



ATT-002-210-015

OTA: (One Time Approval) Purchase Of Non-Approved Products

Abstract:

This document replaces [ATT-TELCO-002-200-992](#)
Issue 6-Revised OTA form

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Business Unit: Procurement

Points Of Contact: See Contact List.

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Reason For Current Issue

| Issue Number | Date | Description | Author |
|--------------|----------|--|--------|
| 34 | 02/08/09 | Corrected link to LabsOne. Added link to Common Systems. Added reference and link to AT&T Purchasing Policy. Updated link to APEX Helpdesk. Added link to existing reference for TP-76200. Changed link for CFST to link to ATTBuys. | dm4647 |

INTRODUCTION

This practice describes the administration of the One Time Approval (OTA) process and delineates responsibilities of those involved in the process. This practice is applicable to all AT&T LECs, CLECs, 272 affiliates and/or subsidiaries who place materials into the network.

1. Background

AT&T Telephone Companies hereafter referred to as Local Exchange Companies (LEC), 272 affiliates, subsidiaries and Competitive Local Exchange Companies (CLEC) have used various methods to authorize products for limited use in their networks. This Operating Practice will outline the common process that will be used by all LECs, CLECs, 272 affiliates and/or subsidiaries for authorizing, tracking and monitoring the use of non-approved products in the network. This document will use the term product to include, but not limit referral to, mandates, revenue-generating products, software releases, new network element infrastructure, collocation configurations, element management systems, loop products etc. Permission to purchase non-approved products will be referred to as a One-Time Approval (OTA). This document supersedes all references, operation practices, and/or methodology regarding approval of non-approved products. All information pertaining to this process will be accessed from the APEX Web Site at <http://apex.web.att.com/>

272 affiliates and/or subsidiaries who used the PAN1A web site for OTA issuance and posting, will begin to use APEX effective as soon as possible but no later than 10/17/05. Effective 10/17/05, the PAN1A database will no longer be available for OTAs. Existing OTAs on the PAN1A website have been migrated to APEX and can be found under the Archived Docs section for the appropriate affiliate.

This document uses the term Cross Functional Sourcing Team (CFST) to include, but not limit referral to Technology Councils, Forums, or other teams who perform similar functions.

Organizations may decide to create Methods and Procedures specific to their responsibilities. Such documents may be written providing they do not weaken the process shown herein or change the responsibilities.

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2. Purpose

This practice describes the administration of the One-Time-Approval (OTA) process and delineates responsibilities of those involved in the process. This practice is applicable to all LECs, CLECs, 272 affiliates and/or subsidiaries who place materials into the network.

The intent of this practice is to provide an efficient, standard approach for the purchase and deployment of non-approved products in the network.

When introducing non-approved features and network elements, extreme care should be taken to ensure that the reliability of the network is maintained by conforming to essential company requirements.

To ensure accurate tracking and monitoring of non-approved products introduced in the network, this practice provides the OTA process flow: from the Originator of the OTA request to the appropriate technical evaluating organization. These organizations include but are not limited to LABs Network Technology Development (NTD), Common Systems and Transport Engineering Support, Network Services Loop Product Evaluation, Information Technology, and Other Organizations. Representatives of these organizations will hereafter be referred to as technical evaluators.

3. Use of One Time Approval

Although it is the standard to use approved products there will be times when a product will need to be ordered that is not approved for use. In those few, unique situations where it is not feasible to use the approved product(s), an OTA should be initiated.

The OTA process is the established procedure for obtaining approval from the technical evaluating organization to purchase a non-approved product. OTAs should be issued in concert with the work of the Cross Functional Sourcing Teams (CFSTs), to ensure that the following key objectives are met.

- Cost reduction
- Supplier optimization
- Reduction in product proliferation
- Increased use of products that are approved for use
- Leverage purchasing volume with few suppliers

CFSTs are empowered to manage and develop a continuous flow of products and services from an optimal supplier base, which provides the highest levels of performance in quality, delivery and overall value to achieve the competitive edge.

Exceptions to the OTA process are included in Section Conditions & Exceptions of One Time Approval below.

4. Conditions & Exceptions of One Time Approval

Use of the OTA process should be limited to the following:

1. Authorization of non-approved product for a specific application in support of Individual Case Basis (ICB) requests when an approved product does not exist. A trigger might be as follows:
 - A. Customer specific request for a product or service where a standard offering is not available. This is referred to as a Customized (non-standard) Product or Service or a Restricted Application. It is imperative that the technical evaluator address issues such as technical suitability, company strategy and operational support with Network Planning, Network Engineering, and Product Planning, etc. For Restricted Applications no follow - on approval for use is required. Local support organizations will be required to provide life cycle management including all documentation standards
 - B. Collocation provides only standard products for collocation. OTAs requesting other products in lieu of existing standard products will not be approved. Items that have no existing standard may be requested on a OTA.
 - C. For LABs NTD, approval of OTAs for Customized (non-standard) Product or Service or a Restricted Application requires General Manager approval.
2. Authorization requests for the purchase of software, hardware, firmware, and/or CPE (owned or planned to be owned by) for a field trial or First Office Application (FOA) for product evaluation of a new technology or service application. Such Field Trial and/or FOA OTAs are required if the product is to be *purchased* and *installed* in the network prior to the issuance of the PAN document.
 - A. Every attempt should be made to obtain the product at no cost for testing, such as field trials, FOAs, or laboratory use.
 - B. For LABs NTD, approval of OTAs for field trial or FOA (in support of product or infrastructure planned for general deployment) requires Vice President Approval
3. Authorization requests to place orders planned for general deployment that have long order/installation lead times and/or require large field deployment volumes, but the software, hardware, firmware, and/or CPE (owned or planned to be owned by) has not yet been approved for use. Such requests for Restricted Time OTA may be required to meet the commitment date for mandates, product/service launch, etc.
 - A. The OTA may be issued for multiple offices at one time for ordering and/or installation purposes.
 - B. The OTA shall document the Approval for Use schedule, projected Product Approval Notice (PAN) issuance date, ordering information, and a statement that **the product must be approved for use in the network before general deployment occurs** (including service activation restrictions, if applicable).
 - C. Review and approval of the OTA must consider and minimize the risk of paying or accruing capital charges in advance of appropriate test and acceptance procedures
 - D. For LABs NTD, approval of the Restricted Time OTA shall document the types of testing that have been completed and the relevant quantitative quality metrics (e.g., number of tests, % tests passed, number of defects by severity level and resolution status, etc.).
 - E. E. Material shall not be ordered and/or installed for general deployment under Restricted Time OTA unless the OTA is authorized by the Technical Evaluator's Vice President (or AVP for OSP), the Network Planning Vice President, and the Engineering Vice President; and for LABs NTD concurred by the Technical Evaluators Executive Vice President.
4. Exceptions to the OTA Process

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A. Miscellaneous Minor Materials meeting the following criteria may be excluded from processing a One Time Approval if they:

This exception category is exemplified by small, inexpensive parts that do not warrant PID assignments, and may be a part of a larger procurement Contract. Examples would be:

1. Fuses and lamp lights for a Nortel or Lucent Switch
2. Bridle Ring or Cable Clamp
3. C type Batteries
4. Door Latch for Caged Door
5. Hex Nuts , 100 per box
6. Fuse for Alcatel Fuse Panel
7. Markers and Labels
8. Bolt
9. House keeping items, such as light bulbs, miscellaneous paper products, etc.

B. There are materials that are under the dollar limits specified and do not fit within the category of Miscellaneous Minor Materials and thus require a One Time Approval. This is especially true when they may be a part of product families that are considered to be in the risk category and have an impact on network or service performance if the product malfunctions (any item with one of these keywords will require a OTA).

