

PLAN FOR ADMINISTRATION, ANNOUNCEMENT, ORDERING
AND DISTRIBUTION OF BELL SYSTEM PRACTICES
MOTOR VEHICLES AND CONSTRUCTION APPARATUS

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1. GENERAL

1.01 This section describes the plan for administration, announcement, ordering, and distribution of Bell System Practices, Motor Vehicles and Construction Apparatus, Series "J" to the Outside Plant Construction and Buildings, Supplies and Motor Vehicles Forces.

1.02 The plan applies to practices prepared by either the American Telephone and Telegraph Company or The Pacific Telephone and Telegraph Company.

1.03 The major divisions of the "J" Series listed in the checking list and index for Outside Plant Construction and Buildings, Supplies and Motor Vehicles forces, are, at present, as follows:

- J2. General - Field Matters
- J4. Motor Vehicle Operation and General Maintenance
- J5. Motor Vehicle Parts and Accessories
- J6. Construction Apparatus

Note: All information on motor vehicles and equipment included in the above is being renumbered in a 6 digit scheme, for example, J20.100.1, and printed in letter size as they are reissued.

Information on Construction equipment included in the above is being renumbered in the G90 Series as they are reissued.

2. ADMINISTRATION

2.01 Local sections and local addenda to American Telephone and Telegraph Company practices are prepared and issued by the Chief Engineer in accordance with the plan outlined in Section J2.002.

2.02 Local sections may be originated by the Plant Department and transmitted informally to the Chief Engineer's office for approval and standardization.

2.03 The Chief Engineer will furnish the General Plant Manager with two copies of every list of new sections and reissues or cancellations of existing sections, prior to their announcement to the field. One copy marked "Copy for Chief Engineer's File" and the other marked "Copy for Plant Department File."

(a) From these lists, representatives from the General Plant Manager, Plant Department, and the Chief Engineer's office will determine which of the new sections should be standardized for use in this Area.

(b) The General Plant Manager shall decide to whom the sections should be distributed.

(c) The General Plant Manager shall return one copy of the lists to the Chief Engineer with his comments or approval, as indicated by his signature in the space provided for that purpose. The other copy is retained by the General Plant Manager.

2.04 Standard sections and addenda approved for use in this Area are announced by the General Plant Manager by means of an Advance Distribution List as outlined in Part 5 of this section.

2.05 Checking list and indexes are usually issued twice each year.

J2.000.1 for Construction and Maintenance Forces.

J2.010.1-S for Buildings, Supplies and Motor Vehicles.

(a) In addition to section titles they list numerically all the Series "J" sections standard in this Area and indicate the distribution, to the various Plant employee titles or craft, affording a means of checking the handbooks and office files to insure completeness of information on outside plant construction and maintenance.

(b) The checking list and indexes are supplemented from time to time during the current year by Advance Distribution Lists (See Part 5) announcing new sections and the reissue or cancellation of existing sections.

(c) A new section or a reissue of a section is denoted by an asterisk symbol (*) placed in front of the section number.

(d) A change in distribution of a section from the previous issue is denoted by a per cent symbol (%) placed in front of the section number.

(e) A new issue of a checking list automatically cancels the preceding issue and the Advance Distribution Lists.

3. METHOD OF DETERMINING FIELD REQUIREMENTS

3.01 Record of Holders, Form PF-304N, is kept at the office where the sections are to be distributed to the individual holders or his immediate supervisor. The summary of form PF-304N is posted on Form PF-305, Quantity Distribution Chart,

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and forwarded to the district office. The district office summarizes forms PF-305 and forwards the code information on form P-3056 through lines of organization to the Plant Practice Supervisor.

3.02 A summary of each district's requirements on form P-3056 is compiled on a master record in the office of the General Plant Supervisor in order to readily determine over-all field requirements.

3.03 The requirements for distribution shown on the Record of Holders, Form PF-304N, shall be promptly revised by those responsible for maintaining this record each time there is a change in the number of employees under any employee group. Form P-3056 shall then be forwarded through lines of organization to the Plant Practice Supervisor.

4. METHOD OF ORDERING

4.01 Plant Practice Supervisor's office:

(a) The initial supply of sections is ordered in accordance with the requirements shown on the master chart.

(1) Sections or addenda prepared by the American Telephone and Telegraph Company are ordered from the Western Electric Company. The order is placed as soon as practicable after the section has been approved by the Chief Engineer and the General Plant Manager and the distribution requirements have been determined.

(2) When locally written sections or addenda are involved, the Chief Engineer's office shall prepare the multilith copy of each section after it has been approved. The multilith copy is then forwarded to the General Plant Manager who in turn forwards it to the Plant Practice Supervisor's office for local printing.

(3) Sections prepared by other areas of The Pacific Telephone and Telegraph Company and adopted by this Area are ordered by the Plant Practice Supervisor's office from the area involved.

