

## TELEVISION TRANSMISSION

### ORDERS FOR SERVICE

CONTENTS	PAGE
1. GENERAL . . . . .	1
2. DEFINITIONS . . . . .	1
3. ABBREVIATIONS . . . . .	2
4. DESCRIPTION AND USE OF UNIVERSAL SYSTEM SERVICE ORDERS . . . . .	3
5. SERVICE ORDER SUPPLEMENTS . . . . .	7
6. DISTRIBUTION OF UNIVERSAL SYSTEM SERVICE ORDERS . . . . .	7
7. INFORMAL SERVICE ORDERS . . . . .	8
8. SERVICE INQUIRY . . . . .	8
9. OPERATION ORDERS . . . . .	9
GENERAL . . . . .	9
TYPE OF OPERATION ORDERS . . . . .	9
NUMBERING SYSTEM . . . . .	10
FORMAT OF OPERATION ORDERS . . . . .	10
SUPPLEMENTARY OPERATION ORDERS . . . . .	10
DETAILS OF OPERATION ORDERS . . . . .	11
10. CONFLICTS . . . . .	12
11. PRICING DIAGRAMS . . . . .	13
12. CONVERSION OF PRICE ROUTINGS TO PLANT ROUTINGS . . . . .	13

#### 1. GENERAL

- 1.01** This issue contains information for the handling and use of Universal System Service

Orders (USSO), Informal Service Orders, and Customer Operation Orders.

**1.02** This section describes orders for television services and their use. Television service as used in this section includes both video and audio transmission.

**1.03** As used in this section, "Operating Company" refers to the Bell System Operating Companies other than Long Lines.

**1.04** If there is any question of the accuracy or intent of an order, the office receiving a USSO should contact its Subcontrol, Control, or Plant Control Office, whichever is applicable. All questions regarding operation orders should be referred to the Network Control Office for clarification.

**1.05** Testrooms should not convey service messages between stations and customers; neither should testrooms discuss tariff rates or availability of permanent circuit with customers.

**1.06** Priority classifications, established by the Office of Telecommunication Policy, may be applied to television services. Where applicable, such priority will be shown on the USSO under RMK. (See Part 4.)

**1.07** Serving Television Operating Centers (STOCs) and Television Facility Test Points (TFTPs) referred to in this section are described in Section 318-003-000. The Facility Management Center—Television (FMC-TV) is described in Section 318-012-010.

#### 2. DEFINITIONS

**2.01 *Formal Service Orders:*** This is a customer request for service and is formal authorization for furnishing the service shown therein. Service orders, in addition to indicating the ordered service, will also identify the customers local channels to

be used. (See 4.25.) Listed below are types of formal service orders:

- (a) Service orders which have been issued by Sales Offices. See Part 4 for a description of these orders.
- (b) Operation orders issued by a customer or Sales Office for network and station operations. See Part 9 for a description of these orders.

**2.02 *Informal Orders:*** This is a service order, issued to a testroom via other than the usual channels to authorize the furnishing of a one-time service. Because of lack of time or other abnormal conditions, this service can not be ordered by a formal service order. Any order received verbally should be repeated back to the sender to check for accuracy.

**2.03 *Confirming Order:*** This is a formal service order issued to the field, by a Sales Office or a Network Customer (operation order), to confirm any informal order issued by a testroom. Confirming orders will carry the abbreviation "CIO" (Confirming Informal Order).

**2.04 *Full-Time Television Service:*** This is television service furnished by assigning a video and audio facility for a customer's use during the period indicated by the authorizing service order.

**2.05 *Part-Time (Occasional) Television Service:*** This is television service authorized by an order for a single period or recurring periods to a station or a group of stations.

**2.06 *Monitoring Service:*** When a switch is scheduled at an approximate time on receipt of a cue from a designated source, the office to perform the switch will monitor the designated source for receipt of the cue.

**2.07 *Plant Control Office (PCO):*** This office is responsible for the provision and operation of a part-time service. It is necessary that the Plant Control Office for each service order be clearly indicated for proper reference of questions.

### 3. ABBREVIATIONS

**3.01** The following abbreviations and code words are used in television service orders and operation orders:

ASAP—As soon as possible

CIO—Confirming informal order

COB—Close of business

DELIN—Furnish a Type 6002 circuit

EFF—Effective

EX—Except

FABLE—Furnish a Type 6004 circuit

FEBAK—Furnish feedback service

FIFER—Reversal of a local channel or equipment accomplished in a 15-minute period immediately preceding the service period and restored during the 15-minute period immediately following the service period.

