

## SERVICE ORDER ROUTINE

## WORKING LOOPS

1. GENERAL

1.01 This Section provides instructions for the proper identification and coding of Working Loops.

1.02 This Section is issued due to the USO/SORD systems being adopted for use in the Southwestern Company.

1.03 Working Loop coding is required for proper classification of Plant investment for Division of Revenue purposes.

2. RESPONSIBILITY

2.01 It is the responsibility of the Plant Department to review the facility assignment of all Private Line Services to determine the number of "Working Loops" to be placed or removed, as appropriate. The assignment forces shall enter the "Working Loops" quantity on the service order. The appropriate supervisor should frequently review service orders of Private Line Services to insure accurate reporting of "Working Loops".

2.02 Positive reporting is required and in those cases where there are no working loops, a zero "0" will be entered. The assignment force shall also enter the abbreviation of the Wire Center on the service order. In most cases, Plant will assign the serial number of the channel and equipment and add it to the service order. An interim period of one year shall elapse before reassignment of numbers (BSP 682-000-012).

2.03 The Commercial and/or Marketing Departments are responsible for indicating on the service order the prefix number, service code, working loop code and station numbers.

2.04 It is the Commercial Department's responsibility to type the NWL and WC e.g., (NWL\_\_WC\_\_), following each station or termination on the Service Order. The Commercial Department must list each station or termination individually on the Service Order and provide sectionalization when necessary.

3. IDENTIFICATION NUMBER

3.01 The identification number is the number assigned to a specific special service to identify it with the customer. This includes the prefix number, the service code and the serial number. (See Exhibit 1). The identification number is as individual and distinctive for special services as the telephone number is for exchange subscriber services. It is important that each service except program and Western Union be designated with one identification number from end to end regardless of its length or routing. (Program loops and Western Union local loops should always be given individual numbers.)

3.02 Each identification number may include all or part of the following components:

- (a) A prefix number to indicate whether or not the service is interexchange or intraexchange. If it is interexchange, the prefix number designates the originating and/or control area, ordinarily the area where the contract is held. (Services

furnished by the Long Lines Department of the American Telephone and Telegraph Company will not carry a prefix number. The absence of the prefix number indicates a Long Lines service.) Prefix and serial numbers for the Southwestern Company are shown in Exhibit 1.

3.03 Basic service codes are used to identify all services other than vital government and dispatch type services. Government service codes are used to identify those services which are vital to the public security, health, or safety which are furnished to federal, state and municipal government agencies. Dispatch service codes are used to identify dispatch type services, such as those used for the control of pipe lines and power operations.

#### 4. DEFINITIONS

4.01 Working Loop - This is defined as a revenue producing pair of wires or its equivalent, between the customer's station and the Wire Center from which the station is served. A representative list of the types of circuits and working loops are found in Exhibits 2 and 3. Private Line working loops are shown on service orders as listed in Exhibit 1, indicating the proper working loop code for each type service requiring coding.

4.02 Working Loop Code - This is the number assigned to designate the Division of Revenue classification (interstate or intrastate), and to provide a more effective means of keeping the inventories of working loops.

4.03 The working loop code is entered following the mileage entry. Working Loop codes and (NWL) and (WC) entries are not entered on service orders for Long Lines temporary or occasional (less than one

month duration) services. Plant will indicate "temporary" when requesting service orders for these services.

4.04 All Southwestern Company revenue producing loops (temporary and full time) should be coded. All Southwestern Company official services are nonrevenue producing and, therefore, service orders on these accounts should not carry "NWL" and "WC" entries. Long Lines official services are considered revenue producing and, therefore, are coded even in cases where a concession may be in effect.

NOTE: Plant will not longhand omit a parenthesized (NWL\_\_WC\_\_) from any service order.

4.05 Carrier Channel - This is used to provide the loop between the Wire Center and the customer's location - e.g., 43A Telegraph Carrier Equipment would be equivalent to a pair of wires. If all "WL" requirements are met, count each circuit derived from the carrier system as one "Working Loop". Count "Working Loops" derived from simplex or composite equipment in the same manner.

