

TELEPHONE MAINTENANCE RADIO EQUIPMENT
GUIDELINES FOR BUDGETING, ORDERING
AND MAINTAINING

1. GENERAL

1.01 This Section provides guidelines for budgeting, ordering and maintaining Southwestern Bell Telephone Co. equipment associated with the Telephone Maintenance Radio System (TMRS).

1.02 This Section is issued to establish new guidelines and policies to improve the administration of Southwestern Bell TMRS equipment.

2. NETWORK MAINTENANCE RESPONSIBILITIES

2.01 The Division Manager-Network Maintenance (all states except Texas) and the Division Staff Supervisor-Network Maintenance (Texas) will designate a second level management employee on their staff to be the System Radio Coordinator (SRC).

2.02 The SRC will be responsible for:

- (a) Reviewing all TMRS equipment requests (Form 5W6163, Section 400-531-902SW) for all departments.
- (b) Coordinating all proposals for initial systems and additions to existing systems before a Planning Study is prepared.
- (c) Assuring FCC compliance for the TMRS (making annual compliance reviews).
- (d) Maintaining a list of TMRS users.
- (e) Furnishing a list of necessary test equipment, mobile units, pagers, dispatch consoles, etc. to the Transmission Equipment Engineer for new systems or major additions to existing systems.
- (f) Providing completion date on all TMRS estimates to the Transmission Equipment Engineer.
- (g) See Section 400-531-902SW for additional responsibilities.

2.03 Network Maintenance will be responsible for:

- (a) Maintaining TMRS base station transmitters, receivers, control stations, and associated antennas and control consoles.
- (b) All repair costs associated with the equipment contained in Item a.
- (c) Posting all TMRS base station licenses.

2.04 Part 8 of this Section covers the budgeting requirements.

3. SUPPORT SERVICES RESPONSIBILITIES

3.01 The District Material Management organization in each State or Section administrative entity has the responsibility for assuring that approved total 60C budgets (which includes TMRS equipment) for all Departments are not exceeded.

Bell System except under written agreement.

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3.02 A detailed outline of procedures with reference to the 60C budget is provided in Joint Practice 46, Part 3A.

3.03 The Material Management organization is not responsible for tracking Specific Estimates written by Transmission Equipment Engineers.

4. NETWORK PLANNING RESPONSIBILITIES

4.01 The Planning group in each Section is responsible for the preparation of Planning Studies which will be used to justify a TMRS. Anyone can initiate information to the Network Planning group stating their need for a system. However, before a study is prepared the SRC should concur with the need and use of the TMRS equipment.

4.02 Technical requirements to be included in the study are contained Section 400-531-901SW.

5. NETWORK ENGINEERING RESPONSIBILITIES

5.01 The Section FCC Engineering Coordinator will be responsible for FCC license applications and FCC coordination.

5.02 The District Manager-Transmission Engineering will be responsible for:

- (a) The preliminary design of the system for planning study purposes.
- (b) The final design of the system.
- (c) Forwarding final design of the system to the District Manager-Transmission Equipment Engineering.

5.03 The District Manager-Transmission Equipment Engineering is responsible for:

- (a) Preparing all Estimates or Keep Cost orders associated with new systems or additions to existing systems.
- (b) Ordering all equipment associated with the Estimate or Keep Cost order.
- (c) Administering the Estimate until it is closed.
- (d) Administering the records on the transfer or removal of any equipment in an Estimate.

5.04 The Estimate or Keep Cost order will include all costs of:

- (a) Mobile radios, pagers, dispatch consoles, base stations, test equipment, etc.
- (b) Labor for installing base station and associated equipment when installed by other than Telephone Company personnel.

6. BUSINESS/RESIDENCE RESPONSIBILITIES

6.01 Designated mobile shops will be responsible for:

- (a) Ordering all mobile radios, pagers, dispatch consoles, etc. on

existing systems when not associated with an estimate or keep cost order covering a major addition.

- (b) Keeping accurate records on all ordered equipment.

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- (c) Maintaining mobile units and pagers that operate on the TMPS.
- (d) Assuring that all mobile transmitters operate in accordance with Part 90 of the FCC Rules and Regulations
- (e) Posting of all TMRS mobile station licenses.

7. AUTHORIZED USE OF TMRS

7.01 Stations licensed under Part 90 of the FCC Rules and Regulations may transmit only the following types of communication:

- (a) Any communication related directly to the immediate safety-of-life or property (FCC Rules and Regulations, Part 90.405).
- (b) The facilities authorized in this service shall only be used for transmission of communications directly related to the construction, repair, maintenance or operation of communication common carrier facilities. The facilities authorized in this service shall not be used for administrative or other sales related business activities of the licensee, nor for the transmission of any common carrier or public correspondence communication. (FCC Rules and Regulations, Part 90.81).

7.02 Telephone Maintenance Radio Stations are not allowed to transmit:

- (a) Unnecessary, unidentified, and/or superfluous radio communications.
- (b) Communications containing obscene, indecent, or profane words language, or meaning.
- (c) False or deceptive signals or communications.
- (d) Any call letter or signal that has not been assigned by proper authority.

