IRM-5231-08A

U.S. Marine Corps

COMPUTER OPERATIONS MANUAL

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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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28 MAR 1988

From: Commandant of the Marine Corps

Subj: INFORMATION RESOURCES MANAGEMENT (IRM) COMPUTER OPERATIONS MANUAL

Ref: (a) MCO 1510.37
(b) MCO P5231.1
(c) MCO 5271.1
(d) MCO P5600.31

Encl: (1) IRM-5231-08A

1. PURPOSE. To provide guidance and instructions on the development of a Computer Operations Manual as required by references (a) and (b).

2. CANCELLATION. IRM-5231-08.

3. SUMMARY OF REVISION. This revision reformats the Job Run Book portion of the Computer Operations Manual (COM) deliverable, standardizes date and change number entries, and removes redundant information regarding Run Book forms.

4. AUTHORITY. This publication is published under the auspices of reference (c).

5. APPLICABILITY. The guidance contained in this publication is applicable to all contractors and Marine Corps personnel responsible for the preparation of a Computer Operations Manual. This standard is applicable to the Marine Corps Reserve.

6. DISTRIBUTION. This technical publication will be distributed as indicated. Appropriate activities will receive updated individual activity Table of Allowances for Publications. Requests for changes in allowance should be submitted in accordance with reference (d).

7. SCOPE

a. Compliance. Compliance with the provisions of this publication is required unless a specific waiver is authorized.

b. Waivers. Waivers to the provisions of this publication will be authorized only by CMC (CC) on a case by case basis.

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Subj: INFORMATION RESOURCES MANAGEMENT (IRM) COMPUTER OPERATIONS MANUAL

8. RECOMMENDATIONS. Recommendations concerning the contents of this technical publication should be forwarded to CMC (CCI) via the appropriate chain of command. All recommended changes will be reviewed upon receipt and implemented if appropriate.

9. SPONSOR. The sponsor of the technical publication is CMC (CCI).

R. L. PHILLIPS
Brigadier General, U.S. Marine Corps
Director, Command and Control, Communications and Computer (C4) Division, C412 Department

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UNITED STATES MARINE CORPS

Information Resources Management (IRM) Standards and Guidelines Program

Computer Operations Manual
IRM-5231-08A

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RECORD OF CHANGES

Log completed, change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

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GENERAL

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Chapter 1

GENERAL

1.1. INTRODUCTION. The objective of the Computer Operations Manual Standard is to establish guidelines and provide uniform procedures for the development and implementation of a Computer Operations Manual (COM). The COM will provide computer operations personnel with a detailed operational description of a specific application system and its associated environment. It contains precise and detailed information on the control requirements and operating procedures necessary to successfully initiate, run, and terminate the subject system.

1.2. SCOPE. The Computer Operations Manual Standard contains the specific application system overview, the individual job run descriptions, and their corresponding job run books. While the recommended approach to the creation, maintainability, and usability of the COM is automation, whenever possible, the scope of the Computer Operations Manual Standard is mainly concerned with the format and contents of the Computer Operations Manual.

1.2.1. Document Form. The Computer Operations Manual may be in the form of a hard-copy document which is updated manually or may be maintained on a LIBRARIAN type data set and updated in an on-line or batch mode.

1.3. APPROACH. The Computer Operations Manual should encompass, at a minimum, three major components. The following paragraphs identify these three components and provide a brief description.

1.3.1. System Overview. Provides a brief summary of the specific application system including its purpose and use.

1.3.2. Job Run Description. Provides a brief summary of each individual job run within the specific application system. This includes specific job run information such as I/O handling, restart/recovery procedures, a list of all programs executed, and a brief description of the job run.

1.3.3. Job Run Book. Provides detailed information required to execute the individual job runs.

Chapter Table of Contents

Chapter 2

CONTENT AND FORMAT

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Chapter 2

CONTENT AND FORMAT

2.1. DOCUMENTATION STANDARDS. The Computer Operations Manual should be documented in accordance with the procedures described in Appendix B. The Manual should provide detailed information describing the process needed to actually run the system components provided by a systems developer. This standard is applicable to all application contractors as well as in-house project development groups. A Computer Operations Manual should be prepared for each application system. Whether the COM is maintained manually or on a LIBRARIAN type data set and printed whenever required, the hard-copy documents will be identical. The automated approach provides the ability to fully document any additions, updates, or deletions of a COM.

2.1.1. Table of Contents. Appendix B establishes the required elements to be included when developing a Computer Operations Manual. This documentation includes the persons name or access ID and the date and time that an addition, update, or deletion of a COM occurred.

