
ARC Monthly Bulletin – June 2008

Valuable information for ARC's customers

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1. Upcoming AGA Conference Participation

Several of ARC's employees from its Accounting Services team will be attending the Association of Government Accountants (AGA) Professional Development Conference in Atlanta, GA, on July 27 through 30. In addition to learning about the latest trends and updates in accounting, this event always provides good opportunities for us to interact with many of our customers. If you plan to be in attendance and would like to discuss the services ARC provides to your agency, we encourage you to visit Booth #11 or contact Michelle Yanok at 304-480-7236 or michelle.yanok@bpd.treas.gov. Additional conference information can be found on the AGA website at <http://www.agacgfm.org/pdc2008/index.htm>.

2. Migration to eOPFs

As one of the 24 e-Government initiatives designed to support the President's Management Agenda, the Office of Personnel Management is moving all agencies toward the use of electronic Official Personnel Folders (eOPFs) by 2010. The eOPF will allow each employee to have an electronic personnel record instead of a paper file to record personnel actions, benefits elections, and other employment information. Some advantages of eOPFs include: immediate access for the employee and HR to OPF forms and information; reduced risk of loss of personnel records; reduced costs for storage, maintenance, and retrieval of records and access to workforce statistical data for HR managers and specialists.

ARC's HR customers are in various stages of converting to eOPFs. Five customer agencies have converted all OPFs to the electronic format for HR use, with one agency progressing a

step further by granting its employees access to their own eOPFs. ARC staff is ready to help the rest of our HR customers develop a strategy for converting to eOPFs. For more information, contact Pam Beasley at 304-480-8345 or pamela.beasley@bpd.treas.gov.

3. Airline Fuel Surcharge Increase

American Airlines, United Airlines, and US Airways increased their fuel surcharges as of Friday, May 16, 2008. We expect that other airlines will assess the additional cost as well. The increases range from \$30 to \$50 one-way. The increased fuel surcharges affect reservations priced prior to May 16, but not ticketed. Although a majority of the increases total less than \$100 per trip, any approved documents containing an increase of more than \$100 will re-route for additional approval when ticketed. Government contract fares are not exempt from fuel surcharges imposed by the airlines. For more information on fuel surcharges, contact the Travel Services Help Desk at 304-480-8000, option 1 or email Travel Services at travel@bpd.treas.gov.

4. Security Setting For GovTrip Effective July 1

Beginning July 1, 2008, you must select a new Internet browser security setting when using GovTrip. The new setting, Transport Layer Security (TLS 1.0), will establish a secure connection between a client and a server by authenticating both the client and the server and creating an encrypted connection between the two. TLS 1.0 is a replacement for Secure Socket Layer (SSL) and provides for a more secure connection. Users without TLS 1.0 enabled will not be able to connect to GovTrip.

To set up TLS 1.0, the user must follow the steps below from their Internet browser menu:

- Select Tools, then Internet Options.
- Select the Advanced Tab.
- Under the header labeled Security, check the box next to "Use TLS 1.0."
- Click OK.

Additional information will be sent out to all travelers in the future. For any of your questions on this security setting change, contact the Travel Services Help Desk at 304-480-8000 option 1, or email Travel Services at travel@bpd.treas.gov.

5. PCC – A More Efficient Deposit Process

During the month of April, ARC successfully converted two agencies from manual check deposits to Paper Check Conversion (PCC) deposits. PCC is a web-based application that converts personal and business checks into electronic funds transfers. In the coming months, we would like to continue converting the agencies to whom we provide deposit services to PCC. During the conversion, we will work with agencies to assist in the customer, employee and general vendor notification process.

A sample PCC disclosure notification reads as follows: "When you provide a check as a payment, you authorize us either to use information from your check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic funds transfer, funds may be withdrawn from your account as early as the day we receive your payment, and you will not receive your check back from your financial institution."

If you are interested in becoming a PCC agency, or if you have any questions or comments regarding the PCC process, please visit <http://www.fms.treas.gov/pccotc/index.html> or contact Matt Conrad at 304-480-7004 or matt.conrad@bpd.treas.gov.

6. CFO Vision Upgrade – ARC Participates as Pilot Bureau

Along with The Financial Management Service (FMS), The Internal Revenue Service, The Office of the Comptroller of the Currency and The U.S. Mint, The Bureau of the Public Debt was recently chosen by Treasury to participate as a pilot bureau in testing and implementing Treasury's rollout of the SAS® CFO Vision v. 4.3 application. Treasury uses Chief Financial Officer Vision (CFOV) to prepare the consolidated financial statements in the Department's annual Performance and Accountability Report (PAR). ARC accountants compare the bureau-specific financial statements that are generated by the application to ARC's internally prepared financial statements to ensure the statements comply with FMS's Treasury Financial Manual financial statement crosswalks.

Users access the application through a secure SAS® Treasury web-portal, whereby the user downloads financial statements and reports into Microsoft Excel. Also, any Standard General Ledger driven report that relates to the PAR is accessible in the application. The overall consensus from the testers was that the Excel data download functionality available in CFOV offers more functionality than the current web-page version which restricts the user to hard copies that must be printed from Treasury's DCFO website. According to the application developers, in the near future Treasury envisions expanding the reporting capabilities in CFOV from Departmental accounting to Treasury bureau-specific reporting. Though no customer action is required, contact Regina Underwood at 304-480-7117 or regina.underwood@bpd.treas.gov for further information.

7. Integrated Acquisition Environment Released the Federal Acquisition System Requirements

On Monday, April 28, 2008, the Integrated Acquisition Environment (IAE) released the Federal Acquisition System Requirements work draft for comment. IAE is a Presidential E-Gov initiative managed by GSA that consists of nine government-wide integrated systems facilitating, unifying, and streamlining each phase of the federal acquisition process. Specified in the draft are functional and technical requirements that acquisition systems must meet prior to an agency being able to consider them for purchase or upgrade. To review the work draft, visit http://www.acquisition.gov/fas_reqdraft042808.pdf.

The final document will likely have a significant impact on the automated procurement systems used by all federal agencies. ARC is working directly with Treasury's Office of the Procurement Executive (OPE), Compusearch (PRISM software developer) and the PRISM Improvement Partnership Group (team consisting of PRISM users across the Federal Government) to ensure our involvement through this process. Please contact Kelly Warman at 304-480-7013 or kelly.warman@bpd.treas.gov with any comments or questions.

8. FY 2008/2009 Procurement Cutoff Dates

To better serve the needs of our customers, Procurement Services has issued Fiscal Year (FY) 2008/2009 procurement cutoff dates. We are asking customers to submit preliminary forecasted year-end needs to your procurement support team leader. Cutoff dates are based on type and size of the procurement action:

- All FY 2008 and 2009 forecasts for new funded actions under \$25K are due July 1 with the Purchase Request (PR) packages for these requirements due July 15.
- For all actions over \$25K, forecasts are due June 1 with the PR packages for these requirements due July 1.
- PR packages for FY 2009 recurring requirements under \$25K are due August 1 with PR packages for recurring requirements over \$25K due July 1.
- PR packages for option renewals for both FYs are due no later than 30 days before the first day of the option period.

For more information on the procurement cutoff dates, contact your procurement support team leader at 304-480-7137.

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