The NANPA shall prepare press releases and speak to the public in matters relating to all aspects of administration and management of NANP resources.

2.17.8 Interface With the ITU Technical Standards Bureau

The NANPA shall interface with the ITU-Technical Standards Bureau (TSB) when required to provide information regarding the NANP. This information shall consist of the latest web links, contact individuals and timely information on the NANP, and any changes to the NANP (*e.g.*, the introduction of new NPAs) as required from national numbering administrators per ITU Recommendations.

2.17.9 Interface With the ITU Study Group 2

The NANPA shall interface with the U.S. State Department and participating service providers through their attendance at ITU Study Group 2 meetings and activities. The NANPA's role shall be to advise the participants as to whether international issues and conflicts shall have an impact on the management and availability of NANP resources.

2.18 Mobile Identification Number Block Identifier Administrator

The NANPA shall be required in the United States to work with the neutral third party Mobile Block Identifier (MBI) administrator, for the Mobile Identification Number (MIN) administration for wireless LNP and thousands-block number pooling.
MIN-based wireless providers register existing MBIs and obtain new ones through the MBI Administrator. NANPA shall interface with the MBI Administrator on, among other issues, MBI Resources and NPA splits.

2.18.1 MBI Resources

MBI Administration needs to continually add MBI resources to its database. The MBI Administration Guidelines and Procedures, developed by Cellular Telephone Industries Association (CTIA) and the MBI Oversight Council, state that "MBI Administration shall monitor the assignment of central office codes on an ongoing and timely basis." The NANPA shall provide the MBI Administrator information on the resources that are available as assignable MBIs.

2.18.2 NPA Splits

In an NPA split situation, the wireless providers retain the MINs of the old NPA, even if their Mobile Directory Numbers (MDNs) change because of the split. The MDNs associated with the MINs may have a different NPA and may become available for assignment in the old NPA, but the MINs or MBIs remain the same so that customers do not have to bring in their handsets to be reprogrammed. If an NPA-NXX combination becomes available for assignment of MDNs in the old NPA, that corresponding MIN bloc should already show up in the MBI administrator's database as "assigned" and the corresponding MINs shall not be assigned again to a different carrier. In addition, the MBI Guidelines state that the MBI administrator shall not assign the corresponding MBIs for unassigned CO Codes in order to

accommodate non-LNP capable carriers. This is true for all NPAs. If, however, the MBI has already been assigned before the split and now the corresponding NPA-NXX becomes available for MDN assignment in the old NPA, it creates a need for communication with the NANPA so that the NANPA does not assign newly available or "freed-up" NPA-NXX combinations to non-LNP wireless carriers. This is because the corresponding MBI would already be assigned and would not be available.

Section 3

NANP Administration

The NANPA is responsible for management, administration, and assignment of all designated numbering resources within the NANP.
The following list identifies NANP numbering resources that fall under the NANPA's direct responsibility and management:

- NPA Codes;
- CO (NXX) Codes ;
- International Inbound NPA 456 NXX Codes ;
- Personal Communications Service (PCS)/NPA-NXX Codes ;
- Easily Recognizable Code (ERC) 900 NXX Codes;
- N11 Service Codes (reporting only);
- Hearing Impairment Codes 800 855-XXXX line numbers;
- Information Services Codes 555-XXXX line numbers;
- Carrier Identification Codes (CICs);
- Vertical Service Codes (VSCs);
- Automatic Number Identification Information Integers (ANI II) Digits; and
- Additional numbering resources, as may be defined.

The sections that follow describe each resource, and summarize the NANPA's responsibilities. The NANPA is also required to report the status of each resource.

3.1 Numbering Plan Areas (NPAs)

NPA refers to an area code that is the first three digits of a telephone number.
NPAs are classified as either geographic or non-geographic:

- Geographic NPAs are NPAs that correspond to discrete geographic areas within the NANP area.
- Non-geographic NPAs are NPAs that do not correspond to discrete geographic areas, but which are instead assigned for services with attributes, functions, or requirements that transcend specific geographic boundaries.

States within the United States have been delegated area code relief authority and may have unique directives and legal requirements associated with approval and implementation of any NPA relief activity.

The NANPA is responsible for assigning NPAs when the criteria for such an assignment have been met.

The NANPA shall ensure that an NPA assignment conforms to regulatory directives and NPA relief plans (from the FCC and state commissions) and industry guidelines (*e.g.*, from the INC).

3.2 Central Office (CO) Codes

The three digits after the NPA are referred to as the CO Code. The NANPA shall monitor the actual and forecasted assignment of CO Codes through the Months-to-Exhaust (MTE) form filed with each CO Code application.

