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SUMMARY

This document provides the Report Definition for FCC Report 43-05, the ARMIS Service Quality Report, which must be provided annually by study area. It contains the following:

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All percentage amounts must be entered in percent and rounded to 2 decimal places. All minutes, days and hours must be rounded to the nearest tenth. Number of Access Lines must be entered in whole numbers. All number of orders, circuits, trouble reports, no trouble found, trunk groups, switches, complaints, and incidents must be entered in whole numbers. All other amounts must be rounded to the nearest thousand.

All fields must be populated. If a data field equals the quantity zero, enter the numeral zero in that field. This is the only proper use of zero in this report. If a filing carrier has a waiver applicable to a certain field, it must treat the data for that field as “Irretrievable” and footnote the reason for that entry (including a cite to the waiver, and a note as to its duration). Items which need not be reported

because they do not apply are designated by N/A. DO NOT override N/As. If a reporting carrier should wish to apply data to a field containing an N/A, the carrier should enter the amount(s) and an explanation as a footnote to the field. The amount(s) must not be entered in an N/A'd field.

**REMEMBER:** Footnotes are mandatory in Table I, Rows 0110 and 0114, Table II, Row 0134, and in Table IV-A, Column (t). Footnotes are mandatory for all "Irretrievable" entries, and for any data entry containing UNE data.

When errata occur, carriers must include in the transmittal letter a brief statement indicating the reason for the errata. Other explanatory notes must be included in the footnote section of the filing.

**NOTICE:** The ARMIS Service Quality Report collects data designed to capture trends in service quality under price cap regulation and improves and standardizes existing reporting requirements for this purpose. The ARMIS Service Quality Report specifies information requirements in a consistent format and is essential to the FCC to monitor service quality under price cap regulation. Your response is mandatory.

Public reporting burden for this collection of information is estimated to average 850 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding any aspect of this collection of information, including suggestions for reducing the burden, to the Federal Communications Commission, Office of Managing Director, Washington, D.C. 20554.

An agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid control number.

FCC Report 43-05  
 ARMIS SERVICE QUALITY REPORT

COMPANY: XXXXXXXXXXXXXXXX  
 STUDY AREA: XXXXXXXXXXXXXXXX  
 PERIOD: From mmm yyyy To mmm yyyy  
 COSA: XXXX

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 Submission XXX  
 TABLE I  
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**TABLE I – INSTALLATION AND REPAIR INTERVALS  
 (Interexchange Access)**

ROW	CLASSIFICATION	Switched Access (aa)	Special Access	
			High Speed Special Access (ab)	All Special Access (ac)

INSTALLATION INTERVALS:

0110	# Total Number of Orders or Circuits		N/A	
0111	# Missed for Customer Reasons (MCR)		N/A	
0112	% Commitments Met		N/A	
0114	Average Interval (in days)		N/A	

REPAIR INTERVALS:

0120	# Total Trouble Reports			
0121	Average Interval (in hours)			

**Legend:**

- # indicates items that are not dollars or percents
- % indicates items to be entered as a percent

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 TABLE II  
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**TABLE II – INSTALLATION AND REPAIR INTERVALS  
 (Local Service)**

ROW	CLASSIFICATION	Residence			Business			Total (aj)
		MSA (ad)	Non-MSA (ae)	Total (af)	MSA (ag)	Non-MSA (ah)	Total (ai)	

INSTALLATION INTERVALS:

0130	# Installation Orders							
0131	# Missed/Cust. Reasons (MCR)							
0132	% Commitments Met							
0134	Average Interval (in days)							

REPAIR INTERVALS:

0140	# Total Access Lines							
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INITIAL TROUBLE REPORTS:

0141	# Init. Trouble Reports							
0144	# Out-of-Svc. Trbl. Rpts.							
0145	Out-of-Svc. Rpr. Intvl. (in hours)							
0146	# All Other Trbl. Rpts.							
0147	All Other Rpr. Intvl. (in hours)							
0160	# Subsequent-Initial Trbl. Rpts.							

REPEAT TROUBLE REPORTS:

0142	# Repeat Trouble Reports							
0148	# Out-of-Svc. Trbl. Rpts.							
0149	Out-of-Svc. Rpr. Intvl. (in hours)							
0150	# All Other Trbl. Rpts.							
0151	All Other Rpr. Intvl. (in hours)							
0170	# Subsequent-Repeat Trbl. Rpts.							

NO TROUBLE FOUND:

0143	# Total No Trouble Found							
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**Legend:**

- # indicates items that are not dollars or percents
- % indicates items to be entered as a percent

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 TABLE III  
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**TABLE III – COMMON TRUNK BLOCKAGE**

ROW	CLASSIFICATION	Annual (ak)
0180	Total Trunk Groups	
0181	Groups Measured	
0185	Common Groups Carrying FGD Exceeding Threshold 3 Mos.	
0186	Other Common Groups Exceeding Threshold 3 Mos.	
0187	Common Groups Carrying FGD Exceeding Threshold 1 Mo.	
0188	Other Common Groups Exceeding Threshold 1 Mo.	
0189	Common Groups Carrying FGD Exceeding DBO 3 Mos.	
0190	Other Common Groups Exceeding DBO 3 Mos.	

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 TABLE IV  
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**TABLE IV - TOTAL SWITCH DOWNTIME**

ROW	CLASSIFICATION	Total Number Switches (an)	Switches With Downtime (ao)	Total Switch Downtime (ap)	Incidents Under 2 Minutes		
					Total (aq)	Unscheduled (ar)	% Unscheduled (as)
0200	MSA						
0201	Non-MSA						
0210	Switches Under 1000 Lines						
0211	Switches 1000-4999 Lines						
0212	Switches 5000-9999 Lines						
0213	Switches 10000-19999 Lines						
0214	Switches 20000 or More Lines						

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COMPANY: XXXXXXXXXXXXXXXX  
 STUDY AREA: XXXXXXXXXXXXXXXX  
 PERIOD: From mmm yyyy To mmm yyyy  
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 TABLE IV-A  
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**TABLE IV-A – OCCURRENCES OF TWO MINUTES OR MORE DURATION DOWNTIME**

ROW	Cause (t)	CLLI Code (u)	Access Lines (v)	MSA (w)	Duration (x)	Date (y)	Time (z)
0220							
0221							
***							
0319							
0341							
0342							
***							
1040							

\*\*\* Denotes a continuation of rows.

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 COSA: XXXX

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 TABLE V  
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**TABLE V – SERVICE QUALITY COMPLAINTS**

ROW	CLASSIFICATION	Total (da)	MSA (db)	Non-MSA (dc)
0320	Business Access Lines			
0321	Federal Complaints-Business			
0322	State Complaints-Business			
0330	Residential Access Lines			
0331	Federal Complaints-Residence			
0332	State Complaints-Residence			

### General Instructions

For the purposes of this report, the terms switch, switching entity and entity are used interchangeably. The terms access lines, lines and lines in service are also used interchangeably. Switch counts and access line counts are updated annually, representing year-end counts. Roll-ups of 43-05 data will contain data with percentages and averages appropriately weighted. Data for individual study areas associated with each holding company requiring a weighted average will be multiplied by the weighting factor or parameter indicated below, summed, and divided by the total of the weighting parameter for all study areas.

Rows 0112 and 0114 (Percent Commitments Met and Average Interval) will be calculated as the weighted average of individual study area data using Row 0110 (Total Number of Orders or Circuits) as the weighting factor or parameter. Similarly, roll-ups for Row 0121 (Average Interval) will use Row 0120 (The Total Number of Trouble Reports) as the weighting factor; roll-ups of Rows 0132 and 0134 (Percent Commitments Met and Average Interval) will use Row 0130 (Installation Orders) as the weighting factor; Row 0145 (Out of Service Average Repair Interval) will use Row 0144 (Out of Service Initial Trouble Reports) as the weighting factor; Row 0147 (All Other Average Repair Interval) will use Row 0146 (All Other Initial Trouble Reports) as the weighting factor; Row 0149 (Out of Service Repeat Repair Interval) will use Row 0148 (Out of Service Repeat Trouble Reports) as the weighting factor and Row 0151 (Other Average Repair Interval) will use Row 0150 (Other Repeat Trouble Reports) as the weighting factor in calculating the weighted averages.

In Tables II, IV.A, and V, any row/column data entry which contains UNE data must be accompanied by an explanatory footnote identifying the types of UNEs (e.g., “UNE-P”) that are included.

### Row Instructions

#### Table I

Row 0110 - Total Number of Orders or Circuits - Enter the total number of installation orders or circuits from Interexchange carriers/customers that were completed during the current reporting period on this row. This amount excludes installation orders or circuits not completed by the commitment date because the customer was not prepared to receive service on that date. (The amount of these exclusions is entered in Row 0111.) Enter in whole numbers. **The reporting carrier must include a footnote to indicate whether it is counting orders or circuits. This footnote is mandatory and must be entered in the Footnote Table.**

Row 0111 - Missed for Customer Reasons (MCR) - Enter the number of completed circuits or installation orders that were not completed by the commitment date because the customer was not prepared to receive service on that date. (Examples of MCR include, but are not limited to, the

following situations: 1) customer not ready, 2) customer requested later date, 3) premises not ready, 4) customer not prepared to test, 5) no access to premises. Enter in whole numbers.