4.06 A four-wire circuit is a physical arrangement consisting of two pairs of metallic or four individual metallic conductors used to connect compatible equipment. If this method is used for Private Line Services, count two "Working Loops" providing the four-wire arrangements met all "NWL" requirements.

NOTE: A Wire Center is the Central Office or Toll Office location from which the station is served.

#### 5. SERVICE ORDER STROKING

5.01 The numerical quantity of "Working Loops", placed or removed as appropriate, shall be entered following the typed (NWL\_\_)

on the service order. Stroking shall be on a positive basis. Enter zero after the typed (NWL\_\_\_) if the station or channel does not have its own individual working loop. See Exhibit 2.

5.02 The Wire Center identification code shall be entered following the typed (WC\_\_\_) on the service order. This entry shall be made whether the station or channel has its own individual "Working Loops" or not.

5.03 Service orders for temporary Long Lines services (less than one (1) month's duration) should not contain a parenthesized (NWL\_\_WC\_\_) because no loop count is required. Any such service order containing (NWL\_\_WC\_\_) shall be returned to the Commercial or Marketing Department for correction. Plant will not longhand omit a parenthesized (NWL\_\_WC\_\_) from any service order of this type.

## 6. EXAMPLES

6.01 If one (1) cable pair is extended from a Wire Center's main distributing frame and is cross connected through an "FX" or "BD" terminal to two (2) or more cable pairs serving individual customers, only one (1) working loop is counted. (See Exhibit 2 - Item 1C.) The Plant Department should normally make this "NWL" quantity entry of (1) on the first listed station of the service order and enter zero (0) on the additional stations bridged to the cable facility.

6.02 If individual cable pairs are extended from a Wire Center's main distributing frame to individual stations on a multi-station circuit, count each cable pair terminated on the M.D.F. as a "Working Loop." (See Exhibit 2 - Item 3.) The Plant Department should enter the "NWL" quantity of one (1) for each individually listed station on such service orders.

6.03 Sections of the cable or carrier facilities between local Wire Centers or Central Offices or between a local Wire Center and a Toll Office are not to be considered as "Working Loops." (See Exhibit 2 - Items 5 and 6.)

6.04 A special service station or channel circuit may extend from a Southwestern Company Wire Center, Central Office or Toll Office to and through an independent company's Wire Center to the customer's location with the station equipment belonging to the Southwestern Company. In this case, stroke the service order as zero "Working Loops" and enter a locally determined W.C. two character code for the independent company's Wire Center.

6.05 CAUTION: It is the responsibility of all Plant Department personnel handling special service orders to be aware that when a station or channel termination is either added or removed from an existing circuit, the over-all circuit layout must be reviewed to determine what entry will be made on the service order as a Working Loop statistic. Positive reporting applies to any service order which contains the WL and WC entries.

6.06 Where complex facility arrangements expand beyond the scope of the examples and definitions of this practice, refer to either the Division or Area Loop Committee for guidance.

## 7. OTHER "WORKING LOOP" ACTIVITY

7.01 Where arrangements of facilities on existing circuits having "Working Loops" are performed without the authorization of a service order, see BSP 680-895-900SW for handling procedures.

7.02 A review should be made by the Division and/or Area Loop Committees on a scheduled periodic basis, of a printout of private line working loops. This review

should be made in April and October of each year, as of the close of business for March and September respectively. The committee should determine, after the review, if a complete reconciliation of Accounting, Commercial, Plant and Marketing Department working loop records is required. It is the responsibility of the committee to insure that the reconciliation is made and the records corrected when a reconciliation is necessary.

8. REFERENCE MATERIAL

8.01 The following references should be used for interdepartmental discussions on "Working Loops":

- (1) DR Section 20.10
- (2) Private Line Practice, Section A
- (3) BSP 682-000-012
- (4) J. P. 20
- (5) RAP, Part 18, Section 3 and Computer Program Folder 1300
- (6) G.A.P., Part G, Revenue Classifications
- (7) BSP 010-520-XXX (ISC Practices)

