

TEMPORARY MEMORANDUM (TM)

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1. GENERAL

1.1 Scope of Section

1.1.1 This instruction describes and explains the Temporary Memorandum, abbreviated "TM".

2. PURPOSE

2.1 The purpose of a TM is to advise the installation field forces of a defective condition affecting apparatus, plug-in units, or piece parts which arises from design or manufacturing difficulties and results in unsatisfactory quality defects or hazardous conditions.

3. LIMITATIONS

3.1 A TM will be issued for a period not exceeding nine months and may be reissued if the time situation requires a longer period.

4. ORIGINATING ORGANIZATION

4.1 The PECC Installation Engineering Department responsible for the apparatus, plug-in unit, or piece part which is defective will prepare and issue the TM. Any question on the contents of the TM should be referred to that functional department.

5. CORRECTIVE ACTION TO BE TAKEN

5.1 The TM specifies the corrective action to be taken and provides a means of identifying the corrected product.

5.2 The TM also specifies inclusive initial and final shipping dates during which the defective item will reach the field.

6. INSTALLING EQUIPMENT AND MATERIALS

6.1 All tools, test sets, and supplies necessary to perform the operations covered by the TM, will be available at the Installation Stockkeeping Organization before the TM is distributed.

6.2 Any item which is not available at the Installation Stockkeeping Organization, and is to be purchased locally by the Installer, will have a commercial description and supplier reference.

6.3 Additional or replacement apparatus, plug-in units, and piece parts that are necessary to perform the operation covered by the TM that are not furnished to a job location, must be ordered by the Installer. To facilitate ordering, the TM will include the "why order" code to be used on the Installer's Requisition.

7. TM IDENTIFICATION

7.1 The TM number consists of a general classification number (single digit) followed by a specific number. For example:

TM 9.874

7.2 The general classification numbers are assigned by the Installation Engineering Department responsible for issuing the TM in accordance with the following:

- (1) Local Manual
- (2) Panel
- (3) Step-by-Step
- (4) Crossbar
- (5) Electronic Switching
- (6) Toll
- (7) Carrier
- (8) Power
- (9) General
- (10) 1A Technology

→ 8. FILING OF TM IN HANDBOOKS

8.1 TM's should be filed behind the Table of Contents of the handbook indicated in the heading of the TM.

9. FORMAT AND COMPOSITION

9.1 A TM is printed on a salmon pink paper and consists of the following:

9.11 Heading

9.111 The first page of the TM contains a heading which indicates, the associated handbook sections, name of the issuing organization, the TM number, and the date of issue.

9.12 Title

9.121 The title of a TM can be found centrally located beneath the heading, and will contain a brief description of the subject.

9.13 Text

9.131 The text of the TM will generally follow these paragraph headings:

(A) General - Provides a description of the purpose of the TM, and the time interval during which the TM will remain in effect.

(B) Installing Equipment - List of tools, test sets, and supplies to make the change.

→ (C) Additional Material - List of material required to take correction action, and the disposition of any defective material.

(D) Corrective Action - Detailed information to the Installer on the method to be followed to rectify the quality defect.

↳ (E) Disposition of Exchange - Instructions to the Installer on reporting the amount of time spent in performing work operations.

10. REISSUED TM's

10.1 A TM is reissued by the department responsible for the TM when it becomes necessary to provide corrected, added, or deleted information in the current TM.

10.2 When it becomes known that the correction authorized by a TM cannot be accomplished by the cancellation date on a current TM, the TM will be reissued with a new cancellation date.

11. TM CHECKLIST

11.1 A checklist of current TM's appears in Handbook 3, Section 11.

→ Indicates new or changed information

Planning, Development
and Engineering Manager

Reason for Reissue:

Paragraphs renumbered.

PAR. 3, 8, and 9 added.

PAR. 7.2 item (10) added.

PAR. 11.1 changed to add SEC. 11.