

CENTRAL STOCK PLAN  
FOR PLUG-IN UNITS -  
CENTRAL STOCK OPERATION AND PLUG-IN MOVEMENT

1.0 GENERAL

1.01 This section covers the procedures in the acquisition, movement, and disposition of plug-in central office equipment for central stock locations and office entities.

1.02 The Plug-In Coordinator referred to herein is an Engineering Department employee.

1.03 Central stock locations will be assigned individual accounting area numbers and will be considered office entities within themselves. Additions to or retirements from the stock are subject to the same accounting procedures as a working office.

1.04 Stock levels at central stock locations shall be controlled by the Plug-In Equipment Coordinator in the Engineering Department.

1.05 The Plug-In Equipment Coordinator shall maintain a current inventory record of all items in the central stock. Form CPR-1 (Exhibit 1) will be used for this record. This record will reflect any changes in the quantities of plug-in units in central stock including the following:

- (a) Equipment transfers.
- (b) New stock received from the Western Electric Company.
- (c) Movement from central stock to a central office (Like-for-Like exchange).
- (d) Movement from central stock to a repair center.

1.06 All movement of plug-in units in and out of the central stock or central offices will be directed and controlled by the Plug-In Equipment Coordinator.

1.07 All equipment shall be processed as it was inventoried per BSP 002-100-900 SW (i.e., plug-in units transferred to other locations or sent to repair centers must be complete units). Subassemblies must not be combined to form complete units unless so directed by the Plug-In Equipment Coordinator.

1.08 All plug-in units shipped from central stock will have a Form CPR-2 (Exhibit 9) on the outside of the carton. Standby maintenance units shall be tagged with Form CPR-7 (Exhibit 10), and defective units returned to central stock shall be tagged with Form "DEFECTIVE" (Exhibit 11). BSP 002-100-900 SW gives further details on use of these latter two forms.

1.09 Central office locations will obtain replacement of their defective plug-in units from central stock. This replacement will be handled by the Plug-In Equipment Coordinator upon a telephone request from the central office. Such replacements will be on a like-for-like equipment basis. This procedure shall not be used to change to a different type of plug-in unit (e.g., a J-98703 FA N1 Carrier Channel Unit shall not be replaced with a J-98703 AH N1 Carrier Thru Channel Unit).

2.0 PLUG-IN MOVEMENT

Service Requirements

2.01 Transfers of central office plug-in equipment will be made as the needs of the business require upon advice from the

Plug-In Equipment Coordinator. This advice may be verbal but will be confirmed immediately in writing.

2.02 The Plug-In Equipment Coordinator will originate a Material Transfer Report, Form 251 (Exhibit 2) for outward shipment, or Form 252 (Exhibit 3) for inward shipment, to Central Stock. The material transfer will be processed as follows (see Flow Chart, Exhibit 4):

(1) One copy (green) will be retained for the Plug-In Coordinator's file.

(a) Three copies (yellow, blue and white) will be forwarded to the shipping office.

(2) The shipping office will verify the MTR against the equipment being shipped, sign and date MTR.

(a) One copy (yellow) will be retained for the shipping office file.

(b) Two copies (blue and white) will accompany the equipment to the receiving office.

(c) The MTR serial number will be the shipping number to be used on the bill of lading.

(3) Upon receipt of the equipment, the receiving office will verify the equipment against the MTR, sign and date the MTR as "RECEIVED" and forward the white copy to the Building and Equipment Engineer, Attention Plug-In Equipment Coordinator.

(4) Upon receipt of the white copy from the receiving office, the Plug-In Equipment Coordinator will match the green copy in file. The Plug-In Equipment Coordinator will then initiate the paper for Accounting purposes.

#### Like-for-Like Exchange

2.03 When a central office location requires a plug-in unit replaced from central stock, they will notify the Plug-In Equipment

Coordinator giving the complete information of the unit to be replaced; i.e., complete drawing number and list number.

2.04 The Plug-In Equipment Coordinator will originate the Like-for-Like Exchange Form 250 (Exhibit 6) to be used in the shipment of replacing plug-in equipment, and forward to the central stock personnel. The Like-for-Like form will be processed as follows:

(1) One copy (green) will be retained for the Plug-In Coordinator's file.

(a) Three copies (yellow, blue, and white) will be forwarded to the central stock.

(2) The central stock personnel will obtain equipment covered by Like-for-Like form and prepare for shipment. Sign Like-for-Like form.

(a) One copy (yellow) will be retained for central stock files.

(b) Two copies (blue and white) will accompany the equipment to the receiving office.

