INTERCITY CIRCUIT AND FACILITY ADMINISTRATION
TOLL CIRCUIT ORDERS - ENGINEERING FACILITY ORDERS
BASIC AND ASSIGNMENT RECORDS - CIRCUIT LAYOUT AND DESIGN

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1. GENERAL

1.01 This section outlines the general responsibilities for providing intercity circuits and facilities from the period after planning up to and including implementation, interarea coordination and in-service reporting. It sets interim guidelines until the conversion to the TRUNKS INTEGRATED RECORD KEEPING SYSTEM (TIRKS).

1.02 Standards are established for Method of Procedures, Toll Circuit Orders, Engineering Facility Orders, Basic Facility Records, and Assignment Records.

2. TOLL FACILITY GROUP

2.01 Because of the many different organizational structures used by the areas to provide intercity circuitry and facilities no attempt is made to define individual responsibilities. For the purpose of this practice the responsibilities for implementing the procedures outlined are assigned to a group designated as the Toll Facility Group.

2.02 The Toll Facility Group as an entity will consist of those in the Engineering Department who are engaged in writing Methods of Provision, Toll Circuit Orders and Circuit Layout Record Cards for intercity circuits and facilities and who maintain intercity facility records. This is not to be construed as recommending organization changes but only to identify a group now performing a definite function. Responsibilities outlined in this practice may cover work assignments of people not now under supervision of the Toll Facility Group in a given area.

2.03 The following items include work assignments that should be handled by the Toll Facility Group.

A. Preparation of Plans for Facility Expansion

1. Using basic data received from the Plant Extension Engineer, Commercial Engineer and Traffic Engineer, design intercity circuitry and compile a Method of Provision (MOP) with a normal interval of thirteen months prior to the earliest expected service date of any circuit or facility covered in the MOP requiring Western Electric Company installation. Shorter intervals may be specified on occasion. Each MOP shall:

(a) Include a sequential plan of action to protect service while holding a cost to a minimum.

(b) Use Common Language Location Identification (CLLI) and Common Language Equipment Ordering (CLEO) codes to the fullest extent possible.

(c) Designate clearly each circuit requiring F.C.C. authorization.

2. When a MOP includes interarea circuits, a copy shall be furnished to the Toll Facility Group of the area(s) involved. This will be an aid in determining those circuits requiring F.C.C. authorization or which are to be reported under Continuing Authority.

3. Upon request, furnish design for special services.

4. When facilities are provided on jointly owned radio relay routes the fundamental routing guide prepared by the Plant Extension Engineer shall be followed.

B. Maintain the following basic intercity records:

1. Intercity cable records.

2. Toll entrance cable records.

3. Open wire records.

4. Carrier channel assignment; including in service, planned, and preassigned.

5. Program Circuit Unit (PGCU) Usage Record

6. Voice Frequency Carrier Telegraph channel assignment and planned assignment records.

7. Toll Route Map.

8. Current DR-2020 forms and associated records.

9. Master file of layout record cards including all Message Unit Radio (MUR) and "R" Unit cards for SWB owned radio relay carriers within the area.

10. Chronological record of circuits requiring F.C.C. approval.

11. Log of pending Toll Circuit Orders - TCO Engineering Facility Orders - EFO

12. File of pending TCO's and EFO's.

13. File of completed TCO's and EFO's (usually held for six months).

14. File of pending MOP's.

15. File of completed MOP's (duration optional).

16. Simplified mileage map.

17. Broadband Facility Mileage Map (Changes shall be furnished currently to the General Transmission and Protection Engineer who will revise and reissue the map as required).

18. Long Lines Broadband Facility Arrangement (BFA).

19. Index of type carrier system on coaxial and radio (MA10338).

20. The following Long Lines printouts:

(a) Channel group continuity record (M501A)

(b) Channel group continuity group exceptions (M511A)

(c) End section printout (M207A)

(d) Alphabetical list of SWB and joint channel groups (M614SW)

(e) Alphabetical list of multiplex section spans (MG15B)

(f) Channel group routing information. (Manual) (M301).

21. High frequency line drawings for "N" carrier systems.

C. Prepare and issue all orders and layout record cards for the following:

1. Establishing or rearranging carrier systems including VF carrier telegraph.

2. Change of assignment or rearrangement of intercity cable or open

wire and toll entrance cable when transmission is noticeably affected.

3. Establish, rearrange, or disconnect intercity message, maintenance, and administrative circuits.

4. Establish, rearrange, or disconnect program circuit units (PGCU).

5. Establish, rearrange other entity facilities such as cable units.

D. Coordinate all circuit additions, disconnects, and rearrangements with other organizations, such as the Long Lines Department, the Traffic Department and the Bell Independent (B-I) Relations Office.

E. Receive Toll Circuit Orders - TCO, Engineering Facility Orders - EFO, System Service Orders - SSO, Engineering Service Orders - ESO, completion reports, and completed estimates and Routine Orders involving intercity facilities for the purpose of posting and maintaining basic assignment, DR-2020 and other engineering records.

F. Maintain DR-2020 mileage records and furnish monthly and annual reports as outlined in the DR-2020 practice. Provide other mileage and circuit information at intervals specifically requested by the Inventory and Costs Engineer.

G. When intercity facilities are involved in activities on which records are maintained by the Toll Facility Group, make facility and channel assignments as required for all types of circuits.

H. Maintain a toll route map. The map should contain the following for each area:

1. Approximate geographical location of each intercity facility including radio relay.

2. Approximate geographical location of every toll central office, both Bell and Independent Company.

3. Standard symbols should be used to indicate the class of each office, 5-4-3 etc. (See Exhibit 1).

4. The type facility (cable, o.w., or radio relay) should be clearly defined.

5. On cable routes the type carrier (N, T or L) may be indicated by placing the letter N, T etc. at intervals along the route. Breaking the facility line indicator and inserting a letter to designate the proper carriers such as -N- will suffice.

I. Annual Plant Mileage Report.

3. CABLE AND OPEN WIRE RECORDS

3.01 The Toll Facility Group will maintain a record of all toll entrance cables, intercity cables, open wire facilities and a simplified mileage map.

Cable Records should contain the following information:

A. Cable name

B. Gauge and loading

C. Mileage - by sections

D. Type termination cabinet, or frame, at termination points.

E. In-service assignment for each pair, listing carrier type and number or circuit number and terminating office "A" and "Z".

F. Planned assignment as authorized by a TCO, EFO, SSO, MOP, Circuit Equipment Request (CER) or any other recognized document constituting a firm commitment for the use of that pair. The planned assignment should list the following minimum information:

1. Circuit number.

2. Authorization - TCO, SSO, MOP, etc. - Number.

3. Expected service date.

These records should be kept in a suitable binder. Two formats can be used, Form S-6677 or a modified facility diagram showing individual pair assignments.

3.02 Basic Open Wire Records shall contain the following information:

A. Line number or name.

B. Transposition scheme.

C. Terminating or junction pole numbers.

D. In-service assignments for each pair, listing carrier type and number or circuit number and terminating office "A" and "Z".

E. Type and size of wire.

F. Filtering arrangements.

G. Mileage.

H. Planned assignment as authorized by a TCO, EFO, SSO, MOP, CER, or any other recognized document constituting a firm commitment for the use of that wire or pair. The planned assignment should include the following minimum information:

1. Circuit number.

2. Authorization - TCO, SSO, MOP, etc. - number.

3. Expected service date.

These records should be in a modified facility diagram format.

3.03 Records must be revised on a continuing basis to reflect both current activity and planning. To accomplish this all changes and firm plans must be furnished the Toll Facility Group. Current changes in assignment are provided by order completion routines for intercity facilities, special services, and message circuits. Current status of outside plant is provided by the Facility Diagram routine covered in BSP Section AG13.600. Facility diagrams shall be provided for all new intercity cables and any changes in existing cable or open wire lines. They should be forwarded as soon as possible after an Estimate Request Number or Routine Order Number has been issued. They must be issued before the start of any construction or rearrangement.

