



## Manage Officer Involuntary Retention 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-5 Node Tree and IDEF0 models.

**Business Area Name:** Manage Personnel Retention

**Scope:** This activity is associated with identifying and reviewing personnel involuntary retention profiles of officers who have been identified for involuntary retention. This activity also includes counseling affected officers, managing the waiver process for those who request involuntary retention waivers, and executing involuntary retention in those instances where a waiver request is either not initiated, or is disapproved.

**Line of Business (which are impacted by Manage Officer Involuntary Retention):**

Personnel/Pay Management  
Retirement/Separation

**Trigger Events:** Business Area process starts when an officer's operational specialty is identified by Service Component as being vital to mission accomplishment, or when an administrative hold has been placed on a Member's profile.

**Business Area Outcome Information:** Business Area process ends when an affected officer has either been administratively processed for involuntary retention or has been granted a waiver.

Business Area(s) Interfacing with this *Manage Officer Involuntary Retention* activity includes (but not limited to):

**Perform Workforce Planning and Programming -** This activity is used to coordinate the delivery of communications related to Stop Loss.

**Manage Compensation and Reimbursements -** This activity is used to coordinate the delivery of basic and any special payments related to involuntary retention.

**Manage Voluntary Military Separation -** This activity is used to coordinate the prevention of military separations by those officers affected by involuntary retention (unless exempted through waiver action).

**Manage Military Personnel Retirement** - This activity is used to coordinate the prevention of retirements by those officers affected by involuntary retention (unless exempted through waiver action).

**Manage Adverse Actions** - This activity is used to communicate the administrative hold on those officers affected by involuntary retention due to legal actions.

**Manage Military Health Services** - This activity is used to communicate the administrative hold on those officers affected by involuntary retention due to medical actions.

**Manage Human Resources Information** - This process 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.