CENTRAL OFFICE REPLACEMENT
TASK OVERVIEW AND CHECK LIST
NETWORK ADMINISTRATION CENTER
NO. 1/1A "ESS*" SWITCHES

CONTENTS PAGE

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1. GENERAL

1.01 This section provides a checklist and general overview of the tasks the Network Administration Center (NAC) work groups perform during a central office replacement by a No. 1/1A ESS switch.

1.02 When this section is reissued, the reason for reissue will be listed in this paragraph.

1.03 The title of each figure includes a number(s) in parentheses which identifies the paragraph(s) in which the figure is referenced.

1.04 The NAC performs a vital role in ensuring the success of a No. 1/1A ESS switch replacement. A successful replacement is one which achieves these objectives:

(a) The No. 1/1A ESS switch replacement is designed and installed with sufficient capacity to provide good service to customers until the end of the engineering period.

(b) The switching machine being replaced will not exhaust before the date it is retired.

(c) Customers will experience no interruptions in service due to the replacement.

(d) The most efficient and cost-effective procedure has been followed by the NAC in meeting the schedule and the budget.

1.05 In order to accomplish these objectives, the NAC must actively participate in all the tasks involved in a central office replacement from the preparation of the traffic order through the postcutover analysis.

1.06 The Network Operations Report Generator (NORGEN) functions are performed by the network data analyzer (NDA) with the Engineering and Administration Data Acquisition System (EADAS), generic 1AED3 and later. However, for simplicity, the term NORGEN is used throughout this section.

2. DIVISION OF NETWORK ADMINISTRATION CENTER RESPONSIBILITIES

2.01 All work groups within the NAC are involved in a central office replacement. Figure 1 lists the tasks to be performed under these areas of responsibility: Network Switching Administration (NSA), Translations Administration (TA), and Line and Number Administration (LNA). If separate work groups have not been established, the tasks are distributed according to responsibility.

2.02 The NAC work groups must cooperate and communicate with all the other departments involved, as well as coordinate the activities identified in Fig. 1 within the NAC. Primary responsibility for working with other departments is divided as follows:

(a) Network Switching Administration

(1) Coordinates central office replacement activities within the NAC

(2) Maintains liaison with the traffic engineer

(3) Represents the NAC in agreeing to the method of procedure (MOP) established by the central office equipment engineer and serves on the coordination committee

(4) Is point of contact with Network Data Collection Center (NDCC) in the establishment of Central Office Engineering Report (COER), NORGEN data base, or their equivalent.

(b) Translations Administration

(1) Is the primary liaison with the Central Office Equipment Engineer (COEE) and is responsible for supplying all translations forms, or their equivalent, whether generated by the TA group or not. The COEE is the liaison with the vendor.

(2) Works with circuit and provisioning and circuit administration center (CAC) on translations for trunking, routing, and charging

(3) Coordinates with marketing and commercial departments on assignments for centrex groups and special customer services.

(c) Line and Number Administration

(1) Works with the translations administrator, marketing, commercial, accounting, frames and assignment to purify existing customer records

(2) Is primary contact with data base manager and inputs to any mechanized system used as a common cutover vehicle and/or as a record keeping and assignment system, such as Computer System for Main Frame Operations (COSMOS)

(3) Is responsible for establishing all line and number translations.

3. CHECK LIST OF CENTRAL OFFICE REPLACEMENT ACTIVITIES

3.01 A flowchart illustrating the sequence of NAC activities is given in Fig. 2.

3.02 The NAC central office replacement check list (Fig. 3) has been arranged in chronological order, beginning with pretraffic order activities. This arrangement was chosen in order to help in planning the NAC schedule and in meeting due dates.

3.03 The tasks are broadly defined. They are designed as guidelines and as memory-joggers in the form of questions to answer and actions to take in order to achieve the purpose of each section.

3.04 The documents column lists suggested sources for the necessary information. Relevant Bell System Practices are listed by title in Part 10. The notes column may be used to document agreements, modifications, problems, etc.

3.05 In making out the schedule, the critical dates will be those agreed upon in the MOP and finalized by the coordination committee. All NAC administrators must participate in planning to meet these dates. The NSA sets up a master schedule to monitor the progress of all NAC activities.

3.06 Each administrator makes out a schedule listing in detail the tasks for each job for which

the individual work group is responsible. All schedules should be updated weekly to reflect the stage of completion of each task. A suggested form is shown in Fig. 4 and may be reproduced locally. Figure 5 is an example of how such a form could be filled out.

4. PRETRAFFIC ORDER ACTIVITIES

4.01 Notification of a planned central office equipment replacement by a No. 1/1A ESS switch is provided by the traffic engineer through demand and facility (D & F) charts, Construction Activities Management Information System (CAMIS) reports, job record sheets, or local forms. The NSA provides input to the traffic engineer to ensure that the replacement will be timely and the traffic order will meet the projected requirements of the No. 1/1A ESS switch.

4.02 The NSA reviews the working central office to verify that it will maintain adequate service levels until the planned replacement date. If an analysis of current and projected service reveals problems, the necessity for interim relief or a change in the timing of the replacement should be discussed with the traffic engineer and any agreements documented.

