



Human Resources Management (HRM)

Version Description Document (VDD)

September 2014

DOCUMENT CHANGE RECORD

VERSION	DATE	DESCRIPTION
HRM Version 1.0	Oct 01, 2005	HRM Release Version 1.0 VDD
HRM Version 1.1	Mar 31, 2006	HRM Release Version 1.1 VDD
N/A	Sep 29, 2006	HRM Release Baseline VDD
N/A	Mar 29, 2007	HRM Release Baseline VDD
N/A	Sep 28, 2007	HRM Release Baseline VDD
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N/A	Sep 30, 2014	HRM Release Baseline VDD

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1. INTRODUCTION

The Human Resources Management (HRM) was formed to improve and transform business practices, business processes, and information systems to achieve higher levels of operational efficiency and enable financial accountability. These initiatives will provide superior support to Service members, their families, Department of Defense (DoD) civilian employees, combatant commanders, senior decision makers, and warfighters with a Total Force approach. The Under Secretary of Defense (Personnel and Readiness), USD(P&R), is the functional sponsor for HRM. The HRM includes all the functional areas under the auspices of the USD(P&R) including Military Human Resources, Civilian Human Resources, Military Health System (MHS), and Defense Travel.

1.1 OBJECTIVE

This Version Description Document (VDD) identifies and describes the general release of information for HRM.

This document is organized as follows:

- **Section 1. Introduction.** Describes the purpose of HRM, objective of this document, and defines the release identification.
- **Section 2. Release Information.** Provides information and a list of products for the HRM Baseline September 2014 release.

1.2 IDENTIFICATION

Product Name	HRM Baseline
Application Acronym	N/A
Release Date	March 31, 2010
Release Date	September 30, 2010
Release Date	March 31, 2011
Release Date	September 30, 2011
Release Date	March 31, 2012
Release Date	September 30, 2012
Release Date	November 2013
Release Date	September 2014

This Baseline is the seventeenth release for the HRM products. This release is comprised of architecture products and it will have the identifier as HRM Baseline September 2014.

1.3 SCOPE

The Human Resource Management (HRM) Baseline September 2014 release includes content changes as a result of the Business Enterprise Architecture (BEA) 14-1 integration workshops, HRM Architecture Federation effort, the Recruiting and Accession Data eXchange Standards (DXS) Integrated Product Team (IPT) effort, Joint Officer Management (JOM) Support, and as part of the ongoing HRM EA maintenance work.

BEA 14-1 Integration Workshops

The content in the HRM Baseline November 2013 release was updated as a result of the BEA Integration workshops. Several HRM business areas were updated based on feedback received from the HRM stakeholders and other BEA functional area owners. The Manage Organization capability was updated to integrate the Global Force Management Data Initiative (GFM DI) business rules and the Manage Separation and Retirement capability was updated to include the new Transition Assistance Process.

HRM Architecture Federation

As part of the HRM Federation effort, content of the HRM EA are reviewed with the sub-functional area owners. Collaboration with the HRM sub-functional area owners is performed to integrate the enterprise level content into the HRM EA and any component specific content remains in their architecture. An integration layer is identified and a mapping of their architecture to the HRM EA is produced and maintained for future content updates.

- Defense Civilian Personnel Advisory Service (DCPAS) Architecture Federation
Adjustments to the HRM OV-5a were made during the review of the Operational Activities contained in the HRM OV-5a that represented the Civilian HRM business. Operational activities in the OV-5a were either removed or moved under another parent activity in the model. Definitions of some operational activities were also updated to account for both Civilian and Military processes where activities were common to both. Corresponding OV-5b models were also updated to synchronize their content to the updated OV-5a

- Defense Health Agency (DHA) Architecture Federation
The OV-5a representing the Military Health Services sub-functional area, that contained 186 operational activities, was replaced with a new OV-5a. The Node Tree was restructured to best depict the logical grouping of medical specific activities. As part of the federation, a fit/gap analysis was performed to identify any activities that might overlap existing activities in the HRM and other functional areas in the BEA. Collaboration was conducted with DHA stakeholders on how the medical activities will be represented in the HRM EA. Activities that belong in other functional areas in the BEA, such as Financial Management (FM) and Logistics (Log) will be collaborated with their respective Principal Staff Assistants (PSAs) representatives as part of a future BEA release.

