

ORDERING AND DISTRIBUTION OF BELL SERVICE PRACTICES
AND OTHER TECHNICAL DOCUMENTATION FOR
PACIFIC BELL AND NEVADA BELL

Contents Page
1. GENERAL 2
2. DEFINITIONS 2
3. FORM GA 1320-FA 2
4. PLACING A ONE-TIME ORDER 3
5. PLACING, CHANGING, OR CANCELLING A STANDING ORDER 3
6. APPROVING FORM GA 1320-FA 4
7. DISTRIBUTION OF BELL SERVICE PRACTICES 4
8. OTHER TECHNICAL DOCUMENTS ORDERABLE ON A GA 1320-FA 4
9. DOCUMENTATION COORDINATOR'S RESPONSIBILITY 5
10. ORIGINATOR'S RESPONSIBILITY 6
11. MAILING INFORMATION 6
12. MISCELLANEOUS INFORMATION 7
EXHIBIT 1—ONE-TIME ONLY ORDER 8
EXHIBIT 2—ESTABLISHING NEW STANDING ORDER—INITIAL SHIPMENT REQUIRED 10
EXHIBIT 3—ADDING, DELETING, CHANGING REQUIREMENTS OR CHANGING STANDING ORDER RECIPIENT INFORMATION 12
EXHIBIT 4—CANCEL ENTIRE STANDING ORDER 14
EXHIBIT 5—AUTHORIZATION LETTER TO RECEIVE TECHNICAL ANALYSIS REPORTS (ARs) 16

NOTICE

Not for use or disclosure outside Pacific Bell/ Nevada Bell except under written agreement

SECTION 000-010-902PT

1. GENERAL

1.01 This section explains how to order Bell Service Practices (BSPs) and other technical documentation through Pacific Bell's Documentation Coordinator.

1.02 It is reissued to:

- Update the ordering procedures for Coded Distribution and One-Time Orders for BSPs.
- Add procedures for ordering Miscellaneous Printed Material, Program Documents, Drawings (AT&T); Technical Analysis Reports (ARs) and other Bellcore Documentation.
- Include the appropriate legend on Page 1 in accordance with Standard Instruction (SI) 178.

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, on a recurring basis, 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 and are usually task oriented to the user. The practices under each Distribution Code are generally related by subject matter. (See Section 000-010-904PT for further information regarding Distribution Codes.)
- (c) *One-Time Orders*: Items ordered are shipped only once with no recurring distribution of revisions.
- (d) *Standing Orders*: This type of order will authorize automatic distribution of all new and revised issues, and new or revised addenda and appendices to the standing order recipient as they are released.
- (e) *Order/Recipient Number*: A unique number assigned to a standing order customer for the purpose of identifying that specific customer account. This number is permanent until the customer requests that his/her standing order be cancelled.

3. FORM GA 1320-FA

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

- (a) **Original (Yellow)**—The original is retained by the Documentation Coordinator upon completion of the order process.
- (b) **2nd Copy—CDC (Goldenrod)**—This copy is sent to the Centralized Distribution Center (CDC) by the Documentation Coordinator when local practices (PTs) are ordered.
- (c) **3rd Copy—Confirmation (Blue)**—This copy is returned to the "Ship To" or "Remit Confirmation Copy To," as specified on GA 1320-FA, upon completion of the order process. On one-time orders, this copy must be kept until all items ordered are received. This copy must be kept 6 months after cancellation of a standing order.
- (d) **4th Copy—Originator (White)**—This copy is retained by the originator until receipt of the blue Confirmation copy.

4. PLACING A ONE-TIME ORDER

4.01 Two types of one-time orders can be placed:

(a) Conventional One-Time Orders—These orders are placed in three ways:

- (1) By individual 9-digit practice number,
- (2) By “Division” (first three digits) for entire group of practices within that “Division”, or
- (3) By “Division-Layer” (first four digits) for group of practices within that “Division-Layer”.

Note: See Exhibit 1 for the preparation of Form GA 1320-FA.

(b) *One-Time Orders by Distribution Code*—When a standing order is placed, the initial shipment for requirements may be requested at the same time. This is done by listing the required distribution code(s) instead of the individual 9-digit practice number(s). See Exhibit 2 for the preparation of Form GA 1320-FA.

