

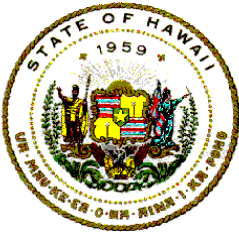
PRODUCTION JOB DOCUMENTATION & PROCEDURES

March 1, 2003

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1 INTRODUCTION

This document discusses the necessary forms, procedures, and guidelines that must be followed by any program or project that is passing operational control of a production job to the Production Services Branch (PSB), Information and Communication Services Division (ICSD), Department of Accounting and General Services (DAGS).

The application project manager must develop the operations Production Job Documentation instructions packet for ICSD PSB personnel.

Any packet that does not adhere to the conventions and guidelines presented in this document will be returned to the manager of the program or project. The ICSD PSB will not handle the operations of a production job if the project or program does not submit an acceptable Operations Production Job Documentation packet.

1.1 Background

The forms identified in this document will be used by the ICSD PSB to provide its personnel with the necessary instructions to properly and timely submit, execute, and process an application production job.

1.2 Applicability

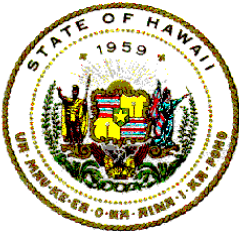
The procedures, conventions, and guidelines developed in this document must be followed by employees of the Executive Branch of State Government; and by consultants, vendors, or contractors of the State who will be turning over the submission, processing, and control of application production jobs to the ICSD PSB.

Once the job packet has been approved and accepted, the Production Job Documentation Packet is filed in production folders in the ICSD PSB Scheduling and Control Unit.

All documentation, resources, materials, etc., related to or required for processing at the ICSD central computer site, is strictly prohibited from leaving the premises unless appropriate authorization has been received.

1.3 Comments and Suggestions

Any other State of Hawaii data processing Information Technology (IT) Standards document, reference manual or users guide mentioned in this document are available through the departmental user agency data processing coordinator (DP Coordinator).



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Information and Communication Services Division

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Any suggestion, comment, proposal, or recommendation related to the presentation or content of this document must be in writing and sent to:

Information and Communication Services Division
Project Planning and Management Office
1151 Punchbowl Street, B-10
Honolulu, Hawaii 96813-3024

2 DUTIES AND RESPONSIBILITIES

To optimize the effectiveness and efficiency of people when production jobs are processed at the ICSD PSB, there must be a clear understanding of who is responsible for what piece of information, and when that information must be available.

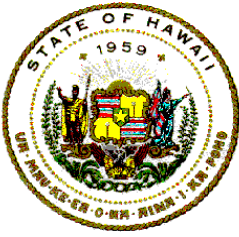
2.1 AGENCY DP COORDINATOR

The Agency DP Coordinator is the person designated by the department or agency director to have the authority to grant ICSD PSB Scheduling and Control Unit personnel the right to access and process the department or agency's data processing (DP) information.

The Agency DP Coordinator is responsible for the accuracy and maintenance of the agency's official lists of people who have the department or agency's authorization to sign job request forms.

The Agency DP Coordinator is responsible for providing the official list of names of authorized people whose names can appear on the following lists and/or forms:

- a. The "PERSON TO CONTACT" list of people who can be called upon to resolve and/or recover the department or agency's abnormally terminated production jobs.
- b. The "LOAD MODULE AUTHORIZATION LIST" for project managers who can approve and sign the "LOAD MODULE REQUEST" ICSD-198 form.
- c. The "DELETE OR RELEASE PRODUCTION RESOURCES" ICSD-177 form.
- d. The "PROC/PARM AUTHORIZATION LIST" for project managers who can approve and sign the "PROC/PARM REQUEST" ICSD-190 form.
- e. The "JCL AUTHORIZATION LIST" for project managers who can approve and sign the "JCL MEMBER REQUEST" ICSD-184 form.



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- f. The "PANVALET AUTHORIZATION LIST" for project managers who can approve and sign the "PANVALET REQUEST I" ICSD A-117 form.
- g. The "PANVALET REQUEST II" ICSD A-146 form.

The Agency DP Coordinator will send the ICSD PSB Scheduling and Control Unit an updated list whenever there is any change, deletion, or addition to any of the department or agency's official lists of project managers and project developers who are authorized to submit, access and/or update the production job documentation resources.

The lists of names for each of the department or agency's Project Management Systems (PMS) Codes must be ordered by the people's last name, first name, and middle initials.

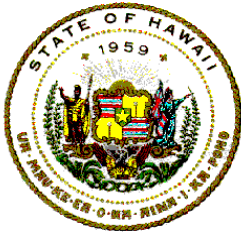
The Agency DP Coordinator is responsible for sending the "AUTHORIZATION SIGNATURE" cards to the PSB Scheduling and Control Unit for each project manager or project developer whose name appears in each of the above authorization lists.

2.2 AGENCY/PROJECT SYSTEM DEVELOPER

The Agency/Project System Developer is a computer programmer or data processing systems analyst assigned to analyze, design, create, test, and maintain the procedural or interpretive computer instructions needed to resolve a user agency's application systems request.

The Agency/Project System Developer is responsible for:

- The content of their production Job Control Language (JCL) procedure members. These members are created, debugged, and tested by accessing the user's TSO (time sharing option) library. These production job JCL procedure members will be copied from the user's TSO library to the agency's "ZG.PANDATA" library (or equivalent library); and moved from the agency's "ZG.PANDATA" library (or equivalent library) to the ICSD production procedure library for production job execution processes.
- The content of their production JCL job stream members. These members are created, debugged, and tested by accessing the user's TSO library. These production job JCL members will be copied from the user's TSO library to the agency's "ZG.PANDATA" library (or equivalent library); and moved from the agency's "ZG.PANDATA" library (or equivalent library) to the ICSD production job control library for production job scheduling and processing.



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- Developing, providing, and maintaining accurate documentation related to all production job JCL job stream members processed by PSB personnel.
- Developing, providing, and maintaining accurate documentation for any production restart/recovery procedure to be followed by PSB personnel.

2.3 APPLICATION /USER PROJECT MANAGER

The Application/User Project Manager is a person assigned by a department or agency director, or by an ICSD branch or section chief.

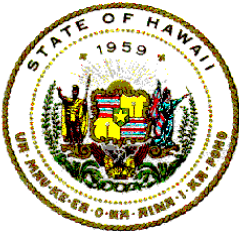
The Application/User Project Manager is responsible for:

- Coordinating, directing, and controlling the efforts of department or agency's project developers in the research, analysis, design, creation, testing, migration, and implementation of an agency's computerized data processing application system.
- Gathering and organizing information for the "PERSON TO CONTACT" book that PSB uses when production jobs need to be resolved or recovered. The information needed for this book includes:
 - a. OS Job Name (must begin with the PMS code)
 - b. Name of person to contact (primary and alternates)
 - c. Contact person's day and night phone numbers
 - d. Hours when a day or night phone number is used.
- The content of all related operation production job instruction packets that PSB personnel will follow.

Once the Production Job Documentation Packet has been approved as production status, it is the responsibility of the project manager to maintain a current copy of the Production Job Documentation Packet, and to provide a copy for the user agency.

3 OVERVIEW OF PRODUCTION JOB PROCESSING PROCEDURES

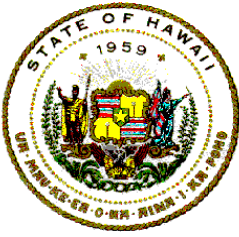
The general procedures that must be followed when a requesting user wants to transfer operational production job control to PSB, and when PSB implements the approved production job processes are summarized in the following procedure titled "SUBMITTING AND PROCESSING A PRODUCTION JOB." These procedures will be used by PSB personnel to process and control a production system that is run at the ICSD central computer site.



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PROCEDURE: SUBMITTING AND PROCESSING A PRODUCTION JOB

PERSON	ACTIVITY
User Agency Personnel	<ol style="list-style-type: none">1. Prepares and assembles the following for PSB according to the established production schedule to process the production job:<ol style="list-style-type: none">1a. "WORK REQUEST SHEET" ICSD-133.1b. Other input media from user, like user tapes, etc.1c. Tape/Cartridge may be temporarily released to user agency by using ICSD-194 for movement of tape/cartridges for user acceptance, if any.1d. Input documents to be key-entered and the "BATCH SUBMISSION SHEET" ICSD-1002. Keeps log of job work requests submitted to PSB Scheduling & Control Unit.3. Submits production job input to PSB Scheduling & Control Unit for processing.
Scheduling and Control Unit	<ol style="list-style-type: none">4. Stamps the date and time when it receives a "WORK REQUEST SHEET" ICSD-133.5. Forwards any "BATCH SUBMISSION SHEET" ICSD-100 and associated input documents to PSB Data Preparation.
Data Preparation Unit	<ol style="list-style-type: none">6. Key-enters and key-verifies data within the established data preparation time frame schedule.7. Runs data transfer system and generates data transfer report.8. Forwards the "BATCH SUBMISSION (half) SHEET" ICSD-100 to the PSB Scheduling and Control Unit with keyed data transferred to input tapes.



