

IDENTIFICATION CARD AND BUILDING PASS

1. GENERAL

1.01 This section covers the use and issuance of identification cards and building passes, and provides for keeping a record of the cards and passes issued.

1.02 The provisions in this practice are correlated to and shall be performed in conjunction with the provisions in the following Bell System Practices:

Section V62.208 - Admittance to Buildings
Section 770-120-907 - Building Register

1.03 Where the titles used in this practice are not those used in a particular area, the responsibilities shall apply to the employee who has supervision over or who has been assigned to carry out the duties covered herein.

2. IDENTIFICATION CARD AND BUILDING PASS

2.01 The Identification Card and Building Pass, Form S-6285b, is shown in Figure 1 on Page 3. The forms are non-transferable and under no circumstances shall they be used by any person other than the one to whom they are issued.

Building Pass

2.02 The building pass may be used with or without a photograph of the employee to whom they are issued. They shall be issued to employees located in or others requiring access to the buildings listed in Appendix A of Section 770-120-907.

2.03 A building pass, with photograph, shall be issued to employees located in and others who require access to those buildings in which admittance is controlled by guards, watchmen and attendants, and the "Building Register" is maintained.

2.04 A building pass without photograph shall be issued to employees located in and others requiring access to those buildings in which admittance is not controlled by guards, watchman or attendants, but in which the "Building Register" is maintained during "closed" hours.

2.05 A building pass with or without photograph may be issued to employees requiring access to any other important buildings as may be designated by the General Plant Manager.

Identification Card

2.06 The identification card, with photograph shall be issued to employees whose duties require them to be identified when visiting customer premises, defense plants, military establishments or other restricted areas. The extent that identification cards are issued shall be directed by the General Plant Manager.

3. METHOD OF ISSUING IDENTIFICATION CARDS AND BUILDING PASSES - FORM S-6283b

3.01 The District Plant Superintendent shall be responsible for providing identification cards and building passes for employees of all departments in his district. He shall secure his stock of Form S-6283b from the Division Buildings and Supplies Supervisor and shall assist in making necessary arrangements for photographs where required. The following procedures shall be observed:

All Locations

(a) The information for preparing the I.D. Cards and Building Passes shall be furnished the District Plant Superintendent on Form SW-6055,

"Application for Identification Card and Building Pass" Figure 2, Page 3, in duplicate by each departmental supervisor requiring passes for his employees and approved by the district department head. The original shall be forwarded to the District Plant Superintendent and the duplicate retained in the file of the departmental supervisor making the request.

Note: Data regarding verification of American citizenship should be furnished only when Civil Defense or military requirements make it necessary.

(b) The District Plant Superintendent shall type on Form S-6283b all information for the employee shown on the application Form SW-6055. Where a building pass is being issued, show the building or buildings (or other information) to which the employee is to be given access, following the words "Admit to:"

Note: The pass may be used to limit access to certain buildings or to extend it to all buildings as, "To Exchange Buildings", "To Telephone Buildings" or "To All Buildings - Company", "Division" or "-Area". The room number or numbers may also be shown where it is necessary to limit the admittance to definite quarters. Where an identification card is being issued, show "Not Applicable" following the words "Admit To:"

(c) The District Plant Superintendent shall prepare an envelope Form SW-6056 for each I.D. Card or pass showing the employee's name, department, serial number of the I.D. Card or pass and the date.

(d) The I.D. card or pass enclosed in the envelope is forwarded to the supervisor approving the application,

who shall have it signed by the employee in his presence.

Photographic Cards and Passes

(e) Photographs, when required, shall show a front view of the face, without a hat, in 35mm. size (about 1-1/4" x 1-3/4"), and shall be printed on single-weight, glossy paper.

(f) The employee shall enclose the photograph with the I.D. Card or pass in the envelope and forward to the District Plant Superintendent.

(g) The District Plant Superintendent shall affix the photograph, date and sign the I.D. Card or pass and cover both the front and back with a cellulose acetate film and trim the edges.

(h) The Company seal shall be impressed through the cellulose acetate and cover a portion of the picture, if a photograph is attached or the picture space if no photograph is attached, and the signature of both the employee and the District Plant Superintendent.

(i) The District Plant Superintendent shall record the necessary information of the I.D. Card or pass on Form S-6969 "Record of Building Passes" and forward the envelope containing the completed I.D. Card or pass to the departmental supervisor approving the application. The departmental supervisor shall distribute the completed I.D. Card or Pass and file the duplicate copy of application Form SW-6055, the negative if any and the envelope with the employee's personal record.

3.02 Building passes for employees requiring access to buildings in more

than one district, division or area, shall be issued in accordance with the procedures in 3.01 by the supervisors indicated below.

<u>Employees Requiring Access to Bldgs. In More Than One</u>	<u>The Passes Shall be Issued and Signed by</u>
District	Division Bldgs. & Supp. Supv.
Division	Bldgs. & Supp. Supt.
Area	Gen. Bldgs. & Supp. Supv.

3.03 Passes required for access to "All Buildings North and South Texas Areas" may be issued by the Buildings and Supplies Superintendent in either Dallas or Houston. authorizations necessary for issuing such passes shall be specified by the Vice President - Texas.

3.04 Where passes are required for access to the large division or area headquarters building the Building Superintendent

may issue and sign such passes rather than the District Plant Superintendent.

3.05 Identification Cards and Building Passes need not be reissued unless they become worn out, mutilated, lost or have been in use over five (5) years, or the holder is transferred to another district, division, area, etc. If replacements are required, the departmental supervisor shall request the replacement in accordance with 3.01 (a), and shall show on Form SW-6055 the word "Replacement" directly above the form title "Application For Identification and Building Pass". The procedures of 3.01 (b), (d), (e), (f), (g), (h) and (i) shall then be followed.

4. RECORD OF IDENTIFICATION CARDS AND BUILDING PASSES ISSUED

4.01 A record of all I.D. cards and passes issued shall be maintained on Form S-6969, Record of Building Passes.

SOUTHWESTERN BELL TELEPHONE COMPANY
IDENTIFICATION CARD AND BUILDING PASS

NAME: _____

AGE: _____ HGT.: _____ WGT.: _____ **No.G-01529**

HAIR: _____ EYES: _____ SEX: _____

SIGNATURE OF HOLDER _____

U.S.A. CITIZENSHIP VERIFIED DATE _____

ADMIT TO: _____ **VOID**

DATE ISSUED: _____

ISSUED BY: _____

TITLE _____

FORM S-6969-1

Figure 1

SOUTHWESTERN BELL TELEPHONE CO. FORM SW-6055
REV. 9-63

APPLICATION FOR IDENTIFICATION CARD AND BUILDING PASS

To: _____

Please issue Identification Card Building Pass (Scratch one)

Name: _____

Admit to (For Bldg. Pass only) _____

Age _____ Height _____ Weight _____

Hair _____ Eyes _____ Sex _____

Date American Citizenship verified: _____

Application Approved: _____

Title: _____ Date: _____

When issued send to: _____

FOR USE OF OFFICE ISSUING PASS

Date Issued _____ Dept. _____

Negative No. _____ Pass No. _____

Figure 2