7.03 Telephone Maintenance stations are further prohibited from transmitting communications related to administrative and other non-technical business activities. This includes routine work scheduling and time reporting not associated with installation, construction, maintenance and repair of telephone plant. Communications work related to sales and marketing activities, coin box collection and routine supply functions is not authorized. (Section 400-330-002)

7.04 TMPS Mobile radios are not authorized for company pool vehicles.

8. BUDGETING FOP TMPS

8.01 The following departments and/or groups are authorized to use the TMRS in accordance with the aforementioned FCC Rules and Regulations:

- o Network (Maintenance and Distribution)
- o Business I&M
- o Residence I&M
- o Centralized Services-Support Services only
- o Comptrollers-Computer Maintenance groups only (computers must be

associated with maintaining telephone plant, such as TASC system, etc.)

8.02 Each organizational entity should designate a second level manager

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as Organizational TMRS Coordinator (ORC), who will be responsible for outlining budget requirements for TMPS equipment. The ORC will submit the TMRS budget requirements through the normal lines of Organization for approval and on to the District Material Management organization as outlined in Joint Practice 46 (part 3A). A copy of the organizations TMRS budget requirements and the name of the ORC should be forwarded to the SRC.

8.03 The District Material Management organization in each State or Section administrative entity will administer the approved 60C budget (which includes TMRS equipment) for all Departments. This organization will assure that no purchase request for a particular Department is processed when that Department's budget requirements have been exceeded.

8.04 Purchase orders for 60C items which exceed a Departments total approved 60C budget will not be forwarded to the supplier. These orders will be returned to the "requester."

8.05 A detailed outline of procedures with reference to the 60C budget is provided in Joint Practice 46, Part 3A.

9. ORDERING TMRS EQUIPMENT

A. EXISTING SYSTEMS

9.01 A local mobile shop will be designated by the SRC to order mobile radios and pagers for the existing systems. It is recommended that no more than two mobile shops per section be designated to order equipment.

9.02 The requester of TMRS equipment should use Form SW-6163 as outlined in Section 400-531-902SW for authorization and approval.

9.03 The requester should route Form SW-6163 through the normal lines of organization to the District Manager.

9.04 The District Manager, if he/she approves the request, should then forward this form to the ORC.

9.05 The ORC should check the request against the 60C budget requirements. If the budget has not been exceeded, the form should be forwarded to the requester's Division Manager whose title should be indicated on the SW-6163.

9.06 The Division Manager, if he/she authorizes the request, should then forward the form to the SRC.

9.07 The SRC will be responsible for checking the SW6163 of any TMRS equipment that is ordered (per Section 400-330-002, Part 5) and assigning unit identifiers. If the SRC does not concur with the authorization or

use of the equipment, the form will be returned to the ORC. If the SRC does concur with the request, the form will be forwarded to the local mobile shop which has been designated by the SRC to order the equipment.

9.08 The mobile shop should keep the signed Form SW-6163 on file as outlined in Section 400-531-902SW. Form SW-5078 described in Section 790-100-930SW should be used to order equipment. The order must include the requester's responsibility code, location code and crew number. The mobile shop should then forward the order to the District Material Manager (Building Supplies Supervisor).

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13. NEW SYSTEMS

9.09 Form SW-6163 shall be initiated by each user for requests of all pagers, mobile radios and dispatch/control consoles associated with each new system.

9.10 The SHC will be responsible for coordinating all requests for inclusion into the planning study.

9.11 See Paragraph 5.03 and 5.04 for ordering equipment associated with new system.

9.12 Additional mobile units, pagers, etc., that are required after the Estimate or Keep Cost order has been approved will have to be ordered by the requesting department from their annual 60C budget. See Part 8 for budget requirements for an existing system.

10. FCC LICENSING AND COMPLIANCE

10.01 REQUIREMENTS FOR DEPARTMENTS

10.01 All personnel involved with the maintenance and operation of TMRS's regardless of Department, have the responsibility for full compliance with all applicable FCC Rules and Regulations.

10.02 For complete details on FCC licensing see Joint Practice 46, Part ID.

11. ESTABLISHING CIRCUITS

11.01 Each Department is responsible for initiating concession cards for circuits associated with their dispatch units.

11.02 Network Maintenance is responsible for initiating concession cards for control and alarm circuits.

11.03 Any circuit, except alarms, associated with a particular base station shall have only one circuit identification.

12. DISPATCH POINTS

12.01 Each authorized Department is responsible for the maintenance of its dispatch points and must assure the dispatch points operate in accordance with Part 90 of the FCC Rules and Part 5 of Section

400-300-002 (Refer to section II of this document).

12.02 Operation of the transmitter from dispatch points is permitted only when the control operator at a fixed control point in the system is on duty and at no other time.

13. TRMS EQUIPMENT INVENTORY

13.01 Guidelines contained in Section 742-020-901SW shall be followed for all TRMS equipment transfers, retirements, salvages, etc.

13.02 All pagers, mobile and portable radios and dispatch consoles shall be inventoried by the user.

13.03 All base station transmitters, control stations, receivers and associated antennas and equipment shall be inventoried by the Network Maintenance entity responsible for maintaining the equipment.

13.04 Pagers cannot be taken with any craft or management personnel when a job transfer occurs.

14. REFERENCES:

- o Section 400-300-002 and Addendum 400-300-002SW. "Administration of TMRS."

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- o Section 400-531-901SW "Guidelines For Establishing A TMRS."
- o Section 400-531-902SW "TMRS Equipment Request Form SW-6163."
- o Section V27.703 "Accounting Handbook - Telephone Plant" (Tools).
- o Joint Practice 46-Part ID "Estimate Routine FCC Authorization."
- o FCC Rules and Regulations - Part 90.

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