



# **Numbering Resource Utilization/Forecast (NRUF) Form 502 Job Aid**

**Reporting Geographic Utilization and Forecast Data**

**Version: 1.0**

# Version History

Revision History		
Date	Version	Description
October 28, 2024	1.0	Initial release of the combined NAS NANP Administration System (NAS) NRUF Geographic Job Aid

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## 1 Introduction

### 1.1 Purpose

This document provides information that supplements the instructions for completing and submitting the Excel™ NRUF Form 502 to NANPA for Central Office (CO) codes and thousands-blocks.

It is not intended to replace the Instructions tab which is contained in the Excel™ version of the NRUF Form 502 which is available on the NANPA website [www.nanpa.com](http://www.nanpa.com) under NRUF/Requirements to File.

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

## 2 Submission Information

The Form 502 is a Federal Communications Commission (FCC) Form, approved by the Office of Management and Budget (OMB Approved No. 3060-0895) on January 1, 2001. The current Edition Date is June 2016.

### 2.1 Submission Timeframes

All reporting carriers must submit NRUF Reports to North American Numbering Plan Administrator (NANPA) semi-annually, on or before February 1 for the reporting period ending on December 31, and on or before August 1 for the reporting period ending on June 30.

Per the Report and Order in the Matter of Numbering Resource Optimization, CC Docket No. 99-200, FCC 00-104, March 31, 2000 (“NRO Order”), an individual state commission may reduce the reporting to an annual submission which would be due on the August 1 submission deadline.

### 2.2 Carriers Required to Submit NRUF Reports

Reporting is mandatory for reporting carriers as defined in the NRO Order. All carriers that receive numbering resources from the NANPA (i.e., Central Office (CO) code holders, thousands-block holders), must report utilization and forecast data to NANPA.

In addition, carriers that receive intermediate numbers must report utilization data for such numbers in their inventories to NANPA to the same extent required for CO code and thousands-block holders. For intermediate numbers controlled by non-carriers (such as retailers or unified messaging service providers), the carrier that provides intermediate numbers to such entities must report utilization and forecast data to NANPA for these numbers.

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

“...numbers provided to carriers, interconnected VoIP providers, or other non-carrier entities by numbering partners should be reported as “intermediate,” and do not qualify as “end users” or

“customers” as those terms are used in the definition of “assigned numbers” in section 52.15(f)(1)(iii) of the Commission’s rules.[1]”

### 2.2.1 Ported Numbers

In the case of ported numbers, if a carrier ports numbers for the purpose of transferring an established customer's service to another service provider, the porting-out carrier should classify the numbers as "Assigned" and the numbers should not be counted by the receiving/porting-in carrier.

### 2.2.2 Resold Services

“Resold” services should also be treated like ported numbers, meaning the carrier transferring the service to another carrier or non-carrier entity should classify the numbers as “Assigned” and the numbers should not be counted by the receiving carrier. These numbers should not be considered intermediate numbers because the intermediate classification only applies to blocks of numbers obtained from or given to another carrier or non-carrier entity for future assignment. Numbers transferred with resold services already have established customer assignments and therefore cannot be used for future assignment.

## 2.3 Carriers Not Required to Submit NRUF Reports

A non-carrier that receives numbering resources from a carrier is not required to submit an NRUF Form 502. Examples of non-carriers are retailers and unified messaging service providers. A carrier or non-carrier that receives numbers through “resold” services should not report on these numbers.

## 3 Submission Methods & NAS Registration

### 3.1 Preparations

All reporting carriers must be a registered user of the NANP Administration System (NAS) and must have selected the **Subscription Choice** of **NRUF** and the State(s), NPA(s), and OCN(s) prior to submission of the Geographic NRUF Form 502. Service providers are encouraged to review/update their NAS profiles to ensure the accuracy of the company information and all the OCNs, states, and NPAs for which the user plans to report NRUF data.

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

Service providers should also subscribe to the NANP Notification System (NNS) when registering in NAS. **NNS Notifications** is only provided when the **Resource Subscription** of **NANP Notification System (NNS)** is selected. **NNS Notifications** allows the applicant to select specific geographic and non-geographic notifications they would like to receive. To receive reminders of submission due dates and other notices applicable to NRUF, select **NRUF Reporting**.

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[1] 47 C.F.R. § 52.15(f)(1)(iii).

### 3.2 Submission Methods

Users may submit their Geographic NRUF Form 502 through the web-based user interface (NAS), Secure File Transfer Protocol (SFTP), and Application Programming Interface (API). If you would like to submit NRUF Form 502 using either SFTP or API, you must contact NANPA Customer Support at [support@nanpa.com](mailto:support@nanpa.com) or 866-623-2282.

Carriers can expect to receive an e-mail confirmation or error notification for all NRUF submissions the same day of the file transmission. If a confirmation or error notification is not received by the next business day following the NRUF submission, please call 571-363-3824 or 571-363-3826.

