



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:
79650	NFC Military Leave NDAA 15 to 20 Days	4-28-2025

Version:	As of:
1.0	

Scope:	<p>The Office of Personnel Management (OPM) provided Payroll Service Providers guidance on April 10, 2025, CPM 2025-09, titled Recent Pay and Leave Related Legislative Changes, Sections 1109 at https://www.chcoc.gov/content/recent-pay-and-leave-related-legislative-changes-2.</p> <p>Military leave will increase from 15 days (120 hours) to 20 days (160 hours) effective FY 2025.</p> <p>Military carryover will increase to 20 days (160 hours) beginning in FY 2025.</p> <p>Military leave cap for carryover will increase from 240 hours to 280 hours (15 days for FY24 and 20 days for FY25) in FY 2025, and 320 hours (20 days for FY25 and 20 days for FY26) in FY 2026 and forward.</p> <p>This change affects all NFC serviced agencies - Community-Wide.</p>
Assumptions:	<p>Due to software end of life from the vendor, DOJ WebTA 3.8, USDA WebTA 4.2 and SBA WebTA 5.0 hosted by NFC will not be updated for this project. Agencies in these systems can manually adjust Military balances in WebTA to include an additional 40 hours once NFC PPS systems backend changes are completed.</p> <p>NFC is working with the software vendors to provide the required updates for GovTA and Paycheck8. Additional guidance will be forthcoming.</p> <p>Agencies with other front-end T&A systems should address with their respective software vendors for changes.</p> <p>NFC documentation will be modified wherever 120 hours or 15 days is referenced to 160 hours or 20 days, for military leave accrual.</p> <p>Front-End System Interface (FESI) Leave Transfer (160) will be modified to reflect 40 calendar days for MILITARY-LV-DAYS YTD-REG.</p> <p>IR138 IRIS ELEMENT INFORMATION SCREEN will be modified to reflect new number of hours to 320 for REGULAR HOURS YTD field.</p> <p>IR138 IRIS ELEMENT INFORMATION SCREEN will be modified to reflect new number of days to 40 for REGULAR DAYS YTD field.</p> <p>Military leave that is carried over into the next fiscal year will be forfeited if not used in that succeeding fiscal year.</p>

	Customer Notification will be published.
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Functional Requirements

<input checked="" type="checkbox"/>	Payroll Applications Systems Branch (PASB) Requirements	
<p>Modify systems to increase military leave accrual from 15 days (120 hours) to 20 days (160 hours) beginning in FY2025.</p> <p>Modify systems to increase military leave carry over to 20 days (160 hours) beginning in FY2025.</p> <p>Modify systems to increase military leave cap for carryover from 240 hours to 280 hours for FY 2025.</p> <p>Modify systems to increase military leave cap for carryover from 280 hours to 320 hours for FY 2026 and forward.</p> <p>Modify the program used to query, modify, or add military leave records to allow increased military leave amounts.</p>		
<input type="checkbox"/>	Personnel Applications Systems Branch (PESB) Requirements	
<p>"Not Applicable"</p>		
<input type="checkbox"/>	Administrative Applications Systems Branch (AASB) Requirements	
<p>"Not Applicable"</p>		
<input checked="" type="checkbox"/>	Payroll Web Systems Branch (PWSB) Requirements	
<p>Provide technical and installation support when release is received from external vendors.</p>		
<input type="checkbox"/>	Administrative Web Systems Branch (AWSB) Requirements	
<p>"Not Applicable"</p>		
<input type="checkbox"/>	Human Resources Applications Branch (HRAB) Requirements	
<p>"Not Applicable"</p>		

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<input checked="" type="checkbox"/> External Vendor Requirements

Increase Military Leave Hours from 15 days (120 hours) to 20 days (160 hours) beginning in FY 2025.

Increase Military Leave carryover to 20 days (160 hours) beginning in FY2025.

FY 2025 carryover cap will change from 240 hours to 280 hours (FY24 120 hours + FY25 160 hours).

FY 2026 and forward carryover cap will be 320 hours.

Signature of Systems Requirements Branch Chief	Date:
/s/ Michael Schleifstein	5/9/2025

Signature of Web Requirements Branch Chief	Date:
/s/ Amanda Nguyen	5/09/25

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