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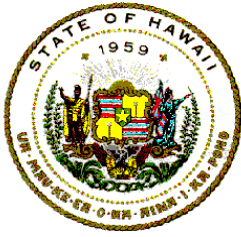
Scheduling and Control Unit

9. Returns input documents to user agency or forwards documents to the PSB Scheduling and Control Unit per instructions on the "KEY-ENTRY INSTRUCTIONS I" SDM-882-A form.
10. Matches "WORK REQUEST SHEET" ICSD-133 with input media, and "BATCH SUBMISSION SHEET" ICSD-100 with data transfer report.
11. Verifies that the expected production job input data are ready for submission to the PSB Computer Operations Unit.
12. Keys control statement(s) as indicated in the "JOB INSTRUCTIONS" SDM-1895, and the "CONTROL STATEMENT LAYOUT" ICSD-186.
13. Follows job step execution sequence per project's sequencing.
14. Forwards the "WORK REQUEST SHEET" ICSD-133, tapes/cartridges, and other user input media to the PSD according to the established computer operations production schedule.

Submits production job JCL member via the Scheduler software according to the established PSB computer operations production schedule, or through TSO for emergencies only.

Computer Operations Unit

16. Verifies that the Control Clerk has submitted all the input resources for the job according to the "WORK REQUEST SHEET" ICSD-133.
 17. Runs and processes job according to established PSB computer operations production job schedule and priorities.
 18. Notifies the PSB Operations Scheduler when job will be delayed.
 19. Checks computer job completion status.
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19a. If normal job completion, forwards the output reports, user tapes, other input media, and the "WORK REQUEST SHEET" ICSD-133 to the PSB Scheduling and Control Unit.

19b. If abnormal job completion, forwards the "WORK REQUEST SHEET" ICSD-133, user tapes, other input media, and all output listings to the PSB Scheduling and Control Unit abend area.

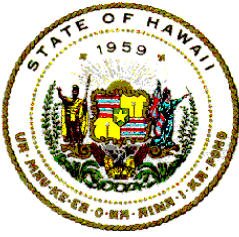
Scheduling and
Control Unit

20. Checks the completion status of the job.

20a. If job terminates abnormally, does the following steps:

- a. Follows recovery procedures as specified in the "RERUN/RESTART PROCEDURES" SDM-1897.
- b. Contacts ICSD liaison specified in the "PERSON TO CONTACT" book.
- c. Contacts user between the hours of 7:30 a.m. and 4:00 p.m. when abnormally terminated job will be delayed.
- d. Checks "PERSON TO CONTACT" book. Follows procedures in the "RERUN/RESTART PROCEDURES", SDM-1897 for after hours.
- e. Upon completion of recovery procedures, forwards "WORK REQUEST SHEET" ICSD-133 and input resources to the computer room for job rerun or restart.
- f. Resubmits production JCL member via Scheduler software.

20b. If job terminates normally, does the following steps:



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- a. Prepares output reports according to the requirements in the "JOB INSTRUCTIONS" SDM-1895 for normally terminated jobs.
- b. Forwards the output reports and user tapes/cartridges to destination specified in the "JOB INSTRUCTIONS" SDM-1895 form for normally terminated jobs.
- c. Returns PSB tape/cartridge media to storage area.

4 ESTABLISHING PRODUCTION JOB PACKETS

There are two separate processes that are to be completed when production job controls are turned over to ICSD PSB. The agency's project manager and project developers must gather the needed information for (1) the Data Preparation Instructions packet (when appropriate), and (2) a Production Job Documentation packet which must include a system "PRODUCTION SCHEDULE", SDM-1886.

The project manager assembles the required packages of information and sends the appropriate package of information to the ICSD PSB control supervisor or control unit personnel for review and comments.

The PSB Control Unit must receive, review, and approve the required items listed in the procedures that follow, before a job is considered a production job.

The proposed operations Production Job Documentation packet must be sent to the ICSD PSB at least fifteen (15) working days before the desired implementation date. Failure to allow the ICSD PSB personnel sufficient time to review the documentation and instruction packets may result in a delay in implementation.

In an emergency situation, the project or user's Branch Manager may contact the ICSD PSB Computer Operations Scheduler to justify and request a waiver for the fifteen (15) working day lead time.

The State of Hawaii Information Technology (IT) Standards, 07.04, Data Preparation Services, has a sample data preparation services request instruction packet. A list of master forms used in the computer operations Production Job Documentation packet is in Appendix-D and E.

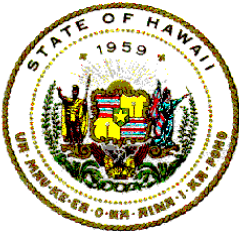


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The general procedures for a user agency to establish the packets of operational job instructions documentation needed to process and control a production system are defined in the procedures shown below.

4.1 PROCEDURE: ESTABLISHING DATA PREPARATION INSTRUCTIONS PACKET

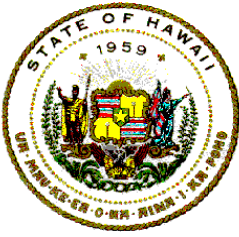
PERSON	ACTIVITY
Application/User Project Manager	<ol style="list-style-type: none">1. Reads procedures in State of Hawaii IT Standard 07.04, Data Preparation Services.2. Gathers the necessary documents and forms related to the entry of data for the system.3. Organizes data preparation services request documents and forms into a packet.4. Sends packet with proposed data preparation batch job resource requirements, scheduling, and data keying instructions to PSB Data Preparation Unit at least twenty (20) working days before desired implementation.
Data Preparation Unit Personnel	<ol style="list-style-type: none">5. Stamps the date and time when packet of proposed Data Preparation Instructions material is received.6. Reviews materials in Data Preparation Instructions packet.<ol style="list-style-type: none">6a. If packet of materials is complete, notifies Application/User Project Manager that packet was accepted. Sets up folder to store Data Preparation Instructions packet by OS JOB NAME for production job key-entry conversion processing.6b. If packet of materials is not complete, sends packet of materials back to Application/User Project Manager for corrections.



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4.2 PROCEDURE: ESTABLISHING PRODUCTION JOB DOCUMENTATION PACKET

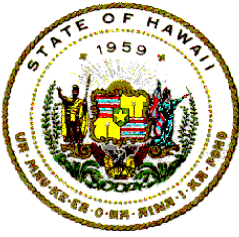
PERSON	ACTIVITY
Application/User Project Manager	<ol style="list-style-type: none">1. Reads procedures in State of Hawaii Data IT Standards, 07.05, Production Job Documentation and Procedures.2. Gathers documents and forms related to computer processing of production system.3. Develops operator instructions and job control language procedures to process production job streams.4. Develops recovery rerun/restart procedures.5. Completes the necessary forms (for example, proposed production schedule and tape media requests) for PSB Scheduling and Control Unit.6. Organizes the applicable operations Production Job Documentation elements in the following order:<ol style="list-style-type: none">6a. OPERATIONS DOCUMENTATION CHECKLIST, ICSD-1376b. PRODUCTION SCHEDULE, SDM-18866c. JOB INSTRUCTIONS, SDM-18956d. CONTROL STATEMENT LAYOUT, ICSD-1866e. CHART OR TABLE FORM, SDM-1101, when needed6f. FILE RETENTIONS & DISPOSITIONS, SDM-1890, when using magnetic tape media6g. RERUN/RESTART PROCEDURES, SDM-18976h. JCL MEMBER REQUEST, ICSD-184



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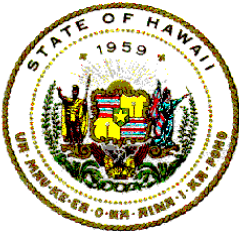
- (Project Manager)
- 6i. PROC/PARM REQUEST, ICSD-190
 - 6j. Special laser print form(s) with alignment, JDE, sample print and setup instructions for PSB Computer Operations.
 - 6k. WORK REQUEST SHEET, ICSD-133 (draft created by ICSD PSB Control Clerk)
 - 6l. PROCEDURE NARRATIVE, ICSD-112 (when applicable)
 - 6m. Any other form
7. Sends packet to the PSB Scheduling and Control Unit at least fifteen (15) working days before desired implementation.
- Control Unit Supervisor
- 8. Verifies completeness of proposed operations Production Job Documentation packet.
 - 8a. If packet is complete, sends packet to affected PSB Operations Section or Unit for review and comments.
 - 8b. If packet is not complete or has inconsistencies, sends packet back to Application/User Project Manager for corrections.
 - 9. Reviews proposed PRODUCTION SCHEDULE, SDM-1886 for completeness and recommended due dates.
 - 9a. If proposed schedule due dates are acceptable, does step 10 of this procedure.
 - 9b. If proposed schedule presents a conflict, recommends alternative times and/or dates, and sends PRODUCTION SCHEDULE, SDM-1886 back to Application/ User Project Manager for corrections.
 - 10. Sends PRODUCTION SCHEDULE, SDM-1886 form to Computer Operations Scheduler for signature.
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- Operations Scheduler
11. Sends PRODUCTION SCHEDULE, SDM-1886 to Data Preparation Supervisor for signature (if data is needed from data preparation).
 12. Makes copies after Data Preparation Supervisor signs. Sends one copy to Data Preparation Supervisor (if applicable), one copy for Operations Scheduler, one copy to PSB Control Unit clerk, and original PRODUCTION SCHEDULE, SDM-1886 to Application/User Project Manager.
- Control Unit Clerk
13. Reviews PSB Scheduling and Control Instructions in Production Job Documentation packet for accuracy and completeness.
 - 13a. If PSB Scheduling and Control Instructions are complete, does step 14 of this procedure.
 - 13b. If PSB Scheduling and Control Instructions are not complete, fills out OPERATIONS DOCUMENTATION STATUS, ICSD-244 form, and sends packet and status sheet to Control Unit Supervisor.
 14. Stamps the date and time when PSB Scheduling and Control Instructions Packet was accepted.
 15. Sends one copy of the accepted Production Job Documentation Packet to the Project Manager.
 16. Sets up folder to store the PSB Scheduling and Control's Production Job Documentation Packet, and sends any print instructions to the Computer Shift Supervisor.
- Computer Shift Supervisor
17. Reviews Computer Operations Processing Instructions packet that has any special print forms and setup and alignment instructions.
 - 17a. If Computer Operations Processing Instructions appear correct, does the following:



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- i. Reviews the special print alignment and setup instructions and either accepts or rejects the Computer Operations Processing Instructions packet.
- ii. Sets up folder for print instructions with sample and set-up instructions.

