

TELEPHONE MAINTENANCE RADIO ADMINISTRATION
EQUIPMENT REQUEST FORM SW6163

1. GENERAL

1.01 This Section describes the procedures to be used by all Southwestern Bell Telephone Co. employees when requesting activity associated with two-way mobile radios, portable radios (walkie-talkies), pocket receivers (pagers), base stations, dispatch units and control units used in conjunction with the Telephone Maintenance Radio System (TMRS).

1.02 This Section is reissued to:

- (a) Define additional requirements made on the Telephone Maintenance Radio Equipment Request Form SW6163.
- (b) Change the Area Radio Coordinator title to Network Maintenance System Radio Coordinator (SRC).
- (c) Indicate that orders for TMRS equipment should be done in conjunction with Section 400-531-903SW.

1.03 Form SW6163 is to be used for all Installs, Changes and Disconnects associated with TMRS equipment.

2. DESCRIPTION AND USE OF FORM SW6163

2.01 Form SW6163 is a two-sided card, 3-3/8 x 6 inches in size. It is designed to replace the SN247X concession card for all maintenance radio and pager requests. Exhibit 1 shows the front and back of Form SW6163.

2.02 Only one request can be made on each Form SW6163 except when the user is assigned a mobile radio and a pager with the same call letters.

2.03 A supply of blank Forms should be maintained at the Mobile Shop or at the office of the SRC.

2.04 If the user is nonmanagement, the originator of the Form should be the immediate supervisor. If the user is management, the user may also be the originator.

2.05 The originator should fill out the front side of the Form, except for the items noted, and forward it to his/her division level supervisor for authorization.

2.06 After Form SW6163 is authorized it should be sent to the address indicated on the Form. The address should be that of the SRC.

3. PREPARATION OF FORM SW6163

3.01 Required entries on the front side of the card are as follows:

- (a) For State Mobile License - to be filled in by Mobile Shop or SRC.
- (b) Division - enter user's division location.
- (c) District - enter user's district location.
- (d) Location - enter user's office address.

- (e) Vehicle No. - if activity is for two way radio, enter associated vehicle number.
- (f) Assigned to - enter user's name.
- (g) Title - enter user's title.
- (h) Crew No. - enter user's crew number.
- (i) Location Code - enter Location Code that corresponds to user's address.
- (j) Two-Way Mobile, Two-Way Portable Dispatch Unit, Pocket Receiver, Base Station or Control Unit - check appropriate box for equipment request.
- (k) Install, change, disconnect - check appropriate activity box. Only one box can be checked.
- (l) Base Call Sign - enter call sign of station applicable in your location.
- (m) Unit Call Letters - to be assigned by SRC.
- (n) Page Number - to be assigned by SRC.
- (o) Explanation of Need - enter reason for request. Use back of form if additional space is required and check "see reverse" box.
- (p) The user should sign and date the Form after he or she has reviewed the appropriate rules covering the operating

requirements for the transmitter. The originator may sign the Form in lieu of the user, provided that the originator has reviewed the operating requirements with the user. The originator shall then write "reviewed with," along with the "name of the user" at the bottom of the Form.

3.02 Required entries on the back side of the card are as follows:

- (a) Originated by - enter signature and title of the originator and date.
- (b) Responsibility Code - enter Responsibility Code of the originator.
- (c) Contact Telephone Number - enter telephone number of originator.
- (d) Approved - enter signature and title of second and third level management.
- (e) Concurred - enter signature of department's Organizational Radio Coordinator (ORC).
- (f) Authorized - enter signature and title of groups Division Level Manager.
- (g) Send Completed Form To - enter address of SRC. (This portion of Form SW6163 should be filled out prior to originator's request).
- (h) Concurred - enter signature of Network Maintenance SRC.

- (i) Account Code - originator will enter applicable Account Code for type of request.
- (j) Requisition Number - Mobile Shop will enter requisition number that equipment was ordered on.
- (k) Completed by - Technician installing equipment will sign and date Form after work is completed.

4. RESPONSIBILITIES

4.01 The SRC shall be responsible for:

- (a) Coordinating the request with the Mobile Radio Shop.
- (b) Assigning Unit Call Letters from file.
- (c) Reviewing Form SW6163 to assure that only authorized users are approved for each request. Authorized users are covered in Part 5.
- (d) Monitor number of mobile units and pocket receivers in service so as not to exceed number authorized on license.
- (e) Maintaining a current list of all users and dispatch points associated with each Base Station.
- (f) Forwarding a current list of users and dispatch points to each control point.
- (g) Maintaining completed SW6163 for all dispatch consoles and base stations.

