

SERVICE ORDER ROUTINE
PLANT ASSIGNMENT

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- (d) Exchange Customer Cable Record (ECCR)
Ref. BSP 680-201-010.
- (e) Equipment Left-In Record
Ref. BSP 680-495-903SW.
- (f) Serving Area Concept (SAC)
Ref. BSP 680-538-010.

1. GENERAL

1.01 This section provides information for processing service orders through the assignment office and outlines the procedures for placing entries on service orders by assignment forces.

1.02 This section is issued due to the adoption of the USO/SORD system in the Southwestern Company.

1.03 Information required to "work" a service order to completion, in addition to the typed entries placed on the service order by the Commercial Department, is supplied by the assignment forces. This includes information as to party position, cable and pair identification, binding post number, telephone number, etc.

1.04 The sources from which the assignment forces obtain many of the required entries are:

- (a) Terminal Assignment Record
Ref. BSP 680-100-010.
- (b) Dedicated and Multiple Plant Assignment Record Ref. BSP 680-105-010.
- (c) Telephone Set Control Procedures
Ref. BSP 680-495-901SW.

1.05 Lists of available telephone numbers and central office equipment assignments are furnished by the Traffic Department.

1.06 Employees responsible for processing the service order within the assignment forces must be trained to interpret all of the various classifications of service orders and the entries placed on the service orders.

1.07 Field Identifiers are referred to in this practice as "FIDs". These were formerly called mnemonic codes.

2. PROCESSING SERVICE ORDERS

2.01 Service orders received in the assignment center must be processed as quickly as possible.

2.02 Service orders received and due tomorrow and future dated orders (due beyond tomorrow, due X, etc) shall be processed upon receipt through the TAC (Terminal Assignment Card) file, ELI (Equipment Left-In) file, etc. Required entries must be placed in the appropriate spaces provided in the assignment portion of the service order.

NOTE: If facilities are not available to meet the requirements of a service order,

whether the order is due tomorrow or at a future date, the supervisor in charge of the assignment force shall be notified. The assignment supervisor must take immediate action to provide for facilities.

2.03 After the service order has been treated as described in Paragraph 2.02, it should be filed in a manner which lends itself to rapid identification and retrieval. Many assignment locations employ a filing system which utilizes a "Future Due Date" position and a "Multi-Sort" position. The physical arrangement of these positions varies, but basically consists of:

(a) Future Due Date File - This is a series of bins, pigeon holes or slots with openings permanently numbered with an individual calendar date of 1 thru 31. Future Due Date orders are filed in this facility. Additional openings are provided in these assemblies to allow the filing of service orders which have not been negotiated for completion on a specific due date.

IMPORTANT: Service orders without a specific due date must be reviewed weekly. Orders with an application date over three weeks old should be referred back to the Business Office in order to determine their status.

Assignment entries must be removed from the cable records on all service orders that are canceled. Service orders in the process of completion that are canceled, are handled as described above, except in this case the frame must be notified in order that the Central Office wiring may be removed.

(b) Multi-Sort File - This is a series of bins, containers, etc., with each opening permanently numbered with the identification of each "installation route"

within the exchange(s) served by the assignment location. Tomorrow Due Date orders are placed in these bins prior to distribution to the completion forces.

2.04 Under this system, the service order is placed in the numbered bin which corresponds to the calendar due date typed in the "DD" space provided in the "Identification" portion of the service order. This method of accumulating service orders, due on individual calendar days, allows continuing visual surveillance of developing service order work loads.

2.05 When it becomes apparent that the accumulating order load will be too large for the work force scheduled for that particular day, the responsible Plant supervisor shall take action to insure the completion of the due date service orders, e.g., close the day to the Business Office for the date involved (P.A.P. V66.202), arrange for the scheduling of completion forces, reschedule exchange routine activities, etc. Refer to the "Plant Installation Force Management Guide" for further information and procedures.