4.03 To assist the traffic engineer, the NSA with the TA prepares an estimate of the requirements of the No. 1/1A ESS switch replacement in regard to call-carrying capacity, lines, numbers, and trunk quantities and special features. The information used in making the estimates and any agreements made with the traffic engineer should be retained for review when the traffic order is received.

4.04 The NSA makes plans, in conjunction with the other NAC work groups, to prepare for the central office replacement activities. This includes planning so that a trained clerical force, adequate work space, reference material, data sets, etc, will be available when the work begins. If the use of mechanized systems is indicated, such as COER, NORGEN, COSMOS, etc, arrangements must be made with the data base system managers.

5. TRAFFIC ORDER ACTIVITIES

5.01 When the traffic order is received, it is reviewed jointly by the NSA and the translations administrator. A thorough analysis must be made, using the most current information and forecasts, to ensure that the No. 1/1A ESS switch has sufficient hardware and software capacity. Trunking provisions are checked against current traffic patterns and the junctor quantities provided. Any concerns should be documented and discussed with the traffic engineer as soon as possible.

6. METHOD OF PROCEDURE

6.01 The success of a central office replacement depends on the maximum cooperation among all departments. The MOP is prepared by the central office equipment engineer. The coordination committee schedules the activities of all the groups involved. The NSA participates in the scheduling of NAC-related activities and agrees to meet the deadlines set. Once the MOP has been signed, the NAC schedule is finalized within each work group.

6.02 During the progress of the job, the NAC is a member of the coordination and interdepartmental committees and the cutover subcommittee. The translations administrator chairs the translations subcommittee and is responsible for error resolution.

7. JOB IN PROGRESS

7.01 The fundamental network administration responsibility is to maintain good service for the customers in the existing switching machine and to prepare the office translations necessary for the No. 1/1A ESS switch accurately and on time. The tasks each administrator performs are listed by work group on the check list.

7.02 The maintenance of job status reports by each work group is essential to meet the MOP target dates, especially when coordination with other departments is involved. Unexpected roadblocks will occur, and the necessary flexibility is dependent on current information.

8. CUTOVER AND POSTCUTOVER ACTIVITIES

8.01 In addition to the tasks listed, which can only be done at the time when traffic is transferred into the No. 1/1A ESS switch, NAC personnel will be available to:

- Identify and assist in resolving any problems
- Provide information to other departments
- Participate in testing and acceptance activities as required.

9. POSTCUTOVER ANALYSIS

9.01 It is very important that the work groups within the NAC meet as soon as possible after the cutover to analyze the central office replacement process. Successful approaches, problems, and failures should be documented and the knowledge incorporated into any future central office replacement procedure.

9.02 The NSA will provide this information to the postcutover analysis conducted by the coordination committee.

10. DOCUMENTATION REFERENCES

10.01 Refer to Section 780-100-022 for a complete list of recommended documents.

10.02 The following Bell System Practices are referred to by number and should be available to the network administrator.

SECTION	TITLE
190-520-XXX	COSMOS Documentation
216-020-110	Load Balancing Procedure Line and Trunk Administration
231-048-001	Basic Concepts of Translations
231-060-XXX	Traffic Order Preparation
231-061-130	Capacity Determination
231-061-450	Program Store
231-061-460	Call Store
231-061-605	Traffic Measurements
231-061-840	Network Design Worksheets Program Store
231-061-850	Network Design Worksheets Centrex
231-061-890	Network Design Worksheets Capacity
231-062-410	Central Processor—Precutover Capacity
231-070-215	Capacity Determination Worksheets
231-070-405	Memory—General Requirements
231-070-410	Concepts of Translations
231-070-415	Translations/Office Records
231-070-435	Parameters and Call Store Administration
231-070-555	Central Office Equipment Reports
231-070-605	Line and Number Administration Considerations
231-070-620	Determination of Line and Number Requirements
780-125-XXX	NAC Organization
780-200-014	Line and Number Requirements
780-200-016	Main Distributing Frame Administration
780-200-018	Wire Center Loading Plans
780-200-104	General Load Balancing Procedures
780-200-112	Office Additions

11. GLOSSARY

11.01 The following is a listing of acronyms used in this section.

ACRONYM	ITEM
CAC	Circuit Administration Center
CAMIS	Construction Activities Management Information System
COEE	Central Office Equipment Engineer
COER	Central Office Engineering Reports
COSMOS	Computer System for Main Frame Operations

ACRONYM	ITEM
CPC	Circuit Provisioning Center
JAP	Junctor Assignment Program
LNA	Line and Number Administration
MOP	Method of Procedure
NAC	Network Administration Center
NDCC	Network Data Collection Center
NORGEN	Network Operations Report Generations
NSA	Network Switching Administration
TA	Translations Administrator/ Administration