2.1.2. Description of Contents. Appendix C defines the required content for developing a Computer Operations Manual.

2.2. EVALUATION CRITERIA. The criteria that will be applied to any Computer Operations Manual to judge its completeness are that:

a. All sections and paragraphs listed in Appendix B match those of the actual delivered document.

b. The content of each paragraph is consistent with the requirements stated in Appendix C.

c. The procedures, programs, and I/O devices identified within each job stream must exist and must form a compatible group of events within and between job steps.

d. The appendices of the COM, "Job Run Books," should contain at least the first seven summary forms for each job stream (input stream), and any of the remaining six forms as applicable.

2.3. DOCUMENTATION DEPENDENCIES. The documentation governed by this standard may also rely on the content of other project deliverables and/or standards. Figure 2-01, "Precedence Relationship," shows those project deliverables and standards which impact the Computer Operations Manual deliverables.

2.3.1. Preceding Documents. The boxes that precede the Computer Operations Manual as shown by a connected line with an arrow, are those project deliverables that must be completed before the

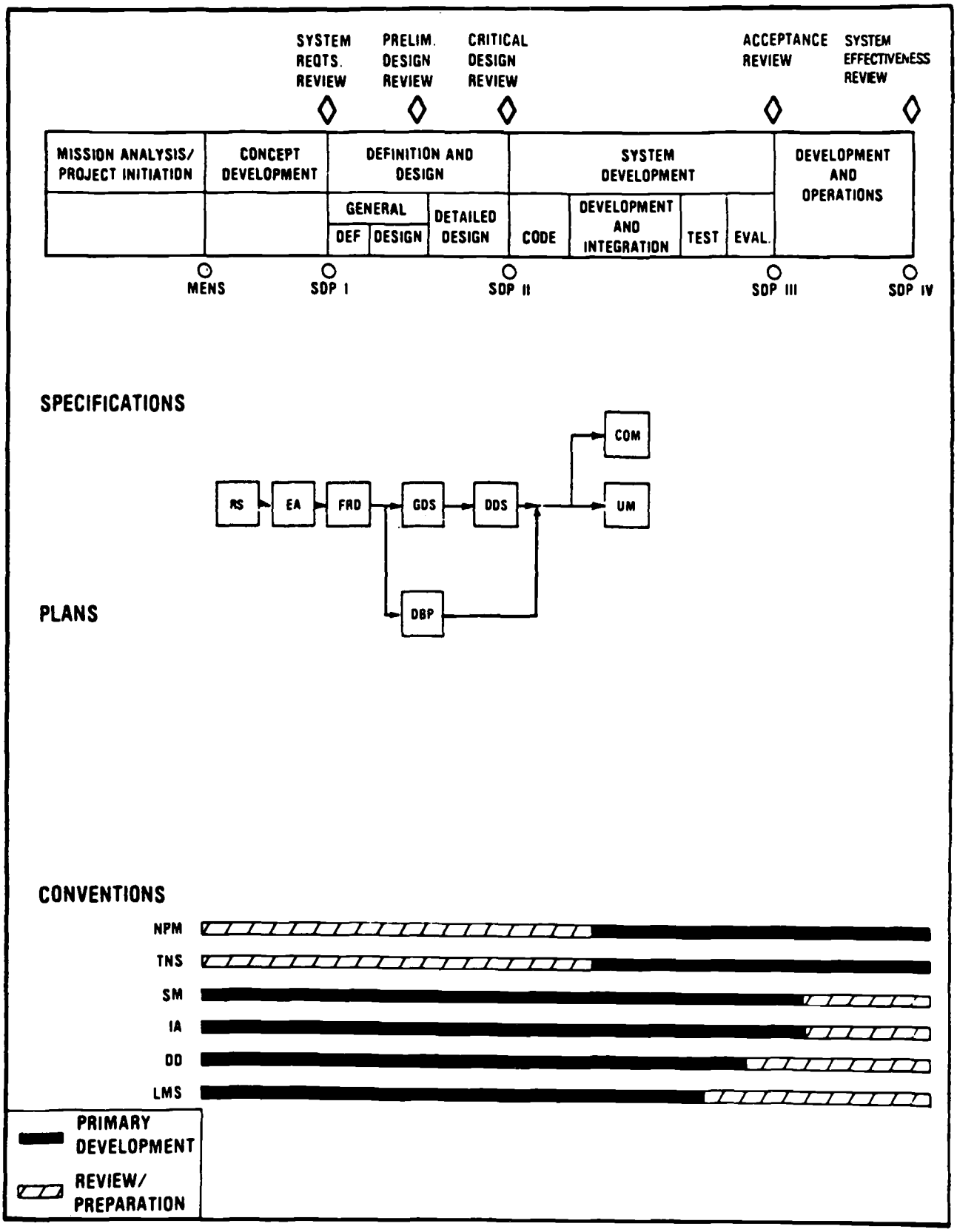

FIGURE 2-01
Precedence Relationship

Computer Operations Manual. The preceding documents for any one development effort are:

a. Data Base Management System Deliverables
b. Detailed Design Specification Deliverables

