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## ARC Monthly Bulletin – August 2009

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

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1. Extended PRISM Support Hours for Year End

Due to heavy volume that occurs for most procurement departments at fiscal year-end, the PRISM Support Desk will be extending its hours of operation to support users that may be working outside of normal business hours. The PRISM Support Desk will be available until 9:00 p.m. (EST) on weekdays beginning Thursday, September 24, 2009, and continuing through Wednesday, September 30, 2009. On Saturday and Sunday, September 26 and September 27, 2009, the PRISM Support Desk will be available from 8:00 a.m. through 6:00 p.m. (EST). To contact the PRISM Support Desk, please call 304-480-8000 option 2.

2. ARC Distributes Year-end Memorandum

ARC recently distributed the FY 2009 year-end memorandum, which identifies the relevant activities that both ARC accounting staff and your agency will need to perform to ensure an efficient year-end close. ARC has also added the memorandum to our customer pages ([https://arc.publicdebt.treas.gov/customer\\_access\\_pages.htm](https://arc.publicdebt.treas.gov/customer_access_pages.htm)), and you can find it under "Accounting Services" - "Accounting Information." If you have any questions about the year-end memorandum notification process applicable to your agency, please contact Dana Morr at 304-480-7071 or [dana.morr@bpd.treas.gov](mailto:dana.morr@bpd.treas.gov).

3. 2010 BOC Listing Update

After the release of the OMB Circular A-11 in August, ARC will seek customer input for the 2010 Budget Object Class (BOC) listing. Customers will have the opportunity to suggest deletions, modifications, and/or additions to the listing. After the review process is completed, we will post

the 2010 BOC listing on our customer pages and notify customers of availability. Our goal is to have this completed by the end of September. If you have any questions, please contact Jaime Harbour at 304-480-8457, or email ARC's Budget group at [BudgetARC@bpd.treas.gov](mailto:BudgetARC@bpd.treas.gov).

#### 4. ARC SAS 70 Audit Update

KPMG, LLP recently completed its on-site fieldwork for the Statement on Auditing Standards (SAS) 70 audit of ARC's accounting and computer internal controls. Treasury's Office of Inspector General expects to issue the final report by late August. Once we receive the report, we will place a link to it on our customer pages for the benefit of our customer agencies and their financial statement auditors.

Any customers that would like to request a hard copy of the report for internal use and/or for their financial statement auditors should send an e-mail containing their contact information to Anda Coiner at [anda.coiner@bpd.treas.gov](mailto:anda.coiner@bpd.treas.gov), and she will send the report(s) to you as soon as they are available.

If you have any specific questions or comments regarding ARC's SAS 70 audit, please contact Anda Coiner at 304-480-8414 or [anda.coiner@bpd.treas.gov](mailto:anda.coiner@bpd.treas.gov).

#### 5. FY 2009 Award Submission Cutoff Date

ARC requests that customers submit all Spot Awards and Special Act Awards (also called Special Contribution or Extra Effort Awards) to be paid with FY 2009 funds by close of business on Friday, September 11, 2009. Receipt of properly documented awards by this deadline will ensure that there is adequate time to process the awards using FY 2009 funds. If you have questions about these awards or the deadline, please contact Jennifer Thompson at 304-480-8275 or by email at [benefits@bpd.treas.gov](mailto:benefits@bpd.treas.gov).

#### 6. ARC Assists Customers with OMB's BDR for Relocation Data

The Office of Management and Budget (OMB) recently issued Budget Data Request (BDR) 09-34 covering certain relocation cost and management data for fiscal years 2008 through 2010. ARC is able to provide our customers with the historical relocation data requested from our moveLINQ relocation system. We are also assisting our customers in formulating responses to the projected data sections of the BDR. For more information, please contact Lee Buckingham at 304-480-8420 or [lee.buckingham@bpd.treas.gov](mailto:lee.buckingham@bpd.treas.gov).

#### 7. Secure Flight Data in GovTrip

The U.S. Department of Homeland Security (DHS) has implemented a program called Secure Flight, which requires airlines to transmit traveler identification data to the Transportation Security Administration (TSA) prior to providing a boarding pass. This program goes into effect August 15, 2009. Reservations created prior to the implementation of this program do not need updated. All reservations created after the implementation must include the traveler's full name (as shown on a State or Federal Government-issued identification document, such as a state ID card, driver's license, or passport), along with any of the following additional data, if available:

- Date of Birth
- Gender
- Redress Number (Redress Number is used to identify a traveler that has been previously cleared through the TSA.)
- Known Traveler Number

If you need assistance updating your GovTrip profile, please contact the ARC Travel Services Help Desk at 304-480-8000 option 1.

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