NANPA
North American Numbering Plan Administration

Central Office (CO) Code
Training Guide

1.9v

November 17, 2018

1.0 Introduction

This document provides instruction for making requests for Assignments and Changes of CO (NXX) Codes via the NANP Administration System (NAS). It also provides information regarding the capabilities for queries and reports in NAS. All instructions and field information apply for both Service Provider Applicants (SPA) and Service Provider Consultants (SPC) unless otherwise noted.

1.1 NAS Overview as it Relates to CO Code Request Processing

The following list includes some of the CO Code request processing and reporting capabilities available in NAS:

- Entering and submitting Part 1 requests for new NPA-NXX code assignments
- Entering and submitting Part 1 requests for changes to existing NPA-NXX code assignments
- Entering and submitting Part 1 requests for returns of NPA-NXX code assignments
- Entering and submitting previously suspended Part 1 requests
- Searching for all forms tied to code requests (Part 1s, Part 3s, MTEs, Part 4s & Part 5s)
- Reports capabilities
  - CO Code Utilized Report
  - CO Code Assignment Records
  - Part 3 Report
  - Submitted Part 4's Report
  - Assignments Needing Part 4 Report

2.0 CO Code Requests

2.1 Part 1 Requests

2.1.1 New

This section discusses the creation of Part 1 requests for new NPA-NXX code assignments and reservation of NPA-NXX codes via NAS.

Please note that any field marked with a red asterisk is a required field and must be populated based on the criteria indicated in the field requirements listed below.

2.1.1.1 Initial Requests

The following section describes the steps to create and submit a Part 1 request in NAS for an Initial NPA-NXX code assignment.
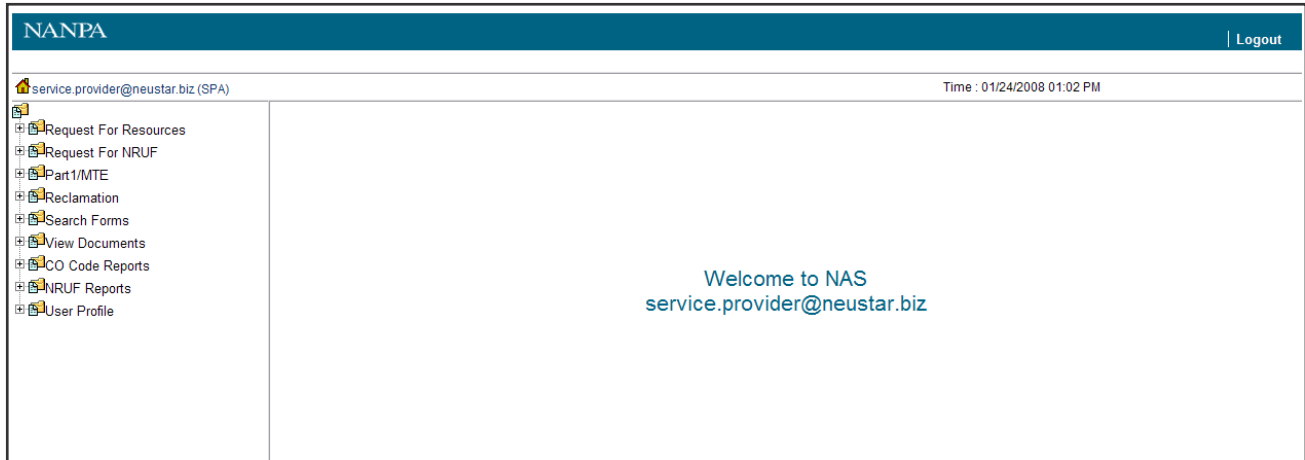
NAS Landing Page

Figure 2.1.1

Creating and Submitting a Part 1 Request for an Initial NPA-NXX code

Step 1: To create a Part 1 request for an Initial NPA-NXX code assignment, click on the + sign next to "Part 1/MTE" (see Figure 2.1.1). This will bring down a list of Part 1 request form options.

Step 2: Click on "New". The *New Code Assignment Request (Part 1)* screen is displayed as shown in Figure 2.1.2.

Figure 2.1.2

Step 3: Select information from the dropdown lists in the following fields.

OCN: Click on the OCN field to bring up the list of Company OCNs. Select an OCN from this list. *Note: The OCNs listed in the drop-down are from your NAS profile. If an OCN is not listed, you will need to update your profile.*

NPA: Click on the NPA field to bring up the list of NPA(s). Select an NPA from this list. The screen will refresh and load the appropriate rate centers based on the NPA selected. *Note: The NPAs listed in the drop-down are from your NAS profile. If a NPA is not listed, you will need to update your profile.*

Rate Center: Click on the Rate Center field to bring up a list of Rate Centers. Select the Rate Center for the code assignment.

Type of request: Click on the Type of Request field to bring up a list of Part 1 application choices. Select "Initial".

Click on the "**Continue**" button.

NAS will perform validations to confirm that the request being submitted is a valid Initial request.

- o If NAS confirms that the request for an Initial code is invalid, it will return a Validation error message, "Invalid Request Type: There are currently existing assignments or pending assignment requests. Please request Growth". See Figure 2.1.3

Figure 2.1.3

- o If NAS confirms that the request for an Initial code is valid, it will bring up the Part 1 form screen as shown in Figure 2.1.4.

Central Office Code (NXX) Code Assignment request - Part 1
Revised December 9, 2005
Type of Application: New

Section 1.1

Code Applicant

Company/Entity Name:	NAS TEST
Headquarters Address:	46000 CENTER OAK PLAZA
Headquarters City,State, Zip:	STERLING, VA, 20166
Contact Name:	SERVICE PROVIDER
Contact City,State, Zip:	STERLING, VA, 20166
Contact Phone:	9999999999
Contact Fax:	9999999999

Code Administrator[2]

Name:	Joseph Rano
Address:	46000 Center Oak Plaza
City, State and Zip:	Sterling, VA, 20166
Phone:	571-434-5138
Fax:	571-434-5502

Section 1.2

NPA:	304
LATA:*	
OCN[4]:	TEST
Parent Company OCN:*	TEST
Switch Identification[5]:*	
Locality/City/Wire Center:	
Rate Center[6]:	ALDERSON
Homing Tandem Operating Company[7]:	
Homing Tandem CLLI[8]:*	

Section 1.3

Date of Application:	11/12/2008
Requested Effective date[9,10]:*	01/10/2009

☐ By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Expedite	☐
Expedite Explanation	

Section 1.4

Type of Company:	CAP OR CLEC ▾
Type of Service:	Wireline ▾
NXX assignment preference	
Undesirable NXX codes	

Section 1.5

Pooling Indicator[11]:	☐
NPA Jeopardy Criteria	☑
Attached Part 2 [12,13]	Not attached ▾
Additional Documentation	Not sent ▾
Comments	

[Submit] 14   [Cancel]   [Back]   [Reset]

Figure 2.1.4

Step 4: Complete fields on the Part 1 form as follows:

Section 1.1

Company/Entity Name: The Company/Entity Name field is pre-populated.
Headquarters Address: The Headquarters Address fields are pre-populated.
> **Service Provider Consultants** – The Headquarters Address fields are pre-populated if the user profile has headquarters information included. If not, then the SPC will be required to complete the Part1 form Headquarters Address fields for the SP for which the SPC is submitting a Part 1.
>> **Headquarters Address:** This field allows a maximum of 100 characters.
>> **Headquarters City, State, Zip:** Enter the City, State and Zip code for the headquarters address. This is a required field, which allows a maximum of 125 characters.

Code Administrator information: Code Administrator information is pre-populated with the name and information for the NANPA Code Administrator assigned to the specific NPA in which the request is being made.

Section 1.2

NPA: The NPA is pre-populated.
LATA: The LATA field allows a minimum of 3, a maximum of 5 alphanumeric characters.
OCN: The OCN is pre-populated.
Parent Company OCN: The Parent Company OCN is pre-populated.
> **Service Provider Consultant** – The Parent Company OCN is pre- populated, if available in the user profile. If not, the SPC will need to enter the Parent Company OCN. This is a 4 character alphanumeric field.

Switch Identification: The Switch Identification field is an 11 character alphanumeric field (spaces are allowed). If less than 11 characters (including spaces) are entered you will receive a Validation Error message at the time of submission of your Part 1.
Locality/City/Wire Center: Enter the Locality/City/Wire Center for the code that is being requested. This field allows for a maximum of 80 alphanumeric characters.
Rate Center: The Rate center is pre-populated.
Homing Tandem Operating Company: Enter the name of the Homing Tandem Operating Company. This field allows for a maximum of 80 alphanumeric characters.
Tandem Homing CLLI: The Tandem Homing CLLI field is an 11 character alphanumeric field. NAS will not allow you to enter more than 11 characters. If less than 11 characters (including spaces) are entered you will receive a Validation Error message at the time of submission of your Part 1.

Section 1.3

Date of Application: The Date of Application field is pre-populated with the current date and time (EST).

Requested Effective Date: The Requested Effective Date is pre-populated with the current date + 59 days (the standard interval required to process a request). You may enter a different date (mm/dd/yyyy).

Expedite Checkbox: Place a checkmark in this box if the Requested Effective Date is less than 59 days from the current date.

Expedite Explanation: If you check the Expedite checkbox, an explanation for the expedite must be entered in this field. A maximum of 1024 characters is allowed in the Expedite Explanation field.

Effective Date Checkbox: You many check this box to request the earliest possible effective date that NANPA may grant for a NON-EXPEDITED request.

Section 1.4

Type of Company: Select the Type of Company from the dropdown list.

Type of Service: Select Type of Service from the dropdown list.

NXX assignment preference: Enter any NXX assignment preference(s). This field allows for a maximum of 1000 characters. *Note: NXX preferences are not guaranteed.*

Undesirable NXX codes: Enter any undesired NXX code(s). This field allows for a maximum of 1000 characters.

Section 1.5

Pooling Indicator Checkbox: Leave the checkbox blank and only place a checkmark in the Pooling Indicator Checkbox if the code you are requesting will be a pooled code.

NPA Jeopardy Criteria Checkbox: This checkbox is pre-populated if the NPA is a Jeopardy NPA.

Additional Documentation: Select the method you will use to send additional documents to NANPA (along with your Part 1 request) from the dropdown list.

Comments: Enter any additional pertinent or required information in the Comments field. This field allows for a maximum of 1024 characters.

Buttons on the Part 1 form:
- o   The "**Submit**" button will Submit the Part 1 request in NAS. Upon successful submission NAS will display a confirmation page with a tracking number.
- o   The "**Cancel**" button will allow you to completely cancel the Part 1 request and return to the NAS Landing page.
- o   The "**Back**" button will take the user back to the first Part 1 page where modifications can be made to selections made from the dropdown lists then return to the Part 1 form to continue.
- o   The "**Reset**" button clears current data entered by the user.

Step 5: Submit the Part 1 request.

To submit a Part 1 request, click on the "Submit" button.

NOTE: If the submission is unsuccessful, NAS will return the user to the Part 1 form with error messages at the top of the screen indicating what field(s) must be corrected or completed prior to re-submission.
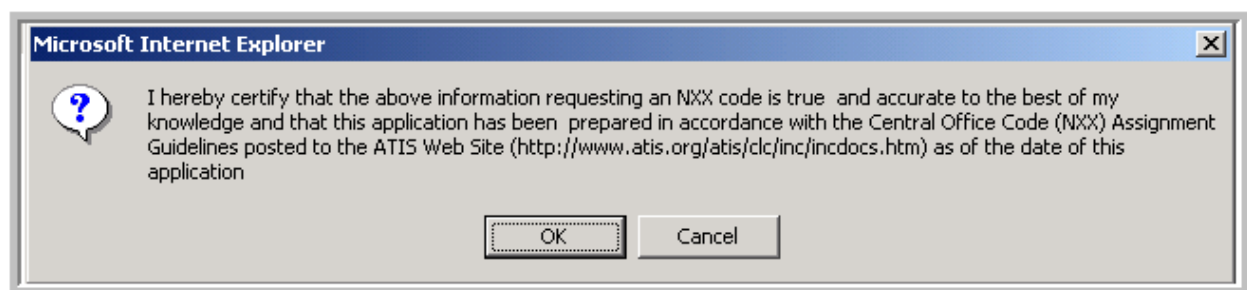
Figure 2.1.5

After clicking on the "OK" button NAS will respond with a Confirmation page as shown in Figure 2.1.6. The confirmation page will provide a tracking number and will indicate that you have successfully submitted your Part 1 request.

A reminder will appear on the confirmation page informing you of possible documentation that you may be required to submit along with your Part 1 submission.

In addition, you may view the Part 1 that you submitted by clicking on the "View Part One" button.

Successfully submitted Part One.
Please note the tracking number: 206-101746

The following supporting documentation is required Evidence of Certification.
- Wireline carriers need to show proof that they are certified in the appropriate state.
- Wireless carriers need to provide appropriate FCC licenses.
- The SP needs to show proof of the ability to provide service within 60 days of the NXX effective date.
- State or Federal Waivers if applicable.
- Expedite Effective Date documentation if applicable.

[Done]   [View Part One]

Figure 2.1.6

2.1.1.2 Growth Requests

The following section describes the steps to create and submit a Part 1 request in NAS for a Growth NPA-NXX code.

Please note that any field marked with a red asterisk is a required field and must be populated based on the requirements indicated in the field requirements listed below.

NAS Landing Page
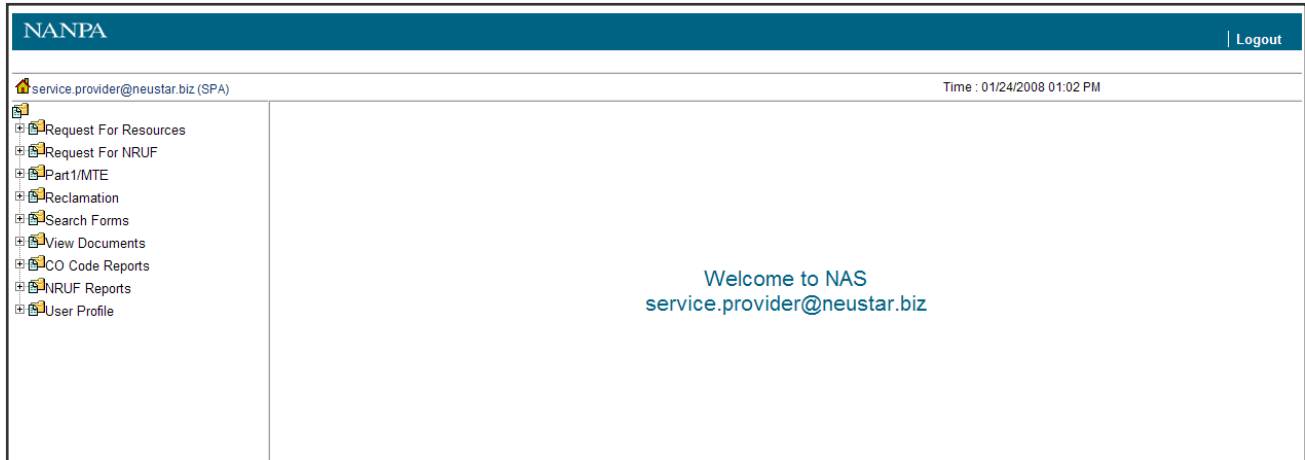
Figure 2.1.7

Creating and Submitting a Part 1 Request for a Growth NPA-NXX code

Step 1: To create a Part 1 request for a Growth NPA-NXX code, click on the + sign next to "Part 1/MTE". This will bring down a list of Part 1 request form options. (See Figure 2.1.7)

Step 2: Click on "New". The *New Code Assignment Request (Part 1)* screen is displayed as shown in Figure 2.1.8.

Figure 2.1.8

Step 3: Select information from the dropdown lists in the following fields.

> **OCN:** Click on the OCN field to bring up the list of Company OCNs from the user profile. Select an OCN from this list. *Note: The OCNs listed in the drop-down are from your NAS profile. If an OCN is not listed, you will need to update your profile.*

> **NPA:** Click on the NPA field to bring up the list of NPAs from the user profile. Select an NPA from this list. The screen will refresh and load the appropriate rate centers based on the NPA selected. *Note: The NPAs listed in the drop-down are from your NAS profile. If a NPA is not listed, you will need to update your profile.*

> **Rate Center:** Click on the Rate Center field to bring up a list of Rate Centers tied to the selected NPA.

> **Type of request:** Click on the Type of Request field to bring up a list of Part 1 application choices. Select "Growth".

> Click on the "**Continue**" button.

NAS will perform validations to confirm that the request being submitted is a valid Growth request.

If NAS confirms that the request for a Growth code is invalid, it will return a Validation error message, "Invalid Request Type: There are currently no existing assignments or pending assignment requests. Please request Initial." See Figure 2.1.9
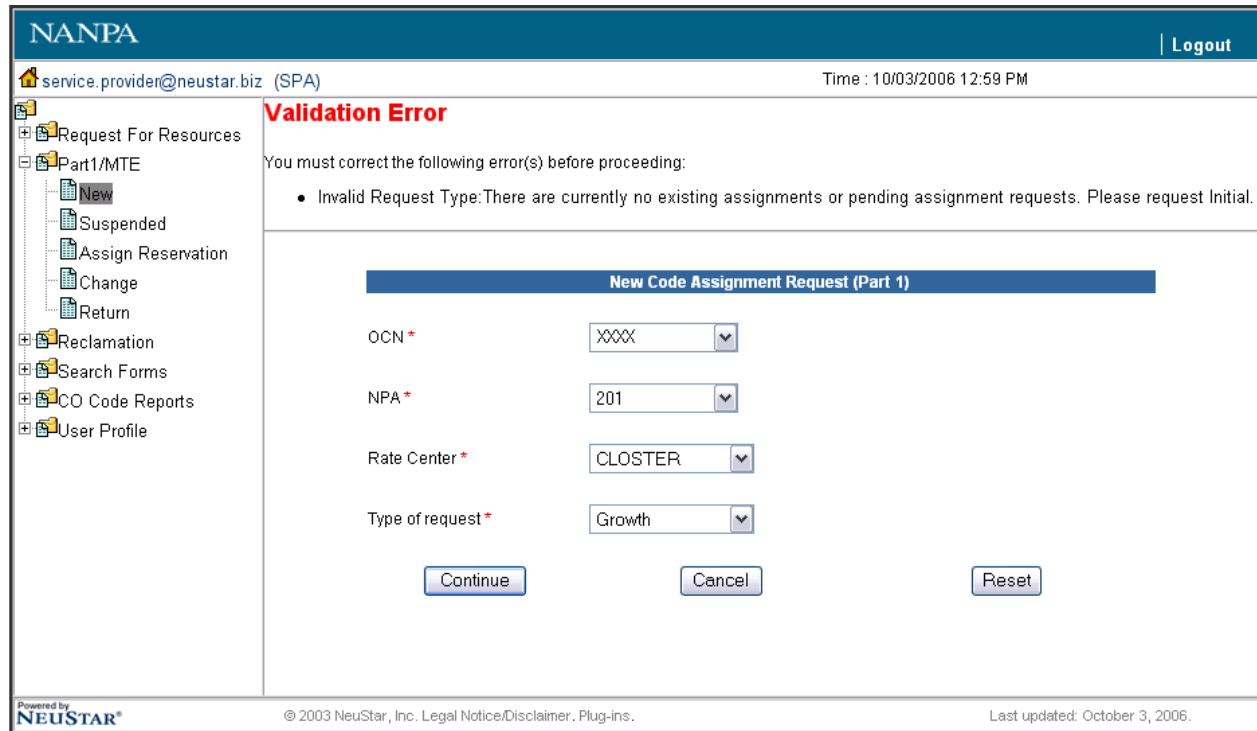
Figure 2.1.9

If NAS confirms that the request for a Growth code is valid, it will bring up the Part 1 form screen as shown in Figure 2.1.10.

Central Office Code (NXX) Code Assignment request - Part 1
Revised December 9, 2005
Type of Application: New

Section 1.1

Code Applicant

Company/Entity Name:	NAS TEST
Headquarters Address:	46000 CENTER OAK PLAZA
Headquarters City,State, Zip:	STERLING, VA, 20166
Contact Name:	SERVICE PROVIDER
Contact City,State, Zip:	STERLING, VA, 20166
Contact Phone:	9999999999
Contact Fax:	9999999999

Code Administrator[2]

Name:	Joseph Rano
Address:	46000 Center Oak Plaza
City, State and Zip:	Sterling, VA, 20166
Phone:	571-434-5138
Fax:	571-434-5502

Section 1.2

NPA:	304
LATA:*	
OCN[4]:	TEST
Parent Company OCN:*	TEST
Switch Identification[5]:*	
Locality/City/Wire Center:	
Rate Center[6]:	ALDERSON
Homing Tandem Operating Company[7]:	
Homing Tandem CLLI[8]:*	

Section 1.3

Date of Application:	11/12/2008
Requested Effective date[9,10]:*	01/10/2009

☐ By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Expedite	☐
Expedite Explanation	

Section 1.4

Type of Company:	CAP OR CLEC
Type of Service:	Wireline
NXX assignment preference	
Undesirable NXX codes	

Section 1.5

Pooling Indicator[11]:	☐
NPA Jeopardy Criteria	☑
Attached Part 2 [12,13]	Not attached
Additional Documentation	Not sent
Comments	

[Submit] 14   [Cancel]   [Back]   [Reset]

Figure 2.1.10

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Step 4: Complete fields on the Part 1 form as follows:

Section 1.1

Company/Entity Name: The Company/Entity Name field is pre-populated.
Headquarters Address: The Headquarters Address fields are pre-populated.
> **Service Provider Consultants** –The Headquarters Address fields are pre-populated if the user profile has headquarters information included. If not, then the SPC will be required to complete the Headquarters Address fields on the Part 1 form.
>> **Headquarters Address:** This field allows a maximum of 100 characters.
>> **Headquarters City, State, Zip:** Enter the City, State and zip code for the headquarters address. This is a required field, which allows a maximum of 125 characters.

Code Administrator information: The Code Administrator fields are pre-populated with the name and information for the NANPA Code Administrator assigned to the specific NPA in which the request is being made.

Section 1.2

NPA: The NPA is pre-populated.
LATA: The LATA field allows a minimum of 3, a maximum of 5 alphanumeric characters.
OCN: The OCN is pre-populated.
Parent Company OCN: The Parent Company OCN is pre-populated.
> **Service Provider Consultant** – The Parent Company OCN is pre-populated, if available in the user profile. If not, the SPC will need to enter the Parent Company OCN. This is a 4 character alphanumeric field.

Switch Identification: The Switch Identification field is an 11 character alphanumeric field (spaces are allowed). If less than 11 characters (including spaces) are entered you will receive an error message at the time of submission of your Part 1.
Locality/City/Wire Center: Enter the Locality/City/Wire Center for the code that is being requested. This is a required field, which allows for a maximum of 80 alphanumeric characters.
Rate Center: The Rate center is pre-populated.
Homing Tandem Operating Company: Enter the name of the Homing Tandem Operating Company. This field allows for a maximum of 80 alphanumeric characters.
Tandem Homing CLLI: The Tandem Homing CLLI field is an 11 character alphanumeric field (spaces are allowed). If less than 11 characters are entered you will receive an error message at the time of submission of your Part 1.

