
IBM Mainframe Batch Job Processing [1]

Topics:

SO-04-001 IBM Mainframe Batch Job Processing

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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

- 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.
- GTA-ITIS is responsible for all computer managed environments which includes backing up production libraries, operating systems, utilities, and middleware.
- The agency is responsible for maintaining and backing up production data.
- 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)

- 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

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

- Test jobs must not run as production jobs or use production resources.
- If **Test** jobs exceed the time limit of the job class, GTA-ITIS will cancel the test job after Operations contacts the programmer.
- 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.
- Test jobs are not required to run through **Control-M**.

AUTHORITY

O.C.G.A. §§ 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.

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