2.3.2. Consultation Documents. The boxes and bars that are in line vertically with the Computer Operations Manual show the concurrent documents that may be consulted at that time. The boxes are other project deliverables governed by standards, and the bars are particular conventions described by standards. The deliverables and standards used for consultation are:

a. Users Manual Deliverables
b. Naming Conventions (IRM-5234-04)
c. Network Procedures Manual (IRM-5239-01)
d. Project Deliverable Style Manual (IRM-5230-02)
e. Inspection and Acceptance (IRM-5231-17)
f. Data Dictionary (IRM-5235-01)
g. Library Management (IRM-5233-06)

2.3.3. Change Requirements. Since the SDM is an integrated methodology, issues may arise during development of the COM that will require changes to preceding documents. These changes must be documented and approved in accordance with the quality assurance and configuration management procedures. Externally imposed milestones that are unrealistic to accomplish should not be used as an excuse to defer or eliminate the documentation requirements.

Appendix A

GLOSSARY

COM: COM is an acronym for "Computer Operations Manual"

DBP: DBP is an acronym for "Data Base Plan"

DD: DD is an acronym for "Data Dictionary"

DDS: DDS is an acronym for "Detailed Design Specification"

EA: EA is an acronym for "Economic Analysis"

FRD: FRD is an acronym for "Functional Requirements Definition"

GDS: GDS is an acronym for "General Design Specification"

IA: IA is an acronym for "Inspection and Acceptance Standard"

LMS: LMS is an acronym for "Library Management System"

NPM: NPM is an acronym for "Network Procedures Manual"

SDP: SDP is an acronym for "System Decision Paper"

SM: SM is an acronym for "Style Manual"

TNS: TNS is an acronym for "Telecommunications Network Naming Standard"

UM: UM is an acronym for "Users Manual"

Appendix B

COMPUTER OPERATIONS MANUAL TABLE OF CONTENTS

Computer Operations Manual

Section 1.		System Overview
	1.1	System Summary
	1.2	System Operation
	1.3	Program Inventory
	1.4	File Inventory
	1.5	Processing Overview
	1.6	Security
Section 2.		Job Run Description
	2.1	General Information
	2.2	Run Inventory
	2.3	Job Scheduling
Appendix A		Job Run Book*
	A.1	Run Book Cover Sheet
	A.2	Job Table of Contents
	A.3	Record of Changes
	A.4	Job Summary Sheet
	A.5	Job Step Reference
	A.6	Instream Job Setup Instructions
	A.7	Instream Restart Setup Instructions
	A.8	Print/Punch Operator Instructions
	A.9	Input/Output Preparation/Distribution
	A.10	Incoming Mail Tape Instructions
	A.11	Microforms Off-line Production Job Run Sheet
	A.12	Mail (Outgoing) Tape Instructions

* NOTE: A separate appendix (A, B, C, etc.) should be included for each job in the system.

Appendix C

COMPUTER OPERATIONS MANUAL CONTENT DESCRIPTION

SECTION 1 SYSTEM OVERVIEW

This section should provide a high level overview of the application system. It should describe the system in general terms as well as its operation and an inventory of system components.

This section should be maintained on a data set to allow additions, updates, and deletions to occur in a fully documented automated mode.

1.1 SYSTEM SUMMARY

This paragraph should provide a brief summary of the application system in terms of its intended purpose and use.

1.2 SYSTEM OPERATION

This paragraph should describe the operation of the system. This should include job stream names, job run dependencies, and a brief description of the job stream's objectives.

1.3 PROGRAM INVENTORY

This paragraph should provide a brief description of the programs that constitute the job. If more than one job stream is covered by any particular Computer Operations Manual, the program names must be identified by job.

1.4 FILE INVENTORY

This paragraph should list all permanent files that are referenced, created, or updated by the system. Their disposition should be addressed; for example, input for the next job in the cycle.

1.5 PROCESSING OVERVIEW

This paragraph should provide information that is applicable to the processing of the application system; for example, interfaces with other systems.

1.6 SECURITY

This paragraph should contain an overview and discussion of the security considerations associated with the specific application system.

SECTION 2 JOB RUN DESCRIPTION

The detailed information needed to operate the system should be described in terms of the job runs,

These are the procedures (for example, cataloged procedures and execution JCL) and general program information required to run the system.

This section should be maintained on a data set to allow additions, updates, and deletions to occur in a fully documented automated mode.

2.1 GENERAL INFORMATION

This paragraph should provide a description of the individual job runs for operations and scheduling personnel.