11.02 The term "vendor" refers to the Western Electric Company or any other vendor.

NETWORK SWITCHING ADMINISTRATION (NSA) WORK GROUP
1. ANALYZES OFFICE BEFORE TRAFFIC ORDER WRITTEN, DISCUSSES ANY CONCERNS OR FINDINGS WITH TRAFFIC ENGINEER.
2. REVIEWS TRAFFIC ORDER, TRUNKING-PROVISIONS, PDA, JAP, RESOLVES ANY PROBLEMS WITH TRAFFIC ENGINEER.
3. PARTICIPATES IN ESTABLISHMENT OF MOP BY EQUIPMENT ENGINEER AND SIGNS MOP FOR NAC.
4. REPRESENTS NAC ON MOP COORDINATION, INTERDEPARTMENTAL FACILITIES, TEST, AND ANALYSIS COMMITTEES.
5. COORDINATES ACTIVITIES OF ALL NAC GROUPS IN REGARD TO CUTOVER INCLUDING BUDGET AND SCHEDULE, AND MAINTAINS JOB STATUS REPORT ON PROGRESS OF ALL WORK, ASSISTS AND FACILITATES WORK OF ALL NAC GROUPS.
6. MONITORS DATA ON EXISTING SWITCHING MACHINE FOR IMPACT ON CUT DATE OR ESS REQUIREMENTS.
7. WITH TRAFFIC ENGINEER CREATES OFFICE LOADING PLAN, WITH LINE AND NUMBER WORK GROUP RUNS ESTIMATED USAGE CLASS OF SERVICE STUDIES, AND ESTABLISHES ASSIGNMENT PLAN FOR LOAN BALANCE.
8. ASSIGNS TRAFFIC REGISTERS 1400 FORMS
9. ESTABLISHES COER/NORGEN - OR EQUIVALENT - DATA BASE
10. VERIFIES, TESTS AND UPDATES DATA BASE AS NECESSARY
11. MAINTAINS AND ENSURES ACCURACY OF DATA FOR EXISTING SWITCHING MACHINE. MONITORS FOR ANY CUSTOMER IMPACT DUE TO CUTOVER
12. RESPONSIBLE FOR CORRECT ANNOUNCEMENTS, ANY SPECIAL ANNOUNCEMENTS.
13. AT TIME OF CUTOVER DELAYS ALL SPECIAL STUDIES, INPUTS TRAFFIC MAP, MAKES TEST CALLS AS REQUIRED.
14. AT CUTOVER, ANALYZES DATA, REFERS AND/OR SOLVES ANY PROBLEMS.
15. AFTER CUTOVER MONITOR FOR PROBLEMS, AND PROVIDE DATA TO ALL GROUPS REQUESTING IT.
16. PARTICIPATES IN POSTCUTOVER REVIEW OF PROCEDURES AND PROBLEMS WITHIN THE NAC AND INTERDEPARTMENTAL DOCUMENTS FOR FUTURE PROJECTS.
17. REVIEWS LOADING PLAN AGAINST ACTUAL DATA WITH LNA.
18. COMPARES EQUIPMENT CAPACITIES AGAINST CARRIED TRAFFIC.

Fig. 1—Suggested Distribution of Responsiblities During a Central Office Replacement (Sheet 1 of 2) (2.01, 2.02)

SERVICE PROVISIONING

TRANSLATIONS ADMINISTRATION (TA) WORK GROUP

1. ASSISTS NSA IN REVIEW OF TRAFFIC ORDER, PDA, ETC.
2. CHAIRS TRANSLATION COMMITTEE. COORDINATES WITH COEE IN PROVIDING VENDER ALL TRANSLATION FORMS ON TIME.
3. COORDINATES OFFICE ROUTING AND CHARGING AND SCREENING PLANS WITH CAC, NSA, AND CPC.
4. PROVIDES SLATTS FOR VENDER TESTING. WITH LINE AND NUMBER GROUP, VERIFIES SLATTS.
5. COORDINATES WITH CPC ON ALL TRUNKING FORMS (1200 FORMS). VERIFIES ALL TRUNKING, MAINTAINS RECORDS, PROVIDES TNN AND TRUST INPUT.
6. ASSIGNS AND MAINTAINS RECORDS (1109, 1210, ETC) ON CENTREX GROUPS AND SPECIAL SERVICES.
7. COORDINATES WITH AND ASSISTS LINE AND NUMBER GROUP.
8. PROVIDES FEEDBACK FOR POSTCUTOVER NAC REVIEW
9. ISSUES REQUEST FOR REMOVAL OF TEST TRANSLATIONS AFTER CUTOVER. COORDINATES WITH LNA.

LINE AND NUMBER ADMINISTRATION (LNA) WORK GROUP

1. MAINTAINS LINE AND NUMBER RECORDS FOR EXISTING OFFICE UNTIL CUTOVER.
2. ATTENDS TRANSLATIONS COMMITTEE MEETINGS, WORKS WITH TA GROUP ON SLATTS, AND FULL TRANSLATION.
3. IMPLEMENTS RECONCILATION OF RECORDS TO PURIFY EXISTING OFFICE DATABASE AND IDENTIFY ESSENTIAL LINES, GROUND START, RANGE EXTENSION AND "TOUCH-TONE®" SERVICE.
4. ESTABLISHES NO. 1/1A "ESS" SWITCH DATA BASE, SETS PARAMETERS FOR LOADING PLAN, ANY LONG JUMPER RESTRICTIONS, AND ENSURES GOOD LOAD BALANCE. PARTICIPATES WITH NSA IN DETERMINING REQUIREMENTS FOR ESSENTIAL LINES, GROUND START, RANGE EXTENSION, "TOUCH-TONE" SERVICE. MULTILINE GROUPS, SIMULATED FACILITIES, AND CUSTOM CALLING FEATURES, ETC.
5. RESPONSIBLE FOR INPUT, ACCURACY, AND VERIFICATION OF LINE AND NUMBER TRANSLATIONS.
6. ARRANGES FOR ANY SPECIAL INTERCEPTING REQUIREMENTS.
7. AT CUTOVER MAKES ANY REQUIRED LINE AND NUMBER CORRECTIONS.
8. PROVIDES FEEDBACK FOR POSTCUTOVER NAC REVIEW.
9. REMOVES ANY MECHANIZED CUTOVER VEHICLES
10. REVIEWS LOAD BALANCE PARAMETERS WITH NSA.

