Manage Military Personnel Retirement 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 Military Personnel Retirement

Assumptions:

- Stop Loss Criteria is an input into the Retirement process. It is assumed that, if the Member meets the criteria contained within the Stop Loss Criteria during the execution of tasks within the Assess Retirement Eligibility or Provide Retirement Order Decision activities, the Member may be involuntarily retained for service and thus the Retirement process would end.
- It is assumed that at any time throughout the Retirement process (from Eligibility to Execution), a Member may be placed on administrative hold status (via updates to the Member's profile) and thus the Retirement process would end.

Scope: This Manage Military Personnel Retirement process is associated with processing retirement actions for voluntary and involuntary regular or reserve retirement. Reasons for retirement may include (but not be limited to) retirement actions related to being passed over twice for promotion, adverse action, medical (e.g., temporary/permanent disability), years of service (e.g., Member has met total number of years of creditable service or maximum years for age), Member initiated requests, and retirements initiated by Human Resources on behalf of a Member. This activity also may include (but not be limited to) assessing retirement eligibility (when prompted by query from Member, and when triggered by involuntary retirement criteria), counseling a Member on retirement decision, providing a retirement decision, managing a retirement checklist, issuing and updating checklist items (e.g., tasks and appointments), generating a retirement order, and executing a retirement.

Lines of Business: Manage Separation and Retirement

Trigger Events: The Manage Military Personnel Retirement process starts when a Member initiates the process through their submittal of a retirement inquiry. This process may also start when an Approval Authority identifies a Member for involuntary retirement for reasons to include (but not be limited to) a Member being passed over twice for promotion to the next pay grade (for Officers), or reaching the maximum permitted number of years of service in grade (for Enlisted).

Business Area Outcome Information: The Manage Military Personnel Retirement process is completed after the retirement related documents have been distributed to the appropriate parties.

Business Areas interfacing with the *Manage Military Personnel Retirement* 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 will represent the Member and all other necessary parties of the information updated in the Member's profile.

Perform Workforce Analysis – This activity is associated with establishing Stop Loss Criteria, which includes information that specify which personnel need to be retained. This criteria may include (but not be limited to) military occupational specialty (MOS) and period of retention.

This activity is also associated with establishing Reduction in Force Information, which includes information that the military force must be reduced by a certain amount or percentage. This information includes which criteria to select personnel for separation or transfer to reserve status. This information also includes what military components must reduce their force and how quickly the reduction must occur.

Manage Travel Authorization – This activity is associated with authorizing the final travel for the Member based on his or her Home of Record.

Manage Compensation and Reimbursements – This activity is associated with establishing a debt for Members who, through the completion of their retirement checklist, are found to owe monies for reasons to include (but not be limited to) failure to compensate for or return government services, supplies or equipment.