3.04 The facility diagram will be attached as an appendix to the basic record until work is completed at which time the record should be posted to reflect existing conditions. After posting the facility diagram may be destroyed.

3.05 A copy of all authorized estimates, keep cost orders or routine orders involving intercity facilities must be furnished the Toll Facility Group.

3.06 Assignments and planned assignments will be maintained on all toll entrance cables in the same manner as intercity cables. These assignment records may be recorded on Forms E-2179 or S-6677.

3.07 By November 30, of each year the Division Plant Engineer, or equivalent, will furnish the Toll Facility Group a simplified map showing mileages of all Southwestern Bell intercity facilities including jointly owned cable routes but excluding radio relay and coaxial cable. Procedures concerning this map are covered in the Addendum to PAP-V31.001 dated November 1, 1964.

3.08 The Toll Facility Group shall compare the new map with the one on file. Any changes of over five tenths of a mile shall be entered on the circuit layout cards in the master file and the DR-2020 changed accordingly. Radio relay and jointly owned coaxial cable mileages will be obtained from the Broadband Facility Mileage Map furnished by the General Transmission and Protection Engineer (See Paragraph 17.02).

4. CARRIER CHANNEL AND PROGRAM UNIT ASSIGNMENT RECORDS

4.01 Each Toll Facility Group will maintain a carrier channel assignment record on carriers including VF telegraph, for which they must maintain DR2020 mileage records, make FCC application, or are engineering control. The following information must be included:

A. Carrier termination points - Office "A" and "Z".

B. Carrier number and type.

C. Mileage, broken down by area in the case of engineering controlled inter-area systems.

D. Total mileage.

E. Individual in-service assignments for each channel, listing circuit number in full and terminating office "A" and "Z".

F. Planned assignment as authorized by a TCO, EFO, SSO, MOP, CER or any other recognized document constituting a firm commitment for the use of that channel. The planned assignment should contain the following minimum information:

1. Circuit number.
2. Authorization - TCO, SSO, MOP, etc. - number.
3. Expected service date.
4. Type channel units at each terminal.

4.02 These records shall be made available at a central location to all people involved in providing toll circuitry and facilities. They can be maintained on cards or on locally designed 8 1/2" X 11" forms held by proper binders. Definite control procedures should be established to assure optimum accuracy and the most current view of existing conditions. It is not desirable for the records to be used as a "Desk Reference" for individuals. The records should remain in a central location with reproduction capabilities available for those who wish to return to their desk for further study. For this reason, a card display such as the Remington Rand Index Visible (IVI) system or equivalent has merit over a record filed in binders. With portable binders the task of finding the proper book is sometimes difficult.

4.03 The Toll Facility Group must also maintain a usage record of Southwestern Bell owned PGCU's. Every 90 days the records should be reviewed and those having less than 10 hours usage per month should be investigated for possible disconnection in accordance with Paragraph 1.06 of the SWB Addendum dated September, 1970 to Section DR-2020. This does not apply to 5khz units that serve sports stadiums or similar locations. Exhibit 2 is a suggested format for this record.

5. TOLL CIRCUIT ORDERS

5.01 Toll Circuit Orders (TCO) are orders issued by the Traffic Department to establish a circuit group, to add or disconnect circuits, or to change the traffic classification of an existing group. A separate order shall be issued for each circuit group involved.

5.02 TCO's will be issued by Traffic in the area with engineering control responsibility as covered in Section 16 of this practice. The TCO shall be used as a "Flow Through" form. That is, the order can flow from the issuing area to other areas for traffic information and through the issuing area's Toll Facility Group, to other Toll Facility Groups and to plant locations without rewriting or conversion to a different form.

5.03 TCO's shall be issued at least 90 days prior to the service date shown on the order, but only after availability of terminating trunk equipment (TRE) and Independent Company facilities and equipment have been confirmed.

5.04 Upon receipt of the Toll Circuit Order from Traffic the Toll Facility Group must check available records to assure that Southwestern Bell owned circuit equipment and facilities will be available. They will then enter the associated order numbers (if any), any special instructions, and attach a distribution sheet. This, plus the required circuit layout record cards will be forwarded as a package, to field forces and others involved in working or administering orders at least 60 days before the service date on the order.

5.05 Check of availability of facilities in 5.03 and 5.04 above should assure that only workable orders are sent to the field.

5.06 A definite service date must be assigned each toll circuit order.

5.07 Form SW-5061 (Exhibit 3) will be used for all Toll Circuit Orders. The following assigns responsibilities and describes entries to be made. Paragraph numbers correspond to those numbers encircled on the exhibit.

1. Order number - Traffic - The order number will always be a six digit number. The last two digits will be the year in which the order is first issued and the first four digits will be the order number within the year. The fourth and fifth digits will be separated by a dash, i.e., 0000-00. A separate block of numbers should be reserved for the following type orders:

   A. Those circuits in the "Regular Program" as defined in TRAFFIC DEPARTMENT INSTRUCTION (TDI) No. 50.

   B. Those circuits in the "Supplemental Program" as defined in TDI No. 50.

   C. Orders for miscellaneous changes in traffic classification, Long Lines circuits (when required) etc. Each series should begin anew each calendar year.

2. Issue Date - Traffic - This will be the date the TCO is issued by the Traffic Department.

3. Service Date - Traffic - This will be the date all additions, disconnects, or changes included on the order are to be in service. In the case of cutovers or conversions, specific dates will be used. If appropriate, definite times such as 12:01 A.M. may be included. All other orders need show only the date.

4. MOP Number - Engineering - When the order covers circuits covered by a Method of Provision that MOP number should be entered here.

5. Assoc. Order Numbers - Toll Facility Group - Enter here the number of all EFO's involved in the provision or conditioning of facilities for the circuits listed on the TCO.

6. Add - Disconnect - Change - Traffic - List the number of circuits involved in the order that is to be added, disconnected or changed as appropriate.

7. Circuit Numbers - Traffic - List the number(s) of the individual circuits to be added, disconnected or changed on the appropriate line. If the circuits involved are consecutively numbered, (e.g., 6301 through 6312), they may be shown as "6301-12". Circuits should be numbered according to Bell System Practice Section 682-100-018 or its current SWB Addendum. If there is an intra-area need for numbering schemes not found in the above mentioned practices then an area appendix to 682-100-018 should be issued. This appendix must not conflict with the system practice nor its SWB Addendum. When orders are issued for circuits that cross area lines those circuits must be numbered in accordance with BSP 682-100-018 or its SWB Addendum.

8. Item Numbers - Traffic - An item number must be assigned to each circuit added, disconnected or changed. These numbers should be entered on the appropriate line. When more than one circuit is involved the numbers may be combined for a particular operation. For example, if an order is to add four circuits to a group and to change the numbering of the existing 36 the items would be entered as 1-4 on the "ADD" line and 5-40 on the "CHANGE" line.

9. 2-Way, 1-Way A to Z, 1-Way Z to A - Traffic - Enter beside the appropriate classification the total number of circuits in the group covered by the order.

10. Circuit Group A and Z - Traffic - Enter here the Common Language Location (CLLI) code of the "A" and "Z" offices of the circuit group. These codes may be found in Sections 795-101-100 through 795-154-100.

11. Traffic Class, Office Class, Office Use - Traffic - Enter here the traffic classification in accordance with paragraph 3.04 of Section 795-400-100.

12. PCO - Toll Facility Group - Enter here the CLLI code of the Plant Central Office location that is to act as Order Control as outlined in Section 16 of this practice.

