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**ARC Monthly Bulletin – November 2015**  
*Valuable information for ARC's customers*

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**FULL STORIES**

**1. Thrift Savings Plan (TSP) Contributions Limits**

The TSP regular contribution limit for tax year 2016 will remain \$18,000. Employees may contribute Traditional (pre-tax), Roth (after-tax), or a combination of both to reach the regular TSP limit. For Federal agencies paid through the National Finance Center—including all of ARC's HR customers—tax year 2016 spans from December 13, 2015, through December 10, 2016. To distribute \$18,000 over the entire tax year, employees should elect to contribute \$693 per pay period to the TSP. Employees should make this election between November 29 and December 12, 2015, for the change to begin with the new tax year.

Employees who will be age 50 or older during 2016 may also contribute up to an additional \$6,000 as TSP "catch-up" contributions—only if regular TSP contributions for the tax year will total \$18,000. To distribute \$6,000 over the entire tax year, employees should elect to contribute \$231 per pay period. This election should also be made between November 29 and December 12, 2015. Please note that a new "catch-up" election must be made each tax year.

Our Employee Benefits Branch will provide 2016 TSP Contribution Limit notices to our customer HR contacts for distribution to employees in the near future. In the meantime, if you have benefits related questions, contact the Benefits Service Center at 304-480-8275 or [Benefits@Fiscal.Treasury.Gov](mailto:Benefits@Fiscal.Treasury.Gov).

**2. Relocation Branch Awards Home Sales Service and Property Management Contract**

Our Travel Services - Relocations Branch, is pleased to announce the award of its Home Sales Services and Property Management contract to RELO Direct®, Inc. RELO Direct®, Inc. is a full-service relocation management company, offering a wide range of mobility management services to support clients with employees on the move. With industry experience dating back to 1992, RELO Direct® has the systems, processes, and procedures in place not only to guarantee high employee satisfaction, but also to effectively contain costs.

The implementation of RELO Direct®, will allow us to provide a significant cost savings, to our customers.

For additional information, contact Relocations Services Branch, Kim Fordyce at 304-480-5560 or [Kimberly.Fordyce@Fiscal.Treasury.Gov](mailto:Kimberly.Fordyce@Fiscal.Treasury.Gov).

### **3. CGE Tutorials**

We are pleased to announce the availability of our new CGE tutorials! The tutorials are available on the ARC Customer Page under Guidance/References/Travel/CGE Tutorials. The tutorials provide steps for creating a reservation, creating the authorization, approving documents, and creating the voucher.

For additional information, contact Relocations Services Branch, Diana Bonnell at 304-480-5573 or [Diana.Bonnell@Fiscal.Treasury.Gov](mailto:Diana.Bonnell@Fiscal.Treasury.Gov).

### **4. Discoverer Tip of the Month**

The ARC Reports Team would like to share our Discoverer Tip of the month #2. You can quickly “PRINT” your report from Discoverer by using keyboard shortcut CTRL+P. This Discoverer shortcut will bring up a window that will allow you to select print settings, including Print Preview, without going through the Discoverer menu.

We hope you get good use out of this tip, **and** feel free to email us at [ARCReports@Fiscal.Treasury.Gov](mailto:ARCReports@Fiscal.Treasury.Gov) any tips and tricks you’ve learned along the way. You never know, we could use your tip next month.

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