



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

Functional Requirements Document (FRD)

Project#	Project Title:	Date Prepared:
83791	Modify ABCO40 and push new ABCO Forms to the Reporting Center due to Lockbox Change	07/17/26

Version:	As of:
1.0	08/11/26

Scope:	Add the address for the new lockbox to all debt notices, add the new forms to Reporting Center.
Assumptions:	The address for the new lockbox is: USDA/National Finance Center, Administrative Collections P.O. BOX 4182 - Dept:118031 Binghamton, NY 13902-4182 This address is embedded within the programs code, thus only a specified number of lines of the code will be modified.

Functional Requirements

☐ Payroll Applications Systems Branch (PASB) Requirements
"Not Applicable"

☐ Personnel Applications Systems Branch (PESB) Requirements
"Not Applicable"

☒ Administrative Applications Systems Branch (AASB) Requirements
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The address for the collection's lockbox will be modified within the *ABCO40* program. Because the address is embedded within the code, it will be edited at specific lines.

The existing definition for *WORKINGSTORAGE_BILLING_INFO* will change in length from 18 to 25. Beginning at line *025400*, the existing value of the variable element *WORKIGSTORAGE_HOLD_LOCKOBX_ID* will be modified from six to four characters in length. The existing value will be modified to *'4182'*. A new variable will be created to hold the value for *WORKINGSTAORAGE_DEPARTMENT* which will be six characters in length and have the value *' DEPT : 118031'*.

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

At line 084316 is the definition for *WORKINGSTORAGE_RETURN-ADDR2*. The definition of the variable *WORKINGSTORAGE_REUURN_LOCKBOX* will be modified to a length of four. A new variable will be created to hold the value for *WORKINGSTORAGE_DEPARTMENT*, which will be six characters in length. Its filler value will be modified from 15 to 25.

At line 305200, is where the values for *WORKINGSTORAGE_HOLD_LOCKBOX_ID* and *WORKINGSTORAGE_REUURN_LOCKBOX* systemically generate the address.

The existing value of 'USDA, NFC' will be modified to 'USDA/National Finance Center, '. The existing value for the city of "ST. LOUIS" will be modified to 'BINGHAMTON'. The existing value for the state of 'MO' will be modified to 'NY'. The existing value for zip5 of '63179' will be modified to '13902', and the existing value for zip4 of '0342' will be modified to '4182'.

At line 095000, the FILLER size will be modified to 25. At line 095100, the value ' P O BOX 790342'. Will be modified to ' P O BOX 4182 Dept : 118031'. At line 095400, the existing value of ' ST. LOUIS, MO 63179-0342' will be modified to 'BINGHAMTON, NY 13902-4182'.

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

Modify the Reporting Center (RPCT) to upload the updated ABCO forms provided by the Training and Communications Branch (TCB) for this project.

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

"Not Applicable"

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

"Not Applicable"

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☐ External Vendor Requirements
"Not Applicable"

Signature of Systems Requirements Branch Chief	Date:
/s/ Michael Schleifstein	08/11/26

Signature of Web Requirements Branch Chief	Date:
/s/ Amanda Nguyen	08/11/26

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

Authorized Department / Agency Signature	Date:

(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.