

OUTWARD STATION REMOVAL PROCEDURES
LOST AND FOUND STATION APPARATUS REPORT

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1. GENERAL		1.05 The report is designed to meet the following objectives:
1.01 This section describes procedures for reporting lost, stolen, destroyed, found and unrecoverable telephone sets, and other items of station apparatus. It is for joint use by PSC and field forces.		<ul style="list-style-type: none">• Provide source data of "losses" and "finds" by categories to Accounting.• Provide a source reference by service order or telephone number of each reported "loss" or "find" so that an audit trail will be available.• Provide for "write-off" approval by the District Plant Manager.
1.02 This revision contains the following changes:		
(a) Provides new procedures for notifying the Chief Special Agent's Office of stolen coin telephones. Since the introduction of these procedures requires coordination with the Chief Special Agents, it is to be placed into effect on July 26, 1965.		1.06 The field craftsman is responsible for reporting detailed information to the Plant Service Center so that a report can be prepared. The following paragraphs describe the information needed and explain how to prepare Form A708A and forward it to Accounting.
(b) Provides that PSC supervisors make certain verification checks between Form A708A and the service orders.		
Changes in the text are indicated by marginal arrows.		
1.03 Other related sections in the OUTWARD STATION REMOVAL PROCEDURES series are:		2. WHAT TO REPORT
(a) 680-363-910PT - POLICY		2.01 Station apparatus that must be reported is separated into four groups.
(b) 680-363-911PT - SERVICE ORDERS		(a) TELEPHONE SETS - This includes all types of instruments. If part of a telephone set is involved, report the item only if it is classified as a major item. Example: Handset (See (c) below).
(c) 680-363-912PT - FIELD WORK		
(d) 680-363-913PT - LEFT-IN STATION FILE		

SECTION 680-930-911PT

(1) The lower housing is considered to be the principal part of a coin telephone set. Example: the lower housing of a coin telephone is stolen but the upper housing is found and returned to supplies. In this case, report the coin set under the appropriate "missing or stolen" category.

(b) TELETYPEWRITER AND RADIO STATIONS

(c) MAJOR ITEMS - These are items of station apparatus such as handsets, directory tables, small PBXs, etc. A complete list of major items may be found in the Plant Instruction: MAJOR ITEMS. Major items are reported under the following conditions:

(1) When the major item is associated with station report if the station is not involved. Example: a directory table is destroyed by fire but the associated coin telephone set is not. In this case, report the directory table under the appropriate "Casualty" category.

(2) When a major item is not associated with a station, report it in all instances. Example: A handset found in an alley.

(d) SPECIAL ITEMS - These are items of station apparatus such as answering sets, digital subsets, data-speed sets, etc. A complete list of special items may be found in the Plant Instruction: CONTINUING PROPERTY RECORDS - GENERAL. Report special items regardless of whether they are associated with a station or not.

3. HOW TO REPORT

3.01 The field craftsman calls the PSC employee designated to prepare Form A708A and provides the following detailed information:

(a) The REPORTING CATEGORY NUMBER - The number that describes the circumstances under which the "loss" or "find" occurred. These are explained in detail in Table A.

(b) THE CLASS OF SERVICE - Classes of service are shown below:

- Residence

- Business (Includes PBX stations and private line telephones)

- Coin (Includes non-coin extensions)

- Teletypewriter Exchange Service (DTWX)

- Teletypewriter Private Line Service (TWPL and DLSTTS)

- Radio - General Service

- Radio - Signaling Service (except Bellboy)

- Radio - Signaling Service Bellboy

- Radio - Private Mobile

- Radio - Private Fixed

NOTE: It is recognized that there will be instances where the class of service cannot be determined. Table A shows the reporting categories which do not require this information.

(c) MAJOR ITEMS - Report when required by supply catalog listing. See 2.01 (c).

(d) SPECIAL ITEMS - Report by supply catalog listing. Also report the class of service when known.

(e) QUANTITY - The number of each item reported.

(f) SERVICE ORDER NUMBER - If a service order is not involved, report the telephone number. When the apparatus cannot be identified by either service order or telephone number, report as "Unidentified."

(g) SPECIAL AGENTS CASE NUMBER - In all instances where it is determined that the apparatus was stolen, also report it to the Chief Special Agent's Office and give the case number to the PSC employee preparing the report.

NOTE - COIN TELEPHONES: Before calling the Chief Special Agent's Office to notify them of a stolen coin telephone, ask

the PSC employee for the serial number of the A708A form on which the stolen coin telephone set will be reported to Accounting. (An example serial number is 'No. 2 - July, 1965'). This serial number must be given to the Chief Special Agent's Office before they will assign a case number.

