North American Numbering Plan

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

**JOB AID to Report Non-Geographic Utilization and Forecast
Data for 5XX-NXX Codes and 900-NXX Codes**

December 1, 2023

<u>North American Numbering Plan</u>
<u>Numbering Resource Utilization/Forecast (NRUF) Report,</u>
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Updated December 1, 2023

- Updated minor grammatical errors.

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JOB AID to Report Non-Geographic Utilization and Forecast Data for 5XX-NXX Codes and 900-NXX Codes

This NRUF Non-Geographic Job Aid provides information that supplements the instructions for completing and submitting FCC Form 502 to NANPA for 5XX-NXX and 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) under NRUF/Submission Methods and Resources. 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:

https://www.nationalnanpa.com/tools/nasUser_guide.html

Questions concerning this Job Aid should be directed to NANPA at 571-363-3824.

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. The current Edition Date is June 2016.

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 5XX-NXX and/or 900-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 (Report and Order in the Matter of Numbering Resource 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.

Reporting is also mandatory for Interconnected VoIP service providers that obtain numbering resources directly from the Number Administrators per FCC 15-70, Report and Order In the Matter of Numbering Policies for Modern Communications WC Docket No. 13-97, June 22, 2015, which also provides this clarification on intermediate numbers:

"…numbers provided to carriers, interconnected VoIP providers, or other non-carrier entities by numbering partners should be reported as "intermediate," and do not qualify as "end users" or "customers" as those terms are used in the definition of "assigned numbers" in section 52.15(f)(1)(iii) of the Commission's rules.[1]"

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 & NAS Registration

All reporting carriers must be registered NAS users and must have selected the NRUF resource subscription in NAS when registering. Form 502 must be submitted electronically via EFT or FTP, spreadsheet attachment to e-mail,

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[1] 47 C.F.R. § 52.15(f)(1)(iii).

online entry into NAS, or spreadsheet on other electronic format (e.g., flash drive).

Service providers must maintain an active NAS profile in order to submit an NRUF by renewing their password every 180 days. Per the North American Numbering Plan Numbering Resource Utilization/Forecast Reporting (NRUF) Guidelines (ATIS-0300068; section 6.6), published by the Alliance for Telecommunications Industry Solutions (ATIS): "SPs are responsible for keeping company contact information updated by maintaining an active NAS profile with the NANPA."

In addition, SPs are encouraged to review/update their NAS profiles periodically. The user must ensure that the applicable NAS profile includes accurate company information, and all the OCNs and NPAs for which they plan to report NRUF data. More information on registration/renewing passwords is available by calling the NANPA Customer Support Desk at 866-623-2282 or by referring to the NAS User Registration Guide located on the NANPA website:

https://www.nationalnanpa.com/tools/nasUser_guide.html

Service providers should also subscribe to the NANP Notification System (NNS) when registering in NAS and check the NNS notification type "Notifications concerning the submission of the NRUF Form 502" to receive reminders of submission due dates and other notices applicable to NRUF. NANPA recommends that service providers should have a company representative registered in NAS to receive notifications regarding NRUF, even if a consultant is registered on behalf of the service provider.

Reporting carriers using the e-mail submission method must submit the NRUF Form 502 to NANPA by sending the completed form as an e-mail attachment to **nruf@nanpa.com.** The entire workbook must be submitted directly to **nruf@nanpa.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 e-mail text as these file types can be caught by corporate spam filters. A digital signature should not be added to any e-mail with a Form 502 attachment.

On-Line Form 502s are submitted via the NANPA website by selecting NAS Login/Login to NAS.

Carriers can expect to receive an e-mail confirmation or error notification for all NRUF submissions, excluding on-line submissions within 5 business days. A tracking number is displayed to the on-line user upon successful submission of an NRUF in NAS. Errors are presented immediately to on-line users and must be corrected before proceeding.

If a confirmation, error notification, or tracking number is not received, please call 571-363-3824 or 571-363-3826.

