



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

Functional Requirements Document (FRD)

Project# 37312	Project Title: NFC Add 2 Data Elements to EHRI Reporting	Date Prepared: 07/24/19
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Version 1.0

As of:

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.

Scope:	<p>To meet the Enterprise Human Resources Integration (EHRI) requirement to report the new data elements for Position Sensitivity and Risk Level and Security Clearance on both Status and Dynamics files by October 2019.</p> <p>EmpowHR will implement the security clearance values and descriptions changes under Project 37483, NFC Request Processing Interconnection Changes to Security Clearance Values for Pay Period 20, 2019.</p> <p>EmpowHR will implement the position sensitivity code addition under Project 37312, NFC Add 2 Data Elements to EHRI Reporting for Pay Period 20, 2019.</p> <p>EPIC will only implement the changes related to position sensitivity code. There is no security clearance field in the application for Pay Period 20, 2019.</p> <p>The updates can be found on OPM's Online Guide to Data Standards (https://dw.opm.gov/datastandards/list#1470).</p> <p>This change will affect all the NFC serviced agencies (Community-Wide).</p>						
Assumptions:	<p>The Position Sensitivity Code is visible to the user in the Individual Position Screen in the Position Management System in block 4 [POS-SENS].</p> <p>The Position Sensitivity Code is a 2-position field. The values for the Position Sensitivity Code will be populated in the 1- position and the 2-position will be C = COMPUTER-ADP or N = NON-COMPUTER-ADP.</p> <p>Entries in the Security Clearance field will be edited against Table Management System (TMGT) Table 025, AD-350 (Personnel Block and Description) in Block 071.</p> <p>The 1-position field for Sensitivity [POS-SENS] Code can be updated on the Individual Position (IP) with the values below per recent updates to OPM's Data, Analysis & Documentation.</p> <table border="0"> <thead> <tr> <th>Code</th> <th>Explanation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Non-sensitive (NS)/Low Risk.</td> </tr> <tr> <td>2</td> <td>Noncritical-Sensitive (NCS)/Moderate Risk.</td> </tr> </tbody> </table>	Code	Explanation	1	Non-sensitive (NS)/Low Risk.	2	Noncritical-Sensitive (NCS)/Moderate Risk.
Code	Explanation						
1	Non-sensitive (NS)/Low Risk.						
2	Noncritical-Sensitive (NCS)/Moderate Risk.						

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- 3 Critical-Sensitive (CS)/High Risk.
- 4 Special-Sensitive (SS)/High Risk.
- 5 Moderate Risk (MR).
- 6 High Risk (HR).
- 7 NCS/High Risk.

The data field for Position Sensitivity and Security Clearance can be updated on the IP position in PMSO.

Position Sensitivity code is displayed on IRIS 102 - DATES & MISC SAL/PERS DATA. Updates to the position sensitivity field will require a Personnel Action Request in order for the change to display on IRIS 102.

Agencies will process NOAC 903 to update Position Sensitivity data value.

A new field, Security Clearance, will be stored on the database field in Block 3 [SEC CLR], on the PMSO Individual Position record only.

Entries in the Security Clearance field will be edited against Table Management System (TMGT) Table 025, AD-350 (Personnel Block and Description), in Block 501.

Code Explanation

- 0 Not Required
- 1 Confidential. Executive Order 13526.
- 2 Secret. Executive Order 13526.
- 3 Top Secret. Executive Order 13526.
- 4 Sensitive Compartmented Information.
- 5 Q. Atomic Energy Act of 1954.
- 7 L. Atomic Energy Act of 1954
- 8 Other

The Security Clearance code is a 1-position field. The value for Security Clearance will only be populated in PMSO on the Individual Position (IP).

The HELP screen will not be updated to reflect the values for Position Sensitivity and there will be no update to the HELP for Security Clearance Code.

The FOCUS Library will be updated with the new data field Security Clearance Code [SEC_CLEAR_CD].

EmpowHR users can process updates to the Position Sensitivity and Security Clearance field directly through the Position Management component.

