

This document provides the instructions for FCC Report 495B, the Actual Usage of Investment Report, which was adopted by the Commission in CC Docket No. 86-182. The instructions consist of the following five sections:

1. Reporting Procedures - details on the specific procedures to be followed when submitting this report to the Commission.
2. Report Definition
 - a. Summary - description of the form and its reporting burden.
 - b. Form - illustration of the rows and columns to be reported.
 - c. Column Descriptions - description of the columns to be reported.
 - d. Certification - illustration of the certification page.
3. Automated Report Specifications - detailed automated data processing (ADP) specifications for the automated report to be filed.
4. Paper Report Specifications - specifications for the paper report to be filed.
5. COSA Code Table - list of four letter COSA codes (CO = Company, SA = Study Area).

A. Introduction

This document contains details on the specific procedures to be followed when submitting FCC Report 495B, the Actual Usage of Investment Report, to the Commission.

B. General Information

1. FCC Report 495B was adopted by the Commission in the ARMIS Order, *Automated Reporting Requirements for Certain Class A and Tier 1 Telephone Companies (Parts 31, 43, 67, and 69 of the FCC's Rules)*, CC Docket No. 86-182, 2 FCC Rcd 5770 (1987). The report is prescribed for each incumbent local exchange carrier (ILEC) with annual operating revenues for the preceding year equal to or above the indexed revenue threshold. See Order titled, *Reform of Filing Requirements and Carrier Classifications; Anchorage Telephone Utility, Petition for Withdrawal of Cost Allocation Manual*, CC Docket No. 96-193, FCC 97-145 (adopted April 22, 1997) and Public Notice titled *Annual Adjustment of Revenue Threshold*, DA 00-971 (dated May 3, 2000).
2. Affected carriers shall file by April 1.
3. The report shall be filed on a study area (jurisdiction), a consolidated access tariff area, and an operating company basis.
4. Carriers seeking proprietary treatment for some data must provide two versions of each paper and automated report. The Confidential Version must contain all the required information (Confidential Treatment Tables/Data Records are provided to identify confidential data). The Public Version should not include data for which the carrier is seeking proprietary treatment. The carrier should **prominently** label the paper report and the diskette containing information subject to a claim of confidentiality to prevent inadvertent disclosure.
5. Carriers not seeking proprietary treatment for any data should provide only one version of each paper report and diskette, and the paper report and diskette should be labeled the Unrestricted Version.
6. The Confidential Treatment Table/Data Records are to be included in all reports but are not a substitute for applying for confidential treatment with this Commission following established Commission procedures.
7. Each report and diskette must be clearly labeled to include the report number, company, study area, period, COSA code, version and submission number. The report number is 495B, which identifies the filing as the Actual Usage of Investment Report. The period identifies the year covered by the data. See the attached COSA

Code Table (CO = Company, SA = Study Area) for a list of companies and their respective COSAs. The version refers to whether the filing is the Confidential, Public or Unrestricted Version. The submission number is defined as follows: submission 0 is for test data purposes only; submission 1 is the first submission of a year's data. If there is a change in the data in either the automated or the paper report, the carrier must resubmit both. 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. The automated report and paper report submission numbers must be the same. When correcting format errors, a new submission number is not required, however, the data entry date must be changed to reflect the date of the format change.

8. All correspondence and pleadings shall identify the proceeding as CC Docket 86-182.

C. Data Items That Are "Not Available" or Are "Withheld"

1. The term "Not Available" is used below to refer only to those items which the Commission has ruled are not applicable to a particular row/column or are not required for a particular filing entity. The Confidential Version must contain values for all of the data items except those items which are "Not Available." If, in addition to the required study area reports, a carrier submits a report which combines data for more than one study area, and this report includes a field such as a sum, a ratio, or a percentage that cannot be computed completely and accurately because it relies on another item which the Commission has ruled is a "Not Available" item, then that field is also considered to be "Not Available."
2. The term "Withheld" is used below to refer only to those items for which the carrier has applied for confidential treatment with the Commission and is only applicable to the Public Version. If a field such as a sum, a ratio or a percentage relies on an item or items which have been withheld and that field is not also withheld, then it must include the withheld amount. For example, a carrier could withhold the individual values for two of three numbers which are totaled. If the carrier does not also apply for confidential treatment for the total, then that total must be the sum of all three numbers, not just the one which was not withheld. The Public Version must contain values for all of the data items except those items which are "Not Available" or those items which have been "Withheld."
3. See the Automated Report Specifications and the Paper Report Specifications for data entry conventions for these items.

D. Where to File

1. Carriers submitting FCC Report 495B should consult the schedule below which details the number of copies required and the location to which those copies should be delivered.

2. Carriers are reminded that they must serve a copy of either the Unrestricted Version or the Public Version of both the paper report and the automated report (diskette) on the FCC's contractor for public records duplication.

NUMBER OF COPIES FOR CARRIERS SEEKING PROPRIETARY TREATMENT						
Address	Transmittal Letter	Edit Check Report	Confidential Paper Report	Confidential Automated Report (Diskette)	Public Paper Report	Public Automated Report (Diskette)
Federal Communications Commission Office of the Secretary 445 Twelfth Street, S.W.; TW-A325 Washington, D.C. 20554	1	—	—	—	—	—
Federal Communications Commission Reference Information Center (RIC) 445 Twelfth Street, S.W.; CY-A257 Washington, D.C. 20554	1	—	—	—	1	1
FCC Wireline Competition Bureau Industry Analysis and Technology Division Attention: ARMIS 445 Twelfth Street, S.W.; 6-A220 Washington, D.C. 20554	1	—	1	1	1	1
Qualex International Portals II, 445 Twelfth Street, SW Room CY-B402 Washington, D.C. 20554	1	—	—	—	1	1

NUMBER OF COPIES FOR CARRIERS NOT SEEKING PROPRIETARY TREATMENT				
Address	Transmittal Letter Or No Data Letter	Edit Check Report	Unrestricted Paper Report	Unrestricted Automated Report (Diskette)
Federal Communications Commission Office of the Secretary 445 Twelfth Street, S.W.; TW-A325 Washington, D.C. 20554	1	—	—	—
Federal Communications Commission Reference Information Center (RIC) 445 Twelfth Street, S.W.; CY-A257 Washington, D.C. 20554	1	—	1	1
FCC Wireline Competition Bureau Industry Analysis and Technology Division Attention: ARMIS 445 Twelfth Street, S.W.; 6-A220 Washington, D.C. 20554	1	—	1	1
Qualex International Portals II, 445 Twelfth Street, SW Room CY-B402 Washington, D.C. 20554	1	—	1	1

E. Footnotes

1. 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. Certain items require accompanying footnotes and those items are specified in the appropriate section of the instructions for filing the 495B. Such footnotes are mandatory and must be entered in the Footnote Records.