Recruiting and Accession DXS IPT

In an effort to improve interoperability of the Recruiting and Accession data, P&R IM developed Logical Data Models (LDMs) to support the data exchange and business rules requirements of the Military Recruiting and Accessions business processes. The Scope of the LDM includes a person's initial-entry

data into a Military Service – Demographic, Enlistment/Appointment, Contract/Agreement, Emergency Data DD Form 4, DD Form 93, DD Form 1966. The LDM developed does not include the USMEPCOM Shipping Record or the Accession Medical Data at this time.

JOM Support

A collaboration effort was conducted with the OSD MPP and Joint Staff J1, who established JOM Working Groups (as part of USD P&R 2013 memo), in order to develop and validate a JOM specific architecture to support policy changes, process improvements and systems development. The output from that effort impacted several business areas across the HRM EA to include Manage Organization, Manage Assignment and Transfer, Manage Personnel Development, Manage Personnel Promotion, and Manage Human Resources Information.

HRM EA Maintenance

All affected HRM EA products were updated based on the work from the BEA, DCPAS and DHA Integration/Federation. The HRM CV-2 was updated to ensure all HRM capability definitions are consistent as reflected in the HRM CV-2 model, HRM EA web pages and in the BEA. In an effort to auto generate the OV-3, based on content of the OV-5b, OV-6c, and OV-2, OV-5b, a limited set of context diagrams were developed and needline information populated in the corresponding OV-2 models. Finally system architecture products were created/updated with the latest system information contained in the Architecture Compliance and Requirements Traceability (ACART) tool as of August 26, 2014.

Specific HRM EA products Changes

The following outlines EA artifacts that have been developed/updated for inclusion in the HRM Baseline September 2014 release:

BEA 14-1 Integration Workshops

- Global Force Management Data Initiative
 - Updated the OV-6as for corresponding areas under the Manage Organization capability by mapping the GFM DI business rules to the OV-6c models
 - Updated the OV-6c and corresponding Integrated Dictionary (AV-2) for the areas under Manage Organization capability based on feedback received from Joint Staff
- Manage Transition Assistance Program
 - Updated the OV-6c and corresponding AV-2 based on updates to the Transition Assistance Process according to the Transition to Veterans Program Office (TVPO)
 - Updated the Manage Individual Development Plan Operational Activity Decomposition Tree (OV-5a) and corresponding AV-2

HRM Architecture Federation

- DCPAS Architecture Federation
 - OV-5a and AV-2 Updates
 - Updated definition for the “Determine Occupational Competencies” activity
 - Deleted child-level activities under the “Manage Civilian Personnel Separation and Retirement” activity

- Deleted child-level activities under the “Perform Personnel Budgeting” activity
 - Deleted activity “Develop Competency Model” under the Manage Civilian Human Resources Strategy activity
 - OV-5b Updates
 - Updated the OV-5b for “Manage Civilian Human Resources Strategy” removing the “Develop Competency Model” activity
 - Updated OV-5b for “Manage Competencies”, added output “Competency Model Information” to the “Determine Occupational Competencies” activity
 - Updated OV-5b for “Manage HRM Policy and Guidance” removing output “Competency Model Information” from “Manage Civilian Human Resources Strategy” activity
 - Deleted OV-5b for “Manage Civilian Personnel Separation and Retirement” that contains the child-level activities that were deleted from the OV-5a
 - Deleted the OV-5b for “Perform Personnel Budgeting” that contains the child-level activities that were deleted from the OV-5a
- DHA Architecture Federation
 - OV-5a and AV-2 Updates
 - Regrouping of the 186 Operational Activities under the Manage Military Health Services branch with the latest OV-5a from DHA resulting in a total of 252 Operational Activities for the release
 - Updated definition for activities under Benefit Programs, Line of Duty (LOD) Determination Process and Human Resources Information to include medical specific concepts

Recruiting and Accession DXS IPT

- Developed the Recruiting and Accession DIV-2 to include a semantic graph, taxonomy graph, data dictionary and the OWL files

JOM Support

- Validated and integrated 16 out of the 200+ developed enterprise level business rules (BRs) for the following HRM capabilities:
 - Manage Organization – Manage Personnel Distribution
 - Manage Assignment
 - Manage Performance – Manage Personnel Promotion
 - Manage Personnel Development
 - Manage Human Resources Information

HRM EA Maintenance

- CV-2
 - Updated the HRM Capability definitions
- OV-5a
 - Updated definitions for operational activities under Manage Organization capability based on changes to their corresponding OV-6c models.