17b. If Computer Operations Processing Instructions appear incorrect, fills out OPERATIONS DOCUMENTATION STATUS, ICSD-244 form, and sends Computer Operations Processing Instructions packet and status sheet to PSB Control Unit Clerk.

4.3 GENERAL PRODUCTION JOB DOCUMENTATION ELEMENTS

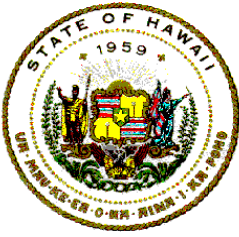
The following forms and documents should be used to document a computer systems operations production job environment:

4.3.1 Data Preparation Instructions Packet

- a. Resource Requirements
- b. Instructions to key-enter input information
- c. Sample of input forms

4.3.2 Scheduling and Control Job Documentation Packet

- a. OPERATIONS DOCUMENTATION CHECKLIST ICSD-137
- b. PRODUCTION SCHEDULE, SDM-1886
- c. JOB INSTRUCTIONS, SDM-1895
- d. CONTROL STATEMENT LAYOUT, ICSD-186
- e. CHART OR TABLE FORM, SDM-1101
- f. FILE RETENTIONS & DISPOSITIONS, SDM-1890
- g. RERUN/RESTART PROCEDURES, SDM-1897



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- h. TLMS PRODUCTION/TEST TAPE MEDIA REQUEST, ICSD-191
- i. GDG CHANGE REQUEST, ICSD-192
- j. JCL MEMBER REQUEST, ICSD-184
- k. PROC/PARM REQUEST, ICSD-190
- l. PROCEDURE NARRATIVE, ICSD-112 to supplement JOB INSTRUCTIONS, SDM-1895 form
- m. PROCEDURE NARRATIVE, ICSD-112 to supplement FILE RETENTIONS & DISPOSITIONS, SDM-1890 form
- n. PROCEDURE NARRATIVE, ICSD-112 to supplement RERUN/RESTART PROCEDURES, SDM-1897 form

4.3.3 Computer Operations Processing Instructions Packet

- a. Special Print Form Sample and Alignment and Setup Instructions for Computer Operations Section
- b. PROCEDURE NARRATIVE, ICSD-112 for the Computer Operations Section

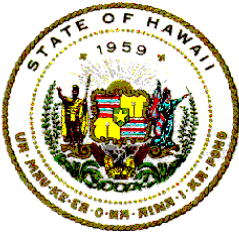
4.4 DATA PREPARATION INSTRUCTIONS PACKET

The State of Hawaii data processing Information Technology Standards Number 07.04, "DATA ENTRY SERVICES AND PROCEDURES," has the State's standards, policy, guidelines, and procedures that must be followed by anyone requesting resources and services from ICSD PSB Data Preparation Unit.

The departmental agency DP Coordinator has the agency's official copy of the State of Hawaii data processing Information Technology Standards Number 07.04, "DATA ENTRY SERVICES AND PROCEDURES."

4.5 PRODUCTION JOB DOCUMENTATION PACKET

The final approved version of the Production Job Documentation must be done through the standardized MICROSOFT WORD template forms.



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The instructions must be specific and define role players, time frames, and duties. The instructions should not have acronyms or abbreviations. The following is a list of forms that should be included in a Production Job Documentation packet.

4.5.1 Required Forms

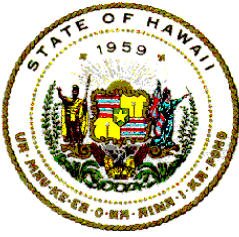
Operations Production Job Documentation packet should have:

- a. OPERATIONS DOCUMENTATION CHECKLIST, ICSD-137
- b. PRODUCTION SCHEDULE, SDM-1886
- c. JOB INSTRUCTIONS, SDM-1895
- d. CHART OR TABLE FORM, SDM-1101
- e. FILE RETENTIONS & DISPOSITIONS, SDM-1890
- f. RERUN/RESTART PROCEDURES, SDM-1897
- g. JCL MEMBER REQUEST, ICSD-184
- h. PROC/PARM REQUEST, ICSD-190
- i. WORK REQUEST SHEET, ICSD-133

4.5.2 Optional Forms

When applicable, the following may also be in the packet:

- a. CONTROL STATEMENT LAYOUT, ICSD-186
- b. PROCEDURE NARRATIVE, ICSD-112 to supplement the JOB INSTRUCTIONS, SDM-1895 form
- c. PROCEDURE NARRATIVE, ICSD-112 to supplement the FILE RETENTIONS & DISPOSITIONS, SDM-1890 form
- d. PROCEDURE NARRATIVE, ICSD -112 to supplement the RERUN/RESTART PROCEDURES, SDM-1897 form



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- e. PROCEDURE NARRATIVE, ICSD-112 for the Computer Operations Section personnel
- f. Sample of special laser print forms and alignment instructions

4.6 ICSD-137, OPERATIONS DOCUMENTATION CHECKLIST

The "OPERATIONS DOCUMENTATION CHECKLIST" ICSD-137 must be completed and submitted as the "cover letter" for the Operations Production Job Documentation packet. The checklist will notify the PSB of what is included in the Operations Production Job Documentation packet and will serve as a reminder checklist for the submitter.

This checklist must also be used when an application or user project manager needs to revise an existing Operations Production Job Documentation packet.

When the Production Job Documentation needs to be revised, the "EFFECTIVE DATE OF REVISION" must be included on this form. The project manager must have the revisions sent to ICSD PSB at least ten (10) working days before the desired effective date.

4.7 ICSD-244 OPERATIONS DOCUMENTATION STATUS

The "OPERATIONS DOCUMENTATION STATUS" ICSD-244 will be completed by the ICSD PSB and sent to the requesting user with the requestor's Operations Production Job Documentation packet when there are questions or deficiencies in the documentation.

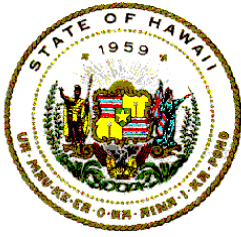
A reason will be provided for each form with an omission or deficiency. The pertinent form number will be listed under the "FORM NUMBER" section, and the reason for the form's rejection will be specified under the "COMMENTS" section.

The requesting user must correct the indicated forms, fill in the first available "DATE RESUBMITTED" line, and resubmit the entire Operations Production Job Documentation packet for further review.

4.8 SDM-1895, JOB INSTRUCTIONS

An agency or project systems developer fills in a "JOB INSTRUCTIONS" SDM-1895, for the PSB Scheduling and Control Unit.

The "JOB INSTRUCTIONS" SDM-1895 will inform the assigned PSB control clerk of:



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- a. The expected input for a production application job.
- b. The source of the input, including control statements that need to be key-entered by ICSD PSB and the placement of any key-entered control statement.
- c. The expected types of output.
- d. The preparation and distribution instructions for the output reports and the return of media, data, or other user resources.
- e. The 'Job Completed Successfully' (message-in-a-box) message that must be displayed to identify only production jobs that have completed successfully.
- f. Any other pertinent information.

4.9 ICSD-186, CONTROL STATEMENT LAYOUT

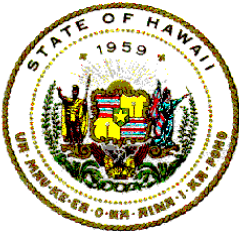
If program control statement parameters are needed for a job stream, the agency or project systems developer of the application must prepare a "CONTROL STATEMENT LAYOUT" ICSD-186 for each required control statement.

The definition and specification of the format and/or layout of data must be explicit. The instructions for the ICSD PSB control clerk to follow when the control statement data or information is keyed into the production job stream JCL member must be specific, clear, and concise.

Whenever there is a need to complete a "CONTROL STATEMENT LAYOUT" ICSD-186 form, the "JOB INSTRUCTIONS" SDM-1895 form must have a numeric value in the "Number of Control Statements" box.