EXAMPLE:

In Table IV, Column (d) is either the calculation of column (c) multiplied by Table I column (i), or it is the amount from Table II column (f), whichever is greater. A footnote is required if Table II column (f) is greater.

2. If the reporting carrier does not follow the procedures described in the row and column instructions of the attached 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.

EXAMPLES:

Do not say, "Data are compiled using a more inclusive process than in previous filing."

Do say, "Data are compiled using a process that includes xxx, which was not included in previous filings. The impact of including xxx in this row inflates this number by x% over the previous reporting period."

Do not say, "This value was not calculated pursuant to the instructions."

Do, say "This value was calculated using the xxx method rather than the method described in the instructions because..."

Do not say, "Corrected Data."

Do say, "\$xxxx is changed to \$xxxx because ...".

Do not say, "Waiver" or Waiver Granted."

Do say, "Waiver of Part xx.xxx was granted in CC Docket No. xx-xxx, X FCC, xxxx (1992) to allow Any Company tobecause...."

3. 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.
4. The footnote text must be included in the Footnote Text Records and the Footnote Table as specified in the Automated Report Specifications and the Paper Report Specifications.

F. Errata

1. Carriers are under a legal obligation to correct any erroneous data discovered in FCC Report 495B. See Section B of the Reporting Procedures for 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. These references must be included in the Erratum Record(s). In addition, carriers must include in the transmittal letter, a brief statement indicating the reason for the errata.

G. Certification

1. Carriers must certify the accuracy of the data submitted in FCC Report 495B by including a certification statement, signed by a corporate officer, as the last page of the paper report.
2. The text of the certification statement is included in the attached report definition.

H. Waivers

1. If a carrier determines that it will be unable to provide data required by FCC Report 495B, it must file an application for waiver with the Commission following established Commission procedures. All such requests from a carrier should be included in a single application. The application must demonstrate good cause for reporting a different or lower level of detail and indicate how these deficiencies will be corrected.
2. Carriers should not act upon requests for waiver until waivers are granted. It is important that carriers be aware that waivers are not in effect until they are granted, in writing, by the Commission or under delegated authority.
3. Omission of individual data items or entries, without request for waiver, is unacceptable. One reason that compliance with the full requirements is so important is that omission of any single data entry by any carrier will jeopardize the accuracy of aggregate industry information.

I. Extension of Filing Time

1. Requests for extensions of filing time must be made in a timely manner. Requests received less than 72 hours prior to a filing date are prima facie unreasonable.

J. Public Information

1. The Public or Unrestricted Versions of the paper reports filed as Report 495B may be examined by the public at the FCC Reference Information Center (RIC), 445 Twelfth Street, S.W., Washington, D.C. Parties should contact the RIC at (202) 418-0270.
2. Copies of the Public or Unrestricted Versions of the paper or automated reports filed as FCC Report 495B may be obtained from the FCC's contractor for public records duplication Qualex International. Parties should contact Qualex International at (202) 863-2893, facsimile (202) 863-2898, or via e-mail qualexint@aol.com.
3. Copies of the detailed reporting procedures for this report may be obtained over the Internet, from the Commission's web site, at <http://www.fcc.gov/wcb/armis/>.

For further information regarding these procedures, contact:

Barbara Van Hagen
FCC Wireline Competition Bureau
Industry Analysis and Technology Division
(202) 418-0840

Approved by OMB
 3060-0410
 Edition Date: 12/2001

SUMMARY

Estimated Average Burden Hours Per Response: 40 hours

This document contains the Report Definition for FCC Report 495B, the Actual Usage of Investment Report. The following three tables and the associated instructions implement the requirement for reporting the actual investment and usage data for those cost categories that are allocated on the basis of a forward looking investment allocator. The purpose of this report is to enable the Commission's staff to monitor actual and forecasted investment use, as directed in CC Docket 86-111.

	<u>Pages</u>
Table IV - Actual Apportionment of Investment Dollars Schedule	3
Table V - Actual Usage of Investment Units Schedule	4
Table VI - Actual Investment Summary Schedule	5
Sample “No Data Form Letter” for FCC Report 495B.....	6
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Certification	12

Public reporting burden for this collection of information is estimated to average 40 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 this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to the Federal Communications Commission, Office of Managing Director, Washington, DC 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.

GENERAL INSTRUCTIONS

Except where noted, dollar amounts will be taken from the accounts and subaccounts (including cost categories as approved in the carrier's Part 32 Cost Allocation Manual) prescribed in Part 32 of the Commission's Rules, and the definitions and instructions contained therein shall also apply to this report wherever applicable. Dollar amounts shall be reported in thousands.

A carrier without network investment that is used jointly for regulated and nonregulated functions has the option to not file an automated (diskette) or paper report. Instead, a carrier must file a letter signed by the company's responsible officer, certifying that there is no data to report. The letter should list all applicable operating companies and study areas. (Refer to the form letter on page 6.)

REFERENCES

Cost Categories:

For the names and descriptions of the cost categories applicable to each filing carrier, see the individual carriers' permanent part 32 Cost Allocation Manuals for the separation of regulated and nonregulated costs.

Central Office Equipment and Cable and Wire Facilities:

Central Office Equipment includes all equipment recorded in accounts listed under "TPIS--Central Office assets" in Part 32.2000 (j). Central Office Equipment - Switching includes all equipment recorded in accounts listed under "TPIS--Central Office assets: Central Office--Switching" in Part 32.2000(j). Central Office Equipment - Transmission includes all equipment recorded in accounts listed under "TPIS--Central Office assets: Central Office --Transmission" in Part 32.2000 (j). Cable and wire facilities include all cable and wire facilities recorded in accounts listed under "TPIS--Cable and wire facilities assets" in Part 32.2000 (j).

Cost Categories Requiring Forward-Looking Allocator:

Each carrier's Part 32 Cost Allocation manual identifies all the cost categories that, under Part 64 of the Commission's Rules, must be allocated on the basis of a three year forecast of use (forward looking allocator).

ACTUAL USAGE OF INVESTMENT REPORT

Company: XXXXXXXXXXXXXXXX
 Study Area: XXXXXXXXXXXXXX
 Period: From mmm yyyy To mmm yyyy
 COSA: XXXX

XXXX Version
 SUBMISSION XXX

TABLE VI
 PAGE 1 of 1

TABLE VI - ACTUAL INVESTMENT SUMMARY SCHEDULE
 For Central Office Equipment and Cable and Wire Facilities
 by Account and Cost Category

Row	Account (a)	Cost Category (b)	Total Investment \$ (000) (c)	Nonregulated Investment \$ (000) (d)	Regulated Investment \$ (000) (e)=(c)-(d)
		TOTAL			

SAMPLE LETTER

<Company Heading>

<Date>

Federal Communications Commission
Office of the Secretary
445 Twelfth Street, S.W.; TW-A325
Washington, D.C. 20554

Re: FCC Report 495B – 200X

I am confirming that <Company> has no network investment that is jointly used for regulated and nonregulated functions to report for the 200X reporting year for the operating companies or study area levels listed below. However, should a situation arise when we would have jointly used network investment, we will comply with the Commission's accounting requirements for such investment and initiate the filing of FCC Report 495B.