Row 0112 - % Commitments Met - Enter the percentage of commitments met during the current reporting period on this row. This amount is calculated by dividing the number of installation orders or circuits from Interexchange carriers/customers completed by commitment date by the total number of installation orders or circuits (Row 0110). Enter in percent, rounded to 2 decimal places. NOTE: Commitment dates are based on the ILEC's installation intervals. The installation intervals for various kinds of installations are published by the ILECs and must be kept on file with the Commission. Commitment dates may be extended at the customer's request.

Row 0114 - Average Interval - Enter the average interval, expressed in business days, between the date the service order for Interexchange carriers/customers was placed and the date the service order was completed, for orders completed during the current reporting period. This amount excludes orders having commitment dates extended by customers. Round to the nearest tenth. **If the average interval is reported as zero for any column when Row 0110 is greater than zero, the reporting carrier must include a footnote explaining the reason for the zero entry. This footnote is mandatory and must be entered in the Footnote Table.**

Row 0120 - Total Trouble Reports - Enter the total number of circuit-specific trouble reports referred to the ILEC by interexchange carriers/customers during the current reporting period. Enter in whole numbers.

Row 0121 - Average Interval - Enter the average interval, in hours to the nearest tenth based on a stopped clock, from the time of the reporting carrier's receipt of the trouble report to the time of acceptance by the complaining interexchange carrier/customer. This interval is defined as "Interval measured in clock hours, excluding only time when maintenance is delayed due to circumstances beyond the ILEC's control. Typical reasons for delay include, but are not limited to, premise access when a problem is isolated to the location or to absence of customer support to test facilities."

## Table II

Row 0130 - Installation Orders - Enter the total number of installation orders for local service customers for the current reporting period. This amount excludes installation orders not completed by the commitment date because the customer was not prepared to receive service on that date. Enter in whole numbers.

Row 0131 - Missed for Customer Reasons (MCR) - Enter the number of completed installation orders that were not completed by the commitment date because the customer was not prepared to receive service on that date. (Examples of MCR include, but are not limited to, the following situations: 1) customer not ready, 2) customer requested later date, 3) premises not ready, 4) customer not prepared to test, 5) no access to premises. Enter in whole numbers.



Row 0132 - % Commitments Met - Enter the percentage of commitments met during the current reporting period on this row. This amount is calculated by dividing the number of installation orders completed by commitment date by the total number of installation orders (Row 0130). Enter in percent, rounded to 2 decimal places.

Row 0134 - Average Interval - Enter the average interval, expressed in business days, between the date the service order was placed and the date the service order was completed during the current reporting period. This amount excludes all orders having commitment dates set by customers. Round to the nearest tenth. **If the average interval is reported as zero for any column when Row 0130 is greater than zero, the reporting carrier must include a footnote explaining the reason for the zero entry. This footnote is mandatory and must be entered in the Footnote Table.**

Row 0140 - Total Access Lines - Total end-of-year, in-service access lines in the study area. Access lines include all classifications of local exchange telephone service including, but not limited to, individual lines, party line access, PBX access, Centrex access, Coin access, Foreign Exchange access, and WATS access, but do NOT include official/company circuits in the access line counts. Access lines, as defined herein, is a more inclusive term than billable access lines as defined in the ARMIS 43-01 Report. See row instructions for Rows 2090 through 2140 of the ARMIS 43-01 Report for the definition of billable access lines. Enter in whole numbers.

Initial Trouble Reports - These are complaints concerning service quality made by customers or end users to ILECs. Such complaints concern problems that have not been reported to the ILEC within the previous thirty day period.

Subsequent Trouble Reports - These are customer trouble reports made to the ILEC on service quality problems, after the initial trouble report, but before the ILEC has resolved the initial trouble report. A trouble report may be “resolved” by closing it to “no trouble found.”

Row 0141 - Total Initial Trouble Reports - Enter the total number of initial trouble reports. This amount equals the total of Rows 0144 and 0146. Subsequent trouble reports are not included. Enter in whole numbers.

Row 0144 - Out-of-Service Initial Trouble Reports - Enter the number of initial out-of-service trouble reports received by the reporting carrier during the current reporting period. Out-of-service means that the trouble reported causes the customer to be totally without telephone service. Enter in whole numbers.

Row 0145 - Out-of-Service Average Repair Interval - Enter the average interval, expressed in hours to the nearest tenth measured on a running clock, between the time a trouble report entered in Row 0144 is received by the ILEC, and the time the trouble report is cleared. This interval is defined as “the total time from receipt of the customer trouble to clearing the trouble. Clearing represents the final disposition of the report, either repairing the problem or closing the report to another category, such as

a no trouble found category.”

Row 0146 - All Other Initial Trouble Reports - Enter the number of all other initial trouble reports (complaints concerning static, interrupted calls, etc.) received by the reporting carrier during the current reporting period. Enter in whole numbers.

Row 0147 - All Other Average Repair Interval - Enter the average interval, expressed in hours measured on a running clock, between the time a trouble report entered in Row 0146 is received by the ILEC, and the time the trouble report is cleared. Round to the nearest tenth.

Row 0160 - Subsequent Reports Related to Initial Trouble Reports - Enter the total number of initial subsequent trouble reports. Enter in whole numbers.

Repeat Trouble Reports - These are customer trouble reports concerning service quality that are received within thirty days after the resolution of an initial trouble report on the same line.

Subsequent Repeat Trouble Reports - These are customer trouble reports made to the ILEC on service quality problems, after the repeat trouble report, but before the ILEC has resolved the repeat trouble report. A trouble report may be “resolved” by closing it to “no trouble found.”

Row 0142 - Total Repeat Trouble Reports - Enter the total number of repeat trouble reports. This amount equals the total of Rows 0148 and 0150. Subsequent trouble reports are not included. Enter in whole numbers.

Row 0148 - Out-of-Service Repeat Trouble Reports - Enter the number of out-of-service repeat trouble reports received by the reporting carrier during the current reporting period. Enter in whole numbers.

Row 0149 - Out-of-Service Average Repair Interval - Enter the average interval, expressed in hours measured on a running clock, between the time a trouble report entered in Row 0148 is received by the ILEC, and the time the trouble report is cleared. Round to the nearest tenth.

Row 0150 - All Other Repeat Trouble Reports - Enter the number of other repeat trouble reports received by the reporting carrier during the current reporting period. Enter in whole numbers.

Row 0151 - All Other Average Repair interval - Enter the average interval, expressed in hours measured on a running clock, between the time a trouble report entered in Row 0150 is received by the ILEC and the time the trouble report is cleared. Round to the nearest tenth.

Row 0170 - Subsequent Reports Related to Repeat Trouble Reports - Enter the total number of repeat subsequent trouble reports. Enter in whole numbers.

Row 0143 - No Trouble Found - No trouble found refers to a trouble report investigation which finds

no discernible problem. Enter the number of investigations which found no problem during the current reporting period. Enter in whole numbers.

### Table III

Row 0180 - Total Trunk Groups - Enter the total number of common trunk groups in service at the end of the year for which the reporting carrier is responsible. Common trunk groups are trunk groups between the ILEC end office and the ILEC access tandem that carry Feature Group B, C and D access traffic. Do not count connections between host and remote switches. IntraLATA traffic may also be carried on these groups. Enter in whole numbers.

Row 0181 - Groups Measured – Of those common trunk groups in service at the end of the year, enter the number measured during the final measurement period of the year. Enter in whole numbers. The number entered in this row must be equal to or less than the number in Row 0180.

Row 0185 - Common Trunk Groups Carrying Feature Group D (FGD) Traffic Exceeding Servicing Threshold for Three Consecutive Months - Enter the number of times a common trunk group carrying FGD traffic has exceeded a servicing threshold of 2% for three or more consecutive months during the reporting period. For example, if the same group exceeds the servicing threshold for two non-consecutive periods, where each period is three or more months in duration, count two. (Non-consecutive periods are periods separated by one or more months.) **Carriers using other thresholds must footnote them.** Enter in whole numbers.

Row 0186 - Other Common Trunk Groups Exceeding Servicing Threshold for Three Consecutive Months - Enter the number of times each other common trunk group carrying interstate traffic has exceeded a servicing threshold of 3% for three or more consecutive months during the reporting period. For example, if the same group exceeds the servicing threshold for two non-consecutive periods, where each period is three or more months in duration, count two. (Non-consecutive periods are periods separated by one or more months.) **Carriers using other thresholds must footnote them.** Enter in whole numbers.

Row 0187 - Common Trunk Groups Carrying Feature Group D (FGD) Traffic Exceeding Servicing Threshold for One Month - Enter the number of times a common trunk group carrying FGD traffic has exceeded a servicing threshold of 2% for any one month during the reporting period. For example, if the same group exceeds the servicing threshold in three separate months, count three. **Carriers using other thresholds must footnote them.** Enter in whole numbers.