## 4 Reporting Requirements

The CO code and/or thousands-block reporting carrier must complete a minimum of three forms for each NRUF submission: Company information worksheet, utilization worksheet, and forecast worksheet. The two exceptions to this requirement are:

- Intermediate reporting carriers are not required to complete a forecast form. This exception only applies to carriers that operate solely as intermediate carriers.
- Reporting carriers that do not have any assigned numbers are not required to complete a utilization form.

If a carrier does not foresee a need for growth resources associated with a specific Service Provider Operating Company Number (OCN), the carrier should still complete the appropriate forecast by entering zeros for Year 1 through Year 5 on the appropriate growth forecast worksheet (F1B, F2B, or F3B).

### 4.1 Newly Assigned Resources

For newly assigned resources, carriers must report on all CO codes and/or thousands-blocks assigned to them as of June 30 or December 31, regardless of the effective date of the CO codes and/or thousands-block. This means that if a carrier was assigned a CO code and/or thousands-block as of June 30, that carrier should report that CO code and/or thousands-block on the appropriate utilization form for the August 1 submission, and if the carrier was assigned a CO code and/or thousands-block as of December 31, that carrier should report that CO code and/or thousands-block on the appropriate utilization form for the February 1 submission.

### 4.2 Returned Resources

Service providers are not required to report utilization on resources that have been returned to NANPA if the service provider is in receipt of the Part 3 approval by December 31 for the February 1 submission due date and by June 30 for the August 1 submission due date. If the service provider's request was suspended on the Part 3, the service provider is not expected to report utilization.

### 4.3 Transferred Resources

For CO code and/or thousands-block transfers or OCN changes, service providers should use the Part 3 approval date of the CO code and/or thousands-block transfer, or OCN change, not the effective date, to identify which OCN for reporting utilization.

## 5 Reporting Based on Separate Legal Entity Identified by OCN

Carriers must submit their NRUF data based upon the Service Provider OCN and must include all CO codes and thousands-blocks assigned to the OCN. Carriers should not file separate for each NPA, nor should they file separate NRUF reports for the utilization and forecast data under the OCN.

## 6 Major and Minor NRUF Errors

Submissions with major error(s) will be automatically rejected and the NRUF will not be considered on file. Examples of the types of NRUF submissions that will be automatically rejected include:

- Submissions in which specific fields of the company information page are missing. The specific fields are:

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

- Submissions using a version of Form 502 other than the current Form 502 (June 2016 Edition Date).
- Submissions where the carrier alters any of the forms within the Excel™ workbook, including changing the order of forms, deleting forms, removing cells, modifying calculations, or embedding a reference to another spreadsheet.
- Submissions which do not contain the required minimum of three completed forms (please see the two exceptions noted under Section 4, Reporting Requirements) within the Excel™ workbook, or if all utilization and forecast forms contain no data.
- Submissions in which the Parent Company OCN has not been added to the user’s NAS profile.
- Submissions in which the service provider FCC Registration Number (FRN) field is not populated or is not 10 digits.
- Submissions in which a rural carrier did not complete the Rural Certification Form.
- If a carrier reports utilization multiple times for the same thousands-block or CO code.
- If a carrier forecasts multiple times for the same NPA/Rate Center or NPA/State.

Submissions with minor error(s) will not automatically be rejected, but the carrier will be notified of the error(s). Examples of minor errors in NRUF submissions include:

- If a carrier includes an invalid rate center abbreviation on a utilization or forecast worksheet.
- If a carrier marks a thousands-block as “Donated to the Pool” and reports greater than 10% utilization (See Section 11.5.2, Reporting Utilization on Contaminated Blocks.)
- If a carrier reports a forecast for more than one NXX or NXX-X for initial CO codes/thousands-blocks on F1A or F2A.
- If a carrier reports utilization that adds up to more than 1,000 telephone numbers (TNs) on any of the rows on the U1 Form (Utilization Reporting Form (for Non-Rural Primary Carriers))



or more than 10,000 TNs on any of the rows on Form U2 (Utilization Reporting Form (for Rural Primary Carriers)).

- If a carrier reports utilization of more TNs than received on Form U3 (Utilization Reporting Form (for Non-Rural Intermediate Carriers)) or Form U4 (Utilization Reporting Form (for Rural Intermediate Carriers)).
- If a carrier forecasts for TNs rather than thousands-blocks or NXX codes. For example, if the carrier fills in 10,000 in the Year 1 section of the F2B which would result in a forecast of 10,000 NXXs versus 10,000 TNs.
- If a carrier fails to enter carrier/entity information in the Notes/Assignee field when the carrier reports intermediate numbers or the carrier is an intermediate carrier. Primary carriers are expected to enter the name of the entity to which the primary carrier gave numbers, and intermediate carriers are expected to enter the name of the carrier from which the intermediate carrier received numbers.
- If a carrier forecasts a need for over 50 thousands-blocks or CO codes in one rate center in one year on F1B or F2B (on F3B the limit is 100 NXXs in one NPA in one year), NANPA will consider this an error until the carrier confirms the forecast.
- If a carrier fails to completely remove data from a spreadsheet within the NRUF Form 502 (See Section 11.5.7, Moving Data from One Sheet to Another.)
- Submissions that contain unrecognizable NPA information.