Operating Companies

Study Areas

Certification:

I certify that I am an officer of <Company> ; that I have examined the foregoing information and that to the best of my knowledge, information, and belief, all statements of fact contained in this letter are true and that said is an accurate statement of the affairs of the above named respondent in respect to the data for the period from <1/1/200X> to <12/31/200X>.

<PRINTED NAME>

<POSITION>

<SIGNATURE>

<DATE>

(Persons making willful false statements in this report form can be punished by fine or imprisonment under the Communications Act, 47 U.S.C. 220(e).)

<CONTACT PERSON>

<TELEPHONE NUMBER>

TABLE IV - ACTUAL APPORTIONMENT OF INVESTMENT DOLLARS SCHEDULE
FOR CENTRAL OFFICE EQUIPMENT AND CABLE AND WIRE FACILITIES
BY COST CATEGORY

GENERAL INSTRUCTIONS

Report only those cost categories identified in the carrier's approved Part 32 Cost Allocation Manual that require allocation on the basis of a forward looking allocator. A separate row shall be used for each cost category.

Assign a unique row number to each row of the table, beginning with 1 and incrementing by one, with no numbers skipped.

COLUMN DESCRIPTIONS

COLUMN

(a) Enter the account number, e.g., 2211.

(b) Enter the cost category as follows:

Use the unique alpha/numeric code (up to six characters, with no embedded blanks) previously assigned to the cost category on a previously filed Report 495A. If none has been assigned, assign such a code. Use this same code throughout all tables of this report and in future Reports 495B and 495A, when filed.

Enter this assigned code, followed by one or more spaces, followed by the descriptive name for the cost category (up to twenty characters, with embedded blanks allowed).

For example, for a central office equipment cost category, this column could contain the following:

NetEq Network Equipment

(code) (descriptive name)

Enter "NONE" on the first row of the table if there are no cost categories that require allocation on the basis of a forward looking allocator.

(c) Enter the actual dollar amount of total gross investment used during the calendar year for both regulated and nonregulated activities.

- (d) Enter the actual dollar amount of total gross investment allocated to nonregulated activities during the calendar year. Calculate this amount by multiplying column (c) by Table I, column (i) or enter the amount from Table II, column (f) whichever is greater. If the amount in Table II, column (f) is greater, indicate this in a footnote.
- (e) Subtract column (d) from column (c) and enter the result.
- (f) Divide column (d) by column (c) and enter the result as a ratio rounded to four decimal places.
- (g) Divide column (e) by column (c) and enter the result as a ratio rounded to four decimal places.

TABLE V - ACTUAL USAGE OF INVESTMENT UNITS SCHEDULE
FOR CENTRAL OFFICE EQUIPMENT AND CABLE AND WIRE FACILITIES
BY COST CATEGORY

GENERAL INSTRUCTIONS

Report information by cost category as designated on Table IV. Use one row for each cost category and enter in the same order as on Table IV, using the same cost category code.

Assign a unique number to each row of the table, beginning with 1 and incrementing by one, with no numbers skipped.

COLUMN DESCRIPTIONS

COLUMN

- (a) Enter column (a) from Table IV.
- (b) Enter column (b) from Table IV. Enter NONE on the first row of the table if there are no cost categories that require allocation on the basis of a forward looking allocator.
- (c) Enter the measure used by the carrier to arrive at a dollar amount of investment used for each cost category, e.g., thousands of minutes of use or millions of minutes of use, messages, lines, etc., as designated in the carrier's Part 32 Cost Allocation Manual. Use up to eighteen characters, with embedded blanks allowed.
- (d) Enter the actual amount of units of use of total gross investment used during the calendar year for both regulated and nonregulated activities.
- (e) Enter the actual amount of units of use of total gross investment used for nonregulated activities during the calendar year.
- (f) Enter the actual amount of units of use of total gross investment used for regulated activities during the calendar year.
- (g) Enter the ratio, rounded to four decimal places, of units of use of total gross investment used during the calendar year for nonregulated activities. This is derived by dividing column (f) by column (d).
- (h) Enter the ratio, rounded to four decimal places, of units of use of total gross investment used during the calendar year for regulated activities. This is derived by dividing column (f) by column (d).

**TABLE VI - ACTUAL INVESTMENT SUMMARY SCHEDULE
FOR CENTRAL OFFICE EQUIPMENT AND CABLE WIRE FACILITIES
BY ACCOUNT AND COST CATEGORY**

GENERAL INSTRUCTIONS

Report each central office equipment and cable and wire facilities cost category identified in the carrier's approved Part 32 Cost Allocation Manual. In columns (c), (d), and (e), provide subtotals by account for accounts with more than one cost category, provide separate subtotals for Central Office Equipment - Switching, Central Office Equipment - Transmission, Central Office Equipment, and Cable and Wire Facilities, and provide a grand total as the last row of the table.

Assign a unique row number to each row of the table, beginning with 1 and incrementing by one, with no numbers skipped.

COLUMN DESCRIPTIONS

COLUMN

(a) Enter an account number for each central office equipment and cable and wire facilities account. Leave this column blank in the rows containing the subtotals for COE - Switching, COE - Transmission, Central Office Equipment, Cable and Wire Facilities, and the grand total row.

(b) Enter a cost category for each central office equipment and cable and wire facilities cost category as follows:

The column will consist of the category's alpha/numeric code (up to six characters, with no embedded blanks), followed by one or more spaces, followed by the descriptive name for the cost category (up to twenty characters, with embedded blanks allowed). The code and name will be taken from Table IV, Column (b) for those cost categories that are subject to a forward looking allocator. If no code has been previously assigned, assign a unique code and use the same code in future Reports 495B and 495A, when filed. Use the following codes for the subtotal rows and the grand total row:

<u>Row</u>	<u>Code</u>
account subtotals	SUBTOT
COE - Switching	COE-SW
COE - Transmission	COE-TR
Central Office Equipment	COE
Cable and Wire Facilities	CWF
grand total	TOTAL

- (c) Enter the total gross investment dollars for all operations, both regulated and nonregulated, for each cost category. This amount shall be taken from Table IV, column (c) for those cost categories that are subject to a forward looking allocator.
- (d) Enter the amount of gross investment allocated to nonregulated activities, for each cost category. This amount shall be taken from Table IV, column (d) for those categories that are subject to a forward looking allocator.
- (e) Enter column (c) less column (d). The resulting amount is that amount allocated to regulated activities.

CERTIFICATION

I certify that I am an officer of _____ ; that I have examined the foregoing report and that to the best of my knowledge, information, and belief, all statements of fact contained in this report are true and that said report is an accurate statement of the affairs of the above named respondent in respect to the data set forth herein for the period from _____ to _____.