3. PLANT ASSIGNMENT ENTRIES

3.01 Definitions and brief general descriptions concerning the various entries which assignment forces place in the spaces or blocks provided in the "Identification" and "Assignment" portion of the service order format are presented in the following paragraphs. The encircled number associated with the definition refers to a coordinate on Exhibit 1 which indicates the location of the entry on the service order.

3.02 The entries described in the following paragraphs are manual longhand entries. Recognizing the importance of legibility on all copies of the service order assembly, the following suggestions are offered:

(a) Air pockets between the copies of the service order assembly should be removed. This is accomplished by sliding the side of the hand and little finger across the face of the assembly from the bound portion to the free side of the assembly.

(b) Place the assembly on a smooth hard surface and make entries using a ballpoint pen.

(c) Exert sufficient pressure with the pen to provide clear, legible entries on all copies. Use only block lettering.

3.03 Telephone Number - When the customer's telephone number is not typed in this block by the Commercial Department, the assignment force shall provide this entry. See ①, Exhibit 1.

3.04 DIST - 1ST CA - PAIR (Distribution Cable) - The distribution cable designation number which serves the customer's premises and the first pair number in the terminal which serves the customer, or the first pair number on the cable record page which displays the facility which serves the customer's premises is entered here. See ②. This entry is placed on the order by the "TAC" clerk when "spotting" the order.

NOTE: This entry is not required on certain service orders which do not require outside facility information, e.g., inside moves off premise extensions, etc.

3.05 "I" or "O" - Action codes describe the kind of activity involved. The action code "I" preceding the FID "OE" (Originating Equipment) informs people or machines of inward telephone movement or activity. The action code "O" preceding the FID "OE" indicates outward telephone movement or

activity. See ③. This action code must be so indicated on the service order by circling the appropriate codes.

3.06 "OE" (Originating Equipment) - The FID "OE" is used to precede the entry of central office originating equipment. See ④. The following are examples of such entries by central office equipment types:

STEP-BY-STEP OFFICE - OE 16-82
 #1 CROSSBAR OFFICE - OE 1A-12-54
 #5 CROSSBAR OFFICE - OE 25-11-83
 E.S.S. OFFICE - OE 00-223-303

Supplemental central office equipment such as long line equipment, bridge lifter, range extenders, etc., should be on the "OE" line of the service order in a continuous flow.

The following FIDs are used for miscellaneous central office equipment and options when assigning party service, off-premise extensions, special service private lines, tele-typewriter service, etc.:

ACR - Auxiliary Line Cutoff Relay
 AR - Advance Relay
 BL - Bridge Lifter
 BMF - Bridge Main Frame
 BUB - Bunching Block
 CBE - Common Battery Equipment
 CON - Concentrator Identifier
 CS - Class of Service
 LLE - Long Line Equipment
 LT - Line Terminal
 MFV - Main Frame Vertical
 RNG - Ringing Combination
 SC - Sleeve Connection Relay
 SSM - Special Safeguarding Measures
 SSP - Special Service Protection
 TBA - Tens Block Relay
 VR - Voice Repeater

See Exhibit 3.

NOTE: Refer to Appendix 1, 680-500-901SW for a complete listing of Field Identifiers (FIDs).

3.07 "PTY" (Party Designation) - Party line service positions are entered directly following the FID "PTY". The "PTY" entry always refers to the telephone number being installed, changed or disconnected. The "PTY" entry never refers to the bridged or pairing party(s) telephone number. The absence of this entry indicates individual or direct line service. See **5**.

3.08 "BRG" (Bridged Telephone Number) - Enter the telephone number(s) of a bridging or paired party(s) directly following the FID "BRG". When assigning a party line and there is no opposite party on the line, enter "NONE" in this space. When assigning rural party service, the bridged party position should be indicated. This space is left blank on individual line service. See **6**.

(a) Whenever possible, add the customer to an existing working party line of the same class of service, using the same cable pair as the working line.

(b) If it is necessary to open a new party line, select a cable pair which has a maximum number of terminal appearances.

NOTE: Line or station transfer rearrangements should be considered rather than opening a new party line circuit. Open a new party line only as a last resort.

(c) When a new party line is established select a cable pair and associated binding post which is already connected through a cross-connecting terminal, should facilities of this type be involved.