Row 0188 - Other Common Trunk Groups Exceeding Servicing Threshold for One Month - Enter the number of times each other common trunk group carrying interstate traffic has exceeded a servicing threshold of 3% for any one month during the reporting period. For example, if the same group exceeds the servicing threshold in three separate months, count three. **Carriers using other thresholds must footnote them.** Enter in whole numbers.

Row 0189 - Common Trunk Groups Carrying Feature Group D (FGD) Traffic Exceeding Design Blocking Objectives for Three Consecutive Months - Enter the number of times a common trunk group carrying FGD traffic has exceeded a design blocking objective (DBO) of 0.5% for three or more consecutive months during the reporting period. For example, if the same group exceeds the servicing threshold for two non-consecutive periods, where each period is three or more months in duration, count two. (Non-consecutive periods are periods separated by one or more months.) **Carriers using a different DBO must footnote it.** Enter in whole numbers.

Row 0190 - Other Common Trunk Groups Exceeding Design Blocking Objectives for Three Consecutive Months - Enter the number of times each other common trunk group carrying interstate traffic has exceeded a design blocking objective (DBO) of 1.0% for three or more consecutive months during the reporting period. For example, if the same group exceeds the servicing threshold for two non-consecutive periods, where each period is three or more months in duration, count two. (Non-consecutive periods are periods separated by one or more months.) **Carriers using a different DBO must footnote it.** Enter in whole numbers.

#### Table IV

Row 0200 - MSA - This row represents all MSAs served within the study area. MSAs, or Metropolitan Statistical Areas, are designated by the Office of Management and Budget in a list released following each decennial census. An MSA is a Core-Based Statistical Area associated with at least one urbanized area that has a population of at least 50,000. The Metropolitan Statistical Area comprises the central county or counties containing the core, plus adjacent outlying counties having a high degree of social and economic integration with the central county as measured through commuting. See 65 Fed. Reg. 82228 (2000). Use the rounding conventions specified in the column instructions when entering these data.

Row 0201 - Non-MSA - This row represents all areas in the study area which lie outside of any MSA. Use the rounding conventions specified in the column instructions when entering these data.

Row 0210 - Switches Under 1,000 Lines - Enter the number of switches, and associated data, serving fewer than 1,000 access lines. Use the rounding conventions specified in the column instructions when entering these data.

Row 0211 - Switches with 1,000 to 4,999 Lines - Enter the number of switches, and associated data, serving 1,000 to 4,999 access lines. Use the rounding conventions specified in the column instructions when entering these data.

Row 0212 - Switches with 5,000 to 9,999 Lines - Enter the number of switches, and associated data, serving 5,000 to 9,999 access lines. Use the rounding conventions specified in the column instructions when entering these data.

Row 0213 - Switches with 10,000 to 19,999 Lines - Enter the number of switches, and associated data, serving 10,000 to 19,999 access lines. Use the rounding conventions specified in the column instructions when entering these data.

Row 0214 - Switches with 20,000 or More Lines - Enter the number of switches, and associated data, serving 20,000 or more access lines. Use the rounding conventions specified in the column instructions when entering these data.

NOTE: The sum of Rows 0200 and 0201 equals the sum of Rows 0210 through 0214.

#### Table IV-A

##### General Instructions

No roll-ups are to be provided for this table because the essence of this table is to provide information on individual incidents: the cumulative data for the study area and the company are provided in Table IV and the roll-up of Table IV.

Rows 0220 through 1040 - Each of these rows, with the exception of Rows 0320 through 0340 which are in Table V, is provided for entry of one occurrence of switch downtime (complete loss of all call processing capability) of two or more minutes in duration. For each occurrence use one row, entering the appropriate data in the columns provided. Include only those rows with data to be reported, but complete every item in those rows. Use the rounding conventions specified in the column instructions when entering these data.

#### Table V

Service Quality Complaints - Service quality complaints are complaints pertaining to service quality filed with state or federal regulatory authorities. This term does not include complaints relating to billing, operator service providers, 900 or 976 services.

Row 0320 - Number of Business Access Lines - Enter the total number of business access lines as of December 31 of the calendar year being reported in the study area on this row. The data should agree with data reported on Row 0140, Table II. Enter in whole numbers.

Row 0321 - Federal Complaints from Business Users - Federal complaints are complaints filed with this Commission. Enter the number of federal complaints filed by business users on this row. Enter in whole numbers.

Row 0322 - State Complaints from Business Users - State complaints are complaints filed with state regulatory agencies. Enter the number of state complaints filed by business users on this row. Enter in whole numbers.

Row 0330 - Number of Residential Access Lines - Enter the total number of residential access lines as of December 31 of the calendar year being reported in the study area on this row. The data should agree with data reported on Row 0140, Table II. Enter in whole numbers.

Row 0331 - Federal Complaints from Residential Users - Enter the number of federal complaints filed by residential users on this row. Enter in whole numbers.

Row 0332 - State Complaints from Residential Users - Enter the number of state complaints filed by residential users on this row. Enter in whole numbers.

### Column Descriptions

#### Table I

Interexchange - This table represents interexchange carrier customers placing installation orders or reporting trouble to the local exchange carrier during the current reporting period.

Column (aa) - Switched Access - Circuit from the incumbent local exchange carrier (ILEC) office to the interexchange carrier/customer Point of Presence (POP) for Feature Group B, C or D interstate service.

Special Access - Circuit from the ILEC facilities to the interexchange carrier POP or customer premises for voice grade service, WATS/800, metallic and telegraph services, audio or video program services, wideband services, DDS, high capacity, DS1, DS3, and switched Feature Group A services.

Column (ab) - High Speed Special Access - Circuit from the ILEC facilities to the interexchange carrier POP or customer premises for DS1, DS2, DS3 and other similar digital services.

Column (ac) - All Special Access - Enter all special access data, including those entered in column (ab), in this column.

#### Table II

Residence - Columns (ad), (ae) and (af) represent residential customers placing installation orders or reporting trouble to the local exchange carrier during the current reporting period.

Column (ad) - MSA - MSAs, or Metropolitan Statistical Areas, are designated by the Office of Management and Budget in a list following each decennial census. An MSA is a Core-Based Statistical Area associated with at least one urbanized area that has a population of at least 50,000. The Metropolitan Statistical Area comprises the central county or counties containing the core, plus adjacent outlying counties having a high degree of social and economic integration with the central

county as measured through commuting. See 65 Fed. Reg. 82228 (2000). This amount represents all residential customers located within MSAs in the study area served by the reporting carrier.

Column (ae) - Non-MSA - This amount represents all residential customers located outside of all MSAs in the study area served by the reporting carrier.

Column (af) - Total - This amount represents all residential customers in the study area served by the reporting carrier (the sum or weighted average of columns (ad) and (ae), as applicable).

Business - Columns (ag), (ah) and (ai) represent local service business customers placing installation orders or reporting trouble to the local exchange carrier during the current reporting period.

Column (ag) - MSA - See column (ad) for the definition of MSA. This amount represents all local service business customers located within MSAs in the study area served by the reporting carrier.

Column (ah) - Non-MSA - This amount represents all local service business customers located outside of all MSAs in the study area served by the reporting carrier.

Column (ai) - Total - This amount represents all business customers in the study area served by the reporting carrier (the sum or weighted average of columns (ag) and (ah), as applicable).

Column (aj) - Total - This amount represents all customers (residential and business, MSA and Non-MSA) in the study area served by the reporting carrier (the sum or weighted average of columns (af) and (ai), as applicable).

### Table III

Column (ak) - Annual - Report data on an annual basis displaying annual results.

### Table IV

Switch Downtime - Switch downtime occurs when all call processing capability for an end office is lost. Multiple serial outages at a single switch are to be counted as multiple individual outages if service is restored, even momentarily, between them.

Column (an) - Total Number of Switches - Switching entities (switches) are assemblies of equipment designed to establish connections between lines and trunks. Switching entities include switches that provide local service only, as well as switches that provide both local and tandem service, class 5 switching machines and any associated remote switching machines; e.g., a host end office and its three associated remote switches will be reported as four switching entities. Switching entities designed exclusively for access tandem, class 4, or operator services are not reported here. Also, the remote terminals of concentrators and Integrated Digital Loop Carrier systems are not reported here, because

they are not switching entities. There may be more than one switching entity per central office or wire center. Enter in whole numbers.

Column (ao) - Number of Switches With Downtime - This column represents the number of switches that experienced downtime during the current reporting period. In cases of multiple incidents of outage in the same switch, that switch would only be reported once. Enter in whole numbers.

Column (ap) - Total Switch Downtime - Switch downtime occurs when call processing capability for an end office is lost. Report all downtime, in cumulative minutes to the nearest tenth, in this column.

#### Incidents Under Two Minutes

Column (aq) - Total Incidents Under Two Minutes - This amount represents the number of incidents of downtime under two minutes in duration. Enter in whole numbers.