PRINTED NAME _____

POSITION _____

SIGNATURE _____

DATE _____

(Persons making willful false statements in this report form can be punished by fine or imprisonment under the Communications Act, 47 U.S.C. 220(e).)

CONTACT PERSON _____

TELEPHONE NUMBER _____

A. Introduction

This document contains the detailed automated data processing (ADP) specifications for the automated report to be filed as FCC Report 495B, the Actual Usage of Investment Report.

B. General Format and Media

1. All data must be submitted on 3.5-inch, high-density IBM-PC compatible diskettes. Each diskette must have a label that displays the report number, the company name, the COSA(s), the reporting period, the version, the submission number, and the date data was submitted to the FCC. Additionally, the label must be placed on the diskette so that it is readable with the metal plate facing down. See page 6 for sample diskette label
2. All files must be coded in ASCII.
3. See sections B and C on pages 1 and 2 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” or are “Withheld.”
4. The file name for 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 “JA”.
 - 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. 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. If there is a change in the data in either the automated or paper report, the carrier must resubmit both. The automated and paper report submission numbers must be the same. When correcting format errors (e.g., misplaced or invalid delimiters), a new submission number is not required, however, the data entry date must be changed to reflect the date of the format change.

For example, the file name for the Confidential Version of the Joint Cost Actual Usage of Investment Report data file to be submitted by Illinois Bell to cover the calendar year 2001, would be LBIL01JA.C01:

LBIL COSA for Illinois Bell
01 Data for calendar year 2001

JA Joint cost actual data file
. Decimal point
C Confidential version
01 First submission of this year's data

5. A separate file must be prepared for each report. More than one file can be placed on the same diskette, as long as they cover the same period and version (different submission numbers are allowed.)
6. A carrier without network investment that is used jointly for regulated and nonregulated functions has the option to not file an automated (diskette) or paper report. Instead, a carrier must file a letter signed by the company's responsible officer, certifying that there is no data to report. The letter should list all applicable operating companies and study areas. (Refer to the form letter on page 6 of the Report Definition.)

C. 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. 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.
5. In any numeric data field for which data is "Not Available", enter -99999. If a "Public Version" diskette is filed, enter -88888 in any numeric 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 a ratio field, -99999 would be entered as -99999.0000.

D. Rounding Conventions

1. As specified in the Report Definition, all monetary figures must be rounded to the nearest thousand dollars.

2. All ratio fields must be entered as in the following example and rounded to 4 decimal places.

Example: 0.12345678 should be entered as 0.1235

E. Footnotes

1. If any data for the current period differs materially from those for the previous period and the difference is not self-explanatory but was caused by unusual circumstances, then include detailed footnote text to explain the specific circumstances. Certain items require accompanying footnotes and those items are specified in the appropriate section of the instructions for filing the 495B. Such footnotes are mandatory and must be entered in the Footnote Records.
2. If the reporting carrier does not follow the procedures described in the general instructions and column descriptions of the 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.
3. 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.
4. Footnotes must be included in the footnote text record(s) of the automated report.

F. Errata

1. Carriers are under a legal obligation to correct any erroneous data discovered in FCC Report 495B. See Section B of the Reporting Procedures for 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. These references must be included in the Erratum Record(s). In addition, carriers must include in the transmittal letter, a brief statement indicating the reason for the errata.

G. Data Validation Programs

1. 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. Once the carrier corrects its data so that the edit check program identifies no errors, the carrier should submit the ARMIS report along with a copy of the edit check printout to the Commission verifying that the program did not identify any errors.

H. Data Record Descriptions

The nine data record types are described below. See pages 7 through 21 for record layouts. The automated file will consist of the following record types:

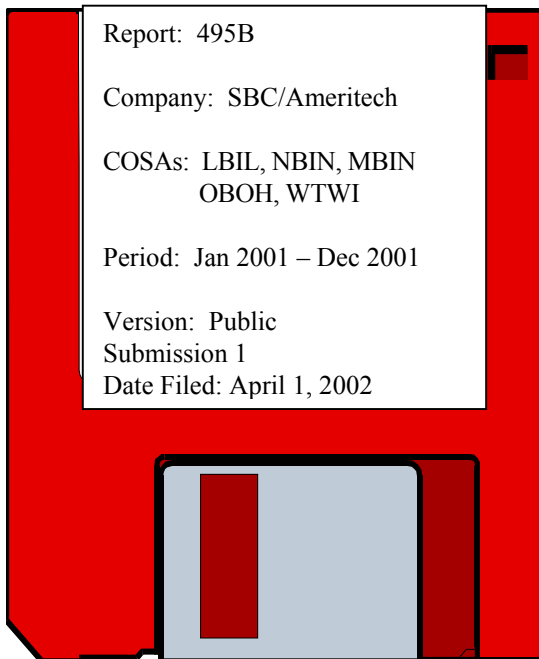
1. Record Type H1 - Header Record
One Type H1 record per file. The first record of each file. Contains identifying data. See page 7 for record layout.
2. Record Type L2 - Label Record
One Type L2 record per file. The second record of each file. Contains report number, carrier classification, carrier name, study area name, etc. See page 8 for record layout.
3. Record Type D1 – (Table IV) Actual Dollar Apportionment Data Record
One record for each row, one row for each cost category designated for Table IV, as identified on Pages 3, 7 & 8 of Report Definition. Each record contains the actual investment dollar apportionment data values or one Type D1 record to verify that there are no applicable cost categories. See pages 9 & 10 for record layout.
4. Record Type A1 – (Table V) Actual Usage of Units Data Record
One or more Type A1 records per file. One record for each row, one row for each cost category designated for Table V, as identified on Pages 4 & 9 of the Report Definition. Each record contains the actual unit of use data values or one Type A1 record to verify that there are no applicable cost categories. See pages 11 & 12 for record layout.
5. Record Type G1 – (Table VI) Actual Gross Investment Summary Data Record
Twenty or more type G1 records per file. One record for each row, one row for each cost category, subtotal, and grand total designated for Table VI, as identified on Pages 5, 10 & 11 of the Report Definition. Each record contains actual gross investment dollars. See pages 13 & 14 for record layout.

6. Record Type C1 - Confidential Treatment Record
One or more Type C1 records per file. Contains information to identify the data for which the carrier is seeking confidential treatment or to verify that the carrier is not seeking any confidential treatment. See pages 15 & 16 for record layout.
7. Record Type F1 - Footnote Record
Optional. Zero or more Type F1 records 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 this report. See pages 17 & 18 for record layout.
8. Record Type E1 - Erratum Record
Zero Type E1 records in the first submission of a year's data. One or more Type E1 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. The same submission number must be used for the automated report and the paper report. Contains information to identify the data which was corrected in the submission. See pages 19 & 20 for record layout.
9. Record Type T1 - Trailer Record
One Type T1 record per file. The last record of each file. Contains contact person, etc. See page 21 for record layout.