In addition, forecast and utilization data are submitted to the NANPA by reporting service providers in the NRUF Report. This information is used to plan for the assignment of new NPA codes when existing NPA codes near exhaust (*i.e.*, additional telephone numbers are required to serve projected demand). The NANP Administration function also includes consultation with affected service providers and state commission when the depletion of central office codes necessitates relief.

3.3 International Inbound NPA-456 NXX Codes

The 456 NPA and its associated NXXs enable the routing of inbound international calls for carrier specific services, particular to that service provider's network. The NANPA shall assign the NXXs within this NPA.

The procedures and guidelines are described in International Inbound NPA (INT/NPA/NXX) Assignment Guidelines (ATIS-0300049).

3.4 Personal Communications Service (PCS) NPA Codes

A PCS NPA-NXX is a non-geographic numbering resource that offers the user a set of capabilities that allows some combination of personal mobility, terminal mobility, and service profile management. A PCS NPA-NXX-XXXX number enables each PCS service user to participate in a user-defined set of subscribed services, and to initiate and/or receive calls on the basis of some combination of a personal number, terminal number, and a service profile across multiple networks at any terminal, fixed or mobile, irrespective of geographic location. Service is limited only by terminal and network capabilities and restrictions imposed by the personal communications service provider.

The NANPA shall manage, assign and administer NXX codes in the PCS NPA pursuant to regulatory directives and INC assignment guidelines.

The NANPA shall reclaim PCS NPA-NXX codes assigned to entities that fail to meet the terms specified in the assignment guidelines and /or by directives from the appropriate regulatory authorities.

3.5 Easily Recognizable Code (ERC) Code 900 NXX Codes

The 900 NPA is an ERC used for information services in which the caller pays for call setup and the specific services associated with the 900 call. The 900 NXX codes shall be assigned and used only for pay-per-call information services. The codes, referred to as "Pay-Per-Calls," may be accessed by the public over the PSTN using the dialing format 900-NXX-XXXX.

The NANPA shall reclaim 900 NXX codes assigned to entities that fail to meet the terms specified in the assignment guidelines and/or by directives from the appropriate regulatory authorities.

3.6 N11 Service Codes

Codes in the N11 format (*e.g.*, 911) are referred to as Service Codes. There are eight N11 service codes available in the NANP. The FCC determines the uses of N11 codes, which have been assigned as follows:

211	Community Information and Referral Services
311	Non-emergency Police and Other Governmental Services
511	Traffic and Transportation Information
711	Telecommunications Relay Service (TRS)
811	Access to One Call Services to Protect Pipeline and Utilities from Excavation Damage (US); Non-Urgent Health Teletriage Services (Canada)
911	Emergency

The 411 and 611 codes have not been assigned by the FCC. Carriers, however, use the 411 and 611 codes for access to their directory assistance and repair services respectively. Unassigned codes may also be assigned locally with the understanding that a local assignment shall be discontinued, on short notice, if the unassigned codes are requested for nationally assigned purposes. Some U.S. states have permitted local use of certain N11 codes, pending FCC designated assignments.
In Canada, the assignment of the N11 codes is generally consistent with the table above, except for code 511 which has been assigned for weather and traveler information services and 811 for non-urgent healthcare telephone triage service. Other NANP member countries may in the future designate specific uses for N11 codes within their jurisdictions.

3.7 Hearing Impairment Codes-800 855 XXXX Line Numbers

Line numbers from the 800 855-XXXX are used for assisting persons with hearing impairments. These numbers are assigned individually at the line level. The NANPA shall administer line numbers within the 800-855-XXXX resource with respect to services for persons with hearing impairments. Other NANP member countries may designate specific uses for 800-855-XXXX line numbers in the future.

3.8 Information Services Codes-555 XXXX Line Numbers

The 555 NXX code is available (referred to as "555 numbers" in the form NPA-555-XXXX) in all geographic NPAs for access to information services. The guidelines permit a

subscriber to dial a 555-XXXX number in any NPA in North America using either a 7-digit or a 10-digit format.
Line numbers from the 555 NXX are assigned either on a national or non-national basis. National assignment means that the number is assigned exclusively to a single entity to be used in at least 30% of the available NPAs or states or provinces in the NANP serving area. Non-national assignment means that the number is assigned to an entity for use in a specific geographic area or areas (NPAs, states, or provinces) to be used in fewer than 30% of the available NPAs or states or provinces in the NANP serving area. "Non-national" numbers are available for assignment to multiple entities, allowing those entities to use the "non-national" number in different geographic areas.

The NANPA shall reclaim 555 NXX codes assigned to entities that fail to meet the terms specified in the assignment guidelines and /or by directives from the appropriate regulatory authorities.