Fig. 1—Suggested Distribution of Responsibilities During a Central Office Replacement (Sheet 2 of 2) (2.01, 2.02)

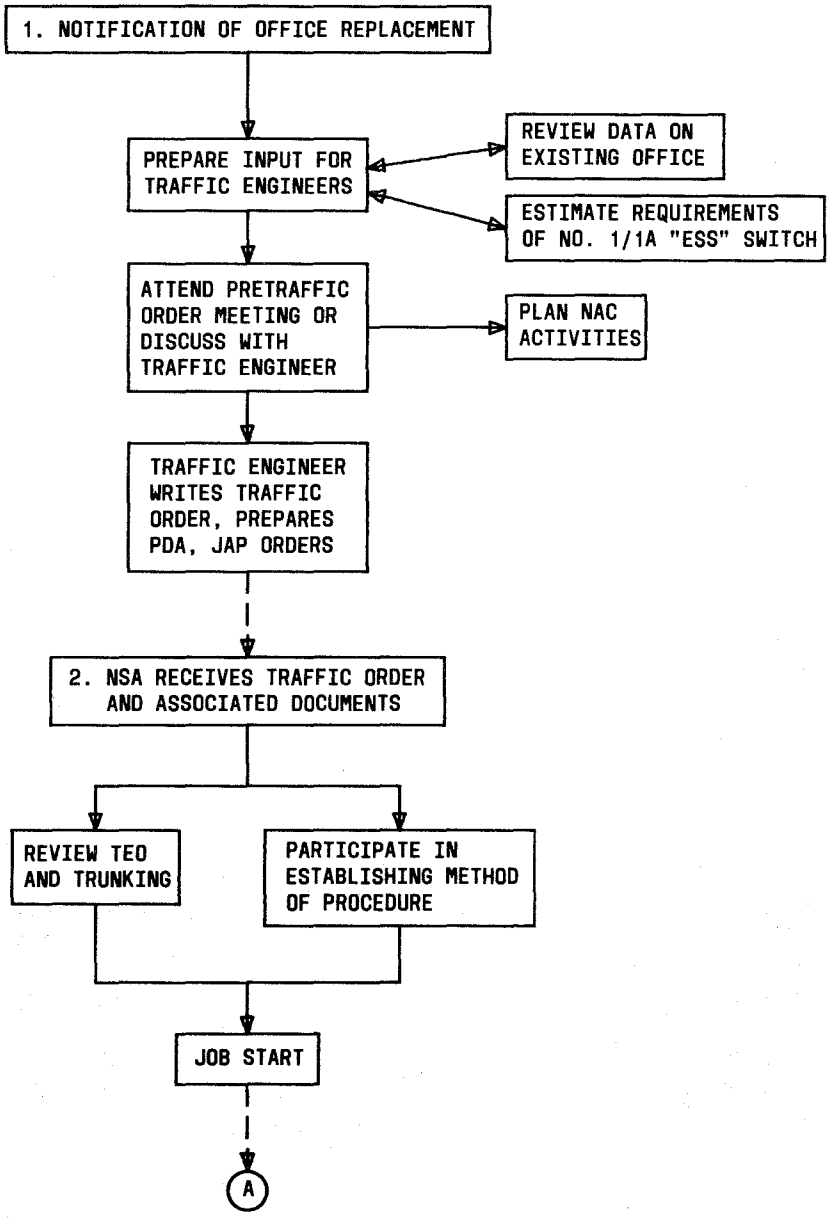

Fig. 2—NAC Activities Flowchart (Sheet 1 of 2) (3.01)