FURN TEMPY—Furnish temporary service

GN—Good night

INO—In and out of

LC—Local channels (Customer may refer to this as loops, abbreviated LP.)

NORM—Normal source

NR—Not required

NSA—No service available

OCCL—Occasional

OOB—Opening of business

OOS—Operations orders

OTO—One time only

OVS—Overseas service

OVS-TV—Satellite Television Service

PEGAD—Permission is granted to add

PROVE—Furnish a Type 6001 circuit

REV—Reverse, reversed, or reversal

SPL—Special facilities

STA—Station

SUPP—Supplement

SWS—Switches

TBA—"To be announced." Used when cue is not immediately available but will be supplied as soon as possible.

TEVO—Furnish video service

UFN—Until further notice

VANDA—Furnish video and audio service.

**3.02** For customer, Sales, and Plant operating reasons, coded designations called Billing Sections are given to network sections. After consultation with the customer and the Plant General Control Office, these Billing Section designations are assigned by the originating Sales Office, through the issuance of a USSO which specifies the code designation.

**Example:** TAC—NBC Television Audio Line from New York to Chicago

**Example:** NVCG—NBC Television Video Line from New York to Chicago.

#### **4. DESCRIPTION AND USE OF UNIVERSAL SYSTEM SERVICE ORDERS**

**4.01** The following will be authorized by universal system service orders:

- (a) Local channel installations, changes, or removals.
- (b) Monthly television network services.
- (c) Part-time (occasional) television services not authorized by operation orders. (See 9.02.)

(d) Rearrangements of monthly contract facilities.

**4.02** Conflicts, questions of accuracy, customer contacts, and conflicts between service order details and the customer's requirements should be referred, via the service order Plant Control Office, to the originating Sales Office.

**4.03** Unless otherwise indicated, television USSOs are to be issued in accordance with the BSC (Broadcast Service Coordination Plan). The headings and a brief description are in the following paragraphs. See Table A.

**4.04 *Addressee ADNet Code Line:*** The ADNet codes of all service locations, control offices, and other offices which need this service order will be listed. An Operating Company or Long Lines Sales Office which may have to issue another order as a result of this USSO will also be coded.

**4.05 *ORG:*** The Originating Sales Office ADNet code and the city represented by this code will be listed here.

**Example:** LYS 140 NEW YORK NY

**4.06 *STS (Status):*** This line would be used if a status report is to be made to an office other than the originating office.

**4.07 *APP (Application Date):*** This is the date a firm order was accepted from the customer. The complete date must be entered here (month, day, and year).

**4.08 *CS:*** A "Class of Service" code identifies the nature and/or use of service and the grade of service. The class of service entered here applies to the overall order.

**4.09 *DD (Due Date):*** This line specifies the exact date and time when the customer expects the service to be provided. The time period indicated for each service will be in current local time.

- (a) ***Part-Time (Occasional):*** Orders involving more than one date and/or time will show the starting "date and time" and will indicate "see RMK." The various dates and/or times will be listed under the RMK (remarks) section.

TABLE A

LEA10	LYO263	LSS100	LCO553	LCO360	LCO465	LCS100
CBI355	LSO505	LSO105	LCO560	SCB200		

ORG LSS100 ATLANTGA  
 STS COMPLN LSS100 LEA10  
 APP 8-19-74  
 CS 1TVAE  
 DD 9-15-74, 400PM-GN EDST SEE RMKS

## ---CTL

USSO N3315-3552-00  
 CKT TV7001  
 NCD XN  
 PCO NEWYRKNY  
 ACO WASHTNDC  
 SLSN HELEN PATRICK  
 /CTN 401-872-3400/

## ---BILL

SB INTEREXCHANGE CHANNEL DETAILS  
 1L2BW/DES IXC 7001 1  
 FROM CKL 1 TO 2  
 MBN 00000  
 CCN WLKY-TV  
 CCL 1817 MELLGATE AVE.  
 LOUISVILLE KY  
 CON KEN TAYLOR  
 /CTN 502-983-6372/

## ---RMKS

RMS FURN TEMPY SVC  
 SVC 9-15-74, 400PM-GN EDST  
 /APX 700PM/  
 SVC ICW CINCINNATI REDS BASEBALL

## ---S &amp; E

-MORE-

(b) **Full-Time (Monthly):** There are two types of "Monthly" orders.

would be shown as follows, 11-15-71 through 02-10-72.