Section 1.3

Date of Application: The Date of Application field is pre-populated with the current date and time (EST).

Requested Effective Date: The Requested Effective Date is pre-populated with the current date + 59 days (the standard interval required to process a request). You may enter a different date (mm/dd/yyyy).

Expedite Checkbox: Place a checkmark in this box if the date entered is less than today's date plus 59 days.

Expedite Explanation: If the Expedite checkbox is checked the user will be required to enter an explanation of the reason for the expedite request in this field. A maximum of 1024 alphanumeric characters is allowed in the Expedite Explanation field.[1]

Effective Date Checkbox: You many check this box to request the earliest possible effective date that NANPA may grant for a <u>NON-EXPEDITED</u> request.

Section 1.4

Type of Company: Select the Type of Company from the dropdown list.

Type of Service: Select the Type of Service from the dropdown list.

NXX assignment preference: Enter any NXX assignment preference(s). This field allows for a maximum of 1000 characters. *Note: NXX preferences are not guaranteed.*

Undesirable NXX codes: Enter any undesired NXX code(s). This field allows for a maximum of 1000 characters.

Section 1.5

Pooling Indicator Checkbox: The applicant should leave the checkbox blank and only place a checkmark in the Pooling Indicator Checkbox if the code you are requesting will be a pooled code.

NPA Jeopardy Criteria Checkbox: This checkbox is pre-populated if the NPA is a Jeopardy NPA.

Additional Documentation: Select the method you will use to send additional documents to NANPA (along with your Part 1 request) from the Additional Documentation dropdown list.

Comments: Enter any additional pertinent information in the Comments field. This field allows a maximum of 1024 characters.

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[1] Users are required to provide additional documentation for the expedite, if required, to NANPA on the same business day that the Part 1 is submitted in NAS.

Buttons on the Part 1 form:
  - o The "**Continue**" button will take you to the Months to Exhaust worksheet screen.
  - o The "**Cancel**" button will allow you to completely cancel the Part 1 request and return to the NAS Landing Page.
  - o The "**Back**" button will take the user back to the first Part 1 page where modifications can be made to selections made from the dropdown lists then return to the Part 1 form to continue.
  - o The "**Reset**" button clears current data entered by the user.

Step 5: Click on the "Continue" button.

NOTE: If the Part 1 is incomplete or has errors, NAS will return to the Part 1 form with error messages at the top of the screen indicating what field(s) must be corrected or completed prior to continuing to the MTE screen.

This will bring up the *CO Code Assignment Month to Exhaust Certification Worksheet – TN Level* screen and form as shown above in Figure 2.1.11. Navigate through the Months to Exhaust form by using the tab key to move from field to field or by clicking your mouse on each field.

Effective June 11, 2001   Appendix B

CO Code Assignment
MONTHS TO EXHAUST CERTIFICATION WORKSHEET - TN Level[1]
(Worksheet to be used for Requests for Additional Codes for Growth)

Date: 11/12/2008
Company name: NAS TEST
Rate Center: ALDERSON

NPA(s)-NXXs included in growth calculation [2]:*

NANPA Count: 1
Code Applicant: SERVICE PROVIDER
Title: SERVICE PROVIDER
Phone: 9999999999
Fax: 9999999999

Telephone numbers (TNs) available for assignment[3]:*

	1	2	3	4	5	6	7	8	9	10	11	12
Previous 6-months growth history[4]:*												
Forecast Next months 1-12[5]:*												

Average Monthly forecast (Calculated)

Months to Exhaust[6] (Calculated)

Utilization level[7]:*   %

Explanation:

[Submit]   [Calculate]   [Cancel]   [Back]

[1] A copy of this worksheet is required to be submitted to the Code Administrator; for audit purposes, it must be in the applicant's files.

[2] Report on all resources for the requested geographic area, including newly acquired codes.

[3] Forecasted thousands-block(s) needed in each following month, starting with the most recent month as Month #1.

[4] Net change in TNs no longer available for assignment in each previous month, starting with the most distant month as Month #1, and Month #6 as the current month.

[5] Forecast of TNs needed in each following month, starting with the most recent month as Month #1.

[6] To be assigned an additional CO Code (NXX) for growth, "Months to Exhaust" must be less than or equal to 6 months. (FCC 00-104, section 52.15 (g) (3) (iii)).

[7] Newly acquired numbers (see glossary) may be excluded from the utilization calculation (FCC 00-104, section 52.15 (g) (3) (ii)).

Figure 2.1.11

Step 6: Complete the fields on the MTE as follows:

Date: The date field is pre-populated with today's date.

Company Name: The Company Name field is pre-populated.

Rate Center: The Rate Center field is pre-populated.

NPA(s) – NXXs included in growth calculation: List all NPA-NXX(s) included in the growth calculation. **Code Applicant:** The Code Applicant field is pre-populated.

Title: The Title field is pre-populated.

Phone: The Phone field is pre-populated.

Fax: The Fax field is pre-populated.

Telephone Numbers Available for Assignment: Enter the total number of telephone numbers that are available for assignment in this NPA and Rate Center. This field allows for a maximum of 20 digits, including commas.

Previous 6-months growth history: Enter the net change in the TNs no longer available for assignment in each of the previous 6 months starting with the most distant month as Month #1 and Month #6 as the current month. Each of these fields is required. Negative numbers, positive numbers and zeroes are all valid entries. A maximum of 8 digits, including commas, are allowed.

Forecast – Next months 1-12: Enter the forecast of TNs needed in each of the following 12 months, starting with the most recent month as Month #1. Each of these fields is required. Negative numbers, positive numbers and zeroes are all valid entries. A maximum of 8 digits, including commas, are allowed.

Average Monthly Forecast (calculated): The Average Monthly Forecast will be calculated by NAS. If you wish to see the calculation prior to submission, you can click on the "Calculate" button found below the "Explanation" field. NAS will perform the necessary calculations and return a forecast figure in the field.

Months to Exhaust (calculated): The Months to Exhaust field will also be calculated by NAS. This calculation can be seen prior to submission by clicking on the "Calculate" button.

Utilization Level: Enter the Utilization Level. This is a percentage from 0 to 100%. The field allows for up to three decimal places.

Explanation: The Explanation field allows for an explanation of up to 1024 characters to be entered.

Buttons on the MTE form:

- o The "**Submit**" button will calculate "Average Monthly Forecast" and the "Months to Exhaust" fields and submit the request into NAS.
- o The "**Calculate**" button allows NAS to calculate the "Average Monthly Forecast" and the "Months to Exhaust" and show the results in the fields prior to submission of the request.
- o The "**Cancel**" button will allow the user to completely cancel the Part 1 request and return to the NAS Landing Page.
- o The "**Reset**" button clears current data entered by the user.
- o The "**Back**" button will take the user back to the Part 1 form screen to review or edit fields. (NAS will retain the information entered on the MTE so that the user does not have to re-enter everything upon return to the MTE screen.)

Step 7: Submit the Part 1 request.

To submit the Part 1 request, click on the "Submit" button.
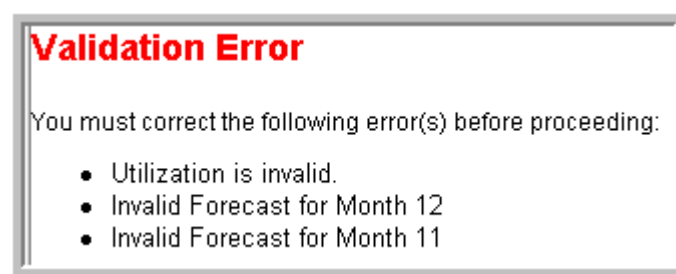
Figure: 2.1.12

NOTE: If the submission is unsuccessful, NAS will return to the Months to Exhaust worksheet with error messages showing at the top of the screen (Figure 2.1.12) indicating which fields(s) must be corrected or completed prior to re-submission.
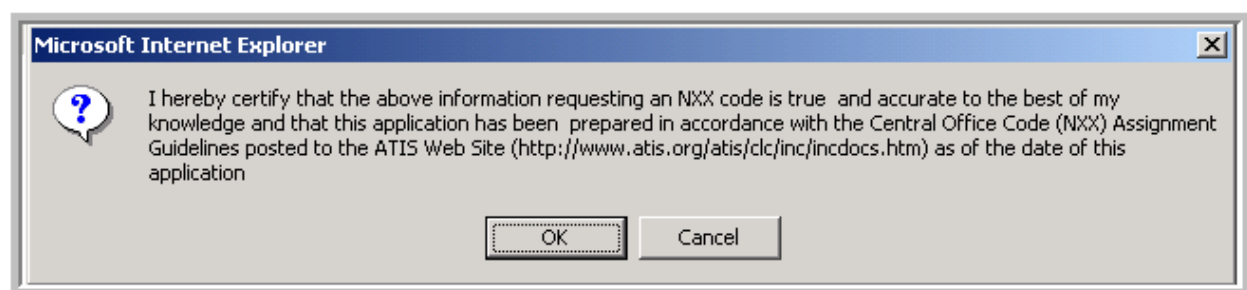
Figure: 2.1.13

If the request is successfully submitted, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.13. By clicking on the "OK" button you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper.

To return to the Part 1 request for review and update, click on "Cancel". NAS will return to the Part 1 form.
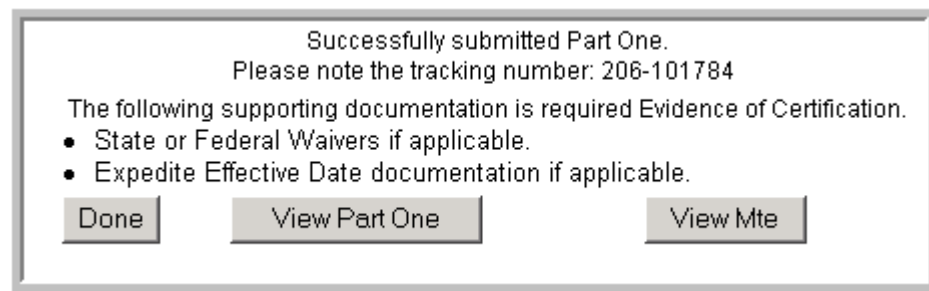
Figure 2.1.14

After clicking on the "OK" button NAS will respond with a Confirmation page as shown in Figure 2.1.14. The confirmation page will give a tracking number and indicate that the Part 1 request has successfully been submitted.

A reminder will appear on the confirmation page informing the user of possible documentation that may be required to be submitted along with the Part 1 submission.

2.1.1.3 Initial Reservation Requests

The following section describes the steps to create and submit a Part 1 request in NAS for an Initial Reservation of an NPA-NXX code. Please note that any field marked with a red asterisk is a required field and must be populated based on the requirements indicated in the field requirements listed below.

NAS Landing Page
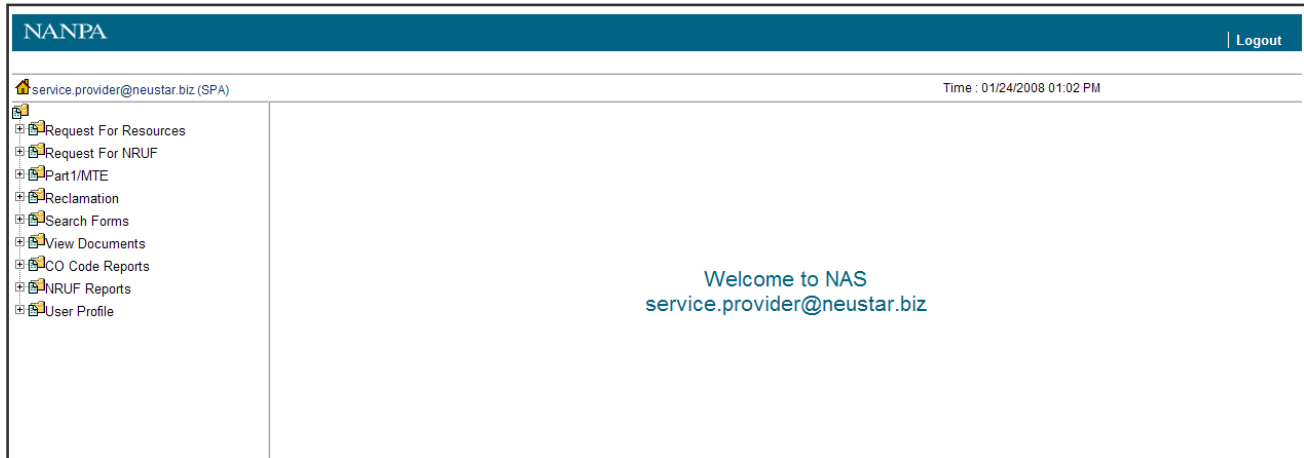
Figure 2.1.15

Creating and Submitting a Part 1 Request for an Initial Reservation for an NPA-NXX code

Step 1: To create a Part 1 request for an Initial Reservation of an NPA-NXX code, click on the + sign next to "Part 1/MTE" (see Figure 2.1.15). This will bring down a list of Part 1 request form options.

Step 2: Click on "New". The *New Code Assignment Request (Part 1)* screen is displayed as shown in Figure 2.1.16.

Figure 2.1.16

Step 3: Select information from the dropdown lists in the following fields.

OCN – Click on the OCN field to bring up the list of Company OCNs from the user profile. Select an OCN from this list.

NPA - Click on the NPA field to bring up the list of NPA(s) from the user profile. Select an NPA from this list. The screen will refresh and load the appropriate rate centers based on the NPA selected.

Rate Center – Click on the Rate Center field to bring up a list of Rate Centers. Select the Rate Center for the code assignment.

Type of request – Click on the Type of Request field to bring up a list of Part 1 application choices. Select "Reserve Initial".

Click on the "**Continue**" button.

NAS will perform validations to confirm that the request being submitted is a valid Initial request.

- o If NAS confirms that the request for an Initial Reservation is invalid, it will return an error message "Invalid Request Type: Found existing assignments. Please request Growth."

- o If NAS confirms that the request for an Initial Reservation is valid, it will bring up the Part 1 form screen as shown in Figure 2.1.17.

Central Office Code (NXX) Code Assignment request - Part 1
Revised December 9, 2005
Type of Application: New

Section 1.1

Code Applicant
Company/Entity Name: NAS TEST
Headquarters Address: 46000 CENTER OAK PLAZA
Headquarters City,State, Zip: STERLING, VA, 20166
Contact Name: SERVICE PROVIDER
Contact City,State, Zip: STERLING, VA, 20166
Contact Phone: 9999999999
Contact Fax: 9999999999

Code Administrator[2]
Name: Joseph Rano
Address: 46000 Center Oak Plaza
City, State and Zip: Sterling, VA, 20166
Phone: 571-434-5138
Fax: 571-434-5502

Section 1.2

NPA: 304
LATA:*
OCN[4]: TEST
Parent Company OCN:* TEST
Switch Identification[5]:*
Locality/City/Wire Center:
Rate Center[6]: ALDERSON
Homing Tandem Operating Company[7]:
Homing Tandem CLLI[8]:*

Section 1.3

Date of Application: 11/12/2008
Requested Effective date[9,10]:* 01/10/2009

[ ] By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Expedite [ ]
Expedite Explanation

Section 1.4

Type of Company: CAP OR CLEC
Type of Service: Wireline
NXX assignment preference
Undesirable NXX codes

Section 1.5

Pooling Indicator[11]: [ ]
NPA Jeopardy Criteria [✓]
Attached Part 2 [12,13] Not attached
Additional Documentation Not sent
Comments

Submit 14   Cancel   Back   Reset

Figure 2.1.17

26

Step 4: Complete fields on the Part 1 form as follows:

Section 1.1

Company/Entity Name: The Company/Entity Name field is pre-populated.
Headquarters Address: The Headquarters Address fields are pre-populated.
> **Service Provider Consultants** –The Headquarters Address fields are pre-populated if the user profile has headquarters information included. If not, then the SPC will be required to complete the Headquarters Address fields on the Part 1 form.

Headquarters Address: This field allows a maximum of 100 characters.
Headquarters City, State, Zip: Enter the City, State and Zip code for the headquarters address. This is a required field, which allows a maximum of 125 characters.
Code Administrator information: The Code Administrator fields are pre-populated with the name and information for the NANPA Code Administrator assigned to the specific NPA in which the request is being made.

Section 1.2

NPA: The NPA is pre-populated.

LATA: The LATA field allows a minimum of 3, a maximum of 5 alphanumeric characters.

OCN: The OCN is pre-populated.

Parent Company OCN: The Parent Company OCN is pre-populated.
> **Service Provider Consultant** – The Parent Company OCN is pre-populated, if available, from the user profile. If not, the SPC will need to enter the Parent Company OCN. This is a 4 character alphanumeric field.

Switch Identification: The Switch Identification field is an 11 character alphanumeric field (spaces are allowed). If less than 11 characters (including spaces) are entered NAS respond with an error message at the time of submission.

Locality/City/Wire Center: Enter the Locality/City/Wire Center for the code that is being requested. This field allows for a maximum of 80 alphanumeric characters.

Rate Center: The Rate center is pre-populated.

Homing Tandem Operating Company: Enter the name of the Homing Tandem Operating Company. This field allows for a maximum of 80 alphanumeric characters.

Tandem Homing CLLI: The Tandem Homing CLLI field is an 11 character alphanumeric field (spaces are allowed). If less than 11 characters are entered NAS respond with an error message at the time of submission.

Section 1.3

Date of Application: The Date of Application field is pre-populated with the current date and time (EST).

Requested Effective Date: There is no Requested Effective Date for a code reservation.

Expedite Checkbox: Place a checkmark in this box if the date entered is less than today's date plus 59 days.

Expedite Explanation: If you check the Expedite checkbox you must also enter an explanation of the reason for your expedite request in this field. Maximum of 1024 characters.

Effective Date Checkbox: You many check this box to request the earliest possible effective date that NANPA may grant for a NON-EXPEDITED request.

Section 1.4

Type of Company: Select the Type of Company from the dropdown list.

Type of Service: Select the Type of Service from the dropdown list.

NXX assignment preference: Enter any NXX assignment preference(s). This field allows for a maximum of 1000 characters. *Note: NXX preferences are not guaranteed.*

Undesirable NXX codes: Enter any undesired NXX code(s). This field allows for a maximum of 1000 characters.

Section 1.5

Pooling Indicator Checkbox: The applicant should leave the checkbox blank and only place a checkmark in the Pooling Indicator Checkbox if the code you are requesting will be a pooled code.

NPA Jeopardy Criteria Checkbox: This checkbox is pre-populated if the NPA is a Jeopardy NPA.

Additional Documentation: Select the method being used to send additional documents to NANPA (along with your Part 1 request) from the Additional Documentation dropdown list.

Comments: Enter any additional pertinent information in the Comments field. This field allows for a maximum of 1024 characters.

Buttons on the Part 1 form:
- o The "**Submit**" button submits the Part 1 request in NAS. If the submission is successful the user will receive a confirmation and tracking number.
- o The "**Cancel**" button will allow the user to completely cancel the Part 1 request and return you to the NAS Landing Page.
- o The "**Back**" button will return the user to the first Part 1 page where modifications can be made to selections made from the dropdown lists then return to the Part 1 form to continue.
- o The "**Reset**" button clears current data entered by the user.

Step 5: Submit the Part 1 request.

To submit the Part 1 request, click on the "Submit" button.

NOTE: If the submission is unsuccessful, NAS will return to the Part 1 with error messages at the top of the screen indicating what fields must be corrected or completed prior to re-submission. (Figure 2.1.18)

Validation Error

You must correct the following error(s) before proceeding:

- Invalid values for Tandem Homing CLLI provided. Tandem Homing CLLI must be exactly 11 Alphanumeric Characters or spaces.

Figure 2.1.18

If the request is successfully submitted, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.19. By clicking on the "OK" button you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper.

To return to your Part 1 request to review and update, click on "Cancel". NAS will return to the Part 1 form.

Microsoft Internet Explorer   ✕

? I hereby certify that the above information requesting an NXX code is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the Central Office Code (NXX) Assignment Guidelines posted to the ATIS Web Site (http://www.atis.org/atis/clc/inc/incdocs.htm) as of the date of this application
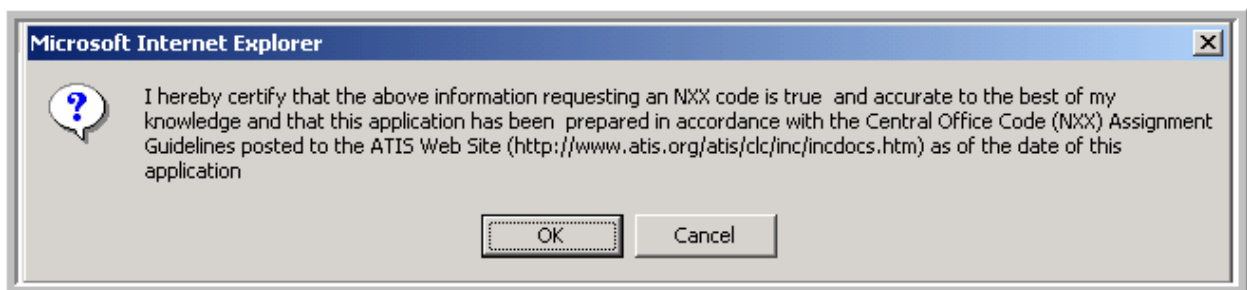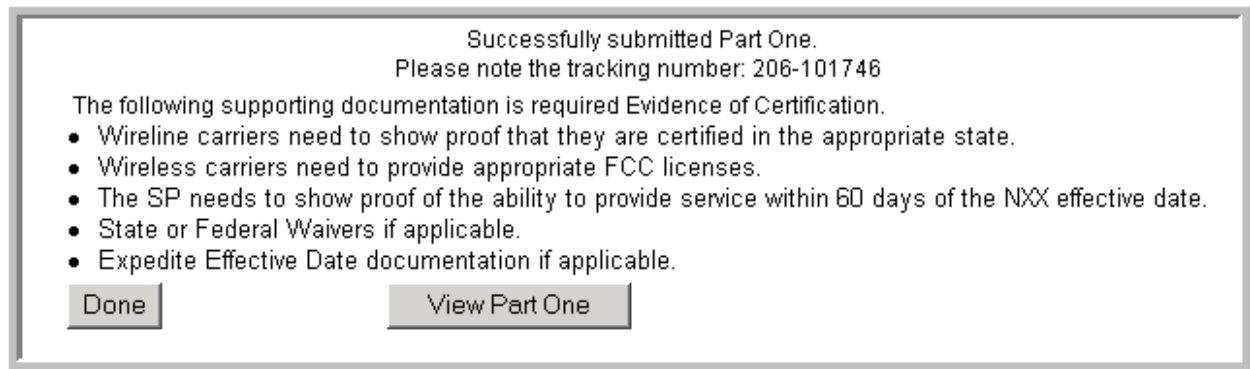
OK   Cancel

Figure 2.1.19

After clicking on the "OK" button NAS will respond with a Confirmation page (Figure 2.1.20). The confirmation page will show a tracking number and will indicate that the request has been successfully submitted.