Column (ar) - Unscheduled - This amount represents the number of incidents of switch downtime under two minutes in duration that were not scheduled for routine maintenance or network upgrades. Scheduled downtime refers to those times when a switch is taken down at a predetermined time so that it may be upgraded or serviced. Such downtimes usually occur during non-busy hours. All other downtime incidents are unscheduled. Enter in whole numbers.

Column (as) - % Unscheduled - This amount represents the percent of downtime incidents under two minutes that are not scheduled for routine maintenance or network upgrades. (The ratio of column (ar) to column (aq), in percent). Enter in percent, rounded to 2 decimal places.

#### Table IV-A

Column (t) - Cause - This column is two spaces wide. Each condition that causes downtime is entered here as one of the following two-digit codes:

01 - scheduled - includes outages, restarts, phases, etc. resulting from scheduled or planned manual initializations. This includes such activities as parameter loads, software/firmware/hardware changes, and other OA&M activities.

02 - procedural errors - telco - installation or maintenance related

03 - procedural errors - telco - non installation or maintenance related (deviation from established procedures, or human error within established procedures; includes failure to respond)

04 - procedural errors - system vendors - includes errors in documentation/instruction



05 - procedural errors - other vendors - e.g., contractor, independent installation vendor

06 - software design - faulty or ineffective design, including faulty patches or software overrides provided by vendor

07 - hardware design - design deficiency or error. Does not include Product Change Notice (PCN) inappropriately delayed by vendor (= procedural error vendor) or telco (= procedural error telco), or PCN waived by telco (= procedural error telco)

08 - hardware failure - random hardware failure not related to design but due to inherent unreliability of system components

09 - acts of God - weather, natural disaster (including lightning, but not if lightning's effect due to bonding or grounding violations; then = procedural error vendor or telco)

10 - traffic overload - traffic load exceeds engineered capacity of system due to unforeseen external condition; not if due to system trouble, inadequate engineering, inadequate network management, system design deficiency

11 - environmental - contamination, leaks, temperature, etc.

12 - external power failure - use of this classification is rare because of existence of battery and other backup systems; does not include failures of converters, inverters internal to telco

13 - massive line outage - cable cut, other

14 - remote - loss of facilities between host and remote (if due to activities internal to host or remote; if external, assign other cause as appropriate - e.g., cable dig-up = procedural telco or procedural other vendor)

15 - other/unknown - **must be footnoted; if unknown, so state in footnote.**

Thus, a carrier noting an unscheduled outage due to an external power failure would report simply "12." **Footnotes should be used to give further details when necessary.**

Column (u) - CLLI Code - Enter the eleven-character CLLI (Common Language Location Identifier) code which identifies the switch that experienced downtime of two minutes or more in duration. Enter data for only one switch's outage incident on a row. Take care to verify that the CLLI codes entered match the CLLI codes in the Local Exchange Routing Guide (LERG). **If a switch has been retired during the reporting period, provide in a footnote the 5-character Equipment Type code that would have appeared in the LERG when the switch was in service. If a code other than the standard 11-digit code is used, it must be footnoted.**

Column (v) - Access Lines - Total in-service access lines served by the switch. Enter in whole numbers.

Column (w) - MSA - See Table II, column (d) for the definition of MSA. Enter Y if the incident involved a switch that lies within an MSA in the study area served. Enter N if the incident involved a switch outside of all MSAs in the study area served.

Column (x) - Duration - Enter the duration of the outage in minutes, to the nearest tenth, in this column.

Column (y) - Date - Enter the date of the outage in this column using the format; mmddyyyy.

Column (z) - Time - Enter the time of the outage in this column using format hhmm for a 24 hour clock (e.g., 11:00 p.m. = 2300; noontime = 1200; 6:30 p.m. = 1830, etc.)

#### Table V

Column (da) - Total - Enter the total number of access lines in the study area for rows 0320 and 0330 in this column; enter the total number of complaints in the study area for rows 0321, 0322, 0331 and 0332 in this column. The amount in this column equals the sum of columns (db) and (dc).

Column (db) - MSA - See Table II, column (ad) for the definition of MSA. Enter the appropriate MSA amounts for rows 0320, 0321, 0322, 0330, 0331 and 0332 in this column.

Column (dc) - Non-MSA - Enter the appropriate non-MSA amounts for rows 0320, 0321, 0322, 0330, 0331 and 0332 in this column.

## A. **Introduction**

This document contains the detailed automated data processing (ADP) specifications for the automated report to be filed as FCC Report 43-05, the ARMIS Service Quality Report.

## B. **General Format**

### 1. **Electronically-Filed Data**

- a. For data reporting years 1990 and beyond, carriers must file their ARMIS Reports and related documents electronically. Electronic submission of both is made through the Internet by selecting the “**Upload ARMIS Data**” link on the EAFS Home Page, at <http://www.fcc.gov/wcb/eafs/>.
- b. All files must be coded in ASCII. Header records in the ARMIS Report data files must include the report number, company, study area, period, COSA code, version, and submission number. A higher number (2, 3, etc.) and a new data entry date must be used each time a change occurs to denote a new submission.
- c. A separate ASCII file must be prepared for each report. More than one ASCII file can be included in the same electronic upload file – which is created by the data validation program – as long as they are for the same report and cover the same period and version (different submission numbers and multiple reasons for correcting data are allowed).
- d. The electronic submission will serve as the carrier’s official filing.

### 2. **ASCII File Name** – each file has six components:

- a. the four letter COSA code (CO = Company, SA = Study Area, see the COSA Code Table for a list of companies and their respective COSAs)
- b. the last two digits of the year which is covered by the data
- c. the letters “SQ”
- d. a decimal point
- e. the letter “P”, “C”, or “U” to indicate whether this is the Public version, the Confidential version, or the Unrestricted version
- f. two digits (zero filled) for the submission number: Submission 00 is for test data purposes only; Submission 01 is for the first submission of a year’s data

For example, the file name for the Unrestricted Version of the initial Service Quality Report data file to be submitted by Illinois Bell to cover the calendar year 2005 would be LBIL05SQ.U01:

LBIL	COSA for Illinois Bell
05	Data for calendar year 2005
SQ	Service Quality Report data file
.	Decimal point
U	Unrestricted version
01	First submission of this year's data

### C. Filing Requirement

1. **Proprietary Treatment:** Carriers seeking proprietary treatment for some data must provide two electronic versions of the automated report. The Confidential Version must contain all the required information. Confidential Treatment Data Records **must** be provided to identify confidential data but are not a substitute for applying for confidential treatment with this Commission following established Commission procedures. The Public Version **should neither** include data for which the carrier is seeking proprietary treatment nor Confidential Treatment Data Records.

Carriers not seeking proprietary treatment for any data should provide only one electronic version which should be identified as the Unrestricted Version.

2. **Data Items That Are "Not Available," "Withheld," or Are "Irretrievable"** – See Sections B and C of the Reporting Procedures for a discussion of the Confidential Version, the Public Version, and the Unrestricted Version of this report and for a definition and discussion of data items that are "Not Available," "Withheld," or are "Irretrievable."
3. **Related Documents** – These documents are required by Commission Order to be filed with specific ARMIS reports. The electronic submission of these documents must be converted to Adobe Acrobat's Portable Document Format (PDF), prior to submitting the documents to the Commission.

**Document Conversion Requirements:** Convert directly through a word-processing application or through the use of a scanning device. Other than a letterhead graphic, the documents to be converted should consist of text only—no graphics. Conversion of a document to PDF should result in a black and white document with a resolution no greater than 300 dpi, and having a file size no more than 40 to 50 Kb per page.

The related documents to be included in the electronic upload file for Report 43-05 are described below:

- a. **Transmittal Letter** – Each ARMIS report submission must be accompanied by a letter of transmittal. When filing confidential data, a separate letter is required. These letters must be on official company letterhead and be included in each electronic upload file. The transmittal letter must list **only** COSAs included in the submission. See Section G.2 of the Reporting Procedures for a description of the information to be provided in the transmittal letter.

- b. **Data Certification Statement** – Carriers must certify the accuracy of the data submitted in the ARMIS Reports by including one certification statement, signed by a corporate officer, in each electronic upload file. The certification statement must list **all** COSAs required for a specific ARMIS report. See Section G.3 of the Reporting Procedures for a description of the information to be included in the statement.

#### 4. **Data Validation Programs**

- a. Each reporting carrier must validate its data by using the most recent edit check program(s), provided by the Commission, for the reporting year. When an error is detected, the carrier must correct the error prior to submitting the report to the Commission.
  - b. The edit check program creates the electronic upload file to be used as the carrier’s official filing. It will normally contain the following:
    - 1 The ASCII file(s)
    2. Text files that will be stored in the database
    3. The edit check results (“the Discrepancy Report”)
    4. The comparison utility results for roll-up comparisons (“the Detailed Error Report”)
    5. Related documents – one each per upload file, when applicable – in PDF
5. **Upload Comment Field:** Enter the reason for the filing, which must include a brief description of ALL data (including footnotes) that have been added, removed, or modified since the previous submission. This description must agree with what is being filed. The comments should not contain references to IATD letters. Maximum comment length is 500 characters (including spaces).