3.09 "RGN" (Register Numbers) - This information is found in the S&E section of the service order. Entries pertaining to the FID "RGN" and Register Readings "RGR" are made by assignment, central office and/or SOC as appropriate.

3.10 "PRN" (Protection Required None) - "PRN" shall be placed on the service order following the outside facilities assignment when a customer premise is to be served out of an unexposed cable, as indicated by the exchange cable records. This indicates to the field forces that station protection procedures are not applicable to the involved station(s) unless the drop or block wire serving the station(s) is exposed as determined by the field forces. See BSP 460 Division for definitions of exposed or block wires. The absence of the FID "PRN" indicates to the field forces that the customer's premise is served by an exposed cable and standard station protection procedures are applicable.

3.11 "AML" (Add-A-Main-Line) - Before using a carrier system -

- (a) Contact Plant Engineers, and
- (b) Be familiar with the provisions in BSP 680-201-015, "Exchange Customer Cable Record". See Exhibit 5.

3.12 "F1" (Outside Plant Facilities) - Various outside plant facilities are used to extend telephone, teletypewriter, and miscellaneous services to the customer's location. Frequently, combinations of outside Plant are required to establish continuity from a central office MDF (Main Distributing Frame) to the customer's premises. See **7**. The FIDs "F1", "F2" and "F3" are used to sectionalize the outside plant facilities as follows:

F1 - Denotes the main frame feeder cable and pair and the distributing or building terminal which serves the customer.

F2 - Describes access points, cross connect terminals and other Plant locations between the limits of F1.

NOTE: Letter codes to be used are:

- P - Place X-connection
- R - Remove X-connection
- X - Change X-connection
- E - Existing X-connection

F3 - Defines pieces of Plant such as an open-wire lead, rural wire, house cable, etc., which are located beyond the distribution or building terminal. Usually this would be plant located beyond the TAC terminal address.

NOTE: Exhibits 2 thru 6 illustrate examples of facility assignment.

IMPORTANT:

All facility assignments must be entered on service orders by assignment; i.e., when assigning rural service and/or existing party lines, show all segments of the plant which are part of the facilities for the service involved.

(FIGURE 1 illustrates the sectionalized facilities concept.)

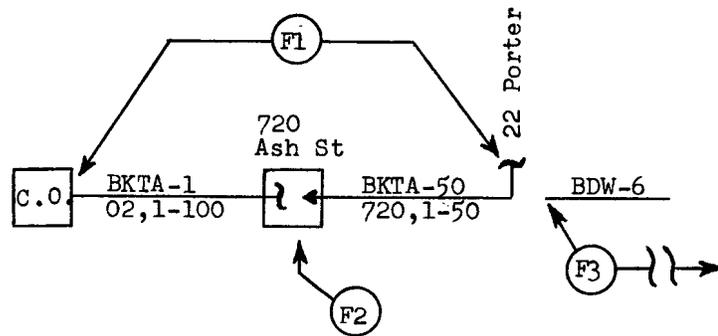


FIGURE 1

The binding post number and/or the wire identification (binder group and pair colors) may be a required assignment entry. The PIC cable colors are abbreviated on the service order.

EXAMPLE 1: The red (Tip) - orange (Ring) pair in the Blue-White binder group shall be abbreviated and coded BLW+R+0.

EXAMPLE 2: The black (Tip) - orange (Ring) pair in the green-red binder group shall be abbreviated and coded GR+BK+0.

Typical assignment requirements for binding post numbers and/or wire identification are:

- (a) Cable terminals with fixed counts require a binding post number assignment entry. (See Exhibit 3, Item 13).
- (b) Ready access terminals require a wire identification assignment entry. The wire identification code should be placed following the terminal entry. (See Exhibit 4, Item 12).
- (c) Cable closures require a wire identification assignment entry and, where applicable, a binding post assignment.

(d) Exchange open wire requires a crossarm pin number assignment entry. (See Exhibit 3, Item 21).

(e) Multiple line wire (except BDW) requires a wire identification assignment entry.

