

Job Aid

Central Office (CO) Code Assignment Request

Completing the “Part 1” Document

Prepared by
NANPA CO Code Administration

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Introduction

Requirements and responsibilities regarding central office (CO) code requests and code administration are published in the industry-developed and approved document, “Central Office Code (NXX) Assignment Guidelines (COCAG), ATIS-0300051.” The latest revision to these guidelines may always be found on the ATIS website at <http://www.atis.org/inc/incguides.asp>.

NANPA CO Code Administration has prepared this job aid to assist telecommunications service providers and their agents in preparing the “Central Office Code (NXX) Assignment Request – Part 1” document, an attachment to the above-referenced guidelines. Note that the Part 1 has attached footnotes that the applicant should read and understand.

Each section of the Part 1 is addressed in this job aid, and most of the fields are discussed. Also located on the NANPA website (www.nanpa.com) is a “Summary – Part 1 Required Fields” document and a “Summary – MTE Form Required Fields” document. These documents are included as a reference for items that are required and must be completed by the code applicant.

The Part 1 form is subject to modification by the Industry Numbering Committee (INC). Therefore, individuals preparing the Part 1 should periodically verify that they are using the current, industry-approved version. A quarterly check of the ATIS website is strongly recommended. The information contained within the job aid reflects the Part 1 form revised as of the date specified on the cover of this job aid.

Any questions or suggestions pertaining to the job aid should be directed to NANPA Help Desk at 1-866-623-2282. Please note that applications are entered into the NANP Administration System (NAS), and there is a job aid available for entering each type of request into the system. This job is called the “NAS Central Office Code Training Guide” and is located at http://www.nanpa.com/tools/nasUser_guide.html.

Type of Application

Specify the intent of this application:

Check “**new**” if the request is for a new NXX.

Check “**change**” if the request is an update/change to the information associated with an NXX.

Check “**delete**” to indicate the disconnect or return of an NXX.

SECTION 1.1 (Contact Information)

Code Applicant Name

The name of the code applicant submitting the Part 1.

Company/Entity Name

The name of the company or entity submitting the Part 1. This entry may be:

- (a) The telecommunications service provider to whom the NXX will be assigned.
- (b) A company that will be “doing business as” a different company, the latter to be the “code holder” of record.
- (c) An entity acting as the service provider’s authorized agent.

Refer to the COCAG, Section 4.1.2 for further information.

Headquarters Address

The company’s headquarters address is required.

Refer to the COCAG, Section 4.1.2 for further information.

Contact Name, Contact Address, Phone, Fax, and email.

Be sure to include building, floor, room or suite number and Post Office Box, if applicable. If there are any special delivery instructions that are required, please specify that information.

SECTION 1.1 (Code Administrator Information)

Name

Name of the NANPA CO Code Administrator responsible for the NPA in which the NXX is being requested, changed/updated, or returned/disconnected. Code Administrator name and contact information is on the NANPA website (www.nanpa.com) under “Contact Us.”

Address

The address of NANPA CO Code Administration: 2411 Dulles Park Corner, Suite 250, Herndon, VA 20171.

Phone, Fax

As explained above, this information is on the NANPA web site with the Code Administrator contact information.

SECTION 1.2

NPA

The NPA in which the subject central office code resides. Important note: If this is a new request, and if the subject central office code will reside in a new NPA as a consequence of an approved NPA split, then the NPA to enter in this field depends on the effective date for the new central office code, the implementation date for the split, and the rate center served. Follow the directions in the table below.

Specifying the Correct NPA & LATA Before and During an NPA Split			
<i>If the NXX effective date occurs...</i>	<i>And...</i>	<i>Then...</i>	<i>And...</i>
Prior to the start of permissive dialing for the new NPA		Enter existing NPA	Verify whether the NPA will be in a different LATA
On or after the permissive dialing start date	Requested rate center will be moving to a new or different NPA	Enter new NPA	
On or after the mandatory dialing date			

NXX

This field will need to be filled in for changes and returns for existing NPA-NXX codes. It will remain blank for new code requests

LATA

When completing this field, please note the following:

1. All areas except Florida use a 3-digit number.
2. For Florida, use the appropriate 5-digit number.
3. Specify the LATA in which the rate center physically resides
4. If an NPA currently encompasses all or part of two LATAs, the result of an approved “split” may be that the old and new NPAs will each be in a different LATA.

