

North American Numbering Plan
Numbering Resource Utilization/Forecast (NRUF) Report, Form 502
JOB AID

Please note that the June 1, 2002 Job Aid has been rewritten in many areas to provide further clarification of the NRUF process. There are particular areas that include new information and directions and are marked as *June 1, 2002 addition: Page 3 – “Resold” Services; Page 4 – Returned resources; Page 15 - Reporting Utilization on Contaminated Blocks; and Page 19 – “NRUF-INFO” subscription

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This JOB AID is not intended to replace the instructions included on the Form 502. Rather, the purpose of this Job Aid is to note certain areas where questions have been raised regarding the process for completing and submitting the Form 502. Questions concerning this Job Aid should be directed to NANPA at 202-533-2654 or 202-533-2657.

The Form 502 is a Federal Communications Commission Form, approved by the Office of Management and Budget (OMB Approved No. 3060-0895) on January 1, 2001. The Form 502 can be accessed through the North American Numbering Plan Administrator (NANPA) website at <http://www.nanpa.com> through the link on the left frame of the NANPA homepage entitled "NRUF Form 502 (formerly COCUS)".

Please note that new Form 502 submissions should be sent to:

cocus@neustar.com

Revised Form 502 submissions should be sent to:

rev-cocus@neustar.com

Please refer to Section IX of this Job Aid for direction to submit via Electronic File Transfer (EFT).

I. How often Carriers Must Submit the NRUF Report

All Reporting Carriers must submit the NRUF Reports to the North American Numbering Administration (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 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 the NANPA (*i.e.*, code holders), or receive numbering resources from a Pooling Administrator in thousands blocks (*i.e.*, block holders), must report utilization and forecast data to the NANPA. In addition, carriers that receive *intermediate numbers* must report utilization data for such numbers in their inventories to the 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 the 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 carrier should classify the numbers as "Assigned" and the numbers should not be counted by the receiving carrier.

Resold Services

***June 1 2002 revision** - "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. ***June 1 2002 revision** - A carrier or non-carrier that receives numbers through "resold" services should not report on these numbers. See above explanation in Section 11.

IV. Reporting Requirements

The reporting carrier must complete a minimum of three forms within the NRUF excel workbook: 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.

Newly Assigned Resources

Carriers must report on all codes/block assigned to them at the time of the reporting deadline, regardless of the effective date of the code/block. This means that if a carrier was assigned a code/block on 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 on December 31, that carrier should report that code/block on the appropriate utilization form for the February 1 NRUF submission.

Returned Resources

***June 1, 2002 revision** – Carriers are not expected to report utilization for codes in which the carrier submitted the return request at least ten (10) business days prior to the cut-off date and the carrier's request was not denied. If the carrier's request was suspended the carrier is not expected to report utilization.

Please note that if a carrier does not forecast a need for any resources associated with a specific SP OCN, the carrier should still complete the appropriate forecast for growth codes/blocks:

For F1b (Growth Forecast Reporting for Pooling Carriers), and F2b (Growth Forecast Reporting for Non-Pooling Carriers in Pooling Areas), the carrier should enter the NPAs, Rate Centers, and States associated with the SP OCN and enter zeros for Year 1 through Year 5.

For F3b (Growth Forecast Reporting for Carriers in Non-Pooling Areas), the carrier should enter the NPAs and States associated with the SP OCN, and enter zeros for Year 1 through Year 5.

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

Carriers must submit their NRUF data based upon 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 will be allowed to submit more than one NRUF report for an OCN. Carriers are requested to identify these instances in the email that transmits the associated 502 Forms to NANPA.

VI. Rejected NRUF Submissions and Submissions with Minor Errors

Workbooks must not be altered or deleted.

If a carrier alters any of the forms (including deleting forms, removing cells or modifying calculations) within any of the excel workbooks, the NRUF submission will automatically be rejected. NANPA will send notification to the carrier of the reason the form must be revised and resubmitted.

