
Software Requirements Specification

for the

Early Retirement and Buyout System

Final Revision 2.5

**Office of Internal Service (OIS)
AO Information and Technology Services Division (ITSD)
Application Service Branch (ASB)
Prepared by L-3 EITS**

October 29, 2009

Table of Contents

1. Introduction	1
1.1 Purpose	1
1.2 Intended Audiences	1
1.3 Project Scope	1
1.4 References	2
2. Overall Description	3
2.1 Product Perspective	3
2.2 Product Features	3
2.3 Early Retirement and Buyout Tracks	4
2.3.1 The Buyout Track	4
2.3.2 The Early Retirement Track	5
2.4 User Roles and Characteristics	5
2.4.1 Overview	5
2.4.2 Context Diagram	6
2.5 Assumptions and Dependencies	7
2.5.1 Assumptions	7
2.5.2 Dependencies	7
3. Functional Use Cases	7
3.1 Use Case List	7
3.2 Use Cases and Associated User Roles	8
3.3 Use Case Package I - System Access	9
3.3.1 UC 1 – System Navigation	9
3.4 Use Case Package II – Prepare and Certify Request	10
3.4.1 UC 2 – Prepare and Certify Buyout Request	10
3.4.2 UC 3 – Prepare and Certify Early Retirement Request	13
3.5 Use Case Package III - Review a Request Process	16
3.5.1 Use Case 4 – Review and Approve Request	16
3.5.2 Use Case 5 – Adjust Request Status	18
3.6 Use Case Package IV – View and Print Request	20
3.6.1 Use Case 6 – View and Print Request	20
3.6.2 Use Case 7 – Configure and Print Report	22
3.7 Use Case Package V - Configure Early Retirement and Buyout System	23
3.7.1 Use Case 8 – Configure Early Retirement and Buyout System	23
4. Functional Requirements	24
5. Non-functional Requirements	35
5.1 Performance Requirements	35
5.2 Security Requirements	35
Appendix A: Glossary	36
Appendix B: Summary of Functionality	38

Table of Figures

FIGURE 1 - EARLY RETIREMENT AND BUYOUT SYSTEM USE CASE.....3
FIGURE 2 - EARLY RETIREMENT AND BUYOUT SYSTEM - CONTEXT DIAGRAM.....6
FIGURE 3 – USE CASE 1 - SYSTEM NAVIGATION.....9
FIGURE 4 - USE CASE 2 - PREPARE AND CERTIFY BUYOUT REQUEST.....10
FIGURE 5 - USE CASE 3 - PREPARE AND CERTIFY EARLY RETIREMENT REQUEST.....13
FIGURE 6 - USE CASE 4 - REVIEW AND APPROVE A REQUEST.....16
FIGURE 7 - USE CASE 5 - ADJUST REQUEST STATUS.....18
FIGURE 8 - USE CASE 6 - VIEW AND PRINT REQUEST.....20
FIGURE 9 - USE CASE 7 - CONFIGURE AND PRINT REPORT.....22
FIGURE 10 - USE CASE 8 - CONFIGURE THE EARLY RETIREMENT AND BUYOUT SYSTEM.....23

Revision History

Date	Version	Name	Reason For Changes
10-12-2009	1.0	Charles Goolsby, Jr. Wilfred Keats, II Reid Patterson Ernest Kyle Lewis Goolsby	Initial Draft
10-16-2009	1.1	Charles Goolsby, Jr.	Initial deliverable draft
10-19-2009	1.2	Charles Goolsby, Jr.	Additional functionality added
10-21-2009	1.3	Charles Goolsby, Jr.	Internal edits
10-21-2009	2.0	Charles Goolsby, Jr.	Second customer release
10-22-2009	2.1	Wilfred Keats, II	Merging of edits of Wilfred Keats, Ernie Kyle, and Reid Patterson
10-27-2009	2.2	Lewis Goolsby Charles Goolsby, Jr.	Content update
10-28-2009	2.3	Lewis Goolsby Charles Goolsby, Jr.	Content update
10-29-2009	2.4	Lewis Goolsby Charles Goolsby, Jr.	Content update Proofread and edit
10-29-2009	2.5	Lewis Goolsby Charles Goolsby, Jr.	Deliverable to customer

1. Introduction

Early Retirement and Buyout Programs can be offered to employees of the U.S. Courts by specific authorization in a given fiscal year. These programs are intended as workforce-restructuring tools for management, and must be authorized by the Judicial Conference and the United States Office of Personnel Management (OPM) before they can be offered by the Courts.

Each fiscal year, the Judicial Conference sets the policy for offering buyout or early retirement programs. If the Judicial Conference agrees to allow Court units to offer these programs, near the beginning of the fiscal year the Office of Human Resources (OHR) at the Courts issues a memorandum allowing Court organizations to offer buyout and/or early retirement programs for that fiscal year. The memorandum for the 2009 fiscal year was issued in November, 2008. The memorandum includes the dates by which Courts must submit requests to offer specific programs, dates by which supporting documents are due, and other time-specific information.

1.1 Purpose

This software requirements specification (SRS) describes the software functional and non-functional requirements of the Early Retirement and Buyout System.

1.2 Intended Audiences

The audience of this SRS comprises three distinct groups:

1. The users, namely individuals within the Finance and Budget and Human Resources organizations within the Courts system;
2. Administrators and maintainers within the courts system; and
3. Project managers, developers, and testers within the ASB.

1.3 Project Scope

The Early Retirement and Buyout System will permit system administrators, court unit requestors, review panel members, and system viewers, depending on their roles, to create, administer, request, and view Early Retirement and Buyout programs. The system reduces the paperwork that a similar paper-based system would entail, while also enabling a more efficient and timely system throughout the Courts.

The Early Retirement and Buyout System is considered to be a Finance and Budget application, because Early Retirement and Buyout Programs have the effect of restructuring the workforce, which in turn affects the overall payroll cost for the Courts. However, programs are setup, requested and administered by Human Resources personnel. Therefore, both user groups use this system.

1.4 References

- 1.4.1. *Early Retirement and Judiciary Buyout Policy*. J-NET Human Resources.
http://jnet.ao.dcn/PFriendly/Human_Resources/Workforce_Planning/Early_Retirement_and_Judiciary_Buyout_Policy.html.
- 1.4.2. *Judiciary Buyout Authority*. Office of Human Resources,
http://jnet.ao.dcn/Human_Resources/Workforce_Planning/Early_Retirement_and_Judiciary_Buyout_Policy/Judiciary_Buyout_Authority.html
- 1.4.3. *Buyout Request FAQs*. Office of Human Resources,
http://jnet.ao.dcn/PFriendly/Human_Resources/FAQs/Buyout_Request_FAQs.html.
- 1.4.4. *Early Retirement FAQs*. Office of Human Resources,
http://jnet.ao.dcn/PFriendly/Human_Resources/FAQs/Early_Retirement_FAQs.html.
- 1.4.5. *FY 2009 Early Retirement and Buyout Authority Memorandum*. Office of Human Resources, November, 2008. http://jnet.ao.dcn/Human_Resources/Memos/2008_Archive/ohr0869.html.
- 1.4.6. *Glossary of Financial Terms*. J-NET Finance and Budget.
http://jnet.ao.dcn/Finance_and_Budget/Glossary_of_Financial_Terms.html.
- 1.4.7. *Human Resources Manual*. Office of Human Resources.
http://jnet.ao.dcn/Human_Resources/Human_Resources_Manual.html.

2. Overall Description

2.1 Product Perspective

The Early Retirement and Buyout System’s various components manage the request process for establishment of a buyout program and/or an early retirement program within a specific federal court jurisdiction for a fiscal year. The context diagram below illustrates how the different functional parts of the system interact.

2.2 Product Features

The Early Retirement and Buyout System contains several sub-components. The below system-level use case describes this application’s functionality at a high level.

