



Manage Unauthorized Absence **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 Unauthorized Absence

Assumptions:

- Any delay in the process will result in an eligibility check.

Scope: This activity is associated with categorizing and resolving the status of Members who are absent without authorization. Categories of unauthorized absence may include (but not be limited to) Unauthorized Absence (UA) and Deserter.

Trigger Event Information: The Manage Unauthorized Absence process starts when a notification of potential unauthorized absence is received.

Business Area Outcome Information: The Manage Unauthorized Absence process ends when a categorization regarding the absence has been made, and all necessary coordination and follow up actions have been made.

Business Areas interfacing with the Manage Unauthorized Absence activity include (but are not limited to):

Account for Time, Absence, and Labor: This activity could send an unauthorized absence notification to kick off the process.

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.

Manage Adverse Action: This activity will be sent an initial report of offense when an adverse action must be carried out on the Member.

Manage Personnel Casualty: If a Member is determined to be a casualty and not an unauthorized absence, a notification is sent to kick off the casualty process.

Manage Law Enforcement: The unauthorized absence process is responsible for coordinating all unauthorized absence information with law enforcement and updating the Federal Bureau of Investigation (FBI) crime database.

Manage Compensation and Reimbursement: The unauthorized absence process will also coordinate all information regarding a reward or reimbursement for detaining a deserter.

Manage Military Health Services: Military Health Services (MHS) can supply information to the Unauthorized Absence process regarding a Member's location or status.

Non-DoD HRM Business Affiliate Touchpoints:

Federal Bureau of Investigation: The manage unauthorized absence process receives and updates information in the FBI Deserter database.