	Georgia Technology Authority	
Title:	**IBM Mainframe Batch Job Processing**	
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Synopsis:	Batch run times, automated scheduler, and tools to modify batch job data	

PURPOSE

This standard specifies correct use of the automated scheduler (**Control-M**) and tools to modify batch job data for IBM Mainframe **Production** and **Test** jobs. These standards will ensure that a uniform method is used by all state agencies managed by GTA-ITIS.

SCOPE

The scope of this standard applies to all GTA-ITIS managed computer facilities in all affected Georgia state agencies.

STANDARD

Production Batch Processing Standards
1.   Batch jobs shall run only during the following schedule:
- Monday through Friday from 7:00 P.M. to 7:00 A.M.
- Friday from 7:00 P.M. to Monday 7:00 A.M.

2.   GTA-ITIS is responsible for all computer managed environments which includes backing up production libraries, operating systems, utilities, and middleware.

3.   The agency is responsible for maintaining and backing up production data.

4.   GTA-ITIS Operations will manage all production batch jobs using the automated scheduler **Control-M** after meeting the Production Acceptance Standards documented in **Doc Ref Number OP_STD_0003**. The following are set-up standards for the libraries in **Control-M**:

- Production jobs must point to the *Change Man* production library. *For example:*

  (CCJP.PROD.JCL or #CCOP.PROD.JCL for the Department of Revenue)

- Use the **Override library** only as a single event to correct a problem. If the correction is permanent, then a permanent change needs to be made to the production library.

- The **Documentation library** must point to the *Change Man* documentation library.

  For example:

  (CHNM.PROD.DOC or CHNM.PRODRT.DOC for the Department of Revenue)

5. The production job class must never change. See "Batch Job Class Standards" on **Doc Ref Number: OP_STD_0003** for a list of valid production batch job classes.

Test Batch Processing Standards

1. Test jobs must point to **Test** libraries.

2. Test jobs must only use test job classes. The following are valid test job classes:

Test Job Classes

Class	Definition
A	No Tapes – 2 Hours Maximum
B	2 Concurrent Tape Drives – 2 Hours Maximum
X	No Tapes – 10 Minute Time Limit

3. Test jobs must not run as production jobs or use production resources.

4. If **Test** jobs exceed the time limit of the job class, GTA-ITIS will cancel the test job after Operations contacts the programmer.

5. System utilities and products that permit manipulation of data without an audit trail are restricted to the **Test** environment. *For example*, File-AID™ can only be used in the **Test** environment.

6. Test jobs are not required to run through **Control-M**.

AUTHORITY

O.C.G.A. Section 50.25-1

EXCEPTIONS

If a production batch job(s) requires processing during the on-line processing window (*Monday – Friday 7:00 A.M.- 7:00 P.M.*), agencies shall receive advance approval from GTA-ITIS through the exception process.

Note: The PSG number was changed from S-04-001.03 on September 1, 2008.