



Manage Transition Assistance Program 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 Transition Assistance Program

Assumptions:

- The Directive Type Memorandum (DTM) will be updated in the coming months and updated to the Department of Defense Instruction (DoDI).
- This process includes mandatory aspects and voluntary aspects, but all Members that go through this process are assessed for their achievement of the career readiness standards.
- This process is specific to Members in the Reserve and Active component.

Scope: This activity is associated with managing the Transition Assistance Program for Members who are preparing to separate or retire from service. This activity is also associated with counseling Members on information pertinent to the transition process, conducting sessions and workshops on the topics of their post-military lives, and assessing whether or not Members have achieved the career readiness standards.

HRM Capability: Manage Separation and Retirement

Trigger Events: The Transition Assistance Program starts when a Member is 12 months from separation or 24 months from retirement.

Business Area Outcome Information: This business area ends when the Transition Assistance Approval Authority uses a Members' ITP Checklists to develop the Transition Assistance Profile, and makes a decision on the Members' achievement of the Career Readiness Standards. This business area may also conclude with Members receiving a Warm Handover to continued support resources.

Business Areas interfacing with the Manage Transition Assistance Program activity include (but are not limited to):

Human Resources Information – This business area 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. This is also used to show that the profile information is being provided to the Transition Assistance Program activity.

Process External Organization Information - This area is associated with coordinating scheduling information for Members participating in the Transition Assistance Program GPS Tracks, workshops, and briefings with external organizations (e.g., Department of Labor (DOL), Small Business Administration (SBA), Department of Education (DOE), Department of Veterans Affairs (VA)). It is also used to show Members retrieving the DOL Gold Card, and to identify support services that a Transition Assistance Specialist or Approval Authority may decide that a Member would need.