

COMPANY COMMUNICATIONS SERVICES
COMPANY SERVICE CIRCUITS
RENUMBER/DISCONNECT PROCEDURES
(NON-STANDARD NUMBERING SCHEME)

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NOTICE
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SECTION 010-501-907PT

APPENDIX 6

1.06 The use of suffices (Section 010-501-905PT, 3.08) must be considered for the following circuits:

- Circuits which are part of a group of circuits having the same circuit type option code and A and Z locations
- Signaling or control circuits which are a functional part of another (voice, data, etc) company service circuit

1.07 The following paragraphs identify the criteria which must be met when *existing* company service circuits are renumbered or disconnected.

2. NEW CIRCUITS

2.01 Circuits being added to a group of existing circuits which are being renumbered are:

- (a) Numbered according to Section 010-501-905PT, Part 2
- (b) Assigned the same *prefix* and *type* codes as the circuits being renumbered
- (c) Assigned serial numbers in sequence (either higher or lower) with the circuits being renumbered.

3. CIRCUITS IDENTIFIED AS SPECIAL SERVICE CIRCUITS

3.01 The group desiring that circuits be renumbered will request the department coordinator to initiate order action.

Department Coordinator Responsibilities

3.02 For teletypewriter, multipoint, General Telephone Company of California (Gentel)-terminated, or data-conditioned facility circuits, the department coordinator will:

- (a) Obtain the order number and *new* circuit identification (ID) number from the contact listed in Appendix 1, Table C
- (b) Prepare a Form P 3651 for a *number change*

(c) Forward the request to the address shown in Appendix 1, Table C.

3.03 For circuits (other than those in 3.02) established under the old numbering plan, the department coordinator will:

- (a) Obtain a Universal Service Order (USO) number, for *record purposes only* — *disconnect*, from the contact in Appendix 1, Table C

Notes:

1. Inform the contact that the disconnect is being issued to clear Marketing and Accounting records only.
2. The order number is preceded by the letter R (record).

(b) Obtain a new circuit ID number (from the contact in Appendix 1, Table C) for the number change Special Service Work Order

(c) Prepare two Form P 3651 requests:

- *Disconnect* P 3651 (USO): The reason for issuance must state "the disconnect is for record purposes only — to clear Marketing and Accounting Records — no physical work involved".
- *Number Change* P 3651 (Special Service Work Order): This request details the old and new circuit number. Cross-reference the disconnect P 3651 order number, and include a note that the disconnect was "issued for record purposes — to clear Marketing and Accounting records".

(d) Forward the P 3651s to the contacts listed in Appendix 1, Table C.

3.04 For circuits established with a PD service code (other than those in 3.02), the department coordinator will:

- (a) Obtain a new circuit ID number from the contact in Appendix 1, Table C
- (b) Prepare a Form P 3651 for a number change (Special Service Work Order)
- (c) Forward the order to the contact in Appendix 1, Table C.

4. CIRCUITS WITHOUT ANY IDENTIFICATION

4.01 These circuits are "discovered" as a result of contact reports, reconciliation efforts, etc.

4.02 Field forces or other groups should refer these situations to the appropriate department coordinator for resolution.

4.03 When equipment and/or facility assignment verification is necessary, the department coordinator uses Form CP 3708A to request the data base purification group to obtain the working assignments from the field forces.

4.04 The assignments are returned to the department coordinator, who will proceed as follows:

- (a) If there is no manual or FS record of the circuit, ask the field to remove the jumpers.
- (b) If ATAB (area trunk assignment bureau) assignments are involved and the circuit is no longer needed, initiate a request to ATAB to issue a disconnect order.

Note: The disconnect order is the same type that was issued to establish the circuit.

- (c) If FS assignments are involved and the circuit is no longer needed, initiate a P 3651 request to the PADS design group for a disconnect Circuit Layout Record (CLR).
- (d) If the circuit is still required, initiate a P 3651 request package as would be needed for a new or renumbered circuit.

5. CIRCUITS IDENTIFIED AS TGID TRUNKS

5.01 When trunk group identification (TGID) trunks are renumbered to special service circuits, close coordination is required between all involved work groups. Exhibits 1A and 1B provide flowcharts of activities required for TGID trunks.

