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## **ARC Monthly Bulletin – September 2009**

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

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Article headlines appear below. Scroll down for full stories.

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## **HEADLINES**

### **General**

1. Testing the Universal Communications System

### **Accounting Services**

2. ARC SAS 70 Audit Issued
3. Status of TGAnet and PCC-OTC

### **Human Resources Services**

4. WebTA Training Scheduled for September
5. Plan to Eliminate Time-in-Grade Requirement Dropped
6. OPM Issues Proposed Sick Leave Regulations

### **Information Technology Services**

7. 2009 Treasury Disability and IT Accessibility Summit and Career Fair

### **Procurement Services**

8. OMB Issues Guidance on Federal Contracting

### **Travel Services**

9. New FICA Cap Procedure for Relocations
  10. FMS Decommissioning FEDTAX II
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## **FULL STORIES**

1. Testing the Universal Communications System

To ensure that our customers are notified immediately in the event of an emergency impacting our ability to provide normal services, ARC has implemented the Universal Communications System (UCS). The UCS will be used to initiate an automated phone notification informing our customers that we have activated our Business Continuity or Pandemic Plan, and that we will provide additional information regarding the event when possible. We will be conducting a test of the UCS on September 28, 2009. Designated points of contact at customer agencies should expect to receive an automated phone call on that day. For additional information, please contact Amy Miller at 304-480-7257 or [amy.miller@bpd.treas.gov](mailto:amy.miller@bpd.treas.gov).

2. ARC SAS 70 Audit Issued

KPMG, LLP recently issued the Statement on Auditing Standards (SAS) 70 audit report of ARC's accounting and computer internal controls, which covers the period July 1, 2008, through June 30, 2009. This is ARC's sixth year of receiving a SAS 70 audit, and we have received an unqualified opinion each year.

For the benefit of our customer agencies and their financial statement auditors, we have provided a link to the report on our customer access pages under "Accounting Information." 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).

### 3. Status of TGAnet and PCC-OTC

Beginning October 1, 2009, ARC will be fully operational on FMS's electronic deposit applications Treasury General Account (TGAnet) and Paper Check Conversion Over the Counter (PCC-OTC). All customers have been converted to one of these electronic reporting systems. In the event these two systems are nonoperational, the manual deposit process will be resumed.

For more information regarding TGAnet and PCC-OTC, please refer to the following websites:

- PCC-OTC: <http://www.pccotc.gov> or <http://fms.treas.gov/pccotc/index.html>
- TGAnet: <http://www.fms.treas.gov/tganet/index.html>

If you have any questions regarding ARC's implementation of these two collection systems, please contact Mary Watson at 304-480-7044 or [mary.watson@bpd.treas.gov](mailto:mary.watson@bpd.treas.gov).

### 4. WebTA Training Scheduled for September

ARC provides semi-annual webTA training for timekeepers and supervisors in Washington, D.C., at no charge to our full-service pay and leave customers. This training is designed to assist our customers with effectively integrating newly hired staff and meeting other potential training needs. ARC will conduct the next sessions of this training on September 23 and 24, 2009. Timekeepers and supervisors have received training details via email. For more information, please contact Kristina Burchard at 304-480-8255 or [payroll@bpd.treas.gov](mailto:payroll@bpd.treas.gov).

### 5. Plan to Eliminate Time-in-Grade Requirement Dropped

After months of speculation regarding the fate of the plan to eliminate the time-in-grade requirement for promotions, the Office of Personnel Management (OPM) decided on August 11, 2009, to drop the proposal. As a result, Federal employees who work in General Schedule grade 5 or higher positions will continue to be required to serve 52 weeks at their current grade level before being eligible for promotion to a higher grade.

The Federal Register notice dated August, 11, 2009, states: "After carefully considering all of the comments, OPM has determined that it would be more productive to consider the merits of the time-in-grade issue as part of a more comprehensive review of pay, performance, and staffing issues than to regulate this particular issue in piecemeal fashion."

To view OPM's decision, go to <http://edocket.access.gpo.gov/2009/E9-19174.htm>. For additional information, please contact an ARC supervisory staffing specialist at 304-480-8959 or [fesbinquiries@bpd.treas.gov](mailto:fesbinquiries@bpd.treas.gov).