2.2 RUN INVENTORY

This paragraph should provide a list of the various job runs, (jobs and programs) that comprise the application system. This paragraph will include a brief summary of the purpose of each job run in terms of procedure steps and the programs submitted as part of that job.

2.3 JOB SCHEDULING

This paragraph should provide a schedule of acceptable phasing of the system into a logical series of operations. A system run may be phased to permit manual or semi-automatic checking of intermediate results, or to permit a logical break if higher priority jobs are submitted. An example of the minimum division for most systems would be edit, file update, and report processing generation.

APPENDIX A JOB RUN BOOK

This appendix should contain the detailed information necessary to submit and run the job streams. The job run book is made up of information in summary forms. Where more than one job is required to run a particular application, a separate job run book for each job should be provided as a separate appendix to the Computer Operators Manual.

A.1 Run Book Cover Sheet

The purpose of the title page (Form 1) is to identify the job and serve as a cover sheet for the run book. The following information shall be included:

a.	JIN:	Eight character Job Identifcation Number, same as job statement.
b.	SYSTEM TITLE:	English name of system.
c.	JOB TITLE:	English name of job, same as in job statement.
d.	RESPONSIBLE PROGRAMMING SECTION:	The assigned abbreviated name for responsible programming section.
e.	CONTROL JOB:	A job that produces Privacy Act information and the customer designates, in writing, the personnel that are authorized to submit the work request to process the job and receive the output.
f.	CRITICAL JOB:	A job designated by the customer as being critical and that must be completed. Any personnel required to correct, restart, and complete the job will be recalled.

Runbook Cover Sheet

_____

JOB IDENTIFICATION NUMBER

_____

SYSTEM TITLE

_____

JOB TITLE

_____

RESPONSIBLE PROGRAMMING SECTION

	YES	NO
CRITICAL JOB		
CONTROL JOB		

DATE:

CHANGE NUMBER:

FIGURE C-01
Run Book Cover Sheet (Form 1)

A.2 Job Table of Contents

The purpose of the Job Table of Contents (Form 2) is to identify the job and system to which the job relates, to act as a checkoff list for the preparer, to act as a reference to the content of the manual, and to identify points of contact when necessary.

a.	JIN:	Eight character Job Identification Number, same as job statement.
b.	SYSTEM TITLE:	English name of system.
c.	JOB TITLE:	English name of job statement, same as in job statement.
d.	CUSTOMER SECTION/CODE:	English section name and assigned code.
e.	PROGRAMMERS SECTION:	The assigned abbreviated name for responsible programming section.
f.	CONTENT:	For each section listed specify the number of pages for each. If section not required, specify /0.
g.	TOTAL PAGES:	Sum of all pages specified for each section.
h.	DATE:	Date copy of accepted COM returned to Programming Branch.
i.	CHANGE NUMBER:	Sequential Change Number assigned to revision.

Job Table of Contents

JIN:

SYSTEM TITLE:

JOB TITLE:

CUSTOMER SECTION/CODE: PHONE:

PROGRAMMING SECTION PHONE:

CONTENTS

SECTION	TITLE	NUMBER OF PAGES
1	JOB TABLE OF CONTENTS	
2	RECORD OF CHANGES	
3	JOB SUMMARY SHEET	
4	JOB STEP REFERENCE INSTRUCTIONS	
5	INSTREAM JOB SETUP INSTRUCTIONS	
6	INSTREAM RESTART SETUP INSTRUCTIONS	
7	PRINT/PUNCH OPERATOR INSTRUCTIONS	
8	INPUT/OUTPUT PREPARATION/DISTRIBUTION INSTRUCTIONS	
9	INCOMING MAIL TAPE INSTRUCTIONS	
10	MICROFORMS OFF-LINE PRODUCTION JOB RUN SHEET	
11	MAIL (OUTGOING) TAPE INSTRUCTIONS	

TOTAL NUMBER OF PAGES

DATE:

CHANGE NUMBER:

FIGURE C-02
Job Table of Contents (Form 2)

A.3 Record of Changes

The purpose of the Record of Changes (Form 3) is to ensure that manuals are current and reduce the possibility of changes not being properly documented.

a.	JIN:	Eight character Job Identification Number, same as job statement.
b.	SYSTEM TITLE:	English name of system.
c.	JOB TITLE:	English name of job statement, same as in job statement.
d.	RECORD OF CHANGES:	The change number, date of the change (date prepared), date the change was entered, and the signature of the person making the change will be entered on the Record of Changes Form upon receipt of a change to any portion of the run book.

