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BELL SYSTEM PRACTICES
Central Office Maintenance
Operating Methods
Toll Testroom Operation
General

ADDENDUM A309.514.18
Issue B, 4-1-64
~~ADDENDUM E12.170.2~~
Issue B, 4-1-64
S.W. Bell Tel. Co.

WORK UNITS
Toll Testing-Telegraph-Program-Video
and Overseas Radio
Form E-4418

1. GENERAL

1.01 This addendum is issued to adopt Section A309.514.18/E12.170.2, Issue 2, for use of the Southwestern Company. It replaces Issue A, 1-1-63. It has been revised to cover a revised Form E-4418 (8-63), which eliminates hours of service as a factor in the plant item count for telegraph circuits. Information is provided for classifying work units in Southwestern Company offices handling testing work for Long Lines.

1.02 Form E-4418, Work Units - Toll Testing-Telegraph, Program, Video and Overseas Radio, is provided for reporting the various items of toll test desk work (Account 603-04) and for furnishing a quarterly report of plant items and work units to the Accounting Department and General Plant Manager.

1.03 Columns A and D of Forms E-4418 shall include only plant items and work units inventoried for the Long Lines Department on which toll test desk work is performed by Southwestern Company forces.

1.04 District Plant Superintendents shall arrange for an inventory of plant items and work units as of the beginning of each calendar quarter in each central office in their district where charges are normally made to Account 603-04.

1.05 Upon completion of the inventory a district summary shall be prepared and computations made on all forms.

1.06 District Plant Superintendents shall forward Form E-4418 to the Division Plant Superintendent by the 10th day of the first month of the quarter as follows:

- (a) Two (2) copies of a district summary.
- (b) Four (4) copies of all individual office forms having entries in Columns A and D (Other Company). These forms should show both Long Lines and total items and work units in the office.

1.07 Division Plant Superintendents shall handle Form E-4418 as follows:

- (a) Forward one (1) copy of a summary for each district to the Accounting Department by the 25th day of the first month of each calendar quarter. (Forms for an area smaller than a district shall not be sent to the Accounting Department and district summaries shall not be furnished more than once in a quarter.)
- (b) Forward three (3) copies of all individual office forms having entries in Columns A and D (Other Company) to the General Plant Manager by the 25th day of the first month of each calendar quarter.

1.08 General Plant Managers shall handle Form E-4418 as follows:

(a) Use one copy to determine work units for which the Long Lines is to be billed.

(b) Attach one copy to billing notices sent to Long Lines. In some cases Long Lines may request more than one copy. If so they shall be furnished.

(c) Forward one copy to General Toll Service Supervisor, 1909 Telephone Bldg., 1010 Pine St., St. Louis, Mo.

1.09 Each office preparing Form E-4418 shall maintain records of plant items inventoried so that these may be reviewed and verified by Plant and Accounting representatives as may be desired.

5. WRITE-IN ITEMS

5.01 This addendum cancels and supersedes any contrary instructions relating to the count of units.

5.02 As of April 1, 1964, there are no authorized "write-in" items to Form E-4418.

5.03 If and when "write-in" items are authorized they will be included in this addendum.

6. PROCEDURE FOR CLASSIFYING LABOR UNITS FOR TESTING WORK IN SOUTHWESTERN COMPANY OFFICES PERFORMING OPERATION WORK (603-04) FOR THE LONG LINES DEPARTMENT

6.01 The procedure for preparing inventories of plant items and work units on Form E-4418 Labor Units - Toll Testing, Telegraph, Program, Video and Overseas Radio, is described in Bell System Practices Section A309.504.18 - E12.170.2. Columns are provided on Form E-4418 for showing, in addition to the total plant items (Column B) and total work units (Column E), the sub-total of plant items (Column A) and work

units (Column D) for the Long Lines Department for which the Southwestern Company performs toll test desk work (603-04).

6.02 The following paragraphs describe the use of the "Other Company" Columns (A and D) of Form E-4418 in Southwestern Company testrooms which do testing work on circuits and services authorized by the Long Lines Department.

6.03 In the procedures described where the "home office" is operated by the Southwestern Company, provision is made for classifying, where applicable, a portion of the plant items and related work units to an "Other Company" for which testing work is performed. The "Other Company" is the Long Lines Department.

