

# FORM 502 - GEOGRAPHIC REPORTING

## INSTRUCTIONS FOR UTILIZATION AND FORECAST FORMS

>>>Please Read Thoroughly Before Completing Forms<<<

When to File: .....	1
Company Information: .....	1
PART 1 - UTILIZATION INSTRUCTIONS.....	1
Carrier Types .....	2
Utilization Data .....	2
Completion .....	3
PART 2 - FORECAST INSTRUCTIONS .....	4
Carrier Types .....	5
Forecast Data .....	5
Completion .....	6
Submit Form 502 to NANPA .....	6

### ***When to File:***

Reporting carriers shall file utilization and forecast reports semi-annually on or before February 1 for the preceding 6 month reporting period ending on December 31, and on or before August 1 for the preceding 6 month reporting period ending on June 30. Reporting is mandatory.

### ***Company Information:***

Reporting carriers must provide information about their company on the Company Information worksheet. The following fields are required: Parent Company Name, Service Provider Name, Company Address, City, State, Zip, Contact Name, Contact Tel#, Email, Parent Company OCN, SP OCN, SP FRN, and SP Service Type. If any of these fields are not provided, the Form 502 will be rejected. The SP OCN is the 4 character code assigned by NECA for the reporting carrier. Carriers that have multiple OCNs must submit a separate Form 502 for each OCN that they hold numbering resources under. The SP FRN is the 10 digit FCC Registration Number assigned to the carrier by the Federal Communications Commission (FCC) and is the same number used by entities on FCC Form 499-A.

### ***PART 1 - UTILIZATION INSTRUCTIONS***

Choose the appropriate utilization form:

- U1 Non-Rural Primary Carriers  
All carriers report at 1000 block level per Rate Center
- U2 Rural Primary Carriers  
All carriers report at NPA-NXX code level per Rate Center.
- U3 Non-Rural Intermediate Carriers  
All carriers report at 1000 block level per Rate Center

U4 Rural Intermediate Carriers  
All carriers report at NPA-NXX code level per Rate Center.

Carriers that receive numbering resources both from the Numbering or Pooling Administrator and from another carrier, or that are rural carriers in some but not all areas, will need to complete more than one utilization form to account for all of their numbering resources.

### ***Carrier Types:***

**Primary Carrier** is defined as a carrier that receives numbers directly from the Numbering or Pooling Administrator. Forms U1 and U2 are used by these carriers to report number utilization.

**Intermediate Carrier** is defined as a carrier that receives numbers from another carrier. Forms U3 and U4 are used by these carriers to report number utilization.

**Rural Carrier** is defined in the Communications Act, 47 U.S.C.§153(37). Rural carriers must, in addition to completing the appropriate utilization and forecast forms, complete a Rural Status Certification Form.

### ***Utilization Data:***

#### **NPA-NXX**

Rural carriers completing forms U2 or U4 report utilization at the NXX level. For each NXX in which your company has numbering resources, enter the NPA-NXX and the quantity of **Assigned, Intermediate, Reserved, Aging and Administrative** numbers. Provide one entry for each NXX.

#### **NPA-NXX-X**

Non-rural carriers completing Forms U1 or U3 report utilization at the 1000 block level. For each NPA-NXX-X in which your company has numbering resources, enter the NPA-NXX-X and the quantity of **Assigned, Intermediate, Reserved, Aging and Administrative** numbers. Provide one entry for each 1000 block.

#### **LERG Rate Center Name and State**

Both Rural and Non-Rural Carriers must also enter the name of each Rate Center Abbreviation in which your company has numbering resources as it appears in the LERG Table 8 under RC ABBREV. Rural Carriers must also enter the 2 character abbreviation of the state in which the Rate Center/NPA is located for which you are reporting.

#### **Usage Categories**

Each utilization form requires that numbers be reported in five categories as defined in FCC Order 00-104. A sixth category, "Available," is automatically calculated and no entry is required.

**Assigned:** Enter the quantity of Telephone Numbers (TNs) that are classified as "Assigned" for each identified NPA-NXX or NPA-NXX-X. Assigned numbers are defined as "numbers working in the Public Switched Telephone Network under an agreement such as a contract or tariff at the request of specific end users or customers for their use, or numbers not yet working but having a customer service order pending. Numbers that are not yet working and have a service order pending for more than five days shall not be classified as assigned numbers."

**Intermediate:** Enter the quantity of TNs that are classified as "Intermediate" for each identified NPA-NXX or NPA-NXX-X. Intermediate numbers are defined as "numbers that are made available for use by another telecommunications carrier or non-carrier entity for the purpose of providing telecommunications service to an end user or customer." An exception to this requirement is numbers ported for the purpose of transferring an established customer's service to another service provider, in which case the numbers are classified as "Assigned" by the porting carrier and not counted by the receiving carrier.

For intermediate numbers provided by carriers to non-carrier entities, the providing carrier must report utilization for these numbers. Numbers assigned to end users by a non-carrier entity should be reported by the providing carrier as "Assigned." Any remaining numbers held by a non-carrier entity that are not assigned to end users shall be reported by the providing carrier as "Intermediate." The sum of numbers reported by the carrier for the non-carrier entity in these two categories should always equal the total of numbers held by the non-carrier entity.

