PACIFIC GAS AND ELECTRIC COMPANY

PG and E   —+—   245 MARKET STREET · SAN FRANCISCO, CALIFORNIA 94106 · (415) 781-4211 · TWX 910-372-6587

August 10, 1983

Local Union No. 1245
International Brotherhood of
 Electrical Workers, AFL-CIO
P.O. Box 4790
Walnut Creek, California 94596

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

The Computer Operations Department Joint Training Committee recommends adoption of the revised Computer Operator I and II training material as per the attached.

If you are in accord with the foregoing and its attachment and agree thereto, please so indicate in the space provided below and return one executed copy of this letter to the Company.

Yours very truly,

PACIFIC GAS AND ELECTRIC COMPANY

By _____
Manager of Industrial Relations

The Union is in accord with the foregoing and its attachment and it agrees thereto as of the date hereof.

LOCAL UNION NO. 1245, INTERNATIONAL
BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO

_____, 1983

By _____
Business Manager

COIL PHASE II PROPOSED TEST
PRODUCTION

PRODUCTION: CO II – PHASE II

WRITTEN FINAL EXAMINATION

1. List the three (3) major areas of responsibility of the Print Pool Operator work station?

   a. _____

   b. _____

   c. _____

2. Using the two (2) attached examples of output control tags, write the commands that will bring these two jobs into the system using the Single Job Entry method.

   a. _____

   b. _____

3. When entering DP02 or DP01 jobs using the STACK method and you have entered all the jobs, what do you reply to the outstanding message?

   _____

4. When preparing to process card-to-tape or DOS jobs in the Print Pool work area, what reference book do you use first to determine device requirements, JCL assembly and message responses?

   _____

5. Before switching a printer to the "A" system from the "Z" system, you must insure that the printer is _____ to the "Z" system.

6. What device is used to connect peripheral devices (printers, readers, or punch) to the various computer systems?

   _____

7. Write the commands for the following:

   a. Display how many sysouts are queued and their form requirements.

      _____

   b. Display the status of printer #10. _____

   c. Show the status of the following:

      (1) Job #1 _____

      (2) Job CS05 _____

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d. Show the number of lines job AL82, in the sysout queue, will print. _____

e. List the PFK definitions. _____

f. Set the CRT console screen mode so that action messages will not roll off the screen. _____

g. Set the CRT console screen so that no messages will roll off the screen and clearing of the screen has to be done by the operator. _____

h. Set the display area so that out-of-line displays will not overlay the active message area. _____

8. Define PFK #1 to enter the command to display one printer and have it appear in the entry area so you may insert the printer number you wish.

_____

9. Printer #6 had a paper jam and you need to go back 100 pages to reprint the bad pages. Write the command to solve this problem.

_____

10. Printer #10 is printing a large volume report and you want to stop the printer to allow for maintenance. Write the command or commands that will cause this printer to become drained now and cause the sysout to resume printing from the point of interruption when maintenance is completed.

_____

11. Given the sysout displays below, write the commands that will make printer #12 able to process these sysouts:

a. $HASPOOO OUT R=U7 F=4512 C=A150 T=T10T W=(NONE) CLASS C=1

_____

b. $HASPOOO OUT R=U5 F=4513 C=B150 T=T12T W=(NONE) CLASS A=5

_____

12. Fifteen minutes after entering a DP02 job, you notice that it has not executed. After determining that the job is in the input queue and that the queue is not held, write the command to display whether the appropriate initiator is active.

_____

13. Referring to question #12, you've determined that the initiator is DRAINED. What work station should you contact about the DRAINED initiator?

_____

14. Commands preceded by the symbol ($) are what type of commands?

_____

15. Identify the work stations that operate the following devices:

a. Impact Printers _____

b. Laser Printers _____

c. Versatec Plotter _____

d. Bruning Copier _____

16. An impact printer continuously gets print checks. What type of report should be written up on this device?

_____

17. An output tape being processed under DP02 keeps getting tape error messages. What type of report should be written up and as routed to your Unit Supervisor?

_____

18. The next five (5) questions are in reference to the following display:

$HASPOOO PRINTER10   BID ACTIVE (JOB 52 CS10) F=4530, OPER P=N
                 C=A150,   T=T10T,   S=Y Q=CA R=U5

a. What is the system address of this printer? _____

b. What job is now printing? _____

c. What form is being used? _____

d. What FCB image is being used? _____

e. What UCS image is being used? _____

19. The numbering system that uses base 16 is called _____.

20. Two examples of hardware that can be used to put jobs into input queues would be:

a. _____

b. _____

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21. Identify the type of each of the following messages:

    a. IEA216I _____

    b. IEC113A _____

    c. IEF510E _____

22. A JES2 printer will become DRAINED whenever one of the following occurs:

    a. The queues run out of output.

    b. A forms change is necessary.

    c. You issue a $P command for the printer.

23. How many possible sysout queues are there?

_____

24. A DRAINED printer is one that:

    a. Can process output but no output is available.

    b. Cannot process output even if output is available.

    c. Will finish the current sysout and then process no more output.

    d. Is currently processing output.

25. You have a printer with assigned classes of A, C, and I. The printer would print output from sysout queue I:

    a. Every third sysout.

    b. Only when you tell it to.

    c. Whenever the sysout in queue I has a higher priority than sysouts in other queues.

    d. Whenever there are no sysouts in the A and C queues.

26. Suppose you are printing an on-line sysout on a printer PRT4 and suddenly you think you may be using the wrong form. The printer is across the room and there is no Line Operator available. What command would you enter from your console to stop the printer immediately?