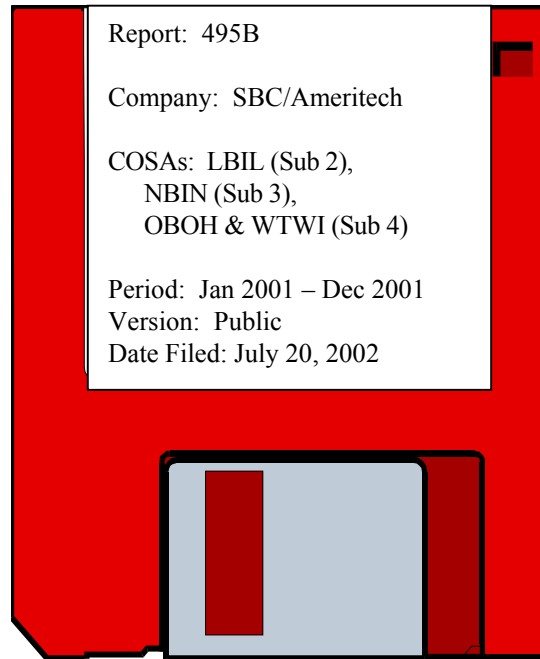
SAMPLE DISKETTE AND LABEL

Each diskette must have a label that displays the report number, the company name, the COSA(s), the reporting period, the version, the submission number, and the date data was submitted to the FCC. Additionally, the label must be placed on the diskette so that it is readable with the metal plate facing down.

Sample 1: COSAs with the same submission number



Sample 2: COSAs with different submissions numbers



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. Format: Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. Format: Include quotation marks.
3	Record Type	"H1"	13 – 16	Always contains the letter H capitalized and the number 1 with no space between them. Format: Include quotation marks.
4	File Name	"LBIL01JA.C01"	18 – 31	The name of the ASCII file. Format: See page 1, paragraph B.4. Include quotation marks.
5	Year	2001	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	20020315	40 – 47	The date on which the data were last entered or revised. Format: YYYYMMDD.
8	Version	"C"	49 – 51	The version letter (P, C or U) capitalized (Public, Confidential or Unrestricted). Format: 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. The same submission number must be used for the automated and paper reports. Format: 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. Format: Include quotation marks.

Note: All fields are separated by commas.

1 2 3 4 5

12345678901234567890123456789012345678901234567890123456789

Sample record:
1001,"LBIL","H1","LBIL01JA.C01",2001,0,20020315,"C",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. Format: Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. Format: Include quotation marks.
3	Record Type	"L2"	13 – 16	Always contains the letter L capitalized and the number 2 with no space between them. Format: Include quotation marks.
4	Report Number	"FCC REPORT 495B"	18 – 35	Always contains “FCC REPORT 495B” capitalized. Format: Include quotation marks.
5	Account Filing Level	"A"	37 – 39	Account filing level (Class A or B) capitalized. Format: Include quotation marks.
6	Carrier	"Illinois Bell " (spaces until pos. 70)	41 – 71	Name of the carrier. Format: Left justified and space filled. Include quotation marks.
7	Study Area	"Illinois "	73 – 95	Name of the study area. Format: Left justified and space filled. Include quotation marks.
8	Period Covered	"Jan 2001 to Dec 2001"	97 – 118	Period covered by the data. Format: “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. Format: Include quotation marks.

Note: All fields are separated by commas.

```

      1           2           3           4           5           6           7           8           9
123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890123456

```

Sample record:

```
1002,"LBIL","L2","FCC REPORT 495B ","A","Illinois Bell           ","Illinois           ",
```

```

      1           1           1
      0           1           2

```

789012345678901234567890123

Continuation of sample record:

"Jan 2001 to Dec 2001","XQ"

RECORD TYPE D1 - ACTUAL DOLLAR APPORTIONMENT 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. Format: Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. Format: Include quotation marks.
3	Record Type	"D1"	13 – 16	Always contains the letter D capitalized and the number 1 with no space between them. Format: Include quotation marks.
4	Row Number	1	18 – 21	Row numbers as identified on the Report Definition. Valid range: 1 to 9999. Format: Right justified and space filled.
5	Account number Column (a)	2212	23 – 26	This field contains the account number from column (a) as shown on the Form Section of the Report Definition. Format: Right justified and space filled.
6	Cost category code Column (b)	"NetEq " (spaces until pos. 34)	28 – 35	This field contains the cost category code from column (b) as shown on the Form Section of the Report Definition. Format: Left justified and space filled. Include quotation marks.
7	Cost category descriptive name Column (b)	"Network Equipment " (spaces until pos. 57)	37 – 58	This field contains the cost category descriptive name from column (b) as shown on the Form Section of the Report Definition. Format: Left justified and space filled. Include quotation marks.
8	Column (c) data	10000	60 – 68	This field contains the data corresponding to column (c) as shown on the Form Section of the Report Definition. Format: Right justified and space filled. Enter –99999 to indicate that the data is not available. Enter –88888 on the “public version” diskette to indicate that confidential treatment has been requested.

RECORD TYPE D1 - ACTUAL DOLLAR APPORTIONMENT DATA RECORD (continued)

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
9	Column (d) data	40000	70 – 78	Column (d) data Format: See Field 8 above.
10	Column (e) data	60000	80 – 88	Column (e) data Format: See Field 8 above.
11	Column (f) data	0.4000	90 – 100	This field contains the data corresponding to column (f) as shown on the Form Section of the Report Definition. Format: Right justified and space filled. Enter -99999.0000 to indicate that the data is not available. Enter -88888.0000 on the “public version” diskette to indicate that confidential treatment has been requested.
12	Column (g) data	0.6000	102 – 112	Column (g) data Format: See Field 11 above.
13	End of Record Code	"XQ"	114 – 117	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. Format: Include quotation marks.

Note: All fields are separated by commas.

Footnote records are needed 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. Also, if the carrier does not follow the procedures described in the row/column instructions in the Report Definition, footnote records are needed.

Column (d) is either the calculation of column (c) multiplied by Table I column (i), or it is the amount from Table II column (f), whichever is greater. A footnote is required if Table II column (f) is greater.

If there are no cost categories applicable to Table IV, then include only one Type D1 record. Enter the number 0 in field 5, “NONE” in field 6, and -9999 in fields 8 through 12.