NANPA will send notification to the carrier of the reason the form must be revised and resubmitted for all submissions with errors. Failure to correct the identified errors may result in numbering resources being withheld.

The Excel™ version of NRUF Form 502 includes a button labeled “Check the Data Before Submitting” on each of the worksheets except the Company Information page. A carrier can use this button after populating each worksheet to run an error check on the respective page. Error messages displayed at the right end of each row should be corrected before submitting the NRUF Form 502 to NANPA.

## 7 Missing or Anomalous Data

NANPA will send a Missing Utilization notification within 45 days of the submission deadline to any Service Provider OCN who has filed an NRUF for the current NRUF cycle but who has not filed a utilization form for all numbering resources assigned to the OCN in NAS.

NANPA will send an Anomalous notification within 90 days of the submission deadline to any service provider OCN who has not filed any NRUF for the current NRUF cycle and who has numbering resources assigned to the OCN in NAS.

If a service provider’s CO code or thousands-block assignment records in NAS need to be updated to show the proper OCN assignment, the carrier should file a Part 1 to change those records or contact NANPA Customer Support for assistance.

As part of NANPA’s efforts to ensure the integrity of CO code and thousands-block assignment data, NANPA may send a Missing Utilization or Anomalous notification to a carrier if the NRUF has not submitted or if the NRUF was rejected and is not considered on file. Notifications may also occur at any time if there is a need to address potential CO code or thousands-block assignment data discrepancies. To avoid receiving a Missing Utilization or Anomalous notification, primary reporting carriers must submit the NRUF utilization on a U1 or U2.

If NANPA concludes the data provided on an NRUF is insufficient, NANPA may refer the matter to

the appropriate state commission and the FCC. No additional resources will be assigned to that carrier until the appropriate state commission has resolved all questions regarding the inconsistency or anomaly.

After the NRUF Form 502 submission is accepted, service providers are advised to run the **NRUF Utilization Missing Report** in NAS as of the next business day. The **NRUF Utilization Missing Report** shows the geographic CO codes and thousands-blocks where the utilization has not been received or is not considered on file for the current cycle. If there are CO codes and/or thousands-blocks listed on the **NRUF Utilization Missing Report**, the NRUF Form 502 should be revised to include the CO codes and/or thousands-blocks.

## 8 Process for Revising or Correcting NRUF Submissions

Please note that you can revise your NRUF submission for the current reporting period if you find that you need to update your utilization and/or forecast records.

If the NRUF submission is found to have errors which prevent the submission from being accepted in NAS, the carrier will be notified of the error(s) and the carrier should correct the NRUF Form 502 and resubmit. Service providers that fail to address the problem(s) identified by NANPA with their submission will be deemed, for purposes of applications for numbering resources, not to have an NRUF on file which may result in a denial for a new assignment of a CO code or thousands-block.

If a carrier changes a Service Provider OCN after the most recent Form 502 submission, the carrier must submit a new Form 502 forecast. The new Form 502 should contain the new Service Provider OCN in the company information and the appropriate forecast form. The carrier must submit the new forecast prior to submitting a CO code or thousands-block application using the new Service Provider OCN.

NANPA will accept updates to previously submitted NRUF submissions associated with the current reporting cycle.

## 9 NPA/Rate Center Changes (Overlays, Splits, etc.)

For an area code overlay, service providers should report utilization for assigned resources in all overlay NPAs for which the service provider has assigned resources. If the forecast portion of the NRUF includes overlay areas, the carrier is directed to enter only one of the NPAs in the overlay. NANPA will check to see if the service provider included a forecast for any of the NPAs in the overlay.

In the case of an area code split that begins permissive dialing after June 30 or December 31, service providers can report utilization on either the old NPA or the new NPA, but the forecast piece of the NRUF must be in the new NPA for rate centers moving to the new NPA. NANPA will check to see that the service provider forecasted a need for resources in either the old or the new NPA until the start of the next NRUF cycle. Service providers do not need to update forecast information filed before the start of permissive dialing when a service provider plans to apply for resources in a newly implemented NPA.

Service providers should take notice of the timing of rate center additions or consolidations in order to avoid generating errors in the forecast portion of their NRUF. The service provider will need to update the forecast section to reflect the new rate center(s) on or after the effective date of the addition or consolidation.

The status of an NPA can be confirmed by using the area code search feature located on the NANPA website by selecting **Resources/Area Code Search**. Rate center change notices are sent via NNS to users who have selected Code Administration geographic notifications for the applicable NPA.

## 10 NRUF Cycle Change Timelines

Reporting carriers must submit an updated NRUF each 6-month reporting period. If a carrier experiences no change in their utilization or forecast data, the carrier must still submit an NRUF Form 502 for the filing period using the June 2016 Edition of Form 502 which can be found on the NANPA website under NRUF/Requirements to File:

<https://nanpa.com/nruf/requirements-file>

All reporting carriers who have subscribed to receive NRUF notifications via the **NANP Notification System (NNS)** and who have an active NAS profile will be sent a reminder notification two months (June 1 & December 1) prior to the next NRUF submission due date. The notification will include the earliest date the carrier can submit the NRUF.