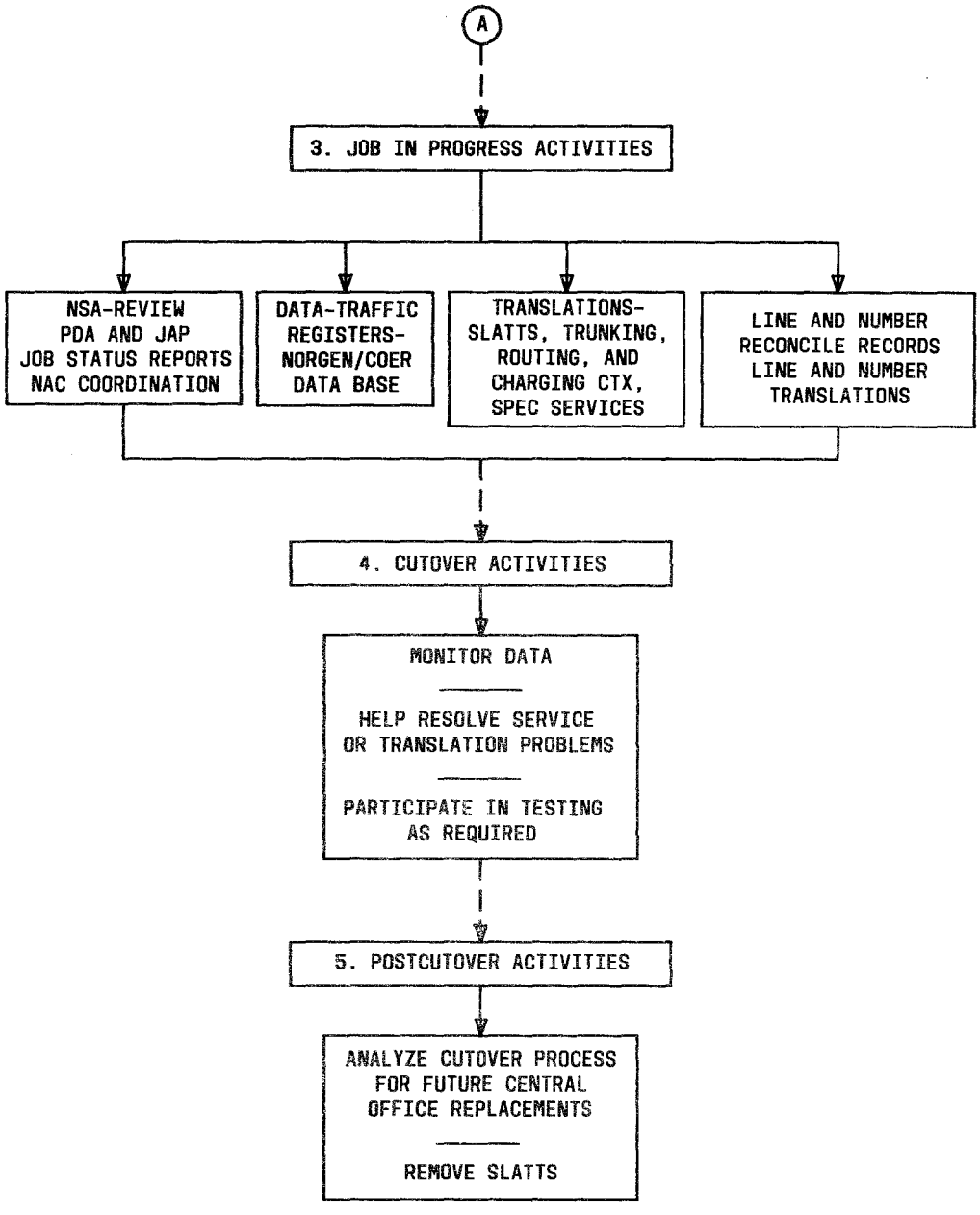

Fig. 2—NAC Activities Flowchart (Sheet 2 of 2) (3.01)

INPUT	PURPOSE	DOCUMENTS	QUESTIONS AND ACTIONS	SCHEDULE		NOTES
				DATE DUE	DATE COMPLETE	
1. **Notification of Office Replacement** (paragraph 4.01)	To provide information to the traffic engineer before traffic order is written	D&F Chart CAMIS Output Job Record Sheet or equivalent	Informally document any concerns for traffic engineer's consideration			
Network Switching Administrator (NSA) reviews existing office (paragraph 4.02)	To verify that working office will provide adequate service until planned cut date or— (a) Interim relief may be necessary (b) A change in timing of replacement is desirable	Monthly Line and Number Counts D&F Chart Commercial/Marketing Forecast Historic data from COER/NORGEN or equivalent Trunking forecast trunking data Replacement date	1. Will lines/numbers exhaust before cut date? Do projected figures agree with trend of most recent counts? Most recent forecasts? Any undocumented information that an increase in demand is likely (new subdivision, new company headquarters, etc)? 2. Are switching machine capacities adequate until cut date? Is machine at capacity now? What is trend of data? Compare to counts. Is limiting item correct? Is CCS/MS current? Any current trunking deficiencies? Any projected? During busy season? Can busy season be avoided?			
The NSA prepares an estimate of No. 1/1A ESS switch requirements (paragraph 4.03)	To assist traffic engineer in the preparation of the traffic order All NAC groups provide input	1. Current counts and NORGEN/COER data COEES planning module 2. Analyze classes of service to determine call mix	1. Does current information agree with COEES input? Have any significant changes occurred since module input? 2. Will any new classes of service be created in the No. 1/1A ESS switch? Include in analysis of call carrying capacity.			

