

OFFICIAL COMPANY SERVICE
TELEPHONE MAINTENANCE RADIO SERVICE PROCEDURES
PURCHASE, INSTALLATION, CHANGE OR DISCONNECT SERVICE

1. GENERAL

1.01 This section describes the procedure for requesting plant maintenance radio service. It includes the purchasing, installation, change or disconnect of mobile radio, portable radio, or pagers which serve the telephone maintenance radio systems.

1.02 It is reissued to:

- Update by replacing existing Appendices
- Standardize the process for ordering plant maintenance radio service within Pacific Company (PAC) and Nevada Bell
- Include the appropriate legend on Page 1 in accordance with AT&T's "Guidelines and Procedures for Safeguarding Information" and PAC's System Instruction (SI) 178.

Note: Marginal arrows used to denote changes are omitted.

2. DESCRIPTION OF FORM P 3026

2.01 Form P 3026, is a five-copy snap-out form (see Exhibit 1). It will be utilized to request the purchase of all pagers, portable radio, and mobile radio equipment serving the telephone maintenance radio systems. It will also be used to change, rearrange, or disconnect that service.

2.02 Complete and accurate information is essential to ensure the following:

- Ordering and placement of compatible equipment
- Equipment cost is charged to correct budget
- The radio equipment is entered into the proper tool records and reports

- Accurate records are maintained for Federal Communications Commission (FCC) compliance.
- Radio system load and balance does not exceed the system capability
- Minimum time delays for administrative processing of the request.

2.03 Form P 3026 will not be used for land line facilities, consoles or general mobile services. General Mobile Telephone Services will be requested on Form M 1065 through Corporate Telecommunications.

3. PREPARATION AND DISTRIBUTION

3.01 The originator of Form P 3026 shall be the Second Level Supervisor of the force requesting the service. The originator will check the appropriate order type, and then complete lines two and nine through seventeen. All five copies will be forwarded for approval as reflected below:

(a) For change and disconnect requests:

- Originator of the form
- Originator's district level manager (final approving authority).

(b) For new purchase or installation request:

- Originator of the form
- Originator's district level manager
- Division level manager
- General or department manager

NOTICE

Not for use or disclosure outside the
Bell System except under written agreement

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3.02 The final approving authority will forward the original and all copies of Form P 3026 to the Division Tool Supervisor, who will forward the form to the Radio Staff Coordinating Supervisor.

3.03 The Radio Staff Coordinating Supervisor shall:

(a) Review Form P 3026. All required user department information *must* be listed prior to processing.

(b) Consecutively number all forms received starting with number 1 at the beginning of each year. Identify the originating point by adding a suffix to the serial number.

(c) The following suffixes will serve California and Nevada:

- B — Bay Area
- LA — Los Angeles
- N — Northern Sector
- NB — Nevada Bell
- S — Southern Counties

(d) Complete lines eight, eighteen and nineteen.

(e) If the request is for change or disconnect service:

(1) Place the white copy in an abeyance file.

(2) Forward the blue copy to the originator.

(3) Forward the golden and green copies to the proper mobile service center.

(4) Review the golden copy (when returned from the mobile service center). Ensure that all lines are properly completed.

(5) Remove the white copy from the abeyance file, attach it to the golden copy, place both copies in a three year retention file.

(f) If the request requires the purchase of new equipment:

(1) Complete lines twenty three through thirty, and line thirty five (as required).

(2) Until implementation of the Centralized Radio Supply Center(s), the equipment will be ordered using Form P 505-FA, through the regional purchase office (RPO).

(3) Upon implementation of the Centralized Radio Supply Center(s), the pink copy of Form P 3026 will be forwarded to the centralized center and will serve as the document for releasing telephone maintenance radio equipment to a specified mobile service center.

(4) Forward the golden and green copies to the mobile service center that will assume issuance, installation or general maintenance responsibilities for the equipment.

(5) Place the white copy in an abeyance file, pending arrival of the golden copy from the mobile service center stating that the request was completed.

(6) Prepare local records which will be used for FCC compliance reports and for load and balance of the system.

(7) Review the golden copy when returned, ensuring that all lines are complete.

(8) Staple the golden copy and white copies together, they will remain in a three year retention file. The retention file will be used for reference, studies and reconciliation of records.

3.04 The mobile service center shall:

(a) Review Form P 3026.

(b) File the golden and green copies in an abeyance file pending receipt of the equipment.

(c) Test all equipment immediately upon receipt.

