Name (s):_____

Agency:_____

Please check the sessions that you are most likely to attend:

☐ **General Sessions Day 1 (1A1, 1A2, 1A3)**
☐ **General Sessions Day 2 (2A2)**
☐ **Session 1C1 - Technology Update**

> Session Numbers indicate Day, Room, and order of session:
> Example: 2B4
> Day **2**
> Room **B**
> **4**th session of day

Financial Management
☐ **Session 1A4 - OMB MAX Site**
☐ **Session 1A5 - DATA Act Update**
☐ **Session 1A6 - New Financial Statement Reporting Tool Project**
☐ **Session 1B3 - Customer Feedback Session - Reporting Services**
☐ **Session 1B4 - Reconciliations - Tips for Understanding/Reviewing Reconciliations**
☐ **Session 1B5 - Financial Management Oversight - Customer Agency Responsibilities**
☐ **Session 1B6 - Financial Statement Audit Topics**
☐ **Session 1B7 - Best Practices for Audit, Agencies Share Best Practices**
☐ **Session 1B8 - Accounting Flex Field Values and Cross Validation Rules (Setup, Process, Impact)**
☐ **Session 1B9 - IPERA _ Improper Payment Elimination and Recovery Act**
☐ **Session 1C4 - DATA Act Process Review and Discussion (Treasury Agencies)**
☐ **Session 1C5 - DATA Act Process Review and Discussion (Non-Treasury Agencies)**
☐ **Session 1C2 - What is ARC Doing to Prepare for G-Invoicing**
☐ **Session 1A7 - Ways for the Agencies to Get Ready for G-Invoicing; G Invoicing (What is It?)**
☐ **Session 1A8 - Performance Measurement and Reporting Services**
☐ **Session 2A5 - Purchase Card Training for Budget Officials, Approving Officials and Cardholders**
☐ **Session 2C1 - New Payroll Cost and Hours Discoverer Report**

Travel Services
☐ **Session 1A9 - Strategic Account Management Plan (SAMP) - What it Means to You**
☐ **Session 2B1 - Strategic Account Management Plan (SAMP) - What it Means to You**
☐ **Session 1A10 - Mobile - The New Frontier**
☐ **Session 2B2 - Mobile - The New Frontier**

Procurement Services
☐ **Session 1A11 (Multi-Topic)- Bureau Chief Procurement Officer Introduction; Demystifying Federal Procurement**
☐ **Session 2B4 - Question and Answer Panel to Discuss Procurement Topics**
☐ **Session 2B3 (Multi-Topic) - Whose Job Is It Anyway?; Standard Service Descriptions; Federal Procurement Changes**

Human Resources

☐ **Session 1B1 - How to Write a PD Workshop**

☐ **Session 2C2 - How to Write a PD Workshop**

☐ **Session 1B2 - Job Analysis Workshop**

☐ **Session 2C3 - Job Analysis Workshop**

☐ **Session 1C3 - Workforce Analytics/HRConnect Reports**

☐ **Session 2A6 - Workforce Analytics/HRConnect Reports**

☐ **Session 2A3 (Multi-Topic) - Data 2.0; Customer Experience**

☐ **Session 2A4 (Multi-Topic)- HRConnect Upgrade; WebTA upgrade**

☐ **Session 2C4 - Preparing for Retirement**

2017 ARC Customer Meeting
May 10-11, 2017
Customer Registration Form

Session Descriptions:

General Session	
Financial Management	
Human Resources	
Travel Services	
Procurement Services	
Networking Hall	