A reminder will appear on the confirmation page informing the user of possible documentation that may be required to be submitted along with the Part 1 submission.

```
                        Successfully submitted Part One.
                Please note the tracking number: 206-101746
  The following supporting documentation is required Evidence of Certification.
  •  Wireline carriers need to show proof that they are certified in the appropriate state.
  •  Wireless carriers need to provide appropriate FCC licenses.
  •  The SP needs to show proof of the ability to provide service within 60 days of the NXX effective date.
  •  State or Federal Waivers if applicable.
  •  Expedite Effective Date documentation if applicable.

     [ Done ]              [ View Part One ]
```

Figure 2.1.20

2.1.1.4 Growth Reservation

The following section describes the steps to create and submit a Part 1 request in NAS for a Growth Reservation of an NPA-NXX code. Please note that any field marked with a red asterisk is a required field and must be populated based on the requirements indicated in the field requirements listed below.
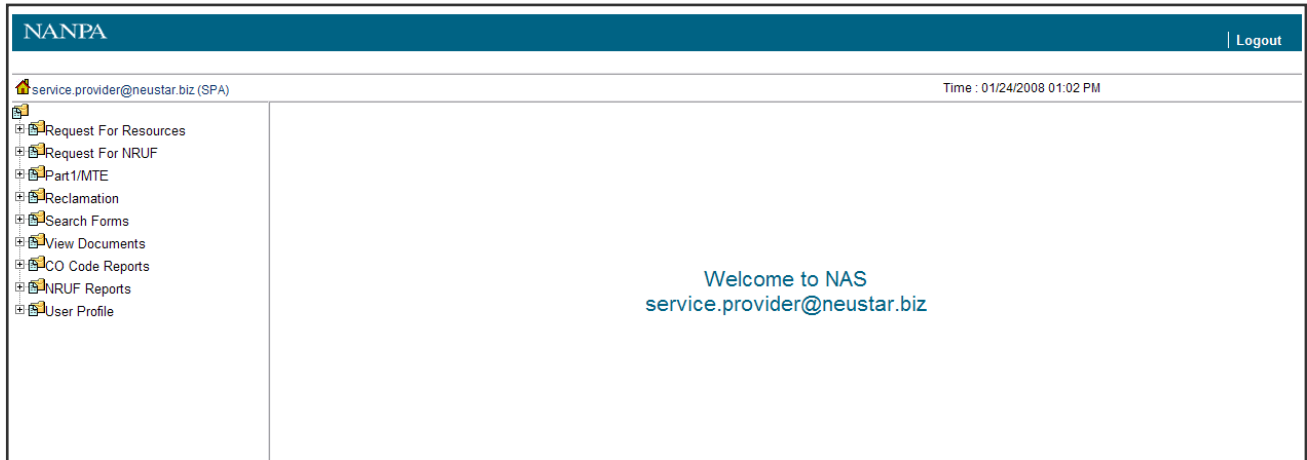
NAS Landing Page

Figure 2.1.21

Creating and Submitting a Part 1 Request for a Growth Reservation of an NPA-NXX code

Step 1: To create a Part 1 request for a Growth Reservation of an NPA-NXX code, click on the + sign next to "Part 1/MTE" (see Figure 2.1.21). This will bring down a list of Part 1 request form options.

Step 2: Click on "New". The *New Code Assignment Request (Part 1)* screen is displayed as shown in Figure 2.1.22.

Figure 2.1.22

Step 3: Select information from the dropdown lists in the following fields.

> **OCN** – Click on the OCN field to bring up the list of OCNs from the user profile. Select an OCN from this list.

> **NPA** - Click on the NPA field to bring up the list of NPAs from the user profile. Select an NPA from this list. The screen will refresh and load the appropriate rate centers in the rate center list based on the NPA selected.

> **Rate Center** – Click on the Rate Center field to bring up a list of Rate Centers tied to the selected NPA.

> **Type of request** – Click on the Type of Request field to bring up a list of Part 1 application choices. Select "Reserve Growth".

> Click on the "**Continue**" button.

NAS will perform validations to confirm that the request being submitted is a valid Growth Reservation request.

- o If NAS confirms that the request for a Growth Reservation code is invalid, it will return an error message "Invalid Request Type: Found existing assignments. Please request Initial."

- o If NAS confirms that the request for a Growth Reservation is valid, it will bring up the Part 1 form screen as shown in Figure 2.1.23.

Central Office Code (NXX) Code Assignment request - Part 1
Revised December 9, 2005
Type of Application: New

Section 1.1

Code Applicant

Company/Entity Name:	NAS TEST
Headquarters Address:	46000 CENTER OAK PLAZA
Headquarters City,State, Zip:	STERLING, VA, 20166
Contact Name:	SERVICE PROVIDER
Contact City,State, Zip:	STERLING, VA, 20166
Contact Phone:	9999999999
Contact Fax:	9999999999

Code Administrator[2]

Name:	Joseph Rano
Address:	46000 Center Oak Plaza
City, State and Zip:	Sterling, VA, 20166
Phone:	571-434-5138
Fax:	571-434-5502

Section 1.2

NPA:	304
LATA:*	
OCN[4]:	TEST
Parent Company OCN:*	TEST
Switch Identification[5]:*	
Locality/City/Wire Center:	
Rate Center[6]:	ALDERSON
Homing Tandem Operating Company[7]:	
Homing Tandem CLLI[8]:*	

Section 1.3

Date of Application:	11/12/2008
Requested Effective date[9,10]:*	01/10/2009

☐ By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Expedite	☐
Expedite Explanation	

Section 1.4

Type of Company:	CAP OR CLEC
Type of Service:	Wireline
NXX assignment preference	
Undesirable NXX codes	

Section 1.5

Pooling Indicator[11]:	☐
NPA Jeopardy Criteria	☑
Attached Part 2 [12,13]	Not attached
Additional Documentation	Not sent
Comments	

Submit [14]   Cancel   Back   Reset

Figure 2.1.23

Step 4: Complete fields on the Part 1 form as follows:

Section 1.1

Company/Entity Name: The Company/Entity Name field is pre-populated.
Headquarters Address: The Headquarters Address fields are pre-populated.
> **Service Provider Consultants** –The Headquarters Address fields are pre-populated if the user profile has headquarters information included. If not, then the SPC will be required to complete the Headquarters Address fields on the Part 1 form.
>> **Headquarters Address:** This field allows a maximum of 100 characters.
>> **Headquarters City, State, Zip:** Enter the City, State and zip code for the headquarters address. This field allows for a maximum of 125 characters.

Code Administrator information: The Code Administrator fields are pre-populated with the name and information for the NANPA Code Administrator assigned to the specific NPA in which the request is being made.

Section 1.2

NPA: The NPA is pre-populated.

LATA: The LATA field allows a minimum of 3, a maximum of 5 alphanumeric characters.

OCN: The OCN is pre-populated.

Parent Company OCN: The Parent Company OCN is pre-populated.
> **Service Provider Consultant** – The Parent Company OCN is pre-populated, if available, from the user profile. If not in the user profile the SPC will need to enter the Parent Company OCN. This is a 4 character alphanumeric field.

Switch Identification: The Switch Identification field is an 11 character alphanumeric field (spaces are allowed). If less than 11 characters (including spaces) are entered you will receive an error message at the time of submission of your Part 1.

Locality/City/Wire Center: Enter the Locality/City/Wire Center for the code that is being requested. This field allows for a maximum of 80 alphanumeric characters.

Rate Center: The Rate center is pre-populated.

Homing Tandem Operating Company: Enter the name of the Homing Tandem Operating Company. This field allows for a maximum of 80 alphanumeric characters.

Tandem Homing CLLI: The Tandem Homing CLLI field is an 11 character alphanumeric field. If less than 11 characters are entered you will receive an error message at the time of submission of your Part 1.

Section 1.3

Date of Application: The Date of Application field is pre-populated with the current date and time (EST).

Requested Effective Date: There is no Requested Effective Date for a code reservation.

Expedite Checkbox: Place a checkmark in this box if the date entered is less than today's date plus 59 days.

Expedite Explanation: If you check the Expedite checkbox you must also enter an explanation of the reason for your expedite request in this field. Maximum of 1024 characters.

Effective Date Checkbox: You many check this box to request the earliest possible effective date that NANPA may grant for a NON-EXPEDITED request.

Section 1.4

Type of Company: Select the Type of Company from the dropdown list.

Type of Service:– Select the Type of Service from the dropdown list.

NXX assignment preference: Enter any NXX assignment preference(s). This field allows for a maximum of 1000 characters. *Note: NXX preferences are not guaranteed.*

Undesirable NXX codes: Enter any undesired NXX code(s). This field allows for a maximum of 1000 characters.

Section 1.5

Pooling Indicator Checkbox: The applicant should leave the checkbox blank and only place a checkmark in the Pooling Indicator Checkbox if the code you are requesting will be a pooled code.

NPA Jeopardy Criteria Checkbox: This checkbox is pre-populated if the NPA is a Jeopardy NPA.

Additional Documentation: Select the method used to send additional documents to NANPA (along with the Part 1) request from the Additional Documentation dropdown list.
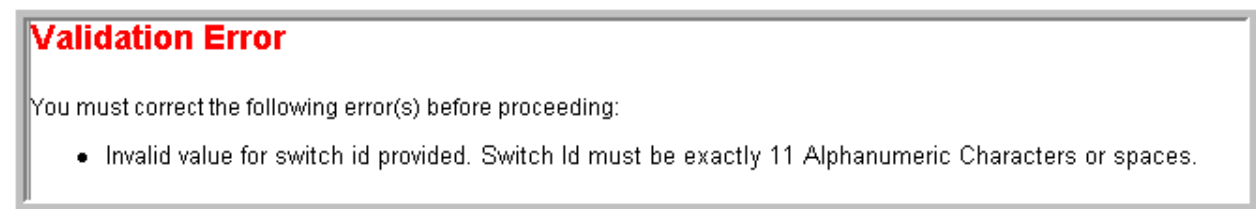
Comments: Enter any additional pertinent information in the Comments field. This field allows for a maximum of 1024 characters.

Buttons on the Part 1 form:

- o The "**Continue**" button will take the user to the Months to Exhaust worksheet screen.
- o The "**Cancel**" button will allow the user to completely cancel the Part 1 request and return to the NAS Landing Page.
- o The "**Back**" button will take the user back to the first Part 1 page where modification to selections can be made from the dropdown lists then return to the Part 1 form to continue.
- o The "**Reset**" button clears current data entered by the user.

Step 5: Click on the "Continue" button.

NOTE: If the Part 1 is incomplete or has errors, NAS will return to the Part 1 form with error messages shown at the top of the screen indicating what fields must be corrected or completed prior to continuing to the MTE screen. (Figure 2.1.24)

Validation Error

You must correct the following error(s) before proceeding:

- Invalid value for switch id provided. Switch Id must be exactly 11 Alphanumeric Characters or spaces.

Figure 2.1.24

This will bring up the *CO Code Assignment Month to Exhaust Certification Worksheet – TN Level* screen and form as shown Figure 2.1.25. Navigate through the Months to Exhaust form by using the tab key to move from field to field or by clicking the mouse on each field.

Effective June 11, 2001   Appendix B

CO Code Assignment
MONTHS TO EXHAUST CERTIFICATION WORKSHEET - TN Level[1]
(Worksheet to be used for Requests for Additional Codes for Growth)

Date: 11/12/2008
Company name: NAS TEST
Rate Center: ALDERSON
NPA(s)-NXXs included in growth calculation [2]:*
NANPA Count: 1
Code Applicant: SERVICE PROVIDER
Title: SERVICE PROVIDER
Phone: 9999999999
Fax: 9999999999

Telephone numbers (TNs) available for assignment[3]:*

	1	2	3	4	5	6	7	8	9	10	11	12
Previous 6-months growth history[4]:*												
Forecast Next months 1-12[5]:*												

Average Monthly forecast (Calculated)

Months to Exhaust[6] (Calculated)

Utilization level[7]:*   %

Explanation:

[Submit]   [Calculate]   [Cancel]   [Back]

[1] A copy of this worksheet is required to be submitted to the Code Administrator; for audit purposes, it must be in the applicant's files.

[2] Report on all resources for the requested geographic area, including newly acquired codes.

[3] Forecasted thousands-block(s) needed in each following month, starting with the most recent month as Month #1.

[4] Net change in TNs no longer available for assignment in each previous month, starting with the most distant month as Month #1, and Month #6 as the current month.

[5] Forecast of TNs needed in each following month, starting with the most recent month as Month #1.

[6] To be assigned an additional CO Code (NXX) for growth, "Months to Exhaust" must be less than or equal to 6 months. (FCC 00-104, section 52.15 (g) (3) (iii)).

[7] Newly acquired numbers (see glossary) may be excluded from the utilization calculation (FCC 00-104, section 52.15 (g) (3) (ii)).

Figure 2.1.25

Step 6: Complete the fields on the MTE as follows:

> **Date:** The date field is pre-populated with today's date.
>
> **Company Name:** The Company Name field is pre-populated.
>
> **Rate Center:** The Rate Center field is pre-populated.
>
> **NPA(s) – NXXs included in growth calculation:** Enter the NPA-NXX(s) that are included in the growth calculation.
>
> **Code Applicant:** The Code Applicant field is pre-populated.
>
> **Title:** The Title field is pre-populated.
>
> **Phone:** The Phone field is pre-populated.
>
> **Fax:** The Fax field is pre-populated from the Part 1 information.
>
> **Telephone Numbers Available for Assignment:** Enter the total number of telephone numbers that are available for assignment in this NPA and Rate Center. This field allows for a maximum of 20 digits, including commas.
>
> **Previous 6-months growth history:** Enter the net change in TNs no longer available for assignment in each of the previous 6 months starting with the most distant month as Month #1 and Month #6 as the current month. Each of these fields is required. Negative numbers, positive numbers and zeroes are all valid entries. A maximum of 8 digits, including commas, are allowed.
>
> **Forecast – Next months 1-12:** Enter the forecast of TNs needed in each of the following 12 months, starting with the most recent month as Month #1. Each of these fields is required. Negative numbers, positive numbers and zeroes are all valid entries. A maximum of 8 digits, including commas, are allowed.
>
> **Average Monthly Forecast (calculated):** The Average Monthly Forecast will be calculated by NAS. To view the calculation prior to submission, click on the "Calculate" button found below the "Explanation" field. NAS will perform the necessary calculations and return a forecast figure in the field.
>
> **Months to Exhaust (calculated):** The Months to Exhaust field will also be calculated by NAS. This calculation can be shown prior to submission by clicking on the "Calculate" button.
>
> **Utilization Level:** Enter the Utilization Level. This is a percentage from 0 to 100%. The field allows for up to three decimal places.
>
> **Explanation:** The Explanation field allows for an explanation of up to 1024 characters to be entered.

Buttons on the MTE form:
- o The "**Submit**" button will calculate "Average Monthly Forecast" and the "Months to Exhaust" fields and submit the request into NAS.
- o The "**Calculate**" button allows the user to have NAS calculate the "Average Monthly Forecast" and the "Months to Exhaust" and show the results in the fields prior to submitting your request.
- o The "**Cancel**" button will allow the user to completely cancel the Part 1 request and return to the NAS Landing Page.
- o The "**Reset**" button clears current data entered by the user.
- o The "**Back**" button will take the user back to the Part 1 form screen to review or edit fields. (NAS will retain the information entered on the MTE so that the user does not have to re-enter everything upon return to the MTE screen.)

Step 7: Submit the Part 1 request.

To submit the Part 1 request, click on the "Submit" button.

NOTE: If the submission is unsuccessful, NAS will return to the Months to Exhaust worksheet with error messages shown at the top of the screen indicating which fields must be corrected or completed prior to re-submission. Figure 2.1.26
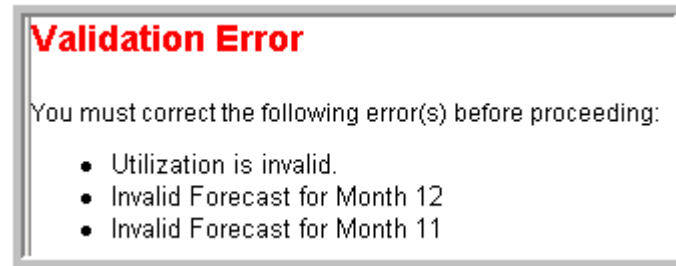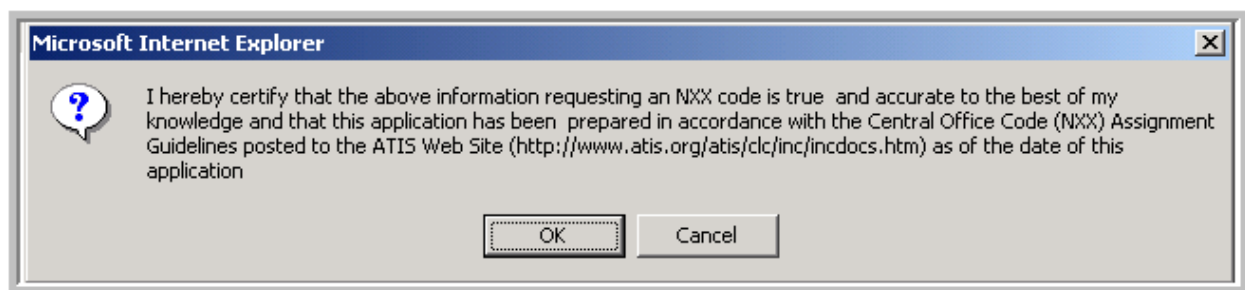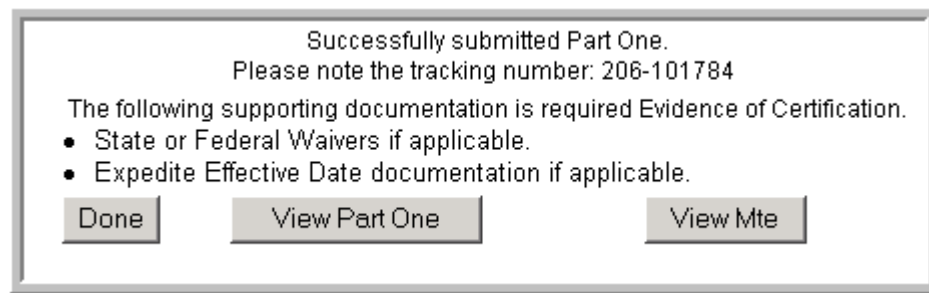

Figure 2.1.26

Figure 2.1.27

If the submission is successful, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.27. By clicking on the "OK" button you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper.

To return to the Part 1 request to review and update, click on "Cancel". NAS will return to the Part 1 form.

Figure 2.1.28

After clicking on the "OK" button NAS will respond with a Confirmation page. Figure 2.1.28. The confirmation page will show a tracking number and indicate that the Part 1 request has been successfully submitted.

A reminder will appear on the confirmation page informing the user of possible documentation that may be required to be submitted along with the Part 1 submission.

2.1.2 Change

This section discusses the creation of Part 1 requests for changes to existing NPA-NXX codes via NAS.

Select one or more change reasons from the of "type of change" checkboxes on the first Change Part 1 screen.

Please note that any field marked with a red asterisk is a required field and must be populated based on the requirements indicated in the field requirements listed below.

2.1.2.1 OCN Change

The following section describes the steps to create and submit a Part 1 request in NAS for an OCN change on an existing NPA-NXX code.
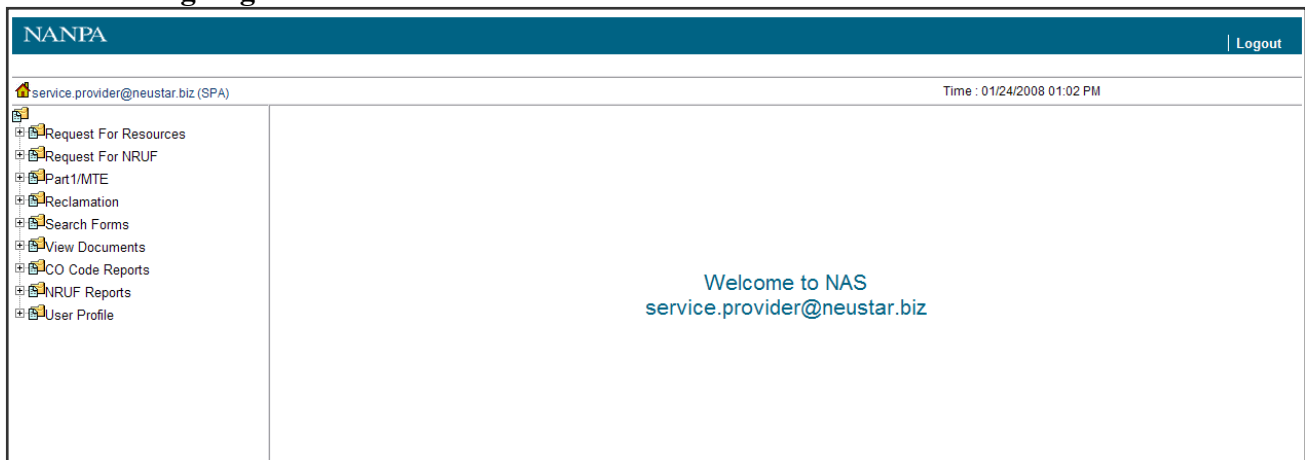
NAS Landing Page

Figure 2.1.29

Creating and Submitting a Part 1 Request for an OCN change for an existing NPA-NXX code assignment

Step 1: To create a Part 1 request for an OCN change for an existing NPA-NXX code, click on the + sign next to "Part 1/MTE" (see Figure 2.1.29). This will bring down a list of Part 1 request form options.

Step 2: Click on "Change". The *Change Code Request (Part 1)* screen is displayed as shown in Figure 2.1.30.

Figure 2.1.30

Step 3: Complete the fields on the first Part 1 change screen as follows:

> **Enter NPA-NXX:** Enter the NPA-NXX that is being changed.
> **Requested Effective Date:** The Requested Effective Date is pre-populated with the current date + 59 days (the standard interval required to process a request). The user may enter a different date (mm/dd/yyyy).
> **Effective Date Checkbox:** You many check this box to request the earliest possible effective date that NANPA may grant for a NON-EXPEDITED request.
> **Expedite Checkbox:** Place a checkmark in this box if the date entered is less than today's date plus 59 days.
> **Expedite Explanation:** If the Expedite checkbox is checked the user will be required to enter an explanation of the reason for the expedite request in this field. A maximum of 1024 alphanumeric characters is allowed in the Expedite Explanation field.
> **Select type of change(s):** Place a checkmark in the appropriate "OCN" change type
>> **OCN: Intra-company:** Select if you are the current Code Holder
>> **OCN: Inter-company:** Select if you are not the current Code Holder

> Note: In addition to the OCN being changed, additional fields such as the Switching Identification field can be changed by marking all appropriate checkboxes as needed.