										1
1	2	3	4	5	6	7	8	9		0

1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901

Sample Record:

1003,"LBIL","D1", 1,2212,"NetEq ","Network Equipment ", 100000, 40000, 60000, 0.4000,
 - OR -
 1003,"LBIL","D1", 1, 0,"NONE ","", -99999, -99999, -99999,-99999.0000,

1
1

2345678901234567

Continuation of sample record:

0.6000,"XQ"
 - OR -
 -99999.0000,"XQ"

RECORD TYPE A1 – ACTUAL USAGE OF UNITS DATA RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number	1004	1 – 4	The sequential number of this record within this data file plus 1000. Format: Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. Format: Include quotation marks.
3	Record Type	"A1"	13 – 16	Always contains the letter A capitalized and the number 1 with no space between them. Format: Include quotation marks.
4	Row Number	1	18 – 21	Row numbers as identified on the Report Definition. Valid range: 1 to 9999. Format: Right justified and space filled.
5	Account number Column (a)	2212	23 – 26	This field contains the account number from column (a) as shown on the Form Section of the Report Definition. Format: Right justified and space filled.
6	Cost category code Column (b)	"NetEq " (spaces until pos. 34)	28 – 35	This field contains the cost category code from column (b) as shown on the Form Section of the Report Definition. Format: Left justified and space filled. Include quotation marks.
7	Cost category descriptive name Column (b)	"Network Equipment " (spaces until pos. 57)	37 – 58	This field contains the cost category descriptive name from column (b) as shown on the Form Section of the Report Definition. Format: Left justified and space filled. Include quotation marks.
8	Allocator unit of use Column (c)	"Weighted Terms " (spaces until pos. 78)	60 – 79	This field contains the allocator unit of use from column (c) as shown on the Form Section of the Report Definition. Format: Left justified and space filled. Include quotation marks.
9	Column (d) data	10000	81 – 89	This field contains the data corresponding to column (d) as shown on the Form Section of the Report Definition. Format: Right justified and space filled. Enter –99999 to indicate that the data is not available. Enter –88888 on the “public version” diskette to indicate that confidential treatment has been requested.

RECORD TYPE A1 – ACTUAL USAGE OF UNITS DATA RECORD (continued)

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
10	Column (e) data	40000	91 – 99	Column (e) data Format: See Field 9 above.
11	Column (f) data	60000	101 – 109	Column (f) data Format: See Field 9 above.
12	Column (g) data	0.4000	111 – 121	This field contains the data corresponding to column (g) as shown on the Form Section of the Report Definition. Format: Right justified and space filled. Enter -99999.0000 to indicate that the data is not available. Enter -88888.0000 on the “public version” diskette to indicate that confidential treatment has been requested.
13	Column (h) data	0.6000	123 – 133	Column (h) data Format: See Field 12 above.
14	End of Record Code	"XQ"	135 – 138	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. Format: Include quotation marks.

Note: All fields are separated by commas.

Footnote records are needed 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. Also, if the carrier does not follow the procedures described in the row/column instructions in the Report Definition, footnote records are needed.

If there are no cost categories applicable to Table V, then include only one Type A1 record. Enter the number 0 in field 5, “NONE” in field 6, and -9999 in fields 9 through 13.

1	2	3	4	5	6	7	8	9
123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890123456789								
Sample Record:								
1004,"LBIL","A1",	1,2212,"NetEq "	"Network Equipment	"	"Weighted Terms	"	100000,	40000,	
- OR -								
1004,"LBIL","A1",	1,	0,"NONE "	"	"	"	-99999,	-99999,	

1	1	1	1
0	1	2	3
0123456789012345678901234567890123456789012345678			
Continuation of sample record:			
60000,	0.4000,	0.6000,"XQ"	
- OR -			
-99999,-99999.0000,-99999.0000,"XQ"			

RECORD TYPE G1- ACTUAL GROSS INVESTMENT SUMMARY DATA RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number	1109	1 – 4	The sequential number of this record within this data file plus 1000. Format: Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. Format: Include quotation marks.
3	Record Type	"G1"	13 – 16	Always contains the letter G capitalized and the number 1 with no space between them. Format: Include quotation marks.
4	Row Number	1	18 – 21	Row numbers as identified on the Report Definition. Valid range: 1 to 9999. Format: Right justified and space filled.
5	Account number Column (a)	2212	23 – 26	This field contains the account number from column (a) as shown on the Form Section of the Report Definition. Format: Right justified and space filled.
6	Cost category code Column (b)	"NetEq " (spaces until pos. 34)	28 – 35	This field contains the cost category code from column (b) as shown on the Form Section of the Report Definition. Format: Left justified and space filled. Include quotation marks.
7	Cost category descriptive name Column (b)	"Network Equipment " (spaces until pos. 57)	37 – 58	This field contains the cost category descriptive name from column (b) as shown on the Form Section of the Report Definition. Format: Left justified and space filled. Include quotation marks.
8	Column (c) data	10000	60 – 68	This field contains the data corresponding to column (c) as shown on the Form Section of the Report Definition. Format: Right justified and space filled. Enter –99999 to indicate that the data is not available. Enter –88888 on the “public version” diskette to indicate that confidential treatment has been requested.
9	Column (d) data	40000	70 – 78	Column (d) data Format: See Field 8 above.
10	Column (e) data	60000	80 – 88	Column (e) data Format: See Field 8 above.

RECORD TYPE G1- ACTUAL GROSS INVESTMENT SUMMARY DATA RECORD (continued)

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
11	End of Record Code	"XQ"	90 – 93	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. Format: Include quotation marks.

Note: All fields are separated by commas.

Footnote records are needed 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. Also, if the carrier does not follow the procedures described in the row/column instructions in the Report Definition, footnote records are needed.

1	2	3	4	5	6	7	8	9
123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890123								

Sample Record:
 1109,"LBIL","G1", 1,2212,"NetEq ","Network Equipment ", 100000, 40000, 60000,"XQ"

RECORD TYPE C1 - 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)	1175	1 – 4	The sequential number of <u>this</u> record within this data file plus 1000. Format: Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. Format: Include quotation marks.
3	Record Type	"C1"	13 – 16	Always contains the letter C capitalized and the number 1 with no space between them. Format: 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. Format: Right justified and space filled.
5	Table Number	"IV "	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". Format: Include quotation marks. Left justified and space filled.
6	Row Number	1	30 – 33	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. Format: Right justified and space filled.
7	Column Label	"D "	35 – 38	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 need for fields 8 thru 13. Format: Include quotation marks. Left justified and space filled.

RECORD TYPE C1 - CONFIDENTIAL TREATMENT RECORD (continued)

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
8	Second Column Label	"E"	40 – 43	Fields 8 through 18 are similar to field 7 and are used when the request is for the same row and more than one column. Otherwise, enter “ ”.
9	Third Column Label	"K "	45 – 48	
.				
.				
.				
18	Twelfth Col. Label	" "	90 – 93	
19	End of Record Code	"XQ"	95 – 98	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. Format: Include quotation marks.

Note: All fields are separated by commas.

