#### DFDT and CHC in VFO – Job aid

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| Overview | This job-aid is to assist with when and how to populate the CHC and DFDT fields in EASE VFO. |

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| Coordinated Hot Cut (CHC | The CHC (**Coordinated Hot Cut)** field is populated with a **Y** when an untimed coordination is required. This is a required field when the Req Typ is BB (port with a loop). This field is prohibited on some order types. Refer to the table below.

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| **Req Typ** | **Activity** | **CHC**  |
| AB | N, V | Optional |
| BB | V | Required |
| All other Requests | All Activities | Prohibited**Note:** If coordination is required - a timed hot cut (DFDT) may be requested when installing or moving lines. Additional charges may apply.  |

**Note 1:** When CHC is requested (without a DFDT) – the loop is installed and the technician informs the Coordination Desk who in turn informs the CLEC’s Implementation Contact. **Note 2**: If a **timed cut** is requested the DFDT field must also be populated.  |

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| Desired Frame Due Time (DFDT) | Timed Hot Cuts require the preferred time to be entered on the LSR DFDT field. The entry is 4 digits for the time – followed by AM or PM.**Example:**DFDT **0900AM (**The time reflects the local time of the end user location)* The CLEC must also contact the Coordination Desk at:

 800-351-5731, **48 hours before the due date** to schedule a firm time for the Hot Cut activity. * Within an hour of the agreed-upon time, the Coordination Desk will contact the CLEC to initiate the Hot Cut process. Both groups will perform their provisioning activities at the same time.

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| **Req Typ** | **Activity** | **DFDT** |
| G, H J | All | Prohibited |
| All other Request Types | All  | Optional  |

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