



Manage Accession 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 Accession

Assumptions:

- This process does not include inductions.
- This process can end at any time if the applicant or DoD chooses to end the it or an applicant becomes ineligible to continue.
- This process does not include Student Testing.
- An accession process is performed for individuals with no formal affiliation, or a past affiliation with a break in service for HRM Enterprise Architecture.
- Perform Accession Shipping process does not include shipping an applicant to a university.

HRM Capability: Manage Recruiting and Accession

Scope (Perform Preliminary Screening):

This business area is associated with managing applicant personal data, submitting the applicant's identity information for external organization check, and determining accession screening eligibility.

Trigger Events: The Perform Preliminary Screening process starts when the sponsoring Service submits an applicant's Personally Identifiable Information.

Business Area Outcome Information: The Perform Preliminary Screening process ends when the applicant has had their personal identity information submitted for an external organization check, accession processing eligibility has been determined, the accession profile has been updated with eligibility information, and accession notification has been sent.

Scope (Perform Medical Prescreen):

This business area is associated with determining if applicant medical information is complete or additional medical information is needed; conducting the medical prescreen; and documenting the results of the medical prescreen. This business area is also

associated with providing medical assistance to the appropriate parties (e.g., Services, applicant).

Trigger Events: The Perform Medical Prescreen process starts when the Service provides applicant information to the appropriate parties (e.g., Military Entrance Processing Station (MEPS) personnel, Service-specific personnel) for applicant processing.

Business Area Outcome Information: The Perform Medical Prescreen process ends when the accession profile is updated with medical prescreen results, the Service has been notified of the medical prescreen results, and a determination has been made on whether the applicant can proceed to a medical examination.

Scope (Manage Applicant Processing Scheduling):

This business area is associated with submitting an accession processing request, validating personal information and requested accession processing schedule, providing the accession processing schedule to the Service, and maintaining the accession processing schedules.

Trigger Events: This Manage Applicant Processing Scheduling process starts when a Service submits a processing request on behalf of an applicant to be schedule for accession processing (e.g., ASVAB testing, special purpose testing, medical examination, pre-enlistment/pre-accession interview).

Business Area Outcome Information: The Manage Applicant Processing Scheduling process ends when the applicant has been scheduled for the appropriate accession process, the processing schedule has been maintained, and the accession profile has been updated.

Scope (Perform Aptitude Qualification):

This business area is associated with administering the Armed Services Vocational Aptitude Battery (ASVAB) test and/or special purpose test (e.g., Defense Language Aptitude Battery, Army Flight Aptitude Selection and Auditory Perception) and determining aptitude eligibility.

Trigger Events: The Perform Aptitude Qualification process starts when an applicant completes the preliminary screening phase of the accession process, and the applicant is scheduled for aptitude testing.

Business Area Outcome Information: The Perform Aptitude Qualification process ends when the applicant has been administered an ASVAB and/or special purpose test, the Service has been notified of the aptitude testing results, and the accession profile has been updated with aptitude testing results.

Scope (Perform Medical Qualification):

This business area is associated with conducting the medical examination (e.g., physical examination and inspection), determining if the applicant meets medical standards based on the results from the medical examination, providing the medical examination results to the Service, and updating the applicant profile with the medical examination results and Service medical decision information.

Trigger Event Information: The Perform Medical Qualification process starts when an applicant completes the preliminary screening phase of the accession process, and the applicant is scheduled for a medical examination (e.g., physical examination and inspection).

Business Area Outcome Information: The Perform Medical Qualification process ends when a medical examination (e.g., physical examination and inspection) has been completed, a determination on the applicant's medical standards has been made, the accession profile has been updated with medical qualification results, and the Service has been notified of the results. This process also terminates if more than two years passes after a disqualifying status notification without any further response from the Service.

Scope (Perform Service Accession):

This business area is associated with conducting the accession interview (e.g., pre-enlistment interview, pre-accession interview), conducting additional disclosure resolution, determining if the applicant is eligible to continue the accession process, submitting the applicant information for external organization check, generating the record of emergency data and accession agreement, executing the oath, and updating the applicant profile with accession information.

Trigger Events: This Perform Service Accession process starts when an applicant completes the screening phase (e.g., aptitude testing, medical qualification, preliminary screening) of the accession process or the Delayed Entry Program, and the applicant is scheduled for operational processing.

Business Area Outcome Information: The Perform Service Accession process ends when the applicant or Member has taken the oath of enlistment for enlisted personnel or oath of office for officer personnel and the accession profile has been updated with accession information.