## EXHIBIT 1

<u>Telephone</u>	Service Codes		Private Line Working Loop Codes				<u>Re- marks</u>
	<u>Basic</u>	<u>Gov.</u>	<u>Dis- patch</u>	<u>Intrastate</u>			
				<u>Inter- state</u>	<u>Intra- exch.</u>	<u>Inter- exch.</u>	
Alternate Uses:							
Full Period and Foreign Exchange	FA	GA	DA	07	08	09	
Other	-	-	-	-	-	-	
Control Channel, Remote Metering, or Telewriting	VM	GM	DM	07	08	09	
Data Transmission (Schedules 4 and 5)	FD	GD	DD	07	08	09	
Foreign Exchange	FX	GX	DX	*	*	*	Note 2
Full Period	FP	GP	DP	07	08	09	Notes 1,3, 13
Reference Frequency	RF	-	-	*	*	*	
Remote Operation and Control Customer Owned Radio Equipment	FR	GR	DR	07	08	09	Note 14
Short Period	SP	-	-	*	*	*	
Telephotograph- Facsim.	TF	GF	DF	07	08	09	
Tie Line	TL	TG	TD	07	10	09	Note 13
Turret Lines	TU	GU	DU	07	*	09	Note 4
Western Union Contracts 1 and 2							
V.F. Layouts	WF	WG	-	*	11	*	Note 5
Voice Circuits	WV	-	-	*	11	*	Note 5

## EXHIBIT 1 (Cont)

<u>Telegraph</u>	Service Codes		<u>Dis-</u> <u>patch</u>	Private Line <u>Working Loop Codes</u>			<u>Re-</u> <u>marks</u>
	<u>Basic</u>	<u>Gov.</u>		<u>Inter-</u> <u>state</u>	<u>Intrastate</u>		
					<u>Intra-</u> <u>exch.</u>	<u>Inter-</u> <u>exch.</u>	
Control Channel, Remote Metering, Clock or Telewriting	TC	GC	DC	07	08	09	
Data Transmission (Schedules 1, 2 & 3)	TB	GB	DB	07	08	09	
Foreign Exchange TTY	TE	GE	-	*	*	*	Note 7
Morse	M	-	-	07	08	09	
Teletypewriter Priv. Line							
Cust. Sta. Eq.	TT	GT	DT	00	05	03	Note 11
L.L. Svc. Co. Sta. Eq.	TT	GT	DT	01	*	*	Note 11
Co. Svc. - Co. Sta. Eq.	TT	GT	DT	02	06	04	Note 11
Teletypesetter	TS	-	-	-	-	-	Note 6
Western Union Contracts 1 and 2	WU	-	-	*	11	*	Note 5
<u>Program - Broadcasting</u>							
Network - Interexch.	PN	GN	-	*	*	*	
Local Channel (Includes audio loops associated with video service)							Notes 8 & 9
Connected to an Interexchange channel	PT	-	-	16	*	*	
All Other Local Channels	PT	-	-	15	*	*	
<u>Video</u>							
Network-Interexch.	VN	GV	-	*	*	*	
Local Channel	VT	-	-	*	*	*	Note 9

## EXHIBIT 1 (Cont)

<u>Video</u>	Service Codes		<u>Dis-</u> <u>patch</u>	Private Line Working Loop Codes			<u>Re-</u> <u>marks</u>
	<u>Basic</u>	<u>Gov.</u>		<u>Inter-</u> <u>state</u>	<u>Intrastate</u>		
					<u>Intra-</u> <u>exch.</u>	<u>Inter-</u> <u>exch.</u>	
Educational TV	EV	VG	-	*	*	*	
CATV	CV	-	-	*	*	*	
Pay TV	PV	-	-	*	*	*	
<u>Miscellaneous</u>							
Protective Alarm Systems							
Amer. Dist. Tele- graph	SC	-	-	07	08	09	
Mun. Fire & Police	CS	-	-	07	08	09	
Other Prot. Alarm Sysys.	BA	-	-	07	08	09	
Bell and Light Systems	BL	-	-	07	08	09	Note 3
Broad Band Channels For Data, Etc.	FW	GW	DW	07	08	09	Note 12
Code Call Channels	CC	-	-	*	08	*	
Isolated Services (Gov. Only)	-	GS	-	*	*	*	
Mobile Systems Fur- nished Federal Gov- ernment	-	RG	-	07	08	09	
Music Distribution Channels (Wired Music)							
Tariff F.C.C.:							
No. 260	MT	-	-	15	*	*	Note 3
State Tariffs	MT	-	-	*	08	09	Note 3
Siren Control Sys- tems	BS	-	-	07	08	09	Note 3

