Manage Manpower Change
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: Manage Manpower Change

Assumptions:

- Use cases, processes, and information detailed in the Office of the Secretary of Defense (OSD) Manpower Analysis document was leveraged for further background and insight.
- Business Rule Standards (BRS) developed for this area were based on the list of Laws, Regulations, and Policies (LRPs) listed in the Fourth Estate Manpower Tracking System (FMTS) Policy Hierarchy presentation.

Scope: This business area is associated with reviewing changes to Manpower brought about by an official directive or a request for change from the Service Components. The changes may result in the realignment of forces or a change in position attributes. This business area also includes coordinating Manpower changes with organizations and implementing the Manpower change request.

HRM Capability: Manage Organization

Trigger Events: The Manage Manpower Change process starts when a position change request (bottom-up) or a manpower directive (top-down) has been received to change positions or position attributes.

Business Area Outcome Information: This business area ends when the change request is disapproved and a manpower change request disapproval notification is sent; or when the change request is approved, the position data is maintained, the manpower documents are updated, and the manpower change request approval notification is sent.

Business Areas interfacing with the Administer Organization Unique Identifier activity include (but are not limited to):

Manage Organization Structure – This business area is used to show the coordination of position change information needed to modify a manpower change request or used in coordination with other Service Components and organizations before submitting the manpower change request for approval.

Planning, Programming, Budgeting, Execution (PPBE) – This business area is used to show the forwarding of manpower allocation discrepancies based on differences between the manpower allocation received and the manpower requirements submitted. This area is also used to show the updating of manpower documents with changes to the position data.

Account for Workforce – This business area is used to show the receiving and sending of manpower document and manpower document update information for an updated position. This includes information used in assessing and maintaining the current force structure against the projected needs.

Perform Workforce Analysis – This business area is used to show the sending of manpower document update information for an updated position to be used in the analyzing of workforce information to produce the required workforce information.

Manage Personnel Distribution – This business area is used to show the receipt of a position change request in order to coordinate a bottom-up change to the number of positions or position attributes based on the evaluation of the proposed personnel requirement requests against the personnel distribution plan.

Manage Assignment – This business area is used to show the sending of manpower document update information for an updated position to be used in the identification of potential candidates to fill personnel requisitions.

Process External Organization Information – This area is associated with receiving the manpower directive to change the force structure. This may include, but not be limited to, changes to position attributes and can include an increase or decrease in manpower. This is a top-down request.