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

Functional Requirements Document (FRD)		
Project# **1080250**	**Project Title:** **PPS-Security Improvements to NFC EPP Access**	**Date Prepared:** **09/20/15**

Version 1.0	As of:

Scope:	The scope of this request is to address the need for increased security to PII data in EPP for all customers, by requiring more complex security functionality, which includes: Increased password complexity, answering additional security questions, and email notification of changes.
Assumptions:	NFC continues to analyze risk to the data in the applications and additional changes may be forth coming.

Functional Requirements

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

"Not Applicable"

☐ **Personnel Applications Systems Branch (PESB) Requirements**

"Not Applicable"

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

"Not Applicable"

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

System Modifications needed to increase security to PII data in EPP for all customers by requiring more complex security functionality.

Increase password complexity, by modifying the following:
- Increase the maximum password characters to 32.
- Increase the temporary passwords to a random mix of 12 alphanumeric characters and a special character.

Password Resets: password, Security questions

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- Require the user to answer three security questions instead of two.
- If a user changes any of their email addresses stored in EPP, a notification email will be sent to the old email address, the new email address and the agency work email address.(444 document)
- If a user fails to answer their security questions correctly, modification will be made to send an email notification to their agency work email address (444 document) and the default email address on the system.
- If a user makes a change to their preferences,
    - Using their EPP User ID and Password they can change the following: Email Address, Password, Security Questions, User ID, W2 Password, Paper W2 and 1095C.
    - Using their PIV E-Auth credentials they can change the following: Email Address, W2 Password, Paper W2 and 1095C.

    An email notification will be sent for each change made to the agency work email address and the default email address.

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

"Not Applicable"

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

"Not Applicable"

☐ **External Vendor Requirements**

"Not Applicable"

Signature of Systems Requirements Branch Chief: **Date:**

Signature of Web Requirements Branch Chief: **Date:**
/S/ Alisa R. Wells   01/05/16