

		United States Department of Agriculture Office of the Chief Financial Officer National Finance Center Government Employees Services Division
<b>Functional Requirements Document (FRD)</b>		
<b>Project#</b> 1096573	<b>Project Title:</b> New TSP Regulation for Federal Public Safety Employees	<b>Date Prepared:</b> 12/15/2015

**Version 1.0** **As of:**

<b>Category:</b>			
<input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Regulatory	<input type="checkbox"/> NFC Initiated	<input type="checkbox"/> Customer Request
<b>Impact:</b>			
<input type="checkbox"/> Agency Specific	<input checked="" type="checkbox"/> Community	<input type="checkbox"/> Multiple Agencies	<input type="checkbox"/> Core NFC
<b>Impacted Directorate</b>	<input checked="" type="checkbox"/> Mainframe (SRB)	<input type="checkbox"/> Web (WRB)	<input type="checkbox"/> Mainframe and Web

Requirements Project Analyst Contact Information		
<b>Project Analyst(s)</b>	<b>E-Mail Address</b>	<b>Phone Number:</b>
Lawrence Landry	<a href="mailto:Lawrence.landry@nfc.usda.gov">Lawrence.landry@nfc.usda.gov</a>	504-426-1158

Client Management Branch (CMB) Contact Information		
<b>Customer Service Representative (CSR)</b>	<b>E-Mail Address</b>	<b>Phone Number:</b>

Agency Contact Information		
<b>Department/Agency:</b>		<b>Agency Control Number: (If available)</b>
<b>Requesting Official</b> (Agency official authorized to submit Software Change Request (SCR) to the Government Employees Services Division (GESD)).	<b>Agency Project Officer (APO)</b> (If Different from Requesting Official)	<b>Agency Contact Person (If Different from Requesting Official and/or APO)</b>
<b>Name:</b>	<b>Name:</b>	<b>Name:</b>
<b>E-Mail Address:</b>	<b>E-Mail Address:</b>	<b>E-Mail Address:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>	<b>Phone Number:</b>

**Changes to this document are not allowed. If you do not concur with the requirements outlined in the FRD, please provide details to your Customer Service Representative.**

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<b>Scope:</b>	<p>Public Law 114-26, the Defending Public Safety Employees' Retirement Act, was signed by the President on June 29, 2015. This bill amends the Internal Revenue Code to allow specified public safety employees who separate from service during or after the year they turn age 50 to make a withdrawal from the TSP without incurring a 10% early withdrawal penalty.</p> <p>Effective with 2016 distributions, Public Safety Employees (PSEs), who separate during or after the year they turn 50 are exempt from the 10% IRS early withdraw penalty.</p> <p>A PSE is defined in Title 5 United States Code as any Federal law enforcement officer, customs and border protection officer, firefighter or air traffic controller, or an employee who is transferred directly to a supervisory or administrative position after performing duties of a Public Safety Employee for at least 3 years.</p> <p>Currently, the NFC BEAR program stores a TSP Employment Code of 'S' (Separated from Federal service) or a TSP Employment Code of 'B' (Separated with an OPM approved disability) on the TSP Employee Data Record (EDR) upon receipt of a separation action. Effective with 2016 distributions, NFC will submit a TSP Employment Code of 'P' (Public Safety Employee separation) upon receipt of a separation action for employees who are identified as Public Safety Employees.</p> <p>Current TSP Employment Codes</p> <table border="1"> <thead> <tr> <th>Code</th><th>Definition</th></tr> </thead> <tbody> <tr> <td>S</td><td>Separated from Federal service</td></tr> <tr> <td>P</td><td>Public Safety Employee separation</td></tr> <tr> <td>B</td><td>Separated with an OPM approved disability</td></tr> <tr> <td>D</td><td>Died in service</td></tr> <tr> <td>T</td><td>Transferred to another Federal Agency or payroll office</td></tr> <tr> <td>N</td><td>Not separated (used to correct an erroneous employment code)</td></tr> <tr> <td>Blank</td><td>Used when submitting an EDR to establish the account.</td></tr> </tbody> </table> <p>This will affect all the NFC serviced agencies (Community-Wide).</p>	Code	Definition	S	Separated from Federal service	P	Public Safety Employee separation	B	Separated with an OPM approved disability	D	Died in service	T	Transferred to another Federal Agency or payroll office	N	Not separated (used to correct an erroneous employment code)	Blank	Used when submitting an EDR to establish the account.
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<b>Assumptions:</b>	<p>This project will be implemented in two phases:</p> <p>In Phase I, NFC will identify all PSEs based on their Retirement Coverage Code or Occupational Series Code upon separation. Any changes to the TSP Employment Code must be identified by the employing Agency. The TSP Liaison Department at NFC will manually update the EDR TSP Employment Code field for those employees.</p> <p>In phase II, Agencies will identify their PSEs. Requirements for Phase II will be developed after Phase I is implemented.</p> <p>Agencies should inform their employees of the change related to Public Law 114-26.</p>																

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### Functional Requirements

#### ☐ Payroll Applications Systems Branch (PASB) Requirements

"Not Applicable"

#### ☒ Personnel Applications Systems Branch (PESB) Requirements

Modify BEAR to update the Employee Data Record (EDR) with an Employee Code 'P' for identified Public Safety Employees (PSE) upon separation.

**Note:** "Separation" for purposes of the public safety employees includes the "B" TSP employment code (Separated with OPM approved disability) as well as the "S" TSP employment code (Separated from service).