Table 1: Keyword Items that still require an OTA

| | | |
|----------------------------------|--------------------------|---------------------------------|
| Air Pressure Products | Connector Blocks | Central Office Batteries (-48V) |
| Copper Closures | Fiber Panels and Jacks | Bays |
| Chemicals | DSX Panels and Jacks | Cabinets |
| Fiber products | All Patch Cords | Protection Equipment |
| Network Interface Devices (NIDs) | All DSX products | Wall Mount Panels |
| Protectors | All Ethernet products | Fiber Jumpers |
| All Safety products | Unit Protectors | Attenuators |
| Test Sets | Blocks | Gain or Reg Units |
| Test Cords | Fiber Raceway/Protection | Cable/Jumper (rolls) |
| All Tools | Fiber Connectors | Closures (Copper & Fiber) |

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5. Technical Considerations

It is important to apply some parameters and decision making criteria prior to authorization of OTAs, in order to maintain the integrity of the network. The Originator should obtain sufficient information in each of the following areas in order to complete the OTA form and provide the information to the technical evaluator who will obtain the final approval.

5.1. NEBS

NEBS compliance is required for all equipment systems and equipment units that will be installed in network equipment buildings and equipment areas within buildings, electronic equipment enclosures such as controlled environment vaults, outside mounted electronic equipment cabinets, and at customer locations. These requirements are defined in ATT-TP-76200, the [Network Equipment Power, Grounding, Environmental, and Physical Design Requirements](#), found in APEX. At a minimum, OTAs will require validation of conformance to -TP-76200 Level 1 (safety) requirements before the OTA approval is given.

5.2. Field Test Equipment

The Originator will indicate if new or existing test equipment will be required and if so, identify the equipment to support the OTA. If the equipment is/will be going through the approval process, then the Originator will indicate that the PAN will include this information.

5.3. Monitoring and Alarming

Where applicable, for Restricted Application OTAs, the Originator will indicate the recommended monitoring and alarming procedures (e.g. NMA, manual, other) to support the OTA.

5.4. Provisioning

Where applicable, the Originator will indicate the recommended provisioning process (e.g. SOLID-DSL, TEAMS-POTS, Switching Translations, manual, other) to support the equipment. If the equipment is/will be going through the approval process, then the Originator will indicate that the PAN will include this information.

5.5. Plug-In Administration

In an effort to control the introduction of non-approved plug-in units into the network, Originators of OTA requests should be aware of the following: until proper Function Code Chaining has been completed, if required (by Telcordia through the

supplier), the listed HECI(s) will not be made available for circuit order design selection through the TIRKS/PICS Interface(TPI).

5.6. Collocation

The technical requirements/specifications for the product should not jeopardize the company's position with competitors. Requests for different products to be used will require pre-authorization through a OTA Notice and successful completion of the NEBS process as outlined in -TP-76200. -TP-76200, the Network Equipment Power, Grounding, Environmental, and Physical Design Requirements, can be found in APEX.

5.7. New Technology and Product Development

Prior to authorizing an OTA, technical evaluators must ensure that there is not a conflict with product evaluation projects that are in progress, or strategic supplier decisions that are pending. The technical evaluator should contact the Procurement Contract Management to ensure there is no conflict. If the project involves the 3D Process or the LabsONE Process, the technical evaluator must contact Network Fundamental Planning.

For information on the 3D Process visit website at <https://intra.att.com/cpo/>

For information on the LabsONE Process visit web site at https://intra.att.com/cpo/index.cfm?fuseaction=Display&type=Labs_Home .

Refer to the ATTBuys website and search for a contract manager by commodity or by supplier at <http://supply-chain.web.att.com/attbuys/contract.asp> .

5.8. Common Systems Standards

[Common Systems](#) compliance is required for all equipment systems and equipment units that will be installed in network equipment buildings and equipment areas within buildings, electronic equipment enclosures such as controlled environment vaults, outside mounted electronic equipment cabinets, and at customer locations. These requirements are defined in [ATT-TP-76450, Common Systems Standards](#) , -TP-76450-001 Common Systems Checklist and -TP-76450-002, Common Systems Exception and Evaluation Request. At a minimum, OTAs will require validation of meeting the Common Systems Checklist.

6. Patents

The technical evaluator, in coordination with Procurement, should verify that there are no pending patents or patent infringement issues with the supplier of this product. Procurement contracts all contain a clause entitled Infringement. This clause is s protection in the event a third party believes that the material or services that supplier provides violates an intellectual property right owned by that third party. In this case, the supplier defends from such third party law suits

and also is obligated to provide replacement material or Services; and to reimburse for any damages if the third party prevails in its suit. Having said that, it is incumbent on the technical evaluator if he/she suspects there may be an infringement issue to request a patent search.

7. Administration of One Time Approvals

In order to control and minimize the proliferation of non-approved products in the network, the approval levels will be followed in accordance with [Conditions & Exceptions of One Time Approval](#) .

OTA processing:

- If the OTA is associated with products approved by LABs NTD, the OTAs will be originated by Network Planning and forwarded to LABs NTD Technical Evaluator for processing for final approval.
- If the OTA is associated with products approved by the OSP CFST, the OTAs will be originated by field managers and forwarded to their CFST representative for review and concurrence. If the representative concurs, they will forward it on to their technical evaluator for processing for final approval.
- If the OTA is associated with products approved by Common Systems and Transport Engineering Support, the OTAs are originated by field managers and forwarded to their CFST sub-team lead for review and concurrence. Once they concur, the CFST sub-team lead forwards it on to their technical evaluator for processing for final approval.
- OTAs involving active network elements must have concurrence of the Single Point of Contact (SPOC) within the Network Services Integration Management organization prior to processing for final approval. Refer to the [Contact List](#) for additional contacts names. OTAs should be handled expeditiously. It is recommended OTA authorization should take no more than five (5) to eight (8) business days from receipt by the technical evaluator to the approval/non-approval decision. This assumes the NEBS Level 1 review has been completed.

NOTE: Please note, those OTAs that require NEBs level 1 approval may take up to 20 business days, unless expedited handling is requested by the Originator.

8. OTA Issuance

For One Time Approvals the Originator will access the APEx web site at <http://apex.web.att.com/> (for Telco) <http://apex.web.att.com/> for ASI or <http://apex.web.att.com/> for Internet Services to obtain a copy of the OTA form.

The Originator completes the form electronically and e-mails the completed OTA form to the appropriate management level in the Originators organization for approval.

Once approval has been obtained in the Originators organization, the Originator will electronically forward the OTA to the CFST or technical evaluator for processing. Refer to the [Flowchart section](#) for further information. The technical evaluator will forward the OTA to the Project Integration Management SPOC for concurrence, if applicable. Once SPOC concur-

rence is obtained, the technical evaluator will process the document for final approval in accordance with the OTA Decision Flowcharts. Refer to the [Flowchart section](#) for further information.

Electronic signatures are sufficient for concurrence and approval/denial of this request. Upon final OTA approval the technical evaluator provides a copy of the final approved OTA to the APEX help desk for posting and number assignment. See the [Technical Evaluators \(SME\) Responsibilities](#) below for steps for the trouble ticket process for posting an OTA to APEX.

9. Responsibilities and Activities

Originator (or Originating Organization of the OTA request)

- Identifies and verifies the need for the product.
- Develops/obtains the technical information required to initiate and support the OTA.
- Obtains product coding, classification, the correct manufacturer contact information, verified price and manufacturer part number from the supplier.
- Completes the OTA form, which is accessed from <http://apex.web.att.com/> for Telco, <http://apex.web.att.com/> for ASI or <http://apex.web.att.com/> for Internet Services.
- Obtains appropriate concurrence from Originators management.
- Upon management concurrence, routes to the appropriate CFST or technical evaluator for processing.
- **NOTE: When there is a request on the Plug-In Administration group to obtain a quantity of plugs on a OTA, the plugs will be stocked in the plug-in inventory. If the plugs are not used in a reasonable period of time, the cost of the plugs will affect the Originators budget.**

10. Technical Evaluators (SME) Responsibilities

Reviews OTA form for completeness of information such that it is sufficient to approve the OTA.

