

URGENT INFORMATION OR INSTRUCTION SUPPLEMENT (UIS)  
(FORMERLY TITLED TEMPORARY INSTRUCTION (TI))

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| 1. <u>GENERAL</u>   | 5. <u>FILING UIS IN HANDBOOK</u> ←   |
| 1.1 <u>Scope of Section</u>   | 5.1 UIS's should be filed in accordance ←<br>with locations indicated in handbook<br>"Table of Contents".  |
| 1.11 This section describes and explains ←<br>the Urgent Information or Instruction ←<br>Supplement (UIS).  | 6. <u>FORMAT AND COMPOSITION</u>   |
| 2. <u>PURPOSE</u>   | 6.1 A UIS is printed on canary yellow ←<br>paper and consists of the following:  |
| 2.1 The UIS is a vehicle for distributing ←<br>changed or additional handbook in- ←<br>structions more rapidly than the normal hand- ←<br>book distribution. A UIS may also be used to ←<br>cover instructions for temporary Field ←<br>conditions. | 6.11 <u>Heading</u>  |
| 3. <u>LIMITATIONS</u>   | 6.111 The first page of the UIS contains ←<br>a heading which indicates the ←<br>affected handbook section(s), originating ←<br>location, organization, and date of issue.   |
| 3.1 The UIS is a temporary instruction, ←<br>or information to be in effect for ←<br>a period of time until the information or in- ←<br>struction is cancelled, or can be incorporated ←<br>into the associated handbook section.                   | 6.12 <u>Title</u>  |
| 3.2 There will be only one UIS in effect ←<br>for a particular handbook section ←<br>at any one time.   | 6.121 The title of a UIS can be found ←<br>centrally located directly beneath ←<br>the heading and will agree with that of the ←<br>handbook section to which it applies. A sub- ←<br>title may also appear which will explain the ←<br>contents more specifically.  |
| 3.3 If UIS information applies to sections ←<br>in more than one handbook, a separate ←<br>UIS will be issued for each handbook.  | 6.13 <u>Text</u>   |
| 3.4 In cases where UIS information ←<br>applies to three or less sections ←<br>of the same handbook, a separate UIS will be ←<br>issued for each of the associated sections.  | 6.131 The text of the UIS is arranged ←<br>similar to a handbook section with ←<br>the exception that the text may be typed in ←<br>a single column across the page. It is ←<br>composed of underlined paragraph headings and ←<br>numbered headings and paragraphs similar to ←<br>this instruction.                        |
| 3.5 UIS information applicable to four ←<br>or more sections of the same handbook, ←<br>may be combined in one document (UIS).  | 6.132 UIS's will usually contain a ←<br>"general" paragraph heading and ←<br>an "instruction" paragraph heading. The infor- ←<br>mation under the "general" heading outlines ←<br>the nature and extent of the condition that ←<br>prompted the UIS. The information under the ←<br>"instruction" heading covers all details |
| 4. <u>RECORD OF EXISTING UIS's</u>  |  |
| 4.1 UIS's are listed in the "Table of ←<br>Contents" of the handbook they affect.   |  |

pertaining to the new or changed information. Figures are used where applicable and all tools, test sets, etc., required in connection with the instruction, are listed.

→ 8. REMOVAL OF UIS's FROM HANDBOOK

→ 8.1 UIS's should be removed from a handbook at such time as they are "removed" from the handbook Table of Contents.

→ 7. REISSUED UIS's

→ 7.1 Only one UIS is issued against a handbook section. If a UIS exists for a handbook section and information is required on another subject on that section, the existing UIS is reissued to include the new information.

→ 7.2 A reissued UIS is similar to the original UIS except that the date of the reissued UIS is included in the heading and the date of the replaced issue is indicated below the reissued date.

→ For example: UIS Section 13A  
1-18-76  
Replacing Issue of  
11-18-75

→ 7.3 New or changed information in a UIS is indicated by arrows.

7.4 A heading entitled "Reason for Reissue" is located below the note explaining the use of arrows and a change or changes are listed beneath this heading. If there is more than one change, they are numbered consecutively as bracketed numbers (1), (2), etc. The paragraph or figure number containing the change will also be indicated in this listing.

→ Indicates new or changed information.

→ 9. CHECKLIST

9.1 All active UIS's will be listed in a checklist shown in General Information Handbook 3, Section 1N.

10. ADVANCE NOTIFICATION AND DISTRIBUTION

10.1 If the PECC Installation Engineer requires a faster distribution of UIS information than can be accomplished by normal procedure, an advanced copy or a teletypewriter message providing notification of the forthcoming UIS, the subject matter of the UIS, and any special instructions and/or precautions, warnings, etc., will be sent to the Regional Installation Engineer. This information will be then reproduced and sent to those Installers requiring the UIS in advance of normal distribution.

11. QUESTIONS PERTAINING TO CONTENTS

→ 11.1 Any questions concerning the contents of a UIS should be referred to the Regional Installation Engineering Department.

Planning, Development  
and Engineering Manager

Reason for Reissue:

- (1) Title for section and all references to "TI" changed to "UIS".
- (2) PAR. 3.1 revised to delete time limitation of nine months.
- (3) PAR. 11 was PAR. 9.
- (4) PAR. 9 and 10 added.