
ARC Monthly Bulletin – October 2011

Valuable information for ARC's customers

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1. Welcome New Customer

We are pleased to welcome the African Development Foundation (ADF) to our customer base. The services we are providing ADF include: Financial Management, Procurement, and Travel. With the addition of ADF, we now provide services to 71 Federal agencies.

For additional information, contact Shaun Willison at 304-480-7286 or shaun.willison@bpd.treas.gov.

2. Oracle Release 12 (R12) Project Update

As part of the Oracle R12 implementation, we are planning to add a couple of features that will enhance customers ability to: automate billing for reimbursable agreements and provide functionality for tracking costs more accurately. The new applications are part of the Oracle Project Suite. Watch for more detailed information in the near future.

If you have any questions on the Oracle R12 Project, contact us at R12communication@bpd.treas.gov.

3. Accelerating Payments to Small Businesses

On September 14, 2011, the Office of Management and Budget (OMB) issued Memorandum 11-32 to heads of executive departments and agencies titled "[Accelerating Payments to Small Businesses for Goods and Services](#)". The memo asks federal agencies to assist small businesses with managing their cash flows by making payments as quickly as possible. The goal is to make these payments within 15 days of receipt of the invoice and/or goods and services.

By November 1, 2011, agencies are asked to notify OMB of (1) the date by which the agency will begin making accelerated payments, along with the agency's explanation for why an earlier date is not practicable, and (2) the name and contact information for the agency senior official responsible for overseeing the implementation of this policy.

Changes to the business process are being made in order to be in compliance. Responses will be made on behalf of the agencies we service and each agency will be provided a copy of the response. Accelerated payments should begin by November 1, 2011.

For additional information, contact Yvette Dunbar at 304-480-7053 or yvette.dunbar@bpd.treas.gov.

4. HR Efficiency Review Initiative Update

What is Lean? What is Value Stream Mapping? Some of you have used or heard of these concepts before, and some have it fully integrated into your agency's practices. Lean is a systematic approach to identifying and eliminating processes or activities that are found to be non-value-added. Whether manufacturing or service oriented, lean helps an organization pursue the goal of perfecting processes and the quality of products through continuous improvement efforts. Techniques such as Value Stream Mapping are used to map out every step of the process, identify pain points, and come up with ideas that could lead to value-added improvements. These are some of the different concepts being utilized to become more efficient and cost effective while delivering a value-added quality service to you, our customers. Do you have ideas that could help create lean improvements for your HR processes? Let us know. Your input is valued, and we are open to trying different approaches to improve business processes.

For additional information, contact Jennifer Lasko at 304-480-8311 or hrodipilot@bpd.treas.gov.

5. 2011 Federal Benefits Open Season

The 2011 Federal Benefits Open Season runs from November 14 through December 12, 2011. The annual open season allows eligible federal employees to elect or make changes to Federal Employees Health Benefits (FEHB) coverage, Federal Employees Dental and Vision Insurance Program (FEDVIP) coverage, and Flexible Spending Account (FSA) contributions. The 2012 brochures, plan comparison tools, and other open season resource materials will be available on the Office of Personnel Management's website (www.opm.gov/insure).

For more information about the open season, contact Employee Benefits Branch at 304-480-8275 or benefits@bpd.treas.gov.

6. TSP Contribution Limit Reminder

Employees covered by the Federal Employees Retirement System (FERS) who reach the Thrift Savings Plan (TSP) annual contribution limit before the end of the tax year will miss out on agency matching contributions. The contribution limit for the 2011 tax year is \$16,500.

TSP contributions (including agency matching contributions) for FERS-covered employees will stop when the annual limit is reached. To maximize receipt of agency contributions, FERS employees should continue investing at least 5 percent of salary (the amount that produces the maximum agency contribution) during every pay period of the tax year. (Employees covered by the Civil Service Retirement System receive no agency contributions to TSP and are not affected by this issue.)

TSP's "[How Much Can I Contribute](#)" calculator can assist you in calculating the remaining TSP biweekly contributions needed to maximize agency contributions. You can also read more about the TSP annual contribution limit at <https://www.tsp.gov/making-contributions/contribution-limits/>.

To find out how to change your TSP contribution amount, contact Employee Benefits Branch at 304-480-8275 or benefits@bpd.treas.gov.

7. webTA Upgrades

The upgrade of all BPD hosted instances of webTA version 3.8.15 was recently completed. This upgrade corrected several edits that will reduce errors and minimize the number of corrections. In addition, a function was added that separates Family-Friendly Sick Leave into "serious" and "non-serious" transactions. This will assist employees and timekeepers in tracking these hours against the regulatory limits.

For more information, contact Pay and Leave Services Branch at 304-480-8400 or payroll@bpd.treas.gov.

8. Pay and Leave Services Branch Realignment

Effective October 11, 2011, in an effort to improve customer service and efficiency, Pay and Leave Services Branch (PLSB) will be adjusting the way work is managed by its HR Assistants. Rather than assistants being assigned to specific customers, they will work within three core areas: pay and leave reporting, pay and leave processing, and a call center. At this time, we are not planning to change the pay and leave supervisor or the specialist(s) that currently service you.

As a result of this change, our customers should direct issues previously aimed at the assigned HR Assistant, to the new call center at 304-480-8400 or payroll@bpd.treas.gov.

9. IT Service Recognized by DHS for HSPD-12 Program Support

On September 13, 2011, the Bureau of the Public Debt's IT Service group received an award from the Department of Homeland Security (DHS), Under Secretary of Management, Rafael Borrás. This award is in recognition of support provided to DHS via the PKI Shared Service Provider Program. Public Debt hosts the certification authority in support of DHS's HSPD-12 Program. In providing this support, IT Service assisted Homeland Security to meet an OMB Mandate of 250,000 PIV cards issued in fiscal year 2011. This means DHS issued 250,000 PIV cards in 18 months at 615 different sites across the nation and US Territories.

For additional information, contact Orlando Yaconis at 304-480-6205, or Orlando.Yaconis@bpd.treas.gov.

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