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Click on the "**Continue**" button.

This will bring up the Part 1 form screen as shown in Figure 2.1.31. The current information on the NPA-NXX is pre-populated in this screen.

Note: The red asterisk next to the field label indicates fields that are editable for this change request.

Central Office Code (NXX) Code Assignment request - Part 1
Revised December 9, 2005
Type of Application: Change[1]

Enter NPA-NXX	304-666
Pooling Pass through	☐
Select type of change(s)	

☑ OCN: Intra-company	☐ Switching Id	☐ Rate Center	☐ Tandem Homing CLLI
☐ OCN: Inter-company	☐ Effective Date	☐ LATA	☐ Extend Reservation

Section 1.1

Code Applicant
Company/Entity Name: NAS TEST
Headquarters Address: 46000 CENTER OAK PLAZA
Headquarters City,State, Zip: STERLING, VA, 20166
Contact Name: SERVICE PROVIDER
Contact City,State, Zip: STERLING, VA, 20166
Contact Phone: 9999999999
Contact Fax: 9999999999

Code Administrator[2]
Name: Joseph Rano
Address: 46000 Center Oak Plaza
City, State and Zip: Sterling, VA, 20166
Phone: 571-434-5138
Fax: 571-434-5502

Section 1.2

NPA:	304
NXX[3]:	666
LATA:	123
OCN[4]: *	TEST ▾
Parent Company OCN:	TEST
Switch Identification[5]:	11111111111
Locality/City/Wire Center:	
Rate Center[6]:	ALDERSON ▾
Homing Tandem Operating Company[7]:	TEST
Homing tandem CLLI[8]:	22222222222

Section 1.3

Date of Application:*	11/12/2008 (MM/DD/YYYY)
Date of Receipt:*	11/12/2008 03:41 PM
Requested Effective date[9,10]:	01/10/2009

☐ By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Expedite	☐
Expedite Explanation	

Section 1.4

OCN Change Reason:	Please Select ▾
If Other, Explain:	

Section 1.5

Pooling Indicator[11]:	☐
NPA Jeopardy Criteria	☐
Attached Part 2[12,13]:	Not attached ▾
Additional Documentation	Not sent ▾
Comments	

Submit [14]   Cancel   Back   Reset

Figure 2.1.31

Step 4: Make the appropriate changes (as determined by the checkboxes selected on the first Change Part 1 screen) to the Part 1 form fields.

Part 1 - Section 1.2

> **OCN:** Select the new OCN for the NPA-NXX from the OCNs in the dropdown list. Also make any additional changes as indicated. (Dropdown is populated with OCNs from the user's profile)

Part 1 - Section 1.4

> **OCN Change Reason:** Select the reason for the OCN change from one of the reasons in the dropdown list.
> **If Other Explain** - If "Other" is selected as the OCN change reason above, then you will be required to enter an explanation in the space provided.

Buttons on the Part 1 form:

- o The "**Submit**" button will submit the Part 1 request in NAS. Upon successful submission NAS will display a confirmation page with a tracking number.
- o The "**Cancel**" button will allow the user to completely cancel the Part 1 request and return to the NAS Landing Page.
- o The "**Back**" button will take the user back to the first Part 1 page where selections can be modified from the dropdown lists then return to the Part 1 form to continue.
- o The "**Reset**" button clears current data entered by the user.

Step 5: Submit the Part 1 request.
To submit the Part 1 request, click on the "Submit" button.

NOTE: If the submission is unsuccessful, NAS will return to the Part 1 form with error messages showing at the top of the screen indicating which fields must be corrected or completed prior to re-submission. (Figure 2.1.32)
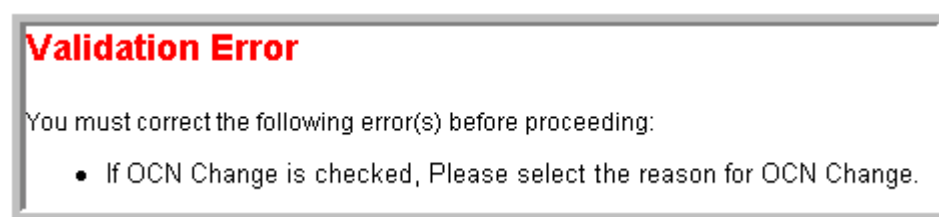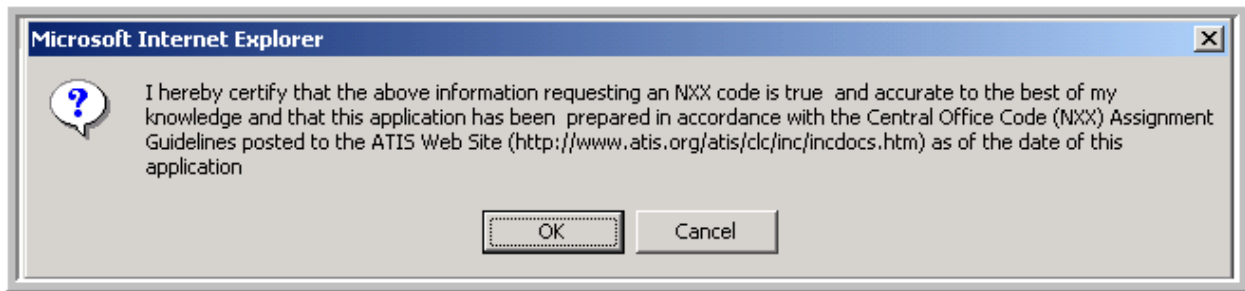

Validation Error

You must correct the following error(s) before proceeding:

- If OCN Change is checked, Please select the reason for OCN Change.

Figure 2.1.32

Figure 2.1.33

Upon successful submission, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.33. By clicking on the "OK" button you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper.
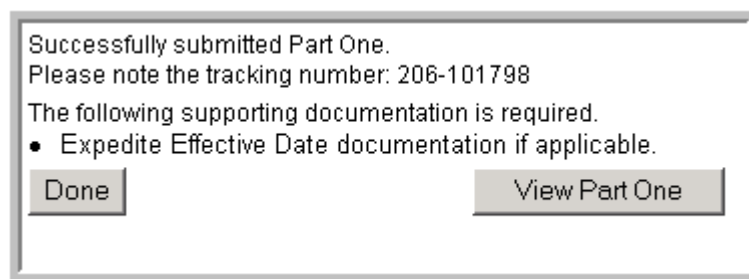
Figure 2.1.34

After clicking on the "OK" button NAS will respond with a Confirmation page. The confirmation page will show a tracking number and indicate that the Part 1 request has been successfully submitted.

A reminder will appear on the confirmation page informing you of possible documentation that you may be required to submit along with your Part 1 submission.

2.1.2.2 Switching Identification Change

The following section describes the steps to create and submit a Part 1 request in NAS for a Switching Identification change on an existing NPA-NXX code.
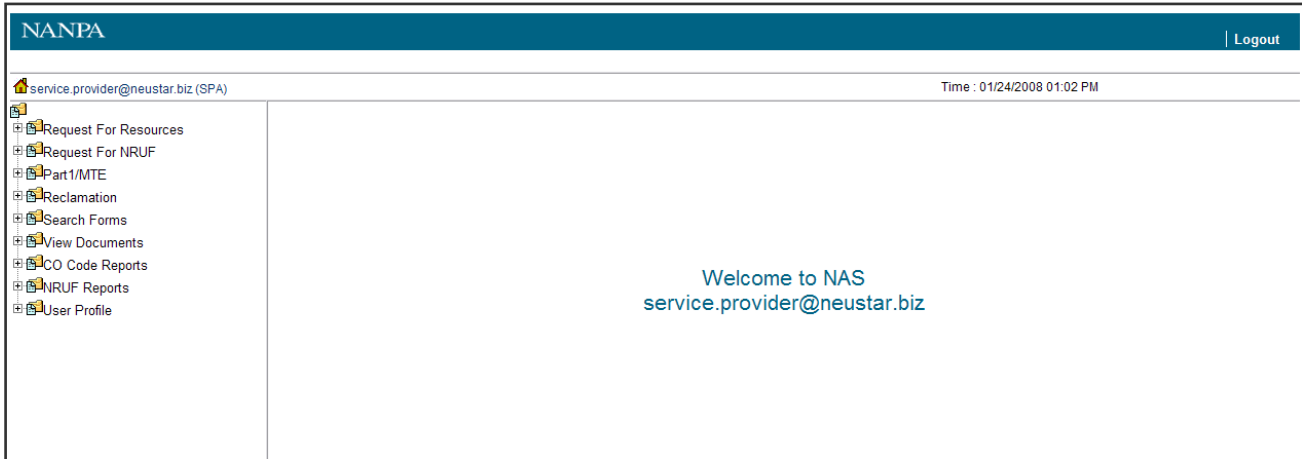
NAS Landing Page

Figure 2.1.35

Creating and Submitting a Part 1 Request for a Switching Identification change for an existing NPA-NXX code assignment

Step 1: To create a Part 1 request for a Switching Identification change for an existing NPA-NXX code, click on the + sign next to "Part 1/MTE" (see Figure 2.1.35). This will bring down a list of Part 1 request form options.

Step 2: Click on "Change". The *Change Code Request (Part 1)* screen is displayed as shown in Figure 2.1.36.

Figure 2.1.36

Step 3: Complete the fields on the first Part 1 change screen as follows:

> **Enter NPA-NXX:** Enter the NPA-NXX that is being changed
>
> **Requested Effective Date:** The Requested Effective Date is pre-populated with the current date + 59 days (the standard interval required to process a request). You may enter a different date (mm/dd/yyyy).
>
> **Effective Date Checkbox:** You many check this box to request the earliest possible effective date that NANPA may grant for a NON-EXPEDITED request.
>
> **Expedite Checkbox:** If a checkmark is placed in the Expedite checkbox an expedite explanation must be entered in this field.
>
> **Expedite Explanation:** If the Expedite checkbox is checked the user will be required to enter an explanation of the reason for the expedite request in this field. A maximum of 1024 alphanumeric characters is allowed in the Expedite Explanation field.
>
> **Select type of change(s):** Place a checkmark in the "Switching id" type of change checkbox.
>
> NOTE: In addition to the Switching id being changed, additional fields such as the Tandem Homing CLLI field may be changed by marking all appropriate checkboxes as needed.

Click on the "**Continue**" button.

This will bring up the Part 1 form screen as shown in Figure 2.1.37. The current information on the NPA-NXX is pre-populated in this screen.

Note: The red asterisk next to the field label indicates fields that are editable for this change request.

Central Office Code (NXX) Code Assignment request - Part 1
Revised December 9, 2005
Type of Application: Change[1]

Enter NPA-NXX — 304-666

Pooling Pass through — ☐

Select type of change(s)

☑ OCN: Intra-company	☐ Switching Id	☐ Rate Center	☐ Tandem Homing CLLI
☐ OCN: Inter-company	☐ Effective Date	☐ LATA	☐ Extend Reservation

Section 1.1

Code Applicant
Company/Entity Name: NAS TEST
Headquarters Address: 46000 CENTER OAK PLAZA
Headquarters City,State, Zip: STERLING, VA, 20166
Contact Name: SERVICE PROVIDER
Contact City,State, Zip: STERLING, VA, 20166
Contact Phone: 9999999999
Contact Fax: 9999999999

Code Administrator[2]
Name: Joseph Rano
Address: 46000 Center Oak Plaza
City, State and Zip: Sterling, VA, 20166
Phone: 571-434-5138
Fax: 571-434-5502

Section 1.2

NPA: 304
NXX[3]: 666
LATA: 123
OCN[4]: TEST
Parent Company OCN: TEST
Switch Identification[5]: * 11111111111
Locality/City/Wire Center:
Rate Center[6]: ALDERSON
Homing Tandem Operating Company[7]: TEST
Homing tandem CLLI[8]: 22222222222

Section 1.3

Date of Application:* 11/12/2008 (MM/DD/YYYY)
Date of Receipt:* 11/12/2008 03:41 PM
Requested Effective date[9,10]: 01/10/2009

☐ By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Expedite — ☐
Expedite Explanation

Section 1.4

OCN Change Reason: Please Select
If Other, Explain:

Section 1.5

Pooling Indicator[11]: ☐
NPA Jeopardy Criteria ☐
Attached Part 2[12,13]: Not attached
Additional Documentation Not sent

Comments

Submit [14]   Cancel   Back   Reset

Figure 2.1.37

51

Step 4: Enter the new Switching id in Section 1.2. Also, make any additional changes as determined by the checkboxes selected on the first Change Part 1 screen.

Buttons on the Part 1 form:
- o The "**Submit**" button will submit the Part 1 request in NAS. Upon successful submission NAS will display a confirmation page with a tracking number.
- o The "**Cancel**" button will allow the user to completely cancel the Part 1 request and return you to the NAS Landing Page.
- o The "**Back**" button will take the user back to the first Part 1 page where modifications to selections can be made from the dropdown lists then return to the Part 1 form to continue.
- o The "**Reset**" button clears current data entered by the user.

Step 5: Submit the Part 1 request.
To Submit the Part 1 request, click on the "Submit" button.

NOTE: If the submission is unsuccessful, NAS will return to the Part 1 form with error messages shown at the top of the screen indicating which fields must be corrected or completed prior to re-submission. (Figure 2.1.38)
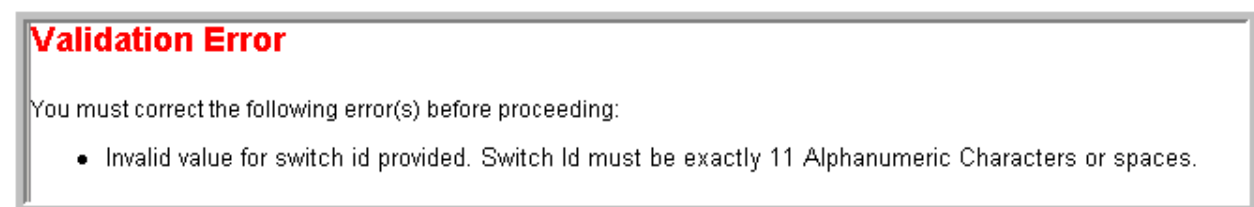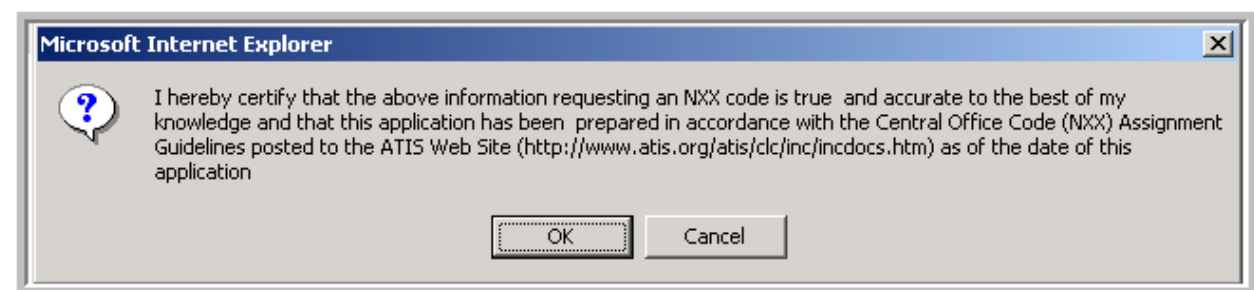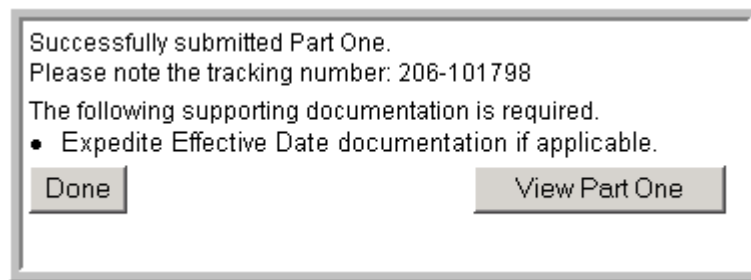

Figure 2.1.38

Figure 2.1.39

Upon successful submission, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.39. By clicking on the "OK" button you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper.

To return to the Part 1 request to review and update, click on "Cancel". NAS will return to the Part 1 form.

```
Successfully submitted Part One.
Please note the tracking number: 206-101798

The following supporting documentation is required.
• Expedite Effective Date documentation if applicable.

[Done]                                    [View Part One]
```

Figure 2.1.40

After clicking on the "OK" button NAS will respond with a Confirmation page. The confirmation page will provide a tracking number and will indicate that the Part 1 request was successfully submitted.

A reminder will appear on the confirmation page informing users of possible documentation that may be required to be submitted along with the Part 1 application.

2.1.2.3 Rate Center Change

The following section describes the steps to create and submit a Part 1 request in NAS for a Rate Center change on an existing NPA-NXX code.
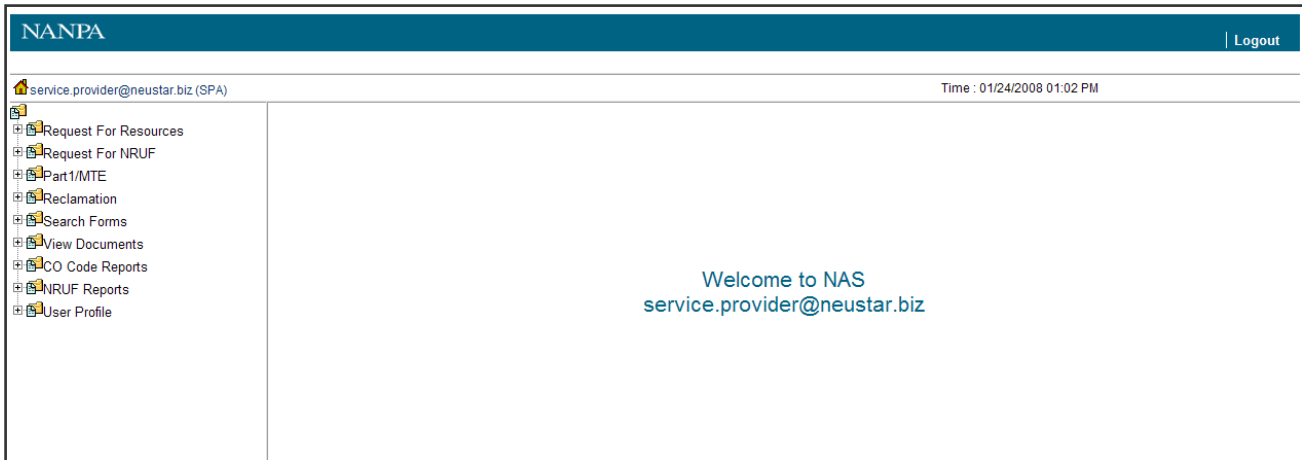
NAS Landing Page

Figure 2.1.41

Creating and Submitting a Part 1 Request for a Rate Center change for an existing NPA-NXX code assignment

Step 1: To create a Part 1 request for a Rate Center change for an existing NPA-NXX code, click on the + sign next to "Part 1/MTE" (see Figure 2.1.41). This will bring down a list of Part 1 request form options.

Step 2: Click on "Change". The *Change Code Request (Part 1)* screen is displayed as shown in Figure 2.1.42.

Figure 2.1.42

Step 3: Complete the fields on the first Part 1 change screen as follows:

Enter NPA-NXX: Enter the NPA-NXX that is being changed

Requested Effective Date: The Requested Effective Date is pre-populated with the current date + 59 days (the standard interval required to process a request). The user may enter a different date (mm/dd/yyyy).

Effective Date Checkbox: You many check this box to request the earliest possible effective date that NANPA may grant for a NON-EXPEDITED request.

Expedite Checkbox: Place a checkmark in this box if the date entered is less than today's date plus 59 days.

Expedite Explanation: If a checkmark is placed in the Expedite checkbox an expedite explanation must be entered in this field. A maximum of 1024 characters is allowed in the Expedite Explanation field.

Select type of change(s): Place a checkmark in the "Rate Center" checkbox.

Note: In addition to the Rate Center being changed, additional fields such as the Switching Identification field may be changed by marking all appropriate checkboxes as needed.

Click on the "**Continue**" button.

This will bring up the Part 1 form screen as shown in Figure 2.1.43. The current information on the NPA-NXX is pre-populated in this screen.

NOTE: The red asterisk next to the field label indicates fields that are editable for this change request.

Central Office Code (NXX) Code Assignment request - Part 1
Revised December 9, 2005
Type of Application: Change[1]

Enter NPA-NXX	304-666
Pooling Pass through	☐

Select type of change(s)

☑ OCN: Intra-company	☐ Switching Id	☐ Rate Center	☐ Tandem Homing CLLI
☐ OCN: Inter-company	☐ Effective Date	☐ LATA	☐ Extend Reservation

Section 1.1

Code Applicant
Company/Entity Name: NAS TEST
Headquarters Address: 46000 CENTER OAK PLAZA
Headquarters City,State, Zip: STERLING, VA, 20166
Contact Name: SERVICE PROVIDER
Contact City,State, Zip: STERLING, VA, 20166
Contact Phone: 9999999999
Contact Fax: 9999999999

Code Administrator[2]
Name: Joseph Rano
Address: 46000 Center Oak Plaza
City, State and Zip: Sterling, VA, 20166
Phone: 571-434-5138
Fax: 571-434-5502

Section 1.2

NPA:	304
NXX[3]:	666
LATA:	123
OCN[4]:	TEST
Parent Company OCN:	TEST
Switch Identification[5]:	11111111111
Locality/City/Wire Center:	
Rate Center[6]: *	ALDERSON
Homing Tandem Operating Company[7]:	TEST
Homing tandem CLLI[8]:	22222222222

Section 1.3

Date of Application:*	11/12/2008 (MM/DD/YYYY)
Date of Receipt:*	11/12/2008 03:41 PM
Requested Effective date[9,10]:	01/10/2009

☐ By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Expedite	☐
Expedite Explanation	

Section 1.4

OCN Change Reason:	Please Select
If Other, Explain:	

Section 1.5

Pooling Indicator[11]:	☐
NPA Jeopardy Criteria	☐
Attached Part 2[12,13]:	Not attached
Additional Documentation	Not sent
Comments	

Submit [14]   Cancel   Back   Reset

Figure 2.1.43

Step 4: Select the new Rate Center in Section 1.2 using the provided dropdown box. Also, make any additional changes as determined by the checkboxes selected on the first Change Part 1 screen.

Buttons on the Part 1 form:
- o The "**Submit**" button will submit the Part 1 request in NAS. Upon successful submission NAS will display a confirmation page with a tracking number.
- o The "**Cancel**" button will allow you to completely cancel the Part 1 request and return you to the NAS Landing Page.
- o The "**Back**" button will take the user back to the first Part 1 page where modifications can be made to selections made from the dropdown lists then return to the Part 1 form to continue.
- o The "**Reset**" button clears current data entered by the user.