1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---

1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678

Sample records:

```

1175,"LBIL","C1",1003,"IV ", 1,"D ","E ","K "," " ," " ," " ," " ," " ," " ," " ," " ," " ," "XQ"
1176,"LBIL","C1",1004,"IV ", 2,"D ","E "," " ," " ," " ," " ," " ," " ," " ," " ," " ," "XQ"
1177,"LBIL","C1",9999,"IV ",9999,"F "," " ," " ," " ," " ," " ," " ," " ," " ," " ," "XQ"
1178,"LBIL","C1",1109,"V1 ", 1,"ZZ"," " ," " ," " ," " ," " ," " ," " ," " ," " ," "XQ"
    
```

RECORD TYPE F1 - 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)	1179	1 – 4	The sequential number of <u>this</u> record within this data file plus 1000. Format: Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. Format: Include quotation marks.
3	Record Type	"F1"	13 – 16	Always contains the letter F capitalized and the number 1 with no space between them. Format: 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. If the footnote pertains to the entire column(s), an entire table, or the entire submission, use 9999. Format: Right justified and space filled.
5	Table Number	"IV "	23 – 28	This field contains the table number (Roman numerals) of the table in which the footnoted data appear. If the footnote pertains to an entire table, use "ZZZZ". Format: Include quotation marks. Left justified and space filled.
6	Row Number	1	30 – 33	This field contains the row number of the row which contains the footnoted data as identified in the Report Definition. If the footnote pertains to the entire column(s), an entire table, or the entire submission, enter 9999. Format: Right justified and space filled.
7	Column Label	"G "	35 – 38	This field contains the column letter(s) of the footnoted data as identified in the Report Definition. If the footnote pertains to an entire row, an entire table, or the entire submission, enter "ZZ". Format: Include quotation marks. Left justified and space filled.
8	Footnote Number	1	40 – 42	The number of this particular footnote. Valid range: 1 to 999. Format: Right justified and space filled.

RECORD TYPE F1 – FOOTNOTE TEXT RECORD (continued)

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
9	Sequence Number	1	44 – 45	The sequence number of the record within the footnote. In other words, the order of the specific record in the sequence of records which, when combined, will provide the entire footnote. Valid range: 1 to 99. Format: Right justified and space filled.
10	Footnote Text	"Footnote text " (Spaces until pos. 102)	47 – 103	The text of the footnote or of the continuation line. Format: Include quotation marks at the beginning and end of this field and left justify within these quotation marks.
11	End of Record Code	"XQ"	105 – 108	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. Format: Include quotation marks.

Note: All fields are separated by commas.

Footnote records are needed 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. Also, if the carrier does not follow the procedures described in the row/column instructions in the Report Definition, footnote records are needed.

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.

										1
1	2	3	4	5	6	7	8	9		0
12345678901234567890123456789012345678901234567890123456789012345678901234567890123456789012345678										
Sample records:										
1179,	"LBIL",	"F1",	1003,	"IV "	,	1,"G "	,	1, 1,"Footnote text for footnote 1		","XQ"
1180,	"LBIL",	"F1",	1003,	"IV "	,	1,"G "	,	1, 2,"continuation text for footnote 1		","XQ"
1181,	"LBIL",	"F1",	1003,	"IV "	,	1,"G "	,	1, 3,"last line of footnote 1.		","XQ"
1182,	"LBIL",	"F1",	1004,	"IV "	,	2,"ZZ",	2, 1,"Footnote 2 pertains to all columns of Table IV row 2.		","XQ"	
1183,	"LBIL",	"F1",	9999,	"IV "	,	9999,"E "	3, 1,"Footnote 3 pertains to all rows of Table IV column E.		","XQ"	
1184,	"LBIL",	"F1",	1110,	"VI "	,	2,"C "	4, 1,"Footnote 4 pertains to Table VI row 2 column C.		","XQ"	

RECORD TYPE E1 - 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)	1185	1 – 4	The sequential number of <u>this</u> record within this data file plus 1000. Format: Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. Format: Include quotation marks.
3	Record Type	"E1"	13 – 16	Always contains the letter E capitalized and the number 1 with no space between them. Format: Include quotation marks.
4	Record Number (for the corrected data)	1003	18 – 21	This field contains the record number of the record which contains the data which were corrected in this submission. If the entire column(s), an entire table, or the entire submission was corrected, use 9999. Format: Right justified and space filled.
5	Table Number	"IV "	23 – 28	This field contains the table number (Roman numerals) of the table in which the corrected data appear. If an entire table or submission was corrected, use "ZZZZ". Format: Include quotation marks. Left justified and space filled.
6	Row Number	1	30 – 33	This field contains the row number of the row which contains the corrected data as identified in the Report Definition. If the entire column(s), an entire table, or the entire submission was corrected, enter 9999. Format: Right justified and space filled.
7	Column Label	"D "	35 – 38	This field contains the column letter of the corrected data as identified in the Report Definition. If an entire row, an entire table, or the entire submission was corrected, enter "ZZ". 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 18. Format: Include quotation marks. Left justified and space filled.

RECORD TYPE T1 - TRAILER RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number	1189	1 – 4	The sequential number of this record within this data file plus 1000. Format: Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. Format: Include quotation marks.
3	Record Type	"T1"	13 – 16	Always contains the letter T capitalized and the number 1 with no space between them. Format: 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. Format: Include quotation marks.
5	Telephone #	"(202) 555-1212 x123 "	61 – 82	The Contact Person’s telephone number. Format: 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. Format: Include quotation marks.

Note: All fields are separated by commas.

```

1          2          3          4          5          6          7          8
123456789012345678901234567890123456789012345678901234567890123456789012345678901234567
Sample record:
1189,"LBIL","T1","John Doe           ", "(202) 555-1212 x123 ", "XQ"

```

A. Introduction

This document contains the page layout and detailed specifications for the paper report to be filed as FCC Report 495B, the Actual Usage of Investment Report.

B. General Instructions

1. See sections B and C on pages 1 and 2 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" or are "Withheld."
2. The paper report must be printed on 8 1/2 inch by 11-inch paper. For ease of preparation, an original may be produced on larger paper and reduced to this size for submission. Copies filed must be legible and permanent, in black ink. The report may be printed in portrait mode (8 1/2 inches across the top of the page) or landscape mode (11 inches across the top of the page). In portrait mode, the printing should not be smaller than 17 characters per inch and 8 lines per inch; in landscape mode, the printing should not be smaller than 15 characters per inch and 10 lines per inch.
3. A carrier without network investment that is used jointly for regulated and nonregulated functions has the option to not file an automated (diskette) or paper report. In lieu of these filings, a carrier must file a letter indicating that the company has no data to report. The letter should list all applicable operating companies and study areas. (Refer to the form letter on page 6 of the Report Definition.)

C. Data Entry Conventions

1. 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).
2. Items that need not be reported because they do not apply are designated by N/A. If a "Public Version" report is filed, enter W/H in any numeric data filed for which data are "Withheld". **DO NOT** override N/As. If a reporting carrier wishes to apply data to a field containing an 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 an N/A field. All other fields must be populated. If there are no data applicable to an open field enter zero.

D. Rounding Conventions:

1. As specified in the Report Definition, all monetary figures must be rounded to the nearest thousand dollars.
2. All ratio fields must be entered as in the following example and rounded to 4 decimal

places.

