

**ORDERING AND DISTRIBUTION OF
BELL SYSTEM PRACTICES FOR
PACIFIC COMPANY AND NEVADA BELL**

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1. GENERAL

1.01 This section explains how to order Bell System Practices (BSPs) from the Pacific Company (PAC) Documentation Coordinator.

1.02 It is reissued to update the ordering procedures for Coded Distribution and One-Time Orders for BSPs.

Note: Marginal arrows used to denote changes are omitted.

2. DEFINITIONS

2.01 When ordering BSPs on Coded Distribution or One-Time Orders, the following terms are used:

(a) **Coded Distribution:** A computerized distribution system that permits efficient ordering of BSPs through the use of 3-character distribution codes.

(b) **Distribution Code:** The Coded Distribution plan is predicated on the concept that practices are written to define specific procedures (ie, tasks) to be performed and user need is generally task oriented. Needed practices are ordered by a 3-character distribution code composed of a single alpha (excluding I, O, and Z), identifying subject category, followed by two numerics identifying specific tasks within that subject.

(c) **Location Number:** A unique 7-character number used to identify a particular record file holder. The configuration of the 7-digit number is defined in Table A.

(d) **One-Time Orders:** Items ordered are shipped only once with no subsequent automatic shipment of revisions. This type of order is used when it is necessary to order individual practices or groups of practices for some nonrecurring purpose such as:

- (1) Establishing a file for a new location being placed on standing order.

NOTICE

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

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- (2) Replacing missing or damaged file copies.
- (e) **Standing Orders:** This type of order will authorize automatic distribution of all new or revised issues, and new or revised addenda and appendixes to designated locations as they are released.
- (f) **Stored Program Control System (SPCS) Practices:** Practices that contain specially sensitive proprietary information and are to be distributed only to qualified recipients with a documented need to know. Section 000-010-021 explains SPCS sections in detail. These sections are identified in the numerical indexes by the asterisk (*) symbol.

**TABLE A
LOCATION NUMBERING**

CHARACTER	DEFINITION
1st Digit	B = Bell System Practices — Coded Distribution
2nd Digit	Geographical Location N = Northern Region S = Southern Region V = Nevada
3rd Digit	Segment B = Business N = Network R = Residence S = Staff
4th to 7th Digit	Sequentially assigned number.

3. FORM GA 1320-FA

3.01 Form GA 1320-FA is a six-part assembly:

- (a) **Original — WECO (Yellow)** — The original is sent to Western Electric (WECO) upon completion of the ordering process by the Documentation Coordinator.
- (b) **2nd Copy — Documentation Coordinator (Pink)** — This copy is retained by the Documentation Coordinator's Office. It is the record of work completed.

- (c) **3rd Copy — CDC (Goldenrod)** — This copy is sent to the Centralized Distribution Center (CDC) by the Documentation Coordinator for Local Practices only upon completion of the ordering process.
- (d) **4th Copy — Invoice Office (Green)** — This copy is sent to one of the two Invoice Offices by the Documentation Coordinator upon completion of the ordering process.
- (e) **5th Copy — Confirmation (Blue)** — This copy is returned to the addressee upon completion of the ordering process by the Documentation Coordinator.
- (f) **6th Copy — Originator (White)** — This copy is retained by the originator. The preprinted order number may be used to trace the status of the order.

4. PLACING A ONE-TIME ORDER

4.01 Two types of one-time orders can be placed through the Coded Distribution system: conventional one-time orders and merged code orders.

- (a) **Conventional one-time orders:** These orders are placed by quoting the practice numbers and the quantities required. Orders can be placed for individual practices (9-digit number) or for the entire group of practices within a "Division" (first three digits), or for the entire group of practices with a "Division Layer" (first four digits). See Exhibit 1 for preparation of Form GA 1320-FA.
- (b) **Merged code orders:** When establishing a file for a new location being placed on standing order, or when adding a distribution code to an existing location, a one-time order is usually submitted with it to arrange for shipment of initial file requirements. Instead of listing all the practice numbers needed, it is much more convenient to quote only the distribution codes to receive all practices associated with the specific codes. See Exhibit 2 for preparation of Form GA 1320-FA.