(3) Upon receipt of the equipment, the receiving office will verify the equipment against the Like-for-Like form and sign as received. One copy (blue) will be retained by the receiving office for their files. One copy (white) will accompany the defective equipment back to the central stock location.

(4) Upon receipt of the defective equipment, the central stock personnel will verify equipment received against yellow copy of Like-for-Like form on file and return the white copy to the Plug-In Coordinator who will then close the file on this transaction.

#### 3.0 DEFECTIVE EQUIPMENT

3.01 All defective equipment will be returned to the central stock location for disposition by the Plug-In Equipment Coordinator.

3.02 The Plug-In Equipment Coordinator and his staff will determine the equipment to be repaired by the Telephone Company Plant Department or the Western Electric Company. They will also prepare the repair and return requisition (Exhibit 7) for billable items to the Western Electric Company, and the Returned Material Notices (Exhibit 8) for those items covered by Engineering Complaints.

#### 4.0 PACKING MATERIAL FOR SHIPMENT

4.01 All plug-in units shipped from central office to central stock will have a Form CPR-2 (Exhibit 9) on the outside of the carton. This is an equipment identification tag. These forms will be furnished by the Plug-In Equipment Coordinator at the same time as the MTR.

4.02 All equipment to be shipped should be carefully packed to prevent damage. This is the responsibility of the shipping office.

4.03 Cartons, packing material and all necessary forms may be obtained from the Plug-In Equipment Coordinator.

#### 5.0 TIME AND EXPENSES

5.01 Time and expense of the central stock personnel will be chargeable to Account Code 17M.

5.02 Rents for quarters used for central stocks should be charged to Account 671-01, Operating Rents.

5.03 Time and expense of Plant labor and transportation charges in connection with the removal of a plug-in unit on a "C" to "C" transfer is chargeable to the appropriate sub-account of Account 604-07 (i.e., 17M, 57M, 357M, etc.).

5.04 Time and expense of Plant labor and transportation charges in connection with a Like-for-Like exchange of a defective unit is chargeable to the appropriate sub-account of Account 604-01 (i.e., 17R, 57R, 357R, etc.).

5.05 Plant labor charges in connection with the installation of plug-in units other than those associated with Like-for-Like exchanges will be charged to the appropriate sub-account of Account 221 (i.e., 57C, 57TC, 257TC, etc.). These charges should be reported under the annual estimate, specially written by the Engineering Department, to cover plug-in unit "other costs" only (i.e., Engineering and Plant labor charges).

6.0 REPRESENTATIVE LIST OF PLUG-IN EQUIPMENT  
KEPT IN CENTRAL STOCK

REPEATERS (voice frequency)

E2 (J-98612)  
 E3 (J-98612)  
 E6 (J-99253)  
 E7 (J-99271)  
 Disabler (J-99253L)  
 Network (830 A, B, C)  
 (831)

REPEATERS (carrier)

N2 (J-99321 AA)  
 (J-99321 AB)  
 (J-99321 AC)  
 (J-99321 K)  
 (J-99321 L)  
 (J-99321 A)  
 N1 (J-98703)  
 T1 (201)  
 (205)  
 (206)

CARRIER

O (J-98705)  
 ON (J-98706)  
 N1 (J-98703)  
 43A1 (J-70112)  
 N2 (J-99272 & J-87216)  
 N3 (J-99300 & J-87245A)  
 T-1 (J-98710)  
 (J-98711)  
 (J-98713)  
 T-1 (J-86498)  
 (4019 Nets)  
 (4020 Nets)

FILTERS

O (530 Type)  
 (531 Type)  
 N3 (654 Type)  
 (659 Type)  
 Span Pads (49 Type)  
 (54 Type)  
 Equalizers (391 Type)

SIGNALING UNITS

E Type (J-98613)  
 (J-98618)

VOICE FREQUENCY

Amps (227)  
 Equalizer (359)  
 Term. Sets (1 Type)  
 Networks (849)  
 V3 (J-68647A)

EXHIBIT 1

CENTRAL STOCK PLUG-IN EQUIPMENT RECORD														
SW BELL TEL. CO.												FORM CPR-1		
				PLUG-IN NO. _____ LIST, GRP. OR CH. _____ (J,ED,KS,ETC.)								CARD NO. _____		
				DESCRIPTION _____								P.R.NO. _____		
EXCHANGE				REPAIR				CHANGES IN STOCK						
LOCATION TO OR FROM	TAG NO.	DATE OUT	DATE IN	SWB		WECO		ADDITIONS & DEDUCTIONS			MVMT		BAL.	
				DATE OUT	DATE IN	DATE OUT	DATE IN	REFERENCE	DATE	QUAN.	OUT	IN		
MAXIMUM BAL				MINIMUM BAL										