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	<p>EPIC Web users can make updates to the Position Sensitivity data element on the IP in PMSO.</p> <p>There is not a Security Clearance field currently used in EPIC.</p> <p>FESI File Layout will be updated to include Position Sensitivity and Risk Level Code and Security Clearance.</p> <p>Agencies with their own front-end systems may require modifications. Agency modifications must be implemented at the same time as NFC.</p> <p>Agencies will be responsible for updating all active Individual Positions with the correct information for Position Sensitivity and Security Clearance data elements.</p> <p>A Customer Notification will be issued.</p>
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Functional Requirements

Payroll Applications Systems Branch (PASB) Requirements

"Not Applicable"

Personnel Applications Systems Branch (PESB) Requirements

The Position Sensitivity field will be visible to the user in the Individual Position [IP] screen in the Position Management System in block 4 [POS-SENS] and display on IRIS 102.

The Security Clearance Code field will be visible to the user in the Individual Position [IP] screen in the Position Management System in Block 3[SEC CLR] only and not on IRIS.

For Online Editing, PMSO will return Error Message 'Invalid Security Clearance (block 3.

The FESI layout for PMSO will include a new field for Security Clearance Code in Position 242 - 242 on the FESI File. Filler will be reduced by one position 243 - 500.

Security Clearance Code will be added to the BEAR 1504 and BEAR 18 Files. OPM has not provided a layout which includes the new field Security Clearance Code; therefore implementation of the new layout for EHRI Status & Dynamics Feeds is deferred until OPM provides guidance.

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DEFERRED REQUIREMENT: As of the release of the FRD, NFC has not received the File Layout for EHRI Status and Dynamics outputs from OPM. NFC will not update the Dynamic and Status data feed to report the 2 new data elements for Position Sensitivity and Security Clearance to OPM. The requirement to update the EHRI Status and Dynamic files is, therefore a deferred requirement. When a new record layout for EHRI Status and Dynamics is released by OPM, NFC will make the necessary changes in this project or a new project depending on when the information is received.

Administrative Applications Systems Branch (AASB) Requirements

"Not Applicable"

Payroll Web Systems Branch (PWSB) Requirements

EPIC - Add the following Position Sensitivity code:

Value	Description
7	NCS/High Risk

Insight - TMGT Table 025 - Block 071 shall be updated with the values for Position Sensitivity and Risk Level.

TMGT Table 025 Block 501 shall be updated with the values for Security Clearance. A new field, Security Clearance, will be stored in PMSO in Block 3 [SEC CLR], on the Individual Position record only.

Insight shall be able to process reports with the following fields:

Security Clearance

Value	Description
0	0:Not Required
1	1:Confidential. EO13526.
2	2:Secret. EO13526.
3	3:Top Secret. EO13526.
4	4:SCI.Intel Community Dir 704
5	5:Q.Atomic Energy Act of 1954
7	7:L.Atomic Energy Act of 1954
8	8:Other

Position Sensitivity and Risk Level

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Value	Description
7	NCS/High Risk

Reporting Center - Reporting Center shall be able to process reports with the following fields:

Security Clearance values and descriptions

Value	Long Name
0	0:Not Required
1	1:Confidential. EO13526.
2	2:Secret. EO13526.
3	3:Top Secret. EO13526.
4	4:SCI.Intel Community Dir 704
5	5:Q.Atomic Energy Act of 1954
7	7:L.Atomic Energy Act of 1954
8	8:Other

Position Sensitivity and Risk code

Value	Description
7	NCS/High Risk

This update can be found on OPM's Online Guide to Data Standards (<https://dw.opm.gov/datastandards/list#1470>).

Add the Security field to the PMSO table for Reporting Center.

Add the Security field to the Roster of Employees and Positional Organizational Listing reports.

Administrative Web Systems Branch (AWSB) Requirements

"Not Applicable"

Human Resources Applications Branch (HRAB) Requirements

Implementation of the security clearance values and descriptions changes only, was done under Project 37483.

For this project, EmpowHR shall implement the addition of the security clearance code to EHRI Reporting.

Add the security clearance code to the EmpowHR export to PPS. Security clearance level codes "A" and "B" shall no longer be valid.

In the Position Management component; add the following value for Sensitivity code in EmpowHR:

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Value	Long Name	Short Name
7	NCS/High Risk	NCS/HiRisk

This update can be found on OPM's Online Guide to Data Standards (<https://dw.opm.gov/datastandards/list#1470>).

External Vendor Requirements

"Not Applicable"

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

Signature of Web Requirements Branch Chief: **Date:08/09/19**

/s/ Amanda Nguyen, Acting