

NUMERICAL INDEX — DIVISION 790
ENGINEERING ADMINISTRATIVE PRACTICES

1. GENERAL

- 1.01** This section provides an index of System-issued sections in Division 790.
- 1.02** A bullet (●) indicates an item that has been added or changed since the previous issue of the index.
- 1.03** A square (□) indicates a canceled item. Information relating to the cancellation, if necessary, will be shown in a note following the item. Canceled items and related notes will be deleted upon reissue of the index.
- 1.04** A heart (♥) indicates a new or reissued item which, because of its limited need, will not be distributed on standing order except through coded distribution. Additional copies may be obtained by placing regular (one-time) orders.
- 1.05** A spade (♠) indicates an item not on microfiche. This index indicates the latest issue for hard-copy BSPs. In some cases, the microfiche BSP will reflect the next higher issue as a result of the reduced distribution interval.
- 1.06** "Add" is the abbreviation for Addendum.

2. LAYERS

2.01 This division is arranged in layers as follows:

790-0 Indexes and General Information

790-1 Administrative Practices

- 100 Central Office Equipment Engineering and Power Engineering
- 110 Customer Switching Systems
- 111 Early Maintenance Information System
- 115 Customer Premises Record System
- 120 Central Office Equipment Maintenance Engineering
- 140 Circuit Provision Engineering

790-2 PICS/DCPR Engineering Practices

- 200 Operating Procedures
- 201 Inventory Management Practices
- 205 Reuse Inventory Management System
- 300 Network Plug-In Administrative Methods

3. INDEX

Section Number	Issue	Subject
790-0 INDEXES AND GENERAL INFORMATION		
● ♠ 790-000-000	69	Numerical Index — Division 790 — Engineering Administrative Practices
790-1 ADMINISTRATIVE PRACTICES		
790-100-100) Central Office Equipment Engineering		
790-100-649)		
790-100-000	1	Alphabetical Index to Equipment Engineering Administrative Practice
790-100-101	5	General Plan and Purpose of the Equipment Engineering Administrative Practices
790-100-120	1	General Description — PICS/DCPR System
790-100-205	1	Support Role of the Equipment Engineer in Planning
790-100-210	1	Forecasting Network Growth and Measuring Network Usage

Section Number	Issue	Subject
790-100-220	1	Planning Network Growth
790-100-230	1	Support Role of the Equipment Engineer in Planning — Support Activities
790-100-260	1	Job File Guidelines
790-100-270	2	Job Scheduling
790-100-280	1	Central Office Equipment Requests
790-100-290	1	Job Planning and Cost Control
790-100-310	3	Central Office Equipment — Specific Estimate, Routine Estimate, and Work Order Preparation
790-100-312	1	Central Office Equipment — Cost Estimating
790-100-320	3	Telephone Equipment Orders — Format Description
790-100-321	3	Western Electric Company Engineered (WEE) — Orders — Preparation Instructions
790-100-322	3	Telephone Company Engineered Orders (TCE)
790-100-330	3	Orders on Suppliers Other Than Western Electric
790-100-340	2	Material Storage Arrangements, Material Receiving Procedures, and Western Electric Company Installation Force Work Space
790-100-350	1	Insurance On Equipment
790-100-360	2	Control of Unapplied Central Office Equipment Engineering Material
790-100-370	1	Control of Equipment Orders Requiring Federal Communications Commission Approval
790-100-410	3	Contract Proposal/Estimate Analysis
790-100-415	4	Account 725 — Distribution of Billing
790-100-420	3	Central Office Installation Coordination
790-100-421	1	Method of Procedure
790-100-425	2	Major Central Office Project Coordination
790-100-430	4	Job Information Memorandums
790-100-440	4	Installer's Requisitions
790-100-450	3	Determining the Ownership and Disposition of Surplus Material
790-100-460	4	Job Completion and Acceptance
790-100-510	3	Billing Review and Claims
790-100-520	4	Plant Removals and Retirements