(1) Monthly orders which are ordered for a specified period. An example of this would be during the basketball season and

(2) Monthly orders that have a specific start date and are to remain in effect for an indefinite period.

TABLE A (Cont)

2	ORG	LSS100	USSO	3315-3552-00
CKL	001	CINCINNATI,	OHIO	
SN		TELCO		
SA		NR		
CON		NR		
I	01	1L2BW/DES	IXC 7001	OCCL
		FROM	SPECIAL FAX OF	
		WLWT-TV/CINCINNATI		
		REDS	BASEBALL/TO	CKL 002
CKL	002	LOUISVILLE,	KY	
SN		WLKY-TV/ABC/		
SA		NR		
CON		KEN TAYLOR		
		/CTN	502-983-6372/	
BI		WLKY-TV	TO OBTAIN NET RELEASE	
		TO	USE ABC REC LC AND STN CON	
SM		D.S.	DUSENBURY	

**Example:** 05-05-71 AND DLY UFN.

**4.10 RO (Related Order Number):** This line is for other USSO numbers for services which are directly related to this USSO.

**4.11 USSO (Universal System Service Order Number):** This line is composed of an order-type identification code and a 3-segment number and is assigned by the Sales Office originating the order. The USSO number may also have a suffix assigned.

- (a) The four order-type identification codes used by Long Lines are (N) New Connect, (D) Complete Disconnect, (C) Change, and (R) Record. This last code (R) is used on orders making changes in departmental records where no physical plant work is involved.
- (b) The first four digits identify the originating Sales Office.
- (c) The second set of four digits is the serial number. They start with 0001 through 9999.
- (d) The third segment is always "00" on audio and television USSO.

- (e) When confirming an informal order or supplementing an existing order, a suffix will be used.

**4.12 CKT (Circuit Number):** This line indicates the type of service to be furnished.

**Example:** TV 7001

**4.13 NCD (Negotiated Critical Dates):** This line does not apply to audio or television service and "XN" will appear after "NCD."

**4.14 PTD (Plant Test Date):** All orders involving installations of local channels or temporary IXC facilities require a testing date at least one working day prior to the due date (DD). That date will appear after PTD.

**4.15 PCO (Plant Control Office):** In television service orders, only one of the six Control Offices, in whose control territory the service is to be provided, will be assigned PCO. If the service involves two or more control territories, New York will be assigned as PCO. For audio service less than 5 kHz, the PCO will be the program operating center nearest the transmitting location or the point of connection with Long Lines facilities. If a television PCO is a service point

on the USSO, that office should be assigned as PCO. Advance arrangements should be made by the PCO for the following.

- (a) Assignment of suitable facilities when required. See Sections 318-010-302 and 318-012-010.
- (b) Inform STOCs of facilities assignments.
- (c) Inform other STOCs and/or TFTP's when it is necessary to delegate lineups and subcontrol duties to them.

**4.16 ECO (Engineering Control Office):** The New York Long Lines Broadcasting Service Group is responsible for any engineering required. The USSOs requiring engineering should be addressed to BSG (LYS 131). An exception to this is service involving PBS, NPR, and VOA networks. These orders should be directed to Washington Customer Service Manager (LES 66).

**4.17 ACO (Accounting Control Office):** This heading is for the Accounting office that is to receive reports, described in Section 318-001-010, from the office indicated as PCO in the USSO.

**4.18 SLSN (Salesman Name) / CTN (Salesman Telephone Number):** This is the name and telephone number of the person to whom questions about the order should be directed.

**4.19 SB (Special Billing Instructions):** This line is for special billing instructions or for the notation of any special construction charges accepted by the customer. The interexchange channel details will be listed.

**Example:** 1L1BW IXC 7001

**Example:** From CKL1 through CKL4

**4.20 MBN (Master Billing Number):** This entry is on all USSOs and is for billing purposes only.

**4.21 CCN (Contracting Customer Name):** The name of the customer ordering the service is on this line.

**4.22 CCL (Contracting Customer Address):** The address of the customer ordering the service is on this line.

**4.23 CON (Contact) / CTN (Contact Telephone Number):** The name and telephone number of the person who authorized the order for service is listed on this line.

