



HUMAN SERVICES
DEPARTMENT

SUSANA MARTINEZ, GOVERNOR
SIDONIE SQUIER, SECRETARY
TED ROTH, DIRECTOR

General Information Memorandum

ISD GI 12-86

TO: ISD Staff

FROM:  Ted Roth, ISD Director

SUBJECT: 2013 ISD2 Production Calendar

DATE: December 27, 2012

The ISD2 Production Calendar for 2013 is on the following pages. All dates showing specific availability will be adhered to as closely as possible. The ISD2 Help Desk will attempt to give as much advance notice as possible when emergency changes are required.

For assistance, please contact Marina Gomez at (505) 827-7255 or Marina.Gomez@state.nm.us or Anjali Pulagala at (505) 827-7244 or Anjali.Pulagala@state.nm.us.

RESCHEDULED

January 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 HOLIDAY New Years Day Observe	2 Month Begin IV-D Interface	3	4	5 Saturday Availability
6	7 Prior Access	8	9	10	11 MISC 1 & 2 Quarterly Purge	12
13	14 Prior Access	15	16 SR's Mail	17	18 Last Day To Make Changes	19 Saturday Availability SR Warning Notice Mailed
20	21 HOLIDAY Martin Luther King Jr. Birthday	22 Prior Access	23	24	25 032's & 072's Closed Effective Month End	26 Saturday Availability
27	28 Prior Access	29	30	31 Monthly Issuance Month End		

RESCINDED

February 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4 Prior Access	5	6	7	8 MISC 1 & 2	9
10	11 Prior Access	12	13	14	15 Last Day To Make Changes	16 Saturday Availability SR's Mailed
17	18 Prior Access	19	20	21 SR Warning Notice Mailed	22 032's & 072's Closed Effective Month End	23 Saturday Availability
24	25 Prior Access	26	27	28 Monthly Issuance Month End		

RESCINDED

March 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Month Begin IV-D Interface	2 Saturday Availability
3	4 Prior Access	5	6	7	8 MISC 1 & 2	9
10	11 Prior Access	12	13	14	15 Last Day To Make Changes	16 Saturday Availability SR's Mailed
17	18 Prior Access	19	20	21 SR Warning Notice Mailed	22	23 Saturday Availability
24	25 Prior Access 032's & 072's Closed Effective Month End	26	27		29 Monthly Issuance Month End	30
31						

RESCINDED

April 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Month Begin IV-D Interface	2	3	4	5 MISC 1 & 2	6
7	8 Prior Access	9	10	11	12 Quarterly Purge	13 Saturday Availability
14	15 Prior Access	16 SR's Mailed	17 Last Day To Make Changes	18	19	20 Saturday Availability SR Warning Notice Mailed
21	22 Prior Access	23	24 032's & 072's Closed Effective Month End	25	26	27 Saturday Availability
28	29	30 Monthly Issuance Month End				

RESCINDED

May 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Month Begin IV-D Interface	2	3	4 Saturday Availability
5	6 Prior Access	7	8	9	10 MISC 1 & 2	11
12	13 Prior Access	14	15	16 SR's Mailed	17 Last Day To Make Changes	18 Saturday Availability
19	20 Prior Access	21 SR Warning Notice Mailed	22	23	24 032's & 072's Closed Effective Month End	25 Saturday Availability
26	27 HOLIDAY Memorial Day	28 Prior Access	29	30	31 Monthly Issuance Month End	

RESCINDED

June 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Month Begin IV-D Interface	4	5	6	7 MISC 1 & 2	8
9	10 Prior Access	11	12	13	14 Last Day To Make Changes	15 Saturday Availability SR's Mailed
16	17 Prior Access	18	19	20	21 SR Warning Notice Mailed	22 Saturday Availability
23	24 Prior Access 032's & 072's Closed Effective Month End	25	26	27	28 Monthly Issuance Month End	29
30						

RESCINDED

July 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Month Begin IV-D Interface	2	3	4 HOLIDAY Independence Day	5 MISC 1 & 2	6
7	8 Prior Access	9	10	11	12	13 Saturday Availability
14	15 Prior Access	16 SR's Mailed	17	18 Last Day To Make Changes	19	20 Saturday Availability SR Warning Notice Mailed
21	22 Prior Access PILOT ESPAÑOLA	23	24	25 032's 8/07/12's closed effective 1st month end	26	27 Saturday Availability
28	29 Prior Access	30	31 Monthly Issuance Month End			

RESCINDED

August 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Month Begin IV-D Interface	2	3 Saturday Availability
4	5 Prior Access	6	7	8	9 MISC 1 & 2	10
11	12 Prior Access	13	14	15	16 Last Day To Make Changes SR's Mailed	17 Saturday Availability
18	19 Prior Access	20	21 SR Warning Notice Mailed	22	23	24 Saturday Availability
25	26 Prior Access 032's & 072's Closed Effective Month End	27	28	29	30 Monthly Issuance Month End	31

RESCINDED

September 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 HOLIDAY Labor Day	3 Month Begin WFO Interface	4	5	6 MISC 1 & 2	7
8	9 Prior Access	10	11	12	13	14 Saturday Availability SR's Mailed
15	16 Prior Access	17 Last Day To Make Changes	18	19	20	21 Saturday Availability SR Warning Notice Mailed
22	23 Prior Access WAVE ONE	24 032's & 072's Closed Effective Month End	25	26	27	28 Saturday Availability
29	30 Monthly Issuance Month End					

RESCINDED

October 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Month Begin AVD Interface	2	3	4	5 Saturday Availability
6	7 Prior Access	8	9	10	11 MISC 1 & 2	12
13	14 HOLIDAY Columbus Day	15 Prior Access	16 SR's Mailed	17	18 Last Day To Make Changes	19 Saturday Availability SR Warning Notice Mailed
20	21 Prior Access	22	23		25 032's & 072's Closed Effective Month End	26 Saturday Availability
27	28 Prior Access	29	30	31 Monthly Issuance Month End		

RESCINDED

November 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Month Begin IV-D Interface	2 Saturday Availability
3	4 Prior Access	6	7	8	8 MISC 1 & 2	9
10	11 HOLIDAY Veterans Day	12 Prior Access	14 Last Day To Make Changes	15	16 Saturday Availability SR's Mailed	16
17	18 Prior Access WAVE TWO	19	20	21 Stop Working Notice Mailed 032's & 012's Mailed Effective Month End	22	23 Saturday Availability
24	25 Prior Access	26	27 Monthly Issuance Month End	28 HOLIDAY Thanksgiving Day Observed	29 HOLIDAY Presidents Day Observed	30

RESCINDED

December 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Month Begin IV-D Interface	3	4	5	6 MISC 1 & 2	7
8	9 Prior Access	10	11	12	13	14 Saturday Availability SR's Mailed
15	16 Prior Access	17	18 Last Day To Make Changes	19	20	21 Saturday Availability SR Warning Notice Mailed
22	23 Prior Access	24 032's & 072's Closed Effective Month End	25 HOLIDAY Christmas Day	26	27	28 Saturday Availability
29	30	31 Month End Issuance				

RESCINDED