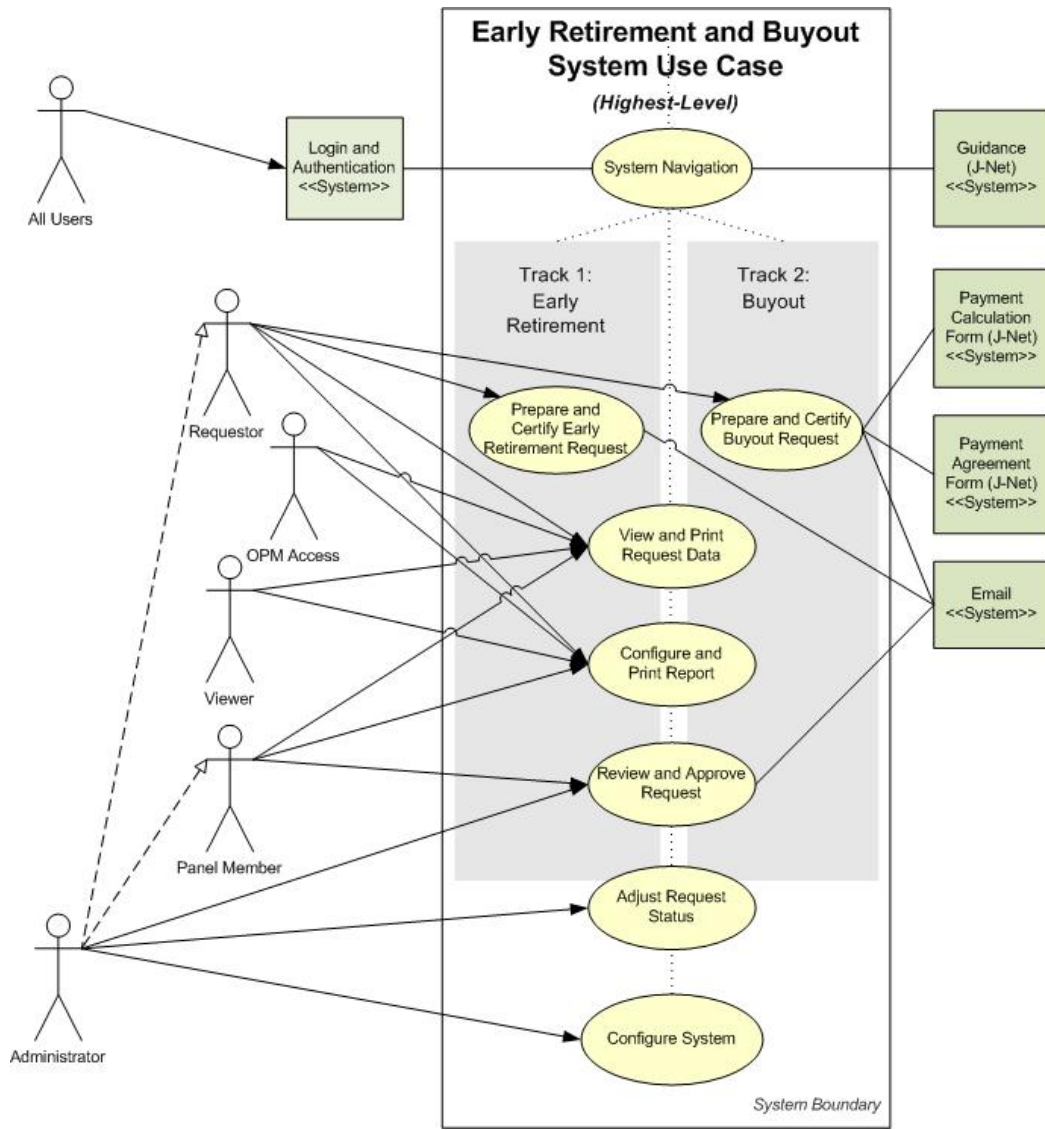


Figure 1 - Early Retirement and Buyout System Use Case

2.3 Early Retirement and Buyout Tracks

The Early Retirement and Buyout System comprises two functional tracks, namely the buyout track and the early retirement track. While the functional requirements of the tracks will be covered in detail in Section 4, the overview below will define their legal requirements and differences. Both buyout programs and early retirement programs must meet certain criteria and be justified.

Note: An organization can choose to either request a buyout or an early retirement program, or it can request authorization for both types of programs. Furthermore, if an organization offers both, an employee, who meets the eligibility requirements for both buyout and early retirement, may separate with both early retirement and a buyout.

2.3.1 The Buyout Track

Buyouts are a management tool that may be used to strategically restructure workforces to meet long-term goals and requirements, as well as to position organizations for future uncertain budget years. Examples of appropriate justifications include: flattening the organizational structure, implementing automation programs that allow the organization to streamline procedures and reduce staff; eliminating a group of positions to make the organization more efficient; closing an office; attracting employees with different skills sets for an organizational unit; and re-organizing operational, administrative, or judicial support functions.

The determination of which positions should be targeted for buyout will be dictated by the business-based reasons directly related to the need to reorganize, reduce, or restructure the workforce.

Court units and federal public defender organizations may offer buyout payments to employees who meet the following eligibility criteria. An eligible employee must:

- be serving under an appointment without any time limitation;
- have been employed with the judiciary for a continuous period of at least three years; and
- voluntarily separate from the judiciary, either by retirement or resignation.

Note: Federal public defenders are ineligible for buyouts, since they are appointed for four year terms.

An organization shall not identify a target audience comprised of only retirement-eligible or early retirement-eligible employees. Positions shall be targeted, not people, and targeted positions shall be those positions that negatively impact the organization's ability to meet its mission.

Buyout payments are paid in lump sum in the employee's final salary payment upon separation. The employee shall not accept any appointment for compensation within the Federal Government, including personal services contracts or other direct contracts, within five (5) years of separation without paying back the entire amount of the buyout. Entire repayment is required before the individual's first day of re-employment.

Buyouts cannot be used for an individual who will be involuntarily separated from employment.

2.3.2 The Early Retirement Track

Like buyout, early retirement is a management tool that may be used to strategically reshape the workforces to meet long-term goals, as well as position the organization for future uncertain budget years. It is also a method of attrition. Justified use of the authority shall be based on the organization's need to make substantial organizational change to efficiently and effectively continue to meet its mission and functions. However, budget reductions, in themselves, are not an adequate justification for an early retirement program. An organization must demonstrate how the reduction in budget will require it to make organizational changes.

Eligibility for early retirement varies depending on the retirement system under which the employee is covered. The requirements are too complex to be adequately reviewed here. Consequently, please read the Early Retirement Eligibility requirements in the Early Retirement FAQs (please see Section 1.4.4).

2.4 User Roles and Characteristics

2.4.1 Overview

User Role	Role Description
Administrator	Permits a user to manage buyout/early retirement requests from the courts throughout the approval process.
Requestor	Permits a user acting as a court unit requestor to request a buyout or early retirement program for a court unit.
Panel Member	Allows a user to vote on early retirement and/or buyout requests from the courts as a review panel member.
Viewer	Allows a user to view and print early retirement and/or buyout requests from the courts.
All AO Access	Grants an existing user the right to perform actions for any AO division.
All Courts Access	Grants an existing user the right to perform actions for any Court unit.
OPM Access	Grants an existing user the right to process the OPM report.

