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**ARC Monthly Bulletin – December 2014**  
***Valuable information for ARC's customers***

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Article headlines appear below. Scroll down for full stories.

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**HEADLINES**

**Franchise Services**

1. Holiday Greetings

**Travel Services**

2. Travel Training Resources Available

**Human Resource Services**

3. Federal Employees Health Benefits
  4. Upcoming Changes in Take Home Pay
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**FULL STORIES**

**1. Holiday Greetings**

In this time of thanks, we are grateful for your patronage and confidence in our services. We appreciate you and look forward to a successful, new year. On behalf of all of the Administrative Resource staff, we wish you a very happy holiday!



**2. Travel Training Resources Available**

The Travel Services Division would like to remind travelers and approving officials of our presentation entitled "*Promoting Efficient Spending*" which is available on your Administrative Resource Center customer web page. This presentation reviews best practices and suggestions for getting the most out of limited travel budgets.

One best practice is to ensure travelers and approvers have travel training. The General Services Administration (GSA) is offering new online travel policy training classes. "*Travel Basics*", "*Attending a Conference*", and "*Approving Official's Responsibilities - FTR*" are 1 hour classes for \$50 per student. GSA also offers a 4 hour class called "*FTR In-Depth*" for \$199 per student. GSA can also arrange instructor led group training at on-site or regional locations. Interested persons should consult their agency training policy and visit the GSA Travel Training Branch web page at: <http://www.gsa.gov/portal/content/172943> for more information.

For additional information, email ARC Travel Services at: [Travel@bpd.treas.gov](mailto:Travel@bpd.treas.gov). You may also contact Diana Bonnell at 304-480-5573.

### 3. Federal Employees Health Benefits

Effective November 17, 2014, the Office of Personnel Management (OPM) issued a final rule modifying coverage under the Federal Employees Health Benefits (FEHB) Program to include certain temporary, seasonal, and intermittent employees who are identified as full-time employees.

Prior to this regulation, most employees on temporary appointments became eligible for FEHB after completing one year of current continuous employment and, once eligible, did not receive an employer contribution to their premium. Most seasonal employees working less than six months in a year and those working intermittent schedules were excluded altogether. Under this regulation, employees on temporary appointments, employees on seasonal schedules working a schedule of less than six months per year and intermittent employees who are expected to work 130 hours per month or more for at least 90 days will be eligible to enroll in FEHB **and** qualify for the same government contributions as full-time permanent employees. The Employee Benefits Branch is working to identify all eligible employees and notify them of this opportunity to elect FEHB.

Contact the Benefits Service Center at 304-480-8275 or [Benefits@bpd.treas.gov](mailto:Benefits@bpd.treas.gov) if you have any questions concerning this new regulation.

### 4. Upcoming Changes in Take Home Pay

Many employees will notice changes in their net pay during the upcoming months for a variety of reasons. Changes in Flexible Spending Accounts (FSAs), Thrift Savings Plan (TSP), Federal Employees Health Benefits (FEHB), Federal Employees Dental and Vision Insurance Program (FEDVIP), and Combined Federal Campaign (CFC) contributions could impact the amount of take home pay in the coming weeks. In addition, Federal, state, and local tax changes could also impact net pay.

A more detailed description of changes in take home pay will be posted in early January on your agency's ARC customer access page at [https://arc.publicdebt.treas.gov/customer\\_access\\_pages.htm](https://arc.publicdebt.treas.gov/customer_access_pages.htm).

Contact the Benefits Service Center at 304-480-8275 or [Benefits@bpd.treas.gov](mailto:Benefits@bpd.treas.gov) if you have questions about these changes.

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