3.9 Carrier Identification Codes (CICs)

A CIC is a 4-digit numeric code primarily used to uniquely identify an access customer who has purchased access such as Feature Group B (FGB) and/or Feature Group D (FGD) access services. These types of CICs are primarily used for routing from a local network to the access purchaser and for billing between the local network and the access purchaser. In addition, as the result of a 2002 directive to NANPA from the FCC, switchless resellers may also be assigned CICs without the requirement to first purchase direct FG D truck access. Also, pursuant to agreement reached by the Industry Numbering Committee (INC) in 2006, Billing and Collection Clearinghouses that provide third-party bill aggregation services on behalf of access purchasers may also be assigned CICs as identifiers only when the use of an ABEC (Alternate Billing Entity Code) is not technically feasible.

The NANPA shall manage and assign CICs. The NANPA shall reclaim CIC codes assigned to entities that fail to meet the terms specified in the assignment guidelines and/or by directives from the appropriate regulatory authorities. Reclamation occurs most often because the entity to which the CIC has been assigned does not obtain access within the six-month period specified in the assignment guidelines.

3.10 Vertical Service Codes (VSC)

VSC are standardized codes dialed by customers to access network features and services (*e.g.*, call forwarding) provided by network service providers. These codes appear in the *XX or *2XX format. The NANPA shall assign, manage, and approve new VSC assignment requests.

3.11 Automatic Number Identification (ANI) II Digits

ANI II digits are two digits that are sent with the originating telephone number identifying the type of originating station (*e.g.*, Plain Old Telephone Service (POTS), hotel/motel). The NANPA shall assign the digits and track the assignments.

ANI II digits are assigned by the NANPA at the request of the INC. The assignment of an ANI II digit does not imply its ubiquitous availability.

Section 4

Central Office Code Administration

4.1 Requirements

The NANPA shall manage the CO Code resource in accordance with federal regulatory requirements and the latest version of the published *Central Office Code (NXX) Assignment Guidelines* (ATIS-0300051).

The NANPA shall perform the CO Code administration that encompasses the following major functional categories:

- User[2] Services
- Processing
- Client and Internal Communication / Notification Functions
- Status Reporting
- Tracking CO Code Utilization for NPA relief
- Managing jeopardy conditions

The NANPA, in order to perform CO Code Administration functions, shall maintain considerable knowledge of local/regional environments including geography, demographics, growth patterns, local dialing plans, and eligibility requirements. This knowledge shall be applied to each CO Code assignment. Local conditions for each NPA shall be posted to the NANPA web site.

The NANPA shall create a Change Management Plan for adapting the CO Code assignment practices in accordance with updates and modifications to the CO Code (NXX) Assignment Guidelines and regulatory directives. When there are changes, the NANPA shall institute a training program to educate all CO Code Administration staff in order to ensure consistent application. Training shall be completed within five business days before the date the change to the guidelines becomes effective.

4.2 Functional Specifications

CO Code administration activities include the key functional requirements detailed below.

4.2.1 User Services

The NANPA shall produce and make available information regarding CO Code Administration processes, guidelines, procedures, interfaces, and services.

Upon request, the NANPA shall provide information on how to obtain current documents related to CO Code Administration. The NANPA may refer users to web sites where information can be located and downloaded. These documents currently include:

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2 User represents code applicants, code holders, regulatory agencies, and the general public.

- CO Code (NXX) Assignment Guidelines
- NPA Code Relief Planning Guidelines
- Industry Notification of NPA Relief Activity Guidelines
- NPA Allocation Plan and Assignment Guidelines
- Recommended Notification Procedures to Industry for Changes in Access Network Architectures

The NANPA shall provide assistance to all entities who use numbering resources and suggest alternatives, when possible, that may assist users with numbering resource optimization and utilization issues.
The NANPA shall maintain working knowledge of applicable state regulations and local dialing plans.
The NANPA shall assist Code Applicants with understanding and completing all forms and appendices associated with INC Guidelines.
The NANPA shall educate users. Such education may include, but is not limited to, providing job aides and providing necessary forms and instructions on the NANPA web site.
The NANPA shall notify its users and interested parties when industry guidelines or applicable regulatory directives have changed. The NANPA shall provide electronic notification of administrative process and procedural changes within five business days of the change being identified by the NANPA. Implementation of these changes shall include a transition period before the new process or procedure becomes effective.
The NANPA shall respond to inquiries regarding available and assigned CO Codes. Such response may consist of referring the user to a specific page on the NANPA web site.

