

NANPA NRUF Service Provider Training

December, 2017

AGENDA

- NRUF in General
- NRUF Filing: A Checklist
- Email (Excel™) Submission
- NAS On-Line Filing
 - Create Geographic 502
 - Modify/Delete Geographic 502
- NAS NRUF Reports
 - Utilization Missing Report
 - Other NRUF Reports
- Missing or Anomalous Data
- Non-Geographic 502s
- Additional Resources

NRUF in General

- NRUF Reporting is mandatory per FCC
 - All service providers (SPs) that receive resources from NANPA and/or the Pooling Administrator must report utilization and forecast data to NANPA
- NRUF Process
 - SPs must file semi-annually on or before February 1 for the preceding 6-month reporting period ending Dec. 31, and on or before August 1 for the preceding 6-month period ending June 30
 - Methods of filing: Email (Excel™ spreadsheet), NAS on-line, FTP, CD and paper
 - NANPA has 5 business days to process an NRUF filing, but on-line filings are processed instantaneously and all others are processed within the 5 business day timeframe
 - SPs are sent an email in response to all filing methods except on-line including a confirmation of receipt with or without errors

Submitting NRUF: Excel™ vs. On-Line

- Entering utilization and forecast data can be time-consuming. NANPA recommends if the user will spend more than 20 minutes to enter the data on-line, the spreadsheet is a better option.
- SPs submitting for more than one OCN should consider using the spreadsheet method.
- SPs may miss a step when completing the on-line NRUF.
- NRUF data is archived at the end of the submission cycle. SPs that use the spreadsheet have a copy of their data which may be used at the start of the next NRUF cycle.

NAS Customer Support Desk

(866) 623-2282

nanpa-login@team.neustar

NRUF Filing: A Checklist

In December:

- Confirm which central office codes and/or thousands-blocks are in your inventory. These can be checked by using the Central Office Code Utilized Report on our website (www.nanpa.com) and the Blocks Report on the Pooling Administrator's website (www.nationalpooling.com).
- Identify contacts within your company who can provide utilization and forecast data.
- Review and choose a filing method (NAS, Email/Excel™, FTP).
- **Take the “snapshot” of your usage data on December 31.**

In January:

- Assemble and finalize utilization data based on the “snapshot” of usage data you’ve done on December 31, including the quantity for each usage category (Assigned, Admin, etc.) Decide which utilization worksheet(s) to use (U1, U2, etc.)
- Assemble and finalize forecast data based on the forecast form(s) you’ve selected (F1a, F1b, etc.)
- Submit your NRUF; Respond if there are errors associated with your submission.
- After you’ve filed, run a Utilization Missing Report and a Donation Discrepancy Report in NAS. Update your NRUF(s) to correct any codes and/or blocks listed.

After the Due Date (February 1):

- Respond to any missing utilization and/or anomalous notification(s).
- Update forecast for new rate center(s) if requesting resources in new areas.

Email/Excel™ Submissions

- SPs MUST use the June 2016 Form 502 saved in .xlsm or .xlsx Excel™ format.
- .xls Excel™ format and prior versions of Form 502 will be rejected.
- Can be obtained from NRUF/Submission Methods and Resources on NANPA website.
- Send to:
 - New: cocus@neustar.com
 - Revisions: rev-cocus@neustar.com
 - Error corrections: lashanda.tomlinson@neustar.biz

OCNs - NECA

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).

(800) 228-8597

www.neca.org

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.

(877) 480-3201

www.fcc.gov

Ported Numbers & Resold Services



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.

Utilization Missing Report

OCN	NPA-NXX	X	RPTD
007M	162-415		Y
007N	009-539	 6	N
007O	124-603	 5	Y

Service Provider Notifications

- NANPA will notify service providers who have filed a forecast-only NRUF; that is, an NRUF with a forecast but no corresponding utilization that due by the applicable due date (February 1 or August 1).
- 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.

More General Items

- 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.
- When modifying or deleting subsequent submissions during an NRUF cycle, NAS only requires Company Information and at least one Utilization **or** one Forecast form.
- All zeros (0) is an acceptable forecast.
- PAS is updated the next business day with an updated forecast. It is recommended to allow 24-48 hours from the time you submit your updated NRUF prior to attempting to request a thousands-block from the PA.
- Excel™ and FTP over-write prior NAS on-line submissions.

More Information

- NANPA Website
 - NRUF Training Videos under Tools
 - NAS User Guides
 - User Registration
 - NNS
 - NRUF (On-Line)
 - Information on new area codes and relief planning activities
 - Area Code Maps
 - NANPA Newsletters (with NRUF information) including article index
 - Industry Links (NRUF Guidelines, FCC, etc.)

Questions?



Al Cipparone, NRUF Manager

(571) 434-5789

al.cipparone@team.neustar

LaShanda Tomlinson, Sr. NRUF Administrator

(571) 434-4671

lashanda.tomlinson@team.neustar