4.02 Individual practices, divisions, division-layers, and distribution codes *must* be listed consecutively and in numerical order. American Telephone and Telegraph Company (AT&T), Bellcore (BR), and Pacific Bell (PT) practices may be ordered on the same GA 1320-FA. However, individual practice numbers must be identified by “BR” or “PT” following each number. Practice numbers without these identifiers will be considered AT&T practices.

4.03 Addendums will be automatically supplied when the main document (BSP) is ordered. If only the “Addendum” is required, it must be so noted (i.e., 231-001-101 ADD).

5. PLACING, CHANGING, OR CANCELLING A STANDING ORDER

5.01 Standing Orders may be placed in four ways:

- By Distribution Codes
- By Division (3 digits)
- By Division-Layer (4 digits)
- By specific 9-digit practice number

Note: See Exhibit 2 for the preparation of Form GA 1320-FA.

5.02 Only AT&T practices are available on standing order as listed in Section 5.01. Bellcore practices are available on standing order by Distribution Code only.

5.03 Standing orders for Technical References (TRs) and Special Reports (SRs) from Bellcore, are established by the use of Job Specific Codes. You must contact the Documentation Coordinator on 415-823-6327 in order to obtain the correct code before submitting Form GA 1320-FA.

5.04 The Documentation Coordinator requires that a GA 1320-FA be submitted whenever changes of any kind occur on a standing order, including cancellation of the standing order. (See Exhibits 3 and 4 for the preparation of Form GA 1320-FA.)

5.05 After a standing order has been established, Program Documents and Drawings from AT&T should be ordered on a separate GA 1320-FA than other documentation.

SECTION 000-010-902PT

6. APPROVING FORM GA 1320-FA

6.01 Each order *must* contain the appropriate management level of approval. The following is a list of approval limits (cost of entire order) by level:

<i>LEVEL</i>	<i>LIMIT</i>
4th Level and Above	No Limit
3rd Level	\$5000
2nd Level	\$500
1st Level	\$200

6.02 The Documentation Coordinator will edit each order for availability and appropriate management approval signature. Once editing has been completed, the Documentation Coordinator will approve the order for processing or return it to the originator if any discrepancies are encountered.

7. DISTRIBUTION OF BELL SERVICE PRACTICES

7.01 AT&T practices are distributed by AT&T's Customer Information Center (CIC) in Indianapolis, Indiana; Bellcore practices are distributed by Bell Communications Research in Piscataway, New Jersey; local practices (PTs) are distributed by the Centralized Distribution Center in Oakland.

7.02 The Documentation Coordinator will accept *expedite* (overnight) orders over the phone on an *emergency basis only*. All expedite orders will require a confirming GA 1320-FA with District Level approval. Mark "Check If Confirming Order" on GA 1320-FA (upper left hand corner of form) to avoid duplication.

7.03 One-time orders placed on a "No Rush" basis should be received within 20 working days from the date of input. "Rush" orders should be received within 10 working days from the date of input. "Rush Air" orders should be received within 7 calendar days from the date of input. (Variations may occur due to availability.)

7.04 Initial orders placed in conjunction with a Distribution Code should arrive 2 to 3 weeks from date of input.

7.05 The date of input can be found at the bottom of the blue Confirmation copy of the GA 1320-FA upon its return by the Documentation Coordinator. (See Figure 1.)

8. OTHER TECHNICAL DOCUMENTS ORDERABLE ON A GA-1320-FA

8.01 *Generic Program Documents*—Documents associated with specific switching systems and their generics.

8.02 *Engineering Drawings*—Drawings that illustrate specific systems.

8.03 *PB/NB Publications*—Pacific Bell/Nevada Bell Technical References (PUBS).

8.04 *Technical Analysis Reports (ARs)*—These reports contain *proprietary* technical analysis information. To obtain, a letter of authorization with District Manager approval must be on file in the Information Exchange Office. This letter will be verified annually by the Information Exchange Coordinator for validity. (See Exhibit 5 for sample letter.)