## EXHIBIT 1 (Cont)

<u>Miscellaneous</u>	<u>Service Codes</u>		<u>Dis-</u> <u>patch</u>	<u>Private Line</u> <u>Working Loop Codes</u>			<u>Re-</u> <u>marks</u>
	<u>Basic</u>	<u>Gov.</u>		<u>Inter-</u> <u>state</u>	<u>Intrastate</u>		
					<u>Intra-</u> <u>exch.</u>	<u>Inter-</u> <u>exch.</u>	
Sound Recording Loud- speaker							
Tariff F.C.C. No. 260	CS	-	-	15	*	*	
State Tariffs	CS	-	-	*	08	09	
<u>Telepak</u>							
A, B, C or D Inter- exch.	TK	GK	DK				
Channel Terminals	-	-	-	-	-	-	Note 10
Western Union	WK						
Western Union Contract- 3 Circuit Sections-100-5000 Cycles, 50-8000 Cycles or 50-15000 Cycles	WA	-	-	-	-	-	Note 10

\* Classification not required for division of revenue procedures or no loop code applicable.

## NOTES ON SERVICE AND LOOP CODES

- Note 1: Working loops associated with PBX off-premises extensions and bridged extensions are counted as private lines only when interexchange or interstate mileages are involved.
- Note 2: Foreign exchange service is associated with a telephone number and each service is further designated with an identification number, for example, 6FX 2066 (224-5300). The local loop is considered and counted as exchange service.
- Note 3: One identification number is used to designate the overall service at all locations.
- Note 4: Any channel extending between a turret and a PBX which is not identified by a PBX station number is designated a turret line and coded TU. Also, see note 1.

## EXHIBIT 1 (Cont)

Note 5: Facilities leased to the Western Union Telegraph Company under Contracts 1 and 2 should be coded as follows:

WG - circuits for voice-frequency carrier systems carrying 25% or more Government services.

WF - all other circuits for VF carrier layouts.

WU - telegraph type circuits.

WV - voice channels or circuits.

WK - Western Union Telepak Channel.

Services furnished under tariffs are classified the same as comparable services furnished other customers.

Note 6: Use working loop code classifications as shown under teletypewriter. Make certain of machine ownership before classifying.

Note 7: Teletypewriter foreign exchange service is associated with an exchange number and is further designated with an identification number for example, TE 6001 (ATL-9114)

Note 8: All local program channels and studio to transmitter facilities are coded PT and are interstate as they are provided under F.C.C. Tariff #260. Channels for program transmission in connection with the audio portion of Television and Radio Broadcasting are coded #16 if they are connected to and installed with an interexchange channel and #15 if they are not connected to and installed with an interexchange channel.

Note 9: The intraexchange video sections are coded VT and include all local video channels of 25 miles or less and all studio to transmitter channels regardless of exchange boundaries. This is for tariff purposes. F.C.C. Tariff #260 for video includes a PT channel. This channel (loop) should be classified with a #16 loop code if it is connected to and installed with an interexchange channel and #15 if it is not connected to and installed with an interexchange channel.

Note 10: Codes TK, DK and WK are to be used only for the Telpak Service. Channel terminals within the Telpak base capacity are individually assigned service and working capacity are individually assigned service and working loop codes in accordance with their respective grades and uses. Broadband channels to customer's premises will require special treatment.

## EXHIBIT 1 (Cont)

Note 11: Make certain of machine ownership before classifying.

Note 12: These codes are used only when the transmission characteristics required are higher than those furnished with the Data Schedules 4 or 5.

Note 13: TL, TG, TD are Service Codes used for tie line services (channels or trunks between two PBX's.)

Note 14: All air-to-ground radio channels, including those with both terminations on one airport or within the same exchange, and all channels for maritime service are classified as interstate.

Other FR channels for the remote operation and control of customer-owned radio equipment are classified according to the physical channel provided. That is, if the channel is within a state, it is coded intrastate, intraexchange or interexchange as appropriate; if the channel crosses a state line, it is coded interstate.

