

TABLE OF CONTENTS (T of C)

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1. GENERAL

1.1 Scope of Section

1.11 This section describes and explains the Table of Contents (T of C) of the Installation Engineering Handbooks.

2. PURPOSE

2.1 The purpose of the T of C is to list all Sections including minus (-), double minus(=) and phi (ϕ), Index of Circuits (I of C) Urgent Information or Instruction Supplement (UIS) and Temporary Memorandums (TM) which constitute part of the handbook.

3. TIMELINESS

3.1 Handbook 3, Section 1A, provides a list of the various handbook Tables of Contents in effect and their issue dates. It is reissued as required due to the revision of information contained therein.

4. RESPONSIBLE ORGANIZATION

4.1 The T of C is prepared by the organization responsible for the handbook.

4.11 Whenever the responsibility for a handbook is divided among different organizations, the organization functional for the compiling of the handbook retains the responsibility for the initial and subsequent maintenance of the T of C.

5. FORMAT AND CONTENTS

5.1 The T of C contains the following information listed from "A" to "N" inclusive.

A. The identification headings appear at the top of the first page, as well as the handbook number and works location of the organization functional for the handbook.

Wherever the responsibility for the handbook is multiorganizational, the T of C, in addition to works location, will associate specific section with the responsible organization.

B. In cases when a handbook consists of more than one volume, each Volume I, II, etc., has its own T of C. The volume number will appear on the upper right-hand corner.

C. The title of the handbook, in capital letters is centrally located, followed by the TABLE OF CONTENTS, directly beneath it.

D. The opening paragraph "Listed below are" is the standard opening statement, which is followed by the additional applicable paragraphs, describing any special feature of the handbook, supplementary information references, etc.

E. In the event any Temporary Memoranda listed below" and TM Numbers and issue dates appear directly above the column listing of section, date, etc.

F. The basic columns required for the T of C are as follows:

<u>Section</u>	<u>Date</u>	<u>Subject</u>
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In cases when more than one organization is responsible for the sections in the handbook, an additional column titled "Responsible Organization" is included as follows:

<u>Section</u>	<u>Responsible Organization</u>	<u>Date</u>	<u>Subject</u>
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G. All information is listed under the appropriate columns, i.e., Section Number, Responsible Organization if applicable, Date of Section and Subject of Section. The order of listing is as follows:

1. I of C section.
- 2. Any UIS affecting four or more sections.
3. Sections in ascending numerical order.
- 4. In cases where a UIS is issued to supplement, change, etc., the information in a particular section, the TI is listed directly above the affected section.

H. Informative material such as Bell System Practices or other pertinent documents are sometimes included in the handbook. In this case the document title and/or number will appear in parenthesis immediately after or under the title of the associated section.

I. All notes pertaining to the T of C appear directly after the last section listed.

J. Standard, approved symbols are used to designate limited, restricted, etc., distribution of specific sections. If applicable, the symbol will appear directly in front of the affected handbook section number. (Note: The sections themselves will not show the symbol.)

The symbols presently approved for use are:

- (minus) which designates that the section is not automatically provided as part of the handbook, it will be furnished by Indiana Publication Center (IPC) upon request

→ Indicates changed information

Reason for Reissue:
"T1" changed to "UIS"

= (double minus) which designates that the section is not automatically provided as part of the handbook, it will be furnished by IPC, upon receipt of properly approved GN-611 Form.

∅ (phi) which designates that the section is only required by handbook holders who are located in certain geographical areas.

K. Sections required to complete the handbook may be ordered in accordance with local practices or from:

Indiana Publication Center
Western Electric Company, Inc.
P. O. Box 26205
Indianapolis, Indiana 46226
CORNET: 358-3358
Commercial: 317-630-3358

L. Following the above the T of C Lists Regional Installation Engineering Organizations.

M. " Indicates new or changed information" will be placed at the left-hand margin below the line under the Region listing. Arrows (→) are used to indicate whenever a change is made or new information is added.

N. "The reason for reissue" on a reissued T of C will appear at the left-hand margin and will indicate which sections have been removed, transferred to other handbooks or re-numbered.

Planning, Development
and Engineering Manager