



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

### Functional Requirements Document (FRD)

Project# 216385  
(10563)

Project Title: Include Address on  
the Notice to Offset Salary  
Letters

Date Prepared:  
December 6, 2011

#### Scope:

TSA requested a modification to the Notice to Offset Salary Letter to include the TSA HRAccess address in the address field. This project has been classified as Community Wide since any agency will be able to have their contact information printed on the letter.

#### Assumptions:

The address field is large enough to fit the requested address provided by TSA.

The NFC Table Management Group would receive and input the contact information into the table.

#### Test:

### Functional Requirements

#### Payroll Systems Branch (PASB) Requirements

Create a new table in the Table Management System that will be used as input for the program that creates the Notice to Offset Salary Letter. This table should include space for a free form address or other contact information that the agency could request to be printed on the letter. The input will be up to 90 characters. The table keys would be Department, Agency, and Personnel Office Number.

The table will not have separate fields for contact, address, city, state, zip code, phone number, etc., in order to allow agencies to request information in a format that will allow it to all be printed on one line on the letter.

#### Personnel Systems Branch (PESB) Requirements

>>>>> "Not Applicable" <<<<<

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| <b>Administrative Applications Systems Branch (AASB) Requirements</b>  |
| <p>Modify the Notice to Offset Salary Letter to print the agency contact information from the table in the Agency Contact field. The entire contact information from the table will be printed on one line since this letter has a limited amount of space available. The contact information will be obtained from a new table established to input this information.</p> <p>This address information would be required to be entered into a new table that would be the input source for the address on the letter. If there is not a table entry established, nothing will print in the Agency Contact field on the letter.</p> |
| <b>Web Applications Systems Branch (WASB) Requirements</b>   |
| >>>>> "Not Applicable" <<<<<   |
| <b>Human Resources Applications Staff (HRAS) Requirements</b>  |
| >>>>> "Not Applicable" <<<<<   |
| Signature of SRB Chief: Cherie Landry \s\ Date: December 6, 2011   |