4.02 Individual practices, divisions, division layers and distribution codes must be listed consecutively in numerical order. American Telephone

and Telegraph Company (AT&T), PAC and Long Lines (LL) practices may all be included on one GA 1320-FA. Individual practices must, however, be identified as "PT" or "LL" following each number. All practices listed without these letter suffixes will be considered AT&T practices.

4.03 If there is an "Addendum" to an individual BSP, the addendum will be automatically supplied. If the "Addendum" is the ordered BSP, the main section will also be distributed.

5. PLACING, CHANGING OR CANCELLING A STANDING ORDER

5.01 Automatic distribution of BSPs is accomplished by the use of distribution codes only. Section 000-010-904PT describes the composition of each of the codes and explains which codes to use to receive the required BSPs.

5.02 The Documentation Coordinator is responsible for establishing and changing employee distribution requirement records and is responsible for maintaining a PAC/Nevada Bell master file of BSP requirements for all employees on coded distribution in the Company and Nevada Bell.

5.03 It is the responsibility of the individual file holder to notify the Documentation Coordinator when there has been a change of address or change in accounting information.

5.04 Exhibits 2 through 7 show how Form GA 1320-FA should be prepared to establish, change or cancel distribution requirements.

6. APPROVING FORM GA 1320-FA

6.01 Any management employee may approve an order for BSPs, either One-Time or Standing Orders, with the exception of orders for SPCS practices. The form must be approved by District Manager or higher and *MUST* have the following statement:

"Requirements Verified On The Basis Of A Need To Know."

6.02 When the order has passed all edit requirements for accuracy of accounting information and availability of practices, the Documentation Coordinator will approve the order.

7. HEADER STATUS REPORTS

7.01 The Documentation Coordinator's Office will receive a "Header Status Report" for each location on standing order for BSPs. The original will remain in the Documentation Coordinator's office, the second copy will be sent to the location.

7.02 This copy should be kept in file for ready reference for any activity on the location. It lists the address of the location, the location number and the distribution codes. (See Exhibit 8 for detailed information.)

7.03 If at any time there is change to the location, be sure to fill out the GA 1320-FA the same way the Header Status Report appears.

7.04 A copy of the Header Status Report will be sent to the location whenever there has been a change in distribution requirements or in the addressee information.

8. LOCATION STATUS REPORTS

8.01 A Location Status Report is produced when a location is first established for distribution of BSPs and when there is a change in the distribution codes.

8.02 The Location Status Report is a listing of all individual BSPs a location is to have in file. A status report should be requested every 6 months as an aid in keeping the location BSP file up to date. (See Exhibit 9 for detailed information.)

9. DISTRIBUTION OF BELL SYSTEM PRACTICES

9.01 All BSPs, other than PAC (PT) practices, are distributed by the Information Distribution Center, Indianapolis. PAC practices are distributed by the CDC, San Francisco.

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9.02 Conventional one-time orders should be received within 20 working days from the date of input. Rush orders, *NOT* air express, should be received within 10 working days from the date of input. Rush, air express orders should be received within 7 working days from the date of input.

9.03 Merge code, one-time orders should arrive 6 to 8 weeks from date of input. Merge codes *cannot* be ordered on a "Rush-Air Express" basis.

9.04 The date of input can be found at the bottom of the blue "confirmation" copy of the GA 1320-FA that is returned to the addressee. (See Fig. 1.)

Approved Signature			Title			Date	
Documentation Coordinator	Edited By	Input By	Input Date	Disk No.	File No.	To CDC	

2s
WECCO

**Confirmation of Order
Fig. 1**

- ① Quantity — Number of Copies of BSPs being distributed to location.
- ② Order Number — Requisition Number of the Standing Order.
- ③ Location No. — Number assigned by the Documentation Coordinator.
- ④ Addressee — Where the BSPs are being distributed.
- ⑤ Distribution Codes — Codes the location has requested.