- Deleted operational activity Perform Personnel Budgeting after coordinating with the Military components
- Deleted Perform Workforce Budgeting and moved Perform Manpower Budgeting to now be a sibling to Perform Workforce Planning and Programming
- OV-5b ICOM Balancing
 - Updated the OV-5b models under Manage Organization capability based on the deletion of the Perform Personnel Budgeting and integration of the changes from the GFM DI. Input, Controls, Outputs and Mechanisms (ICOMS) were also balanced all the way to the Perform HRM Context Diagram
 - Updated the OV-5b models under Manage Separation and Retirement capability based on the deletion of the child-level activities under Manage Civilian Personnel Separation and Retirement activity. ICOMs were also balanced all the way to the Perform HRM Context Diagram
 - Updated the OV-5b models under Manage Personnel Development capability based on the addition of concepts from Develop Competency Model activity into the Determine Occupational Competencies activity. ICOMs were also balanced all the way to the Perform HRM Context Diagram
 - Updated the OV-5b models under the Manage Human Resources Management Policy and Guidance based on the deletion of the Develop Competency Model activity. ICOMs were also balanced all the way to the Perform HRM Context Diagram
 - Updated OV-5b models for corresponding areas listed under OV-3 Auto-Generation and ICOMs added to reflect touchpoints across the HRM EA
- OV-6a Clean Up
 - Mapped all approved business rules to their corresponding processes
- OV-3 Auto-Generation
 - Updated existing OV-3s for the following areas to ensure the latest information exchanges are pulled when automatically generating the OV-3 matrices:
 - Account for Time, Absence, and Labor
 - Administer Organization Unique Identifier (OUID)
 - Manage Recruiting
 - Manage Accession
 - Manage Compensation
 - Manage Reimbursements
 - Manage Transition Assistance Program
 - Perform Workforce Planning and Programming
- SV-1 and SV-5b Updates System Alignment as Reported in ACART
 - Updated the System Interface Description (SV-1) models, Systems Operational Activity to Systems Traceability Matrix (SV-5b) matrices, and corresponding Integrated Dictionary (AV-2) based on the ACART extract as of August 26, 2014.

NOTE: AV-2s were also developed for all corresponding EA artifacts.

2. RELEASE INFORMATION

The HRM Baseline release contains artifacts for the HRM Enterprise Architecture (EA) area.

2.1 HRM EA PRODUCTS

The HRM EA has been developed to support the vision and mission of the USD (P&R), and will embrace the HRM transformation goals, core processes, and relationships with other architectures.

The following architectural products have been updated or developed for the current version of the HRM Architecture.

VIEW	VIEWPOINT NAME	DESCRIPTION	SUMMARY OF CHANGES
AV-2	Integrated Dictionary	The HRM AV-2 is a dictionary of terms for each architecture product. In every architectural release, the AV-2 is updated to include added, deleted, or changed names and definitions for all objects in the encyclopedia.	<ul style="list-style-type: none"> All definitions for EA content have been updated for each business area included in the September 2014 Release
CV-2	Capability Taxonomy	The HRM CV-2 depicts a hierarchy of capabilities which specifies all the capabilities that are referenced throughout one or more Architectural Descriptions.	<ul style="list-style-type: none"> Updated 1 CV-2 document
DIV-2	Logical Data Model	The HRM DIV-2 depicts a set of HRM data entities and their relationship, including their key attributes. It also includes data entities from other business areas as they relate to HR.	<ul style="list-style-type: none"> Added 1 model

VIEW	VIEWPOINT NAME	DESCRIPTION	SUMMARY OF CHANGES
OV-2	Operational Resource Flow Description	The HRM OV-2 depicts the HRM roles and the interactions among those roles necessary for the execution of HRM Capabilities.	<ul style="list-style-type: none"> • Added 1 model • Updated 3 models
OV-3	Operational Resource Flow Matrix	The HRM OV-3 details the interactions illustrated in the HRM OV-2. The OV-3 includes characteristics of the information exchange such as the description, the source and destination node, and the source and destination operational activity.	<ul style="list-style-type: none"> • Added 1 report • Updated 6 reports • Deleted 1 report
OV-5a	Operational Activity Decomposition Tree	The HRM OV-5a describes the activities that are performed to support HRM business capabilities, operational activities, and relationships among activities.	<ul style="list-style-type: none"> • Added 82 Operational Activities • Redefined 9 Operational Activities • Deleted 28 Operational Activities <p><i>See list below for details of changes.</i></p> <p><i>See Appendix I: Deleted Operational Activity Justification</i></p>