4.02 Field Forces

(a) Supervisors may obtain copies of sections for individual holders by ordering on (Form P-3056), "Order for Plant Practices" forwarded to the Plant Practice Supervisor.

(b) Form P-3056 shall be prepared in triplicate. The original and the duplicate copy shall be forwarded directly to the Plant Practice Supervisor and the triplicate copy retained.

(c) The original shall be retained by the Plant Practice Supervisor. The duplicate copy shall be returned to the originator either as a transmittal slip for ordered practices or as a means of indicating the action taken regarding the order. The duplicate and triplicate copies shall then be destroyed.

4.03 "Back Ordered" or "To Be Revised" Practices:

(a) When orders are received by the Plant Practice Supervisor for practices which are not available either because they are "back ordered" (BO) or are "to be revised" (TBR), form PF-1206-B shall be furnished in lieu of each requested item and forwarded to the originator of the order, and the Code (BO) or (TBR), as appropriate, shall be entered in the "Quantity Shipped" column.

(b) Form PF-1206-B shall show the date of the request and the practice number and shall be filed in lieu of the practice in the employee's binder to indicate the date on which the practice was ordered. When the practice is received, or a cancellation is shown on an advance distribution list, form PF-1206-B shall be removed from the binder and destroyed.

4.04 No Record of Bell System Practices:

(a) If orders are received by the Plant Practice Supervisor for practices that do not appear on the record as being currently in effect, the Code (NR) "No Record" shall be entered in the "Quantity Shipped" column opposite each item involved on form P-3056.

(b) When form P-3056 is returned to the originator and the Code (NR) is shown opposite a listing, the listing shall be checked for accuracy and completeness.

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(c) If the listing is correct, the practice shall be reordered including any detailed information, such as subject matter, source of information, etc., which may be of assistance to the Plant Practice Supervisor in filling the order.

5. ANNOUNCEMENT

5.01 Upon receipt of the required number of copies of new and reissued sections for initial field distribution, announcement shall be made to the field forces on an Advance Distribution List.

(a) All lists are designated in numerical sequence until the "Checking List and Index" are revised. At that time all previously issued lists are canceled and numbering starts with (1) again.

(b) The Advance Distribution List shall be filed in front of Section J2.000.1 or J2.010-S.

5.02 The sections announced in these Advance Distribution Lists are listed numerically with the issue, replacing issue, subject, and required distribution code, designated in the adjacent columns.

(a) Minor changes or corrections to be made to existing sections are also listed in the Advance Distribution List.

(b) The list will announce the cancellation of existing sections.

(c) Change in distribution of existing sections.

6. DISTRIBUTION

6.01 The General Plant Manager has established the following codes for Construction and Buildings, Supplies and Motor Vehicles forces to facilitate distribution of practices to these holders.

J2.000.1 - Construction and Maintenance

A Dist. Engs., Const. Supts., Supv. Engs., Const. Supvs.

B Construction Foremen

C Splicing and Shop Foremen, Chief Cable Testers

D Foremen of Cablemen, Subway Inspection Group

E Splicers

F "A" Cutters

J2.010-S - Buildings, Supplies and Motor Vehicles

L Supplies Supt., M. V. Supt., Supv. Gar. Fore., Supv. Bldg. Fore., B. S. & M. V. Supvr., Supt. of Bldgs.

M Gar. Fore., Ch. Gar. Mech., Mechanic, Garagemen

N Supv. Trans. Fore., Trans. Fore., Supv. Supplies Fore., Yard Fore., Supplies Drivers

O Bldg. Mtce. Fore., House Serv. Fore., Bldg. Mech., Motorized Messengers.

Note: This index and Checking List to also include "G" Series Bell System Practices used by the Buildings, Supplies and Motor Vehicles Forces.

6.02 The initial supply of practices is distributed to the field forces through lines of organization by the Plant Practice Supervisor's office in accordance with the requirements shown on the master record forms.

6.03 Each supervisor is responsible for the completeness and correctness of the handbooks in his group.

6.04 The immediate supervisor of the holder returns through lines of organization to the General Plant Supervisor's Office, any surplus copies of sections received for distribution.

6.05 Supervisors may obtain additional copies of sections for individual holders in accordance with Paragraph 4.02.

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7. METHOD OF FILING

7.01 Bell System Practices, Series "J", are filed as follows:

- (a) Sections shall be filed in numerical sequence in one or more books depending on the number of sections involved.
- (b) The books should be numbered in a manner permitting their expeditious use by holders.
- (c) WR Sheets shall be filed in front of the sections they supplement and in front of addenda, if any.
- (d) Addenda shall be filed in front of the sections they supplement. Appendices filed after the sections.

7.02 General Information

- (a) All sections shown in the Advance Distribution Lists as canceled or replaced shall be removed from the books and destroyed.
- (b) All sections having cross reference in WR Sheets or addenda shall be marked, preferably in red, where indicated and deletions made at time of filing addenda.
- (c) All changes or corrections listed in the advance Distribution Lists shall be made where indicated, with a reference to the List announcing them.