IND-1-01 64 (1 74)

BELL SYSTEM PRINTED MATTER
HEADER STATUS REPORT

① QUANTITY 1	AREA SR	② ORDER NUMBER		③ LOCATION NO.	MC 0900	PAGE 1
		51	1	16269	BSR0150	

CHANGES EFFECTIVE **CL42** EFFECTIVE DATE **SP110981**
 THROUGH BSPM NO. ~~NEW LOCATION ADDED~~ ~~PAPER DIST. ONLY~~

ADDRESSEE PACIFIC TEL + TEL CO. 2PMPK RESIDENCE I+M LIB VMFD7 901 S RAYMOND AVE PASADENA CA 91105 7

DISTRIBUTION CODES

⑤ F21 F25 Q01

- ① Location Number
- ② Location Mailing Address
- ③ Distribution Codes for this Location
- ④ Bell System Practices distributed within selected Distribution Codes

LOCATION STATUS REPORT

1 NN 50 2 94032 BNN0031 1
 1749 04/26/82 *PACIFIC TEL + TEL CO. 13MPK
 PAPER LOCATION EQUIP SUPV SCC
 611 FOLSOM ST RM 360
 SAN FRANCISCO CA 94108 8

Note: When reading the Location Status Report be sure to read from LEFT to RIGHT each line of print, ie, 480-310-900 PT A, 518-451-228 02, 554-000-000 54, etc.

A02 A03 A04 A35 A37 A43 A50 A52 A54 A71 A74 A75 A76 A82 A85 N11 N12 N13 N14
 N52 N66

PRACTICE NUMBER	ISSUE	PRACTICE NUMBER	ISSUE
000-000-000	51	000-000-000 APP 01	PT P
000-000-001	21	000-000-005	04
000-000-006	03	000-000-007	01
000-010-010	07	000-010-010 APP 01	PT A
000-010-021	02	000-010-901	PT H
000-010-902	PT F	000-200-012	01
000-300-100	01	001-000-000	PT E
001-100-105	PT C	001-100-106	PT 0B
001-100-126	PT A	001-105-100	PT 0A
001-140-101 ADD	PT A	001-140-101	PT A
001-140-102 ADD	PT A	001-140-102	PT A
001-185-201 ADD	PT A	001-185-201	PT A
001-215-015 ADD	PT A	001-215-015	PT B
001-260-100	PT A	001-260-110	PT C
001-320-100	PT C	001-320-101	PT A
001-320-200	PT A	001-410-012	PT A
001-410-101	PT A	001-600-010	PT A
001-600-011 APP 01	PT A	001-600-011 APP 02	PT A
001-740-100	PT G	001-740-107	PT 0B
001-900-010	PT OC	001-900-100	PT C
001-920-102	PT H	001-920-400	PT OC
001-920-400 APP 00	PT OG	001-920-400 APP 01	PT 01
001-920-400 APP 03	PT A	001-920-400 APP 04	PT A
001-920-400 APP 05	PT 01	001-920-400 APP 06	PT 0A
001-920-400 APP 07	PT OC	001-920-401	PT D
001-920-402	PT B	001-920-403	PT B
001-920-404	PT B	001-920-405	PT D
001-920-406	PT B	001-920-407	PT C
001-920-408	PT B	001-920-409	PT B
001-920-410	PT B	001-920-412	PT B
001-920-418	PT A	001-920-419	PT D
001-920-420	PT C	001-920-421	PT D
001-920-422	PT D	001-920-423	PT E
001-923-416	PT A	002-000-000	PT V
002-100-301	PT B	002-100-912	PT 0B
002-200-910	PT A	002-300-900 ADD	PT A
002-300-900	PT A	002-300-900 APP 01	PT A
002-300-900 APP 03	PT A	002-300-912	PT B

Location Status Report
 Exhibit 9