2.4.2 Context Diagram

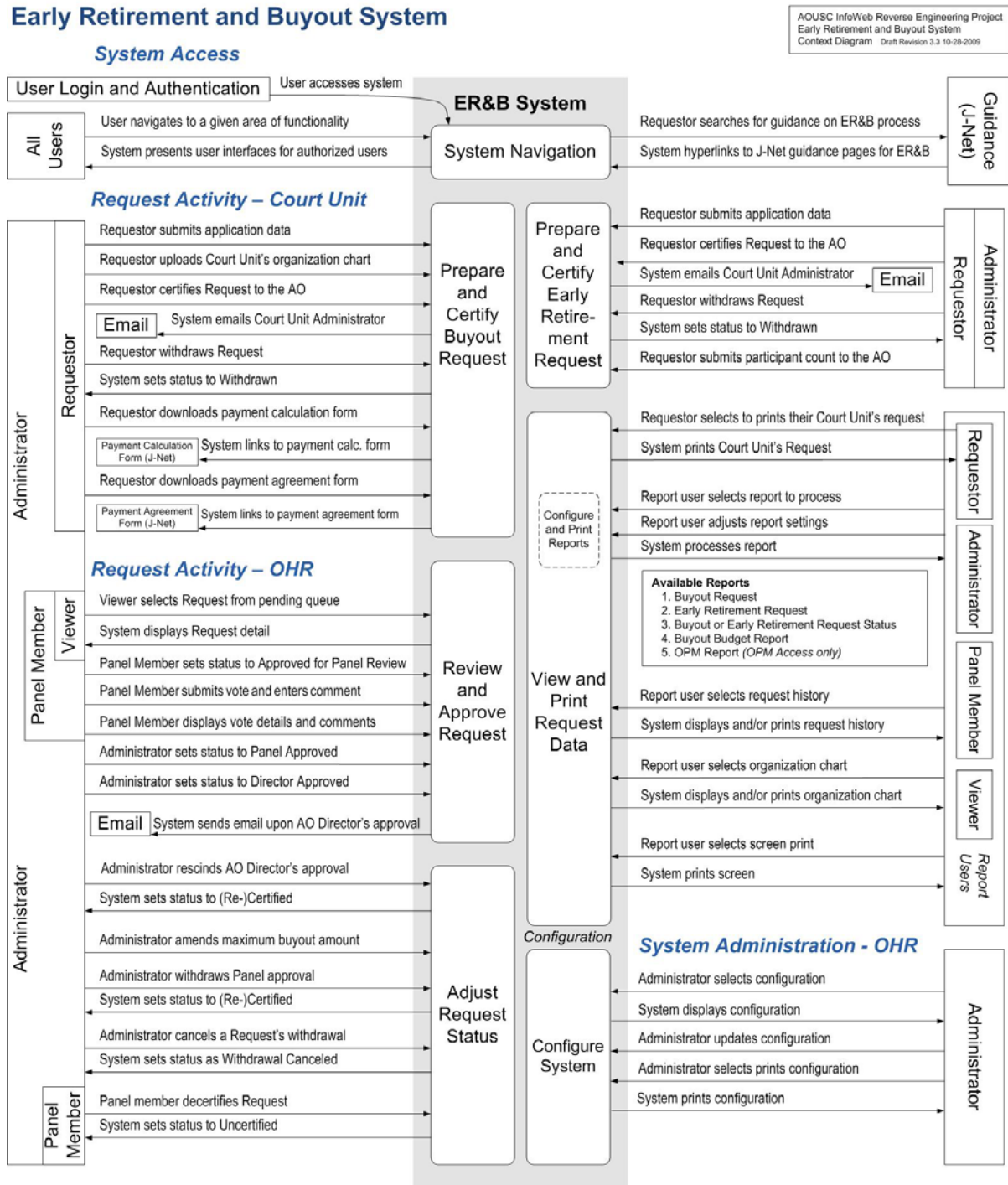


Figure 2 - Early Retirement and Buyout System - Context Diagram

2.5 Assumptions and Dependencies

2.5.1 Assumptions

AS-1: User security and login shall be managed outside of the Early Retirement and Buyout System.

AS-2: User and group roles shall be managed outside of the Early Retirement and Buyout System.

2.5.2 Dependencies

DE-1: *TBD*

3. Functional Use Cases

This section of the SRS document describes detailed system functionality in the form of use cases and their associated functional requirements.

3.1 Use Case List

The list below describes the major functional categories (use case packages) in the system. Use cases associated with each package are also listed.

Use Case Package I – System Access

UC 1 – System Navigation

Use Case Package II – Prepare and Submit Request

UC 2 – Prepare and Certify Buyout Request

UC 3 – Prepare and Certify Early Retirement Request

Use Case Package III - Review a Request

UC 4 – Review and Approve Request

UC 5 – Adjust Request Status

Use Case Package IV – View and Print Request

UC 6 – View and Print Request

UC 7 – Configure and Print Report

Use Case Package V - Configure Early Retirement and Buyout System

UC 8 – Configure Early Retirement and Buyout System

3.2 Use Cases and Associated User Roles

User Role	Associated Use Cases
Requestor	UC 1 – System Navigation UC 2 – Prepare and Certify Buyout Request UC 3 – Prepare and Certify Early Retirement Request UC 6 – View and Print Request UC 7 – Configure and Print Report
Panel Member	UC 1 – System Navigation UC 4 – Review and Approve Request UC 6 – View and Print Request UC 7 – Configure and Print Report
Viewer	UC 1 – System Navigation UC 6 – View and Print Request UC 7 – Configure and Print Report
Administrator	UC 1 – System Navigation UC 2 – Prepare and Certify Buyout Request UC 3 – Prepare and Certify Early Retirement Request UC 4 – Review and Approve Request UC 5 – Adjust Request Status UC 6 – View and Print Request UC 7 – Configure and Print Report UC 8 – Configure Early Retirement and Buyout System
All AO Access	All use cases – This is a system-wide role.
All Courts Access	All use cases – This is a system-wide role.
OPM Access	UC 1 – System Navigation UC 6 – View and Print Request UC 7 – Configure and Print Report

3.3 Use Case Package I - System Access

3.3.1 UC 1 – System Navigation

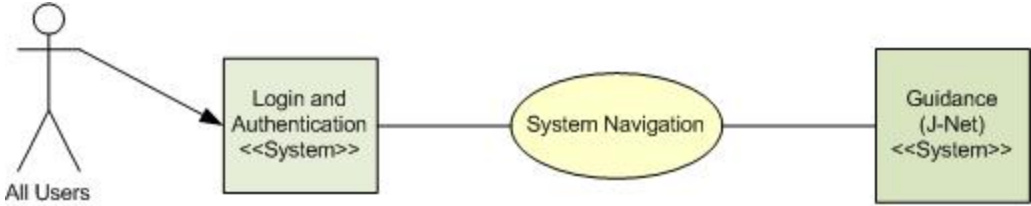


Figure 3 – Use Case 1 - System Navigation

Use Case Name	UC 1 – System navigation
Description	A user of the Early Retirement and Buyout System accesses the system through a login and authentication process that is external to the system. The user then utilizes system navigation to accomplish a business task.
Preconditions	The user must be set-up through the externally managed user role administration process.
Actors	All users External user login and authentication technology Guidance documentation hosted on J-Net
Basic Flow	<p>Basic Flow 1.0 – System Navigation</p> <p>The User accesses the Early Retirement and Buyout System through an external login and authentication process.</p> <p>The main user interface for the System is presented to the user.</p> <p>The user navigates to the desired functionality, based on their authorized access rights to use the System.</p> <p>If the User desires to research guidance documentation in regard to their use of the Early Retirement and Buyout System process, the system’s user interface provides a hyperlink that navigates to documentation located on J-Net.</p> <p>This use case ends.</p> <p>Note: User roles and their access rights are described in section 3.2 of this document.</p> <p>Note: For Bankruptcy Courts that have been consolidated</p>

	with the District Court, Early Retirement and Buyout requests must be handled by the District Court.
Post Conditions	None
Associated Data Structures	TBD
Outstanding Questions	None

3.4 Use Case Package II – Prepare and Certify Request

The submit a request functionality of the Early Retirement and Buyout System allows an authorized requestor to submit a Buyout or Early Retirement plan for their Court Unit to the AO for review and approval (or denial).

Several common activities exist in the Prepare and Certify Request process regardless of whether the requestor is submitting a Buyout or Early Retirement plan. Requestors may also simultaneously submit requests to the AO for both an Early Retirement Plan or a Buyout plan.

Refer to UC 6 – View and Print Request and UC 7 – Configure and Print Report, for a description of the Requestor’s application form print options

3.4.1 UC 2 – Prepare and Certify Buyout Request

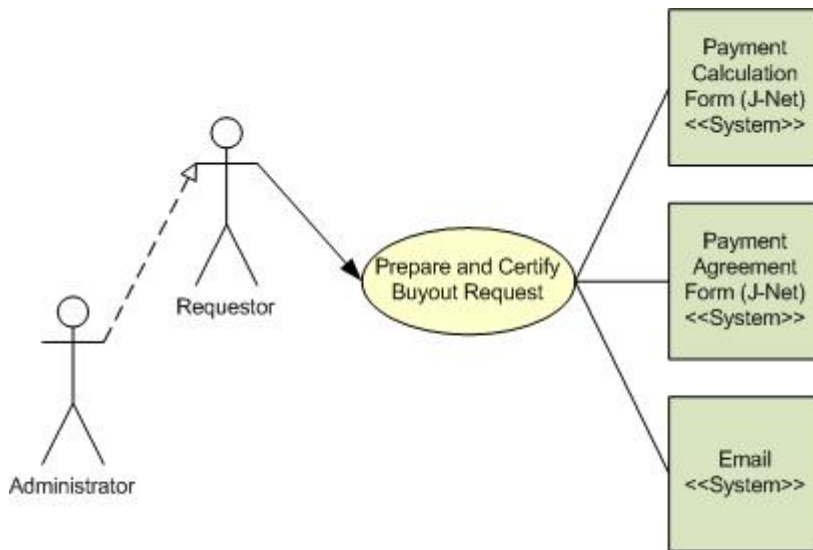


Figure 4 - Use Case 2 - Prepare and Certify Buyout Request

Use Case Name	UC 2 – Prepare and Certify Buyout Request
Description	A Court Unit staff person acting in the role of Requestor prepares a Buyout Request for the plan fiscal year and

