



United States Department of Agriculture
 Office of the Chief Financial Officer
 National Finance Center
 Government Employees Services Division

Functional Requirements Document (FRD)

Project#
819670

Project Title: Enable Event Code 1R to all agencies

Date Prepared:
07/16/2014

Scope:	To allow FEHB Event Code that Permits change (1R) to be used by all existing agencies serviced by NFC. This code designates an employee or eligible family member becomes eligible for assistance under Medicaid or a State Children's Health Insurance Program (CHIP). OPM has verified that this code 1R is available for all Agencies, not just TA.
Assumptions:	
Test:	All functionality specified within the FRD will be validated by the Applications Testing Branch (ATB) QA team.

Functional Requirements

Payroll Applications Systems Branch (PASB) Requirements

"Not Applicable"

Personnel Applications Systems Branch (PESB) Requirements

Remove all edits associated with Agency TA part time screeners with part time FEHB coverage code of 2 when using Event code '1R' at anytime during the year not just during open season as previously required. Allow all agencies serviced by NFC to use code '1R'.

Administrative Applications Systems Branch (AASB) Requirements

"Not Applicable"

Payroll Web Systems Branch (PWSB) Requirements

Currently Event code that permits change 1R is an active code that can only be used by Agency (TA). In the EPIC system the field "Event Code that Permits Change" needs to be updated to allow it as a valid selection for all agencies serviced by NFC.

Administrative Web Systems Branch (AWSB) Requirements

"Not Applicable"

Human Resources Applications Branch (HRAB) Requirements

Payroll document 180 for Health Benefits will need to be updated to allow for code 1R to be used by all agencies serviced by NFC. The field name "Event Code Change" needs to be updated with this new edit. This field is found under "Other Insurance Information". Currently the edits only allow agency TA to use code 1R.

Signature of Web Requirements Branch Chief:
/S/ Alisa R. Wells

Date:
07/17/14

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Signature of Systems Requirements Branch Chief:
/s/ Lisa Stafford,

Date:
06/18/15

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AGENCY FRD Checklist

To be completed by Agency and returned to NFC with signed FRD. Questions should be directed to the appropriate NFC Client Management Branch Team Mailbox (CSR Contact Information is listed on Page 1.)

Tasks	Yes	No	Comments
1. Decide if agency will participate in User Acceptance Testing (UAT). If not, provide waiver.			
2. Provide name of agency UAT Contact. (Person to provide SSNs to be tested, T&As, Security Requests, etc. to NFC (Requestor, APO, and/or the Agency Contact)			
3. Submit testing requirements. (Testing requirements include identifying the systems/applications to be tested (HCUP, PAYE Process, etc.), the NOA that will be used, the test results you are expecting (Earnings & Leave Statements, SF-50s, Biweekly Examination Analysis and Reporting (BEAR) Download, Reports, etc.).			
4. Notified NFC if agency decides not to proceed with the request. Cancellations must be sent to NFC.GESDRequest@USDA.GOV			

I have read and concur with the functional requirements as outlined in the FRD.

Authorized Department / Agency Signature:

Date:

(Return the signed FRD to NFC two (2) weeks from date received.)

Please Read Before Signing:

GESD/CMB will provide the FRD to the Agency Representative (Requestor, APO, and/or the Agency Contact) to ensure software requirements for application modifications, reconfigurations, and redevelopments are properly understood by GESD's Staff, and to obtain preliminary customer approval of the continuation of work on the request. The signed FRD does not authorize funding for the request.

Requests to modify this FRD could delay assigning a Scheduled Release date or could result in changing an already proposed Scheduled Release date. Change requests should be made in concert with the NFC Project Owner so that requirements and the revised scope of the software change can be understood by both parties. Unilateral changes to the FRD are not acceptable.

Please note, continuation of work on this request does not begin until customer approval has been received, and the interagency agreement has been approved and signed.

When requesting a revised implementation date, please be sure to factor in adequate time for User Acceptance Testing (UAT), to ensure a timely implementation of your request.

Requests to revise the Scheduled Release date will be addressed on a project by project basis and current Scheduled Release considerations will be a factor when evaluating these requests.