JIN:
SYSTEM TITLE:
JOB TITLE:

RECORD OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	BY WHOM ENTERED

FIGURE C-03
Run Book Record of Changes (Form 3)

A.4 Job Summary Sheet

The purposes of the Job Summary Sheet (Form 4) are to provide a general description of the job and all necessary information to schedule the job for execution, and to inform the Production Control Section of any unusual manual tasks to be accomplished before or after execution of the job.

a.	JIN:	Eight character Job Identification Number, same as job statement.
b.	JOB TITLE:	English name of job statement, same as in job statement.
c.	DESCRIPTION:	Narrative of the purpose and results of this job.
d.	RESOURCES REQUIRED:	A list of systems equipment necessary to run the job other than the normal use of disk work files and printer. PRINTER: Specify only if special handling is required; for example, special printer alignment. DISK: Specify the number and names of private packs that must be on-line before the job can be executed. TAPE: Specify the largest number of tape drives used in any one step. Number only.
e.	INPUT INFORMATION:	Identify all tape data set names not automatically called from the system catalog.
f.	OUTPUT INFORMATION:	Identify all tape data set names requiring special handling; for example, COMM, MAIL, OUTGOING AUTODIN.
g.	FREQUENCY:	A statement that best describes the frequency of the job.
h.	EXECUTE TIME:	A realistic estimate of the

		time required to run the job during normal work load (minutes).
i.	JOB DEPENDENCIES:	List all jobs that must run before this job, and all jobs that cannot run with this job; for example, two jobs that update the same file. If none, so state.

Job Summary Sheet

JIN:

JOB TITLE:

DESCRIPTION:

RESOURCES REQUIRED: PRINTER DISK TAPE

INPUT INFORMATION: DISK DATA SET NAME TAPE DATA SET NAME

OUTPUT INFORMATION: MAIL TAPE DATA SET NAME

COMM TAPE DATA SET NAMES: OUTGOING AUTODIN TAPES:

FREQUENCY:

EXECUTE TIME:

JOB DEPENDENCIES:

CHANGE NUMBER:

DATE:

FIGURE C-04
Job Summary Sheet (Form 4)

A.5 Job Step Reference Instructions

The purposes of the Job Step Reference Instructions (Form 5) are to provide a reference for the Production Control Section describing by job step, function, step relationship, input and output requirements, disposition, and source.

a.	JIN:	Eight character Job Identification Number, same as job statement.
b.	JOB TITLE:	English name of job statement, same as in job statement.
c.	PROCEDURE NAME:	Name of Procedure to be executed.
d.	STEP NAME:	Procedure step to be executed.
e.	PROGRAM NAME:	Program name this procedure step executes.
f.	FUNCTION:	A one or two word statement that describes the step function; for example, update, sort, extract, list, punch, create, copy, merge, audit, spool.
g.	DDNAME:	DDNAME assigned to the data set. System related libraries, and/or work areas with the exception of SORTWK, SYSIN, SYSOUT, SYSPRINT, may be omitted; for example, SYSLIN, SYSUTI, SYSLMOD (temporary data sets used by Linkage editor, for work areas), MODLIB.
h.	DSNAME:	Fully qualified DSNAME assigned to the DSNAME including Dummy if appropriate.
i.	UNIT:	Unit type allocated to the data set, do not enter SYSDA.
j.	I/O:	"I" for input, "O" for output, "I/O" for input/output data set.
k.	SOURCE:	Most recent source of the data set.
l.	DISP:	Disposition of the data set after execution of the step, including step passed to.

Job Step Reference Instructions

JIN: _____

JOB TITLE: _____

PROCEDURE NAME: _____

_____

EXAMPLE

STEP NAME: A4005421 PGM: IERRCO00 FUNCTION: SORT

DDNAME	DATA SET NAME	UNIT	I/O	SOURCE	DISP
SYSUDUMP	SYSOUT=A	PRTR	O		
SYSOUT	SYSOUT=A	PRTR	O		
SORTIN	ALBY1.FDAT.A4017211.COMMIT	3400	I	LIBRARY	KEEP
SORTWK01	SORTWK AREA - #CYL=2	3350	I/O	ONLINE	DELETE
SORTWK02	SORTWK AREA - #CYL=2	3350	I/O	ONLINE	DELETE
SORTWK03	SORTWK AREA - #CYL=2	3350	I/O	ONLINE	DELETE
SYSIN	ALBY1.SYSINLIB (A4005421)	2400	I	ONLINE	
A4005423					
SORTOUT	ALBY1.FDAT.A4005421.COMTAPE	3350	O	ONLINE	
A4005422					

STEP NAME: A4005422 PGM: A4005422 FUNCTION:
CREATE SPOOL:

SYSUDUMP	SYSOUT=A	PRTR	O		
COMTAPE	ALBY1.FDAT.A4005421.COMTAPE	3350	I	A4005421	
DELETE					
COMSPOOL	ALBY1.FDAT.A4005422.SPOOL	3400	O	ONLINE	A4005423
ERRFILE	ALBY1.FDAT.A4005422.ERRFIL	3400	O	ONLINE	KEEP