Edited By/Date	Input By	Input Date	Disk Number	Vendor	To CDC	Customer Order Number
----------------	----------	------------	-------------	--------	--------	-----------------------

FIGURE 1

8.05 Northern Telecom — Documentation such as Feature Description Manuals, Batch Change Supplement (BCS) Release Documentation, Installation Manuals, General Specifications, Technical Specifications, and practices from Northern Telecom may also be ordered through the Documentation Coordinator. The Documentation Coordinator will prepare a Purchase Order (P2-FA) and forward to Northern Telecom. The Originator of the GA 1320-FA is responsible for paying the invoice upon receipt. The invoice “*mail to*” address must be noted on the GA 1320-FA if different from where the documentation is to be shipped. Order Northern Telecom documentation separately from other vendor documentation.

8.06 The following is a general list of documentation from Bellcore:

<i>Documentation</i>	<i>Example</i>
Audiovisuals (cassette tapes)	AVTSY000053BR (BETA)
Compatibility Bulletins	CB 152
Information Letters	IL 88/01-30
Special Reports	SRNPL000175BR
Technical Advisories	TAEOP000164BR
Technical References	TRTSY000064BR
Technical Memorandums	TMSTS011939BR

Two reference sources for the above types of documentation are the Catalog of Technical Information (CAT10000), published yearly by Bellcore, and the DIGEST of Technical Information, published monthly by Bellcore. Both documents are orderable through TIRM using Code NT012.

8.07 The following is a general list of documentation from AT&T:

<i>Documentation</i>	<i>Example</i>
Brochures	23-15F
Customer Information Releases	CIR 234-099-006TD
Miscellaneous (select codes)	700-449
Publications (PUBS)	PUB 53210
Input/Output Message Manuals	IM 6A001/OM 6A001
Translation Guides	TG1A
Framework and Equipment Drawings	ED-4C168-10

Note: The document numbers used in Sections 8.06 and 8.07 are *examples only*. You must order by the appropriate number for the specific document requested.

9. DOCUMENTATION COORDINATOR'S RESPONSIBILITY

9.01 It is the responsibility of the Documentation Coordinator to:

- (a) Answer questions regarding preparation and use of Form GA 1320-FA.
- (b) Answer questions regarding status of order and assist in resolving discrepancies.
- (c) Supply Form GA 1320-FA to Pacific Bell/Nevada Bell employees upon request (verbal/written).
- (d) Act as Point-Of-Contact (POC) between Pacific Bell/Nevada Bell and vendors.
- (e) Supply documentation information such as:
 - Availability
 - Current issue number
 - Entitlement
 - Cost

SECTION 000-010-902PT

- (f) The Documentation Coordinator will assign an Order/Recipient number for each one-time order as follows:

50-2-17XXX or 50-2-18XXX	(North)
51-1-17XXX or 51-1-18XXX	(South)
50-7-17XXX or 50-7-18XXX	(Nevada)

- (g) The Documentation Coordinator will assign an Order/Recipient number *only to establish* a standing order. Standing order numbers will be as follows:

50-2-XXXXXX	(North)
51-1-XXXXXX	(South)
50-7-XXXXXX	(Nevada)

10. ORIGINATOR'S RESPONSIBILITY

10.01 It is the responsibility of the Originator to:

- (a) Maintain records of GA 1320-FA Confirmation copies upon return by the Documentation Coordinator.
- (b) Note the Order/Recipient number on GA 1320-FA (Block A), for standing order requests, previously established by the Documentation Coordinator.
- (c) Notify the Documentation Coordinator of any changes to a standing order via GA 1320-FA.
- (d) Notify the Documentation Coordinator of any discrepancies with an order upon receipt or within 10 working days.
- (e) Notify the Documentation Coordinator within a *reasonable* timeframe if an order is *not* received.

11. MAILING INFORMATION

11.01 Form GA 1320-FA should be mailed (company mail) to:

Pacific Bell
TIRM
2600 Camino Ramon, Room 1S450
San Ramon, CA 94583

Questions regarding Form GA 1320-FA should be called on 415-823-6327.

11.02 Letter of authorization for Technical Analysis Reports (ARs) should be mailed (company mail) to:

Pacific Bell
Information Exchange
2600 Camino Ramon, Room 1S450
San Ramon, CA 94583

Questions regarding the authorization letter or Technical Analysis Reports should be called on 415-823-0222.

