier uses a base method, and then uses NAS on-line for updates, it is recommended the carrier continue to use NAS for updates for the current reporting period. It is not recommended that service provider go back and forth between a base method and NAS on-line to avoid any data being inadvertently overwritten. If the service provider returns to using the base method, all updates that were made using the NAS NRUF on-line capability must be included in the base method.

XIII. NPA/Rate Center Changes (Splits, Overlays, etc.)

Carriers are instructed to submit utilization and forecast data for all NPAs in mandatory dialing as of the specific reporting cycle (June 30 for the August 1 submission and December 31 for the February 1 submission).

In the case of an area code split that begins permissive dialing after June 30 or December 31, service providers can report utilization on either the old NPA or the new NPA, but the forecast piece of the NRUF must be in the new NPA for rate centers moving to the new NPA. For purposes of the NRUF on file check (section X), the Number Administrator will check to see that the carrier had forecasted a need for resources in either the old or the new NPA until the start of the next NRUF cycle. Carriers do not need to update forecast information filed before the start of permissive dialing when a carrier plans to apply for resources in a newly implemented NPA.

In the case of an overlay, service providers should report utilization for assigned resources in the parent (i.e., the “original”) NPA and all overlay NPAs for which the service provider has assigned resources. If the forecast portion of the NRUF includes overlay areas, the carrier is directed to enter only one of the NPAs in the overlay. The Number Administrator will check to see if the carrier had included a forecast for any of the NPAs in the overlay.

Service providers should take notice of the timing of rate center additions or consolidations in order to avoid generating errors in the forecast portion of their NRUF. The SP will need to update the forecast section to reflect the new rate center(s) on or after the effective date of the addition or consolidation.

The status of an NPA can be confirmed by using the area code search feature located on the NANPA website (Tools/Area Code Search). Rate center change notices are sent via NNS to users who have selected Code Administration geographic notifications for the applicable NPA.

XIV. NRUF Cycle Change Timelines

Reporting carriers must submit an updated set of forms each 6-month reporting period. If a carrier experiences no change in their utilization or forecast data, the carrier must still submit an NRUF for the filing period by resubmitting their previous submission using the most recently-approved Form 502. Carriers should check with NANPA if they are unsure if they are using the most recent Form 502.

All reporting carriers who have subscribed to receive NRUF notifications via NNS and who have an active NAS profile will be sent a notification two months (June 1 & December 1) prior to the next NRUF submission due date. The notification will

include the earliest date the carrier can submit the NRUF and the methods of submission available.

At the end of the NRUF cycle (June 30 & December 31), NRUF data submitted by service providers is archived in NAS. Service providers will not be able to update or correct previously-submitted NRUF data from a prior NRUF cycle after the start of a new NRUF cycle.

Corrections to the February 1 NRUF submission will be accepted through June 30, and the August 1 NRUF submission will be accepted no earlier than July 1. Corrections to the August 1 NRUF submission will be accepted through December 31, and the February 1 NRUF submission will be accepted no earlier than January 1.

If a carrier needs to update their August 1 forecast between January 1 and January 31, the carrier will need to submit their February 1 Form 502. If the carrier has not yet gathered their utilization data for the February 1 reporting period, the carrier will be expected to update their Form 502, with the utilization portion populated, prior to or on the February 1 due date.

If a carrier needs to update their February 1 submission between July 1 and July 31, the carrier will need to submit their August 1 Form 502. If the carrier has not yet gathered their utilization data for the August 1 reporting period, the carrier will be expected to update their Form 502, with the utilization portion populated, prior to or on the August 1 due date.

XV. Form 502 Data

Please note that no password is needed to populate the Excel™ version of Form 502. Be sure to download the form to your personal computer as an Excel™ 97-2003 workbook before attempting to populate it with data. Macros must be enabled to complete Form 502 in Excel™. You may need to adjust the security level in your copy of Excel™ to allow the use of macros. In Excel™ 97-2003, this may mean adjusting your security level from high to medium. In Excel™ 2007, this may mean selecting “Enable all macros” in the Trust Center.

