UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice PM-2470

For: State Offices

Federal Retirement Benefits (FRB)-WEB Service History Entry

Approved by: Deputy Administrator, Management

1 Overview

A Background

Effective February 1, 2003, USDA entered into a contract with Economic Systems, Inc. (ESI). ESI developed 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:

- compute service computation dates (SCD’s)
- estimate future retirement benefits for all employees.

FRB-WEB is accessed through Internet Explorer and can be accessed by the employee and Servicing Personnel Office (SPO) for preparing estimates of future retirement benefits. The information entered by the employee may be viewed by SPO, which assists SPO during retirement counseling. 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 instructs all SPO’s to enter the entire service history for each Federal and County Office employee in their State into FRB-WEB by September 30, 2005. Once the service history has been entered, SPO should verify SCD. If FRB SCD does not agree with the employee’s current SCD, determine why and take corrective action. The service history may have been entered incorrectly or the current SCD was previously computed incorrectly.

Service history entry and SCD verification is required for an all employee release of FRB-WEB expected later this year, which will be announced under a separate PM notice.

Disposal Date	Distribution
January 1, 2006	State Offices

2 Accessing FRB-WEB

A Web Site Information

Using Internet Explorer, FRB-WEB is accessed by logging onto the TALX Self-Service Dashboard (dashboard). The web site address for the dashboard is **https://asp.talx.com/dashboard/usdaoa**. A user ID and password are required to access the dashboard.

B User ID and Password for Dashboard

User ID's and passwords to access the dashboard were previously provided to all authorized users by e-mail. For those authorized users who have not obtained an original password, users need to be assigned a new password or have their password reset. Users should contact Darla Hensley by either of the following:

- telephone at 202-418-9021
- e-mail at **Darla.Hensley@usda.gov**.

Administrative Officers can request additional authorized users in SPO by contacting Darla Hensley by telephone or e-mail. The request should include the user's name, the State Office name, and the POI numbers to which the user will need access.

C Accessing the Retirement Calculator

Once the user has successfully logged onto the dashboard, they will enter FRB-WEB by clicking on 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 related retirement web sites. It is highly recommended that the FRB Introduction is read and the User Guide is downloaded and studied. These are helpful tools toward understanding how the retirement calculator works. Clicking the "OK" button from the Welcome Screen will take the user to the Specialist Home Page. This is where users will choose the employee on which they wish to work.

D How to Obtain Help

If a user needs assistance or has a question concerning a case in FRB-WEB, they can do 1 of the following:

- contact ESI support staff at 703-642-5225
- e-mail questions to **support@econsys.com**
- contact Darla Hensley at 202-418-9021.

3 Entering Service History

A Importance of Entering Service History

The FRB program:

- has retirement rules built in that are used to correctly 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 the employee to compare retirement benefits choosing whether or not to pay any deposit or redeposit applicable to the employment. The service history is also used to compute accurate SCD’s for leave, reduction in force, retirement, and TSP purposes.

B Where the Service History Is Found

The service history of each employee can be found in their official personnel folder. SF-50 or ASCS-282 should be used to obtain dates, types of employment, and work schedules. If intermittent employment is involved, the use of annual pay status records may be required to document days or hours worked. Refer to the User Guide for details needed to enter service history.

Note: ASCS-282 is obsolete, but is being referenced for historical purposes.

C Kinds of Service That Should Be Implemented

The service history to be entered includes all types of service that has been determined to be creditable for leave and retirement purposes. Users should enter the start and end dates for each period of service that includes, but is 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.

D Type of Service

The type of service that should be selected from the drop down menu in the program should reflect the retirement coverage for the period of service being entered. Retirement coverage can be found on SF-50 or ASCS-282 and should be 1 of the following:

- FICA (most temporary appointments)

3 Entering Service History (Continued)

D Type of Service (Continued)

- CSRS (most permanent employees before January 1, 1984)
- CSRS Offset (most permanent employees hired between January 1, 1984, and December 31, 1986, and re-employed CSRS employees)
- FERS (new hires after January 1, 1984)
- LWOP (should be selected for periods of leave without pay during the employment).

E Employee Type

In most instances, employee type will be "**Regular**" for FSA employees. Other employee types may rarely be selected when entering Peace Corps volunteer service or military service of a retired military employee.

F "Work Schedule" Field

The work schedule of the employee during the period of employment must be entered. The "Work Schedule" field is especially important if the employee worked an intermittent work schedule or has part-time service after April 7, 1986. This field is used to:

- adjust SCD for intermittent time worked
- compute correct deposit or redeposit owed for the service
- prorate the annuity for part-time work schedule.

G "Amount/Units" Field

The "Amount/Units" field is used when an intermittent or part-time work schedule has been selected from the "Work Schedule" field. Whenever an employee works an intermittent or part-time work schedule, the days or hours worked must be recorded in this field. The amount represents the number of days or hours worked and the unit represents the way the days or hours were counted, such as total days, total hours, days per week, or hours per week.

H "Deposit/Redeposit Is Owed" Field

The "Deposit/Redeposit Is Owed" field should be checked whenever an employee has service for which a deposit or redeposit has not been paid to OPM for service in which no retirement deductions were withheld, CSRS retirement deductions were taken and later refunded, and for post-56 military time if deposit is not paid.

I "Compute" Field

The "Compute" field is used to compute the amount of the deposit/redeposit or military deposit owed if the "Deposit/Redeposit Is Owed" field is checked. See subparagraph H. Military earnings, annual salary, or hourly salary must be entered to compute the amount of deposit or redeposit.

4 System Administrators

A Identifying System Administrators

Each SPO must identify a System Administrator for their State. Each SPO must have at least 1 System Administrator and it is recommended that each SPO have an alternate or backup System Administrator for their State.

B What Is a System Administrator

The System Administrator will be given the authority to assign and reset passwords for employee access to the dashboard for the employees in their State only. They will, upon request from the employee, create an initial password that will allow the employee access to FRB-WEB. Employees will be required to change this initial password the first time they log onto the dashboard.

C State Office Action

Each State Administrative Officer should:

- determine the member or members of their staff to be assigned the System Administrator responsibility

- notify Darla Hensley, by telephone or e-mail, the full name of the staff member or members and the POI numbers for which they will be responsible.

5 Contact Information

A Dashboard Access

Contact Darla Hensley at 202-418-9021 for questions about this notice or dashboard access.

B Retirement Calculator

Address questions about the retirement calculator to the ESI support staff by either of the following:

- telephone at 703-642-5225
- e-mail at **support@econsys.com**.