

BELL SYSTEM PRACTICES — PNB ADMINISTRATION

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1. GENERAL

1.01 This section outlines responsibilities for administration of Bell System Practices (BSPs) in the Pacific Northwest Bell Telephone Company.

1.02 This section is reissued to reflect PNB's restructure of our Company into the three basic Service Segments (Residence, Business, and Network) and the revision of Forms P-7212 and P-7216. Since this reissue is a general revision, no revision arrows have been used to denote significant changes.

1.03 The District Staff Manager — Corporate Results, in the Planning and Operations Department, has the administrative responsibility for all 9-Digit Series of BSPs in PNB and in this section will be referred to as the District Staff Manager — BSPs. The District Staff Manager — BSPs has appointed a Staff Manager — BSPs as the official BSP Coordinator for PNB.

1.04 Each Segment Staff and some individual Departments, when necessary, will have a BSP Coordinator appointed to serve their groups. (See paragraph 2.02.)

1.05 In general, sections, addenda, appendixes, or supplements, prepared by the PNB BSP writers, deal with local administration, routines, special conditions, or subjects not covered in AT&T Company Standard BSPs.

Note: Section 000-010-010, Bell System Practices — 9-Digit Series outlines the general plan for the 9-Digit Series of BSPs.

1.06 All PNB written BSPs are suffixed PN and are assigned key numbers 900 through 999 as the last three digits (XXX-XXX-900PN through 999PN). All PNB written addenda, appendixes, and supplements will have the same number as the AT&T or PNB section they supplement and be suffixed PN.

2. BSP COORDINATOR'S RESPONSIBILITIES

2.01 *PNB BSP Coordinator* — The BSP Coordinator for PNB is responsible for the following:

(a) Representing PNB and maintaining liaison with all other Operating Companies and AT&T in BSP matters.

(b) Managing the BSP Writers Group in the following activities:

- Writing BSP sections, addenda, and appendixes in AT&T standard format as outlined in the AT&T BSP Writer's Guide.

- Approving BSP-PN draft sections, addenda, and appendixes for Comment Approval routing.

- Approving BSP-PN Standard sections, addenda and appendixes for Final Approval routing.

(c) Processing all AT&T Company Standard BSPs — Advance Printings through the primary responsible Services Segment Staff(s) for their approval for standardization and distribution in PNB. The Services Segment Staffs shall issue P-7212 forms for any AT&T section that requires a supplement (PN addendum or PN appendix).

NOTICE

Not for use or disclosure outside the Bell System except under written agreement.

- (d) Administering the ordering and distribution of BSPs as covered in Section 000-010-902PN, Ordering, Distribution, and Maintenance of BSPs and Other Bell System Printed Material.
- (e) Notifying AT&T of needed changes or corrections relating to AT&T Company Standard BSPs as covered in Section 000-010-015, How To Comment On BSPs.

2.02 **Segment and Departmental BSP Coordinators** — The Segment and Departmental BSP Coordinators are responsible for the following:

- (a) Reviewing Forms P-7212 submitted within their departments and obtaining their District Staff Manager's approval before forwarding them on to the PNB BSP Coordinator.
- (b) Authorizing orders submitted on Form P-3056, Order for Practices and Instructions, for new libraries and giving approval to any other orders (changing distribution codes and one-time) exceeding \$100. See Section 000-010-902PN for instruction on Form P-3056.

3. **FORM P-7212 — BELL SYSTEM PRACTICES — COMMENTS, INQUIRIES, OR RECOMMENDATIONS**

3.01 Form P-7212 (Figure 1) is a prenumbered 4-part snapout form, and is used to refer comments, inquiries, and recommendations on Bell System Practices to the PNB BSP Coordinator.

Note: Supporting information clarifying the nature and the need for changes should be included in the "Action Requested" space. If a new section is requested, the proposed text of the practice must be included. It is not necessary to have the proposed text in BSP format.

3.02 The originator of Form P-7212, after completing the required entries, shall remove the Originators Copy (goldenrod). The remaining snapout pages shall be forwarded on through the lines of organization to their Segment or Departmental District Staff Manager for approval before being forwarded to the District Staff Manager-BSPs.