#### D **Data Entry Conventions**

1. Give each record a unique record number, beginning with 1001 and incrementing by one, with no numbers skipped.
2. Begin each data record in column 1 and make each record the proper length as specified in the record layouts. Commas are used as delimiters between fields. All numeric fields are right justified and space filled, e.g. use   123, NOT 123. All non-numeric fields are enclosed in double quotation marks and are left justified and space filled within these quotation marks, e.g. use “John Doe ”.
3. If an entry is to be a subtraction, indicate so by placing a minus sign in the column immediately preceding the numeric data, e.g. use -4, NOT - 4 or (4).
4. A section ID row number record has been added to Record Type M3 (Table IV.A - Occurrences of Two Minutes or More Duration Downtime). This record includes a counter to show the total number of rows reported for this table. Enter data in only those rows for which there are data to report.

5. The date and time of the downtime reported on Table IV.A, must be enclosed in double quotation marks and left justified, e.g., date entered as “mmddyyyy”; time using the 24 hour clock for carrier’s local time entered as “hhmm” (12:00 midnight entered as “2400”).
6. Do NOT include “\$”, “%”, embedded commas, decimal points, quotes or other formatting characters in any numeric data fields, except for row numbers and percentage fields, which will include a decimal point but not a percent sign.
7. In any numeric data field designated by N/A, enter -99999. In any text data field designated by N/A, enter “N/A”. Enter -77777 in any numeric data and “I/R” in any text data field which the reporting carrier designates as “Irretrievable” and footnote the reason for that entry (including a cite to the waiver and a note as to its duration). If a “Public Version” is filed, enter -88888 in any numeric data field and “W/H” in any text data field for which data are “Withheld” to indicate that confidential treatment has been requested. These entries must be formatted according to the format rules for the particular data field; e.g., in the percentage fields, -99999 is entered as -99999.00 and text fields are enclosed in double quotation marks.
8. Do not override designated N/As. However, if a reporting carrier wishes to apply data to a field containing a N/A, the carrier should enter as a footnote to the field, the amount(s) and an explanation. The amount(s) **must not** be entered in the N/A field. All other fields must be populated. If a data field equals the quantity zero, enter the numeral zero in that field. This is the only proper use of zero in this report.

#### E Rounding Conventions

1. As specified in the Report Definition, all percentage amounts must be entered as in the following example and rounded to two decimal places.

Example: 23.70561 percent must be entered as 23.71

2. All minutes, days and hours must be entered as in the following example and rounded to the nearest tenth.

Example: 10 1/2 hours or 10 hours and 30 minutes must be entered as 10.5

3. All number of access lines must be entered in whole numbers.
4. All number of orders, circuits, trouble reports, no trouble found, trunk groups, switches, complaints and incidents must be entered in whole numbers.
5. All other amounts must be rounded to the nearest thousand.

#### F Footnotes

1. **General:**
  - a. For initial (annual) filings, if any data for the current period differ materially from those for the previous period and the difference is not self-explanatory but was caused by unusual circumstances, the carrier must include detailed footnote text to explain the

- specific circumstances. For resubmission filings, footnotes must be provided for all changed data, which includes changed footnotes. When a summary row value changes because of changes to one or more of its detail rows, the summary row must also be footnoted.
- b. Footnotes should be filed for the entities to which they apply: a footnote might apply to a holding company COSA only, to a study area COSA only, or to both entities. (However, footnotes should not be submitted at the holding company level if they apply only to a company's study areas.)
  - c. If the reporting carrier does not follow the procedures described in the row and column instructions of the applicable Report Definition, it must explain any deviations from those procedures in an explanatory footnote. Such footnotes must provide detailed explanations of the procedures actually used by the carrier and its specific reasons for deviating from procedures prescribed by the Commission's Rules. This provision should not be interpreted to mean that deviations from the prescribed rules will automatically be approved by the Commission. See Section E of the Reporting Procedures for examples of valid footnotes.
  - d. Footnote entries must provide detailed explanations for only those items reported in the current submission. Footnotes from prior submissions should be included only if they remain applicable. In other words, when a resubmission nullifies an existing footnote, remove the footnote.
  - e. The footnote text must be included in the Footnote Text Records.
2. **Mandatory:** Certain items require accompanying footnotes and those items are specified in the appropriate section of the Report Definition for filing the reports. Such footnotes are mandatory and must be entered in the Footnote Text Records.
3. **Footnote Structure:**

Observe the footnote specifications to the letter and strive for an efficient footnote structure. Reduce the size and number of footnotes by using global and referring footnotes.

#### Global Footnotes

- a. If a footnote applies to an entire table, its row number is 9999.0, and its column letter is ZZ;
- b. If a footnote applies to all columns within a single row, its column letter is ZZ;
- c. If a footnote applies to a single column within all rows, its row number is 9999.0;
- d. If a footnote applies to a majority of (but not all) columns within a single row, its column letter is ZZ, and its text should include the identity of the columns to which the footnote applies;

- e. If a footnote applies to a single column within a majority of (but not all) rows, its row number is 9999.0, and its text should include the identity of the rows to which the footnote applies;

#### Referring (non-Global) Footnotes

- f. If a footnote applies to more than one, but less than a majority of rows or columns, use individual referring footnotes for the rows or columns to refer to a single explanatory footnote. The referring footnote must include the explanatory footnote's number, row, and column;
- g. Referring footnotes and the footnotes to which they refer should be in the same table.

#### Footnote Removal

- h. For resubmissions, remove footnotes if they no longer apply, and renumber the remaining footnotes.
- i. When removing one or more footnotes from a table that were erroneously included in a previous filing, provide a single explanatory footnote that includes a list of the affected rows and columns. This footnote's record number for the footnoted data is 9999 (field 4), its table number is ZZZZ, its row number is 9999.0, and its column letters are ZZ.

### G. Errata

1. Carriers are under a legal obligation to correct any erroneous data, which includes footnotes, reported in ARMIS Reports. Thus, whenever there are changes in table data, footnotes are added, footnotes are removed because they were erroneously-filed, or the text of an existing footnote is changed, an erratum (and resubmission) is required. See Section B of the Reporting Procedures for the use of submission numbers when an erratum occurs.
2. Submissions containing corrected data must include references to indicate which data items were corrected since the previous submission. If the data items being corrected impact other data items in the report, then those items must also be corrected and referenced. Erratum references should reflect only those items corrected in the new submission. References from prior submissions must not be included in the new submission.
3. Current errata references must be included in the Erratum Record(s).
4. **Errata Structure:**

Observe the errata record specifications to the letter, and strive for proper structure.

- a. An errata record should reference more than one column, if multiple—but not all—columns are affected for the same row. (Where all columns are affected use “ZZ” as the column reference.)



- b. When a footnote column field contains “ZZ” to indicate multiple—but not all—columns, the errata record column field should not use “ZZ.” Instead, list the columns affected in this field.
- c. The errata record should reference the footnote number to which it applies.
- d. For Submission Number 3 or higher, be careful to clear the errata table of entries from previous filings, prior to adding new errata entries for the new submission.
- e. When removing one or more footnotes from a table that were erroneously included in a previous filing, the erratum record should refer to a single footnote explaining the removed footnote(s). In the erratum record, use 9999 for the record number of the corrected data (field 4), ZZZZ for the table number, 9999.0 for the row number, and ZZ for the column letters.

## H. Data Record Descriptions

The twelve data record types are described below. See pages 9 through 27 for record layouts. The automated file will consist of the following record types:

1. Record Type H1 - Header Record  
One Type H1 record per file. The first record of each file. Contains identifying data. See page 9 for record layout.
2. Record Type L2 - Label Record  
One Type L2 record per file. The second record of each file. Contains report number, carrier classification, carrier name, study area name, etc. See page 10 for record layout.
3. Record Type I4 – (Table I) Installation and Repair Intervals Interexchange Access Data Record  
Six Type I4 records per file. One record for each of the 6 rows of Installation and Repair Intervals (Interexchange Access) as shown on page 3 of the Report Definition. See page 11 for record layout.
4. Record Type S4 – (Table II) Installation and Repair Intervals Local Service Data Record  
18 Type S4 records per file. One record for each of the 18 rows of Installation and Repair Intervals (Local Service) as shown on page 4 of the Report Definition. See pages 12 & 13 for record layout.
5. Record Type U3 – (Table III) Common Trunk Blockage Data Record  
Eight Type U3 records per file. One record for each of the 8 rows of data on the percentage of calls that fail to be completed due to equipment malfunction or inadequate facilities as shown on page 5 of the Report Definition. See page 14 for record layout.