6.04 The basis of settlement for interchange of facilities between the Southwestern Company and Long Lines is not reciprocal, and this affects the count of plant items and work units between Companies as a measure of the work done for each Company.

6.05 Testing work (Toll Test Desk Work - Account 603-04) in the "home office" generally will be performed on interexchange channels consisting of outside plant and central office equipment provided (owned) by the Southwestern Company and included in circuits (interexchange), trunks and private line circuits authorized by the Southwestern Company or by Long Lines. Where this plant forms part of a Long Lines circuit, it generally will be included under Division of Revenue Contracts under which the Southwestern Company is compensated for the expense incurred in the provision of the plant, in addition to receiving its prorata share of the revenues. The reimbursement for expenses includes testing expense incurred on the plant involved. Therefore, in inventorying plant items for interexchange facilities provided by the South-

western Company, those plant items generally are considered to represent Southwestern testing work whether they are included in a Southwestern Company circuit or in a Long Lines circuit.

6.06 Where testing work in the "home office" is performed on interexchange channels consisting of plant provided by Long Lines, these channels generally will be included in circuits authorized by Long Lines. In this case the testing work is considered to be work for Long Lines and the plant items which represent this work are classified to "Other Company".

6.07 In some cases, Long Lines owned plant is furnished to the Southwestern Company for use in its circuits. If so, this is done on a rental basis and some or all of the testing, depending upon the classification of plant rented, is the responsibility of the Southwestern Company. For example, if a cable pair is rented, the owning company (Long Lines) should bear the primary board testing expense. However, the expense of testing a voice circuit assigned by the Southwestern Company to the rented pair is an expense of the Southwestern Company, which will receive the revenue from its use and plant items representing this work should be counted for the Southwestern Company.

6.08 Local channels for private line services are among the plant items inventoried on the summary forms. These are always furnished by the Southwestern Company or its Connecting Companies. However, the work represented by these plant items on the summary is not the exchange testing on the plant involved but the testing of the overall services from station to station as performed at the location where interexchange channels are tested. Therefore, the classification of these local channel plant items is determined by the company responsible for testing the interexchange channels.

For simplicity, a local channel in the territory of the home office connected to a Long Lines circuit is classified as "Other Company" except:

(a) where all interexchange channels of the circuit adjoining the home office are provided by the Southwestern Company or its Connecting Companies, or

(b) where the local channel is part of the channel to an outlying station and the interexchange portion of this channel is provided by the Southwestern Company or its Connecting Companies.

6.09 The following paragraphs which describe how to allocate the units between Companies on Form E-4418 use the numbering arrangement of the main section.

2. DESCRIPTION OF FORM E-4418

(A) Telegraph

2.081 - 2.171, Lines 1-9, Telegraph Circuits Controlled - Column A - Other Company:

Count one plant item for each controlled telegraph circuit which is authorized by Long Lines.

2.181 - 2.191, Lines 10-11, Carrier Telegraph System Channels, Column A - Other Company:

Count one plant item for each carrier telegraph system channel which is owned by Long Lines, except where the channel is rented to Southwestern Company.

2.201 Lines 12-15, Additional Work Units for Telegraph Repeaters and Carrier Channel Terminals. Column A - Other Company:

Count one plant item for each telegraph repeater and each carrier telegraph channel terminal which is a part

of a circuit authorized by Long Lines. This item applies only at authorized telegraph serving test centers.

2.251 Lines 16-21, Drops Served By Home

Office - Column A - Other Company:

Count all drops of Private Line circuits authorized by Long Lines where one or more sections of the circuit adjoining the home office are Long Lines sections. Exclude any outlying drops which are connected to the circuit by a channel, of which the interexchange portion is provided by the Southwestern Company.

2.321 Line 24, Circuit on Which Home Office is General Control - Column A - Other Company:

Count one plant item for each telegraph circuit authorized by Long Lines on which the home office is designated General Control.

2.331 Line 25, Service Operation at Home

Office - Column A - Other Company:

Count operations performed (excluding automatic) on circuits authorized by Long Lines except (a) where all sections of the circuit adjoining the home office are Southwestern Company sections or (b) where the operation consists of adding or removing the outlying drop connected by means of a Southwestern Company telegraph section.