At the end of the NRUF cycle (June 30 & December 31), NRUF data submitted by service providers is archived in NAS. Service providers will not be able to update or correct previously submitted NRUF data from a prior NRUF cycle after the start of a new NRUF cycle.

Corrections to the February 1 NRUF submission will be accepted through June 30, and the August 1 NRUF submission will be accepted no earlier than July 1. Corrections to the August 1 NRUF submission will be accepted through December 31, and the February 1 NRUF submission will be accepted no earlier than January 1.

If a carrier needs to update their August 1 forecast between January 1 and January 31, the carrier will need to submit their February 1 Form 502. If the carrier has not yet gathered their utilization data for the February 1 reporting period, the carrier must update their Form 502, with the utilization portion populated, prior to or on the February 1 due date.

If a carrier needs to update their February 1 forecast between July 1 and July 31, the carrier will need to submit their August 1 Form 502. If the carrier has not yet gathered their utilization data for the August 1 reporting period, the carrier must update their Form 502, with the utilization portion populated, prior to or on the August 1 due date.

## 11 NRUF Form 502 Data

### 11.1 Preparations

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

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

Macros must be enabled to complete Form 502 in Excel™. You may need to adjust the security level in your copy of Excel™ to allow the use of macros. This may mean adjusting the security level in

your copy of Excel™ from high to medium or selecting “Enable all macros” in the Excel™ Trust Center.

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

After “Enable Editing”, you may be prompted with a security warning which will require you to “Unblock” the macros to continue.

## 11.2 General Instructions Page

This page provides general instructions about the Form 502 and how the user can navigate among the different workbooks.

## 11.3 Company Information Page

The reporting carrier is required to enter data in every field on this form except the Address 2 and Fax # fields. The carrier must populate the fields by overwriting the information identified by the angle brackets in each field except for SP Service Type which is selected by drop-down.

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

### 11.3.1 Service Provider Service Type

Carriers must use the “SP Service Type” drop-down box to identify the service type. The carrier must identify their Service Type as one of the following by clicking on the drop-down menu:

- CAP or CLEC
- Incumbent Local Exchange Carrier (ILEC)
- Interconnected VoIP
- Interexchange Carrier (IXC)
- Other Local (Shared-Tenant, Private Carriers)
- Local Reseller
- Other Mobile Service Provider
- Paging and Messaging
- Satellite Service Providers
- SMR Dispatch
- Wireless Data Service Provider
- Wireless Telephony (Cellular, PCS, SMR)

### 11.3.2 Service Provider Name and Service Provider OCN

The reporting carrier must populate the Service Provider Name field of the NRUF with the exact name that corresponds to the Service Provider OCN, as indicated in NECA records as also published in the LERG™ Routing Guide Volume 1.

The reporting carrier must populate the Service Provider OCN field on the submission. Reporting carriers must file a separate Form 502 for each Service Provider OCN. Use of an Administrative Operating Company Number (AOCN) in this field is not acceptable.

The OCN is four alphanumeric characters, and only uppercase letters (e.g., A) should be used when listing their Parent Company OCN or Service Provider OCN in their Form 502 when their OCN contains a letter.

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

A four-position alphanumeric code that uniquely identifies providers of local telecommunications service. OCN assignments are required of all Service Providers (SP) in their submission of utilization and forecast data (FCC 00-104 ¶41 and Public Notice DA 00-1549). Relative to Central Office (CO) Code (NPA-NXX) assignments addressed by these guidelines, National Exchange Carrier Association (NECA) assigned Company Codes are used as OCNs. Companies with no prior Central Office (CO) Code (NPANXX) or Company Code assignments shall contact NECA ([www.neca.org](http://www.neca.org); 800-228-8597) to be assigned a Company Code(s). Since multiple OCNs and/or Company Codes may be associated with a given company, companies with prior assignments should direct questions regarding appropriate OCN usage to the iconectiv® Telecom Routing Administration (TRA) ([www.trainfo.com](http://www.trainfo.com); 866-672-6997).

The Thousands-Block (NPA-NXX-X) & Central Office Code (NPA-NXX) Administration Guidelines are available via the Alliance for Telecommunications Industry Solutions (ATIS) Industry Numbering Committee (INC):

<https://atis.org/committees-forums/inc/documents/>

### 11.3.3 Parent Company Name and Parent Company OCN

If the reporting carrier is a subsidiary of another company, the reporting carrier should provide the name of that other company as its Parent Company. If the reporting carrier is owned by more than one Parent Company, the reporting carrier should report the Parent Company Name and OCN of the highest Parent Company located within the state for which the reporting carrier is reporting data.

If the reporting carrier is not a subsidiary of any other company, the reporting carrier should enter its own name and OCN in the Parent Company Name and Parent Company OCN field.