Fig. 3—NAC Central Office Replacement Checklist (Sheet 1 of 14) (3.02)

INPUT	PURPOSE	DOCUMENTS	QUESTIONS AND ACTIONS	SCHEDULE		NOTES
				DATE DUE	DATE COMPLETE	
1. Notification of Office Replacement (Contd)		3. Job record sheet, capacity detail or equivaient 4. Business and marketing forecasts 5. Numbers and lines in the No. 1/1A ESS switch replacement 6. Trunking forecast current trunk data Section 231-060-100 Section 231-060-812 Section 231-062-410 Section 231-070-405 Section 231-070-415	3. Does traffic data, office characteristics agree with generic, concentrator, ratio, projected CCS/MS? 4. Potential for centrex? Custom calling features? Estimate quantities of multiline hunt group, SFG, special features as automatic call distribution, etc. 5. How much will administrative spare change with the installation of a No. 1/1A ESS switch? 6. Make list of any special requirements, such as direct inward dialing, range extension, etc. 7. Trunk termination requirements, administrative spare. 8. Estimate required processor capacity. 9. With TA, estimates required head table capacities especially translation required items.			

Fig. 3—NAC Central Office Replacement Checklist (Sheet 2 of 14) (3.02)

INPUT	PURPOSE	DOCUMENTS	QUESTIONS AND ACTIONS	SCHEDULE		NOTES
				DATE DUE	DATE COMPLETE	
1. Notification of Office Replacement (Contd)						
NSA prepares NAC for cutover task (paragraph 4.04)	To have space, clerical force, tools available.	1. Consult with all work groups of NAC for impact on work load and decisions necessary. 2. Consult with L&N on systems to be used. Advise data base manager if necessary. 3. Any equipment required?	1. Will additional clerks be required? Will training be necessary? Any reorganization involved? Separate cutover team? Separate location? Reassign clerks? Any reference materials necessary — translation guides, parameter guides, input/output manuals, etc? 2. Will a mechanized record-keeping system be used for reconcilation of records? What system is best suited for No. 1/1A ESS switch records based on type of frame and mechanized systems available. No. 2 SCCS work station? 3. Any DATASPEED® 40 teletypewriter, etc, data circuits should be ordered.			

Fig. 3—NAC Central Office Replacement Checklist (Sheet 3 of 14) (3.02)

INPUT	PURPOSE	DOCUMENTS	QUESTIONS AND ACTIONS	SCHEDULE		NOTES
				DATE DUE	DATE COMPLETE	
2. NSA Receives Traffic Order and Associated Documents	To review traffic order, etc, to ensure No. 1/1A ESS switch adequacy through end of engineering period	Telephone Equipment Order (TEO) Parameter Data Assembler (PDA) Junctor Assignment Program (JAP) Trunk Orders	Translations supervisor asked for comments. Discuss any problems with traffic engineer and resolve.			
Telephone engineering order (paragraph 5.01)	Review hardware provisions, lines and numbers, concentrator ratio	1. Pre-TEO estimates prepared by NSA. Current data from NORGEN/-COER or equivalent 2. Current counts and forecasts	1. Is sufficient capacity provided in light of current data, especially CCS/MS? Receivers, transmitters, CDRs, etc? Use capacity determination worksheets for any questionable components. 2. Are telephone numbers set aside for coin, official, or centrex sufficient?			
Parameter data assembler (paragraph 5.01)	Review set card provisions	1. Pre-TEO estimates and agreements 2. Current line and number counts 3. Business and marketing forecasts	1. Do PDA quantities agree with TEO? With head table? 2. Sufficient telephone numbers? 3. Quantities of multiline hunt group, centrex groups, SFG, traffic registers, trunk groups, line load control, coin, range extension if required, etc, will be adequate?			

Fig. 3—NAC Central Office Replacement Checklist (Sheet 4 of 14) (3.02)

INPUT	PURPOSE	DOCUMENTS	QUESTIONS AND ACTIONS	SCHEDULE		NOTES
				DATE DUE	DATE COMPLETE	
2. NSA Receives Traffic Order and Associated Documents (Contd)						
Parameter data assembler (Contd) (paragraph 5.01)		4. Analysis of existing office 5. Rates and tariffs 6. Parameter guides	4. Do features provided agree with generic and projected demand? 5. If necessary, check with tariffs on features provided. 6. With TA check head table items against traffic order quantities. 7. Any billing changes. Review AMA set cards for adequacy.			
Junctor Assignment Program (paragraph 5.01)		JAP printout Section 231-060-340 Section 231-060-832 Section 231-061-330 Section 231-070-215 Section 231-070-240	Are junctors spread efficiently? Do junctors have sufficient capacity? If L-L is not provided, is IAO trunk group large enough?			
Method of Procedure (MOP) (paragraphs 6.01, 6.02)	To achieve maximum coordination with other departments. Finalize NAC schedule	MOP (Section 790-100-425)	NSA will: Attend all coordination meetings Sign MOP Translations subcommittee Plan NAC schedule with other NAC work groups			

Fig. 3—NAC Central Office Replacement Checklist (Sheet 5 of 14) (3.02)

INPUT	PURPOSE	DOCUMENTS	QUESTIONS AND ACTIONS	SCHEDULE		NOTES
				DATE DUE	DATE COMPLETE	
3. Job in Progress Activities (paragraphs 7.01, 7.02)	To accurately prepare all office translations required and to meet the schedule	Translation Guides Parameter Guides Input/Output Manuals Traffic Order Method of Procedure				
Network Switching Administrator		Class of service counts Wire center information Section 231-070-605 Section 231-070-620 Section 216-020-110	1. Prepares office loading plan. With L&N, does class of service estimated usage study to establish line assignment spread. 2. Attends coordination, interdepartmental, test and analysis meetings. 3. Coordinates NAC activities; assists all work groups. 4. Analyzes data from existing machine for trunking problems, or need for interim relief. 5. Ensures correct announcements on traffic order, arranges for any special announcements needed due to cutover with translations administrator. 6. Maintains job status records for NAC and sends to other departments as required.			