13. Items Requiring F.C.C. - Toll Facility Group - List those items on this order requiring F.C.C. authorization.

14. Remarks - Traffic and/or Toll Facility Group - This space is provided to give a concise view of the nature of work involved. If the order covers other than a straight add or disconnect of circuits the Traffic Department should describe the action desired in this space. Two examples would be:

   A. "Change 60 circuits of 90 circuit group from 2-Way to 30 1-Way A to Z and 30 1-Way Z to A."

   B. "Change numbering from 2500 to 3000 series."

Any order with changes listed in item 6 should carry a brief description of work required. This space is also used to clarify a service date other than the "Regular Program" date for example; "originally scheduled for March but delayed because of lack of Independent Company facilities, TRE, etc." The Toll Facility Group will also use this space to provide additional information such as:

   C. "Layout Cards Attached."

   D. "Assumes EFO 1012-71 In Effect".

   E. "Item 16 First Circuit on 1203N3 A to Z".

15. Issuing Area - Traffic and the Toll Facility Group - The first listing will be the area originating the order and be entered by Traffic. The second listing will be the area receiving the order for handling and/or distribution and will be entered by the Toll Facility Group. In the case of a Toll Facility Group distributing an order originated by their Traffic Department to another Toll Facility Group the first group will leave the second line blank and the receiving group will enter their area name to indicate that the order originated from an area other than their own.

16. Issued By - Traffic - Enter here for reference, the name and telephone number of the person actually issuing the order.

17. Engineer - Toll Facility Group - Enter here the name and telephone number of the layout engineer.

18. Completed By - Toll Facility Group - The name and telephone number of the person in the Plant Order Control Office who furnished the completion report should be entered here.

19. Traffic Measurement - Traffic - The measurement equipment to be assigned should be checked. The Traffic Dial Administrators will furnish the specific assignments for traffic measurement and trunk equipment.

6. ENGINEERING FACILITY ORDER - EFO

6.01 Orders and layout record cards are also required to add, disconnect or change carrier systems and rearrange circuits or outside plant. These orders do not fall within the scope of Traffic Department responsibilities and no TCO is issued.

6.02 All such orders involving intercity facilities or circuits are issued by the Toll Facility Group and are designated Engineering Facility Orders (EFO). Form SW-5062 (Exhibit 4) will be used for EFO's. In some areas a locally designed form may prove more applicable to that areas operation. If so, local forms may be used for intra-area orders however all interarea orders will be written on Form SW-5062.

6.03 Any circuit rearrangement, road move of enough magnitude to affect transmission or pair assignment, open wire retransposition, or other job large enough to require a sequential plan of action, should be covered by an EFO. Each carrier system added, changed, or disconnected, each open wire filter added or removed and each sequential work operation should be assigned an item number.

6.04 For easy identification EFO's should be assigned a different block of numbers than those used for TCO's.

6.05 EFO's must be issued at least 60 days prior to the service date. A definite service date will be assigned each EFO.

6.06 The following describes entries required on an EFO. Paragraph numbers correspond with those numbers encircled on Exhibit Number 4.

1. Order Number - All order numbers will contain six digits. The last two digits will be the year the order was issued and the first four digits will be the order number within the year. Digits four and five should be separated by a dash, i.e., 0000-00. A separate block of numbers will be used for EFO's. The numbering sequence should start anew each calendar year.

2. Issue Date - Enter here the date the EFO was issued. Orders should be issued at least 60 days prior to the service date.

3. Service Date - Enter here the date all work outlined by the order is to be completed and all involved facilities in service.

4. PCO - Enter here the Common Language Location Identification code of the Plant Control Office that is to be order control as outlined in section 16 of this practice.

5. MOP Number - Enter here the associated MOP number involved.

6. Items Requiring FCC - List those items on this order requiring FCC authorization.

7. Associated Order Numbers - Enter here the number of all TCO's and EFO's associated with the work involved in this order.

8. Issuing Area - The first listing will be the area originating the order. The second listing will be the area receiving the order for handling and/or distribution.

9. Engineer - Enter here the name and telephone number of the layout engineer.

10. Subject - Enter here beside the appropriate heading the number of systems or circuits to be added, changed or

disconnected. For example: Add: 3 N3 carriers. Change: 12 toll connecting, 12 CAMA and 6 special service circuits. Disconnect: 4 each OA, OB, OC and 3 OD carriers.

11. Detail by Item Number - List each work operation and assign a sequential item number as outlined in Paragraph 6.03. If two or more operations can best be described with a single sentence or paragraph the item numbers may be combined i.e., item 3-7.

12. Page - Enter page No. 1 and total number of pages in this order. Additional sheets may be necessary for detailed plans. This should be plain lined paper with the EFO number and page number as heading.

7. TRAFFIC INQUIRY

7.01 When circuit requirements for Independent Company locations have been firmed and trunk relay equipment availability in the terminating SWB owned office has been assured Traffic will issue two copies of an inquiry to the B-I Relations Group using Form SW-5063 (Exhibit No. 5).

7.02 When Traffic finds it necessary to supplement the "Regular Program" as defined in TDI No. 50 they will issue two copies of an inquiry on Form SW-5063 to the Toll Facility Group and the B-I Relations Group (When involved). Upon receipt of the inquiry, facility and equipment availability at the locations involved will be confirmed. If the circuit(s) can be established on spare, these facilities will be reserved and Traffic will be notified as outlined in the description of Form SW-5063 below. If SWB owned plug-ins only are required the Toll Facility Group will coordinate with the Plug-In Coordinator and furnish Traffic the expected equipment availability date. If a Western Electric Company job or outside plant is required the Toll Facility Group will coordinate with those groups responsible and furnish Traffic the earliest possible date these can be furnished. They will also furnish the number of the MOP, CER or other vehicle that will provide the required facilities and equipment. If the circuit can be established on facilities reserved for special services (but not in use) the Toll Facility Group will coordinate with the Special Services Group and determine if the facilities can be released. Upon receipt of a valid SSO requiring use of released facilities, Traffic will be notified and the Traffic Circuit Engineer requested to issue a TCO to temporarily disconnect the traffic circuit. Where traffic service would be endangered, the Traffic Circuit Engineer will negotiate with the Special Service Engineer over release of the required facilities.

7.03 The following is a description of entries to be made on Form SW-5063 (Exhibit 5) along with assigned responsibilities. Paragraph numbers correspond with those numbers encircled on the exhibit.

1. Distribution - Traffic - Distribution should be made according to need. If both Independent Company and SWB facilities and equipment are involved then both the B-I Relations Group and Toll Facility Group should receive copies. The form specifies a minimum of 2 copies for distribution. Local conditions may require greater distribution than outlined here. If distribution is to be made to only one group, the other one should be lined through.

2. Order Number - Traffic - If the inquiry concerns a circuit in the "Regular Program" the order number will be the same number to be assigned the regular TCO. With this method the two can later be associated in the same file or folder. If the inquiry is for supplemental circuits the order numbers should be assigned serially for each program year. For example, inquiries to supplement the 1973 program would be numbered 1-73 - 2-73, etc. For the 1974 program the first inquiry

would begin with order number 1-74. This will hold true regardless of the actual date the inquiry was issued. An inquiry may be issued for as many different groups as desirable under the same order number. Although the form accomodates only 12 groups additional sheets may be used where required.

3. Issue Date - Traffic - Enter the date the inquiry was issued.

4. Issued By - Traffic - Enter the name of the person in Traffic issuing the inquiry.

5. Date Returned to Traffic - B-I Relations or Toll Facility Group - Inquiries should be processed as soon as possible and returned to Traffic. When all required information has been accumulated the person charged with the responsibility should complete both inquiry forms, forward one form to Traffic and retain the second for file. If the inquiry cannot be completed within 30 calendar days of the issue date that information available should be entered and a copy forwarded to Traffic with status of the missing information in the remarks section. The status should contain:

   a. The line number (1 through 12) for which information has been delayed.

   b. The reason for the delay.

   c. The type equipment or facilities involved.

   d. The estimated date the information can be furnished.

The 2 original copies should be retained by the receiving group until the inquiry can be completed in full and forwarded as outlined above.

6. By - B-I Relations or Toll Facility Group - Enter the name of the person forwarding the original, or status copy to Traffic.