Coordination Committee Responsibilities

5.02 A coordination committee is formed with representation as follows:

- (a) ATAB (trunk assignment group [TAG]/common control order group [CCOG])
- (b) Department coordinator
- (c) PADS (project coordination representative)
- (d) Trunk servicing

5.03 The representative from trunk servicing provides:

- (a) All committee members with a list of trunks to be renumbered (including the old TGID and A and Z locations)
- (b) The department coordinator with a copy of all CLR(s) for trunks being renumbered.

Note: The CLR(s) are obtained for the servicer by ATAB via a purge action.

5.04 The committee decides on and makes note of:

- (a) Due date(s)
- (b) Sequence of issuance
- (c) Approximate date(s) of issuance.

Trunk Servicing Responsibilities

5.05 The trunk servicer prepares a disconnect Trunk Order, Form P 3334-ATAB.

5.06 The trunk servicer contacts the department coordinator and:

- (a) Provides the Trunk Order number
- (b) Obtains the Special Service Work Order number and new circuit identification number
- (c) Verifies the due date.

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5.07 The P 3334-ATAB form is updated with the following information:

- (a) "Leave wiring, equipment, and facilities intact for reuse on (new circuit ID)"
- (b) "C/W (work order number)"

5.08 The P 3334-ATAB form is forwarded to ATAB.

Department Coordinator Responsibilities

5.09 The department coordinator prepares a Request For Company Service Circuits, Form P 3651, for the establish order.

5.10 The department coordinator is contacted by the trunk servicer and:

- (a) Obtains the Trunk Order number
- (b) Provides the Special Service Work Order number
- (c) Verifies the due date.

5.11 The Form P 3651 is updated with the following information:

- (a) "Reuse equipment and facilities from (Trunk Order number)"
- (b) The Trunk Order number in the C/W field.

5.12 The P 3651 order package is routed in the normal manner. The order package includes all documents required for an *add* company service circuit order *and* the CLR(s) for the existing trunk group.

ATAB Responsibilities

5.13 ATAB receives the P 3651 and P 3334 order packages.

5.14 ATAB updates manual office assignment records and both order packages. All equipment and facilities from the disconnect are reused on the connect.

5.15 ATAB issues any required common control/ ESS translation orders.

5.16 ATAB accesses the FS, performing the disconnect action and *reserving* the inventoried equipment/facilities for the connect order.

5.17 The P 3334 package is issued per normal procedures.

5.18 The P 3651 package is returned to the department coordinator.

PADS Design Responsibilities

5.19 The PADS design group receives the order package from the department coordinator.

5.20 PADS design, in addition to normal company service circuit order processing and issuing procedures, reuses the (inventoried) facilities and equipment (reserved by ATAB).

Note: CLR(s) for the disconnected TGID trunk group are provided as a tool for identifying the reserved facilities and equipment. They are not to be included in the CLR package sent to the field.

6. CIRCUITS IDENTIFIED AS NON-TGID TRUNKS

Coordination

6.01 A group is formed with ATAB (TAG/CCOG) and department coordinator representatives. Exhibit 2 provides a flowchart of activities required for non-TGID trunks.

6.02 The representative requesting the order action provides a list of circuits to be renumbered. The list must include any trunk identification and A and Z locations.

6.03 The ATAB (CCOG) representative provides a copy of existing cross-connect running lists (XRLs) and/or lead sketches to the department coordinator.

6.04 The group decides on and makes note of:

- (a) Order due date(s)
- (b) Sequence of issuance
- (c) The approximate date(s) of issuance.

Department Coordinator Responsibilities

6.05 The department coordinator prepares a Request For Company Service Circuits, Form P 3651, for the establish order.

Note: Include the notation "reuse all equipment and facilities from the existing trunk group".

6.06 The P 3651 order package is routed in the normal manner. The order package includes all documents required for an *add* company service circuit order and any XRL(s) and/or lead sketches for the existing trunk group.