	certifies it to the AO OHR.
Preconditions	<p>The Court Unit staff person has been assigned a security role as Requestor for the Early Retirement and Buyout system.</p> <p>The requestor has successfully logged-in to the Early Retirement and Buyout system.</p>
Actor	<p>Requestor</p> <p>Administrator</p>
Basic Flow	<p>Basic Flow 2.0 – Prepare and Certify Buyout Request</p> <p>The Requestor selects the option to request Buyout Authority.</p> <p>The Requestor selects the option to create a Buyout Request.</p> <p>The Requestor enters and saves the Buyout Request.</p> <p>The Requestor uploads a PDF file containing an organization chart of their requesting Court Unit.</p> <p>The Requestor Certifies the completed Buyout Request before the selected fiscal year end.</p> <p>The system sets the status of the Buyout Request to “Certified”.</p> <p>The system notifies via email the Court Unit Administrator (and Panel Members when the court unit is the United States Sentencing Commission).</p> <p>This use case ends.</p>
Alternative Flows	<p>Alt. Flow 2.1 – The Requestor saves an incomplete Buyout Request.</p> <p>The Requestor selects the option to save an incomplete Buyout Request.</p> <p>The system saves the incomplete Buyout Request for later retrieval by the Requestor.</p> <hr/> <p>Alt. Flow 2.2 – The Requestor edits an incomplete Buyout Request.</p> <p>The Requestor selects the option to edit a Buyout Request.</p> <p>The Requestor enters and saves the Buyout Request.</p> <hr/> <p>Alt. Flow 2.3 – The Requestor withdraws the Buyout Request</p> <p>Note: This flow begins at any point after the Buyout</p>

	<p>Request has been certified.</p> <p>The Requestor withdraws the Buyout Request.</p> <p>The system sets the status of the Buyout Request to “Withdrawn”.</p> <p>Note: The Buyout Request cannot be accessed by the Requestor until an Administrator cancels the withdrawal.</p>
	<p>Alt. Flow 2.4 – The Requestor re-certifies a Buyout Request.</p> <p>Note: This flow begins at any point after an Administrator cancels the Buyout Request withdrawal. The status of the Request is “Withdrawal Canceled”.</p> <p>Note: The re-certification of a withdrawn Buyout Request can occur after the selected fiscal year end.</p> <p>The Requestor uploads a PDF file containing an organization chart of their requesting Court Unit.</p> <p>The Requestor Certifies the Buyout Request.</p> <p>The system sets the status of the Buyout Request to “Re-certified”.</p>
	<p>Alt. Flow 2.5 – The Requestor views the Buyout Request.</p> <p>Note: This flow begins at any point after the Buyout Request has been certified.</p> <p>The Requestor selects the option to view the Buyout Request.</p> <p>The system displays the Buyout Request.</p>
	<p>Alt. Flow 2.6 – The Requestor prints the Buyout Request.</p> <p>Note: This flow begins at any point after the Buyout Request has had data entered.</p> <p>The Requestor selects the option to print the Buyout Request.</p> <p>This flow continues at use case UC 6 – View and Print Request Data.</p>
	<p>Alt. Flow 2.7 – The “Prepare and Submit Buyout Request” form provides the user with the ability to hyperlink to a Payment Calculation Form that is hosted externally on J-Net.</p> <p>Note: This flow begins at any point after the Director has approved the Buyout Request.</p>
	<p>Alt. Flow 2.8 – The “Prepare and Submit Buyout Request” form provides the user with the ability to</p>

	<p>hyperlink to a Payment Agreement Form that is hosted externally on J-Net.</p> <p>Note: This flow begins at any point after the Director has approved the Buyout Request.</p>
Post Conditions	The Buyout Request status is “Certified” or “Re-certified” and awaiting processing by use case UC 4 Review and Approve Request.
Associated Data Structures	TBD
Outstanding Questions	None

3.4.2 UC 3 – Prepare and Certify Early Retirement Request

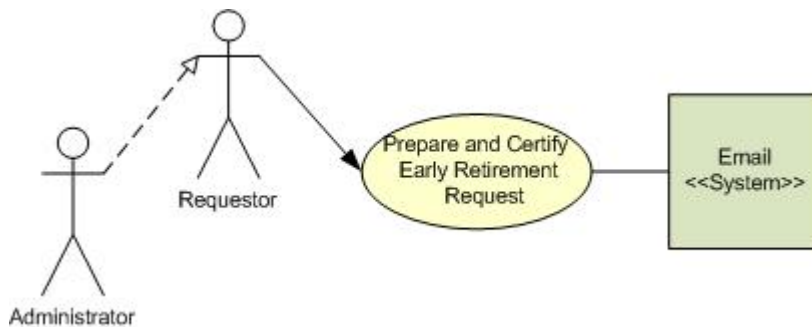


Figure 5 - Use Case 3 - Prepare and Certify Early Retirement Request

Use Case Name	UC 3 – Prepare and Certify Early Retirement Request
Description	A Court Unit staff person acting in the role of Requestor prepares an Early Retirement Request for the plan fiscal year and certifies it to the AO OHR.
Preconditions	<p>The Court Unit staff person has been assigned a security role as Requestor for the Early Retirement and Early Retirement system.</p> <p>The Requestor has successfully logged-in to the Early Retirement and Early Retirement system.</p>
Actor	<p>Requestor</p> <p>Administrator</p>
Basic Flow	Basic Flow 3.0 – Prepare and Certify Early Retirement

	<p>Request</p> <p>The Requestor selects the option to request Early Retirement Authority.</p> <p>The Requestor selects the option to create an Early Retirement Request.</p> <p>The Requestor enters and saves the Early Retirement Request.</p> <p>The Requestor Certifies the completed Early Retirement Request before the selected fiscal year end.</p> <p>The system sets the status of the Early Retirement Request to “Certified”.</p> <p>The system notifies via email the Court Unit ER&B Administrator (and Panel Members when the court unit is the United States Sentencing Commission).</p> <p>This use case ends.</p>
Alternative Flows	<p>Alt. Flow 3.1 – The Requestor saves an incomplete Early Retirement Request.</p> <p>Note: This flow begins at Step 3 in Basic Flow 3.0.</p> <p>The Requestor selects the option to save an incomplete Early Retirement Request.</p> <p>The system saves the incomplete Early Retirement Request for later retrieval by the Requestor.</p> <p>Flow may continues at Alt. Flow 3.2.</p> <hr/> <p>Alt. Flow 3.2 – The Requestor edits an incomplete Early Retirement Request.</p> <p>Note: This flow replaces at Step 3 in Basic Flow 3.0.</p> <p>The Requestor selects the option to edit an Early Retirement Request.</p> <p>The Requestor enters and saves the Early Retirement Request.</p> <p>Flow continues at Step 4 in Basic Flow 3.0.</p> <hr/> <p>Alt. Flow 3.3 – The Requestor withdraws the Early Retirement Request.</p> <p>Note: This flow begins at any point after the Early Retirement Request has been certified.</p> <p>The Requestor withdraws the Early Retirement Request.</p> <p>The system sets the status of the Early Retirement Request to “Withdrawn”.</p> <p>Note: The Early Retirement Request cannot be accessed</p>

	<p>by the Requestor until an Administrator cancels the withdrawal.</p> <p>This use case ends.</p> <hr/> <p>Alt. Flow 3.4 – The Requestor re-certifies an Early Retirement Request.</p> <p>Note: This flow begins at any point after an Administrator cancels the Early Retirement Request withdrawal. The status of the Request is “Withdrawal Canceled”.</p> <p>Note: The re-certification of a withdrawn Early Retirement Request can occur after the selected fiscal year end.</p> <p>The Requestor certifies the Early Retirement Request.</p> <p>The system sets the status of the Early Retirement Request to “Re-certified”.</p> <p>This use case ends.</p> <hr/> <p>Alt. Flow 3.5 – The Requestor views the Early Retirement Request.</p> <p>Note: This flow begins at any point after the Early Retirement Request has been certified.</p> <p>The Requestor selects the option to view the Early Retirement Request.</p> <p>The system displays the Early Retirement Request.</p> <p>This use case ends.</p> <hr/> <p>Alt. Flow 3.6 – The Requestor prints the Early Retirement Request.</p> <p>Note: This flow begins at any point after the Early Retirement Request has had data entered.</p> <p>The Requestor selects the option to print the Early Retirement Request.</p> <p>This flow continues at use case UC 6 – View and Print Request Data.</p> <p>This use case ends.</p> <hr/> <p>Alt. Flow 3.7 – The “Prepare and Submit Buyout Request” form allows a Requestor to submit a quarterly count of participants in the Early Retirement program.</p> <p>Note: This flow begins at any point after the Director has approved the Buyout Request.</p>
--	--