Step 5: Submit the Part 1 request.
To Submit the Part 1 request, click on the "**Submit**" button.

NAS will perform a validation process.

If the code that is being changed is currently "in service", NAS will proceed to Step 7.

Effective June 11, 2001   Appendix B

CO Code Assignment
MONTHS TO EXHAUST CERTIFICATION WORKSHEET - TN Level[1]
(Worksheet to be used for Requests for Additional Codes for Growth)

Date: 11/12/2008
Company name: NAS TEST
Rate Center: ALDERSON
NPA(s)-NXXs included in growth calculation [2]:*
NANPA Count: 1
Code Applicant: SERVICE PROVIDER
Title: SERVICE PROVIDER
Phone: 9999999999
Fax: 9999999999

Telephone numbers (TNs) available for assignment[3]:*

	1	2	3	4	5	6	7	8	9	10	11	12
Previous 6-months growth history[4]:*												
Forecast Next months 1-12[5]:*												

Average Monthly forecast (Calculated)
Months to Exhaust[6] (Calculated)
Utilization level[7]:* %

Explanation:

Submit   Calculate   Cancel   Back

[1]A copy of this worksheet is required to be submitted to the Code Administrator; for audit purposes, it must be in the applicant's files.
[2]Report on all resources for the requested geographic area, including newly acquired codes.
[3]Forecasted thousands-block(s) needed in each following month, starting with the most recent month as Month #1.
[4]Net change in TNs no longer available for assignment in each previous month, starting with the most distant month as Month #1, and Month #6 as the current month.
[5]Forecast of TNs needed in each following month, starting with the most recent month as Month #1.
[6]To be assigned an additional CO Code (NXX) for growth, "Months to Exhaust" must be less than or equal to 6 months. (FCC 00-104, section 52.15 (g) (3) (iii)).
[7]Newly acquired numbers (see glossary) may be excluded from the utilization calculation (FCC 00-104, section 52.15 (g) (3) (ii)).

Figure 2.1.44

If the code that is being changed is not currently "in service" and the rate center change is to a rate center that currently has other codes assigned to the Company OCN listed on the Part 1 request, NAS will bring up the *CO Code Assignment Month to Exhaust Certification Worksheet – TN Level* screen and form as shown above in Figure 2.1.44.

You can navigate through the Months to Exhaust form by using the tab key to move from field to field or by clicking your mouse on each field.

Step 6: Complete the fields on the MTE as follows:

> **Date:** The date field is pre-populated with today's date.
>
> **Company Name:** The Company Name field is pre-populated.
>
> **Rate Center:** The Rate Center field is pre-populated.
>
> **NPA(s) – NXXs included in growth calculation:** Enter the NPA-NXX(s) that are included in the growth calculation.
>
> **Code Applicant:** The Code Applicant field is pre-populated.
>
> **Title:** The Title field is pre-populated.
>
> **Phone:** The Phone field is pre-populated.
>
> **Fax:** The Fax field is pre-populated.
>
> **Telephone Numbers Available for Assignment:** Enter the total number of telephone numbers that are available for assignment in this NPA and Rate Center. This field allows for a maximum of 20 digits, including commas.
>
> **Previous 6-months growth history:** Enter the net change in TNs no longer available for assignment in each of the previous 6 months starting with the most distant month as Month #1 and Month #6 as the current month. Each of these fields is required. Negative numbers, positive numbers and zeroes are all valid entries. A maximum of 8 digits, including commas is allowed.
>
> **Forecast – Next months 1-12:** Enter the forecast of TNs needed in each of the following 12 months, starting with the most recent month as Month #1. Each of these fields is required. Negative numbers, positive numbers and zeroes are all valid entries. A maximum of 8 digits, including commas is allowed.
>
> **Average Monthly Forecast (calculated):** The Average Monthly Forecast will be calculated by NAS. If you wish to see the calculation prior to submission, you can click on the "Calculate" button found below the "Explanation" field. NAS will perform the necessary calculations and return a forecast figure in the field for you.
>
> **Months to Exhaust (calculated):** The Months to Exhaust field will also be calculated by NAS. You may also see this calculation prior to submission by clicking on the "Calculate" button.
>
> **Utilization Level:** Enter the Utilization Level. This is a percentage from 0 to 100%. The field allows for up to three decimal places. This is a required field.
>
> **Explanation:** The Explanation field allows for an explanation of up to 1024 characters to be entered. This is an optional field.

Buttons on the MTE form:

- o The "**Submit**" button will calculate "Average Monthly Forecast" and the "Months to Exhaust" fields and submit your request into NAS.
- o The "**Calculate**" button allows you have NAS calculate the "Average Monthly Forecast" and the "Months to Exhaust" and show the results in the fields prior to submitting your request.
- o The "**Cancel**" button will allow you to completely cancel the Part 1 request and return you to the NAS Landing Page.
- o The "**Reset**" button clears current data entered by the user.
- o The "**Back**" button will take you back to the Part 1 form screen to review or edit fields. (NAS will retain the information you entered on the MTE so that you do not have to re-enter everything upon your return to the MTE screen.)

Step 7: Submit the Part 1 request.

To Submit the Part 1 request, click on the "Submit" button.

NOTE: If the submission is unsuccessful, NAS will return to the Months to Exhaust worksheet with error messages at the top of the screen indicating what fields must be corrected or completed prior to re-submission. (Figure 2.1.45).
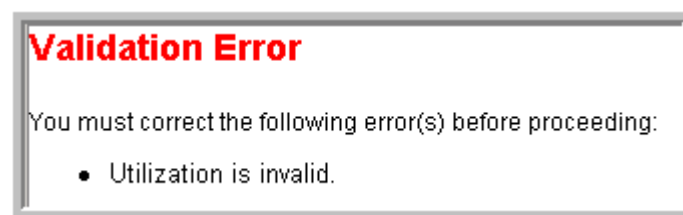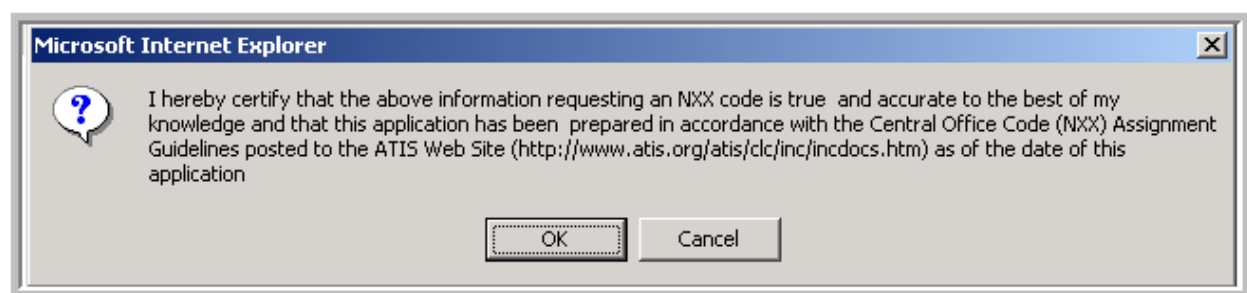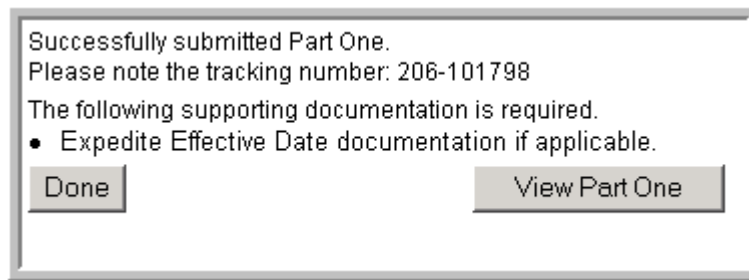

Figure 2.1.45

Figure 2.1.46

Upon successful submission, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.46. By clicking on the "OK" button you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper.

To return to the Part 1 request to review and update, click on "Cancel". NAS will return to the Part 1 form.

Figure 2.1.47

After clicking on the "OK" button NAS will respond with a Confirmation page. The confirmation page will provide a tracking number and will indicate that the Part 1 request was successfully submitted. (Figure 2.1.47)

A reminder will appear on the confirmation page informing the user of possible documentation that may be required to be submitted along with the Part 1 application.

2.1.2.4 Tandem Homing CLLI change

The following section describes the steps to create and submit a Part 1 request in NAS for a Tandem Homing CLLI change on an existing NPA-NXX code.
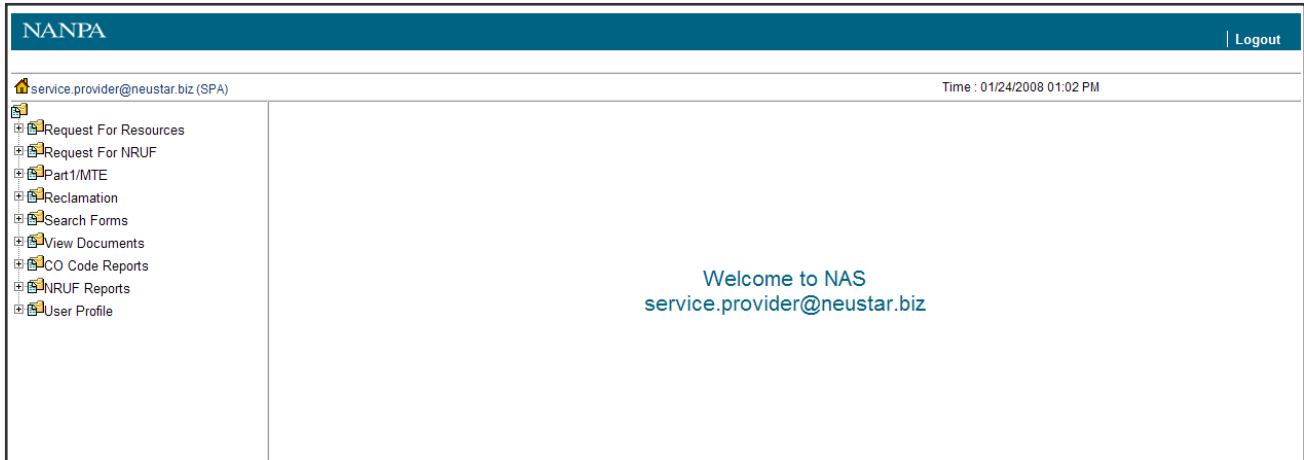
NAS Landing Page

Figure 2.1.48

Creating and Submitting a Part 1 Request for a Tandem Homing CLLI change for an existing NPA-NXX code assignment

Step 1: To create a Part 1 request for a Tandem Homing CLLI change for an existing NPA-NXX code, click on the + sign next to "Part 1/MTE" (see Figure 2.1.48). This will bring down a list of Part 1 request form options.

Step 2: Click on "Change". The *Change Code Request (Part 1)* screen is displayed as shown in Figure 2.1.49 below.

Figure 2.1.49

Step 3: Complete the fields on the first Part 1 change screen as follows:

> **Enter NPA-NXX:** Enter the NPA-NXX that is being changed
>
> **Requested Effective Date:** The Requested Effective Date is pre-populated with the current date + 59 days (the standard interval required to process a request). You may enter a different date (mm/dd/yyyy).
>
> **Effective Date Checkbox:** You many check this box to request the earliest possible effective date that NANPA may grant for a NON-EXPEDITED request.
>
> **Expedite Checkbox:** Place a checkmark in this box if the date entered is less than today's date plus 66 days.
>
> **Expedite Explanation:** If the Expedite checkbox is checked the user will be required to enter an explanation of the reason for the expedite request in this field. A maximum of 1024 alphanumeric characters is allowed in the Expedite Explanation field.
>
> **Select type of change(s):** Place a checkmark in the "Tandem Homing CLLI" type of change checkbox.

Note: If in addition to the Tandem Homing CLLI being changed, additional fields such as the Switching Identification field may be changed by marking all appropriate checkboxes as needed.

Click on the "**Continue**" button.

This will bring up the Part 1 form screen as shown in Figure 2.1.50. The current information on the NPA-NXX is pre-populated in this screen.

NOTE: The red asterisk next to the field label indicates fields that are editable for this change request.

Central Office Code (NXX) Code Assignment request - Part 1
Revised December 9, 2005
Type of Application: Change[1]

Enter NPA-NXX	304-666
Pooling Pass through	☐

Select type of change(s)

☑ OCN: Intra-company	☐ Switching Id	☐ Rate Center	☐ Tandem Homing CLLI
☐ OCN: Inter-company	☐ Effective Date	☐ LATA	☐ Extend Reservation

Section 1.1

Code Applicant
Company/Entity Name:	NAS TEST
Headquarters Address:	46000 CENTER OAK PLAZA
Headquarters City,State, Zip:	STERLING, VA, 20166
Contact Name:	SERVICE PROVIDER
Contact City,State, Zip:	STERLING, VA, 20166
Contact Phone:	9999999999
Contact Fax:	9999999999

Code Administrator[2]
Name:	Joseph Rano
Address:	46000 Center Oak Plaza
City, State and Zip:	Sterling, VA, 20166
Phone:	571-434-5138
Fax:	571-434-5502

Section 1.2
NPA:	304
NXX[3]:	666
LATA:	123
OCN[4]:	TEST
Parent Company OCN:	TEST
Switch Identification[5]:	11111111111
Locality/City/Wire Center:	
Rate Center[6]:	ALDERSON
Homing Tandem Operating Company[7]: *	TEST
Homing tandem CLLI[8]: *	22222222222

Section 1.3
Date of Application:*	11/12/2008 (MM/DD/YYYY)
Date of Receipt:*	11/12/2008 03:41 PM
Requested Effective date[9],[10]:	01/10/2009

☐ By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Expedite	☐
Expedite Explanation	

Section 1.4
OCN Change Reason:	Please Select
If Other, Explain:	

Section 1.5
Pooling Indicator[11]:	☐
NPA Jeopardy Criteria	☐
Attached Part 2[12],[13]:	Not attached
Additional Documentation	Not sent
Comments	

Submit [14]   Cancel   Back   Reset

Figure 2.1.50

Step 4: Enter the new Tandem Homing CLLI in Section 1.2. When a Tandem Homing CLLI change is requested, the Homing Tandem Company can also be changed if needed. Also, make any additional changes as determined by the checkboxes selected on the first Change Part 1 screen.

Buttons on the Part 1 form:

- o The "**Submit**" button will submit the Part 1 request in NAS. Upon successful submission NAS will display a confirmation page with a tracking number.
- o The "**Cancel**" button will allow you to completely cancel the Part 1 request and return you to the NAS Landing Page.
- o The "**Back**" button will take the user back to the first Part 1 page where modifications can be made to selections made from the dropdown lists then return to the Part 1 form to continue.
- o The "**Reset**" button clears current data entered by the user.

Step 5: Submit the Part 1 request.
To Submit the Part 1 request, click on the "Submit" button.

NOTE: If the submission is unsuccessful, NAS will return to the Part 1 form with error messages shown at the top of the screen indicating what fields must be corrected or completed prior to re-submission.

Validation Error

You must correct the following error(s) before proceeding:

- Invalid values for Tandem Homing CLLI provided. Tandem Homing CLLI must be exactly 11 Alphanumeric Characters or spaces.

Figure 2.1.51

Microsoft Internet Explorer

I hereby certify that the above information requesting an NXX code is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the Central Office Code (NXX) Assignment Guidelines posted to the ATIS Web Site (http://www.atis.org/atis/clc/inc/incdocs.htm) as of the date of this application
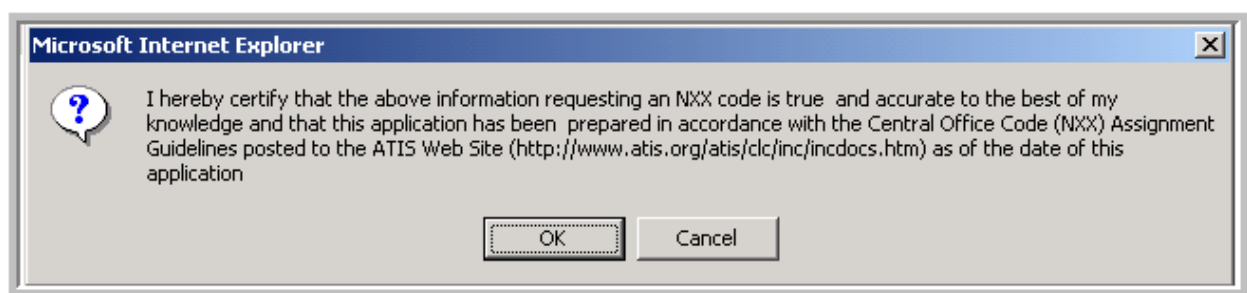
OK   Cancel

Figure 2.1.52

Upon successful submission, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.52. By clicking on the "OK" button you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper.

To return to the Part 1 request to review and update, click on "Cancel". NAS will return to the Part 1 form.
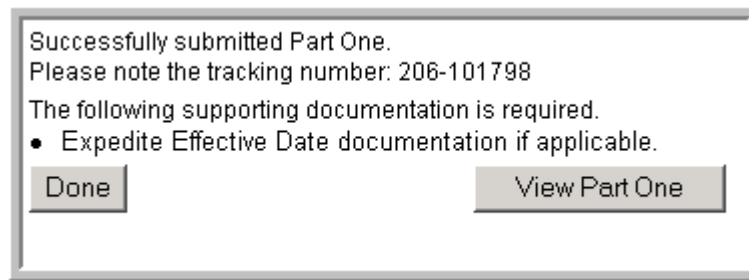
Figure 2.1.53

After clicking on the "OK" button NAS will respond with a Confirmation page. The confirmation page will provide a tracking number and will indicate that the Part 1 request was successfully submitted. (Figure 2.1.53)

A reminder will appear on the confirmation page informing you of possible documentation that may be required to be submitted along with the Part 1 submission.

2.1.2.5 Effective Date Change

The following section describes the steps to create and submit a Part 1 request in NAS for an Effective Date change on an existing NPA-NXX code assignment.
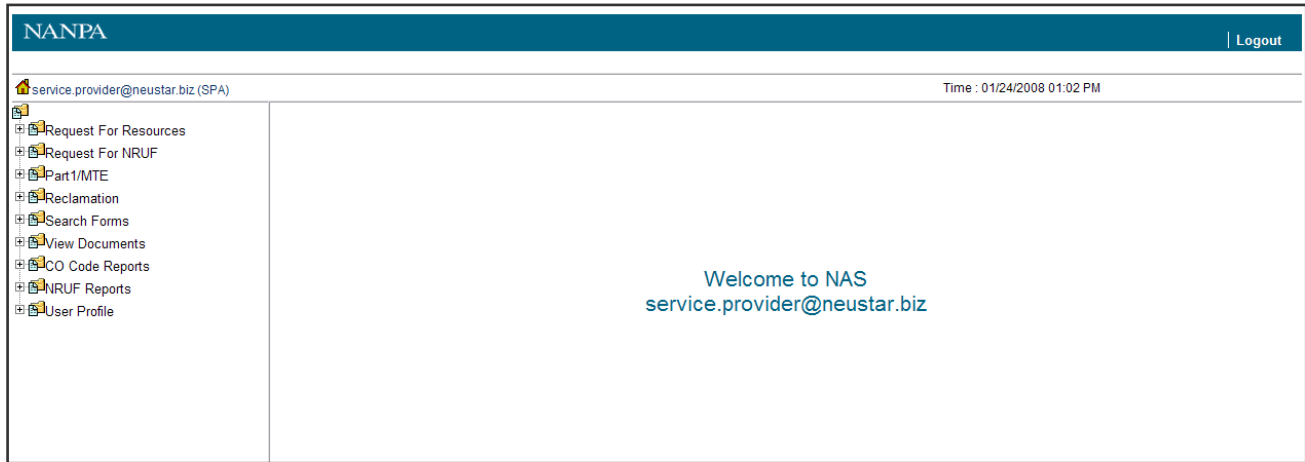
NAS Landing Page

Figure 2.1.54

Creating and Submitting a Part 1 Request for an Effective Date change for an existing NPA-NXX code assignment

Step 1: To create a Part 1 request for an Effective Date change for an existing NPA-NXX code, click on the + sign next to "Part 1/MTE" (see Figure 2.1.54). This will bring down a list of Part 1 request form options.

Step 2: Click on "Change". The *Change Code Request (Part 1)* screen is displayed as shown in Figure 2.1.55.

Figure 2.1.55

Step 3: Complete the fields on the first Part 1 change screen as follows:

> **Enter NPA-NXX:** Enter the NPA-NXX that is being changed
>
> **Requested Effective Date:** The Requested Effective Date is pre-populated with the current date + 59 days (the standard interval required to process a request). **<u>DO NOT</u>** UPDATE THIS FIELD. PLEASE WAIT UNTIL ACTUAL PART 1 FORM IS DISPLAYED TO UPDATE.
>
> **Effective Date Checkbox:** You many check this box to request the earliest possible effective date that NANPA may grant for a <u>NON-EXPEDITED</u> request.
>
> **Expedite Checkbox:** Place a checkmark in this box if the date entered is less than today's date plus 59 days. PLEASE WAIT UNTIL ACTUAL PART 1 FORM IS DISPLAYED TO UPDATE.
>
> **Expedite Explanation:** If the Expedite checkbox is checked the user will be required to enter an explanation of the reason for the expedite request in this field. A maximum of 1024 alphanumeric characters is allowed in the Expedite Explanation field. PLEASE WAIT UNTIL ACTUAL PART 1 FORM IS DISPLAYED TO UPDATE.
>
> **Select type of change(s):** Place a checkmark in the "Effective Date" checkbox for Type of Change.

Note: In addition to the Effective Date being changed, additional fields such as the Switching Identification field may be changed by marking all appropriate checkboxes as needed.

Click on the "**Continue**" button.

This will bring up the *List of Pending Part 1(s)* screen (Figure 2.1.56). This screen shows all pending Part 1 requests (with Effective Dates in the future).

List of Pending Part1(s):					
NPA-NXX	**Tracking Number**	**Type Of Changes**	**Rate Center**	**OCN**	**Switch CLLI**
206- 401	206-101784	G	BAINBDG IS	1234	55555555555

Figure 2.1.56

Step 4: Select the specific Part 1 request that will be have a change to the Effective Date by clicking on the tracking number.

This will bring up the Part 1 form screen as shown in Figure 2.1.57. The current information on the NPA-NXX is pre-populated in this screen.

NOTE: The red asterisk next to the field label indicates fields that are editable for this change request.

