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# IBM Mainframe Production Acceptance - Batch Jobs [1]

## Topics:

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SO-04-003 IBM Mainframe Production Acceptance ? Batch Jobs

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## PURPOSE

The purpose of this standard is to establish batch job production acceptance standards to guarantee that service levels are met for all IBM Mainframe applications.

## SCOPE

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

## STANDARD

### Change Man Planned Package Standards:

? All production jobs must go through production acceptance as a **Change Man Planned Package** in *Change Man*.

? **Change Man Planned Packages** must pass a quality assurance review and receive approval by GTA-ITIS Operations.

? **Planned Change Man Packages** are accepted by GTA-ITIS Operations from 6:00 A.M. to 6:00 P.M. for review and approval/rejection on the same business day.

? Include three (3) hours for install date and time to allow GTA-ITIS Operations enough lead time to review the **Change Man Planned Package**. Packages received after

6:00 P.M. will be processed the next business day.

### Naming Convention Standards:

? The batch Job name shall conform to the standard naming conventions for all new batch jobs as outlined in **Doc Ref Number: OP\_STD\_001**.

? The **Member** name must have the same name as the **batch job** name.

## **Batch Job Class Standards:**

The **Production** batch job must have the correct job class assigned. The following is a list of the available batch job classes and their criteria:

### **Batch Job Classes**

Class D, System A - Tapes allowed with 10 minute time limit

Class E, System B ? Maximum of 2 concurrent tape drives

Class F, System B ? Greater than 2 concurrent tape drives

Class H, System A ? Maximum of 2 concurrent tape drives

Class I, System A ? Greater than 2 concurrent tape drives

Class P, System A ? No tapes / 10 minute time limit

Class R, System A ? No tapes /Longer than 10 minutes

Class Y, System B ? No tapes

\*\* Classes I and F are special classes. The criteria and business justification for assigning I & F must be included in the Change Man documentation.

### **JCL Batch Job Card Standards:**

- Include a valid Department Number as the first three (3) digits in the Account Number.
- Use the programmer name field to identify the location or group to send the output. This parameter contains the following:
  - A maximum of 20 characters.
  - Enclose the name with apostrophes if the name contains spaces, special characters other than hyphens, embedded periods, or leading periods.
- Use one of the appropriate Batch Job Classes listed in the ?Batch Job Classes? table in this document.
- The MSGCLASS parameter must equal M if the batch job goes to \$AVRS.
- If you specify a time parameter, the following are not permitted:

TIME=NOLIMIT TIME=MAXIMUM TIME=1440

- The job card cannot have TYPRUN=HOLD

*For example:*

```
//HRPH0001 JOB 427PV400, ?PROD 15PTREE?, CLASS=F,MSGCLASS=M, TIME=240
```

*Where:*

*HRPH0001 is the job name*

*427 is the Department Number*

*PV400 is the Account Number*

*?PROD15PTREE? is the Programmer's Name*

*TIME=240 is the Time Limit*

**JCL and PROCS Standards:**

? PROCLIB overrides are NOT allowed in production.

*Examples: Highlighted key words are not allowed*

```
//PROCLIB JCLLIB ORDER =(PSDP.DBT1.PROCLIB)
```

or

```
/*JOBPARM L=10,P=TESTPROC
```

? SHARED production libraries must have a DISPosition equal to share (SHR).

*Example: CHNM.PROD.LOADLIB,DISP=SHR*

? SHARED production libraries must begin with the following characters:

? CHNM.PROD.\*

? CHNM.PRODRT.\*

? SYS1.\*

? SGDP.\*

? #SGDP.\*

? SGSS.\*

? **JOBLIB** and **STEPLIB** statements must contain load libraries that represent

SHARED production or system libraries, NOT user controlled libr

CORRECT EXAMPLE

```
//JOBLIB DD DSN=SGDP.DBP5.DSNEXIT,
```

```
// DISP=SHR
```

```
// DD DSN=SGDP.DBP5.DSNLOAD,
```

```
// DISP=SHR
// DD DSN=CHNM.PROD.TEMP.LOADLIB,
// DISP=SHR
// DD DSN=CHNM.PROD.LOADLIB,
// DISP=SHR
```

#### INCORRECT EXAMPLE

```
//JOB LIB DD DSN=SGDP.DBP5.DSNEXIT,
// DISP=SHR
// DD DSN=SGDP.DBP5.DSNLOAD,
// DISP=SHR
// DD DSN=HRBT.LOADLIB,---- Incorrect
// DISP=SHR
// DD DSN=CHNM.PROD.LOADLIB,
// DISP=SHR
```

? Apply the following guidelines if you use a continuation card:

? Include a comma (,) at the end of the card to be continued.

