Account for Time, Absence, and Labor
Scope Statement

Purpose: The scoping statement is intended only to provide a brief overview of triggering events, outcomes of the business area process, identification of impacted processes and scope. The details behind the scope statement will be communicated via the presentation of the OV-5a Operational Activity Decomposition Tree and OV-6c Business Process models.

Business Area Name: Account for Time, Absence, and Labor

Assumptions:

- This area contains military input only at this time. It will be updated as civilian input is obtained.

Scope: This business area is associated with recording, adjusting and certifying time worked and absence information. Time, absence, and labor is used for exception reporting of Military personnel on active duty (i.e., time worked and labor are not recorded and absences (as appropriate) are recorded) and is used for positive reporting and certifying time of reserve personnel serving on inactive duty. Note: For Military personnel, labor hours are used to account for hours worked against a job code, not to determine wages.

Hire-to-Retire Activity: Account for Personnel

Trigger Events: This business area starts when a Member on active duty's departure for absence or return from an unauthorized absence is reported, a Member with a missing casualty status has been accounted for, or when a reserve Member serving on inactive duty reports for Inactive Duty Training.

Business Area Outcome Information: This business area ends when a time, absence, and labor report has been sent.

Business Areas interfacing with the Time, Absence, and Labor activity include (but are not limited to):

Human Resources Information – This activity is used to show that the profile (human resource record) is being updated and consolidated in other business areas to reflect the current state of the profile.

Process Individual Information – This activity is used to show information being exchanged with the Member.

Manage Unauthorized Absence – This activity is used to show that a Member has not returned from an absence on or prior to the authorized return date or that a Member has returned from an unauthorized absence.

Perform Leave Accounting – This activity is used to determine a Member's leave balance based on information contained within the time, absence, and labor report.

Manage Personnel Casualty – This activity is used to show that a Member with a missing casualty status has been accounted for.