The criteria used to identify Public Safety Employees are employees with the following Retirement Coverage Codes:

Code	Description
0	Customs and Border Protection (Enhanced CSRS). Single System Deductions.
6	Civil Service Retirement System--Special (CSRS--Special). For law enforcement officers and firefighters. Single System Deductions.
E	FICA and CSRS--Special (Partial). For law enforcement officers and firefighters. COMBINATIONS OF FICA AND PARTIAL DEDUCTIONS: Full deductions are withheld for FICA, and partial deductions are withheld for another system. When the employee's basic pay exceeds the maximum FICA wage base and is no longer subject to FICA withholding, full deductions are withheld for CSRS, CSRS--Special, FSRDS, or Other Retirement System.
L	FERS and FICA--Air Traffic Controllers. COMBINATIONS OF FICA AND PARTIAL DEDUCTIONS: Full deductions are withheld for FICA, and partial deductions are withheld for another system. When the employee's basic pay exceeds the maximum FICA wage base and is no longer subject to FICA withholding, full deductions are withheld for CSRS, CSRS--Special, FSRDS, or Other Retirement System.
M	FERS and FICA--Special. COMBINATIONS OF FICA AND PARTIAL DEDUCTIONS: Full deductions are withheld for FICA, and partial deductions are withheld for another system. When the employee's basic pay exceeds the maximum FICA wage base and is no longer subject to FICA withholding, full deductions are withheld for CSRS, CSRS--Special, FSRDS, or Other Retirement System.
O	FERS and FICA-- Customs and Border Protection Officers. COMBINATIONS OF FICA AND PARTIAL

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	DEDUCTIONS: Full deductions are withheld for FICA, and partial deductions are withheld for another system. When the employee's basic pay exceeds the maximum FICA wage base and is no longer subject to FICA withholding, full deductions are withheld for CSRS, CSRS--Special, FSRDS, or Other Retirement System.
P	Foreign Service Pension System (FSPS) and FICA. COMBINATIONS OF FICA AND PARTIAL DEDUCTIONS: Full deductions are withheld for FICA, and partial deductions are withheld for another system. When the employee's basic pay exceeds the maximum FICA wage base and is no longer subject to FICA withholding, full deductions are withheld for CSRS, CSRS--Special, FSRDS, or Other Retirement System. PSE's who also have a SPEC-EMPLOYMENT-PGMS-CODE (SEPC) value of 'AM'.
Q	Customs and Border Protection (Enhanced CSRS Offset). COMBINATIONS OF FICA AND PARTIAL DEDUCTIONS: Full deductions are withheld for FICA, and partial deductions are withheld for another system. When the employee's basic pay exceeds the maximum FICA wage base and is no longer subject to FICA withholding, full deductions are withheld for CSRS, CSRS--Special, FSRDS, or Other Retirement System.
S	U.S. Capitol Police Sworn Officers
T	FICA and CSRS--Special (Full). For law enforcement officers and firefighters. COMBINATIONS OF FICA AND FULL DEDUCTIONS: Full deductions are withheld for FICA, and full deductions are withheld for another system.

**Or employees with the following Occupational Series Codes:**

0007	CORRECTIONAL OFFICER
0081	FIRE PROTECTION & PREVENTION
0082	UNITED STATES MARSHAL
0083	POLICE
0085	SECURITY GUARD
0089	EMERGENCY MANAGEMENT
0803	SAFETY ENGINEERING
0804	FIRE PROTECTION ENGRG
1800	INVESTIGATION
1801	GEN. INSPECT, INVEST, ENFCMNT & COMP.
1810	GEN INVESTIGATING
1811	CRIMINAL INVESTIGATING
1812	GAME LAW EMFORCEMENT
1815	AIR SAFETY INVESTIGATING
1825	AVIATION SAFETY
1854	ALCOHOL, TOBACCO, FIREARM INSPECTION
1881	CUSTOMS & BORDER PROTCTN INTERDCTN

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1884	CUSTOMS PATROL OFFICER
1895	CUSTOMS AND BORDER PROTECTION
1896	BORDER PATROL ENFORCEMENT
1899	INVESTIGATION STUDENT TRAINEE
2121	RAILROAD SAFETY
2123	MOTOR CARRIER SAFETY
2125	HIGHWAY SAFETY
2152	AIR TRAFFIC CONTROL
5022	FOREST FIRE FIGHTING
5805	FIRE PROTECTION EQUIP REPAIRING
5877	FIRE & CRASH TRUCK MECH
9895	FIREMAN-WATERTENDER
9963	FIREMAN
9964	FIREMAN-WATERTENDER

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

"Not Applicable"

☐ **Payroll Web Systems Branch (PWSB) Requirements**

"Not Applicable"

☐ **Administrative Web Systems Branch (AWSB) Requirements**

"Not Applicable"

☐ **Human Resources Applications Branch (HRAB) Requirements**

"Not Applicable"

☐ **External Vendor Requirements**

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"Not Applicable"	
<b>Signature of Systems Requirements Branch Chief:</b> /s/; Lisa Stafford	<b>Date:</b> 02/01/2016
<b>Signature of Web Requirements Branch Chief:</b>	<b>Date:</b>

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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).			
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 <a href="mailto:NFC.GESDRequest@USDA.GOV">NFC.GESDRequest@USDA.GOV</a>			

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

Authorized Department / Agency Signature:  
/s/  
Shavon Butler

Date: 02/01/2016

(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.