***Unbundled Network Element***

***To Special Access Conversion Process***

***Information Package***

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***Version 5***

# Scope

This document is provided to CLECs as information regarding conversion of facilities consisting of currently unbundled network elements (UNEs) to Special Access (SPA) wholesale services.

This product information package is applicable in AT&T Alabama, AT&T Florida, AT&T Georgia, AT&T Kentucky, AT&T Louisiana, AT&T Mississippi, AT&T North Carolina, AT&T South Carolina and AT&T Tennessee.

**UNE to SPA** **Conversion Process for Requests for UNE DS3 or with 15 or more UNE Elements/Circuits to be converted**

**(No Facility Rearrangement Required)**

To convert existing UNEs to SPA services, the steps below must be followed. If the facility involves channelization, a CLEC must convert the lower level services first, and then convert the higher-level service.

1. CLEC signs amended ICA, which includes UNE to SPA conversion language, working with the AT&T negotiation team
2. CLEC sends spreadsheet, if requesting more than 15 elements/circuits to be converted, with UNE/EELS to be converted to SPA, to its Account Manager. CLECs are required to submit a separate spreadsheet per bandwidth type being converted from UNE to SPA i.e. DS1, DS3 or Dark Fiber. Here is the spreadsheet template:



1. If CLEC desires to have these conversions take place during a certain time of the day, that should be conveyed using the notes as a remark on the spreadsheet and also conveyed to the project manager. AT&T will use reasonable efforts to work the conversion during the requested time, but cannot guarantee the time of conversion.
2. AT&T Account Manager will work with Customer Care who verifies all circuits on the spreadsheet for accuracy.
3. These spreadsheet conversion requests with more than 15 circuits being converted from UNE to SPA will be project managed by AT&T. The Project Manager will contact CLEC, as appropriate, to provide conversion information and status reports.
4. All UNE DS3 to SPA DS3 conversions, regardless of the number of circuits, will be project managed.
5. A converted circuit will have a different circuit ID (if it is a non-channelized circuit) and service establishment date from the original circuit. The following changes to a Common Language Circuit ID Serial Number (CLS) circuit identity will occur: UNE (H\*FU) to SPA (H\*GS). (The \* in the CLS ID will be replaced with the correct character relative to the level of service involved.) The service establishment date will be the date the new circuit was converted, i.e. installed. Efforts will be made to reuse the numeric characters of the existing UNE CLS circuit as possible.
6. Channelized circuit IDs will not change upon conversion from UNE to SPA.
7. Only the circuit ID (if non-channelized), the Class of Service, and the billed USOC elements will be changed.
8. The CLEC will be required to submit appropriate SPA commitment plan information for DS1s and DS3s converted from UNE to SPA, otherwise they will be billed at month to month rates. The CLEC should contact its AT&T Account Team to increase the Area Commitment Plan (ACP) commitments and to place DS3s under the Transport Payment Plan (TPP).

**UNE to SPA** **Conversion Process for Requests with 14 or less UNE Elements/Circuits to be converted-DS1 and Dark Fiber only**

**(No Facility Rearrangement Required)**

To convert existing UNEs to SPA services, the steps below must be followed. If the facility involves channelization, a CLEC must convert the lower level services first, and then convert the higher-level service.

1. CLEC signs amended ICA, which includes UNE to SPA conversion language, working with the AT&T negotiation team.
2. If a CLEC requests less than 15 UNE DS1 or Dark Fiber circuits to be converted from UNE to SPA, the request will be handled by the AT&T Interconnection Carrier Service Center (ICSC) using Access Service Requests (ASRs). All applicable ASR rules and guidelines shall apply.
3. The ICSC will issue all appropriate orders including the disconnect order so the CLEC does not need to issue a disconnect LSR.
4. CLEC must send an email that includes the ASR # (s) or PON (s) to Account Manager of the ASR #(s) or PON (s). Account Manager will work with Customer Care who verify that ASR (s) information is correct. CLEC may use CAFÉ for issuance of its ASR if applicable.
5. CLEC must include a project ID on the ASR that starts with U2S, then the CLEC ACNA, then MMDDYY of the date of submission of the ASR, and then CLEC completes the project ID with 4 unique numbers or letters that it selects.

 Example: U2SABC011506XXXX

1. When the CLEC sends in the ASR, where less than 15 UNE circuits/elements are being converted, it must include in the remarks section the UNE circuit ID (s) being converted.
2. A converted circuit will have a different circuit ID (if it is a non-channelized circuit) and service establishment date from the original circuit. The following changes to a Common Language Circuit ID Serial Number (CLS) circuit identity will occur: UNE (H\*FU) to SPA (H\*GS). (The \* in the CLS ID will be replaced with the correct character relative to the level of service involved.) The service establishment date will be the date the new circuit was converted, i.e. installed. Efforts will be made to reuse the numeric characters of the existing UNE CLS circuit as possible.
3. Channelized circuit IDs will not change upon conversion from UNE to SPA.
4. Only the circuit ID (if it is non-channelized), the Class of Service, and the billed USOC elements will be changed.
5. The CLEC will be required to submit appropriate SPA commitment plan information for DS1s and DS3s converted from UNE to SPA, otherwise it will be billed at month to month rates. The CLEC should contact its AT&T Account Team to increase the Area Commitment Plan (ACP) commitments and to place DS3s under the Transport Payment Plan (TPP).

**Service** **Rearrangements**

The CLEC has three options for UNE to SPA conversions that also require service rearrangements, consisting of moving one end of a CLEC purchased circuit to a different location:

1. The CLEC may rearrange the UNE circuit prior to conversion and pay the applicable charges set forth in the CLEC’s interconnection agreement. Conversion of the previously rearranged circuit will constitute a conversion as described above.

2. The CLEC may convert the UNE circuit to SPA as described above, and thereafter rearrange the SPA circuit pursuant to the rates, terms and conditions set forth in the SPA tariff.

3. The CLEC may request a UNE to SPA conversion that includes service rearrangements, which is considered a request for issuance of new service and disconnection of an existing service. In this instance, UNE disconnect charges or other termination charges set forth in the interconnection agreement as well as all associated non-recurring charges for installation of the new circuit will apply. These requests do not constitute switch as is conversions as described in the conversion section above. The minimum billing period applies to the disconnection of existing facilities. A new minimum billing period begins upon the issuance of new service. The CLEC must submit these rearrangement requests on an individual request by first submitting an ASR to the ICSC to add the new SPA circuit, and then submitting the UNE LSR to the LCSC to disconnect the existing service. The orders will not be related together.

## Billing Information

All UNEs converted to a SPA service, whether or not rearranged, will be billed at the applicable tariff rates. Refer to your ICA for applicable conversion charges.