Fig. 3—NAC Central Office Replacement Checklist (Sheet 6 of 14) (3.02)

INPUT	PURPOSE	DOCUMENTS	QUESTIONS AND ACTIONS	SCHEDULE		NOTES
				DATE DUE	DATE COMPLETE	
3. Job in Progress Activities (Contd)						
Network Switching Administrator (Contd)	To provide traffic measurements	PDA TEO Trunk orders JAP COER lessons NORGEN documentation or equivalent Data output Section 231-061-605 Section 231-070-160 Section 231-070-555 Sections 231-070-505, 510, 515	1. Establish 1400 records, verify and update as necessary 2. Establish NORGEN/COER data base or equivalent 3. Monitor existing office and refer any shortage—related problems to the traffic engineer.			
Translations Administrator	Accurate trunking, service circuit, routing, and charging translations	MOP Translation Guides Input/Output Manuals Trunk Orders Trunk Record Update Support Technique (TRUST) Report	1. Western Electric coordination for all translations, whether prepared by TA, L&N, or NSA. 2. Coordinates with circuit provisioning circuit administration center all 1200 forms except 1210, TRUST input and update. Verification of all trunks maintenance of 1200 records. 3. Provides all necessary 1300 forms for routing and charging, especially line class codes and abbreviated and supplementary abbreviated codes.			

Fig. 3—NAC Central Office Replacement Checklist (Sheet 7 of 14) (3.02)

INPUT	PURPOSE	DOCUMENTS	QUESTIONS AND ACTIONS	SCHEDULE		NOTES
				DATE DUE	DATE COMPLETE	
3. Job in Progress Activities (Contd) Translations Administrator (Contd)		Accounting records Office records	4. Prepares selected line and trunk translations (SLATTS) assisted by line and number, also load box and dummy centrex translations, plus any special test lines as determined by SCC or maintenance engineer.			
		Marketing orders	5. Assigns and maintains centrex group records (1109, 1107B) and special services as required.			
			6. Responsible for translation error resolution.			
		Rates and tariffs	7. Verify that tariffs have been provided for special customer arrangements.			
		Section 231-070-410 Section 231-070-415	8. Chairs translations committee; coordinates with line and number administrator.			
			9. Supplies announcements as required.			

Fig. 3—NAC Central Office Replacement Checklist (Sheet 8 of 14) (3.02)

INPUT	PURPOSE	DOCUMENTS	QUESTIONS AND ACTIONS	SCHEDULE		NOTES
				DATE DUE	DATE COMPLETE	
3. Job in Progress Activities (Contd) Line and Number Administrator	Line and number group provides accurate records at the time of full translations Office cuts with good load balance	1. Billing records, marketing, commercial, assignment, frames, records 2. Data base documentation Example: COSMOS practice Translation Guides Input/Output Manual Office records existing office MOP Translation Guides Input/Output Manuals Section 780-200-018	1. Implements reconciliation of records with translation administrator to establish purified database of lines to be cut over to the No. 1/1A ESS switch. With translation administrator, sets schedule for each group to complete scrub and forward records. 2. Establish No. 1/1A ESS switch line and number translations records system (COSMOS, dens, manual, etc), set parameters for line assignment for load balance, also ground start line load control, range extension, centrex, coin, official, and permanent test numbers. 3. Accurately assigns information contained in 1101, 1102, 1103, 1104, 1106, 1107A, 1108, 1111, 1112/1113, 1115, 1210 TG forms. ***Note:*** 1210 is replaced with 1225 for generic 1E7 and later. 4. Establishes ground start wiring pattern for Western Electric Company. 5. Responsible for input and verification of line number assignments.			

Fig. 3—NAC Central Office Replacement Checklist (Sheet 9 of 14) (3.02)

INPUT	PURPOSE	DOCUMENTS	QUESTIONS AND ACTIONS	SCHEDULE		NOTES
				DATE DUE	DATE COMPLETE	
3. Job in Progress Activities (Contd) Line and Number Administrator (Contd)			6. Responsible for implementing any special intercept requirements. 7. Maintains line and number records and makes the assignments in the existing office, as well as updating No. 1/1A ESS switch records from service orders. 8. Attends translations committee meetings. 9. Responsible for line and number corrections with TA.			

Fig. 3—NAC Central Office Replacement Checklist (Sheet 10 of 14) (3.02)

INPUT	PURPOSE	DOCUMENTS	QUESTIONS AND ACTIONS	SCHEDULE		NOTES
				DATE DUE	DATE COMPLETE	
4. Cutover Activities (paragraph 8.01)	To ensure a trouble-free cut To be prepared to assist in solving any problems		Refer and/or participate in resolving problems			
Network Switching Administrator		Section 231-062-420	1. Input traffic map including W schedule hours. 2. Test COER/NORGEN; verify accuracy, Input main station counts in COER. 3. Delay any busy studies throughout cutover period. 4. Collect and monitor data, especially any trunks being cut from the old machine. 5. Analyze all data output, especially trunking, in existing office. 6. Assist in resolving any problems in the No. 1/1A ESS switch. 7. Reads TC-15 data to verify call-carrying capacity of the No. 1/1A ESS switch. 8. Watches PM01, TC-24 for load balance problems, blockages.			

