Manage Military Personnel Separation
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 Separation

Assumptions:

- At any time throughout Voluntary Separation, if the Member meets the criteria contained within the Stop Loss Criteria, the Member may be involuntarily retained for service and thus the Voluntary Separation process would end.
- At any time throughout Voluntary Separation a Member may be placed on administrative hold status and thus the Voluntary Separation process would end.
- At any time throughout the Voluntary Separation process a Member may sign an agreement to extend their time in Service and thus the Voluntary Separation process would end.

Scope: This area is associated with assessing a Member's eligibility for separation, providing a separation decision, counseling a Member on separation, managing separation checklists, generating a separation order, and executing a separation.

Lines of Business: Manage Separation and Retirement

Trigger Events: This process starts upon receipt of a request that a Member be separated. This process starts on a periodic basis (depending on the Service) upon determining Members who are approaching the end of their service obligation, or upon determining which Members require separation based on pre-established criteria (e.g., separation required on the basis of age and rank). This process starts upon receipt of Reduction in Force Information that establishes criteria to select personnel for separation or transfer to reserve status.

Business Area Outcome Information: This area is complete when the separation order and other separation-related documents (e.g., Certificate of Release or Discharge from Active Duty Form, medical and dental records, and travel voucher) have been distributed to the appropriate parties (e.g., Member's Official Military Personnel File, Defense Manpower Data Center, Department of Veteran Affairs, and Department of Labor).

Business Areas interfacing with the *Manage Military Personnel Separation* activity include (but are not limited to):

<u>Human Resources Information</u> – 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.

<u>Process Individual Information</u> – This activity will represent the Member and all other necessary parties of the information updated in the Member's profile.

<u>Perform Workforce Analysis</u> – 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.

<u>Manage Military Personnel Transfer</u> – This activity is associated with transferring a Member to a different Military Service, component within a Military Service, Reserve Category, Military Personnel Class, transferring a Member to/from Active Duty, and generating a transfer order. This activity is also associated with managing Transfer Eligibility Concurrence, which includes information pertaining to an official determination that a Member is eligible for a transfer and that the affected Services or components concur with the transfer request. For approval to attend a commissioning program (i.e. a transfer between military personnel classes), the transfer eligibility concurrence includes a determination that the Member meets minimum requirements to be considered for admission to a commissioning source or Warrant Officer program (e.g., 4 year college degree, time in service, time in grade). A transfer eligibility concurrence may also include (but not be limited to) Member information, date, and transfer type.

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

<u>Manage Compensation and Reimbursements</u> – This activity is associated with establishing a debt for Members who, through the completion of their separation 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.