## PREFIX AND SERIAL NUMBERS

Prefix Number

<u>Area</u>	<u>Inter-Exchange</u>	<u>Intra-Exchange</u>	<u>Serial Number</u>
Arkansas	6	1-5	1-9999
Kansas	7	1-5	1-9999
St. Louis	8	1-5	1-9999
Oklahoma	9	1-5	1-9999
Dallas	10	1-5	1-9999
Houston	20	1-5	1-9999
San Antonio	30	1-5	1-9999
Kansas City	80	1-5	1-9999

NOTE: The prefix number "5" will be used for all DECCO (Defense Commercial Communications Office) local private line services in all areas.

Regular interexchange prefix numbers should be used for all interexchange private lines including DECCO.

## EXHIBIT 1 (Cont)

SUMMARY  
PRIVATE LINE WORKING LOOP CODES

<u>Loop Code</u>	<u>Service</u>	<u>Inter-state</u>	<u>Intrastate</u>	
			<u>Intra-exch.</u>	<u>Inter-exch.</u>
00	Teletypewriter Cust. Sta. Equip.	X		
01	Teletypewriter Co. Sta. Equip. L.L. Svc. **	X		
02	Teletypewriter Co. Sta. Equip. Co. Svc. #	X		
03	Teletypewriter Cust. Sta. Equip.			X
04	Teletypewriter Co. Sta. Equip. Co. Svc. #			X
05	Teletypewriter Cust. Sta. Equip.		X	
06	Teletypewriter Co. Sta. Equip. Co. Svc. #		X	
07	Telephone and Misc. Svc. @	X		
08	Telephone and Misc. Svc. @		X	
09	Telephone and Misc. Svc. @			X
10	PBX Tie Lines		X	
11	Rental Facilities (e.g. Western Union) **		X	
12	Not Used			
13	Not Used			
14	Not Used			
15	Program Transmission - Audio Local Channel (F.C.C. #260) Not Connected to An Inter-exchange Channel			
		X		
16	Program Transmission - Audio Local Channel (F.C.C. #260) Connected to An Inter-exchange Channel			
		X		

\* These include the services for which Long Lines has the contract with the customer. The circuit identification number should be a Long Lines number.

# There must be a teletypewriter machine owned by S.W. Bell in order to receive these loop classifications.

@ These loop classifications are usually for services not specifically covered by other loop codes.

\*\* Loops for which the Revenues are included in Account 524.

## EXHIBIT 1 (Cont)

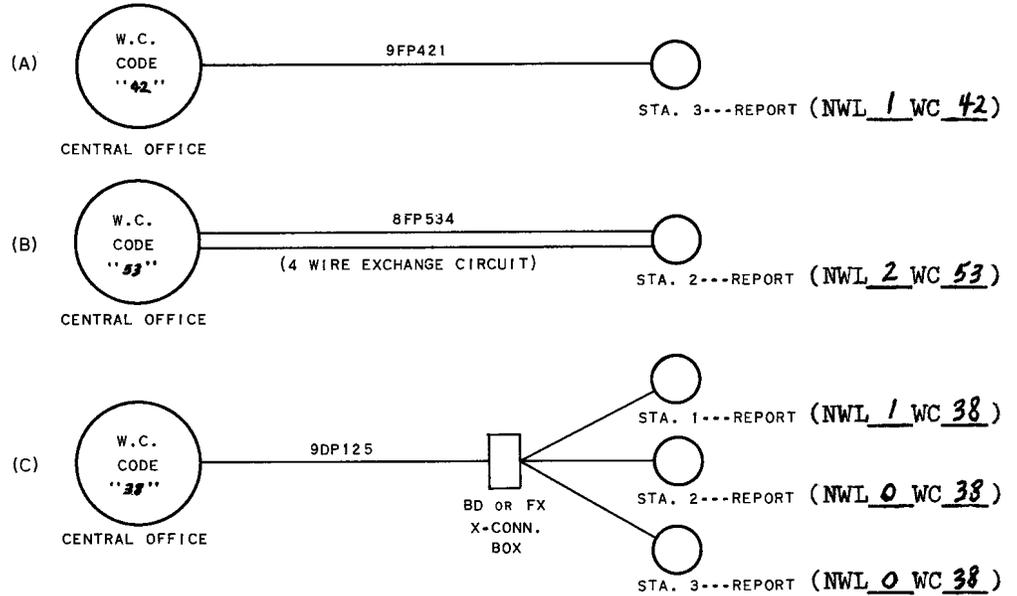
CIRCUIT IDENTIFICATION OR CODE - NOT INCLUDED IN DIVISION  
OF REVENUE  
NO "WL" OR "WC" ENTRY SHOWN