VIEW	VIEWPOINT NAME	DESCRIPTION	SUMMARY OF CHANGES
OV-5b	Operational Activity Model	The HRM OV-5b IDEF0 describes capabilities, operational activities (or tasks), Input/Output (I/O) flows between activities, and I/O flows to/from activities that are outside the scope of the architecture. Additional data can show cost, performers, or other pertinent information.	<ul style="list-style-type: none"> • Updated 12 models
OV-6a	Operational Rules Model	The HRM OV-6a outlines the high-level DoD laws and regulations that identify business rules standards, contained in the HRM ES that constrain operations to the HRM architecture.	<ul style="list-style-type: none"> • Added 9 reports • Updated 55 reports <p><i>See list below for details of changes.</i></p>

VIEW	VIEWPOINT NAME	DESCRIPTION	SUMMARY OF CHANGES
OV-6c	Business Process Model	<p>The HRM OV-6c describes the processes that are performed to support a specific HRM business area. [Note: HRM used the business process modeling notation (BPMN) in developing the OV-6c in accordance with the April 4, 2011 memorandum “Use of End-to-End (E2E) Business Models and Ontology in DoD Business Architectures”.] HRM EA contains three process model types: High-Level, Business Process Standard and Context process models. The HL Process Model is a sequential depiction of the leaf-level operational activities contained in the OV-5a. The Low-Level (LL) Process Model depicts the lowest level of details for the activities depicted in the HL model. The LL models contain tasks that can no longer be broken down or are at its atomic level from an enterprise perspective. The BPS Process Model is dictated by HRM ES which show a sequence of events that must be performed as directed by laws, policies and regulations. The Context Process Model depicts the scope and contents of the business area and the possible sequence of events that may be performed in that area. The BPS and Context process models are DLS products.</p>	<p>HL OV-6c</p> <ul style="list-style-type: none"> • Updated 8 models <p>Context OV-6c</p> <ul style="list-style-type: none"> • Updated 18 models <p><i>See list below for details of changes.</i></p>

VIEW	VIEWPOINT NAME	DESCRIPTION	SUMMARY OF CHANGES
SV-1*	Systems Interface Description	The HRM SV-1 shows alignment of systems into the HRM Capabilities they support and are color-coded by DoD Component for improved visibility of system ownership. HRM EA contains two SV-1 types: Overall HRM SV-1 model and the HRM Capability Specific SV-1 model. The overall HRM SV-1 shows the systems alignment to the corresponding HRM Capability and is color-coded by DoD Component. The HRM Capability Specific SV-1 shows the same grouping as depicted in the overall SV-1 but systems depicted are only the one aligned to the specific HRM Capability.	<p>Overall HRM SV-1</p> <ul style="list-style-type: none"> • Created 1 model • Added 122 HRM systems • Added 83 Non-HRM systems • Deleted 25 HRM systems • Deleted 8 Non-HRM systems <p>HRM Capability Specific SV-1</p> <ul style="list-style-type: none"> • Updated 24 models <p><i>See list below for details of changes.</i></p>
SV-5b*	Operational Activity to Systems Traceability Matrix	The HRM SV-5b is a Matrix which maps Systems back to Operational Activities.	<ul style="list-style-type: none"> • Updated 24 matrices <p><i>See list below for details of changes.</i></p>

** Will be part of the September 2014 release but will be available upon request only*

3. LIST AND DETAILS OF EA CHANGES

The details of changes are provided below to include the model and EA object names. The total number of architecture content is also highlighted below.