4. PREPARING FORM A708A (SEE FIG. 1)

4.01 The Plant Service Center prepares Form A708A and forwards it to Accounting. Since this report is closely related to the left-in station phase of the job, it should be prepared by the employee assigned to maintain the left-in station file.

4.02 All "losses" or "finds" are reported without regard to whether they were the result of some earlier reporting or record keeping failure, either in the current quarter or a previous quarter.

4.03 The PSC supervisor in charge of the left-in station file verifies that telephone sets reported under Categories 4 and 5 are reported left-in on the completed service order and transmitted as such over the completion network. All A708A reports containing telephone sets reported under these two categories must carry a

notation that this verification was made. Do this by entering "VERIFIED THAT CAT. 4 AND 5 TEL. SETS WERE REPORTED LI ON COMP. SERV. ORD" (signed - title), towards the bottom of the form. (See Fig. 1).

4.04 Form A708A is prepared in triplicate. Entries are made on the form as follows:

- PSC - Show Plant Service Center name.
- MONTH - Show month and year under report.
- SERIAL NUMBER - Number each report for the month in sequence beginning with No 1 for each month. On the last report for the month, make the notation "Final" to the right of the serial number. This arrangement will enable Accounting to determine if they have received all reports for the month.

- DATE - Show the date item was reported.
- ORDER NUMBER - Show the service order number. If a service order is not involved, show the telephone number or "UNID" (unidentified), whichever is appropriate.
- CSA NO - Show Chief Special Agent's case number when appropriate.
- CATEGORY NUMBER - Show the number that identifies the category under which the "loss" or "find" occurred. (Refer to Table A)
- CLASS OF SERVICE - Place a check mark in the appropriate box to identify business, coin or residence service. Use the "Other" column to write in other classes of service (teletype or radio) or the supply catalog listing, whichever is appropriate.
- GEO. CODE - Enter the PSC Geo. Code for each item reported.
- REPORT CODE - Show:
 - 118x for teletypewriter
 - 128x for telephone
 - 138x for radio
- CODE NO. - For Accounting use only.
- QUANTITY - Show the number of items reported.
- PREPARED BY - Name of employee preparing report.
- APPROVED - Name of PSC supervisor responsible for the left-in station file.
- TEL. NO. - PSC supervisor's telephone number.
- APPROVED (District Plant Manager) - District Plant Manager's signature.

5. FORWARDING REPORTS TO ACCOUNTING

5.01 It is not intended that a separate Form A708A be used to report each transaction. You may include up to twenty-three transactions on each report. HOWEVER, you must mail your duplicate copies of Form A708A in time to reach Accounting no later than noon of the second working day of the following month. Accounting treats forms received later than this as a delayed transaction in the month following the report period. Plant Service Centers must make every effort to meet this deadline. If for any reason it cannot be met, call your General Plant Staff.

5.02 Forward your duplicate copies of Form A708A to Accounting according to the following rule that is appropriate for your Plant Service Center:

- PLANT SERVICE CENTERS HAVING MORE THAN 23 TRANSACTIONS FOR THE REPORT PERIOD - Forward your duplicate copy of each report immediately after entries are made on all lines. If there is nothing to report between the time the last report was mailed and the end of the report period, prepare a report showing "FINAL" to right of the serial number. Enter "NONE" across the body of the form. Mail the duplicate copy of this report to reach Accounting no later than noon of the second working day of the following month.
- PLANT SERVICE CENTERS HAVING LESS THAN 23 TRANSACTIONS FOR THE REPORT PERIOD - Enter "FINAL" to the right of the serial number. Mail your duplicate copy to reach Accounting no later than noon of the second working day of the following month.

- PLANT SERVICE CENTERS HAVING NOTHING TO REPORT FOR THE REPORT PERIOD - Enter "FINAL" to the right of the serial number and enter "NONE" across the body of the form. Mail your duplicate copy to reach Accounting no later than noon of the second working day of the following month.

5.03 Copies of Form A708A are distributed as follows:

- (a) ORIGINAL - Attach spare LI copies for telephone sets reported under categories 1 through 5 plus 10 and 11 and send to the District Plant Manager for his approval. The report and spare LIs are then forwarded to Disbursement Accounting.

NOTE: The District Plant Manager should give immediate consideration to this report. An undue delay in forwarding it to Accounting may result in an unreconciled left-in station loss for the month under report.

- (b) DUPLICATE - Mail directly to the Disbursement Accounting office. This will be used for preliminary bookkeeping operations. Final bookkeeping entries are not made until the approval copy (original) is received.

