DESCRIPTION OF VERIZON 'DISCONNECT AND PORT OUT ONLY' WORK ACTIVITIES

Step 1	Receive Local Service Request ("LSR") from CLEC via Request Manager and print, review, type and confirm the order request for Disconnect and Port Out Only.
Step 2	Verify requested port is a working telephone number in a Verizon switch.
Step 3	Respond to and/or reject CLEC's pending LSR.
Step 4	Issue work order and distribute to appropriate Verizon work centers.
Step 5	Send LSC/LR to CLEC confirming Port Out Only request via Firm Order Confirmation ("FOC").
Step 6	Process any supplemental LSRs to change the due date or any cancellation LSRs.
Step 7	Send "create subscription" message to NPAC notifying NPAC of pending order.
Step 8	Place 10 digit trigger [1] for porting the telephone number.
Step 9	Disconnect end user customer's telephone number from Verizon switch at 11:59PM on Due Date.
Step 10	Render final bill to Verizon end user customer, unlock E-911 record and remove directory listing.

[1] An unconditional 10 digit trigger is a switch line translation that when applied forces an LNP database query. The unconditional 10 digit trigger allows calls to complete to the newly ported number without requiring the simultaneous disconnect of the number from the old network service provider switch.