Scope (Perform Accession Shipping):

This business area is associated with verifying positive identification of the applicant; determining if accession shipping requirement information is complete; preparing or canceling accession shipping arrangements and accession shipping orders; updating the Member's profile with accession shipping order information; determining if the Member is eligible to ship to assignment based on the external organization check results and notifying the appropriate parties (e.g., Member, Service); coordinating accession meal entitlement; generating the accession shipping packet; sending the accession shipping packet to the appropriate parties (e.g., Member, Service); and performing the accession shipping brief.

Trigger Event Information: The Perform Accession Shipping process starts when an Member completes the processing phase (e.g., accession interview, generation of agreement and record of emergency data, execution of oath) of the accession process and the Member is scheduled to ship to the initial assignment.

Business Area Outcome Information: The Perform Accession Shipping process ends when the shipping packet information has been sent to the Member and the Service, and the Member has received a shipping brief.

Scope (Maintain Members in Delayed Entry Program):

This activity is associated with supervising non-prior service Members in the Delayed Entry Program (DEP) as they await initial training. This may include (but not be limited to) conducting DEP briefings, verifying a member's continued enlistment eligibility, sending requests for waivers and DEP extensions, counseling members on responses to those requests, submitting separation requests, and sending accession processing requests for members who successfully complete the DEP process.

Trigger Event Information: The Maintain Members in Delayed Entry Program process starts when the Member completes the service accession phase of the accession process and the accession enlistment information is received.

Business Area Outcome Information: The Maintain Members in Delayed Entry Program process ends when the Member completes the delayed entry program process or the Member is no longer eligible to remain in the delayed entry program, and the accession profile is updated.

Scope (Perform Officer Preliminary Screening):

This business area is associated with receiving the officer accession application information (e.g., preliminary Service Academy application, full Service Academy application, Reserve Officers' Training Corps (ROTC) Program application, Uniformed Services University of the Health Sciences (USUHS) application), sending a letter to the applicant with further instructions on proceeding with the application process, receiving and reviewing the nomination response information from the official source, and designating the applicant as an official candidate. This business area is also associated with reviewing the application for completeness and eligibility, determining whether the applicant meets eligibility criteria, making a decision on the officer accession application, and updating the accession profile with eligibility information.

Trigger Event Information: The Perform Officer Preliminary Screening process starts when the Service Academy applicant submits the preliminary application for admission, or when the ROTC or USUHS applicant submits the full application package for admission.

Business Area Outcome Information: The Perform Officer Preliminary Screening process ends when the applicant has completed application requirements and a decision has been made with regard to admission into the Officer program.

Business areas interfacing with the Manage Accession sub-capability include (but are not limited to):

Human Resource Information- This business area is used to show that the profile (human resources record) is being updated and consolidated in other business areas to reflect the current state of the profile. This is also used to show that the profile information is being provided to the Manage Accession activity.

Perform Workforce Analysis – This business area is also used to show that aptitude testing results are forward for the compilation and analysis of workforce information, and to provide the end result of analysis for workforce planning needs.

Manage Identity Credential – This business area is used to show the forwarding of accession and fingerprint information for the development and issuance of identity cards (e.g., Common Access Card (CAC), Personal Identity Verification (PIV) Card).

Manage Travel – This business area is associated with coordinating and authorizing the final travel for the Member based on the Service’s accession shipping requirement to the Member’s initial assignment.

Manage Education – This business area is associated with developing and delivering education programs. This may include (but not be limited to) managing DoD Programs with Industry and schools covered within the National Defense University (i.e., National War College, the Industrial College of the Armed Forces, the Joint Advanced Warfighting School, and the Joint Forces Staff College) and the Services' Command and Staff Colleges and War Colleges, higher education programs at DoD institutions, and higher education enrollment at civilian institutions.

Administer Transfer between Military Personnel Classes – This business area is associated with changing a Member's class from Enlisted to Commissioned/Warrant Officer class, or a Commissioned/Warrant Officer to an enlisted class.

Manage Military Personnel Separation: This business area is associated with a Service terminating affiliation with accessed Members when the Member is no longer eligible to remain in the delayed entry program.

Process Individual Information – This area is associated with all of the actions that need to be completed by the applicant or Member during accession processing. This is also used to show the forwarding of officer program application information, or receiving an eligibility notification or shipping packet information.

Financial Management (FM) – This area is associated with providing accurate and reliable financial information in support of the Planning, Programming, Budgeting, and Execution (PPBE) process to ensure adequate financial resources for warfighter mission

requirements. This is used to show the forwarding and coordinating of accession processing and shipping information in order to complete the accession process.

External Activity – This area is associated with processing an external organization check on an applicant (e.g., Social Security Administration (SSA), United States Citizenship and Immigration Services (USCIS), Defense Manpower Data Center (DMDC), Federal Bureau of Investigation (FBI), Office of Personnel Management (OPM)). It is also used to show the requesting of additional applicant information; the forwarding schedule processing information on an applicant; and a notification to the Selective Service System.