6. Record Type D2 – (Table IV) Total Switch Downtime Data Record  
Seven Type D2 records per file. One record for each of the 7 rows of data monitoring the number, size, and urban/rural character of switches experiencing a loss of the ability to process calls as shown on page 5 of the Report Definition. See pages 15 & 16 for record layout.
7. Record Type M3 – (Table IV-A) Occurrences of Two Minutes or More Duration Downtime Data Record  
749 or less Type M3 records per file. One record to show the total number of occurrences reported, followed by 0 to 748 Type M3 records for each occurrence as shown on page 6 of the Report Definition. Report only those rows with data to be reported and complete every item in those rows. See pages 17 through 19 for record layout.
8. Record Type G2 - (Table V) Service Quality Complaints Data Record  
Six Type G2 records per file. One record for each of the 6 rows of data, on an MSA and NON-MSA basis, concerning federal, state, business, and residential service quality complaints as shown on page 6 of the Report Definition. See page 20 for record layout.
9. Record Type C5 – Confidential Treatment Record (Confidential Version only)  
One or more Type C5 records per file. Contains information to identify the data for which the carrier is seeking confidential treatment. Do not include this record type in the Public or Unrestricted Versions of a report. See pages 21 & 22 for record layout.
10. Record Type F3 - Footnote Record  
One or more Type F3 record(s) per file. Contains explanatory footnote text. Certain items require accompanying mandatory footnotes and those items are specified in the appropriate section of the instructions for filing the 43-05. See pages 23 & 24 for record layout.
11. Record Type E5 - Erratum Record  
Zero Type E5 records in the first submission of a year's data. One or more Type E5 records per file in revisions filed to correct that year's submission. Each time an erratum occurs, a carrier must use a new submission number. Contains information to identify the data which was corrected in the submission. See pages 25 & 26 for record layout.
12. Record Type T1 - Trailer Record  
One Type T1 record per file. The last record of each file. Contains contact person, etc. See page 27 for record layout.

RECORD TYPE H1 - HEADER RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number	1001	1 – 4	The sequential number of this record within this data file plus 1000. <u>Format:</u> Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. <u>Format:</u> Include quotation marks.
3	Record Type	"H1"	13 – 16	Always contains the letter H capitalized and the number 1 with no space between them. <u>Format:</u> Include quotation marks.
4	File Name	"LBIL05SQ.U01"	18 – 31	The name of the ASCII file. <u>Format:</u> See page 1, paragraph B.2. Include quotation marks.
5	Year	2005	33 – 36	The year covered by the data.
6	Quarter #	0	38	Always contains the number 0 since this is an annual data file.
7	Data Entry Date	20060315	40 – 47	The date on which the data were last entered or revised. <u>Format:</u> YYYYMMDD.
8	Version	"U"	49 – 51	The version letter U capitalized for Unrestricted. <u>Format:</u> Include quotation marks.
9	Submission #	01	53 – 54	00 for test data purposes only; 01 for first submission of a year's data. Higher numbers (02, 03, etc.) are used each time a change occurs to denote a new submission <u>Format:</u> Right justified.
10	End of Record Code	"XQ"	56 – 59	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. <u>Format:</u> Include quotation marks.

Note: All fields are separated by commas.

1            2            3            4            5  
12345678901234567890123456789012345678901234567890123456789  
 Sample record:  
 1001,"LBIL","H1","LBIL05SQ.U01",2005,0,20060315,"U",01,"XQ"

RECORD TYPE L2 - LABEL RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number	1002	1 – 4	The sequential number of this record within this data file plus 1000. <u>Format:</u> Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. <u>Format:</u> Include quotation marks.
3	Record Type	"L2"	13 – 16	Always contains the letter L capitalized and the number 2 with no space between them. <u>Format:</u> Include quotation marks.
4	Report Number	"FCC REPORT 43-05"	18 – 35	Always contains "FCC REPORT 43-05" capitalized. <u>Format:</u> Include quotation marks.
5	Account Filing Level	"A"	37 – 39	Account filing level (Class A or B) capitalized. <u>Format:</u> Include quotation marks.
6	Carrier	"Illinois Bell " (spaces until pos. 70)	41 – 71	Name of the carrier. <u>Format:</u> Left justified and space filled. Include quotation marks.
7	Study Area	"Illinois "	73 – 95	Name of the study area. <u>Format:</u> Left justified and space filled. Include quotation marks.
8	Period Covered	"Jan 2005 to Dec 2005"	97 – 118	Period covered by the data. <u>Format:</u> "mmm yyyy to mmm yyyy" Include quotation marks.
9	End of Record Code	"XQ"	120 – 123	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. <u>Format:</u> Include quotation marks.

Note: All fields are separated by commas.

1 2 3 4 5 6 7 8 9  
 1234567890123456789012345678901234567890123456789012345678901234567890123456789012345

Sample record:

1002,"LBIL","L2","FCC REPORT 43-05","A","Illinois Bell ","Illinois "

1 1 1  
 0 1 2

6789012345678901234567890123

Continuation of sample record:

,"Jan 2005 to Dec 2005","XQ"

RECORD TYPE I4 (Table I) - INSTALLATION AND REPAIR INTERVALS (INTEREXCHANGE ACCESS)  
DATA RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number	1003	1 – 4	The sequential number of this record within this data file plus 1000. <u>Format:</u> Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. <u>Format:</u> Include quotation marks.
3	Record Type	"I4"	13 – 16	Always contains the letter I capitalized and the number 4 with no space between them. <u>Format:</u> Include quotation marks.
4	Row Number	0110.0	18 – 23	Row numbers as identified on the Report Definition. Valid range: 0110.0 to 0121.0 <u>Format:</u> Right justified and space filled, with one decimal place. Since all applicable row numbers are integers, append .0 to each row number.
5	Column (aa) data	1219	25 – 33	This field contains the data corresponding to column (aa) as shown on the Form Section of the Report Definition. DO NOT override designated N/As. <u>Format:</u> Right justified and space filled. See Sections D and E for data entry and rounding conventions. All fields must be populated.
6	Column (ab) data	-99999	35 – 43	Column (ab) data <u>Format:</u> See Field 5 above.
7	Column (ac) data	1521	45 – 53	Column (ac) data <u>Format:</u> See Field 5 above.
8	End of Record Code	"XQ"	55 – 58	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. <u>Format:</u> Include quotation marks.

Notes: All fields are separated by commas.

Certain items require accompanying mandatory footnotes and must be entered in the Footnote Text record(s). Record Type I4 requires mandatory footnotes for those data fields designated as “Irretrievable” and for rows 0110 and 0114.

1            2            3            4            5

1234567890123456789012345678901234567890123456789012345678

Sample records:

1003, "LBIL", "I4", 0110.0,        1219,    -99999,        1521, "XQ"

1005, "LBIL", "I4", 0112.0,        100.00, -99999.00,        97.60, "XQ"

RECORD TYPE S4 (Table II) - INSTALLATION AND REPAIR INTERVALS LOCAL SERVICE DATA  
RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number	1009	1 – 4	The sequential number of this record within this data file plus 1000. <u>Format:</u> Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. <u>Format:</u> Include quotation marks.
3	Record Type	"S4"	13 – 16	Always contains the letter S capitalized and the number 4 with no space between them. <u>Format:</u> Include quotation marks.
4	Row Number	0130.0	18 – 23	Row numbers as identified on the Report Definition. Valid range: 0130.0 to 0170.0 <u>Format:</u> Right justified and space filled, with one decimal place. Since all applicable row numbers are integers, append .0 to each row number.
5	Column (ad) data	123792	25 – 33	This field contains the data corresponding to column (ad) as shown on the Form Section of the Report Definition. DO NOT override designated N/As. <u>Format:</u> Right justified and space filled. See Sections D and E for data entry and rounding conventions. All fields must be populated.
6	Column (ae) data	8394	35 – 43	Column (ae) data <u>Format:</u> See Field 5 above.
7	Column (af) data	32186	45 – 53	Column (af) data <u>Format:</u> See Field 5 above.
8	Column (ag) data	3464	55 – 63	Column (ag) data <u>Format:</u> See Field 5 above.
9	Column (ah) data	793	65 – 73	Column (ah) data <u>Format:</u> See Field 5 above.
10	Column (ai) data	4257	75 – 83	Column (ai) data <u>Format:</u> See Field 5 above.



RECORD TYPE U3 (Table III) - COMMON TRUNK BLOCKAGE DATA RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number	1027	1 – 4	The sequential number of this record within this data file plus 1000. <u>Format:</u> Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. <u>Format:</u> Include quotation marks.
3	Record Type	"U3"	13 – 16	Always contains the letter U capitalized and the number 3 with no space between them. <u>Format:</u> Include quotation marks.
4	Row Number	0180.0	18 – 23	Row numbers as identified on the Report Definition. Valid range: 0180.0 to 0190.0 <u>Format:</u> Right justified and space filled, with one decimal place. Since all applicable row numbers are integers, append .0 to each row number.
5	Column (ak) data	787412	25 – 33	This field contains the data corresponding to column (ak) as shown on the Form Section of the Report Definition. DO NOT override designated N/As. <u>Format:</u> Right justified and space filled. See Sections D and E for data entry and rounding conventions. All fields must be populated.
6	End of Record Code	"XQ"	35 – 38	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. <u>Format:</u> Include quotation marks.