**4.24 RMK (Remarks Section):** This section has additional information needed to clarify the order or to assist in the overall coordination. Examples of this type of assistance are:

- (a) Cross reference to an inquiry
- (b) Notation that the service being ordered supersedes an existing service
- (c) Description of the event being covered (ICW TV NEWS).

**4.25 S&E (Service and Equipment Section):** This section describes in detail the service location(s) and the services to be provided, changed, or discontinued for each location. The details outlining each circuit location will be in the following sequence.

- (a) **CKL (Circuit Location):** This entry is composed of a circuit location numeric identifier (001, 002, 003, etc.) followed by the service location (city and state).
- (b) **ICO (Independent Company):** If the location is in the territory of an Independent (non-Bell) Telephone Company, the name of the Company would be listed here.
- (c) **SN (Service Name):** The commonly known name of the location would be listed here.
- (d) **SA (Service Address):** If available, the street address of the location will be shown. A more specific location will be given in case of installation of local channels.
- (e) **CON (Customer Contact) / CTN (Contact's telephone number):** The name and/or title of a person who will be available at the location or who can arrange access, if necessary.
- (f) **Ordering Grid:** This section will describe the service for each CKL. Local channels, station connections, switches, Pegads, and instructions to local Operating Companies will be ordered under the proper service location.

**4.26** For a local channel installation, an action code will be used if any activity is to take place. The following are the action codes.

- (a) **I (Install):** To be used for new installation.
- (b) **O (Out):** To be used for loop disconnect or removals.
- (c) **C (Change):** This code shows that the quality of a local channel is to be changed.
- (d) **T (To):** This code is used in combination with code (C) and will show what change is to take place.

**Example:** C'11LGRJ/DES MLC NE REC

**Example:** T11LG5J/DES MLC 5kHz REC

The action code is not needed where an existing local channel is used. Where the use of an existing local channel is desired, it will be identified by giving the number of the service order that installed the local channel or by other suitable designations.

**Note:** Proper tagging of a newly installed local channel at a remote location is required to insure that the customer will be able to identify his own local channel.

## 5. SERVICE ORDER SUPPLEMENTS

- 5.01** Supplements are issued to modify, correct, or cancel active USSOs.
- 5.02** Supplements will be issued bearing the same number as the original USSO but followed by a letter of the alphabet. The letter "X" will not be used, as it is reserved to designate resends.
- 5.03** When the entire USSO is being cancelled, the letters "CAN" will follow the supplement's letter.
- 5.04** Changes in existing monthly contact network services will be authorized by a new service order rather than by supplements.
- 5.05** In general, changes for part-time (occasional) service orders, which have not been completed in their entirety, will be ordered on a supplement.

**5.06** When a supplement adds or deletes dates on a recurring part-time (occasional) order, the supplement will also specify where the dates changes fall in relation to the previous schedule.

**5.07** Where the need for a supplement is such that it might confuse the original order or be excessively lengthy, the supplement will cover all of the information of the original order including changes, additions, or corrections. This supplement will supersede the original service order and any preceding supplements and will so state under the "RMKS" section.

## 6. DISTRIBUTION OF UNIVERSAL SYSTEM SERVICE ORDERS

**6.01** Service orders prepared and issued by Sales Offices will be coded for distribution to all persons concerned.

**6.02** Persons concerned may include the following, depending on the type of order:

- (a) Plant (TFTP, STOC, and PCO)
- (b) Sales Offices
- (c) Engineering Departments (BSG in New York or CSM in Wash.)
- (d) Accounting Department (all cases).

**6.03** For those points not listed in the Service Order Directory, an order will be sent to the District Operation Manager in whose territory that point is located. The Manager will then forward the service order to those in his territory who are involved. Similarly, the District Operation Manager, who serves as normal contact with an Operating Company (or foreign or Independent Telephone Company via wire line), will be responsible for forwarding the order to that Company. The PT&T Company and the Canadian Operating Companies are exceptions since they are included in the direct distribution.

**6.04** An office which has not received an order which it needs can request a resend from the Sales Office which originated the service order. (See 4.05, 4.11, and 4.18.)