_____

27. After you have entered the command for question #27, what will be the status of printer PRT4?

_____

28. You find you did have the correct form for question #27. What command will restart printer PRT4?

_____

29. Here is a partial display of the status of three printers:

    $HASPOOO PRINTER4   659 DRAINED

    $HASPOOO PRINTER6   65B HALTED

    $HASPOOO PRINTER9   65D ACTIVE

    In the blanks below, match the printers above with one of the following statements that describes a possible printer status condition:

    a. The printer is currently printing a job.

    b. The printer is able to print a job but none are available.

    c. The printer is finishing the current job but will not select any new jobs for printing after it finishes, even if jobs are available.

    d. The printer is unable to print any jobs even if jobs are available.

    e. The printer is temporarily unable to print jobs possibly due to the operator entering a $Z command.

    PRINTER4: _____   PRINTER6: _____   PRINTER9: _____

30. Choose the appropriate answer to each question from the list on the next page. Write your answer in the blank provided in each question. An answer can be used only once.

    a. The _____ symbol precedes operating system action messages that are still pending.

    b. The _____ portion of the display screen is where your commands are placed as you type them in.

    c. The _____ shows where the next character to be typed will appear on the screen.

    d. The _____ portion of the display screen is used to tell you about special console conditions that may require action by you.

    e. The _____ symbol precedes an action message from the system whose required action has been taken.

    f. The _____ command can be used to obtain a listing of consoles, status of a device or status of a job.

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g. The _____ portion of the display screen is used for system messages and status displays.

h. You communicate with the system by entering _____.

i. The _____ character in the system message code identifies the type of the message.

j. _____ commands always start with a $.

k. _____ operands must be coded in the proper sequence in operator commands.

l. _____ operands always contain equal signs (=).

m. The operating system communicates with you by issuing _____ _____.

Last	Positional	Messages
Keyword	JES2	Cursor
Entry Area	Instruction Line	Plus Sign (+)
All Sign (@)	Display	PFK
Vertical Bar (1)	Asterisk (*)	Commands
PFK Line	Message Area	Horizontal Bar (-)
Warning Line	Control	

31. While processing a DP02 job, you wish to backspace and reprint some of the output. You have already replied to the outstanding message and the system has issued you a COO1A message. What would you reply to the COO1A message?

_____

32. You are doing a spin-search procedure and you have already replied "Z" to the PRINT? message. You now have a STARTA message pending. What would you reply to this STARTA message to continue your spin-search procedure?

_____

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COII PHASE II   PROPOSED TEST
PRODUCTION

CO II - PERFORMANCE FINAL

AREA #1

TRAINEE: _____

CONSOLE CONTROL

AND

DATE: _____

T-BAR OPERATION

The trainee will use the console, in the print pool work area, designated by the supervisor to perform the following tasks:

1. Set the console screen to allow all messages to roll off the screen.

2. Set the console screen to allow only nonaction messages to roll off the screen.

3. Set the console screen to allow no messages to roll off the screen except by operator control.

4. Set the console so out-of-line displays will not overlay the active system displays but will be shown as in-line displays.

5. Display the "PFK" definitions.

6. Set PFK#_____ to enter the commands that displays all printers on the system. (Only set PFK keys at your supervisor's direction.)

7. Make the "KOMSTAR" printer available to the _____ system.

8. Make the "KOMSTAR" printer unavailable to all systems.

9. Make printer no. ____ available to the _____ system. (laser)

10. Make printer no. ____ available to the _____ system. (impact)

NOTE: Supervisor will designate PFK#, printer number, and system for the above tasks.

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AREA #2

ON-LINE PROCESSING

The trainee will perform the tasks for this area on the system designated by the supervisor.

1. Process all class "Z" sysout awaiting output processing using printer no. _____.

2. In performance of Task No. 1, the trainee will print sysout with the following requirements first.

        F=4512   C=A150   T=T10T

   While printing job no. _____ (JOBNAME=_____), the trainee will perform the following tasks:

   a. Halt the printing and backspace the printer ten (10) pages.

   b. Interrupt the printing and cause the printer to drain, so that when the printer is started again job no. _____ will resume printing at the point of interruption. Then start the printer.

   c. Stop the printer and requeue the job printing. Put a hold against the job you just requeued, so that it will start printing from the beginning when you release it.

   d. Release the job held in Step 2c and print it on printer no. _____.

NOTE: Supervisor will designate system, printer number, job number, and job name for the above tasks.

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AREA #3

OFF-LINE PROCESSING (DP01 AND DP02)

1. Enter the jobs requested by output control tags nos. 1-6 using the "stack" method of entry.

2. Cancel jobs brought in by Task 1.

3. Enter the jobs requested by output control tags nos. 7 and 8 separately.

4. Cancel the job requested by tag no. 7 and process the job requested by tag no. 8 on printer ____.

5. Interrupt the job printing on printer ___, backspace the printer ten (10) pages, and resume printing.

6. Interrupt the job printing on printer ___, and cause it to end without using the "cancel" command.

NOTE: The supervisor will designate which printer will be used for the above tasks.

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AREA #4

SPECIAL PROCESSING

1. Given the example page of sysout, spin into Tape No. 900601 and begin printing from the sample page.

2. Given the example data cards for "TESTCT" card-to-tape, enter the job into the _____ system.

3. Given the example "ISD" batch job "ISTEST," enter it into the _____ system. After the reader closes and the job is in the job queue, cancel the job so that no sysout is created.

4. Given the example "DOS" job "DOSTEST," enter the job into the _____ system and execute using printer _____.

NOTE: The supervisor will designate system and printer number for the above tasks.

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CO II PHASE II PROPOSED WRITTEN TEST

S&C

TAPE MANAGEMENT SYSTEM OPERATION

WRITTEN TEST

PGE-19

1. Three jobs are run to provide information about all tapes, all jobs, and all data-sets. Match the job to the information it provides.