### 11.3.4 FCC Registration Number (FRN)

The FRN is a 10-digit number that is assigned to an entity that does business with the FCC. A filer, licensee, certificate holder, or any entity sending payments to the FCC is considered to be doing business with the FCC. The FCC uses this FRN to determine if the entity's fees have been paid. The FRN is the same number used by entities on FCC Form 499-A. More information about FRNs can be obtained by calling the FRN Help Desk (877-480-3201) or from the following website:

<https://apps.fcc.gov/coresWeb/publicHome.do>

The FRN field is a required field on the Company Information worksheet. If a service provider fails to enter any information in the field (i.e., it is left blank), NANPA will reject the submission and inform the service provider that the FRN is required in order to have a valid NRUF on file. If the field is populated, NANPA will check to see if the number provided is a 10-digit number. If the number provided is not ten digits, NANPA will reject the submission and notify the service provider.

If a service provider has multiple FRNs, they are directed to select one FRN to be used on all Form 502 submissions a service provider fills out for each OCN.

Here are some Frequently Asked Questions regarding the FRN requirement:

- Q1. What is an FRN?  
 A1. An FRN is an FCC Registration Number, which is a 10-digit number that is assigned to an entity that does business with the FCC. A filer, licensee, certificate holder, or any entity sending payments to the FCC is considered to be doing business with the FCC. The FCC uses this FRN to determine if all of an entity's fees have been paid. The FRN is the same number used by entities on FCC Form 499-A.
- Q2. Where do I get an FRN?  
 A2. The FCC will assign you an FRN through the FCC's Commission Registration System (CORES). The CORES website (<https://apps.fcc.gov/coresWeb/publicHome.do>) contains Customer Service and Help Desk contact information.
- Q3. Who in my company would know what my company FRN is?  
 A3. Since the FCC uses the FRN to track whether an entity has paid required regulatory fees, your company's Accounting Department or those responsible for filing your company's taxes would likely know your FRN.
- Q4. What happens if I don't include the FRN in my submission?  
 A4. NANPA will reject the submission and notify the service provider if the number is not included in the submission or is invalid (i.e., not a 10-digit number).
- Q5. Who ordered that an FRN be included on the Form 502?  
 A5. The FCC's Wireline Competition Bureau ordered NANPA to include the FRN on the Form 502.
- Q6. The Form 502 is an Office of Management and Budget (OMB) form. Did OMB approve inclusion of the FRN on the Form 502?  
 A6. Yes.
- Q7. Was there a public notice sent out directing this inclusion?  
 A7. No. An FCC directive requested NANPA notify reporting carriers.
- Q8. Can NANPA find out for me what my FRN is?  
 A8. NANPA does not have access to the CORES, so NANPA is unable to determine what your FRN is.
- Q9. If my company has multiple FRNs, which one should I use?  
 A9. If a company has multiple FRNs, the company can select one FRN to be used on all Form 502 submissions.

### 11.3.5 Rural Carrier Certification

Rural carriers are required to complete either the U2 or U4 utilization reports at the CO code (NPA-NXX) level and the appropriate forecast forms.

Please note an exception exists if the rural carrier is reporting on NPA-NXXs that are pooled. The rural carrier must report on the status of pooled CO codes (NPA-NXX) on the U1 or U3 utilization

reports because the U2 and U4 forms do not accommodate reporting at the thousands-block (NPA-NXX-X) level.

In addition, the name and telephone number of an officer of the reporting carrier must be filled in on the Rural Certification Form. A carrier may type in the officer name to satisfy the electronic signature requirement. This is a self-certification form, and no additional documentation is required to certify the rural status.

The definition of a rural telephone company in section 3(37) of the Communications Act, as amended (47 U.S.C. § 153(44)) is stated below. Please note that NANPA is not in the position to determine if a carrier qualifies as a rural carrier. NANPA provides the information below to assist a carrier in making its own determination if it is a rural carrier.

" the term "rural telephone company" means a local exchange carrier operating entity to the extent that such entity--

- (A) provides common carrier service to any local exchange carrier study area that does not include either--
  - (i) any incorporated place of 10,000 inhabitants or more, or any part thereof, based on the most recently available population statistics of the Bureau of the Census; or
  - (ii) any territory, incorporated or unincorporated, included in an urbanized area, as defined by the Bureau of the Census as of August 10, 1993;
- (B) provides telephone exchange service, including exchange access, to fewer than 50,000 access lines;
- (C) provides telephone exchange service to any local exchange carrier study area with fewer than 100,000 access lines; or
- (D) has less than 15 percent of its access lines in communities of more than 50,000 on the date of the enactment of the Telecommunications Act of 1996."

## 11.4 Main Menu

This page provides navigation buttons to assist the carrier in completing the form.

## 11.5 Utilization Forms

### 11.5.1 Reporting on Donated Blocks

Service providers shall report on all ten blocks within a CO code regardless of whether a thousands-block is assigned to, or not retained by, the reporting service provider.

If a carrier has donated a thousands-block to the pool, that carrier must mark an "X" in the "Donated to Pool" column on the U1 form.