- (d) Refer all newly received *defective* equipment to:
 - (1) The Radio Staff Coordination Supervisor for reconciliation, prior to the implementation of centralized supply.
 - (2) The Central Radio Supply Supervisor for reconciliation after implementation of the central supply.
- (e) Schedule the issuance, installation, change, or disconnect service with the originator of Form P 3026.
- (f) Complete the work function as described on Form P 3026.
- (g) Prepare or update Form E 3570, the Mobile Station Line Record and Trouble History Card.
- (h) Ensure that the equipment is tagged properly, and the tag number is recorded on Form P 3026.
- (i) Forward the completed golden and green copies to the Radio Staff Coordinating Supervisor and the Division Tool Supervisor as reflected on Exhibit 2.
- (j) Prior to the implementation of the Radio Central Supply, each mobile service center will transfer the major disposition unit from the holding account (122-25) to the proper tool account of the requesting department.

(k) Following implementation of the Radio Central Supply, the centralized supply center will transfer all major disposition units from the holding account to the proper user department ARC.

(l) Each mobile service center will utilize Form E 3570 for recording each reported customer complaint, and to reflect the disposition of each complaint.

3.05 The Division Tool Supervisor, or the department Furniture Coordinator (representing those departments which do not have tool accounts) will assume internal responsibilities for "Radio" Tool/Furniture records and reports.

3.06 Telephone Maintenance Radio Systems are *not* licensed by the FCC for telephone company administrative use. The systems are licensed *only* for communications relating directly to the technical aspects of engineering, construction and operation of telephone plant. *Administrative communications are specifically prohibited.*

(a) Use of this Radio Service for administrative purposes would place the company in violation of FCC rules and regulations and would result in the company being subject to punitive action.

(b) All requests for this service are subject to be reviewed by the Pacific Telephone Headquarters FCC Compliance Manager. If the request *does not* meet the licensing parameters, the request will be denied.

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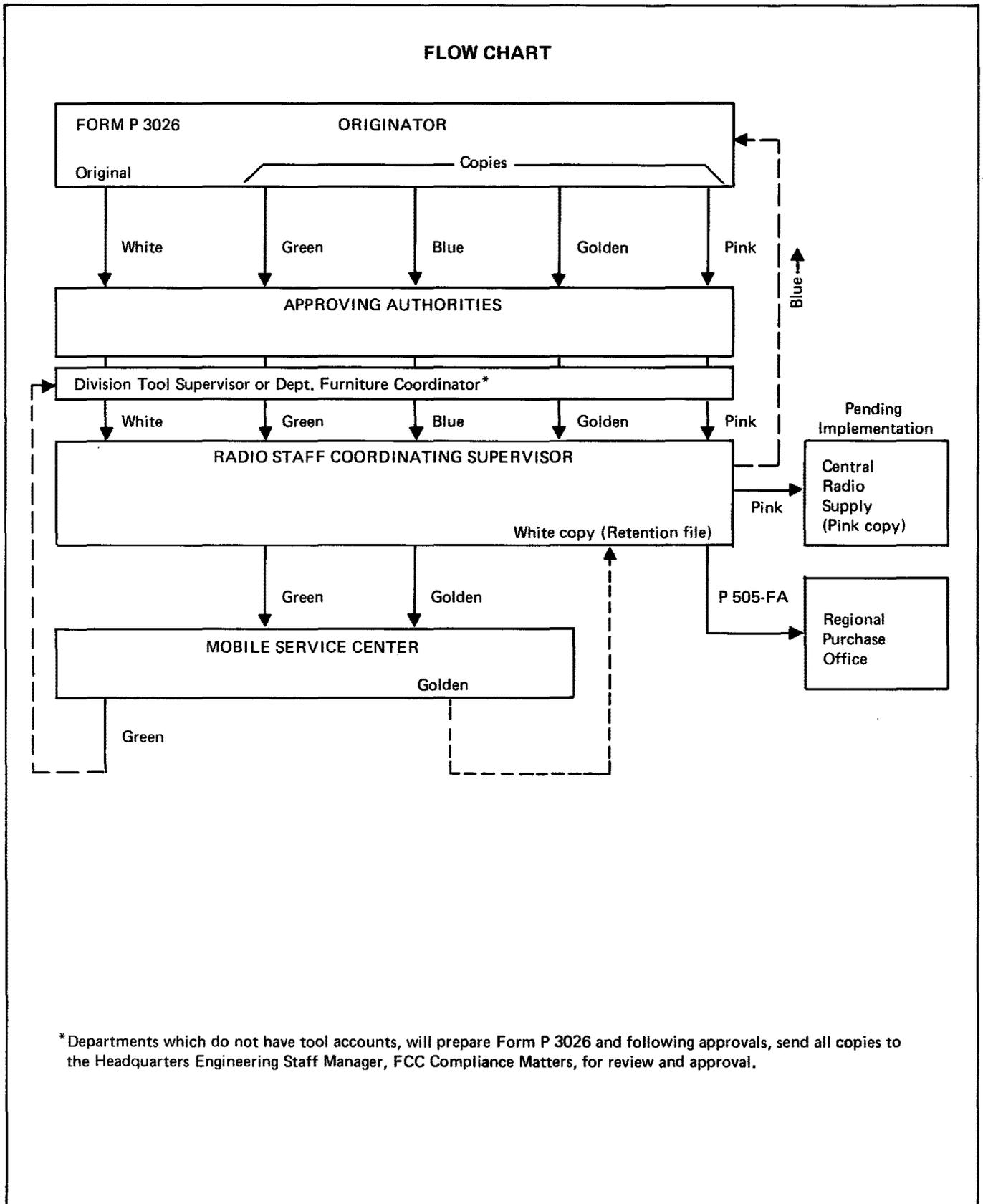
**Official Company Service
Telephone Maintenance Radio System
Request For Purchase, Installation, Change Or Disconnect Service**

