ARC Monthly Bulletin – May 2008

Valuable information for ARC's customers

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1. Unveiling the ARC Monthly Bulletin

    We are excited to present the first ARC Monthly Bulletin. This Bulletin is intended to provide
    meaningful information about our services that we believe you will find useful and informative.
    We hope too that the content is relevant and at a level of detail appropriate for sharing with
    others. Communications is a key element to a productive relationship and we are committed
    to improvement in this area. We recognize this product is an evolutionary one and welcome
    your input and feedback. Please feel free to contact Jason Hill at 304-480-7249 or
    <u>ArcCommunicationsMailbox@bpd.treas.gov</u>.

2. PRISM 6.0 Upgrade

    ARC is pleased to announce that the PRISM system was successfully upgraded to the 6.0
    version on April 27. This specific upgrade impacts a large majority of ARC's PRISM users.
    For those customers that have not been upgraded to this PRISM version, you will be notified
    in the near future about your implementation dates. Through this upgrade, the users of the
    system and ARC benefits from increased vendor support, additional functionality, and more
    responsive system performance. As users will quickly see, some of the application has
    changed, notably the appearance of the Welcome and Item General pages. There also are
    some changes to the password security which includes a requirement for at least one capital

letter, one number, and one special character (specifically #, $, or _). For more information on the PRISM 6.0 Upgrade project, contact Kelly Warman at 304-480-7013 or kelly.warman@bpd.treas.gov.

3. ARC Seeking Commercial IT Hosting and Infrastructure Support

ARC issued a solicitation on February 1 and is in the process now of evaluating proposals for hosted accounting and procurement systems and support. Current plans call for an award decision by the end of the month. For most of you this change will be transparent. The level of effort required on your part will be similar to what you expect to expend when we upgrade to a new software version, with the primary focus being user acceptance testing. ARC will continue to provide system support functions, including administering the application and interfaces, providing Help Desk support, and ongoing testing of system changes. We will also continue to provide the accounting and procurement support services that you've come to depend on. This initiative will be discussed at the upcoming ARC Customer Conference as well as through this bulletin as plans and timelines are solidified post contract award. For more information on the commercial IT hosting project, contact Lance Gainer at 304-480-8185 or lance.gainer@bpd.treas.gov.

4. ARC HR Welcomes New Customer, VA-OIG

ARC's HR Services team is pleased to welcome our newest customer, the Department of Veterans Affairs, Office of the Inspector General (VA-OIG). ARC servicing of VA-OIG began on March 30. With the addition of VA-OIG, we now provide HR services to a customer base of 28 Federal agencies and almost 22,000 employees. If you currently don't receive ARC's HR services and are interested in more information, contact Nancy Smith at 304-480-8260 or nancy.smith@bpd.treas.gov.

5. The SHARE Initiative: How Does Your Agency Measure Up?

President Bush introduced the Safety, Health, and Return-to-Employment (SHARE) Initiative in 2004 to reduce occupational injuries, illnesses, and fatalities. Originally scheduled to run for three years, the President recently extended the SHARE Initiative through 2010. Each agency has worked with the Department of Labor to set goals and performance targets in such areas as improving timeliness of reporting claims; improving safety and health, especially at high injury sites; and providing suitable work to return injured employees to the workplace. To find out how your agency fares under this initiative, contact your safety office, visit http://www.dol.gov/esa/owcp/share, or contact your ARC workers' compensation specialist at 304-480-8389 or workerscomp@bpd.treas.gov.

6. Travel Services Takes Steps To Protect Your Identity

Over the past few months, Travel Services has been reviewing current practices and processes to ensure compliance with regulations and to better provide protection of personally identifiable information (PII). During this fiscal year, we will be eliminating the use of Social Security numbers (SSN) in GovTrip by converting the SSN to an Employee Identification Number (EIN). We will also be using the last four digits of the EIN (which are the last four digits of the SSN) to identify callers asking for PII information from our Travel Services Help Desk staff. Some areas that warrant identifying the caller before disclosing information include, but are not limited to, traveler itinerary or profile information and payment or credit card information. For more information on this specific initiative, contact us at 304-480-8000 (option 1) or travel@bpd.treas.gov.

