



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

Functional Requirements Document (FRD) Process

- GESD Applications Staff prepares the FRD (in non-technical language), forwards the FRD to Client Management
- Client Management forwards the FRD to the client
- Client Management contacts the "Requesting Official/Contact Person" within 2-3 weeks to 1) confirm receipt of the FRD and 2) determine if the FRD meets with the agency's intent.
- Should the agency have questions, issues or problems with the FRD, Client Management contacts the appropriate GESD Applications Section Head with the concern(s). If needed, GESD Applications staff will issue a revised FRD.
- Agency accepts and returns the signed FRD to Client Management
- Client Management notifies the GESD Application Branch of the receipt of the signed FRD
- Upon receipt of the signed FRD and IA, GESD Applications staff will:
 - o create the NFC-1133 (Production Software Change Request)
 - o make software modifications
 - o complete unit testing
 - o determine UAT date(s)
 - o determine an implementation date
 - o contacts Client Management to coordinate UAT with the agency
- Client Management contacts the agency to discuss UAT
- Software changes are moved to production

FRDs are required on all agency request(s) requiring an IA. FRDs are optional and may be produced at the discretion of the branch chief, section head or project manager on all other request(s) and/or projects.

FRD Exceptions

Exceptions to the FRD process are:

- OPM, Legislative or Executive Order modifications
- New Department / Agency implementations
- COTS software modifications (i.e. ALLTAX, Finalist, etc.)
- Non-software modifications (i.e. TMGT data updates, MASC table updates, etc.)