Examples of the type of NRUF submissions that will not be accepted include:

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

<Service Provider Name>
<Company Address>
<City>
<State>
<Zip>
<Contact Name>
<Contact Tel#>
<SP OCN>

- Submissions, which do not contain the required minimum of three completed forms (See the two exceptions noted under IV. Reporting Requirements) within the NRUF excel workbook, or if the utilization or forecast forms contain no data.
- Submissions in which the SP OCN is not valid or the SP OCN cannot be found in the LERG. The OCN must be a four-digit, numeric number.
- Submissions that contain unrecognizable NPA information.

Submissions with minor errors will not be rejected from acceptance in the NRUF database, but the carrier will be notified of the error, and allowed five business days to revise and resubmit the NRUF report.

Examples of minor errors in the NRUF submission include:

- 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 on any of the rows on U1, or more than 10,000 on any of the rows on U2.
- If a carrier reports utilization of more TNs than received on U3 and U4.
- If a carrier forecasts for TNs rather than thousand blocks or NXX codes. For example, if the carrier fills in 20,000 NXXs in a forecast asking for NXX code forecasting.
- 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 33 blocks or codes in one rate center in one year (on F-3a and F-3b the limit is 100 NXXs in one NPA in one year), NANPA will consider this an error until the carrier confirms the forecast.

The Form 502 includes a button labeled “Check the Data Before Submitting” on each of the worksheets except the Company Information Page. A carrier must use this button after populating each worksheet to run an error check on the respective page, and to add formulas that automatically calculate the Available and Utilization for each row where data has been entered. The data entered will also be check for format to ensure the data is within valid ranges. Error/Check messages will be added on the right end of each row that should be checked and corrected before submitting the form to NANPA.

The error check done by the button in the form checks that the rate center is ten (10) characters or less, checks that the NPA is three digits, and checks that the SP OCN is four numeric digits. Please note that NANPA performs the final verification of a valid rate center abbreviation, valid in-service NPA, and valid SP OCN once the Form 502 is received by NANPA.

VII. Missing or Anomalous Data

NANPA will provide further email notification to those carriers, if, upon further analysis, NANPA finds anomalous information in the NRUF submissions. The "Missing Utilization" notification requests the reporting company to resubmit the NRUF submission to include utilization data for those resources that are assigned to that company, or to contact NANPA in order to arrange submission of necessary code assignment information change. NANPA will not withhold resources from a carrier that has been notified to supply missing information, unless NANPA concludes that the contacted company does not adequately address the inconsistency. In the case in which NANPA concludes the data provided is insufficient, NANPA will notify the carrier that the matter has been referred to the appropriate state commission and the FCC, and that the NANPA shall assign no additional resources to that carrier until the appropriate state commission has resolved all questions regarding the inconsistency or anomaly.

VIII. Submission Methods

Reporting carriers must submit the NRUF Form 502 to NANPA by attaching the completed form to an email message sent to cocus@neustar.com. The entire workbook must be submitted. Please note the carrier must send the email directly to cocus@neustar.com. Revised Forms should be sent to rev-cocus@neustar.com. NANPA cannot accept a forwarded email. The reporting carrier may also provide NRUF Form 502 via CD(s) or diskette(s). The reporting carrier should contact NANPA at 202-533-2654 to obtain the correct mailing address. As an alternative, a reporting carrier may also wish to provide their report in a text file format. Please refer to Section IX for directions to submit the Form 502 via EFT. If a reporting carrier chooses to submit Form 502 via facsimile, at least twenty-two pages must be included. Carriers will be charged a fee by NANPA to input their NRUF submission. Carriers are requested to contact NANPA at 202-533-2654 or 202-533-2657 prior to submitting a Form 502 via facsimile.

The Form 502 cannot be submitted through a web interface at this time.

IX. Form 502 EFT Submission

The Form 502 text file format is specified by the EFT format instructions (MS Word Document) which can be found at <http://www.nanpa.com>. The FTP (File Transfer Protocol) address for transmitting a report in this format is <ftp://www.nanpa.com/pub/incoming/cocus/>.

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 utilization and forecast data using the Form 502 excel spreadsheet, the carrier is directed to submit the entire twenty-two-page spreadsheet, regardless of how many worksheets are populated. If a carrier chooses to report via EFT, they should only submit those files that contain data.