The "JOB INSTRUCTIONS" SDM-1895 form must have explicit instructions to notify the PSB control clerk of "when" and "where" the control statements in the operations production job stream JCL member must be changed.

IMPORTANT: The PSB control clerk will enter up to a maximum of five (5) control statements into a production job stream JCL member. If a job needs more than five control statements, the agency or project systems developer must place the multiple control statements in a member in the "EDPD.PARMLIB" library.



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Whenever there are more than five (5) control statements, the "FILE RETENTION AND DISPOSITION" SDM-1890 form must have a comment that identifies the member name in "EDPD.PARMLIB" that will have the data specified in the completed "CONTROL STATEMENT LAYOUT" ICSD-186 forms.

The "FILE RETENTION AND DISPOSITION" SDM-1890 form must have explicit instructions to notify the PSB control clerk of "when" and "where" the control statements in the operations production job JCL member must changed.

IMPORTANT: The control clerk usually leaves control statements in the production job stream JCL member until the next scheduled run. They will be overwritten and replaced with new control statements.

4.10 SDM-1101, CHART OR TABLE FORM

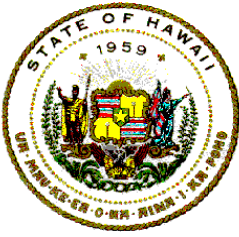
The "CHART OR TABLE FORM" SDM-1101, must be part of the operations Production Job Documentation packet. The application or user project manager or an assigned agency or project systems developer draws a system functional flowchart showing required data storage devices, any procedural routines, and any stored output or reports. The following information should be provided:

- a. OS JOB NAME.
- b. OS STEPNAMES for each computer executed step.
- c. Program, procedure, or utility name used in each executed step.
- d. DSNAMES for disk and tape stored data sets, and any GDG data set name with the relative generation level being used.
- e. Output report names, numbers, or titles; and any special print form number.

4.11 SDM-1890, FILE RETENTION & DISPOSITIONS

An agency or project systems developer fills in a "FILE RETENTIONS & DISPOSITIONS" SDM-1890 form to provide the PSB Scheduling and Control Unit with the resource requirements information for a job.

This form may include remarks for job stream set up for handling files with stored control



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statements, for accessing input keyed data for the production job, and for any other special instruction.

Specify the total number of magnetic tape reels/cartridges required for the job. Include the number of tapes/cartridges provided or submitted by the user agency, by PSB Data Preparation Section, or by PSB computer room. If job does not require any tape mount, enter '0' or 'NONE'. When only TLMS cartridges are used, leave "total number" box blank.

If additional space for remarks is needed, the agency or project systems developer should include a "PROCEDURE NARRATIVE" ICSD-112 to supplement the "FILE RETENTIONS & DISPOSITIONS" SDM-1890 form.

SDM-1897, Rerun/Restart Procedures

After a production job terminates abnormally, the PSB Scheduling and Control Unit personnel tries to determine the cause of the abnormal termination.

PSB Scheduling and Control Unit personnel will follow the instructions provided on the "RERUN/RESTART PROCEDURES" SDM-1897. These procedures should have specific instructions for the PSB control clerk personnel to follow before the job can be resubmitted to the computer.

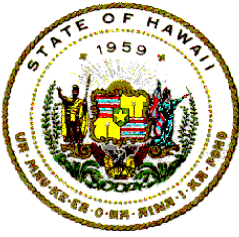
There are three types of problem causes that the PSB control clerk will look for:

- a. A "system hang-up" which is a condition that occurs when the computer system ceases to process any job.
- b. A "hardware error" which is determined from computer operating system messages that state that a computer component or peripheral device is not responding properly.

The operator should verify that the identified disk, tape, channel, controller, or other equipment or resource is or is not functioning properly.

If the computer's hardware is functioning properly, the Computer Operation's personnel will notify the control clerk that the production job can be rerun/restarted. The control clerk will follow the procedures specified in the "RERUN/RESTART PROCEDURES", SDM-1897 form.

If the computer's hardware is not functioning properly, the operator should try to fix the hardware problem, if the operator is not successful, the operator should place



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a trouble call with the service maintenance vendor for the component.

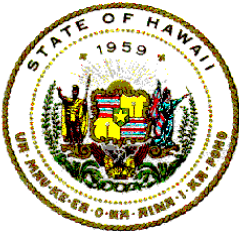
- c. A "JCL error" which can be encountered by the computer's operating system software when it tries to resolve, recognize, or interpret a program name, procedure statement, execution parameter, or keyword in the production job's JCL (job control language) statements.

For the abended job and any other related job that must be reprocessed as a result of the abnormal termination of a job, the person or persons to be notified and their phone number must be specified in the PSB Scheduling and Control Unit's "PERSON TO CONTACT" log book.

When a job terminates abnormally, PSB Operations personnel will follow the steps in the following procedure:

PROCEDURE: RERUN OR RESTART PRODUCTION JOB

PERSON	ACTIVITY
Computer Operations Unit	<ol style="list-style-type: none">1. Invokes INFO/SYS to open a Problem Log, and sends job with abnormal termination status and Problem Log number to PSB Scheduling and Control Unit.2. Checks computer system's operational status.<ol style="list-style-type: none">2.a. If there is a computer system hang-up, identifies the last step that the computer completed; records any "DISPLAY CONSOLE" message.3. Checks computer hardware status.<ol style="list-style-type: none">3a. If there is a hardware error message, takes needed action to resolve tape, disk, or equipment problem/error.
PSB Control Clerk	<ol style="list-style-type: none">4. Checks JCL in JES2 LOG listing.<ol style="list-style-type: none">4a. If there is a JCL error, looks for JCL device error message, JCL command or parameter spelling error, or JCL punctuation error and makes corrections.



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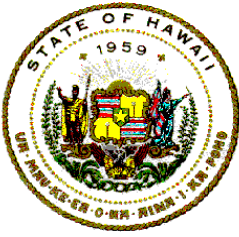
- 4b. Determination if job is critical or non-critical will determine use of "PERSON TO CONTACT" book (for after hours).
5. Gets RERUN/RESTART PROCEDURES SDM-1897 form for the production job.
6. Follows directions and procedures to recover, rerun, or restart the job.
7. Restarts or reruns corrected job.
 - 7a. If recovery is successful, sends corrected and abended job output to user and programmer.
 - 7b. If recovery is still not successful, notifies "PERSON TO CONTACT."

4.12 ICSD-112, PROCEDURE NARRATIVE

The "PROCEDURE NARRATIVE" ICSD-112 form, is used to provide additional information for the PSB control clerks and the computer operators. The "PROCEDURE NARRATIVE" ICSD-112 for the PSB Scheduling and Control Unit and Computer Operations Section may be included in the production job documentation packet when needed.

The contents of the supplemental "PROCEDURE NARRATIVE" ICSD-112 can include, but are not limited to, the following:

- a. Continuation of remarks from the "JOB INSTRUCTIONS" SDM-1895.
- b. Continuation of remarks from the "FILE RETENTIONS & DISPOSITIONS" SDM-1890.
- c. Continuation of remarks from the "RERUN/RESTART PROCEDURES" SDM-1897.
- d. Special instructions, program messages, and record or report formats for the Computer Operations Section.



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5 MEDIA REQUESTS

Production jobs that need magnetic tape media resources for data sets, or special print forms for output reports may also have the following forms included with the Production Job Documentation packet forms:

- a. ICSD-191, TLMS PRODUCTION/TEST TAPE MEDIA REQUEST
- b. ICSD-192, GDG CHANGE REQUEST
- c. ICSD-140, REQUEST FOR CARRIAGE TAPE IMAGE LOADING

5.1 ICSD-191, TLMS PRODUCTION/TEST TAPE MEDIA REQUEST

The "TLMS PRODUCTION/TEST TAPE MEDIA REQUEST" ICSD-191, is prepared by an agency or project systems developer to define data sets designated for an application system that will be controlled by TLMS.

The Tape Library Management System (TLMS) controls the assignment and cataloging of magnetic tape media.

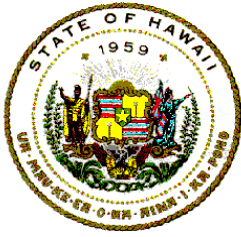
The instructions to complete this form are printed on the back of this form. One copy of this form must be submitted to the PSB Computer Operations Scheduler to define the data set names to TLMS and to the O/S catalog.

The requesting agency or project systems developer will specify the retention period and disposition for the requested TLMS tape media on the "FILE RETENTIONS & DISPOSITIONS" SDM-1890 in the operations Production Job Documentation packet.

The PSB needs ten (10) working days to setup and identify the volumes needed for the tape media data sets to be controlled by TLMS.

5.2 ICSD-192, GDG CHANGE REQUEST

The "GDG CHANGE REQUEST" ICSD-192 form is prepared by an agency or project systems developer and submitted to the PSB Scheduling and Control Unit to "scratch" a generation data group (GDG) data set, so that the data set can be restored to the records of a previous data cycle.



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The PSB Scheduling and Control Unit Control Clerk assigned to the user agency reviews the "GDG CHANGE REQUEST" ICSD-192 form for completeness and accuracy.

If information on the form is complete and accurate, Control Clerk processes the request immediately. If any information is missing or in error, the Control Clerk calls the project systems developer for corrections and then processes the request.