A. General Instructions Page

This page provides general instructions about the Form 502 and how the user can navigate among the different workbooks.

B. Company Information Page

The reporting carrier is required to enter data in every field on this form, except the Address 2 field, and fax number field. The carrier must populate the fields by overwriting or replacing the information identified by angle brackets.

The carrier must begin the workbook by populating the Company Information Page. Any changes to company information, including the Parent Company Name, Service Provider Name, Address, Contact Information, OCN(s), Service Provider FRN, and Service Provider Type must be made on this page. Although this information is repeated on the Utilization and Forecast workbooks, carriers should only change this information using the Company Information Page.

B.1 SP Service Type

Carriers must use the “SP Service Type” drop-down box to identify the service type. The carrier must identify their Service Type as one of the following by clicking on the drop down menu:

CAP or CLEC; Incumbent Local Exchange Carrier (ILEC); Interexchange Carrier (IXC); Other Local (Shared-Tenant, Private Carriers); Local Reseller; Other Mobile Service Provider; Paging and Messaging; Satellite Service Providers; SMR Dispatch; Wireless Data Service Provider; Wireless Telephony (Cellular, PCS, SMR).

B.2 Service Provider Name and Service Provider OCN

The reporting carrier must populate the Service Provider Name field of the NRUF with the exact name that corresponds to the SP OCN, as indicated in NECA records as also published in the LERG™ Routing Guide Volume 1.

The reporting carrier must provide one four-place alphanumeric code in the SP OCN field on the submission. Reporting carriers must file a separate Form 502 for each SP OCN. Use of an Administrative Operating Company Number (AOCN) in this field is not acceptable.

Carriers that do not have an SP OCN must obtain an OCN in order to file a Form 502. The Central Office Code (NXX) Assignment Guidelines, published by the Alliance for Telecommunications Industry Solutions (ATIS), provides the following definition on an OCN:

An Operating Company Number (OCN) is a four place alphanumeric code that uniquely identifies providers of local telecommunications service. OCN assignments are required of all SPs in their submission of utilization and forecast data (FCC 00-104, ¶ 41 and Public Notice DA 00-1549).

Relative to CO Code assignments, NECA assigned Company Codes may be used as OCNs. Companies with no prior CO Code or Company Code assignments should contact NECA (www.neca.org; 800-228-8597) to be assigned a Company Code(s). Since multiple OCNs and/or Company Codes may be associated with a given company, companies with prior assignments should direct questions regarding appropriate OCN usage to the Telcordia™ Routing Administration (TRA) (www.trainfo.com; 732-699-6700).

The Central Office Code (NXX) Assignment Guidelines are available at:

<http://www.atis.org/inc/incguides.asp>

B.3 Parent Company Name and Parent Company OCN

If the reporting carrier is a subsidiary of another company, the reporting carrier should provide the name of that other company as its Parent Company. If the reporting carrier is owned by more than one Parent Company, the reporting carrier should report the Parent Company Name and OCN of the highest Parent Company located within the state for which the reporting carrier is reporting data.

If the reporting carrier is not a subsidiary of any other company, the reporting carrier should enter its own name/OCN in the Parent Company/OCN field or enter "NONE".

B.4 FCC Registration Number (FRN)

The FRN is a 10-digit number that is assigned to an entity that does business with the FCC. A filer, licensee, certificate holder, or any entity sending payments to the FCC is considered to be doing business with the FCC. The FCC uses this FRN to determine if all of an entity's fees have been paid. The FRN is the same number used by entities on FCC Form 499-A. More information about FRNs can be obtained by calling the FRN Help Line (877-480-3201) or from the following web site:

<https://fjallfoss.fcc.gov/coresWeb/publicHome.do>

The FRN field is a required field on the Company Information worksheet. If a service provider fails to enter any information in the field (i.e. it is left blank), NANPA will reject the submission and inform the service provider that the FRN is required in order to have a valid NRUF on file. If the field is populated, NANPA will check to see if the number provided is a 10-digit number. If the number provided is not ten digits, NANPA will reject the submission and notify the service provider.

If a service provider has multiple FRNs, they are directed to select one FRN to be used on all Form 502 submissions a service provider fills out for each OCN.