? Do not start a continuation after column 16.

*For example:*

```
//STEP1 DD DSN=XXXX.XXXX.XXXX,
// DISP=SHR
```

Make sure there is no // CARD or PEND card at the end of PROC.

? Apply the following guidelines if the batch job requires user-defined variables or other input parameters:

? The JCL cannot have a **SYSDN DD \* card**. This card must point to a production **utilcard** library.

*For example:*

*CHNM.PRODRT.UTILCARD or CHNM.PROD.UTILCARD*

*Where:*

*CHNM.PRODRT.UTILCARD is used by the Department of Revenue, and*

*CHNM.PROD.UTILCARD applies to all other agencies*

? The symbolic library and member referenced by the **%%LIBSYM** and **%%MEMSYM** must be valid.

*For example:*

```
//* %%LIBSYM HRHP.PROD.REQUEST.USER %%MEMSYM HRPHABSV
```

```
//HRPHABSV EXEC HRPHABSV, YEAR=%%CCYY
```

THE PARAMETER, YEAR=%%CCYY, IS FOUND IN THE LIBSYM LIBRARY IN THE MEMBER, MEMSYM

? Use the following classes to specify **SYSOUT**:

SYSOUT=X Xerox print output

SYSOUT=A Print output for continuous feed, standard paper

SYSOUT=C All multi-part paper, for example: 0002, 0003

SYSOUT=J Special forms (user supplied), for example: labels

SYSOUT=M \$AVRS

SYSOUT=R Infopac

SYSOUT=\* Allowed only in the JCL. Cannot be used in PROC

? The JCL cannot use stage cards.

*For example:*

```
//NORMAL EXEC STAGE, PARM=?ARTBR6000?,COND=(0,NE)
```

### **Documentation Standards:**

Completion of the following forms is required as part of the **Change Man Package** for production acceptance:

? Use forms 285B and 280, which can be found in CHNM.PROD.DOC library, Member Name = CHNMFORM.

? The following lists the required information on the forms . The forms contain a description of each header listed:

? Batch job name

? Job Description

? Agency

? Application

? Set up instructions ? The batch job must run in **Control-M**

? Job dependencies

? Restart instructions

? Checkout instructions

? Contact list with day & night numbers in case of abend or other problems

? Agency escalation list and process ? provide list or Data Set Name

? Maximum drives allocated at one time

? Job Class

? Approximate run time

? Start time

? Frequency/holidays included?

? Run restrictions

? Output Description ? Identify special form number that is required

? Special run instructions

### ***All Backup Jobs:***

In addition to the required information on the 285 and 280 forms, all backup batch jobs are required to have documentation that provides the following:

? Application backup cycles

? Vault rotation/retention cycle and frequency

? Disaster Recovery (Specify whether tapes produced by this batch job are part of Disaster Recovery.)

### **Output Special Forms Standards:**

- Batch jobs producing output to special forms such as, checks, must pass a quality assurance test run before the **Change Man package** is approved.
- The quality assurance test for special forms, such as checks, shall follow GTA--ITIS print operations security handling. See the ?GTA Check Printing and Folder/Sealer Implementation Guide?.
- GTA-ITIS Operations shall approve the package after the test run(s) is validated.

## **TERMS and DEFINITIONS**

**Change Man** ? A comprehensive system designed to provide both reliable and streamlined implementation of software changes from development into production.

**Change Man Package** ? The vehicle in which all changes are moved from a development to a production environment.

**Change Man Permanent Package** ? A package which is enduring and is only deleted at the request of the user. When a Permanent Package passes all approval levels, the scheduled changes are updated to the production libraries.

**Change Man Planned Package** ? A package which scheduled changes that are required to follow all established application rules. Implementation is subject to the complete approval list.

**Service Level Agreement** ? Formal service agreement between GTA and a Georgia State government agency to meet production and business requirements.

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