**Reserved:** Enter the quantity of TNs that are classified as "Reserved" for each identified NPA-NXX or NPA-NXX-X. Reserved numbers are defined as "numbers that are held by service providers at the request of specific end users or customers for their future use". Numbers held for specific end users or customers for more than 180 days shall not be classified as reserved numbers.

**Aging:** Enter the quantity of TNs that are classified as "Aging" for each identified NPA-NXX or NPA-NXX-X. Aging numbers are defined as "disconnected numbers that are not available for assignment to another end user or customer for a specified period of time." Numbers previously assigned to residential customers may be aged for no more than 90 days. Numbers previously assigned to business customers may be aged for no more than 365 days.

**Administrative:** Enter the quantity of TNs that are classified as "Administrative" for each identified NPA-NXX or NPA-NXX-X. Administrative numbers are defined as "numbers used by telecommunications carriers to perform internal administrative or operational functions necessary to maintain reasonable quality of service standards."

**Donated to Pool:** Check the "Donated to Pool" box if the NPA-NXX-X block has been donated to a pool.

**Quantities of Numbers Received:** Enter the total quantity of numbers received.

**Notes/Assignee:** Intermediate carriers - enter the name of the carrier from which you received numbers. Primary carriers - enter the name of the entity to which you gave numbers.

## **Completion**

For email/Excel™ submissions:

Confirm that the data requested above has been provided for all applicable states, NPAs and Rate Centers, then click on the "Check the Data Before Submitting" button. A formula that automatically calculates the Total NXXs or 1K Blocks will be added to each row where data has been entered. Also, the data entered will be checked for format and to see that it is within valid ranges. Error/Check messages will be added on the right end of each row that should be checked and corrected before submitting the form to NANPA.

For NAS on-line submissions:

Confirm that the data requested above has been provided for all of the numbering resources which are allocated to your company, then click on the "COMPLETED WORKSHEET" button on each of the utilization worksheets you have completed.

## ***PART 2 - FORECAST INSTRUCTIONS***

Choose the appropriate forecast form:

F1a Pooling Carriers - Initial

F1b Pooling Carriers - Growth

F2a Non-Pooling Carriers in Pooling Areas - Initial

F2b Non-Pooling Carriers in Pooling Areas - Growth

F3a Carriers in Non-Pooling Areas - Initial

F3b Carriers in Non-Pooling Areas - Growth

Carriers that pool in some but not all areas in which they have numbering resources, or that have numbering resources in both pooling and non-pooling areas, need to complete more than one pair of forms to account for all of their numbering resources.

### ***Carrier Types:***

**Pooling Carrier** is defined as a carrier that donates to and receives numbers from a number pool. Forms F1a and F1b are used by these carriers to forecast number requirements.

**Non Pooling Carrier in Pooling Areas** is defined as a carrier that provides service in areas where there is number pooling (Pooling was mandated in the NPA), but does not donate to or receive numbers from the number pool. Forms F2a and F2b are used by these carriers to forecast number requirements.

**Carrier in Non-pooling area** is defined as a carrier that provides service in area codes where there is no number pooling. Forms F3a and F3b are used by these carriers to forecast number requirements.

### ***Forecast Data:***

#### **Initial versus Growth**

Initial numbering resources are the first numbering resources received by a carrier in a particular area. Growth numbering resources are additional numbering resources received by a carrier already established in a particular area.

#### **NPA**

Enter the NPA for which you are providing forecast data.

#### **LERG Rate Center Name**

Enter the name of each Rate Center name as it appears in the LERG Table 8 under RC ABBREV.

#### **State**

Enter the 2 character abbreviation of the State in which the NPA or Rate Center is located for which you are providing forecast data.

#### **Pooling Carriers**

Enter the number of Initial and Growth 1000 blocks that your company will require for each applicable Rate Center for the next five years.

#### **Non-Pooling Carriers in Pooling Areas**

Enter the number of Initial and Growth NXX codes that your company will require for each applicable Rate Center for the next five years.

## **Carriers in Non-Pooling Areas**

Enter the number of Initial and Growth NXX codes that your company will require for each applicable NPA for the next five years.

## **Completion**

For email/Excel™ submissions:

Confirm that the data requested above has been provided for all applicable states, NPAs and Rate Centers, then click on the "Check the Data Before Submitting" button. A formula that automatically calculates the Total NXXs or 1K Blocks will be added to each row where data has been entered. Also, the data entered will be checked for format and to see that it is within valid ranges. Error/Check messages will be added on the right end of each row that should be checked and corrected before submitting the form to NANPA.

For NAS on-line submissions:

Confirm that the data requested above has been provided for all applicable states, NPAs and Rate Centers, then click on the "COMPLETED WORKSHEET" button for each of the forecast sheets to be submitted. A formula that automatically calculates the Total NXXs or 1K Blocks will be added to each row where data has been entered.

## **Submit Form 502 to NANPA**

For email/Excel™ submissions:

Save the workbook to a file in an Excel™ format (e.g., cocus.xlsm or cocus.xlsx), attach the file to an email and send it to [cocus@neustar.com](mailto:cocus@neustar.com).

For NAS on-line submissions:

Hit the "SUBMIT TO NANPA" button at the Company Information Page to send the complete Form 502 to NANPA. A tracking number will be provided for the successful submission.

For additional instructions, see the NRUF Form 502 Geographic Job Aid on the NANPA website ([www.nanpa.com](http://www.nanpa.com)). For additional questions, contact NANPA at 1-866-623-2282.