**6.05** It is the responsibility of the STOC to determine distribution of orders in his

territory. Changes to the existing practice are made by requesting their District Operation Manager to change the Service Order Directory.

## **7. INFORMAL SERVICE ORDERS**

**7.01** When there is not sufficient time to issue formal service orders through the normal channels, the originating Sales Office may transmit orders informally to the testroom in the city where the originating Sales Office is located. The transmittal may be done either directly or through the District Operation Manager's office, depending upon the arrangements established locally.

**7.02** At the close of each Sales business day, each Sales Office issuing television service orders will inform the testroom, in that city, of the next order number to be assigned to a customer. Sales may designate a block of numbers to be used by the testroom for this purpose. The testroom should assign an order number, in sequence, to each order received and keep a record of the number assigned. The next business day the testroom should notify Sales of the number assigned.

**7.03** When Sales Offices are not covered, testrooms will accept and execute orders for occasional service up to 12 noon (or as agreed to with the local Sales Office) of the next business day. Orders for occasional service are subject to the availability of the needed facilities and equipment.

**7.04** STOCs should keep a list of names and home telephone numbers of Sales employees who may be called at home to obtain approval for orders when necessary. The Sales Offices will advise testrooms if there are any customers from whom informal orders should not be accepted. (This information should not be given to the customer. Refer the customer to Sales personnel.) Unless prior approval has been given, all informal orders received from other than established customers should be referred to a Sales representative for approval.

**7.05** An informal order should be issued to all offices concerned in accordance with the following.

- (a) For customers using daily operation orders, the order should be issued in the form of an operation order or a supplement to an operation order. (See Part 9.)

- (b) For customers using service orders, an informal order should be issued in the form of a service order using a Sales service order number.

- (c) Two copies of each informal service order or operation order should be sent to the responsible Sales Office.

**7.06** Generally, one customer may not authorize connection of his facilities to the facilities of a second customer without concurrence of the second customer. In all cases, unless the testroom concerned has received service restrictions, such requests should be handled on the assumption that concurrence has been obtained by the ordering customer. Such requests should be referred to Sales personnel.

**7.07** Normally, a station may not authorize a change of a service for which the station is not the customer. When such a request is received, the station should be told to contact the customer. If no order has been received by service time, the STOC should take no action.

**7.08** Permanent changes to existing monthly networks will not be made by informal orders. Orders for such services should be preceded by inquiries. (See Part 8.)

**7.09** A written record should be made of customer's informal orders. This record should include the time and date that they are received and the name and location of the person ordering the service. Verbal orders should be read back for an accuracy check. Details of an informal order should be arranged according to the heading of formal orders as applicable.

**7.10** The assignment of facilities and any required conversions for Plant operations are covered in Section 318-010-302 and Part 12 of this section.

## **8. SERVICE INQUIRY**

**8.01** Sales will initiate a service inquiry in the form of a USSO with the suffix INQ to determine if the Telephone Company can provide facilities suitable for furnishing the service desired.

**8.02** The Broadcast Service Group (BSG) in New York may request the Plant Department to test suggested facilities for transmission suitability.



Where facilities are known to be suitable because of recent tests having been made, the facilities may be reported as suitable and tests may be omitted.

## 9. OPERATION ORDERS

### GENERAL

**9.01** Television operation orders are formal orders of limited authority for service periods and switches. They will be issued by certain customers who have made appropriate arrangements with Sales and Operations.

**9.02** Operation orders are formal authority for furnishing the services listed as follows.

- (a) Part-time (occasional) video and all associated audio intercity facilities.
- (b) Feedback service from any monthly section of a network or from any service point on a part-time service, using an existing local channel.
- (c) Switches of the network sources of any station or section. Local channels used to transmit to the network and part-time circuits are considered to be normal network sources.
- (d) Monitoring Service.

**9.03** The customer who orders and pays for the local channel and the connection to a given station is normally responsible for ordering all switches of that local channel from one source to another. In all cases, it will be assumed that the necessary approval has been obtained, by the ordering customer, from the customer for the new network source; therefore, no confirmation will be required from the new source.

**9.04** Operation orders may be issued by a customer or the Bell System. They usually are issued at least two days prior to the service date.

**9.05** As soon as possible after receipt, the operation orders should be retransmitted by the Network Control Office to the offices concerned.