Session	Description
General Session (1A1) - KeyNote Address	
General Session (1A2) - ARC Vision and Top Priorities/FIT Mission Goals and Objectives	ARC will share the Administrative Resource Center's vision and priorities. ARC will also discuss Financial Innovation and Transformation mission, goals, and objectives.
General Session (1A3) - Financial Management Service Lines, Customers and Major Service Line Initiatives	ARC will share details about the different ARC Service Lines and the customers it services. ARC will also summarize the major initiatives each service line is implementing.
Session 1A4 - OMB MAX Site	MAX is a government-wide advanced collaboration, data collection, and information sharing system hosted by OMB. ARC is expanding use of MAX to include reporting, audit, and other processing activities to enhance and improve the service provided to our customers.
Session 1A5 - DATA Act Update	ARC will Review the results of the first DATA Act submission and present any available information about the future of the Data Act.
Session 1A6 - New Financial Statement Reporting Tool Project	ARC will provide an update on our new financial statement solution. It will detail the efficiencies we will gain and how our customers will benefit.
Session 1B3 - Customer Feedback Session - Reporting Services	In this session ARC will share feedback from our financial management customer survey and address general financial management questions.
Session 1B4 - Reconciliations - Tips for Understanding/Reviewing Reconciliations	In this session, ARC will present a summary of reconciliations performed and key concepts for aiding review.
Session 1B5 - Financial Management Oversight - Customer Agency Responsibilities	ARC will share best practices of customer agency financial management oversight of ARC processes and reporting.
Session 1B6 - Financial Statement Audit Topics	This session will summarize audit results, new guidance and general audit related topics.
Session 1B7 - Best Practices for Audit, Agencies Share Best Practices	In this session ARC will share some customer agency best practices that ensure and smooth and successful audit.
Session 1B8 - Accounting Flex Field Values and Cross Validation Rules (Setup, Process, Impact)	In this session ARC will share details about Accounting Flex Field Values and Cross Validation Rules. ARC will explain the process to setup and modify AFF values and CV rules, and the impact they have on accounting.
Session 1B9 - IPERA _ Improper Payment Elimination and Recovery Act	IPERA (Improper Payments Eliminations and Recovery Act) provides guidance for federal agencies to identify, recover, and report improper payments. ARC coordinates with Treasury and customer agencies to collect and report IPERA data.
Session 1C4 - DATA Act Process Review and Discussion (Treasury Agencies)	ARC will review the DATA Act submission process with Treasury Agencies and discuss opportunities to streamline the process.
Session 1C5 - DATA Act Process Review and Discussion (Non-Treasury Agencies)	ARC will review the DATA Act submission process with Non-Treasury Agencies and discuss opportunities to streamline the process.
Session 1C1 - Technology Update	ARC will provide a high level update on the ongoing Technology Projects within the Business Technology Division.
Session 1C2 - What is ARC Doing to Prepare for G-Invoicing	A discussion on how ARC is preparing for G-Invoicing, from a Shared Service perspective.
Session 1A7 - Ways for the Agencies to Get Ready for G-Invoicing; G Invoicing (What is It?)	In this session you will learn what G-Invoicing is. ARC will share strategies for customer agencies to prepare for implementation of G-Invoicing.
Session 1A8 - Performance Measurement and Reporting Services	The session will focus on a Performance Management tool that allows agencies to Define measures, goals, and milestones, and support distributed data calls for collection of all defined measures. The tool allows agencies to control reporting periods, provide exception reporting, and compare metrics to forecasts and actual performance, support inclusion of measures into budget formulation documents, and generate the Performance section of the PAR.
Session 2B3 - Purchase Card Training for Budget Officials, Approving Officials and Cardholders	ARC will provide an overview of the CitiDirect system as well as review responsibilities of both the Cardholders and Approving Officials. ARC will also explain the functionality of the CitiDirect Discoverer reports and how they apply to purchase card holders and approving officials.
Session 2C1 - New Payroll Cost and Hours Discoverer Report	ARC staff will be presenting the new version of the Discoverer report SAR PR COST AND HOURS REPORT. This will include presenting the new data elements, new reporting enhancements, and how the report will benefit our customers.

General Session
Financial Management
Human Resources
Travel Services
Procurement Services
Networking Hall

General Session (1A1) - KeyNote Address	
General Session (2A2) - OSS Overview	
Session 1A9/2B1 - Strategic Account Management Plan (SAMP) - What it Means to You -	ARC Travel Services will present an overview of the Travel Strategic Account Management Plan (SAMP) which is a dashboard look at an agency's travel program from a big picture perspective to help provide insight into travel habits and possible opportunities for cost savings. The SAMP provides averages and statistics on other agencies that ARC Travel Services manages which provides a comparison as a guide.
Session 1A10/2B2 - Mobile - The New Frontier	ARC Travel Services presentation will include a review of mobile capabilities, agency responsibilities, and a showcase of the mobile App's abilities.
Session 1A11 - Bureau Chief Procurement Officer Introduction	Presentation on the state of federal procurement, BFS' procurement authority and chain of command, introductions of PSD Director and employees attending conference.
Session 1A11 - Demystifying Federal Procurement	Presentation of common procurement misconceptions, reasoning behind the focus on small and socio-economic businesses, market research do's and don'ts, and a top-ten list of procurement ideas/facts with audience participation.
Session 2A5 - Question and Answer Panel to Discuss Procurement Topics	Five or six ARC Procurement employees will answer questions/concerns from audience members.
Session 2B4 - Whose Job Is It Anyway?	Presentation encompassing several areas: responsibilities of the requisitioning and procurement offices; what makes a good requisition package; best procurement practices, use of various PSD and other agency contracts.
Session 2B4 - Standard Service Description Presentation	Presentation on customer IAs outlining our duties and theirs.
Session 2B4 - Federal Procurement Changes	Presentation on changes to federal procurement policies, regulations, system information/updates.
Session 1B1/2C2 - How to Write a PD Workshop	An interactive workshop that will include a brief presentation as well as some useful tips and strategies for writing position descriptions for Federal government positions.
Session 1B2/2C3 - Job Analysis Workshop	An interactive workshop that will include a brief presentation as well as some useful tips and strategies for conducting job analyses for Federal government positions.
Session 1C3/2A6 - Workforce Analytics/HRConnect Reports	This presentation will focus on the overview of the system (specifically, the types of data that can be retrieved, establishment of subscriptions, and possibly a brief look at the upgraded system (if available).
Session 2A3 - Data 2.0	This presentation will focus on identifying the types of data that is available, how the data can be used in daily decision making for staffing and classification issues.
Session 2A3 - Customer Experience	This presentation will focus on recent accomplishments and plans for future endeavors for improving the overall customer experience in the realm of staffing and classification.
Session 2A4 - HRConnect Upgrade	This presentation will focus on an overview of the system changes with the upcoming PeopleSoft upgrade from version 9.0 to 9.2 in HR Connect.
Session 2A4 - WebTA upgrade	This presentation will focus on the webTA upgrade from version 3.8 to version 4.2.
Session 2C4 - Preparing for Retirement	During this session ARC will provide a brief overview of the various retirement plans, explain the requirements for meeting eligibility to retire from each of the plans, encourage participation in the Thrift Savings Plan, outline the steps for requesting a retirement estimate, and offer some guidance for selecting an ideal retirement date. In addition, ARC will cover what benefits can be continued into retirement, what reductions/deductions will affect the net monthly annuity, when the FERS Annuity Supplement is paid, and identify the steps taken to process a retirement application. ARC plans to allow for time at the end for questions from the audience.