Here are some Frequently Asked Questions regarding the FRN requirement:

Q1. What is an FRN?

A1. An FRN is an FCC Registration Number, which is a 10-digit number that is assigned to an entity that does business with the FCC. A filer, licensee, certificate holder, or any entity sending payments to the FCC is considered to be doing business with the FCC. The FCC uses this FRN to determine if all of an entity's fees have been paid. The FRN is the same number used by entities on FCC Form 499-A.

Q2. Where do I get an FRN?

A2. The FCC will assign you an FRN through the FCC's Commission Registration System (CORES). The CORES website <https://fjallfoss.fcc.gov/coresWeb/publicHome.do> contains Customer Service and Help Line contact information.

Q3. Who in my company would know what my company FRN is?

A3. Since the FCC uses the FRN to track whether an entity has paid required regulatory fees, your company's Accounting Department or those responsible for filing your company's taxes would likely know your FRN.

Q4. What happens if I don't include the FRN in my submission?

A4. NANPA will reject the submission and notify the service provider if the number is not included in the submission or is invalid (i.e. not a 10-digit number).

Q5. Who ordered that an FRN be included on the Form 502?

A5. The FCC's Wireline Competition Bureau ordered NANPA to include the FRN on the Form 502.

Q6. The Form 502 is an Office of Management and Budget (OMB) form. Did OMB approve inclusion of the FRN on the Form 502?

A6. Yes.

Q7. Was there a public notice sent out directing this inclusion?

A7. No. An FCC directive requested NANPA notify reporting carriers.

Q8. Can NANPA find out for me what my FRN is?

A8. NANPA does not have access to the CORES, so NANPA is unable to determine what your FRN is.

Q9. If my company has multiple FRNs, which one should I use?

- A9. If a company has multiple FRNs, the company can select one FRN to be used on all of that company's Form 502 submissions.

B.5 Rural Carrier Certification

Rural carriers are required to complete either the U2 or U4 utilization reports at the NXX level and the appropriate forecast forms.

Please note an exception exists if the rural carrier is reporting on NPA-NXXs that are pooled. The rural carrier must report on the status of pooled NPA-NXX codes on the U1 or U3 utilization reports because the U2 and U4 forms do not accommodate reporting at the block (NPA-NXX-X) level.

In addition, the name and telephone number of an officer of the reporting carrier must be filled in on the Rural Certification Form. A carrier may type in the officer name to satisfy the electronic signature requirement. This is a self-certification form, and no additional documentation is required to certify the rural status.

The definition of a rural telephone company in section 3(37) of the Communications Act, as amended (47 U.S.C. § 153(37)) is stated below. Please note that NANPA is not in the position to determine if a carrier qualifies as a rural carrier. NANPA provides the information below to assist a carrier in making its own determination if it is a rural carrier.

"... the term "rural telephone company" means a local exchange carrier operating entity to the extent that such entity--

(A) provides common carrier service to any local exchange carrier study area that does not include either--

(i) any incorporated place of 10,000 inhabitants or more, or any part thereof, based on the most recently available population statistics of the Bureau of the Census; or

(ii) any territory, incorporated or unincorporated, included in an urbanized area, as defined by the Bureau of the Census as of August 10, 1993;

(B) provides telephone exchange service, including exchange access, to fewer than 50,000 access lines;

(C) provides telephone exchange service to any local exchange carrier study area with fewer than 100,000 access lines; or

(D) has less than 15 percent of its access lines in communities of more than 50,000 on the date of enactment of the Telecommunications Act of 1996.

C. Main Menu

This page provides navigation buttons to assist the carrier in completing the form.

D. Utilization Forms

Reporting on Donated Blocks

If a carrier has donated a block to the pool, that carrier must mark an “X” in the “Donated to Pool” column on the U1 form within the Form 502 Excel™ version or report 1000 in the 11th field (Donated To Pool) if reporting using the FTP file format.