JOB		INFORMATION
a. DP33 _____		1) Tapes in order numerically
b. DP39 _____		2) Tapes in order by data set
c. DP48 _____		3) Tapes in order by job name

2. Name the vaults that COD stores tapes in; and list the pattern tapes are stored in for each vault.

_____

_____

_____

3. The vaults are inventoried regularly to ensure that the correct tapes are there. List the vaults that are inventoried and the time the inventories are done.

_____

_____

_____

4. Tapes returning from the vaults are checked against which DP30 listing before they are filed into the COD Tape Library?

_____

_____

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5. Tapes returning from the vaults are returned:

   a. Weekly

   b. On Vault Pattern Control

   c. Daily

   d. Semiannually

   e. Monthly

   f. All of the above

6. Upon receiving a run documentation change from the CST Control Unit, there are two (2) types of changes you can make; list them.

   _____

   _____

   _____

7. List the DP utility program that can be used to give you the ARCHIVED tape listing.

   _____

   _____

   _____

8. TRUE or FALSE

   Tapes can be returned from security vaults before their normal return time.

9. What is the Vault Pattern Data Set?

   _____

   _____

   _____

10. The vault pattern has four (4) types of records; list them.

    _____

    _____

    _____

    _____

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11. What is the difference between ARCHIVED tapes and tapes that are not ARCHIVED?

_____

_____

_____

12. What is the procedure for activating a tape that has been ARCHIVED?

_____

_____

_____

13. List two (2) conditions for clipping (labeling) tapes and describe how the LABEL 9 method is done.

_____

_____

_____

14. Tapes are stored outside of the COD Library in one of two vaults. One is ARCUS. What is the other one?

_____

15. List the DP utility program that is designed to produce the report (list) TMS, PULLLIST.

_____

_____

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CO II PHASE II PROPOSED PERFORMANCE TEST

S&C

TAPE MANAGEMENT SYSTEM OPERATION

PERFORMANCE TEST

PGE-19

1. Using the UCC1 terminal, display tape #_____ (trainer wiLl fill in tape number) and list all historical information.

_____

_____

2. COD is having a problem reading a tape. Display tape #_____ and list what unit it was created on.

_____

_____

3. Using the microfiche library, locate Data Set Name (_____) (trainer will fill in DSN), list and identify the following:

   a. Volser No. or Nos. ____ ____ ____ ____ ____ ____ ____ ____ ____

   b. Job Name _____

   c. CRTDT (Creations Date) _____

   d. Out of Area Location and Date _____ (if any)

   e. LDATE (Last Date Used) _____

   f. EXPDT (Expiration Date) _____

4. Using a Distribution List for Vaults, check the storage areas that are located outside of the Computer Operations Department.

   a. ARCUS _____

   b. Library _____

   c. Tenth Floor _____

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5. Have on hand a Distribution List for Vault (ARCS), shipping containers, and a cart of already-pulled vault tapes (ARCS). Answer the following statements true or false and perform the activities of the true statements.

    a. True or False:

       Tapes should be sorted into groups of nine, and so indicated on the distribution list (ARCS).

    b. True or False:

       Each group should be put into a shipping container.

    c. True or False:

       Should you write the number of the container on the list by each group. (Not the 1127 number.)

    d. True or False:

       The 1127 number is the number of tapes sent to ARCUS each day.

    e. True or False:

       Should you put the picking list in a shipping container.

    f. True or False:

       Should you put the Picking List for Vault (ARCS) in the container with the last group of tapes.

    g. True or False:

       Should you put the Picking List for Vaults (ARCS) in the container with the first group of tapes so ARCUS can use the list to file tapes numerically.

    h. True or False:

       The 1127 number is the PGandE account number.

6. Given: Documentation for a change from the CST Control Unit. Use the documentation and a Wylbur terminal to make the change.

_____

_____

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7. Using an ARCHIVAL tape storage listing (TMS REPORT-49), from line one, identify the following and state whether the tapes have been ARCHIVED or not.

    a. OWNERID

    b. VOLSER

    c. VOLSEQ

    d. DSN

    e. CRTDT

    f. EXPDT

    g. LDATE

    h. OUTCODE

    i. SLOT

8. Using a UCC1 terminal, perform the following tasks. (Trainer will fill in the tape numbers.)

    a. Expire tape #_____.

    b. Change the OWNERID of tape #_____ to EKL10.

    c. Add 10 days to the expiration date of tape #_____.

    d. Change the birthdate of tape #_____ to today.

    e. Change the outcode of tape #_____ to DREC.

    f. Change the manufacturer of tape #_____ to MREX.

    g. Change the outcode of tape #_____ to blanks.

    h. Change the data set name of tape #_____ to EKT.F126ER.

    i. Change the next volume of tape # _X23456_ to _X65432_ .

    j. Delete 3 days from the expiration date of tape #_____.

9. Using DP41 utility program, (on WYLBUR) show how you would get a listing that shows input tapes for AP06, CS05, CS11, EP04 and ER22.

_____

10. Using the LABELX or the LABEL9 program, show how you would change tape #X12345 to 912345.

_____

CO II PHASE II PROPOSED WRITTEN TEST

S&C

SUPPLIES AND ACCOUNTING CONTROL

WRITTEN TEST

PGE-20

1. Identify the job that is used to process monthly usage of supplies and forecasts the needs for the next month.

2. TRUE or FALSE:

   Most forms are stocked and delivered by PGandE's warehouse crew.

3. TRUE or FALSE:

   The warehouse crew makes daily deliveries using an "Order for Supplies" request supplied by this work station.

4. When is the monthly inventory for supplies taken?

   _____

   _____

5. Name the run that updates the supplies masterfile.

   _____

   _____

6. TRUE or FALSE:

   The warehouse crew makes deliveries only after a Stock Withdrawal Slip has been submitted by this work station and approved by a COD Supervisor.

