

OPERATING-RHYTHM

Layer 2 Procedural File 5 of 6 — The Dash / NornGate at SBS Owned by: Frigg (cadence). The habituation doctrine in operation — the cadence is the virtue, not any single on-time trigger.

Purpose

The fleet's cadence doctrine: what happens daily, weekly, monthly, quarterly, annually — and which dates on the calendar are immovable law. A rhythm missed is reported; a rhythm silently dropped is an incident.

Daily

- Sif reconciles the prior day's committed actions against downstream records (orders → invoices → deposits).
- Hel reviews the DLQ: classifications current, no aging corpse unexamined.
- Heimdall issues the anomaly digest; Urd runs the daily chain verify.
- Njord confirms flow health: sent matches received, per pair.

Weekly

- **The weekly status report** — Frigg assembles, Bragi drafts, human approves and issues (the established SBS weekly-report practice, in the SBS report design system).
- Forseti reviews the override and denial logs (rigorism watch).
- Queue-depth and starvation review; PAWF-class drift check.

Monthly

- **Month-end close orchestration:** Radio Sales → End-of-Month Accounting close — Thor's batches, Njord's flows, Sif's tie-out, Frigg's calendar, human certification. The T-minus discipline: every close task has a declared position relative to close day.
- Urd full-chain recompute; break-glass log review (Appendix duty).

Quarterly

- Break-Glass Roster review and rehearsal (Single-Maintainer-Appendix).
- Idunn's model evaluation cycle — same gates for every candidate.
- Restore drill (cold-tier retrieval proven, not assumed).
- **Fleet Oversight Package** to the board (per Audit-Trail-Spec).

Annually

- Annual oversight edition; succession and documentation review for the nine legacy systems; constitutional-file review window (Layer 1 opened only here, absent incident).

The Statutory Overlay

FCC political-file windows, lowest-unit-charge periods, and filing dates are immovable: they do not negotiate with this rhythm. Frigg's calendar holds them as fixed points and schedules everything else around them. A statutory date in danger is SEV-1, escalated immediately — never rescheduled silently, never extended by G2. The law does not accept rescheduling requests.

Authoritative For

Operating-calendar questions; oversight cadence; auditor questions about monitoring frequency.

What's Not Here

The close's financial substance (department procedures); approval classes (10-Governance-Gate-Spec); report content standards (Bragi's files).

Modification Protocol

Proposal drafted by the responsible agent → legal/sufficiency review where statutory interpretation is implicated → Odin staffs the synthesis pass → G2 request with full evidence package → human decision per the Single-Maintainer-Appendix authority structure. Approved modifications are versioned (1.0 → 1.1 minor; 1.x → 2.0 material) and captured in Urd's ledger as policy_change-class records. Layer 1 files are not modified by this protocol — they require SBS Board / IT Governance authorization via Asgard Policy Review.

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