The requesting project systems developer will notify either the Control Clerk or the programmer/analyst within the project when they can resubmit the production job stream.

5.3 SPECIAL PRINT FORMS

A "SPECIAL PRINT FORM" is one that is designed, formatted, and printed for a particular use or system. Any special print form that is used in a production job must have an ICSD form number that has been assigned by the PSB.

Refer to Appendix-C for the procedures to obtain a form number before any forms are ordered from a vendor.

A pre-printed form generated by a laser printer is classified as a "SPECIAL PRINT FORM." The procedures for creating and using forms on the central computer site laser printer are in the statewide data processing Information Technology Standards, 04.09, "LASER PRINTER STANDARDS AND PROCEDURES."

Whenever a "SPECIAL PRINT FORM" is used in a job, a sample print-out of the form must be in the operations Production Job Documentation packet.

6 SCHEDULING AND THE SCHEDULER

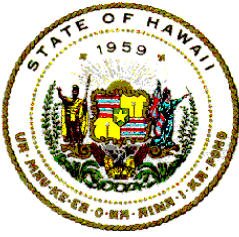
Effective scheduling of people and resources are needed to optimize the limited resources that ICSD PSB has to efficiently use the computers and the supporting equipment at the State's central computer center site.

6.1 POLICIES

The ICSD PSB has the following policy statements for scheduling the operations of production jobs.

6.1.1 Establishing a Production Schedule

The ICSD PSB and the agency must agree upon a production schedule before



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any work is submitted for a production system. The production schedule must include:

- a. When and how work will be sent to the ICSD PSB from the agency,
- b. When work will be completed by ICSD PSB, and
- c. When work results will be sent back to the agency.

6.1.2 Production Schedule Exceptions

If an agency cannot meet the deadline, the agency's job submitter must notify the ICSD PSB Computer Operations Scheduler or a designated representative.

If ICSD PSB cannot meet a deadline, the ICSD PSB Computer Operations Scheduler or designated representative will notify the agency's job submitter at the telephone number listed on the "JOB INSTRUCTIONS" SDM-1895 form.

6.1.3 Production Schedule Changes

A change or addition to an established production schedule must be agreed to by all parties (i.e. ICSD PSB personnel, application/user project manager, and requesting user) before it can take effect.

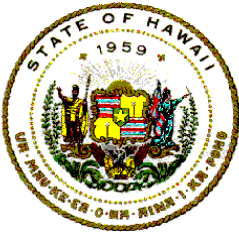
The application/user project manager should either arrange a meeting with the ICSD PSB Computer Operations Scheduler to discuss the proposed change and/or addition; or the application/user project manager should write up and submit the proposed change and/or addition to the ICSD PSB Computer Operations Scheduler.

6.2 SDM-1886, PRODUCTION SCHEDULE

The "PRODUCTION SCHEDULE" SDM-1886, is used to define the schedule of events for production application systems that will be processed and controlled by ICSD PSB personnel.

The application or user project manager should specify a desired effective date when job names listed in the production schedule should be processed.

The codes for item 11, "RUN FREQ" are listed in Appendix-B.



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Production Job Scheduling is done for the entire application system and not for each separate job stream.

When a new job stream must be added to an existing production job schedule, the entire schedule for that application system must be revised, reviewed, evaluated, and approved by the ICSD PSB Computer Operations Scheduler before the new job stream can be incorporated into the ICSD PSB Computer Operation's production schedule.

7 SUBMITTING A PRODUCTION JOB

For production jobs that need data preparation services to create input data, a "WORK REQUEST SHEET" ICSD-133 and a "BATCH SUBMISSION SHEET" ICSD-100 must accompany the incoming transaction documents.

For applications in which the input documents for a timeframe will be submitted in more than one batch submission, a "WORK REQUEST SHEET" ICSD-133 or "JOB STREAM PROCESSING REQUEST" ICSD-131 must be attached to the last (cut-off) batch job sent to PSB Data Preparation.

A "Tape/Cartridge Temporarily Released To User Agency" form must be submitted for ICSD PSB Control to send out any tape/cartridges to agencies after completing the job.

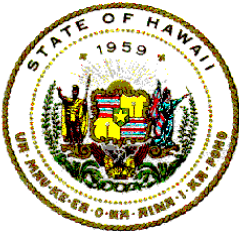
7.1 ICSD-133, WORK REQUEST SHEET

The user of an agency's production application system, which includes agency personnel and any designated representative, must fill out and submit the "WORK REQUEST SHEET" ICSD-133 form, or the "JOB STREAM PROCESSING REQUEST" ICSD-131 form to initiate, confirm, or request services from the ICSD PSB.

The "WORK REQUEST SHEET" ICSD-133 form does not have to be submitted for any rerun or restart job that is submitted by ICSD PSB personnel.

The agency should submit the "WORK REQUEST SHEET" ICSD-133 form to the ICSD PSB Scheduling and Control Unit's input/output counter in the basement of the Kalanimoku Building at 1151 Punchbowl Street, B-30 by 12:00 noon on the DUE-IN ICSD date set on the "PRODUCTION SCHEDULE" SDM-1886 form. "WORK REQUEST SHEET" ICSD-133 can also be faxed.

If a production job work request sheet is received after 12:00 noon, the job will be processed on the next day.



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IMPORTANT: All production work will be processed according to the established schedule.

Should ICSD PSB personnel be unable to meet an established deadline date and time, the ICSD PSB Computer Operations Scheduler will notify the "PERSON TO CONTACT" for that project application.

Should the agency be unable to submit their "WORK REQUEST SHEET" ICSD-133 or "JOB STREAM PROCESSING REQUEST" ICSD-131 forms and/or input transaction data by the established date and time, the responsible agency personnel must call the ICSD PSB Computer Operations Scheduler or a designated representative as soon as possible before the specified deadline date and time.

7.2 ICSD-131, JOB STREAM PROCESSING REQUEST

A user agency uses the "JOB STREAM PROCESSING REQUEST" ICSD-131 form to initiate, confirm, or request multiple job stream submission services requests from the ICSD PSB.

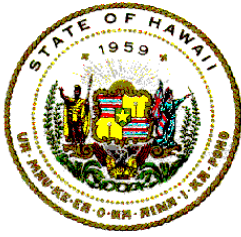
The agency should submit the "JOB STREAM PROCESSING REQUEST" ICSD-131 to the ICSD PSB Scheduling and Control Unit input/output counter in the basement of the Kalanimoku Building at 1151 Punchbowl Street, B-30 by 12:00 noon on the DUE-IN ICSD date set on the "PRODUCTION SCHEDULE" SDM-1886. Request can also be faxed.

7.3 ICSD-100, BATCH SUBMISSION SHEET

All input transaction documents submitted to ICSD PSB Data Preparation for key-entering must be grouped in controlled batches by the type of the user source document. The user must fill out and submit a "BATCH SUBMISSION SHEET" ICSD-100 form for each group of batched data.

Input batches of transactions that are sent to ICSD PSB Data Preparation without a "BATCH SUBMISSION SHEET" ICSD-100 cover sheet WILL NOT be processed.

For more information regarding the "BATCH SUBMISSION SHEET" ICSD-100, refer to the statewide data processing Information Technology Standards Number 07.04. "DATA ENTRY SERVICES AND PROCEDURES."



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7.4 ICSD-194 TAPE/CARTRIDGES TEMPORARY RELEASED TO USER AGENCY

The user agency must submit the form ICSD-194, "Tape/Cartridges Temporarily Released to User Agency," to the ICSD PSB Scheduling and Control Unit whenever ICSD PSB must send any tape/cartridge back to the user agencies.

The ICSD-194 form is used as a record to help ICSD track temporarily stored tape/cartridges from outside of the ICSD computer facility that are used at the ICSD central computer site.

8 PRODUCTION JOB JCL MEMBER

Production job JCL member statements must be sequentially numbered before they are turned over to the ICSD PSB.

The sequence numbers can be generated by the IBM TSO/ISPF "STANDARD NUMBERS" option that records an incremental sequence number in column 73 through column 80 of each line entry of a library member when the "NUM ON" edit command option is used. The first production job JCL statement to receive a sequence number must be the JOB statement.

When the ICSD PSB Scheduling and Control Unit must insert control statement data into the production job JCL member, the ICSD PSB control clerks will follow the job instructions on the "JOB INSTRUCTIONS," SDM-1895 form.

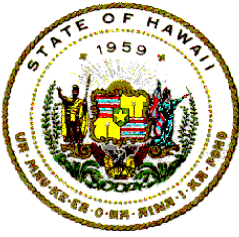
8.1 ICSD-184, JCL MEMBER REQUEST

To prevent unauthorized modifications of production job JCL members, the ICSD PSB will NOT copy or move any production JCL member unless a "JCL MEMBER REQUEST" ICSD-184 has an "AUTHORIZATION SIGNATURE" on the JCL member change request.

ICSD PSB Scheduling and Control Unit personnel will verify that the "AUTHORIZATION SIGNATURE" on the "JCL MEMBER REQUEST" ICSD-184 form matches the "AUTHORIZATION SIGNATURE" on the "SIGNATURE CARD" in their file for the Project Management System (PMS) Code.