   _____

7. COD saves money by reinking 1800 printer ribbons, when should you (at this work station) prepare the ribbons to be picked up for reinking?

   _____

8. List what the acronym "CAS" stands for.

   _____

   _____

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9. Job Incident Reports are entered into what system to rectify charges to users for jobs that failed (abend)?

_____

_____

10. TRUE or FALSE:

Meter readings and times on all off-line equipment must be in a continuous order. _____

11. How often should you collect off-line equipment logs?

   a. Once Per Month

   b. Once Per Week

   c. As Often As You Like

   d. Everyday

   _____

12. Some of your other responsibilities that must be done are to order miscellaneous supplies for the various units of equipment throughout the department. (List six (6) of those supplies).

   a. _____

   b. _____

   c. _____

   d. _____

   e. _____

   f. _____

13. There are two (2) jobs that are used to process the supplies masterfile. _____ is used to indicate addition and adjustment and _____ is used to update the supplies masterfile and create the next month "Order for Supplies."

14. The _____ lists all the charge codes used for charging job costs.

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15. To provide security, check forms are logged in and out of the 10th floor vault. Name two (2) types of checks that are secured in the 10th floor vault.

    a. _____

    b. _____

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CO II PHASE II PROPOSED PERFORMANCE TEST

S&C

SUPPLIES AND ACCOUNTING CONTROL

PERFORMANCE TEST

PGE-20

1. Give the trainee an "Order for Supplies" request and ask him/her to perform the tasks needed to stock the computer room with supplies for the day.

Yes   No

____   ____   a. The trainee checks and indicates all the supplies on the "Order for Supplies" form, that are due today (those for the 3800's and the 1800 line printers).

____   ____   b. If the department needs more of a particular form and that form is not coming in today according to the "Order for Supplies," the trainee writes today's date in red by the delivery date and form number on the "Order for Supplies."

____   ____   c. If those forms listed on the "Order for Supplies" request are not enough for today's needs, the trainee fills out a "Stock Withdrawal Slip" with the form number, the part or color, and the extra amount needed.

____   ____   d. If what is coming in today would be too much, the trainee writes a "C" (cancel) in red across the delivery date by the form number on the "Order for Supplies" request.

____   ____   e. The trainee dates and signs the "Stock Withdrawal Slip" and sends it along with the "Order for Supplies" request to the warehouse before 8 a.m.

2. Ask the trainee to prepare an up-to-date Job Codes List that lists all the charge codes used for charging job costs. The trainee will log on WYLBUR and . . .

Yes   No

____   ____   USE CHGCDLST CLR

____   ____   REV

____   ____   UPD (update the code(s) that needs changing, change, add, delete, etc.)

____   ____   NUM

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Yes	No	
___	___	SAVE CHGCDLST REP
___	___	L OFF CC UNN SYS A COPIES 7
___	___	LOGOFF CLR

3. For this task, ask the trainee to go to page #31 of the supplies and accounting control procedural guide and process the monthly CAS jobs via WYLBUR. (Do not RUN FETCH, but follow all of the procedural steps.)

<u>Yes</u>	<u>No</u>		
___	___	a.	#DP52
___	___	b.	&PUB#LASERCHT
___	___	c.	L OFF UNN SYS A COP=10
___	___	d.	&PUB#LASERCHT38
___	___	e.	L OFF UNN SYS A COP=10
___	___	f.	&PUB#LASERCHT77
___	___	g.	L OFF UNN SYS A COP=10
___	___	h.	$COD.DP.CAS.OFFLINP ON CAT (process all of the CHA steps)
___	___	i.	#OFFFIX
___	___	j.	#DP53
___	___	k.	CASFICHE
___	___	l.	MONTHINP
___	___	m.	#DP54A-B-C-V-X-Z
___	___	n.	#DP55SUM
___	___	o.	MONTHINP
___	___	p.	#DP55

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COI PHASE I PROPOSED OBJECTIVES
PRODUCTION

Objectives

Upon completion of this unit, the trainee will be able to:

A.   Given examples of major job applications, indicate whether they are assigned daily, weekly, or monthly processing priorities and how these priorities are determined.

B.   Given situations where assigning of priorities will disrupt normal work flow processing, indicate who is responsible for scheduling these priority jobs ahead of normal processing and who is responsible for the scheduling of overtime work to meet this priority.

C.   Given examples of work areas, indicate whose responsibility it is to balance that area's work load to insure maximum efficiency.

D.   Given a copy of the Recap Check-off Sheet, identify the work station this report is vital to and indicate the pertinent information it contains.

E.   Given a list of functions performed in COD, identify the work station responsible for their performance.

PGE-10

Objectives

Upon completion of this unit, the trainee will be able to:

A. Identify the need for a housekeeping program and the times when this program is processed.

B. Identify the need for a dump-off (FDR) program and give the times it is processed.

C. Explain the need for data set protection and the requirements for updating protected data sets.

D. Define the purpose of Job Incident Reports.

E. Define the terms "data set security" and "data set name standards."

F. Explain why installation standards are an important element of COD.

PROBLEM RESOLUTION

PGE-11

Objectives

Upon completion of this unit, the trainee will be able to:

A. Describe the purpose of COD's tape vault system and define the term vault pattern.

B. Using a UCC1-CRT, indicate the status of any tape assigned to COD's tape library.

C. Define job dependency and explain how and why some jobs depend on others.

D. Identify his/her first aid attendant and floor monitor.

E. Identify the need for COD's system cooling facilities and indicate the steps necessary to resolve problems with these facilities.

F. Given examples of hardware or software problems, indicate the steps required to correctly fill out an incident report.

G. List at least four (4) functions performed by DP30 and explain each.

H. Explain and demonstrate the appropriate actions to take when a safety alarm is sounded.

I. Identify two (2) situations which would cause a report to be reprinted.

.J. Indicate how certain reports are retained by a back-up procedure to insure their capability to be reprinted.

