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## ARC Monthly Bulletin – October 2008

### *Valuable information for ARC's customers*

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1. SmartPay 2 Charge Card Alert

SmartPay 2, the Federal Government's new charge card program, is set to begin November 30, 2008. Cardholders will begin receiving their cards in October, and purchase card holders will begin receiving convenience checks in mid-November. The ARC SmartPay 2 Transition Team is dedicated to ensuring that all affected systems are ready for the transition. The team is meeting with Citi, Treasury's charge card provider, on a regular basis, and will continue to keep all of our customers updated as information becomes available. For more information on SmartPay 2, please contact Shaun Willison at 304-480-7286 or at [shaun.willison@bpd.treas.gov](mailto:shaun.willison@bpd.treas.gov).

2. ARC Standardizes Accounting Procedures

ARC's accounting management and staff have been working to develop standard procedures for both our accounting processing and reporting business lines. Standard procedures provide efficiency in the execution of various accounting processes by documenting our "best business processes." We are able to use the standard procedures to train new staff, and to mitigate the impact of moving accounting staff from supporting one customer or business process to another as we react to our organizational needs.

Accounting processing staff has developed or updated procedures related to invoices, accounts receivable, interagency transactions, expense accruals, and document filing techniques. Reporting staff developed numerous procedures specifically related to year end processes. Reporting staff also developed and/or updated procedures related to reconciling Fund Balance with Treasury (Cash) activity and balances.

For additional information about ARC's effort to standardize accounting procedures, contact Dana Morr at 304-480-7071 or [dana.morr@bpd.treas.gov](mailto:dana.morr@bpd.treas.gov).

### 3. ITS.gov is Here

International Treasury Services (ITS.gov) is the Financial Management Service's (FMS) solution to making international payments. ITS.gov offers a government-wide common solution for issuing international payments in established and emerging markets worldwide. ARC worked closely with the Kansas City Finance Center prior to implementation, and on July 2, 2008, we began using ITS.gov for our customers' international payments.

For additional information regarding ITS.gov, you can visit <http://www.fms.treas.gov/eft/regulations/international.html> or contact Matt Conrad at 304-480-7004 or [matt.conrad@bpd.treas.gov](mailto:matt.conrad@bpd.treas.gov).

### 4. Voting Leave Reminder

The Federal Government has a long-standing policy of granting employees limited administrative leave to vote or register to vote. Agencies have discretionary authority to grant such time off to the extent that it does not interfere with agency operations.

As a general rule, when the polls are not open at least three hours either before or after their regularly scheduled hours of work, employees may receive administrative leave to vote. Under this provision, employees may report to work three hours after the polls open or leave work three hours before the polls close, whichever requires less time off.

You can find more information about leave for voting on your agency's ARC customer web page at [https://arc.publicdebt.treas.gov/customer\\_access\\_pages.htm](https://arc.publicdebt.treas.gov/customer_access_pages.htm). After clicking on your agency's name, click on the Notices/References link under Human Resource Services, then click on the Voting Leave Policy link under the Leave heading. If you have questions about leave for voting, contact your ARC pay and leave specialist at 304-480-8400 or [payroll@bpd.treas.gov](mailto:payroll@bpd.treas.gov).

### 5. Possible Pay Differences for FERS Employees

Employees covered by the Federal Employees Retirement System (FERS) who earn more than \$102,000 in 2008 may notice that their salary payments are higher than usual in the coming weeks. This is because Social Security deductions—also called Old Age, Survivors, and Disability Insurance (OASDI)—are withheld only on the first \$102,000 of taxable income in the calendar year. The dollar limit is subject to change each year.

For more information about Social Security deductions, please contact your ARC HR processing assistant at 304-480-8276 or [hrdprocessingunit@bpd.treas.gov](mailto:hrdprocessingunit@bpd.treas.gov).

### 6. Semi-Annual webTA Training this Month in DC

ARC's HR team will be offering our semi-annual webTA training for timekeepers on October 28 and 29 in Washington, DC. This half-day, hands-on class provides a good overview of the webTA time and attendance system for new timekeepers and a helpful refresher for more experienced timekeepers. The class is free and open to all of our pay and leave customers.

The ARC training class is not designed for our USDA customers, who are currently converting to a different version of webTA. We would be happy to work with our USDA customers to arrange alternative training specific to your needs, if requested.

For more information or to register for the class, contact Terri Walker at 304-480-8263 or [terri.walker@bpd.treas.gov](mailto:terri.walker@bpd.treas.gov).