Notes: All fields are separated by commas.

Certain items require accompanying mandatory footnotes and must be entered in the Footnote Text record(s). Record Type U3 requires mandatory footnotes for those data fields designated as "Irretrievable" and for rows 0185.0 through 0190.0.

1            2            3

12345678901234567890123456789012345678

Sample record:

1027,"LBIL","U3",0180.0, 787412,"XQ"



RECORD TYPE D2 (Table IV) - TOTAL SWITCH DOWNTIME DATA RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number	1035	1 – 4	The sequential number of this record within this data file plus 1000. <u>Format:</u> Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. <u>Format:</u> Include quotation marks.
3	Record Type	"D2"	13 – 16	Always contains the letter D capitalized and the number 2 with no space between them. <u>Format:</u> Include quotation marks.
4	Row Number	0200.0	18 – 23	Row numbers as identified on the Report Definition. Valid range: 0200.0 to 0214.0 <u>Format:</u> Right justified and space filled, with one decimal place. Since all applicable row numbers are integers, append .0 to each row number.
5	Column (an) data	337	25 – 33	This field contains the data corresponding to column (an) as shown on the Form Section of the Report Definition. <u>Format:</u> Right justified and space filled. See Sections D and E for data entry and rounding conventions. All fields must be populated.
6	Column (ao) data	81	35 – 43	Column (ao) data <u>Format:</u> See Field 5 above.
7	Column (ap) data	585.5	45 – 53	Column (ap) data <u>Format:</u> See Field 5 above.
8	Column (aq) data	79	55 – 63	Column (aq) data <u>Format:</u> See Field 5 above.
9	Column (ar) data	26	65 – 73	Column (ar) data <u>Format:</u> See Field 5 above.
10	Column (as) data	32.90	75 – 83	Column (as) data <u>Format:</u> See Field 5 above.

RECORD TYPE D2 (Table IV) - TOTAL SWITCH DOWNTIME DATA RECORD (continued)

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
11	End of Record Code	"XQ"	85 – 88	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. <u>Format:</u> Include quotation marks.

Notes: All fields are separated by commas.

Certain items require accompanying mandatory footnotes and must be entered in the Footnote Text record(s). Record Type D2 requires mandatory footnotes for those data fields designated as "Irretrievable."

	1	2	3	4	5	6	7	8
<u>123456789012345678901234567890123456789012345678901234567890123456789012345678</u>								
Sample record:								
1035,"LBIL","D2",0200.0,			337,	81,	585.5,	79,	26,	32.90,"XQ"

RECORD TYPE M3 (Table IV.A) - SECTION ID RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number	1042	1 – 4	The sequential number of this record within this data file plus 1000. <u>Format:</u> Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. <u>Format:</u> Include quotation marks.
3	Record Type	"M3"	13 – 16	Always contains the letter M capitalized and the number 3 with no space between them. <u>Format:</u> Include quotation marks.
4	Section ID Row Number	0215.0	18 – 23	Section row number to identify sections of a table that require reporting multiple rows of data for a particular item.
5	Section Item Count	2 – or – 0	25 – 28	Counter to show the total number of rows reported on Table IV.A. If there are no data applicable to this table, enter 0 (zero). Valid Set of Rows: 0220.0 to 0319.0 and 0341.0 to 0500.0. <u>Format:</u> Right justified and space filled.
6	End of Record Code	"XQ"	30 – 33	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. <u>Format:</u> Include quotation marks.

Note: All fields are separated by commas.

1            2            3  
123456789012345678901234567890123

Sample record:

1042, "LBIL", "M3", 0215.0,    2, "XQ"

- OR -

1042, "LBIL", "M3", 0215.0,    0, "XQ"

RECORD TYPE M3 (Table IV.A) - OCCURRENCES OF TWO MINUTES OR MORE DURATION  
DOWNTIME DATA RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number	1043	1 – 4	The sequential number of this record within this data file plus 1000. <u>Format:</u> Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. <u>Format:</u> Include quotation marks.
3	Record Type	"M3"	13 – 16	Always contains the letter M capitalized and the number 3 with no space between them. <u>Format:</u> Include quotation marks.
4	Row Number	0220.0	18 – 23	Row numbers as identified on the Report Definition. Valid range: 0220.0 to 0319.0 and 0341.0 to 1040.0. Include <u>only</u> those rows for which there are data to report. <u>Format:</u> Right justified and space filled, with one decimal place. Since all applicable row numbers are integers, append .0 to each row number.
5	Column (t) data	01	25 – 26	This field contains the data corresponding to column (t) as shown on the Form Section of the Report Definition. <u>Format:</u> ##, do not include quotation marks.
6	Column (u) data	"ARABALXADSO " (spaces until pos. 39)	28 – 40	This field contains the data corresponding to column (u) as shown on the Form Section of the Report Definition. <u>Format:</u> Left justified and space filled. Include quotation marks.
7	Column (v) data	2317	42 – 50	This field contains the data corresponding to column (v) as shown on the Form Section of the Report Definition. <u>Format:</u> Right justified and space filled. See Sections D and E for data entry and rounding conventions. All fields must be populated.

RECORD TYPE M3 (Table IV.A) - OCCURRENCES OF TWO MINUTES OR MORE DURATION  
DOWNTIME DATA RECORD (continued)

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
8	Column (w) data	"Y" – or – "N"	52 – 54	Column (w) data Always contains the letters Y or N capitalized. <u>Format:</u> Include quotation marks.
9	Column (x) data	5.5	56 – 64	Column (x) data <u>Format:</u> See Field 7 above.
10	Column (y) data	"09242005"	66 – 75	Column (y) data <u>Format:</u> "mmddyymm" Include quotation marks.
11	Column (z) data	"2400"	77 – 82	Column (z) time Use the 24-hour clock for carrier’s local time. <u>Format:</u> "hhmm". Include quotation marks.
12	End of Record Code	"XQ"	84 – 87	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. <u>Format:</u> Include quotation marks.

Notes: All fields are separated by commas.

Certain items require accompanying mandatory footnotes and must be entered in the Footnote Text record(s). Record Type M3 requires mandatory footnotes for those data fields designated as “Irretrievable” and for columns (t) and (u). In addition, footnotes are required for any row/column data entry which contains UNE data. The footnotes must identify the types of UNE’s (e.g., “UNE-P”) included in the data.

	1	2	3	4	5	6	7	8
<u>123456789012345678901234567890123456789012345678901234567890123456789012345678901234567</u>								
Sample records:								
1043,	"LBIL",	"M3",	0220.0,09,"ARABALXADSO",	2317,"Y",	5.5,"09242005",	"2400",	"XQ"	
1044,	"LBIL",	"M3",	0221.0,13,"ANTNALMT23E",	100,"N",	89.0,"10212005",	"1340",	"XQ"	
1045,	"LBIL",	"M3",	0223.0,15,"ALTNILAKDS0",	18981,"Y",	5.5,"04042005",	"1205",	"XQ"	

RECORD TYPE G2 (Table V) - SERVICE QUALITY COMPLAINTS DATA RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number	1046	1 – 4	The sequential number of this record within this data file plus 1000. <u>Format:</u> Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. <u>Format:</u> Include quotation marks.
3	Record Type	"G2"	13 – 16	Always contains the letter G capitalized and the number 2 with no space between them. <u>Format:</u> Include quotation marks.
4	Row Number	0320.0	18 – 23	Row numbers as identified on the Report Definition. Valid range: 0320.0 to 0332.0. <u>Format:</u> Right justified and space filled, with one decimal place. Since all applicable row numbers are integers, append .0 to each row number.
5	Column (da) data	782	25 – 33	This field contains the data corresponding to column (da) as shown on the Form Section of the Report Definition. <u>Format:</u> Right justified and space filled. See Sections D and E for data entry and rounding conventions. All fields must be populated.
6	Column (db) data	551	35 – 43	Column (db) data <u>Format:</u> See Field 5 above.
7	Column (dc) data	271	45 – 53	Column (dc) data <u>Format:</u> See Field 5 above.
8	End of Record Code	"XQ"	55 – 58	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. <u>Format:</u> Include quotation marks.

Notes: All fields are separated by commas.

Certain items require accompanying mandatory footnotes and must be entered in the Footnote Text record(s). Record Type G2 requires mandatory footnotes for those data fields designated as “Irretrievable.” In addition, footnotes are required for any row/column data entry which contains UNE data. The footnotes must identify the types of UNE’s (e.g., “UNE-P”) included in the data.