Example: 0.12345678 must be entered as 0.1235

E. Footnotes

1. If any data for the current period differs materially from those for the previous period and the difference is not self-explanatory but was caused by unusual circumstances, then include detailed footnote text to explain the specific circumstances. Certain items require accompanying footnotes and those items are specified in the appropriate section of the instructions for filing the 495B. Such footnotes are mandatory and must be entered in the Footnote Table.
2. If the reporting carrier does not follow the procedures described in the general instructions and column descriptions of the 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 footnote text.
3. 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.
4. Footnotes must be included in the Footnote Table, not on individual table pages.

F. Errata

1. Carriers are under a legal obligation to correct any erroneous data discovered in FCC Report 495B. See Section B of the Reporting Procedures for 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. These references must be included in the Erratum Record. In addition, carriers must include in the transmittal letter, a brief statement indicating the reason for the errata.

G. Data Validation Programs

1. 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. Once the carrier corrects its data so that the edit check program identifies no errors, the carrier should submit the ARMIS report along with a copy of the edit check printout to the Commission verifying that the program did not identify any errors.

H. Page Layouts

1. The page layout for this report is illustrated in the Form Section of the Report Definition.
2. The following note must appear at the bottom of all pages, where applicable. THE COMPANY HAS REQUESTED CONFIDENTIAL TREATMENT FOR SOME DATA ON THIS PAGE. SEE THE CONFIDENTIAL TREATMENT TABLE FOR SPECIFIC INFORMATION.
3. The Paper Report will consist of the following pages or a letter certifying that the company has no data to report:

<u>Table</u>	Illustrated in Paper Report <u>Specs. on Page</u>
The Cover Page	26
	Illustrated in Report Definition <u>Form on Page</u>
Table IV Actual Apportionment of Investment Dollars Schedule	3
Table V Actual Usage of Investment Units Schedule	4
Table VI Actual Investment Summary Schedule	5

	<u>Illustrated in Paper Report Specs. on Page</u>
The Confidential Treatment Table (if reporting confidential data, as many pages as needed)	27
The Footnote Table (at least one page and as many pages as needed)	28
The Erratum Table (for submission number 2 or higher, as many pages as needed)	29
	<u>Illustrated in Report Definition Form on Page</u>
The Certification Page	12
 - 0R - 	
Form letter certifying carrier has no data to report	6

FCC Report 495B
xxxxxxxxxx Version
Submission x
COSA: XXXX

Approved by OMB
3060-0410
Edition Date: 12/2001
Estimated Avg. Burden Per Response: 40 Hrs

**FEDERAL COMMUNICATIONS COMMISSION
WASHINGTON, D.C. 20554**

**ARMIS ACTUAL USAGE OF
INVESTMENT REPORT**

For Year End _____

Account Filing Level (Class A or Class B):

Name of Company:

Address of Company:

FCC Report 495B, the ARMIS Actual Usage of Investment Report, is prescribed for each local exchange carrier (LEC) with annual operating revenues for the preceding year equal to or above the indexed revenue threshold. This report provides the actual investment and usage data for those cost categories that are allocated on the basis of a forward looking investment allocator. The ARMIS Actual Usage of Investment Report specifies information requirements in a consistent format and is essential to the FCC to monitor actual and forecasted investment use. Response is mandatory.

Public reporting burden for this collection of information is estimated to average 40 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 this burden estimate or any other 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 495B
ACTUAL USAGE OF INVESTMENT REPORT

Approved by OMB
3060-0410
Edition Date: 12/2001

COMPANY: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
STUDY AREA: xxxxxxxxxxxxxxxxxxxxxxxxxxxx
PERIOD: From mmm yyyy to mmm yyyy
COSA: XXXX

xxxxxxxxxxxxx VERSION
SUBMISSION x
CONF. TREATMENT TABLE
PAGE 1 OF x

CONFIDENTIAL TREATMENT TABLE

Table	Row	Column(s)
-----	-----	-----
(a)	(b)	(c)

sample entries:

IV	1	D, E, K
IV	2	D, E
IV	ALL	F
VI	1	ALL

THE COMPANY HAS REQUESTED CONFIDENTIAL TREATMENT FOR THE ABOVE DATA IN THIS REPORT.

-OR-

THE COMPANY HAS NOT REQUESTED CONFIDENTIAL TREATMENT FOR ANY DATA IN THIS REPORT.

FCC REPORT 495B
 ACTUAL USAGE OF INVESTMENT REPORT

Approved by OMB
 3060-0410
 Edition Date: 12/2001

COMPANY: xxxxxxxxxxxxxxxxxxxxxxxx
 STUDY AREA: xxxxxxxxxxxxxxxxxxxx
 PERIOD: From mmm yyyy to mmm yyyy
 COSA: XXXX

xxxxxxxxxxxxx VERSION
 SUBMISSION x
 FOOTNOTE TABLE
 PAGE 1 OF x

FOOTNOTE TABLE

Table	Row	Col	FN#	Footnote
----	-----	---	--	-----
(a)	(b)	(c)	(d)	(e)
sample entries:				
IV	1	G	1	Footnote text for footnote 1 continuation text for footnote 1 last line of footnote 1.
IV	2	ALL	2	Footnote 2 pertains to all columns of Table IV row 2.
IV	ALL	E	3	Footnote 3 pertains to all rows of Table IV column E .
VI	2	C	4	Footnote 4 pertains to Table VI row 2 column C.

-OR-

THERE ARE NO FOOTNOTES FOR THIS SUBMISSION.

REMINDER:

Certain items require accompanying footnotes and those items are specified in the appropriate section of the instructions for filing the 495B. Such footnotes are mandatory and must be entered in the Footnote Records.

Footnote records are needed 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. Also, if the carrier does not follow the procedures described in the row/column instructions in the Report Definition, footnote records are needed.

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.

FCC REPORT 495B
 ACTUAL USAGE OF INVESTMENT REPORT

Approved by OMB
 3060-0410
 Edition Date: 12/2001

COMPANY: xx
 STUDY AREA: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
 PERIOD: From mmm yyyy to mmm yyyy
 COSA: XXXX

xxxxxxxxxxxxx VERSION
 SUBMISSION x
 ERRATUM TABLE
 PAGE 1 OF x

ERRATUM TABLE

Table	Row	Column(s)	FN#
----	-----	-----	---
(a)	(b)	(c)	(d)
sample entries:			
IV	1	D	1
IV	2	ALL	2
IV	ALL	E	3
VI	2	C	4

THE ABOVE DATA HAVE BEEN CORRECTED IN THIS SUBMISSION.
 SEE THE FOOTNOTE TABLE FOR FOOTNOTES WHERE APPLICABLE.

REMINDER:

When an erratum occurs, carriers must use higher submission numbers and a new data entry date to denote a new submission. If there is a change in either the automated or paper report, the carrier must re-submit both. The automated report and the paper report submission numbers must be the same.

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.

In addition to including these references in the erratum record(s) of the automated report, carriers must include a brief statement indicating the reason for the errata in the transmittal letter.