



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

Functional Requirements Document (FRD)

Project# 45758	Project Title: Financial Disclosure Description Change	Date Prepared: 02/05/2021
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Version 1.0

As of:

Scope:

In 1996 the Office of Government Ethics made a revision of Form SF 450 and replaced it with form OGE 450 to incorporate the 1993 regulatory change to eliminate reporting of deposit accounts, money market funds, U.S. government obligations, and securities. The change to OGE documents, allows a more streamlined approval process rather than the currently used SF or standard form. In January 2011, the form number for SF 278 was changed to OGE 278. In January 2016, form OGE 278 was changed to OGE-278e.

The scope of this project involves adjustments to both the Web and Mainframe systems to allow Financial Disclosure Descriptions to display as OGE 450 from the current SF 450 and OGE 278e from SF 278.

Assumptions:

Functional Requirements

Payroll Applications Systems Branch (PASB) Requirements

Personnel Applications Systems Branch (PESB) Requirements

Modify the system to change values 3 & 4 under the PMSO screen to OGE-450 & OGE-278.

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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

Modify EmpowHR POSITION data entry by updating the translate value text for the field labelled 'Financial Disclosure'. This field is found under the NFC Fields and Tracking Data Tab. Change the field value's text display from the current value 'SF 278 Required' to 'OGE 278e Required'.

External Vendor Requirements

"Not Applicable"

Signature of Systems Requirements Branch Chief:
/s/ Deenna Altmeyer, Acting Branch Chief

Date:
04-07-2021

Signature of Acting Web Requirements Branch Chief:
/s/ Amanda Nguyen

Date:
02-25-21