NANPA
North American Numbering Plan Administrator

NRUF Preparation: A Checklist

Here is a list of monthly actions that may be used in the preparation and filing of an NRUF:

June/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 the NANPA website (www.nationalnanpa.com) and the Blocks Report on the Pooling Administrator's website (www.nationalpooling.com). Confirming your inventory in advance by Operating Company Number (OCN) can ensure that your filing is complete for all of your assigned resources.
- Identify contacts within your company who can provide utilization and forecast data. For the utilization portion of the NRUF, these may be individuals who have access to order entry systems or network translations. For the forecast piece of the NRUF, these individuals may be in marketing. Gathering the correct data from the correct sources can enable you to file accurately.
- Review and choose a filing method (NAS, Email/Spreadsheet, FTP). Review of the various filing methods as described on the NANPA website, and choosing the best one for your organization, can be a real time saver.
- Take the necessary steps to take your "snapshot" of the status of your telephone number inventory on June 30/December 31. This may take some coordination your part with others in your organization. Remember, the quantities of telephone numbers listed in the applicable usage worksheets (U1, U2, etc.) should reflect your usage as of June 30 or December 31 for the applicable cycle, not usage as of the day that you file.

July/January:
- Assemble and finalize utilization data based on the "snapshot" of usage data you've done on June 30/December 31, including the quantity for each usage category (Assigned, Admin, etc.) Decide which utilization worksheet(s) to use (U1, U2, etc.) You may need to carefully review raw data from various sources to get an accurate picture of your usage. Also, you may need to review the usage category definitions as described in the Instructions for Form 502.
- Assemble and finalize forecast data based on the forecast form you've selected (F1a, F1b, etc.) with Year 1 on all forecast forms referring to resources needed for the current year. If forecasting for the February 1st due date, make sure that you are looking out 5 years in your evaluation of how many codes and/or thousands-blocks you will need. Forecasting for the August 1st due date is a 4 ½ year forecast.
- Submit your NRUF. Avoid waiting until the last minute on the due date (August 1/February 1). This way you can respond if there are errors associated with your submission in advance of the due date.
- The next business day after you've filed, run a Utilization Missing Report in NAS to see if you are missing any codes and/or thousands-blocks for your submission. Also, run a Donation Discrepancy Report in NAS to see if you are listing any thousands-blocks as

"donated" when they are really assigned to you. Update your NRUF to add or correct any codes and/or thousands-blocks listed.

After the Due Date (August 1/February 1):
- Respond to any missing utilization or anomalous notifications sent to you. NANPA notifies service providers who fail to file for some or all of their numbering resources.
- Update your forecast for new rate center(s)/NPA(s) if requesting new resources. This way you can avoid "No NRUF on File" errors when submitting your application for resources either to NANPA or the Pooling Administrator.