7. Regular Program - Traffic - If the inquiry is for a regular program circuit, enter the program year. If it is for supplemental circuits enter the program year to be supplemented.

8. Office "A" - Traffic - Enter the CLLI code of Office "A" of the circuit group involved.

9. Office "Z" - Traffic - Enter the CLLI code of Office "Z" of the circuit group involved.

10. Circuit numbers - Traffic - Enter the numbers of the circuits for which this inquiry is made. If the inquiry is to the B-I Relations for circuits in the "Regular Program" then those circuit numbers programmed that year should be shown. If the inquiry is to supplement a group for which additions have been programmed but not completed, only the supplemental circuit numbers should be shown. Supplemental circuits and "Regular Program" circuits cannot be combined on a single inquiry.

11. Type Operation - Traffic - Enter the type signaling required for the circuits involved, i.e., DD, MF-MF, -D, -MF, etc.

12. Service Desired Date - Traffic - Enter the desired service date of the circuits involved.

13. Date Equipment and Facility Available - B-I Relations or Toll Facility Group - Enter the latest date equipment and facilities required to provide the circuits will be available. If the inquiry is for more than one circuit in a group and one or more can be established earlier then an asterisk should be placed beside the date and those circuits that can be provided earlier entered under remarks, along with the earlier date.

Items 8 through 13 should provide all the inquiry information needed for circuits of a given group. A single inquiry form can cover

twelve groups by providing the same pertinent information for each group. If needed a second sheet can be used for additional groups.

14. Remarks - Any Group - This space is to be used as outlined above or to provide any additional information concerning this particular inquiry.

15. Total Equivalent Circuits This Inquiry - Traffic - Enter the total equivalent circuits covered by this inquiry. Circuit equivalent tabulation is covered in TDI No. 50.

16. Sheet No. of Sheets - Traffic - Enter the sheet number and total number of this inquiry.

8. LONG LINES DEPARTMENT ORDERS

8.01 Long Lines orders with which the Toll Facility Group will be involved can be separated into three categories:

Category A - Orders for Long Lines circuits that extend beyond an authorized "Point of Interconnection". One example of this type circuit would be a Lawton, Oklahoma - Los Angeles, California circuit where Oklahoma City is the point of interconnection and the facilities from Oklahoma City to Lawton are owned by Southwestern Bell.

Category B - Orders for Long Lines carriers that extend beyond a point of interconnection yet the carrier slot interfaces the Long Lines facilities at the point of interconnection through a group connector or master group connector. One such example is a Joplin, Missouri - Los Angeles, California "R" carrier system where the point of interconnection is Tulsa, Oklahoma. There is no channel bank for this system at Tulsa, only a group connector, yet Southwestern Bell owns the facilities from Tulsa to Joplin.

Category C - Orders to establish Southwestern Bell carriers that have been engineered by Long Lines. This would be any carrier on a jointly owned radio relay route or coaxial route.

8.02 For those circuits in Category A a Southwestern Bell EFO must be issued by the area with the Southwestern Bell terminating office.

8.03 For those carriers in Category B a Southwestern Bell EFO must be issued by the area with the Southwestern Bell channel bank. Thus, the Kansas City Area would issue the EFO for the Joplin - Los Angeles carrier under the same principle covered in Paragraph 8.02.

8.04 For Category A and B, the layout cards issued by Long Lines may be used provided the responsible Toll Facility Group reviews the card and finds it accurate as to form, assignments, levels, etc. The Southwestern Bell mileage should be entered, for each area, and the cards distributed, along with the EFO, to all involved Toll Facility Groups and administrative levels. Long Lines will distribute cards directly to plant central offices so card distribution to these need not be duplicated by the Toll Facility Group.

8.05 For those carriers in Category C a Southwestern Bell EFO and Layout Card must be issued in the manner outlined in section 6.

9. SUPPLEMENT TO ORDERS

9.01 At times it becomes necessary to modify or supplement information transmitted in the original order due to change in plans or to correct errors. These orders must use the same number as the original order with a suffix such as "Supp. 1", "Supp. 2", etc. They should be written on the same type form as the original.

9.02 Supplements should be used only to modify or expand information previously transmitted. They should not be used to introduce new subjects or concepts into the original order. The following is a list of subjects not to be considered as supplementary information:

A. The addition, disconnect, or conditioning of a circuit in a circuit group not mentioned in the original.

B. The addition, disconnect, or conditioning of a carrier system with different terminal points than those covered in the original.

C. Any information that receives distribution to points other than those listed on the original.

D. Due date changes: Estimated completion dates must be furnished under the jeopardy routine and does not change the Traffic required date. Thus, supplements to change due dates will not be issued.

10. DISTRIBUTION OF ORDERS

10.01 The distribution varies with the individual order. TCO's issued by the Traffic Department will have a different distribution than the same order after it has been processed by the Toll Facility Group. In order to retain the "flow through" concept of the TCO, distribution should be indicated using face sheets attached to the order. Traffic will distribute the order using a Traffic distribution face sheet. When the order is received by the Toll Facility Group they will add the required Engineering information to the order, remove the Traffic distribution face sheet and attach an Engineering distribution face sheet. The B-I Relations Office can distribute to Independent Companies using still another face sheet and so on.

10.02 Because of the variation in distribution of orders a locally designed form should be more efficient than a standard with all variables listed. Each area should develop their own distribution form. However, all distribution face sheets should contain the following basic entries:

A. Order number(s) which the face sheet is distributing.

B. Issue date: This should be the same as the issue date on the order(s) being distributed.

C. The title and address of those receiving distribution.

10.03 Distribution should be made to one location per building or central office per Department. The orders can then be disseminated locally. This permits more accurate distribution to split forces within work groups and reduces transit time and expense. Distribution to groups within the area organizations may be made individually as these are usually within close proximity and are of an administrative nature.

11. JEOPARDY REPORTING

11.01 Before an order is issued to the field all equipment must be confirmed as available. Traffic will confirm TRE, the B-I Relations Office will confirm Independent Company equipment and facilities before Traffic issues the TCO. Upon receipt of the TCO the Toll Facility Group will verify that SWB circuit equipment and facilities are available. This does not imply that a physical inventory is necessary but a check of available records and schedules should be made. If any of the above groups determine that equipment or facilities which they must confirm will not be available they will issue a status report to the Toll Facility Committee giving full details including the numbers of the circuits delayed, the specific cause of the delay and an estimated service date. This information should be furnished the committee member who acts as

secretary on a continuing basis through the month. The secretary will compile a report of these delays by circuit number and location. He will furnish each committee member a copy of the report at least 3 days prior to the regular monthly committee meeting.

11.02 After an order is issued to the field, if it is determined that the due date cannot be met the Plant forces will forward a jeopardy to the Area Plant Supervisor. If the jeopardy is for plant reasons the Plant Supervisor will provide the coordination and assistance necessary to complete the order. If for other reasons, the Plant Supervisor will refer the jeopardy to the responsible group for handling. He will also provide a periodic report of all outstanding jeopardies to the Toll Facility Committee at the interval requested by that committee.

11.03 In those areas using locally established computer programs to administer order control, Plant will report jeopardies using the format or procedure best suited to that program. In those areas not using computer programs for circuit order administration jeopardy reports will be forwarded using a Form SW-5064. Details of this form are covered in Section 13.

11.04 Regardless of the procedure used all jeopardy reports must contain, at least, the following information:

A. Order Number.

B. Due Date.

C. Plant Order Control Office.

D. Item and/or circuit number.

E. Reasons for jeopardy:

1. If the order or item is in jeopardy because of lack of TRE, the location where TRE is missing should be given.

2. If the problem is lack of circuit equipment, the specific item of equipment, location and job number should be given.

3. If the jeopardy is because of delay in outside plant, the specific job or routine order number should be furnished.

4. If the item is in jeopardy because of Independent Company the name of the Independent Company Representative contacted should be furnished along with a brief summary of the exact cause of the delay.