### 6. OPM Issues Proposed Sick Leave Regulations

On August 26, 2009, the Office of Personnel Management (OPM) issued proposed regulations that would provide eligible employees with up to 26 administrative workweeks of leave under the Family and Medical Leave Act to care for a family member who is injured in the line of duty while on active duty with the Armed Forces, including the National Guard and Reserves. The proposed regulations also allow sick leave, including advanced sick leave, to be used to care for a family member who has been exposed to a serious communicable disease, even if the family member

has not actually contracted the disease. This last provision helps support agencies in dealing with possible outbreaks of pandemic influenza.

Comments on the proposed regulations may be submitted to OPM on or before October 26, 2009. To view the proposed regulations, go to <http://edocket.access.gpo.gov/2009/pdf/E9-20610.pdf>. For more information, please contact an ARC supervisory pay and leave specialist at 304-480-8400 or [payroll@bpd.treas.gov](mailto:payroll@bpd.treas.gov).

#### 7. 2009 Treasury Disability and IT Accessibility Summit and Career Fair

ARC has been invited to participate in the planning of Treasury's 2009 IT Accessibility & Disability Summit & Career Fair sub-titled Breaking Down Barriers through Collaboration, Communication, and Compliance. This year's event is expanding to include EEO topics of discussion as well as topics related to Section 508 of the Rehabilitation Act. The ARC representative will act as our liaison with Treasury to plan and promote the event. For additional information, contact Jeff Hirzel at 304-480-7437 or [jeffrey.hirzel@bpd.treas.gov](mailto:jeffrey.hirzel@bpd.treas.gov).

#### 8. OMB Issues Guidance on Federal Contracting

The Office of Management and Budget has recently issued a series of three memos related to Federal Contracting. Links to the full text of these documents have been placed on our customer access pages.

The documents deal with the following important topics:

- Agencies are directed to reduce spending by 3.5% each year for a total of 7% in the next two years. The memo states this reduction can be accomplished in several ways, including procurement reform, elimination of unnecessary projects, savings from the adoption of more efficient contracting tactics, reengineering of business processes, or a combination of these items.
- Agencies are to examine work that is privately outsourced to see if it is still needed and could more effectively be completed by government employees. Additional guidance is provided on such topics as determining if a particular activity is inherently governmental, criteria for converting back to using government employees, and a framework for assessing whether an agency has achieved the proper balance between public and private labor.
- Agencies are called upon to improve the evaluation and sharing of contractor performance data. Beginning in February 2010, the Office of Federal Procurement Policy plans to conduct compliance reviews to determine whether agencies are submitting performance evaluations to the Past Performance Information Retrieval System (PPIRS). More guidance is also expected later in 2010 in this area.
- Agencies are to cut spending on higher-risk contracts by 10 percent in 2010. Cost, labor-hour, and time and material contracts are included in the high-risk area along with sole source and limited source procurements.

All ARC customers are encouraged to read and understand this guidance. If you need any additional assistance, please contact your procurement support team leader at 304-480-7137.

#### 9. New FICA Cap Procedure for Relocations

Effective October 1, 2009, ARC will be changing its procedure for FICA (Federal Insurance Contributions Act) capping. For those customers who use both ARC and NFC (National Finance Center) for payroll processing, ARC will coordinate payroll and taxable relocation payments to

minimize over-withholding. Other customers will be responsible for coordinating and advising ARC on when to cap, if they opt to do so. We will be sending e-mails with all of the details to customer agency relocation contacts.

For additional information, please contact Lee Buckingham at 304-480-8420 or [lee.buckingham@bpd.treas.gov](mailto:lee.buckingham@bpd.treas.gov).

#### 10. FMS Decommissioning FEDTAX II

Financial Management Services (FMS) will decommission FEDTAX II as of November 30, 2009, and replace it with Electronic Federal Tax Payment System (EFTPS). ARC Travel Services uses FEDTAX II to record the federal taxes withheld on taxable relocation payments and to submit the tax returns to the IRS. The EFTPS implementation will reduce costs and improve efficiency.

For more information, please contact Julie Gilchrist at 304-480-5561 or [julie.gilchrist@bpd.treas.gov](mailto:julie.gilchrist@bpd.treas.gov).

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