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 10,000 block level.

For U1 and U3 the calculation would be
(Assigned/ 1000 (For U1 and U3) - intermediate numbers) x 100

For U2 and U4 the calculation would be
(Assigned/ 10,000 (For U2 and U4) - intermediate numbers) x 100

For example, if a carrier had 101 numbers assigned and 60 numbers in intermediate status in a 1000 block, the utilization would be 10.7

If a carrier donated a block to the pool (on U1 or U3), the carrier should report 1000 in the 11th field and the carrier should report utilization in the 12th field as 0.00.

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 Part1 A – 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 Part1a) application has an acceptable 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 in order 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 Report 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

Although the NRUF database is updated each business day, if a carrier submits an NRUF (either new submission, revised submission, or corrected revision), that carrier's data will be reflected, at the earliest, in the NRUF database on file the following business day if the submission passes the error checks and is accepted into the database. If the application 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 will be allowed five business days to correct the submission. NANPA will accept the corrected submission via email submission as directed by the NANPA notification, as long as the carrier indicates the Form ID (NANPA internal tracking reference number) number referenced in the NANPA notification. 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 in the time frame prescribed and to the satisfaction of NANPA will be deemed, for purposes of applications for numbering resources, not to have an NRUF on file.

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

XII. Email address for Revisions - rev-cocus@neustar.com

NANPA will accept updates to previously submitted NRUF submissions associated with the current reporting cycle, provided the carrier submits all the previously reported data contained on the 502 form for the SP OCN in question as well as the revision/update. This revised 502 Form will completely replace the existing data for that SP OCN. For example, if a carrier wants to add another NPA to its forecast, the carrier should submit the previously reported utilization/forecast data for that SP OCN along with the new NPA forecast. The carrier should avoid skipping rows when entering additional data. If there is a blank row, the system will not read any NPA forecast information entered below the blank row. Please refer to Pages 14-17 for directions on inserting and deleting rows. Service providers should indicate in the email to rev-cocus@neustar.com that the submission replaces a previous submission for that SP OCN.

Carriers are asked to send revisions/updates to rev-cocus@neustar.com and to send error corrections to the NRUF representative identified in the NANPA notification. Carriers should not send Form 502 to both email addresses.

XIII. Status of NPAs for NRUF Reporting Period

The carrier does not need to update the forecast information in the case where a carrier plans to apply for codes in a newly implemented NPA. If an NPA split occurred after the most recent reporting period associated with the NRUF filing (June 30 for the August submission and December 31st for the February submission), the Number Administrator will check to see that the carrier had forecasted a need for resources in the old NPA. The same practice will apply in the case in which pooling is implemented in an NPA after the most recent reporting period associated with the NRUF filing. In the case of overlays, the carrier can only enter one of the NPAs in the appropriate forecast section of the Form 502, so the Number Administrator will check to see if the carrier had included a forecast for any of the NPAs in the overlay.

Carriers are instructed to submit utilization and forecast data for all NPAs in service (Mandatory Dialing) as of the specific reporting cycle (June 30 for the August 1 submission and December 31 for the February 1 submission). This includes new area codes introduced through area code splits, provided that the permissive dialing period ends on or before December 31 for the February 1 submission and provided that the permissive dialing periods ends on or before June 30 for the August 1 submission. If a new area code remains in permissive dialing after December 31 for the February 1 submission or remains in permissive dialing after June 30 for the August 1 cycle, service providers can report utilization on either the old or the new NPA. If the forecast portion of the NRUF includes overlay areas, the carrier is directed to only enter one of the NPAs in the overlay. The status of an NPA can be confirmed by using the area code search feature located in the top menu bar of the NANPA web site home page.

If the forecast portion includes areas where pooling has been implemented, the status of an NPA can be confirmed by checking the timeline located at the Pooling Administrator website at <http://www.numberpool.org/>. If the date under the column titled "Mandated Implementation Date" is prior to December 31 for the February 1 submission, or prior to June 30 for the August 1 submission, the reporting carrier should ensure the forecast data is entered in the appropriate forecast form – F1a and F1b for Pooling Carriers or F2a and F2b for Non-Pooling Carriers in Pooling Areas.