All reporting carriers must continue to report on blocks as “Donated” as long as the reporting carrier remains the LERG™ assignee. This means that if the reporting carrier has donated blocks to a pool, and these blocks then become assigned to another carrier, the reporting carrier must continue to report those blocks on its U1 form as long as it remains the LERG™ assignee. Please note that if the PA assigns back to the reporting carrier blocks that the reporting carrier had previously donated, the reporting carrier will no longer report those blocks as “Donated”, but will be required to report utilization of those blocks on the U1 form.

Reporting Utilization on Contaminated Blocks

It is recommended that carriers report utilization in the case in which a contaminated block has been donated to the pool. In this case, the carrier would mark an “X” in the Donated to Pool Column, and also report on the status of the contaminating TNs.

For those using FTP submission, the carrier should report 1000 in the 11th field, and the carrier should report on the status of the contaminating TNs (using U1S or U3S). The carrier should calculate the utilization in the 12th field based on the formula listed in Section IX, Form 502 EFT Submission.

It is recognized that many carriers have made efforts to automate their TN administration systems and so carriers will not be expected to reprogram their systems if they are not currently reporting on contaminated numbers, although the carrier should be prepared to provide evidence on the status of any contaminated TNs as long as those TNs are still in the carrier’s inventory.

If you are reporting on a contaminated block you have received from the pool (the PA has assigned the block to you), you are not required to report the status of the contaminating TNs.

Entering Data

Carriers should enter data beginning with row 21 on the utilization worksheets which is the gray shaded row identified by angle brackets.

Please note that only the first row automatically calculates Available TNs and Utilization percentage in the utilization sheets (row 21). To activate calculations for additional rows of data, carriers should enter data or paste data into the appropriate utilization spreadsheet(s), and then press "Check the Data Before Submitting" for the spreadsheet to automatically calculate Available TNs in column K, and Utilization percentage in column L. Any error messages are listed in column M. Carriers can only enter or paste data into the first 10 columns (A through J). The spreadsheet will not allow pasting or inputting data into Columns K, L, or M because those columns are protected for the "Available" formula, the "Utilization" formula, and the error messages generated by the checking functions.

The carrier must avoid skipping rows when entering additional data. If there is a blank row, the system will not read any utilization information entered below the blank row.

Inserting Data

Step-by-step instructions for inserting one or more rows of data are as follows:

1. Select the cell in column A of the row immediately under where the new row or rows are to be inserted then hold the shift key while you move the cursor over to column J so that columns A through J of the row are now selected.
2. Hold the shift key and press the End key followed by the down arrow key which will expand the selection to include all the rows below the insert point.
3. Select Cut.
4. Press the down arrow key once for each row to be inserted.
5. Select Paste. You will now have one or more rows where Columns A through J are empty. Note that the formulas in columns K and beyond will be corrected the next time the "Check the Data Before Submitting" button is clicked.
6. Enter or paste in the data being inserted.
7. Click on the "Check the Data Before Submitting" button to update the formulas and any error messages.

Deleting Data

Step-by-step instructions for deleting one or more rows of data are as follows:

1. Select the cell in column A of the row immediately under the row or rows to be deleted, then hold the shift key while you move the cursor over to column J so that columns A through J of the row are now selected.
2. Hold the shift key and press the End key followed by the down arrow key which will expand the selection to include all the rows below the insert point.

3. Select Cut.
4. Press the up arrow key once for each row to be deleted.
5. Select Paste. You will now have one or more rows at the end of the table where Columns A through J are empty. Note that the formulas in columns K and beyond will not yield results (i.e. “#REF!” will be displayed) from the deletion but this will be corrected the next time the “Check the Data Before Submitting” button is clicked. The rows at the end of the table made empty by the delete process will still have formulas in column K and beyond but these can be ignored.
6. Click on the “Check the Data Before Submitting” button to update the formulas and any error messages.

Helpful Notes

Carriers that receive numbering resources from NANPA, the PA, and from another carrier, or that are rural carriers in some but not all areas will need to complete more than one utilization form to account for all of their numbering resources.

Service providers may wish to review their code assignments prior to completing their utilization form(s) by referencing the Central Office Code Utilized Report on the NANPA website:

http://www.nationalnanpa.com/reports/reports_cocodes.html

Block assignments may be reviewed in the Block Report on the Pooling Administrator website (<http://www.nationalpooling.com/>).