All reporting carriers must continue to report on thousands-blocks as "Donated" (returned) as long as the reporting carrier remains the CO code holder. This means that if the reporting carrier has donated/returned thousands-blocks to a pool, and these thousands-blocks then become assigned to another carrier, the reporting carrier must continue to report those thousands-blocks on its U1 form as long as it remains the CO code holder. Please note that if NANPA assigns back to the reporting carrier thousands-blocks that the reporting carrier had previously donated/returned, the reporting carrier will no longer report those thousands-blocks as "Donated" but will be required to report utilization of those thousands-blocks on the U1 Form.

### 11.5.2 Reporting Utilization on Contaminated Blocks

It is recommended that carriers report utilization in the case in which a contaminated thousands-block has been donated to the pool. In this case, the carrier would mark an "X" in the Donated to Pool Column and also report on the status of the contaminating TNs.

It is recognized that many carriers have made efforts to automate their TN administration systems and so carriers will not be expected to reprogram their systems if they are not currently reporting on contaminated numbers, although the carrier should be prepared to provide evidence on the status of any contaminated TNs as long as those TNs are still in the carrier's inventory.

If you are reporting on a contaminated thousands-block you have received from the pool, you are not required to report the status of the contaminating TNs.

### 11.5.3 Entering Data

Carriers should enter data beginning with row 21 on the utilization worksheets which is the gray shaded row (Header) identified by angle brackets. The header row is required on worksheet if not populated with data.

Only the first row automatically calculates Available TNs and Utilization percentage in the utilization sheets (row 21). To activate calculations for additional rows of data, carriers should enter data or paste data into the appropriate utilization spreadsheet(s), and then select "Check the Data Before Submitting" for the spreadsheet to automatically calculate Available TNs in column K, and Utilization percentage in column L. Any error messages are listed in column M. Carriers can only enter or paste data into the first 10 columns (A through J). The spreadsheet will not allow pasting or inputting data into Columns K, L, or M because those columns are protected since it includes the "Available" formula, the "Utilization" formula, and the error messages generated by the checking functions.

The carrier must avoid skipping rows when entering additional data. If there is a blank row, the system will not read any utilization information entered below the blank row.

### 11.5.4 Inserting Data

Step-by-step instructions for inserting one or more rows of data are as follows:

1. Select the cell in column A of the row immediately under where the new row or rows are to be inserted then hold the Shift key while you move the cursor over to column J so that columns A through J of the row are now selected.
2. Hold the Shift key and press the End key followed by the Down Arrow key which will expand the selection to include all the rows below the insert point.
3. Select Cut.
4. Press the Down Arrow key once for each row to be inserted.
5. Select Paste. You will now have one or more rows where Columns A through J are empty. Note that the formulas in columns K and beyond will be corrected the next time the "Check the Data Before Submitting" button is clicked.
6. Enter or paste in the data being inserted.
7. Click on the "Check the Data Before Submitting" button to update the formulas and any error messages.

### 11.5.5 Deleting Data

Step-by-step instructions for deleting one or more rows of data are as follows:

1. Select the cell in column A of the row immediately under the row or rows to be deleted, then hold the Shift key while you move the cursor over to column J so that columns A through J of the row are now selected.



2. Hold the Shift key and press the End key followed by the Down Arrow key which will expand the selection to include all the rows below the insert point.
3. Select Cut.
4. Press the Up Arrow key once for each row to be deleted.
5. Select Paste. You will now have one or more rows at the end of the table where Columns A through J are empty. Note that the formulas in columns K and beyond will not yield results (i.e., "#REF!" will be displayed) from the deletion but this will be corrected the next time the "Check the Data Before Submitting" button is clicked. The rows at the end of the table made empty by the delete process will still have formulas in column K and beyond but these can be ignored.
6. Click on the "Check the Data Before Submitting" button to update the formulas and any error messages.

### 11.5.6 Helpful Notes

Carriers that receive numbering resources from NANPA 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.

Service providers may wish to review their CO code and thousands-blocks assignments prior to completing their utilization form(s) by referencing the CO Code Utilized Report <https://nanpa.com/reports/co-code-reports> and/or the Thousands-Block Report <https://nanpa.com/reports/thousands-block-reports> on the NANPA website.

Several worksheets within NRUF Form 502 require service providers to supply rate center name abbreviations. Valid rate center abbreviations can be located in LERG™ Table 8 under RC ABBR NAME. Although LERG™ Table 8 is the definitive list of rate centers to be used in filing an NRUF, NANPA also provides a list of rate center abbreviations that can be found on the NANPA website: <https://nanpa.com/nruf/requirements-file>.

On the U3 and U4 forms, intermediate carriers must complete the quantity of Numbers Received from another carrier column along with the five other usage categories (Assigned, Intermediate, Reserved, Aging, and Administrative).

Definitions of the usage categories may be found in the instructions in Form 502.

### 11.5.7 Moving Data from One Sheet to Another

If you have entered data erroneously on one of the utilization or forecast sheets and find that you need to clear that sheet and populate a different sheet, it is essential that you erase the data in the original sheet.

As an example, if a carrier believed they were a rural carrier and populated U2, and later determined they were actually a non-rural carrier, the carrier would need to cut and paste the applicable data (columns A through J, starting on row 21) to the U1 form and then totally clear out the data in the original U2. Failure to clear out the original data could result in a system error.