XIV. Information Regarding Subsequent NRUF Reports Filing Dates

Reporting carriers must submit an updated set of forms on or before February 1, reflecting the status as of December 31, and on or before August 1, reflecting the status as of June 30.

If a carrier experiences no change in their utilization or forecast data, the carrier must still submit an NRUF for the filing period by re-submitting their previous submission, using the most recently Office of Management and Budget (OMB) approved Form 502. Carriers should check with NANPA to ensure they are using the most recent Form 502.

All carriers who have subscribed to the nruf-info exploder list will be notified two months prior to when the next NRUF submission is due. The notification to the carrier will include the earliest date the carrier can submit the NRUF and the methods of submission available.

Utilization 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. Utilization corrections to the August 1 NRUF submission will be accepted through December 30, and the February 1 NRUF submission will be accepted no earlier than January 1. If a carrier needs to update their February 1 forecast between January 1 and January 30, the carrier should send a new Form 502, containing only forecast information, to rev-cocus@neustar.com. If a carrier needs to update their August 1 submission between July 1 and July 31, the carrier should send a new Form 502, containing only forecast information, to rev-cocus@neustar.com.

XV. Form 502 Data

A. General Instructions Page

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

B. Company Information Page

The reporting carrier is required to enter data in every field on this form, except the Address 2 field, fax number field, and email address 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, to include the Parent Company Name, Service Provider Name, Address, Contact Information, OCN(s) and Service 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 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).

Please note that effective with August 1, 2001 submission deadline, Fixed Wireless carriers are directed to pick “CAP or CLEC” from the Service Type drop down menu.

B.2 SP OCN per NRUF submission

The reporting carrier must provide one (1) four digit Service Provider Operating Company Number (OCN) in the SP OCN field on the submission. Reporting carriers must file separate Form 502 for each SP OCN. An Administrative Operating Company Number (AOCN) that contains letters is not acceptable. Reporting carriers must file a separate Form 502 for each SP OCN. 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 (located at <http://www.atis.org/atis/clc/inc/incdocs.htm>) definition of an OCN states that:

Operating Company Number (OCN) assignments uniquely identify the applicant. Relative to CO Code assignments, NECA assigned Company Codes may be used as OCNs. Companies with no prior CO Code or Company Code assignments may contact NECA (800-524-1020) to be assigned a Company Code(s). OCN application information is available at <http://www.necaservices.com>. 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 Telcordia Technologies’ Traffic Routing Administration (TRA) (732 699-6700).

The SP OCN field on the Company Information Page will only accept one OCN, which means that a reporting carrier can no longer include utilization and forecasting information for multiple SP OCNs on one form. NANPA will validate the OCN by checking the SP OCN against the LERG to determine if the OCN is valid. NANPA will also check the SP OCN on the NRUF submission against the SP OCN appearing on a code application in order to determine if the SP has an NRUF on file.

In the case in which a carrier is submitting an NRUF for a carrier that will be assigned an OCN pending regulatory approval, NANPA will accept the carrier’s

submission with verification from NECA that the OCN was assigned for that carrier.

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. If the reporting carrier is not a subsidiary of any other company, the reporting carrier should enter its own name in the Parent Company field.

If the reporting carrier does not have a Parent Company, enter the reporting carrier's OCN in the Parent Company OCN field. If the reporting carrier has one or more parent companies and these companies have OCNs, enter these OCNs in the Parent Company OCN field. If the reporting carrier has one or more parent companies and the parent companies have no OCNs, enter "NONE" in the Parent OCN field.

B.4 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. 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

***June 1, 2002 addition:**

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 reporting using the FTP submission, the carrier should report 1000 in the 11th field, and the carrier should report on the status of the contaminating TNs (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 the TN is still in the carrier's inventory.

Entering Data

When pasting text into the utilization workbooks, carriers should make sure to overwrite or replace the rows identified by angle brackets. This is the gray shaded row, which will be identified as row 21 on each utilization form in the new Form 502 for use on the February 1, 2001 submission. The carrier must avoid skipping rows when entering additional data. If there is a blank row, the system will not read any NPA forecast information entered below the blank row.