F. Estimated completion date.

G. Name and telephone number of the person making the report.

12. COMPLETION OF ORDERS

12.01 Each item of an order shall be worked so as to meet the due date specified. Ordinarily an order can be completed in its entirety, however, in those cases of partial completion a preliminary report of the items completed must be forwarded with subsequent reports following until each item on the order has been reported as complete.

12.02 Where computer programs or printouts are used for order control and administration, the Plant order control office will input the completion directly into the computer using the format best suited to that program. Where computer programs are not used they shall prepare an "IN EFFECT REPORT" (IER) on Form SW-5064. The various entries to be made on this form are outlined in Section 13 of this practice.

12.03 Where computer programs are used, those requiring completion information shall interrogate the computer for IER information. Where Form SW-5064 is used IER's will be forwarded to the Toll Facility Group within 24 hours after the completion of an order or any item of an order. This interval precludes forwarding by mail. The IER's should be forwarded by data-phone to

a predetermined number. At an interval requested by the Toll Facility Committee within each area the Toll Facility Group will furnish a summary of orders reported as complete to them.

13. IN EFFECT REPORT "IER" FORM SW-5064

13.01 Form SW-5064, In Effect Report, is used to report the status of orders where mechanized order control systems are not used. The information entered on the form is to be transmitted by data-phone to the Toll Facility Group for order completion and the Area Plant Supervisor for jeopardy reporting. Exhibit Number 6 is a copy of this form.

13.02 On the first line of Form SW-5064 the two blanks shall be filled in as follows:

(I) Data-Phone Answer Code - Enter the Data-Phone "Answer-back" code which is automatically generated when the TWX number of the sending station is dialed.

(II) Office Code - Enter the Building and Administrative Unit Code of four characters.

13.03 The following applies to the columns on the form:

A. Col. 1 - Type Report - Enter the letter I for an In Effect message or the letter J for a jeopardy report.

B. Col. 2 - Leave Blank

C. Cols. 3-13 - CONTROL OFFICE - Enter the eleven character common language location code.

D. Col. 14 - Leave Blank

E. Cols. 15-18 - DATE SENT - Month and day of report preparation (0101 through 1231, always four digits.)

F. Col. 19 - Leave Blank

G. Cols. 20-21 - NO. OF RECORDS - Number of records (TCO's) in this transmission (01-99).

H. Cols. 22-28 - CIRCUIT ORDER NUMBER - Always six characters.

I. Col. 29 - Leave Blank

J. Cols. 30-35 - SERVICE DATE - The date service was established.

K. Col. 36 - Leave Blank

L. Cols. 37-46 - ITEMS COMPLETED - If order completed in full enter word "ALL". If order partially completed enter items complete (1-14)

M. Col. 47 - Leave Blank

N. Col. 48 - ACTION - Always one digit (1 or 6) depending upon reason for report:

CODE	ACTION
1	In effect (used only when circuit order is placed "in effect")
	(a) IER's with Action Code 1 (in effect) submitted on the required date will notify that the circuit order work is complete and service established on the required date.
6	Action Code 6 shall be used for jeopardy reporting.

O. Col. 49 - Leave Blank

P. Cols. 50-57 - If code J is used in Col. 1 the estimated completion date must

- be entered in Cols. 50-57. If an estimated completion date cannot be determined by the Plant Control Office the Plant Supervisor shall investigate and determine the most reasonable completion date. All forms SW-5064 transmitted with the Action Code 6 will include in that transmission an explanation of the jeopardy as covered in Section 11 of this practice.

REMARKS: Enter here the required information for jeopardy reporting. If the report is an IER covering partial completion enter the item numbers not completed in the following manner:

"ITEM NOS (enter nos.) NOT COVERED BY THIS REPORT"

13.04 Repeat the above information for each order included in the report. Enter initials of person preparing and transmitting report, and the date of preparation.

14. LAYOUT RECORD CARDS

14.01 Layout record card content and format is covered in the 682 series of practices. All cards should be issued in common language using the formats outlined in these series of practices.

14.02 As outlined in Section 682-200-020 paragraph 2.01; "A carrier telegraph system is a carrier telegraph layout equipped with carrier telegraph terminals at each end". Carrier system layout cards should be prepared for that portion of VF Carrier Telegraph frequencies that terminate both ends in a 40 or 43 type VF carrier telegraph channel unit. Those frequencies slotted at a 40 or 43 type terminal and extended to a remote 130 type subset should be considered as part of the circuit requiring such an extension. A carrier layout card need not be issued for the extension from the last carrier terminal.

14.03 Circuit layout cards for the less complex circuits, should be produced by computer using one of the "Shared Time" computer companies under contract to Southwestern Bell.

14.04 The more complex circuits and carrier layout cards may be produced by the "Master Card" system whereby the basic layout is made on an 8 1/2 X 11 white work copy of the proper format. Individual identities such as assignment, usage and circuit or carrier number are omitted from this original. Sufficient copies of the original are reproduced on 5" X 8" card stock and identifying data is then entered on the individual cards and distributed to the field. The master is usually retained by the layout engineer.

14.05 Never use an existing card as a guide when making a new card! This method of preparing cards is the greatest known contributor to coding and mileage errors.

14.06 Normally the effort of producing a new card is equal to, or less, than the effort of correcting existing cards in the field. Thus, CARD CORRECTIONS SHOULD NOT BE ISSUED FOR CARDS THAT HAVE BEEN DISTRIBUTED but new cards should be forwarded. Discontinuing the use of card corrections will improve the validity of records.

14.07 If after a card is distributed an error is found, the person discovering the error should use the jeopardy routine to report his findings. The Toll Facility Group will then issue a new card.

14.08 When a new card is issued the old card may be destroyed unless contrary

instructions are contained in the order or are received through lines of organization.

15. CIRCUIT LAYOUT CARD TRANSMITTAL LIST

15.01 Accompanying each TCO and EFO there must be a form used as a distribution checking list for layout record cards. With orders containing a small number of cards the checking list can be combined with the distribution list covered in Section 10. However, each checking list should contain the following information:

A. Date

B. The title and location of each person designated to receive one or more of the circuit layout cards listed on the form.

C. The number of cards each person is to receive.

D. Associated order number.

15.02 For larger orders a separate form must be used. Form SW-5065 (Exhibit No. 7) is provided for this purpose.

15.03 The form may also be used to transmit reissued cards when no order is required. In such cases the next sequential EFO number should be assigned and entered where the associated number is normally written. An explanation of why the cards are transmitted must be included.

15.04 Details of entries required for Exhibit 7 are outlined below. Paragraph numbers correspond with those numbers encircled on the Exhibit.

(1) Date - Enter issue date of transmittal.

(2) Issuing Area - Enter name of issuing area.

(3) Order Number - Enter associated order number, if cards being transmitted are not associated with the outstanding order the next sequential EFO number will be assigned to the transmittal.

(4) Distribution - List the name of all groups or locations receiving card distribution.

(5) Number of Copies of New Cards - Enter, on the corresponding line and under the proper alpha-designation, the number of cards to be sent to that location.

(6) Circuit Number "A" - "Z" - Enter the circuit number and office "A" and "Z" designation of the cards being transmitted. If more than one card of a circuit group is being transmitted and they are numbered serially, i.e., 6301-12 "A" to "Z" they may be entered on the same line.

(7) Card Issue Date - Enter the issue date shown on the layout card.

(8) Remarks - If cards transmitted without a corresponding order, enter the reason for transmitting the cards here.

(9) Name, Tel. No. - Enter the name and telephone number of the person making the transmittal.

16. CONTROL

16.01 There are three different control functions involved in an order, engineering control, plant order control, and plant circuit control.