K. Describe the steps necessary to reprint a report.

L. Identify the industrial gas mask locations, what they are used for, and when and who should use them.

M. Indicate the location and describe the proper use of the eyewash bottles.

N. Given examples of possible disasters, write a brief statement about the Disaster Recovery Plan's role in the disaster.

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COI PHASE I PROPOSED TEST
PRODUCTION

1. The yearly calendar used to create the Daily Recap Sheet is created by which section in COD?

   _____

2. Using the microfiche copy of OSS, list the following information about Job M120.

   a. How many drives are required? _____

   b. What is the normal run time? _____

   c. On what jobs does it depend? _____

3. TMS stands for what?

   _____

4. The data set which contains the information gathered about the tapes in COD is called what?

   _____

5. The _____ is an on-line accounting system for all tape in COD.

6. Which main computer system has an output control tag data set which keeps track of up to 1,905 tags.

   a. A System

   b. B System

   c. C System

   d. Z System

   e. All of the above

   f. None of the above

7. Tape data set protection depends upon what type of date in the computer system?

   a. Calendar Date

   b. Greenwich Time

   c. Julian Date

   d. Gregorian Date

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8. Of the tasks listed below, check the ones that are performed by the Tape Management System (UCC1):

   a. Gather information about tapes.

   b. Modify 3800 logs.

   c. Check tape expiration dates.

   d. Update the TMC.

   e. Secure microfiche copies.

   f. Provide pull-list information.

9. When you receive message "IEFTMS9 TMC BACKUP REQUIRED," what run would you process?

   _____

10. What program was developed by PGandE to support TMS in the printing of output control tags?

    _____

11. What component of TMS has the capability to update information on the TMC and display current information about particular tapes?

    _____

12. OSTIQ is used by which section of COD to do manual updates to the TMC?

    _____

13. When must OCTPRINT be stopped and started?

    _____

    _____

14. What report lists the operational jobs to be processed and their requirements but does not list those jobs that originate from a user's request?

    _____

15. Control Section receives input from Stock Transfer for a card-to-tape processing. What work area will be responsible for processing this card-to-tape?

    _____

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16. In addition to card and tape input, what other form of input could the Control Section receive from a user to initiate the processing of a job?

_____

17. Job Incident Reports are entered into what program to rectify charges to users for jobs that failed?

_____

18. What work station is responsible for the filing of tapes?

_____

19. What department is responsible for checks that are sent to outside vendors (non-PGandE) that provide PGandE with a product or a service?

_____

20. The updating of the Customer Masterfile for billing or payments is processed how often?

_____

21. Management employees' paychecks are processed how often?

_____

22. Using the microfiche copy of job documentation, indicate whether the following jobs are processed daily (d), weekly (w), or monthly (m):

    a. DT01 _____

    b. CS27 _____

    c. EP52 _____

23. What person is primarily responsible for assigning priorities to COD's work load?

_____

24. The Daily Recap Sheet is a primary tool used by which work station in organizing its daily work load?

_____

25. What work station would a Unit Supervisor or someone from Control Section contact to process an urgent on-line print priority?

_____

_____

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26. Name two (2) items that are shown on the Daily Recap Sheet.

   a. _____

   b. _____

27. What work stations are responsible for the performance of the following tasks?

   a. Collection of completed output from the print pool area. _____
   _____

   b. Locating missing tapes. _____

   c. Filming tapes for microfiche processing. _____

   d. Cataloging input tapes received from Data Recording. _____
   _____

28. During the daily housekeeping program, we do a WRITELOG which produces what type of output of this report?

   _____

29. How often is FDR processed?

   _____

30.
   List the vault pattern for the tapes generated by the processing of FDR.

   _____

31. As an operator, what is your primary reason for filling out a Job Incident Report?

   _____

   _____

32. What information on the Job Incident Report is vital to the Cost Accounting System?

   _____

33. In addition to the tape library and ARCUS offsite storage, where is the other location for tape storage?

   _____

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34. What are three (3) of the things that can be displayed about a type using OSTIQ?

    a. _____

    b. _____

    c. _____

35. The necessity for one job to complete prior to starting another job is called:

    _____

36. The steps necessary to return COD to operational status in the event of a major disruption are detailed in what manual?

    _____

    _____

37. Where are the eyewash bottles located in COD and what are they used for?

    _____

38. The reprinting of an output report is processed by which section in COD?

    _____

39. An unacceptable report (print problem), requiring a reprint, is documented on what type of incident report if the problem is connected to the following causes?

    a. Operator sets up the printer incorrectly. _____

    b. Machine malfunction caused the print problem. _____

40. Certain reports are retained on tape for periods ranging from one to four weeks. This capability allows COD to process what type of requests from users?

    _____

41. What form must be filled out whenever an injury occurs on the job?

    _____

42. What person, if it becomes necessary, will instruct you to evacuate COD?

    _____

43. Which main computer systems can access OSTIQ through their consoles?

    _____

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COI PHASE II PROPOSED TEST
PRODUCTION

CO I - PHASE II

PRODUCTION SECTION

Test Questions (Written Final)

1. What are the three (3) phases or elements of the fundamental data processing pattern?

   a. _____

   b. _____

   c. _____

2. What I/O device can be used for both input and output?

   _____

3. What are the two (2) components of the CPU?

   a. _____

   b. _____

4. What piece of hardware is responsible for converting data and instructions from different I/O devices into a standard format?