## 11.6 Forecast Forms

### 11.6.1 Entering Data

Carriers should enter data beginning with row 22 on the forecast worksheets which is the gray shaded row (Header) identified by angle brackets. The header row is required on worksheet if not populated with data.

Please note that only the first row automatically calculates the total forecast in the forecast sheets (row 22). To activate calculations for additional rows of data, carriers should enter or paste data into the appropriate forecast spreadsheet(s), and then press “Check the Data Before Submitting” for the spreadsheet to automatically calculate the “Total 1K Blocks or NXX(s)” formula in column I, and any error messages in column J. Carriers can only enter or paste data into the first 8 columns (A through H; in F3A and F3B, carriers can only enter or paste into B through H). The spreadsheet will not allow pasting or inputting data into Columns I or J because those columns are protected for the sum of the forecast and error messages generated by the checking functions.

The carrier must avoid skipping rows when entering additional data. If there is a blank row, the system will not read any forecast information entered below the blank row.

Cells in the “Year” columns (i.e., Year 1, Year 2, etc.) should not be left blank for any completed row beginning with row 22 on a forecast worksheet. A whole number (e.g., 0, 1, 2) should be entered in each cell for any completed row under the “Year” column heading.

### 11.6.2 Inserting Data

Step-by-step instructions for inserting one or more rows of data are as follows:

1. Select the cell in column A of the row immediately under where the new row or rows are to be inserted then hold the Shift key while you move the cursor over to column H so that columns A through H are selected (In F3a and F3b, columns B through H).
2. Hold the Shift key and press the End key followed by the Down Arrow key which will expand the selection to include all the rows below the insert point.
3. Select Cut.
4. Press the Down Arrow key once for each row to be inserted.
5. Select Paste. You will now have one or more rows where Columns A through H are empty (In F3a and F3b, columns B through H). Note that the formulas in columns I and beyond will be corrected the next time the “Check the Data Before Submitting” button is clicked.
6. Enter or paste in the data being inserted.
7. Click on the “Check the Data Before Submitting” button to update the formulas and any error messages.

### 11.6.3 Deleting Data

Step-by-step instructions for deleting one or more rows of data are as follows:

1. Select the cell in column A of the row immediately under the row or rows to be deleted then hold the Shift key while you move the cursor over to column H so that columns A through H of the row are now selected. (In F3A and F3B, columns B through H).
2. Hold the Shift key and press the End key followed by the Down Arrow key which will expand the selection to include all the rows below the insert point.
3. Select Cut.
4. Press the Up Arrow key once for each row to be deleted.
5. Select Paste. You will now have one or more rows at the end of the table where Columns A through H are empty (In F3A and F3B, columns B through H). Note that the formulas in columns H and beyond will be corrected the next time the “Check the Data Before Submitting” button is clicked. The rows at the end of the table made empty by the delete process will still have formulas in column H and beyond but these can be ignored.
6. Click on the “Check the Data Before Submitting” button to update the formulas and any error messages.

**NOTE:** In completing forecast forms, reporting carriers must distinguish between initial CO codes and thousands-blocks from growth CO codes and thousands-blocks. If reporting carriers do not expect to request initial codes in the next five years, they need to fill out only the growth code

forecast forms. If the reporting carrier does not expect to request any numbering resources in the next five years, they must fill out one forecast form with zeros "0" in Year 1 through Year 5.

For all forecast forms, Year 1 refers to numbering resources needed for the current year. The forecast is a five-year forecast for the February 1 submission and a four-and-a-half-year forecast for the August 1 submission.

#### 11.6.4 Which Forecast Forms to Complete – F1A/B, F2A/B, F3A/B

If you are forecasting a need for thousands-blocks in rate centers with mandatory pooling, or if you have opted to participate in pooling in a rate center with optional pooling, you would provide your forecast on the following worksheets:

F1A – Pooling Area Forecast in 1K Blocks per Rate Center, Per Year (Initial Thousands-Blocks)

F1B – Pooling Area Forecast in 1K Blocks per Rate Center, Per Year (Growth Thousands-Blocks)

If you are forecasting a need for CO codes in either rate centers which have been excluded from pooling or in optional rate centers in which you did not opt to participate in pooling, you would provide your forecast on the following worksheets:

F2A – Forecast Reported in NXXs per Rate Center, Per Year (Initial Codes) – Non-Pooling Carriers in Pooling Areas

F2B – Forecast Reported in NXXs per Rate Center, Per Year (Growth Codes) – Non-Pooling Carriers in Pooling Areas

**NOTE:** It is acceptable for a reporting carrier to report on the F1A/B forms a forecast for all rate centers (mandatory, excluded, and optional) within an NPA in which thousands-block pooling has been mandated.

The pooling status of a rate center can be confirmed by checking the NPA/Rate Center Report located on the NANPA website.