Central Office Code (NXX) Code Assignment request - Part 1
Revised December 9, 2005
Type of Application: Change[1]

Enter NPA-NXX	304-666
Pooling Pass through	☐

Select type of change(s)

☑ OCN: Intra-company	☐ Switching Id	☐ Rate Center	☐ Tandem Homing CLLI
☐ OCN: Inter-company	☐ Effective Date	☐ LATA	☐ Extend Reservation

Section 1.1

Code Applicant
Company/Entity Name: NAS TEST
Headquarters Address: 46000 CENTER OAK PLAZA
Headquarters City,State, Zip: STERLING, VA, 20166
Contact Name: SERVICE PROVIDER
Contact City,State, Zip: STERLING, VA, 20166
Contact Phone: 9999999999
Contact Fax: 9999999999

Code Administrator[2]
Name: Joseph Rano
Address: 46000 Center Oak Plaza
City, State and Zip: Sterling, VA, 20166
Phone: 571-434-5138
Fax: 571-434-5502

Section 1.2

NPA:	304
NXX[3]:	666
LATA:	123
OCN[4]:	TEST
Parent Company OCN:	TEST
Switch Identification[5]:	11111111111
Locality/City/Wire Center:	
Rate Center[6]:	ALDERSON
Homing Tandem Operating Company[7]:	TEST
Homing tandem CLLI[8]:	22222222222

Section 1.3

Date of Application:	11/12/2008
Requested Effective date[9,10]: *	01/10/2009

☐ By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Expedite	☐
Expedite Explanation	
Expedite Explanation	

Section 1.4

OCN Change Reason:	Please Select
If Other, Explain:	

Section 1.5

Pooling Indicator[11]:	☐
NPA Jeopardy Criteria	☐
Attached Part 2[12,13]:	Not attached
Additional Documentation	Not sent
Comments	

Submit [14] Cancel Back Reset

Figure 2.1.57

Step 5: Enter the new Effective Date in Section 1.3. Also, make any additional changes as determined by the checkboxes selected on the first Change Part 1 screen.

> **Expedite Checkbox:** Place a checkmark in this box if the date entered is less than today's date plus 66 days.

> **Expedite Explanation:** If the Expedite checkbox is checked the user will be required to enter an explanation of the reason for the expedite request in this field. A maximum of 1024 alphanumeric characters is allowed in the Expedite Explanation field.

NOTE: The red asterisk next to the field label indicates fields that are editable for this change request.

Buttons on the Part 1 form:

- o   The "**Submit**" button will submit the Part 1 request in NAS. Upon successful submission NAS will display a confirmation page with a tracking number.
- o   The "**Cancel**" button will allow the user to completely cancel the Part 1 request and return to the NAS Landing Page.
- o   The "**Back**" button will take the user back to the first Part 1 page where modifications can be made to selections made from the dropdown lists then return to the Part 1 form to continue.
- o   The "**Reset**" button clears current data entered by the user.

Step 6: Submit the Part 1 request.
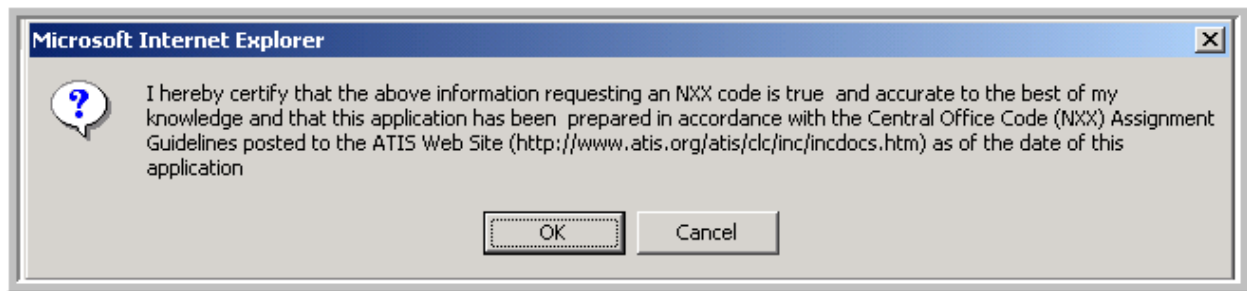To Submit the Part 1 request, click on the "Submit" button.

NOTE: If the submission is unsuccessful, NAS will return to the Part 1 form with error messages shown at the top of the screen indicating which fields must be corrected or completed prior to re-submission. (Figure 2.1.58)

Validation Error

You must correct the following error(s) before proceeding:

- Effective Date 01/19/2004 cannot be earlier than today.

Figure 2.1.58

Upon successful submission, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.59. By clicking on the "OK" button you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper.

To return to the Part 1 request to review and update, click on "Cancel". NAS will return to the Part 1 form.

Figure 2.1.59
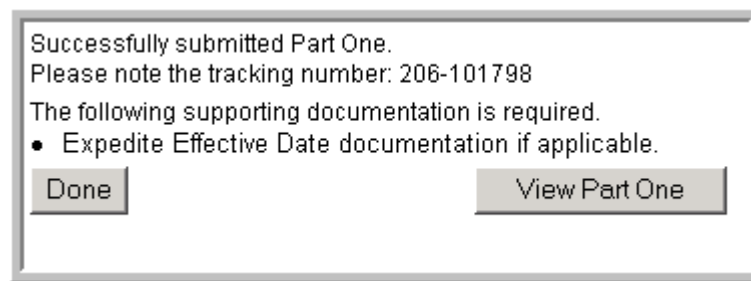
Figure 2.1.60

After clicking on the "Ok" button NAS will respond with a Confirmation page. The confirmation page will provide a tracking number and will indicate that the Part 1 request was successfully submitted. (Figure 2.1.60)

A reminder will appear on the confirmation page informing the user of possible documentation that may be required to be submitted along with the Part 1 application.

2.1.2.6 LATA Change

The following section describes the steps to create and submit a Part 1 request in NAS for a LATA change on an existing NPA-NXX code assignment.
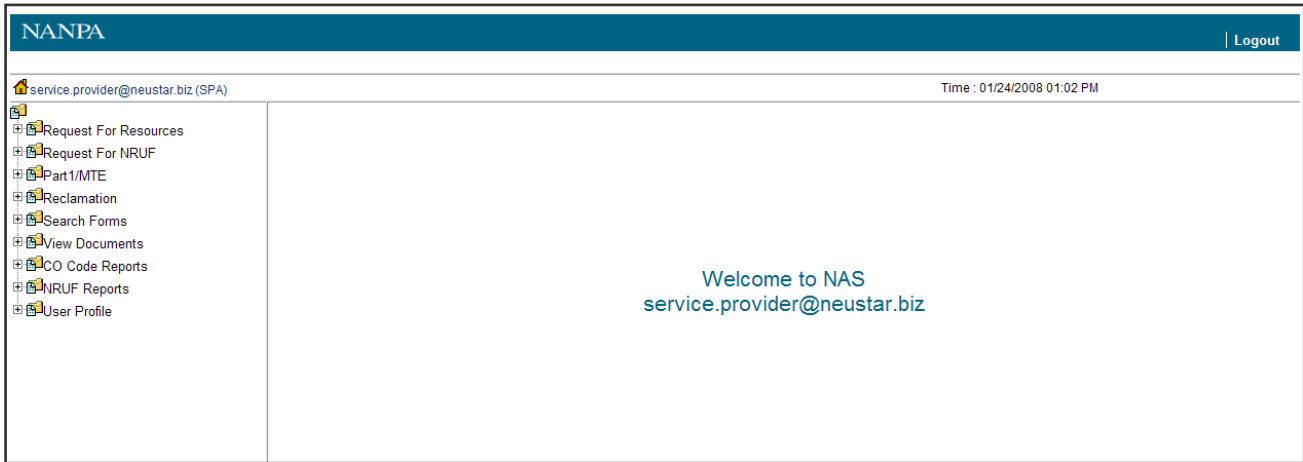
NAS Landing Page

Figure 2.1.61

Creating and Submitting a Part 1 Request for a LATA change for an existing NPA-NXX code assignment

Step 1: To create a Part 1 request for a LATA change for an existing NPA-NXX code assignment, click on the + sign next to "Part 1/MTE" (see Figure 2.1.61). This will bring down a list of Part 1 request form options.

Step 2: Click on "Change". The *Change Code Request (Part 1)* screen is displayed as shown in Figure 2.1.62.

Change Code Request(Part 1)

Enter NPA-NXX:*

Requested Effective date: *   01/10/2009

☐ By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Expedite   ☐

Expedite Explanation

Select type of change(s)

☐ OCN: Intra-company[1]   ☐ Switching Id   ☐ Rate Center   ☐ Tandem Homing CLLI

☐ OCN: Inter-company[2]   ☐ Effective Date   ☑ LATA   ☐ Extend Reservation

1. Select if you are the current Code Holder
2. Select if you are **not** the current Code Holder

Continue   Cancel   Reset

Figure 2.1.62

Step 3: Complete the fields on the first Part 1 change screen as follows:

> **Enter NPA-NXX:** Enter the NPA-NXX that is being changed
>
> **Requested Effective Date:** The Requested Effective Date is pre-populated with the current date + 59 days (the standard interval required to process a request). The user may enter a different date (mm/dd/yyyy).
>
> **Effective Date Checkbox:** You many check this box to request the earliest possible effective date that NANPA may grant for a <u>NON-EXPEDITED</u> request.
>
> **Expedite Checkbox:** Place a checkmark in this box if the date entered is less than today's date plus 59 days.
>
> **Expedite Explanation:** If the Expedite checkbox is checked the user will be required to enter an explanation of the reason for the expedite request in this field. A maximum of 1024 alphanumeric characters is allowed in the Expedite Explanation field.
>
> **Select type of change(s):** Place a checkmark in the "LATA" type of change checkbox.
>
> Note: If in addition to the LATA being changed, additional fields such as the Switching Identification field may be changed by marking all appropriate checkboxes as needed.

Click on the "**Continue**" button.

This will bring up the Part 1 form screen as shown in Figure 2.1.63. The current information on the NPA-NXX is pre-populated in this screen.

Note: The red asterisk next to the field label indicates fields that are editable for this change request.

Central Office Code (NXX) Code Assignment request - Part 1
Revised December 9, 2005
Type of Application: Change[1]

Enter NPA-NXX	304-666
Pooling Pass through	☐

Select type of change(s)

☑ OCN: Intra-company	☐ Switching Id	☐ Rate Center	☐ Tandem Homing CLLI
☐ OCN: Inter-company	☐ Effective Date	☐ LATA	☐ Extend Reservation

Section 1.1

Code Applicant
Company/Entity Name: NAS TEST
Headquarters Address: 46000 CENTER OAK PLAZA
Headquarters City,State, Zip: STERLING, VA, 20166
Contact Name: SERVICE PROVIDER
Contact City,State, Zip: STERLING, VA, 20166
Contact Phone: 9999999999
Contact Fax: 9999999999

Code Administrator[2]
Name: Joseph Rano
Address: 46000 Center Oak Plaza
City, State and Zip: Sterling, VA, 20166
Phone: 571-434-5138
Fax: 571-434-5502

Section 1.2

NPA:	304
NXX[3]:	666
LATA: *	123
OCN[4]:	TEST
Parent Company OCN:	TEST
Switch Identification[5]:	11111111111
Locality/City/Wire Center:	
Rate Center[6]:	ALDERSON
Homing Tandem Operating Company[7]:	TEST
Homing tandem CLLI[8]:	22222222222

Section 1.3

Date of Application:	11/12/2008
Requested Effective date[9,10]:	01/10/2009

☐ By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Expedite	☐
Expedite Explanation	
Expedite Explanation	

Section 1.4

OCN Change Reason:	Please Select
If Other, Explain:	

Section 1.5

Pooling Indicator[11]:	☐
NPA Jeopardy Criteria	☐
Attached Part 2[12,13]:	Not attached
Additional Documentation	Not sent
Comments	

Submit [14]   Cancel   Back   Reset

Figure 2.1.63

Step 4: Enter the new LATA in Section 1.2. Also, make any additional changes as determined by the checkboxes selected on the first Change Part 1 screen.

Buttons on the Part 1 form:
- o   The "**Submit**" button will submit the Part 1 request in NAS. Upon successful submission NAS will display a confirmation page with a tracking number.
- o   The "**Cancel**" button will allow the user to completely cancel the Part 1 request and return to the NAS Landing Page.
- o   The "**Back**" button will take the user back to the first Part 1 page where modifications can be made to selections made from the dropdown lists then return to the Part 1 form to continue.
- o   The "**Reset**" button clears current data entered by the user.

Step 5: Submit the Part 1 request.
To Submit the Part 1 request, click on the "Submit" button.

NOTE: If the submission is unsuccessful, NAS will return to the Part 1 form with error messages shown at the top of the screen indicating what fields must be corrected or completed prior to re-submission.
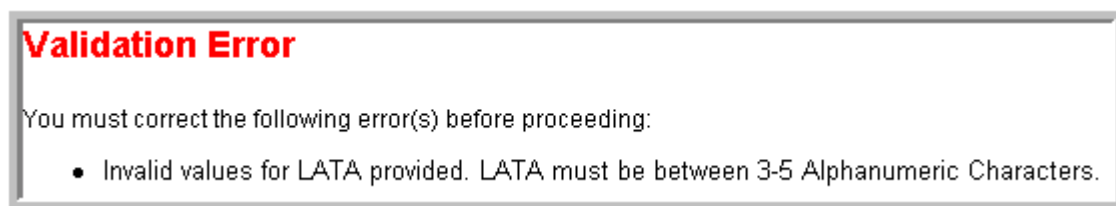

Validation Error

You must correct the following error(s) before proceeding:

- Invalid values for LATA provided. LATA must be between 3-5 Alphanumeric Characters.

Figure 2.1.64

Microsoft Internet Explorer

I hereby certify that the above information requesting an NXX code is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the Central Office Code (NXX) Assignment Guidelines posted to the ATIS Web Site (http://www.atis.org/atis/clc/inc/incdocs.htm) as of the date of this application
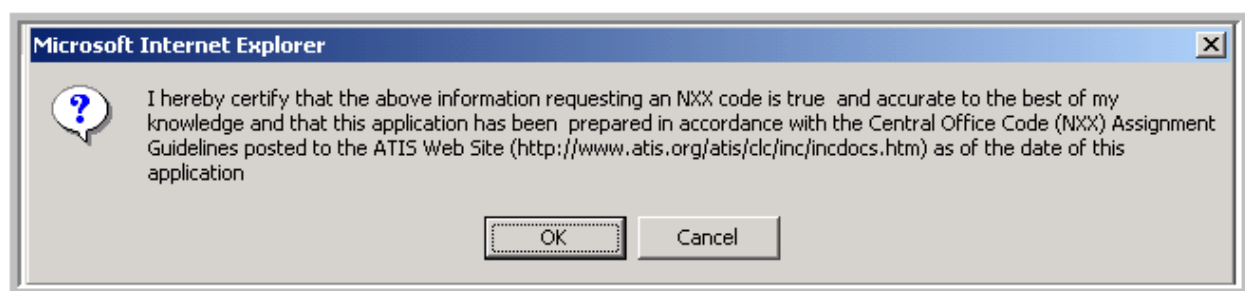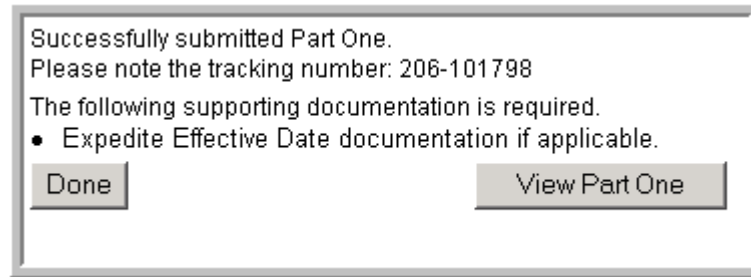
OK   Cancel

Figure 2.1.65

Upon successful submission, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.65. By clicking on the "OK" button you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper.

To return to the Part 1 request to review and update, click on "Cancel". NAS will return to the Part 1 form.

```
Successfully submitted Part One.
Please note the tracking number: 206-101798
The following supporting documentation is required.
• Expedite Effective Date documentation if applicable.
  Done                              View Part One
```

Figure 2.1.66

After clicking on the "Yes" button NAS will respond with a Confirmation page. The confirmation page will provide a tracking number and will indicate that the Part 1 request was successfully submitted. (Figure 2.1.66)

A reminder will appear on the confirmation page informing users of possible documentation that may be required to be submitted along with the Part 1 application.

2.1.3 Returns

The following describes the steps to create and submit a Part 1 request in NAS for the return of an NPA-NXX code.

Please note that any field marked with a red asterisk is a required field and must be populated based on the requirements indicated in the field requirements listed below.
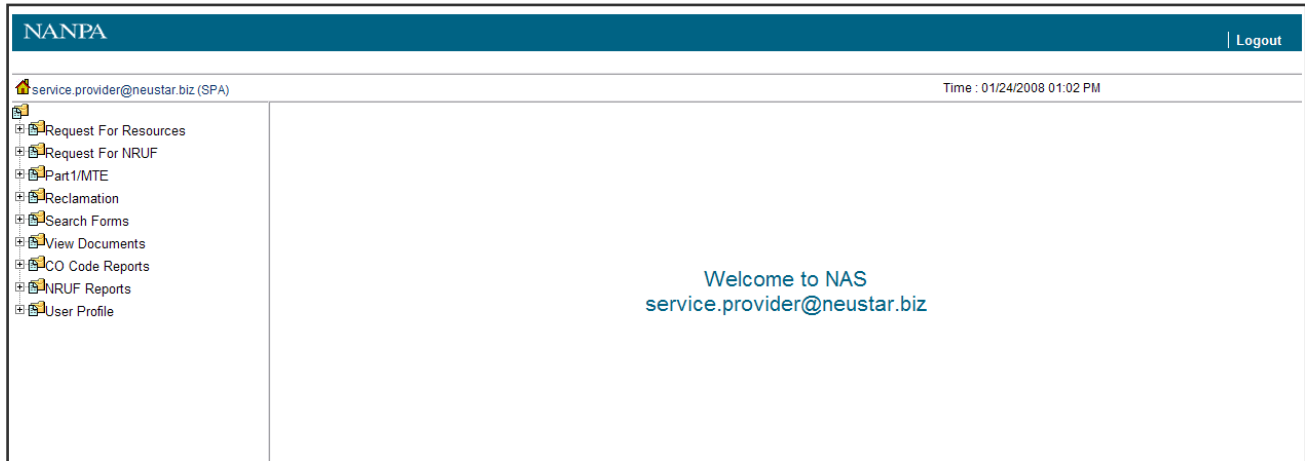
NAS Landing Page

Figure 2.1.67

Creating and Submitting a Part 1 Request for the Return of an NPA-NXX code

Step 1: To create a Part 1 request for Code Return, click on the + sign next to "Part 1/MTE" (see Figure 2.1.67). This will bring down a list of Part 1 request form options.

Step 2: Click on "Return". The Return Code Request (Part 1) screen is displayed as shown in Figure 2.1.68.

Figure 2.1.68

Step 3: Select information from the dropdown lists in the following fields.

> **Enter NPA-NXX:** Enter the NPA-NXX that is being returned.
>
> **Requested Effective Date:** The Requested Effective Date is pre-populated with the current date + 59 days (the standard interval required to process a request). The user may enter a different date (mm/dd/yyyy).
>
> **Effective Date Checkbox:** You many check this box to request the earliest possible effective date that NANPA may grant for a NON-EXPEDITED request.
>
> **Expedite Checkbox:** Place a checkmark in this box if the date entered is less than today's date plus 59 days.
>
> **Expedite Explanation:** If the Expedite checkbox is checked the user will be required to enter an explanation of the reason for the expedite request in this field. A maximum of 1024 alphanumeric characters is allowed in the Expedite Explanation field.
>
> **Comments:** Enter any additional pertinent or required information in the Comments field. This field allows for a maximum of 1024 characters.

Buttons on the Part 1 form:
- o The "**Submit**" button will Submit the Part 1 request in NAS. Upon successful submission NAS will display a confirmation page with a tracking number.
- o The "**Cancel**" button will allow the user to completely cancel the Part 1 request and return to the NAS Landing Page.
- o The "**Reset**" button clears current data entered by the user.

Click on the "**Submit**" button.

NOTE: If the submission is unsuccessful, NAS will return to the Part 1 form with error messages shown at the top of the screen indicating which fields must be corrected or completed prior to re-submission. (Figure 2.1.69)
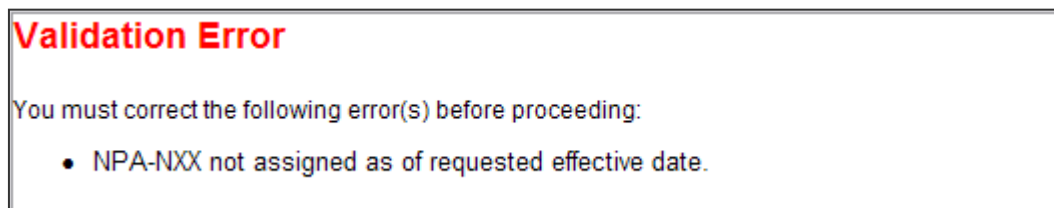

Validation Error

You must correct the following error(s) before proceeding:

- • NPA-NXX not assigned as of requested effective date.
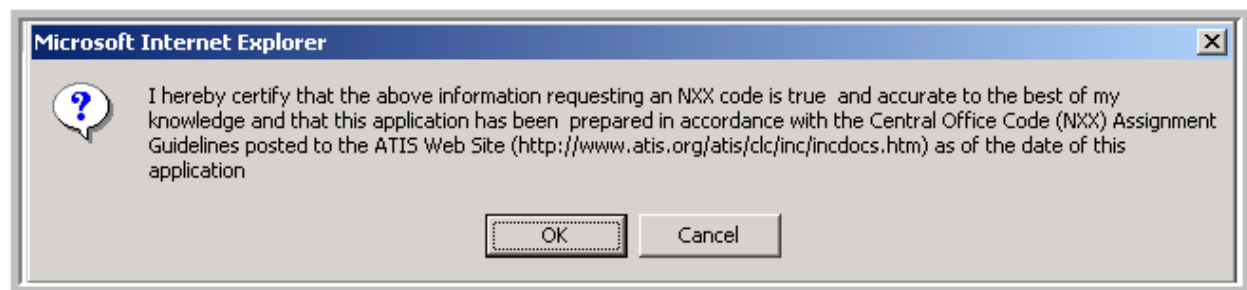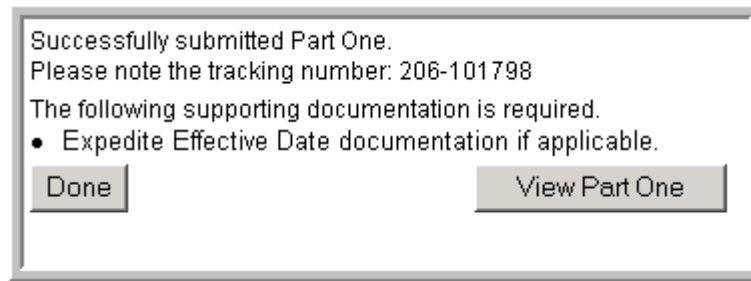
Figure 2.1.69

Figure 2.1.70

Upon successful submission, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.70. By clicking on the "OK" button you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper.