EXHIBIT 2

SOUTHWESTERN BELL  
TELEPHONE COMPANY

MATERIAL TRANSFER REPORT  
(MTR)  
PLUG IN EQUIPMENT

FORM 251 (12-69)

PAGE \_\_\_\_ OF \_\_\_\_

SHIP TO:	SHIP FROM:  ARKANSAS CENTRAL STOCK 120 WEST 8TH STREET LITTLE ROCK, ARKANSAS 72201
BILL OF LADING NUMBER _____  SHIPPED VIA _____  DATE SHIPPED _____ TIME _____	HOLD FOR _____ TCO _____  RECEIVED BY _____  DATE RECEIVED _____ TIME _____ NOTE: CHECK SHIPMENT AND NOTE ON BILL OF LADING ANY DAMAGE OR MISSING BOXES. CALL 376-5577 AND REPORT ANY PROBLEM.

TR CD		MTR NUMBER						TO AREA NUMBER						CHARGE PLANT LABOR TO:		SHIP BY
1	2	3	4	5	6	7	8	9	10	11	12	ESTIMATE	ACCOUNT(S)			

PR NUMBER		ACCT CODE				UNITS			DRAWING OR EQUIVALENT						LOC.*						
13	14	15	16	17	18	19	20	21	22	23	24	25	26	←—————→						43	CODE

ORIGINATED BY _____  APPROVED BY _____ (TITLE) _____ DATE _____	* DO NOT KEY PUNCH COL. 22 1→C, 2→TC  WHITE ACCOUNTING→ENGINEERING BLUE CENTRAL OFFICE YELLOW CENTRAL STOCK GREEN CS→CO→PIEC
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EXHIBIT 3

FORM 252 (12-69)

SOUTHWESTERN BELL  
TELEPHONE COMPANY

MATERIAL TRANSFER REPORT  
(MTR)  
PLUG IN EQUIPMENT

PAGE \_\_\_\_\_ OF \_\_\_\_\_

TRANSFERRED TO: ARKANSAS CENTRAL STOCK, 120 WEST 8TH STREET, LITTLE ROCK, ARKANSAS 72201

FROM:

TR CD	MTR NUMBER	FROM AREA NUMBER
1	3 4 5 6 7	8 9 10 11 12

PR NUMBER	ACCT CODE	UNITS	DRAWING OR EQUIVALENT	DIRECT MAT'L COST	IN PLACE COST	YEAR
13 14 15 16 17 18	1920 2122	23 2425 26		43 44	5051	5788 59

ORIGINATED BY \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

(TITLE)

