**AESP Migration Request Process**

*This document outlines the process AT&T Incumbent Local Exchange Companies (AT&T ILECs) will follow when migrating their end user’s 9-1-1 traffic and Automatic Location Information to Alternate Emergency Service Providers (AESPs).*

*Please note: this process applies only to AT&T ILECs. Other AT&T affiliates such as AT&T’s Mobility and Competitive Local Exchange Carrier (CLEC) affiliates do not use this process. AESP should contact those affiliates directly to discuss their individual migration processes. This document’s use of AT&T refers only to AT&T ILECs.*

**Background**

An AESP Migration is a change in 9-1-1 Service Provider for a jurisdiction (municipality, county, region, state) as chosen by the 9-1-1 Authority. AESP Migrations require all Originating Service Providers (OSPs) within the 9-1-1 Authority’s jurisdiction to load subscriber data and establish network connectivity for the delivery of their end user’s 9-1-1 calls to the new 9-1-1 Service Provider.

**AESP Migrations Mailbox**

AT&T needs documentation (addressed below) from AESPs so that AT&T can assign project management resources to the migration. AT&T has established a dedicated email address as the front door, single point of entry for all AESP migration requests. The dedicated email address is:

Mailbox: AESPMigrations@att.com

**Required Documentation**

* *AESP Carrier Change Notification Letter (CCN)*
	+ Industry-standard notification of network change. This is an AESP-created document that lists impacted jurisdiction(s), services changing, AESP Single Point of Contact, and estimated timeframe for migration
* *9-1-1 Authority Letter of Authorization (LOA)*
	+ This document is created by the 9-1-1 Authority announcing its designation of AESP as the new 9-1-1 service provider. This document authorizes AESP to act on the 9-1-1 Authority’s behalf and provides signed authorization for OSPs, including AT&T, to share network details with AESP as appropriate
* *AT&T Network Transition Planning Form & Network Diagram*
	+ This AT&T planning form standardizes the information AT&T needs to develop its project planning. This form is available from both AT&T CLEC Online and AT&T Prime Access. Please note that this document also includes a request for an AESP-created network diagram that is unique for each AESP showing the AESP-to-AT&T network design AESP is requesting. If AESP is implementing its migration in phases, AESP should provide the planned timeline and network design for each phase.
* In addition to the above documents, AESP and AT&T must agree to the business and network connection rules under which they will operate. AT&T prefers a commercially-negotiated agreement and AESP should contact AT&T’s Contract Negotiation team at m41654@att.com to begin negotiations.

**Process Steps to initiate an AESP Migration with AT&T**

1. AESP submits its request for an AT&T Migration project manager along with its related documentation. AESP should submit this request and documentation in a single email to the AT&T dedicated AESP Migrations Mailbox: AESPMigrations@att.com. The documentation accompanying AESP’s request must include each of the following:
	* + AESP Carrier Change Notification Letter (CCN)
		+ 9-1-1 Authority Letter of Authorization (LOA)
		+ Network Transition Planning Form (TPF)
		+ Network Diagram
	* Missing or incomplete documentation in the initial request will delay migration planning. A complete TPF and Network Diagram are especially important. Without these documents, AT&T cannot create a migration plan.
2. AT&T will confirm whether the terms and conditions for interconnection and 9-1-1 call handling have been finalized between AT&T and AESP for the area covered by the current request.
	* Until the terms and conditions are finalized, AT&T will direct AESP to the Contract Negotiations mailbox (m41654@att.com) to manage the negotiation process
3. AT&T will notify AESP of the results of AT&T’s review of AESP’s request or reason for delay in project manager assignment as appropriate.