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SECTION 790-000-000

Section Number	Issue	Subject	Section Number	Issue	Subject
790-100-530	3	Material Transfers	790-110-240	1	Engineering Administration System (EAS)
790-100-540	3	Returned Material Notices	790-110-300	1	Telephone Equipment Orders — General
790-100-550	2	Returned Good Memorandum	790-110-310	1	Telephone Company Engineered Orders
790-100-560	2	Scrap Disposition Guidelines	790-110-330	1	Purchase and Sale of Material
790-100-580	3	Specific Estimate Closure	790-110-400	2	Business Premises Switching Systems — Scheduling and Coordination
790-100-610	3	Purchases and Sales of Central Office Plant and Materials	790-110-410	1	Administration of Job Records
790-100-630	2	Accounting Terminology and Considerations	790-110-420	1	Contract Analysis
790-100-635	1	Equipment Engineering Considerations for Investment in Accounts Other Than Account 221	790-110-430	1	Job Information Memorandum (JIM) Analysis
790-100-640	2	Long Lines Department/Operating Telephone Company — Administrative Interface Procedures	790-110-500	1	Preinstallation Requirements for Material, Storage, Installation, and Work Space
790-100-650) Power Engineering			790-110-510	1	Material Management
790-100-671)			790-110-520	1	Removals, Retirements, and Reuse
790-100-650	1	Central Office Equipment — Power Engineering — Administrative Procedures	790-110-530	1	Transfers of Material and/or Labor
790-100-651	3	Introduction	790-110-540	1	Returned Material Notice (RMN)
790-100-652	1	Planning	790-110-550	1	Returned Goods Memorandum (RGM)
790-100-653	1	Economic Analysis	790-110-570	1	Installer's Requisitions
790-100-654	1	DC Power Plants	790-110-580	1	Transfer From Under Construction to Telephone Plant in Service
790-100-655	2	Batteries	790-110-600	1	Engineering Complaint Procedures
790-100-656	1	DC Distribution	790-110-620	1	Job Completion and Acceptance
790-100-659	1	Stand-by AC Plants	790-110-630	1	Billing and Claim Review
790-100-660	1	AC Power for Telecommunications Equipment (Section 8)	790-110-640	2	Specific Estimate Closure
790-100-662	1	Layout	790-110-650	1	Accounting Terminology and Considerations
790-100-663	1	Acceptance Tests	790-110-700	4	Marketing, Engineering, and Business Services — General Description
790-100-664	1	In-Service Responsibilities	790-110-711	4	"DIMENSION®" PBX Traffic Module — Marketing, Engineering, and Business Services
790-110 Customer Switching Systems			790-110-720	2	"DIMENSION®" PBX Data Check Module Marketing, Engineering, and Business Services
790-110-001	1	Business Premises Switching Systems — Administrative Analysis	790-110-721	3	"DIMENSION®" PBX Engineering Administration and Simplified Equipment Module — Marketing, Engineering, and Business Services
790-110-100	1	General Plan and Purpose	790-110-723	1	Customer Switching Systems/Marketing, Engineering, and Business Services — "DIMENSION®" PBX Application Customer Switching Engineering — Ordering Module Input/Output Processing
790-110-110	1	Index of Customer Switching Equipment	790-110-730	5	"DIMENSION®" PBX Tariff Module — Marketing, Engineering, and Business Services — Customer Switching Systems
790-110-200	1	Equipment Request	790-110-731	6	"DIMENSION®" PBX Price Quote Module — Marketing, Engineering, and Business Services — Customer Switching System
790-110-210	1	Floor Plan Procedures			
790-110-220	2	Estimate, Routine, and Keep Cost Orders — Preparation and Approvals			
790-110-230	1	Customer Switching Engineer — Time Sheet Preparations			