   _____

5. Where must a program's instructions be in order for them to be executed?

   _____

6. Match the process on the left with the JES processing phase on the right during which it occurs.

   ____ a. A job is selected for execution by an initiator.　　1. Conversion

   ____ b. A job is read and assigned a unique job number.　　2. Execution

   ____ c. Direct access storage and control tables are
   released.　　　　　　　　　　　　　　　　　　　3. Purge

   ____ d. Output and system messages are converted to
   hard copy.　　　　　　　　　　　　　　　　　4. Input

   　　　　　　　　　　　　　　　　　　　　　　　5. Output

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7. What JCL statement marks the beginning of a job step and identifies the program to be executed or procedure to be called?

_____

8. What JCL statement marks the beginning of a job and assigns a name to it?

_____

9. What is entered in the "operand" field of a command?

_____

10. What is entered in the "operation" field of a command?

_____

11. What is used to separate multiple MVS system command parameters?

_____

12. What is used to separate multiple MVS JES2 commands?

_____

13. Which of the following system commands is categorized as informational? (Select the appropriate answer.)

    a. Vary

    b. Monitor

    c. Cancel

14. Which of the following system commands is categorized as an I/0 control command? (Select the appropriate answer.)

    a. Swap

    b. Display

    c. Halt

15. Which of the following system commands is categorized as a console control command? (Select the appropriate answer.)

    a. Vary

    b. Set

    c. Send

16. What is the short form of the system SWAP command?

_____

17. What is the short form of the system MONITOR command?

_____

18. JES2 commands are broken down into control categories. The three groups are Job Control, Device Control, and System Control. After the three command below, write the correct control group.

    a. $Z _____ Control

    b. $P _____ Control

    c. $A _____ Control

19. You have a reader that has a status of drained. What JES2 command will reactivate this reader?

_____

20. You are printing a sysout on a printer and you wish to temporarily stop the printer to verify that it should be printed. What JES2 command will accomplish this?

_____

21. What is the status of a printer that is capable of selecting jobs but there are none available for selection?

_____

22. What system command stops an external writer from completing the sysout data it's currently writing?

23. Write the command to stop the XWTR on 5AA from selecting new work after completing the sysout currently being processed?

_____

24. Which of the following statements most accurately describes a drained initiator?

    a. Currently active, but upon completion of that task, it won't select another job.

    b. Currently inactive, its system resources have been freed up, and it won't become active again until a $S command is issued.

    c. Capable of selecting a job, but there are none available to select.

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25. Write the command that will start initiators 1 through 5.

_____

26. What command will display the job classes assigned to initiator 5?

_____

27. What command will show the number of jobs in the input queue A?

_____

28. Write the command that will hold jobs 1 through 9.

_____

29. What are the three (3) "mount" characteristics of disk volumes?

    a. _____

    b. _____

    c. _____

30. What are the three (3) "use" characteristics of disk volumes?

    a. _____

    b. _____

    c. _____

31. What system command changes the status of an I/O device?

_____

32. What is the meaning of the "D" in this I/O device message? IEC014E D 5AA

_____

33. What system command writes out the contents of the SYSLOG data set?

_____

34. During what phase is the JCL initially checked for syntactical errors?

_____

35. What are the three (3) most important JCL statements?

    a. _____

    b. _____

    c. _____

36. When IPLing the "A" system, which frame would you use to load the IPL volume address?

    _____

37. What portion of a message tells you what type of action is required?

    _____

38. Which of the following commands is coded correctly?

    a. $SRDR2;PRDR3

    b. C, RDR2

    c. $RDR2$PRDR3

39. What are the five (5) functional groups of MVS System commands?

    a. _____

    b. _____

    c. _____

    d. _____

    e. _____

40. What is contained in a message which requires a response from you?

    _____

41. List the following messages in the sequence that they would appear in the System Messages Manual:

    a. IEC302A

    b. IEA441A

    c. IEC301I

42. What reference manual provides you with information about JES2 command entry?

    _____

43. Match the coding conventions on the left with their meanings on the right.

    ___ a. Upper-case letters   1. Substitution must be made.

    ___ b. Lower-case letters   2. Enter as shown.

    ___ c. Braces   3. The enclosed items are optional.

    ___ d. Brackets   4. A series of repetitive items may be entered.

    ___ e. Ellipses . . .   5. Enter this item with the same spelling.

    ___ f. Punctuation and special   6. Enter all of the enclosed items.
            characters

                                                7. Enter one of the enclosed items.

44. What controls the readers, initiators, and JES output processors?

_____

45. During what phase of the fundamental data processing pattern are initiators active?

_____

46. What is the status of a printer that is currently printing a job?

_____

47. What is the status of a printer which won't select another job once it completes the current print job?

_____

48. What is the state of a device that is temporarily stopped and then resumes its activity when a JES2 start command is issued?

_____

49. Which of the following commands would you use to cause a printer to stop immediately?

a. Interrupt

b. Stop

c. Halt

50. What command would you use to have a page or several pages of sysout reprinted?

_____

51. To set the local time and the GMT enter:

   a. The local time and date with the GMT parameter.

   b. The local time and date without the GMT parameter.

   c. Just the local time.

52. What command(s) would you enter during an IPL to set up the correct message deletion mode and display area definition of the master console screen?

_____

53. What command(s) would you enter so that job names and data set names are shown on your screen?

_____

54. What command(s) should you enter to give alternate console 9D3 full authority to enter messages?

_____

55. You are IPLing the "Z" system and receive the following message:

   R XX, IEFTMSO - REPLY CPU#/TMS START OPTION

   What would be your reply if UCC1 is to be cold started?

56. What is the last JES2 command entered when performing an orderly shutdown of a system?

_____

57. You have to IPL the "A" system due to a system programming problem and a CE had to be called in to rectify the problem. What would you indicate as the IPL reason when prompted during the IPL procedure?