12. MISCELLANEOUS INFORMATION

- (a) Standing orders may be established by Name/Title. Subsequent orders must have the same Name/Title as when the standing order was originally established.
- (b) Whenever possible, standing orders within a group at the same address and charged to the same ARC should be consolidated under one order/recipient number.
- (c) A standing order remains in effect until the Originator requests that it be cancelled via Form GA 1320-FA.
- (d) When filling out Form GA 1320-FA, all appropriate sections *must* be completed as indicated by the letters within the block(s) that was checked. For example:

Check Reason For Order Below and Complete	
<input checked="" type="checkbox"/>	One Time/Initial Order
	BCEGHIJ
	FGHIJ

Sections B, C, E, G, H, I, J must be completed.

- (e) *Always include* P.O. Box Numbers, if any, and appropriate zip codes in Section E.
- (f) The blue Confirmation copy of the GA 1320-FA will *not* be returned if the "Ship To" or "Remit Confirmation Copy To" is illegible on the Confirmation copy. Use ballpoint pen or typewriter when filling out Form GA 1320-FA.
- (g) The following is a list of the abbreviations found in Section J of the blue Confirmation copy of Form GA 1320-FA:
- NR—No Record
 - Item was never released.
 - Item was cancelled.
 - Item number is incomplete/incorrect.
 - NS—Non-Standard
 - Document was not approved for Pacific Bell/Nevada Bell use by the Subject Matter Expert (SME).
 - Subject Matter Expert *did not respond* to Documentation Coordinator (in this case, non-standardization is automatic).
 - C—Cancelled
 - Information is obsolete.
 - Information is now contained in another document.
 - CDC—Centralized Distribution Center
 - Documentation Coordinator does not process orders for this item.
 - OT—One Time Only
 - Item is not available on a standing order basis.
 - NE—Not Entitled
 - Item is restricted to vendor and *is not* for Pacific Bell/Nevada Bell use.

EXHIBIT 1

- ① Check the One-Time/Initial Order block at the top of Form GA 1320-FA.
- ② Block B— Circle the appropriate instruction for shipping.
- ③ Block C— Circle the appropriate instruction for shipping.
- ④ Block E— Enter the title/name, street address, room number, P.O. Box if applicable, city, state and zip code of where the documentation is to be shipped.
- ⑤ Block G— Enter the current “Charge To” Functional Accounting—ARC Originating, ARC Charged, Geo. Code, Job Function Code and Environmental Code.
- ⑥ Block H— Enter the name, title and telephone number of the person preparing the form.
- ⑦ Block I— Enter the name, title and telephone number of the person or group for whom the documentation is ordered.
- ⑧ Block J— One-Time/Initial Quantity Ordered— Enter the quantity for each document ordered.
- ⑨ Block J— Ordered Item Number— Enter document number.
- ⑩ Remit Confirmation Copy To— Complete if blue confirmation copy is to be sent to someone other than the “Ship To” addressee.
- ⑪ Management Approval Signature.
- ⑫ Title and Date— Enter title of person signing form and date signed.



**Order for Bell Service Practices,
Program Documents, Drawings, and Miscellaneous
Printed Material**

GA 1320-FA (5-88)
(Ref. BSP 000-010-902PT)

Order/Recipient Number

Check Reason For Order Below and Complete Blocks Indicated. Use typewriter or print legibly.

<input checked="" type="checkbox"/> One Time/Initial Order 1	BCEGHJ	Change Requirement Quantity	AEGHIJ	Cancel Entire Standing Order	AEGHI
<input type="checkbox"/> Establish New Standing Order	EGHIJ	Change Address/Title/Name	ADEGHI	B. (Circle One) 2	
<input type="checkbox"/> Add or Delete Requirements	AEGHIJ	Change Accounting Information	AIEFGHI	C. (Circle One) 3	
				Rush Yes No	
				Air Mail Yes No	

D. CHANGE FROM:				E. SHIP TO 4			
Title/Name				Title/Name (SHIP TO PERSON'S TITLE/NAME)			
Address		Room Number		Address		Room Number (SHIP TO PERSON'S ADDRESS & ROOM #)	
City	State	Zip Code		City	State	Zip Code	
				(SHIP TO CITY & STATE & ZIP CODE)			

F. CHANGE FROM:					G. CHARGE TO 5				
ARC Originating	ARC Charged	Geo. Code	JFC	EC	ARC Originating	ARC Charged	Geo. Code	JFC	EC
					(APPROPRIATE "CHARGE TO" INFORMATION)				

H. Ordered by (see below) ("ORDERED BY" NAME & AREA CODE)			Area Code		I. Ordered For ("ORDERED FOR" NAME & AREA CODE)			Area Code 7	
Title 6 ("ORDERED BY" TITLE & TEL. NUMBER)			Telephone No.		Title ("ORDERED FOR" TITLE & TEL. NUMBER)			Telephone No.	