<u>Circuit Identification or Code</u>	<u>Description</u>
CI	Trunks interconnecting concentrator and Identifier
CPT	Coinless public telephone
RW	Company official "Walkie-Talkie" sets
MST	Miscellaneous telephones for radio stations and telephones on movable premises

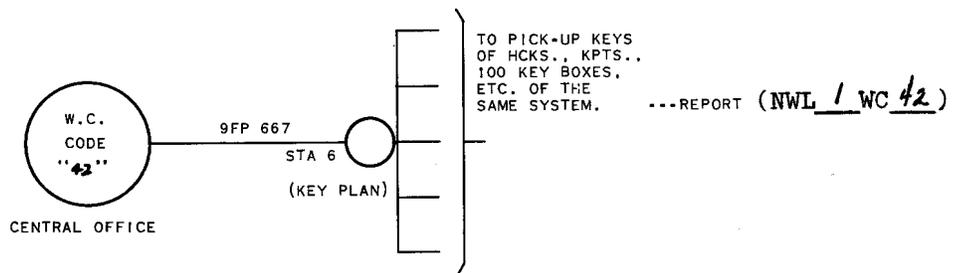
EXHIBIT 2

TYPICAL ILLUSTRATIONS CONCERNING WORKING LOOP COUNTS

(1) INTERSTATE SPECIAL SERVICE CIRCUITS WHERE STATIONS TERMINATING WITHIN A PARTICULAR EXCHANGE ARE ALL LOCATED IN THE SAME WIRE CENTER.



(2) SPECIAL SERVICE CIRCUIT WHERE THE STATION TERMINATES AS A LINE IN A TELEPHONE KEY SYSTEM.



(3) INTRAEXCHANGE SPECIAL SERVICE CIRCUITS WHERE ALL STATIONS ARE LOCATED IN THE SAME WIRE CENTER.

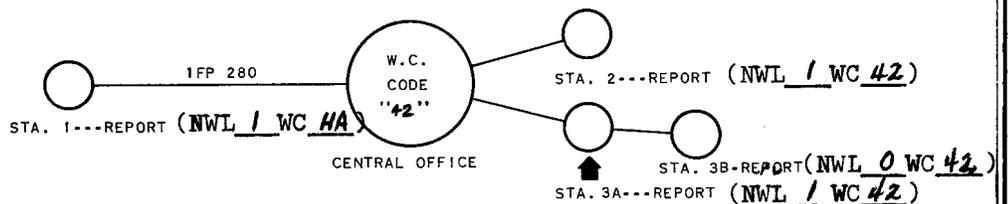
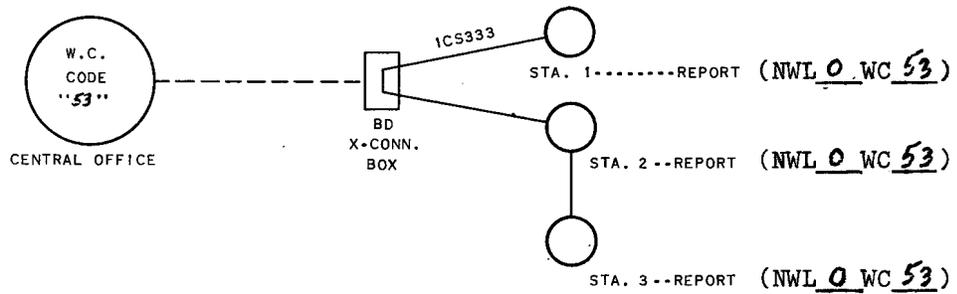
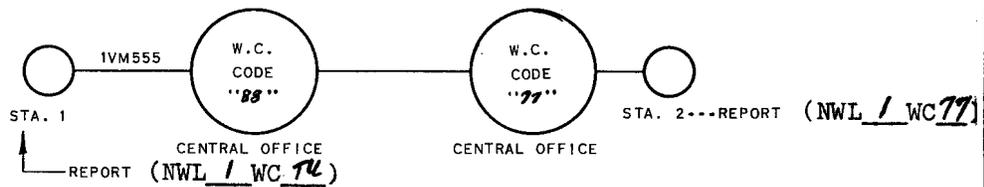