_____

58. Write the commands, in correct order, for starting JES2 after it has been brought down between IPLs.

_____

_____

_____

_____

_____

_____

_____

_____

_____

59. What command(s) will restart UCC1 with a warm start on "C" system between IPLs?

a. _____

b. _____

c. _____

d. _____

e. _____

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60. After determining that all users are logged off of TSO, write the commands that will bring TSO down. Then write the command(s) or responses to bring TSO back.

_____

_____

_____

_____

_____

_____

_____

61. What device facilitates the mount requests being displayed above the tape drives?

_____

62. A tape drive that you varied off-line is presently unallocated and will not come off-line until a system task has started or terminated. What command would you enter to start a system task?

_____

63. What command would you enter to swap the tape on 5A0 to tape drive 5B0?

_____

64. Write the steps you would take in bringing down Model 204 on the "X" system.

_____

_____

_____

_____

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65. When an alarm sounds signalling a chilled water problem, what steps do you take to silence the alarm?

a. _____

b. _____

c. _____

d. _____

e. _____

66. Write the command to start an external writer for class X sysout and the command to stop this writer after completion of this task.

_____

67. What command will backup sysout to tape to print using the reprint utility?

_____

68. If the "C" system crashed and you were unable to stop the YWTR, what job should be run after the IPL and prior to restarting the YWTR?

_____

69. Before running OS01, the operator must complete what operations?

_____

70. What are the tape density designations for the following when performing a DITTO function?

a. 6250 BPI   _____

b. 7-track tape   _____

71. What is the unit address of the Versatec Plotter?

_____

72. Write the commands that will perform the following functions:

a. Read in the remaining CIS job stream starting with CS10.

b. Read in from the CIS job stream job CS15 only.

73. Where should you record a message when coming on or leaving a shift?

_____

74. When IPLing the main computer systems, the operator must be aware that a SMF data set switch may occur. If this does happen, what job must be run?

_____

75. What program creates backup tapes of certain disk files for use in the event a restore is necessary?

_____

76. After discontinuing job and TSO processing on the "B" system, what other step is necessary before processing FDR?

_____

77. When is CLEARLG* for a system processed?

_____

78. What command would you use to clear all SYS1.DUMP data sets?

_____

79. What program will produce a printout on your hard copy of a tape label?

_____

80. What console control commands will perform the following?

   a. Erase out-of-line displays.   _____

   b. Delete all display area definitions.   _____

   c. Roll all messages.   _____

   d. Delete messages only by operator control. _____

81. What is the routing code for tape pool messages?

_____

82. What information will be displayed when you enter the command .DA,TIME?

_____

83. You receive message IEC507D and you have an authorization letter signed by the Shift Supervisor. What do you reply to the message?

_____

84. What is the most common cause for a UCC1 completion code of S1EC?

_____

85. What type of jobs are found in job queues T, U, V, and W?

_____

86. The class A jobs in all systems require how many tape drives to process?

_____

87. Numerical initiators are used for what types of jobs?

_____

88. Class S sysout is processed on what type of printer?

_____

89. What class of sysout is microfiched on the KOMSTAR 200?

_____

90. What type of sysout is class 1 and to whom is it distributed?

    a. _____

    b. _____

91. Your console screen indicates that line 09B on TSO is generating errors.
    What should you enter to alleviate this problem?

_____

_____

92. What would you enter to determine the address of SSLIB1?

_____

93. What report contains a schedule of job streams and their sequence?

_____

94. You are operating the "Z" system on the third shift. What time must you
    have the TP subsystem up and operational?

_____

95. The 3pm IS batch can is ready to be read into the system. What command
    will you use to start the reader?

_____

96.

Job Name	Run Time	Tape Drives	Must Run After	Cannot Run With
C001	10 min.	0	C010	--
C002	60 min.	4	----	--
C003	10 min.	0	C002	--
C004	10 min.	2	C001	--
C005	14 min.	6	C003, C004	--
C006	21 min.	2	C003	--
C007	19 min.	4	C005	--
C008	4 min.	1	C002, C006	--
C009	32 min.	2	C008	--
C010	27 min.	2	C007, C009	--

a. How long will the job stream take to complete?

b. What is the most tape drives in use at any time?

c. How long would the job stream take without overlapping processing?

d. Job C006 must run after job C003 because_____.

e. If we had to rerun job C006, would that impact job C007? _____
    Why? _____

COI PHASE II PROPOSED TEST
PRODUCTION

PRODUCTION SECTION

PERFORMANCE FINAL

AREA #1

Shift Takeover and IPLing of a System

1. Trainee will take over the system as if coming on shift.

2. Trainee will do an orderly shutdown of system in preparation for an IPL?

3. IPL the system with the information provided by the testing personnel. (System parameters, IPL reason, and UCC1 start instructions.)

AREA 2

1. Execute the supplied job stream which includes the following:

   a. Check Off Sheets

   b. OSS Documentation

   c. Authorization Letter

   NOTE: During the execution of the above job stream, exercises will be performed to test the following tasks. (Testing personnel will provide the scenario for these tasks.)

   (1) Swapping a tape.

   (2) Taking a system dump.

   (3) Clearing a system dump data set.

   (4) Printing a tape label or trailer.

   (5) Execute an external writer.

   (6) Record a job failure.

   (7) Enter a message in the JES2 log.

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CO I - PHASE II

PRODUCTION SECTION

PERFORMANCE FINAL

AREA #3

Subsystem Operation

1. Bring down the JES2 subsystem and then restart JES2 without an IPL.

2. After completing #1 above, the trainee will COLD start UCC1 on his system and perform the appropriate action with regard to OCTPRINT in the correct sequence.