OV-5a Operational Activities

Added

1. Advise the Patient
2. Provide Restorative or Corrective Medical Devices
3. Provide Medical Prosthesis
4. Provide Dental Prosthesis
5. Provide Optical Aids
6. Determine Access to Services
7. Administer Health Services
8. Determine Operational Status
9. Monitor Operational Status
10. Report Unit Status
11. Report Healthcare Command Interest Information
12. Provide Healthcare Unit Report
13. Report Healthcare Incident
14. Monitor Personnel Readiness
15. Monitor Personnel Deployability Status
16. Monitor Special Duty Status
17. Collect Healthcare Situational Information
18. Provide Healthcare Intelligence Support
19. Develop Healthcare Information Requirements
20. Collect Healthcare Intelligence
21. Perform Healthcare Business Intelligence Analysis
22. Assess Collected Healthcare Data
23. Present Healthcare Information
24. Manage Health Service Performance
25. Develop Healthcare Delivery Performance Goals
26. Collect Healthcare Operational Execution Data
27. Compute Healthcare Operational Performance Metric
28. Monitor Healthcare Performance Trend
29. Monitor Healthcare Outcome
30. Review Healthcare Case
31. Monitor Healthcare Standard Compliance
32. Develop Operational Concept
33. Develop Healthcare Standards

34. Improve Healthcare Process
35. Propose a New Health Service Process
36. Review Proposed Health Service Process
37. Approve New Health Service Process
38. Publish New Health Service Process
39. Establish Standard Operating Procedures
40. Develop Health Services Doctrine
41. Manage Healthcare Resource
42. Manage Healthcare Staff
43. Develop Healthcare Staffing Model
44. Manage Healthcare Workload
45. Monitor Healthcare Work Force Availability
46. Evaluate Current Healthcare Workload
47. Maintain Healthcare Staffing Plan
48. Manage Clinical Privileges
49. Manage Healthcare Facility Volunteer
50. Manage Non-Manpower Resource
51. Request Healthcare Resource
52. Schedule Non-Manpower Medical Resource
53. Schedule Healthcare Room
54. Schedule Healthcare Equipment
55. Provide Ancillary Healthcare Resources
56. Provide Laboratory Resources
57. Provide Radiological Resources
58. Provide Pharmacy Resources
59. Maintain Drug Formulary
60. Maintain Pharmacy Inventory
61. Perform Pharmacoeconomic Analysis
62. Manage Healthcare Logistics
63. Monitor Healthcare Utilization
64. Provide Healthcare Administration
65. Support Managed Healthcare Contracting
66. Manage Special Healthcare Population
67. Manage Healthcare Quality Assurance
68. Provide Patient Advocacy
69. Monitor Patient Satisfaction
70. Investigate Patient Complaint
71. Assist in Patient Complaint Resolution
72. Manage Healthcare Incident
73. Define Healthcare Incident Parameters

74. Investigate Healthcare Incident
75. Resolve Healthcare Incident
76. Manage Infection Control Program
77. Establish Infection Control Policy, Practice, and Procedure
78. Monitor Infection Control Compliance
79. Detect Hospital-Acquired Infection
80. Investigate Hospital-Acquired Infection
81. Manage Patient Safety
82. Execute Operations

Renamed and/or redefined

1. Determine Occupational Competencies
2. Modify Organization Structure
3. Allocate Manpower
4. Manage Individual Development Plan
5. Establish Individual Development Plan
6. Assess Progress Against Individual Development Plan
7. Determine Eligibility for Selected Benefits
8. Complete Benefit Selection
9. Investigate Line of Duty Incident

Deleted

1. Review Civilian Personnel Separation and Retirement Document
2. Administer Civilian Personnel Separation
3. Administer Civilian Personnel Retirement
4. Formulate Human Resources Budget
5. Submit Human Resources Budget
6. Execute Against Approved Human Resources Budget
7. Perform Personnel Budgeting
8. Perform Workforce Budgeting
9. Develop Competency Model
10. Modify Unit Structure
11. Implement Unit Structure
12. Develop Health Hazard Identification Criteria
13. Obtain Environmental Sample
14. Obtain Medical Sample
15. Provide Prosthesis Service
16. Fabricate Healthcare Prosthesis
17. Order Healthcare Prosthetic Device
18. Track Healthcare Prosthetic and Implant Devices
19. Manage Health Benefits Enrollment and Eligibility
20. Verify Health Beneficiary Information
21. Establish Health Benefits Enrollment
22. Verify Health Beneficiary Information

23. Determine Allowable Services
24. Assign Beneficiary to Healthcare Facility
25. Assign Beneficiary to Care Provider
26. Conduct Line of Duty Processing
27. Maintain Individual Health Record
28. Process Healthcare Information Request

Total number of **Operational Activities** as of the September 2014 Release: **826**