1 2 3 4 5  
123456789012345678901234567890123456789012345678

Sample record:  
1046, "LBIL", "G2", 0320.0, 782, 511, 271, "XQ"

RECORD TYPE C5 - CONFIDENTIAL TREATMENT RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number (for <u>this</u> record)	1052	1 – 4	The sequential number of <u>this</u> record within this data file plus 1000. <u>Format:</u> Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. <u>Format:</u> Include quotation marks.
3	Record Type	"C5"	13 – 16	Always contains the letter C capitalized and the number 5 with no space between them. <u>Format:</u> Include quotation marks.
4	Record Number (for the confidential data)	1003	18 – 21	This field contains the record number of the record which contains the data for which the carrier is seeking confidential treatment. If the request is for the entire column(s) or the entire submission, use 9999. <u>Format:</u> Right justified and space filled.
5	Table Number	"I "	23 – 28	This field contains the table number (Roman numerals) of the table in which the confidential data appear. If the request is for the entire table, use "ZZZZ". <u>Format:</u> Include quotation marks. Left justified and space filled.
6	Row Number	0110.0	30 – 35	This field contains the row number of the row which contains the confidential data as identified in the Report Definition. If the request is for the entire column(s), an entire table, or the entire submission, enter 9999.0. <u>Format:</u> Right justified and space filled, with one decimal place. Since all applicable row numbers are integers, append .0 to each row number.
7	Column Label	"AA"	37 – 40	This field contains the column letter(s) of the confidential data as identified in the Report Definition. If the request is for an entire row, an entire table, or the entire submission, enter "ZZ". If the request is for more than one column but less than the entire row, then populate this field and as many as needed for fields 8 thru 26. <u>Format:</u> Include quotation marks. Left justified and space filled.





RECORD TYPE F3 - FOOTNOTE TEXT RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number (for <u>this</u> record)	1056	1 – 4	The sequential number of <u>this</u> record within this data file plus 1000. <u>Format:</u> Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. <u>Format:</u> Include quotation marks.
3	Record Type	"F3"	13 – 16	Always contains the letter F capitalized and the number 3 with no space between them. <u>Format:</u> Include quotation marks.
4	Record Number (for the footnoted data)	1003	18 – 21	This field contains the record number of the record which contains the footnoted data. See Section F for Footnote structure guidelines. <u>Format:</u> Right justified and space filled.
5	Table Number	"I "	23 – 28	This field contains the table number (Roman numerals) of the table in which the footnoted data appear. See Section F for Footnote structure guidelines. <u>Format:</u> Include quotation marks. Left justified and space filled.
6	Row Number	0110.0	30 – 35	This field contains the row number of the row which contains the footnoted data as identified in the Report Definition. See Section F for Footnote structure guidelines. <u>Format:</u> Right justified and space filled, with one decimal place. Since all applicable row numbers are integers, append .0 to each row number.
7	Column Label	"ZZ"	37 – 40	This field contains the column letter(s) of the footnoted data as identified in the Report Definition. See Section F for Footnote structure guidelines. <u>Format:</u> Include quotation marks. Left justified and space filled.
8	Footnote Number	1	42 – 44	The number of this particular footnote. Valid range: 1 to 999. <u>Format:</u> Right justified and space filled.
9	Sequence Number	1	46 – 47	The sequence number of the record within the footnote. In other words, the order of the specific records in the sequence of records which, when combined, will provide the entire footnote. Valid range: 1 to 99. <u>Format:</u> Right justified and space filled.

RECORD TYPE F3 – FOOTNOTE TEXT RECORD (continued)

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
10	Footnote Text	"Footnote text " (Spaces until pos. 104)	49 – 105	The text of the footnote or of the continuation line. <u>Format:</u> Include quotation marks at the beginning and end of this field and left justify within these quotation marks.
11	End of Record Code	"XQ"	107 – 110	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. <u>Format:</u> Include quotation marks.

Notes: All fields are separated by commas.

Certain items require accompanying mandatory footnotes and must be entered in the Footnote Text record(s). Such items are listed below and specified in the appropriate section of the instructions for filing this report:

- Record Type I4 - field 4 (Table I - Rows 0110.0 and 0114.0)
- Record Type S4 - field 4 (Table II - Row 0134.0)
- Record Type U3 - field 4 (Table III - Rows 0185.0 through 0190.0)
- Record Type M3 - field 5 (Table IV.A - column t) and field 6 (column u)
- All data fields designated as "Irretrievable"
- Any row/column data entry which contains UNE data

See Section F for detailed footnote content and structure guidelines.

1                    1

1                    2                    3                    4                    5                    6                    7                    8                    9                    0                    1

---

Sample records:

```

1056,"LBIL","F3",1003,"I   ",0110.0,"ZZ",   1, 1,"Footnote text for footnote 1                                 ", "XQ"
1057,"LBIL","F3",1003,"I   ",0110.0,"ZZ",   1, 2,"continuation text for footnote 1                                 ", "XQ"
1058,"LBIL","F3",1003,"I   ",0110.0,"ZZ",   1, 3,"last line of footnote 1.                                       ", "XQ"
1059,"LBIL","F3",1013,"II  ",0140.0,"AI",   2, 1,"Footnote 2 pertains to col. AI of Table II row 0140.   ", "XQ"
1060,"LBIL","F3",1013,"II  ",0140.0,"AJ",   3, 1,"Footnote 3 pertains to col. AJ of Table II row 0140.   ", "XQ"
1061,"LBIL","F3",1045,"IV.A",0223.0,"T   ",   4, 1,"Footnote 4 pertains to col. T of Table IV.A row 0223.0.", "XQ"
1062,"LBIL","F3",9999,"V   ",9999.0,"ZZ",   5, 1,"Footnote 5 pertains to all rows and all cols of Table V", "XQ"

```

RECORD TYPE E5 - ERRATUM RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number (for <u>this</u> record)	1063	1 – 4	The sequential number of <u>this</u> record within this data file plus 1000. <u>Format:</u> Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. <u>Format:</u> Include quotation marks.
3	Record Type	"E5"	13 – 16	Always contains the letter E capitalized and the number 5 with no space between them. <u>Format:</u> Include quotation marks.
4	Record Number (for the corrected data)	1013	18 – 21	This field contains the record number of the record which contains the data which were corrected in this submission. See Section G for Errata structure guidelines. <u>Format:</u> Right justified and space filled.
5	Table Number	"I "	23 – 28	This field contains the table number (Roman numerals) of the table in which the corrected data appear. See Section G for Errata structure guidelines. <u>Format:</u> Include quotation marks. Left justified and space filled.
6	Row Number	0140.0	30 – 35	This field contains the row number of the row which contains the corrected data as identified in the Report Definition. See Section G for Errata structure guidelines. <u>Format:</u> Right justified and space filled, with one decimal place. Since all applicable row numbers are integers, append .0 to each row number.
7	Column Label	"AI"	37 – 40	This field contains the column letter of the corrected data as identified in the Report Definition. See Section G for Errata structure guidelines. If more than one column but less than the entire row was corrected, then populate this field and as many as needed of fields 8 through 26. <u>Format:</u> Include quotation marks. Left justified and space filled.

RECORD TYPE E5 - ERRATUM RECORD (continued)

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
8	Second Column Label	"AJ"	42 – 45	
9	Third Column Label	" "	47 – 50	Fields 8 thru 26 are similar to Field 7 and are used when the correction is in the same row and more than one column.
.				Otherwise, enter “ ”.
26	Twentieth Col. Label	" "	132 – 135	
27	Footnote Number	2	137 – 139	This field contains the footnote number that explains the correction. <u>Format:</u> Right justified and space filled.
28	End of Record Code	"XQ"	141 – 144	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. <u>Format:</u> Include quotation marks.

Notes: All fields are separated by commas.

When an erratum occurs, carriers must use higher submission numbers and a new data entry date to denote a new submission.

See Section G for detailed Errata content and structure guidelines.

1	2	3	4	5	6	7	8	9
123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890123456								

Sample records:

```
1063,"LBIL","E5",1013,"II",0140.0,"AI","AJ"," "," "," "," "," "," "," "," "," "," "," "
1064,"LBIL","E5",9999,"V",9999.0,"ZZ"," "," "," "," "," "," "," "," "," "," "
```

1	1	1	1	1
0	1	2	3	4

7890123456789012345678901234567890123456789012345678901234

Continuation of sample records:

```
" "," "," "," "," "," "," "," "," ", 2,"XQ"
" "," "," "," "," "," "," "," "," ", 5,"XQ"
```

RECORD TYPE T1 - TRAILER RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number	1065	1 – 4	The sequential number of this record within this data file plus 1000. <u>Format:</u> Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. <u>Format:</u> Include quotation marks.
3	Record Type	"T1"	13 – 16	Always contains the letter T capitalized and the number 1 with no space between them. <u>Format:</u> Include quotation marks.
4	Contact Person	"John Doe " (spaces until pos. 58)	18 – 59	The name of the person to contact if there are questions about the report. <u>Format:</u> Include quotation marks.
5	Telephone #	"(202) 555-1212 x123 "	61 – 82	The Contact Person’s telephone number. <u>Format:</u> Include quotation marks.
6	End of Record Code	"XQ"	84 – 87	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. <u>Format:</u> Include quotation marks.

Note: All fields are separated by commas.

1	2	3	4	5	6	7	8
<u>123456789012345678901234567890123456789012345678901234567890123456789012345678901234567</u>							
Sample record:							
1065, "LBIL", "T1", "John Doe					", "(202) 555-1212 x123 ", "XQ"		