#### 7. Reminder about “Use or Lose” Annual Leave

Employees with “use or lose” annual leave should plan ahead to ensure they do not forfeit annual leave. Most Federal employees can carry over a maximum of 240 hours of unused annual leave—720 hours for most Senior Executive Service employees—when the new leave year begins on January 4, 2009. Any leave beyond this ceiling will be forfeited if not used before that date. Employees meeting certain criteria can apply to have forfeited annual leave restored if the leave was requested and approved no later than November 22, 2008.

You can find more information about “use or lose” leave and leave restoration on your agency’s ARC customer web page at [https://arc.publicdebt.treas.gov/customer\\_access\\_pages.htm](https://arc.publicdebt.treas.gov/customer_access_pages.htm). After clicking on your agency’s name, click on the Notices/References link under Human Resource Services, then click on the “Use or Lose” Annual Leave link under the Leave heading. You can also contact your ARC pay and leave specialist at 304-480-8400 or [payroll@bpd.treas.gov](mailto:payroll@bpd.treas.gov).

#### 8. SSN Conversion in GovTrip Completed

On September 21, 2008, the Social Security number (SSN) conversion to employee identification number (EIN) in GovTrip was successfully completed. Both GovTrip and Oracle will use this number to ensure the protection of a traveler’s SSN.

For users not yet registered in GovTrip, a completed direct deposit form will be required prior to or at the time of registration in order to establish the EIN. If you have any questions concerning the SSN conversion, please contact the Travel Services Help Desk at 304-480-8000 (Option 1) or [travel@bpd.treas.gov](mailto:travel@bpd.treas.gov).

#### 9. Travel Fees Change with the ETS Contract’s New Option Period

Effective November 12, 2008, Option Period 2 of GSA’s E-Gov Travel Service (ETS) contract with Northrop Grumman goes into effect and will include some changes in pricing for travel authorization and voucher (TAV) fees and travel management center (TMC) fees while some remain the same. Option Period 2 will be in effect until November 11, 2010, when Option Period 3 will begin. Below is a list of TAV and TMC fees for both Option Period 1 and Option Period 2.

Service	Option Period 1 11/12/06 – 11/11/08	Option Period 2 11/12/08 – 11/11/10
<b>TAV Fees</b>		
Local Voucher	\$6.50	<b>\$6.25</b>
TDY Voucher	\$13.50	\$13.50
<b>TMC Fees</b>		
Self Service Domestic or Int’l with Air and/or Rail	\$4.60	<b>\$4.35</b>
Self Service Domestic or Int’l without Air and/or Rail	\$4.00	\$4.00
Non-Self Service Domestic		

With Air and/or Rail	\$27.75	<b>\$28.25</b>
Non-Self Service Int'l with Air and/or Rail	\$36.25	<b>\$37.00</b>
Non-Self Service Domestic or Int'l without Air and/or Rail	\$17.25	<b>\$17.50</b>

If you have any questions concerning fee changes, please contact the Travel Services Help Desk at 304-480-8000 (Option 1) or [travel@bpd.treas.gov](mailto:travel@bpd.treas.gov).

#### 10. OFPP Provides Guidance on Improving Management and Use of Interagency Acquisitions

The Office of Federal Procurement Policy (OFPP) has issued guidance to senior procurement executives aimed at improving the management and use of interagency acquisitions. In a June 6, 2008, memo, OFPP stated that a “lack of clear lines of responsibility between agencies with requirements (requesting agencies) and the agencies which provide acquisition support and award contracts on their behalf (servicing agencies) has contributed to inadequate planning, inconsistent use of competition, weak contract management, and concerns regarding financial controls.” The purpose of the memo is to assist agencies in making good business decisions in supporting interagency acquisitions. Beginning October 1, 2008, agencies must ensure their interagency acquisitions are supported by “best interest determinations.” For additional information, go to [http://www.whitehouse.gov/omb/procurement/interagency\\_acq/iac\\_revised.pdf](http://www.whitehouse.gov/omb/procurement/interagency_acq/iac_revised.pdf), or contact Richard Barlament at 304-480-7218 or [richard.barlament@bpd.treas.gov](mailto:richard.barlament@bpd.treas.gov).

#### 11. PRISM Training Scheduled for November

The PRISM Support Team will be conducting training in November. Classes will be held at the MicroTek facility at 1101 Vermont Avenue NW, Suite 300, Washington, DC, and are scheduled for the following dates:

- November 18, 8:30-3:30 Basic Requisition Training
- November 19, 8:30-3:30 Basic Requisition Training
- November 20, 8:30-3:30 Advanced Requisition Training

You may register using the Ontrac system via your customer access page. Contact the PRISM Support team at [prismsupport@bpd.treas.gov](mailto:prismsupport@bpd.treas.gov) or 304-480-8000 (Option 2) with any questions or issues.

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