16.02 Engineering control responsibilities for intra-company, interarea toll facility and circuit planning and design is assigned as follows:

AREA	CONTROL NUMBER
Kansas	1
Kansas City	2
St. Louis	3
Oklahoma City	4

AREA	CONTROL NUMBER
Arkansas	5
Dallas	6
Houston	7
San Antonio	8

Kansas, number 1 will control all interarea facilities and circuits with one terminal in Kansas. Kansas City, number 2, will control all interarea facilities with one terminal in the Kansas City area for which control has not already been assumed by Kansas, number 1. Control of interarea facilities is vested in the remaining areas in numerical order as outlined above. Each area controls its own intra-area facilities and circuits (those having all terminals located within the area). The control area will be responsible for coordination of the engineering of the required facilities and circuits for both current and fundamental planning, will prepare the necessary F.C.C. applications, and be a contact point for the Long Lines Department and the General Office. Exhibit 8 gives geographical boundaries for each area.

16.03 Plant order control is that office designated by Plant as responsible for coordination and general supervision and reporting of all work concerned in the execution of an order.

16.04 Plant circuit control is that office designated as responsible for the reporting and maintenance of a working circuit. Control must be assigned according to BSP Section 660-201-010 and its SWB appendix. Uniform procedures are essential in the automated production of layout cards and any deviation from those control criteria specifically outlined in BSP 660-201-010 and its SWB appendix should be covered, in detail, in an area appendix issued and authorized through the routine covering addenda and appendices to Bell System Practices.

16.05 The Toll Facility Group shall enter the Plant Order Control on the TCO or EFO according to local instructions from Plant. They shall assign Plant circuit control according to BSP 660-201-010 or its SWB appendix.

17. INTERAREA COORDINATION

17.01 When a TCO involves two or more areas the Toll Facility Group with engineering control shall receive the TCO from Traffic and assume complete responsibility for disseminating information to other Toll Facility Groups. They shall make the required entries on the flow through form described in Exhibit 3, initiate a layout card with all assignments, area mileages, levels and transmission data from office "A" through "Z".

17.02 Mileage for radio relay and coaxial systems will be taken from the broadband facility mileage map prepared by the General Transmission and Protection Engineer (any additions, deletions or changes in the routing or mileages on this map should be forwarded by the Toll Facility Group of the area involved to the General Transmission and Protection Engineer through lines of organization).

17.03 They shall distribute the order and cards to all involved Toll Facility Groups including those in transited areas.

17.04 When the other Toll Facility Groups receive the order and cards they will distribute the order within their area.

17.05 In those transited areas where no circuit equipment such as channel units, plug-in repeater units, signaling units, terminating sets, etc., are involved the order will be issued with notation "NO IER REQUIRED" substituted for the due date. Other areas where plant equipment assignment and testing is required will distribute the order in the normal manner using the due date

of the original order.

17.06 Those areas where circuit equipment is involved will receive an IER from their plant control office in the normal manner.

17.07 When the Toll Facility Group with engineering control receives their IER they shall transmit an IER to all transited areas involved on the order. This will provide these areas with information required to place the mileages shown on the layout cards in the DR-2020.

17.08 By the tenth working day of each month each Toll Facility Group shall furnish every other Toll Facility Group with a control number smaller than theirs, a summary of IER's received from that area during the preceeding calendar month by that areas order and item number. If the order was reported complete in full then the notation "COMPLETED IN FULL" may be substituted for item numbers.

17.09 This is to be a positive report. If no IER's were received the report shall be forwarded with that notation. Upon receipt of the report the control areas will check to determine that all IER's transmitted were received. Those sent but not listed on the monthly summary should be retransmitted.

17.10 Form SW-5066 (Exhibit 9) is provided for this monthly report.

17.11 When Southwestern Bell interarea facilities are added, disconnected or changed the Toll Facility Group with engineering control shall issue an EFO and layout cards for the facilities and those message circuits affected.

17.12 It is sometimes necessary to establish circuits on back-to-back carrier systems. Circuits working in this manner should be held to a minimum and periodically reviewed for possible rerouting to eliminate interim channels. When a back-to-back operation is required the following priorities shall be followed:

1. The back-to-back terminals shall be located in the area with circuit engineering control.
2. The back-to-back terminals shall be located in the circuit terminating area with engineering noncontrol.
3. The back-to-back terminals shall be located within the state of the area with circuit engineering control.
4. If 1, 2 or 3 above are not possible then service will be established regardless of terminal location.

17.13 The EFO should also list all special service circuits involved in the facility change. A copy of the list must be forwarded to that group within the engineering control area who is responsible for issuing special service layout cards prior to the issue of the order. This group will coordinate the issuing of new special service layout cards.

18. COORDINATION WITH INDEPENDENT COMPANIES

18.01 Although some contact with individuals associated with Independent Companies may be necessary in control office functions or to solve problems of a technical nature, all negotiations with Independent Companies regarding facilities or equipment (either wholly or jointly owned by these companies) should be channelled through the Area B-I Relations office.

18.02 Where Independent Company equipment or facilities are involved the availability of these items should be assured before a TCO or EFO is issued. Verification of this availability should be furnished by the Area B-I Relations office before the order is issued.

18.03 When circuit requirements for Independent Company locations have been firmed and TRE availability in the terminating SWB office has been assured Traffic should issue an inquiry order to the B-I Relations Group as outlined in Section 7. They will forward the inquiry to the Independent Company involved. When equipment and facility availability have been confirmed the B-I Relations Group will return one copy of the inquiry to Traffic and retain the second copy for their file, Traffic will then issue a regular TCO.

19. PLUG-IN EQUIPMENT

19.01 Close coordination between the Toll Facility Group and the Plug-In Coordinator is essential to intercity facility and circuit implementation.

19.02 The Toll Facility Group will furnish a summary of the plug-in equipment required. These summaries will be used as requirements in preparing the plug-in estimate. They should contain both message and special service requirements for the program year covered.

19.03 Plug-Ins will be shipped by the Plug-In Coordinator upon receipt of a TCO, EFO, or CER from the various groups involved. TCO's and EFO's shall be issued at least 60 days prior to the service date on the order.

19.04 An EFO establishing a new carrier system should be coordinated with TCO(s) providing circuits on that carrier in sufficient quantity to meet the minimum complement of channel units for transmission requirements. The ideal situation is to issue the EFO and TCO(s) at the same time with the same service date. This is not always possible. There will be times when TCO(s) are held pending availability of TRE or Independent Company facilities. Yet, good judgement would dictate that the assigned carrier facilities be established as planned to provide opportunity for a negotiated shorter interval when the TCO can be released. When the Toll Facility Group is unable to coordinate a carrier system service date with the related TCO(s) they will issue an EFO establishing the carrier with the minimum channel requirements listed below:

Type Carrier	Minimum Channel Requirement
"O" and "ON"	Channel #1
N1	Channels #2-4-6-8-10-12
N2	Channels #13-2-3-12
N3 Group 1	Channels #1-2-3
N3 Group 1	Channels #1-2
Group 2	Channel #1

Each channel equipped shall be shown as a separate item on the EFO and designated as preassigned spares. For example:

"Equip Ch 1 of 1201N3 "A" - "Z" Preassigned Spare"

When the EFO is completed the carrier channel assignment records shall be posted as in service and designated as "preassigned" showing the type channel units installed.

19.05 When the TCO is issued using such a channel the EFO number that established the carrier should be listed as a coordinating order number. The remarks section of the TCO should be used by the Toll Facility Group to indicate a preassigned (reserve) channel is to be used. For example:

6301 will use preassigned (reserve)

CH 1 1201 N3 "A" - "Z"

SECTION 682-095-900SW
Issue A, July 1, 1971

OFFICE SYMBOLS
FOR TOLL FUNDAMENTAL PLANNING
SWB TOLL SWITCHING AND ROUTE MAPS

"Center" Offices Handle Incoming Traffic Requiring Oper. Assistance (1)	"Point" Offices Do Not Handle Inc. Traffic Requiring Oper. Assistance (1)	An Ultimate CAMA Location (2)	Now A CAMA Location (2)	Independent Co. Locations	
				(3)	Regional Office Class 1 Function
				(3)	Sectional Office Class 2 Function
				(3)	Primary Office Class 3 Function
				(3)	Toll Office Class 4 Function
	(4)			(3)	End Office Class 5 Function

NOTES:

(1) All offices may handle DDD Traffic and, except for End Offices, may or may not handle outgoing operator traffic.