V. Reporting Requirements

The 5XX/900 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 5XX and/or 900-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 5XX or a 900-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 5XX or a 900-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 NRUF data based upon the SP OCN and must include all 5XX-NXX and 900-NXX codes assigned to the 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. Major and Minor NRUF Errors

Submissions with major error(s) will be automatically rejected and the NRUF will not be considered on file. 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:

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

- Submissions using a version of Form 502 other than the current Form 502 (June 2016 Edition Date).
- Submissions in an Excel™ format other than .xlsm or .xlsx (e.g., .xls).
- Submissions which contain an e-mail address not associated with an active NAS registration and password.
- Submissions where the carrier alters any of the forms within the Excel™ workbook, including changing the order of forms, deleting forms, removing cells, modifying calculations, or embedding a reference to another spreadsheet.
- 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 Parent Company OCN and/or SP OCN have not been added to the user's NAS profile.
- Submissions in which the SP FCC Registration Number (SP FRN) field is not populated or is not 10-digits.
- If a carrier reports utilization multiple times for the same code.
- If a carrier forecasts multiple times for the same NPA.

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 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.
- Submissions that contain unrecognizable NPA information.

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 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 Non-Geographic 5XX-NXX Code Assignment Guidelines and 9YY NXX Code Assignment Guidelines, all 5XX and 900-NXX code holders must provide NANPA with the NRUF semi-annual forecast and utilization reports on every code assigned to them. The guidelines may be found at:

https://access.atis.org/apps/group_public/documents.php?view=

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.

NANPA will send a 5XX-NXX and/or 900-NXX Missing Utilization notification within 45 days of the submission deadline to any carrier who has filed an NRUF for the current NRUF cycle but who has not filed a utilization form for all 5XX-NXX and/or 900-NXX codes assigned to the carrier's OCN in NAS.

NANPA will send a 5XX-NXX and/or 900-NXX Anomalous notification within 90 days of the submission deadline to any carrier who has not filed any NRUF for the current NRUF cycle and who has 5XX-NXX and/or 900-NXX codes assigned to the carrier's OCN in NAS.

If a carrier's 5XX-NXX and/or 900-NXX code assignment records need to be updated in NAS to show the proper OCN assignment, the carrier should file a Part A to change those records or contact NANPA for assistance.

As part of NANPA's efforts to ensure the integrity of 5XX-NXX and/or 900-NXX code assignment data, NANPA may send a Missing Utilization or Anomalous notification to a carrier if it appears an NRUF has not been properly filed. Notifications may also occur at any time there is a need to address potential 5XX-NXX and/or 900-NXX code assignment data discrepancies. To avoid receiving a 5XX-NXX and/or 900-NXX Missing Utilization or Anomalous notification, Primary Reporting Carriers must submit the NRUF utilization on a U2.

Service providers with 5XX-NXX codes are advised to run a 5XX NPA Utilization Missing Report in NAS. The 5XX NPA Utilization Missing Report shows non-geographic codes where the service provider in NAS did not report utilization on codes assigned to the service provider for the current cycle. After the NRUF Form 502 has been submitted, it is recommended that service providers and consultants run the Utilization Missing Report the next business day, after receipt of confirmation or tracking number. If there are codes listed on the Utilization Missing Report, the NRUF Form 502 should be revised to include these codes.

IX.   NRUF on File for Request for 5XX/900-NXX Code Assignment

When a carrier submits a Part A – Assignment Request for a 5XX-NXX or 900-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 5XX and/or 900 numbering resources.

If a carrier applies for a code and the 5XX/900-NXX Code Administrator does not find an NRUF on file as outlined above, the 5XX/900-NXX Code Administrator will deny the application and provide to the applicant a Part B, 5XX 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.

More information on the 5XX/900-NXX code assignment process in NAS is available in the 5XX-NXX User Guide and Other NANP Resources User Guide located on the NANPA website:

https://www.nationalnanpa.com/tools/nasUser_guide.html

Although Parent Company information (Parent Company Name and Parent Company OCN) is required on the NRUF report per the NRO Order, only the SP OCN field is utilized 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™ (e-mail version) updates to **nruf@nanpa.com** and send error corrections to the NRUF representative identified in the NANPA notification. Carriers should not send them to both e-mail addresses.

NANPA strongly recommends that the service provider re-submit their NRUF using the same method (i.e., e-mail) used for the original submission until all errors have been resolved. Attempting to correct an error generated from an e-mail submission using the NAS on-line submission method may not be successful depending upon the specific error.

