ARC Monthly Bulletin – December 2008

Valuable information for ARC's customers

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1. FY 2008 Annual Report Complete

The FY 2008 annual report for the Treasury Franchise Fund (including ARC) is complete. This report highlights our performance and also discusses some of our future plans. It will soon be available on our website at https://arc.publicdebt.treas.gov/fshome.htm.

2. SmartPay2 Card Program Transition

ARC is pleased to announce that we transitioned all of our customers to the SmartPay2 (SP2) card program on November 30, 2008. SP2 is the new government-wide charge card program awarded by GSA. Although the new cards are working correctly, we have encountered some problems with cardholder access to on-line accounts. As we work through the transition, we continue to correspond daily with our charge card provider, Citi, to ensure that all issues are known and corrected in a timely fashion. For the travel card program, Northrop Grumman played a major role in the transition by successfully updating the traveler profiles in GovTrip with the available new SP2 travel card numbers. It is vital that cardholders monitor their SmartPay1 statement until it is fully reconciled to a zero balance as expenses could hit both SmartPay accounts during the transition phase.

We would like to extend our appreciation for everyone's hard work through the transition, and thank you in advance for your assistance as we work through any issues through the transition timeframe. If you have any questions on SP2 for travel cards, please contact the Travel Services

Help Desk at 304-480-8000 option 1. For questions regarding purchase or fleet cards, please contact Karla Buttrey at cardprogram@bpd.treas.gov. You can also check the ARC SmartPay2 website at https://arc.publicdebt.treas.gov/smartpay/fssmartpay.htm.

3. Commercial Hosting Update

ARC is actively engaged in a project to migrate the Oracle E-Business Suite/PRISM shared environment to Oracle On Demand's (OOD) hosting services. We have examined the data center as part of an initial security risk assessment, installed hardware for the production environment and 3 non-production instances, and completed initial data migration, including the following upgrades:

- Oracle E-Business Suite – 11.5.10.2
- Oracle Discoverer – 10g
- Oracle Database – 10g

We are currently performing code and functional testing, as well as updating the Certification and Accreditation (C&A) package to include the OOD architecture. Some of the upcoming tasks include:

- Additional Data Migrations (various)
- Disaster Recovery Testing (1/15/09 – 2/6/09)
- Training for User Acceptance Testers (1/9/09 – 2/2/09)
- User Acceptance Testing (2/9/09 – 3/9/09)
- User Training (3/10/09 – 4/6/09)
- Go-Live Target (4/10/09 – 4/14/09)

Contact Lance Gainer at 304-480-8185 or lance.gainer@bpd.treas.gov for more information on the commercial hosting project.

4. Belated Enrollment Opportunity for Federal Benefits Open Season

In response to concerns over a change in the Blue Cross Blue Shield reimbursement for out-of-network surgeries, Federal Employee Health Benefits (FEHB) carriers have been asked to reevaluate their benefits for non-emergency surgeries. For this reason, the Office of Personnel Management is allowing agencies to accept belated open season changes. Employees now have until January 31, 2009, to make enrollment changes to FEHB coverage, Federal Employees Dental and Vision Insurance Program (FEDVIP) coverage, and Flexible Spending Account (FSA) contributions.

To read more about the extension, go to http://www.opm.gov/insure/openseason. For additional information, contact Janet Moore at 304-480-8275 or benefits@bpd.treas.gov.

5. Upcoming Changes in Take Home Pay

Many employees will notice changes in their net pay during the upcoming months for a variety of reasons. Federal, state, and local tax changes, and the 2009 annual pay adjustment could impact the amount of your take home pay in the coming weeks. In addition, there are a number of other factors that could impact your net pay, including changes in your Flexible Spending Account (FSA), Thrift Savings Plan (TSP), Federal Employees Health Benefits (FEHB), Federal Employees Dental and Vision Insurance Program (FEDVIP), and Combined Federal Campaign (CFC) contributions.

A more detailed description of changes in take home pay will be posted in early January on your agency's ARC customer web page at https://arc.publicdebt.treas.gov/customer_access_pages.htm. Please contact Janet Moore at 304-480-8275 or benefits@bpd.treas.gov if you have questions about these changes.