J.

One Time/ Initial Quantity 8 Ordered	Ordered Item Number 9	Add/Del/Chg Requirements		One Time/ Initial Quantity Ordered	Ordered Item Number	Add/Del/Chg Requirements	
		From	To			From	To
1	009-100-908PT (LOCAL PRACTICE)						
1	006-310-100 (AT&T PRACTICE)						
1	231-367-020TP (AT&T TOPS PRACTICE)						
1	753-303-256BR (BELLCORE PRACTICE)						
1	580 DIVISION (BOTH AT&T and BELLCORE UNLESS ONE OR THE OTHER IS SPECIFIED)						
1	680-4 DIV-LAYER (BOTH AT&T and BELLCORE UNLESS ONE OR THE OTHER IS SPECIFIED)						
1	PUB L-780056 PB/NB (PACIFIC BELL/NEVADA BELL PUBLICATION)						
1	700-449 (AT&T MISCELLANEOUS SELECT CODE)						
1	TR-TSY-000394BR (BELLCORE TECHNICAL REFERENCE)						

Remit Confirmation Copy to: (To Be Completed By Ordered By Person)	10 NAME AND ADDRESS TO WHOM CONFIRMATION COPY IS TO BE SENT.	Comments:
---	---	-----------

Management Approval Signature 11	Title 12	Date
---	-----------------	------

Edited By/Date	Input By	Input Date	Disk Number	Vendor	To CDC	Customer Order Number
----------------	----------	------------	-------------	--------	--------	-----------------------

**ONE-TIME ONLY ORDER
EXHIBIT 1**

EXHIBIT 2

- 1 Check the One-Time/Initial block if an initial set of documents is required.
- 2 Check the Establish New Standing Order block at the top of Form GA 1320-FA.
- 3 Block E—Enter the employee's or group's title/name, street address, P.O. Box if applicable, room number, city, state and zip code of where the documentation is to be shipped.
- 4 Block G—Enter the current "Charge To" Functional Accounting—ARC Originating, ARC Charged, Geo. Code, Job Function Code and Environmental Code.
- 5 Block H—Enter the name, title and telephone number of the person preparing the form.
- 6 Block I—Enter the name, title and telephone number of the person or group for whom the documentation is ordered.
- 7 Block J—One-Time/Initial Quantity Ordered—Enter the quantity of *initial* requirements.
- 8 Block J—Ordered Item Number—Enter the item number of what is to be ordered (i.e., Distribution Code, 9-digit Number, Program Document, etc.).
- 9 Block J—Enter a zero (0) in the "Requirements From" column. Enter quantity of updates in the "Requirements To" column.
- 10 Remit Confirmation Copy To—Complete if blue confirmation copy is to be sent to someone other than the "Ship To" addressee.
- 11 Management Approval Signature.
- 12 Title and Date—Enter title of person signing form and date signed.

Note 1: Blocks B and C are not applicable when initial requirement is ordered in conjunction with a standing order.

Note 2: Order/Recipient Numbers will be *established* by the Documentation Coordinator. These can be found in the top right-hand corner of the blue Confirmation copy when returned by the Documentation Coordinator. It is the Originator's responsibility to provide these numbers on any future GA 1320-FA's associated with the standing order.



**Order for Bell Service Practices,
Program Documents, Drawings, and Miscellaneous
Printed Material**

GA 1320-FA (5-88)
(Ref. BSP 000-010-902PT)

A. Order/Recipient Number

Check Reason For Order Below and Complete Blocks Indicated. Use typewriter or print legibly.