0 → ZERO     COL. 13 F → FORCE

β → LETTER "0"     COL. 22 1 → C

2 → TC

EXHIBIT 4

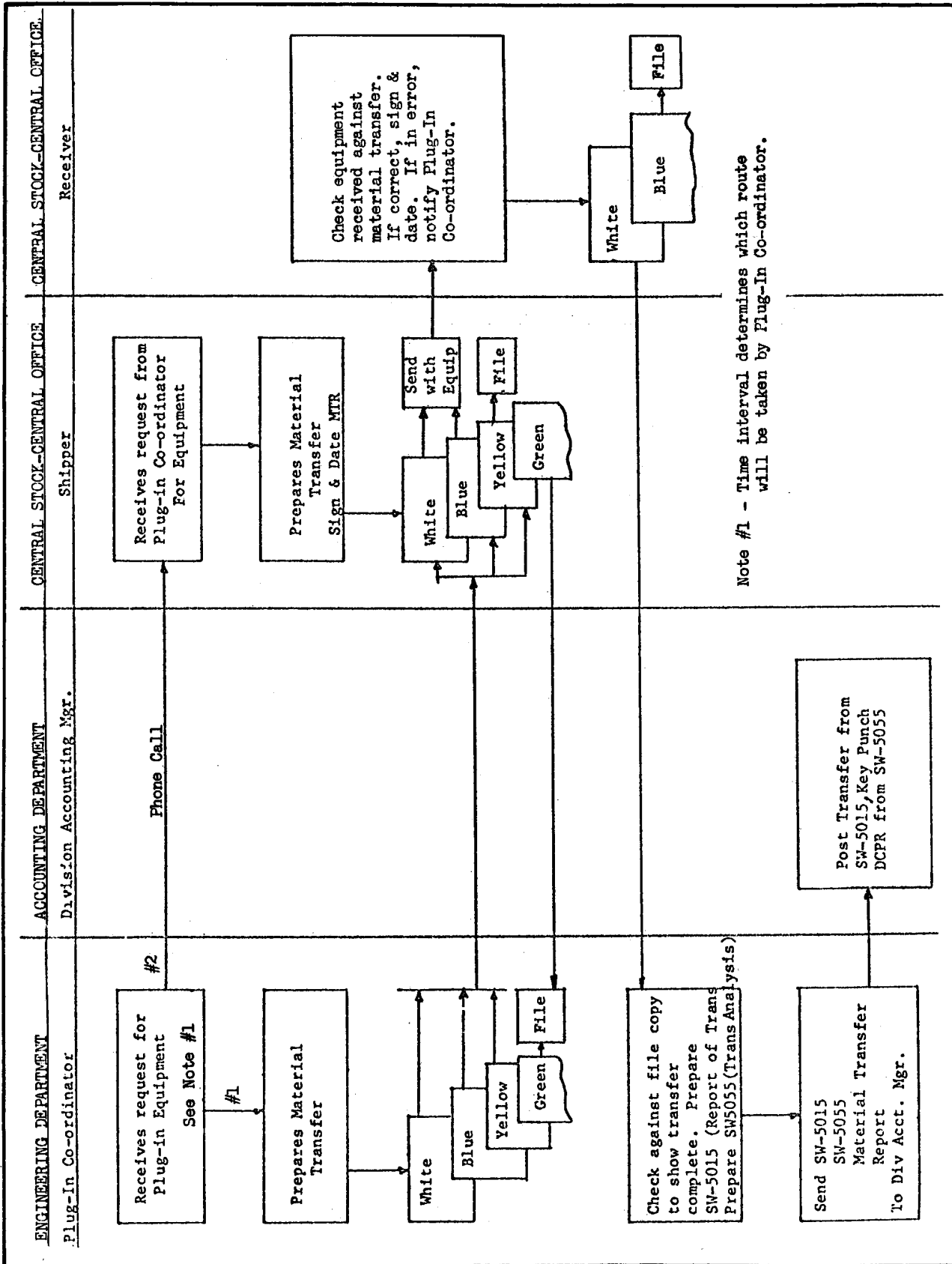






EXHIBIT 6

FORM 250(11-69)

SOUTHWESTERN BELL  
TELEPHONE COMPANY

FORM 250 (11-69)

EXCHANGE NUMBER \_\_\_\_\_

LIKE-FOR-LIKE EXCHANGE \*  
DEFECTIVE  
PLUG IN UNITS

SHIP TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FROM:

ARKANSAS CENTRAL STOCK  
120 WEST 8TH STREET  
LITTLE ROCK, ARKANSAS 72201  
PHONE: 376-5577 (PIEC)

ITEM	SPEC	QUANTITY	TYPE UNIT
1			
2			
3			
4			

BILL OF LADING \_\_\_\_\_

SHIPPED VIA \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

RETURN DEFECTIVE ITEM(S) TO:

ARKANSAS CENTRAL STOCK  
120 WEST 8TH STREET  
LITTLE ROCK, ARKANSAS 72201

FROM:

OFFICE \_\_\_\_\_  
TOWN \_\_\_\_\_  
NAME \_\_\_\_\_

ITEM	SPEC	QUANTITY	TYPE UNIT
1			
2			
3			
4			

SHIPPED VIA \_\_\_\_\_ DATE \_\_\_\_\_ BILL OF LADING: \_\_\_\_\_

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

COPIES FOR: WHITE RETURN WITH DEFECTIVE UNITS TO CENTRAL STOCK  
BLUE CENTRAL OFFICE  
YELLOW CENTRAL STOCK  
GREEN PIEC FILE - ENGINEERING

\*CHARGE PLANT LABOR TO ACCOUNT CODE \_\_\_\_\_

EXHIBIT 7

SUPPLIES REQUISITION

FORM 5-6265a  
(Rev. 7-59)

DATE PREPARED 5-13-69

THIS REQUISITION CONTAINS 1 SHEETS, THIS SHEET BEING NO. 1

IF PACKING SLIP-RECEIPT IS TO BE SENT WITH SUPPLIES CHECK HERE

W. E. CO. NO.

TEL. CO. NO.

45-4-00119

IF PACKING SLIP-RECEIPT IS TO BE MAILED, SHOW MAILING ADDRESS BELOW

SOUTHWESTERN BELL TELEPHONE CO.

