

PERSONAL RADIO SERVICES
OFFICIAL TELECOMMUNICATIONS ADMINISTRATIVE PAGING SERVICE
DISTRIBUTION AND REPAIR

1. GENERAL

1.01 This appendix describes the general procedures for ordering, disconnecting, changing, distribution and repair of Official Telecommunications Administrative Paging Service (OTAPS).

1.02 (Reserved for future use.)

1.03 The OTAP service, as described in System Instruction (SI) 17, Section 19, provides an Official Company Business alternative paging service in those Southern California locations identified in Table A.

1.04 OTAP service uses the current **BELLBOY**[®] System under the Customer Provided Equipment (CPE) concept.

1.05 First level Supervisors who are directly involved in the construction, repair, maintenance or operation of telephone plant, may order either OTAPS or Telephone Maintenance Radio Service Pagers. All other employees who desire paging service must order OTAPS.

2. REQUEST FOR SERVICE

2.01 Forms M 1065 (Communications Service Request for Service Review) and P 3026 (Official Company Service — Telephone Maintenance Mobile Radio) must be prepared when requesting new service, disconnecting or changing existing service.

2.02 The person requesting service will prepare Form P 3026 in the following manner.

(a) Identify the proper order type by placing an "x" in the block which denotes either new service, a change or disconnect of existing service.

(b) Determine if the item may be purchased as a tool item or furniture item. If the requesting department has a valid tool ARC (Administration Responsibility Code), *circle* "Div. Tool Supervisor" on line 6. If the requesting department is not authorized to purchase tools, *circle* "Furniture Coordination" on line 7.

(c) Complete lines 2, 9, 10, 11 and 16.

(d) Record the location where the unit will be based, in the "Dispatched From" space on line 17.

(e) Send Forms P 3026 and M 1065 for approvals.

2.03 P 3026 approval level is District Manager for change or disconnect service, and Department Manager for new service.

2.04 Following approval, Forms P 3026 and M 1065 are attached and forwarded through the Division Tool Supervisor or the Furniture Coordinator to Corporate Telecommunications (see the Official Directory for location).

2.05 Corporate Telecommunications will log the M 1065, review it for correctness and return a copy of Form M 1065 and the blue copy of Form P 3026 to the originator.

2.06 Corporate Telecommunications will determine the pilot number, obtain the user ARC from Form P 3026 and issue a service order.

2.07 Corporate Telecommunications will mail all copies of Form P 3026 to the Los Angeles or San Diego BELLBOY Center, as appropriate.

NOTICE

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

**SECTION 002-100-915PT
APPENDIX 1**

3. DISTRIBUTION

3.01 The BELLBOY Center will match Form P 3026 to the service order. The cost of the unit, its serial number and Tool Code Number (TCN) [6189] are recorded on Form P 3026.

3.02 The BELLBOY Center will prepare the pager for issuance and place the unit in a storage area reserved for pending orders.

3.03 The BELLBOY Center will prepare Form CO 4525 (Subscriber Line Card).

3.04 The employee who has requested the service, will personally sign a customer liability receipt (Form CO 4549).

3.05 Prior to issuance of the pager, the BELLBOY Center will ensure that all required information is entered on Form P 3026. Lines 20, 21, 22, 26, 28, 29, 32/33, 35, and 37 *must* be completed.

3.06 The BELLBOY Center will return the green copy of Form P 3026 to the Division Tool Supervisor or Furniture Coordinator as identified on line 6 or 7, and retain the white copy for future reference.

3.07 All OTAPS pagers will be purchased into the 122-25 holding account of the BELLBOY Center Manager. The BELLBOY Center will prepare Form A 710-FA (Material Report) to transfer the pager out of the holding account into the user's tool ARC, or to transfer the item from a tool account back to stock in the event the service is disconnected.

3.08 Form A 710-FA will reflect the following information:

- (a) ARC originating (BELLBOY Center Supervisor's ARC).
- (b) ARC Charged (user's ARC).
- (c) Tracking code (OTAPS pagers are identified by tracking code P9).
- (d) Geo code (Geographic code applicable to the ARC charged).
- (e) Reporting code (564C for tool item, 261C for furniture item).

(f) Year placed in service.

(g) Material code number (see SI 17, Section 17, Appendix A).

Note: Those departments which do not have tool accounts must use an item code number [6363].

(h) Quantity (enter appropriate quantity).

(i) Item description (see SI 17, Section 17).

4. REPAIR

4.01 OTAPS pagers will be processed for repair in the same manner as BELLBOY pagers, except that the repair time is charged to 702-53 (using the repair center's ARC, Geo and JFC [Job Function Code]).

4.02 In the event that a new replacement pager is issued, the BELLBOY Center must retire the old unit.

5. LOST OR STOLEN UNITS

5.01 In the event that a unit is lost or stolen, the user department will prepare Forms M 1065 and P 3026 declaring the unit as either lost or stolen.

5.02 Corporate Telecommunications and the BELLBOY center will remove the old number from service, disconnecting the old service and reconnecting new service.

5.03 The user department will prepare the required form for removing the capital tool or furniture item from company records.

TABLE A

OTAPS SERVICE AREAS	
1. Los Angeles Extended Area System:	Agoura, Alhambra, Arcadia, Beverly Hills, Burbank, Canoga Park, Compton, Culver City, El Monte, El Segundo, Glendale, Hawthorne, Inglewood, La Crescenta, Lomita, Los Angeles, Montebello, North Hollywood, Pasadena, Reseda, San Pedro, Torrance, Van Nuys.
2. San Diego System:	Chula Vista, Coronado, Del Mar, El Cajon, Encinitas, Escondido, La Jolla, La Mesa, National City, Pacific Beach, Poway, Rancho Santa Fe, San Diego, San Ysidro.