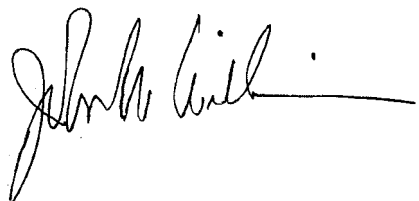


For: FSA National Office, FAS, and RMA

Web-Based Federal Retirement Benefits Calculator (FRB)-WEB

Approved by: Deputy Administrator, Management



1 Overview

A Background

Effective February 1, 2003, USDA entered into a contract with Economic Systems, Inc. (ESI) to develop the FRB program, which allows employees to prepare their own retirement estimates at any time. FRB is a web-based program (FRB-WEB) that can be used to:

- review your Federal government service history
- receive updated retirement calculations electronically
- estimate future retirement benefits by entering data to reflect different “what-if” scenarios.

FRB-WEB is accessed through Internet Explorer and the data entered is shared between the employee and the Servicing Personnel Office (SPO). FRB-WEB also provides links to retirement-related forms that are partially pre-filled and can be completed online by the employee or SPO.

B Purpose

This notice announces availability of FRB-WEB to the following FFAS employees:

- FSA National Office
- RMA National and Field Offices
- FAS National and Overseas Offices.

Disposal Date	Distribution
January 1, 2006	FFAS National Office, RMA Field Office and FAS Overseas Posts

Notice PM-2476

1 Overview (Continued)

C Contact

If there are questions about an initial password or the retirement calculator output, contact 1 of the following HRD employees:

- Darla Hensley at 202 418-9021
- Susan Brown at 202 418-9039
- LaShawn Tucker at 202 418-9068.

2 Accessing FRB-WEB

A Web Site Information

Using Internet Explorer, FRB-WEB is accessed by logging onto the HR Self-Service Dashboard (dashboard) at <https://asp.gdcii.com/dashboard/usdaoa>. A user ID and password are required to access the dashboard.

B User ID and Password for Dashboard

An employee's Social Security number is their user ID for the dashboard. Users must be assigned an initial password to access the dashboard. Use the chart below to obtain an initial password. **Do not** request initial password directly from the dashboard.

IF employee last name begins with...	THEN contact...
A through H	Susan Brown at 202-418-9039.
I through Q	LaShawn Tucker at 202-418-9068.
R through Z	Darla Hensley at 202-418-9021.

Users will be required to change their password when logging in for the first time. Once password is changed, click "Personal Info" and enter e-mail address.

C Accessing the Retirement Calculator

Once the user has successfully logged onto the dashboard, they must enter FRB-WEB by clicking the "**Calculate Retirement**" button on the left menu. This will take the user to the Welcome Screen that provides links to the FRB Introduction and valuable resources, including a **User Guide** and other related retirement web sites. It is highly recommended that the Employee User Guide be downloaded. A copy of the User Guide is also available on the FFAS HR web site at <http://hr.ffas.usda.gov/employees/retirement.htm>

Click "OK" at the bottom of the Welcome Screen to enter the "Employee Data Screen" of the retirement calculator.

2 Accessing FRB-WEB (Continued)

D Verifying Employee Data

The Employee Data Screen provides employee information that was downloaded from NFC's personnel/payroll database. User should review this screen and verify data accuracy. If data shown is incorrect, user should notify 1 of the contacts in subparagraph B so corrective action can be taken. click "OK" to view Detailed Service History.

3 Service History

A Importance of Service History

The FRB program:

- has retirement rules built in that are used to determine creditable service for retirement purposes
- applies those rules to show:
 - reductions in service credit
 - reductions in annuity payable for the applicable period
 - types of service entered.

The correct entry of service history allows employees to compare retirement benefits with an option to pay any deposit or redeposit applicable to employment. Service history is also used to compute accurate service computation dates for leave, reduction-in-force, retirement, and TSP purposes.

B Verifying Service History

The official personnel folder of each employee was reviewed and all employment data was entered in FRB-WEB by SPO. Review your "Service History" and notify SPO if service shown is inaccurate or dates of service are missing.

Note: Only SPO is authorized to change an employee's service history. Employee may **not** alter service history.

3 Service History (Continued)

C Kinds of Service That Should Be Shown

The service history includes all types of service that have been determined to be creditable for leave and retirement purposes, including, but not limited to, the following types of service:

- active duty military service
- FSA county employment
- all Federal government employment
- Peace Corps volunteer service
- certain National Guard and Reservist Service
- certain DC government service.

4 Additional Information

A Salary History

The salary information shown on this screen is downloaded from the agency payroll office and is updated each pay period. This salary is used to compute high-3 salary which is used to calculate retirement benefits. Your high-3 salary will be displayed on the output report whenever you run an estimate. Errors to the salary history can **only** be corrected by SPO.

B Computing a Retirement Estimate

After reviewing and verifying service and salary history, continue to the next screen to begin calculations. Refer to the User Guide for assistance with the retirement calculator. When calculations are complete, either:

- print directly from FRB-WEB
- convert to a pdf document and save to a disk
- print as pdf document.