
ARC Monthly Bulletin – March 2016
Valuable information for ARC's customers

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1. Staffing/Classification year-end planning

To ensure onboarding new employees by the end of this Fiscal Year, we have established the following dates to assist you with planning of your upcoming recruitment activities.

Where are you in the process?	Submit your request no later than:
A new PD needs to be classified	Submit your classification request by April 11, 2016
I have a classified PD, but the Job Analysis/Assessment (JA/A) process needs to be completed	Submit your JA/A request by May 20, 2016
I have a classified PD and a current JA/A	Submit your request to recruit by June 8, 2016

We encourage your agency Supervisors and Managers to initiate any approved recruitment activities for FY 16 as soon as possible. If you have any questions about how to submit a specific request for your customer agency, contact the Staffing/Classification call center at **304-480-5111**.

2. Annual Test of Notification System

On Monday April 18, 2016, we will conduct a test of our Universal Communications System. The system is intended to be used in an emergency event 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. Designated points of contact at customer agencies should expect to receive an automated phone call on this day.

For additional information, contact Michael Satterfield at 304-480-5527 or Michael.Satterfield@Fiscal.Treasury.Gov.

3. PRISM Training

We provide PRISM Requisition and Buyer refresher training to assist our customers in their efforts to effectively transition newly hired staff and meet other potential training needs. This training is provided to our customers at no additional charge. We will conduct PRISM refresher training sessions March 14 through March 18, 2016 in Washington, DC. All current PRISM users will receive information, via email, about how to sign up for the classes.

For additional information, contact PRISM Support at 304-480-8000 (Option 2) or Prismsupportteam@Fiscal.Treasury.Gov.

NOTE: The training location for PRISM training classes in Washington, DC has moved to 1401 H Street, N.W., Suite 100, Washington, DC 20005.

4. Oracle Discoverer Viewer Virtual Training

We provide Oracle Discoverer Viewer refresher training to assist our customers in their efforts to effectively transition newly hired staff and meet other potential training needs. This training is provided to our customers at no additional charge. We will conduct virtual Discoverer training sessions March 22-23, 2016. All current Discoverer Viewer users will receive information, via email, about how to sign up for the virtual classes.

For additional information, contact Oracle Support at 304-480-8000 (Option 3) or OracleSupportTeam@Fiscal.Treasury.Gov.

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