On all utilization reports, carriers must supply rate center name abbreviations. Valid rate center abbreviations can be located in LERG™ Table 8 under RC ABBR NAME. Although LERG™ Table 8 is the definitive list of rate centers to be used in filing an NRUF, NANPA also provides a list of rate center abbreviations. **The sole purpose of NANPA’s list** is to assist service providers in identifying the valid rate center abbreviation associated with a specific rate center when completing NRUF Form 502. It can be found on the NANPA website under “Services”, then “NRUF Data Collection & Analysis”:

<http://www.nanpa.com/nruf/index.html>

On the U3 and U4 forms, intermediate carriers must complete the quantity of Numbers Received from another carrier column along with the five other usage categories (Assigned, Intermediate, Reserved, Aging, and Administrative).

Definitions of the usage categories may be found in the instructions for Form 502.

Carriers should address any errors that are reported in the “Errors/Messages” column prior to submission.

Moving Data from One Sheet to Another

If you have entered data erroneously on one of the utilization or forecast sheets, and find that you need to clear that sheet and populate a different sheet, it is essential that you erase the data in the original sheet.

As an example, if a carrier believed they were a rural carrier and populated U2, and later determined they were actually a non-rural carrier, the carrier would need to cut and paste the applicable data (columns A through J, starting on row 21) to the U1 form and then totally clear out the data in the original U2. Failure to clear out the original data could result in a system error.

E. Forecast Forms

Entering Data

Carriers should enter data beginning with row 22 on the forecast worksheets which is the gray shaded row identified by angle brackets.

Please note that only the first row automatically calculates the total forecast in the forecast sheets (row 22). To activate calculations for additional rows of data, carriers should enter or paste data into the appropriate forecast spreadsheet(s), and then press “Check the Data Before Submitting” for the spreadsheet to automatically calculate the “Total 1K Blocks or NXX(s)” formula in column I, and any error messages in column J. Carriers can only enter or paste data into the first 8 columns (A through H; in F3a and F3b, carriers can only enter or paste into B through H). The spreadsheet will not allow pasting or inputting data into Columns I or J because those columns are protected for the sum of the forecast and error messages generated by the checking functions.

The carrier must avoid skipping rows when entering additional data. If there is a blank row, the system will not read any forecast information entered below the blank row.

September 16 update: Cells in the “Year” columns (i.e., Year 1, Year 2, etc.) should not be left blank for any completed row beginning with row 22 on a forecast worksheet. A whole number (e.g., 0, 1, 2) should be entered in each cell for any completed row under the “Year” column heading.

Inserting Data

Step-by-step instructions for inserting one or more rows of data are as follows:

1. Select the cell in column A of the row immediately under where the new row or rows are to be inserted then hold the shift key while you move the cursor over to column H so that columns A through H are selected (In F3a and F3b, columns B through H).
2. Hold the shift key and press the End key followed by the down arrow key which will expand the selection to include all the rows below the insert point.
3. Select Cut.
4. Press the down arrow key once for each row to be inserted.
5. Select Paste. You will now have one or more rows where Columns A through H are empty (In F3a and F3b, columns B through H). Note that the formulas in columns I and beyond will be corrected the next time the “Check the Data Before Submitting” button is clicked.
6. Enter or paste in the data being inserted.
7. Click on the “Check the Data Before Submitting” button to update the formulas and any error messages.

Deleting Data

Step-by-step instructions for deleting one or more rows of data are as follows:

1. Select the cell in column A of the row immediately under the row or rows to be deleted then hold the shift key while you move the cursor over to column H so that columns A through H of the row are now selected. (In F3a and F3b, columns B through H).
2. Hold the shift key and press the End key followed by the down arrow key which will expand the selection to include all the rows below the insert point.
3. Select Cut.
4. Press the up arrow key once for each row to be deleted.
5. Select Paste. You will now have one or more rows at the end of the table where Columns A through H are empty (In F3a and F3b, columns B through H). Note that the formulas in columns H and beyond will be corrected the next time the “Check the Data Before Submitting” button is clicked. The rows at the end of the table made empty by the delete process will still have formulas in column H and beyond but these can be ignored.
6. Click on the “Check the Data Before Submitting” button to update the formulas and any error messages.