(f) B Rural Distribution Wire (BDW) is provided in two (2) different types each having its own means of identification. One type uses a nonstandard color code. This type requires a wire identification assignment entry. The other type of BDW is not color coded.

(g) The letters "P" or "E" must be placed preceding binding post or color identification to instruct the installer that a drop is in place (E) or is to be placed (P).

3.13 "RT" (Route) - This space is provided for entering the route identification in which the customer's address, as shown on the service order, is located. See 8 . The installation route entries on service orders provide rapid geographical identification of customer location, by address, within the plant district or exchange for expediting the assembly of "service order loads". Route information is obtained from the "Terminal Assignment Card File". Installation routes are established or changed by placing a grid on an aerial map of the plant district or exchange and arbitrarily assigning a number and/or alpha character to each "block" formed by the horizontal and vertical lines of the grid.

3.14 "TZ" (Transmission Zone) - This space is provided for entry of a "resistance zone code". See 9 . Refer to BSP 500-110-100 for information concerning resistance zoning.

3.15 "OAB" (Order Assigned By) - The initials of the employee who made the assignment shall be entered in this space. See 10 .

3.16 "LST" (Line or Station Transfer) - This space is provided to enter the serial number of an associated line or station transfer for the involved service order. See 11 . Refer to BSP 680-300-013 for information concerning the preparation of line or station transfers. Transfers are also used for correction of assignment data that are made after the service order assembly has been separated and distributed and which do not require a correcting service order.

(a) Line or Station Transfers, Form SW-6314, shall carry a serial number plus the number of the related service order.

(b) Line or Station Transfers covering changes due to defective cable pairs shall also carry a cable "case" number.

(c) For purposes of cross-reference, the cable trouble ticket shall carry the related Line or Station Transfer serial number.

(d) Information on the Line or Station Transfer involving the Traffic Department shall be brought to the attention of that department by forwarding the appropriate copy of the SW-6314.

(e) LST Reason Codes must be entered on all Line or Station Transfers. (BSP 680-550-010).

(f) Assignment forces shall immediately notify SOC on all LST's correcting service orders which are in the process of being worked.

3.17 "LI" (Leave In) - The assignment force shall place a stroke or check mark in this space to provide instructions to the field forces to "Leave In" the station equipment. See BSP 680-495-901SW for information concerning this entry. See 12.

3.18 "RM" (Remove) - The assignment force shall place a stroke or check mark in this space to provide instructions to the field forces to "Remove" the station equipment on "outward" service orders. See BSP 680-495-901SW for information concerning this entry. See 13.

3.19 "LS" (Leave In Seasonal) - The assignment force shall place a stroke or check mark in this space to provide instructions to the field forces to "Leave In" the station equipment for "Seasonal" disconnect service orders. See 14.

3.20 "LID" (Left-In Data) - Data obtained from the Equipment Left-In (ELI) record is entered in the assignment portion of the USO order directly following the FID "LID". See 15. Enter this data in the following sequence:

- (a) Outward Service Order Number
- (b) Outward Telephone Number
- (c) Telephone Set(s) in Place (USOC)
- (d) Miscellaneous Equipment (USOC)

Example: LID D740500 (247-2256) IFRGC, SRT

NOTE: If there is no left-in equipment involved, enter "None" in this space.

3.21 "SUP ATT" (Supplement Attached) - The USO order has spaces available for two (2) assignment operations. Place a stroke or check mark in this space if additional assignment operations (multiple assignments) are necessary, i.e., Form SW-6425A - Additional Circuit Assignments. See 16 and Exhibit 7.

NOTE: Do not hesitate to use this supplemental form when assignments would tend to clutter up the basic service order.

3.22 "NFW" (No Field Work) - A stroke or check mark shall be placed in this space by assignment forces to indicate that no field visit or any other outside plant activity is required to complete the service order. See 17.