Section Number	Issue	Subject	Section Number	Issue	Subject
790-110-732	4	"DIMENSION®" PBX Rate Module — Marketing, Engineering, and Business Services — Customer Switching Systems	790-120-260	2	Engineering Complaint Administration
790-110-735	1	Customer Switching System/Marketing, Engineering, and Business Services — "DIMENSION®" PBX Application — Traffic Engineering for Automatic Route Selection (TEARS)/Queueing Engineering Module — Input/Output Processing	790-120-300	1	Quality Assurance
790-110-736	2	Automatic Call Distributor/Electronic Switching System — Tariff Module — Marketing, Engineering, and Business Services — Customer Switching Systems	790-120-320	1	Test and Analysis Committee
790-110-737	1	Customer Switching Systems/Marketing, Engineering, and Business Services — Automatic Call Distributor/Electronic Switching System — Marketing — Quote Module — Data Input/Output Processing	790-120-390	1	Toll Terminal — Review
790-110-738	3	"Horizon®" Communication System — Tariff Module — Marketing, Engineering, and Business Services	790-120-400	1	Technical Assistance
790-110-739	3	"Horizon®" Communication System — Quote Module — Marketing, Engineering, and Business Services	790-120-470	1	Electronic Systems Assistance Center (ESAC) — Description
790-110-751	2	COM KEY* System 2152 Calculator Module — Marketing, Engineering, and Business Services	790-120-480	1	Requests for Changes to Equipment
		<i>*Trademark</i>	790-120-490	1	Special Equipment Design
790-110-752	2	COM KEY* System 2152 Tariff Module — Marketing, Engineering, and Business Services	790-120-491	1	Special Equipment Design — Preparation of Apparatus Mounting and Assembly Drawings
		<i>* Trademark</i>	790-120-492	1	Special Equipment Design — Tabular T Drawing Preparation
790-110-800	1	Inspection and Survey of In-Service Systems	790-120-800	2	Documentation Description
790-110-820	2	Controlled Estimate Analysis			
790-111 Customer Switching Systems — Early Maintenance Information System (EMIS)			790-140 Circuit Provision Engineering		
790-111-200	2	Data Retrieval User's Guide	790-140-100	1	Guidelines for Issuing the Circuit Layout Record Card (CLRC)/Work Order Record and Details (WORD)
790-115 Customer Premises Record Systems			790-140-300	2	Metallic Facility (MFT) Administration Guideline
790-115-100	1	General Description	790-140-701	1	Common Language Facility Identification — Administration Guideline T1 Carrier
790-115-101	2	On-Line Operating Procedures			
790-115-102	1	Inventory Management Reports	790-2 PICS/DCPR ENGINEERING PRACTICES		
790-115-103	1	Manual Procedure	790-200-200) Operating Procedures — IMS		
790-120 Central Office Equipment Maintenance Engineering			790-200-299)		
790-120-120	2	General Plan and Purpose	790-200-214	1	Mass Change Capabilities
790-120-200	1	Class "A" Change Notice Administration	790-200-215	1	Data Classification Changes — Central Office Equipment (Account 221)
790-120-205	1	Processing General Trade Product Change Notice	790-200-220	1	Reference File Maintenance
790-120-230	1	Administrative Practices—Application of Class BU Drawing Changes	790-200-225	1	PICS/DSPR — Asset Verification Procedures
790-120-240	2	Application of Class B and D Drawing Changes	790-200-230	1	Hardwired Billing Activity — WEE and TCE — Input Preparation
			790-200-232	1	Batch Billing Process
			790-200-234	1	Input Preparation — Miscellaneous CPR 0400XX Entries
			790-200-236	1	Input Preparation — Hardwired Equipment Retirements
			790-200-240	1	Job Status Updates — Input Preparation
			790-200-250	1	Monthly Journalization Output
			790-200-252	1	Monthly Outputs — Plug-In Billing Reconciliation
			790-200-254	1	Monthly Outputs — Hardwired Billing Reconciliation

SECTION 790-000-000

Section Number	Issue	Subject
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790-200-270	1	PICS/DCPR — Annual Outputs — Overview
790-200-272	1	PICS/DCPR — Operating and Analyzation Procedures — Account 100.1 Analysis
790-200-273	1	Operating and Analyzation — Procedures — Plug-In Other Costs (PIOC)
790-200-274	1	Operating and Analyzation — Procedures — WE Deferred Tax Analysis

790-201 Inventory Management Practices

Inventory Management Manual

♥	790-201-100	2	Part 1 — General Orientation
♥	790-201-105	2	Part 2 — Determining Spare Levels in Central Offices and Central Stock to Meet Policy Objectives
♥	790-201-110	2	Part 3 — Service-Cost Relationships
♥	790-201-115	2	Part 4 — Lead Time-Cost Relationships
♥	790-201-120	2	Part 5 — Strategies for Each Stage of the Plug-In Life Cycle
♥	790-201-125	2	Part 6 — Quality of Service in Providing Plug-Ins
	790-201-130	1	Part 7 — Preparing and Controlling the Plug-In Construction Budget
♥	790-201-135	2	Part 8 — Efficient Ordering of New Stock
♥	790-201-140	2	Part 9 — Managing the Repair Process

Section Number	Issue	Subject	
♥	790-201-145	2	Part 10 — Managing of Disconnects
♥	790-201-150	2	Part 11 — Recall of Surpluses From Central Offices
♥	790-201-155	2	Part 12 — Maintaining an Account Data Base
♥	790-201-160	2	Part 13 — Force Requirements, Organizational Arrangements, and Office Layout
♥	790-201-165	2	Part 14 — Warehousing, Transportation, and Central Office Storage
♥	790-201-170	2	Part 15 — Results Reporting
♥	790-201-175	2	Part 16 — Management Reports and Procedures for Setting of Objectives

790-205 Reuse Inventory Management System (RIMS)

	790-205-140	1	General Description
	790-205-141	1	On-Line Operating Procedures
	790-205-143	1	Reuse Inventory Management System/National Reuse Administration System (RIMS/NARADS) — On-Line Processing

790-300 Network Plug-In Administrative Methods

	790-300-610	1	Connect
	790-300-110	1	Central Office Plug-In Equipment Forecasting — General Description
	790-300-640	1	Network Plug-In Administrative Methods Status Change