ATAB Responsibilities

6.07 ATAB receives the P 3651 order package from the department coordinator.

6.08 ATAB prepares a disconnect P 3334-ATAB order (disconnecting the circuits being established on the P 3651).

6.09 ATAB *reuses all* manual equipment and updates the assignment forms/office records.

6.10 ATAB enters, in addition to normal required items, the following information on the Form P 3334-ATAB:

- "Leave wiring, equipment, and facilities intact for reuse on (Special Service Work Order number)"
- The Special Service Work Order number and circuit identification in the C/W field

6.11 ATAB enters the disconnect Trunk Order number in the C/W field of the P 3651.

6.12 ATAB issues any required common control orders, per normal procedures.

6.13 ATAB updates the FS and issues the P 3334-ATAB order, per normal procedures.

6.14 ATAB returns the P 3651 package to the department coordinator.

**7. DISCONNECT OF CIRCUITS –
NONSTANDARD NUMBERING SCHEME**

7.01 Company service circuits established prior to the standard scheme must be disconnected in the same manner they were connected (establish on a USO, disconnect on a USO; establish on a Special Service Work Order, disconnect on a Special Service Work Order, etc).

CIRCUITS IDENTIFIED AS TGID TRUNKS

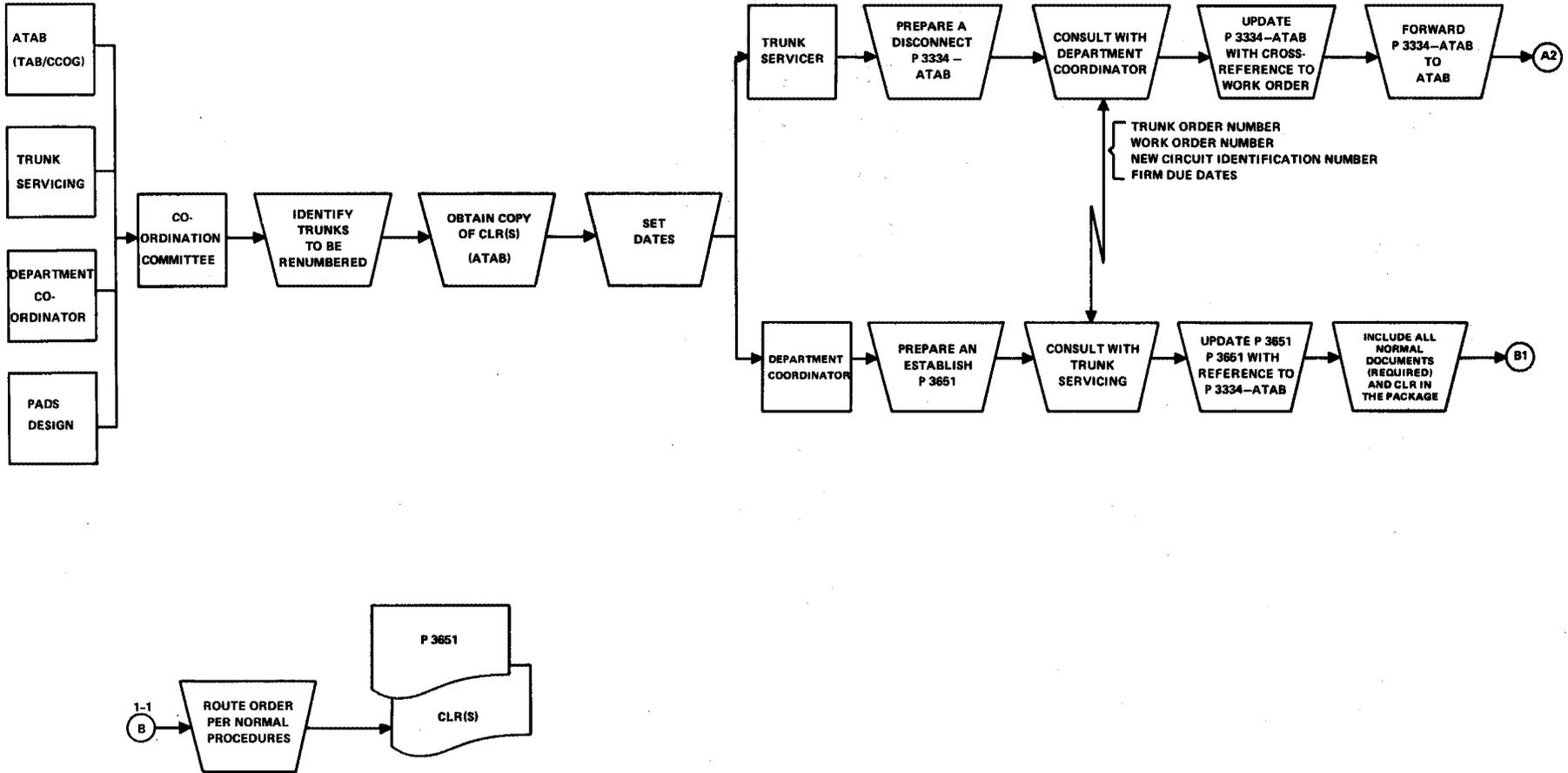
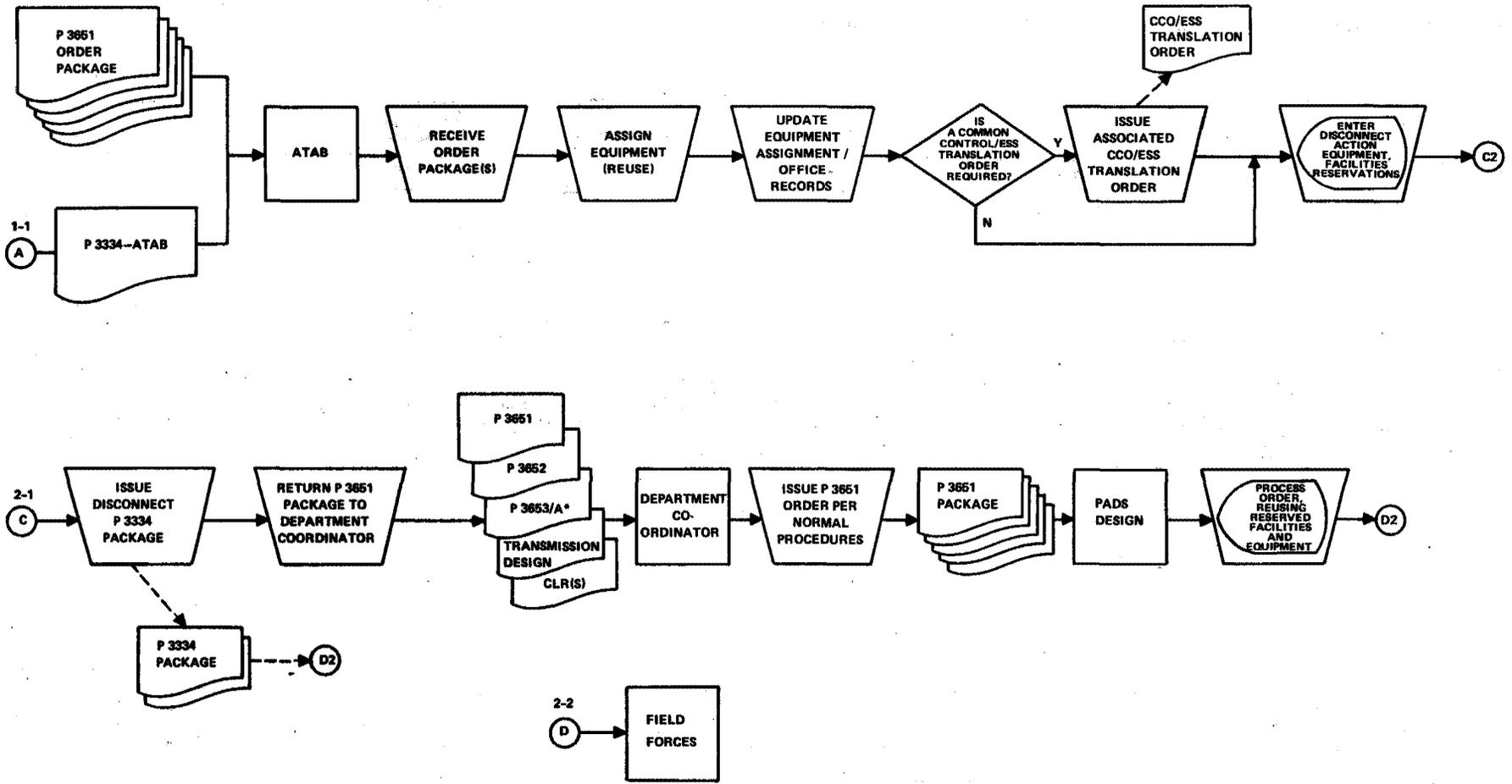


