



**United States Department of Agriculture  
Office of the Chief Financial Officer  
National Finance Center  
Government Employees Services Division  
Functional Requirements Document (FRD) Process**

I. External Request -

1. GESD Systems Requirements Branch (SRB) or Web Requirements Branch (WRB) staff prepares FRD (in non-technical language), and sends completed FRD to the FRD mailbox
2. The Client Management Branch (CMB) Customer Service Representative (CSR) saves a copy of the unsigned FRD in the project folder on the S-Drive and forwards FRD to client for signature
3. Agency questions, issues or problems with the FRD should be provided to the appropriate CMB CSR
4. CSR contacts the appropriate SRB or WRB staff with agency's concern(s)
5. SRB or WRB Project Owner will issue a revised FRD if necessary
6. If FRD is not signed and returned within 2 weeks of date provided, CMB contacts the "Requesting Official/Contact Person" to confirm receipt of the FRD, and determine if the FRD meets with the agency's intent
7. Agency accepts and returns the signed FRD to CSR
8. CMB forwards the signed FRD to the FRD mailbox
9. Project Control Branch (PCB) saves a copy of the signed FRD in the project folder located on the S-drive

II. Internal Request -

1. GESD Systems Requirements Branch (SRB) or Web Requirements Branch (WRB) staff prepares FRD
2. SRB or WRB forwards the completed FRD to the "Requesting Official" for signature
3. If FRD is not signed and returned within 2 weeks of date provided, SRB or WRB contacts the "Requesting Official" to confirm receipt of the FRD, and obtain a copy of the signed FRD
4. "Requesting Official" accepts and returns the signed FRD to SRB or WRB Analyst
5. SRB WRB forwards the copy of the signed FRD to the FRD mailbox
6. PCB saves a copy of the signed FRD in the project folder located on the S-drive

III. Community-Wide for major Scheduled Releases -

FRDs for request that impact the entire User Community, for major Scheduled Releases, are posted on NFC Home Page 2 pay periods prior to scheduled implementation. The web-site is updated every two weeks. [Click here](#)

**Note:** When forwarding FRD to FRD mailbox, indicate on the subject line (1) project number, (2) Internal or External request, (3) Signed or Unsigned

**FRDs are required on all agency request(s), and community-wide modifications with the following exceptions:**

1. New Department / Agency implementations
2. COTS software modifications (i.e. Finalist, etc.)
3. Non-software modifications (i.e. TMGT data updates, MASC table updates, etc.)
4. Incident Report Resolution and Emergencies