4.2.2 Processing

The NANPA shall receive and verify applications for CO Codes in accordance with FCC directives and CO Code (NXX) Assignment Guidelines.
If a state commission has not yet chosen a relief method and established a relief date, the NANPA, as CO Code administrator, and the industry shall devise the jeopardy conservation or rationing measures, consistent with the industry guidelines.
As CO Code Administrator, the NANPA shall be aware of and adhere to any limits on code assignments as ordered by state commissions or agreed to by industry, as well as any other provisions of rationing plans such as prioritization of applications.
The NANPA shall apply CO Code optimization practices in accordance with FCC directives and the CO Code (NXX) Assignment Guidelines, as appropriate.
The NANPA shall also:

- Maintain a CO code conflict database and publish on the NANPA's web page CO codes by NPA that are "unavailable for assignment" due to dialing, routing and/or rating conflicts.
- Include in this list CO codes that are unavailable due to permissible services identified by the state tariff, CO codes that are used for testing, and CO codes that are used for unique call routing/rating arrangements.

- Consult, providing details of local/regional environments including, for example, geography, demographics, growth patterns, local dialing plans, and eligibility requirements.

4.2.3 Communication/Notification Functions

The NANPA shall post daily on its web site the NXXs assigned and the NXXs available in each NPA. This information shall be updated daily as changes occur. Other means of distributing reports shall be available as necessary. The NANPA shall follow the CO Code (NXX) Assignment Guidelines for notification of CO Code assignments. The NANPA shall enter data directly into the BIRRDS database.
The NANPA shall have the capability to input rating and routing data into the BIRRDS database as an enterprise service to a code holder.
The NANPA shall issue notification of all CO Code jeopardy situations and other pertinent CO Code administration activities to the appropriate regulatory agencies and the affected industry members.

4.2.4 Status Reporting

For CO Code Administration, the NANPA shall monitor and report the status of NXXs in each NPA. These reports shall be generated and posted to the NANPA web site each business day.

4.2.5 Tracking CO Code Utilization for NPA Relief

The NANPA shall fulfill the process responsibilities in accordance with the NPA relief guidelines and regulatory directives, including the following:

- Determine when to initiate NPA Relief by continually monitoring CO Code growth and projecting exhaust.
- Upon the identification of a potential exhaust situation, notify appropriate regulatory authorities and affected parties within the NPA.
- If necessary, immediately organize a relief-planning meeting to obtain local industry consensus and subsequent regulatory direction for a relief implementation plan.

4.2.6 Management of Jeopardy Conditions

The NANPA shall:

- Declare a jeopardy NPA condition within any NPA that meets the conditions established in the appropriate industry guidelines and regulatory orders.
- Monitor CO Code growth and projected exhaust.
- Notify appropriate regulatory authorities and affected parties within the NPA.
- Notify the industry that jeopardy code rationing is available if so desired, or may be specified in a pending state commission order if the industry does not come to consensus on a rationing plan.

- Implement NPA-specific conservation measures as a part of CO Code application processing, if necessary, subject to local industry consensus or regulatory direction.

4.3 Management of the Code Inventory

The NANPA shall track and monitor MTE, forecast, and utilization reports so that it shall be able to forecast demand and anticipate the need for relief to avoid premature exhaust of each NPA and the NANP.

4.4 Resource Reclamation

In accordance with paragraph 237 of the FCC Report and Order and Further Notice of Proposed Rule Making, March 31, 2000 (FCC NRO Order), the NANPA shall reclaim numbering resources assigned to entities that fail to meet the terms specified in the assignment guidelines. The NANPA shall receive and process Part 4 confirmations from code holders during the six-month period following the published LERG effective date of the code. Receipt of a Part 4 from a code holder certifies that the code has been placed in service. The NANPA shall acknowledge its Part 4 receipt by issuing the code holder a Part 5 Administrator's Part 4 Receipt/Confirmation verifying the code holder's use. The NANPA shall maintain a tracking system for receipt of Part 4s and return notification of Part 5 Forms. No further action is required of the code holder once a Part 4 has been submitted. Not later than one month prior to the end of the six-month period, the NANPA shall send a reminder notice to code holders that no Part 4 Form has been posted for the code now assigned to them. NANPA will send a second notice to the service provider if no Part 4 is received within six (6) months of the original code effective date. This notice will inform the service provider that it must submit the Part 4 to the appropriate regulatory authority. If requested, the NANPA shall submit lists of service providers who are delinquent in the return of the Part 4 forms to state regulators. If a code holder fails to submit a Part 4 within the time-frame specified by the FCC, the NANPA shall initiate the reclamation procedures, keeping accurate and complete records for each action taken. The NANPA shall obtain either state or FCC regulatory approval prior to initiating the reclamation process.

The NANPA shall maintain a current point of contact list for CO Code reclamation. Regulators and service providers are to be included on the list. In addition, a contact list for all other NANP members shall be maintained, if necessary.

The NANPA shall provide a confirmation in response to every CO Code application received.

Section 5

NPA Relief Planning

The NANPA shall perform the area code (NPA) relief functions specified in the INC NPA Code Relief Planning Guidelines. The NANPA shall be prepared to work with state regulatory authorities that may choose to assume any of these responsibilities, pursuant to FCC orders.