OV-5b Models

Updated

1. OV-5b Administer Performance Evaluation
2. OV-5b Manage Accession
3. OV-5b Manage Civilian Human Resources Strategy
4. OV-5b Manage Compensation
5. OV-5b Manage Competencies
6. OV-5b Manage Human Resources Management Policy and Guidance
7. OV-5b Manage Individual Development Plan
8. OV-5b Manage Reimbursements
9. OV-5b Perform Aptitude Qualification
10. OV-5b Perform Medical Qualification
11. OV-5b Perform Service Accession
12. OV-5b Perform Workforce Planning and Programming

Total number of **OV-5b Models** as of the September 2014 Release: **164**

OV-2 Models

Created

1. OV-2 Perform Workforce Planning and Programming

Updated

1. OV-2 Account for Time, Absence, and Labor
2. OV-2 Manage Accession
3. OV-2 Manage Reimbursements

Total number of **OV-2 Models** as of the September 2014 Release: **47**

OV-3 Report

Created

1. OV-3 Perform Workforce Planning and Programming

Updated

1. OV-3 Account for Time, Absence, and Labor
2. OV-3 Administer Organization Unique Identifier (OUID)
3. OV-3 Manage Accession
4. OV-3 Manage Compensation

5. OV-3 Manage Reimbursements
6. OV-3 Manage Transition Assistance Program

Delete

1. OV-3 Manage Military Health Services

Total number of **OV-3 Reports** as of the September 2014 Release: **39**

OV-6a Matrix

Added

1. OV-6a HL Administer Transfer To and From Active Duty
2. OV-6a HL Generate Personnel Grade Change Order
3. OV-6a HL Manage Assignment
4. OV-6a HL Manage Competencies
5. OV-6a HL Manage Enlistment Extension
6. OV-6a HL Manage Individual Training Course
7. OV-6a HL Manage Physical Evaluation Process
8. OV-6a HL Manage Personnel Promotion
9. OV-6a HL Manage Personnel Casualty

Updated

- All OV-6a matrices from the November 2013 Release were updated to reflect the new, updated and deleted business rules.

Total number of **OV-6a Matrices** as of the September 2014 Release: **64**

Total number of **Business Rules** as of the September 2014 Release: **4221**

OV-6c Models

Updated

1. OV-6c Context Administer Recognition Program
2. OV-6c Context Determine Entrance Eligibility
3. OV-6c Context Identify Recruitment Candidates
4. OV-6c Context Maintain Members in Delayed Entry Program
5. OV-6c Context Make Service Accession Decision
6. OV-6c Context Manage Applicant Processing Scheduling
7. OV-6c Context Manage Assignment
8. OV-6c Context Manage Enlistment Extension
9. OV-6c Context Manage Military Personnel Retirement
10. OV-6c Context Manage Officer Accession
11. OV-6c Context Manage Transition Assistance Program
12. OV-6c Context Perform Accession Shipping
13. OV-6c Context Perform Aptitude Qualification

14. OV-6c Context Perform Medical Prescreen
15. OV-6c Context Perform Medical Qualification
16. OV-6c Context Perform Pre-Accession Processing
17. OV-6c Context Perform Preliminary Screening
18. OV-6c Context SGLI Benefits
19. OV-6c HL Administer Transfer To and From Active Duty
20. OV-6c HL Generate Personnel Grade Change Order
21. OV-6c HL Manage Competencies
22. OV-6c HL Manage Human Resources Information
23. OV-6c HL Manage Individual Training Course
24. OV-6c HL Manage Personnel Promotion
25. OV-6c HL Manage Assignment
26. OV-6c HL Manage Personnel Demotion

Total number of **OV-6c Models (HL, BPS, and Context)** as of the September 2014 Release: **98**

SV-1 Overall HRM Model Systems

- Added **122** HRM systems
- Added **83** Non-HRM systems
- Deleted **25** HRM systems
- Deleted **8** Non-HRM systems

Total number of **HRM Model Systems** as of the September 2014 Release: **774**

SV-1 HRM Overall Model

Created

1. SV-1 Perform Human Resources Management

Total number of **SV-1** matrices as of the September 2014 Release: **1**

SV-1 HRM Capability Specific Model

Updated

- All SV-1 models from the November 2013 Release were updated to reflect the latest system information from ACART as of August 13, 2014.

Total number of **SV-1 models** as of the September 2014 Release: **24**

SV-5b Matrix

- All SV-5b matrices from the November 2013 Release were updated to reflect the latest system information from ACART as of August 13, 2014.