3.23 "SPM" (Special Protection Marking) - Special Protection Markings include such items as indicators, binding post insulators, guard devices, binding post caps, etc., and are installed on MDF's, in terminals, and on PBX frames where special circuits appear and at any bridging location. Form E-4106, Special Service Protection, shall be prepared by the assignment forces to notify the field and central office forces where to place or remove special protection markings (See Exhibit 8). Refer to BSP 680-520-010 for requirements and procedures for preparing Form E-4106.

NOTE 1 The space "SUP ATT" (paragraph 3.21) must be stroked on the service order.

NOTE 2 A copy of Form E-4106 shall be attached to the "PR", "F", and "IW" copies of the service order.

NOTE 3 When Special Safeguarding Measures (SSM) are involved, special handling procedures are required between the assignment supervisor and the involved field supervisor.

3.24 Connect Through Procedure

Inward Service Orders

- (a) Select the cable pair to which the drop or other wire from the customer's address is shown by the cable record as

left connected at the distribution terminal. To indicate on service orders that the wire from the customer's address is already connected to the pair, place a block letter "E" (existing) before the binding post or color identification information in the facility assignment. This will indicate that the connection EXISTS, and a visit to the terminal is not necessary.

NOTE: Customer addresses involving main service and one customer only on two party service shall be entered in the cable records and left there as long as the drop or other wire is shown left connected to the distribution terminal. This posting is done at the time inward assignments are made. If for some reason the customer address is not in the cable record when the service is assigned to be terminated, the customer's address shall be posted at that time. Locations such as apartment numbers, room numbers, rear, side, basement, east, floor, etc., will be considered as part of the connect through address and must be entered in the cable records.

(b) Should the records show that no wire from the customer's address was left connected to a cable pair, care will be exercised NOT to assign a pair with an existing connected drop which originates at ANOTHER customer's address. When assigning a pair which does not involve an "E" situation, select a pair and associated binding post or color identification that has a minimum number of appearances and if a cross-connecting terminal is a part of the facility, select, if possible, a pair with a connection to the main feeder cable already in place. To indicate on service orders that there will be work at the distribution terminal, the binding post or color identification information will be PRECEDED by a block letter "P" (place).

(c) If, in order to assign a cable pair, it becomes necessary to remove a wire originating at another customer's

address, preference will be given to removing such a connection at the same terminal from which the customer will be served. Consideration should be given to the length of time a connected drop has been idle. Requests to remove such wires or drops at serving terminals shall be placed on service orders in sufficient detail to permit replacing the information into the record in the event of cancellation. This also applies when there are instructions to remove an idle drop in connection with making a Line or Station Transfer (LST).

NOTE: When reporting work completions on removing idle drops, the INITIALS OF THE INSTALLER will be shown on the "IW" copy of the service order and on LST's IMMEDIATELY FOLLOWING THE REMOVAL INSTRUCTION.

(d) The removal of a connected wire from another customer's premises in order to use a cable pair will always be a LAST RESORT. Before doing this, depending upon the availability of local facilities and the length of time a connected drop has remained idle, consideration should be given to making a one (1) step cut, transfer the idle "E" drop to another vacant pair, or to the clearing of a defective pair. Applications for service or regrading should not be held to preserve an "E" wire condition.

(e) Prewire Facilities

To indicate on service orders that the wire from the customer's address is already connected to the pair, and that service has not been provided to this customer's address before, place a block letter "D" before the binding post or color identification information in the facility assignment.

To indicate in the cable records that the wire from the customer's address is already connected to the pair, place the block letter "D" (in pencil) in the space provided for the customer's telephone number.

This block letter "D" will be placed in the cable records at the time the estimate assigner places the apartment number, house address, etc., in the cable record.

This block letter "D" will be erased the first time assignment is made on the pair.

On any subsequent assignment after the initial assignment refer back to Paragraph 3.24(a).

Outward Service Orders

(a) When assigning an outward service order, the assignment forces must determine whether the drop is to be left connected or disconnected. If it is to be disconnected, the binding post or color identification detail will be preceded by a Block letter "R" (Remove). Should the drop remain intact, place a code "E" in the binding post or color identification space.

NOTE: All assignment details must be shown on the service order.