Helpful Notes

In completing forecast forms, reporting carriers must distinguish between codes/blocks requested to establish a footprint (initial codes) from codes/blocks requested to expand service within existing coverage areas (growth codes). If reporting carriers do not expect to request initial codes in the next five years, they need to fill out only the growth code forecast forms.

PLEASE NOTE THAT "YEAR 1" ON ALL FORECAST FORMS REFERS TO RESOURCES NEEDED IN THE CURRENT YEAR. The forecast is a five-year forecast for the February 1 submission and a four-and-a-half year forecast for the August 1 submission.

Which Forecast Forms to Complete – F1a/b, F2a/b, F3a/b

If you are forecasting a need for blocks in rate centers with mandatory pooling, or if you have opted to participate in pooling in a rate center with optional pooling, you would provide your forecast on the following worksheets:

F1a – Pooling Area Forecast in 1K Blocks per Rate Center, Per Year (Initial Thousand Blocks)

F1b – Pooling Area Forecast in 1K Blocks per Rate Center, Per Year (Growth Thousand Blocks)

If you are forecasting a need for codes in either rate centers which have been excluded from pooling or in optional rate centers in which you did not opt to participate in pooling, you would provide your forecast on the following worksheets:

F2a – Forecast Reported in NXXs per Rate Center, Per Year (Initial Codes) – Non-Pooling Carriers in Pooling Areas

F2b – Forecast Reported in NXXs per Rate Center, Per Year (Growth Codes) – Non-Pooling Carriers in Pooling Areas

PLEASE NOTE that it is acceptable for a reporting carrier to report on the F1a/b forms a forecast for all rate centers (mandatory, excluded, and optional) within an NPA in which thousands-block pooling has been mandated.

The pooling status of a rate center can be confirmed by checking the NPA/Rate Center Reports located on the Pooling Administrator website.

If you are providing a forecast for NPAs in which pooling has not been implemented (prior to June 30 for the August submission and prior to December 31 for the February submission), you would provide your forecast on the following worksheets:

F3a – Forecast Reported in NXXs per NPA, Per Year (Initial Codes) (Carriers in Non-Pooling Areas)

F3b – Forecast Reported in NXXs per NPA, Per Year (Growth Codes) (Carriers in Non-Pooling Areas)

Please note the F3a/F3b worksheets should only be used by those service providers forecasting a need in the 340 (US Virgin Islands), 670 (No. Marianas/CNMI), 671 (Guam), or 684 (American Samoa) NPAs.

Forecasting a Need for Location Routing Numbers (LRNs)

If you forecast a need for an LRN, please note you must forecast the need for an entire Central Office Code (NXX), even if you will be donating blocks back to the Pooling Administrator.

If you are forecasting a need for an LRN in an NPA in which number pooling has been implemented (prior to June 30 for the August submission and prior to December 31st for the February submission), please note the following direction:

If the rate center within the pooled NPA is in mandatory pooling, you would forecast the need for the NXX (10 thousands-blocks) on F1a/b by indicating the need for one block in the rate center on F1a, and the need for 9 blocks in the rate center on F1b. If the request for the LRN is a growth code request, you would just indicate the need for 10 blocks on F1b.

If the rate center within the pooled NPA is an optional pooled rate center in which you have opted to participate, you would forecast as noted above as if the rate center was in mandatory pooling.

If the rate center within the pooled NPA is an optional pooled rate center in which you have NOT opted to participate, you would forecast the need for the NXX on either the F2a or F2b, depending on whether it was an initial or growth request.

If the rate center within the pooled NPA is excluded from pooling, you would forecast the need for the NXX on either the F2a or F2b, depending on whether it was an initial or growth request.

XVI. Record-Keeping Requirements

Per the NRO Order (paragraph 62), service providers are required to maintain internal records of their numbering resources pertaining to their NRUF filing(s) for a period of not less than five years. More information on maintaining internal records may be found in the Industry Numbering Committee (INC) NRUF Guidelines located on the ATIS website (<http://www.atis.org/inc/>).