To return to the Part 1 request to review and update, click on "Cancel". NAS will return to the Part 1 form.

```
Successfully submitted Part One.
Please note the tracking number: 206-101798

The following supporting documentation is required.
• Expedite Effective Date documentation if applicable.

[ Done ]                                    [ View Part One ]
```

Figure 2.1.71

After clicking on the "OK" button NAS will respond with a Confirmation page. The confirmation page will provide a tracking number and will indicate that the Part 1 request was successfully submitted.

2.1.4 Suspensions

The following section describes the steps to retrieve, update, and re-submit a Part 1 request that has been suspended for "additional information from the Service Provider". Once the Part 1 has been re-submitted, NANPA will complete processing of the request with a final Part 3 response.
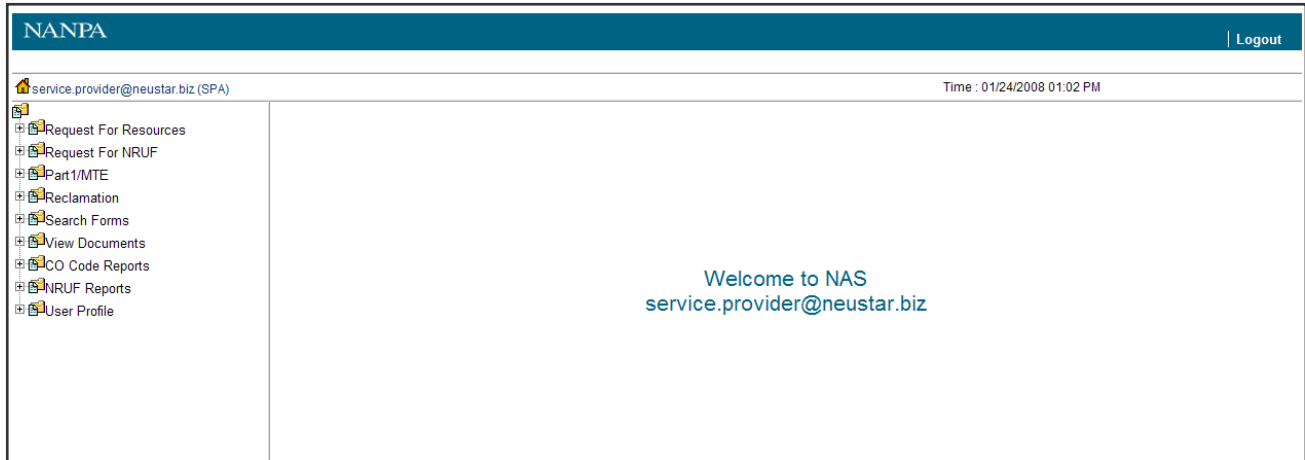
NAS Landing Page

Figure 2.1.72

Retrieving and re-submitting a Suspended Part 1 Request in NAS

Step 1: To retrieve a Suspended Part 1 request, click on the + sign next to "Part 1/MTE" (see Figure 2.1.72). This will bring down a list of Part 1 request form options.

Step 2: Click on "Suspended". The *List of Suspended Part 1s* screen is displayed as shown in Figure 2.1.73 below.

NPA	Tracking Number	Rate Center	OCN	Switch CLLI	Effective Date	Application Date
208	208-101364	MT HOME	6010	11111111111	03/14/2004	01/08/2004
208	208-101345	LEWISTON	6010	AAAAAAAAAA	03/13/2004	01/07/2004

Figure 2.1.73

Step 3: Select a Part 1 for re-submission by clicking on the tracking number. This will bring up the Part 1 form screen as shown in Figure 2.1.74.

Central Office Code (NXX) Code Assignment request - Part 1
Revised December 9, 2005
Type of Application: Change[1]

Enter NPA-NXX   304-666

Pooling Pass through   ☐ _____

Select type of change(s)

☑ OCN: Intra-company   ☐ Switching Id   ☐ Rate Center   ☐ Tandem Homing CLLI
☐ OCN: Inter-company   ☐ Effective Date   ☐ LATA   ☐ Extend Reservation

Section 1.1

Code Applicant
 Company/Entity Name: NAS TEST
 Headquarters Address: 46000 CENTER OAK PLAZA
 Headquarters City,State, Zip: STERLING, VA, 20166
 Contact Name: SERVICE PROVIDER
 Contact City,State, Zip: STERLING, VA, 20166
 Contact Phone: 9999999999
 Contact Fax: 9999999999

Code Administrator[2]
 Name: Joseph Rano
 Address: 46000 Center Oak Plaza
 City, State and Zip: Sterling, VA, 20166
 Phone: 571-434-5138
 Fax: 571-434-5502

Section 1.2

NPA: 304
NXX[3]:   666
LATA: 123
OCN[4]:   TEST
Parent Company OCN: TEST
Switch Identification[5]: *   IIIIIIIIII
Locality/City/Wire Center:
Rate Center[6]:   ALDERSON
Homing Tandem Operating Company[7]:   TEST
Homing tandem CLLI[8]:   22222222222

Section 1.3

Date of Application: 11/12/2008
Requested Effective date[9,10]:   01/10/2009

☐ By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Expedite   ☐

Expedite Explanation

Expedite Explanation

Section 1.4

OCN Change Reason: Please Select

If Other, Explain:

Section 1.5

Pooling Indicator[11]:   ☐
NPA Jeopardy Criteria   ☐
Attached Part 2[12,13]:   Not attached
Additional Documentation   Not sent

Comments

                    Submit 14   Cancel   Back   Reset

Figure: 2.1.74

Step 4: Update the fields as needed on the Part 1 and, if applicable, the Months to Exhaust worksheet as instructed by NANPA on the Part 3 response for this request.

Buttons on the Part 1 form:

o The "**Submit**" button will submit the Part 1 request in NAS. Upon successful submission the user will receive a confirmation with the same tracking number received when the request was first submitted.

o The "**Cancel**" button will allow the user to completely cancel the Part 1 request and return you to the NAS Landing Page.

o The "**Back**" button will take the user back to the first Part 1 page where additional modifications may be made prior to re-submission of the request.

o The "**Reset**" button clears current data entered by the user.

Step 5: Click "Submit" or "Continue" (for a request with an MTE click "Continue" – update the MTE if necessary, and then click on "Submit").

NOTE: If the submission is unsuccessful, NAS will return to the Part 1 form with error messages shown at the top of the screen indicating which fields must be corrected or completed prior to re-submission. (Figure 2.1.75)

Figure 2.1.75
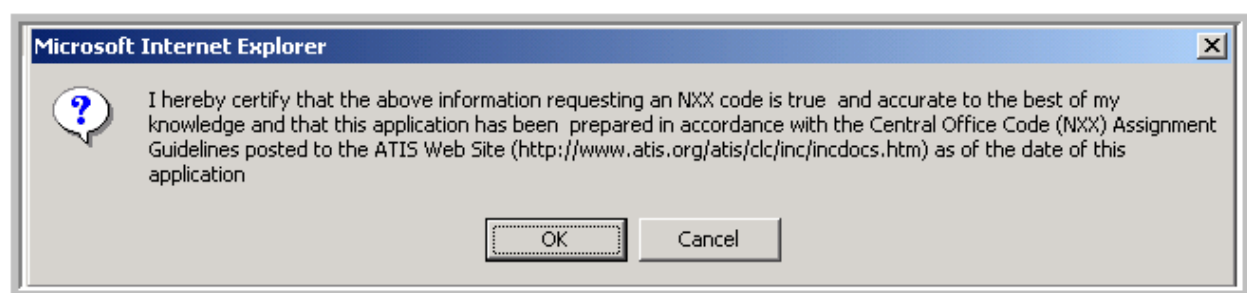
Figure 2.1.76

Upon successful submission, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.76. By clicking on the "OK" button you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper.

To return to the Part 1 request to review and update, click on "Cancel". NAS will return to the Part 1 form.
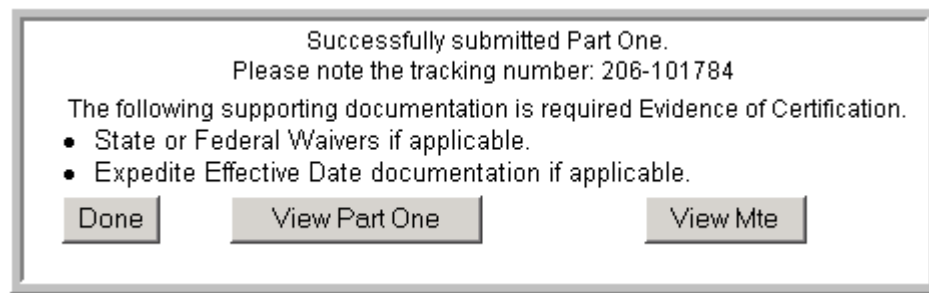
Figure 2.1.77

After clicking on the "OK" button NAS will respond with a Confirmation page. The confirmation page will provide the original tracking number received when the request was first submitted and will indicate that the Part 1 has been successfully re-submitted. (Figure 2.1.77)

A reminder will appear on the confirmation page informing the user of possible documentation that may be required to submit along with the Part 1 submission.

2.1.5 Reserve

The following section describes the steps to retrieve, update, and re-submit a Part 1 to request assignment of a reserved NPA-NXX code. Once the Part 1 has been re-submitted, NANPA will complete processing of your request and issue a final Part 3 response.

NAS Landing Page
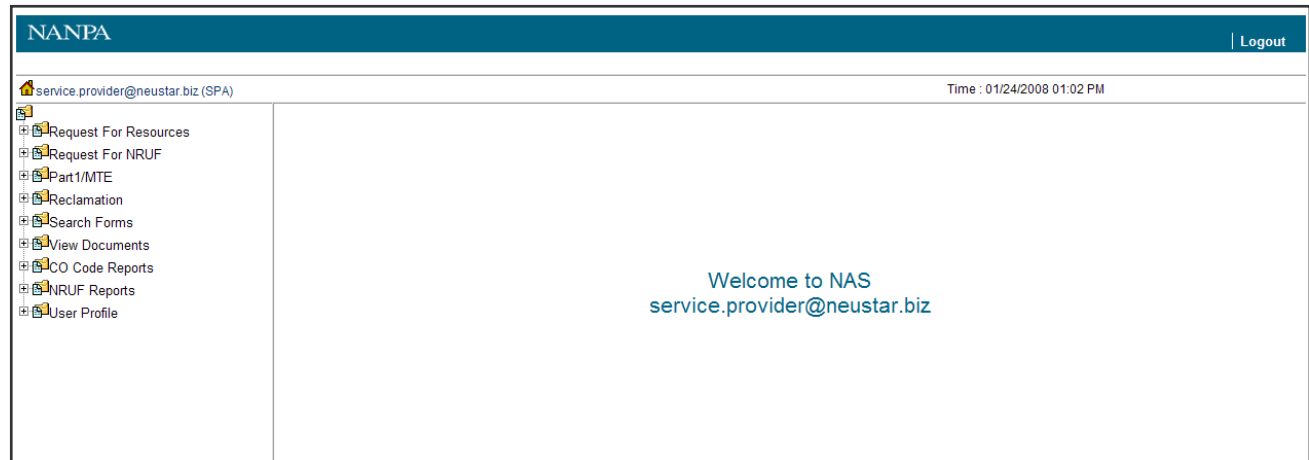
Figure 2.1.78

Retrieving and re-submitting a Part 1 for assignment of a reserved NPA-NXX

Step 1: To retrieve a Reserved Part 1, click on the + sign next to "Part 1/MTE" (see Figure 2.1.78). This will bring down a list of Part 1 request form options.

Step 2: Click on "Reserve". The *List of Reserved Part 1s* screen is displayed as shown in Figure 2.1.79.

List of Reserved Part1(s):						
NPA-NXX	Tracking Number	Rate Center	OCN	Switch CLLI	Effective Date	Assign Date
210- 251	210-101180	SANANTONIO	6010	TESTINGSWIC		01/05/2004
208- 203	208-101367	ALBION	6010	55555555555		01/08/2004
206- 307	206-101761	BAINBDG IS	6010	44444444444		01/17/2004
206- 348	206-101791	BAINBDG IS	1234	44444455555		01/19/2004

Figure 2.1.79

Step 3: Select a Part 1 for re-submission by clicking on the tracking number. This will bring up the Part 1 form screen as shown in Figure 2.1.80.

Central Office Code (NXX) Code Assignment request - Part 1
Revised December 9, 2005
Type of Application: New

Section 1.1

Code Applicant

Company/Entity Name:	NAS TEST
Headquarters Address:	46000 CENTER OAK PLAZA
Headquarters City,State, Zip:	STERLING, VA, 20166
Contact Name:	SERVICE PROVIDER
Contact City,State, Zip:	STERLING, VA, 20166
Contact Phone:	9999999999
Contact Fax:	9999999999

Code Administrator[2]

Name:	Joseph Rano
Address:	46000 Center Oak Plaza
City, State and Zip:	Sterling, VA, 20166
Phone:	571-434-5138
Fax:	571-434-5502

Section 1.2

NPA:	304
LATA:*	
OCN[4]:	TEST
Parent Company OCN:*	TEST
Switch Identification[5]:*	
Locality/City/Wire Center:	
Rate Center[6]:	ALDERSON
Homing Tandem Operating Company[7]:	
Homing Tandem CLLI[8]:*	

Section 1.3

Date of Application:	11/12/2008
Requested Effective date[9,10]:*	01/10/2009

☐ By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Expedite	☐
Expedite Explanation	

Section 1.4

Type of Company:	CAP OR CLEC ▼
Type of Service:	Wireline ▼
NXX assignment preference	
Undesirable NXX codes	

Section 1.5

Pooling Indicator[11]:	☐
NPA Jeopardy Criteria	☑
Attached Part 2 [12,13]	Not attached ▼
Additional Documentation	Not sent ▼
Comments	

[Submit] 14   [Cancel]   [Back]   [Reset]

Figure 2.1.80

Step 4: Update the fields as needed on the Part 1 and, if applicable, the Months to Exhaust worksheet.

Buttons on the Part 1 form:
- o The "**Submit**" button will submit the Part 1 request in NAS. Upon successful submission NAS will display a confirmation page with a tracking number.
- o The "**Cancel**" button will allow the user to completely cancel the Part 1 request and return to the NAS Landing Page.
- o The "**Back**" button will take the user back to the first Part 1 page where additional modifications may be made prior to re-submission of the request.
- o The "**Reset**" button clears current data entered by the user.

Step 5: Click "Submit" or "Continue" (for a request with an MTE click "Continue" – update the MTE if necessary, and then click on "Submit").

NOTE: If the submission is unsuccessful, NAS will return to the Part 1 form with error messages shown at the top of the screen indicating which fields must be corrected or completed prior to re-submission. (Figure 2.1.81)

Figure 2.1.81
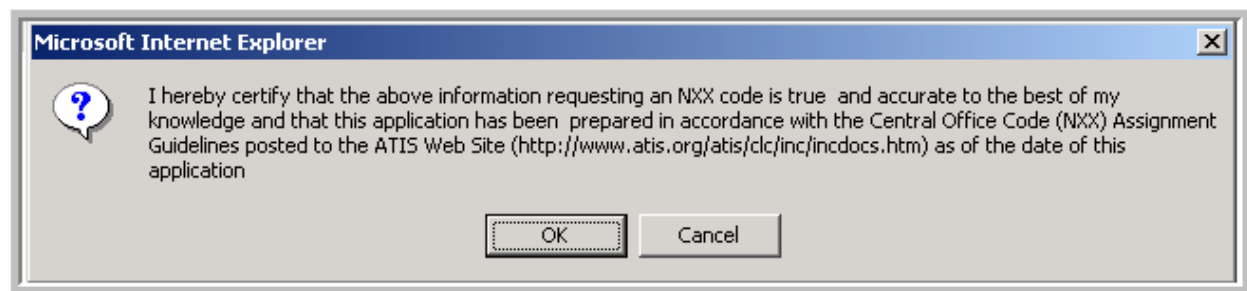
Figure 2.1.81

Upon successful submission, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.82. By clicking on the "OK" button you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper.

To return to the Part 1 request to review and update, click on "Cancel". NAS will return to the Part 1 form.
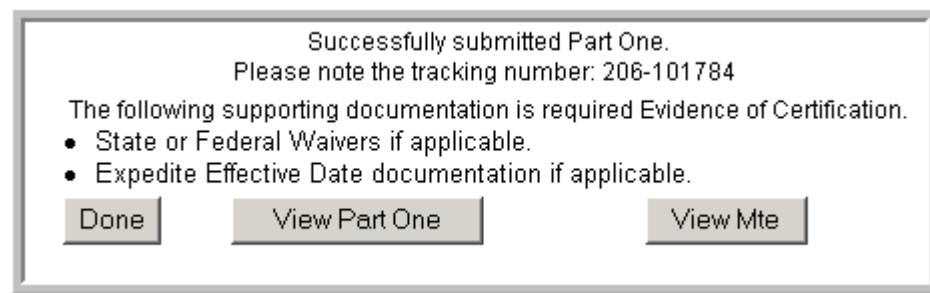
Figure 2.1.83

After clicking on the "OK" button NAS will respond with a Confirmation page. The confirmation page will provide the original tracking number received when the request was first submitted and will indicate that the Part 1 has been successfully re-submitted.

A reminder will appear on the confirmation page informing user of possible documentation that may be required to be submitted along with the Part 1 submission.

2.2 Search Forms

This section outlines the search capabilities of NAS as it relates to CO Code forms. NAS allows a user to search for, view, and print all forms related to a Part 1 request including Part 1s, MTEs, Part 3s, Part 4s and Part 5s.

There are several options available to the NAS user for searching for CO Code forms. The following describes the options that users have for searching for CO Code forms in NAS and the steps to perform those searches.

NAS Tools frame
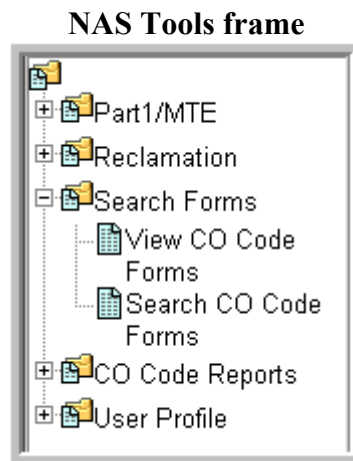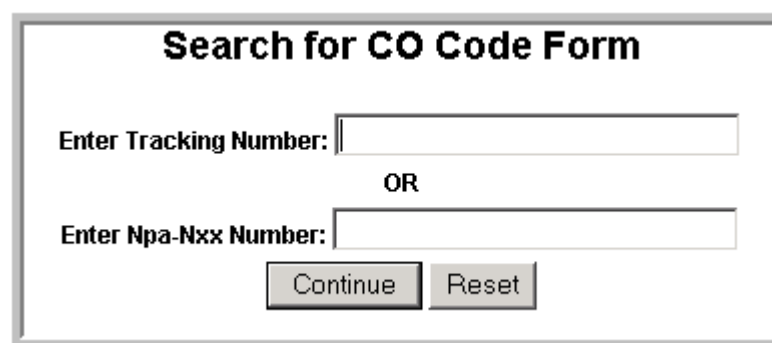
Figure 2.2.84

2.2.1 View CO Code Forms

Figure 2.2.85

Searching for forms via the Tracking Number

Click on "View CO Code Forms" under "Search Forms" on the tools frame. This will bring up the "Search for CO Code Form" window. (Figure 2.2.85) In the "Tracking Number" field, enter a tracking number (format XXX-XXXXXX), then click on "Continue".

Figure 2.2.86

This will bring up a list of all CO Code forms tied to the tracking number queried, including Part 1s, MTEs, Part 3, Part 4s and Part 5s. Tracking number search cannot be used in conjunction with any other search criteria. (Figure 2.2.86). Click on the "Form Type" to view a particular form.

Searching for forms via the NPA-NXX

Click on "View CO Code Forms" under "Search Forms" on the tools frame. This will bring up the "Search for CO Code Form" window. (Figure 2.2.87) In the "NPA-NXX" field, enter an NPA-NXX (format NPA-NXX), then click on "Continue".

Figure 2.2.87

This will bring up a list of all CO Code forms tied to the NPA-NXX queried, including Part 1s, MTEs, Part 3, Part 4s and Part 5s. NPA-NXX search cannot be used in conjunction with any other search criteria. (Figure 2.2.87) Click on the "Form Type" to view a particular form.

2.2.2 Search CO Code Forms

Step 1: To begin the search for CO Code forms, click on the + sign next to "Search Forms" on the tools frame to the left of the screen (see Figure 2.2.84). This will bring down a list of search options.

Step 2: Click on "Search CO Code Forms". The *Search for CO Code Forms* screen is displayed as shown in Figure 2.2.88.

Figure 2.2.88

There are several ways to search for CO Code forms. (Figure 2.2.88)
- A user can search for all forms for a *specific NPA, Rate Center or OCN*.
- A search can also be done by date or date range.
- A combination of search criteria can be entered to limit the size of the resulting list, i.e. the user chooses a search for all Part 1s submitted in NPA 801 between the dates of December 1, 2003 and January 1, 2004.

From any of the resulting lists of forms that met the search selection criteria, the user can view and print any of the forms by clicking on the Form Type.

Step 3: Select a search method from the list of options available. Complete the search and get a list of forms that meet the search criteria.

NPA – To search for all forms in a specific NPA, click on "NPA" then select an NPA from the dropdown list. Click "Continue".

NPA-NXX	Rate Center	OCN	Form Type	Date	Tracking Number
206-573	SEATTLE	1234-NAS Telecom	Code Request Part 1	01/16/2004	206-101746
206-573	SEATTLE	1234-NAS Telecom	Code Request Part 3	01/19/2004	206-101746
206-395	BAINBDG IS	1234-NAS Telecom	Code Request Part 1	01/19/2004	206-101781
206-395	BAINBDG IS	1234-NAS Telecom	Code Request Part 3	01/19/2004	206-101781
206-395	BAINBDG IS	1234-NAS Telecom	Code Request Part 4	01/20/2004	206-101781
206-397	BAINBDG IS	1234-NAS Telecom	Code Request Part 1	01/19/2004	206-101783
206-397	BAINBDG IS	1234-NAS Telecom	Months to Exhaust	01/19/2004	206-101783
206-397	BAINBDG IS	1234-NAS Telecom	Code Request Part 3	01/19/2004	206-101783

Figure 2.2.89

This will bring up a list of all CO Code forms that were submitted for any OCN within the user's profile. NPA search can be used in conjunction with any other search criteria to limit the search results. (Figure 2.2.89)

Rate Center – The Rate Center Search must be used in conjunction with the NPA search. To search for all forms in a specific Rate Center, first click on "NPA" then select an NPA from the dropdown list. Click on "Rate Center" and select a Rate Center from the dropdown list. Click "Continue"

Results of the query

Forms List

NPA-NXX	Rate Center	OCN	Form Type	Date	Tracking Number
206-573	SEATTLE	1234-NAS Telecom	Code Request Part 1	01/16/2004	206-101746
206-573	SEATTLE	1234-NAS Telecom	Code Request Part 3	01/19/2004	206-101746

Figure 2.2.90

This will bring up a list of all CO Code forms that were submitted for any OCN within the user's profile. This search can be limited further by making selections from the OCN field. It can also be limited by choosing which forms (Part 1, Part 3, etc.) are being pulled up on the search results.