(b) The service order disconnect date will, in all cases, be posted in the cable record. Service termination dates shall remain in the record until such time as the idle facility is returned to service. (Ref. BSP 680-201-010)

IMPORTANT

The connect through procedures are applicable for one party residence or small business lines, (0 and 1 button sets up to two (2) lines) and on two-party lines

where only one party is working. It is not applicable to full two-party or multi-party lines.

4. SERVICE ORDER DISTRIBUTION TO COMPLETION FORCES

4.01 The assignment force has the responsibility of distributing appropriate copies of the service order to those forces responsible for completion activities, i.e., field, frame and service order completion forces. The management employee designated by the District Plant Manager to supervise assignment functions is responsible for providing or making available facilities for each service order received in the assignment center. The management employee must also establish efficient, economical procedures to ensure proper distribution of the service order copies to the various completion forces as required. The procedures outlined in the following paragraphs are designed to assist assignment forces to fulfill their responsibilities.

4.02 Before the service order assemblies are separated, each order should be reviewed to determine that complete assignment information has been provided.

4.03 Orders are grouped by individual installer work loads. With tomorrow's due date service orders grouped in their respective installation routes, orders for a specific field foreman's group can be assembled.

NOTE: An individual installation work load is defined as the type and number of service orders estimated by local Plant management to constitute a full day's work for one field employee. This should include a reasonable number of orders subject to due date change by customers.

4.04 In company locations where the assignment force assembles and prepares the individual installation work loads for the field forces, the following is applicable:

(a) Detach the IW copy from the service order assembly and place it with other IW copies which constitute a work load for an individual installer.

(b) Detach the F copy from the service order assembly and forward the F copies to the responsible central office frame location. See Item (c).

(c) Attach the field and frame copy of any supplemental document associated with the service order to the respective IW and F copy, e.g., Line or Station Transfer - Form SW-6314, etc. Attach the remainder of the supplemental document to the service order assembly.

(d) Gather the "CC" copies of the service order assembly into a group of order assemblies which corresponds to Item (a).

(e) Prepare a Form SW-6134a-c, INSTALLATION AND REPAIR FORCES LOG AND TELEPHONE SET ACTIVITY RECORD, for each load of orders. See Exhibit 9.

(f) Separate the copies of Form SW-6134 and attach one copy to the related assembled load of IW order copies. Attach one copy to the related group of "CC" copies. The remaining copy may be used as determined locally.

(g) Forward the loads of IW copies to the location(s) specified by local instructions.

(h) Forward the loads of "CC" copies to the service order completion location.

(i) The "PR" (Plant Record) copy shall be filed in the assignment center for the full period of retention.

4.05 Local procedures should be established for locations where forces other than assignment assemble the work loads.

4.06 To assist those responsible for assembling individual installer work loads and to attain maximum efficiencies the following are suggested:

(a) Assure periodically that installer work routes are updated. When these routes are established or reviewed, their size should approximate the territory in which the daily service order work can normally be cared for by a single installer with attention also being given to natural geographical boundaries such as rivers, railroad tracks, freeways, etc. Include the flexibility which can provide for "Spilling" into similar adjacent routes when loads reduce or increase. Also, arrange to receive in the assignment center current updating information relative to the routes which have been established.

(b) A list of the installers working (or not working) each day and/or current work schedules should be available.

(c) It is important that each installer receives an adequate load. A work load should contain the maximum number of service orders the installer can be expected to complete based on training and experience, knowledge of individual routes and working conditions. The following are also considerations when assembling service order loads for installers:

- (1) If a.m. or p.m. appointment orders are numerous, distribute them among the loads to ensure coverage.
- (2) Place orders, in the same load, with service addresses in the proximity of each order.
- (3) Place F and T and other related orders in the same load consistent with Item 2.
- (4) When orders are routed to be worked sequentially:
 - (a) Avoid assigning as the first job work that will be dependent upon another person or another work force such as upgrading of service or an order with an attached line or station transfer.
 - (b) To assist in getting access, assign outward class orders to be worked in the a.m.
 - (c) Assign jobs with large work volume or which involve private line services immediately after a.m. appointment orders.
 - (d) Avoid mixing due date service orders with routine activity.
- (5) Include additional service orders to replace orders which local experience indicates, may be delayed for customer reasons.

