

		United States Department of Agriculture Office of the Chief Financial Officer National Finance Center Government Employees Services Division
Functional Requirements Document (FRD)		
Project# 463183	Project Title: Addition of Cybersecurity field to PMSO	Date Prepared: 07/22/13

SCOPE:	<p>This effort will change three applications: PMSO, EMPowHR and Reporting Center/Insight. For the transfer of data to OPM, other applications may be modified. All are dependant on the allocation of a database field.</p> <p>Discussion with OPM on August 07, 2013.</p> <p>Per OPM, Cybersecurity is a position related data element. The cybersecurity identifier will reside in the Individual Position (IP) record in Position Management System (PMSO). Therefore agencies will not see this data element on the PAY/PERS areas of the PPS.</p> <p>OPM has not provided a NOA to update the cybersecurity identifier of a position. The data element will reside only in the PMSO IP. Updates are made online in PMSO, in EmpowHR, and the FESI PMSO 2056 record. Agencies are able to report on this field through FOCUS, (CYB_SEC_IND) and the Reporting Center.</p> <p>The cybersecurity value is reported on in the Status Report of EHRI and is a snapshot of the IP at the time of the submission of the report.</p> <p>The Dynamic EHRI report is a report of personnel actions. No NOA was provided for the cybersecurity identifier. The cybersecurity data element, if included in the Dynamic report of EHRI, will only report the value of the cybersecurity identifier of the IP in all dynamic records due to the lack of cybersecurity historical PMSO information. PMSO stores no historical information, when/if the cybersecurity identifier is changed; the prior value is not retained. HCUP is a series of PAR actions, and the cybersecurity identifier is not defined in NFC's PAR record layout. When HR processes a HCUP package, the cybersecurity field will not change. HCUP looks at the IP in the process only at the beginning and at the end to ensure the IP is encumbered by the employee.</p>
Assumptions:	<p>There is a Cybersecurity code appropriate for assignment to all employees.</p> <p>A field exists in the database that PMSO may allocate to hold Cybersecurity code numbers associated with employee records, so that each employee may have one and only one Cybersecurity code number assigned.</p> <p>The Cybersecurity Codes will reside in TMGT 025 BLK 500.</p> <p>By default, the value of the Cybersecurity code field is equal to 00. Agencies will be responsible to add the cybersecurity code to each individual position. (from 00-90).</p> <p>The OPM has informed NFC when changing the Cybersecurity code</p>

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	<p>a nature of action code should not be used.</p> <p>NFC will begin reporting the Cybersecurity field in both the Dynamic and the Status next scheduled datafeeds. Currently all employees will be reported as 00 (default) until agencies update the employees individual positions.</p> <p>The Cybersecurity code will be present in the file sent to the reporting center.</p> <p>The alias Focus name for MISSION_CRIT_IND will be CYB_SEC_IND.</p> <p>EmpowHR: The Cybersecurity field shall be required on any inserted rows once this field is implemented. This field will default to Cybersecurity code 00 for any Data Re-loads or Agency Implementations.</p>
Test:	<p>PMSO IP screen users will be able to appropriately assign a Cybersecurity code to an employee's record.</p> <p>OPM will receive employee Cybersecurity category codes via the EHRI Status and Dynamic feed.</p>

Functional Requirements
<input type="checkbox"/> Payroll Applications Systems Branch (PASB) Requirements
"Not Applicable"
<input checked="" type="checkbox"/> Personnel Applications Systems Branch (PESB) Requirements
<p>Allocate a database field (MISSION-CRITICAL- IND) to be used to store the two-digit Cybersecurity code for each personnel position in PMSO.</p> <p>Make the number of an employee position's selected Cybersecurity code visible to the user</p> <p>Make it impossible for the user to enter an employee position Cybersecurity code number that is not on the list of Cybersecurity code numbers .</p> <p>If the employee's POSITION-SUPERVISORY-CODE is not 2, 4, 5, or 7, make it impossible for a user to select or otherwise assign Cybersecurity code 90 to that employee position.</p> <p>Allow users of FESI to use the Cybersecurity field in the Individual record (Record ID 2056)</p>

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Transmit the Cybersecurity code field data to OPM via the EHRI Status and Dynamics feeds.

☐ Administrative Applications Systems Branch (AASB) Requirements

"Not Applicable"

☒ Payroll Web Systems Branch (PWSB) Requirements

The New Cybersecurity code will be received to update the Reporting Center/Insight. The database name is Mission_Crit_Ind. Agencies should see this field name CYB_SEC_IND and be able to report on this data element. The CYB-SEC_IND should also be included in the Position Organizational Listing (POL) and Roster of Employees.

☐ Administrative Web Systems Branch (AWSB) Requirements

"Not Applicable"

☒ Human Resources Applications Branch (HRAB) Requirements

The new Cybersecurity field will be added to EmpowHR on the Position Management page. This field will be used to indicate a position's classification into one of the Cybersecurity code categories listed in the appendix.

- Modify the Position Information → Specific Information → US Federal Tab
- Add a new field labeled "Cybersecurity Category"
- The field shall be placed under the existing field Staff/Line Position. (See proposed screenshot below).
- The field shall be a look up translate table containing the values listed in the appendix. The table will list both the Numeral value and the literal values.
- The field on the page shall display Cybersecurity code description title and the 2 digit Cybersecurity code (00).
- An edit shall be placed on the Cybersecurity field to allow a Cybersecurity code value of "90", only if the position-supervisory code equals "2", "4", "5" or "7". Otherwise, 90 cannot be chosen as an option.
- The Cybersecurity field shall be required, and default to code 00.
- To accommodate this new field, (COBOL and Exports) modifications shall be done to support the FESI/PMSO record layout changes. This will ensure the layout of FESI document (Record ID 2056) records and transactions are applied correctly, or shall be sent to suspense as edits specify. (See SRD for specifics on Record Layout)
- When the Cybersecurity code is changed in a position the change should not be done using a nature of action code, but rather add a row and use reason code: (UPD) equal to Position data update.
- The new field shall be available on the POSITION DATA table. In order to

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query the field, proper security access to query manager is required.

- The page update needed to add the Cybersecurity field to the position page shall be 508 compliant.
- Security no impact.

Signature of Systems Requirements Branch Chief:
Cherie Landry /s/

Date:
07/23/13

Signature of Web Requirements Branch Chief:
Ronald Douglas /s/

Date:
07/23/13