If you are providing a forecast for NPAs in which pooling has not been implemented (prior to June 30 for the August submission and prior to December 31 for the February submission), you would provide your forecast on the following worksheets:

F3A – Forecast Reported in NXXs per NPA, Per Year (Initial Codes) (Carriers in Non-Pooling Areas)

F3B – Forecast Reported in NXXs per NPA, Per Year (Growth Codes) (Carriers in Non-Pooling Areas)

The geographic F3A/F3B worksheets should only be used by those service providers forecasting a need in the 340 (US Virgin Islands), 670 (No. Marianas/CNMI), 671 (Guam), or 684 (American Samoa) NPAs.

#### 11.6.5 Forecasting a Need for Location Routing Numbers (LRNs)

If you forecast a need for an LRN, you must forecast the need for an entire CO code, even if you will be donating thousands-blocks to the pool.

If you are forecasting a need for an LRN in an NPA in which number pooling has been implemented (prior to June 30 for the August submission and prior to December 31<sup>st</sup> for the February submission), please note the following direction:

If the rate center within the pooled NPA is in mandatory pooling, and you need to forecast for an initial CO code (10 thousands-blocks), you would forecast one block in the rate center on the F1A, and the need for nine (9) thousands-blocks in the rate center on the F1B. If the request for the LRN is a growth code request, you would just indicate the need for ten blocks on the F1B.

If the rate center within the pooled NPA is an optional pooled rate center in which you have opted to participate, you would forecast as noted above as if the rate center was in mandatory pooling.

If the rate center within the pooled NPA is an optional pooled rate center in which you have not opted to participate, you would forecast the need for the CO code on either the F2A or F2B, depending on whether it was an initial or growth request.

If the rate center within the pooled NPA is excluded from pooling, you would forecast the need for the CO code on either the F2A or F2B, depending on whether it was an initial or growth request.

## 12 Record-Keeping Requirements

Per the NRO Order (paragraph 62), service providers are required to maintain internal records of their numbering resources pertaining to their NRUF filing(s) for a period of not less than five years. More information on maintaining internal records may be found in the NRUF Reporting Guidelines.

Since NRUF records are archived at the end of each NRUF cycle (June 30 & December 31), service providers are advised to run on-line NRUF reports in NAS to download and retain NRUF records prior to the end of each NRUF cycle. More information on NRUF reports is available in the Service Provider (SP) & Service Provider Consultant (SPC) NANP Administration System (NAS) User Guide located on the NANPA website.

Service providers may also wish to retain their submitted Excel™ NRUF Form 502 as an additional method of maintaining their internal NRUF records.

## 13 Glossary

**CORES** – The FCC’s Commission Registration System used for issuing FRNs.

**Donated** - According to the Thousands-Block (NPA-NXX-X) & Central Office Code (NPA-NXX) Administration Guidelines, the term “donation” refers to the process by which Service Providers are required to contribute Telephone Numbers (TN) to a Thousands-Block Number Pool (47 CFR § 52.7(i)). In the context of these guidelines, SPs shall use the Thousands-Block (NPA-NXX-X) return/disconnect process to donate/return Thousands-Blocks to the Industry Inventory Pool.

**FCC Registration Number (FRN)** – Ten-digit number assigned by the FCC and used by entities on FCC Form 499-A.

**Form 502** – FCC form used for submitting NRUF data.

**Growth** – Growth numbering resources are additional numbering resources received by a carrier already established in a particular area.

**Initial** - Initial numbering resources are the first numbering resources received by a carrier in a particular area.

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

**Intermediate Reporting Carrier** – Carrier that receives numbers from another carrier.

**Job Aid** – Supplemental document to the instructions for Form 502 providing answers to questions raised regarding the process for completing and submitting Form 502.

**Location Routing Number** – Ten-digit number, in the format NPA-NXX-XXXX, that uniquely identifies a switch or point of interconnection (POI) per LATA. The NPA-NXX portion of the LRN is used to route calls to numbers that have been ported.

**NANP Administration System (NAS)** – System that supports a variety of number administration functions including on-line submission of Form 502.

**NANP Notification System (NNS)** - Subset of NAS capabilities used to distribute documents on a variety of NANP topics.

**North American Numbering Plan (NANP)** - Numbering plan for the public switched telephone network in the US and its territories, Canada, and the Caribbean.

**North American Numbering Plan Administrator (NANPA)** – Neutral third-party administrator of NANP numbering resources, subject to directives from regulatory authorities in the countries that share the NANP.

**Numbering Resource Utilization/Forecast (NRUF)** – Report used for collecting, storing, and maintaining number resource utilization and forecast data.

**Operating Company Number (OCN)** – Company code assigned by the National Exchange Carrier Association (NECA) and used for reporting NRUF data.

**Part 1** – Thousands-Block (NPA-NXX-X) and Central Office Code (NPA-NXX) Application

**Part 3** –Administrator's Response/Confirmation

**Primary Reporting Carrier** – Carrier that receives numbers directly from NANPA.

**Rate Center** – Approximate midpoint of a rate exchange area from which mileage measurements are determined for billing and rating calls.

**Rural Certification Form** – Part of Form 502 used in self-certifying that a carrier is a rural carrier.

**Worksheet** – Part of Form 502 used to report utilization or forecast data (e.g., U1, F1A, etc.)