6. Donation of "Use or Lose" Annual Leave

If you plan to donate "use or lose" annual leave this year through the Voluntary Leave Transfer Program, Federal regulations require that you plan ahead. You may donate the lesser of (1) half the amount of annual leave you earned this leave year, or (2) the number of hours remaining in the leave year (as of the date of the leave donation) that you are scheduled to work and receive pay. Due to the second restriction above, you cannot wait until the end of the leave year to donate "use or lose" annual leave.

To learn more about "use or lose" leave, go to your agency's ARC customer web page at 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.

7. TSP Contribution Limits Increased for Tax Year 2009

The new TSP contribution limit for tax year 2009 is $16,500. For Federal agencies paid through the National Finance Center—including all of ARC's HR customers—the 2009 tax year spans from December 21, 2008, through December 19, 2009. To distribute $16,500 over the entire tax year, employees should elect to contribute $635 per pay period to the TSP. Employees should make this election between December 7, 2008, and December 20, 2008, for the change to begin with the new tax year.

Employees who will be age 50 or older during 2009 may also contribute up to an additional $5,500 in tax-deferred "catch-up" contributions if their regular TSP contributions for the tax year will total $16,500. To distribute the $5,500 over the entire tax year, employees should elect to contribute $212 per pay period to the TSP. This election should also be made between December 7, 2008, and December 20, 2008.

If you miss the December 7-20 window or have other calculation questions, the TSP's elective deferral calculator can be found at http://www.tsp.gov/calc/contributions/index.html. You can also read more about the TSP annual contribution limit at http://www.tsp.gov/forms/oc91-13.pdf. For instructions on changing your TSP contribution amount, contact Janet Moore at 304-480-8275 or send an email to benefits@bpd.treas.gov.

8. New Travel Cardholder Information

In order to view their statement activity, SmartPay2 (SP2) cardholders will need to register their accounts. Citibank has provided a new site and registration instructions. These instructions are available on the Customer Access pages under Travel Information/Citibank Cardholder Online Statement Registration.

Northrop Grumman loaded all available SP2 card numbers into the GovTrip profiles. Cardholders can confirm the SP2 card number is in their profile by logging into GovTrip, selecting Traveler Setup on the toolbar, selecting Travel Profile from the drop down list, and selecting My Account Information in the Profile. At the bottom of My Account Information, cardholders will see the last four digits of their travel charge card number and the expiration date.

If your profile does not reflect your new SP2 card number, please contact the ARC Travel Services Help Desk at 304-480-8000 option 1 or travel@bpd.treas.gov.

9. New COTR Requirements Reminder

As a reminder, the Office of Federal Procurement Policy (OFPP) policy requires all new Contracting Officer's Technical Representatives (COTRs) to be certified within six months of the date of appointment. All existing FY 2008 COTRs were required to complete certification

requirements by November 26, 2008. If certification was not acquired by that date, these COTRs are no longer allowed to serve in the role until certification is obtained.

Once certified, all COTRs must earn 40 Continuous Learning Points (CLPs) every two years. All current COTRs must earn their 40 CLPs by July 31, 2010. Customers are encouraged to contact our Procurement Services office if interested in receiving tailored COTR CLP training for their agency.

Finally, COTRs must register and enter all training data into the Acquisition Career Management Information System (ACMIS) upon completion. ACMIS user instructions are found on the FAI website at http://www.fai.gov/pdfs/ACMIS_User_Guide.pdf. For detailed information on COTR policy go to the Federal Acquisition Institute (FAI) website at http://www.fai.gov/certification/techrep.asp, or contact Sandy George at 304-480-7134 or sandyj.george@bpd.treas.gov.

10. Changes to Agency Programs

As you evaluate potential changes to the programs and related business processes administered by your agency, remember that ARC's accounting staff is here to help and will provide suggestions for how to best accomplish your goals with regard to our existing systems and processes. By including our accounting staff early in these discussions, we can evaluate accounting staffing requirements, consult accounting guidance, and obtain or modify access to accounting systems or applications, as necessary.

Sometimes the changes to your program may simply impact your accounting transaction volume (increases or decreases), but substantive program changes could also impact how to account for the resulting transactions. When we have knowledge of potential changes to your program, we can be better prepared to deal with the impact.

Please refer to your ARC customer webpage to identify the ARC accounting contacts (under "Financial Management") to notify of potential changes to your program.

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