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OCN

The Operating Company Number assigned to the telecommunications service provider that will be the “code holder of record”.

- (a) The code applicant company/entity must have a valid OCN in order to receive an NXX assignment
- (b) The OCN and company/entity name shown on the Part 1 must match the name shown for the OCN in the Business Integrated Routing and Rating Database System (BIRRDs) – Company Code Table (CTB) table.

Company Codes are assigned by the National Exchange Carrier Association (NECA) and may be used as an OCN. For more information consult the NECA website at <http://www.neca.org>, Tel: 973-884-8143.

Refer to the COCAG, Section 4.1.1, 4.1.2 and 6.1.1 for further information.

Parent Company OCN(s)

Enter the Parent Company OCN associated with the applicant’s company. If there is no Parent Company OCN, enter the OCN provided in section 1.2. If the Parent Company OCN is the same as the OCN in section 1.2, enter it here.

If the applicant is a subsidiary of another company, the applicant should provide the OCN of the Parent Company. If the applicant is owned by more than one Parent Company, the applicant should report the Parent Company OCN of the highest Parent Company located within the state. If the applicant is not a subsidiary of any other company, the applicant should enter its own OCN in the Parent Company OCN field.

Refer to the COCAG, Section 4.1.2 and 6.1.1 for further information.

Switch Identification (Switching Entity/POI)

Enter the 11-character alphanumeric identification of the switch or point of interconnection (POI) from which telephone numbers of the NXX will be served. This field is composed of a 4-character place, a 2-character state, province or county, a 2-character building, and a 3-character switch.

The switching identification entry must adhere to industry standards set forth in the CLLI™ “code set.” Telecommunications service providers may obtain a valid COMMON LANGUAGE CLLI™ Code by directly licensing the CLLI Code Set through Telcordia COMMON LANGUAGE Department. The Common Language website is <http://www.telcordia.com/products/commonlang.html>. Tel: 1-800-521-2673.

Refer to the COCAG, Section 4.1 for further information.

Locality/City/Wire Center

Identify the primary area to be served by the NXX. This may be

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- (a) The locality or city served. If so, it should be the one that is identified in the BIRRDs system as being part of the rate center specified below.
- (b) The name that the applying company uses internally to identify the wire center from which the NXX will be served (example, Bush-Pine)

This will enable the Code Administrator to verify if the NXX being requested or changed is assigned to the correct NPA since rate center names may be duplicated outside of NPA boundaries.

Rate Center

Enter the name of the rate center that will be served by the NXX

- (a) The specified rate center must have been approved by the State Regulatory Commission as a valid, tariffed “exchange” in that state.
- (b) Generally, the rate center should be one that defines a franchised, wireline service area (“exchange”) of the incumbent local exchange carrier (ILEC).
- (c) As of the effective date for the requested central office code assignment, the rate center specified must physically reside within geographic boundaries of the NPA and LATA specified on the Part 1.
- (d) If the rate center will be moving to a new or different NPA as the result of an approved NPA relief plan, then the specified NPA and LATA must be those in which the rate center will physically reside as of the NXX effective date.

Refer to the COCAG, Section 4.1 for further information.

Homing Tandem Operating Co

Enter the name of the company that owns the tandem to which the code applicant’s switch will interconnect

- (a) It is generally, but not always, the incumbent local exchange carrier that owns the homing tandem for a given geographic area.
- (b) It is the code applicant’s responsibility to identify the correct tandem owner.
- (c) The Local Exchange Routing Guide (LERG) – Section 7 – identifies the switches that home on each tandem; Section 5 of the LERG identifies the OCN for each end office and tandem switch.
- (d) It is the code applicant’s responsibility to initiate the process to secure an interconnection agreement with the tandem switch owner.

