

Functional Requirements Document (FRD)		
Project# 00346	Project Title: FEHB Coverage Codes & NOAC 915 Transactions	Date Prepared: April 15,2011

Scope:	<p>New hires that are eligible are currently coded as FEHB coverage code '4' pending enrollment in a health plan. Employees have 60 days to enroll. When no election is made, the employee record remains coded as '4' preventing the use of EPP during FEHB Open Season, and requiring manual processing of SF-2809's by the HR offices.</p>
Assumptions:	<p>After the 60 day eligibility period has passed and no election is made, NFC should generate the Nature of Action Code (NOAC) of 915 and systemically change the employee record from '4' (eligible pending) to '3' (waived). This action would be effective on the first day of the pay period after the 61<sup>st</sup> day after eligibility has expired. The NOAC would also generate the following system generated remark:</p> <p style="text-align: center;"><b>This action is the result of an automatic system update. Because you failed to make a health plan election within 60 days of being eligible, your right to do so has been waived until the next Open Season, or you have a qualifying life event. Please contact your Human Resources Office if you have any questions.</b></p> <p>This remark will be added to Table 52 in the Table Management system.</p> <p>Agencies will continue to notify employees of the 60 day initial enrollment opportunity and the deadline.</p> <p>The NOA 915 will be documented in the employee's eOPF on the SF-50 form, except for the Internal Revenue Service (IRS), Department TR, Agency 93, and the Transportation and Security Administration, Department HS, Agency TA. SF-50's are not currently generated for these two agencies for NOA 915.</p> <p>The NOAC 915 has to be reversible in the event a form is received timely and not processed by the HR Office. The reversal will be processed by the agency using the History Correction Update Processing (HCUP) process.</p>
Test:	

Functional Requirements
(Completed by the NFC Project Owner before being sent to the agency.)
<b>Payroll Systems Branch (PASB) Requirements</b>
"Not Applicable"

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**Personnel Systems Branch (PESB) Requirements**

Modify the Biweekly Examination, Analysis, and Reports (BEAR) process to generate a NOA 915 for an employee that does not elect FEHB Insurance after the 61<sup>st</sup> day of eligibility. This date would be the first day of the pay period after the 61<sup>st</sup> day after an accession action. The NOA 915 would subsequently be processed automatically through the Personnel Action and Payroll Document Validation System (PINE) and Personnel Processing (PEPL) processes and systemically change the employee record from '4' (eligible pending) to '3' (waived).

The BEAR system will also generate a new 3-digit remark code with the NOAC 915 in order to display the following remark on the SF-50, except for IRS, Department TR, Agency 93 and TSA, Department HS, Agency TA:

**This action is the result of an automatic system update. Because you failed to make a health plan election within 60 days of being eligible, your right to do so has been waived until the next Open Season, or you have a qualifying life event. Please contact your Human Resources Office if you have any questions.**

This remark will need to be added to the Remarks Table prior to completing the coding for BEAR.

**Administrative Applications Systems Branch (AASB) Requirements**

"Not Applicable"

**Web Applications Systems Branch (WASB) Requirements**

"Not Applicable"

**Human Resources Applications Staff (HRAS) Requirements**

"Not Applicable"

**Signature of SRB Chief: \S\ Cherie Landry**

**Date: April 15, 2011**