**9.06** The analysis or "screening" of operation orders may sometimes be assigned in part, by the Control Office, to STOCs within the section

controlled. Control Offices or STOCs should analyze orders for operations to be performed by other offices in their territory and forward sufficient information to those offices to permit furnishing the service ordered.

**9.07** Because of the need for retaining operation orders and facilities messages (usually in loose-leaf binders), it is important that all items be transmitted in page length copy. Double-space typing is used.

### TYPES OF OPERATION ORDERS

**9.08** Network customers' service requirements generally fall into two classifications.

- (a) **UFN Services:** These are services that recur according to fixed schedule (e.g., the same service period each week).
- (b) **OTO Services:** These are one-time services, or services that recur but not on a fixed schedule.

**9.09 *Recurring Operation Orders:*** The pattern employed for recurring operation orders uses a different set of operating orders for each day of the week. Hence, the operating orders for a certain day of the week, for example Tuesday, would consist of those that recur each Tuesday until further notice (called "UFN Orders") plus those one-time orders which apply only to the Tuesday in question (called "OTO Orders").

**9.10 *Supplementary Operation Orders (SUPPs):*** Supplements issued to change or correct either recurring or one-time orders are marked SUPP. The recurring orders may be modified by either one-time SUPPs ("OTO SUPPs") or recurring supplements ("UFN SUPPs"), depending on the nature of the change. One-time only (OTO) orders may be modified only by one-time only (OTO) SUPPs. Examples of both types of SUPPs are given in 9.24 and 9.25.

**9.11** In referring to operation orders, it is important to remember that some of the operation orders are prepared by the customers and minor variations may occur.

**9.12** UFN Operation order items will continue in effect until cancelled. A cancellation will automatically cancel all outstanding supplements.

**9.13** Service periods which change each day of service due to the nature of the program (e.g., originations at different locations) will generally be handled on a one-time basis.

**9.14** Television orders for a given day are divided into three sections.

- (a) A list of Originations. This list indicates the time slot and origination of basic sections of the network.
- (b) Station Switches. Supplements will be issued to change existing UFN switches or switches for the current day.
- (c) Operation Orders. These orders detail the service for deviations from the normal originations. For examples and descriptions, see 9.20 through 9.27.

#### **NUMBERING SYSTEM**

**9.15** Each operation order item should be numbered based upon a 24-hour clock starting at 12 midnight (current New York time).

**9.16** The number of an operation order item will be indicated by the time at which the service period begins, using the 24-hour clock. For example, No. 100 = 1:00 A.M.; No. 1400 = 2:00 P.M.; No. 1217 = 12:17 P.M.; etc. However in some cases, on the hour, for example 2 P.M., the customer may write 14 instead of 1400.

**9.17** Where two or more different items of one customer's operation orders have the same starting time, the second and subsequent items will be numbered with a letter in this manner: 1615A, 1615B, etc.

**9.18** To ensure that all orders have been received and that none have been misplaced, the TV Origination sheets which are part of the operation orders should be used as a cross check.

**9.19** Supplements to the operation orders will be "UFN" SUPPs or "OTO" SUPPs. Different numbering plans are applied to the two kinds of supplements. "UFN" SUPPs to a given item will be numbered consecutively beginning with 1, regardless of the date of issuance. "OTO" SUPPs to a given item, issued on any one date, will be designated alphabetically beginning with A. This

applies to all networks except ABC which uses numbering beginning with 1 and does not issue UFN orders.

#### **FORMAT OF OPERATION ORDERS**

**9.20** The first line of each item or supplement will identify the network, the number of the item, the time and date of the item, and whether the item or supplement is recurring (UFN) or one-time (OTO). Examples of both are as follows:

(a) ***Recurring Item:***

NBC TV 002245 1045-1130PM WED. 4/13/74  
UFN

(b) ***One-Time Item:***

NBC TV 008 800-900AM WED. 4/13/74 OTO

**9.21** The second line of each item (on supplements this might be omitted) gives the name of the program and the origination. When a program originates at more than one point, all originating points are shown.