3. Trainee will stop and restart WYLBUR on the system which presently has it active.

4. Trainee will perform actions as if going off shift.

<u>CO I - PERFORMANCE FINAL</u>

<u>GRADE SHEET</u>

TRAINEE: _____

TESTING PERS.: _____

DATE: _____

START TIME: _____

END TIME: _____

TOTAL TIME: _____

<u>AREA #1</u>

<u>Task</u>

		Yes	No
1.	L "TRAINEE'S NAME, LOGGING ON FOR TESTING"	___	___
2.	$DA, L=3	___	___
3.	$DN,Q=XEQ,L=3	___	___
4.	$DN,Q=HOLD,L=3	___	___
5.	&DU,99,L=3	___	___
6.	D U,DASD,,999,L=3	___	___
7.	$HQ	___	___
8.	D A,L	___	___
9.	$DN,L=3	___	___
10.	$DN,Q=HOLD,L=3	___	___
11.	&STOP	___	___
12.	P Y	___	___
13.	P RMF	___	___
14.	P OPER	___	___
15.	$P	___	___
16.	$PJES2	___	___
17.	PRESS SEL FRAME AND TYPE OP	___	___
18.	Type 0 7 X	___	___
19.	R NN, _____ (SYSTEM PARAMETERS)	___	___

Task

		Yes	No
20.	R NN,U	___	___
21.	K S,DEL=RD,CON=N,SEG=19,RNUM=19,RTME=001	___	___
22.	K A,NONE	___	___
23.	R NN,NM,OO	___	___
24.	R NN,WARM	___	___
25.	$HQ	___	___
26.	$S	___	___
27.	R NN,3W	___	___
28.	R NN,U	___	___
29.	MN JOBNAMES	___	___
30.	MN DSNAME	___	___
31.	S STAM	___	___
32.	S YWTR Y	___	___

AREA #1 SCORE: POSSIBLE: 32   CORRECT: _____   SCORE (%): _____

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CO I - PERFORMANCE FINAL

GRADE SHEET

AREA #2

Task		Yes	No
1.	V ___-___,ONLINE	___	___
2.	S CTL,RUN=COITST	___	___
3.	WRITE J.I. FOR COTST03 (SOC1)	___	___
4.	$DMJxxx,"JI#_____ JOB SWAPPED OUT, TAKING DUMP"	___	___
5.	ENTER DUMP COMMAND FOR COTST01	___	___
6.	R NN,JOBNAME=COTST01,SDATA=SQA	___	___
7.	CANCEL COTST01 ($CJXXX OR $C'COTST01')	___	___
8.	WRITE J.I. FOR COTST01 (S222)	___	___
9.	R NN,U FOR CORST06 MESSAGE IEC507D	___	___
10.	R NN,YES OR DEVICE ADDRESS FOR COJE38	___	___
11.	R NN,NO FOR COJE38	___	___
12.	WRITE J.I. FOR CORST05 (SB37)	___	___
13.	$AJXXX OR $A"CORST07"	___	___
14.	R NN,M FOR CORST07 MESSAGE IEC507D	___	___
15.	G ___,___ FOR COCIS01	___	___
16.	R NN,YES TO SWAP MESSAGE FOR COCIS01	___	___
17.	$AJXXX OR $A"COCIS02"	___	___
18.	WRITE J.I. FOR COCIS02 (S213)	___	___
19.	$AJXXX OR $A"COML02"	___	___
20.	WRITE J.I. FOR COML02 (S722)	___	___
21.	$CJXXX-XXX,P FOR COML03-05	___	___
22.	$CJXXX-XXX FOR COCIS03-05	___	___
23.	$AJXXX OR $A"COJE02"	___	___

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GRADE SHEET

AREA #2 (Continued)

Task

		Yes	No
24.	$AJXXX OR $A"COJE03"	___	___
25.	$AJXXX OR $A"COJE04"	___	___
26.	$AJXXX OR $A"COJE05"	___	___
27.	$AJXXX OR $A"COJE50"	___	___
28.	R NN,Y TO SCRATCH DATA MESSAGE FOR COJE50	___	___
29.	S CLRDMP,N=XX	___	___
30.	S DITTOTP	___	___
31.	R NN,TP,XXX	___	___
32.	R NN,FSF,XXX,1	___	___
33.	R NN,TP,XXX	___	___
34.	R NN,EOJ	___	___
35.	S HEADER	___	___
36.	R NN,N	___	___
37.	S XWTR,TAP99,,Z,MEM=ZZZZZ	___	___

AREA #2 SCORE: POSSIBLE: 37   CORRECT: _____   SCORE (%): _____

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GRADE SHEET

AREA #3

Task

		Yes	No
1.	$HQ	___	___
2.	D A,L	___	___
3.	$DN,L=3	___	___
4.	$DN,Q=HOLD,L=3	___	___
5.	&STOP	___	___
6.	P Y	___	___
7.	P RMF	___	___
8.	P OPER	___	___
9.	$P	___	___
10.	$PJES2	___	___
11.	S JES2	___	___
12.	W START	___	___
13.	R NN,WARM	___	___
14.	$HQ	___	___
15.	$S	___	___
16.	V SYSLOG,HARDCPY	___	___
17.	S STAM	___	___
18.	S YWTR.Y	___	___
19.	P OCTPRINT (ON THE SYSTEM THAT HAS IT ACTIVE)	___	___
20.	S TMSSTOP	___	___
21.	R NN,STOPUCC1	___	___
22.	S TMSSTART	___	___
23.	R NN,3F	___	___

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Task		Yes	No
24.	R NN,U	___	___
25.	S OCTPRINT,CCU=9E9	___	___
26.	R NN,S=C3	___	___
27.	F TPW,WYLBUR (ON "Z" SYSTEM)	___	___
28.	F TPN,QUIESCE	___	___
29.	F TPW,KILL ALL	___	___
30.	S TP,RUN=TPWA	___	___
31.	L "TRAINEE'S NAME, LOGGING OFF FROM TESTING"	___	___

AREA #3 SCORE: POSSIBLE: 31   CORRECT: _____   SCORE (%): _____

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