The NANPA, in order to effectively perform its NPA relief functions, shall maintain considerable knowledge of local/regional environments including geography, demographics, communities of interest, growth patterns, local dialing plans, and operating/certified service providers. The NANPA shall determine NPAs in need of relief and appropriately manage the relief efforts through the implementation of a new area code.

The NANPA shall notify all affected CO Code holders with regard to NPAs in need of relief, and any associated meeting information. In addition to notification, the NANPA shall forward the Initial Planning Documents (IPD) a minimum of four weeks before any scheduled NPA relief-planning meeting and the NANPA shall facilitate the meeting. The NANPA shall post to its web site all NPA relief meeting announcements and preliminary planning information.

Accordingly, the NANPA shall continue to update the local/regional information and contact information to meet the level of NPA relief expected in any given year during its Term of Administration.

5.1 Key Responsibilities

Key NANPA NPA relief responsibilities consist of the items noted below.

5.1.1 Relief Timing

The NANPA shall determine the need for and identify the timing of NPA Relief in accordance with CO Code (NXX) Assignment Guidelines and NPA Code Relief Planning Guidelines. One of the tools for performing this task utilizes NRUF Report data.

5.1.2 Relief Planning Communication

The NANPA shall promptly communicate with all affected industry members and appropriate state regulatory authorities to advise them of the need for relief planning to occur.

5.1.3 Initial Planning Document (IPD) Preparation and Distribution

The NANPA shall prepare and distribute to industry members and state regulatory authorities an IPD for each NPA projected to exhaust over the forecast period, as identified in the NRUF Report. The IPD shall describe and assess possible relief options and include detailed historical information regarding prior years' forecasts, versus the actual assignment of codes.

5.1.4 Relief Planning Meetings

The NANPA shall schedule initial NPA relief planning meeting(s) per the NPA Code Relief Planning & Notification Guidelines. This meeting shall be 36 months in advance of the projected NPA exhaust date to permit the timely planning and implementation of NPA relief.

5.1.5 Relief Planning Report

The NANPA shall provide a report to the NANC, once per quarter, on its success or failure in meeting this Performance Measurement.

5.1.6 Relief Planning Consensus Building

The NANPA shall notify interested industry and state regulatory authorities of NPA Relief Planning meeting(s) and conduct the meeting(s) with the objective of gaining consensus on a relief plan.

5.1.7 Neutral Facilitator Role

The NANPA shall act as neutral facilitator for all relief planning meeting(s) (i.e., issuing meeting announcements, coordinating meeting arrangements, setting an agenda, leading the meeting, issuing meeting minutes, and other duties necessary to conduct the meeting).

5.1.8 Proactive Role in Relief Planning

The NANPA shall ensure state regulatory authorities have appropriate information necessary to endorse industry-consensus relief plans or develop their own plan if they desire. The NANPA shall proactively work with the state regulatory authorities to achieve endorsement of a relief plan by the date established to allow the industry appropriate time for implementation.

5.1.9 Status Reporting on Relief Plans

The NANPA shall track and report on the status of pending relief plans to the FCC and the NANC each month.

5.1.10 Possible Testimony

The NANPA may be requested to provide testimony to the state regulatory authorities regarding the relief plan, as necessary. This service shall be treated as an enterprise service (see Section 11).

5.1.11 New NPA Code Assignment

The NANPA shall, prior to the NPA relief date, assign a new NPA code(s) in accordance with the approved relief plan.

5.1.12 Implementation Scheduling

The NANPA shall schedule the first implementation meeting once a form of relief has been selected and ordered by a state regulator.

5.1.13 Industry Scheduling

The NANPA shall provide industry notification of NPA code relief implementation activities (*e.g.*, adequate advance notice, public announcements, test number and testing period, new boundary maps, new dialing procedures, Line Information Database (LIDB), the BIRRDS database, LERG, LIDB Access Routing Guide (LARG), relief date, permissive dialing period, mandatory dialing date, ANI records). The NANPA shall also provide notifications of any subsequent changes made by state commissions to relief dates, permissive dialing periods, or mandatory dialing dates.

5.1.14 Press Release

The NANPA shall, with the input and approval of the state regulatory authorities and industry, prepare and issue a press release to inform the public of the approved Relief Plan and respond to requests from the media and public for information.

5.1.15 Implementation Assistance

The NANPA shall assist NPA Relief implementation teams and the Number Administration Service Center (NASC), as necessary, with modifications to the toll-free database.
If necessary, the NANPA shall declare a code in jeopardy based upon the INC definition of a jeopardy situation and implement an NXX code-rationing plan agreed to by the industry. If there is no industry consensus on an NXX code-rationing plan, the NANPA shall implement a state approved rationing plan after the state commission orders NPA relief. After a state regulatory authority orders a specific form of area code relief and has established an implementation date, the NANPA shall adopt and implement that plan as ordered by the state regulatory authority.

