



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

Functional Requirements Document (FRD)

Project# 43523	Project Title: Drug Test Field: Add New Values	Date Prepared: 10/14/2020
--------------------------	---	-------------------------------------

Version 1.0

As of:

Scope:	<p>Add V (Volunteer) and F (FAA regulated) to the list of values in the Drug Test (Applicable) Field in EmpowHR and DRUG-TS field in PMSO in accordance with Executive Order 12564 and DOT Regulations.</p> <p>Reference:</p> <ul style="list-style-type: none">• DOT in general is under 49 CFR Part 40 (<i>Who does this reg. cover is under §40.1</i>)• FMCSA specifically is 49 CFR Part 382 (<i>Applicability is §382.103</i>).• FAA testing positions are the position types listed in 14 CFR Part 120 (<i>Employees who must be tested is in §120.105</i>).
Assumptions:	<p>The new drug test values will be available government wide and not limited to USDA only.</p> <p>The new drug test values shall be reportable through Insight and Reporting Center.</p> <p>The new drug test values shall be valid through out NFC's HR systems.</p> <p>EmpowHR mass position ExceltoCI tool shall accept the new values V (Volunteer) and F (FAA regulated).</p>

Functional Requirements

Payroll Applications Systems Branch (PASB) Requirements

"Not Applicable"

Personnel Applications Systems Branch (PESB) Requirements

Existing screens will be modified to accept and reflect the use of V (Volunteer) and F (FAA Regulated) as valid values for the drug test field.

Functional Requirements Document (FRD)

Project# 43523	Project Title: Drug Test Field: Add New Values	Date Prepared: 10/14/20
--------------------------	---	-----------------------------------

The existing program code for the drug test element will be modified to accept V (Volunteer) and F (FAA Regulated) as valid values. The program will save these values to the element on the database.



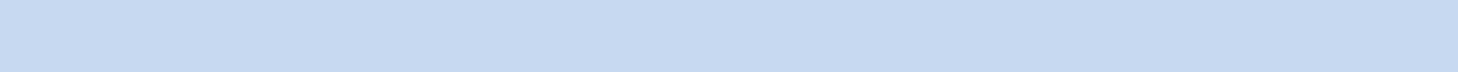
Administrative Applications Systems Branch (AASB) Requirements

"Not Applicable"



Payroll Web Systems Branch (PWSB) Requirements

"Not Applicable"



Administrative Web Systems Branch (AWSB) Requirements

"Not Applicable"



Human Resources Applications Branch (HRAB) Requirements

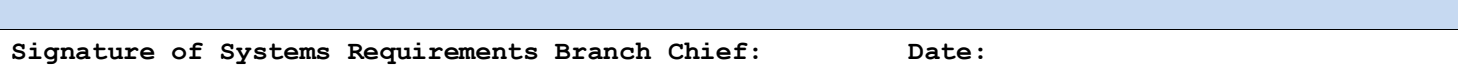
Add translate values V (Volunteer) and F (FAA regulated) to the Drug Test field (GVT_DRUG_TEST_REQ).

Update the Position Mass Action excel to CI Tool translate values tab to include the new Drug Test values V (Volunteer) and F (FAA regulated).



External Vendor Requirements

"Not Applicable"



Signature of Systems Requirements Branch Chief: \s\ Josie Stovall	Date: 1/7/2021
---	--------------------------



Signature of Web Requirements Branch Chief: \s\ Amanda Nguyen	Date: 4/30/2021
---	---------------------------