AT&T STRUCTURE ACCESS

NJUNS Make-Ready Process

Job Aid for External Affected Attachers

Purpose Explain how AT&T will use NJUNS to notify affected attachers of make-ready work, what information to review, and how to complete and document the assigned work step.

At a Glance

1 REVIEW	2 PERFORM	3 UPDATE
Open the pole-specific ticket and verify your company, pole, work details, sequence, interval, and attachment.	Perform only the make-ready work assigned to your company, in the order shown on the ticket.	Record completion in NJUNS, add useful notes or supporting documents, and advance the step as required.

How AT&T Will Use NJUNS

- AT&T will create one NJUNS make-ready ticket for each affected AT&T pole. Multiple poles will not be combined into one ticket.
- Each existing attacher with make-ready work will receive a separate step assigned to its NJUNS member code.
- The steps will be arranged in the order the work is expected to occur in the field.
- After existing-attacher make-ready steps, the applicant will have an Attach step.
- The approved make-ready file will be uploaded to the ticket and will provide the pole-specific work details referenced by the ticket remarks.

What to Look For on Every Ticket

NJUNS field or item	What you should see	What to verify
Reference ID	AT&T Waldo pole ID	Use this value to match the ticket to the same Waldo pole ID in the approved make-ready file.
Pole/Asset #	AT&T Waldo pole ID	Confirm it matches the Reference ID and the correct pole in the approved file.
Misc ID	ASAC order code	Use this value when coordinating questions with AT&T or the applicant.
Latitude / Longitude	Pole coordinates	Confirm the coordinates correspond to the ticketed pole before dispatching work.
Assigned member	Your correct NJUNS company/member code	Verify the step is assigned to the correct legal entity and geographic member code.
Step type and sequence	Your make-ready work step in field order	Do not begin out of sequence. Review preceding steps and ticket status first.

NJUNS field or item	What you should see	What to verify
Interval / due timing	Time allotted for your assigned step	Use the NJUNS step dates and interval as the controlling workflow dates unless AT&T provides written clarification.
Reimbursable status	REIMBURSABLE: Yes or No	If Yes, the remarks should also identify the cost-causer contact name and email address.
Approved make-ready file	Attachment uploaded to the ticket	Find your company and the matching Waldo pole ID to determine the exact work to be performed.
Applicant / Copy party	Applicant included for ticket visibility	This party is copied for visibility and is not necessarily assigned your work step.

How to Read the Ticket Remarks

Expected remarks format

REIMBURSABLE: [Yes/No]
Cost Causer: [Contact Name] | [Email Address]
Work Details: Match the AT&T Waldo pole ID in the Reference ID and/or Pole/Asset # to the same Waldo pole ID in the attached approved make-ready file. Use the matched pole record to identify the work required for your company.

Affected Attacher Procedure

1

Open and identify the ticket
Confirm the ticket is assigned to your organization and note the NJUNS ticket number, AT&T Waldo pole ID, ASAC order code, and pole coordinates.

2

Match the pole to the approved file
Open the attached approved make-ready file. Match the ticket Reference ID or Pole/Asset # to the same AT&T Waldo pole ID in the file.

3

Locate your company's work
Review the matched pole record and identify the make-ready work assigned to your company. Do not rely on the ticket title alone for construction details.

4

Verify sequence and timing
Confirm your step's position, status, interval, and dates. Make sure prerequisite steps are complete before beginning work.

5

Perform the assigned work
Complete only the work assigned to your company, using applicable safety requirements, engineering instructions, and field practices.

6

Document completion in NJUNS
Update the assigned step promptly. Enter a clear completion note and attach supporting information when appropriate, such as a work-completion record or field documentation.

7

Escalate discrepancies before work
Contact the AT&T point of contact shown through the request process if the pole ID, location, company assignment, approved file, work description, timing, or reimbursable status is missing or inconsistent.

Stop and Ask for Clarification If

- The Reference ID and Pole/Asset # do not match.
- The attached file does not contain the ticketed Waldo pole ID.
- Your company is assigned a step but no work is shown for your company in the approved file.
- The ticket is assigned to the wrong company or NJUNS member code.
- The pole coordinates or location appear incorrect.
- The reimbursable designation or cost-causer contact information is missing when reimbursement is expected.
- A prerequisite step is incomplete, but your step appears ready to begin.

Final Check Before Advancing Your Step

☐ Correct pole and Waldo ID confirmed	☐ Correct company/member code confirmed
☐ Approved file reviewed	☐ Assigned work completed
☐ Field sequence followed	☐ Completion date and note entered
☐ Supporting document attached, when applicable	☐ Any discrepancy resolved with AT&T

Important: NJUNS is the workflow and notification record. The approved make-ready file is the source for the pole-specific work details. Always match the ticket to the approved file using the AT&T Waldo pole ID.