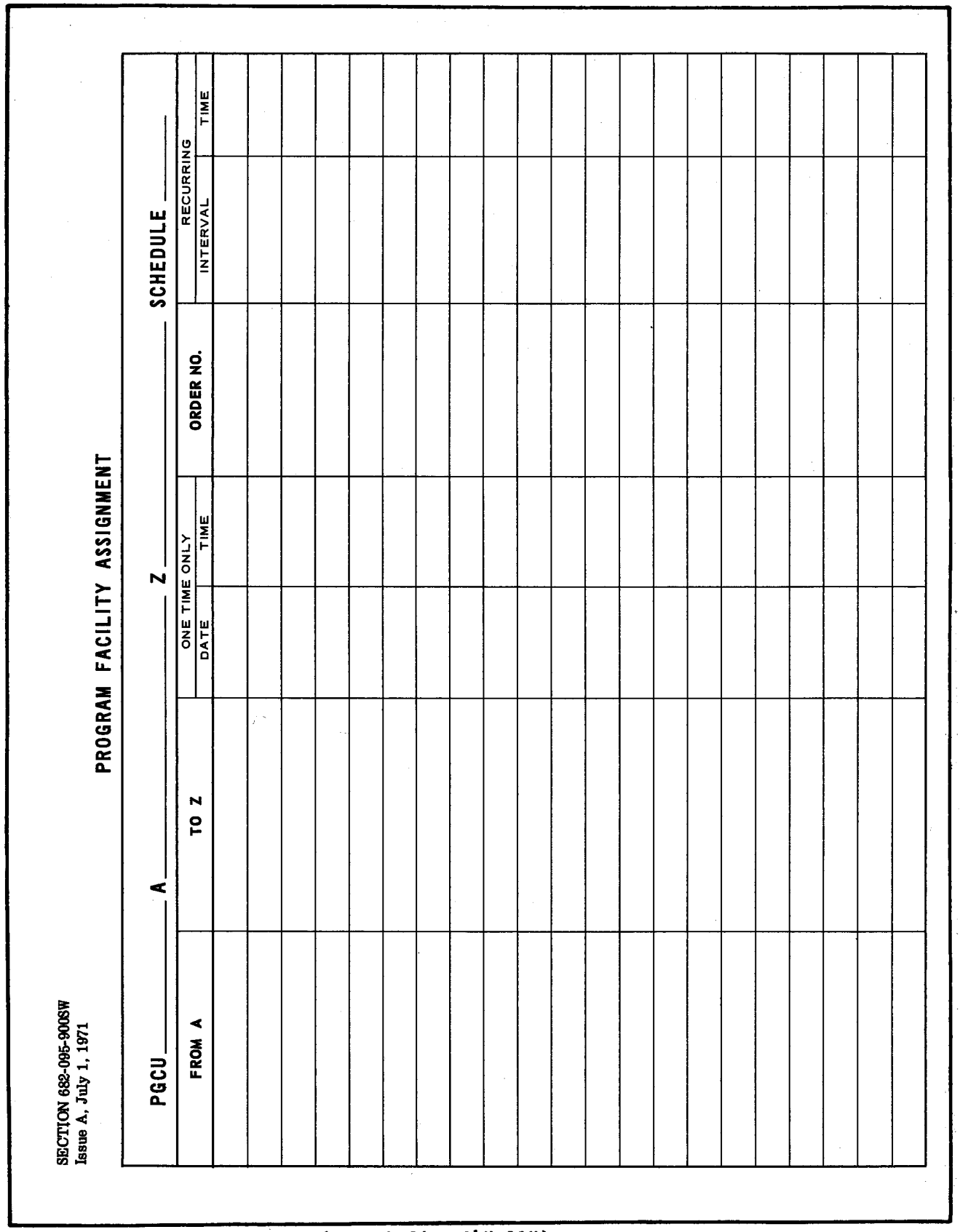
(2) For a "Point" Office equipped with CAMA add a "P" to symbol shown.

(3) For Independent Offices use appropriate symbol as for Bell Office but underline Exchange name.

(4) The "Point" classification does not apply to End Offices. However, End Offices may home on "Point" Offices of any rank.

EXHIBIT 2

PROGRAM FACILITY ASSIGNMENT



(Actual Size 8½"x11")

EXHIBIT 3

TOLL CIRCUIT ORDER

SECTION 682-095-900SW
Issue A, July 1, 1971

FORM SW5061
(ISS. 7-71)

TOLL CIRCUIT ORDER

Order No. ① Issue Date ② Service Date ③

MOP No. ④ Assoc. Order No. ⑤ ⑤

Add ⑥ Circuit No. ⑦ Item Nos. ⑧

Disc. ⑥ Circuit No. ⑦ Item Nos. ⑧

Change ⑥ Circuit No. ⑦ Item Nos. ⑧

2-Way ⑨ 1-Way A to Z ⑨ 1-Way Z to A ⑨

Circuit Group "A" ⑩ "Z" ⑩

Traffic Class ⑪ Office Class ⑪ Traffic Use ⑪

PCO ⑫ Items Requiring F.C.C. ⑬

REMARKS: ⑭

Issuing Area ⑮ ⑮

Issued By ⑯ Tel. No. ⑯

Engineer ⑰ Tel. No. ⑰

Completed By ⑱ Date ⑱

TRAFFIC MEASUREMENT

	"A"	"B"
TUR	⑲	⑲
PCO	⑲	⑲

(Actual Size 8½"x11")

EXHIBIT 4

ENGINEERING FACILITY ORDER

SECTION 682-095-900SW
Issue A, July 1, 1971

FORM SW5062
(ISS. 7-71)

ENGINEERING FACILITY ORDER

Order No. ① Issue Date ② Service Date ③

PCO ④ MOP No. ⑤ Items Requiring FCC ⑥

Assoc. Order Nos. ⑦ ⑦ ⑦

Issuing Area ⑧ ⑧

Engineer ⑨ Tel. No. ⑨

Subject: Add ⑩
Change
Disc.

Detail by Item No.: ⑪

Page ⑫ of ⑫ Pages

(Actual Size 8½"x11")

EXHIBIT 5

TRAFFIC INQUIRY

SECTION 682-095-900SW
Issue A, July 1, 1971

FORM SW5063
(ISS. 7-71)

TRAFFIC INQUIRY

Distribution: B–I Relations (2) Toll Facility Group (2) (1)

Order No. (2) Issue Date (3) Issued By (4)

Date Returned to Traffic (5) By (6)

Regular (7) Program Supplement To (7) Program

	OFFICE "A" (8)	OFFICE "Z" (9)	CIRCUIT NOS. (10)	TYPE OPER. (11)	SERVICE DESIRED DATE (12)	DATE EQUIP & FAC AVAILABLE (13)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

REMARKS: (14)

Total Equivalent Circuit This Inquiry (15)

Sheet No. (16) of (16) Sheets

(Actual Size 8½"x11")

SECTION 682-095-900SW
Issue A, July 1, 1971

IN EFFECT REPORT
DATAPHONE TRANSMISSION

FORM SW5064
(ISS. 7-71)

This is _____ with IER data for _____
DATAPHONE ANSWER CODE — OFFICE CODE

IDENTIFICATION AND CONTROL DATA	1 TYPE RECORD	2 3 CONTROL OFFICE	13 14 15 DATE SENT MO.	18 19 20 21 NO. OF RECORDS
			DAY	

NUMBER RECORD	22 28 CIRCUIT ORDER NUMBER	29 30 SERVICE DATE	35 36 37 ITEMS COMPLETED	46 47 ACTION	49 50 57 ESTIMATED SERVICE DATE
1	–				
2	–				
3	–				
4	–				
5	–				
6	–				
7	–				
8	–				
9	–				
10	–				