<input checked="" type="checkbox"/> One Time/Initial Order 1 BCEGHJ <input checked="" type="checkbox"/> Establish New Standing Order 2 EGHIJ Add or Delete Requirements AEGHIJ	Change Requirement Quantity AEGHIJ Change Address/Title/Name ADEGHI Change Accounting Information AEFGHI	Cancel Entire Standing Order AEGHI B. (Circle One) Rush Yes No C. (Circle One) Air Mail Yes No
--	--	--

D. CHANGE FROM: Title/Name Address Room Number City State Zip Code	E. SHIP TO 3 Title/Name (SHIP TO PERSON'S TITLE/NAME) Address Room Number (SHIP TO PERSON'S ADDRESS & ROOM #) City State Zip Code (SHIP TO CITY & STATE & ZIP CODE)
---	--

F. CHANGE FROM ARC Originating ARC Charged Geo. Code JFC EC	G. CHARGE TO: 4 ARC Originating ARC Charged Geo. Code JFC EC (APPROPRIATE "CHARGE TO" INFORMATION)
--	---

H. Ordered by (see below) ("ORDERED BY" NAME & AREA CODE) Area Code 5 Title Telephone No. ("ORDERED BY" TITLE & TEL. NUMBER)	I. Ordered For ("ORDERED FOR" NAME & AREA CODE) Area Code 6 Title Telephone No. ("ORDERED FOR" TITLE & TEL. NUMBER)
--	---

J.

One Time/ Initial Quantity 7 Ordered	Ordered Item Number 8	Add/Del/Chg. Requirements		One Time/ Initial Quantity Ordered	Ordered Item Number	Add/Del/Chg. Requirements	
		From 9	To			From	To
1	A2A	0	1		(INITIAL SHIPMENT PLUS UPDATE REQUIREMENTS)		
	B2F	0	1		(UPDATE REQUIREMENTS ONLY)		

Remit Confirmation Copy to: (To Be Completed By Ordered By Person) 10 NAME & ADDRESS TO WHOM CONFIRMATION COPY IS TO BE SENT.	Comments:
Management Approval Signature 11	Title 12 Date
Edited By/Date Input By Input Date Disk Number	Vendor To CDC Customer Order Number

**ESTABLISHING NEW STANDING ORDER—
INITIAL SHIPMENT REQUIRED
EXHIBIT 2**

EXHIBIT 3

- 1 Block A—Enter Order/Recipient Number of standing order for which changes are to be made.
- 2 Check the One-Time/Initial block if an initial set of documents is required in conjunction with the standing order.
- 3 Check the Add or Delete Requirements block (Add—new documentation added to standing order; Delete—existing documentation deleted from standing order).
- 4 Check the Change Requirement Quantity block if an increase or decrease in quantity to existing documentation is required.
- 5 Check the Change Address/Title/Name if recipient “Ship To” information for the standing order has changed.
- 6 Check the Change Accounting Information if recipient “Charge To” information for the standing order has changed.
- 7 Block D—Enter previous recipient “Ship To” information, if applicable.
- 8 Block E—Enter current recipient “Ship To” information. Include P.O. Box Number, if applicable, and appropriate zip code.
- 9 Block F—Enter previous recipient “Charge To” information, if applicable.
- 10 Block G—Enter current recipient “Charge To” information.
- 11 Block H—Enter the name, title and telephone number of the person preparing the form.
- 12 Block I—Enter the name, title and telephone number of the person or group for whom the documentation is ordered, or for whom the changes are being made.
- 13 Block J—One-Time/Initial Quantity Ordered—Enter the quantity of initial requirements, if needed.
- 14 Block J—Ordered Item Number—Enter the item number of what is to be added, deleted, or whose quantity requirements are to be changed (i.e., Distribution Code, 9-digit Number, Program Document, etc.).
- 15 Block J—Add/Del/Chg Requirements—Enter appropriate quantity requirements of items being added, deleted or changed.
- 16 Remit Confirmation Copy To—Complete if blue confirmation copy is to be sent to someone other than the “Ship To” addressee.
- 17 Management Approval Signature.
- 18 Title and Date—Enter title of person signing form and date signed.



**Order for Bell Service Practices,
Program Documents, Drawings, and Miscellaneous
Printed Material**

GA 1320-FA (5-88)
(Ref. BSP 000-010-902PT)

Order/Recipient Number
50-2-XXXXX **1**

Check Reason For Order Below and Complete Blocks Indicated. Use typewriter or print legibly.