Exhibit 1A

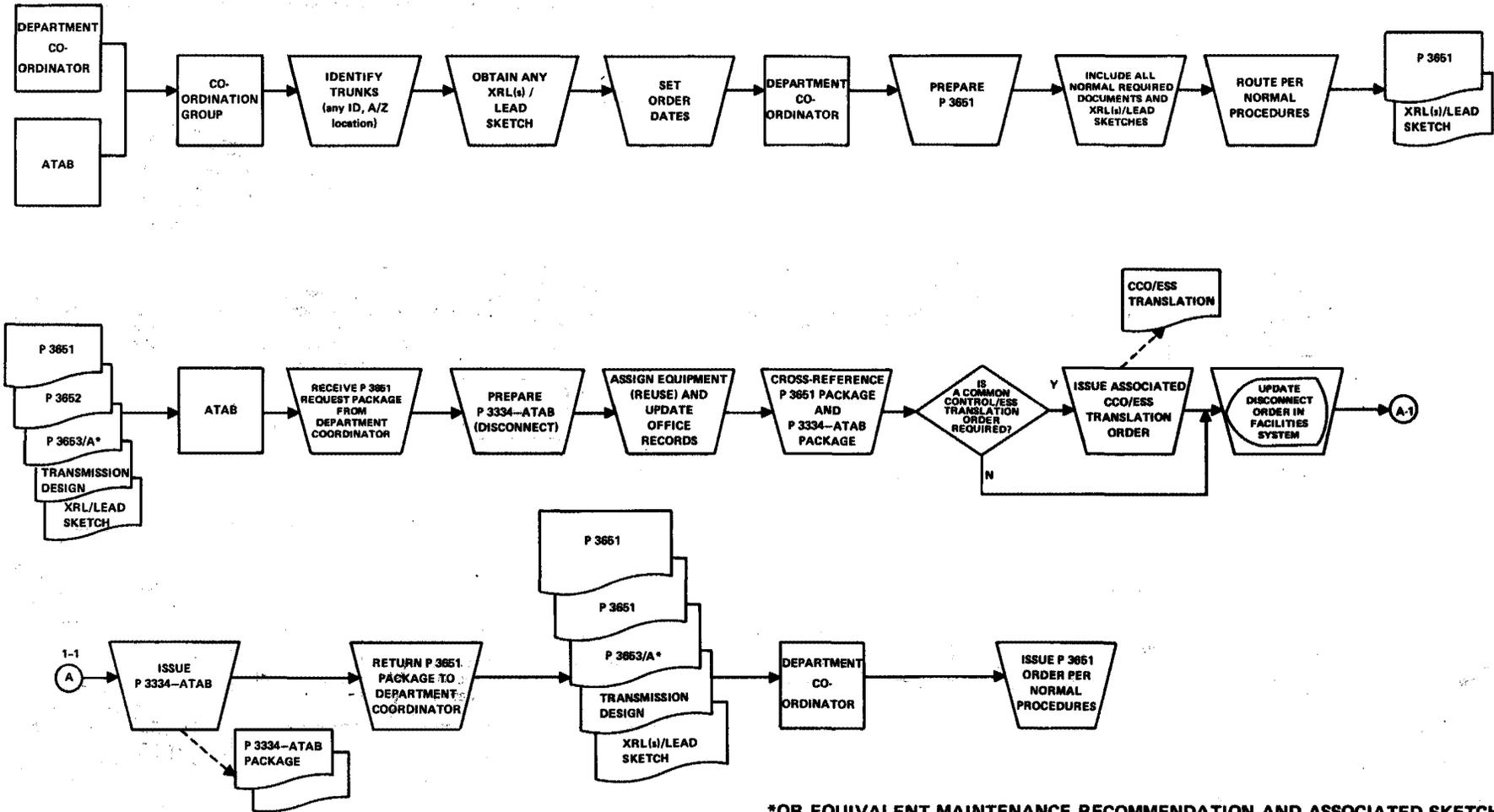
CIRCUITS IDENTIFIED AS TGID TRUNKS (CONT'D)



*OR MAINTENANCE RECOMMENDATION AND ASSOCIATED SKETCH

Exhibit 1B

CIRCUITS IDENTIFIED AS NON-TGID TRUNKS



*OR EQUIVALENT MAINTENANCE RECOMMENDATION AND ASSOCIATED SKETCH

Exhibit 2