**9.22** The third line gives part-time service, if required, and the monthly network section scheduled to take the service. The term "BASIC," as used in television orders, is used to indicate that all monthly sections (billed layout) on the basic network are scheduled to take service. Where less than the entire BASIC group of sections is intended, the operation order will indicate the exception, e.g., /OCCL VANDA NY-SS/ /BASIC EX NVCG&TAC NY-SS/

#### **SUPPLEMENTARY OPERATION ORDERS**

**9.23** Supplements or changes may be issued as required much in the same manner as the original order.

**9.24 *Recurring Changes:*** These are commonly called "UFN" changes which apply to items issued on a recurring basis. The UFN changes are issued in two ways, depending on the magnitude of the changes covered.

- (a) Minor changes are issued as supplements. These UFN SUPPs generally concern one or two points, hence they can be filed away by

the other testrooms with no action required. Periodically, depending on the number of SUPPs in effect, clarity of the item as supplemented, or other Plant or Sales requirements, the complete item will be reissued. The heading of a UFN SUPP will be in the following style:

NBC TV 00 1300 1-11PM FRI. JUNE 16,  
1967 UFN

SUPP 1 FOR FRI. JUNE 30, 1967 UFN

(b) Major changes to a recurring item will be effected by reissuing the item in its entirety. Such reissuance will be considered by all offices as affecting them. The superseded item should therefore be removed from the active file and the new one inserted. The heading should be as follows:

CANCEL NBC TV 008 800-830 WED. MAY 1, 1974  
UFN/FFF MAY 8, 1974/

INSERT NBC TV 008 800-830AM WED. MAY 8,  
1974 UFN

**9.25 One-Time Changes:** A one-time change applies to a specific service period on a specific date. The manner in which the charge is effected depends on the magnitude of the change.

(a) A major one-time change to a recurring item usually will be issued as a one-time item replacing the recurring item on a specific date only. The heading of such an item would conform to the following style:

CANCEL NBC TV 007 WED. 2/18/70 UFN EFF  
4/29/70 OTO

INSERT NBC TV 007 WED. 4/29/70 OTO

(b) A major change to a one-time item will be done by replacing the one-time item with a complete new one; however, to avoid confusion which could result from having two 1-time orders bearing the same service period and date of service, the superseding item will be considered as a SUPP and labeled accordingly.

**Example:**

NBC TV 00 1300 1-115PM TUES. JUNE 4, 1974  
OTO

SUPP A

CANCEL ORDER IN ENTIRETY AND INSERT  
THE FOLLOWING:

(c) A partial change is issued as a one-time SUPP. This applies to either a recurring (UFN) or one-time (OTO) item. Offices not involved by a one-time supplement can file it away with no action required. The heading of a one-time SUPP will be arranged similar to the following example:

NBC TV 00 1630 430-530PM TUES. JUNE 4,  
1974 OTO

SUPP A FOR TUES. JUNE 4, 1974 OTO

**9.26 Service Discontinuance:** Where a recurring item is no longer required or a one-time item is to be cancelled, the cancellation will be shown as in the following:

(a) **Recurring Item:**

NBC TV 008 800-900AM TUES. JUNE 4,  
1974 UFN

SUPP 1 FOR TUES. JUNE 25, 1974 UFN

CANCEL ORDER ENTIRELY

(b) **One-Time Item:**

NBC TV 00 1615 415-445AM TUES. JUNE  
4, 1974 OTO

SUPP A

CANCEL ORDER ENTIRELY

**9.27** Much of the effectiveness with which the system of recurring operation orders functions will depend on local office arrangement and procedure.

**DETAILS OF OPERATION ORDERS**

**9.28** The following network operations may be shown on operation orders.

(a) **VANDA:** Operation orders may list part-time (occasional) television service by showing VANDA, which is the acronym for "Furnish

Video and Audio Service." An occasional section is ordered by showing the source of program (monthly network section, occasional section, or transmitting local channels), originating city, and receiving television station or section(s) the network customer wishes fed, e.g., VANDA NVCG & TAC SOURCE @ NY TO NVCG & TAC (SS-BU) @ SS.

(b) **FABLE:** Type 6004 circuits, including local channel and connection information. The entire service period for each Type 6004 circuits will be shown. Part-time (occasional) television audio facilities (FABLE & DELIN) will be shown beneath the service section with which they are associated.

(c) **FEBAK:** Feedback service which uses local channel facilities only. The service period for each will be shown. If an intercity circuit is required to furnish feedback it should be shown as FABLE, DELIN, or PROVE.