Since NRUF records are archived at the end of each NRUF cycle, carriers are advised to run on-line NRUF reports in NAS to download and retain NRUF records prior to the end of each NRUF cycle. More information on NRUF reports is available in the NRUF (Form 502) On-Line User Guide located on the NANPA website.

Service providers may also wish to retain their submitted Excel™ spreadsheet(s) or FTP file(s) as an additional method of maintaining their internal NRUF records.

XVII. Glossary

CORES – The FCC’s Commission Registration System used for issuing FRNs.

Electronic File Transfer/File Transfer Protocol (EFT/FTP) – A network protocol used to transfer data from one computer to another through a network such as the Internet.

FCC Registration Number (FRN) – Ten-digit number assigned by the FCC and used by entities on FCC Form 499-A.

Form 502 – FCC form used for submitting NRUF data.

Growth – Code or block included in an NRUF forecast that will be used to expand service within an existing coverage area.

Initial - Code or block included in an NRUF forecast that will be used to establish a service footprint.

Intermediate Reporting Carrier – Carrier that receives numbers from another carrier.

Job Aid – Document supplemental to the instructions for Form 502 providing answers to questions raised regarding the process for completing and submitting Form 502.

Location Routing Number – Ten-digit number, in the format NPA-NXX-XXXX, that uniquely identifies a switch or point of interconnection (POI) per LATA. The NPA-NXX portion of the LRN is used to route calls to numbers that have been ported.

NANP Administration System (NAS) – System that supports a variety of number administration functions including on-line submission of Form 502.

NANP Notification System (NNS) - Subset of NAS capabilities used to distribute documents on a variety of NANP topics.

North American Numbering Plan (NANP) - Numbering plan for the public switched telephone network in the US and its territories, Canada, and the Caribbean.

North American Numbering Plan Administration (NANPA) – Group that holds overall responsibility for neutral administration of NANP numbering resources,

subject to directives from regulatory authorities in the countries that share the NANP.

Numbering Resource Utilization/Forecast (NRUF) – Report used for collecting, storing, and maintaining number resource utilization and forecast data.

Operating Company Number (OCN) – Company code assigned by the National Exchange Carrier Association (NECA) and used for reporting NRUF data.

Primary Reporting Carrier – Carrier that receives numbers directly from NANPA or the Pooling Administrator.

Rate Center – Approximate midpoint of a rate exchange area from which mileage measurements are determined for billing and rating calls.

Rural Certification Form – Part of Form 502 used in self-certifying that a carrier is a rural carrier.

Worksheet – Part of Form 502 used to report utilization or forecast data (i.e. U1, F1a, etc.)

XVII. Change History

Version	Effective Date	Author	Description of Change
0.1	12/01/03	NANPA	Initial version.
0.2	3/17/04	NANPA	Selected text updates.
1.0	5/14/04	NANPA	Added NAS login instructions, and updated sections on NAS user registration, OCN requirements and NNS resource subscription.
1.1	12/1/05	NANPA	Added non-pooled area information, glossary, change history, index, and updated sections on NAS training resources, paper submissions and contaminated blocks.
1.2	6/1/06	NANPA	Updated text on NRUF overwriting rules and rate center abbreviations.
1.3	12/1/06	NANPA	Added sections on transferred resources and record-keeping requirements.
1.4	6/1/07	NANPA	Expanded text on forecasting for splits, overlays, and rate center consolidations.