- Verifies/determines if an approved product already exists. If approved product exists that meets the need/requirement then deny approval and notify Originator.
- Calls or E-mails other involved organizations (such as CFST, Network Planning, Procurement, Network Services Staff Support) to solicit input as appropriate prior to routing the OTA request for approval.
- Ensures the appropriate CFST representative has had the opportunity to review the OTA, to ensure that there is not a conflict with product/evaluation studies that are in progress or strategic supplier decisions that are pending, etc.

- Analyzes when multiple OTAs have been issued for the same need/requirement. If multiple OTAs have been issued, notify appropriate CFST representative to review ongoing need and initiate a product evaluation/selection study as appropriate.
- Adds approval for use information to the OTA form in the Conditions of Approval section of the OTA form, as applicable. For OTAs associated with a 3D Process or LabsONE project, this information may include an overview of the approval for use schedule, projected PAN issuance date, and a statement that the product must be approved for use in the network before general deployment occurs, etc.
- For LABs NTD, approval of the Restricted Time OTA shall document the types of testing that have been completed and the relevant quantitative quality metrics (e.g., number of tests, % tests passed, number of defects by severity level and resolution status, etc.).
- Ensures that the appropriate level of concurrence has been obtained in the Originators organization. If a higher level of management concurrence is required, deny the OTA request.
- For all OTAs not involving Common Systems passive material or active products (e.g. fiber & DSX panels, repeaters, WDM, coax, inside wire, Ethernet products, ironwork, CO or OSP batteries, stands, panels, timing panels and cabling, etc) or OSP passive material (e.g. fiber cable, copper cable, pole line hardware, end plates, etc.), concurrence must also be obtained from the Single Point of Contact (SPOC) within the Project Integration Manager's (PIM) organization. [Refer to the Contact List](#) for additional contacts names.
- Forwards the OTA to the appropriate level of management for final approval in accordance with the appropriate flowcharts. Refer to the [flowchart section](#) to view flowcharts.
- Material shall not be *ordered and/or installed for general deployment* under Restricted Time OTA unless the OTA is authorized by the Technical Evaluator's Vice President (or AVP for OSP), the Network Planning Vice President, and the Engineering Vice President; and for LABs NTD concurred by the Technical Evaluators Executive Vice President.
- For all OTAs, provides a copy of the final approved OTA to the APEx help desk for posting and number assignment via the APEx trouble ticket process outlined below

To request Posting of an OTA to APEx complete a trouble ticket request by:

1. Verify that you are an approved Technical Evaluator (SME) in [Section 19 Approved Technical Evaluators \(SMEs\)](#)
2. Go to <http://helpdesk.sbc.com/toolkit/cdt/>
3. Choose Report a Problem
4. Choose Create Tickets
5. Click on "A" in the Rolodex and choose APEx (Adv. Publishing Express) from the application choices
6. At the Select a Problem menu, choose OTA Publishing Request - Publish / Post OTA and select Continue
7. On the Enter Details page of the WebPR complete ALL required fields.
 - A. At least one audience must be submitted.
 - B. If you have just one audience select that audience in the first drop down list.
 - C. In any unused audience fields you must select the "Only the audience listed above" option.
8. In the file upload field select browse and locate your OTA file. The OTA file must be submitted with the OTA Publishing Request. **OTA files will no longer be posted to the OTA shared drive.**
9. Turn around time for posting to APEx and generating an OTA number is 24 hours (does not include weekends and holidays)
10. **NOTE: APEx will only post OTAs from approved Technical Evaluators (SMEs) that are noted in Section 19 of this document.**

- After receiving the OTA number the Technical Evaluator will forward a copy of the approved OTA to the originator.
- Follows up with management to ensure that OTAs are processed within a five to eight business days from receipt to approval/non-approval decision. Note, those OTAs that require NEBS Level 1 approval, that have not been previously reviewed, for introduction to the network will take up to 20 business days, unless expedited handling is requested.

11. Procurement Requirements and Responsibilities

- Owns the OTA Operating Practice
- Through the CFSTs, and in conjunction with the technical evaluator (SME), reviews and analyzes multiple OTA requests to determine if a product evaluation/selection study should be undertaken.
- Obtains PIDs (Product Identifier), when applicable, completes the Load Sheets and adds/develops new Manufacture Contracts for ordering and provides them to the appropriate organization.

Reference: [AT&T Purchasing Policy, OP-001](#) for more information.

NOTE: When there is a request for the Plug-In Administration group to obtain a quantity of plugs on an OTA, the plugs will be stocked in the plug-in inventory. If the plugs are not used in a reasonable period of time, the cost of the plugs will affect the originators budget.

12. APEx Post Approval Responsibilities

1. Once a Publish / Post OTA ticket is received by APEx the requester will be verified as an approved technical evaluator in the tables listed in [Section 19](#) of this document.
 - If the person submitting the OTA is not an approved technical evaluator, they will be notified that they are not an approved technical evaluator and that an approved technical evaluator will need to submit the OTA request. The vantage problem report will then be canceled.
2. The OTA form attached to the Publish /Post OTA ticket is reviewed for completeness and accuracy.
 - If the OTA form is incomplete it will be returned to the technical evaluator for completion. Upon receipt of the completed form, APEx will proceed with uploading of the OTA.
3. Completed OTA form is assigned an APEx document number and then uploaded to the APEx system into the appropriate OTA document collection.

4. An Email will be sent to the technical evaluator advising of the assigned document number and completion of the uploading.

13. One Time Approval Form Instructions

The Originator is responsible for completing items 1 through 27 on the One Time Approval form which is accessed from the following web sites: <http://apex.web.att.com/> for Telco, <http://apex.web.att.com/> for ASI or <http://apex.web.att.com/> for Internet Services.

The following table is an explanation of the fields of the OTA form.

| Item # | Instructions |
|--------|---|
| | OTA Number: (Required) |
| | This number will track the approved OTA request. |
| | For Telco OTAs , the number will be assigned by the APEX Vendor Administrator after the OTA is approved and ready for posting to |

| | |
|---|---|
| | the web site. The numbering system will consist of -OTA, followed by the year and the next sequential number, eg: -OTA-2005-0001. |
| 1 | <p>Justification for OTA Request: (Required)</p> <p>The Originator must supply an explanation of the reasoning process that was used in determining the validity of this need, and the documented results, which can be expected by fulfilling this need.</p> |
| 2 | <p>Originator Name and Organization: (Required)</p> <p>This is the individual initiating the request for authorization to use a not-approved for use product in the network. The Originator assumes responsibility for the life cycle management of the product.</p> |
| 3 | <p>Originator Phone Number: (Required)</p> <p>Originator must enter their ten-digit phone number.</p> |
| 4 | <p>Product Description/Function: (Required)</p> <p>Identify what the product is and the type of system(s) the technology will be used with or accessed by. Describe how the product works and the application that it will be used for.</p> |
| 5 | <p>Quantity: (Required)</p> <p>Identify the actual number of units of material to be ordered. OTAs should not be issued for large quantities of material, in particular if the product is going to be stocked in the warehouse. For software</p> |

| | |
|----|--|
| | releases, it would be appropriate to issue one OTA and identify the total number of offices that this OTA is to be applied to. |
| 6 | Anticipated Order Date: (Required) This is the date by which the product should be ordered to meet the required installation date. |
| 7 | To be Ordered By: (Required - identify one) Identify the organization that will place and/or receive the product order: MDC/PIA, MOPICS, Purchasing Office or Line/Equipment Engineering. |
| 8 | Installation Location(s): (Required) Identify where the product is to be deployed, e.g. CLLI or location identifier. |
| 9 | TIRKS Provisioning Involved: (Required) Mark the appropriate box, yes or no, depending upon whether or not this product will be inventoried in TIRKS. |
| 10 | TIRKS Function Code Req'd: (Required) Mark the appropriate box, yes or no, depending upon whether or not this product will require a TIRKS Function Code. If yes, identify the specific coding. Supplier should obtain this code from Telcordia and provide to Originator. |
| 11 | Supplier: (Required) Identify the supplier that this product is to be purchased from, i.e. distributor, manufacturing representative, diversity supplier. |
| 12 | Manufacturer/Model Number and/or Software Release: (Required) Identify the original equipment manufacturer and the hardware model number and/or software release. |
| 13 | Cost Per Unit: (Required) Identify the actual purchase price of the product. |
| 14 | Total Cost: (Required) Enter the cost per unit multiplied by total number of units. |
| 15 | HECI Code: (Required for hardware) The Hardware Equipment Catalog Index (HECI) is required for all hardware equipment. The HECI code is the first seven digits of the CLEI (Common Language Equipment Identifier) code (the last |