8.1.1 Planned Requests

The "JCL MEMBER REQUEST" ICSD-184, is used to "COPY" or "MOVE" production JCL members either from an agency's partitioned data set (PDS) library to the ICSD Operation's library, or from the ICSD Operation's library to an agency's PDS library via the agency's "ZG.PANDATA" PDS library. A "REASON FOR MOVE" must be



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stated.

The "JCL MEMBER REQUEST" ICSD-184 must be signed and dated by the authorized project manager who is responsible for the job's PMS Code. The printed name and signature of the project manager authorized to sign for the PMS code must be on file at the ICSD PSB Scheduling and Control Unit.

The Agency DP Coordinator must send a "SIGNATURE CARD" to the ICSD PSB Scheduling and Control Unit for each project manager who can sign this form for the PMS Code.

The ICSD PSB Scheduling and Control Unit will retain the original authorized "JCL MEMBER REQUEST" ICSD-184 form and a listing of the copied or moved JCL job stream member's statements for twelve (12) months after the request to delete a job name.

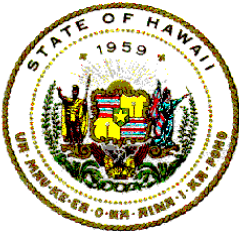
The "JCL MEMBER REQUEST," ICSD C184 form may be accompanied by a "PROC/PARM REQUEST," ICSD-190 form to specify the JCL procedure member(s) that contain(s) the revised JCL procedure statements for the modified production job steam procedure statements.

The "PROC/PARM REQUEST" ICSD-190 must be signed and dated by the authorized project manager who is responsible for the job's PMS Code. The printed name and signature of the project manager authorized to sign for the PMS code must be on file at the ICSD PSB Scheduling and Control Unit.

8.1.2 Day Time Emergency Requests

Should an emergency JCL member transfer situation develop during the day time shift, the ICSD PSB will allow telephone calls from the project manager responsible for the system. The project manager will:

- a. Call the ICSD PSB Control Unit clerk.
- b. State the nature of the emergency.
- c. Identify the JCL member job name.
- d. Identify the person who will be modifying the JCL member.



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As soon as possible after this emergency, the authorized project manager must send a "JCL MEMBER REQUEST" ICSD-184 form and, if applicable, "PROC/PARM REQUEST," ICSD-190 form with authorization name and signature to the ICSD PSB Control Unit clerk.

8.1.3 Night Time Emergency Requests

Should an emergency JCL member transfer situation develop during the Swing or Midnight Shifts, the ICSD PSB will allow telephone calls from the project manager responsible for the system. The project manager will:

- a. Call the evening shift ICSD PSB Control Unit clerk.
- b. State the nature of the emergency.
- c. Identify the JCL member job name.
- d. Identify the person who will be modifying the member.

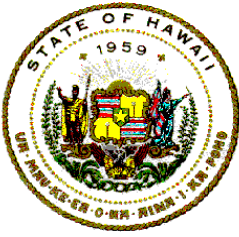
The responsible evening shift ICSD PSB control clerk will leave a message for the day shift ICSD PSB Control Unit clerk stating that an emergency request was made during their shift.

As soon as possible after this emergency, the authorized project manager must send a "JCL MEMBER REQUEST" ICSD-184 form and, if applicable, the "PROC/PARM REQUEST," ICSD-190 form with the authorization name and signature to the responsible day ICSD PSB Control Unit Clerk.

8.1.4 Emergency Requests

The agency or project systems developer modifying the production JCL member and production JCL job stream procedure statements must:

- a. Fill out a "JCL MEMBER REQUEST" ICSD-184 form.
- b. Spell out the JCL member name.
- c. Enter the phrase "EMERGENCY REQUEST" as the "REASON FOR THE MOVE."
- d. Give the completed form to the ICSD PSB control clerk.

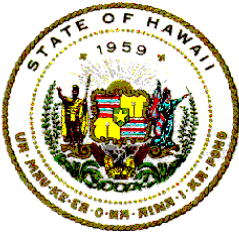


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As soon as possible after any emergency, the authorized project manager must send a "JCL MEMBER REQUEST" ICSD-184 form and, if applicable, the "PROC/PARM REQUEST," ICSD-190 form with the authorization name and signature to the ICSD PSB Control Unit clerk.

8.2 PROCEDURE: NEW PRODUCTION JOB JCL MEMBER

PERSON	ACTIVITY
Project Systems Developer	<ol style="list-style-type: none">1. Creates the JCL statements for the procedure and JCL execution members needed to process the production job into members of the user's TSO PDS library.2. Copies the TSO PDS members to the same member names in the agency's "ZG.PANDATA" PDS library (for example, "X89.*.ZG.PANDATA" where * is the agency's one letter project management system (PMS) code), or to a similar library.3. Prepares a "JCL MEMBER REQUEST," ICSD-184 form, a "PROC/PARM REQUEST," ICSD -190 form, if applicable, and sends them to the application user project manager for an authorization signature.
Application/User Project Manager	<ol style="list-style-type: none">4. Reviews "JCL MEMBER REQUEST" ICSD C-184 form and "PROC/PARM REQUEST" ICSD-190 form, signs and dates the forms, and returns forms to the project systems developer.
Project Systems Developer	<ol style="list-style-type: none">5. Makes copy of JCL member and procedure statements and any supporting documentation for the agency's files.6. Sends the "JCL MEMBER REQUEST" ICSD-184, the "PROC/PARM REQUEST" ICSD -190 and supporting Production Job Documentation to the ICSD PSB Control clerk.
PSB Control Unit	<ol style="list-style-type: none">7. Verifies "AUTHORIZATION SIGNATURE" on the "JCL MEMBER REQUEST" ICSD-184 and "PROC/PARM REQUEST" ICSD-190 against the file of "SIGNATURE



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- CARD's" associated with the system's PMS code.
8. Checks that all pertinent fields of the "JCL MEMBER REQUEST" ICSD-184 form and "PROC/PARM REQUEST" ICSD-190 have been filled in.
 - 8a. If forms are not complete, sends forms and documentation back to the requestor.
 - 8b. If an authorized "SIGNATURE CARD" is not on file, sends request forms and documentation back to requestor with note that "SIGNATURE CARD IS NOT ON FILE AT SCHEDULING AND CONTROL UNIT."
 9. Fills in bottom of "JCL MEMBER REQUEST" ICSD-184 form under "FOR OPERATIONS USE ONLY" section.
 10. Moves new production job JCL member from the agency's "ZG.PANDATA" library to the PSB production job library; and moves the member with the job's procedure statements to the EDPD.PROCLIBA procedure library.
 11. Uses the TSO/ISPF option to make a printed listing of the new production job JCL member.
 12. Attaches new member listing to "JCL MEMBER REQUEST" ICSD-184 form.
 13. Files the "JCL MEMBER REQUEST" ICSD-184 and new production job JCL member listing in the file folder of the ICSD PSB Control clerk assigned to the PMS code.

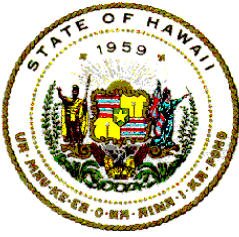
8.3 PROCEDURE: REVISING PRODUCTION JOB JCL MEMBER

PERSON

ACTIVITY

Project Systems
Developer

1. Submits completed "JCL MEMBER REQUEST" ICSD-184 form to copy job stream member from ICSD PSB production library to user's "ZG.PANDATA" library.



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2. Modifies the production job JCL procedure statements in User's TSO PDS, and thoroughly debugs and tests the revised procedure steps in the job stream via TSO/ISPF.
 3. Revises affected portions of the operations Production Job Documentation packet.
 4. Verifies that copies of the revised JCL job stream member and JCL procedure statements are on the agency's "ZG.PANDATA" library.
 5. Fills in "JCL MEMBER REQUEST" ICSD-184 and enters which JCL member name is being transferred and the "REASON FOR MOVE."
 6. Sends "JCL MEMBER REQUEST" ICSD-184 and "PROC/PARM REQUEST" ICSD-190 if ,applicable, to project manager for an "AUTHORIZATION SIGNATURE."
 7. Submits the "JCL MEMBER REQUEST" ICSD-184 form, the "PROC/PARM REQUEST" ICSD-190 form and any revisions to the Production Job Documentation packet to the ICSD PSB Control Unit clerk.
- PSB Control Unit
8. Verifies authorization signature against authorized "SIGNATURE CARD's" on file for the PMS Code.
 9. Checks that all required fields of the "JCL MEMBER REQUEST" ICSD-184 form and "PROC/PARM REQUEST" ICSD-190 form are filled.
 - 9a. If request forms are not complete, or if "AUTHORIZATION SIGNATURE" is not in the "SIGNATURE CARD" file, sends request form back to the requesting project systems developer.
 - 9b. If request forms are complete, and "AUTHORIZATION SIGNATURE" is confirmed, continues to follow these procedures.