- (h) Section 400-531-903SW contains additional SRC responsibilities in connection with Budgeting, Ordering and Maintaining TMRS service.

4.02 The department's ORC shall be responsible for:

- (a) Outlining the Organizational Budget requirements for TMRS equipment and forwarding copies to the SRC and to Support Services.
- (b) Checking all the SW6163 requests for the Organization against the 60C budget requirements.

4.03 The Mobile Shop shall be responsible for:

- (a) Maintaining completed SW6163 requests for two-way and portable radios with the TFM record file.
- (b) Maintaining SW6163 completed requests for pagers in appropriate record file.
- (c) The ordering of all mobile radios, pagers and dispatch consoles on existing systems.

4.04 The user and originator shall be responsible for:

- (a) Operating transmitter in accordance with FCC Rules and Regulations (Part 90, Subpart N) and Section 400-330-002 (Part 5).
- (b) Making transmitter available for annual TFM checks when notified by Mobile Shops.

(e) Immediate notification to SRC of any transfer or change in status of equipment.

(f) Inventory of their own equipment.

5. AUTHORIZED USERS

5.01 It is not feasible to list all of the authorized users by title.

Therefore, the guidelines contained in Section 400-330-002, Part 5, should be followed. The explanation of need on Form SW6163 must conform with these guidelines.

5.02 This equipment shall not be authorized or used for administrative or sales related business activities, nor for the transmission of any common carrier or public correspondence communication.

6. ORDERING INFORMATION

6.01 Form SW6163 is stocked by Western Electric Co. and can be ordered via the Order Invoice Plan (OIP).

EXHIBIT 1

FORM SW6163

 Southwestern Bell 400-531-902SW	TELEPHONE MAINTENANCE RADIO EQUIPMENT REQUEST FOR STATE MOBILE LICENSE _____	SW-6163 (Rev. 7-80)
DIVISION _____ DISTRICT _____ LOCATION _____ VEHICLE NO. _____ ASSIGNED TO _____ TITLE _____ CREW NO. _____ LOCATION CODE _____	INSTALL <input type="checkbox"/> DISC. <input type="checkbox"/> CHANGE <input type="checkbox"/> * 2-WAY MOBILE <input type="checkbox"/> POCKET RECEIVER <input type="checkbox"/> * 2-WAY PORTABLE <input type="checkbox"/> BASE STATION <input type="checkbox"/> DISPATCH UNIT <input type="checkbox"/> CONTROL UNIT <input type="checkbox"/> BASE CALL SIGN _____ UNIT CALL LETTERS _____ PAGE NUMBER _____	
EXPLANATION OF NEED: _____ _____ _____		
SEE REVERSE <input type="checkbox"/>		
* I HAVE REVIEWED THE FCC RULES AND REGULATIONS (PART 90, SUBPART N) AND BSP 400-330-002 (SECTION 5) COVERING THE OPERATING REQUIREMENTS FOR THE USE OF THIS TRANSMITTER.		
_____ (USER)		_____ (DATE)

FRONT

NOTE: THE UNDERSIGNED ARE RESPONSIBLE FOR HAVING THE MOBILE OR PORTABLE RADIO UNIT, IDENTIFIED ON THE REVERSE, RETURNED TO THE MOBILE SHOP FOR YEARLY TRANSMITTER FREQUENCY AND MODULATION MEASUREMENTS AS REQUIRED BY FCC RULES AND REGULATIONS AND BSP REQUIREMENTS.

ORIGINATED BY: _____ <small>Title: _____ (Date)</small>	SEND COMPLETED FORM TO: _____ _____ _____
RESPONSIBILITY CODE: _____	
CONTACT TEL. NO.: _____	
APPROVED: _____ <small>Title: _____ (Date)</small>	
APPROVED: _____ <small>Title: _____ (Date)</small>	
CONCURRED: _____ <small>Dept. Radio Coordinator (Date)</small>	CONCURRED: _____ <small>Network Maintenance Coordinator (Date)</small>
AUTHORIZED: _____ <small>Title: _____</small>	COMPLETED BY: _____ <small>(Date)</small>
ACCOUNT CODE _____	REQUISITION NUMBER _____
REMARKS: _____ _____ _____	

BACK