



Quarterly Performance Metrics FY 2019 4th Quarter

Financial Management Services

	<u>Target</u>	<u>YTD Value</u>
Accounts Receivable		
Documents posted within two business days once complete information is received	90%	99.5%
Budget		
Budget Reprogramming Documents processed within 2 business days	97%	99.9%
MAX Reporting completed timely	99%	100.0%
Budget Formulation and Execution Manager		
BFEM System Availability	99%	99.9%
Cash Services		
Deposits processed within 2 business days	95%	99.8%
Fund Balance with Treasury - TAS/BETC Reclassifications completed within due date	99%	100.0%
Fund Balance with Treasury - Reconciliations prepared and reviewed by 20th day of subsequent month	99%	100.0%
CitiDirect		
Error free interfaced invoices paid within two business days from receipt of payment file	99%	99.8%
Commercial Accounts Payable		
Prompt Pay	99.7%	100.0%
Proper Payments	99.7%	100.0%
Discounts Taken	99%	100.0%
Debt Collection		
Referral to Fed Debt within legal limits with customer approval	99%	99.8%
Grants, Loans, Foreign & Misc		
Proper Payments - Grants	99.7%	100.0%
Proper Payments - Loans	99.7%	100.0%
Proper Payments - Foreign & Misc.	99.5%	99.8%
Payroll		
Payroll posting within 2 business days of receipt of error free file(s) from customer	98%	100.0%
Payroll completed before month-end closing	100%	100.0%
Receivable Reporting		
TROR reporting completed by established due dates	99%	100.0%
Reporting		
Reporting and account maintenance tasks completed by due dates	99%	100.0%
System Services - Help Desk		
First Call Resolution closed within 60 min	70%	75.4%
Average Call Abandonment Rate	<5%	1.83%
Percent of emails resolved within 1 business day	65%	66.9%
Average Call Response Time	<10 sec	7.01
Total Calls		N/A



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Vendor Maintenance

Vendor Maintenance within 24 hours of receipt	99%	100.0%
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Human Resource Services

	<u>Target</u>	<u>YTD Value</u>
Classification		
Classification of positions (New and Redescriptions) within 15 days	90%	87.4%
Desk Audits/Position Reviews completed within 45 calendar days	90%	100.0%
Minor pen & ink changes within 3 business days	90%	94.9%
Accuracy of Position Classification Actions Reviewed (Reported for previous quarter activity)	90%	98.8%
Employee Benefits		
Submission of Retirement Packages within 3 business days following the effective retirement date	98%	100.0%
Percent of cases audited by OPM determined to be error free (Reported for previous quarter activity)	92%	96.4%
Percentage of Retirement Estimates Completed within 12 Calendar Days	85%	98.9%
HR Help Desk		
First Call Resolution within 60 min.	80%	87.5%
Average Call Response Time	<20 sec	14.08
Average Call Abandonment Rate	<5%	5.90%
Percentage of tickets reopened after initially determined to be resolved	<5%	0.1%
Total Calls		N/A
HR Reporting Services		
Provide HR Reports, as requested within 3 business days	95%	98.4%
Payroll, Processing, and Personnel Records		
Notify potential leave recipients in the Voluntary Leave Transfer Program of approval/disapproval of application within 5 business days after receipt of all necessary documentation	95%	99.2%
Release lump-sum payment for unused annual leave to separated employees within 20 business days after final paycheck is issued	95%	98.3%
Resolve Complex Pay Issues within ARC's control within 45 business days	90%	99.2%
Process personnel actions to facilitate timely salary pmt. within the pay period	99%	100.0%
Process properly documented awards within 1 pay period	95%	98.4%
Percentage of accurate data points in ARC's Quality Review	90%	97.9%
Personnel Security Services		
Submit acceptable background investigation requests and documents to OPM	95%	95.0%
Staff Acquisition		
ARC portion of standalone job analysis process completed within 30 days	85%	93.6%
Accuracy of Staffing Actions (Reported for previous quarter activity)	90%	96.3%
ARC portion of the competitive hiring process within 23 days	85%	93.6%



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Workers Compensation

File Worker's Compensation CA-1/CA-2 Forms with Department of Labor within 10 business days	95%	99.3%
File Worker's Compensation CA-7 Forms within 5 days	95%	100.0%

Procurement Services

	<u>Target</u>	<u>YTD Value</u>
Acquisition Services		
Simplified Acquisitions within 40 business days	85%	88.4%
8(a) Direct Awards >\$250K but < \$4M within 60 business days	85%	90.0%
MAS, GWAC, and TWAC >\$250K within 90 business days	85%	93.8%
Complex Contracts completed within 120 business days	85%	93.8%
Contract Administration		
Option Renewals completed before current period of performance expiration	99%	99.7%
IA and IA mods within 15 business days	85%	98.5%
Unilateral mods within 20 business days	85%	98.2%
Bilateral mods within 30 business days	85%	99.0%
Non competitive BPA Call or Task/Delivery Order < \$250K within 30 business days	85%	96.9%
Non competitive BPA Call or Task/Delivery Order >= \$250K within 45 business days	85%	98.1%
Competitive BPA Call or Task/Delivery Order < \$250K within 45 business days	85%	100.0%
Competitive BPA Call or Task/Delivery Order >= \$250K within 60 business days	85%	87.5%
Purchase and Fleet Card		
Application Processing in less than 5 business days	95%	100.0%
Urgent Requests processed within 1 business day	95%	95.6%
Non-Urgent Requests in less than 3 business days	95%	99.8%
System Services - Help Desk		
First Call Resolution closed within 60 min	75%	86.1%
Average Call Abandonment Rate	<5%	1.83%
Average Call Response Time	<10 sec	8.01
Total Calls		N/A

NOTE: All Simplified Acquisition Standards begin upon receipt of: 1. a complete acquisition package (procurement request, description of item or performance work statement, evaluation factors (if other than technically acceptable, low price); 2. the timely review of revised description of items or performance work statement and revised evaluation factors, received; and 3. a timely and complete evaluation of technical proposals



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Systems

	<u>Target</u>	<u>YTD Value</u>
System Services		
System Availability - Oracle	99%	99.8%
System Availability - PRISM	99%	99.6%
System Availability - Discoverer/OBI	99%	99.7%
Timely Notice of Scheduled System Outages	100%	100.0%
Month End Closing	100%	100.0%
Standard Suite reports run within one minute	>90%	89.7%

Travel Services

	<u>Target</u>	<u>YTD Value</u>
E-Gov Travel Services		
Sampling Turnaround time within 30 days from last day of month of travel voucher paid date	99%	100.0%
Timely Payment % approved vouchers paid within 5 business days	99%	99.1%
Centrally billed account reconciliation within 30 days of receipt	99%	98.7%
Relocation - Payments		
Approved employee vouchers paid within 5 business days	99%	100.0%
Relocations		
Initial Relocation contact within 1 business day after receipt of complete & approved agency request	99%	99.9%
Contact Relocatee for counseling session 3 business days after receipt of complete & approved relocation agency request	99%	99.8%
Submit Relocation Voucher to employee within 10 days	98%	97.4%
Vendor Invoice submission % submitted within 25 days of receipt of valid invoice	98%	97.6%
System Services - Help Desk		
Call Ticket Resolution	94%	98.4%
Email Ticket Resolution	80%	92.1%
Average Call Response Time	<15 sec	28.30
Average Call Abandonment Rate	<5%	10.00%
Total Calls		N/A
Travel Card Services		
Percentage of cardholder applications processed within two business days of receipt	99%	99.6%