Please note that carriers should enter the data or paste the data into the appropriate utilization spreadsheet(s), and then press "Check the Data Before Submitting" in order for the Checking function to automatically format the data by adding the "Available" formula in column K, the "Utilization" formula in column L, and any error messages 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.

Inserting Data

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

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 from the Edit menu
4. Press the down arrow key once for each row to be inserted
5. Select Paste from the Edit menu. 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 follow:

1. Select the cell in column A of the row immediately under where the new row or rows are 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 from the Edit menu
4. Press the up arrow key once for each row to be deleted
5. Select Paste from the Edit menu. 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 are messed up by the delete but they 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.

All reporting carriers must complete a minimum of one of the utilization forms. Carriers that receive numbering resources both from NANPA or Pooling Administrator 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.

On U1 (UTILIZATION REPORTING FORM (FOR NON-RURAL PRIMARY CARRIERS) and U3 (UTILIZATION REPORTING FORM (FOR NON-RURAL INTERMEDIATE CARRIERS), carriers must report utilization by the thousand-block level: NPA-NXX-X. This means that these carriers must report utilization by the first digit of the thousand block; not the range).

On all utilization reports, carriers must supply rate center name abbreviations. Valid rate center name abbreviations can be located at either the LERG Table 8 under RC ABBREV; at the NANPA website at

http://www.nanpa.com/number_resource_info/co_code_assignments.html

Valid rate center name abbreviations can also be found by contacting the carrier's AOCN (this abbreviation is a maximum of ten letters).

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

The Available and Utilization columns will be automatically calculated. Any errors resulting from data entered in the five (5) usage categories will be reported in the "Errors/Messages" column. Carriers should address any errors that are reported in this column prior to submission. Errors can be checked by hitting the "Check the Data Before Submitting" Button (This button will be available on the new Form 502).

E. Forecast Forms

Entering Data

When pasting text into the forecast workbooks, carriers should make sure to overwrite or replace the rows identified by angle brackets. This is the gray shaded row, identified as row 22 (on new Form 502) on each utilization form. The carrier must avoid skipping rows when entering additional data. If there is a blank row, the system will not read any NPA forecast information entered below the blank row.

Please note that carriers should enter the data or paste the data into the appropriate forecast spreadsheet(s), and then press "Check the Data Before Submitting" in order for the Checking function to automatically format the data by adding the "Total NXX or NXX-Xs" 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, the first 7 columns which are 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 forecast and the error messages generated by the checking functions.

Inserting Data

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

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 from the Edit menu.
4. Press the down arrow key once for each row to be inserted.
5. Select Paste from the Edit menu. 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 follow:

1. Select the cell in column A of the row immediately under where the new row or rows are 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 from the Edit menu.
4. Press the up arrow key once for each row to be deleted.
5. Select Paste from the Edit menu. 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.

Although the minimum requirement is that carriers fill out at least one of the forecast forms within the NRUF excel workbook, carriers must report both initial code/block and growth code/block forecasts if the carrier expects a need for both initial and growth codes/blocks.

The frequently asked question in regard to forecast reporting is whether a carrier should report on an NPA in a pooling area. See Section XIII. Status of NPAs for NRUF Reporting Period, Page 10 for further directions.

In completing forecast forms, reporting carriers must distinguish 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 ADDITIONAL RESOURCES NEEDED IN THE CURRENT YEAR FOR THE AUGUST 1 SUBMISSION. The forecast is a four and a half year forecast for the August 1 submission and the forecast is a five-year forecast for the February 1 submission.

XVI. Subscribing to the nruf-info exploder list

***June 1st revision -**

In order to receive notifications of due dates and future NRUF-related announcements, please be sure to subscribe to the "nruf-info" electronic mailing list. This list is intended for individuals who prepare and submit NRUF Form 502 on behalf of their companies. Instructions to subscribe, unsubscribe from the nruf-info list, or to make changes to your existing subscription, can be found at http://www.nanpa.com/home/mailing_list.html