Total number of **SV-5b** matrices as of the September 2014 Release: **24**

APPENDIX A : DELETED OPERATIONAL ACTIVITY JUSTIFICATION

DELETED OPERATIONAL ACTIVITY	OPERATIONAL ACTIVITY DEFINITION (as of Nov 2013)	CONCEPT CONTAINED	CONCEPT NEW LOCATION – OPERATIONAL ACTIVITY
Review Civilian Personnel Separation and Retirement	This activity is associated with a review and determination that a civilian employee has satisfied retirement eligibility criteria or an agency has a cause to separate employees due to reduction in force or adverse actions. This includes but not limited to a review of the employees personnel profile to determine years of service and age requirements.	Per DCPAS this activity was removed from the HRM OV-5a	Manage Civilian Personnel Separation and Retirement (used to be the parent activity)
Administer Civilian Personnel Separation	This activity is associated with processing separation actions for civilian personnel. Reasons for separation may include (but not be limited to) retirement actions related to adverse actions, employee initiated separation or resignation, and reduction in force and age. This activity also may include (but not be limited to) counseling an employee on separation, providing a separation decision, and executing a separation.	Per DCPAS this activity was removed from the HRM OV-5a	Manage Civilian Personnel Separation and Retirement (used to be the parent activity)
Administer Civilian Personnel Retirement	This activity is associated with processing retirement actions for civilian personnel. Reasons for retirement may include (but not be limited to) retirement actions related to years of service (e.g., employee has met total number of years of creditable service) and age, and personnel initiated	Per DCPAS this activity was removed from the HRM OV-5a	Manage Civilian Personnel Separation and Retirement (used to be the parent activity)

	requests. This activity also may include (but not be limited to) assessing retirement eligibility, counseling an employee on retirement decision, providing a retirement decision, and executing a retirement.		
Formulate Human Resources Budget	This activity is associated with formulating a budget planning cycle for the civilian Human Resources community. This activity includes reviewing a request for funds for Human Resources operations and programs based on program needs and to meet fiscal year Human Resources goals and milestones.	Per DCPAS this activity was removed from the HRM OV-5a	Perform Manpower Budgeting
Submit Human Resources Budget	This activity is associated with the submission of a draft budget to those appropriate parties for review and approval. This activity may be iterative and include multiple reviews/refinement before final approval.	Per DCPAS this activity was removed from the HRM OV-5a	Perform Manpower Budgeting
Execute Against Approved Human Resources Budget	This activity is associated with monitoring and controlling the actual expenditures over time with the objective of constraining spending to approve budget amounts. This activity also includes providing reports periodically to show actual spending performance reports against budgeted funds.	Per DCPAS this activity was removed from the HRM OV-5a	Perform Manpower Budgeting
Perform Personnel Budgeting	This activity is associated with developing, reviewing, and adjusting personnel budget estimates based on program personnel requirements and in accordance with budgetary and congressional guidance.	After collaborating with Services, this activity was deleted since concepts were already captured in the Perform Manpower Budgeting	Perform Manpower Budgeting
Perform Workforce Budgeting	This activity is associated with the projection of Human	This parent activity was deleted from the	Perform Manpower Budgeting

	Resource requirements in terms of specifications sufficient to support preparation of the Department of Defense (DoD) Human Resources budget. This activity also includes consideration of both budgetary and execution of requirement aspects of mission tasking.	HRM OV-5a and promoted the Perform Manpower Budgeting as a sibling of Perform Workforce Planning and Programming	
Develop Competency Model	This activity is associated with establishing a competency model, creating a validation process, implementing the model and assessing competency model effectiveness.	Per DCPAS this activity was deleted from the Manage Human Resources Management Policy and Guidance and content merged with activity Determine Occupational Competencies which is under Manage Competencies	Determine Occupational Competencies
Modify Unit Structure	This activity is associated with changing the unit structure to meet mission requirements.	Based on the GFM DI integration effort this activity was deleted and concept merged with activity Modify Organization Structure	Modify Organization Structure
Implement Unit Structure	This activity is associated with executing the unit structure that meets the mission requirements.	Based on the GFM DI integration effort this activity was deleted and concept merged with activity Modify Organization Structure	Modify Organization Structure
17 DHA Operational Activities	various	DHA operational activities were deleted from the HRM OV-5a, some moved to DHA Component-level architecture and others integrated into existing HRM activities already depicted in the HRM OV-5a	various