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Tandem Homing CLLI™

Enter the 11-character Common Language designation for the tandem to which the code applicant's switch is going to interconnect.

- (a) It is the code applicant's responsibility to specify the correct tandem switch.
- (b) Before the Part 1 is submitted, the code holder should have confirmed with the tandem owner that this is the proper tandem to serve the specified rate center.

SECTION 1.3

Date of Application

Enter the date of submission for this application. Note that the 7 calendar day code application processing interval does not begin until the date the CO Code Administrator receives the Part 1 and all additional required documentation.

Requested Effective Date

Enter the date on which the new assignment, change/update, return/disconnect is to go into effect.

The industry-standard interval is a minimum of 59 calendar days between the date the Code Administrator receives the Part 1 and the requested effective date. The 59-day interval is composed of 7 calendar days for Code Administrator processing, 7 calendar days for AOCN processing, and 45 calendar days for code activation by the industry.

If the requested effective date is less than 59 calendar days from the date the Part 1 is received by the CO Code Administrator, then the expedite process applies. Information about the expedite process may be found on the NANPA website at www.nanpa.com under *Number Resources, Central Office Codes*.

For new assignments, the requested effective date may be no more than 6 months after the date of application. **Code applications that specify an effective date beyond 6 months will be denied.**

Refer to the COCAG, Section 6.1.2 and 6.1.2.1 (b) for further information.

SECTION 1.4

Type of company/entity requesting the code

Enter the type of company requesting the assignment. It should be one of the following:

- (a) Competitive Local Exchange Carrier (CLEC)
- (b) Incumbent Local Exchange Carrier (ILEC)
- (c) Personal Communications Services (PCS)
- (d) Wireless (Paging, Beeper or Cellular)

Type of service

Enter the type of service to be provided; e.g., Cellular – Type 2.

Refer to the COCAG, Section 4.1.2 for further information.

Code assignment preference

If you wish, you may provide a list of codes that you would like assigned to you, in order of preference (e.g., 20X, 3XX, XX9)

Codes that are undesirable, if any

List any codes that are unusable or undesirable.

Refer to the COCAG, Section 6.3.1 for further information

SECTION 1.5

Type of Request

Enter the type of application being submitted. Refer to the following table below for examples.

Description	Type of Request
To obtain the 1 st NXX for this OCN in the specified NPA and rate center	Initial
To obtain an additional NXX for this OCN in the specified NPA and rate center (for each growth request, a Months to Exhaust Worksheet-TN level, Appendix B must accompany the Part 1)	Growth
To request a change in information for an NXX	Change/ Update
To return a previously assigned NXX	Return/

	Disconnect
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Pool Indicator

Indicate if the NXX being requested will be used for thousand-block number pooling.

SECTION 1.6

NPA Jeopardy Criteria Apply

Check “yes” if jeopardy has been declared in this NPA, otherwise check “no.” To determine if an NPA is in jeopardy, click on “NPAs in Jeopardy” on the NANPA website (www.nanpa.com).

SECTION 1.7

Code Request for new service (Explain)

If this code is to be used for a new service, describe the new service here. Note that although a requested code may be used for a new service, the request is not an “initial” request unless the applicant has no other assigned codes in the rate center.

SECTION 1.8

Please note that is the code applicant’s responsibility to arrange input of Part 2 information into BIRRDS. The 45-calendar day nationwide minimum interval cut-over for BIRRDS will not begin until input into BIRRDS has been completed. The applicant must choose an entity to act as their AOCN. An AOCN enters routing and rating data from Part 2 of the application into BIRRDS. Part 2 information should be forwarded directly to the applicant’s AOCN upon receipt of a Part 3 from the Code Administrator confirming the assignment/update of a code. Your company may provide this service, or you may obtain the service from another company, including NANPA. If you do not have an AOCN, check the NANPA website at http://www.nanpa.com/services/srv_aocn.html.