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EXHIBIT 2

30									
31	ASSM	DIST	2	1ST	51				
32		PA		PAIR					
33	2-35								
34	2-75	ENC	R4251	E	BLW+W+O				
35									
36									
37	2-35								
38	2-75	ENC	R4251	E	BLW+W+O				
39									
40									
41									
42	R-10	/12	/DAR	JS	/LST	/LI	/RM	/LS	
43									SLIP ATT

EXPLANATION OF ENTRIES

This facility assignment is typical of a change of telephone number. NOTE: Positive entries are made in both the outward and the inward positions of the assignment section.

- 2 - Distribution cable (entered from TAC File).
- 51 - First pair appearing in the distribution terminal (entered from TAC File).
- 2-35 - Central Office originating equipment.
- 2 - Main Distributing Frame cable (feeder).
- 75 - Main Distributing Frame cable pair.
- ENC - Service wire encapsulated (Serving Area Concept, BSP 680-538-010).
- R4251 Delmar - Address of encapsulated splice (R= Rear).
- E - Drop connection is in place at the encapsulated splice.
- BLW+W+O - Binders group color (blue/white) and pair color (white/orange).
- R-10 - Route number.
- JS - Initials of the person making the assignments on this service order.

EXHIBIT 3

30	ASGM	DIST CA	618	1ST PAIR	1			
31								
32	CE	02-01-40	RNG 11	2	431-6423	BL422		
33		LLE 43	F1 6-453	R 772	ASH ST. E9	EXJ		
34		F2 618	R 1400	MAIN ST.	-53-19	F3 WL 101,		
35						314-9+10		
36								
37								
38								
39								
40								
41								
42		P-4		JS		642		
43		NONE						

EXPLANATION OF ENTRIES:

This is an example of an inward service order (N or T) with F1, F2, and F3 facility assignments as follows:

- 618 - Distribution cable (entered from TAC File).
- 1 - First pair appearing in the distribution terminal (entered from TAC File).
- 02-01-40 - Central Office originating equipment.
- RNG 11 - Ringing combination.
- 2 - Second party position.
- 431-6423 - Bridging telephone number.
- BL422 - Bridge Lifter number.
- LLE 43 - Long Lines Equipment number.
- 6 - Main Distributing Frame cable (feeder).
- 453 - Main Distributing Frame cable pair.
- R 772 ASH ST - Distribution terminal address (R=Rear).
- E - Drop connection is existing at the distribution terminal.
- 9 - Binding Post at distribution terminal.
- EXJ - Existing cross connect jumper.
- 618 - Aerial cable (Distribution).
- R 1400 MAIN ST - Location of cross connect terminal (R=Rear).
- 53 - "IN" facility assignment - BP number of the main distribution frame cable pair.
- 19 - "OUT" facility assignment - Aerial cable pair number.
- WL 101 - Open wire lead number.
- 314 - Pole number.
- 9+10 - Pin position.
- P-4 - Route number.
- JS - Initials of the person assigning the service order.
- 642 - Line or Station transfer serial number.
- NONE - There is no left-in equipment associated with this service order.

30									
31	---	ASGM	DIST CA	1002	-IST PAIR	1			
32	CE	01-02-43 / LLE 71 /							
33	OP	1-176 F 4203 W. ELY RD. P-4 / EXJ / F2A 1001-							
34	OP	R 100 N. MAIN 176-4 BLW+W+BR / PXJ / F2B							
35	OP	1002 R4100 MARKET 4-25 BLW+V+S / F3 CRW							
36	OP	Pole 2 P							
37	GE								
38	F1								
39									
40									
41									
42	RY	44	16	JS					
43	LID	NONE							

EXPLANATION OF ENTRIES

This is an example of an inward service order with multiple F2 assignments; i.e., more than one cross connect location between the central office and the distribution terminal.