<input checked="" type="checkbox"/> One Time/Initial Order 2	BCEGHJ	<input checked="" type="checkbox"/> Change Requirement Quantity 4	AEGHIJ	Cancel Entire Standing Order	AEGHI
<input type="checkbox"/> Establish New Standing Order	EGHIJ	<input checked="" type="checkbox"/> Change Address/Title/Name 5	ADEGHI	B. (Circle One) Rush Yes No	
<input checked="" type="checkbox"/> Add or Delete Requirements 3	AEGHIJ	<input checked="" type="checkbox"/> Change Accounting Information 6	AEFGHI	C. (Circle One) Air Mail Yes No	

D. CHANGE FROM: (PREVIOUS INFORMATION) 7	E. SHIP TO: (CURRENT INFORMATION) 8
Title/Name (SHIP TO PERSON'S TITLE/NAME)	Title/Name (SHIP TO PERSON'S TITLE/NAME)
Address (SHIP TO PERSON'S ADDRESS & ROOM #)	Address (SHIP TO PERSON'S ADDRESS & ROOM #)
Room Number	Room Number
City State Zip Code (SHIP TO CITY & STATE & ZIP CODE)	City State Zip Code (SHIP TO CITY & STATE & ZIP CODE)

F. CHANGE FROM: (PREVIOUS INFORMATION) 9	G. CHANGE TO: (CURRENT INFORMATION) 10
ARC Originating (PREVIOUS "CHARGE TO" INFORMATION)	ARC Charged Geo Code JFC EC (CURRENT "CHARGE TO" INFORMATION)

H. Ordered by (see below): ("ORDERED BY" NAME & AREA CODE) 11	Area Code	I. Ordered For ("ORDERED FOR" NAME & AREA CODE) 12	Area Code
Title ("ORDERED BY" TITLE & TEL. NUMBER)	Telephone No.	Title ("ORDERED FOR" TITLE & TEL. NUMBER)	Telephone No.

J.

One Time/ Initial Quantity Ordered	Ordered Item Number 14	Add/Del/Chg Requirements		One Time/ Initial Quantity Ordered	Ordered Item Number	Add/Del/Chg Requirements	
		From 15	To			From	To
	A2L	1	0		(DELETE CURRENT UPDATE REQUIREMENTS)		
1	B2F	2	3		(INITIAL SHIPMENT PLUS CHANGE UPDATE REQUIREMENT)		
3	B3A	0	3		(INITIAL SHIPMENT PLUS ADD UPDATE REQUIREMENT)		

Remit Confirmation Copy to: (To Be Completed By Ordered By Person) 16	NAME & ADDRESS TO WHOM CONFIRMATION COPY IS TO BE SENT.	Comments
---	---	----------

Management Approval Signature 17	Title 18	Date
---	-----------------	------

Edited By/Date	Input By	Input Date	Disk Number	Vendor	To CDC	Customer Order Number
----------------	----------	------------	-------------	--------	--------	-----------------------

**ADDING, DELETING, CHANGING REQUIREMENTS OR
CHANGING STANDING ORDER RECIPIENT INFORMATION
EXHIBIT 3**

EXHIBIT 4

- ① Block A— Enter Order/Recipient Number of standing order to be cancelled.
- ② Check the Cancel Entire Standing Order block at the top of Form GA 1320-FA.
- ③ Block E— Enter the title/name of recipient of the standing order.
- ④ Block G— Enter the current “Charge To” Functional Accounting — ARC Originating, ARC Charged, Geo. Code, Job Function Code and Environmental Code.
- ⑤ Block H— Enter the name, title and telephone number of the person preparing the form.
- ⑥ Block I— Enter the name, title and telephone number of the person or group requesting the cancellation.
- ⑦ Remit Confirmation Copy To— Complete if blue confirmation copy is to be sent to someone other than the “Ship To” addressee.
- ⑧ Management Approval Signature.
- ⑨ Title and Date— Enter title of person signing form and date signed.

Note: A separate Form GA 1320-FA *must* be prepared for each standing order being cancelled.

SECTION 000-010-902PT

PROCUREMENT: Letter Of Authorization To Receive Technical Analysis Reports (ARs)

San Ramon, (date)
File: 340.000

Memorandum For File:

This memorandum authorizes the distribution of Technical Analysis Reports (ARs) to all personnel in (name of group) in (name of District Manager and ARC).

(District Manager's Signature)

**AUTHORIZATION LETTER TO RECIEVE
TECHNICAL ANALYSIS REPORTS (ARs)
EXHIBIT 5**