5.1.16 Compliance

The NANPA shall:

- Comply with CO Code (NXX) Assignment Guidelines, NPA Allocation Plan and Assignment Guidelines, and NPA Code Relief Planning Guidelines.
- Implement a planned approach using effective forecasting and management tools and skills in order to ensure the availability of numbering resources.
- Facilitate the timely planning and implementation of NPA relief.
- Proactively work with state regulatory authorities to achieve selection of a relief plan by the requested date to allow the industry appropriate time for implementation.

If a relief plan has not been approved by 90 days prior to industry requested approval date, then the NANPA shall notify the state commission in writing of the date the relief plan approval was requested – a copy of which shall be sent to the NANC Chair.

If the state regulatory authorities have not ordered an NPA relief plan on or before the industry requested approval date, the NANPA shall notify the FCC and the NANC in writing and provide the date by which an order is required to avoid jeopardizing the timely implementation of NPA relief.

5.2 User Notification

The NANPA shall maintain an electronic document distribution system, which NPA relief planners shall use to notify affected users of the need for an NPA relief meeting and to keep all users informed of final relief plans and implementation processes.
The document notification system shall also be used to distribute additional details and data deemed necessary to keep clients informed of the status of any relief activity that has experienced a delay in implementation.

Section 6

Utilization and Forecasting

The NRUF Report is filed twice annually by service providers in accordance with FCC orders and regulations. Each service provider shall complete the NRUF Report and submit it to the NANPA on or before February 1st and August 1st of each year.
The NANPA shall compile, examine, and analyze the data gathered from these reports and submit its analysis to the NANC, the FCC and state regulatory commissions that have requested it, semi-annually on the last business day of April and October of each year, unless otherwise directed by the FCC.

6.1 Responsibilities

The following is a list of the functional areas that fall within the NANPA's data collection, processing and NRUF reporting responsibilities:

6.1.1 Point of Contact

The NANPA shall be the point of contact for collecting forecast and utilization data. Forms shall be submitted electronically unless utilizing the Enterprise Service provided by NANPA as described in Section 11.2. The NANPA shall assist carriers in completing the NRUF forms by clarifying the service provider requirements to report and correctly understand the NRUF process.

6.1.2 Contact List Maintenance

The NANPA shall maintain a list of the individuals within each reporting entity identified on the last NRUF report submitted by that entity as the contact person. The NANPA shall periodically remind reporting entities in writing of the need to keep the list of contacts current and accurate.

6.1.3 Data Requests

The NANPA shall request the NRUF data from all Service Providers within the U.S. Such data shall be requested for submission on February 1st and August 1st of each year. All NRUF data shall be aggregated from within the same timeframe. Data from U.S. service providers shall be processed separately, and then aggregated with all other reported data to obtain a complete picture of the status of the NANP.
Canada and the Caribbean will provide exhaust projections to the NANPA.

6.1.4 Data Requests in Pooled Areas

In pooled rate centers within an NPA, the NANPA shall receive forecast data in thousands-block increments. The PA shall provide aggregated NRUF forecast data to the NANPA.

6.1.5 Data Analysis

The NANPA shall compile, examine and analyze all the data obtained from the semi-annual NRUF Report. The results of this analysis shall be made available by the NANPA on the last business day of April and October of each year.

The NANPA shall compare actual NPA exhaust and current exhaust forecasts with the past five exhaust projections. The NANPA shall summarize the accuracy of its forecast outlining (1) contributing factors, (2) changes required, (3) the outcome if no change is made, (4) the parties who shall participate in the change, and (5) a description of the activity each party shall take to realize the desired outcome. The NANPA shall provide an analysis of the accuracy of its forecasting tool as an NPA reaches exhaust prior to the beginning of each forecast cycle.

6.1.6 Data Reporting

The NANPA shall produce a semi-annual report that summarizes the projections of exhaust of each NPA and the NANP as a whole. The report shall at a minimum, be similar in format and content to the *NANP and NPA Exhaust Analysis* report, currently provided to the NANC. The NANPA shall highlight significant anomalies, for example, those NPAs whose projected exhaust date changes by more than six months from one report to another, and provide a brief explanation for the change.

6.1.7 User Support

The NANPA shall be available to its users to answer questions pertaining to any aspect of the NRUF Report process (*e.g.*, forms, instructions, analysis, data assumptions, etc.).

6.1.8 Data Aggregation

The NANPA shall also compile, examine, and analyze the forecast and utilization data submitted by reporting service providers between reporting periods. If it appears that the life of an NPA or the NANP shall be significantly affected by an updated NRUF Report submitted by a service provider(s), the NANPA shall report those results within 30 days of receiving the data submissions from the service provider(s).

