



## **North American Numbering Plan**

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

#### **JOB AID to Report Non-Geographic Utilization and Forecast Data for 5YY NXX Codes and 9YY NXX Codes**

**September 16, 2011**

North American Numbering Plan  
Numbering Resource Utilization/Forecast (NRUF) Report,  
Form 502  
JOB AID to Report Non-Geographic Utilization and Forecast Data  
for 5YY NXX Codes and 9YY NXX Codes

**Updated September 16, 2011**

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

Page 15 - 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.

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JOB AID to Report Non-Geographic Utilization and Forecast Data  
for 5YY NXX Codes and 9YY NXX Codes

This NRUF Non-Geographic Job Aid provides information that supplements the instructions for completing and submitting FCC Form 502 to NANPA for 5YY (NPAs 500, 533 and 544) NXX and 9YY (NPA 900) NXX codes.

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](http://www.nanpa.com)) under Services/NRUF Data Collection & Analysis. The instructions are also available in NAS after logging in under Request for NRUF/Non-Geo 502 Instructions.

This document provides step-by-step instructions for completing the Excel™ version of Form 502.

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](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 the 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.

## **II. Who Must Submit NRUF Reports**

All carriers that receive 5YY NXX and/or 9YY NXX numbering resources from NANPA (i.e., code holders) must report utilization and forecast data to NANPA.

Reporting is mandatory for carriers as defined in the NRO Order (2<sup>nd</sup> Report and Order in the Matter of Numbering Resources Optimization, CC Docket No. 99-200, FCC 00-104, March 31, 2000).

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 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.

## **Resold Services**

A 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 on-line, compact disk (CD), or paper. In addition, the user must ensure that the applicable NAS profile includes all the OCNs and NPAs for which they plan 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](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

[nruf500900@neustar.com](mailto:nruf500900@neustar.com). The entire workbook must be submitted directly to [nruf500900@neustar.com](mailto:nruf500900@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](http://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](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 5YY/9YY reporting carrier must complete a minimum of three forms for each NRUF submission: Company information, one utilization (U2 for primary reporting and/or the U4 for intermediate reporting), and one forecast (F3b for primary reporting). 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.

**Any non-geographic NXX(s) for which an NRUF is not received are subject to reclamation.**

Please note that if a carrier does not foresee a need for any resources associated with a specific Service Provider Operating Company Number (SP OCN), the carrier should still complete the F3b noting zeros for Year 1 through Year 5.

### **Newly Assigned Resources**

Carriers must report on all 5YY and/or 9YY NXX codes assigned to them at the time of the reporting deadline, regardless of the effective date of the assignment. This means that if a carrier was assigned a 5YY or a 9YY NXX assignment as of June 30, that carrier should report that assignment on the appropriate utilization form for the August 1 submission and if the carrier was assigned a 5YY or a 9YY NXX as of December 31, that carrier should report that assignment on the appropriate utilization form for the February 1 submission.

### **Returned Resources**

Service Providers are not responsible for reporting utilization on resources that have been returned to NANPA as long as the SP is in receipt of the Part B or confirmation of the return from NANPA by December 31 for the February 1 submission and by June 30 for the August 1 submission.

### **Transferred Resources**

For code transfers or OCN changes, SPs should use the Administrator Part B approval date of code 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 non-geographic NRUF data based upon the OCN, and it must include all non-geographic NPAs (5YY and/or 9YY) that fall under that OCN. Carriers should not 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/Missing or Anomalous Data**

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 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 NRUF 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 that contain unrecognizable NPA information.
- Submissions in which the SP FCC Registration Number (SP FRN) field is not populated or is not 10-digits.

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

- If a carrier reports utilization that adds up to more than 10,000 telephone numbers (TNs) on any of the rows on U2.
- If a carrier reports utilization of more TNs than received on U4.
- If a carrier forecasts for TNs rather than NXX codes. For example, if the carrier fills in 10,000 in the Year 1 section of the F3b 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 100 NXXs in one NPA in one year. NANPA will consider this an error until the carrier confirms the forecast.

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**

Per the ATIS Personal Communication Services (PCS) 5YY NXX Code Assignment Guidelines and 9YY NXX Code Assignment Guidelines, all 5YY and 9YY NXX code holders must provide NANPA with the NRUF semi-annual forecast and utilization reports on every code assigned to them. As previously noted in section V (Reporting Requirements), any 5YY or 9YY NXXs that are not reported on are subject to reclamation. ATIS guidelines may be found at:

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

In cases in which NANPA concludes the data provided is insufficient, NANPA may refer the matter to the FCC. NANPA will then assign no additional resources to that carrier until the FCC has resolved all questions regarding the inconsistency or anomaly.

