

11 Step Process

1. **PERFORM ASG SO TRANSACTION**
 - On the Assignment Service Order (ASG SO) screen, populate the Next: with E. This process will let the system try to reassign the order including Line Station Transfer (LST). This will re-execute the order within LFACS in an attempt to assign compatible facilities that recently became available.

2. **REVIEW THE RMA**
 - Determine Service Type and any line quantity (LQTY) requirements. This will acquaint the Assignor with the specific requirements of the service request.
 - Review the terminal ACP's, LST's attempted, and TEA remarks. This will acquaint the Assignor with limitations set within the LFACS database that could possibly be overridden to relieve facilities.
 - If the Service Order request is for a 56/64 Kps, see Total Reach DDS Process.(Not available for Unbundled Loops) URL: <http://rock.uswc.uswest.com/CERep/57/0-4263857/Title.html>

3. **INVESTIGATE THE RANGE OF FACILITIES**
 - Look for the presence of PC Counts, Fill Counts, Physical or Admin Capacity limits. This will acquaint the Assignor with limitations set within the LFACS database that could possibly be changed to relieve facilities.
 - Investigate assignment and cross connect Restrictions. This will acquaint the Assignor with limitations set within the LFACS database that could possibly be changed to relieve facilities.
 - Perform an inquiry OEC report LST increasing the number of LST steps to a maximum of 3.
 - Look for cuts (LST's) to clear copper pairs or non-loaded pairs for your order. If a POTS customer is working on a "Conditioned pair", move the POTS customer from the "conditioned pair" to other facilities. The "conditioned pair" will then be assigned to the service request.

4. **RUN HOMT RPT**
 - Investigate any spare/CT/CF/PCF pairs for status problems. This will discover pairs that may be statused incorrectly within LFACS.
 - If there is working service and Soft Dial Tone (SDT) at the same address, issue a SDT disconnect and assign the service order.
 - Remove any Primary and Secondary commits (other than at an ENCAP) and assign the order. Primary and Secondary commit statuses will not allow the pairs to be used at other address. By removing the Primary/Secondary commit status we can allow the pairs to be assigned to another address.
 - Investigate all SDT loops. If any appear at an address with working service - issue SDT disconnect. The SDT facilities can then be used for the Service Request.
 - Investigate any defective pairs status "Working". If the cable pairs are not "working" remove the defective status and use the pair for the Service Request.

- Investigate validity of all restricted pairs. If the restrictions are no longer valid, use the pair for the Service Request.
- Check current status of all past due orders and take appropriate action. Service order completion/cancellations sometimes fails to process correctly. This will identify potential spare facilities.
- Run the pending order query (RPT PDL RGORD) against TEA and check current status of all pending orders. Service order completion/cancellations sometimes fails to process correctly. This will identify potential spare facilities.
- Use OEC Chart to determine possible Pair Gain Card changes. (Existing Pair Gain Line Terminal status may not be compatible for the service request. If possible change the Pair Gain Card to a compatible status).

5. INVESTIGATE THE FACILITY ADDRESSES

- Investigate all Facility Addresses (perform an INQ Term transaction) for pairs that may have a status preventing it from being assigned.
- Also investigate similar street addresses - (perform an INQ Term transaction) may have different directional or street names that are bogus that could release facilities.

6. INVESTIGATE MULTIPLE TERMINAL SITUATIONS

- Run Report ACR - check for "A and B" Terminals. (This will identify situations where cable counts appear in more than one terminal. If they "multiple", investigate the possibility of doing a LST to free up a cable pair within service requested terminal).
- Perform Step 4 for all multiple terminals.
- Investigate LST candidates that are not assignable by auto flow of the system. (If the ACP setting for LSTs is set below "3", Perform the RPT LST with a setting of "3" to identify assignable LSTs).

7. LOOK FOR SOFT DIAL TONE BREAKS

- Use SDT aging policy.

8. CHECK FOR DEPLOYABILITY OF CENTRAL OFFICE UDC

- Is office equipped with UDC and are Spares available (See UDC Guidelines).
- If the line on the order is an ADL, check Main line for UDC Compatibility.

9. CHECK FOR PAIR GAIN UDC DEPLOYMENT

- When encountering a F2 problem SLC96, DISC*S, SLC5, SLC2T, UISC, 96SL5, 96ISC, or 96DIS UDC's may be deployed on IPG or PG. You must have consecutive odd and even channels available.
- When encountering a F1 problem SLC96, SLC5, or SLC2T UDC's may be deployed on IPG or PG. Look at the HOMT Report for a Defective even Channel. This should only be used when the terminal has less than 5% Defective Pairs per the HOMT Paddle Report. See SLC UDC Guidelines.

10. CLEAR DEFECTIVE PAIRS

- For F1 issues: If the terminal has 5% or greater Defective Pairs per the HOMT Paddle Report: Set Held and follow local practices for WFA/DO and Defective Pair issuance. If so, status the RTT Ticket DPR_TO_LNO with appropriate notes.
- For Fn issues: Follow local practices/agreements as to what will be a WFA/DO package. If so, status the RTT Ticket DPR_TO_LNO with appropriate notes.

11. TERMINAL ENLARGEMENT – Distribution Terminal Only

- If the terminal has less than 5% Defective Pairs per the HOMT Paddle Report: Determine if the Terminal Enlargement process can be used. If so, status the RTT Ticket REF_FS with appropriate notes. (This process should be used only for POTS service requests).

Note: Wired Out of Limits will be performed at the discretion of the Engineer.