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

To avoid the potential for inadvertently overwriting previously-submitted data, NANPA recommends service providers use one submission method (Excel™ via e-mail, etc.) for their initial submission and any subsequent submissions during an NRUF cycle.

Understanding that service providers that use e-mail for their initial submission may desire to use the on-line method to update their NRUF submission (e.g., modify an existing forecast, add a forecast for a new NPA), NANPA recommends the carrier continue to use the NAS on-line method for updates for the reporting period. Service providers should avoid going back and forth between submission methods to avoid any data being inadvertently overwritten.

If a carrier submits NRUF data on-line in NAS and then needs to use the e-mail submission method during the same NRUF cycle, the carrier must include all the previously-reported data on the Form 502. For e-mail updates/revisions, this means service providers must include all previously-submitted data as well as the update/revision as the new submission will overwrite any previously-submitted data.

XII.   NRUF Cycle Change Timelines

Reporting carriers must submit an updated NRUF 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 using the June 2016 Edition of Form 502. It can be found on the NANPA website under NRUF/Submission Methods and Resources:

https://www.nationalnanpa.com/nruf_resources/index.html

All reporting carriers who have subscribed to receive NRUF notifications via NNS and who have an active NAS profile will be sent a reminder 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.

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 must 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 forecast 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 must 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. Do not use the security settings of Excel™ to unprotect any of the Form 502 worksheets or to protect (i.e., add a password) to individual worksheets or the entire Form 502 workbook.

Be sure to download Form 502 to the user's personal computer as an Excel™ workbook before attempting to populate it with data.

Macros must be enabled to complete Form 502 in Excel™. The user may need to adjust the security level in Excel™ to allow the use of macros. This may mean adjusting the security level in the copy of Excel™ from high to medium or selecting "Enable all macros" in the Excel™ Trust Center.

Also, be sure to select "Enable Editing" and "Enable Content" if prompted to do so in Excel™ prior to populating the workbook with data.

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 and Fax # fields. The carrier must populate the fields by overwriting the information identified by the angle brackets in each field except for SP Service Type which is selected by drop-down.

The carrier must begin the workbook by populating the Company Information page. Entries made in all fields will be automatically repeated in the Utilization and Forecast worksheets. Note that the E-mail address listed in the E-Mail field must be linked to an active NAS profile for the Service Provider OCN to avoid a major error and automatic rejection of the NRUF.

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); Interconnected VoIP; 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.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.

Service providers who utilize the Excel™ submission method should only use upper case letters (e.g., A) instead of lower case letters (e.g., a) when listing their Parent Company OCN or Service Provider OCN in their Form 502 if their OCN contains a letter.

Carriers that do not have an SP OCN must obtain an OCN in order to file a Form 502. The Thousands-Block (NPA-NXX-X) & Central Office Code (NPA-NXX) Administration Guidelines (ATIS-0300119) provides the following definition of an OCN:

A four position alphanumeric code that uniquely identifies providers of local telecommunications service. OCN assignments are required of all Service Providers (SP) in their submission of utilization and forecast data (FCC 00-104 ¶41 and Public Notice DA 00-1549). Relative to Central Office (CO) Code (NPA-NXX) assignments addressed by these guidelines, National Exchange Carrier Association (NECA) assigned Company Codes are used as OCNs. Companies with no prior Central Office (CO) Code (NPA-NXX) or Company Code assignments shall 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 iconectiv® Telecom Routing Administration (TRA) (www.trainfo.com; 866-672-6997).

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/OCN in the Parent Company/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 obtained by calling the FRN Help Line (877-480-3201) or from the following website:

https://apps.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://apps.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, 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 to 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 5XX NXX or 900-NXX reports on the NANPA website. The reports are viewable by highlighting Reports, then selecting either 5XX 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.

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 NRUF Guidelines.

Since NRUF records are archived at the end of each NRUF cycle (June 30 & December 31), service providers 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.

5XX-NXX Codes – 5XX-NXX codes are to be used for applications which are non-geographic in nature, are not assigned to rate centers and may or may not traverse the Public Switched Telephone Network, but do require an E.164 international numbering plan addressing scheme.