- (c) TRIPLICATE - Retain in the PSC.

5.04 In the Southern Region, use special envelope, Form PF-1601, to send forms A708A to Accounting.

Concurred in:
ASSISTANT COMPTROLLER

TABLE A
INSTRUCTIONS FOR REPORTING LOST AND FOUND TELEPHONE SETS

Cat. No.	Reporting Categories And Descriptions	Report Class of Service and Quan.	Report Catalog Listing and Quan.	Report By Quan. Only	Special Instructions To Field Forces (Also see Note 1)	Entries on Form A708A (PSC)
1	UNRECOVERABLE (ACCESS FAILURE) Stations for which the field craftsman has reported that all attempts at recovery have failed. The field foreman is satisfied that no further efforts should be made and recommends the stations be written off.	X			Before a station can be written off it must be recommended for write-off by the field foreman and approved by the District Plant Manager. This is explained in the related BSP section: OUTWARD STATION REMOVAL PROCEDURES - FIELD WORK.	NOTE 2
2	ON LEFT-IN RECORD - NOT FOUND (MISSING) Stations that are on the left-in record but cannot be found at the address shown on the LI copy	X			If it is determined that the instrument was stolen, report it to the Chief Special Agent's Office and give the Special Agent's case number to the employee at the Left-in Desk (See Note 8). Also show the case number on your spare LI copy.	NOTES 2&3
3	CASUALTY-ON LEFT-IN RECORD - NOT REPLACED Stations that have been disconnected and left-in and are subsequently destroyed by fire, flood or other casualty.	X			Do not report items that are partially destroyed if they can be identified and returned to supplies.	NOTE 2
4	CASUALTY-WORKING STATION - NOT REPLACED Working stations that are destroyed by fire, flood or other casualty and an order is issued to disconnect the service.	X			Report the stations 'Left-in' when completing the Out order. Do not report items that are partially destroyed if they can be identified and returned to supplies.	NOTE 2
5	MISSING OR STOLEN - WORKING STATION - NOT REPLACED Working stations that are discovered to be missing or stolen at the time of the initial disconnect visit. Working stations that are missing or stolen and an order is issued to disconnect the service. (This will generally apply to coin telephones.)	X			If it is determined that the instrument was stolen, also report it to the Chief Special Agent's Office and give the Special Agent's case number to the employee at the Left-in Desk (See Note 8). Also show case number on IW copy. All coin telephone thefts are reported to the Chief Special Agent. Report stolen coin telephones to the Left-in Desk only when the lower housing is missing. See 2.01 (a). Report the stations left-in when completing the Out order.	NOTES 2&3
6	CASUALTY-WORKING STATION - REPLACED Working stations that are destroyed by fire, flood or other casualty and replaced on a maintenance basis.	X			A service order is not required unless service is re-established at a different address. Do not report items that are partially destroyed if they can be identified and returned to supplies.	NOTE 2
7	MISSING OR STOLEN - WORKING STATION - REPLACED Working stations that are missing or stolen and replaced on a maintenance basis. (This will generally apply to coin telephones.)	X			If it is determined that the instrument was stolen, also report it to the Chief Special Agent's Office and give the case number to the employee at the Left-in Desk (See Note 8). All coin telephone thefts are reported to the Chief Special Agent. Report stolen coin telephones to the Left-in Desk only when the lower housing is missing.	NOTES 2,3&4
8	CASUALTY-IN FIELD STOCK OR ON LOAN Field stock includes sets located on trucks, in supply lockers, on the customer's premises and the order has not been completed, etc. (NOTE 7)		X		Do not report any items that are partially destroyed if they can be identified and returned to supplies. Furnish the Catalog of Supplies Listing to the employee at the Left-in Desk.	NOTES 6&7
9	MISSING OR STOLEN - IN FIELD STOCK OR ON LOAN Field stock includes sets located on trucks, in supply lockers, on the customer's premises and the order has not been completed, etc. (NOTE 7)		X		If it is determined that the instrument was stolen, report it to the Chief Special Agent's Office and give the Special Agent's case number to the employee at the Left-in Desk (See Note 8). Furnish the Catalog of Supplies Listing to the employee at the Left-in Desk.	NOTES 3,6&7
10	CONFISCATED BY LAW ENFORCEMENT - REMOVED Working stations that are confiscated by law enforcement agencies because of illegal use.	X			When Commercial is aware that the sets were confiscated, it will be so noted in the remarks portion of the Out order. Report the stations as 'WS REM' when completing the Out order.	NOTE 2