REMARKS:

End of IER data from _____ for _____
DATAPHONE ANSWER CODE — OFFICE CODE

Prepared By _____ Date _____ Transmitted By _____ Date _____

(Actual Size 8½"x11")

EXHIBIT 7

LAYOUT RECORD CARD TRANSMITTAL

SECTION 682-095-900SW
Issue A, July 1, 1971

FORM SW5065
(ISS. 7-71)

SOUTHWESTERN BELL TELEPHONE COMPANY

LAYOUT RECORD CARD TRANSMITTAL

Date ① Issuing Area ② Order No. ③

DISTRIBUTION ④	NUMBER OF COPIES OF NEW CARDS												
	A	B	C	D	E	F	G	H	I	J	K	L	M
							⑤						

NUMBER	CIRCUIT "A" "Z"	CARD ISSUE DATE
A	⑥	⑦
B		
C		
D		
E		
F		
G		
H		
I		
J		
K		
L		
M		

REMARKS: ⑧

Signed ⑨

Tel. No. ⑨

Page _____ of _____ pages

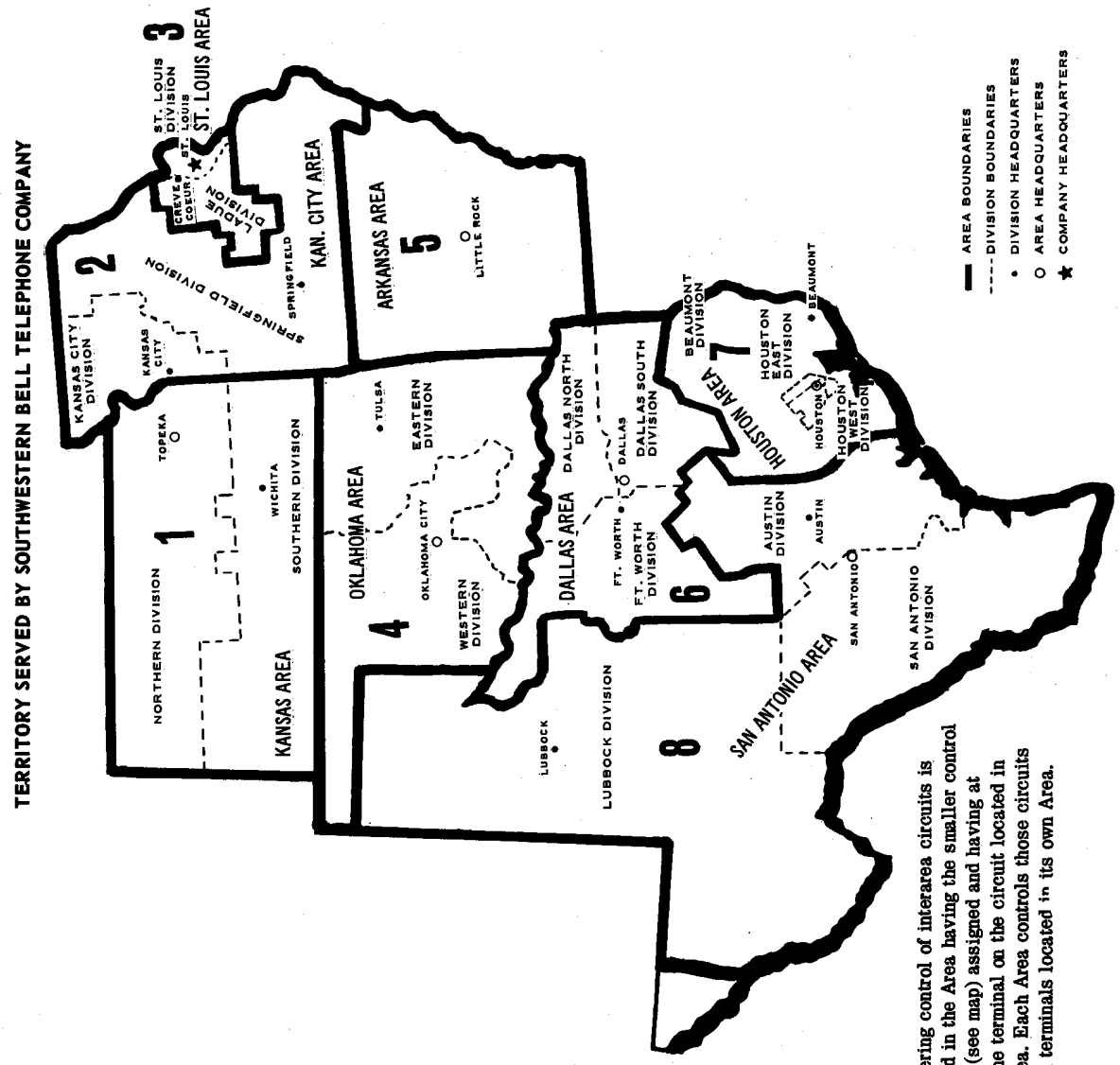
(Actual Size 8½"x11")

EXHIBIT 8

ENGINEERING DEPARTMENT CONTROL RESPONSIBILITIES FOR TOLL FACILITIES

SECTION 682-095-900SW
Issue A, July 1, 1971

ENGINEERING DEPARTMENT CONTROL RESPONSIBILITIES FOR TOLL FACILITIES



NOTE: Engineering control of interarea circuits is invested in the Area having the smaller control number (see map) assigned and having at least one terminal on the circuit located in that Area. Each Area controls those circuits with all terminals located in its own Area.

EXHIBIT 9

REPORT OF IER's RECEIVED

FORM SW5066 FRONT

SECTION 682-095-900SW
Issue A, July 1, 1971

FORM SW5066
(ISS. 7-71)

REPORT OF IER's RECEIVED

To (1) _____ Toll Facility Group

Address (2) _____

_____

From (3) _____ Toll Facility Group

Address. (4) _____

_____

During the calendar month of _____ (5) we received the following IER's from you:

	ORDER NO. (6)	DATE RECEIVED (7)	SERVICE DATE (8)	ITEMS COMPLETED (9)
1				
2				
3				
4				
5				
6				
7				
8				
9				

Signed _____ (10)

To be furnished by all Toll Facility Groups whose area Engineering control number is smaller than the originating Toll Facility Groups. Reports should be furnished by the tenth calendar day of the month following the report month.

(Actual Size 8½"x11")

EXHIBIT 10

FORM SW5066 REVERSE SIDE

EXPLANATION OF ENTRIES:

① Enter the name of the Area originating the report.

② Enter the mailing address of the originating Area.

③ Enter the name of the Area Receiving the report.

④ Enter the mailing address of the receiving Area.

⑤ Enter the month and year of the reporting period.

⑥ Enter order number(s) listed on the received IER's.

⑦ Enter the date received.

⑧ Enter the service date(s) listed on the IER.

⑨ Enter the item number(s) reported complete by the IER(s). If the order was completed in full enter the word "ALL."

⑩ Signature of the person originating the report.

(Actual Size 8½"x11")

EXHIBIT 11

APPROVAL

Iss. A, Section 682-095-900SW

BELL SYSTEM PRACTICES

Section 682-095-900 SW, Issue A - INTERCITY CIRCUIT AND FACILITY ADMINISTRATION

This section is issued to establish standards for Method of Procedures, Toll Circuit Orders, Engineering Facility Orders, Basic Facility Records, and Assignment Records.

Recommended:

Dee A Westmoreland
Senior Engineer
(Toll Circuit Layout)

Milton R. Ekmund Jr.
Transmission Engineer

Approved:

H R Amweg
Genl. Trans. & Prot. Engr.

Plant Operations Engineer

Traffic Operations Engineer

Vice President-Engineering

Gen. Ind. Co. Relations Mgr.