
ARC Monthly Bulletin – March 2009

Valuable information for ARC's customers

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1. ARC Welcomes New Customers, SIG-TARP and OFS

ARC is pleased to welcome two new customers: the Special Inspector General of the Trouble Asset Relief Program (SIG-TARP) and the Office of Financial Stability (OFS). ARC began providing human resource services for OFS in December 2008 and for SIG-TARP in January 2009. We will also be providing some level of accounting, travel, and procurement services to both of these customers.

With the addition of SIG-TARP and OFS, we now provide services to a customer base of 70 Federal agencies. For more information, please contact Michelle Yanok at 304-480-7236 or michelle.yanok@bpd.treas.gov.

2. Commercial Hosting Update

We are still on target for "go-live" on April 14, 2009, and we are currently performing final readiness tasks, including end-user training. Please see the commercial hosting website at https://arc.publicdebt.treas.gov/commercial_hosting_migration.htm for more details. Contact Lance Gainer at 304-480-8185 or lance.gainer@bpd.treas.gov for more information on the commercial hosting project.

3. SPS Contingency

We have increased our continuity of operations preparedness of our Secure Payment System (SPS) operations. The SPS disbursements process has been identified as one of ARC's essential functions, critical for supporting the financial needs of our customers.

Beginning in March, we are performing both data entry and certification functions in SPS from an alternate worksite, once every other week, in compliance with Public Debt's computer security and flexiplace programs.

If you have any questions regarding ARC's contingency payment operations, please contact Mary Watson at mary.watson@bpd.treas.gov or 304-480-7044.

4. FMLA Entitlement Expanded for Families of Injured Armed Forces Members

The Family and Medical Leave Act (FMLA) has been amended to allow covered family members up to 26 workweeks of unpaid "military family leave" in any 12-month period to care for covered members of the Armed Forces. The service member must have a serious illness or injury received in the line of duty and must be undergoing medical treatment, recuperation, or therapy for that illness or injury. This 26-week entitlement is in addition to the 12-week entitlement to "regular" FMLA leave – although the combined total use cannot exceed 26 weeks in any 12-month period. Similar to regular FMLA leave, family members may substitute accumulated annual or sick leave for all or part of the unpaid military family leave.

For more information about the FMLA, please contact your ARC pay and leave specialist at 304-480-8400 or payroll@bpd.treas.gov. Information can also be found on your agency's ARC customer webpage 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 FMLA – Military Family Leave link under the Leave heading.

5. webTA Training Scheduled for April

ARC provides semi-annual webTA refresher training in Washington, D.C., at no additional charge to our full-service pay and leave customers. This training is designed to assist our customers in effectively integrating newly hired staff and meeting other potential training needs. ARC will conduct the next sessions of this training on April 28 and 29, 2009. The training will include an overview of the new functionality included in this spring's webTA upgrade. Timekeepers and supervisors have received training details via email. For more information, please contact Jackie Lenox at 304-480-8261 or payroll@bpd.treas.gov.

6. GovTrip Security Incident

On February 11, 2009, users in the GovTrip General version reported a security incident. The General Services Administration (GSA) quickly identified the incident and issued a US CERT. On February 18, at the request of GSA, Northrop Grumman temporarily discontinued the use of GovTrip for all Government users. Since we had no reported security incidents, this was a precautionary measure for the GovTrip Treasury version that houses ARC customers. The GSA FAS Chief Information Officer (CIO) reinstated Northrop Grumman's authority to operate and GovTrip was back on line the afternoon of February 21. GSA's independent forensic experts analyzed security data and verified that this incident did not compromise any personal data.

For additional information concerning the security incident, please contact the Travel Services Help Desk at 304-480-8000, option 1 or travel@bpd.treas.gov.

7. GovTrip Password Reset Capability

Travel Services now has the capability to reset GovTrip passwords (this is in addition to the 'Forgot Your Password' Link). The email containing the temporary password will be sent to the user as long as the following security requirements are met:

- a) The email address of the user having a password reset has a valid “.gov” email domain.
- b) The email address of the user having a password reset contains the full last name from his/her profile in the maintenance tool.
- c) The email address of the user having a password reset is unique to the system and does not exist in any other profile in GovTrip.

If the above security requirements are not met, then ARC Travel Services will forward the request to Northrop Grumman to have the password reset. Users have five days to use the temporary password. For additional information, please contact the Travel Services Help Desk at 304-480-8000, option 1 or travel@bpd.treas.gov.

8. ARC FY 2009/2010 Procurement Cutoff Dates

To better serve the needs of our procurement customers, ARC has issued Fiscal Year (FY) 2009/2010 procurement cutoff dates. ARC is also asking customers to submit preliminary yearend needs forecasts to your procurement support team leader in the May/June timeframe. The procurement request (PR) packages are due in the June/July timeframe. Option renewal PRs are due packages are no later than 45 days before the first day of the option period. Cutoff dates are based on type and size of the procurement action. Additional information will soon be posted on your customer access pages at https://arc.publicdebt.treas.gov/customer_access_pages.htm under Procurement Year End Guidance. If you need additional guidance, contact your procurement support team leader at 304-480-7137.

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