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| | three digits indicate the manufacturer (digits 8 and 9) and version of the component (digit 10). The Supplier should obtain this code from Telcordia and provide to Originator. |
| 16 | <p>CPR Number: (Required for hardware) http://ebiz.com/dcpr/</p> <p>A Continuing Property Record (CPR) number is required for all hardware equipment in order to update the PICS/DCPR databases. The Supplier should obtain this code from Telcordia and provide to Originator. SWBT, Pacific Bell, and Nevada Bell M&P and CPR information can be accessed on the following shared drive: http://apex.com/books/-002-200-992/-002-200-992.html#\d6400011\np&assmgt Once the drive has been mapped to your computer, open the file entitled CPR. Ameritech PICS/CPR coding information is currently available on web site http://reference.ameritech.com/.</p> |
| 17 | <p>NEBS Compliant: (Required for hardware)</p> <p>Enter the appropriate NEBs level of compliance that has been certified by the Common Systems and Transport Engineering Support Organization for this product. If the product is Level 1 compliant, mark yes; otherwise mark no. If the product is Level 2 compliant, mark yes; otherwise mark no. If the product is Level 3 (CO) compliant, mark yes; otherwise mark no. If the product is Level 3 (NCO) compliant, mark yes; otherwise mark no. If the product has Ancillary compliance, mark yes; otherwise mark no. If the product has been submitted to the Common Systems and Transport Engineering Support Organization for NEBs evaluation, but has not yet been certified, enter the date the product was submitted and the NEBs Log Number.</p> |
| 18 | <p>Field Test Equipment:</p> <p>For Restricted Application OTAs, the Originator will indicate by checking the appropriate box to reflect if new, existing or no test equipment will be required to support the OTA. If new or existing test equipment is required the originator must identify the equipment.</p> |
| 19 | <p>Monitoring & Alarm Systems:</p> <p>Where applicable, for Restricted Application OTAs, the Originator will indicate the recommended monitoring and alarming procedures (e.g. NMA, manual, other) to support the OTA.</p> |
| 20 | <p>Provisioning:</p> <p>Where applicable, for Restricted Application OTAs, the Originator will indicate by checking the appropriate box for the recommended</p> |

| | |
|----|---|
| | provisioning process (e.g. SOLID-DSL, TEAMS-POTS, Switching Translations, manual, other) to support the OTA. |
| 21 | <p>Major Material Requirements:</p> <p>Items 22 through 27 are required for hardware; Item 25 is required for software or hardware. This section is only filled out for a major item of plant, not for minor material.</p> |
| 22 | <p>Product ID:</p> <p>Contact the Procurement Contract Manager for the PID number for this product.</p> |
| | <p>Material Class:</p> <p>This code is no longer required.</p> |
| 23 | <p>MIC Code:</p> <p>Contact the technical evaluator or contract manager to obtain the Material Inventory Code (MIC). This information is required for capital items over \$2000.</p> |
| 24 | <p>Procurement Interval:</p> <p>Contact the Procurement Contract Manager for the procurement interval.</p> |
| 25 | <p>EXTC:</p> <p>523 MATERIALS PURCH Enter 523 as the Expenditure Type Code (EXTC) for materials. Contact the Accounting Classification Manager for EXTC for software purchases. Refer to the Contact List for Accounting Classification Manager contact information.</p> |
| 26 | <p>PA:</p> <p>Contact the Procurement Contract Manager to obtain the Pattern Account (PA) code. This information is required for the ordering databases.</p> <p>AI Code: This code is no longer required.</p> |
| 27 | <p>A4519 No.: (Non-CO Equipment)</p> <p>Completion of the A4519 is required in Pacific Bell and Nevada Bell in order to classify non-central office equipment in the inventory databases. This equipment includes Outside Plant (OSP) material, tools and test sets, and Official Communication Services (OCS) data communication equipment coded to 116C. If the hardware has not been previously classified, the Originator should complete Form A4519 and attach it to the One Time Approval. See the</p> |

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| | |
|--|--|
| | contact list section for additional information on Accounting Classification Material Codes. |
| | GA869 No.: (CO Equipment) This form is no longer required. |

14. OTA Signature Section

| Responsibility | Instructions |
|--|--|
| Originator | The Originator will enter their Name, Title, Phone Number and the Date the OTA was forwarded within the Originators organization for concurrence. The Originator may electronically sign the OTA form. |
| Concurrence | The Concurring Manager within the Originators organization will enter their Name, Title, Phone Number and Date the OTA was signed for concurrence. The Concurring Manager may electronically sign the OTA form. NOTE: Please adhere to Conditions & Exceptions of One Time Approval for approval levels required. |
| Technical Evaluator | The technical evaluator will enter their Name, Title and Phone Number. In addition, enter the Date the OTA was received from the Originator and the Date the OTA was forwarded within the technical evaluator organization for approval. The technical evaluator may electronically sign the OTA form. |
| Project Integration Manager (PIM) SPOC Concurrence | For all OTAs involving active network elements, Technical Evaluator will obtain PIM SPOC concurrence prior to final approval. |
| Final Approval | The Final Approval Manager in the technical evaluators organization , Network Planning, and Engineering, LABs NTD Technical Evaluators EVP concurrence (as applicable) will enter their Name, Title, Phone Number and the Date the OTA was approved or denied. The Final Approval Manager may electronically sign the OTA form. Final approval level will be determined by the Technical Evaluators organization. See Conditions & Exceptions of One Time Approval for applicable approvals. |
| Technical Evaluators Organization | The Technical Evaluator will check their applicable organization: -New Technology Introduction (LABs NTD) |

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| | |
|--|---|
| | <ul style="list-style-type: none"> -Common Systems and Transport Engineering Support (CSTES) -Network Services Loop Product -Information Technology -Other <p>If Other is checked the OTA will be reviewed by Procurement prior to posting.</p> |
|--|---|

15. Approval/Denial Section

| Item | Instructions |
|------------------------|--|
| Approved | The Final Approving Manager will check this box if the OTA is approved. |
| Denied | The Final Approving Manager will check this box if the OTA is denied. |
| Conditions of Approval | This section is used by the Final Approving Manager to enter any conditions associated with the approval of this OTA. |
| Reason for Denial | If this OTA is denied for any reason, the individual denying the request will enter the reason for the denial in this section. |

16. Testing Performed Section

| ITEM # | Instructions |
|--------|--------------|
|--------|--------------|

| | |
|---|--|
| | (This section is required for Restricted Time OTA) |
| A | Testing Performed |
| | Check the appropriate box, yes or no for each venue where testing has been completed. If yes, document the Test Report reference number and date of issuance. |
| B | Test Report and Results |
| | Post the Test Report reference number and date of issuance, along with summary of test results metrics (e.g., number of tests, % tests passed, number of defects by severity level and resolution status, etc.). |