STEP NAME: A4005423 PGM: ALBSEPGO PARM=A40055PL FUNCTION:
SPOOL

SYSUDUMP	SYSOUT=A	PRTR	O		
SYSPARMS	ALBY1.SYSINLIB (A4005423)	2400	I	A4005421	
A4005423					
SPLTAPE	ALBY1.FDAT.A4005422.SPOOL	3400	I	A4005422	DELETE
SPLOT1	SYSOUT=(J,8648)	PRTR	O		
CNTL	ALBY1.SYSINLIB (B4005423)	2400	I	A4005423	KEEP

DATE:

CHANGE NUMBER:

FIGURE C-05
Job Step Reference Instructions (Form 5)

A.6 Instream Job Setup Instructions

The purpose of the Instream Job Setup Instructions (Form 6) is to provide the Production Control Section with precise and inclusive execution JCL, symbolic parameters, parm data, and any special instructions needed to execute the job.

a. JIN: Eight character Job Identification Number, same as in job statement

b. JOB TITLE: English name of job statement, same as in job statement.

c. Instream job setup will show instream JCL, parm data, and symbolic parameters required to run the job. The JCL will be exactly as entered in the statements. The JOB statement and all other statements will be in accordance with existing standards. Each JCL statement shown will be numbered sequentially.

d. An explanation of any input parameters or symbolics required in the job will be shown.

Instream Job Setup Instructions

JIN: _____

JOB TITLE: _____

EXAMPLE

CARD NUMBER		
//AA400542	JOB (701R,PCUN,) 'O.S COM RPT',	1
//	CLASS=C	2
//A4005421	EXEC PROC=A4005421	3
/*		4
//		5

DATE:

CHANGE NUMBER:

FIGURE C-06
Instream Job Setup Instructions (Form 6)

A.7 Instream Restart Setup Instructions

The purpose of the Instream Restart Setup Instructions (Form 7) is to provide, for each step in the job, precise and inclusive execution JCL, symbolic parameters, parm data, and any special instructions necessary to restart the job in case of abnormal termination.

a. JIN: Eight character Job Identification Number, same as in job statement.

b. JOB TITLE: English name of job statement, same as in job statement.

c. A separate page should be used to provide restart setup instructions. Detailed restart instructions must be provided for each step. Where several steps have the same setup example, actual symbolic parameters that must be changed should be shown in the restart setup example. Each example requiring special instructions that cannot be shown in the example should be defined directly below that example. If recovery is so complex that programmer assistance is required, specify "Call Programmer;" for example, System failure where multiple files must be listed and compared for restart, or core dump cannot be obtained. Restart counts gathered from dumps does not meet this exception requirement.

d. Any condition code other than zero must be defined.

Instream Restart Setup Instructions

JIN: A0400542

JOB TITLE:

EXAMPLE

STEP: A4005421 NO RESTART; RELOAD JOB

STEP: A4005421 - A4005422

```
1//A0400542  JOB (701R,PCUN), 'O/S COM RPT',
2//          RESTART=A4005421.STEPNAME,
3//          CLASS=C
4//A4005422  EXEC PROC=A4005421
5//
```

DATE:

CHANGE NUMBER:

FIGURE C-07
Instream Restart Setup Instructions (Form 7)

A.8 Print/Punch Operator Instructions

The purpose of the Print/Punch Operator Instructions (Form 8) is to provide the print/punch operator with necessary instructions for special forms alignment, carriage control tape creation and mounting, and samples for identification and correct alignment format.

a. JIN: Eight character Job Identification Number, same as in job statement.

b. JOB TITLE: English name of job statement, same as in job statement.

c. A separate sheet, if required, to show all special print/punch operator instructions required for special forms, special carriage control tapes, and forms alignment, to include forms description, forms, code, and sample special forms with correct alignment included with this sheet. Exact instructions for creation of special carriage control tapes should be provided.

An alternative method for carriage control is the use of a Forms Control Buffer (FCB). A FCB is a buffer that is used to store vertical formatting information for printing, each position corresponding to a line on a print form. The FCB parameter is entered on a DD statement in the JCL stream:

If the printer is a non-FCB printer the system will use the FCB parameter to request a carriage tape. If the printer has the FCB feature, the system will load the FCB on the printer.

