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## ARC Monthly Bulletin – March 2012

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

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##### **1. Annual Test of Our Notification System**

We conducted the third annual test of our Universal Communications System on February 14, 2012 and are pleased to report the test was a success. We were able to contact approximately 97 percent of our customers which assures us of our ability to continue communications if an emergency occurred in Parkersburg, WV.

Thank you for your participation in the test and continued cooperation in updating contact information.

If your agency did not receive a call, contact Amy Miller at 304-480-7257 or [Amy.Miller@bpd.treas.gov](mailto:Amy.Miller@bpd.treas.gov).

##### **2. Fiscal Year 2013 Customer Agreements**

Currently, we are finalizing Fiscal Year 2013 annual agreements and are on target to begin distribution of the administrative services (Financial Management, Procurement, Travel, Human Resources and related systems) agreements on April 20, 2012. These early agreements will not include Information Technology (IT) services. We anticipate providing IT service agreements in early summer.

For additional information, contact Michael Satterfield at 304-480-5527 or [Michael.Satterfield@bpd.treas.gov](mailto:Michael.Satterfield@bpd.treas.gov).

##### **3. IPP Update**

We are converting customers to the Internet Payment Platform (IPP). This is an effort to gain efficiencies and provide support to invoice approvers. We have transitioned 21 customers to IPP and plan to migrate the remaining nine customers by July 1, 2012. To date, we have processed 8,537 invoices in IPP.

Our invoice approvers have provided overwhelmingly positive feedback about IPP. We continue to solicit information to refine the process.

For more information, contact Yvette Dunbar at 304-480-7053 or [Yvette.Dunbar@bpd.treas.gov](mailto:Yvette.Dunbar@bpd.treas.gov).

#### **4. TSP Roth Option Coming Soon**

Later this year, the Thrift Savings Plan (TSP) will make the Roth option available to participants. This option allows participants to contribute after-tax dollars to the TSP and provides greater flexibility in the tax treatment of the TSP contributions. Preliminary information about the Roth feature is available on the TSP website: [www.tsp.gov](http://www.tsp.gov).

Please note that our Benefits Service Center, which can be contacted at 304-480-8275 or [benefits@bpd.treas.gov](mailto:benefits@bpd.treas.gov), can only answer general TSP Roth questions. Participants should consult a qualified tax or financial advisor to discuss using the TSP Roth option.

#### **5. HR Efficiency Initiative Update**

The Human Resources Operations Division (HROD) continues its training efforts this month as 35 more employees attend the internal "Why Lean?" class. This training creates a foundation for efficiency by educating employees on how to apply lean concepts to their everyday work processes.

This month, employees throughout HROD began reviewing process maps and offering suggestions by applying the eight areas of waste concept taught in the "Why Lean?" class. Specifically, they evaluated how work requests flow through the organization. They considered questions such as: (1) Can a complicated process be performed more simplistically to eliminate over processing and over production waste? (2) Do our processes promote excessive wait time and unnecessary inventory waste? (3) What is the cause of rework waste in our processes? (4) Are the right tasks assigned to the right people to utilize the intellect of our workforce?

The answers to these questions are prompting in-depth cost and efficiency discussions among employees, paving the way for an HROD lean transformation.

For additional questions, contact Carla McHenry at 304-480-8228 or [Clara.Mchenry@bpd.treas.gov](mailto:Clara.Mchenry@bpd.treas.gov).

#### **6. GovTrip Line of Accounting Enhancement**

Northrop Grumman will implement an enhancement to the GovTrip accounting module on April 21, 2012 to accommodate the Oracle R12 accounting structure. The accounting selections in GovTrip will remain the same for most end users as this enhancement only involves adjusting the current GovTrip accounting tables in preparation for the new accounting system. Because this enhancement does involve a change to the current GovTrip accounting tables, our Travel Services will update default accounting in user profiles. Open documents, such as approved authorizations not vouchered against, will not need modified or adjusted at this time because the accounting values will remain the same until the deployment of R12.

For additional information, contact Diana Bonnell at 304-480-5573 or [Diana.bonnell@bpd.treas.gov](mailto:Diana.bonnell@bpd.treas.gov).

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