Post Conditions	The Early Retirement Request status is “Certified” and awaiting processing by use case UC 4 Review and Approve Request.
Associated Data Structures	TBD
Outstanding Questions	None

3.5 Use Case Package III - Review a Request Process

3.5.1 Use Case 4 – Review and Approve Request

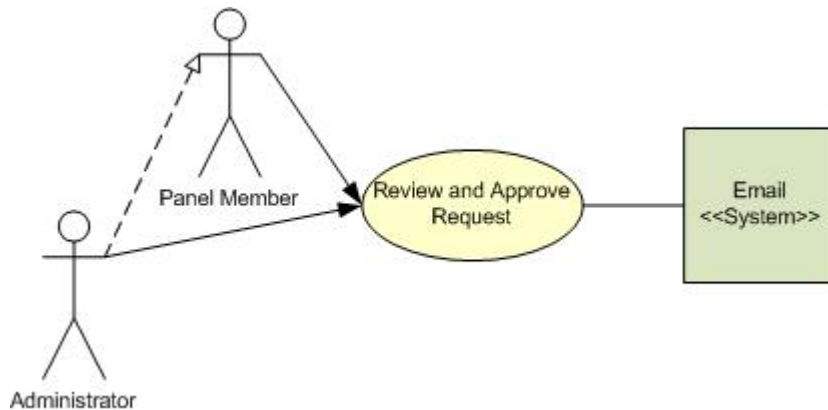


Figure 6 - Use Case 4 - Review and Approve a Request

Use Case Name	UC 4 – Review and Approve Request
Description	Administrators and Panel Members review the Buyout Requests and Early Retirement Request certified to the AO and vote for their approval or denial. If there is a Buyout Request and an Early Retirement Request from a specific Court Unit, then each Request is voted on separately by Panel Members. Viewers may view and print a Request.
Preconditions	The Court Unit Requestor has certified a Buyout Request and/or an Early Retirement Request. The user is an Administrator, Panel Member or Viewer.
Actors	Administrator Panel Member Viewer

Basic Flow	<p>Basic Flow 4.0 – Administrators and Panel Members view and/or vote for on a certified Request.</p> <p>A Panel Member selects the option to review Request.</p> <p>A Panel Member selects a Request that has been certified by a Requestor.</p> <p>A Panel Member sets the status to “Approved for Panel Review” and automatically votes for approval. The vote may be changed and/or a comment entered in regards to the vote on the Request.</p> <p>Other Panel Members may vote and/or enter comments in regards to their vote on the Request.</p> <p>The Administrator sets the Request status to “Panel Approved” to signify Panel approval.</p> <p>The Director of the AO approves the Request.</p> <p>The Administrator sets the Request status to “Director Approved”.</p> <p>The system notifies the Court Unit ER&B Administrator (and ER&B Panel Members for the United States Sentencing Commission) via email.</p> <p>The system sets the Request status to “Notification Mailed”.</p> <p>This use case ends.</p>
Alternative Flows	<p>Alt. Flow 4.1 – A Viewer views a Request.</p> <p>Note: This flow begins at any point after the Request has been certified by the Requestor.</p> <p>Note: Viewers are not permitted to vote or add comments to a Request.</p> <p>The Viewer selects a Request that has been certified by a Requestor.</p> <p>The Viewer selects the option to view a Request.</p> <p>The system displays the request.</p> <p>This use case ends.</p> <hr/> <p>Alt. Flow 4.2 – A Viewer prints a Request.</p> <p>Note: This flow begins at any point after the Request has been certified by the Requestor.</p> <p>The Viewer selects an active Request that has been certified by a Requestor.</p> <p>The Viewer selects the option to print a Request.</p> <p>This flow continues at use case UC 6 – View and Print</p>

	Request Data. This use case ends.
Post Conditions	The Request is approved by the Director of the AO. The Request status is “Notification Mailed” which allows the Requestor to access post-approval actions.
Associated Data Structures	TBD
Outstanding Questions	TBD

3.5.2 Use Case 5 – Adjust Request Status

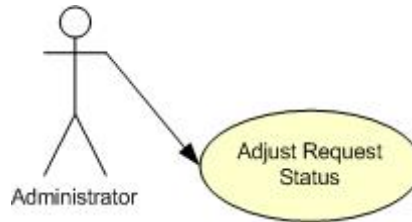


Figure 7 - Use Case 5 - Adjust Request Status

Use Case Name	UC 5 – Adjust Request Status
Description	An Administrator changes the status of a Request. A Panel Member may decertify a Request that has not been approved by the Panel.
Preconditions	Conditional based upon the flow.
Actor	Administrator Panel Member
Basic Flow	Basic Flow 5.0 – An Administrator rescinds the Director’s approval of a Request. An Administrator rescinds the Director’s approval of the Request. The system sets the status of the Request to “Certified” (or “Re-certified” if a previous withdrawal of the Request by the Requestor has been canceled). This use case ends.
Alternative Flows	Alt. Flow 5.1 – An Administrator withdraws Panel

	<p>approval from a Request.</p> <p>Note: The status of the Request must be “Panel Approved”.</p> <p>An Administrator withdraws Panel approval for a Request.</p> <p>The system sets the status of the Request to “Certified” (or “Re-certified” if a previous withdrawal of the Request by the Requestor has been canceled).</p> <p>This use case ends.</p> <hr/> <p>Alt. Flow 5.2 – A Panel Member decertifies a Request.</p> <p>Note: The status of the Request must be “Certified” or “Re-certified”.</p> <p>A Panel Member selects the option to decertify a Request.</p> <p>The system sets the status of the Request to “Uncertified”.</p> <p>This use case ends.</p> <hr/> <p>Alt. Flow 5.3 – An Administrator amends the maximum amount for a Buyout Request.</p> <p>Note: The status of the Buyout Request must be “Panel Approved”, “Director Approved” or “Notification Mailed”.</p> <p>An Administrator selects the option to amend the maximum buyout amount.</p> <p>The system saves the new maximum buyout amount.</p> <p>This use case ends.</p> <hr/> <p>Alt. Flow 5.4 – An Administrator cancels a Requestor’s withdrawal of a Request.</p> <p>Note: The status of the Request must be “Withdrawn”.</p> <p>An Administrator selects the option to cancel a Requestor’s withdrawn Request.</p> <p>The system sets the status of the Request to “Withdrawal Canceled”.</p> <p>This use case ends.</p>
<p>Post Conditions</p>	<p>TBD</p>
<p>Associated Data Structures</p>	<p>TBD</p>
<p>Outstanding Questions</p>	<p>TBD</p>

3.6 Use Case Package IV – View and Print Request

3.6.1 Use Case 6 – View and Print Request

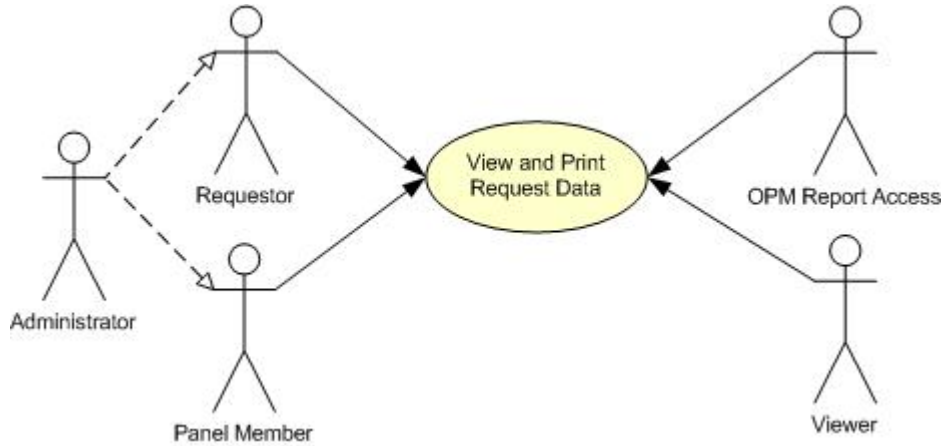


Figure 8 - Use Case 6 - View and Print Request

Use Case Name	UC 6 – View and Print Request
Description	Any user may view and/or print data associated with a Request.
Preconditions	A Requestor has an existing Buyout Request and/or an Early Retirement Request in any status state. Or An Administrator, Panel Member or Viewer has selected a Request from the queue.
Actors	Requestor Administrator Panel Member Viewer
Basic Flow	Basic Flow 6.0 – View a Request. Note: A Requestor is limited to viewing the Buyout Request and/or Early Retirement Request that exist for their Court Unit. The user selects the option to view a Request. The system displays the Request for viewing. This use case ends.