Note: The Segment or Departmental District Staff Manager should have all P-7212 requests evaluated to determine that the requests are valid and accurate before approving.

3.03 The PNB BSP Coordinator will process the P-7212 requests and, if required, refer them back to the appropriate Segment or Departmental Staff group(s) for assistance. After the disposition of the P-7212 has been completed the PNB BSP Coordinator will take the Completion Copy (yellow) and enter the disposition on it and return it to the originator through the lines of organization.

4. **PNB BSPs — PREPARATION, ISSUE, AND DISTRIBUTION**

4.01 The PNB BSP Coordinator will assign the approved P-7212 forms to the BSP writers. The writers will complete the practices in the AT&T standard format as outlined in the AT&T BSP Writer's Guide.

Note: Any PN BSP Network Administration sections are written by the Network Services Staff Methods and Practices group. They are also responsible for obtaining "Final Publication Approvals." The PNB BSP Coordinator's group will make the arrangements for publishing (distributing) them in PNB.

4.02 The BSP Writers are responsible for the following:

- (a) Working with the primary responsible staff group(s) in obtaining the necessary information to write a draft copy.
- (b) Obtaining Comment Approval(s) of the draft copy from primary responsible District Staff Manager(s).

The draft copy is attached to a memorandum "Request For Comments" (Figure 2).

- (c) Evaluating the replies of the "Request For Comments" and incorporating the necessary comment replies when writing the PN BSPs in the standard AT&T BSP format.
- (d) Obtaining "Final Publication Approval(s)" of the PN BSPs from the primary responsible Division Staff Manager(s).

The PN BSP is attached to Form P-7216, Request For Approval of PNB BSPs (Figure 3).

- (e) Arranging for publication of PN BSPs on a PN BSP Release through the Centralized Distribution Center, Seattle.

Note: Generally the normal intervals for publishing a PN BSP are:

<i>Procedures</i>	<i>Intervals</i>
1. Draft writing, typing and Comment Approval.	4 Weeks
2. Final writing, typing, and Final Approval. Any art work (figures and tables) and forms will require more time.	4 Weeks
3. Publication distribution on PN Release.	<u>3 Weeks</u>
Total	11 Weeks

5. PNB — BSP WRITING STATUS REPORT

5.01 The PNB BSP Coordinator issues a Quarterly BSP Status Report to the Division Staff Managers, which includes the status of each P-7212 request received by the BSP group.

5.02 The Status Report indicates: (1) the BSP number, (2) P-7212 number, (3) subject and title, (4) the date the practice was assigned and (5) present progress or action by the following status codes:

Status Codes

1. Under Evaluation
2. In Process (Writing)
3. Completed-Publication Pending
4. Completed and Published
5. Referred to AT&T
6. Practice Cancelled

7. P-7212 Cancelled

5.03 As each P-7212 is completed, it is closed out on the status report and removed from the succeeding report.

6. PNB STANDARDIZATION OF AT&T COMPANY STANDARD BSPs

6.01 AT&T Company Standard BSPs are standardized for distribution in PNB unless their content is contrary to PNB operating procedures.

6.02 The PNB BSP Coordinator receives AT&T BSP Advance Printings from AT&T. The Advance Printings include both Issue 1's and reissues.

6.03 A BSP Order Desk staff clerk processes the BSP Advance Printings and attaches a memorandum (Figure 4) to the Advance Printing(s). The Advance Printing is then forwarded to the primary responsibility staff group for review. The primary staff group should file the Advance Printing(s) in their BSP libraries until the AT&T section(s) are received.

6.04 The primary staff group will *immediately* advise the BSP group of any distribution code changes and if they wish a section made non-standard for PNB. The Indiana Publications Center (IPC) generally will, within two weeks, request the distribution codes assigned to the "Advance Printings."

6.05 AT&T standard BSPs made non-standard for PNB will be listed on the PNB Division Numerical Indices as NOT STANDARD FOR PNB.

6.06 If the primary staff group wishes an addendum, appendix, or PN replacement section issued they will submit a P-7212 request to the PNB BSP Coordinator.