### **IX. NRUF on File for Request for 5YY/9YY NXX Code Assignment**

When a carrier submits a Part A – Assignment Request for a 5YY NXX or 9YY NXX code assignment, NANPA is required to verify that the carrier identified by the SP OCN indicated on the Part A application has an acceptable NRUF on file with NANPA for the requested NPA.

An NRUF for the current reporting cycle must be on file with NANPA in order for the carrier to receive 5YY and/or 9YY numbering resources.

If a carrier applies for a code and the 5YY/9YY NXX Code Administrator does not find an NRUF on file as outlined above, the 5YY/9YY NXX Code Administrator will deny the application and provide to the applicant a Part B, PCS NYY NXX CODE ASSIGNMENT CONFIRMATION FORM (or Part B, 9YY NXX CODE ASSIGNMENT CONFIRMATION FORM) stating the applicant must have an

NRUF on file. 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.

## **X. Process for Revising or Correcting NRUF Submissions**

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 [rev500900@neustar.com](mailto:rev500900@neustar.com) and send error corrections to the NRUF representative identified in the NANPA notification. Carriers should not send them to both email addresses.

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 submission 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.

## **XI. NRUF Overwriting Guidelines**

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

## **XII. NRUF Cycle Change Timelines**

Reporting carriers who have 5YY/9YY resources assigned to them 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 may 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 to the carrier 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.

### **XIII. 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 Parent Company Name, Service Provider Name, Address, Contact Information, OCN(s), Service Provider FRN, 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.

Carriers must use the “SP Service Type” drop-down box to identify the service type.

### **B.1 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 ATIS, provide 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](http://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](http://www.trainfo.com); 732-699-6700.)

## **B.2 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 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.3 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 is located at <https://fjallfoss.fcc.gov/coresWeb/publicHome.do> and 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, or if it 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 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.

## **C. Main Menu**

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

## **D. Utilization Forms**

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

Please note that only the first row automatically calculates Available TNs and Utilization percentage. To activate calculations for additional rows of data, service providers should enter data or paste data into the appropriate utilization worksheet(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 will be listed in column M.

Carriers can only enter or paste data into certain columns of the utilization worksheets (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 previously-mentioned formulas.

Carriers 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.

Service providers that receive numbering resources from NANPA and from another carrier will need to complete both the U2 and U4 forms to account for all of their numbering resources.

Definitions of the usage categories (Assigned, Intermediate, etc.) may be found in the instructions for Form 502.

To view code assignments prior to completing utilization form(s), carriers may reference the 5YY NXX or 9YY NXX reports on the NANPA website. The reports are viewable by highlighting Reports, then selecting either 5YY NXX or 900 NXX.

## **E. Forecast Forms**

Carriers should enter data beginning with row 22 on the forecast worksheet which is the gray shaded row.

Please note that only the first row automatically calculates the total forecast in the forecast sheets. To activate calculations for additional rows, 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 NXX(s)" formula in column I and any error messages in column J.

Carriers can only enter or paste data into certain columns of the F3b worksheet (B through H). The spreadsheet will not allow pasting or inputting data into Columns I or J because those columns are protected for the previously-mentioned formulas.

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.

**PLEASE NOTE THAT "YEAR 1" ON THE F3b FORECAST FORM 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.**

#### **XIV. Record-Keeping Requirements**

Per the NRO Order (paragraph 62), carriers 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.

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

## **XV. Glossary**

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

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

**5YY** – Designation for non-geographic NPAs 500, 533 and 544.

**Form 502** – FCC form used for submitting NRUF data.

**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.

**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.

**NXX** – Central office code.

**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.

**Worksheet** – Part of Form 502 used to report utilization or forecast data (i.e. U2, F3b, etc.)

## XVI. 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 updates to sections on NAS user registration, OCN requirements and NNS resource subscription.
1.1	12/1/05	NANPA	Added text pertaining to Form 502 security settings, glossary, change history, index, and updates to sections on NAS training resources, user registration and ATIS guidelines.
1.2	6/1/06	NANPA	Updated text on NRUF overwriting rules and added the FRN Help Line.
1.3	12/1/06	NANPA	Added a section on record-keeping requirements.
1.4	6/1/07	NANPA	Expanded text on required fields for email submissions and reports for checking code assignments.
1.5	12/1/07	NANPA	Included sections on the need to have active NAS profiles to receive notices and archiving of NRUF data.
1.6	6/1/08	NANPA	Changed all "500" references to "5YY" and added text on reclamation.
1.7	12/1/08	NANPA	Updated the FCC CORES website address, added a reference to usage categories and new glossary definitions.
1.8	6/1/09	NANPA	Added a section on transferred resources and a reference to the ATIS NRUF Guidelines.
1.9	12/1/09	NANPA	Updated general instructions on downloading the Excel™ workbook and use of macros.
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 B approval date.

1.12	12/1/10	NANPA	Updated section on transferred resources to use revised text from the NRUF Guidelines.
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.

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