	<p>Basic Flow 6.1 – Print a Request.</p> <p>Note: A Requestor is limited to printing the Buyout Request and/or Early Retirement Request that exist for their Court Unit.</p> <p>The user selects the option to print a Request.</p> <p>The system prints the Request.</p> <p>This use case ends.</p>
Alternative Flows	<p>Alt. Flow 6.2 – View Request History</p> <p>The user selects the option to view the Request history.</p> <p>The system displays the Request history.</p> <p>If print is selected, the Request history is printed.</p> <p>This use case ends.</p>
	<p>Alt. Flow 6.3 – View PDF Organization Chart.</p> <p>Note: This flow only applies to the Buyout Request.</p> <p>An Administrator, Panel Member or Viewer selects the option to view the Buyout Request organization chart.</p> <p>If print is selected, the organization chart is printed.</p> <p>This use case ends.</p>
Post Conditions	None
Associated Data Structures	TBD
Outstanding Questions	TBD

3.6.2 Use Case 7 – Configure and Print Report

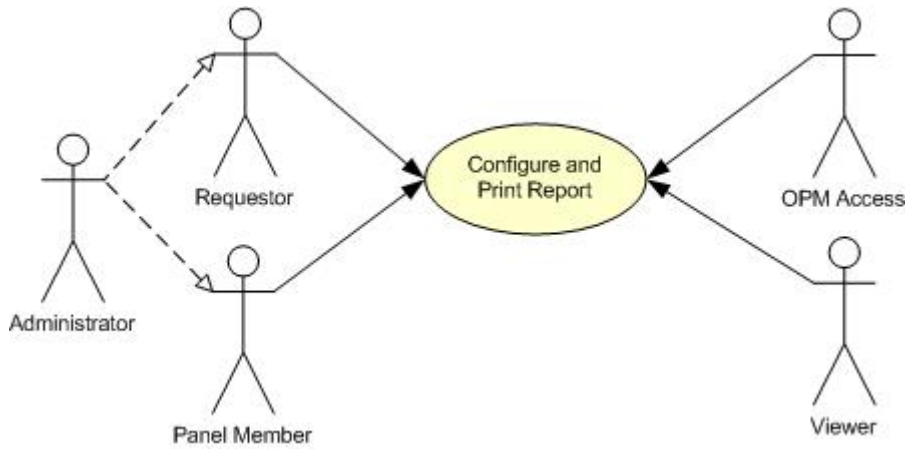


Figure 9 - Use Case 7 - Configure and Print Report

Use Case Name	UC 7 – Configure and Print Report
Description	Any user selects one of several reports in the system.
Preconditions	For the OPM report only: The user must have the “OPM Access” right assigned and the Request status must be “Director Approved” or “Notification Mailed”.
Actors	Requestor Administrator Panel Member Viewer OPM Access
Basic Flow	Basic Flow 7.0 – The user configures and prints a report. The user selects the option to process reports. The user selects a report and adjusts report configuration settings. The user selects the option to process the report. The system presents the report data according to the report configuration selected. This use case ends.
Alternative Flows	None

Post Conditions	None.
Associated Data Structures	TBD
Outstanding Questions	None

3.7 Use Case Package V - Configure Early Retirement and Buyout System

3.7.1 Use Case 8 – Configure Early Retirement and Buyout System

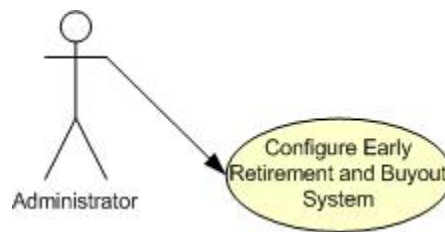


Figure 10 - Use Case 8 - Configure the Early Retirement and Buyout System

Use Case Name	UC 8 – Configure Early Retirement and Buyout System
Description	An Administrator selects the option to configure the system with data elements that govern system operation for the selected fiscal year. This operation is executed on an annual and quarterly basis.
Preconditions	TBD
Actor	Administrator
Basic Flow	<p>Basic Flow 8.0 – An Administrator configures the Early Retirement and Buyout System.</p> <p>The Administrator selects the option to configure the system.</p> <p>The system displays the configuration data.</p> <p>The Administrator updates the fiscal year and configuration data.</p> <p>The Administrator selects the option to save the configuration data.</p> <p>If print is selected, the system prints the configuration data.</p> <p>This use case ends.</p>

Alternative Flows	None
Post Conditions	The configuration options for governing Early Retirement and Buyout Request processing have been set.
Associated Data Structures	TBD
Outstanding Questions	None

4. Functional Requirements

Functional Requirements for UC 1 – System Navigation

FR 100	The system shall provide for integration with an external user login and authentication process.	UC 1.0
FR 101	The system shall be configured to manage user access based upon the security roles that are managed in the external authentication technology platform.	UC 1.0
FR 102	Users shall be provided with navigation that allows them to access System functionality as configured in the System's user roles. Note: See section 3.2 of this document for a detailed description of user roles and their access rights.	UC 1.0

Functional Requirements for UC 2 – Prepare and Certify Buyout Request

FR 103	The system shall present a menu option that allows a user to create and edit an annual buyout plan request.	UC 2.0
FR 104	The system shall present a "Prepare and Submit Buyout Request" data entry form that allows the user to edit all required data elements for an uncertified buyout request. Fields: <ul style="list-style-type: none"> • CAS Code • Track • Status • Status Description 	UC 2.0

	<ul style="list-style-type: none"> • Organization • Updated Date • Completed Date • Change (rationale for the organization offering the buyout program) • Target (description of the positions targeted for buyout) • Separation Date (cutoff date for employees to sign up for the buyout program) • Total Employees (total number of employees in the affected organization) • Total Affected (number of employees who will be affected by the organization's restructuring plan) • Total Planned (number of employees or positions planned for the Buyout program) • Total Estimated (estimated number of employees who will sign up for the Buyout program) • Criteria (description of the criteria for selecting employees eligible for the Buyout program) • Maximum Amount (maximum amount of payment to be offered) • Maximum Amount Comment (comments related to the maximum amount of payment) • Other Strategies (other strategies for restructuring the organization). 	
FR 105	The "Prepare and Submit Buyout Request" form shall present the user with the ability to upload a PDF-formatted file containing the organization chart for the court unit submitting the buyout request.	UC 2.0
FR 106	The "Prepare and Submit Buyout Request" form shall present the user with the ability to flag the submitted buyout request as certified.	UC 2.0
FR 107	The system shall present a request that has been flagged as certified in the queue of pending buyout requests for use in the "Review and Approve Request" module.	UC 2.0
FR 108	The system shall send an email to the administrator of the Requestor's Court Unit (and Panel Members when the court unit is the United States Sentencing Commission).	UC 2.0
FR 109	The system shall allow the user to save an incomplete, "Prepare and Submit Buyout Request" data record for later retrieval, review and editing.	UC 2.1