P 3026 (3-81)
(400-500-901PT)

Order Type New Change Disconnect Order No. _____

1	Route To	Approved	ARC	Address & Zip Code	Tel. No.	Date
2	Originator					
3	* District Level					
4	Division Level					
5	# Department Level					
6	Div. Tool Supervisor Or Department Furniture Coordinator					
7						
8	Radio Staff Coord. Spvsr.					
9	1. Reason For Request: _____					
10	2. Charge To: Name _____ ARC _____ GEO _____ RC _____ JFC _____					
11	3. New/Change/Disconnect: Vehicle Mtd. _____ Portable _____ Pager _____ (Circle One) (Quantity) (Quantity) (Quantity)					
12	Charger _____ (Vehicle Mtd. <input type="checkbox"/> 115 V. A.C. <input type="checkbox"/>) Misc.: _____ (Quantity) (Quantity)					
13	4. Vehicle Info: Remove From Vehicle No. _____ Install In Vehicle No. _____					
14	Garaged At _____		Garaged At _____			
15	City _____		City _____			
16	5. 1st Level Mgr. (User) Old ARC _____ New ARC _____ Tel. No. _____					
17	6. Dispatched From: _____ Radio System No. (PMR) _____ Unit _____					
18	Radio Coordinating Supervisor: Received _____					
19	Referred To Central Supply: Date/Initials _____ Mobile Service Center: _____					
20	Mobile Shop Complete The Following:			Date Received: _____		
21				System No. _____ Unit No. _____		
22	Mobile Service Center & Records Location: _____					
23	Indicate Type	Trans. Freq.	Rec. Freq.	Mfg. & Model	Serial No.	Address City Svc. Ctr. No.
24	Vehicle Mtd. <input type="checkbox"/>	Chan. _____	MHZ _____	MHZ _____	_____	_____
25	Portable <input type="checkbox"/>	Chan. _____	MHZ _____	MHZ _____	_____	_____
26	Pager <input type="checkbox"/>	Chan. _____	MHZ _____	MHZ _____	_____	_____
27	Monitor/Rec. <input type="checkbox"/>	Chan. _____	MHZ _____	MHZ _____	_____	_____
28	Misc. Equip. <input type="checkbox"/>	_____				FCC Type _____
29	Equipment Ordered: Central Supply <input type="checkbox"/> Date _____ Equipment Received -- Date _____					
30	Other <input type="checkbox"/> Reason: _____					
31	Installed By: _____ Date: _____					
32	Equipment Transferred: To Central Supply <input type="checkbox"/> Date & Form No. _____					
33	From Central Supply From Central Supply <input type="checkbox"/> Date & Form No. _____					
34			District	Code	Hours	
35	Tool Tag No. _____ Total X-Billed _____					
36	* Final Approval For Changes And Disconnects					
37	# Final Approval For Purchase Of New Equipment Or Installation					
38	Signed _____				Mobile Svc. Ctr. Supervisor	Date _____

Exhibit 1



* Departments which do not have tool accounts, will prepare Form P 3026 and following approvals, send all copies to the Headquarters Engineering Staff Manager, FCC Compliance Matters, for review and approval.