EXHIBIT 2 (Cont)

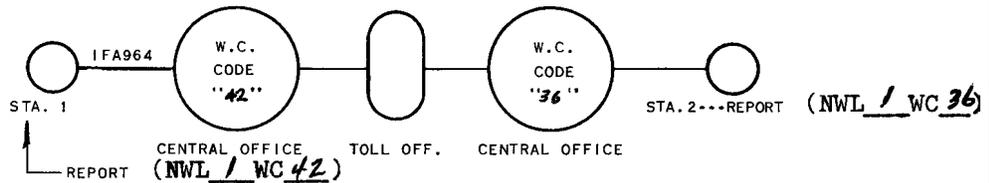
(4) INTRAEXCHANGE SPECIAL SERVICE CIRCUITS WHERE X-CONNECTION BETWEEN STATIONS IS ARRANGED WITHIN THE LOCAL DISTRIBUTION SYSTEM. IN THE FOLLOWING EXAMPLE SUCH X-CONNECTION WAS DONE AT A BD X-CONNECT BOX.



(5) INTRAEXCHANGE SPECIAL SERVICE CIRCUITS WHERE ALL STATIONS ARE LOCATED IN THE SAME EXCHANGE BUT DIFFERENT WIRE CENTERS.



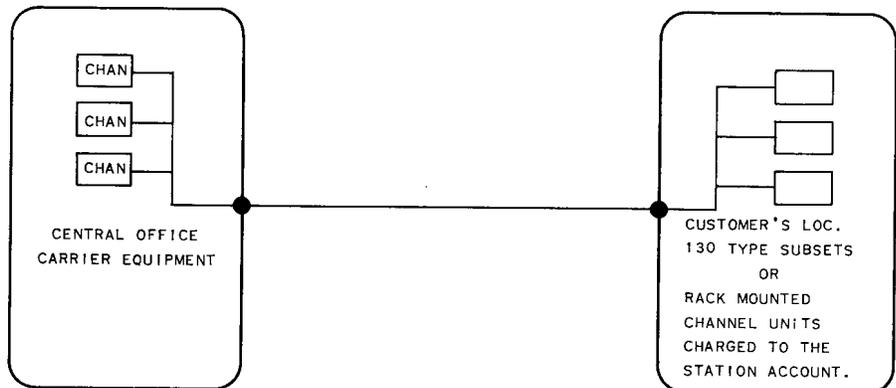
(6) INTRASTATE-INTEREXCHANGE SPECIAL SERVICE CIRCUITS WHERE STATIONS ARE LOCATED IN DIFFERENT EXCHANGES WITHIN THE SAME STATE



## EXHIBIT 3

- (1) WHEN A CUSTOMER'S LOCATION AND THE CENTRAL OFFICE (THE CENTRAL OFFICE WHICH PROVIDES HIS MESSAGE EXCHANGE SERVICE) ARE CONNECTED BY A CARRIER ARRANGEMENT, COUNT EACH CHANNEL USED AS ONE (1) "WORKING LOOP".

NOTE: THE CARRIER EQUIPMENT AT THE CUSTOMERS LOCATION MUST BE IN THE STATION APPARATUS ACCOUNT TO QUALIFY THE FACILITY AS A "WORKING LOOP".



- (2) WHEN THE CARRIER EQUIPMENT AT THE CUSTOMER'S LOCATION IS CHARGED TO THE CENTRAL OFFICE ACCOUNTS, DO NOT COUNT A "WORKING LOOP". SHOW ZERO (0) "WORKING LOOP" ON ANY ORDER USING SUCH FACILITIES.