17. Contact List

| Function | Organization | Name | UID | Phone |
|--|-------------------------------|-------------------|-----------|---|
| Accounting Classification Material Codes (MIC/A4519) | Finance Operations | Carla Heimburger | CH4306 | 314-923-1009 |
| Accounting Classification Material/EXTC | Finance Operations | Bernadette Talbot | bt2839 | 925-823-1589 |
| Lightspeed and Access | AT&T LABS | Andrea Casson | ac0778 | 404-499-5080 |
| PIM SPOC | Network & Care Transformation | Mike Higley | mh4986 | 210-886-2062 |
| Practice Owner | Strategic Sourcing | David Keckley | dk4714 | 925-867-0834 |
| TDM/IP Voice | AT&T LABS | Stephen Shinnors | ss1237 | 732-420-2935 |
| TDM/IP Voice | AT&T LABS | Tony Dispirito | ad6324 | 732-420-7653 |
| Telco PAN and OTA Administration | NSS Staff | APEX Help Desk | ntwk,apex | http://helpdesk.sbc.com/toolkit/cdt/index.cfm |
| Transport | AT&T LABS | Karel Ehrlich | ke1741 | 732-420-1643 |

18. Approved Technical Evaluators (SMEs)

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18.1. Common Systems and Transport Engineering Support:

Updated June 6, 2008

| Product Family | Keyword(s) | Primary SME | Backup S |
|--|----------------------------------|-------------------------|--|
| Transmission and protocol analysis portable test-sets | Test sets | Dave Smith - DS2375 | Hector Garcia - H Jones - BJ3246 |
| Fiber Panels and Bays | Fiber | Mike Yeilding - MY1515 | Dave Smith - DS2 - WE2583 Bruce J Don Mitrano - DN |
| MDF, COSMIC, Conn Blocks | Frames, Blocks, Unit Protectors | Dave Smith - DS2375 | Mike Yeilding - M Eng - WE2583 B BJ3246 |
| Cable, Wire, DSX panels | Cable, Wire, DSX | Wing Eng - WE2583 | Dave Smith - DS2 Yeilding - MY151 - BJ3246 |
| Fiber Protection | Raceway or Protection | Mike Yeilding - MY1515 | Dave Smith - DS2 - WE2583 Bruce J Don Mitrano - DN |
| Bay, Cabinets | Bay, Cabinets | Larry Wong - LW6932 | Sha Hoda - SH32 |
| Lighting | Lighting | Bon Pipkin - BP2318 | |
| Grounding and Bonding | Grounding & Bonding | John Messina - JM4735 | |
| Fire Stopping, Cable Mgmt | Ironwork | Larry Wong - LW6932 | Sha Hoda - SH32 |
| Electrical Protection | AC/DC Protection | Larry Payne - LP5999 | Dave Smith - DS2 |
| ATT-TP-76200 (NEBS) | ATT-TP-76200, NEBS | John Tablerion - JT3216 | Bon Pipkin - BP2 |
| Alarms | Alarms | Jeff Langley - JL8501 | |
| OSP Power | OSP batteries, stands and panels | David Barnicle - DB1717 | Mary Bernier - M |
| CO Power | CO batteries, stands and panels | William Price - WP8650 | Ed Granger - EGI man - AB9165 |
| Synchronization | Timing panels and cabling | Lisa Carlisle - LC0633 | Hector Garcia - H Jones - BJ3246 D - DO3863 |

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18.2. Outside Plant (OSP)

Updated November, 2008

| Name | ATTUID |
|---------------------|--------|
| Bijo Abraham | BA2157 |
| Steve Area | SA7823 |
| Ed Badon | EB8631 |
| Morgan Barnes | MB0442 |
| Jeff Bradford | JB1700 |
| Paul Feldman | PF1993 |
| Mike Karsas | MK2428 |
| Kim A. Malkowski | KM3526 |
| David Maze | DM4428 |
| Gary Miller | GM1854 |
| Jeffrey A. Smith | JS4394 |
| Jack B. Spencer Jr. | JS9082 |
| Joel Sullivan | JS1882 |
| Doug Teller | DT2630 |

18.3. Testing Tools - Network Operations Planning

Updated September 21, 2006

| Name | ATTUID |
|---------------|--------|
| Wyona Farmer | wf6337 |
| Michelle Karl | mk5168 |
| Bill Rollins | wr2831 |

18.4. LABs NTD (Network Technology Development)

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Updated September 18, 2007

WARNING: All requests must have the signature of one of the people listed below. If the requestor is not under the chain of command of the person who signs off on the request, the request will be denied.

| Title | Name | ATTUID |
|---|-----------------|---------------|
| VP-TDM/IP Voice | Marian Croak | MC8961 |
| VP- Lightspeed & Advanced Access Technology | Eva Low | EL1461 |
| VP-Global Optical, IP, & Data Development | Simon Zelingher | SZ2185 |