1.5	12/1/07	NANPA	Included sections on the archiving of NRUF data, and updated text on splits.
1.6	6/1/08	NANPA	Added descriptions of Missing Utilization and Anomalous notifications.
1.7	12/1/08	NANPA	Created a separate section for NRUF Overwriting Guidelines and updated the FCC CORES web address.
1.8	6/1/09	NANPA	Listed the ATIS NRUF Guidelines as a reference for record-keeping requirements.
1.9	12/1/09	NANPA	Provided updated guidance on forecasts for rate center additions and consolidations.
1.10	6/1/10	NANPA	Added new cover page and an update pertaining to INC issue 669, SP Name must match SP OCN.
1.11	9/24/10	NANPA	Updated section on transferred resources to use Part 3 approval date.
1.12	12/1/10	NANPA	Revised section on Missing or Anomalous Data to include thousands-blocks.
1.13	6/1/11	NANPA	Changed NRUF On-Line Training Guide to NRUF On-Line User Guide.
1.14	9/16/11	NANPA	Noted that cells in the "Year" column (Year 1, etc.) on forecasts should not be left blank for any completed row.

XIX. Index

A

Administrative [TN Category] 22
Aging [TN Category] 22
AOCN (Administrative Operating Company Number) 15
Archived NRUF Records 14, 25
Assigned [TN Category] 4, 6, 9, 10-11, 13, 22

B

Block Report 21

C

Central Office Code Utilized Report 21
Contaminated Blocks 8, 19, 27
CORES 17, 26, 28

D

Deleting Data (Forecast) 23
Deleting Data (Utilization) 20
Donated to Pool 11, 19

E

EFT/FTP 26
Entering Data (Forecast) 22
Entering Data (Utilization) 20

F

F1a (Forecast Reporting Form (for Pooling Carriers)-Initial Thousands Blocks) 8, 24-25, 27
F1b (Forecast Reporting Form (for Pooling Carriers)-Growth Thousands Blocks) 6, 10, 24-25
F2a (Forecast Reporting Form (for Non-Pooling Carriers in Pooling Areas)-Initial Codes) 8, 23-25
F2b (Forecast Reporting Form (for Non-Pooling Carriers in Pooling Areas)-Growth Codes) 6, 8, 24-25
F3a (Forecast Reporting Form (for Carriers in Non-Pooling Areas)-Initial Codes) 8, 22-25
F3b (Forecast Reporting Form (for Carriers in Non-Pooling Areas)-Growth Codes) 6, 8, 22-25
FCC Registration Number (FRN) 7-8, 15-18, 26
Forecast Forms, Which to Complete 24

G-H

Growth [Block/Code] 6, 10, 23-26
Guidelines 12, 15-16, 25, 28

I-K

Initial [Block/Code] 8, 23-26
Inserting Data (Forecast) 22
Inserting Data (Utilization) 20
Intermediate [TN Category] 4, 6, 8, 10-11, 22

L

Location Routing Number (LRN) 25-26

M

Macros 14
Moving Data from One Sheet to Another 9, 21

N

NECA 15-16, 27
Newly Assigned Resources 6
NNS 5, 13-14, 26-27
NPA/Rate Center Report 24
NRO Order 3-4, 11, 25
NRUF Overwriting Guidelines (Subsequent Submissions) 12, 28

O

Overlay, Forecasting 13

P-Q

Parent Company Name 11, 15-16
Parent Company OCN 11, 16
Pooling Administrator 4, 6, 9, 11, 21, 24-25, 27
Ported Numbers 4
Primary Reporting Carrier 27

R

Rate Center Addition 13, 28
Rate Center Consolidation 13, 27-28
Rate Center Name Abbreviations 21
Reporting on Donated Blocks 19
Reserved [TN Category] 22
Resold Services 4
Returned Resources 7
Rural Carrier Certification 18
Rural Certification Form 18, 27

S

Service Type 7, 15
SP Name Must Match SP OCN, 15
SP (Service Provider) OCN 6-9, 11-12, 15, 28

T

Transferred Resources 7, 27-28

U-Z

U1 (Utilization Reporting Form (for Non-Rural Primary Carriers)) 8, 10-11, 18-19, 22, 27

U2 (Utilization Reporting Form (for Rural Primary Carriers)) 8, 10, 18, 22

U3 (Utilization Reporting Form (for Non-Rural Intermediate Carriers)) 8, 10, 18-19, 22

U4 (Utilization Reporting Form (for Rural Intermediate Carriers)) 8, 10-11, 18, 22

Usage Categories 22

Utilization Forms, Complete More Than One [Helpful Note] 21

Utilization Level (Percentage) 10