5XX NPAs – NPAs 500, 533, 544, 566, 577, 588, 522, 521, 523, 524, 525, 526, 527, 528, 529, and 532. The following NPAs have been set aside for 5XX-NXX codes: 538, 542, 543, 545, 547, 549, 552, 553, 554, 556, 569, 578, 589, 550, 535, 546, and 558.

5YY – NPAs previously associated with personal communication services. The service definition for 5YY was revised and 5YY-NXX codes are now referred to as 5XX-NXX codes.

Form 502 – FCC form used for submitting NRUF data.

Interconnected VoIP Service Provider – An entity that provides interconnected VoIP service, as that term is defined in 47 U.S.C. § 153(25) (47 CFR § 52.5 (b)). Interconnected VoIP providers are providers of a service that (1) enables real-time, two-way voice communications, (2) requires a broadband connection from the user's location, (3) requires Internet protocol-compatible customer premises equipment, and (4) permits users generally to receive calls that originate on the public switched telephone network and to terminate calls to the public switched telephone network (47 CFR § 9.3).

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.

9YY-NXX Codes – Used for premium services with the cost of each call being billed to the calling party.

9YY NPA – NPA 900.

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 Administrator (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 (e.g., U2, F3b, etc.)

XVI.   Change History

Version	Effective Date	Author	Description of Change
0.1	12/01/03	NANPA	Initial version.
1.0	5/14/04	NANPA	Added NAS login instructions, and updates to sections on NAS user registration, OCN requirements and NNS resource subscription.
2.0	12/1/12	NANPA	Added text on not using Excel™ security settings to unprotect worksheets or to protect (Restrict Editing) the entire Form 502 workbook.
2.7	6/1/15	NANPA	Added Parent Company Name, City, and Contact Tel# as fields that if missing will cause an NRUF to be automatically rejected.
2.8	6/22/15	NANPA	Moved errors where the carrier reported utilization or forecast multiple times from minor to major.

2.9	12/1/15	NANPA	Added a recommendation that service providers have a company representative registered even if a consultant is registered.
2.10	6/1/16	NANPA	Included language from FCC 15-70 on intermediate numbers.
2.11	10/17/16	NANPA	Listed SP Service Types including Interconnected VoIP.
2.12	12/1/16	NANPA	Updated the major error list.
2.13	6/1/17	NANPA	Added text on 5XX-NXX and 9YY NXX Missing Utilization and Anomalous notifications.
2.14	12/1/17	NANPA	Re-Worded the description of the Company Information page.
2.15	6/1/18	NANPA	Added text that SPs should not add a password to individual worksheets or the entire Form 502 workbook.
2.16	11/30/18	NANPA	Removed Neustar™ logos throughout the document.
3.0	1/2/19	NANPA	Updated phone numbers and e-mail addresses due to NANPA transition to Somos™.
3.1	6/1/19	NANPA	Updated the web address for obtaining industry guidelines.
3.2	7/1/19	NANPA	Added the new e-mail address for submissions (nruf@nanpa.com).
3.3	11/27/19	NANPA	Included the OCN definition from the new Thousands-Block (NPA-NXX-X) & Central Office Code (NPA-NXX) Administration Guidelines.
3.4	6/1/20	NANPA	Minor grammatical updates.
3.5	12/1/20	NANPA	Simplified text on logging into NAS to submit on-line NRUFs.
3.6	6/1/21	NANPA	Updated NANPA logo, contact phone numbers, Help Desk name and added 526 to the list of in use 5XX codes.
3.7	12/1/21	NANPA	Updated Missing or Anomalous Data to add timeline clarification when missing or anomalous notifications are distributed by NANPA, added 527 to the list of in use 5XX codes and updated minor grammatical errors.
3.8	6/1/22	NANPA	Added 528 to the list of in use 5XX codes.
3.9	12/1/22	NANPA	Updated NRUF submission methods, re-worded the language stating when carriers will receive an e-mail confirmation or error notification for NRUF submissions, changed NANPA Help Desk to NANPA Customer

			Support Desk, and added 529 to the list of in use 5XX codes.
4.0	6/1/23	NANPA	Added additional information regarding checking the Utilization Missing Report in NAS and added 532 to the list of assigned 5XX codes.
4.1	12/1/23	NANPA	Updated minor grammatical errors.

XVII.   Index