(d) **DELIN, PROVE:** As required, these subheadings will list Type 6002 or Type 6001 circuits. Local channel and connection information (if any) will be shown, as well as the entire service period for each circuit.

(e) **Backup Coordination Circuits:** Overseas program service (with or without feedback) to be furnished by AT&T in conjunction with Satellite Service including local channel(s) and connection information. If more than one overseas service is shown, each will be numbered for ready association with the proper program. A USSO will be issued by the Sales Office for each overseas service.

(f) **Switches:** Switching operation for the network. These switching operations should be made at the time shown for station switches unless another time is specified in the switch instruction. The switch of one network station to another network should be listed on the "OOB-COB STATION SWITCHES" order of the network controlling the local channel of the station involved. On switches where more than one source is available the source should be clearly indicated. A switch to be made on a cue basis at an approximate time will be shown under the heading "Switches" at approx. (time) on cue (indicate cue and cue source). One-time

switches will be ordered as a supplement to the UFN switch order.

**Example:**

NBC OOB-COB STATION SWITCHES MON. MAY 6, 1974 UFN

SUPP A, MON. MAY 20, 1974 OTO

UNDER WSM ATLANTA

INSERT AT 614.40P WSM TO ABC

INSERT AT 629.40P WSM TO NORM.

Operation orders may also authorize switches of network facilities and local channels contracted for by the network customer. Specific sections of a network may be switched as shown in the following example:

Switches at 959.40A

SS/NVCG & TAC SS-BU/ to /OCCL VANDA NY-SS/

This switch indicates that the section of NBC NVCG & TAC from Syracuse (SS) to Buffalo (BU) will receive the new source of program at 959.40 AM. The order to switch this section back to the regular network program might be shown:

Switches at 1029.40A

SS/NVCG & TAC SS-BU/ TO NORM.

Orders such as these, where a portion of a network is ordered to feed from other than the regular source, are called "Split Network" orders.

(g) **Monitoring Service:** Ordered at offices making "cue" switches which are scheduled at an approximate time.

## 10. CONFLICTS

**10.01** Each office receiving operation orders is responsible for analyzing those involving his territory for correctness and completeness, including a check against service orders. Discrepancies or conflicts should be referred to the Control and Network Control Offices. Receiving offices are responsible for the accuracy of the received copy

(from a transmission standpoint) of operation orders or parts thereof. If there is any doubt as to the accuracy of the copy, consult the Control or Network Control Office.

## **11. PRICING DIAGRAMS**

**11.01** The Tariff specifies that the customer will be priced between service points using the shortest airline mileage. This is shown on the network pricing diagrams which are issued periodically by the Accounting Offices for the service. These diagrams are sometimes referred to as "billing maps" or "billing routing" in other practices. The customer uses the pricing diagram as his network operating map for ordering service.

**11.02** For a new service, it will be necessary for the Network Control Office and/or New York FMC-TV to make up a billing map using the information from the authorizing service order. This would be used for reference purposes until the formal pricing diagram is received.

**11.03** Pricing diagrams should be kept up to date by correcting the existing map to agree with the changes indicated by subsequent service orders.

**11.04** It is suggested that supplementary notations be made on the pricing diagrams to indicate the code names assigned to the various network sections. This will aid in conversions to Plant routings.

**11.05** Accounting Offices which issue pricing diagrams will send them to the Network Control Offices and the New York FMC-TV.

**11.06** Each Control Office and STOC should maintain a map of the network showing the Plant routing of the network as specified by Program Circuit Orders. These maps are issued periodically by the Broadcast Service Group and are kept up to date by correcting them to agree with Program Circuit Order changes.

## **12. CONVERSION OF PRICE ROUTINGS TO PLANT ROUTINGS**

**12.01** It is not practicable for the Plant facilities to follow the same routing as the priced routing in every case. This condition makes it necessary to translate the price routing shown on service orders or operation orders to plant routing in order to provide the service. Refer to Section 318-010-302 for the "Facility Assignments" for the above conversions.

**12.02** Plant switching procedures will vary depending upon type of facility used and switching office designated. Some switches are made by remote control from another office, while other switches scheduled to be made at the receiving terminal of a leg may be made at the office feeding the leg. The New York FMC-TV should issue Plant operating instructions in accordance with the facility assignment. All instructions should be indicated in Current New York Time.

**12.03** The Control Offices and STOCs should provide Plant operation information to offices in their territory.