

ISC-USO MEMORANDUM WORKSHEET
FORM CO 2388-ISC-USO

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1. GENERAL

1.01 This appendix supplements Section 010-520-112. It describes the use of Form CO 2388-ISC-USO, ISC-USO Memorandum Worksheet (see Exhibits 1A and 1B). Effective with this appendix, all teletyped ISC-USO memoranda (Exhibit 3) will be transmitted in the format (AT&T standard) described in this appendix.

1.02 The ISC-USO Memorandum Worksheet will be used to record all information necessary to issue ISC-USO memoranda.

1.03 Definitions for field identifiers (FIDs) are included in the appropriate parts of this appendix.

2. UNIVERSAL SERVICE ORDER MEMORANDUM

2.01 *General:* The control ISC team is generally determined by who bills the service, not by who negotiates it. When a service is sold by a salesperson in one operating telephone company (OTC) ISC area (this includes Long Lines Company) for installation in another ISC area, the ISC team in the area in which the service is to be installed and billed becomes the control ISC team. The salesperson, in this situation, will transmit an ISC-USO memorandum to the control ISC team (see 2.05 references to Bell System Practices for details).

2.02 *ISC Number:* The salesperson will obtain the ISC number for the ISC-USO memorandum from the control ISC team's sales member.

2.03 *Format And Language:* The ISC-USO memorandum will be in the format and language described in the main section (Issue 4 or later) and must adhere to the following:

(a) All sections of the ISC-USO memorandum, except S&E, must be complete. The S&E section cannot always be complete because the salesperson will not always be familiar with the USOCs (Universal Service Order codes) and local rate and service applications in the control ISC team's area.

(b) Critical dates will be calculated and included (see Section 010-520-104PT, Appendix 1).

(c) The services sold should be clearly indicated in English language description and in standard S&E format.

2.04 The ISC-USO memorandum does not initiate billing. Upon receipt, the control ISC team will issue an order (ISC-USO or local service USO as required) for the service.

2.05 *Reference Sections:* The following related Bell System Practices sections should also be reviewed for specific instructions:

Section 010-520-101, Intercompany Services Coordination Plan — Procedures for Coordination of Orders for Service

Section 010-520-103, Intercompany Services Coordination Plan — Control Team Assignment

SECTION 010-520-112PT
APPENDIX 2

3. PREPARATION OF ISC-USO MEMORANDUM WORKSHEET

3.01 General: The Worksheet is a two-sided form (Exhibits 1A and 1B) with preprinted section headings and commonly used FIDs. After the order identification section's fielded entries are two heavy lines, one between character positions 6 and 7 and one between character positions 36 and 37. Character positions 1 through 5 are for FIDs, action codes, and quantities. Character position 6 is left blank (except for section headings). Character positions 7 through 36 are for order details, such as USOCs, USOC descriptions, billing information, customer name, etc. Character positions 37 through 50 are not used after the fielded entries in the order identification section.

3.02 Worksheet Entries: Entries will be made on the Worksheet as follows (See Exhibits 2A and 2B):

- (a) Enter *only one* character per character position.
- (b) After the order identification section's fielded entries, no entries will be made in character position 6.
- (c) Line out all preprinted FIDs that are not used.
- (d) Enter any FIDs required that are not preprinted.
- (e) **Order Identification Section:** There are three parts to the order identification section — the TO and ORG lines, fielded entries, and non-fielded entries. Make entries as follows:

- TO — Enter the AD-Net/PAC-Net code of the addressee.
- ORG — Enter the PAC-Net code and city of the originator.
- APP — Enter the application date.
- DD — Enter the due date.
- ISC — Enter the ISC number obtained from the control ISC team's sales member in the non-field portion after the preprinted ISC FID, and enter MEMO after the ISC number.

(f) Complete the Worksheet as required. If an entire section is not required (eg, the BILL section), line out the section heading and all preprinted FIDs associated with that section.

(g) For entries that are to be made by the issuing OTC (eg, CKT, PCO, etc.) enter the abbreviation ACTP (associated company to provide) after the FID.

(h) At the bottom of the front page is an area for administrative data. The use of this portion of the form is administered locally.

4. TYPING INSTRUCTIONS

4.01 General: The teletyped ISC-USO Memorandum will be transmitted using the PAC-Net system. This will require the typist to use standard PAC-Net message preparation procedures. The typist will type the text of the ISC-USO memorandum (Exhibit 3) from the prepared Worksheet.

4.02 Address Code(s) of Called Station(s): Starting in character position 1, type the AD-Net/PAC-Net code(s) entered on the TO line of the Worksheet; field length — no limit on characters or lines.

Example: LMS121

4.03 Originator's Address Code and City: Starting in character position 1, type ORG plus the code and city entered on the ORG line of the Worksheet; field length — no limit on characters or lines.

Example: ORG PTB3521 SAN FRANCISCO

4.04 Order Identification Section — Fielded Entries: Four lines will be needed to type the fielded portion of the order identification section. The typing format is as follows:

(a) The first and third lines will contain only the FIDs that identify the data fields and correspond to the FIDs printed on the Worksheet.

(b) The data entry applicable to each FID will be typed on the line below (second and fourth lines), with the first character of the data entry below the first character in the FID with which it is associated.