7. Relocation Services Implements Process To Collect Taxes

IRS Publication 521 defines storage of household goods as a deductible expense. If an employee stores their household goods in excess of 30 consecutive days, these expenses are taxable. Relocation Services has implemented a new process to collect taxes that have been paid to the IRS on behalf of the employee for household goods storage that exceeds 30 days. We will contact the employee regarding the tax collection as we process their household goods invoice. For more information on the household goods storage tax, contact Julie Powell at 304-480-8418 or julie.powell@bpd.treas.gov.

8. Relocation Services Prepares RITA Vouchers

Relocation Services is preparing Relocation Income Tax Allowance (RITA) vouchers in the anticipation of receiving the GSA 2008 marginal tax rates. To prevent processing delays, it is important that we receive the completed RITA Certification form with the supporting documentation (e.g., all copies of W-2s) in a timely manner. Upon receipt of the requested information and the marginal tax rates, we will immediately begin processing the RITA vouchers in the order we receive them. For more information on the RITA vouchers, contact Amanda Ray at 304-480-7172 or amanda.ray@bpd.treas.gov.

9. ARC Awards SAS 70 Audit Contract

KPMG, LLP was recently awarded the 2008 through 2012 Statement on Auditing Standards (SAS 70) contract to conduct an audit of ARC's accounting and computer internal controls. In addition to the controls tested in previous years, the scope of this year's audit will be expanded to include federal investments and specific procurement and relocation internal controls. KPMG auditors will be onsite conducting their fieldwork on May 19 through July 2. Treasury's Office of Inspector General expects to issue the final report by late August. Once we receive the report, we will notify customers that the finalized report is available on the ARC Customer Pages website for their information. For more information on our SAS 70 initiatives, contact Dana Morr at 304-480-7071 or dana.morr@bpd.treas.gov.

10. Changes to the FMS 224 Reporting

The Government Wide Accounting Modernization Project (GWAMP) is converting all FMS 224 users from the current GOALS II system to the GWAMP Partial FMS 224 system. The conversion process will take place between June and September 2008 (for the August 2008 accounting period). Chief Financial Officers (CFO) and Certifying Officers will be notified by FMS when their Agency Location Code (ALC) will need to report using the Partial FMS 224. The first phase will include ALCs beginning with 20 (Treasury) and 95 (Independent Agencies). Since FMS must perform some preparation work prior to enrollment, FMS asks agencies not to enroll for access to the Partial FMS 224 system until FMS notifies the agency CFO. We ask that you notify your ARC cash reporting accountant when you receive the FMS notification so that we can begin the enrollment process on your behalf. Even though we will be reporting using the Partial FMS 224 system, we will continue reporting your full FMS 224. For specific details on the GWAMP initiative, the conversion notification is available for your review on FMS's website at http://www.fms.treas.gov/gwa/gwa-notices.html. For more information on the GWAMP project or identifying your ARC cash reporting accountant, contact Dana Morr at 304-480-7071 or dana.morr@bpd.treas.gov.

11. OFPP Issues New COTR Requirements

The Office of Federal Procurement Policy (OFPP) has introduced new training requirements for Contracting Officer Technical Representatives (COTRs). OFPP's policy goal is to promote development of standard acquisition competencies across civilian agencies for COTRs. The Federal Acquisition Institute (FAI) will provide general program oversight and will recommend program changes to the Administrator for Federal Procurement Policy. FAI will post related COTR program guidance at www.fai.gov/certification/techrep.asp. COTRs

appointed to a contract after the policy's effective date of November 26, 2007, must be certified no later than six months from their date of appointment and must maintain their proficiency (i.e., skills currency) through continuous learning. Also, COTRs serving on active contracts as of the effective date have until November 26, 2008, to be certified. Any training required to obtain needed competencies can count toward the continuous learning requirement for current COTRs. All certified COTRs must register in the Acquisition Career Management System (ACMIS). Instructions for ACMIS use are found on the FAI website at http://www.fai.gov/pdfs/acmistrainermanual.pdf. For more information on the OFPP training policies, contact Richard Barlament at 304-480-7218 or richard.barlament@bpd.treas.gov.

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