(B) Program

2.351 Lines 27 and 28 - Interexchange Circuits - Column A - Other Company:

Count each program circuit or PGCU consisting of facilities provided by Long Lines except where this circuit or PGCU is rented to the Southwestern Company.

2.381, Lines 29 and 30 - Circuits One Time or Recurring - Column A - Other Company:

Count operations authorized by Long Lines orders except where all interexchange facilities adjoining the home office in the circuit established are provided under DRC by the Southwestern Company.

2.411 Line 31 - Nationwide Networks - General Control - Column A - Other Company:

No Southwestern Company office shall classify plant items on this line to Long Lines.

2.421 Line 32 - All Networks, Control or Sub-Control Stations in Network, Section - Circuit - Column A - Other Company:

In any case where the home office has any of these control responsibilities for which a count of stations is entered in Column B, count the number of these stations which are on a network authorized by Long Lines.

2.431 Line 33 - Local Channels Served by Home Office - Column A - Other Company:

Count local channels of networks authorized by Long Lines where one or more PGCUs or program circuits adjacent to the home office as counted on Line 27 or 28 are classified to Long Lines. Exclude any local channel for an outlying station served by the home office which is connected by an interexchange channel provided by the Southwestern Company.

2.441 Line 34 - Orders, Switches, etc. - Column A - Other Company:

Count operations authorized by Long Lines orders except where all interexchange facilities involved in the operation are provided by the Southwestern Company such as where an outgoing network leg transferred is a Southwestern Company section or where a station receiving loop is transferred to a Southwestern Company section as the source of the program.

(C) Video2.461 Line 36 - Nationwide Networks - General Control - Column A - Other Company:

No Southwestern Company office shall classify plant items on this line to Long Lines.

2.471 - 2.481 Lines 37-38, All Networks - Control or Sub-Control - Stations in Network Section or Circuit - Column A - Other Company:

In any case where the home office has any of these control responsibilities for which a count of stations is entered in Column B, count the number of these stations which are fed on a network authorized by Long Lines.

2.491 Lines 39 and 40 - Circuits - One Time or Recurring - Column A - Other Company:

Count operations authorized by Long Lines orders except where all inter-exchange facilities adjoining the home office in the circuit established are provided under DRC by the Southwestern Company.

2.521 Lines 41 and 42 - Video Sections - TVS - Column A - Other Company:

Count each video Section in which the video unit adjoining the home office is a Long Lines section in accordance with the definition in Paragraph 3.10.

2.551 Lines 43 and 44 - Video Units in Video Sections - Column A - Other Company:

Count each video unit which is a part of a video section included in the count of Long Lines video section in accordance with Paragraph 2.56 - 2.58.

2.581 Line 45, Local Channel Served by Home Office - Column A - Other Company:

Count local channels of networks authorized by Long Lines where one

or more video sections as counted on Lines 41 and 42 are classified to Long Lines. Exclude any local channel for any outlying station served by the home office which is connected to an interexchange channel provided by the Southwestern Company.

2.591 Line 46, Networks - Analyzing Orders - Column A - Other Company:

There should be no entry on this line as no Southwestern Company office is required to analyze network orders.

2.601 Line 47, Orders, Switches, etc. - Column A - Other Company:

Count operations authorized by Long Lines orders except where all inter-exchange facilities involved in the operation are provided by the Southwestern Company such as where an outgoing video unit transferred is a Southwestern Company section or where the station receiving local channel is transferred to a Southwestern Company video unit as the source of video signals.

(D) Overseas Radio2.621 Lines 49-50, Overseas Radio - Column A - Other Company:

Since Southwestern Company offices are not involved in the handling of transoceanic radio and cable services there shall be no entries on Lines 49-51.

3. DEFINITIONS3.10 Long Lines Section -

A Long Lines Section as used in paragraphs referring to entries in Column A - Other Company, is an interexchange section which is a portion of a circuit authorized by Long Lines and is:

- (a) Provided for its entire length by Long Lines, or

(b) Provided partly by Long Lines, on which Long Lines provides the portion immediately adjoining the home office exceeding 10 miles in length, or

(c) Provided partly by Long Lines with neither Long Lines or Southwestern

Company providing the portion referred to in (b) and where more than half of the total section mileage is provided by Long Lines. Where the facility is a carrier channel over 100 miles in length, the 100 mile portion adjoining the home office is considered to be the section in making this classification.