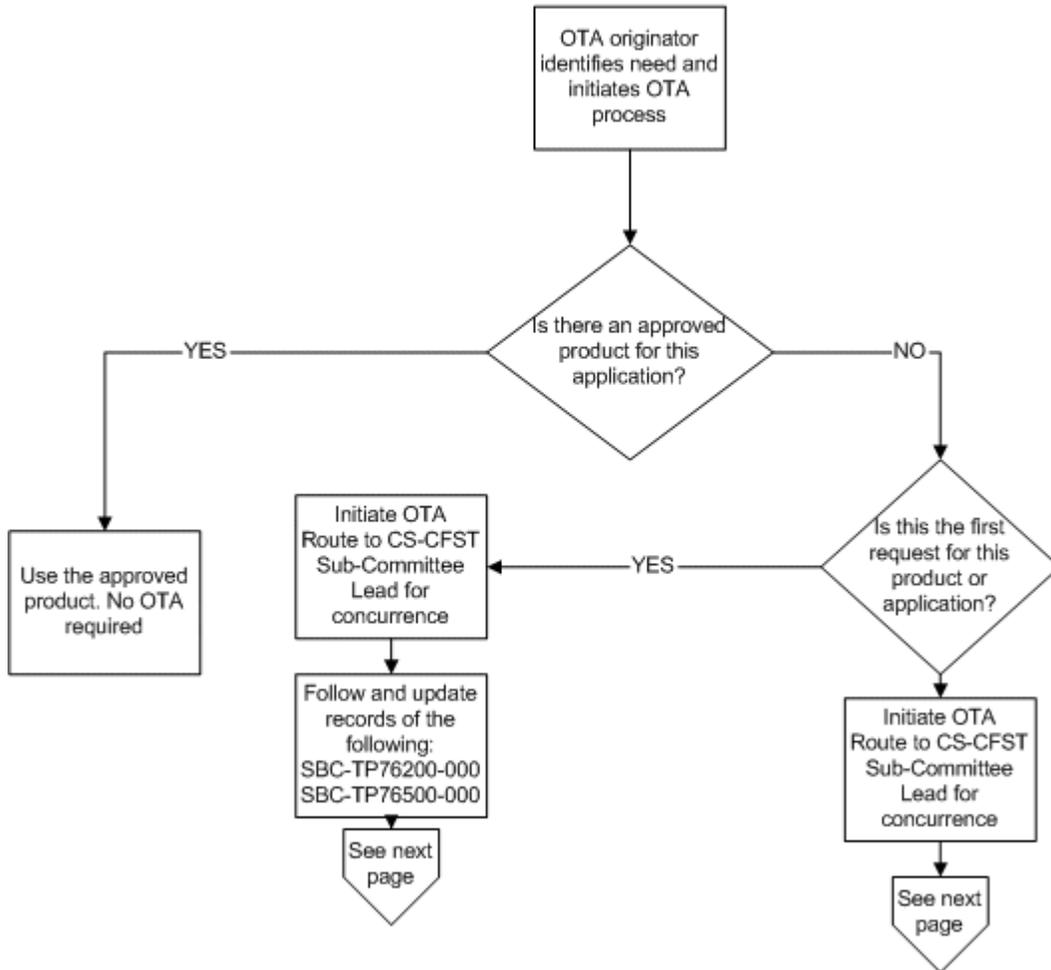
19. Flowcharts

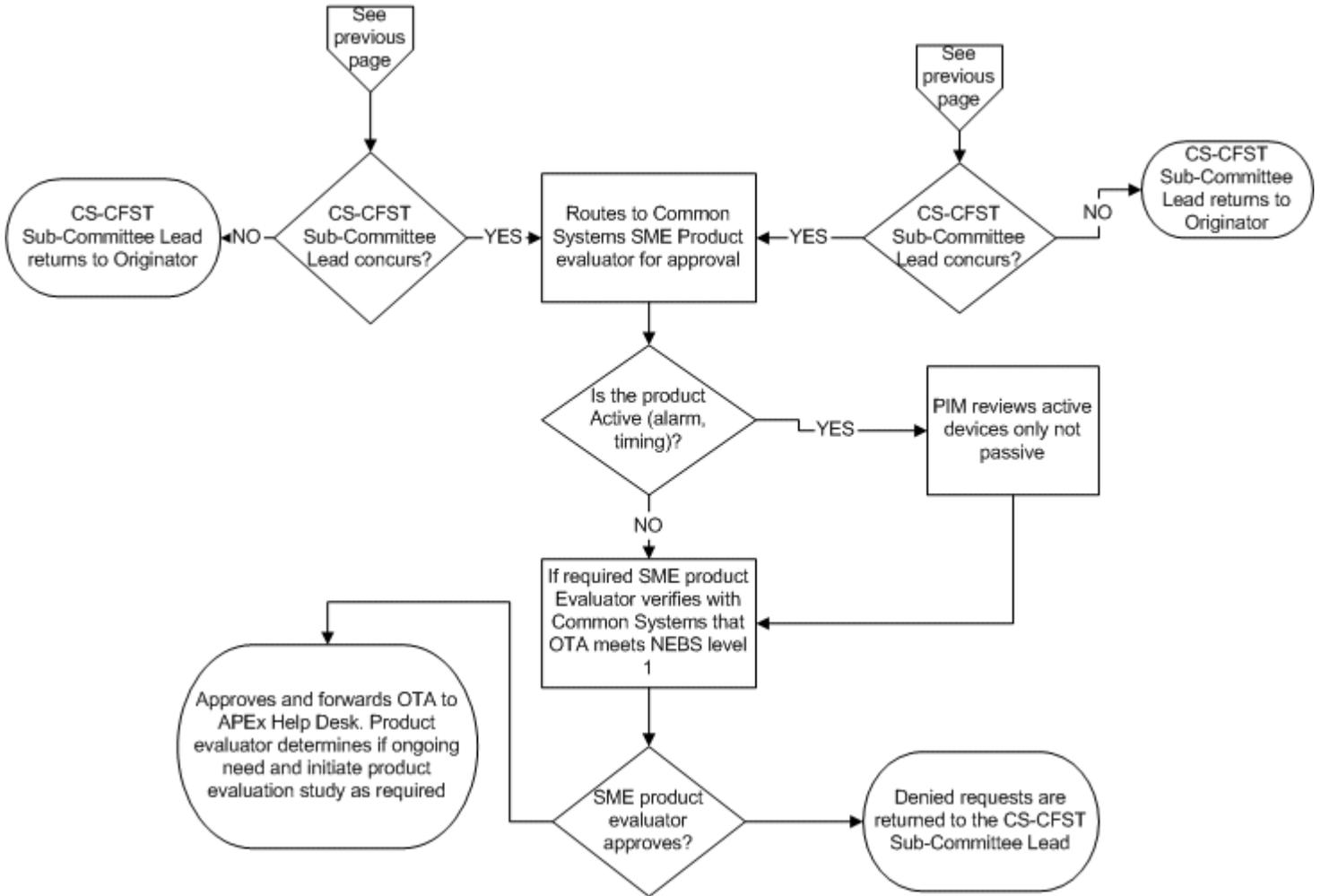
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COMMON SYSTEMS OTA DECISION FLOWCHART





NOTES:

1. Material shall not be ordered and/or installed for general deployment before the suppliers "product" (as defined in the OTA practice document) is approved for use (AFU) unless an exception is authorized by the Technical Evaluator's Vice President, (AVP for OSP), the Network Planning Vice President, and the Engineering Vice President.
2. The exception must consider and minimize the risk of paying or accruing capital charges in advance of appropriate test and acceptance procedures.