FR 110	The system shall allow the user to retrieve a previously saved, but incomplete, "Prepare and Submit Buyout Request" for review and editing and certification.	UC 2.2
FR 111	The "Prepare and Submit Buyout Request" form shall allow the user to withdraw a certified buyout request.	UC 2.3
FR 112	The system shall flag a request that has been withdrawn by the user as "withdrawn". Note: The user may not resubmit another Buyout Request for their court unit for the current fiscal year after the withdraw request action has been performed, except where an administrator has canceled the withdrawal of the request.	UC 2.3
FR 113	The "Prepare and Submit Buyout Request" form shall provide the user with the ability to re-certify a request that was previously withdrawn, provided that the Administrator has canceled the Requestor-withdrawn request.	UC 2.4
FR 114	The system shall flag a recertified request as 'recertified.'	UC 2.4
FR 115	The "Prepare and Submit Buyout Request" form shall allow a user to view (in read-only mode) an existing request.	UC 2.5
FR 116	The "Prepare and Submit Buyout Request" form shall allow a user to print an existing request.	UC 2.6
FR 117	The "Prepare and Submit Buyout Request" form shall provide the user with the ability to hyperlink to a Payment Calculation Form that is hosted externally on J-Net.	UC 2.7
FR 118	The "Prepare and Submit Buyout Request" form shall provide the user with the ability to hyperlink to a Payment Agreement Form that is hosted externally on J-Net.	UC 2.8

Functional Requirements for UC 3 – Prepare and Certify Early Retirement Request

FR 119	The system shall present a menu option that allows a user to create and edit an annual Early Retirement Request.	UC 3.0
FR 120	The system shall present a "Prepare and Submit Early Retirement Request" form that allows the user to edit all required data elements for an uncertified buyout request. Fields:	UC 3.0

	<ul style="list-style-type: none"> • CAS Code • Track • Status • Status Description • Organization • Update Date • Completed Date • Change (rationale for the organizational change by offering the early retirement program) • Target (description of the positions targeted for early retirement) • Start Date (earliest date that employees may take early retirement) • End Date (latest date that employees may take early retirement) • Total Employees (total number of employees in the affected organization) • Total Affected (number of employees who will be affected by the organization's restructuring plan) • Total Eligible (number of employees eligible for Early Retirement) • Total Requested (number of employees for whom the organization is requesting the authority to offer early retirement) • Total Estimated (estimated number of employees who will sign up for the Early Retirement program) • Criteria (description of the criteria for selecting employees who will be allowed to take early retirement) • Other Strategies (other strategies for restructuring the organization) 	
FR 121	The "Prepare and Submit Early Retirement Request" form shall present the user with the ability to flag the submitted buyout request as certified.	UC 3.0
FR 122	The system shall present an Early Retirement Request that has been flagged as certified in the queue of pending Early Retirement Requests for use in the "Review and Approve Request" module.	UC 3.0

FR 123	The system shall send an email to the administrator of the Requestor's Court Unit (and Panel Members when the court unit is the United States Sentencing Commission).	UC 3.0
FR 124	The system shall allow the user to save an incomplete Early Retirement Request for later retrieval, review and editing.	UC 3.1
FR 125	The system shall allow the user to retrieve a previously saved, but incomplete, "Early Retirement Request" for review, editing and certification.	UC 3.2
FR 126	The "Prepare and Submit Early Retirement Request" form shall allow the user to withdraw a certified early retirement request.	UC 3.3
FR 127	The system shall flag an Early Retirement Request that has been withdrawn by the user as "withdrawn". Note: The user may not resubmit another Early Retirement Request for their court unit for the current fiscal year after the withdraw request action has been performed, except where an administrator has canceled the withdrawal of the request.	UC 3.3
FR 128	The "Prepare and Submit Early Retirement Request" form shall provide the user with the ability to re-certify a request that was previously withdrawn, provided that the administrator has canceled the Requestor-withdrawn request.	UC 3.4
FR 129	The system shall flag a request that has been recertified with a state of 'recertified.'	UC 3.4
FR 130	The "Prepare and Submit Early Retirement Request" form shall allow a user to view (in read-only mode) an existing request.	UC 3.5
FR 131	The "Prepare and Submit Buyout Request" form shall allow a user to print an existing request.	UC 3.6
FR 132	The "Prepare and Submit Buyout Request" form shall allow a user to submit a quarterly count of participants in the Early Retirement program.	UC 3.7

Functional Requirements for UC 4 – Review and Approve Request

FR 133	The system shall present a panel member with a form to review and approve pending early retirement and buyout requests.	UC 4.0
FR 134	The "Pending Requests" queue shall present a panel member with the ability to select a pending request from the list for review and approval action.	UC 4.0

	<p>Fields:</p> <ul style="list-style-type: none"> • CAS Code • Org Description <p>Criteria:</p> <ul style="list-style-type: none"> • Request FY is within the system defined FY. • CAS Pair is not one of (DG, DN, DU, AU, AY, OX). • If filter is "Offices Pending Panel Review" then Request Status is one of "Certified", "Re-certified", or "Approved for Panel Review". • If filter is "Offices Pending My Vote" then Request Status = "Approved for Panel Review" and logged-in Panel Member has not voted. • If filter is "All Certified Offices" then Request Status is "Certified" or later. • If filter is "Offices with Withdrawals" then Request Status is "Withdrawn". • If filter is "Offices with Requests" then Request Status is not "Withdrawn". 	
FR 135	The system shall provide a "Review Request" form that will allow a panel member to flag a selected pending request as "approved for panel review."	UC 4.0
FR 136	The "Review Request" form shall allow a panel member to vote on and enter a comment about the pending request.	UC 4.0
FR 137	The "Review Request" form shall allow an administrator to flag the pending request as having panel approval.	UC 4.0
FR 138	The "Review Request" form shall allow an administrator, acting on the Director's behalf, to flag the panel approved request as having director approval.	UC 4.0
FR 139	The system shall send an email to the administrator of the Requestor's Court Unit (and Panel Members when the court unit is the United States Sentencing Commission).	UC 4.0
FR 140	The system shall allow a Viewer to view a Requestor-certified request in read-only mode.	UC 4.1
FR 141	The system shall allow a user to print a Requestor-certified request.	UC 4.2

Functional Requirements for UC 5 – Adjust Request Status

FR 142	The “Review Request” form shall allow a panel member to rescind the Director’s approval of a panel approved request.	UC 5.0
FR 143	The “Review Request” form shall allow an administrator to withdraw panel approval from a panel approved request.	UC 5.1
FR 144	The “Review Request” form shall allow a panel member to decertify a pending request. Note: If the Director’s approval action was previously performed for this request in question, the Director’s approval must be rescinded prior to performing the decertification action.	UC 5.2
FR 145	The “Review Request” form shall allow an administrator to amend the maximum amount for a Buyout Request. Note: The status of the Buyout Request must be “Panel Approved”, “Director Approved” or “Notification Mailed”. Fields: <ul style="list-style-type: none"> • Maximum Amount • History 	UC 5.3
FR 146	The “Review Request” form shall allow an administrator to cancel the withdrawal of a request that had previously been withdrawn by a requestor.	UC 5.4

Functional Requirements for UC 6 – View and Print Request

FR 147	The “Review Request” form shall allow a user to view and print the request.	UC 6.0
FR 148	The “Review Request” form shall allow a user to view and print request history. Fields: <ul style="list-style-type: none"> • Request Status Date • Request Status Code • Request Status Description • User Name Criteria: <ul style="list-style-type: none"> • A Request is currently selected. 	UC 6.1

FR 149	The “Review Request” form shall allow a user to view and print a PDF-formatted court unit organization chart that is associated with a valid buyout request.	UC 6.2
FR 150	The “Review Request” form shall allow a user to print forms presented by the system.	UC 6.3

Functional Requirements for UC 7 – Configure and Print Report

FR 151	<p>The system shall provide the user with the ability to set configuration parameters for reports printed from the system.</p> <p>The available reports are:</p> <ul style="list-style-type: none"> • Buyout Request Documents • Early Retirement Request Documents • Buyout/Early Retirement Request Status • Buyout Budget Report • OPM Report <p>The Buyout Request Documents report shall consist of:</p> <p>Fields:</p> <ul style="list-style-type: none"> • CAS Code • Track • Status • Status Description • Organization • Updated Date • Completed Date • Change (rationale for the organization offering the buyout program) • Target (description of the positions targeted for buyout) • Separation Date (cutoff date for employees to sign up for the buyout program) • Total Employees (total number of employees in the affected organization) • Total Affected (number of employees who will be affected by the organization’s restructuring plan) • Total Planned (number of employees or positions planned for the Buyout program) 	UC 7.0
--------	---	--------