Fig. 3—NAC Central Office Replacement Checklist (Sheet 11 of 14) (3.02)

INPUT	PURPOSE	DOCUMENTS	QUESTIONS AND ACTIONS	SCHEDULE		NOTES
				DATE DUE	DATE COMPLETE	
4. Cutover Activities (Contd) Line and Number Administrator			1. Input and verification of all denials, suspended rate, etc 2. Available to implement any line or number changes necessary 3. Lists of directory numbers and LENs sent out, if necessary 4. Service observing loops are up. 5. SLUS studies delayed 6. Reverification of all hospital, fire, police, lines, etc 7. Provides counts of installed lines and numbers 8. Load and balance (TDAS LBS program) parameters are in and program is ready to accept data.			
Translations Administrator		Section 231-070-425 Section 231-070-427	1. Makes test calls as required 2. Verify available memory space and be prepared to provide a memory report monthly.			

Fig. 3—NAC Central Office Replacement Checklist (Sheet 12 of 14) (3.02)

INPUT	PURPOSE	DOCUMENTS	QUESTIONS AND ACTIONS	SCHEDULE		NOTES
				DATE DUE	DATE COMPLETE	
5. Postcutover Activities (paragraph 8.01)						
Network Switching Administrator			Provides data reports as necessary. Remove data system used by old office.			
Translations Administrator			Remove test translations (SLATTS) when requested.			
Network Switching Administrator		Section 231-070-565 Section 231-070-575	1. Monitors data for service problems and results with data administration. Takes part in test and acceptance activites as required. 2. Participates in postcutover review with other departments. 3. Meets with other work groups and documents any problems, solutions, etc, for future cutovers.			

Fig. 3—NAC Central Office Replacement Checklist (Sheet 13 of 14) (3.02)

INPUT	PURPOSE	DOCUMENTS	QUESTIONS AND ACTIONS	SCHEDULE		NOTES
				DATE DUE	DATE COMPLETE	
5. Postcutover Activities (Contd) Line and Number Administrator			1. Participates in NAC review of cutover 2. Reviews load balance data for any changes in assignment parameters that may be required 3. Initiates removal of any data base used as cutover vehicle.			
Postcutover Analysis (pargraphs 9.01, 9.02)	Analyze cutover process to modify future central office replacement procedures.					

Fig. 3—NAC Central Office Replacement Checklist (Sheet 14 of 14) (3.02)

JOB STATUS REPORT

NAC WORK GROUP____________________

OFFICE NAME____________________

PROJECT____________________

TASK	GRP. RESP.			SCHED. DATE STRT.	SCHED. DATE COMP.	ACT. DATE STRT.	ACT. DATE COMP.
		PERCENT					
		COMP.	10 20 30 40 50 60 70 80 90				
		PERCENT					
		COMP.	10 20 30 40 50 60 70 80 90				
		PERCENT					
		COMP.	10 20 30 40 50 60 70 80 90				
		PERCENT					
		COMP.	10 20 30 40 50 60 70 80 90				
		PERCENT					
		COMP.	10 20 30 40 50 60 70 80 90				
		PERCENT					
		COMP.	10 20 30 40 50 60 70 80 90				
		PERCENT					
		COMP.	10 20 30 40 50 60 70 80 90				
		PERCENT					
		COMP.	10 20 30 40 50 60 70 80 90				

Fig. 4—Job Station Report Form (3.06)

JOB STATUS REPORT

NAC WORK GROUP 2NA
OFFICE NAME Washington C&O
PROJECT Reconciliation of Records

TASK	GRP. RESP.			SCHED. DATE STRT.	SCHED. DATE COMP.	ACT. DATE STRT.	ACT. DATE COMP.
Database Available	Data Base Mgr.			10-15	1-15	10-29	1-20
		PERCENT					
		COMP.	10 20 30 40 50 60 70 80 90				
Accounting Records Received	CAC			1-15	2-15	1-25	
		PERCENT					
		COMP.	10 20 30 40 50 60 70 80 90				
Loop Assignment Center Record Received	LAC			1-15	2-15	2-1	
		PERCENT					
		COMP.	10 20 30 40 50 60 70 80 90				
Input Net. Admin. Record Complete				1-15	2-15	1-21	
		PERCENT					
		COMP.	10 20 30 40 50 60 70 80 90				
Input CAC Complete				2-15			
		PERCENT					
		COMP.	10 20 30 40 50 60 70 80 90				
Input LAC Complete				2-15			
		PERCENT					
		COMP.	10 20 30 40 50 60 70 80 90				
Resolution of Discrepancies							
		PERCENT					
		COMP.	10 20 30 40 50 60 70 80 90				
Records Reconciled				1-15	4-20		
		PERCENT					
		COMP.	10 20 30 40 50 60 70 80 90				

Fig. 5—Job Status Report Form—Prepared Example (3.06)