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## ARC Monthly Bulletin – October 2009

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

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1. ARC Expands Services to the Bureau of Engraving and Printing and the Denali Commission

ARC is pleased to welcome the Bureau of Engraving and Printing's Western Currency Facility as one of our newest human resources customers and the Denali Commission as one of our newest full service financial management customers, with services beginning October 1, 2009. Both agencies were already partnered with ARC, and decided to gain efficiencies by adding new services to our existing partnership. For more information about our services, please contact Michelle Yanok at 304-480-7236 or [michelle.yanok@bpd.treas.gov](mailto:michelle.yanok@bpd.treas.gov).

2. PRISM Training Scheduled for November

ARC provides quarterly PRISM refresher training at no additional charge to our customers to assist in their efforts to effectively integrate newly hired staff and meet other potential training needs. We will be conducting requisitioner training November 3 through November 5, 2009, in Washington, D.C. Primary PRISM contacts will receive training details via email. For more information, please contact PRISM Support at 304-480-8000 (Option 2) or [prismsupport@bpd.treas.gov](mailto:prismsupport@bpd.treas.gov).

3. What is a C&A and How Can ARC Provide Services?

Certification and Accreditation (C&A) is the formal process for evaluating all IT systems for compliance with security requirements. A C&A is usually conducted before a new application goes into production, but the C&A process can also be used to ensure that security requirements

are met throughout the life of a system by "Continuous Monitoring" and periodic re-certification and accreditation.

ARC is one of four designated government shared service centers providing information security services. We perform the required security certification assessment, and also conduct continuous monitoring and re-certification when required. For more information on meeting this federally mandated IT Security requirement, please contact Michelle Yanok at 304-480-7236 or [michelle.yanok@bpd.treas.gov](mailto:michelle.yanok@bpd.treas.gov).

#### 4. OPM Issues Proposed Regulations Redefining Family Relationships

On September 14, 2009, the Office of Personnel Management (OPM) issued two sets of proposed regulations to implement Section 1 of the President's Memorandum on Federal Benefits and Non-Discrimination and set an example of the Federal Government as a model employer of a diverse workforce. The proposed regulations would modify definitions of family member and immediate relative for certain leave programs and the definition of qualified relative for the Federal Long Term Care Insurance Program (FLTCIP).

The proposed leave regulations can be viewed at <http://edocket.access.gpo.gov/2009/pdf/E9-20610.pdf>. The proposal would add step-parents, step-children, grandparents, grandchildren, and same-sex and opposite-sex domestic partners to the current definition of family member for purposes of the use of sick leave, funeral leave, voluntary leave transfer, voluntary leave bank, and emergency leave transfer. The proposed FLTCIP regulations can be viewed at <http://edocket.access.gpo.gov/2009/pdf/E9-22028.pdf> and would add same-sex domestic partners to the list of qualified relatives who can apply for FLTCIP coverage.

ARC will be submitting consolidated comments on the proposed regulations in early November. To add your comments to the response or get more information, please contact an ARC pay and leave specialist at 304-480-8400 or [payroll@bpd.treas.gov](mailto:payroll@bpd.treas.gov) regarding the proposed leave changes, or an ARC benefits specialist at 304-480-8275 or [benefits@bpd.treas.gov](mailto:benefits@bpd.treas.gov) regarding the proposed FLTCIP changes.

#### 5. Possible Pay Differences for FERS Employees

Employees covered by the Federal Employees Retirement System (FERS) who earn more than \$106,800 in 2009 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) are withheld only on the first \$106,800 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 [processing@bpd.treas.gov](mailto:processing@bpd.treas.gov).

#### 6. Reminder about "Use or Lose" Annual Leave

With the end of the leave year approaching, 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 when the new leave year begins on January 3, 2010, and most Senior Executive Service employees can carry over a maximum of 720 hours. 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 21, 2009.

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), under

Human Resources Notices/References. You can also contact your ARC pay and leave specialist at 304-480-8400 or [payroll@bpd.treas.gov](mailto:payroll@bpd.treas.gov).

7. 2010 BOC Listing Available

ARC's budget staff has completed a review of the FY 2010 Budget Object Class (BOC) Listing. This year we have added four travel related BOCs and modified several existing descriptions. We have provided notification of the revised listing to the budget contacts at our customer agencies, and the 2010 BOC listing can be found on your customer page at [https://arc.publicdebt.treas.gov/customer\\_access\\_pages.htm](https://arc.publicdebt.treas.gov/customer_access_pages.htm), under the "Accounting Information" section. If you have any questions please contact Jaime Harbour at 304-480-8457 or [BudgetARC@bpd.treas.gov](mailto:BudgetARC@bpd.treas.gov).

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