	<ul style="list-style-type: none"> • Total Estimated (estimated number of employees who will sign up for the Buyout program) • Criteria (description of the criteria for selecting employees eligible for the Buyout program) • Maximum Amount (maximum amount of payment to be offered) • Maximum Amount Comment (comments related to the maximum amount of payment) • Other Strategies (other strategies for restructuring the organization). <p>Criteria:</p> <ul style="list-style-type: none"> • United States Sentencing Commission records can only be seen by AO users with an organization code starting with OXB or OXG. <p>The Early Retirement Request Documents report shall consist of:</p> <p>Fields:</p> <ul style="list-style-type: none"> • CAS Code • Track • Status • Status Description • Organization • Update Date • Completed Date • Change (rationale for the organizational change by offering the early retirement program) • Target (description of the positions targeted for early retirement) • Start Date (earliest date that employees may take early retirement) • End Date (latest date that employees may take early retirement) • Total Employees (total number of employees in the affected organization) • Total Affected (number of employees who will be affected by the organization’s restructuring plan) • Total Eligible (number of employees eligible for Early Retirement) • Total Requested (number of employees for whom 	
--	--	--

	<p>the organization is requesting the authority to offer early retirement)</p> <ul style="list-style-type: none"> • Total Estimated (estimated number of employees who will sign up for the Early Retirement program) • Criteria (description of the criteria for selecting employees who will be allowed to take early retirement) • Other Strategies (other strategies for restructuring the organization) <p>Criteria:</p> <ul style="list-style-type: none"> • United States Sentencing Commission records can only be seen by AO users with an organization code starting with OXB or OXG. <p>The Buyout/Early Retirement Request Status report shall consist of:</p> <p>Fields:</p> <ul style="list-style-type: none"> • CAS Code • Track • Request Status • Panel Member Name • Panel Member Phone Number • Separation Date • Request Certifier Name • Request Certifier Phone Number <p>Criteria:</p> <ul style="list-style-type: none"> • United States Sentencing Commission records can only be seen by AO users with an organization code starting with OXB or OXG. <p>The Buyout Budget report consists of:</p> <p>Fields:</p> <ul style="list-style-type: none"> • CAS Code • FY AWUs (flexibility to determine the pay period required) • FTEs on board for a specified pay period • Salary Lapse 	
--	---	--

	<ul style="list-style-type: none"> • Number of buyouts planned • Number of employees expected to volunteer • Gross Potential Cost of Staffing Adjustment Plan (SAP = # of buyouts planned times the maximum amount of buyouts.) • Status of Staffing Adjustment Plan • Maximum amount of buyout • Subtotals by program type <p>The OPM report shall consist of:</p> <p>Fields:</p> <ul style="list-style-type: none"> • CAS Pair • CAS Code • Name • Social Security Number • Date of Birth • Gender • Grade • NOA Code • Personnel Action Description • Effective Date of Personnel Action <p>Criteria:</p> <ul style="list-style-type: none"> • Employee takes Early Retirement. • The Director has approved the Court Unit’s Early Retirement Request. • The Request FY falls within the report FY. 	
--	---	--

Functional Requirements for UC 8 – Configure Early Retirement and Buyout System

FR 152	<p>The “System Navigation” form shall present a menu option allowing an administrator to access a user interface that allows configuration parameters governing early retirement and buyout request processing to be set quarterly and annually.</p> <p>Fields:</p> <ul style="list-style-type: none"> • Request Cut-off Date 	UC 8.0
--------	--	--------

	<ul style="list-style-type: none">• Buyout Document Due Date• Currently Active Request Fiscal Year• Current Early Retirement Reporting Quarter	
--	--	--

5. Non-functional Requirements

5.1 Performance Requirements

Operational performance of the Early Retirement and Buyout System shall conform to standards as set forth by the U.S. Courts Administrative Office.

5.2 Security Requirements

The software and data security environments supporting the Early Retirement and Buyout System shall conform to standards as set forth by the U.S. Courts Administrative Office.

Appendix A: Glossary

AO	The Administrative Office of the US Courts.
ASB	The Application Services Branch is part of the Application Service Branch is part of the Information and Technology Services Division (ITSD). ITSD itself is part of the Office of Internal Service.
Court Unit	A court unit is that part of the basic program or organizational entity for which budget requests are prepared, for which managers make significant decisions on spending and performance, and to which resource allocations are made under the Budget Decentralization Program. In the Courts of Appeal: the Circuit Executive, the Circuit Court Clerk, the Circuit Librarian, and the Senior Staff Attorney. Court units in the District Courts include the offices of the Clerk of the District Courts, and the clerk of the Bankruptcy Courts, District Court Executive, Probation Office, and Pretrial Services Office. The Bankruptcy Administrators are each separate court units.
InfoWeb	The AO intranet portal through which much of the business of the AO is conducted.
Judicial Conference	<p>The Conference of Senior Circuit Judges was created by Congress in 1922, to "serve as the principal policy making body concerned with the administration of the United States Courts." In 1948, Congress enacted Section 331 of Title 28, U.S. Code, changing the name to the Judicial Conference of the United States. District judges formally were added to the Conference in 1957.</p> <p>The Conference operates through a network of committees created to address and advise on a wide variety of subjects, such as automation, personnel, probation and pretrial services, sentencing, space and security, and judicial salaries and benefits. The seven-member Executive Committee of the Judicial Conference serves as the senior executive arm of the Conference, acting on its behalf between sessions on matters requiring emergency action. Among its responsibilities, the Executive Committee reviews the jurisdiction of Conference committees, and establishes and publishes procedures for assembling Conference and committee agendas.</p> <p>The Judicial Conference also supervises the Director of the Administrative Office of the United States Courts in the performance of his duties as the administrative officer of the courts of the United States under 28 U.S.C. Section 604. In addition, certain statutes authorize the Judicial Conference to act in a variety of specific areas dealing with the administration of the courts.</p>
OFB	The US Courts' Office of Finance and Budget
OHR	The US Courts' Office of Human Resources.
OPM	The Office of Personnel Management is an independent agency of the U.S. government, established by President James Carter's executive order in 1978. It is responsible for administering a nationwide merit system for

federal employment, including recruitment, examination, and training programs. See http://www.opm.gov/about_opm/tr/history.asp.

SRS Software Requirements Specification. This is a standard requirements document used to describe the business and functional requirements associated with a software system that is planned for development.

Appendix B: Summary of Functionality

System Navigation

UC 1 – System Navigation

Actor: All users

Request Activity – Court Unit

UC 2 - Prepare and Submit Buyout Request

Actor: Requestor

Requestor submits application data

Requestor uploads court unit's organization chart

Requestor certifies request to AO

System notifies appropriate request approvers by email

Requestor withdraws request

System withdraws request

UC 3- Prepare and Submit Early Retirement Request

Actor: Requestor

Requestor submits application data

Requestor certifies request to AO

System notifies appropriate request approvers by email

Requestor withdraws request

System displays request as withdrawn

Request Activity – OHR

UC 4 - Review and Approve Request

Actor: Administrator

Administrator selects request from pending queue

System displays request detail

Administrator approves request for panel review

Administrator submits vote and enters comment

Administrator submits final vote approving request

Administrator submits director's vote approving request
System displays vote tally to review user interface

Actor: Panel Member

Panel member selects request from pending queue
System displays request detail
Panel member submits vote and enters comment
System displays vote tally to user interface

Actor: Viewer

Viewer selects request from queue
System displays request detail

UC 5 - Adjust Request Status

Actor: Administrator

Administrator withdraws director's approval of request
System displays director's approval as being withdrawn

Administrator decertifies request
System displays request as decertified

Administrator withdraws request from panel review
System displays request as withdrawn from panel review

Administrator reverses withdrawal of request
System displays request as active for panel review

UC 6 - View and Print Request Data

Actor: Requestor

Requestor prints report of their court unit's request
System displays and/or prints court unit's request

Actor: Administrator/Panel Member/Viewer/Requestor

Report user selects request history

System displays request history

Report user selects PDF organization chart

System displays and/or prints PDF file

Report user selects print screen shot

System displays and/or prints screen

UC 7 – Configure and Print Report

Actors: Administrator/Panel Member/Viewer/Requestor/OPM Access

Report user selects report to create

Report user adjusts report settings

System displays and/or prints report

Available Reports

1. Buyout Request Plan Application
2. Early Retirement Plan Application
3. Buyout or Early Retirement Request Status
4. Buyout Budget Report
5. OPM Report (limited Access)

UC 8 - Configure Early Retirement and Buyout System

Administrator selects configuration

System displays configuration user interface

Administrator updates configuration

Administrator prints configuration