Print/Punch Operator Instructions

JIN: _____

JOB TITLE: _____

EXAMPLE

PRINT ALIGNMENT FOR MAILING LABELS (657) IS:

ALIGN PRINT LINE 1 JUST BELOW PERFORATION

ALIGN PRINT POSITION 1 JUST TO RIGHT OF PERFORATION

```
     PRINT POS 1
PRINT LINE
  1
          O                                        O
          O                                        O
          O                                        O
          O                                        O
          O    DIRECTOR                            O
          O    TECHNICAL OPERATIONS DIV            O
          O    CODE P840                           O
          O    MCLB                                O
          O    ALBANY GA   31704                   O
          O                                        O
          O                                        O
```

EACH TIME PRINTER IS BACKSPACED '1', IT WILL BACKSPACE 22 LABELS

DATE:

CHANGE NUMBER:

FIGURE C-08
Print/Punch Operator Instructions (Form 8)

A.9 Input/Output Preparation/Distribution Instructions

The purposes of the Input/Output Preparation/Distribution Instructions (Form 9) are to provide I/O control personnel with necessary information for proper preparation and distribution of all input and output, and to provide Quality Control personnel with the necessary information to recreate lost or damaged output. The information on the I/O Preparation/Distribution sheet is also used by Production Control personnel to recreate output by report or ID instead of total recreation. The example in the sample COM will clarify the need for the detailed instructions shown on this sheet.

a.	JIN	Eight character Job Identification Number, same as in job statement.
b.	JOB TITLE:	English name of job statement, same as in job statement.
c.	SYSOUT/FORMS:	Output class and forms code, such as, J613J.
d.	STEPNAME:	Stepname producing output.
e.	DDNAME:	DDNAME of output file.
f.	DSNAME:	DSNAME of JES output tape used to create output. (if applicable)
g.	TITLE:	English name of report.
h.	DISPOSITION:	Section code output goes to.
i.	DECOLLATE:	Decollation instructions.

Input/Output Preparation/Distribution Instructions

JIN: _____

JOB TITLE: _____

STEPNAME, DDNAME, DSNAME, TITLE, SYSOUT/FORMS	SPECIAL INSTRUCTIONS	DISPOSITION	DECOLLATE
EXAMPLE			
OUTPUT			
(J,,8647)	STEP NAME: AA400542		
	DDNAME: SPLOT1		
	TITLE: OUTSTANDING COMMITMENT	P830	YES

DATE: _____

CHANGE NUMBER: _____

FIGURE C-09
Input/Output Preparation/Distribution Instructions (Form 9)

A.10 Incoming Mail Tape Instructions

The purpose of Incoming Mail Tape Instructions (Form 10) is to provide necessary information for all incoming mail tapes.

a.	JIN:	Eight Character Job Identification Number, same as in job statement.
b.	JOB TITLE:	English name of job statement, same as in job statement.
c.	RECEIVED FROM:	Name of the office from where the tape was sent.
d.	AUTOVON NUMBER:	AUTOVON number of persons responsible for the mail tape.
e.	LRECL:	Logical record length.
f.	BLKSIZE:	Size of the block.
g.	RECFM:	Record format.
h.	DENSITY:	Recording density.
i.	PROCEDURE:	Name of the procedure that breaks out incoming mail tape creating a DSN that will be used in a later procedure.
j.	DATA SET NAME:	Name of the data set broken out from the incoming mail tape. This data set will be used in another procedure.
k.	PROCEDURE:	This is the procedure that uses the data set broken out from the incoming mail tape.

Incoming Mail Tape Instructions

JIN: AXXXXXX
JOB TITLE: XTITLE

THIS TAPE IS RECEIVED FROM:
ANY QUESTIONS REQUIRING INFORMATION FROM THE ORIGINATOR, CALL THE AUTOVON. NUMBER: XXX-XXXX, AND CONTACT THE PCU SHIFT SUPERVISOR.

ADDITIONAL TAPE INFORMATION

LRECL: XXX
BLKSIZE: XXXX
RECFM: XX
DENSITY: XXXX

PROCEDURE XXXXXXXX WILL BREAK OUT THIS INCOMING TAPE, CREATING A DSN OF ALBY1.XXXXXXXX.XXXXXXXXX.XXXXXXXXX. THIS DATA SET WILL BE PROCESSED INTO JOB IDENTIFICATION NUMBER XXXXXXXXXX.

ADDITIONAL INFORMATION:

DATE:
CHANGE NUMBER:

FIGURE C-10
Incoming Mail Tape Instructions (Form 10)

A.11 Microforms Off-line Production Job Run Sheet

The purposes of the Microforms Off-Line Production Job Run Sheet (Form 11) are to provide I/O Control technicians with necessary handling instructions for microfiche, and to provide Production Control technicians with necessary information to recreate lost or destroyed microfiche data.