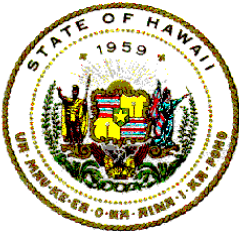


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10. Fills in bottom of "JCL MEMBER REQUEST" ICSD-184 form under "FOR OPERATIONS USE ONLY" section.
11. Moves revised production job JCL job stream member from agency's "ZG.PANDATA" library to PSB's production job library, and moves the revised JCL procedure statements to the EDPD.PROCLIBA library.
12. Uses the TSO/ISPF option to make a printed listing of the revised production job JCL job stream member.
13. Attaches revised production job JCL member listing to "JCL MEMBER REQUEST" ICSD-184.
14. Files revised production job JCL member listing and the "JCL MEMBER REQUEST" ICSD-184 in the assigned ICSD PSB control clerk's PMS code's Production Job Documentation file folder.

8.4 PROCEDURE: REVISING PRODUCTION JOB DOCUMENTATION

PERSON	ACTIVITY
Project Systems Developer	<ol style="list-style-type: none">1. Reviews and maintains accuracy, relevancy, and currency of existing copy of the operations Production Job Documentation.2. Receives a change service request from user agency to modify the agency's operations Production Job Documentation.<ol style="list-style-type: none">2a. If a production job JCL member must be revised, follows procedures in 8.3 Procedure: Revising Production Job JCL Member, steps 2 to 7.2b. If production job JCL members are not affected, proceeds with the rest of these procedures.3. Applies revisions to agency's copy of the Production Job Documentation packet.

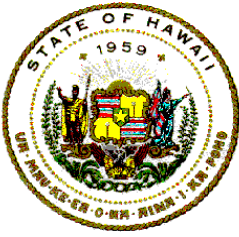


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Scheduling and
Control Unit

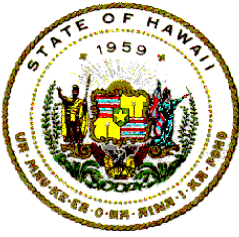
4. Duplicates revisions for ICSD PSB Scheduling and Control Unit's copy of the Production Job Documentation packet.
5. Fills in "OPERATIONS DOCUMENTATION CHECKLIST" ICSD-137, indicating the effective date of revisions.
6. Submits the "OPERATIONS DOCUMENTATION CHECKLIST" ICSD-137, the revised documentation, and when appropriate, the "JCL MEMBER REQUEST" ICSD-184 and "PROC/PARM REQUEST" ICSD-190, if applicable, forms to the ICSD PSB Scheduling and Control Unit.
7. Reviews revisions to the operations Production Job Documentation packet.
 - 7a. If revised operations Production Job Documentation has any discrepancy, or inconsistencies, completes and sends an "OPERATIONS DOCUMENTATION STATUS" ICSD-244 to the requesting project systems developer with the revised documentation and the "OPERATIONS DOCUMENTATION CHECKLIST" ICSD-137 form.
 - 7b. If revised operations Production Job Documentation revisions are acceptable, date stamps and files revisions in appropriate assigned PMS code operations Production Job Documentation file.
8. Removes obsolete operations Production Job Documentation materials from ICSD PSB files.
9. If "JCL MEMBER REQUEST" ICSD-184 was submitted with updates, follows 8.3 Procedure: Revising Production JCL Member, steps 8 to 13.



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8.5 PROCEDURE: EMERGENCY REVISION - JCL MEMBER REQUEST

PERSON	ACTIVITY
Project Manager	1. Notifies ICSD PSB Scheduling and Control Unit that emergency revisions must be made to a production job JCL member, states the nature of the emergency, and identifies the project systems developer who will modify the production job JCL member.
Project Systems Developer	2. Goes to ICSD computer center or faxes a complete "JCL MEMBER REQUEST" ICSD-184 form. Puts "EMERGENCY REQUEST" as "REASON FOR MOVE." 3. Gives completed "JCL MEMBER REQUEST" ICSD-184 form to ICSD PSB control clerk.
ICSD PSB Control Clerk	4. Verifies information on "JCL MEMBER REQUEST" ICSD-184. Confirms that the request is noted as an "EMERGENCY REQUEST." Circles "EMERGENCY REQUEST" in red. 5. Copies member from ICSD PSB Operation's library to agency's "ZG.PANDATA" library (or similar library) for the project systems developer.
Project Systems Developer	6. Modifies production JCL procedure statements to revise the operations production job JCL member in the agency's "ZG.PANDATA" library. 7. Thoroughly tests modified JCL procedure statements. Modifies JCL job stream with new procedure name. 8. Copies revised JCL production job stream member and JCL procedure statements to agency's "ZG.PANDATA" library. 9. Notifies ICSD PSB control clerk that production job JCL member has been updated, tested and is ready to be transferred.

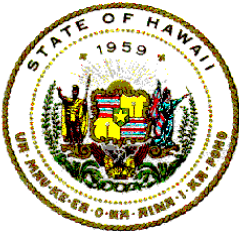


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- | | |
|---------------------------|---|
| Scheduling and Control | <ol style="list-style-type: none">10. Moves revised production job JCL member from agency's "ZG.PANDATA" library to PSB's library.11. Uses TSO/ISPF option to list revised production job JCL statements.12. Uses red marker to flag the revised production job JCL member listing as an "EMERGENCY REQUEST LISTING."13. Attaches revised JCL member listing to the "JCL MEMBER REQUEST" ICSD-184 form.14. Files revised production job JCL member listing with the "JCL MEMBER REQUEST" ICSD-184 in the PMS code's production file. |
| Project Systems Developer | <ol style="list-style-type: none">15. As-soon-as-possible after the emergency, updates the Production Job Documentation by following 8.4 Procedure: Revising Production Job Documentation.16. Completes a "JCL MEMBER REQUEST" ICSD-184, and has the responsible project manager sign the request form.17. Sends "JCL MEMBER REQUEST" ICSD-184 with authorization signature to the control clerk as-soon-as-possible, but no later than before the next production run cycle.

(If an authorized "JCL MEMBER REQUEST" ICSD-184 is not submitted BEFORE the next production job run, any future agency emergency request will have to be authorized and hand-carried to the ICSD PSB before a production job JCL member transfer will be processed.) |
| ICSD PSB Control Unit | <ol style="list-style-type: none">18. Verifies that operations Production Job Documentation files do not have any packets with an "EMERGENCY REQUEST" comment.19. Uses TSO/ISPF option to get current list of the revised production job JCL member. |
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- (ICSD Control Unit)
20. Discards the old "JCL MEMBER REQUEST" ICSD-184 with the "EMERGENCY REQUEST" notation from the project's PMS code production file of ICSD-184 forms.
 21. Attaches revised JCL member listing to the authorized ICSD-184 form, and files with the "JCL MEMBER REQUEST" ICSD-184 forms in the PMS code's production file.

9 PRODUCTION TAPE DATASET OVERFLOW

All jobs that use magnetic tape cartridges should be designed to use the Tape Library Management System (TLMS) software. TLMS and robotic tape hardware reduces human intervention in the management, control, and processing of magnetic tape storage media. The robotic technology provides for automatic tape/cartridge mounts and dismounts, without any need for operator intervention.

TLMS automates the management of tape/cartridge volumes and improves the efficiency and productivity of computer operations personnel. TLMS provides the maintenance, tracking, monitoring, protection, retention, overflow control, and scratching of tape/cartridge volumes.

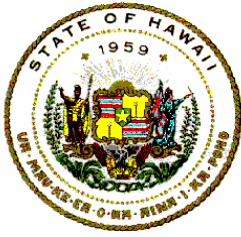
Whenever a production job generates a request for a mount for a production overflow scratch tape because the computer needs to write out more data than the assigned tape(s) can hold, TLMS will automatically handle the overflow condition.

If an output tape/cartridge dataset overflows as a result of a "MOD" disposition, TLMS will automatically RECATALOG the dataset, and show the additional overflow volume on the JES2 SYSOUT error/exception report listing.

For more information on TLMS and ICSD PSB automated tape environment, read the statewide data processing Information Technology Standards, number 07.06.01, "TAPE LIBRARY MANAGEMENT SYSTEM."

10 TERMINATING COMPUTER OPERATIONS SERVICES

The user agency must notify the ICSD PSB Scheduling and Control Unit whenever any production or test job will no longer require ICSD PSB computer operations resources, support, or services.



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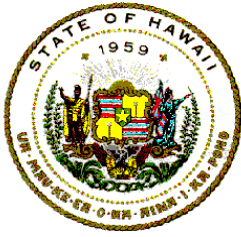
The user agency must notify the ICSD PSB Scheduling and Control Unit whenever any tape reel, or tape cartridge generation data group, or special form assigned to the agency is no longer needed. Whenever any disk resources are no longer needed, the user agency must notify ICSD SSB, such as ADABAS and VSAM files.

This official written notification is required: to keep the workload scheduling of the ICSD PSB current; to free up tape reel/cartridge allocations; and to release obsolete special report forms from ICSD PSB inventory storage.

10.1 ICSD-177, DELETE OR RELEASE PRODUCTION RESOURCES

The agency must complete and submit a "DELETE OR RELEASE PRODUCTION RESOURCES" ICSD-177 to the ICSD PSB Scheduling and Control Unit whenever any assigned production computer resource is no longer needed for the agency's information processing jobs.