OCN – To search for all forms for a specific OCN within the user's profile, click on "OCN" then select an OCN from the dropdown list. Click "Continue".

Results of the query

Forms List

NPA-NXX	Rate Center	OCN	Form Type	Date	Tracking Number
206-573	SEATTLE	1234-NO OCN PROVIDED	Code Request Part 1	01/16/2004	206-101746
206-573	SEATTLE	1234-NO OCN PROVIDED	Code Request Part 3	01/19/2004	206-101746

Figure 2.2.91

This will bring up a list of all CO Code forms that were submitted for the specified OCN. This search can be limited further by making selections from the NPA and Rate Center fields. It can also be limited by choosing which forms are being pulled up on the search results.

Start Date, End Date - To search for CO Code forms by a specific date enter the same date in both the "Start Date" and the "End Date" fields. To search a date range, enter the earliest date of the date range in the "Start Date" field and the latest date of the date range in the "End Date" field. Click "Continue".

Results of the query

Forms List

NPA-NXX	Rate Center	OCN	Form Type	Date	Tracking Number
206-573	SEATTLE	1234-NAS Telecom	Code Request Part 1	01/16/2004	206-101746
206-573	SEATTLE	1234-NAS Telecom	Code Request Part 3	01/19/2004	206-101746
206-395	BAINBDG IS	1234-NAS Telecom	Code Request Part 1	01/19/2004	206-101781
206-395	BAINBDG IS	1234-NAS Telecom	Code Request Part 3	01/19/2004	206-101781
206-397	BAINBDG IS	1234-NAS Telecom	Code Request Part 1	01/19/2004	206-101783
206-397	BAINBDG IS	1234-NAS Telecom	Months to Exhaust	01/19/2004	206-101783

Figure 2.2.92

This will bring up a list of all CO Code forms that were submitted for any OCN within the user's profile within the date(s) indicated in the search criteria. This search can be limited further by making selections from the NPA, Rate Center, and OCN search criteria. It can also be limited by choosing which forms are being pulled up on the search results. (Figure 2.2.92)

By Form – To limit CO Code form searches to specific form types, select the forms by clicking on the checkbox next to the form name (Part 1, MTE Part 3, Part 4, and Part 5). The user can select one, several or all CO Code Forms for the search. This search criterion can be used in conjunction with any other search criteria to limit the search results.

3.0 CO Code Reports

This section outlines the reports available for the CO Code module in NAS. These reports are downloadable and can be accessed under the CO Code Reports section of the tools frame (Figure 3.0.93).
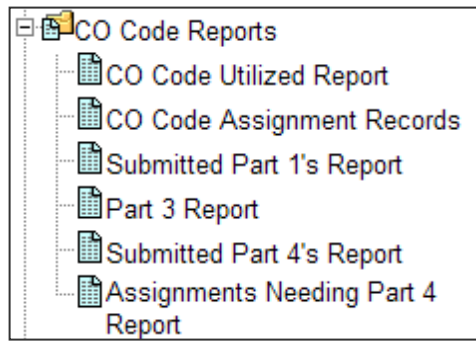

Figure 3.0.93

3.1 CO Code Utilized Report

The Central Office Code Utilized Report is generated "real time". This report provides an up-to-date list of central office codes assigned in a NPA.

To access the Central Office Code Utilized Report:

   Step 1 – Click on "CO Code Utilized Report" under the CO Code Reports section of the tools frame (Figure 3.0.93). This will bring up a selection screen for designating the state and NPA that the report will be generated for (Figure 3.1.94).
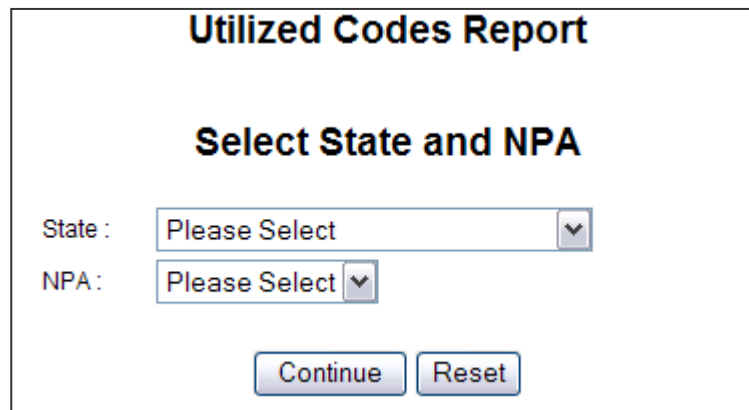
Figure 3.1.94

Step 2 – Select a state. The screen will refresh and provide a list of NPAs based on the state selected. Select an NPA then click on the "Continue" button. This will bring up a list of NPA-NXXs that are currently assigned (Figure 3.1.95).

Utilized Codes Report

State	NPA	NXX	Use	OCN	Company Name	Rate Center	Switch	Initial/Growth	Assigned Date	Effective Date
FL	904	200	AS	6502	CELLCO PARTNERSHIP DBA VERIZON WIRELESS - FL	JACKSONVL		G	06/03/2004	
FL	904	201	AS	4802	LEVEL 3 COMMUNICATIONS, LLC - FL	ST JOHNS		I	06/09/2004	
FL	904	202	AS	9417	BELLSOUTH TELECOMM INC DBA SOUTHERN BELL TEL & TEL	JACKSONVL				
FL	904	203	UA	9417	BELLSOUTH TELECOMM INC DBA SOUTHERN BELL TEL & TEL					
FL	904	204	UA	9417	BELLSOUTH TELECOMM INC DBA SOUTHERN BELL TEL & TEL					
FL	904	205	AS	9417	BELLSOUTH TELECOMM INC DBA SOUTHERN BELL TEL & TEL					
FL	904	206	AS	6214	NEW CINGULAR WIRELESS PCS, LLC - GA	FERNADNBCH				
FL	904	207	AS	7472	POWERTEL JACKSONVILLE LICENSES, INC.	JACKSONVL		G	06/24/2004	
FL	904	208	AS	7472	POWERTEL JACKSONVILLE LICENSES, INC.	JACKSONVL		G	03/01/2004	
FL	904	209	AS	4616	DELTACOM, INC. - FL	ST JOHNS				
FL	904	210	AS	6214	NEW CINGULAR WIRELESS PCS, LLC - GA	JACKSONVL				

Figure 3.1.95

Fields on the Report – State, NPA, NXX, Use (Code state), OCN, Company Name, Rate Center, Switch, Initial/Growth (assignment type), Assigned Date, Effective Date

This report is downloadable to an Excel file. At the bottom of the report is a "Download Report to Excel File" button. By clicking on the Excel button, this report is automatically converted to an Excel spreadsheet which can be manipulated and saved.

3.2 CO Code Assignment Records

The Central Office Code Assignment Records report is generated and updated daily. This report provides a daily updated listing of assigned, available and unavailable central office codes by NPA. It is available in two downloadable formats; text file, or Excel Spreadsheet. The text files are separated into 8 geographic sub-regions with two separate files for each region, one for utilized codes and one for available codes. The Excel Spreadsheet is separated into 3 geographic regions with one file for each region for both utilized and available codes. There is a separate

tab on the Excel spreadsheet for each state. Field definitions and code use states are listed in the following chart.

CO Codes Field Definitions

Field	Definition
State Abbreviation	Standard two character abbreviation.
NPA-NXX	Area Code and Prefix
OCN	Operating Company Number
Company Name	Full Company Name; Company Names are enclosed with quotes if they contain special characters.
Rate Center	10 character abbreviation for the Rate Center in which the code is assigned.
Future Effective Date (EffectiveDate)	The future date when a new code will be in service (for new codes only). Once the effective date is reached, this date will no longer appear.
Use	
VC	VC indicates codes that are vacant; they are available for assignment to a service provider.
AS	AS indicates codes that are assigned to a service provider.
PR	PR indicates codes that are protected for a split; that is, these codes are assigned in the old or the new NPA and can not be assigned in the other NPA until after the end of permissive dialing.
RV	RV indicates codes that have been reserved by a service provider. The identity of the service provider is considered proprietary information and will not be shown.
UA	UA indicates codes that are unavailable for assignment. These codes include, but are not limited to, test and special use codes (e.g., 958, 959, 555, time), N11 and other unique codes (e.g., 976, 950), codes set aside for pooling, and codes with special dialing arrangements (e.g., 7-digit dialing cross NPA boundary).
Assigned Date (AssignDate)	Date the code was assigned to the service provider by NANPA. This field is populated only for those codes assigned from January 2001 on.
Initial or Growth (Initial/Growth)	Initial is the first geographic NXX code assigned at a unique switching entity or point of interconnection for a service provider. Growth is a code assigned to a switching entity or point of interconnection subsequent to the assignment of the first code, for the same purpose as a code that was previously assigned for a service provider to the same switching entity or point of interconnection.

To access the Central Office Code Assignment Records reports:

Step 1 - Click on "CO Code Assignment Records" under the CO Code Reports section of the tools frame (Figure 3.0.93). This will bring up the Central Office Code Assignment Activity Records page. The first listings of report selections are the text based reports. Scroll below this list to access the Excel Spreadsheet version of the reports. (Figure 3.2.96).
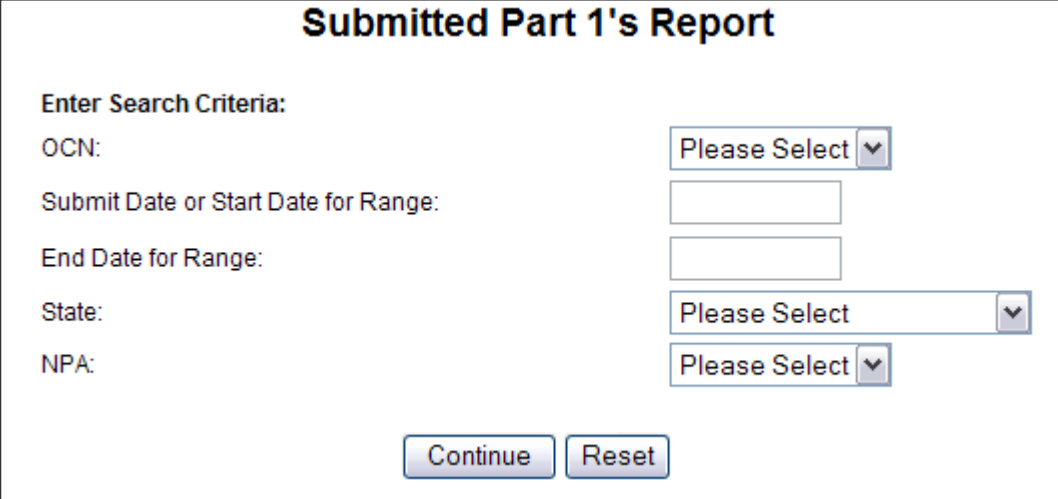

Figure 3.2.96

Step 2– Select the specific report and version from the report lists. NAS will bring up a zip file which can be opened for viewing.

Fields on the Reports:
- Text Version Available Codes – State, NPA, and NXX
- Text Version Utilized Codes – State, NPA, NXX, OCN, Company, Rate Center, Effective Date, Use (code state), Assign Date, Initial/Growth
- Excel Spreadsheet Version Available & Utilized together – NPA-NXX, Use (code state), OCN, Company, Rate Center, Initial/Growth, Assign Date, Effective Date

3.3 Submitted Part 1s Report

The "Submitted Part 1s Report" shows Part 1s that have been submitted for all OCNs listed in the user's profile. There are several options available for generating this report (Figure 3.3.97):

Figure 3.3.97

All Submitted Part 1s: To generate the "Submitted Part 1s Report" for all Part 1s that have been submitted for all OCNs within the user's profile, simply make no selections from the dropdown lists and click "Continue".

Submitted Part 1s by OCN: To generate "Submitted Part 1s Report" for a specific OCN within the user's profile, select an OCN from the OCN dropdown list then click on "Continue".

Submitted Part 1s by Date: To generate the "Submitted Part 1s Report" for a specific date, enter the same date in both the "Submit Date or Start Date for Range" field and the "End Date for Range" field. Click "Continue".

Submitted Part 1s by Date Range: To generate the "Submitted Part 1s Report" for a date range, enter the earliest date of the date range in the "Submit Date or Start Date for Range" field and the latest date of the date range in the "End Date for Range" field. Click "Continue".

Submitted Part 1s by State: To generate the "Submitted Part 1s Report" for a specific State, select a state from the State dropdown list then click "Continue".

Submitted Part 1s by NPA: To generate the "Submitted Part 1s Report" for a specific NPA, select an NPA from the NPA dropdown list then click "Continue".

Submitted Part 1's Report

Tracking Number	NPA	NXX	Type of Request	Submit Date	Requested Eff Date	OCN	Switch	Rate Center
201-	201	0	Initial		07/08/1999	1234		CLIFFSIDE
201-	201	0	Initial		07/08/1999	1234		CLOSTER
201-	201	469	Change		04/27/2000	1234		JERSEYCITY
201-	201	748	Change		11/02/2000	1234		JERSEYCITY
201-	201	0	Initial		11/06/2000	1234		HACKENSACK
201-	201	256	Growth		01/01/1970	1234		CLOSTER

Figure 3.3.98

Report fields: The fields shown on the "Submitted Part 1`s Report are: Tracking number, NPA, NXX, Type of Request, (Initial, Growth, change, etc.) Submit Date, Requested Effective Date, OCN, Switch, and Rate Center.

3.4 Part 3 Report

The "Part 3 Report" shows Part 3s that have been generated by NANPA in response to Part 1 requests from Service Provider Applicants and Service Provider Consultants. There are several options available for generating this report (Figure 3.4.99):

Figure 3.4.99

All Assigned NXX (Part 3s):– To generate the "Assigned NXX (Part 3s)" report for all Part 3s that have been created for all OCNs within the user's profile, simply make no selections from the dropdown lists and click "Continue".

Assigned NXX (Part 3s) by OCN: To generate the "Assigned NXX (Part 3s)" report for a specific OCN within the user's profile, select an OCN from the OCN dropdown list then click "Continue".

Assigned NXX (Part 3s) by Date: To generate the "Assigned NXX (Part 3s)" report for a specific date, enter the same date in both the "Submit Date or Start Date for Range" field and the "End Date for Range" field. (Check Field labels)

Assigned NXX (Part 3s) by Date Range: To generate the "Assigned NXX (Part 3s)" report for a date range, enter the earliest date for the date range in the "Submit Date or Start Date for Range" field and the latest date for the date range in the "End Date for Range" field then click "Continue". (Check Field labels)

Assigned NXX (Part 3s) by NPA: To generate the "Assigned NXX (Part 3s)" report for a specific NPA, select an NPA from the NPA dropdown list then click "Continue".

Assigned NXX (Part 3s) by State: To generate the "Assigned NXX (Part 3s)" report for a specific State, select a state from the State dropdown list then click "Continue".

Part 3 Report

Tracking Number	NPA	NXX	State	Type of Request	Disposition	Effective Date	OCN	Rate Center
201-	201	654	NJ	Initial	Approved	07/08/1999	1234	CLIFFSIDE
201-	201	660	NJ	Initial	Approved	07/08/1999	1234	CLOSTER
201-	201	469	NJ	Change	Approved	04/27/2000	1234	JERSEYCITY
201-	201	748	NJ	Change	Approved	11/02/2000	1234	JERSEYCITY
201-	201	0	NJ	Initial	Denied	11/06/2000	1234	HACKENSACK
201-	201	256	NJ	Growth	Approved	01/01/1970	1234	CLOSTER
201-	201	256	NJ	Return	Approved	01/01/1970	1234	XXXXXXXXXX
201-	201	312	NJ	Return	Approved	01/01/1970	1234	OAKLAND

Figure 3.4.100

Report fields: The fields shown on "Part 3 Report" are: Tracking number, NPA, NXX, State, Type of Request, Disposition, Effective Date, OCN, and Rate Center.

3.5 Submitted Part 4s

 The "Submitted Part 4s" report shows Part 4s that have been submitted for all OCNs listed in the user's profile. There are several options available for generating this report (Figure 3.5.101):

Figure 3.5.101

All Submitted Part 4s – To generate the "Submitted Part 4s" report for all Part 4s that have been submitted for all OCNs within the user's profile, simply make no selections from the dropdown lists and click "Continue".

Submitted Part 4s by OCN – To generate the "Submitted Part 4s" report for a specific OCN within the user's profile, select an OCN from the OCN dropdown list then click "Continue".

Submitted Part 4s by Date– To generate the "Submitted Part 4s" report for a specific date, enter the same date in both the "Submit Date or Start Date for Range" field and the "End Date for Range" field.

Submitted Part 4s by Date Range - To generate the "Submitted Part 4s" report for a date range, enter the earliest date for the date range in the "Submit Date or Start Date for Range" field and the latest date for the date range in the "End Date for Range" field then click "Continue".

Submitted Part 4s by NPA – To generate the "Submitted Part 4s" report for a specific NPA, select an NPA from the NPA dropdown list then click "Continue".

Submitted Part 4s by State - To generate the "Submitted Part 4s" report for a specific State, select a state from the State dropdown list then click "Continue".
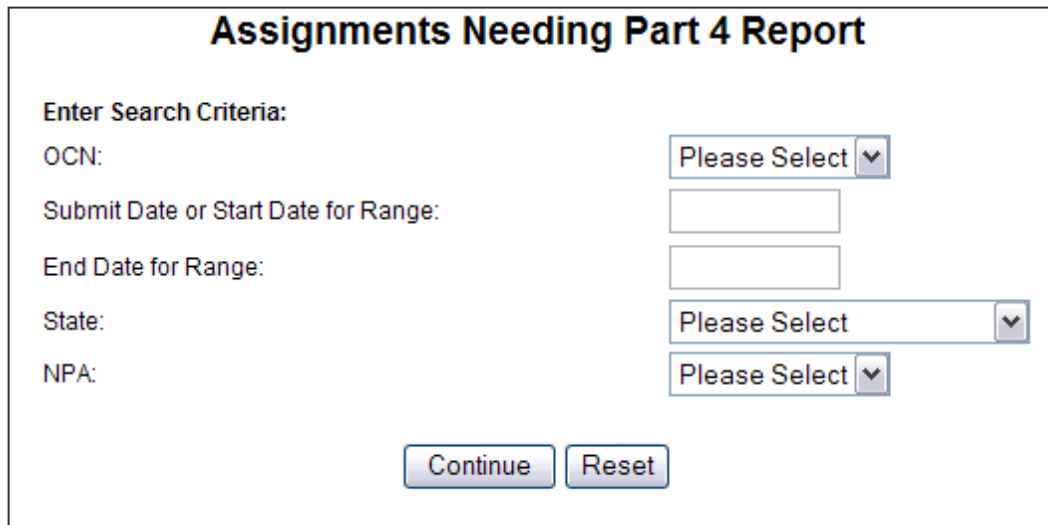
Submitted Part 4's Report

Tracking Number	NPA	NXX	Disposition	Effective Date	In Service Date	OCN	Rate Center
	847	603	Approved	01/09/2001	01/09/2001	1234	ANTIOCH
	631	792	Approved	10/06/2000	10/06/2000	1234	BABYLON
	714	510	Approved	01/26/2001	01/26/2001	1234	BREA
	631	870	Approved	10/06/2000	10/06/2000	1234	CENTRAISLP
	770	776	Approved	08/01/1998	08/01/1998	1234	CHAMBLEE
	248	507	Approved	11/13/2000	11/13/2000	1234	CLARKSTON
	614	456	Approved	03/19/2001	03/19/2001	1234	COLUMBUS
	256	898	Approved	09/04/1998	09/04/1998	1234	DECATUR

Figure 3.5.102

Report fields: The fields shown on the "Submitted Part 4s" Report are: Tracking number, NPA, NXX, State, Assigned Date, Effective Date, OCN, Switch, and Rate Center.

3.6 Assignments Needing Part 4

The "Assignments Needing Part 4" report lists all code assignments that have an outstanding Part 4 due for all OCNs listed in the user's profile. There are several options available for generating this report:

Assignments Needing Part 4 Report

Enter Search Criteria:

OCN: Please Select ▾

Submit Date or Start Date for Range:

End Date for Range:

State: Please Select ▾

NPA: Please Select ▾

Continue   Reset

Figure 3.6.103

All Assignments Needing Part 4 – To generate the "Assignments Needing Part 4" report for all code assignments with outstanding Part 4s due, for all OCNs within the user's profile, simply make no selections from the dropdown lists and click "Continue".

Assignments Needing Part 4 by OCN – To generate the "Assignments Needing Part 4" report for a specific OCN within the user's profile, select an OCN from the OCN dropdown list then click "Continue".

Assignments Needing Part 4 by Date– To generate the "Assignments Needing Part 4" report for a specific date, enter the same date in both the "Submit Date or Start Date for Range" field and the "End Date for Range" field.

Assignments Needing Part 4 by Date Range - To generate the "Assignments Needing Part 4" report for a date range, enter the earliest date for the date range in the "Submit Date or Start Date for Range" field and the latest date for the date range in "End Date for Range" field then click "Continue".

Assignments Needing Part 4 by NPA – To generate the "Assignments Needing Part 4" report for a specific NPA, select an NPA from the NPA dropdown list then click "Continue".

Assignments Needing Part 4 by State - To generate the "Assignments Needing Part 4" report for a specific State, select a state from the State dropdown list then click "Continue".

Assignments Needing Part 4 Report

Tracking Number	OCN	NPA	NXX	Part 4 Due Date	Effective Date
201-	1234	201	588	05/03/2008	11/03/2007
210-	1234	210	278	04/14/2008	10/14/2007
408-	1234	408	214	06/30/2008	12/30/2007
424-	1234	424	237	07/21/2008	01/21/2008
434-	1234	434	261	06/23/2008	12/23/2007
551-	1234	551	996	03/17/2008	09/17/2007
570-	1234	570	569	09/30/2008	03/30/2008
585-	1234	585	459	06/30/2008	12/30/2007
603-	1234	603	815	08/11/2008	02/11/2008
740-	1234	740	885	08/11/2008	02/11/2008
818-	1234	818	931	07/07/2008	01/07/2008
907-	1234	907	312	05/15/2008	11/15/2007
920-	1234	920	952	06/07/2008	12/07/2007

Download Report to Excel File

Figure 3.6.104

Report fields: The fields shown on the "Assignments Needing Part 4" Report are: Tracking number, OCN, NPA, NXX, Part 4 Due Date, and Effective Date.