(c) Type the fielded FIDs and their associated data entries, starting each field in accordance with the following designated character positions:

(1) First and second lines:

- TN — first character position
- CUS — eighteenth
- CD — twenty-first
- EX — twenty-ninth
- APP — thirty-third

(2) Third and fourth lines:

- ORD — first character position
- CS — fifteenth
- SLS — twenty-first
- DD — twenty-ninth

Example:

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TN           CUSCD   EX   APP
                    12-11-77

ORD          CS   SLS   DD
                    12-31-77
    
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4.05 *Non-Fielded Entries:* The format and typing requirements for the entries on the lines following the “fielded lines” are as follows:

- (a) The page width is 36 character positions.
- (b) Character positions 1 through 5 are used for FIDs, action codes, and quantities.
- (c) Character position 6 is left blank, except for section headings (eg, — — —BILL).
- (d) Character positions 7 through 36 are used for order details, such as USOCs with description, customer name, critical dates, remarks, etc.
- (e) Type the preprinted FIDs/section headings and the order detail data entered by the order preparation person in the character positions shown.
- (f) Do not type preprinted FIDs and section headings that have been “lined out”.
- (g) A preprinted FID that is not lined out must have order detail data associated with it. If not, return the Worksheet to the order preparation person.

SECTION 010-520-112PT
APPENDIX 2

ISC-USO MEMORANDUM
WORKSHEET

CO 2388-ISC-USO (4-77)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

TO	
ORG	CU
	CD
	EX
	APP
3	ISC
4	CKT
5	
6	
7	
8	
9	
10	UCB
11	
12	---CTL
13	
14	BR
15	STS
16	NCD M / SID
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	PTD
27	PCO
28	
29	
30	SLSN
31	SRN
32	
33	
34	---DIR
35	
36	DEL
37	DDI
38	DDA / BEE
39	
40	PND
41	
42	---TFC
43	
44	TNI
45	TND / TRD
46	
47	---BILL
48	
49	BN1
50	BN2
51	BA1
52	BA2
53	PO
54	CC
55	BI
56	
57	
58	CCN
59	CCL
60	CCON
61	
62	
63	

PREPARED BY	DATE	TYPIST	DATE SENT
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(Front Side)
Exhibit 1A

SECTION 010-520-112PT
APPENDIX 2

ISC-USO MEMORANDUM
WORKSHEET

CO 2388-ISC-USO (4-77)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

TO	SCB300 PTC333
ORG	PTC30 SAN JOSE
TRN	
DATE	1-3-77
TIME	1-24-77
3	ISC W1040-0096-00/MEMO
4	CKT ACTP
5	
6	INP HYATT REGENCY N ORLEANS
7	ILA 1 PAYDRAS PLAZA, N ORLEANS, LA
8	
9	
10	IUCB 76010
11	
12	---CTL
13	
14	STP
15	STS 408-291-4592
16	NCD 221 SID 1-11-77
17	
18	
19	
20	
21	
22	
23	
24	
25	PTD ACTP
26	PCO ACTP
27	
28	
29	
30	SLSN BURNETT 408-291-5143
31	SRN AL 408-291-5515
32	
33	
34	DIR
35	
36	DEL
37	DDI
38	DDA TRD
39	
40	FND
41	
42	TFC
43	
44	TNI
45	TND TRD
46	
47	---BILL
48	
49	IBN1 HYATT REGENCY N ORLEANS
50	BNR
51	BA1 1 PAYDRAS PLAZA
52	BA2
53	IPO NEW ORLEANS, LA 70160
54	ICC B/CI 504-561-1234
55	BT
56	
57	
58	ICCN REYNOLDS AND REYNOLDS
59	ICCL 50 ADRIAN WY, MILLBRAE, CA 93940
60	ICCON J RUSSEL 504-561-1234
61	
62	
63	

PREPARED BY	DATE	TYPIST	DATE SENT
		VSC	1-4-77 2100

(Front Side)
Exhibit 2A

SCB300 PTC333

S

ORG PTC30 SAN JOSE

TN

CUSCD

EX APP

1-3-77 /ID 1-4-77

ORD

CS

SLS

DD

1-24-77*

ISC N1040-0096-00/MEMO

CKT ACTP

INP HYATT REGENCY N ORLEANS

ILA 1 PAYDAS PLAZA, N ORLEANS, LA

IUCB 76010

---CTL

STS 408 291-4592

NCD XN/SID1-11-77

PTD ACTP

PCO ACTP

SLSN BURNETT 408 291-5143

SRN AL 408 291-5515

CONT'D ON PAGE 2

PAGE 2 CONT'D N1040-0096-00

---BILL

IBN1 HYATT REGENCY N ORLEANS

IBA1 1 PAYDRAS PLAZA

ICCON B/CI 504 561-1234

IPO NEW ORLEANS, LA 70160

ICCN REYNOLDS AND REYNOLDS

ICCL 50 ADRIAN WY, MILLBRAE, CA93940

ICCON J RUSSELL 504 561-1234

---S&E

ICS ACTP

I1 ACTP/CKT ACTP /RSP 00

ICKL 1 NEW ORLEANS, LA

/LSO 504 561

ISN HYATT REGENCY N ORLEANS

ISA 1 PAYDRAS PLAZA

ICCON J RUSSELL 504 561-1234

ITRM A /LOC ACTP

I1 IMB /DES MEAS BUS LN

I1 CBS /DES 100IF DAA

IRMK CON PTY IS DIRECTR OF SALES

CONT'D ON PAGE 3

PAGE 3 CONT'D N1040-0096-00

IRMKR S&E OPTNS
A2-TELCO POWER
B3-RS 232 B OR C
C5-WI TEL SET
D7-CPLR CONTRL LINE
E10-RINGER ON LINE SIDE OF
EXCLUSN KEY
F11-ROTARY DIAL

---RMKS

IRMKR ESTAB DAA SERV
IRMK CUST REQUEST SERV 1-20-77
ADVISE ISC IN SAN JOSE BOB
WHITE 408 291-4592 OF
TEL # ASSIGNED & LOCAL ORD #

PL SVC BUR VSC 2:00

Exhibit 3 (Contd)