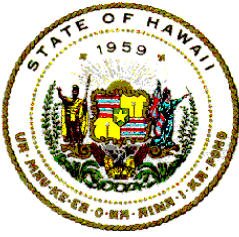
The agency must initiate the request to "DELETE OR RELEASE PRODUCTION RESOURCES" ICSD-177. An authorization signature and the effective release date for the request must be entered on this form.



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11 APPENDICES

- A. DUE-IN/DUE-OUT DAY AND TIME
- B. RUN FREQUENCY CODES
- C. SPECIAL PRINT FORMS
- D. PRODUCTION SCHEDULE SAMPLES
- E. PRODUCTION JOB DOCUMENTATION PACKET SAMPLE
- F. COPY OF PRODUCTION JOB DOCUMENTATION FORMS



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APPENDIX A DUE-IN/DUE-OUT DAY AND TIME

"DUE-IN" or "DUE-OUT" day and time are required fields to schedule production jobs. The days and times are mutually agreed upon by both the requesting agency and the ICSD PSB Computer Operations Scheduler.

This appendix has been subdivided into two sub-items to define the characteristics of the "DAY" and "TIME" that input/output is "DUE-IN" or "DUE-OUT" at the ICSD PSB.

1. DAY

- 1.1 For a daily job, enter "DAILY" or "D".
- 1.2 For a weekly job, enter the day of the week. Example: "MONDAY"
- 1.3 For less frequently run jobs, enter the number of working days after the close of the processing period.

Examples: "10th workday of the month," or
"3 workdays after 2nd pay period"

- 1.4 If calendar days are used to designate the schedule (example: 5th of the month) and the submission date falls on a non-workday, the submission date will be advanced to the previous workday. If the output date falls on a non-workday, the due-out is delayed to the next workday.

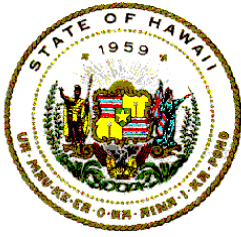
2. TIME

- 2.1 Use time based on a 24-hour clock. Add 12 to all p.m. times.

Examples: 9:00 a.m. = 0900; 4:00 p.m. = 1600

A job runs weekly. Input is due at the central site Computer Center each Tuesday at 9:00 a.m. and output should be finished on Friday at 2:30 p.m.

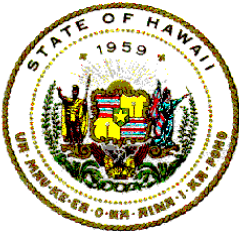
Frequency:	Weekly
Due-in:	Tuesday/0900
Due-out:	Friday/1430



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APPENDIX B - RUN FREQUENCY CODES

1. SPECIAL (S): Jobs must run as soon as possible after submission but their submission times may not be known in advance. These jobs require the approval of the ICSD PSB Computer Operations Scheduler when the job is being submitted for production scheduling.
2. DAILY (D): Runs daily or at least three times a week.
3. SEMI-WEEKLY (S/W): Runs twice a week.
4. WEEKLY (W): Runs once a week or at least three times a month.
5. SEMI-MONTHLY (S/M): Runs twice a month.
6. MONTHLY (M): Runs once a month.
7. BI-MONTHLY (B/M): Runs every two (2) months.
8. QUARTERLY (Q): Runs once every three (3) months.
9. SEMI-ANNUALLY (S/A): Runs twice a year, every six (6) months.
10. ANNUALLY (A): Runs once a year.
11. ON REQUEST (R): Option is used whenever the DUE-IN day and time are unknown. These jobs will be keyed and processed on a time-available basis. The PSB will try to have processing completed within three (3) workdays of submission, but ICSD PSB cannot guarantee this time frame.



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APPENDIX C - SPECIAL PRINT FORMS

1. NUMBER FOR SPECIAL FORMS

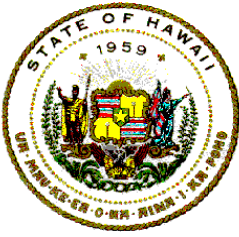
- 1.1 Special print forms that are used in production jobs must have an ICSD-assigned form number. This form number must be assigned by the ICSD PSB.
- 1.2 The ICSD PSB Scheduling and Control Unit Supervisor has the official list of these special form numbers and should be called at 586-1887 to verify the form number before forms are ordered from a forms vendor.
- 1.3 The ICSD-assigned form number must be on the shipping form for any forms that will be delivered directly to the warehouse.
- 1.4 The ICSD-assigned form number must be stenciled on each box of forms delivered by the vendor. Stenciled form numbers must be at least two inches in height. (Mention to Reference Vendor's Contract Specifications)

2. WAREHOUSE STORAGE OF SPECIAL FORMS

- 2.1 A commercial warehouse is used to store all forms.
- 2.2 All forms ordered from a forms vendor should be delivered directly to the storage vendor's warehouse.
- 2.3 The name and address of the forms storage vendor is subject to change on an annual basis. This storage vendor is usually awarded an annual contract. Contact the ICSD PSB Scheduling and Control Unit for the Name, Address, and Telephone Number of the current forms storage vendor.

3. TRANSFER OF FORMS FROM WAREHOUSE TO ICSD COMPUTER CENTER

- 3.1 A one-week supply of forms should be kept at the ICSD Computer Center. The amount of this supply should be predetermined by the agency/project systems developer and the user based on the estimated weekly use per form type and approved by ICSD PSB.
- 3.2 Every Wednesday at 9:00 a.m., the ICSD PSB Scheduling and Control Unit Supervisor will order forms from the warehouse to transfer forms from the warehouse to ICSD. If Wednesday is a holiday, the order will be placed on Tuesday.

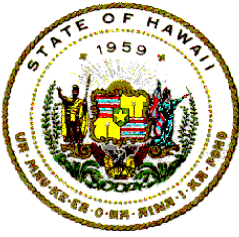


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- 3.3 The forms are sent from the warehouse to the ICSD Central Site computer center every Thursday morning. If Thursday is a holiday, the forms will be delivered on Friday.

- 3.4 If a production job will require more than the normal one-week supply of forms kept at the Central Site computer center, the requesting user (a project or systems developer) must notify ICSD PSB Scheduling and Control Unit Supervisor at least five (5) working days in advance of the forms order day so that a sufficient amount of forms can be transferred. (See 3.2 and 3.3)

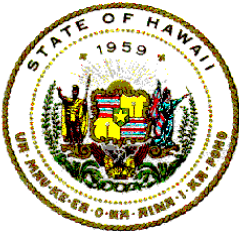


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APPENDIX D - PRODUCTION JOB DOCUMENTATION PACKET

The Production Job Documentation packet and the recommended order of the forms in the packet follows. All Production Job Documentation forms were created as Microsoft Word Templates and have been distributed or made accessible to all departments in the State of Hawaii Executive Branch. A packet must have the following elements:

FORM	FUNCTION
1. Checklist of forms	OPERATIONS DOCUMENTATION CHECKLIST, ICSD-137
2. Schedule of events	PRODUCTION SCHEDULE, SDM-1886
3. Job instructions	JOB INSTRUCTIONS, SDM-1895
4. System flowchart	CHART OR TABLE FORM, SDM-1101
5. Dataset retentions & dispositions	FILE RETENTIONS & DISPOSITIONS, SDM-1890
6. Rerun/Restart procedures	RERUN/RESTART PROCEDURES, SDM-1897
7. Production Job JCL Member	JCL MEMBER REQUEST, ICSD-184
8. Production Job PROC Member	PROC/PARM REQUEST, ICSD-190
9. Control statement parameters	CONTROL STATEMENT LAYOUT, ICSD-186 (when needed)
10. Setup production work request	WORK REQUEST SHEET, ICSD-133
11. Special print alignment	Special Print Form Sample (for each non-standard paper output)
12. Addition comments or remarks	PROCEDURE NARRATIVE, ICSD C-112 (if applicable)



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APPENDIX E - PRODUCTION JOB DOCUMENTATION FORMS

A copy of all forms referenced in this Production Job Documentation document has been distributed to all departments as Word Templates and are listed by ascending form number.

ICSD-100, BATCH SUBMISSION SHEET

ICSD-112, PROCEDURE NARRATIVE

ICSD-133, WORK REQUEST SHEET

ICSD-131, JOB STREAM PROCESSING REQUEST

ICSD-137, OPERATIONS DOCUMENTATION CHECKLIST

ICSD-244, OPERATIONS DOCUMENTATION STATUS

ICSD-177, DELETE OR RELEASE PRODUCTION RESOURCES

ICSD-184, JCL MEMBER REQUEST

ICSD-186, CONTROL STATEMENT LAYOUT

ICSD-190, PROC/PARM REQUEST

ICSD-191, TLMS PRODUCTION/TEST TAPE MEDIA REQUEST

ICSD-192, GDG CHANGE REQUEST

ICSD-194, TAPE/CARTRIDGE TEMPORARILY RELEASED TO USER AGENCY

ICSD T-140, REQUEST FOR CARRIAGE TAPE IMAGE LOADING

SDM-1101, CHART OR TABLE FORM

SDM-1886, PRODUCTION SCHEDULE

SDM-1890, FILE RETENTIONS AND DISPOSITIONS

SDM-1895, JOB INSTRUCTIONS

SDM-1897, RERUN/RESTART PROCEDURES