Engineering Dept. Rm. 610  
707 N. Robinson  
Okla. City, Okla. 73102

SHOW TITLE, STREET ADDRESS, CITY AND STATE

SHIP TO

SOUTHWESTERN BELL TELEPHONE CO.

Engineering Dept. Rm. 610  
707 N. Robinson  
Okla. City, Okla. 73102

SHOW TITLE, STREET ADDRESS, CITY AND STATE

SHIP VIA \_\_\_\_\_ DATE REQUIRED AT DESTINATION \_\_\_\_\_ SHIPPED VIA & DATE \_\_\_\_\_

W. E. CO. EDIT.	ARTICLE	ACCOUNT CHARGEABLE	QUANTITY ORDERED	ORD. UNIT	ORDERING GROUP CODE	
					CLASS "C"	NEW
	REPAIR AND RETURN					
1						
2	J-87245A-1, L-1, Pwr. Supp.		2	@		
3	J-99300AD-1, L-3, Grp. Mod.		1	@		
4	J-99300AK-1, L-2, Alm. & Rest.		2	@		
5	J-99300AB-1, L-14, Modem		3	@		
6	J-99300AB-1, L-1, Modem		1	@		
7	J-99300AA-2, L-4, Comp.		1	@		
8	J-99300AS-1, L-4, Freq. Corr.		1	@		
9	J-99300AC-1, L-1, Dbl. Ch. Req.		2	@		
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Order Correctly - Pre Order Neatly - Use Ball Point Pen or #3 Pencil - Print or Type Instead of Write - Use Hard Pencil - ORIGINAL - DETAIL RECORD OF SHIPMENT - NEW MATERIAL SHIPPED FROM W. E. CO. STOCK.

SIGNED: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE \_\_\_\_\_ TITLE \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE \_\_\_\_\_ TITLE \_\_\_\_\_

DATE \_\_\_\_\_ TITLE (SUPL. REPR.) (BLDGS. & SUPL. SUPT.)

FOR W. E. CO. C T N B X C O I L P K G B D L M S C W T

DO NOT WRITE IN THIS SPACE

FORM S-5033a  
(REV. 8-63)

**SOUTHWESTERN BELL TELEPHONE COMPANY  
RETURNED MATERIAL NOTICE**

9501 West 67th Street  
Merriam, Kansas  
Oklahoma Central Stock  
Mistletoe Express

PACKED IN  
BOXES 1 BUNDLES AREA NO. R-0041  
COILS

THIS R.M.N. CONTAINS 1 PAGES, PAGE NO. 1  
REFERENCE NUMBER 4-00121.1

FORWARD TO W. E. CO.  
RETURN TO TEL. CO. - ORIG.

TO WESTERN ELECTRIC CO. AT Merriam, Kansas  
FROM Oklahoma Central Stock  
DATE SHIPPED Mistletoe Express  
AND VIA

FOR USE OF EMPLOYEE PREPARING FORM		FOR USE OF W. E. CO.				FOR EMPLOYEE PREPARING FORM		FOR USE OF DISB. AUD.	
Prei. Class.	NAME AND DESCRIPTION OF ITEM	Quant.	Unit	Price	Amount	Account or Code to be Credited	EST. NO.	ACCT. CODE	VALUE IN SUPPLIES
	Special Handling (FHB Signaling Unit J-98613DE-1, L-1, B, C, D, E) Mfg. date 11-68. Repair and return. No charge per E. C. 131800.	G	1						
	Special Handling (FHB Signaling Unit J-98613DE-1, L-1, B, C, D, E) Mfg. date 11-68. Repair and return. No charge per E. C. 131800.	G	1						
	Special Handling (ECS Signaling Unit J-98613CY-1, L-1) Mfg. date 11-68. Repair and return. No charge per E. C. 131800.	G	1						

SIGNED: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE \_\_\_\_\_

(ENGINEERING DEPT.)

REASON FOR RETURN  
 RECEIVED IN ERROR  
 DEFECTIVE

MATERIAL RECEIVED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
 MATERIAL CLASSIFIED BY: \_\_\_\_\_ DATE \_\_\_\_\_

JUNK CAR NO. \_\_\_\_\_  
 R.M.R. NO. \_\_\_\_\_

EXHIBIT 9

**PLUG-IN EQUIPMENT** FORM CPR 2

Description \_\_\_\_\_

J or ED No. \_\_\_\_\_

List and/or Chan. No. \_\_\_\_\_

EXHIBIT 10

Form CPR-7  
**STAND-BY  
MAINTENANCE  
UNIT**  
Maintaining Office

EXHIBIT 11

**DEFECTIVE**

\_\_\_\_\_