7. ORDERING INFORMATION (P-7212)

7.01 The P-7212 (9-79) is listed in the PNB Forms Catalog.

Note: The old issue P-7212 (4-77) forms are to be thrown away and the new issue P-7212 (9-79) forms are only to be used.

BSP 000-010-900PN

BELL SYSTEM PRACTICES
Comments, Inquiries or Recommendations

Bell System Proprietary Information. Not
 for Publication or Outside Distribution.

No. _____

ROUTE TO:

- DISTRICT OFFICE: _____ DATE _____
- DIVISION OFFICE: _____ DATE _____
- SEGMENT STAFF: _____ DATE _____
- DIST. STAFF MGR—BSPs - 1600 BELL PLAZA, RM 2706, SEATTLE, WA 98191

ORIGINATOR - COMPLETE ENTRIES AND CHECK APPROPRIATE BOXES					
NAME	TITLE	SEGMENT			
ADDRESS	CITY	STATE-ZIP	TEL. NO.		
BSP NO.	ISSUE	<input type="checkbox"/> NEW <input type="checkbox"/> REVISE <input type="checkbox"/> CANCEL <input type="checkbox"/> OTHER			
TITLE			ACTION REQUEST		
			<input type="checkbox"/> URGENT		
			<input type="checkbox"/> NECESSARY		
ACTION REQUESTED (INCLUDE DATE NEEDED AND WHY)					<input type="checkbox"/> ATTACHMENT
ORIGINATOR'S SIGNATURE		DATE	APPROVED - SEGMENT STAFF DISTRICT LEVEL		DATE
TO BE COMPLETED BY PNB BSP COORDINATOR					
REFERRED TO			STAFF		DATE
COMMENTS					<input type="checkbox"/> ATTACHMENT
ASSIGNED TO WRITER		TEL. NO.	DATE	COMPLETED	
				DATE	

Forward remaining copies with carbons intact.

ORIGINATOR'S COPY

Fig. 1 — Form P 7212

Request for Comments

Section

Seattle,

MEMORANDUM FOR

The attached BSP is forwarded for your review and comments.

Please advise Bill Graham on (206) 345-4327 by _____ whether you approve of the BSP Comment Copy or if you wish to make any changes. Major changes should be made on the BSP Comment Copy and returned to Bill at 1600 Bell Plaza - Room 2706, Seattle, Wash. 98191.

D. E. WARRICK

Attachment

EWG:cgo

This memorandum has been sent to:

Fig. 2 — Request for Comments



Pacific Northwest Bell

P7216 (9-77)

Request For Approval Of PNB-Bell System Practices

Date _____
The attached Section _____ Issue _____
is for your review and approval. Please return by _____

Approved:

_____	Signature _____	Date _____
District Staff Manager		
_____	Signature _____	Date _____
District Staff Manager		
_____	Signature _____	Date _____
District Staff Manager		
_____	Signature _____	Date _____
Division Staff Manager		

Section Title: _____

Synopsis: _____

Approval copies sent to:

Div _____
Dist _____

Div _____
Dist _____

Div _____
Dist _____

Div _____
Dist _____

Distribution Codes Assigned: _____

For questions call _____ on _____

Additional copies sent to:

Return to:
District Staff Manager - BSP's
Room 2705
Sixteen Hundred Bell Plaza
Seattle, Wash. 98191

Fig. 3 — Form P 7216

BSP's - Advance Printings, Issue 1's

Seattle, _____

MEMORANDUM FOR _____ :

The attached BSP Advance Printing section(s) appears to pertain primarily to your area of staff responsibilities and we would like your assistance in assigning the distribution codes.

We have entered the distribution codes, at the top of each section, that our records show are assigned to their respective Numerical Division Indices and Layers.

Distribution coding information on Issue 1's, generally, must be forwarded to the Indiana Publications Center within two weeks after we receive the Advance Printing sections.

If you wish to make any changes in the distribution codes shown, or if a section should be made not-standard for use in PNB, please enter the information at the bottom of this memorandum and return it to Bill Graham, at Room 2706 Bell Plaza, within one week of the above date.

W. T. LEFLEY
Staff Manager - BSP's

EWG:cgo

Attachment(s)

Practice #

Change

Practice #	Change

Fig. 4 — BSP's Advance Printing Memorandum