- 1002 - Distribution cable (entered from the TAC File).
- 1 - First pair appearing in the distribution terminal (entered from the TAC File).
- 01-02-43 - Central Office originating equipment.
- LLE - 71 - Long Lines Equipment number.
- 1 - Main Distributing Frame cable (feeder).
- 176 - Main Distributing Frame cable pair.
- F4203 W. ELY RD. - Distribution terminal address (F=Front).
- P-4 - The drop wire must be placed at the distribution terminal address on binding post "4".
- EXJ - Existing cross connect jumper.
- F2A - Designates the first intermediate cross connect location.
- 1001 - Aerial cable (distribution).
- R 100 N. MAIN - Location of the first cross connect terminal (R=Rear).
- 176-4 - "IN" facility assignment (BP 176) and "OUT" assignment (aerial cable pair 4).
- BLW+W+BR - Binder group color (blue/white) and pair color (white/brown).
- PXJ - Indicates that the installer must place the cross connect.
- F2B - Designates the second intermediate cross connect location.
- 1002 - Aerial cable (distribution).
- R4100 MARKET - Location of the second cross connect terminal (R=Rear).
- 4-25 - "IN" facility (BP 4) and "OUT" assignment (aerial cable pair 25).
- BLW+V+S - Binder group color (blue/white) and pair color (violet/slate).
- F3 CRW - The assignment facility extending beyond the distribution terminal; in this example is a "C" rural wire.
- Pole 2 P - The installer must place the drop wire on the CRW at Pole #2 of the "C" rural wire lead.
- 44 - Route number.
- 16 - Resistance Zone.
- JS - Initials of the person assigning the service order.
- NONE - There is no left-in equipment associated with this order.

EXHIBIT 7

FORM SW -6425a

SW-6425a (7-66)		ADDITIONAL CIRCUIT ASSIGNMENTS				
RO-----		DD-----				
I or O	TN	/OE				
	PTY	/BRG	/F —			
I or O	TN	/OE				
	PTY	/BRG	/F —			
I or O	TN	/OE				
	PTY	/BRG	/F —			
I or O	TN	/OE				
	PTY	/BRG	/F —			
I or O	TN	/OE				
	PTY	/BRG	/F —			
I or O	TN	/OE				
	PTY	/BRG	/F —			
RT		/TZ	/PR	/WCK	/OAB	/LST
RMK						

Actual Form size 5 3/4" x 8"

EXHIBIT 9

FORM SW-6134

680-495-906 SW	INSTALLATION AND REPAIR FORCES LOG AND TELEPHONE SET ACTIVITY RECORD	SW-6134A (REV. 3-69)											
EMPLOYEE'S NAME _____													
A. TELEPHONE SETS ON HAND FROM PRECEDING REPORT _____													
B. TELEPHONE SETS RECEIVED FROM STOREROOM _____													
JOB NO.	CURRENT ACTIVITY		ROUTE	UNITS	TIME STARTED	TIME COMPLETED	REMARKS SA, SR, SL, SO, PL, PF, PO, ETC.	REPORT NUMBER TELEPHONE SETS					
	ORDER NUMBER TELEPHONE NUMBER PLANT SER. ORD. NO. MAN'S NAME ETC.							C (LOST & FOUND (PREPARE SW-6311A)	D RECON- NECTED	E LEFT-IN	F REMOVED	G USED	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14	TOTAL		XX		XX	XX	XXX	XX					
VEHICLE NO. _____		CREW NO. _____		WORK CENTER OR STOCK LOC. AREA NO. _____		H. TOTAL SETS TO BE ACCOUNTED FOR (LINE A + B + 14, COLUMN F)		J. TOTAL TELEPHONE SETS USED (LINE 14, COLUMN G)		K. TELEPHONE SETS RETURNED TO STOREROOM		L. TELEPHONE SETS ON HAND END OF PERIOD (LINE H - J - K)	
										PERIOD ENDING			
EMPLOYEE'S SIGNATURE AND TITLE _____										DATE / /			

Actual Form Size, 5-1/2" x 8-1/2"