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

Notice PM-2604

For: FSA State Offices (Servicing Personnel Offices)

Federal Retirement Benefits (FRB)-WEB Service History Entry and USDA Self-Service Dashboard (Dashboard) Updates

Approved by: Acting Deputy Administrator, Management

Dennis J. Tartano

1 Overview

A Background

FRB-WEB is an automated retirement calculator that is accessed through Dashboard and is used by Human Resource Offices and employees to estimate retirement benefits.
Notice PM-2470 instructed State Servicing Personnel Offices (SPO's) to:

- enter service histories into FRB-WEB for **all** employees
- verify service computation dates (SCD's).

OPM has:

- announced a Retirement Systems Modernization (RSM) Program that will incorporate retirement records of **all** employees covered under CSRS and FERS into 1 system maintained by OPM

- instructed **all** Government agencies to clean up the records of their active employees so that accurate data is migrated into RSM.

  Note: This record clean-up requires verifying employee retirement coverage and SCD's.

B Purpose

This notice:

- reissues obsolete Notice PM-2470
- instructs SPO's to:

  - enter service history data for **all** employees covered under FERS and CSRS in their State into FRB-WEB, if this has **not** been completed

Disposal Date	Distribution
January 1, 2008	State Offices (Servicing Personnel Offices)

1 Overview (Continued)

B Purpose (Continued)

- to verify SCD's after service histories have been entered.

Notes: 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. **All** incorrect SCD should be corrected.

USDA is working with OPM in hopes that the service history information entered into FEB-WEB will be downloaded into the RSM system sometime in the future.

2 Accessing FRB-WEB

A Web Site Information

Using Internet Explorer, access FRB-WEB by logging into Dashboard at **https://asp.gdcii.com/dashboard/usdaoa**.

Note: A user ID and password are required to access Dashboard.

B User ID and Password for Dashboard

User ID's and passwords for Dashboard were assigned to all authorized users by e-mail. If additional users are needed or passwords need to be reset, Administrative Officer should contact Darla Hensley by:

- e-mail at **Darla.Hensley@usda.gov**
- telephone at 202-401-0681.

The request for new users should include the user's name, the State Office name, and the Personnel Office Identifier (POI) numbers to which the user will need access.

2 Accessing FRB-WEB (Continued)

C Accessing the Retirement Calculator

Once users have successfully logged into Dashboard, do the following.

Step	Action
1	CLICK "Calculate Retirement" on the left menu. This will take users to the Welcome Screen that provides links to the FRB Introduction and valuable resources, including a User Guide and related retirement web sites.
2	It is highly recommended that users read the FRB Introduction and that the User Guide is downloaded and studied. These are helpful tools toward understanding how the retirement calculator works.
3	On the Welcome Screen, CLICK "OK". The Specialist Home Page will be displayed. This is where users make an employee selection for dataload.

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 the built-in rules to show:

  - reductions-in-service credit for LWOP and unpaid deposits and redeposits
  - reductions-in-annuity payable for the applicable period
  - affects of different types of service entered.

Correctly entered 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 Service History Is Found

Service history for each employee should be located in their official personnel folder (OPF). ASCS-282's, FSA-50's, and/or SF-50's should be used to obtain dates, types of employment, and work schedules. If intermittent employment is involved, annual pay status records may be required to document days or hours worked. Certain types of service may also be documented by an official "Transcript of Service" that should be filed in OPF. See the FRB User Guide for details needed to enter service history.

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

3 Entering Service History (Continued)

C Kinds of Service That Should Be Entered

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 Types of Service

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

- 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 (most new hires after January 1, 1987, and employees who were interim/offset with less than 5 years of service became FERS on January 1, 1987)

- FICA (most temporary appointments)

- LWOP (should be selected for periods of leave without pay during the employment which exceeded 6 months in a calendar year).

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.

3 Entering Service History (Continued)

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 intermittent work schedule or has part-time service after April 7, 1986; changes in the work schedule require a new line of service history
- 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. If only hours per pay period are shown, divide them by half and select, "hr/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. This would be for service in which no retirement deductions were withheld (FICA), or 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 has identified System Administrators for their State. Each SPO should have at least 1 System Administrator and it is recommended that each SPO have an alternate or backup System Administrator for their State.

4 System Administrators (Continued)

B What Is a System Administrator

From Dashboard menu, the System Administrator has the ability to:

- assign and reset initial passwords for employee access in their State
- assign assistant and specialist rolls in the Retirement Calculator
- obtain service history completion reports for their State
- obtain reports of possible retirement errors for their State.

To download FRB User Guide, on Dashboard menu, CLICK "Dashboard Help". This guide provides instructions for System Administrator capabilities.

C State Office Action

Each System Administrator should:

- view the POI Report that identifies employees who have **not** had their service history completed

- review OPF's and enter service history for employees not yet loaded into FRB-WEB.

D POI Reports

There are two POI reports available.

The Service History Unchecked Report lists employees who have not had their service entered into FRB-WEB. This report is updated nightly and may be viewed as often as required until all service history entries in the State have been made. Employees may also print the report once it is displayed. This table provides steps to obtain the Service History Unchecked Report.

Step	Action
1	Log into Dashboard at **https://asp.gdcii.com/dashboard/usdaoa**.
2	From Dashboard menu, select "POI Reports".
3	In the box shown for Federal employees, enter the 4-digit POI.
4	Select "All Employees with Completed Service History Unchecked". Users may sort by either name or SCD.
5	CLICK "Submit".

Note: Follow the same steps for both federal and county POI.

4 System Administrators (Continued)

D POI Reports (Continued)

The Service History Validation Report:

- lists employees who have had their service entered into FRB-WEB and based on the entry could have a possible error in their retirement coverage
- should be reviewed so that possible retirement errors can be identified and corrected.

This table provides steps to obtain the Service History Validation Report.

Step	Action
1	Log into Dashboard at **https://asp.gdcii.com/dashboard/usdaoa**.
2	From Dashboard menu, select "POI Reports".
3	In the box shown for Federal employees, enter the 4-digit POI followed by "sh". **Example:** 9901sh
4	Select "All Employees in POI".
5	CLICK "Submit".

5 Contact Information

A Dashboard Access and POI Reports

Contact Darla Hensley at 202-401-0681 for questions about this notice or Dashboard access.

B Retirement Calculator

Address questions about the retirement calculator to either of the following:

- Economic Systems Inc. support staff, the company that developed FRB, by:
  - e-mail at **support@econsys.com**
  - telephone at 703-642-5225
- Darla Hensley at 202-401-0681.