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:
76242	GPPA Ch15 Fair Chance Act Remark Codes Edits	09/11/2024

Version:	As of:
1.0	

| Scope: | On September 1, 2023, the OPM Director announced the release of final regulations to implement the Fair Chance to Compete for Jobs Act of 2019 (the Fair Chance Act). This Act requires agency Human Resource offices to issue, and document written warnings, suspensions, and civil penalties.

The scope of the project is to no longer require remark code S49 when processing a Nature of Action Code 450 with Legal Authority Codes (LACs) VAO, VAP, VAQ, VAR, and VAS. These LACs each necessitate a specific required remark code that aligns with 5 U.S.C. 9202.

Edits will be implemented when processing a 450 action to require the appropriate remark code as indicated in the Guide to Processing Personnel Actions (https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/processing-personnel-actions/gppa15.pdf) |
|---|---|
| **Assumptions:** | The new LACs and remark codes have been implemented in project 74624.

Update TMGT101 on NOAC 450 to remove the required S49 remark code.

The new page in EmpowHR to maintain remark codes will be given access to developers in HRDEV and read-only access to other environments.

Remark code **S49** shall remain required when NOA 450 is with the Legal Auth Code: VAA, VAB, (V4J and ZEM), (VAV and ZEM), VAC, VWJ, VDS, (VAD and USP), (VAE and USR), USP, and USR.

Table 047 will be updated to add new error code 450 – REMARK CODE S60 S61 S62 S63 or S64 MUST BE PRESENT. |

Functional Requirements

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

"Not Applicable"

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

Modify the system to put an edit in place that will require the following remark code when NOA Code is 450 with the Legal Authority Code combination:

☑ Personnel Applications Systems Branch (PESB) Requirements

LAC	Required Remark Code
VAO	S60 - Suspension is for a second violation of 5 USC 9202.

VAP   S61 - Suspension is for a third violation of 5 USC 9202.

VAQ   S62 - Suspension is for a fourth violation of 5 USC 9202 and the civil penalty is [insert the dollar amount of the civil penalty].

VAR   S63 - Suspension is for a fifth violation of 5 USC 9202 and the civil penalty is [insert the dollar amount of the civil penalty].

VAS   S64 - Suspension is for more than a fifth violation of 5 USC 9202 and the civil penalty is [insert the dollar amount of the civil penalty].

Invalid documents will go to suspense with an error code of 450 (doc type 001) – REMARK CODE S60 S61 S62 S63 or S64 MUST BE PRESENT

☐ Administrative Applications Systems Branch (AASB) Requirements

"Not Applicable"

☑ Payroll Web Systems Branch (PWSB) Requirements

Update EPIC to have an edit that shall require the following remark code when NOA Code is 450 with the Legal Authority code (1A Auth Code) combination below:

LAC	Required Remark Code
VAO	S60 - Suspension is for a second violation of 5 USC 9202.

VAP   S61 - Suspension is for a third violation of 5 USC 9202.

VAQ   S62 - Suspension is for a fourth violation of 5 USC 9202 and the civil penalty is [insert the dollar amount of the civil penalty].

VAR   S63 - Suspension is for a fifth violation of 5 USC 9202 and the civil penalty is [insert the dollar amount of the civil penalty].

VAS   S64 - Suspension is for more than a fifth violation of 5 USC 9202 and the civil penalty is [insert the dollar amount of the civil penalty].

Remark code **S49** shall remain required when NOA 450 is with the following Legal Auth combination (1A Auth Code and 1B Auth Code): VAA, VAB, (V4J and ZEM), (VAV and ZEM), VAC, VWJ, VDS, (VAD and USP), (VAE and USR), USP, and USR.

☐ Administrative Web Systems Branch (AWSB) Requirements

"Not Applicable"

☑ Human Resources Applications Branch (HRAB) Requirements

Create a new component/page placed under EmpowHR Setup tables menu to allow the capability to insert / delete/ modify new/existing remarks rather than executing via SQL.

The new page will be developed as follows:
- Security access for this table will be limited access only to development that will be similar to Table 101. Security role Z_STAT_DEVELOPERS will grant update access to this page.
- Include the fields Legal Authority code 1 and Legal Authority code 2, Last Updated Userid and Last updated date time fields to the config table Z_NFC_RQRD_RMRK.

Currently the code to auto populate PAR Remarks based on NOA code exists in production. Modify this code to include Legal Authority Code based logic as follows:
- If legal authority is not populated(blank) in the config table PS_Z_PI_RMK_EDTLST, then the required remark for the NOA is auto populated.
- If legal authority is populated in the config table, then current PAR row legal authority must match with the legal authority on the config table to auto populate the required remarks.

Update the Z_NFC_RQRD_RMRK config table to require the following remark code when NOA Code is 450 with the Legal Authority code combination below:

LAC	Required Remark Code
VAO	S60 - Suspension is for a second violation of 5 USC 9202.
VAP	S61 - Suspension is for a third violation of 5 USC 9202.
VAQ	S62 - Suspension is for a fourth violation of 5 USC 9202 and the civil penalty is [insert the dollar amount of the civil penalty].
VAR	S63 - Suspension is for a fifth violation of 5 USC 9202 and the civil penalty is [insert the dollar amount of the civil penalty].
VAS	S64 - Suspension is for more than a fifth violation of 5 USC 9202 and the civil penalty is [insert the dollar amount of the civil penalty].

Remark code **S49** shall remain required when NOA 450 is with the Legal Auth Code: VAA, VAB, (V4J and ZEM), (VAV and ZEM), VAC, VWJ, VDS, (VAD and USP), (VAE and USR), USP, and USR.

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☐ External Vendor Requirements

"Not Applicable"

Signature of Systems Requirements Branch Chief	Date:
/s/ Deenna Altmeyer	9/12/2024

Signature of Web Requirements Branch Chief	Date:
/s/ Amanda Nguyen	5/19/2025