Figure 3: NTD flow 1.gif
LABs NTD OTA DECISION FLOWCHART

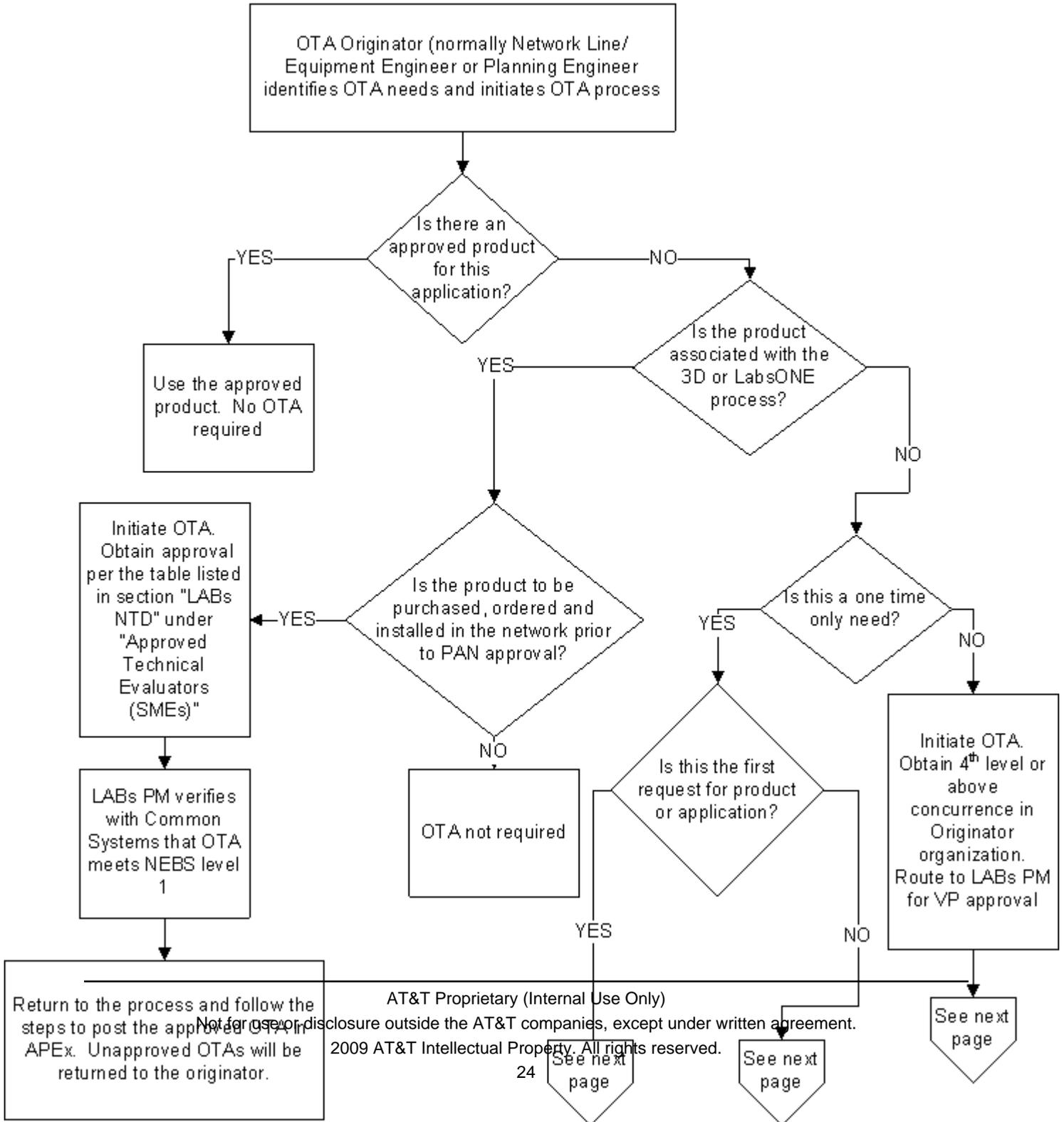
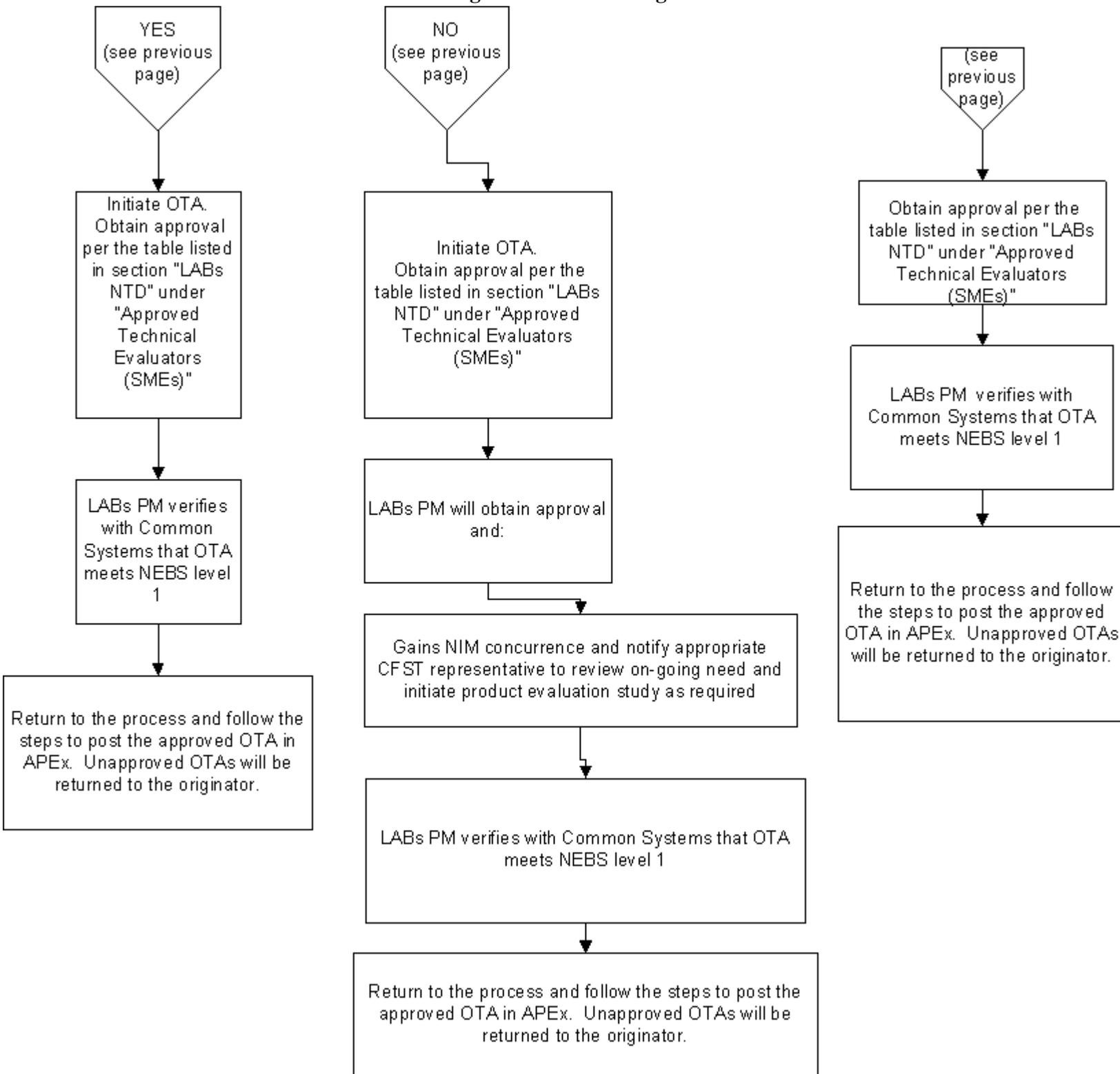


Figure 4: NTD flow 2.gif



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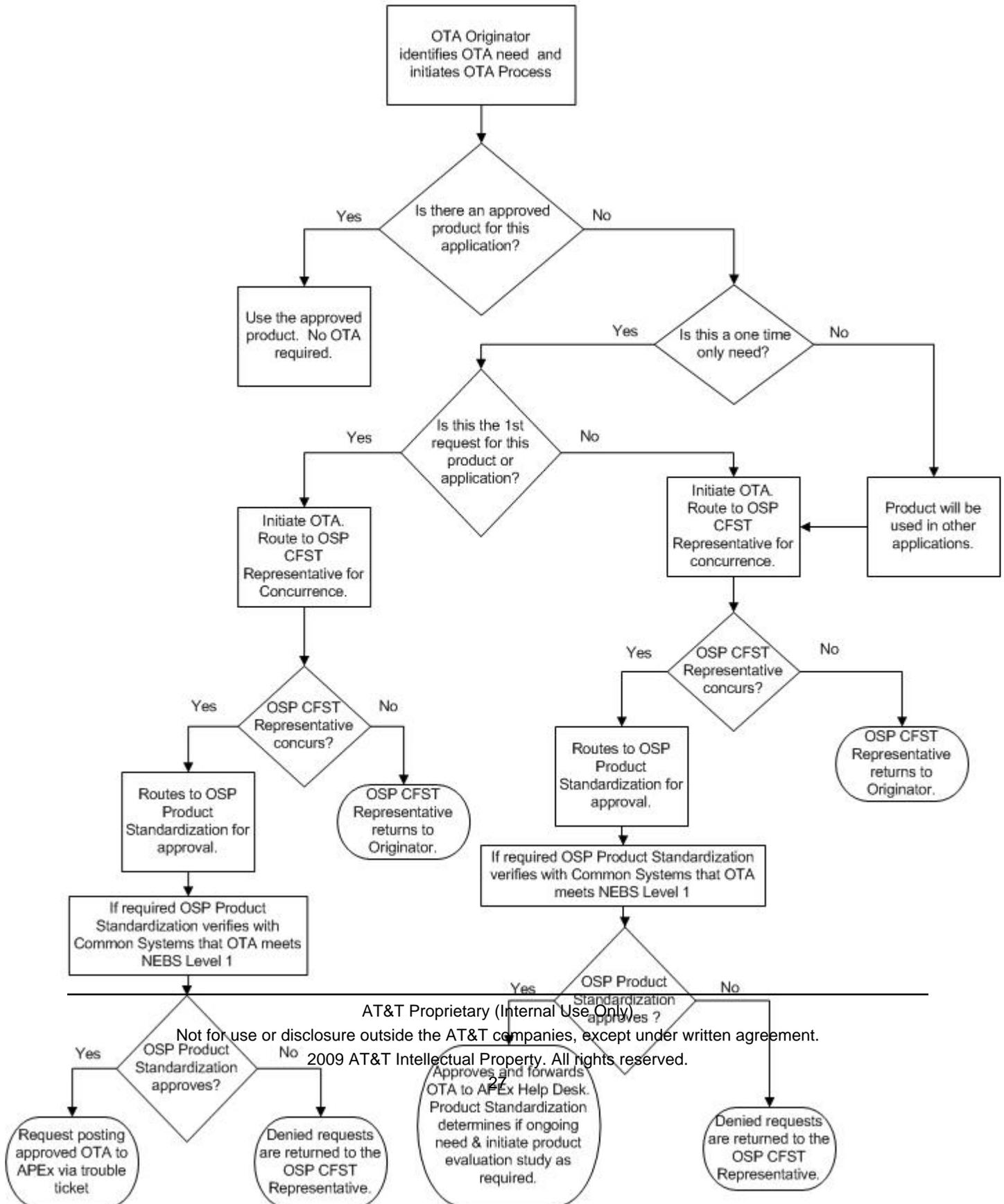
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NOTES:

1. Material shall **not be ordered and/or installed** for general deployment before the suppliers "product" (as defined in the OTA practice document) is approved for use (AFU) unless an exception is authorized by the Technical Evaluator's Vice President, (AVP for OSP), the Network Planning Vice President, and the Engineering Vice President; and for LABs NTD concurred by the Technical Evaluators Executive Vice President.
2. The exception must consider and minimize the risk of paying or accruing capital charges in advance of appropriate test and acceptance procedures.

OSP OTA DECISION FLOWCHART



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Approves and forwards OTA to APEX Help Desk. Product Standardization determines if ongoing need & initiate product evaluation study as required.

Denied requests are returned to the OSP CFST Representative.

Request posting approved OTA to APEX via trouble ticket

Denied requests are returned to the OSP CFST Representative.

NOTES:

1. Material shall **not be ordered and/or installed** for general deployment before the suppliers "product" (as defined in the OTA practice document) is approved for use (AFU) unless an exception is authorized by the Technical Evaluator's Vice President, (AVP for OSP), the Network Planning Vice President, and the Engineering Vice President; and for LABs NTD concurred by the Technical Evaluators Executive Vice President.
2. The exception must consider and minimize the risk of paying or accruing capital charges in advance of appropriate test and acceptance procedures.

20. OTA Form

To download the OTA form, perform the following steps:

1. Open the form by clicking on the following link <http://apex.web.att.com/> .
2. Right mouse click the *click here* from the: To view or download the One Time Approval Form, click here link.
3. Select Save Target As from the pop-up menu.
4. Name and Save the file.

21. Revision Log

| DATE | ISSUE | DESCRIPTION | Name |
|-----------|-------|--|------------|
| 7/8/2008 | 32 | Removed Rick Dvorak as an approver for Outside Plant. | Danny Mann |
| 6/6/2008 | 31 | Updated approvers for Common Systems and Transport Engineering Support. | Danny Mann |
| 6/3/2008 | 30 | Added Kim A. Malkowski and Jack B. Spencer, Jr. as approved technical evaluators for OSP. | Danny Mann |
| 5/21/2008 | 29 | Added Jeff Bradford as an approved technical evaluator for OSP. Removed Terry Chamberlain, Jimmy Taylor, and Joe | Danny Mann |

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| | | | |
|------------|----------|--|---------------|
| | | Doetsch as approved technical evaluators for OSP. | |
| 2/19/2008 | 28 | Added Andrea Casson, Karel Ehrlich, Mike Higley, Stephen Shinnars, and Tony Dispirito to the contact list. | Danny Mann |
| 2/12/2008 | 27 | Added Joel Sullivan as an approved technical evaluator for OSP. | Danny Mann |
| 12/11/2007 | 26 | Added Gary Miller as an approved technical evaluator for OSP. | Danny Mann |
| 12/10/2007 | 25 | Removed Bernard Cross from list of Technical Evaluators for OSP. | Danny Mann |
| 09/18/2007 | 24 | Added warning tag in 19.4 for clarification regarding OTA approvals for LABs NTD. | Danny Mann |
| 09/04/2007 | Issue 23 | Added Morgan Barnes and Paul Feldman as approvers for OSP. | Danny Mann |
| 08/24/2007 | Issue 22 | Combined sections 19.4 and 19.5 into one called AT&T LABs NTD (Network Technology Development) as Approved Technical Evaluators. Changed contact info from John Ferris and Richard Montgomery to David Keckley and Danny Mann. Changed all occurrences of NTI to NTD. Changed references from "Trigger Process" to "3D Process" and from "Footprint Process" to "LabsONE Process". | Danny Mann |
| 07/12/2007 | Issue 21 | Updated sections 11 and 13 based on the new steps users follow to submit an "OTA Publish- | Michael Laney |

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| | | | |
|------------|----------------------|--|--------------------|
| | | ing Request - Publish / Post OTA" ticket via WebPR. | |
| 06/18/2007 | Issue 20 | Updated section 19.2 to add Jeffrey Smith and Bijo Abraham as approvers for OSP. | Danny Mann |
| 05/14/2007 | Issue 19 | Updated Section 19.2 Outside Plant with new approvers | Richard Montgomery |
| 05/10/2007 | Issue 18 | Updated Section 19.5 AT&T Labs. Added new approver | Richard Montgomery |
| 04/11/2007 | Issue 17 | Added Rick Dvorak as OSP approver per Steve Area and Dave Maze. | Paul Linton |
| 01/26/2007 | Issue 16 | Updated Section 19.4 Enterprise Tech Support - NTI Added new approver | Richard Montgomery |
| 12/13/2006 | Issue 15 | Updated Common System approvers in section 19 | Richard Montgomery |
| 10/13/2006 | Issues 12, 13 and 14 | Updated Names in approvers in section 19 and deleted duplicate trouble ticket process steps for posting an OTA in APEX in section 9. | DeAnn Sullivan |
| 09/05/2006 | Issue 11 | Updated - Revised Section 19.1 Changes in Approvers for Common Systems. | |
| 07/11/2006 | Issue 8 - 9 - 10 | Updated - Revised Section 19 New Approvers | |
| 07/06/2006 | Issue 7 | <ul style="list-style-type: none"> • Updated - Revised Section 11 Technical Evaluators Responsibilities • Updated - Revised Section 13 APEX Post Approval Responsibilities | |

| | | | |
|------------|---------|--|--|
| | | <ul style="list-style-type: none"> Updated - Revised Section 19 Approved Technical Evaluators. | |
| 12/02/2005 | Issue 6 | Test Sets SME added to table at Section 19 | |
| 12/02/2005 | Issue 6 | Revised OTA Form | |
| 11/30/2005 | Issue 5 | Section 8 replaced | |
| 10/24/2005 | Issue 4 | <ul style="list-style-type: none"> Reissued to reflect the migration of 272 OTAs from the PAN1A web site to APEX Other Miscellaneous changes | |
| 10/04/2005 | Issue 3 | Corrected link to revised Telco OTA form (Section 9) | |
| 10/03/2005 | Issue 2 | Changes to section 5 (Conditions & Exceptions of One Time Approval) and Section 19 (Testing Performed Section) | |
| 09/21/2005 | Issue 1 | Initial Publishing: This document replaced ATT-TEL-CO-002-200-992 | |

22. Acronyms

A.1. Document Specific Acronyms

This section lists acronyms that are used in this document only.

AFU - Approval For Use

APEX - Advanced Publishing Express

CFST - Cross Functional Sourcing Team

PIM - Project Integration Manager

NTD - Network Technology Development

OSP - Outside Plant

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OTA - One Time Approval

22.1. Network Acronyms Dictionary

Refer to [ATT-000-000-020](#) , Network Acronyms Dictionary.

Revision Log

| Issue Number | Date | Description | Author |
|--------------|----------|--|--------|
| 34 | 02/08/09 | Corrected link to LabsOne. Added link to Common Systems. Added reference and link to AT&T Purchasing Policy. Updated link to APEX Helpdesk. Added link to existing reference for TP-76200. Changed link for CFST to link to ATTBuys. | dm4647 |