a	JIN:	Eight character Job Identification Number, same as job statement.
b.	COMM PROGRAM NAME:	Eight character program identifier that runs on COMM machine and converts the COMM tapes to microfiche.
c.	FREQUENCY OF JOBS	A statement that best describes the frequency of the job.
d.	JOB RUN TIME:	How long it takes to run the job that creates the COMM tapes.
e.	NUMBER OF TAPES:	Job # COMM tapes produced by production
f.	BLOCK SIZE:	What the blocking factor of the COMM tapes are.
g.	NUMBER OF COPIES:	# of copies of fiche produced.
h.	FILM SIZE:	What size film is used in COMM machine.
i.	MAGNIFICATION:	Magnification setting of COMM machine when microfiche is created.
j.	FORMS SLIDE:	Used to set up special forms for microfiche output.
k.	TITLES:	Title of report that prints on the fiche.
l.	INDEX:	Index in bottom right corner of fiche that is used to quickly find specific frames of fiche.
m.	REPORT NAME:	Name of report that is on the micro-fiche output.
n.	SPECIAL INSTRUCTIONS:	Any special handling for this particular job. (i.e. make 5 copies for verification).

o. DISTRIBUTION: Where output is sent to.

p. NUMBER OF COPIES: # of copies of output to be sent to the customer.

q. COMM PROGRAM CODE: Code that corresponds to program name.

Microforms Off-Line Production Job Run Sheet

JIN: _____

COMM PROGRAM NAME: _____

FREQUENCY OF JOBS: _____ JOB RUN TIME: _____

NUMBER OF TAPES: _____ BLOCK SIZE: _____

NUMBER OF COPIES: _____ FILMSIZE: _____ MM

MAGNIFICATION: _____ FORMS SLIDE: _____

TITLES: _____ INDEX: _____

REPORT NAME: _____

SPECIAL INSTRUCTIONS	DISTRIBUTION	NUMBER OF COPIES

COMM PROGRAM CODE: (Continue on reverse)

DATE: _____

CHANGE NUMBER: _____

FIGURE C-11
Microforms Off-Line Production Job Run Sheet (Form 11)

A.12 Mail (Outgoing) Tape Instructions

The purpose of the Mail (Outgoing) Tape Instructions (Form 12) is to provide the tape librarians with necessary information for preparation and mailing of tape outside the MCCDPA and provide Productic Control technicians with necessary information to recreate lost or damaged mail tapes.

a.	JIN:	Eight Character Job Identification Number, same as Job statement.
b.	JOB TITLE:	English name of job statement, same as job statement.
c.	DATA SET NAME:	Actual Mail Tape DSNAME.
d.	BACKUP DSNAME:	DSNAME from which Mail Tape created.
e.	BACKUP RETPD:	Number of days original tape will be retained on tape management system.
f.	DATA SET CHARACTERISTICS:	Record format, record length, blocksize, density, and recording model, such as, ASCII, EBCDIC.
g.	MAILING INSTRUCTIONS:	Any special instructions needed to handle the tape. If the tape is to be sent by some special means so state, such as, DELTA DASH.
h.	EXTERNAL LABEL:	A sample external label or all INSTRUCTIONS: Information needed to prepare it.

Mail (Outgoing) Tapes Instructions

JIN: _____

JOB TITLE: _____

EXAMPLE

DATA SET NAME: ALBY1.MAIL.A5401PB2.PLF
BACKUP DSNAME: ALBY1,ISPT.A5401PZ4.PLFT(O)
BACKUP RETPD: 15 DAYS
DATA SET CHARACTERISTICS: DCB=(RECFM=FB,LRECL=192,BLKSIZE=3072
MAILING INSTRUCTIONS: MAIL TO: COMMANDANT OF THE MARINE CORPS
HEADQUARTERS, U.S. MARINE CORPS
CODE CCDP-1
WASHINGTON, D.C. 20380

EXTERNAL LABEL INSTRUCTIONS:

(A COPY OF THE EXTERNAL TAPE LABEL SHOULD BE PLACED HERE. INFORMATION TO BE INCLUDED IS LISTED BELOW.)

DENSITY = 1600

TRACK = 9

LABEL = SL(05)

DATA SET NAME = ALBY1.MAIL.A501PB2.PLF

RECFM = FM

LRECL = 192

BLKSIZE = 3072

UNCLASSIFIED

DATE: _____

CHANGE NUMBER: _____

FIGURE C-12
Mail (Outgoing) Tapes Instructions (Form 12)

COMMENTS/REVISIONS

Technical publications under the Information Resources Management (IRM) Standards and Guidelines Program (MCO 5271.1) are reviewed annually. Your comments and/or recommendations are strongly encouraged.

IRM Tech Pub Name: _____

IRM-_____-___ (Number) Date of Tech Pub: _____

COMMENTS/RECOMMENDATIONS: _____

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_____

_____

_____

Name/Rank: _____(optional)

Unit: _____(optional)

Mail To: Commandant of the Marine Corps (Code CCIE)
Headquarters, United States Marine Corps
Washington, D.C. 20380-0001