In the event that NANP exhaust is affected by an updated NRUF submission, the NANPA shall send the results to the appropriate regulatory authority in NANP member countries and the NANC. In cases that only involve NPA exhaust, the NANPA shall forward the results to the appropriate regulatory commission.

6.1.9 Request to Review Data

At the request of a U.S. state regulatory authority and upon receipt by the NANPA of a written statement that the state regulatory authority has confidentiality procedures in place to protect the data, the NANPA shall, within ten business days, provide a single report containing disaggregated data to any requesting state that is reported by service providers in that state, so long as the request is made 30 days after the deadline for NRUF reporting and

before the subsequent NRUF reporting deadline. Regulators shall also have access to the NRUF data for the NPAs in their respective states via NAS.
The NANPA shall provide reports to state regulatory authorities per their initial request and delivery schedule. State regulatory authorities shall provide the NANPA with requested delivery schedule changes and report content changes at least 30 days prior to the effective date of the change. Requests of this nature shall be provided without an additional charge to the state commission

6.1.10 Penalties for Non-Submission

If an NRUF Report has not been submitted by a service provider, the NANPA shall withhold future numbering requests from that service provider within the NPA for which the NRUF data has not been supplied. Once the NRUF data has been submitted, the NANPA shall process the request.

6.1.11 Report Anomalies

If the NANPA identifies any significant inconsistencies or anomalies in a service provider's data (e.g., missing utilization on assigned central office codes or one thousand blocks), the NANPA shall inform the submitting service provider of its findings, provide the specific data relevant to document the significant inconsistency or anomaly in the service provider report, and request a review and confirmation (written or oral) from the service provider.
The NANPA shall allow the service provider five business days to provide that confirmation, or to resubmit the data. If, after the discussions with the provider, the NANPA still believes that the provider's data contains inconsistencies or anomalies, then the NANPA shall report its findings to the appropriate regulatory bodies (*e.g.*, state commissions, the FCC).[3]
The NANPA shall assign no additional numbering resources to such service providers until the appropriate state commission instructs it to do so. Where the state commission has chosen not to exercise this delegated authority, the NANPA shall seek instruction from the FCC.

6.2 Development of Tests for Anomalies and Inconsistencies

The NANPA shall examine the NRUF report submitted by each service provider for inconsistencies or anomalies. The NANPA shall design the tests and algorithms that it shall use to test the utilization and forecast data submitted by service providers prior to actually performing any tests. The NANPA shall provide a detailed description of the actual methodology employed to identify inconsistencies and anomalies. The description shall include a list of all assumptions and rationales incorporated into the methodology tests, as well as any mathematical formulas that are used.
The NANPA shall also work with the NANC to form criteria for determining what types of submissions shall be deemed inconsistent or anomalous. It is expected that the NANPA shall

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[3] U.S. telecommunications providers only.

continually refine this process and remain mindful of the changing telecommunications landscape to ensure that its methods and assumptions are current and valid.

6.3 NANPA Analysis of Data

The NANPA shall accumulate and analyze forecast and utilization data from each service provider and the PA according to the schedule detailed in the First FCC NRO Order. The NANPA shall use this information along with historical and other data possessed by the NANPA to create a forecast that is as accurate as possible.

6.3.1 Methodology for Projecting NPA Exhaust

The NANPA shall project the potential exhaust of NPA codes. Although the NRUF data shall be the primary source of information for any analysis, the NANPA shall incorporate other relevant data elements into its analysis in determining the projected exhaust time frame of each geographic NPA.
Some of the additional data elements are noted below.

6.3.1.1 NRUF Survey Responses

Once the tests for inconsistencies and anomalies have been performed and the responses deemed acceptable by the NANPA, these responses shall be the primary input to any analysis of NANP and NPA exhaust.

6.3.1.2 Historical CO Code Assignment Data

The historical CO Code data includes NXX code assignments over at least the two years immediately preceding the date of the NRUF for all industry segments, *e.g.*, Incumbent Local Exchange Carrier (ILEC), Competitive Local Exchange Carrier (CLEC), two-way Commercial Mobile Radio Service (CMRS) Carrier, and Paging Carrier.

6.3.1.3 CO Code Rationing

After jeopardy has been declared, the rationed amount shall have a significant and direct effect on the life of the NPA, regardless of forecasted demand. In such cases, all other elements may be rendered irrelevant.

6.3.1.4 CO Code Assignments as of the Data Collection Date

A single recent event can affect the life span of an NPA, and thus CO code assignments as of the data collection date should be factored into the exhaust projections.

6.3.1.5 Total Number of Codes Available for Assignment

If relief has been applied since the last reporting period, the environment will have changed and the analysis must reflect the change.

6.3.1.6 Rate Centers Per NPA

The effects of any rate center consolidation or split within an NPA may have a significant impact on CO Code demand.

6.3.1.7 Expanded Local Calling Areas

The inclusion of additional carriers in expanded local calling areas may also have an impact on CO Code demand.

6.3.1.8 Pooling

The impact of thousands-block number pooling on CO Code demand, where it has been implemented, must also be taken into account.

6.3.2 Minimum Analysis Requirements

Prior to performing the analysis, the NANPA shall provide to the NANC a detailed description of the actual methodology employed. The description shall include a list of all assumptions and rationales incorporated into the methodology, as well as any mathematical formulas that are used.

The NANC shall have the opportunity to provide advice and consent to the analysis methods and assumptions the NANPA uses to perform its analysis of the NRUF results. Continuous methodology refinement is expected and encouraged. At a minimum, the analysis shall begin with a determination of the quantity of available NXXs within each NPA.

Using the aggregated service provider forecasts and the tests developed by the NANPA to identify inconsistencies and anomalies, the NANPA shall determine the quarterly NXX demand for each NPA. The actual adjustments applied shall be consistent with, and fully explained in, the NANPA's description of assumptions and rationales.

6.3.3 Anomalies and Trends

The NANPA shall identify anomalies and trends in numbering usage for all NANP resources. The NANPA shall assist users in assessing the results shown and the action required to achieve numbering optimization goals. On an annual basis, the NANPA shall provide a report to the FCC reporting any anomalies and trends affecting the NANP.

6.4 Number Resource Utilization Form (NRUF) Submissions

The FCC requires U.S. service providers to submit NRUF data electronically unless utilizing the Enterprise Service provided by NANPA as described in Section 11.2.

The NANPA shall support three five alternative methods for NRUF submission data collection: electronic file transfer (EFT), spreadsheet attachment to e-mail, and online entry compact disk and paper.

Section 7

Automated System Support

This section describes key requirements of the existing NANP Administration System (NAS) and its capabilities. The system shall provide NANPA employees and clients' access to all necessary information required for NANP numbering resource management.
The NANPA shall maintain the NAS to ensure that the system is capable of supporting the requirements and functionality acknowledged within this document. In addition, the NAS shall be upgraded to ensure sufficient capacity to support current and future resources and users.
This system shall include security measures for maintaining confidential data and provide accessibility for all users to their own information through an appropriately secured mechanism. In addition, a user class shall be maintained that allows specific users (*e.g.*, state regulatory authorities) to access selected, appropriate geographic data submitted by other users.

7.1 System Characteristics

The NAS shall utilize standard electronic commerce type functionality that allows efficient user interaction and data file transfer.
Data file transfer shall be simple and easy to understand.

7.1.1 System Availability

The NAS shall be available within the timeframes outlined within the FCC approved transition plan. The NAS shall be seamlessly available for input, processing, and downloads during users' normal business hours.
Scheduled maintenance shall occur outside of normal business hours and users shall be notified no less than 30 days in advance of any scheduled event

7.1.2 System Query Capability

For the purpose of this document, a query is defined as the ability to request and retrieve data stored in the system.

The system shall:

- Support users' needs to retrieve their data through a query capability.
- Support a user authorization level that identifies the range and scope of the data access of each user, including identification notice of approved access to their data by other users.
- Be capable of querying and retrieving one or multiple records using any stored data fields.

7.1.3 System Scalability

The NAS shall continue to be expandable and flexible so that it can easily expand its capacity and number of users.
Examples include:

- Addition of new NPAs
- Additional users
- The addition of new resource, and data elements
- Expansion of the NANP

7.2 System Capabilities

The NAS is designed for high reliability, possess data integrity features, and allow for economical and efficient system expansion.
The NAS design shall provide for the following capabilities:

- Capture all relevant applicant and user information.
- Facilitate the application and data filing process and the capture of required data in the database.
- Provide for generation of user information notices.
- Possess the ability to track status of all NANP resources.
- Support ad hoc query capabilities as well as production of predefined reports.
- Assist with NANP Administration document management.
- Possess the ability to track the status of a user's NANP resource application or data filing and the generation of reports regarding the tracking status of each application or data filing.
- Maintain data integrity.

If the system becomes unavailable for normal operations due to any reason, users shall be notified of the system unavailability within five minutes of any outage.
When possible, such notification shall be made via electronic capabilities. When this is not possible the NANPA shall notify all users via identified contact information by prearranged method (*e.g.* fax, telephone).
When the system is restored to normal operations, users shall be notified of the system's availability via electronic broadcast message within five minutes of system restoration.

7.3 System Location

The physical location of NAS facility is at the discretion of the NANPA. The only limitation is that the facility shall be within the continental United States. Identification of the proposed system location must be included in the Bidder's proposal.

7.3.1 Facility Characteristics

Space allocated for the NAS shall have the following characteristics: